



# Housing Authority of the City of Alameda

PHONE (510) 747-4300  
FAX (510) 522-7848  
TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

## **AGENDA**                    **REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**DATE & TIME**            **Wednesday, January 20 2021**

**Regular Meeting – 7:00 p.m.**

### **LOCATION**

Pursuant to Executive Order Numbers N-29-20 and N-35-20 signed by Governor Gavin Newsom and guidance provided by legal counsel, a local legislative body, such as the Board of Commissioners is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. All requirements in the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or the public as a condition of participation in or a quorum for a public meeting have been waived.

### **PUBLIC PARTICIPATION**

Public access to this meeting is available as follows:

#### **Join Zoom Meeting:**

<https://zoom.us/j/93407679443?pwd=RStpdmR5VTVrejRob29FejBYRE8vUT09>

Meeting ID: 934 0767 9443

Passcode: 637803

#### **One tap mobile:**

1-669-900-9128, 93407679443#, 0#, 637803# US (San Jose)

1-346-248-7799, 93407679443#, 0#, 637803# US (Houston)

Meeting ID: 934 0767 9443

Passcode: 637803

Find your local number: <https://zoom.us/j/93407679443?pwd=RStpdmR5VTVrejRob29FejBYRE8vUT09>

Persons wishing to address the Board of Commissioners are asked to submit comments for the public speaking portion of the Agenda as follows:

- Send an email with your comment(s) to [jpolar@alamedahsg.org](mailto:jpolar@alamedahsg.org) and [vcooper@alamedahsg.org](mailto:vcooper@alamedahsg.org) prior to or during the Board of Commissioners meeting
- Call and leave a message at (510) 871-7435.

When addressing the Board, on agenda items or business introduced by Commissioners, members of the public may speak for a maximum of three minutes per agenda item when the subject is before the Board.



Persons in need of special assistance to participate in the meetings of the Housing Authority of the City of Alameda Board of Commissioners, please contact (510) 747-4325 (voice), TTY/TRS: 711, or [jpolar@alamedahsg.org](mailto:jpolar@alamedahsg.org). Notification 48 hours prior to the meeting will enable the Housing Authority of the City of Alameda Board of Commissioners to make reasonable arrangements to ensure accessibility.

## PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners
2. Public Comment (Non-Agenda)
3. REGULAR MEETING – 7:00 p.m.
4. CONSENT CALENDAR
  - Consent Calendar items are considered routine and will be approved or accepted by one motion unless a request for removal for discussion or explanation is received from the Board of Commissioners or a member of the public.
- 4-A. Approve Minutes of the Board of Commissioners Meeting held December 16, 2020 – **Page 1**
- 4-B. Accept the Monthly Overview Report for Operations/H.R./I.T. – **Page 8**
- 4-C. Accept the Monthly Overview Report for the Housing Programs Department – **Page 15**
- 4-D. Accept the Monthly Overview Report for the Alameda Rent Program – **Page 22**
- 4-E. Accept the Monthly Overview Report for Property Operations – **Page 26**
- 4-F. Accept the Monthly Overview Report for Housing Development – **Page 32**
- 4-G. Accept the Monthly Development Report for North Housing – **Page 34**
- 4-H. Approve an Internship Program to Provide Research and Analysis Support for Housing Authority Projects and Programs and Offer Professional Development Opportunities to Undergraduate and Graduate Students – **Page 36**
- 4-I. Accept the Monthly Development Report for Rosefield Village – **Page 38**
- 4-J. Accept the Monthly Procurement Report – **Page 41**
- 4-K. Accept the Monthly Financial Report for the Month of November 2020 – **Page 44**
- 4-L. Accept the Quarterly Investment Report for Period Ending December 31, 2020– **Page 62**
- 4-M. Accept the Annual Review of the Investment Policy – **Page 69**
- 4-N. Authorize the Executive Director to Execute Increases in the Amounts to the Consultant Services Agreements with Howroyd-Wright Employment Agency, Inc to a Total Not to Exceed Amount of \$400,000.00 and to 22nd Century Technologies, Inc. to a Total Not to Exceed amount of \$260,000.00 – **Page 79**
- 4-O. Accept the Annual Police Activity Report for FY2020 – **Page 83**
- 4-P. Accept the Housing Authority 2019-2020 Fiscal Year-End Report – **Page 97**
5. AGENDA
- 5-A. Approve Changes to the Administrative Plan in accordance with Notice PIH 2020-32, Guidance on Remote Hearings and Briefings – **Page 107**



- 5-B. Adopt the Resolution to Authorize the Execution of a Roadway Dedication of a Portion of the North Housing Project Site to the City of Alameda for the extension of Singleton Avenue; Authorize Executive Director to Execute Related Documents – **Page 151**
6. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
7. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
8. ADJOURNMENT

\* \* \* Note \* \* \*

- Documents related to this agenda are available on-line at:  
<http://www.alamedahsg.org/cms/One.aspx?portalId=3723405&pageId=5912638>
- Know Your RIGHTS Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review. In order to assist the Housing Authority's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Housing Authority accommodate these individuals.



