



HOUSING COMMISSION AGENDA
Regular Meeting: July 14, 2021
Time: 8:00 a.m.

COVID-19 UPDATE: Based on guidance provided by the Centers for Disease Control Prevention, state and local public health officials, HACA’s office building is temporarily closed to the public and in-person meetings have been suspended until further notice. **The Housing Commission will conduct this meeting on Zoom and by phone.**

How to attend this meeting using the Zoom Video Conference platform:		
Members of the public may listen, view, and/or participate in this meeting using Zoom. You may have to download the Zoom app, however, using Zoom and downloading the Zoom app is free. You can access the Zoom meeting through one of the following ways:		
Click on this link:	OR	OR
https://us02web.zoom.us/j/88460095724	Use your computer or laptop and go to: https://zoom.us/join	Use your mobile device, e.g. a cell phone, iPad and/or tablet, download the Zoom app to your device. In the app tap on “Join Meeting” then type in/enter Meeting ID: <u>884 6009 5724</u>
	Type in/enter Meeting ID: <u>884 6009 5724</u>	

How to participate in this meeting by phone:
Dial: 1-888-788-0099 then when prompted, enter Meeting ID: <u>884 6009 5724</u>

PUBLIC COMMENT

If you wish to comment on a matter **NOT** on the agenda please email your comment(s) to melissat@haca.net, no later than **5:00 p.m., on Tuesday, July 13, 2021.** Your comment(s) will be shared during the meeting when the Chairperson calls for Public Comment. If you are attending the meeting on Zoom or by phone please wait for the Chairperson to ask for comments from the public. Upon recognition by the Chairperson, state your name, comments and/or questions. To allow the opportunity for all to speak, there is a time limit of 3 minutes for public speakers wishing to address the Housing Commission. The Chairperson has the discretion to further limit this time if warranted by the number of public speakers who wish to address the Housing Commission. Public comments on an agenda item or on business introduced by the Housing Commission may be made when the Chairperson calls for comments on the agenda item. **Only matters within the Housing Commission’s jurisdiction may be addressed.** Thank you for your understanding and flexibility during the COVID-19 public health emergency. If you have any questions, please email melissat@haca.net or call (510)727-8511.

(CONTINUED ON NEXT PAGE)



HOUSING COMMISSION AGENDA
Regular Meeting: July 14, 2021
Time: 8:00 a.m.

Page 2

1. CALL TO ORDER / ROLL CALL

		<u>PAGE</u>
2. ELECTION OF OFFICERS	ACTION	3
3. APPROVAL OF THE MINUTES OF THE JUNE 9, 2021 MEETING	ACTION	5
4. PUBLIC COMMENT - On matters not on the Agenda		
5. EXECUTIVE DIRECTOR'S REPORT	INFORMATION	11
6. NEW BUSINESS		
6-1. Recognize Rooyna Ayubi as HACA's Shining Star for July through December 2021	ACTION	15
6-2. Memorandum of Understanding between Alameda County and HACA to Receive and Process Referrals from the Coordinated Entry System	ACTION	16
6-3. Amend Contract with Harshwal & Company LLP for Financial Audit Services	ACTION	21
6-4. Approve the 2021 HACA Scholarship Program and Donald C. Biddle Memorial Scholarship Awards	ACTION	22
6-5. Program Activity Report	INFORMATION	23
7. COMMISSIONER REPORTS		
8. ADJOURNMENT		

ELECTION OF OFFICERS

July 14, 2021

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: July 14, 2021

Subject: Election of Officers

Exhibits Attached: None

Recommendation: Elect Officers to the Chairperson and Vice Chairperson
Positions for FY 2021-2022

DISCUSSION

In accordance with the Housing Commission’s bylaws, your Commission must elect, by a majority vote, a Chairperson and Vice-Chairperson for a term of one (1) year. At your June meeting, your Commission appointed Commissioners Hannon, Kumagai, Lamnin and McQuaid as the Nominating Committee.

The Nominating Committee will formally present the candidates that it recommends for the Chairperson and Vice-Chairperson positions and an election will be held. The newly-elected officers will take their seats immediately and the newly-elected Chairperson will chair the remainder of the meeting.

