



**HOUSING COMMISSION AGENDA**

Regular Meeting Date: May 10, 2023

Time: 8:00 a.m.

Location: HACA Board Room, 22941 Atherton Street, Hayward, CA 94541-6633

The meeting location is open to the public. Members of the public also have the option to observe and participate in the meeting remotely at the following link: <https://us02web.zoom.us/j/88460095724>

If attending in person and you wish to speak on a matter, please request a speaker slip from the Housing Commission Clerk, fill it out then return the speaker slip to her as soon as possible before the start of the meeting. Members of the public who are participating remotely should submit their written comment(s) to: [melissat@haca.net](mailto:melissat@haca.net).

For both in-person and remote attendees, if you wish to comment on a matter NOT on the Housing Commission’s agenda, please wait until the Chairperson calls for PUBLIC COMMENT. To comment on a specific item on the meeting agenda, please wait for the Chairperson to call for public comments on that agenda item. There is a time limit of 3 minutes for each public speaker. The Chairperson has the discretion to further limit this time if warranted by the number of public speakers.

The Brown Act restricts the Housing Commission from discussing and/or acting on any matters that are not on the meeting agenda. Therefore, matters that are raised during public comment will be referred to staff. We want to ensure everyone feels comfortable participating in Housing Commission meetings and is not intimidated by any public comments.

	<u>PAGE</u>
<b>1. CALL TO ORDER / ROLL CALL</b>	
<b>2. APPROVAL OF THE MINUTES OF THE APRIL 12, 2023 HOUSING COMMISSION MEETING</b>	<b>ACTION 2</b>
<b>3. PUBLIC COMMENT</b>	
<b>4. EXECUTIVE DIRECTOR’S REPORT</b>	<b>7</b>
<b>5. NEW BUSINESS</b>	
<b>5-1. Approve Amendments HACA’s Section 8 Administrative Plan for the Emergency Housing Voucher (EHV) and Foster Youth Initiative (FYI) programs</b>	<b>ACTION 10</b>
<b>5-2. Appoint a Nominating Committee</b>	<b>ACTION 13</b>
<b>5-3. Investment Portfolio Report</b>	<b>INFORMATION 15</b>
<b>5-4. Program Activity Report</b>	<b>INFORMATION 16</b>
<b>6. COMMISSIONER REPORTS</b>	
<b>7. ADJOURNMENT</b>	

**HOUSING COMMISSION**  
**MEETING MINUTES**  
**April 12, 2023**



**SUMMARY ACTION MINUTES**

**HOUSING COMMISSION**  
**Regular Meeting Date: April 12, 2023**  
**Meeting Time: 8:00 a.m.**

**1. CALL TO ORDER / ROLL CALL**

**CALL TO ORDER:**

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

**ROLL CALL:**

**Present:**

Commissioner Pete Ballew  
Commissioner Mark Gerry  
Commissioner Michael Hannon  
Commissioner Michael McCorrison  
Chairperson Peggy McQuaid  
Commissioner Scott Sakakihara  
Vice Chairperson Yang Shao

**Entered after Roll Call:**

Commissioner Daniel Goldstein

**Excused:**

Commissioner Angela Finley  
Commissioner Courtney Welch

**2. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – 1 CASE**

*Major Castleberry II and Carmista Castleberry v. Housing Authority of the  
County of Alameda, Superior Court, State of California, County of Alameda  
Case No. 22CV019974*

The Housing Commission entered into a Closed Session at 8:01 a.m. and returned to open session at 8:32 a.m. Chairperson McQuaid reported that no reportable actions were taken in the Closed Session.

**3. ACTION: APPROVE THE MEETING MINUTES OF THE MARCH 8, 2023 HOUSING COMMISSION MEETING**

**Recommendation:** Approve the meeting minutes of the March 8, 2023 Housing Commission meeting as presented.

Motion/Second: Shao/Ballew.

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

Ayes: Cmr. Ballew, Gerry, Goldstein, Hannon, McCorrison, McQuaid, Sakakihara, and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

**4. PUBLIC COMMENT:** *On matters not on the agenda.*


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Laurie Polk, a member of the public, commented on the issues that she is experiencing with her landlord.

