

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

HOUSING COMMISSION SPECIAL MEETING AGENDA

Special Meeting Date/Time: July 24, 2024 at 8:00 a.m.

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

Remote Participation Link: <https://us02web.zoom.us/j/88460095724>

MEETING AGENDA

- Item No. 1:** Call to Order and Roll Call
- Item No. 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
- Item No. 3:** Election of Officers **Page 3**
- Item No. 4:** Approve the Minutes of the June 12, 2024 Regular Meeting **Page 5**
- Item No. 5:** Public Comment – On matters not on the agenda
- Item No. 6:** Executive Director’s Report (Information Only) **Page 14**
- Item No. 7:** New Business
- Item No.7-1:** Adopt Resolution No.06-24 Approving the Section Eight Management Assessment Program Certification **Page 16**
- Item No.7-2:** Approve Amendments to HACA’s Housing Choice Voucher Program Administrative Plan **Page 26**
- Item No.7-3:** Adopt Resolution No. 07-24 Approving Inter-Governmental Collaboration Agreement with Participating County, Cities and Agencies for Fair Housing Assessment **Page 28**
- Item No.7-4:** Appoint a HACA Housing Commissioner to the Preserving Alameda County Housing, Inc. Board of Directors **Page 30**
- Item No.7-5:** Program Activity Report (Information Only) **Page 32**
- Item No. 8:** Communications
- Item No. 9:** Commissioner Reports
- Item No. 10:** Adjournment

In-person attendees who wish to speak on a matter should request a speaker slip from the Housing Commission Clerk, fill it out and return it to the clerk before the start of the meeting. Remote attendees should submit their written comment(s) to: melissat@haca.net. If emailing a written comment on a specific agenda item, please include your full name and the agenda item number. In-person and remote attendees who wish to comment on a matter NOT on the Housing Commission’s agenda must wait until the Chairperson calls for PUBLIC COMMENT. Comments on specific agenda items will not take place until the Chairperson calls 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 not on the agenda that are raised during public comment will be referred to staff.

ELECTION OF OFFICERS

July 24, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: July 24, 2024

Subject: Election of Officers

Exhibits Attached: None

Recommendation: Elect Officers to the Chairperson and Vice Chairperson Positions
for FY 2024-2025

DISCUSSION

In accordance with the Housing Commission's bylaws, the HACA Housing Commission must elect, by a majority vote, a Chairperson and Vice-Chairperson for a term of one (1) year. At the June Housing Commission meeting, Commissioners Goldstein, Hannon, McQuaid, and Shao were appointed to 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 following the Housing Commission's approval of this item.

HOUSING COMMISSION

MEETING MINUTES

June 12, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
HOUSING COMMISSION SUMMARY ACTION MINUTES

Regular Meeting Date and Time: June 12, 2024 at 8:00 a.m.

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

Teleconferencing Locations: 2801 41st Avenue, Minneapolis, Minnesota 55406
Pacific Palace, Supreme Court Rd, Central Hong Kong SAR

Remote Participation Link: <https://us02web.zoom.us/j/88460095724>

MEETING AGENDA

Item No. 1: Call to order and Roll Call
Vice Chairperson McCorriston called the meeting to order at 8:01 a.m.

Commissioners present in the HACA Board Room:
Commissioner Seema Chawla
Commissioner Mark Gerry
Commissioner Daniel Goldstein
Commissioner Michael Hannon
Commissioner Michael McCorriston (Vice Chair)
Commissioner Scott Sakakihara
Commissioner Courtney Welch (Entered after Roll Call)

Commissioner participating via teleconference location – 2801 4st Avenue, Minneapolis, Minnesota 55406:
Commissioner Peggy McQuaid

Commissioner participating via teleconference Location – Pacific Palace, Supreme Court Rd, Central Hong Kong SAR:
Commissioner Yang Shao (Chair)

Commissioners who were excused:
Commissioner Pete Ballew
Commissioner Helen Mayfield

Vice Chairperson McCorriston announced that the Housing Commission will go through the agenda items out of agenda order and moved to Item No. 3.

Item No. 3 (heard out of agenda order): Public Comment - On matters not on the agenda

Ms. Kay Pinnock, a member of the public, commented on the Disability Act and Reasonable Accommodations requests.

Item No. 4 (heard out of agenda order): Executive Director's Report (Information Only)

Laura Broussard Rosen, Executive Director, presented her report.

Ms. Broussard Rosen provided an update on HACA's recent wait list opening and reported that staff is working with HACA's software vendor to conduct the random lotteries. She described each of the wait lists, summarized how many applicants would be added to each of these wait lists, and talked about the number of applicants that were assisted by phone and at the various application centers throughout HACA's jurisdiction.

Ms. Broussard Rosen indicated that staff would like to move the Housing Commission's July meeting to July 24.

Ms. Broussard Rosen announced that the Family Self-Sufficiency Programs' annual Resource Fair is scheduled for July 27, from 10:30 a.m. to 1:00 p.m. and invited all to attend.

Ms. Broussard Rosen updated the Housing Commission on the U.S. Department of Housing and Urban Development's (HUD) plans to transition from their current data portal to a new data system.

Commission Discussion:

Commissioner Hannon asked about HACA's current wait list. Ms. Broussard Rosen explained that HACA will exhaust the existing wait list first and then move to the new wait list.

Vice Chairperson McCorriston noted that Commissioner Courtney Welch entered the meeting. The Housing Commission returned to Agenda Item No. 2.

Item No. 2: Approve the Minutes of the April 10, 2024 Regular Meeting

Commissioner McQuaid requested a correction to the minutes of April 10, 2024 regular meeting. Record of her attendance was inadvertently omitted from the meeting and the correction was stated for the record.

Recommendation:

Approve the minutes of the April 10, 2024 meeting with correction.

Motion and Second:

Commissioner Goldstein (motion) and Commissioner Chawla (second).

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

Ayes: Commissioners Chawla, Gerry, Goldstein, Hannon, McCorriston, Sakakihara, Shao, and Welch.

Motion passed. Approved as recommended.

Item No.5-1: Accept the Audit for the July 1, 2022 -June 30, 2023 Fiscal Year

Mansoorali Hudda, Finance Director, presented the staff report.

Mr. Hudda reported that an audit of the financial operations and internal controls for all HACA's programs, including those activities carried out by PACH, Inc. for the July 1, 2022 – June 30, 2023 fiscal year was conducted by auditors Harshwal & Company LLP. He highlighted key sections of the audit and reported that no findings were identified by the auditor. He reported that the Budget/Audit/Negotiations (BAN) Committee recommends that the Housing Commission accept the results of the audit.

Recommendation:

Accept the Audit for the July 1, 2022-June 30, 2023 fiscal year as presented.

Commission Discussion:

Commissioner Hannon congratulated staff on the clean audit. Commissioner Hannon and Mr. Hudda discussed the process for formally submitting the audit to HUD. Cmr. Hannon asked if the audit is translated into other languages. Mr. Hudda indicated that staff can provide translation services to interested parties as requested. Cmr. Hannon suggested that when the audit is uploaded to the website, staff include a statement indicating that translation services can be provided. Ms. Broussard Rosen commented that this is stated throughout the website and that she will ensure it is clear for this section of the website. Vice Chairperson McCorriston thanked staff for all the hard work that was put into the audit. Commissioner McQuaid and Mr. Hudda discussed the timing of the audit. Mr. Hudda indicated that it is typical for the audit process to take several months. He explained that housing authorities must close out their fiscal year by March 31st before the auditors can complete their audit. He also explained that it is feasible to present the audit reports as early as May each year but that the practice has been to report the audit in June since it aligns with the operating budget.

Public Comment:

Kay Pinnock, a member of the public, commented on the intersectionality of the housing programs funds and that certain areas of the audit need to examine how program funds are being applied.

Motion and Second:

Commissioner Goldstein (motion) and Commissioner Hannon (second).

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

Ayes: Commissioners Chawla, Gerry, Goldstein, Hannon, McCorriston, Sakakihara, Shao, and Welch.

Motion passed. Approved as recommended.