**DRAFT MINUTES**

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
HELD WEDNESDAY, DECEMBER 16, 2020**

Due to temporary changes in the Brown Act, a Zoom meeting link and call-in number were provided to the public.

**PLEDGE OF ALLEGIANCE**

1. ROLL CALL - Board of Commissioners

Present: Vice-Chair Grob, Commissioner Hadid  
Commissioner Kay, Commissioner Rickard, Commissioner  
Sidelnikov, Chair Tamaoki (joined at approx. 6 25 p.m.)

Absent: None

2. Public Comment (Non-Agenda)

None

3. Closed Session – 6:00 p.m. – Adjournment to Closed Session to Consider:

Vice-Chair Grob called the meeting to order at 6:09 p.m. and announced that the Board would adjourn to Closed Session.

3-A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to  
Government Code Section 54956.8.

Property Location: 2217 South Shore Center, Suite 250, Alameda, CA 94501

Assessor's Parcel Numbers: 74-1200-20-5

Agency Negotiators: Vanessa Cooper, Executive Director and Janet Basta, Director of  
HR and Operations

Negotiating Parties: Housing Authority of the City of Alameda and MGP XII South  
Shore Center, LLC

Property Owner: MGP XII South Shore Center, LLC

Under Negotiation: Lease of real property, price and terms of payment

3-B. CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government  
Code Section 54956.8.

Property Location: 1701 – 1707 Shoreline Drive, Alameda CA 94501

Assessor's Parcel Number 74-1250-3-2



Agency Negotiators: Vanessa Cooper, Executive Director and Sylvia Martinez,  
 Director of Housing Development  
 Negotiating Parties: Housing Authority of the City of Alameda and Rodica Barad  
 Family Limited Partnership  
 Property Owner: Rodica Barad Family Limited Partnership  
 Under Negotiation: Price and Terms of Payment

- 3-C. CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8.  
 Property Location: 1628 Webster Street, Alameda CA 94501  
 Assessor's Parcel Number 73-418-4-1  
 Agency Negotiators: Vanessa Cooper, Executive Director and Sylvia Martinez,  
 Director of Housing Development  
 Negotiating Parties: Housing Authority of the City of Alameda and Alameda Hospitality, LLC  
 Property Owner: Alameda Hospitality, LLC  
 Under Negotiation: Price and Terms of Payment
- 3-D. CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8.  
 Property Location: 1825 Poggi Street Alameda, CA 94501  
 Assessor's Parcel Numbers: 74-451-1-8  
 Agency Negotiation: Vanessa Cooper, Executive Director and Sylvia Martinez,  
 Director of Housing Development  
 Negotiating Parties: Housing Authority of the City of Alameda and Vue Alameda Owner L.P.  
 Property Owner: Vue Alameda Owner L.P.  
 Under Negotiation: Investment in Real Property, Price and Terms of Payment
- 3-E. CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8.  
 Property: Assessor's Parcel Number 074-0905-10-4 and 074-0905-15-2;  
 Authority Negotiators: Vanessa Cooper, Executive Director and Sylvia Martinez,  
 Director of Housing Development;  
 Negotiating Parties: Building Futures, Alameda Point Collaborative;  
 Under Negotiation: Price and Terms of Payment: Updated Memorandum of Understanding – North Housing
- 3-F. CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8.  
 Property Location: 2800 Fifth Street, Alameda, CA 94501  
 Property: Assessor's Parcel Number 074-1373-001, 074-1373-002-2, 074-1373-002-3, 0741373-3-2, and 074-1366-009  
 Authority Negotiators: Vanessa Cooper, Executive Director and Sylvia Martinez,  
 Director of Housing Development;  
 Negotiating Parties: Pulte Home Company, LLC;  
 Under Negotiation: Price and Terms of Payment



Vice-Chair Grob adjourned Closed Session at 7:04 p.m. and stated that during Closed Session the Board received reports and gave staff direction on items 3-A, 3-D, and 3-F.

Regular Meeting reconvened at 7:06 p.m.

#### 4. CONSENT CALENDAR

■ Consent Calendar items are considered routine and will be approved or accepted by one motion unless a request for removal for discussion or explanation is received from the Board of Commissioners or a member of the public.

- \*4-A. Approve Minutes of the Board of Commissioners Meeting held November 18, 2020 – **Page 1**
- \*4-B. Authorize the Executive Director or Delegate to sign a License Agreement for Commercial Office Space at 2217 South Shore Center, Alameda, CA 94501 and to Negotiate and Sign a Two Year Lease with MGP XII South Shore Center, LLC for a Total Cost Not to Exceed \$80,000 per year; Direct Staff to bring the Signed Lease and License Agreement back to the Board for Ratification in early 2021 – **Page 9**
- \*4-C. Approve Fourth Amendment to the Consultant Services Agreement dated 4/15/15 with Island City Development – **Page 11**

**Items accepted or adopted are indicated by an asterisk.**

Commissioner Sidelnikov pulled item 4-C from the consent calendar.

Commissioner Sidelnikov moved to accept items 4-A and 4-B of the Consent Calendar and Commissioner Rickard seconded the motion. This meeting took place via Zoom, so a roll call vote was taken and the motion passed unanimously.