**5. INFORMATION: EXECUTIVE DIRECTOR'S REPORT**


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Kurt Wiest, Executive Director, presented his report. Mr. Wiest recognized Mansoorali Hudda, Finance Director, and the HACA staff for their efforts in conjunction with the results of the recent audit completed by Harshwal & Company LLP (Harshwal) for the 2021-2022 fiscal year. Mr. Wiest reported that there were no findings in the audit and that staff will present the full audit report at the June Housing Commission meeting. Mr. Wiest also mentioned his upcoming retirement planned for December 2023 and indicated that staff will develop a recruitment plan timeline and present that plan to the Housing Commission's Personnel Committee in May.

Commission Discussion: Chairperson McQuaid congratulated Mr. Hudda and his staff for on the audit results.

**6. NEW BUSINESS****6-1. PRESENTATION: HACA YEARS OF SERVICE AWARDS RECOGNITION**


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Kurt Wiest presented the staff report. Mr. Wiest honored the following HACA employees for their years of service to HACA:

YEARS OF SERVICE	EMPLOYEE	TITLE
5	Sona Lim-Hararah	Eligibility Technician
	Kari Ngo	Eligibility Technician
	Kesha Rae Simmons	Housing Specialist
10	Ronald Kidd	Housing Maintenance Worker II
	Tiffany Meade	Eligibility Technician
15	Roger Escobar	Housing Programs Manager
	Phyllis Harrison	Family Self-Sufficiency Coordinator
	Debra Joan King	Administrative Clerk
	Melissa Taesali	Executive Assistant
20	Irving (Irv) Aragon	Information Technology Manager
	Jennifer Cado	Senior Administrative Analyst
	Filomon (Filo) Lopez	Housing Maintenance Worker II
	Linda Morgan-Lyles	Leasing Services Leadworker
	Daniel Taylor	Special Programs Manager

Some of these employees were present in the Board Room at the meeting and were applauded by the Housing Commission. Mr. Wiest reported that staff honored these years of services awardees with a ceremony and luncheon on February 10.

Commission Discussion: Chairperson McQuaid congratulated the awardees, expressed her appreciation for their dedication, and recognized them for the work that they do.

Cmr. Hannon expressed his appreciation for the work that these employees do to provide housing to families in need. Cmr. Ballew thanked the awardees for all the hard work that they do. He commented that he and other elected officials are grateful for the work that they do to help those in need. Cmr. Goldstein commented that in addition to celebrating the awardees' longevity, he wanted to recognize the employees for the value that they bring to the organization and HACA's leadership for working to make HACA a place where employees want to stay for the long-term.

## **6-2. PRESENTATION: HACA'S HOUSING PROGRAMS**

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Laura Broussard Rosen, Deputy Executive Director, presented the staff report. Ms. Broussard Rosen presented a slide show in the Board Room and on Zoom. In her presentation, Ms. Broussard Rosen provided an overview of the various housing programs that are managed by HACA, describing how these housing programs are structured and who these programs serve. She also explained how the programs are funded.

Commission Discussion: Cmr. Gerry and Ms. Broussard Rosen discussed the timing of unit turnover. Ms. Broussard Rosen indicated that it takes about 2-3 weeks to complete a unit rehabilitation and get it ready to be rented again. Cmr. Hannon asked about HACA providing vouchers for city-approved affordable housing projects. Ms. Broussard Rosen explained that all program eligibility runs through the HACA Wait List. Daniel Taylor, Special Programs Manager, further explained that in some cases, HACA's programs target a specific population and that there may be several vouchers allocated to that specific program or population. Jennifer Cado, Senior Administrative Analyst, indicated that cities may help by encouraging the landlords in their cities to rent to Section 8 participants. Cmr. Ballew and Ms. Broussard Rosen discussed the Fair Market Rents (FMR). Ms. Broussard Rosen indicated that HACA plans to work with other housing authorities in the fall to determine if a new FMR study is needed. Cmr. Ballew commented that it is encouraging to see that the landlord rental listings have increased. Cmr. McCorriston thanked staff for this presentation and stated that it helps him to understand the challenges with funding. Cmr. McCorriston and Ms. Broussard Rosen discussed Project-Based Vouchers and how these are allocated when cities have affordable housing projects in the pipeline. Mr. Wiest commented HACA currently has PBV vouchers allocated to projects that are in the works and that HACA must be sure that these PBVs are ready for when these units come online. Cmr. McCorriston and Mr. Wiest talked about advocacy efforts to increase funding for these programs. Mr. Wiest commented that the lack of sufficient funding is not just a challenge for HACA but for all housing authorities across the nation. Chairperson McQuaid and Mr. Wiest discussed the various national associations who are advocating for increased funding for these housing programs. Cmr. Goldstein that is heartbreaking to hear about the number of families who are still waiting for housing. He commented that he and the City of Hayward are committed to providing housing for those in need. Cmr. Goldstein described some of the measures that the City of Hayward has taken on, including some projects that are coming online, and looks forward to partnering with HACA and serving as a resource. Chairperson McQuaid commented that the City of Albany has also seen a decrease in the homelessness in their city.