Item No.5-2: Adopt Resolution No.04-24 Approving the Operating Budget and Budgeted Positions for the July 1, 2024 – June 30, 2025 Fiscal Year

Mansoorali Hudda presented the staff report. Mr. Hudda summarized HACA’s proposed operating budget for the July 1, 2024 – June 30, 2025 fiscal year. He reported that staff met with the members of the BAN Committee to review the proposed operating budget and that the BAN Committee recommends that the Housing Commission approve the proposed budget.

Recommendation:

Adopt Resolution No.04-24 Approving the Operating Budget and Budgeted Positions for the July 1, 2024 – June 30, 2025 Fiscal Year as presented.

Commission Discussion:

Commissioner Hannon recommended that staff include a summary of the comments from the Budget/Audit/Negotiations (BAN) Committee in the budget reports in the future. Mr. Hudda indicated that staff will plan to include this in future reports. Commissioner Hannon commented that HUD’s funding proration usually fluctuates. He asked if staff has considered establishing a policy for reserves. Mr. Hudda indicated that staff plans to do an analysis of options for a reserve fund. Commissioner McQuaid and Mr. Hudda discussed the reason for the significant change in the revenue for the Housing Development Fund (HDF). Vice Chairperson McCorriston thanked staff for their work on preparing the budget. Commissioner Chawla and Mr. Hudda discussed the rising cost of general liability insurance. Mr. Hudda indicated that a majority of the increases are related to the HACA-managed properties that are owned by Preserving Alameda County Housing, Inc. (PACH).

Motion and Second:

Commissioner Goldstein (motion) and Commissioner Chawla (second).

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

Ayes: Commissioners Chawla, Gerry, Goldstein, Hannon, McCorriston, Sakakihara, Shao, and Welch.

Motion passed. Approved as recommended.

Item No.5-3: Adopt Resolution No.05-24 Approving the Contribution to the Alameda County Employees’ Retirement Association (ACERA) for the July 1, 2024 – June 30, 2025 Fiscal Year

Mansoorali Hudda, Finance Director, presented the staff report. Mr. Hudda reported that as a participating employer in the Alameda County Employees’ Retirement Association (ACERA) pension system, HACA contributes to ACERA each year to fund a 401(h) account that ACERA has established for the purpose of providing healthcare benefits to retirees on a tax-exempt basis. He reported that the contribution amount for the July 1, 2024 – June 30, 2025 fiscal year is \$344,137.00 and recommended that the Commission adopt the resolution approving this contribution.

Recommendation:

Adopt Resolution No.05-24 approving a contribution to the Alameda County Employees' Retirement Association in the amount of \$344,137.00 for the July 1, 2024 – June 30, 2025 fiscal year.

Commission Discussion:

Commissioner Hannon asked if spouses of retired employees who are under ACERA can receive health care coverage. Mr. Hudda stated that he would look into this to get further details.

Motion and Second:

Commissioner Hannon (motion) and Commissioner Chawla (second).

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

Ayes: Commissioners Chawla, Gerry, Goldstein, Hannon, McCorriston, Sakakihara, Shao, and Welch.

Motion passed. Approved as recommended.

Item No.5-4: Approve Letter Regarding California SB1357

Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen reported that in late February she was made aware of proposed legislation under California Senate Bill 1357 (SB1357) proposed by Senator Aisha Wahab of District 10. Ms. Broussard Rosen provided background information on SB1357 and explained that the bill is directly related to HACA and HACA's website. She described the communications that she has had thus far with the senator's office to demonstrate that HACA shares the same goals for transparency and accessibility of information. She summarized the steps that HACA has taken in support of these shared goals and indicated that HACA has already started implementation of some of the initiatives discussed in the proposed legislation. Ms. Broussard Rosen further reported that the California Association of Housing Authorities (CAHA), a state-wide organization comprised of 75 California public housing authorities, believes that this legislation is not necessary and has officially opposed the bill. She concluded that HACA, also a member of CAHA, concurs and recommended that the Housing Commission express opposition to the proposed legislation.

Recommendation:

Approve letter regarding California Senate Bill 1357 and authorize the Executive Director to submit it to members of the California State Legislature.

Commission Discussion:

Commissioner Chawla commented that she agrees that SB1357 seems unnecessary. She commented that HACA's jurisdiction is very diverse with a multitude of participants who speak many different languages. She asked if there are specific languages the bill is requiring HACA to use on the website. Ms. Broussard Rosen indicated that there are no specific languages and indicated that HACA's website already has the ability to instantly translate the site into other languages.

Commissioner Hannon commented on the imposition of unfunded mandates upon local boards and commissions. He and Ms. Broussard Rosen discussed HACA's potential costs should the legislation pass and require a major overhaul of HACA's website. Commissioner Hannon

suggested that the letter include language that states that HACA will seek reimbursement from the state for these additional costs and administrative burden. Commissioner Hannon and Ms. Broussard Rosen discussed the objective of the letter. Commissioner Sakakihara asked if the Senator's office provided Ms. Broussard Rosen any feedback after she outlined HACA's willingness and commitment to carry out the shared goals of this proposed legislation. Ms. Broussard Rosen indicated that she did not receive any specific feedback. Commissioner Sakakihara expressed that this may be an opportunity for reimbursement for any additional costs related to the work HACA is already doing to the website.

Commissioner Welch expressed concern that SB1357 is specifically focused on HACA rather than statewide. She stated that HACA's jurisdiction is very diverse and because of this, language accessibility is always going to be a top priority because it is required for agencies, such as HACA, who serve such a diverse population to function. Cmr. Welch asked if it's possible that there was a specific incident that prompted this legislation. Ms. Broussard Rosen stated that there were no specific details provided.

Chairperson Shao shared that once Ms. Broussard Rosen notified him about SB1357, he tried to gather more information on the background of this proposed legislation without much success. Chairperson Shao commented that he shares the same concerns and frustrations over the lack of communication regarding SB1357. He commented this letter is an opportunity for HACA to officially express their position on SB1357 and to share with the public HACA's ongoing efforts and commitment to achieve the goals of the bill.

Commissioner Goldstein commented that the HACA website already has a language translation feature. He added that there are applications such as Google Translate that can easily translate information into other languages. Commissioner Goldstein commented that this legislation seems to be "over-regulation" and that he finds it upsetting that the senator's office did not communicate with HACA prior to SB1357.

Commissioner McQuaid commented on the status and timing of SB1357. She recommended that the Housing Commission proactively and assertively reach out to other legislative delegates. Commissioner Welch agreed and suggested that the Housing Commission give the Executive Director the authority and/or direction to prepare a letter to the Governor opposing SB1357.

Vice Chairperson McCorriston commended Ms. Broussard Rosen on the efforts she had made to communicate with senator's office. He commented that he echoes the comments from the other Housing Commissioners. He confirmed that the Housing Commission is going to formally oppose SB1357 and talked about the next steps should SB1357 pass. Ms. Broussard Rosen made a point of clarification that the letter outlines the reasons why the legislation is unnecessary and at the same time reiterates HACA's commitment to the shared goals of SB1357.

Commissioner Sakakihara indicated that he will be voting "No" on this item. He reiterated that if SB1357 passes, there is a potential for reimbursement from the state. Commissioner Sakakihara also expressed a concern with opposing legislation related to public transparency.

The Housing Commission and Ms. Broussard Rosen discussed timing and logistics for submitting the letter regarding SB1357.

Motion and Second:

Commissioner Welch (motion) and Commissioner Goldstein (second).

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

Ayes: Commissioners Chawla, Goldstein, Hannon, McCorriston, McQuaid, Shao, and Welch.
Abstain: Commissioner Gerry
Noes: Commissioner Sakakihara

Motion passed. Approved as recommended.

Item No.5-5: Approve the 2024 HACA Scholarship and 2024 Donald C. Biddle Memorial Scholarship Awards

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor reported that staff received 9 applications for the 2024 HACA Scholarship Program and 7 applications for the 2024 Donald C. Biddle Memorial Scholarship. He stated that the HACA Scholarship Committee, comprised of Commissioners Chawla, Gerry, and Goldstein, met on June 3 to discuss award recommendations. Mr. Taylor thanked the committee members for their time and participation in this process. He recommended that the Housing Commission approve the committee’s award recommendations.

