

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

HOUSING COMMISSION REGULAR MEETING AGENDA

Regular Meeting Date/Time:	December 11, 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:** Approve the Minutes of the November 13, 2024 Regular Meeting
- Item No. 3:** Public Comment – On matters not on the agenda
- Item No. 4:** Executive Director’s Report (Information Only)
- Item No. 5:** **NEW BUSINESS**
- Item No.5-1:** Approve Amendments to HACA’s Housing Choice Voucher Program Administrative Plan
- Item No.5-2:** Housing Inspection Services Contract Summary (Information Only)
- Item No.5-3:** Program Activity Report (Information Only)
- Item No.6:** Communications (Information Only)
- Item No.7:** Commissioner Reports (Information Only)
- Item No.8:** 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.

HOUSING COMMISSION
MEETING MINUTES
November 13, 2024

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
HOUSING COMMISSION REGULAR MEETING
SUMMARY ACTION MINUTES**

Meeting Date and Time: November 13, 2024 at 8:00 a.m.

Regular 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

Chairperson McCorriston called the meeting to order at 8:05 a.m.

Chairperson McCorriston announced that Commissioner Finley is participating in the meeting remotely under the just cause provisions of AB2449. He confirmed with Commissioner Finley that her audio and video were working. Chairperson McCorriston asked her if there were any adults present in the room with her and she indicated that there were none.

Commissioners present in the HACA Board Room:

Commissioner Seema Chawla
Commissioner Mark Gerry
Commissioner Daniel Goldstein (Vice Chairperson)
Commissioner Michael Hannon
Commissioner Helen Mayfield
Commissioner Michael McCorriston (Chairperson)
Commissioner Peggy McQuaid

Commissioners participating via teleconference:

Commissioner Angela Finley

Commissioners who were Excused:

Commissioner Pete Ballew
Commissioner Sakakihara
Commissioner Yang Shao

Commissioners who were absent:

Commissioner Courtney Welch

Item No. 2: Approve the Minutes of the October 9, 2024 Regular Meeting

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

Recommendation:

Approve the minutes of the October 9, 2024 Regular meeting.

Motion and Second:

Commissioners Chawla (motion) and McQuaid (second).

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

Ayes: Chawla, Finley, Gerry, Goldstein, Hannon, Mayfield, McCorriston, and McQuaid

Motion passed. **APPROVED AS RECOMMENDED.**

Item No.3: Public Comment – On Matters not on the Agenda

None.

Item No.4: Executive Director’s Report (Information Only)

Laura Broussard Rosen, Executive Director, presented her report. Ms. Broussard Rosen provided the Housing Commission with an update on HACA’s management recruitments. She provided the status of the current open recruitments for the Housing Programs Manager and Purchasing and Procurement Manager positions and reported that HACA’s recruitment consultant will initiate the recruitments for the Deputy Executive Director and the Administrative Analyst positions by the end of the month.

Ms. Broussard Rosen also informed the Housing Commission that the regular meeting for February 2025 falls on a HACA holiday. She indicated that staff would survey the Housing Commissioners for an alternative date for that meeting.

Commission Discussion:

Commissioner Mayfield asked if HACA is using the same firm that handled the management the recruitment for the Executive Director position. Ms. Broussard Rosen stated that HACA is working with a different firm.

Commissioner Hannon asked that staff consider the dates of February 5th or 19th as an alternative date for the February meeting.

Commissioner McQuaid and Ms. Broussard Rosen discussed the timeline for closing the recruitments and onboarding the new managers once they are hired.

Item No.5: New Business

Item No.5-1: Adopt Resolution No. 12-24 Approving the Revenue Stabilization Reserve Policy

Mansoorali Hudda, Finance Director, presented the staff report. Mr. Hudda reported that when the Housing Commission adopted the FY24-25 operating budget this past June, the Commission discussed the need for a policy on HACA's reserves and directed staff to develop one. Mr. Hudda explained that HACA's biggest financial risk is the lack of control over the administrative funding from the U.S. Department of Housing and Urban Development (HUD). He further explained that the funding amounts are subject to congressional appropriation which results in significant uncertainty. Mr. Hudda summarized the key components of the Reserve Policy and described some scenarios in which HACA would seek authorization from the Housing Commission to transfer funds from HACA's reserves. He recommended that the Housing Commission adopt the proposed Reserve Policy.

Recommendation:

Adopt Resolution No. 12-24 Approving the Revenue Stabilization Reserve Policy

Commission Discussion:

Commissioner Hannon asked about the requirements for Commission approval in the Reserve Policy. Mr. Hudda confirmed that this is included in the policy and pointed to the section where Commissioner Hannon could find it.

Commissioner McQuaid and Mr. Hudda discussed the timeline for the federal fiscal year. She asked if the amounts outlined in the Reserve Policy are enough to cover any potential shortfall and if staff anticipates that the new incoming administration will change the funding allocation in the middle of the ongoing budget year. Mr. Hudda stated that staff does not anticipate that the funding amounts will change for this current budget year.

Commissioner Mayfield and Mr. Hudda discussed the format for the budget status reports. Commissioner Mayfield indicated that it would be helpful for the budget reports to provide a snapshot that highlights the variances and changes in the budget and include an agenda statement outlining fluctuations in the budget, if any. Chairperson McCorriston commented that this type of analysis is available later in the agenda packet but agreed that a snapshot of any variances would be helpful. Mr. Hudda stated that staff will report to the Commission if there should be any significant variations in the budget.

Chairperson McCorriston and Mr. Hudda discussed how interest is earned on the reserve funds.

Motion and Second:

Commissioners McQuaid (motion) and Goldstein (second).

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

Ayes: Chawla, Finley, Gerry, Goldstein, Hannon, McCorriston, and McQuaid

Abstain: Mayfield.