**6-3. INFORMATION: PROGRAM ACTIVITY REPORT**

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Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor highlighted the achievements of 2 Family Self-Sufficiency (FSS) participants. He also talked about outreach efforts that the FSS Program has been doing to grow the FSS program.

Commission Discussion: Cmr. Hannon suggested that Chairperson McQuaid send a letter to the FSS participant who donated to the HACA Scholarship program.

**7. COMMISSIONER REPORTS**

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None.

**8. ADJOURNMENT**

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There being no further business to discuss Chairperson McQuaid adjourned the meeting at 9:35 a.m.

Respectfully submitted,

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Melissa Taesali  
Executive Assistant/Housing Commission Clerk

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Kurt Wiest  
Executive Director/Housing Commission  
Secretary

**Approved:** 

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Peggy McQuaid  
Housing Commission Chairperson

**EXECUTIVE DIRECTOR'S**  
**REPORT**  
**May 10, 2023**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**EXECUTIVE DIRECTOR'S REPORT**

Meeting Date: May 10, 2023

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1. **Transition of Banking Services:** HACA has had a long-standing relationship with Union Bank. In December 2022, Union Bank was acquired by U.S. Bancorp. Over the last few months, HACA has completed a variety of tasks related to the merger and will continue to work through the merger logistics into the near future with minimal impact on our operations. We look forward to working with U.S. Bancorp for our banking needs.
2. **Appointment of New Housing Commissioner Representing the City of Pleasanton:** The Pleasanton City Council has appointed Seema Chawla as their representative on the Housing Commission. Seema is founder and CEO of TekValley, a provider of IT services based in Pleasanton. She is also on the board of directors for the Pleasanton Chamber of Commerce. We are working through the process with the Alameda County Board of Supervisors to obtain the Board's final approval of her appointment. We look forward to her confirmation and her service as a Housing Commissioner.
3. **New Administrative Analyst:** Elenzia Thompson has recently joined the management team at HACA as an Administrative Analyst. She's filling the position vacated by Oscar Macias who now works for the Alameda City Housing Authority. Elenzia has a master's degree in public administration from California State University – East Bay. Her most recent professional experience was as a Program Manager for a public health and human rights program. Elenzia has also worked as a Probation Counselor and an Administrative Analyst for a County Probation department.
4. **Executive Director Retirement:** Since returning to HACA in 2020 I've been candid about my plans to eventually retire. I'm now in my 40<sup>th</sup> year as an affordable housing professional, half of that time with HACA. I've loved the challenges, experiences, partnerships, and wonderful colleagues I've had along the way. Today I officially announce my retirement which will be effective 12/31/2023. My wife and I have long planned for the end of my professional career and we both look forward to spending more time with each other, our children, their spouses, and our grandchildren. In retirement I hope to continue to volunteer in ways I can be helpful to others.

I'm grateful to this Housing Commission for allowing me to return and be a part of the legacy of quality service to the communities and constituents of HACA. I've had the privilege of working with many dedicated Housing Commissioners over the years, including the excellent members serving today. I love the work, purpose, and potential of HACA.