Recommendation:

Approve the 2024 HACA Scholarship Awards and the 2024 Donald C. Biddle Memorial Scholarship

Commission Discussion:

Commissioner Hannon thanked the committee members for their work. He praised HACA for their scholarship program and the work that they do each year to help participants achieve their educational goals. Vice Chairperson McCorriston commented that he had the opportunity to be on the previous year’s committee and that the experience was rewarding. Commissioners Gerry and Chawla thanked staff for their work in coordinating the applications. Commissioner Goldstein praised the scholarship applicants.

Motion/Second:

Commissioner McQuaid (motion) and Commissioner Chawla (second).

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

Ayes: Commissioners Chawla, Gerry, Goldstein, Hannon, McCorriston, Sakakihara, Shao, and Welch.

Motion passed. Approved as recommended.

Item No.5-6: Appoint a Nominating Committee

Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen reported that the Housing Commission must appoint a Nominating Committee to select candidates for the

positions of Housing Commission Chairperson and Vice Chairperson. After a brief discussions, Commissioners Goldstein, Hannon, McQuaid, and Shao agreed to serve on the committee.

Recommendation:

Appoint Commissioners Goldstein, Hannon, McQuaid, and Shao to the Nominating Committee.

Motion/Second:

Commissioner Goldstein (motion) and Commissioner Hannon (second).

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

Ayes: Commissioners Chawla, Gerry, Goldstein, Hannon, McCorriston, Sakakihara, Shao, and Welch.

Motion passed. Approved as recommended.

Item No.5-7: Quarterly Budget Report for the Quarter Ended March 31, 2024 (Information Only)

Report received with no questions or comments from the Housing Commission.

Item No.5-8: Program Activity Report (Information Only)

Report received with no questions or comments from the Housing Commission.

Item No. 6: Communications

Ms. Broussard Rosen shared that HACA has completed a solicitation for a recruitment consultant and has selected CPS HR Consulting.

Item No. 7: Commissioner Reports

None.

Item No. 8: Adjournment

There being no further business to discuss, Vice Chairperson McCorrison adjourned the meeting at 9:45 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

EXECUTIVE DIRECTOR'S
REPORT
July 24, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EXECUTIVE DIRECTOR'S REPORT

Meeting Date: July 24, 2024

HUD Update: NSPIRE Inspection Standards

In July 2023, HUD published the final rule for National Standards for the Physical Inspection of Real Estate (NSPIRE) for the Housing Choice Voucher (HCV) and Project Based Voucher (PBV) programs. As previously discussed with the Housing Commission, the new NSPIRE standards will replace the current Housing Quality Standards (HQS) inspections requirements, and HACA was required to implement these new standards by October 1, 2024. However, on July 5, 2024, HUD published a notice that further extends the compliance date for NSPIRE for an additional year, to October 1, 2025. HACA continues to plan for the transition to NSPIRE, and this extension will assist HACA in ensuring it is fully prepared for implementation by the compliance deadline.

HUD Update: HOTMA/HIP Implementation

On July 3, 2024, HUD rescinded its previously issued April notice regarding the timing of the upcoming transition to the new Housing Information Portal (HIP), which will be HUD's new platform for housing authorities to submit applicant and participant data to HUD. Based on the April notice, HACA expected the transition period to begin in Late Summer 2024 – Fall 2024. However, HACA is now awaiting future guidance from HUD on the new HIP implementation schedule. HACA's implementation of approved HCV Administrative Plan policies related to Sections 102 and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA) cannot begin until HACA receives more information from HUD on the specific dates for HACA's transition to HIP.

NEW BUSINESS

July 24, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: July 24, 2024

Subject: Section Eight Management Assessment Program (SEMAP)

Exhibits Attached: Resolution 06-24

Recommendation: Adopt the Attached Resolution Authorizing Submission of the SEMAP Certification to HUD

BACKGROUND

The Section Eight Management Assessment Program (SEMAP) measures 14 key performance indicators of public housing agencies (PHAs) that administer the Housing Choice Voucher program. By doing so, SEMAP helps HUD target monitoring and assistance to PHAs that need the most improvement.

The 14 indicators of performance show whether PHAs help eligible families to afford decent rental units at a reasonable subsidy cost as intended by federal housing legislation. The 14 key indicators of PHA performance are:

1. Proper selection of applicants from the Housing Choice Voucher waiting list
2. Sound determination of reasonable rent for each unit leased
3. Accurate verification of family income
4. Maintenance of a current schedule of allowances for tenant-paid utilities
5. Performance of quality control inspections to ensure HUD's Housing Quality Standards (HQS) are met
6. Assurance that landlords and tenants promptly correct HQS deficiencies
7. Expansion of housing choice outside areas of poverty or minority concentration
8. Establishment of Payment Standards within the required range of the HUD Fair Market Rents
9. Timely annual reexamination of family income
10. Correct calculation of the tenant share of the rent and the housing assistance payment (HAP) made to the landlord
11. Assurance that units comply with HQS before families enter into leases and PHAs enter into HAP contracts
12. Timely annual HQS inspections
13. Assurance that all available Housing Choice Vouchers are used
14. Enrollment of families into the Family Self-Sufficiency (FSS) Program and the number of families with escrow accounts

SEMAP scores are based on PHA self-certification, HUD's national database of tenant information, and information from audits conducted annually by independent auditors. Each indicator has points assigned to it, with a total possible point score of 145. HUD annually assigns each PHA a

rating on each of the 14 indicators and generates an overall performance ratio of high (90-100%), standard (60-89%), or troubled (less than 60%). Metropolitan PHAs like HACA are also able to earn bonus points for their achievements in encouraging assisted families to choose housing in low poverty areas.

Every PHA must submit its SEMAP Certification within 60 days of the end of its fiscal year. HACA's is due by August 29, 2024, as our fiscal year ended June 30th.

DISCUSSION AND ANALYSIS

The attached SEMAP Certification is a product of random sampling done internally by staff for the fiscal year July 1, 2023, through June 30, 2024, and data from HUD's national database of tenant information. HACA's overall rating is "standard" with 79% (115 points).

Staff anticipated losing points for the following indicators as described below:

Indicator #2, Rent Reasonableness: HACA Score – 15 out of 20 points

This indicator is scored 20, 15, or 0 points. It measures whether HACA follows the written method and documents its reasonable rent determinations at the time of initial leasing and prior to approving any increase in rent to owner. While 93% of sample cases met the requirement, earning a score of 15 points, 98% was required to receive 20 points.

Indicator #6, Housing Quality Standards (HQS) Enforcement: HACA Score – 0 out of 10 points

This indicator is scored 10 points or 0 points. It measures whether any cited life-threatening HQS deficiencies were corrected within 24 hours of the inspection, whether all other cited HQS deficiencies were corrected within 30 days of the HQS inspection or any HACA-approved extension, and whether HACA abated housing assistance payments if HQS deficiencies were not corrected timely. All applicable requirements must be met to receive 10 points. While the majority of the sample cases met at least one criteria for this indicator and were ultimately resolved, only 53% percent of the cases met all criteria for compliance and therefore HACA scored 0 points. HACA is actively working to improve its performance and anticipates scoring points for this indicator in the coming year.

Indicator #9, Annual Reexaminations: HACA Score – 0 out of 10 points

This indicator is scored 10, 5, or 0 points. It measures whether HACA conducts required annual reexaminations timely. HACA had 19% late reexaminations and therefore scored 0 points. HACA is actively working to improve its performance and anticipates scoring points for this indicator in the coming year.

Indicator # 12, Annual HQS Inspections: HACA Score – 5 out of 10 points

This indicator is scored, 10, 5, or 0 points. It measures whether HACA conducts required annual and biennial HQS inspections timely. HACA had 8% late inspection and therefore scored 5 points. HACA is actively working to improve its performance and anticipates scoring full points for this indicator in the coming year.

The table on the following page provides you with a review of HACA's performance under SEMAP for the last four years for which SEMAP was scored.