Motion passed. **APPROVED AS RECOMMENDED.**

Item No.5-2: Adopt Resolution No. 13-24 Approving the 2025 Payment Standards for the Housing Choice Voucher (HCV) and Emergency Housing Voucher (EHV) Programs

Jennifer Cado, Senior Administrative Analyst, presented the staff report. Ms. Cado described what the Payment Standards are and explained that they are set for each city in HACA's jurisdiction based on the Fair Market Rents (FMRs) issued by HUD each year. She reported that when HUD published the FMRs on August 14, 2024, staff conducted an analysis of these FMRs and outlined the findings from the analysis. Ms. Cado stated that upon reviewing several factors and considering HACA's current funding projections, staff determined that HACA can maintain the current 2024 payment standard rates through 2025 for the HCV and EHV programs. Ms. Cado noted that staff will re-evaluate the payment standards after the first quarter of 2025 to determine if any adjustments are necessary. Ms. Cado recommended that the Housing Commission adopt Resolution No. 13-24 approving the payment standards for 2025.

Recommendation:

Adopt Resolution No. 13-24 approving the 2025 payment standards for the Housing Choice Voucher and Emergency Housing Voucher programs.

Commission Discussion:

Commissioner Hannon asked if the rent subsidies provided by HACA are adequate for tenants to find housing. Ms. Cado explained that some participants may have a harder time finding a unit if they are looking for higher than modest units. Commissioner Hannon asked that staff provide additional details on a typical modest unit when staff reports back on the payment standards after the first quarter.

Motion and Second:

Commissioners Hannon (motion) and McQuaid (second).

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

Ayes: Chawla, Finley, Gerry, Goldstein, Hannon, Mayfield, McCorriston, and McQuaid .

Motion passed. **APPROVED AS RECOMMENDED.**

Item No.5-3: Award Contract to Scott-Miller Consulting for Housing Inspection Services

Mansoorali Hudda presented the staff report. Mr. Hudda explained that all Housing Choice Voucher and Special Programs must meet HUD Housing Quality Standards (HQS) and that the units are subject to regular inspections. He stated that the contract with HACA's current vendor for housing inspection services, I Sterling, Inc. (Sterling), expires on December 31, 2024. Mr. Hudda reported that HACA issued a Request for Proposals (RFP) for housing inspection services and received 3 proposals. He stated that Scott-Miller Consulting was ranked number 1 with a score of 251 points out of a maximum of 300 and recommended that the Housing Commission

award a contract in the amount of \$875,000 for housing inspection services to Scott-Miller Consulting.

Recommendation:

Award contract in the amount of \$875,000 to Scott-Miller Consulting for housing inspection services.

Commission Discussion:

Commissioner Mayfield and Ms. Broussard Rosen discussed how the contractor reports failed items to HACA, how required repairs are monitored, how re-inspections are handled, and the timing for which deficiencies must be addressed.

Commissioner Chawla and Ms. Broussard Rosen discussed the length of the current contract with Sterling. Ms. Broussard Rosen commented that HACA's solicitation process is competitive and, in this case, Sterling did not get the highest points in the analysis of proposals.

Commissioner Hannon and Ms. Broussard Rosen discussed Scott-Miller Consulting's experience. He requested that staff provide additional performance data relative to the contract at a future meeting. Ms. Broussard Rosen clarified what work will be carried out by HACA staff and the work that will be handled by Scott-Miller Consulting. She added that in this new solicitation, staff included the option for scheduling support in the event coverage is needed due to unanticipated staff leaves or capacity challenges. Commissioner Hannon asked about the vacancy in the Housing Inspector job classification and Ms. Broussard Rosen stated that there is currently 2 vacancies in this job classification. Commissioner Hannon and Ms. Broussard Rosen also discussed the potential for charging inspections fees to landlords for failed inspections. Ms. Broussard Rosen stated that staff is in the process of evaluating all inspection processes and policies in preparation for HUD's new inspection standards required for October 2025. She indicated staff can explore the possibility of charging fees to landlords as part of those larger policy changes and report back. Commissioner Hannon, Mr. Hudda and Ms. Broussard Rosen also discussed the process for abatement.

Commissioner Goldstein asked about the vendor scheduling their own inspections and what mechanisms are in place to ensure that the inspections are happening. Ms. Broussard Rosen explained that HACA will not immediately move to have the vendor schedule the inspections but wanted to include this as an option. She further explained that when the vendor schedules the inspections; it will be done through HACA's systems so HACA can monitor all activity. She added that the vendor will still be required to report back on outcomes and that HUD also requires quality control inspections. Commissioner Goldstein asked if this was a metric that was identified in the RFP and Ms. Broussard Rosen confirmed that it was.

Commissioner McQuaid and Ms. Broussard Rosen discussed legal protections for the tenants. Ms. Broussard Rosen described the process for abatement and termination of the contract for a non-compliant unit.

Commissioner Chawla requested more information on Scott-Miller Consulting. Mr. Hudda stated that staff can provide more information on the company as well as the rates that Commissioner Hannon requested earlier in the discussion.

Chairperson McCorriston and Ms. Broussard Rosen continued the discussion on the potential impact on the tenant if a unit is terminated due to non-compliance. Ms. Broussard Rosen commented that this type of situation is rare but should this happen, HACA would issue the tenant a voucher and work with the tenant. She added that it is a sensitive situation because HACA is not a party in the lease agreement but legally, the landlord cannot hold a tenant responsible for HACA's non-payment of rent.

Chairperson McCorriston commented that the Housing Commission seems to be particularly interested in the details of the RFP and asked that staff report back with the additional details at a future meeting. Commissioner Hannon agreed and stated a summary of the RFP would be helpful. Mr. Hudda stated that while the scope of work and evaluation criteria will vary in each RFP, HACA uses a standard template. He summarized the standard elements of HACA RFPs and indicated that commissioners might find it helpful if staff provides the scope of work, and fee schedule and rating criteria for the housing inspections services RFP.