Yes	6	Chair Tamaoki, Vice-Chair Grob, Commissioner Hadid, Commissioner Kay, Commissioner Rickard, Commissioner Sidelnikov
-----	---	---

At the request of Vice-Chair Grob, Sylvia Martinez, Director of Housing Development provided an overview of the memo for item 4-C, noting that there is a typo in the second paragraph on page 11. The very last date listed is 12/21/21 but should reflect 12/31/21.

Ms. Martinez stated that this request is for an amendment to the existing agreement between AHA and Island City Development (ICD). This amendment is to extend the agreement for an additional year and does not include a major change in funding from previous amendments.

Commissioner Sidelnikov questioned why the agreement, between AHA and ICD, is not a multi-year agreement, rather than a year-to-year agreement that has to be amended every year.



Vanessa Cooper, Executive Director informed the Board that the original agreement was a three year agreement. However, this was done at the establishment of ICD, in an effort to ensure that there were enough legitimate costs covered. At this time, AHA recommends the one year extension, understanding that within the next 12 months staff will work to identify whether there is a need to submit a proposal to amend the costs covered in this agreement.

Commissioner Tamaoki stated that as there are quite a lot of funds going through ICD, the Board has previously discussed and considered the best method of monitoring these funds. Over the years, many systems have been implemented to monitor funds, including continuing the agreement between AHA and ICD on an annual basis.

Commissioner Sidelnikov moved to approve the fourth amendment to the Consultant Services Agreement between AHA and ICD and Commissioner Hadid seconded the motion. This meeting took place via Zoom, so a roll call vote was taken and the motion passed unanimously.

Yes	6	Chair Tamaoki, Vice-Chair Grob, Commissioner Hadid, Commissioner Kay, Commissioner Rickard, Commissioner Sidelnikov
-----	---	---

## 5. AGENDA

- 5-A. Direct the Executive Director, or her Designee, to Negotiate and Sign the Regulatory, Purchase Option, and Loan Agreement with Vue Alameda Owner, L.P. for 1825 Poggi – **Page 14**

Ms. Martinez explained that this Regulatory Agreement would restrict between 40% – 73% of the units, over time, at or below 80% of the area median income at the property located at 1825 Poggi Street, also known as Rica Vista; formally known as Vue Alameda. This Regulatory Agreement would provide up to 136 units that could continually be rented at the moderate level. Initially 74 units would be available and over time 136 one and two bedroom units would become available. Ms. Martinez also provided a presentation to summarize the pros and cons of this agreement.

Commissioner Rickard stated that, while he understands that through this agreement, the AHA would gain many benefits, one area of concern is that the units that are already at really low rent will probably stay at low rent and there many not be very much of an increment between 80% allowable rent and market rent. As AHA is not affected by the property tax impact, there may a public policy issue to consider. Ms. Cooper informed the Board that she has been discussing this matter with the City and they have been sent the final version of this agreement. The City's requests have been included in the Regulatory Agreement. AHA has considered that if this became a model, the public policy impacts would have to be considered further.

Commissioners Hadid and Sidelnikov thanked staff for work on this project.



Commissioner Hadid moved to approve this request and Vice-Chair Grob seconded the motion. This meeting took place via Zoom, so a roll call vote was taken and the motion passed unanimously.

Yes            6                    Chair Tamaoki, Vice-Chair Grob,  
Commissioner Hadid, Commissioner Kay,  
Commissioner Rickard, Commissioner Sidelnikov

- 5-B. Authorize the Executive Director or Designee to Execute Necessary Documents and to Purchase Eighteen Below Market Rate Units at 2800 Fifth Street for a Total Cost Not to Exceed \$3,500,000 – **Page 120**

Ms. Martinez explained that this request is to execute documents necessary to purchase the inclusion housing obligation at its lowest level from a market rate developer, in this case the Bay 37 development, roughly at Fifth Street. This request is to purchase 18 units that would normally be rented at 50% or 80% of area median income. Ms. Martinez also provided a presentation to summarize the pros and cons of this purchase.

Commissioner Hadid moved to approve this request and Commissioner Sidelnikov seconded the motion. This meeting took place via Zoom, so a roll call vote was taken and the motion passed unanimously.

Yes            6                    Chair Tamaoki, Vice-Chair Grob,  
Commissioner Hadid, Commissioner Kay,  
Commissioner Rickard, Commissioner Sidelnikov

- 5-C. Review the Vacation Pay-Out Policy and Provide Direction to Staff – **Page 123**

Ms. Cooper introduced Matthew Nakano HR Attorney and requested that Janet Basta, Director of Human and Operations provide a brief overview of this item.

Ms. Basta explained that the Vacation Pay-Out Policy was passed in 2016 and went into effect in 2017. Over the life of this policy no more than seven and a half percent of employees have participated in this program and only two current staff members have participated in this program in the past.