MINUTES
June 9, 2021



**HOUSING COMMISSION
SUMMARY ACTION MINUTES
Regular Meeting: May 12, 2021
Meeting Time: 8:00 a.m.**

Based on guidance provided by the Centers for Disease Control Prevention, Governor Newsom’s Executive Orders and Alameda County Public Health officials, HACA’s office building is temporarily closed to the public and in-person meetings have been suspended until further notice. This Housing Commission meeting was conducted on the Zoom video conference platform and by phone.

1. CALL TO ORDER / ROLL CALL

CALL TO ORDER:

Chairperson Hannon called the meeting to order at 8:01 a.m.

ROLL CALL:

Present:

Chairperson Michael Hannon	Commissioner Shawn Kumagai
Vice Chairperson Christian Patz	Commissioner Sara Lamnin
Commissioner Pete Ballew	Commissioner Peggy McQuaid
Commissioner Pat Gacoscos	Commissioner Yang Shao
Commissioner Mark Gerry	

Entered after Roll Call:

Commissioner Angela Finley

2. ACTION: APPROVE THE MINUTES OF THE MAY 12, 2021 HOUSING COMMISSION MEETING

Recommendation: Approve the minutes of the May 12, 2021 meeting with the following amendment:

Correct typo on page 5, item number 5, line 8 from American Recuse Plan to American Rescue Plan.

Motion/Second: McQuaid/Yang.

Upon a roll call of the votes being taken the votes were:

Cmrs. Ballew, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, McQuaid, Patz and Shao.

Not present for the vote:

Cmr. Finley

Motion passed. **APPROVED AS RECOMMENDED.**

3. **PUBLIC COMMENT:** *On items not on the agenda.*

Jack Kwei, a member of the public, submitted the following written comments:
“Contempo HOA siding project and Board of Director problems. HACA owns 10 homes here, and money is being wasted at this HOA doing unnecessary work. The amount is about \$600,000. The Board is refusing to appoint directors to 3 director vacancies. Quorum could not be made to conduct business.”

Mr. Kwei also attended the meeting via Zoom commented on the Contempo Homeowners Association.

4. **INFORMATION: EXECUTIVE DIRECTOR’S REPORT**

Kurt Wiest, Executive Director, presented the report. Mr. Wiest provided an update on the Emergency Housing Voucher (EHV) program. He indicated that HACA will receive 252 EHV vouchers and that Oscar Macias, Administrative Analyst II, is taking the lead on this initiative. Mr. Wiest shared some announcements pertaining to HACA’s operations. He reported that HACA’s emergency *Short-Term Telecommuting Program* is ending and that staff who have been working remotely have been notified to return to the workplace before or by July 6. He indicated that there is no definitive date yet for when HACA will open its building to the public. Mr. Wiest also reported that are 3 vacancies on HACA’s management team due to upcoming retirement of George Smith, Facilities Manager, Andre Velarde, Accountant, and the resignation of Beverly Brewer, former Procurement Manager. He also updated the Commission on the Senior Housing Tenant Commissioner vacancy. and indicated that staff is preparing to do some additional Lastly, Mr. Wiest announced that Marcia Fudge, HUD Secretary, may visiting the region.

Commission Discussion: Cmr. Lamnin and Mr. Macias discussed the EHV program’s target population and how the referral process will work. Cmr. Kumagai and Daniel Taylor, Special Programs Manager, discussed outreach. Cmr. Kumagai recommended that staff connect with the Tri-Valley non-profits and inform them of the EHV program. Cmr. McQuaid asked if the Commissioners could participate in the visit with Secretary Fudge and Mr. Wiest indicated that he will keep the Commissioners posted. Chairperson Hannon thanked Mr. Smith, Mr. Velarde and Ms. Brewer for their service.

5. **NEW BUSINESS**

5-1. **INFORMATION: BUDGET STATUS REPORT**

Mansoorali Hudda, Finance Director, presented the staff report. Report received with no questions or comments from the Housing Commissioners.