Commissioner Hannon and Mr. Hudda discussed the length of the contract and contract renewal authority. Commissioner Hannon asked that staff come back to the Commission for authorization on the contract extensions. He commented that because of the \$175,000 per year dollar amount it is important that the Housing Commission is aware of annual renewals.

Motion and Second:

Commissioners McQuaid (motion) and Goldstein (second).

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

Ayes: Chawla, Finley, Gerry, Goldstein, Hannon, Mayfield, McCorriston, and McQuaid

Motion passed. **APPROVED AS RECOMMENDED.**

Item No.5.4: Approve an Amendment to the Contract with I Sterling, Inc. for Housing Inspection Services

Chairperson McCorriston announced that the Housing Commission was provided with an addendum to this item.

Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen reported that this action is related to the previous item. She explained that Sterling's contract expires on

December 31st and HACA is requesting that the Housing Commission approve an amendment to the contract to allow additional contract authority. Ms. Broussard Rosen stated that an increase in the contract amount is needed to ensure a smooth transition from Sterling to the new vendor, Scott-Miller Consulting.

Recommendation:

Approve an amendment to the contract with I Sterling, Inc. for housing inspection services to increase contract amount by \$32,000.

Commission Discussion:

None.

Motion and Second:

Commissioners Hannon (motion) and McQuaid (second).

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

Ayes: Chawla, Finley, Gerry, Goldstein, Hannon, Mayfield, McCorriston, and McQuaid

Motion passed. **APPROVED AS RECOMMENDED.**

Item No.5-5: Budget Status Report as of September 30, 2024 (Information Only)

Melissa Taesali noted for the record there is a typo in the report showing this item incorrectly as Item No. 5-4.

Mansoorali Huda presented the staff report. Report received.

Commission Discussion:

Commissioner Hannon commented that he recalls the budget years when the report was all in red. He asked that in future reports, staff include percentages of change.

Commissioner Mayfield asked who is responsible for reviewing what is happening with the budget. Chairperson McCorriston stated that it is the responsibility of the Housing Commission. Mr. Hudda commented that staff is responsible for informing the Housing Commission of any significant changes in revenue and expenses and seeking direction from the Housing Commission on next steps. Mr. Hudda also discussed the difficulty in making budget projections, considering the funding from HUD is not known until much later in the process, and how staff works through this challenge. Chairperson McCorriston commented that it is important that the Housing Commission is made aware of any large variances.

Commissioner Hannon praised staff for establishing a revenue reserve.

Commissioner McQuaid and Mr. Hudda discussed the funding proration and how differences in the funding amounts are handled. Mr. Hudda confirmed that the federal government will reclaim any amounts resulting from a difference in the actual funding.

Item No.5-6: Quarterly Investment Portfolio Report for the Quarter Ended September 30, 2024 (Information Only)

Mansoorali Hudda presented the staff report. Report received.

Commission Discussion:

Commissioner Goldstein and Mr. Hudda discussed who earns the interest under the HCSA subsidy program investment. Mr. Hudda explained why HACA does not keep the interest under this program.

Item No.5-7: Program Activity Report (Information Only)

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

Item No.6: Communications (Information Only)

Ms. Broussard Rosen discussed conference attendance and travel with the Housing Commission. She indicated that she would send the Housing Commission more information on these upcoming conferences.

Commission Discussion:

Commissioner Hannon and Ms. Broussard Rosen discussed the NAHRO Washington Conference scheduled for March 2025. Commissioner Hannon noted that the Housing Commission can move the March meeting date if there is a conflict.

Item No.7: Commissioner Reports (Information Only)

None.

Item No.8: Adjournment

There being no further business to discuss, Chairperson McCorrison adjourned the meeting at 9:32 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

EXECUTIVE DIRECTOR'S REPORT
December 11, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EXECUTIVE DIRECTOR'S REPORT

Meeting Date: December 11, 2024

HACA Management Position Recruitments

HACA continues to work with CPS HR Consulting to conduct recruitments for key management positions: Housing Programs Manager, Procurement & Purchasing Manager, Deputy Executive Director, and Administrative Analyst. For both the Housing Programs Manager and Procurement & Purchasing Manager positions, the top candidates have accepted offers and will start in their new positions by the end of the year. Recruitments for the Deputy Executive Director and Administrative Analyst positions are both ongoing.

Family Self Sufficiency (FSS) Program *It's Your Time to Shine* Celebration

The 15th Annual *It's Your Time to Shine* celebration for the FSS program is scheduled for Saturday, January 25th, from 11:00 a.m. to 12:30 p.m. This event recognizes the achievements of FSS program participants over the last year.

February 2025 Regular Meeting

February 12, 2025 Regular Meeting falls on Lincoln's Birthday, which is a HACA holiday, and the office is closed. The February meeting will be moved to Wednesday, February 5, 2024.

NEW BUSINESS
December 11, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: December 11, 2024

Agenda Item No.5-1.: Housing Choice Voucher (HCV) Administrative Plan Policy Revisions

Exhibits: None

Recommendation: Approve Proposed Policy Revisions to HCV Administrative Plan

Financial Statement: None

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 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 19 – SPECIAL PURPOSE VOUCHERS

The following Chapter 19 Admin Plan revisions are included at the end of this report.

Veterans Affairs Supportive Housing (VASH) Program: This program began in 2008 and serves homeless Veteran families that agree to participate in case management and clinical services provided by the Veterans Administration (VA). Participants are referred for housing assistance by the VA medical centers tied to the funding. HACA currently has 420 VASH vouchers. Section II of Chapter 19 covers the VASH program.

19-II.C. HCV PROGRAM ELIGIBILITY – Income eligibility (pages 19-22 to 19-24)

Language updated to reflect new income eligibility requirements for VASH families including an increase to the income limit at or below 80% of Area Median Income (AMI) (a.k.a. low-income). Previously, families were only served by the program if their income was at or below 50% AMI (a.k.a. very low-income).