The issue with the Vacation Pay-Out Policy is that policies such as this are subject to constructive receipt regulations, which mean that all staff, including those that do not elect to participate in the program, must be taxed on the value of the maximum amount that is offered, which under the current policy is 60 hours. Ms. Basta provided examples of the tax consequences to staff at various wage levels, and confirmed that it still remains unclear as to whether staff would be taxed a second time if they choose to use the vacation and/or separate and are paid out for their vacation balance.





One policy that has been most often used in lieu of policies such as this requires that staff make an irrevocable election of the amount of vacation that they would sell in in the subsequent year, and only time earned in the subsequent year could be sold.

In response to Commissioner Hadid, Ms. Cooper stated that, due to the discussion surrounding this issue during the November meeting, staff is presenting additional information about the regulations for policies such as this. However, in light of all of the HR policy changes, particularly around COVID, and considering that only two current staff members have participated in this program, there does not seem to be an urgency from staff indicating a need to continue this policy or immediately opt for an alternate policy. Even so, AHA would be happy to consider an alternate policy in the fall of 2021.

Commissioner Hadid stated that, understanding the rigidness surrounding these types of policies, he would like to defer to Ms. Basta to consider alternate policies that would provide the most flexibility, without negative impact, to staff.

Commissioner Sidelnikov thanked staff for bringing this item back and providing more clarity on the respective issues for the Board. While he understands the concerns surrounding the policy that is currently in place, he feels that having such a policy is valuable, particularly when staff is approaching the vacation cap. Therefore, he would like AHA to bring back some alternative options, particularly the option in which staff would have to pre-elect the amount of vacation that they would sell, as a draft policy for the Board's consideration.

Ms. Basta stated that AHA would need to present any alternative policy by mid-year, as any policy adopted would require a fair amount of training and communication in order to educate staff about the alternative policies.

Vice-Chair Grob stated that she agrees that not continuing with the current policy is best for all. However, she is curious about whether the option in which staff would have to pre-elect the amount of vacation that they would sell is the best alternative. She too would like to request that AHA continue to research alternatives to determine whether there is a suitable alternative that does not have major impacts on other staff.

Ms. Cooper indicated that AHA would return to the Board, with one or more proposals, sometime in mid or early fall of 2021 in an effort to possibly adopt a policy by the end of 2021.

6. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)

None

7. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Chair Tamaoki thanked Vice-Chair Grob for managing the meeting very efficiently.



Commissioner Sidelnikov stated that he received feedback that people were confused about who to direct inquiries to in regard to the information contained in the maximum rent increase notices. Ms. Cooper stated that inquiries about these notices should be directed to Greg Kats, Rent Program Director and that Mr. Kats's contact information will be redistributed.

Mr. Kats stated that the while the contact information was listed on the notices, as this was the first year of distributing such notices, the goal is to refine communications and make future notices clearer and more intuitive.

Commissioner Kay questioned whether the AHA Customer Service Survey was distributed to all AHA tenants. Tonya Schuler-Cummins, Senior Management Analyst stated that the survey was distributed to all AHA tenants, a sample of HCV participants, and all landlords. However, as AHA is not the property owner of properties occupied by HCV tenants, and is therefore unable to address issues with the physical condition or security of those properties, the survey sent to HCV tenants includes customer service and access to technology questions (i.e. how fast are phone calls being returned, etc.). The survey sent to HCV tenants was also sent to landlords.

Ms. Cooper stated that this year's tenant survey included additional questions that related to access to services (i.e. food, access to Wi-Fi, etc.) during COVID.

At 7:53 p.m., Vice-Chair Grob announced that the Board would return to closed session to continue discussion of items 3-B, 3-C, and 3-E.

Vice-Chair Grob stated that during the Closed Session, the Board of Commissioners received report and gave direction on items 3-B, 3-C, and 3-E.

## 8. ADJOURNMENT

Vice-Chair Grob adjourned the meeting at 9:30 p.m.

---

Vanessa M. Cooper  
Secretary and Executive Director

---

Kenji Tamaoki, Chair  
Board of Commissioners





# Housing Authority of the City of Alameda

PHONE (510) 747-4300  
FAX (510) 522-7848  
TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: January 20, 2021

RE: Accept the Monthly Overview Report for Operations, H.R., and I.T.

---

## **BACKGROUND**

This memo provides a high-level overview of agency activities in the prior month for agency Operations, Human Resources, and IT.

## **DISCUSSION**

### Human Resources and Operations

A summary of unfilled positions that are on the Schedule of Authorized positions is presented below. Positions are listed by department, and information about current and recent recruitments is included.