5-2. ACTION: ACCEPT THE AUDIT FOR THE JULY 1, 2019 – JUNE 30, 2020 FISCAL YEAR

Kurt Wiest introduced this item. He thanked Cmr. Ballew, Finley, Gerry, Hannon and Lamnin for their participation in the Budget/Audit/Negotiations (BAN) Committee and for reviewing the audit. Mansoorali Hudda presented the staff report which included a PowerPoint presentation. He reported that the audit of the financial operations and internal controls for all of HACA's programs, including those activities carried out by HACA's non-profit component, Preserving Alameda County Housing, Inc. (PACH), was completed by Harshwal & Company, LLP and that there were no findings of any instances of noncompliance, material weaknesses or deficiencies. Mr. Hudda reported that the BAN Committee met with staff on May 25 to review the audit report and recommends that the Housing Commission accept the audit report. This staff report was received with no questions or comments from the Housing Commission.

Recommendation: Accept the audit for the July 1, 2019 – June 30, 2020 fiscal year.

Motion/Second: Gacoscos/Kumagai

Upon a roll call of the votes being taken the votes were:

Cmr. Ballew, Finley, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, McQuaid, Patz and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

5-3. RESOLUTION NO. 08-21: APPROVING THE OPERATING BUDGET FOR THE JULY 1, 2021 – JUNE 30, 2022 FISCAL YEAR

Kurt Wiest introduced this item and thanked the members of BAN Committee for meeting with staff on May 25 to review the proposed operating budget. Mansoorali Hudda presented the staff report which included a PowerPoint presentation. In his presentation Mr. Hudda discussed HACA's operating expenses and projected deficit. He reported that the members of the BAN Committee have reviewed the proposed operating budget and recommends that the Housing Commission approve it.

Recommendation: Adopt Resolution No. 08-21 approving the operating budget for the July 1, 2021 – June 30, 2022 fiscal year.

Commission Discussion: Cmr. Lamnin thanked staff for their work. She recommended that staff meet with the BAN Committee and/or the Housing Commission during the summer or early fall before the next fiscal for budget discussions and preparation.

Motion/Second: Lamnin/McQuaid.

Upon a roll call of the votes being taken the votes were:

Cmr. Ballew, Finley, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, McQuaid, Patz and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

5-4. RESOLUTION NO. 09-21: APPROVING A CONTRIBUTION TO THE ALAMEDA COUNTY EMPLOYEES RETIREMENT ASSOCIATION FOR THE JULY 1 2021 – JUNE 30, 2022 FISCAL YEAR

Mansoorali Hudda presented the staff report. Mr. Hudda reported that as a participating member in the Alameda County Employees Retirement Association (ACERA) pension system HACA makes a contribution each year to fund a 401(h) account for the purpose of providing healthcare benefits to retirees. He reported that the contribution amount for the July 1, 2021- June 30, 2022 fiscal year is \$281,620.01.

Recommendation: Adopt Resolution No. 09-21 approving a contribution to the Alameda County Employees Retirement Association (ACERA) in the amount of \$281,620.01 for the July 1, 2021 – June 30, 2022 fiscal year.

Motion/Second: McQuaid/Patz.

Upon a roll call of the votes being taken the votes were:

Cmrs. Ballew, Finley, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, McQuaid, Patz and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

5-5. ACTION: APPOINT A NOMINATING COMMITTEE

Kurt Wiest presented the staff report. Mr. Wiest explained that the role of the Nominating Committee to nominate candidates for the Housing Commission's FY2021-2022 Chairperson and Vice Chairperson positions. After a brief discussion, Cmrs. Hannon, Kumagai, Lamnin and McQuaid agreed to serve on the Nominating Committee.

Recommendation: Appoint Cmrs. Hannon, Kumagai, Lamnin and McQuaid to the Nominating Committee.

Commission Discussion: Cmr. Shao stated that he is interested in the Vice Chairperson position. Cmr. McQuaid asked if being a member of the committee prohibits a Commissioner from being a candidate for either of the positions and Chairperson Hannon indicated that it did not. Chairperson Hannon expressed appreciation to Cmr. Patz for his service on the Housing Commission and he was applauded by the Housing Commissioners and staff.