19-II.C. HCV PROGRAM ELIGIBILITY – Minimum Rent (page 19-24)

Added language clarifying that HACA will establish a minimum rent of \$50, which is consistent with HACA's other programs.

19-II.E. LEASING – Voucher Issuance (page 19-26)

Added language clarifying that all VASH vouchers will have an initial voucher term of 180 calendar days. This is current practice and is consistent with the initial voucher term for all HACA voucher programs.

19-II.H. PROJECT-BASING VASH VOUCHERS – Termination of Assistance (page 19-33)

Added language to allow HACA to terminate assistance if the family fails to participate in case management when required by the Veterans Administration.

Mainstream Voucher Program: This program began in 2017 and serves non-elderly (age 18 to 61) persons with disabilities and their families. Participants are served through HACA’s Housing Choice Voucher waiting list. HACA currently has 289 Mainstream vouchers. Section III of Chapter 19 covers the Mainstream program.

19-III.D WAITING LIST ADMINISTRATION (page 19-39)

Added language indicating that HACA will not establish a separate waiting list for the Mainstream program.

19-III.E PREFERENCES (pages 19-39 to 19-40)

Added language clarifying that HACA will use its Homeless preference for the Mainstream program.

19-III.F VOUCHER ISSUANCE – Initial Search Term (page 19-41)

Added language clarifying that all Mainstream vouchers will have an initial voucher term of 180 calendar days. This is current practice and is consistent with the initial voucher term for all HACA voucher programs.

19-III.F. VOUCHER ISSUANCE – Voucher Extension (pages 19-41 to 19-42)

Added language indicating that HACA will remind voucher holders of the voucher expiration date, the process for requesting an extension, to inquire if the family needs assistance with their housing search, and to clarify HACA’s voucher extension process. This is required by HUD given the special needs of the population served by this program.

RECOMMENDATION

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

19-II.C. HCV PROGRAM ELIGIBILITY [FR Notice 8/13/24]

Eligible participants are homeless veterans and their families who agree to participate in case management from the VAMC.

- A *VASH Veteran* or *veteran family* refers to either a single veteran or a veteran with a household composed of two or more related persons. It also includes one or more eligible persons living with the veteran who are determined to be important to the veteran's care or well-being.
- A veteran for the purpose of VASH is a person whose length of service meets statutory requirements, and who served in the active military, naval, or air service, was discharged or released under conditions other than dishonorable, and is eligible for VA health care.

Under VASH, PHAs do not have authority to determine family eligibility in accordance with HCV program rules and PHA policies. The only reasons for denial of assistance by the PHA are failure to meet the income eligibility requirements and/or that a family member is subject to a lifetime registration requirement under a state sex offender registration program. Under portability, the receiving PHA must also comply with these VASH screening requirements.

Social Security Numbers

When verifying Social Security numbers (SSNs) for homeless veterans and their family members, PHAs must use available flexibilities in accordance with 24 CFR 5.216(g)(1)(iii) to accept self-certification of SSNs and at least one third-party document, such as a bank statement, utility or cell phone bill, or benefit letter that contains the name of the individual in the absence of other documentation.

In the case of the homeless veteran, the PHA must accept the Certificate of Release or Discharge from Active Duty (DD-214) or the VA-verified Application for Health Benefits (10-10EZ) as verification of SSN if these forms are available and cannot require the veteran to provide a Social Security card. A VA-issued identification card may also be used to verify the SSN of a homeless veteran.

Proof of Age

The DD-214 or 10-10EZ must be accepted as proof of age in lieu of birth certificates or other PHA-required documentation as outlined in Section 7-II.C. of this policy. A VA-issued identification card may also be used to verify the age of a homeless veteran.

Photo Identification

A VA-issued identification card must be accepted in lieu of another type of government-issued photo identification. These cards also serve as verification of SSNs and date of birth.

Income Eligibility [FR Notice 8/13/24]

~~The~~ With some exceptions, the PHA must determine income eligibility for VASH families in accordance with 24 CFR 982.201 and policies in Section 3-II.A. Low-income families (80 percent of AMI) are eligible for assistance under VASH, and PHAs may not condition eligibility based on additional eligibility criteria specified in its administrative plan unless otherwise specified below. If the family is over-income based on the most recently published income limits for the family size, the family will be ineligible for HCV-assistance.

The following alternative requirements related to income apply to VASH families:

- The PHA must determine the applicant's annual income for purposes of income eligibility by excluding all VA service-connected benefits received by the applicant. This special income exclusion only applies to the definition of *annual income* for purposes of determining income eligibility. If the HUD-VASH applicant qualifies as a low-income family under the alternative requirement, the VA service-connected benefits (with the exception of the normally excluded deferred VA disability payments under 24 CFR 5.609(b)(16) and the payments related to aid and attendance under 24 CFR 5.609(b)(17)) must still be included as annual income when calculating the family's adjusted income. In other words, the VA service-connected disability benefits are excluded for purposes of determining income eligibility but included for purposes of calculating the family's total tenant payment (TTP), housing assistance payment (HAP), and family share.
- When a veteran family reports that they have zero income, the PHA must accept a self-certification of zero income from the family at admission and at reexamination without taking any additional steps to verify the family is indeed zero income. The self-certification does not need to be notarized. The PHA must verify families' income in the Enterprise Income Verification (EIV) system within 120 days after admission. The PHA may not deny zero income families.
- Regardless of PHA policy, in determining compliance with the asset limitation at admission for the VASH program, the PHA must accept a self-certification by the family that the family's total assets are equal to or less than the HUD-published asset limitation amount (adjusted annually) and that the family does not have any present ownership interest in real property, without taking additional steps to verify the accuracy of the declaration.
- The PHA must not enforce the asset limitation for VASH families at reexamination.
- In addition, because there needs to be a monthly housing assistance payment (HAP) in order to enter into a HAP contract on behalf of a tenant-based voucher family, the utilization of tenant-based VASH assistance by families determined income-eligible is limited to those areas where the family's (TTP) is less than the applicable payment standard or exception payment standard (including any VASH-specific exception payment standard established by the PHA). The family must select a unit with a gross rent that is above the family's TTP in order to lease a unit with the tenant-based VASH voucher.