<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Number of Vacant Positions</u></b>	<b><u>Recruitment Status</u></b>	<b><u>Other Updates</u></b>
Administration	Management Analyst	0 FTE	New hire started December 9	
	Community Relations Manager (original title Communications Manager)	0 FTE	New hire started January 19	
	Risk Manager	1 FTE	Reposted in November	Will use outside recruiter
	Senior Management Analyst	0 FTE	New hire started December 14	New position approved in September



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 2 of 7

	Deputy Executive Director	1 FTE	Will recruit in early 2021	Will use outside recruiter
Finance		0 FTE		Department is fully staffed
Housing Programs	Housing Programs Supervisor	0 FTE	New hire started January 11	Department is fully staffed
Property Operations	Property Management Supervisor	0 FTE	New hire started January 19	
	Assistant Resident Manager: IP	.13 FTE		On hold; using security to cover after hours
Housing Development	Senior Project Manager	1 FTE	Outside recruiter conducting recruitment; interviews in process	
Rent Program		0 FTE		Department is fully staffed

Summary: Total FTE's approved for FY 2021: 54.63  
Number of vacancies: 3.13  
Number of active recruitments: 2.00

To assist with recruiting efforts, management issued an RFP in December to solicit proposals for recruitment services, particularly for exempt/management level positions. A primary, immediate goal is to identify a firm to conduct recruitment for the Deputy Executive Director position, along with the Risk Manager should that position not be filled by that time. Proposals are currently under review, and it is anticipated that one or more firms will be selected in January.

New temporary regulations were adopted by the California Occupational Safety and Health Standards Board ("OSHSB") regarding measures that employers must undertake in order to prevent the spread of COVID-19 in the workplace in November. Many of the requirements outlined in the new regulations were already in place, and AHA management utilized a template provided by CHWCA (the Agency's workers compensation provider) to ensure that all required components of the COVID-19 Prevention Program ("CPP") are included in AHA's CPP. Additional work will be done to



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 3 of 7

complete documentation of procedures and practices, including training, as required under the new guidelines. It is also anticipated that new guidance and regulations will continue to emerge over the upcoming months from local, state and federal levels as the pandemic continues, the treatment and vaccine landscape changes, and political leaders change.

Fair Housing training was completed online in December again this year through the Yardi e-learning platform. This platform has been an effective means to assign and track completion of new policies and procedures that have been implemented, particularly during the COVID-19 pandemic, as well as deliver mandatory training and onboarding of new employees.

Management will be offering an alternative timeline for completion of employee performance reviews in the upcoming year, where supervisors may request to do reviews 18 months apart, instead of 12 months apart, for non-probationary employees with no significant performance issues. With the number of new hires who need both six month and one year reviews, and the demands of COVID-19 on management time, this would provide some administrative relief while still maintaining a reasonable time frame for providing employee feedback. Staff eligible for step increases would continue to have those processed on schedule with supervisor recommendation.

### Reasonable Accommodations

The table below provides a summary of monthly and year-to-date statistics on Reasonable Accommodation (RA) processing and a status report on the processing of the requests as of January 1, 2021.

	Number of new submissions in the month	Number still in process	Number closed out (letter sent)	Running total of new submissions	Running total of RAs closed out
January	18	0	18	18	18
February	10	0	10	28	28
March	11	0	11	39	39
April	6	0	6	45	45
May	9	0	9	54	54
June	4	0	4	58	58
July	12	0	12	70	70
August	10	0	10	80	80
September	18	0	18	98	98
October	4	0	4	102	102
November	6	1	5	108	107
December	20	10	10	128	117

There was a decrease in requests during the shelter-in-place; however, levels are returning to normal as observed by the increase to around the average in September and



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 4 of 7

December. Staff continue to accept requests via e-mail, fax, in person, and phone along with accepting a paper form submitted through the drop box or by mail, so, if a request is needed, participants and tenants can still make requests in a variety of methods.

### Information Technology

Techordia's ticketing system has a limitation on tracking response time when duplicate tickets are created and tied to the original ticket. If an AHA employee sends an e-mail without the ticket number in the email header, the automated ticketing system creates a new ticket. Staff then manually connect the two tickets together, but the system does not recognize the original response time, so the second ticket's response time is the time the ticket is closed and creates a larger response time. These tickets are removed when calculating the average response time to tickets.

The IT service tickets for October fell primarily into three (3) categories: hardware issues, software issues, and on-boarding/off-boarding. Disregarding the above outliers created by second tickets, the average response time for October tickets was about 0.12 hours.

Table: Techordia Service Ticket Requests - October 2020

Type of Service Request	Number of Tickets
Access rights	1
Hardware	18
Software	19
On Boarding / Off Boarding	20
On Site Visits	1
Cyber Security	2
<b>TOTAL:</b>	<b>61</b>

The IT service tickets for November fell primarily into two (2) categories: software issues and on-boarding and off-boarding. We had four (4) duplicate tickets which spiked the average response time to 4.89 hours. Disregarding these outliers, the average response time for November tickets was only about 0.36 hours.