Plans are underway to ensure a smooth transition in leadership when I leave at the end of this year. Succession planning has been a primary focus for me since returning to HACA 3 years ago. We have an excellent management team, one that is cohesive, collaborative, and supportive of one another. My best efforts will continue in the coming months to ensure a quality leader is selected to lead HACA into the future.



**NEW BUSINESS**  
**May 10, 2023**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting Date: May 10, 2023

Subject: Section 8 Administrative Plan Policy Revisions

Exhibits: Redline Summary of Policy Revisions

Recommendation: Approve Proposed Policy Revisions

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**BACKGROUND**

HACA's Section 8 Housing Choice Voucher (HCV) Program Administrative Plan (Admin Plan) sets forth HACA's policies for administering the Section 8 Program in a manner consistent with HUD requirements and HACA's Agency Plan. From time to time, it becomes necessary to amend the Admin Plan to incorporate new or changed HUD regulations or guidance, new or revised HACA policies or program initiatives, or to make clarifications or corrections. Only substantive policy changes require Housing Commission approval, and in general, only substantive policy changes are redlined for your review. HACA's Admin Plan is available for public review.

**DISCUSSION and ANALYSIS**

HACA revised HACA policy as outlined below.

**CHAPTER 4 – APPLICATIONS, WAITING LIST AND TENANT SELECTION**

Chapter 4 describes HACA's application process, wait list management, and applicant selection for Housing Choice Voucher selection.

**4-II.C. OPENING AND CLOSING THE WAITING LIST (page 4-6)**

Updated policy with clarifying language regarding the amount of Foster Youth to Independence Initiative (FYI) referrals HACA will accept. Referrals will be accepted when funding is available for the FYI program.

**4-III.C. SELECTION METHOD – Local Preferences (page 4-12)**

Updated policy to add an EHV to HCV preference. This will allow HACA to continue to serve Emergency Housing Voucher (EHV) applicants with an issued EHV that have not yet initially leased the EHV when HACA has utilized all its EHV allocation.

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Staff recommends that your Commission approve the revisions to the Admin Plan. Once approved, staff training will be conducted and the revised Plan will be implemented.

Information regarding HACA's PBV waiting lists may be found in Chapter 17 (PBV) exhibits and Chapter 18 (RAD PBV) exhibits.

Information regarding HACA's Special Purpose Vouchers may be found in Chapter 19.

#### 4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

##### Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

##### HACA Policy

The waiting list is open to the extent necessary to assist an otherwise eligible category of applicants that is eligible as set forth by a HUD award of funding to HACA, and/or a HUD designation of assistance, for a targeted category of HCV eligible families.

Except as set forth in the following paragraphs, HACA may close the waiting list at its discretion if it has enough eligible applicants to use the housing assistance resources it has been allotted. Where HACA has particular preferences or funding criteria that require a specific category of family, HACA may elect to continue to accept applications from these applicants while closing the waiting list to others.

The HCV waiting list is always open to applicant families claiming the following preferences (see Section 4-III.C. for full preference language):

- Emergency Transfers Preference;
- Shortfall Terminated Preference;
- Shortfall Recalled Preference;
- Displaced – HACA Preference;
- Foster Youth to Independence (FYT) to Voucher Preference; and
- BHCS/HCSA Program Graduates Preference.

Additionally, HACA will keep its waiting list open for NED Category 2 referrals (see 19-V.C. WAITING LIST). Further, HACA will keep its waiting list open ~~to assist a maximum of 25 Foster Youth to Independence Initiative (FYT) referrals for FYI referrals and will accept referrals up to the maximum allowed by HUD (see 19-I.E. REFERRALS AND WAITING LIST MANAGEMENT).~~

##### Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

##### HACA Policy

#### 4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

**Local Preferences [24 CFR 982.207; HCV p. 4-16; CA Health & Safety Code Section 34322.2(a) and (b)]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

##### HACA Policy

The following preferences apply to HCV families:

**One-Time EHV to HCV (350 points): Applicants who received a HACA Emergency Housing Voucher (EHV) but have not yet initially leased the EHV when HACA utilized all its EHV allocation.**

**Emergency Transfers (300 points):** Participants approved to transfer from a HACA-owned or managed unit due to a verifiable emergency (includes families approved for an emergency transfer under VAWA, or due to other life-threatening situations, such as a family under threat of real and imminent violent/criminal attack).