While income-targeting does not apply to VASH vouchers, the PHA may include the admission of extremely low-income VASH families in its income targeting numbers for the fiscal year in which these families are admitted.

PHA Policy

In order to be income-eligible, an applicant family must be one of the following:

- For tenant based vouchers, a low income family (with no additional eligibility criteria)
- For Project Based Voucher (PBV) projects, either a low income family (with no additional eligibility criteria) or a very low income family, as approved by HACA.

While income-targeting requirements will not be considered by HACA when families are referred by the partnering VAMC, HACA will include any extremely low-income VASH families that are admitted in its income targeting numbers for the fiscal year in which these families are admitted.

Minimum Rent [FR Notice 8/13/24]

PHAs must consider hardship circumstances before charging a minimum rent in accordance with 24 CFR 5.630(b). The PHA may choose to charge a lower minimum rent (including a minimum rent of \$0) specifically for their VASH program regardless of the minimum rent policies established in their administrative plan for other HCV families.

PHA Policy

HACA will establish a minimum rent of \$50 for VASH families.

Screening [FR Notice 8/13/24]

The PHA may not screen any potentially eligible family members or deny assistance for any grounds permitted under 24 CFR 982.552 and 982.553 with one exception: the PHAs is still required to prohibit admission if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. Accordingly, with the exception of denial for registration as a lifetime sex offender under state law and PHA policies on how sex offender screenings will be conducted, PHA policy in Sections 3-III.B. through 3-III.E. do not apply to VASH. The prohibition against screening families for anything other than lifetime sex offender status applies to all family members, not just the veteran.

If a family member is subject to lifetime registration under a state sex offender registration program, the remaining family members may be served if the family agrees to remove the sex offender from its family composition. This is true unless the family member subject to lifetime registration under a state sex offender registration program is the homeless veteran, in which case the family would be denied admission to the program [FR Notice 8/13/24].

Denial of Assistance [Notice PIH 2008-37]

Once a veteran is referred by the VAMC, the PHA must either issue a voucher or deny assistance. If the PHA denies assistance, it must provide the family with prompt notice of the decision and a brief statement of the reason for denial in accordance with Section 3-III.F. Like in the standard HCV program, the family must be provided with the opportunity for an informal review in accordance with policies in Section 3-III.F. In addition, a copy of the denial notice must be sent to the VAMC case manager.

19-II.E. LEASING [FR Notice 8/13/24]

Waiting List

The PHA does not have the authority to maintain a waiting list or apply local preferences for HUD-VASH vouchers. Policies in Chapter 4 relating to applicant selection from the waiting list, local preferences, special admissions, cross-listing, and opening and closing the waiting list do not apply to VASH vouchers.

Exception Payment Standards [FR Notice 8/13/24]

To assist VASH participants in finding affordable housing, especially in competitive markets, HUD allows PHAs to establish a HUD-VASH exception payment standard. PHAs may go up to but no higher than 120 percent of the published metropolitan area-wide fair market rent (FMR) or small area fair market rent (SAFMR) specifically for VASH families. PHAs who want to establish a VASH exception payment standard over 120 percent are allowed but must still request a waiver from HUD through the regular waiver process outlined in Notice PIH 2018-16, or any successor notices.

Exception payment standards implemented by the PHA under this section also apply in determining rents under 24 CFR 983.301(b) for PBV projects only when the project is comprised solely of units exclusively made available to VASH families.

The PHA may also establish an exception payment standard up to 140 percent of the published FMR or SAFMR only to be applied if required as a reasonable accommodation for a family that includes a person with a disability. Any unit approved under an exception payment standard must still meet reasonable rent requirements. The PHA may use a payment standard that is greater than 140 percent of FMR as a reasonable accommodation for a person with a disability, but only with HUD approval.

Voucher Issuance [FR Notice 8/13/24]

Unlike the standard HCV program which requires an initial voucher term of at least 60 days, VASH vouchers must have an initial search term of at least 120 days. This applies both to the initial search term and moves. PHA policies on extensions as outlined in Section 5-II.E. will apply.

PHA Policy

All VASH vouchers will have an initial term as described in Chapter 5-II.E of 180 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the voucher term unless HACA grants an extension.

The PHA must track issuance of HCVs for families referred by the VAMC or DSP in HUD systems as required in FR Notice 8/13/24.

Special Housing Types [FR Notice 8/13/24]

The PHA must permit VASH clients to use the following special housing types for tenant-based VASH assistance, regardless of whether these types are permitted in their administrative plan for other families:

Termination of Assistance

A VASH family's PBV assistance must be terminated for failure to participate in case management when required by the VA. However, the PHA may allow the veteran family to receive a regular (non-VASH) tenant-based voucher or PBV unit instead of the family's assistance being terminated. In this case, the PHA may:

- Substitute the family's unit on the PBV HAP contract for another unit (the PHA may, in conjunction with such substitution, add the original unit to the PBV HAP contract with a non-VASH voucher if it is possible to do so;
- Remove the unit from the PBV HAP contract so the family may remain with tenant-based assistance, if the family and the owner agree to use the tenant-based voucher in the unit;
or
- Change the unit's status in the PBV HAP contract from a unit exclusively made available for VASH to a regular PBV unit, if doing so is allowable under program rules.

If the PHA will not allow the veteran to receive a regular (non-VASH) tenant-based voucher or PBV unit instead of the family's assistance being terminated, then upon notification by the VA of the family's failure to participate in VA-required case management, the PHA must provide the family a reasonable period of time (as established by the PHA) to vacate the unit.