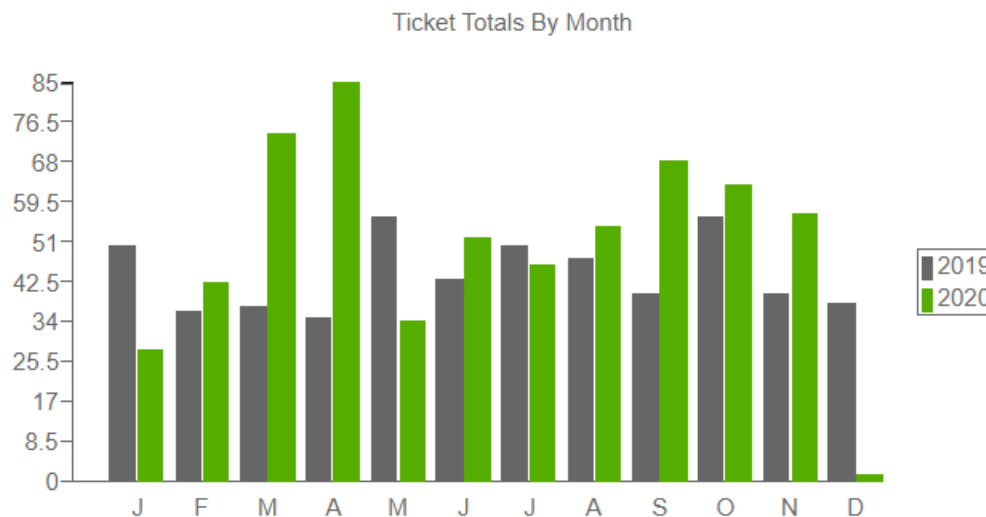
Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 5 of 7

Table: Techordia Service Ticket Requests - November 2020

Type of Service Request	Number of Tickets
Access rights	3
Hardware	11
Software	20
On Boarding / Off Boarding	20
On Site Visits	2
Cyber Security	1
<b>TOTAL:</b>	<b>57</b>

As of 12/1/2020, there were 604 tickets in 2020, and, at that time, there were 25 open tickets. As can be seen in the below graph, tickets have decreased from the high in April, but are still trending higher than in 2019. Below is a chart of tickets for year 2019 versus 2020. Techordia continues to support staff remotely, but the twice-a-week onsite visits have continued to be suspended and in office staff are being asked to do basic troubleshooting and take responsibility for their equipment such as changing out printer cartridges.



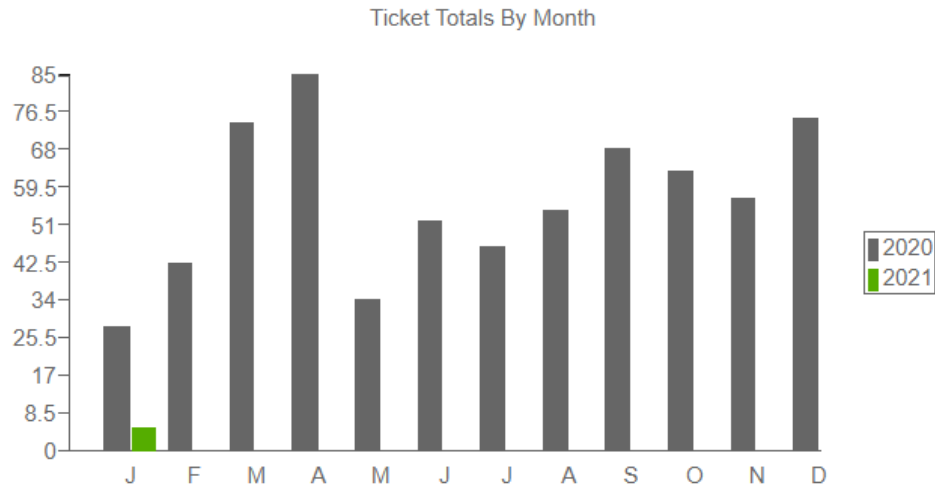
A report from December 1, 2020 through December 31, 2020, shows that 73 tickets were created in December 2020 and for 2020 there were a total of 674 tickets; however, the above graphic cannot be reproduced with that data as it is an automated report from Techordia's ticketing system. This means that tickets in December 2020 were significantly higher than in 2019. We expect this trend to continue into 2021 as Techordia is now primarily covering all IT functions except for administration and troubleshooting for Yardi and Laserfiche.

As of January 4, 2021, there have been 5 tickets created in 2021 with 25 carried over from 2019 for a total of 30 open tickets.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 6 of 7



A new contract was effective October 2020 resulting in Techordia now providing the Housing Authority with Managed Services, so some systems will be changed, upgraded, or expanded during the coming 6-month period. The server back-up system was upgraded in November 2020 to allow for a faster recovery time if the main server becomes unavailable such as from a natural disaster or ransom attack.

Staff continue to work on implementing online solutions for applicants, tenants, landlords, vendors, and staff. The main phone system is expected to be updated early in 2021 allowing for better reporting and tracking of usage. Also, the state contract with Verizon expired in December 2020, so staff is reviewing the carrier for its cell phones.

### Administration/Policy

In November 2020, a maintenance truck was unable to pass the state's smog test. In a cost analysis of continuing to try to repair the 2002 Dodge Dakota, it was decided to use a public auction site to dispose of the vehicle, so the truck was auctioned off for \$1,500.

The Language Access Plan (LAP) for individuals of Limited English Proficiency (LEP) was updated resulting in no changes to the languages for which the AHA is required to provide written translations which are: Chinese, Vietnamese, Spanish, and Tagalog. The LAP contains a listing of documents that were translated by the AHA along with a listing of documents available on the internet through various sources such as the Department of Housing and Urban Development (HUD).