Motion/Second: Gacoscos/McQuaid.

Upon a roll call of the votes being taken the votes were:

9 Ayes: Cmrs. Ballew, Finley, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, McQuaid, and Shao.

1 Abstention: Cmr. Patz.

Motion passed. **APPROVED AS RECOMMENDED.**

5-6. PROGRAM ACTIVITY REPORT

Daniel Taylor, Special Programs Manager, presented the staff report.

Commission Discussion: Cmr. Lamnin asked if Section 8 Housing Choice Voucher (Section 8) program participants are having a difficult time finding landlords who will accept Section 8. Mr. Wiest indicated that staff is seeing a tightening of the market and Mr. Taylor commented that it is difficult to track and that he has seen some landlords offer rental concessions while other landlords seem to be pulling back.

6. COMMISSONER REPORT

Chairperson Hannon asked if in-person meetings will resume. Mr. Wiest explained that staff will start to look at a hybrid approach and perhaps offer both in-person and virtual meetings. Cmr. McQuaid and Melissa Taesali, Executive Assistant, discussed the 2021 HACA Scholarship applications. Cmr. Lamnin and Mr. Wiest discussed the Ocean Avenue property. She asked that staff plan for a future discussion on strategies for utilizing the Ocean Avenue property to promote homeownership. Mr. Wiest indicated that he would provide her with an overview of the funding source and restrictions on the Ocean Avenue property. Cmr. Gerry shared his insight and observations on the rental market during the pandemic. Cmr. Kumagai wished everyone a happy LGBTQ Pride month and encouraged HACA to explore what the agency can do to affirm, and recognize and support its LGBTQ employees and clients.

7. ADJOURNMENT

There being no further business to discuss Chairperson Hannon adjourned the meeting at 9:03 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

Kurt Wiest
Executive Director/Housing Commission Secretary

Approved:

Michael Hannon, Housing Commission Chairperson

EXECUTIVE DIRECTOR'S REPORT

July 14, 2021

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EXECUTIVE DIRECTOR'S REPORT

Meeting Date: July 14, 2021

1. **Ending of Short-Term Emergency Telecommuting Policy:** Effective Tuesday, July 6, all HACA staff participating in the emergency telecommuting program have returned to the office. From the beginning of the pandemic in March 2020 to the present we have continued to stress the importance of following health protocols in the office. The widespread availability of COVID-19 vaccines added another significant layer of safety for staff working in the office. Whether an employee is vaccinated or not, we continue to require wearing of face masks, maintaining social distances, and following all other public health protocols when in the building.

HACA operates in an environment where in-person collaborations are an essential element of productivity to meet our mission. Our data systems and communications infrastructure are specifically designed for in-person operations. Teleworking met a short-term emergency need, but we're now in a position to again perform our work safely and more efficiently within our central office building.

We have not yet established a date for reopening to the public. The ending of the emergency telecommuting policy is an important step toward a return to normal in our operations and the services we provide to participants, property owners, and the community. We will continue to monitor positive progress on the pandemic and look for models used at other places of public service to safely and appropriately re-open to the public.

2. **New Housing Commissioner:** We welcome Monith Ilavarasan to the Housing Commission. Mr. Ilavarasan represents the City of Pleasanton, where he was recently recommended by Mayor Karla Brown and approved by the Alameda County Board of Supervisors to replace former Commissioner Arne Olson. We look forward to his contributions as a member of HACA's governing body.
3. **Status Update on Senior Housing Commissioner Vacancy:** We've reached out to a number of our senior tenants and are pleased to report that a resident of one of PACH's senior complexes has applied for the Senior Tenant Commissioner vacancy. We are looking forward to meeting this applicant and moving on to the next step in the process.

4. **Follow-up on Public Comments at June Commission Meeting:** During the public comments portion of last month's Commission meeting Mr. Jack Kwei expressed concerns about capital improvements at the 682-unit Contempo condominium development in Union City. Mr. Kwei is a resident at Contempo and a former member of the homeowner's association. HACA, through its PACH affiliate, owns 10 units at Contempo. Mr. Kwei requested HACA investigate expenditures and scope of work for recent improvements at the property, including those that affect one PACH dwelling.