PHA Policy

If the family fails to participate in case management when required by the VA, the PHA will terminate the family's assistance. The family will have 120 days to vacate the unit. The PHA will terminate assistance to the family at the earlier of (1) the time the family vacates or (2) the expiration of the 120-day period. If the family fails to vacate the unit within the established time, the owner may evict the family. If the owner does not evict the family, the PHA will remove the unit from the HAP contract or amend the HAP contract to substitute a different unit in the project if the project is partially assisted. The PHA may add the removed unit back onto the HAP contract after the ineligible family vacates the property.

Moves [HUD-VASH Qs and As, FR Notice 8/13/24]

If a VASH family is eligible to move from its PBV unit after a year of PBV assistance, the PHA will generally follow policies in Chapter 17. However, if there is no VASH tenant-based voucher available at the time the family requests to move, the PHA's actions depend on whether the family still requires case management.

- The PHA may require a family that still requires case management to wait for a VASH tenant-based voucher for a period not to exceed 180 days. If a HUD-VASH tenant-based voucher is still not available after 180 days, the family must be allowed to move using its VASH voucher as tenant-based assistance. Alternatively, the PHA may allow the family to move using its VASH voucher as tenant-based assistance without having to meet this 180-day waiting period. In either case, the PHA may either amend the PBV HAP contract to replace the assistance in the PBV unit with one of its regular vouchers if the unit is eligible for a regular PBV or the PHA and owner may agree to temporarily remove the unit from the HAP contract.

19-III.D. WAITING LIST ADMINISTRATION [Notice PIH 2024-30]

General Waiting List Requirements [Notice PIH 2020-01 and Mainstream Voucher Basics Webinar, 10/15/20]

For Mainstream vouchers, HUD has waived 24 CFR 982.204(f), which requires one waiting list for the HCV program and allows PHA the discretion to operate a Mainstream voucher waiting list that is separate from the general HCV waiting list. This is optional.

If the PHA chooses to create a separate Mainstream waiting list, the PHA must notify families on the HCV waiting list of the separate Mainstream waiting list and provide an opportunity for families on the HCV list to be placed on the Mainstream list.

If the PHA does not pursue the optional waiver to maintain a separate Mainstream waiting list, the PHA must still ensure program access for individuals with disabilities.

PHAs must not have a separate waiting list for Mainstream voucher assistance since the PHA is required by the regulations to maintain one waiting list for tenant based assistance [24 CFR 982.204(f)]. All PHA policies on opening, closing, and updating the waiting list, as well as waiting list preferences in Chapter 4, apply to the Mainstream program.

When the PHA is awarded Mainstream vouchers, these vouchers must be used for new admissions to the PHA's program from the waiting list. The PHA must lease these vouchers by pulling the first Mainstream-eligible family from its tenant based waiting list. PHAs are not permitted to reassign existing participants to the program in order to make regular tenant based vouchers available. Further, the PHA may not skip over Mainstream-eligible families on the waiting list because the PHA is serving the required number of Mainstream families.

Upon turnover, vouchers must be provided to Mainstream-eligible families. If a Mainstream turnover voucher becomes available, the PHA must determine if the families at the top of the waiting list qualify under program requirements.

PHA Policy

HACA will not establish a separate waiting list for the Mainstream program.

Admission Preferences [Notice PIH 2020-01; FY17 Mainstream NOFA; FY19 Mainstream NOFA]

19-III.E. PREFERENCES [Notice PIH 2024-30]

While PHAs may establish local preferences based on local housing needs and priorities in accordance with 24 CFR 982.207(a), HCV regulations do not permit PHAs to establish separate preferences for Mainstream voucher applicants. HUD waived 24 CFR 982.207(a)(1) and allows PHAs to establish separate preferences for Mainstream voucher applicants. However, PHAs may not apply a residency preference to Mainstream voucher applicants.

PHAs with outstanding Olmstead-related litigation or enforcement activities, as well as those undertaking affirmative Olmstead planning and implementation efforts, who wish to establish preferences that target individuals with specific disabilities must request HUD approval. The

[process for requesting approval for a remedial preference targeting individuals with specific disabilities is outlined in Notice PIH 2012-31.](#)

[Regardless of whether a PHA chooses to adopt separate Mainstream voucher preferences, if the PHA claimed points for a preference in a NOFA-NOFO application for Mainstream vouchers, the PHA must adopt a preference for at least one of the targeted groups identified in the NOFA-NOFO. PHAs may choose to apply NOFO preferences to the entire HCV waiting list or only to Mainstream voucher applicants as a separate Mainstream voucher preference.](#)

[PHAs may use either date and time of application or a drawing or other random choice technique in selecting families from the Mainstream waiting list among applicants with the same preference status in accordance with the PHA's administrative plan.](#)

PHA Policy

HACA claimed a preference for a targeted group as part of an application for Mainstream vouchers under a NOFO. HACA will offer the following preferences as outlined in Chapter 4-III.C:

Previous Mainstream Limited Preferences Preference

[Homeless Preference](#)

19-III.F. VOUCHER ISSUANCE

Initial Search Term [Notice PIH 2024-30]

For Mainstream vouchers, HUD waived 24 CFR 982.303(a), which requires an initial search term of at least 60 days, and established an alternative requirement that the initial search term for a Mainstream voucher be at least 120 days. The initial 120-day term also applies when a family chooses to move to a new unit with continued assistance inside or outside the PHA's jurisdiction. When issuing a Mainstream voucher, the PHA also must provide a current listing of available accessible units known to the PHA and, if necessary, otherwise assist the family in identifying an accessible unit.

PHA Policy

The initial voucher term for all Mainstream vouchers, including those issued when a family wishes to exercise portability, will be 180 days.

Voucher Extension [Notice PIH 2024-30]

The PHA's administrative plan must describe the PHA's policies for granting extensions to the initial 120-day voucher term and provide clear instructions to families on the procedures for requesting an extension. If a family requires additional time, the PHA is required to provide an extension as a reasonable accommodation.