SEMAP Certification Review 2018 to 2024						
Indicator	Indicator Description	Maximum Number of Possible Points	2018 Final Earned Points	2019 Final Earned Points	2023 Final Earned Points	2024 Certification
1	Wait List	15	15	15	15	15
2	Reasonable Rent	20	20	15	20	15
3	Determination of Adjusted Income	20	20	15	20	20
4	Utility Allowance Schedule	5	5	5	5	5
5	HQS Quality Control Inspections	5	5	5	5	5
6	HQS Enforcement	10	10	10	0	0
7	Expanding Housing Opportunities	5	5	5	5	5
8	Payment Standards	5	5	5	5	5
9	Annual Reexaminations	10	0	10	0	0
10	Correct Tenant Rent Calculations	5	5	5	5	5
11	Pre-Contract HQS Inspections	5	5	5	5	5
12	Annual HQS Inspections	10	10	10	10	5
13	Lease-Up	20	20	20	15	20
14	FSS Enrollment & Escrow Accounts	10	10	10	10	10
Earned Points			135	135	120	115
Deconcentration Bonus – Extra 5 Points		5	0	0	0	0
Total Earned Points		145	135	135	120	115
Maximum Number of Points Possible		145	145	145	145	145
FINAL SCORE as a Percentage		100%	93%	93%	83%	79%
SEMAP RATING			High	High	Standard	Standard

RECOMMENDATION

Staff recommends that your Commission adopt the Resolution presented at this meeting to approve the SEMAP certification, including any necessary final adjustments, and authorize submission of the SEMAP certification to HUD.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO.06-24

RESOLUTION APPROVING SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION AND AUTHORIZING SUBMITTAL OF CERTIFICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the U. S. Department of Housing and Urban Development (HUD) has established a Section Eight Management Assessment Program (SEMAP) to measure the performance of housing authorities that administer the Section 8 Housing Choice Voucher Program; and

WHEREAS, SEMAP requires that housing authorities self-certify performance in connection with the 14 SEMAP indicators; and

WHEREAS, HUD reviews the self-certification and other data available from on-line reporting systems and financial submissions to rank a housing authority's performance and issues a score; and

WHEREAS, the Housing Authority of the County of Alameda has completed its SEMAP analysis for the July 1, 2023 – June 30, 2024 fiscal year and is prepared to submit its certification to HUD;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission does hereby approve and accept the SEMAP certification as presented, including any necessary final adjustments, and authorizes the Executive Director to submit it and any other information HUD may require to process the certification.

PASSED, APPROVED, AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 24th day of July 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Laura Broussard Rosen
Executive Director/Housing Commission Secretary

Housing Commission Chairperson

Adopted: July 24, 2024

Field Office: **9APH SAN FRANCISCO HUB OFFICE**
Housing Agency: **CA067 Alameda County**
PHA Fiscal Year End: **6/30/2024**

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled
 Less than 80% of units sampled

3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

- PHA Response At least 90% of files sampled 80 to 89% of files sampled
 Less than 80% of files sampled

4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

- PHA Response Yes No

5 HQS Quality Control (24 CFR 982.405(b))

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

- PHA Response Yes No

6 HQS Enforcement (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

- PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

- PHA Response Yes No

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

- PHA Response Yes No

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

- PHA Response Yes No

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

FMR Area Name

FMR 1 of 2



Enter current FMRs and payment standards (PS)

0-BR FMR 1-BR FMR 2-BR FMR 3-BR FMR 4-BR FMR
PS PS PS PS PS

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

FMR Area Name

FMR 2 of 2



Enter current FMRs and payment standards (PS)

0-BR FMR 1-BR FMR 2-BR FMR 3-BR FMR 4-BR FMR
PS PS PS PS PS

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response Yes No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982, Subpart K)

PHA Response Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

PHA Response Yes No

12 Continuing HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

PHA Response Yes No

13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response Yes No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

0

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances.(24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable

PHA Response Yes No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: July 24, 2024

Subject: Housing Choice Voucher (HCV) Administrative Plan Policy Revisions

Exhibits Attached: Attachment A: Redlined Administrative Plan Revisions

Recommendation: Approve Proposed Policy Revisions to HCV Administrative Plan

BACKGROUND

HACA’s Section 8 Housing Choice Voucher (HCV) Program Administrative Plan (Admin Plan) sets forth HACA’s policies for administering the HCV Program in a manner consistent with HUD requirements and HACA’s PHA Plan. When necessary, HACA amends the Admin Plan in order 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

CHAPTER 10 – MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

10-II.B. INITIAL PHA ROLE – Applicant Families (pages 10-9 to 10-10)

Language updated to include possible exceptions to HACA policy that may allow portability, under certain circumstances, to nonresident applicants during the first 12 months after they are admitted to the program.

10-II.C. RECEIVING PHA ROLE – Briefing (page 10-18)

Added language clarifying current practice, that HACA does not require a formal briefing for families porting into HACA’s jurisdiction as they have already been briefed by their initial housing authority. HACA does provide these families with a portability orientation.

10-II.C. RECEIVING PHA ROLE – Initial Billing Deadline (page 10-20) Ongoing Notification Responsibilities-Annual Reexamination (pages 10-20 to 10-21)

Added language clarifying how HACA will send its initial billing notice and updated HUD-50058 form.

CHAPTER 19 – SPECIAL PURPOSE VOUCHERS.

19-II.A. VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM - OVERVIEW (PAGES 19-18 TO 19-19)

Added language to allow HACA to use VASH-specific services fee funding or additional administrative fee funding, should HUD award such funds that HACA has recently applied for. Staff recommends that your Commission approve the revisions to the Admin Plan. Once approved, staff training will be conducted, and the revised Admin Plan will be implemented.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: July 24, 2024

Subject:	Assessment of Fair Housing (AFH) Plan
Exhibits Attached:	Attachment B: Draft Alameda County Participating County, Cities and Agencies (PCCA) Inter-Governmental Collaboration Agreement (IGCA) Regarding Completion of the Assessment of Fair Housing
Recommendation:	Approve Proposed PCCA IGCA and Authorize Executive Director to Sign It
Financial Statement:	\$7,907

BACKGROUND

The Department of Housing and Urban Development (HUD) Affirmatively Furthering Fair Housing Final Rule (AFFH) requires that HUD enhance its fair housing planning obligations and those of public housing authorities (PHAs) and cities and counties that receive funding such as Community Development Block Grant (CDBG) and HOME funds. It requires such jurisdictions to conduct an Assessment of Fair Housing (AFH) planning process, sometimes referred to as the Analysis of Impediments to Fair Housing, to assess the state of fair housing within their communities and to set locally determined priorities and goals to address the fair housing barriers in their communities. The AFH process includes completion of an Analysis of Impediments to Fair Housing Choice.

DISCUSSION AND ANALYSIS

The AFFH permits each housing authority and CDBG/HOME grantee to develop its own AFH Plan. However, HUD also encourages regional approaches to address fair housing issues, including collaboration across jurisdictions and PHAs to submit a joint plan for a housing market area. HUD defines the housing market area to include at least the county. All plans, whether individual or joint, must include an analysis of the housing market area so in an area such as Alameda County, where there is dense, contiguous development and good transportation, it makes sense to collaborate on one plan rather than have numerous plans. Staff from the County of Alameda (the "County"), the five housing authorities and the cities have agreed to recommend to their respective boards/councils that a county-wide AFH Plan be prepared.

The attached Participating County, Cities and Agencies (PCCA) PCCA IGCA (Attachment B) outlines the basis for sharing the tasks and costs to prepare the Plan. (The matter will be brought before the respective boards and councils over the next couple months.) The County is the lead for the PCCA regional effort and has facilitated the competitive procurement for the consultant who will assist the PCCA with development of the AI plan. The total cost of the consultant is \$86,885. Contributions are based upon 35% of costs being paid by the five housing authorities and 65% of costs paid by the 14 cities and the county. The cost share for HACA is \$7,907.