Immediately following the June Commission meeting, staff reached out to both Mr. Kwei and to James Salas, the site manager for the Contempo Homeowners Association. We have expressed a willingness to meet and listen to their concerns, and to share our own perspectives on ownership, HOA relationships, and capital improvements. We have a meeting scheduled with Mr. Salas and we are waiting to hear back from Mr. Kwei on when he'd like to meet with staff.

NEW BUSINESS

July 14, 2021

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting Date: July 14, 2021

Subject: Recognize Rooyna Ayubi as HACA’s Shining Star for July – December 2021

Exhibits Attached: None

BACKGROUND

In 2006 the Housing Authority created a Communications Committee composed of staff from all departments. The Committee created an “Employee of the Quarter” recognition program to acknowledge exceptional individual contributions of HACA employees.

At the end of 2011 the Communications Committee decided to revamp the program to allow more time for chosen employees to enjoy their recognition. The Committee re-named the award “HACA’s Shining Star” and extended the recognition period to six months, so there will be two Shining Stars per year.

DISCUSSION

The Housing Authority is privileged to have on its staff Rooyna Ayubi, an Eligibility Technician in HACA’s Programs Department. Rooyna’s selection was announced at an All Staff virtual meeting held on July 6. The comments below were submitted by those who nominated Rooyna and describe her outstanding work and its impact on HACA’s operations:

Rooyna has been a tremendous helper all through this pandemic assisting quite a few of us eligibility workers as well as our Lead with our printing. She always goes above and beyond by responding back to our team chat confirming the documents that printed to make sure she got everything. Rooyna even sends the clients envelopes to drop their documents off in without us asking her to do that. She has her own job to do besides helping us, and never complains. She is such a team player and is a pleasure to have as a co-worker.

Staff recommends that your Housing Commission recognize Rooyna Ayubi as “HACA’s Shining Star” for July-December 2021.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 14, 2021

Subject: Emergency Housing Vouchers (EHVs)

Exhibits: U.S. Department of Housing and Urban Development (HUD) Sample Memorandum of Understanding (MOU) Template

Recommendation: Authorize the Executive Director to Sign a MOU with the County of Alameda (County) to administer EHVs

Financial Statement: None

BACKGROUND

On May 12, 2021, HUD notified HACA of its allocation of 252 EHVs funded through the American Rescue Plan Act. HACA formally accepted this award. This acceptance will result in the issuance of the budget authority and administrative fees to support 252 EHVs by July 1, 2021.

DISCUSSION and ANALYSIS

One of the differences between the EHV program and the Housing Choice Voucher (HCV) program is the manner of admissions into the program. HACA does not administer a waitlist for EHVs, but rather, the County is required to refer households from its Coordinated Entry System (CES). In order to receive and process these referrals, HACA must enter into a MOU with the County. Given that the County must also provide referrals to all of the awarded PHAs in its jurisdiction, HACA is working with the County and the Housing Authority of the City of Alameda, the Housing Authority of the City of Berkeley, and the Oakland Housing Authority to streamline the program and enter into a MOU under which all five entities will operate.

This MOU is still a work in progress, and it is currently under review by the County. However, funding for the EHV program begins July 1, 2021. Given this aggressive timeline, HUD has permitted PHAs to enter into a MOU with partnering jurisdictions within 30 days of the effective date of the ACC funding increment for the EHVs. The MOU would be brought to the Board of Commissioners at the meeting after its execution for ratification. This MOU is based off of HUD's outline, but some terms are PHA or jurisdiction specific. The HUD proposed MOU is attached for your reference, but the actual MOU will be slightly different.

Attachment 2

Sample MOU Template

Memorandum of Understanding

*[** This sample document demonstrates the Memorandum of Understanding requirements for the administration Emergency Housing Voucher. Unless otherwise noted, all elements are required. **]*

This Memorandum of Understanding (MOU) has been created and entered into on [**** Insert execution date. ****].