Due to HUD's publication in the Federal Register limiting a Housing Authority's ability to apply for the Moving to Work (MTW) program if the Housing Authority decides to participate in the Housing Choice Voucher Mobility Demonstration (Mobility) program and past direction by the Board in their interest to participate in the MTW program, staff elected not to submit a joint application for the Mobility program with other Bay Area Housing Authorities.





Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 7 of 7


## **FINANCIAL IMPACT**

Report only, no financial impact.

## **RECOMMENDATION**

Accept the Monthly Overview Report for Operations, H.R., and I.T.

Respectfully submitted,

DocuSigned by:  
  
72DC869D12E247A...  
Janet Basta  
Director of Human Resources and Operations

JCB/TMSC





PHONE (510) 747-4300  
 FAX (510) 522-7848  
 TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners  
 From: Lynette Jordan, Director of Housing Programs  
 Date: January 20, 2021  
 RE: Accept the Monthly Overview Report for the Housing Programs Department

---

### **BACKGROUND**

This memo provides a high-level overview of Housing Programs Department (HPD) activities for the prior month.

### **CY 2020 Housing Choice Voucher Program (HCVP) Renewal Awards:**

On December 14, 2020 AHA received a Notice to Amend the Consolidated Annual Contributions Contract (CAC). The notice stated Housing Assistance Payment (HAP) funding is provided to renew increment(s) expiring December 31, 2020 through January 31, 2021. A monthly advance amount was calculated using the January through August 2020 VMS data, extrapolating the August data to calculate September through December. The missing months were inflated by the 2020 national inflation factor of 1.057. The total was multiplied by the 2021 inflation factor of 1.0442, divided by 12 and prorated at 99%.

The administrative fees provided for January and February 2021 are an estimated amount based on the leasing data reported in the Voucher Management System (VMS) for January through June 2020. The amount was capped to the number of available units, prorated to 80% of eligibility; and calculated using the 2020 administrative fee rate. AHA was awarded \$2.7M HAP and \$148K for Admin fees for the months of January and February 2021. AHA exited HUD shortfall in September 2020. However, AHA Staff will continue to monitor HAP spending and await further budget updates.

### **Virtual Project Based Voucher (PBV) Owner Workshop**

HPD staff hosted a Virtual PBV Owner Workshop session on November 16, 2020. In an effort to accommodate participating PBV owners during the current health crisis the workshop was held online and open to all owners currently participating in the PBV Program. The PBV Owner Workshop is an opportunity to review the PBV program rules, and regulations. It is also an opportunity to meet new program staff and to answer questions regarding the current year changes in HUD regulations, and learn the status of new projects coming on-line in the future.

The workshop presentations included guest speakers with an overview of the following topics:

- Overview of the PBV Program
- New Owner Incentive Program
- New Landlord Portal



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 2 of 2

- Changes to the Section 8 Program as a result of new rent control and eviction prevention legislation
- Vector Control/Pest Control
- County Lead Based Paint Incentive Programs

This year's online workshop was well attended with over 15 owners attending the on-line workshop.

#### Online Annual Recertification

September marked the one-year anniversary of the Rentcafe online recertification process which was launched with the release of the January 1, 2019 annual recertifications. In the month of December 2020 staff completed 152 online recertifications. The online process has proven to be a convenient and efficient way to process annual recertification particularly during the current health crisis. Staff continue to help participants by phone or video conference with registration and data entry.

#### Online Interim Process

The online interim process became available in the month of May. Participants can now report increases/decreases in income, and household composition changes through the Rentcafe portal. This online interim process has been beneficial to participants during this COVID period due to the shelter-in-place orders and participants inability to submit paperwork directly to the office. In the month of December staff completed 32 interim adjustments.

#### Waitlist Update

Staff are working to assess when to open the waitlists and will come back to the Board in 2021 with further information. Staff are also working with Property Management to restart Housing Quality Inspections in 2021. Additional precautions will be taken due to the current health crisis.

HPD STATISTICS - See Attachment 1: Housing Programs Department Performance Report

### **RECOMMENDATION**

Accept the Monthly Overview Report for the Housing Programs Department.

Respectfully submitted,

DocuSigned by:  
*Lynette Jordan*  
A1A343B2C25D4FB...

Lynette Jordan  
Director of Housing Programs

Attachments:

1. Housing Programs Department Performance Report
2. HUD Waivers Chart



Attachment 1 - Housing Programs Department Performance Report  
Month of December 2020