PHAs must adopt an extension policy for Mainstream vouchers that includes the following:

- Each extension must be for a minimum of 90 days;
- The PHA must approve the first extension request, regardless of how the request is made (written or verbal) or when it is made, as long as the request is made on or before the expiration date of the voucher and is consistent with applicable requirements (subsequent requests should be processed in accordance with the PHA's administrative plan); and
- The PHA must, on at least one occasion after voucher issuance, notify the family prior to the expiration of the initial term to remind them of the expiration date, the process for requesting an extension, and to inquire if the family is in need of assistance with their housing search.

As part of its search extension policy, the PHA may not restrict a first extension approval to certain circumstances or require documentation from applicants. For all extension requests, a written or verbal request is sufficient. In providing notice to families of the expiration date and extension request process, PHAs must ensure effective communication with persons with disabilities, including those with vision, hearing, speech, intellectual or other developmental disabilities, or any other communication-related disabilities. PHAs must approve all extensions made as a reasonable accommodation, and PHAs must provide this information during the family briefing.

PHA Policy

At least 30 days prior to the expiration of the initial term of the voucher, HACA will contact the family to remind them of the expiration date of their voucher, the process for requesting an extension, and to inquire if the family needs assistance with their housing search. Generally, HACA will contact the family via email either directly or through their service provider, if preferred; however, depending on the family's preferred method of communication, HACA may contact the family via telephone, email, or other accessible communication method. HACA will ensure effective communication with persons with disabilities, including those with vision, hearing, speech, intellectual or other developmental disabilities, or any other communication-related disabilities.

Families may request an extension, either orally or in writing, at any time prior to the expiration of the family's voucher. All requests for extensions will automatically be granted without the requirement for the family to provide documentation. The initial extension period will be for 180 days. If the family requires additional extensions beyond 180 days, the family may request additional extensions, either orally or in writing, at any time prior to the expiration of the extended voucher term. All subsequent extensions will also be for a period of 180 days and will not require the family to meet certain circumstances or provide documentation.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: December 11, 2024

Agenda Item No.5-2.: Housing Inspection Contract Summary

Exhibits: None

Recommendation: Receive Report

Financial Statement: None

BACKGROUND

All units in HACA's Housing Programs must meet applicable HUD inspections requirements, referred to as Housing Quality Standards (HQS). Specifically, the following types of inspections must be conducted as required and as necessary.

- Initial Inspections: All prospective units must pass inspection before HACA enters into a Housing Assistance Payment (HAP) contract.
- Annual and Biennial Inspections: All units will be inspected every 12 to 24 months depending on specific program requirements and policies.
- Special Inspections: As needed, "special" inspections are scheduled when a landlord of tenant reports concerns in a unit between annual/biennial inspections.
- Re-inspections: Re-inspections are scheduled, as required, for inspections that result in a fail rating.

HACA staff currently conduct the majority of initial and special inspections. HACA also performs all administrative tasks for all housing program inspections, including, but not limited to, clerical and scheduling responsibilities, notification and communication to tenants/landlords, and ensuring tenant/landlord compliance.

Ongoing annual and biennial inspections have been conducted by contracted inspectors for many years, and the contractor also provides coverage for other inspections as needed. The Housing Inspections Contractor is required to perform all assigned inspections for HACA's housing programs according to applicable HUD HCV Program inspections requirements and guidelines. For all assigned inspections, the contractor conducts the inspection and reports findings based on required inspections standards, utilizing mobile tablets that are connected to HACA's software system.

DISCUSSION

At the November Housing Commission meeting, the Housing Commission approved the award of a contract for housing inspection services to a new vendor, Scott-Miller Consulting (SMC). The Housing Commission requested that staff provide the following additional details on the new housing inspections services vendor, SMC, the evaluation factors in the Request for Proposals (RFP), and the contract fee schedule.

Housing Inspections Vendor: Scott-Miller Consulting (SMC)

- Principal: D’Jon Paul Scott-Miller
- 13 years of experience in managing all aspects of Housing Choice Voucher (HCV) programs, as a direct employee and as a contractor for numerous housing authorities
- Experience conducting housing inspections as a contractor for several housing authorities, including:
 - Housing Authority of the County of Marin
 - Housing Authority of the City and County of San Francisco
 - Housing Authority of the County of Santa Cruz

Evaluation Factors for Request for Proposals (RFP)

Proposals submitted for the Housing Inspections RFP were evaluated based on the following factors.

No.	Evaluation Factor	Max Point Value
1	<u>Approach to the Project/Services Proposed:</u> Demonstrated understanding of the RFP; scope of services, and knowledge of applicable laws and regulations; Quality of the approach and services proposed.	20 points
2	<u>Management Plan and Technical Capabilities:</u> Technical, financial, and management capabilities to provide the services as described in this RFP.	20 points
3	<u>Experience:</u> Demonstrated experience and successful past performance of substantially similar services to those required in this RFP; Emphasis will be placed on experience and past performance for other public entities.	30 points
4	<u>Overall Quality of Proposal:</u> Overall quality, organization, and professional appearance of the proposal submitted, based upon the opinion of the evaluators	10 points
5	<u>Proposed Costs:</u> Proposed costs submitted by the proposer	20 points
		100 points

SMC Contract Fee Schedule

The following fees apply to HACA’s contract with SMC for housing inspection services.

Service	Year 1	Year 2	Year 3	Year 4	Year 5
	Cost Per Inspection	Cost Per Inspection	Cost Per Inspection	Cost Per Inspection	Cost Per Inspection
Annual/Biennial Inspection	40.00	41.20	42.44	43.71	45.02
Initial Inspection	40.00	41.20	42.44	43.71	45.02
Re-Inspection	35.00	36.05	37.13	38.24	39.39
Special Inspection	40.00	41.20	42.44	43.71	45.02
No-Show Inspection	30.00	30.90	31.83	32.78	33.76
Scheduling Cost Per Inspection	5.00	5.15	5.30	5.46	5.62

HACA is working with its current housing inspections vendor, I Sterling, Inc. (Sterling), to ensure a smooth transition to SMC. Staff will update the Housing Commission on any significant changes and/or challenges in the administration and maintenance of this new contract.