[PHA Name and Address]

[CoC Name and Address]

I. Introduction and Goals (the following elements, listed in a. – c., are required elements of the MOU):

- a. PHA and CoC’s commitment to administering the EHV’s in accordance with all program requirements.
- b. PHA goals and standards of success in administering the program.
- c. Identification of staff position at the PHA and CoC who will serve as the lead EHV liaisons.
Lead HCV Liaison:

[Name and title of PHA staff position]
Responsibilities of the PHA EHV liaison [****Optional****].

[Name and title of CoC staff position]
Responsibilities of the CoC EHV liaison [****Optional****].

II. Define the populations eligible for EHV assistance to be referred by CoC.

III. Services to be provided to eligible EHV families

1. List the services to be provided to assist individuals and families have success in the program and who will provide them.

[**The following services are listed for example purposes. **]

1. Partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance; while aiding households in addressing barriers.
2. Partnering service providers will support PHAs in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with the PHA.
3. PHAs will establish windows of time for EHV applicants to complete intake interviews for EHV.
4. Partnering service providers will provide housing search assistance for eligible individuals and families.
5. Partnering service providers will provide counseling on compliance with rental lease requirements.
6. Partnering service providers will assess individuals and families who may require referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
7. Partnering service providers will assess and refer individuals and families to benefits and supportive services, where applicable.

IV. PHA Roles and Responsibilities

[**The following responsibilities are listed for example purposes. **]

1. Coordinate and consult with the CoC in developing the services and assistance to be offered under the EHV services fee.
2. Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System.
3. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
4. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
5. Designate a staff to serve as the lead EHV liaison.

6. Comply with the provisions of this MOU.

V. CoC Roles and Responsibilities

[**The following responsibilities are listed for example purposes. **]

1. Designate and maintain a lead EHV liaison to communicate with the PHA.
2. Refer eligible individuals and families to PHA using the community's coordinated entry system.
3. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to the PHA (i.e. self-certifications, birth certificate, social security card, etc.).
4. Attend EHV participant briefings when needed.
5. Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
6. Identify and provide supportive services to EHV families. (While EHV participants are not required to participate in services, the CoC should assure that services are available and accessible.)
7. Comply with the provisions of this MOU.

VI. Third Party Entity Roles Responsibilities

[**The following responsibilities are listed for example purposes. **]

1. Describe how the State, local, philanthropic, faith-based organizations, Victim Service Providers or CoC recipients it designates will fulfill each of the following responsibilities:
 - a. Outline resource and/or service being provided in support of the community's EHV Program. Commit a sufficient number of staff and necessary resources to ensure that the application, certification and voucher issuance processes are completed in a timely manner.
 - b. Comply with the provisions of this MOU.

VII. Program Evaluation

The PHA, and CoC or designated CoC recipient agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random

HACA AGENDA ITEM NO. 6-2.

assignment procedures.

[Signed and dated by the official representatives of the PHA, CoC, CoC Contractor organization (if applicable), and third-party entities (if applicable).]

Signed by

_____	_____
Executive Director, PHA	Date

_____	_____
CoC Executive Director	Date

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: July 14, 2021

Subject: Amendment to Contract with Harshwal & Company LLP for Financial Audit Services

Exhibits Attached: None

Recommendation: Authorize the Executive Director to Execute an Amendment to the Contract with Harshwal & Company LLP.

Financial Statement: \$152,200 over four years

BACKGROUND

In February 2020, HACA issued a Request for Proposals (RFP) to provide financial audit services. The scope of work included, but was not limited to, conducting an audit of the financial statements of HACA. In March 2020, Harshwal & Company LLP responded with a proposal for a one-year contract for \$38,050 with four one-year extensions. A contract was executed in April 2020 and has now expired. HACA will require audit services each fiscal year end on an ongoing basis and Harshwal & Company LLP has performed excellent work to date.

DISCUSSION AND ANALYSIS

It is proposed that the contract now be extended for an additional four years at a fixed price of \$38,050 per year for a total value of \$152,200 over four years. Funds for the contract have been included in the FY2021-2022 budget for the coming fiscal year and will be included in each of the succeeding fiscal year budgets.