RECOMMENDATION

Staff recommends that your Commission approve the draft IGCA and authorize the Executive Director to approve any amendments that may be necessary and to execute it on behalf of HACA.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: July 24, 2024

Subject: Appoint a Housing Commissioner to the Preserving Alameda County Housing, Inc. (PACH) Board of Directors

Exhibits Attached: None

Recommendation: Appoint a Housing Commissioner to the PACH Board of Directors

BACKGROUND

Preserving Alameda County Housing, Inc. (PACH) is a non-profit instrumentality of HACA organized under the Nonprofit Public Benefit Corporation Law for the purpose of providing affordable housing. HACA transferred ownership of its 230 former public housing units to PACH and the units are now subsidized under the Section 8 project-based voucher program. PACH contracts with HACA for all property management and maintenance services thus has no employees.

The PACH bylaws state that PACH's activities and affairs shall be managed by a five-member board of directors consisting of three HACA Commissioners, the HACA Executive Director and the HACA Finance Director.

DISCUSSION AND ANALYSIS

Traditionally, the chair of HACA's Housing Commission serves as the PACH president, the vice-chair of HACA's Commission as the PACH vice-president, and a Housing Commissioner as the PACH 2nd vice-president.

The office of PACH 2nd vice-president is currently held by Commissioner Mark Gerry. There are no limits to the number of terms a HACA Housing Commissioner can serve on the PACH Board. The Housing Commission may reappoint Commissioner Gerry if the Housing Commission chooses or select another commissioner to appoint to the PACH Board of Directors.

The PACH Board of Directors will meet following this Housing Commission meeting to elect the Housing Commission's newly elected Chairperson and Vice Chairperson to the offices of president and vice-president respectively, as well as the Housing Commission's appointee to the office of 2nd vice-president.

PROGRAM ACTIVITY

REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 24, 2024

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

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.

7/1/2024	7/1/2023	6/1/2022
6,970	6,841	6,715

- **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.

	7/1/2024	7/1/2023	6/1/2022
Average HAP Subsidy	\$1,848	\$1,774	\$1,771
Average Tenant-Paid Rent	\$612	\$618	\$563
Average Contract Rent	\$2,460	\$2,392	\$2,334

- ❖ 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.

	7/1/2024	7/1/2023	6/1/2022
Outgoing Billed Portability Contracts	86	95	79
Incoming Portability Contracts	70	61	19

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

7/1/2024	7/1/2023	6/1/2022
218	219	223

- **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 July 15, 2024, there were 68 active properties listed.

	7/31/23	9/5/23	10/4/23	11/1/23	12/4/23	1/2/24
Units	89	76	60	66	66	68
	2/5/24	3/4/24	4/2/24	4/29/24	6/3/24	7/15/24
Units	67	56	52	64	49	68

- **HCV Housing Quality Standards (HQS) Inspections and Abatements:** The below chart provides quarterly information on HQS inspections and HQS abatements.

	Q2 2024		Q1 2024		Q4 2023	
Scheduled Annual Inspections	1504		903		903	
Passed the Day Inspected	802	53%	505	56%	681	75%
Failed Inspection	210	14%	131	15%	144	16%
No Shows or Deferred Due to COVID-19	455	30%	254	28%	239	26%
Moved Out Prior to Inspection	36	2%	13	1%	10	1%
HAP Abatements for Non-Compliance with HQS	64		28		38	

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Contract and HAP Report for the month of June 2024

City	Certificates		Vouchers		JUNE 2024 TOTAL		JUNE 2023	JUNE 2022
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg		based on avg				
		\$ 2,198		\$ 1,837				
Albany	0	\$0	11	\$21,747	11	\$21,747	11	11
Castro Valley	3	\$6,594	247	\$488,319	250	\$494,913	240	234
Dublin	3	\$6,594	441	\$871,857	444	\$878,451	424	423
Emeryville	6	\$13,188	160	\$316,320	166	\$329,508	169	156
Fremont	19	\$41,762	1,235	\$2,441,595	1,254	\$2,483,357	1,277	1,246
Hayward	33	\$72,534	1,924	\$3,803,748	1,957	\$3,876,282	1,937	1,897
Newark	5	\$10,990	279	\$551,583	284	\$562,573	234	230
Pleasanton	3	\$6,594	316	\$624,732	319	\$631,326	301	303
San Leandro	14	\$30,772	1,450	\$2,866,650	1,464	\$2,897,422	1,418	1,363
San Lorenzo	1	\$2,198	174	\$343,998	175	\$346,196	178	182
Union City	12	\$26,376	682	\$1,348,314	694	\$1,374,690	722	720
TOTALS	99	217,602	6,919	13,678,863	7,018	13,896,465	6,911	6,765

* Based on an average June Housing Assistance Payment (HAP) of \$2,198 per certificate contract

**Based on an average June Housing Assistance Payment (HAP) of \$1,837 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the Month of June 2024

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	11	\$1,804	\$1,449	\$355	20%
Castro Valley	247	\$2,457	\$1,830	\$627	26%
Dublin	441	\$2,568	\$1,922	\$646	25%
Emeryville	160	\$2,019	\$1,468	\$552	27%
Fremont	1,235	\$2,606	\$1,994	\$610	23%
Hayward	1,924	\$2,363	\$1,746	\$617	26%
Newark	279	\$2,617	\$2,011	\$606	23%
Pleasanton	316	\$2,308	\$1,791	\$517	22%
San Leandro	1,450	\$2,360	\$1,748	\$613	26%
San Lorenzo	174	\$2,630	\$1,878	\$752	29%
Union City	682	\$2,631	\$1,977	\$651	25%

*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: July 24, 2024

Subject: Family Self-Sufficiency (FSS) Program Summary

Exhibits Attached: None

Recommendation: Receive Report



FAMILY SELF-SUFFICIENCY (FSS) PROGRAM NEWS

FSS PROGRAM ACTIVITIES

FSS Resource Fair

The annual FSS Resource Fair is scheduled for Saturday, July 27, 2024, from 10:30 a.m.-1:00 p.m. at HACA. This is an opportunity for FSS participants to learn about services and resources from a variety of community partners that can assist them in reaching their Contract of Participation (COP) goals.

Program Coordinating Committee (PCC)

On Wednesday, June 12, 2024, the FSS team hosted its quarterly PCC meeting. Eleven partner agencies participated. PCC members shared agency updates and information. A representative from the Hayward Public Library provided a presentation on the diverse services the library offers the community. Our next PCC meeting is scheduled for Wednesday, September 11, 2024.

Participant Spotlight

When Ms. Oliver joined the FSS program in 2019 she was employed by the United States Postal Service (USPS) and continues to work there today. She set a goal of becoming homeownership-ready and earned her Housing Choice Voucher (HCV) Homeownership certificate. She exceeded her \$2,000 savings goal by saving \$21,227.00. Ms. Oliver had a good credit score when she joined FSS but wanted to improve her score to increase her homeownership readiness. She worked with FSS community partners Habitat for Humanity and the Human Services Department in Fremont by taking their financial and credit classes. This work led to an increase in her credit score from 714 to 822. She is currently on the waiting list for Alameda County's Down Payment Assistance Loan Program, AC Boost. Ms. Oliver is a successful FSS graduate, and the FSS team is confident that she will become a homeowner in the future.

FSS PROGRAM SUMMARY

Program Summary June 2024

Total Clients Under Contract:	215
Graduates:	1
Escrow Disbursed:	\$6,801.49
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	0
Case Management Referrals:	19
Job Referrals:	17

ATTACHMENT A

10-II.B. INITIAL PHA ROLE

Allowable Moves under Portability

A family may move with voucher assistance only to an area where there is at least one PHA administering a voucher program [24 CFR 982.353(b)]. If there is more than one PHA in the area, the initial PHA provides the family with the contact information for the receiving PHAs that serve the area, and the family selects the receiving PHA. The family must inform the initial PHA which PHA it has selected. If the family prefers not to select the receiving PHA, the initial PHA will select the receiving PHA on behalf of the family [24 CFR 982.255(b)].

Applicant families that have been issued vouchers as well as participant families may qualify to lease a unit outside the HACA's jurisdiction under portability. HUD regulations and PHA policy determine whether a family qualifies.

Applicant Families

Under HUD regulations, most applicant families qualify to lease a unit outside the HACA's jurisdiction under portability. However, HUD gives HACA discretion to deny a portability move by an applicant family for the same two reasons that it may deny any move by a participant family: insufficient funding and grounds for denial or termination of assistance. If a PHA intends to deny a family permission to move under portability due to insufficient funding, the PHA must notify HUD within 10 business days of the determination to deny the move [24 CFR 982.355(e)].