**Shortfall Terminated (250 points):** Participants of HACA's HCV program that were terminated due to insufficient funding.

**Shortfall Recalled (130 points):** Applicants on HACA's HCV waiting list who received a voucher but had not yet utilized the voucher when it was recalled and were returned to the waiting list due to insufficient funding.

**Displaced-HACA (50 points):** Families displaced through no fault of their own, as determined by HACA, from HACA-owned or managed housing, other than those families qualifying for the Emergency Transfer preference.

**FYI to Voucher (40 points):** Participants in HACA's Foster Youth to Independence (FYI) program who are nearing the time limit of their participation in FYI.

**BHCS/HCSA Program Graduates (40 points):** Participants of qualifying programs (e.g. CHOICES, FACT, MHSA and successor programs) referred by Alameda County Health Care Services Agency (HCSA) who meet the requirements of referral under the MOU with that agency.

**Previous Mainstream Limited Preferences (25 points):** Applicants on HACA's HCV waiting list referred by HACA's Mainstream partner agencies between July 15, 2020, and

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting Date: May 10, 2023

Subject: Nominating Committee for Housing Commission Officers

Exhibits Attached: None

Recommendation: Appoint a Nominating Committee

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**DISCUSSION AND ANALYSIS**

Your Commission must appoint a Nominating Committee to select candidates for the positions of Chairperson and Vice-Chairperson. The terms are for one year. The current Chairperson is Commissioner Peggy McQuaid and Commissioner Yang Shao is the Vice-Chairperson. This is the second term for both Commissioner McQuaid and Commissioner Shao. The Commission bylaws stipulate that the Chairperson can serve no more than two successive full terms. There are no provisions in the bylaws that limit the number of terms the Vice-Chairperson can serve.

Traditionally, if the current Chairperson is not able to continue for a second term or he/she has already served two successive full terms, the Vice-Chairperson will move up to become Chairperson (although that is not mandated), so the Nominating Committee's focus is usually on the selection of the Vice-Chairperson candidate.

At your July meeting the Nominating Committee will present the candidates and an election will be held. The newly elected officers will take office immediately and the new Chairperson will chair the July meeting.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting Date: May 10, 2023

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended March 31, 2023

Recommendation: Receive Report

Financial Statement: \$25,808,552.34 invested at an Average Annual Yield ranging from 2.74% to 4.29% (excluding FSS Escrow Participant Accounts)

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**BACKGROUND**

Public agencies are required to file an investment policy with their governing boards and to provide quarterly financial reports on the status of the agency’s investments and to certify their compliance with the approved investment policy.

**DISCUSSION AND ANALYSIS**

The attached investment portfolio report reflects the investments as of the quarter ending March 31, 2023 for each program that HACA administers. \$7.39M, or 29% of the total portfolio, is invested in Union Bank commercial paper, and \$18.41M, or 71% of the total, in the State of California Local Agency Investment Fund (LAIF).

The Housing Choice Voucher program had no funds invested at the end of the reported quarter. The re-establishment of HUD-held program reserves and the dwindling balance of Unrestricted Net Position (UNP) has made even short-term investment infeasible.

The Housing Development Fund has a total investment of \$5.69M, which is 22% of the total investment portfolio and entirely in LAIF.

PACH has a total investment of about \$12.72M, which is 49% of the total investment portfolio.

Park Terrace has a total investment of about \$1.15M, which is 5% of the total investment portfolio.

The Health Care Services Agency (HCSA) Flexible Housing Subsidy Program has \$6.25M, which is 24% of the total investment.

The FSS Participant Escrow Accounts are maintained in a savings account, in accordance with HUD regulations, at Union Bank.