Staff recommends your Commission authorize the Executive Director to execute an amendment to the current contract with Harshwal & Company LLP, reflecting the changes above.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

July 14, 2021

Subject: 2021 Scholarship Awards

Exhibits Attached: None

Recommendation: Approve the 2021 HACA Scholarship Awards

Financial Statement: \$18,500 included in 2021-2022 budget

BACKGROUND

Every year, the HACA Scholarship Program provides an opportunity for participants of the Family Self-Sufficiency (FSS) program and for tenants of HACA’s instrumentality, Preserving Alameda County Housing, Inc. (PACH), to apply for a scholarship that can be used to pay eligible expenses related to their education.

DISCUSSION AND ANALYSIS

This year, staff received 17 applications for the 2021 HACA Scholarship Program and 11 applications for the 2021 Donald C. Biddle Memorial Scholarship. The applications, shown below by city of residence, were submitted to your Commission’s Scholarship Committee (Commissioners Finley, Kumagai, and McQuaid) for their review.

2021 HACA SCHOLARSHIP

CITY OF RESIDENCE	# OF APPLICATIONS
Dublin	1
Emeryville	2
Hayward	1
Pleasanton	2
San Leandro	5
San Lorenzo	1
Union City	5

2021 DONALD C. BIDDLE MEMORIAL SCHOLARSHIP

CITY OF RESIDENCE	# OF APPLICATIONS
Dublin	1
Hayward	1
Pleasanton	1
San Leandro	4
San Lorenzo	1
Union City	3

A virtual meeting with the Scholarship Committee is scheduled for July 12 to discuss the Committee’s selections and recommendations for awards. Staff will provide a copy of the award recommendations to you and share a copy at the meeting.

PROGRAM ACTIVITY
REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 14, 2021

Subject: Programs Activity Report

Exhibits Attached: Section 8 Contract and Housing Assistance Payments (HAP) Report; Section 8 Average Contract Rent Report; Landlord Rental Listing Report; FSS Program Monthly Report

Recommendation: Receive Report

SECTION 8 HOUSING CHOICE VOUCHERS (HCV)

- **Lease-Up:** As of July 1, 2021, the Section 8 HCV program had 6,348 units under contract. This number includes HACA vouchers and portability clients for which we are being billed by the receiving housing authority, but excludes portability clients for which we are billing the initial housing authority.
- **HCV Program Utilization:** As of July 1, 2021, the average HAP subsidy was \$1,738 and the average tenant-paid rent portion was \$559 for an average Contract Rent of \$2,297. These amounts include HACA vouchers, but do not include incoming and outgoing portability clients.
 - ❖ As of July 1, 2021, HACA had 128 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority’s jurisdiction).
 - ❖ As of July 1, 2021, HACA billed other housing authorities for 254 incoming portability contracts.
 - ❖ As of July 1, 2021, 224 of PACH’s 230 project-based voucher (PBV) units are leased with three of the vacant units anticipated to be occupied before month end. Due to COVID-19, we are leasing the two units at Nidus Court that were being held vacant to be used as temporary living units for tenants while we remodel their units at the property. We hope to resume our remodeling project soon.
- **Section 8 Contract Reports:** Copies of the Contract Reports are attached. The Section 8 Contract and HAP Report includes HACA certificates, HACA vouchers and portability clients for which we are billing the initial housing authority. The Section 8 Average Contract Rent Report includes HACA vouchers and portability clients for which we are billing the initial housing authority.
- **HCV Housing Quality Standards (HQS) Abatements:** During the second quarter of 2021, HACA scheduled 1,780 annual inspections. Of those, 1,166 (66%) passed inspection the day they were inspected, 317 (15%) failed inspection, 272 (18%) were “no Shows” or deferred due to COVID-19 that had to be rescheduled, and 25 (1%) moved out of their unit before the scheduled inspection. HACA abated 11 HAP contracts in Q2 2021 for non-compliance with HQS.
- **Landlord Rental Listings:** As of July 1, 2021, there were 72 active properties listed.