HACA Policy

In determining whether or not to deny an applicant family permission to move under portability because HACA lacks sufficient funding or has grounds for denying assistance to the family, HACA will follow the policies established in section 10-I.B of this chapter. If HACA does deny the move due to insufficient funding, HACA will notify HUD in writing within 10 business days of HACA's determination to deny the move.

In addition, HACA may establish a policy denying the right to portability to nonresident applicants during the first 12 months after they are admitted to the program [24 CFR 982.353(c)].

HACA Policy

With the exception of CHOICES or FACT Programs Graduates as described in Section 4-III.C., Local Preferences - Section 8 Housing Choice Voucher Program (HCV), if neither the head of household nor the spouse/cohead of an applicant family had a domicile (legal residence) in the HACA's jurisdiction at the time the family was selected from the waiting list for determination of eligibility for the program, the family must lease a unit within HACA's jurisdiction for at least 12 months before requesting portability.

HACA will consider exceptions to this policy for the following reasons: to protect the health or safety of a family member (e.g. lead-based paint hazards, domestic violence, witness protection programs), to accommodate a change in family circumstances (e.g. new employment, school attendance in a distant area), or to address an emergency situation over which a family has no control.

In addition, HACA will allow exceptions to these policies for purposes of reasonable accommodation of a family member who is a person with disabilities (see Chapter 2) ~~or reasons related to domestic violence, dating violence, sexual assault, or stalking.~~

Briefing

HUD allows the receiving PHA to require a briefing for an incoming portable family as long as the requirement does not unduly delay the family's search [Notice PIH 2016-09].

HACA Policy

HACA does not require a formal briefing. HACA will require the family to attend an individual or group portability orientation. Individual orientations will be provided at HACA's discretion in such cases as an accommodation for a disabled family, or a family porting in from a distant PHA. HACA will provide the family with an orientation packet and will orally inform the family about HACA's payment and subsidy standards, procedures for requesting approval of a unit, the unit inspection process, and the leasing process.

Income Eligibility and Reexamination

The receiving PHA does not re-determine eligibility for a portable family that was already receiving assistance in the initial PHA's voucher program [24 CFR 982.355(c)(9)]. If the receiving PHA opts to conduct a new reexamination for a current participant family, the receiving PHA may not delay issuing the family a voucher or otherwise delay approval of a unit [24 CFR 982.355(c)(11)].

HACA Policy

HACA will not conduct a new reexamination of family income and composition for families moving into its jurisdiction under portability.

Voucher Issuance

When a family moves into its jurisdiction under portability, the receiving PHA is required to issue the family a voucher [24 CFR 982.355(c)(13)]. The family must submit a request for tenancy approval to the receiving PHA during the term of the receiving PHA's voucher [24 CFR 982.355(c)(15)].

Timing of Voucher Issuance

HUD expects the receiving PHA to issue the voucher within two weeks after receiving the family's HUD-52665 and supporting documentation from the initial PHA if the information is in order, the family has contacted the receiving PHA, and the family complies with the receiving PHA's procedures [Notice PIH 2016-09].

HACA Policy

When a family ports into its jurisdiction, HACA will issue the family a voucher based on the paperwork provided by the initial PHA unless the family's paperwork from the initial PHA is incomplete, the family's voucher from the initial PHA has expired or the family does not comply with the HACA's procedures.

HACA will conduct a criminal background check on all adult household members. HACA will not delay issuing the family a voucher or otherwise delay approval of a unit until this process is completed. However, HACA may take subsequent action (e.g. terminating the family's participation in the program due to criminal background or failing to disclose necessary information) against the family based on the results.

Administering a Portable Family's Voucher

Portability Billing [24 CFR 982.355(e)]

To cover assistance for a portable family that was not absorbed, the receiving PHA bills the initial PHA for housing assistance payments and administrative fees. The amount of the housing assistance payment for a portable family in the receiving PHA's program is determined in the same manner as for other families in the receiving PHA's program.

The receiving PHA may bill the initial PHA for the lesser of 80 percent of the initial PHA's ongoing administrative fee or 100 percent of the receiving PHA's ongoing administrative fee for each program unit under contract on the first day of the month for which the receiving PHA is billing the initial PHA under portability. If the administrative fees are prorated for the HCV program, the proration will apply to the amount of the administrative fee for which the receiving PHA may bill (i.e., the receiving PHA may bill for the lesser of 80 percent of the initial PHA's prorated ongoing administrative fee or 100 percent of the receiving PHA's ongoing administrative fee).

If both PHAs agree, the PHAs may negotiate a different amount of reimbursement.

HACA Policy

Unless the PHA negotiates a different amount of reimbursement with the initial PHA, the PHA will bill the initial PHA the maximum amount of administrative fees allowed, ensuring any administrative fee proration has been properly applied.

Initial Billing Deadline

If a portable family's search for a unit is successful and the receiving PHA intends to administer the family's voucher, the receiving PHA must submit its initial billing notice (Part II of form HUD-52665) in time that the notice will be **received** no later than 90 days following the expiration date of the family's voucher issued by the initial PHA [Notice PIH 2016-09]. This deadline may be extended for 30 additional days if the delay is due to suspension of the voucher's term (see Initial Billing Section). A copy of the family's form HUD-50058, Family Report, completed by the receiving PHA must be attached to the initial billing notice. The receiving PHA may send these documents by mail, fax, or email.

HACA Policy

HACA will send its initial billing notice by ~~fax or~~ email, or when necessary, by mail or fax if necessary, to meet the billing deadline ~~but will also send the notice by regular mail~~.

If the receiving PHA fails to send the initial billing by the deadline, it is required to absorb the family into its own program unless (a) the initial PHA is willing to accept the late submission or (b) HUD requires the initial PHA to honor the late submission (e.g., because the receiving PHA is over leased) [Notice PIH 2016-09].

Ongoing Notification Responsibilities [Notice PIH 2016-09, HUD-52665]

Annual Reexamination. The receiving PHA must send the initial PHA a copy of a portable family's updated form HUD-50058 after each annual reexamination for the duration of time the receiving PHA is billing the initial PHA on behalf of the family, regardless of whether there is a change in the billing amount.

HACA Policy

HACA will send a copy of the updated HUD-50058 by email, or when necessary, by mail or fax~~regular mail~~ no later than 10 business days after the effective date of the reexamination.

Change in Billing Amount. The receiving PHA is required to notify the initial PHA, using form HUD-52665, of any change in the billing amount for the family as a result of:

- A change in the HAP amount (because of a reexamination, a change in the applicable payment standard, a move to another unit, etc.)
- An abatement or subsequent resumption of the HAP payments
- Termination of the HAP contract
- Payment of a damage/vacancy loss claim for the family
- Termination of the family from the program

The timing of the notice of the change in the billing amount should correspond with the notification to the owner and the family in order to provide the initial PHA with advance notice of the change. Under no circumstances should the notification be later than 10 business days following the effective date of the change in the billing amount. If the receiving PHA fails to send Form HUD-52665 within 10 days of effective date of billing changes, the initial PHA is not responsible for any increase prior to notification. If the change resulted in a decrease in the monthly billing amount, the initial PHA will offset future monthly payments until the difference is reconciled.

Late Payments [Notice PIH 2016-09]

If the initial PHA fails to make a monthly payment for a portable family by the fifth business day of the month, the receiving PHA must promptly notify the initial PHA in writing of the deficiency. The notice must identify the family, the amount of the billing payment, the date the billing payment was due, and the date the billing payment was received (if it arrived late). The receiving PHA must send a copy of the notification to the Office of Public Housing (OPH) in the HUD area office with jurisdiction over the receiving PHA. If the initial PHA fails to correct the problem by the second month following the notification, the receiving PHA may request by memorandum to the director of the OPH with jurisdiction over the receiving PHA that HUD transfer the unit in question. A copy of the initial notification and any subsequent correspondence between the PHAs on the matter must be attached. The receiving PHA must send a copy of the memorandum to the initial PHA. If the OPH decides to grant the transfer, the billing arrangement on behalf of the family ceases with the transfer, but the initial PHA is still responsible for any outstanding payments due to the receiving PHA.