**Housing Authority of the County of Alameda  
Investment Portfolio  
For the Quarter Ended March 31, 2023**

<b>PROGRAM NAME</b>	<b>TYPE OF ACCOUNT</b>	<b>AMOUNT</b>	<b>INTEREST RATE</b>	<b>MATURITY DATE</b>
Park Terrace	Union Bank N.A. Commercial Paper	\$1,149,735.01	4.24407%	4/24/23
HCSA	Union Bank N.A. Commercial Paper	\$6,244,616.95	4.29667%	4/28/23 & 6/2/23
	Sub-total	\$ 7,394,351.96		
PACH	State of CA - Local Agency Investment Fund	\$12,724,254.30	2.74000%	N/A
Housing Dev Fund	State of CA - Local Agency Investment Fund	\$5,689,946.08	2.74000%	N/A
<b>TOTAL</b>		<b>\$ 25,808,552.34</b>		
The above investment portfolio is in compliance with the policy approved by the Housing Commission.				
	Kurt Wiest		Date	
	Executive Director			

# **PROGRAM ACTIVITY**

# **REPORT**



## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

### AGENDA STATEMENT

Meeting Date: May 10, 2023

Subject: Programs Activity Report

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

Recommendation: Receive Report

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### **SECTION 8 HOUSING CHOICE VOUCHERS (HCV)**

- Lease-Up:** The below chart provides the number of Section 8 HCV program 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.

	5/1/2023	4/1/2022	5/1/2021
	6,815	6,669	6,274

- HCV Program Utilization:** The below chart provides the average HAP subsidy, average tenant-paid portion, and average contract rent. These amounts include HACA vouchers, but do not include incoming and outgoing portability clients.

	5/1/2023	4/1/2022	5/1/2021
Average HAP Subsidy	\$1,768	\$1,778	\$1,736
Average Tenant-Paid Rent	\$610	\$555	\$550
Average Contract Rent	\$2,378	\$2,333	\$2,286

- ❖ The below chart provides the outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction) and incoming portability contracts where HACA billed other housing authorities.

	5/1/2023	4/1/2022	5/1/2021
Outgoing Billed Portability Contracts	90	76	172
Incoming Portability Contracts	48	15	354

- ❖ PACH has 230 project-based voucher (PBV) units. The chart below provides the number of these units that are leased.

5/1/2023	4/1/2022	5/1/2021
223	223	224

- **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.
- **Landlord Rental Listings:** As of April 3, 2023, there were 82 active properties listed.

	<b>6/1/22</b>	<b>7/5/22</b>	<b>7/29/22</b>	<b>9/1/22</b>	<b>10/3/22</b>	<b>11/1/22</b>
<b>Units</b>	40	49	41	44	42	44
	<b>12/5/22</b>	<b>1/3/23</b>	<b>2/1/23</b>	<b>2/27/23</b>	<b>4/3/23</b>	<b>5/1/23</b>
<b>Units</b>	56	54	58	73	82	90

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**Section 8 Contract and HAP Report for the Month of April 2023**

City	Certificates		Vouchers		APRIL 2023 TOTAL		APRIL 2022	APRIL 2021
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg \$2,060		based on avg \$1,770				
Albany	0	\$0	11	\$19,470	11	\$19,470	12	12
Castro Valley	3	\$6,180	239	\$423,030	242	\$429,210	233	226
Dublin	3	\$6,180	422	\$746,940	425	\$753,120	420	414
Emeryville	6	\$12,360	162	\$286,740	168	\$299,100	155	156
Fremont	20	\$41,200	1,250	\$2,212,500	1,270	\$2,253,700	1,234	1,148
Hayward	40	\$82,400	1,884	\$3,334,680	1,924	\$3,417,080	1,883	1,885
Newark	6	\$12,360	227	\$401,790	233	\$414,150	234	231
Pleasanton	3	\$6,180	299	\$529,230	302	\$535,410	297	274
San Leandro	18	\$37,080	1,398	\$2,474,460	1,416	\$2,511,540	1,347	1,317
San Lorenzo	2	\$4,120	177	\$313,290	179	\$317,410	182	176
Union City	12	\$24,720	711	\$1,258,470	723	\$1,283,190	716	701
<b>TOTALS</b>	<b>113</b>	<b>232,780</b>	<b>6,780</b>	<b>12,000,600</b>	<b>6,893</b>	<b>12,233,380</b>	<b>6,713</b>	6,540