PROGRAM ACTIVITY REPORT

December 11, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: December 11, 2024

Agenda Item No.5-3.: 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.

12/1/2024	11/1/2023	11/1/2022
7,081	6,919	6,747

- **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.

	12/1/2024	11/1/2023	11/1/2022
Average HAP Subsidy	\$1,883	\$1,793	\$1,755
Average Tenant-Paid Rent	\$598	\$615	\$597
Average Contract Rent	\$2,482	\$2,409	\$2,351

- ❖ 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.

	12/1/2024	11/1/2023	11/1/2022
Outgoing Billed Portability Contracts	86	87	90
Incoming Portability Contracts	68	57	52

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

12/1/2024	11/1/2023	11/1/2022
221	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 December 2, 2024, there were 92 active properties listed.

	12/4/23	1/2/24	2/5/24	3/4/24	4/2/24	4/29/24
Units	66	68	67	56	52	64
	6/3/24	7/15/24	9/3/24	9/30/24	11/4/24	12/2/24
Units	49	68	63	92	80	92

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the Month of November 2024

City	Certificates		Vouchers		NOVEMBER 2024 TOTAL		NOVEMBER 2023	NOVEMBER 2022
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg		based on avg				
		\$2,222		\$ 2,041				
Albany	0	\$0	11	\$22,451	11	\$22,451	11	10
Castro Valley	3	\$6,666	240	\$489,840	243	\$496,506	241	236
Dublin	6	\$13,332	459	\$936,819	465	\$950,151	436	422
Emeryville	5	\$11,110	170	\$346,970	175	\$358,080	163	160
Fremont	19	\$42,218	1,254	\$2,559,414	1,273	\$2,601,632	1,269	1,248
Hayward	34	\$75,548	1,930	\$3,939,130	1,964	\$4,014,678	1,952	1,927
Newark	5	\$11,110	271	\$553,111	276	\$564,221	287	229
Pleasanton	2	\$4,444	327	\$667,407	329	\$671,851	306	300
San Leandro	13	\$28,886	1,472	\$3,004,352	1,485	\$3,033,238	1,442	1,394
San Lorenzo	1	\$2,222	174	\$355,134	175	\$357,356	176	183
Union City	10	\$22,220	696	\$1,420,536	706	\$1,442,756	720	715
TOTALS	98	217,756	7,004	14,295,164	7,102	14,512,920	7,003	6,824

*Based on an average November Housing Assistance Payment (HAP) of \$2,222 per certificate contract

** Based on an average November Housing Assistance Payment (HAP) of \$2,041 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the Month of November 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	\$1,450	\$354	20%
Castro Valley	240	\$2,461	\$1,860	\$601	24%
Dublin	454	\$2,591	\$1,970	\$619	24%
Emeryville	165	\$2,040	\$1,519	\$523	26%
Fremont	1,241	\$2,633	\$2,017	\$616	23%
Hayward	1,920	\$2,380	\$1,780	\$599	25%
Newark	271	\$2,624	\$2,068	\$557	21%
Pleasanton	323	\$2,321	\$1,813	\$510	22%
San Leandro	1,462	\$2,378	\$1,780	\$598	25%
San Lorenzo	174	\$2,636	\$1,882	\$754	29%
Union City	692	\$2,654	\$2,022	\$631	24%

*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: December 11, 2024

Agenda Item No.5-3.: Family Self-Sufficiency (FSS) Program Summary

Exhibits Attached: None

Recommendation: Receive Report



FAMILY SELF-SUFFICIENCY (FSS) PROGRAM NEWS

FSS PROGRAM ACTIVITIES

The Giving Connection Program 2024

The FSS team is preparing for the annual holiday *Giving Connection* program. Through generous donations from HACA Commissioners, staff, and others, HACA can purchase Target gift cards to assist FSS families during the holiday season. The *Giving Connection* will take place throughout December.

15th Annual It's Your Time to Shine Celebration

The FSS team is finalizing the details of the 15th Annual *It's Your Time to Shine* celebration. The celebration is scheduled for Saturday, January 25th, from 11:00 a.m. to 12:30 p.m. Achievements of FSS families over the last year will be recognized. This event will honor recent graduates of the FSS program and the newest homeowner. Additionally, recipients of the *Christine Gouig Youth Leadership Award* and the *Christine Steiner Inspiration Award* will also be recognized. The FSS team would like to express its gratitude to the Albany Rotary Club for providing financial support for this FSS event.

Participant Spotlight

When Mrs. Williams signed a Contract of Participation (COP) and joined the FSS Program in November 2018 both she and her husband were unemployed. Mrs. Williams set goals to establish credit, obtain employment and become homeownership ready. Working together from the start, Mr. and Mrs. Williams actively participated in many of the FSS program workshops, attended the FSS events and worked closely with their FSS Coordinator to reach their goals and achieve self-sufficiency. Mr. Williams began working for Paratransit where he has since been promoted to a managerial position and Mrs. Williams began working for Alameda County, In Home Supportive Services (IHSS). Mrs. Williams met her goal of

establishing credit and attained a credit score of 650 at the time of her graduation. Together, Mr. and Mrs. Williams also achieved their goal of being homeownership ready and applied Alameda County's Down Payment Assistance Loan Program through AC Boost. They were selected for the waiting list and are saving the \$45,781.46 they have earned in their FSS escrow account to achieve their dream of homeownership. The FSS team is extremely proud of their achievements!

FSS PROGRAM SUMMARY

Program Summary	November 2024
Total Clients Under Contract:	197
Graduates:	2
Escrow Disbursed:	\$14,582.39
Ports In:	1
Ports Out:	0
Terminations:	3
New Contracts:	0
Case Management Referrals:	22
Job Referrals:	34