Overpayments [Notice PIH 2016-09]

In all cases where the receiving PHA has received billing payments for billing arrangements no longer in effect, the receiving PHA is responsible for returning the full amount of the overpayment (including the portion provided for administrative fees) to the initial PHA.

PART II: VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM

19-II.A. OVERVIEW

Since 2008, HCV program funding has provided rental assistance under a supportive housing program for homeless veterans. The Veterans Affairs Supportive Housing (VASH) program combines HCV rental assistance with case management and clinical services provided by the Department of Veterans Affairs (VA) at VA medical centers (VAMCs) and Community-Based Outpatient Clinics (CBOCs), or through a designated service provider (DSP) as approved by the VA Secretary. Eligible families are homeless veterans and their families that agree to participate in VA case management and are referred to the VAMC's partner PHA for HCV assistance. The VAMC or DSP's responsibilities include:

- Screening homeless veterans to determine whether they meet VASH program participation criteria;
- Referring homeless veterans to the PHA;
 - The term *homeless veteran* means a veteran who is homeless (as that term is defined in subsection (a) or (b) of Section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302)). See 38 U.S.C. 2002.
- Providing appropriate treatment and supportive services to potential VASH participants, if needed, prior to PHA issuance of a voucher;
- Providing housing search assistance to VASH participants;
- Identifying the social service and medical needs of VASH participants, and providing or ensuring the provision of regular ongoing case management, outpatient health services, hospitalization, and other supportive services as needed throughout the veterans' participation period; and
- Maintaining records and providing information for evaluation purposes, as required by HUD and the VA.

VASH vouchers are awarded noncompetitively based on geographic need and PHA administrative performance. Eligible PHAs must be located within the jurisdiction of a VAMC and in an area of high need based on data compiled by HUD and the VA. When Congress funds a new allocation of VASH vouchers, HUD invites eligible PHAs to apply for a specified number of vouchers.

Generally, the HUD-VASH program is administered in accordance with regular HCV program requirements. However, HUD is authorized to waive or specify alternative requirements to allow PHAs to effectively deliver and administer VASH assistance. Alternative requirements are established in the HUD-VASH Operating Requirements, which were originally published in the Federal Register on May 6, 2008, and updated September 27, 2021. Unless expressly waived by HUD, all regulatory requirements and HUD directives regarding the HCV program are applicable to VASH vouchers, including the use of all HUD-required contracts and other forms, and all civil rights and fair housing requirements. In addition, the PHA may request additional statutory or regulatory waivers that it determines are necessary for the effective delivery and administration of the program.

The VASH program is administered in accordance with applicable Fair Housing requirements since civil rights requirements cannot be waived under the program. These include applicable authorities under 24 CFR 5.105(a) and 24 CFR 982.53 including, but not limited to, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Age Discrimination Act and all PHA policies as outlined in Chapter 2 of this document.

When HUD-VASH recipients include veterans with disabilities or family members with disabilities, reasonable accommodation requirements in Part II of Chapter 2 of this policy apply.

Services fee funding or additional administrative fee funding that HACA may receive for VASH vouchers must be used for defined eligible uses as prescribed by HUD. Generally, as specified by HUD, these funds can be used for (1) costs incurred by a PHA in carrying out administrative responsibilities under HCV program regulations and (2) other eligible expenses in administering the program such as, but not limited to:

- Housing search assistance
- Security deposit/utility deposit/rental application/holding fee uses
- Owner-related uses such as landlord recruitment, owner incentives and retention payments, and security deposits
- Other eligible uses such as moving expenses or tenant readiness services

Services fee funding or additional administrative fee funding will be reported in the Voucher Management System (VMS) and Financial Data Schedule (FDS) as prescribed by HUD.

HACA Policy

When HACA receives specific administrative or service fees for the VASH program, HACA may use these fees, for the following purposes as allowed by HUD:

Security deposit assistance. The amount of the security deposit assistance may not exceed the lesser of two months' rent to owner, the maximum security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner. HACA may pay the security deposit assistance directly to the owner or may pay the assistance to the family. If paid to the family, HACA will require documentation that the family paid the security deposit.

Owner recruitment and outreach. HACA may use the funding to conduct owner recruitment and outreach specifically for the program for which the fees apply. In addition to traditional owner recruitment and outreach, activities may include offering owner incentive and/or retention payments.

Owner incentive and/or retention payments. HACA may make incentive or retention payments to owners that agree to initially lease their unit to a family and/or renew the lease of a family,

Payments will be made as a single payment upon execution of a HAP contract for the initial assisted lease term (or lease renewal if a retention payment). Owner incentive and retention payments are not housing assistance payments, are not part of the rent to owner, and are not taken into consideration when determining whether the rent for the unit is

reasonable. For retention payments (lease renewals), HACA will only make a single payment per twelve-month period regardless of the lease term.

ATTACHMENT B

INTER GOVERNMENTAL COLLABORATION AGREEMENT
FOR THE
COMPLETION OF THE ASSESSMENT OF FAIR HOUSING

THIS INTER-GOVERNMENTAL COLLABORATION AGREEMENT REGARDING COMPLETION OF THE ASSESSMENT OF FAIR HOUSING ("Agreement") is dated for convenience as of _____, 2024 by and among the County of Alameda, the City of Alameda, the City of Berkeley, the City of Fremont, the City of Hayward, the City of Livermore, the City of Oakland, the City of Pleasanton, the City of San Leandro, the City of Union City, the Housing Authority of the County of Alameda, the Housing Authority of the City of Alameda, the Berkeley Housing Authority, the Housing Authority of the City of Livermore, and the Housing Authority of the City of Oakland, hereinafter referred to as the Participating County, Cities and Agencies ("PCCA") and individually as "PCCA member(s)".

W I T N E S S E T H

WHEREAS, each PCCA member recognizes that the Department of Housing and Urban Development (HUD) Affirmatively Furthering Fair Housing Final Rule ("AFFH") requires jurisdictions to submit a fair housing assessment document that requires significant administrative efforts, and that HUD encourages regional and multi-jurisdictional submissions; and

WHEREAS, the Analysis of Impediments (AI) tool, which HUD funded program participants must prepare and use to identify and evaluate fair housing issues, and factors contributing to fair housing issues in their defined geographic area; and

WHEREAS, the AFFH encourages and provides methodology for regional approaches to address fair housing issues, including collaboration across jurisdictions and public housing agencies; and

WHEREAS, all PCCA members have one or more HUD funded programs and activities that require compliance with the AFFH and recognize that the AI is a comprehensive review of their respective laws, regulations, administrative policies, procedures and practices; and

WHEREAS, the County of Alameda (the "County") will facilitate the competitive procurement and management of the consultant who will assist the PCCA with development of the AI plan and will assume the role of lead for the PCCA regional effort; and

WHEREAS, all PCCA members recognize the efficiency of coordinating efforts to complete the AI by the HUD prescribed deadline for the County; and

WHEREAS, the PCCA members have agreed to reimburse the County in an agreed upon proportionate amount to fund completion of the required meetings, plan, and submission documents; and