\* Based on an average April Housing Assistance Payment (HAP) of \$2,060 per certificate contract

\*\*Based on an average April Housing Assistance Payment (HAP) of \$1,770 per voucher contract

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Average Contract Rent Report for the Month of April 2023**

<b>City</b>	<b>Number of HAP Contracts (HCV Only)</b>	<b>Average Contract Rent</b>	<b>Average HAP Paid by HACA</b>	<b>Average Rent Paid by Family</b>	<b>Average Family-Paid Rent as a Percentage of Average Contract Rent</b>
Albany	11	\$1,709	\$1,358	\$351	21%
Castro Valley	239	\$2,405	\$1,801	\$604	25%
Dublin	422	\$2,411	\$1,834	\$579	24%
Emeryville	162	\$1,927	\$1,407	\$520	27%
Fremont	1,250	\$2,498	\$1,902	\$595	24%
Hayward	1,884	\$2,303	\$1,688	\$616	27%
Newark	227	\$2,678	\$1,967	\$712	27%
Pleasanton	299	\$2,200	\$1,701	\$499	23%
San Leandro	1,398	\$2,285	\$1,691	\$594	26%
San Lorenzo	177	\$2,560	\$1,863	\$696	27%
Union City	711	\$2,553	\$1,891	\$661	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.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting Date: May 10, 2023

Subject: Family Self-Sufficiency (FSS) Program Summary

Exhibits Attached: None

Recommendation: Receive Report

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**FAMILY SELF-SUFFICIENCY (FSS) PROGRAM NEWS**

**FSS PROGRAM ACTIVITIES**

**Scholarship Programs**

Applications for HACA’s Scholarship program and the Donald C. Biddle Memorial Scholarship were made available to qualified applicants beginning on Monday, April 24, 2023. Donald (“Don”) C. Biddle was a long-time Housing Commissioner representing the City of Dublin on the Housing Authority of the County of Alameda (HACA) Housing Commission. Don was a kind and compassionate person who dedicated his life to serving his community and helping others. During his service as a Housing Commissioner, he actively supported HACA’s mission, staff, programs, and participants. Don was an ardent supporter of HACA’s Family Self-Sufficiency (FSS) Program. In March 2018, the HACA Housing Commission adopted HACA Resolution No. 03-18 to establish the Donald C. Biddle Memorial Scholarship to honor Don’s memory. The Donald C. Biddle Memorial Scholarship offers one scholarship each year in the amount of \$2,500 to students who are enrolled in college or certificate and/or vocational programs who demonstrate a commitment to serving their community and helping to make an impact on the lives of others.

The scholarship opportunities are available for participants of the Family Self-Sufficiency (FSS) program and for tenants of HACA’s non-profit instrumentality, Preserving Alameda County Housing, Inc. (PACH). The deadline for applicants to submit scholarship applications is Tuesday, May 30, 2023.

**Participant Spotlight**

Ms. Tate signed her FSS Contract of Participation (COP) in December of 2018. She earned her bachelor’s degree from Cal State East Bay (CSUEB), and she was working at a local non-profit at the time she joined FSS. After 1 year in FSS, she applied for an Eligibility Technician position at a Public Housing Authority (PHA) in the Bay Area. She increased her income by \$27,000 while in the FSS program Ms. Tate set a goal to become a homeowner. She attended several

homeownership workshops and earned her certificate of completion from FSS Partner, A-1 Community Housing Services, a department of Housing and Urban Development (HUD) approved homeownership agency. HUD requires an 8-hour first-time home buyer education course for homeownership readiness. Ms. Tate successfully increased her credit score from 651 to 704. She applied for Alameda County’s Down Payment Assistance Loan Program, AC Boost and won the lottery. Ms. Tate is currently looking to purchase a home to make her dream of homeownership a reality. The FSS team is proud of her achievements, and we wish her the best in accomplishing her goal of homeownership.

**FSS PROGRAM SUMMARY**

<b>Program Summary</b>	<b>April 2023</b>
Total Clients Under Contract:	195
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	8
Case Management Referrals:	13
Job Referrals:	77