	8/3/20	9/1/20	10/1/20	11/4/20	12/1/20	1/4/21	2/1/21	3/1/21	4/1/21	5/3/21	6/1/21	7/1/21
Units	99	109	103	118	100	92	97	95	111	97	89	72

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Contract and HAP Report for the month of June 2021

City	Certificates		Vouchers		JUNE 2021 TOTAL		JUNE 2020	JUNE 2019
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg \$2,015		based on avg \$1,747				
Albany	0	\$0	12	\$20,964	12	\$20,964	12	15
Castro Valley	3	\$6,045	230	\$401,810	233	\$407,855	221	226
Dublin	3	\$6,045	410	\$716,270	413	\$722,315	405	405
Emeryville	6	\$12,090	151	\$263,797	157	\$275,887	155	147
Fremont	21	\$42,315	1,127	\$1,968,869	1,148	\$2,011,184	1,099	1,072
Hayward	36	\$72,540	1,841	\$3,216,227	1,877	\$3,288,767	1,882	1,942
Newark	6	\$12,090	228	\$398,316	234	\$410,406	230	227
Pleasanton	3	\$6,045	275	\$480,425	278	\$486,470	239	217
San Leandro	14	\$28,210	1,299	\$2,269,353	1,313	\$2,297,563	1,342	1,305
San Lorenzo	3	\$6,045	174	\$303,978	177	\$310,023	179	188
Union City	7	\$14,105	693	\$1,210,671	700	\$1,224,776	693	704
TOTALS	102	205,530	6,440	11,250,680	6,542	11,456,210	6,457	6,448

* Based on an average June Housing Assistance Payment (HAP) of \$2,015 per certificate contract

**Based on an average June Housing Assistance Payment (HAP) of \$1,747 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the Month of June 2021

City	Number of HAP Contracts (HCV Only)	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	12	\$1,651	\$1,225	\$426	26%
Castro Valley	230	\$2,349	\$1,765	\$585	25%
Dublin	410	\$2,278	\$1,775	\$504	22%
Emeryville	151	\$1,912	\$1,404	\$508	27%
Fremont	1,127	\$2,438	\$1,894	\$544	22%
Hayward	1,841	\$2,220	\$1,676	\$544	25%
Newark	228	\$2,601	\$1,931	\$670	26%
Pleasanton	275	\$2,107	\$1,669	\$440	21%
San Leandro	1,299	\$2,229	\$1,676	\$553	25%
San Lorenzo	174	\$2,539	\$1,864	\$670	26%
Union City	693	\$2,474	\$1,833	\$641	26%

*Some rents may vary by \$1 due to rounding

This report includes HACA vouchers and portability clients for which we are billing the initial housing authority.



To: Kurt Wiest, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: **FSS Program Summary**
CC: Linda Evans, Phyllis Harrison, Mary Sturges, Vannessa Kamerschen
Date: June 29, 2021

Program Summary	June 2021
Total Clients Under Contract:	200
MDRC:	100
Graduates:	3
Escrow Disbursed:	\$27,522.12
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	3

FSS PROGRAM NEWS:

Virtual Health and Resource Fair

The FSS team is finalizing the details of our annual Health and Resource Fair. The Fair is scheduled for Saturday, July 31, 2021, from 10:00 a.m.-11:30 a.m., and will be held virtually via Zoom. Community partners will make presentations regarding local resources and the FSS team will give out “door prizes” to FSS participants. Our goal is to continue to provide education and raise awareness of the resources available in our community. Some of the presenters include:

- Operation Hope (Homeownership)
- Anthem Blue Cross (Health Care Services)
- One Stop Center (Workforce Services)
- Spectrum (Utility Assistance)
- Fremont Resource Center (Social Services)

Sad News

The FSS team recently lost one of our graduates and Program Coordinating Committee (PCC) members. She joined FSS after being diagnosed with a terminal illness. Her

perseverance and determination to go about her normal daily schedule was inspiring to us all. Not only did she graduate the program, but she also continued to work at a local community college and represent that college on our PCC until she passed away. She was passionate about sharing educational resources with the community. She will be truly missed.

Case Management Referrals = 20

Job Referrals = 97