WHEREAS: the PCCA members agree that the participating county and cities, collectively, will fund a 65% share of the cost of the AI consultant fee and the Housing Authorities, collectively, will fund a 35% share of the total cost of the AI consultant fee.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. Collaboration: The parties agree to jointly prepare a regional AI for Alameda County. Each member of the PCCA will perform the tasks outlined in Attachment A.
2. Funding: The parties agree to jointly fund the engagement of a consultant to develop a regional AI for Alameda County. Each member of the PCCA will contribute funds as described in Attachment A - "Project Consultant Fee Contribution and Scope of Work," which is incorporated herein by reference.
3. Lead Agency: The County will act as lead agency in the development and completion of the regional AI, including the procurement and contracting for the AI consultant. As such, the County will, prepare all documents and undertake responsibilities set forth in Attachment A, which is incorporated herein by reference, that are required for completion of the AI. The County reserves the right to conduct the procurement and contracting process for all AI consultant pursuant to the County's policies.
4. PCCA Responsibilities: Each PCCA member will be responsible for providing information about its respective policies and practices and other information as required by the consultant to complete the AI. The County will provide the information to the consultant and provide the information for the Unincorporated County.
5. Remittance: The PCCA members will each remit their respective AI Consultant Fee contributions to the County upon receipt of an invoice(s) based on the approved project budget (Attachment A).
6. Records Retention: The County will keep all documents relating to the AI readily accessible to the other PCCA members for at least ten years from the completion of the project.
7. Indemnification: Each PCCA member shall defend, hold harmless and indemnify each and every other PCCA member, their respective, elected officials, appointed officials, commissioners, members, officers, employees, and agents from any and all claims, loss, damage, injury, actions, causes of action and liability of every kind, nature, or description directly or indirectly arising out of or connected with the PCCA member's performance under this Agreement, and any of that PCCA member's operations or activities related thereto, excluding the sole willful misconduct or gross negligence of the person or entity seeking to be defended, indemnified or held harmless.
8. Amendment: This Agreement may be altered only by written consent of each of the signatory parties.
9. Term: The term of this Agreement shall begin on June 1, 2024 and end on May 31, 2025, and may be extended or amended based on mutual agreement.
 - a) This Agreement will automatically terminate if (i) the AI is no longer required by HUD and/or the terms of the Agreement have been satisfied, and (ii) all outstanding invoices have been paid.

10. Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed an original, and each of which shall constitute together one instrument. The counterparts will be binding on each of the parties, even though the various parties may have executed separate counterparts.

DRAFT

COUNTY OF ALAMEDA, a political subdivision of the State of California

By: _____
Sandi Rivera, CDA Director
Community Development Agency
224 West Winton Avenue, Room 110
Hayward CA 94544-1215

Date: _____

Approved as to form:
Donna R. Ziegler, County Counsel

By: _____
Caitlyn M. Gulyas
Deputy County Counsel

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

CITY OF ALAMEDA, a Municipal Corporation

By: _____
Jennifer Ott, City Manager

Date: _____

Approved as to Form:

Len Aslanian, Assistant City Attorney

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

CITY OF BERKELEY, a Municipal Corporation

By: _____
Dee Williams-Ridley, City Manager

Date: _____

Attest: _____
Mark Numainville, City Clerk

Approved as to Form:

Farimah Brown, City Attorney

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

CITY OF FREMONT, a Municipal Corporation

BY: _____
Karena Shackelford, City Manager

DATE: _____

Approved as to Form:

Rafael E. Alvarado, Jr., City Attorney

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

CITY OF HAYWARD, a Municipal Corporation

By: _____ Date: _____
Kelly McAdoo, City Manager

Attest: _____
Miriam Lens, City Clerk

Approved as to Form:

By: _____
Michael S. Lawson, City Attorney

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

CITY OF LIVERMORE, a Municipal Corporation

BY: _____
Paul Spence, Assistant City Manager

DATE: _____

Approved as to Form:

City Attorney

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

CITY OF OAKLAND, a Municipal Corporation

By: _____
Jestin D. Johnson, City Administrator

Date: _____

Approved as to Form:

Barbara J. Parker, City Attorney

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

CITY OF PLEASANTON, a Municipal Corporation

BY: _____
Gerry Beaudin, City Manager

DATE: _____

Approved as to Form:

Daniel G. Sodergren, City Attorney

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

CITY OF SAN LEANDRO, a Municipal Corporation

By: _____
Frances M. Robustelli, City Manager

Date: _____

Attest:

Kelly B. Clancy, City Clerk

Approved as to Form:

Richard Pio Roda, City Attorney

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

CITY OF UNION CITY, a Municipal Corporation

By: _____
Joan Malloy, City Manager

Date: _____

Approve as to Form:

Kristopher Kokotaylo, City Attorney

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

Housing Authority of the County of Alameda

By: _____
Laura Broussard Rosen, Executive
Director

Date: _____

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

Housing Authority of the City of Alameda

By: _____
Vanessa Cooper, Executive Director

Date: _____

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

Housing Authority of the City of Berkeley

BY: _____
James Williams, Executive Director

DATE: _____

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

BY: _____
Sarah Ramler, Executive Director

DATE: _____

DRAFT

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

Housing Authority of the City of Oakland

BY: _____
Patricia Wells, Executive Director

DATE: _____

Approve as to Form:

Jhaila Brown, General Counsel

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

ATTACHMENT A

Alameda County Participating County, Cities and Agencies (PCCA) Inter-Governmental Collaboration Agreement for the Completion of the Analysis of Impediments to Fair Housing Choice

PROJECT CONSULTANT FEE CONTRIBUTION AND SCOPE OF WORK

1. Project Funding Sources

Contributions based upon a shared contribution of 65% of costs paid between the County and City Jurisdictions collectively, and 35% of costs paid between the Housing Authorities collectively.

- The County and City Jurisdiction's 65% contribution will be prorated among jurisdictions, resulting in the percentage indicated in Table A below, which is based upon the respective Community Development Block Grant total allocation and HOME funds for the HOME Consortium portion.
- Each Housing Authority's 35% contribution will be prorated among jurisdictions based upon a base fee of \$2,000 each, with any additional payment of funds prorated based on the percentage listed in Table B below, which is based upon HUD Annual Contributions Contract units.

County of Alameda	
• Urban County Participating Cities	8.57%
• HOME Consortium	11.21%
City of Alameda	5.48%
City of Berkeley	12.70%
City of Fremont	5.93%
City of Hayward	7.26%
City of Livermore	3.08%
City of Oakland	36.17%
City of Pleasanton	3.08%
City of San Leandro	3.45%
City of Union City	3.08%
Funds Available County and Cities	100% of 65%

Table B Housing Authorities (Agencies)	
County of Alameda HA	26%
City of Alameda HA	8%
Berkeley HA	8%
Livermore HA	3%
Oakland HA	55%
Funds Available Housing Authorities	100% of 35%
Total Contributions	100%

I. Project Budget

AI Consultant \$86,885

II. Roles and Responsibilities

Lead Agency

As the Lead Agency, the County of Alameda's tasks include but are not limited to:

- Provide day-to-day oversight and planning of activities to be undertaken throughout the AI plan process.
- Prepare a draft Request for Proposals (RFP) to select the AI Consultant. Solicit comments from the PCCA members regarding the scope of the RFP.
- Prepare and issue the final RFP, taking into consideration input received from the PCCA members.
- Receive proposals and coordinate the rating and ranking process.
- Contract with the selected AI consultant.
- Receive, review and pay invoices submitted by the AI consultant.
- Coordinate requests for information submitted by the AI consultant to the PCCA members.
- The County reserves the right to control the manner in which these tasks are performed, including but not limited to withdraw or modify the RFP and to negotiate, approve or disapprove any proposed contract, and to modify or terminate a contract at its discretion.

PCCA Members

- Provide input on the preparation of the RFP for the AI consultant.
- Participate in the AI consultant selection process through the input to the working group.
- Provide respective jurisdictional information to the AI consultant, HUD and other PCCA members as needed.

- Promote, market and host public workshops and any other forms of outreach mutually agreed upon by the PCCA members.
- Respond to written and oral comments in a timely manner as applicable.
- Participate in meetings and conference calls throughout the AI Plan process.
- Develop goals and priorities for their respective jurisdiction to be included in the AI Plan.
- Participate in joint analysis and joint goals to be included in the AI Plan.
- Review AI Plan drafts and return comments in accordance with timeline.
- Obtain respective board/commission approval of the AI Plan.
- Pay invoices submitted by the Lead Agency within 30 days of receipt.

III. AI Consultant Scope of Work

The AI Consultant's tasks will include but are not limited to:

- Completion of all final required components and deliverables of the Analysis of Impediments to Fair Housing Choice by the Contract deadline including public meetings, collection and analysis of public input, data analysis, form completion and report completion as required in the Alameda County Consultant Services Contract Scope of Work.
- Development of Assessment of Fair Housing plan and milestones for the PCCA members by June 30, 2024.
- Consult with PCCA representatives at agreed upon intervals and in the agreed upon method.
- Provide one printed copy and electronic version (Word or pdf) to each PCCA.