Item	January	February	March	April	May	June	July	August	September	October	November	December	YTD
<b>HAP spent for month</b>	<b>\$2,653,885</b>	<b>\$ 2,673,013</b>	<b>\$2,679,088</b>	<b>\$ 2,619,470</b>	<b>\$2,613,628</b>	<b>\$2,563,607</b>	<b>\$2,567,909</b>	<b>\$2,637,204</b>	<b>\$2,713,022</b>	<b>\$2,817,234</b>	<b>\$2,778,707</b>	<b>\$2,776,199</b>	<b>\$ 32,092,966</b>
Vouchers under lease at start of month	1487	1480	1497	1489	1455	1460	1470	1451	1506	1509	1511	1512	n/a
Vouchers issued during the month	3	2	19	1	0	0	0	1	0	0	0	0	26
New units leased in private market	4	1	1		3	2	1	1	3	0	4	6	26
New units leased in affordable market	0	0	0	0	3	2	1	0	1	1	3	3	14
Seeking vouchers	23	30	25	14	23	27	25	32	31	25	23	24	302
Port outs leased	0	0	2	13	1	1	1	2	0	0	2	2	24
Port ins leased	2	3	3	1	1	2	1	2	0	1	2	2	20
Annuals completed	121	117	75	97	121	140	160	129	196	127	142	152	1577
Interims completed	43	42	56	145	47	41	48	36	40	28	22	32	580
Rent Increases completed	45	28	23	20	16	41	23	23	10	12	18		259
Inspections conducted	157	45	36	0	0	0	0	0	0	0	0	0	238
Inspections passed first time	80	13	10	0	0	0	0	0	0	0	0	0	103
Hearings requested	10	4	6	1	2	9	2	4	6	1	7	6	58
Hearings held	1	1	0	1	1	1	1	1	0	2	1	1	11
End of Participation *	3	5	2	2	4	4	4	1	2	0	0	0	27

\* includes deaths, over income, voluntary surrender of voucher, etc.

## Attachment 2

## CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) ACT (PUBLIC LAW 116-136) HOUSING CHOICE VOUCHER PROVISIONS

## HOUSING AUTHORITY OF THE CITY OF ALAMEDA (CA062)

## IMPLEMENTATION OF PIH NOTICE 2020-33 WAIVERS

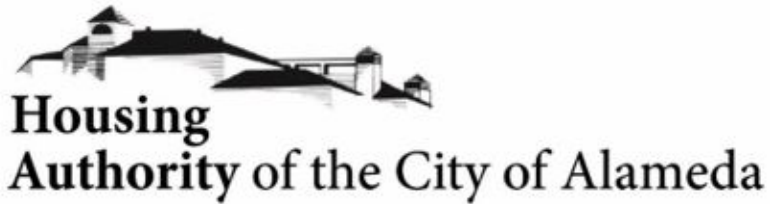
Item	Statutory and regulatory waivers	Summary of alternative requirements	Date Implemented	Availability Period Ends	Effect on Participants
HQS-5: Biennial Inspections	<u>Statutory Authority</u> Section 8(o)(D)  <u>Regulatory Authority</u> §§ 982.405(a), 983.103(d)	<ul style="list-style-type: none"> <li>Allows for delay in biennial inspections</li> <li>PHAs must require owner certification there are no life-threatening deficiencies</li> <li>All delayed biennial inspections must resume by 6/30/21 and be completed by 12/31/21</li> </ul>	7/2/2020	6/30/21  12/31/21	HQS inspections will be delayed but missed inspections must be conducted within 1 year of due date. Owner will need to make certification.
HQS-6: Interim Inspections	<u>Statutory Authority</u> Section 8(o)(8)(F)  <u>Regulatory Authority</u> §§ 982.405(g), § 983.103(e)	<ul style="list-style-type: none"> <li>Waives the requirement for the PHA to conduct interim inspection and requires alternative method</li> <li>Allows for repairs to be verified by alternative methods</li> </ul>	7/2/2020	6/30/21	HQS inspections will be delayed and expanded use of self-certification.
HQS-9: HQS Quality Control Inspections	<u>Regulatory Authority</u> § 982.405(b), 983.103(e)(3)	<ul style="list-style-type: none"> <li>Provides for a suspension of the requirement for QC sampling inspections</li> </ul>	7/2/2020	6/30/21	Quality Control HQS inspections will be delayed, but must resume with proper notice

Item	Statutory and regulatory waivers	Summary of alternative requirements	Date Implemented	Availability Period Ends	Effect on Participants
HCV-2: PHA Oral Briefing	<u>Regulatory Authority</u> § 982.301(a)(3) § 983.252(a)	<ul style="list-style-type: none"> <li>• Waives the requirement for an oral briefing</li> <li>• Provides for alternative methods to conduct required voucher briefing</li> </ul>	7/2/2020	6/30/21	Briefings for transfers or new admissions are being performed on alternate, virtual platforms with documents mailed prior to virtual meeting.
HCV-3: Term of Voucher - Extensions of Term	<u>Regulatory Authority</u> § 982.303(b)(1)	<ul style="list-style-type: none"> <li>• Allows PHAs to provide voucher extensions regardless of current PHA policy</li> </ul>	7/2/2020	6/30/21	Would impact new admissions or transferring participants if 180-day voucher is about to expire. Would need to submit written request for extension.
11 b: SEMAP	<u>Regulatory Authority</u> 24 CFR Part 985	<ul style="list-style-type: none"> <li>• PHA to retain prior year SEMAP score unless requests otherwise</li> </ul>	7/2/2020	HUD will resume issuing new SEMAP scores for FYE 6/30/21	Minimal impact on participants as this is a HUD-required audit performed by staff. Allows Agency to retain High Performer status when unable to complete HQS inspections.

Item	Statutory and regulatory waivers	Summary of alternative requirements	Date Implemented	Availability Period Ends	Effect on Participants
HQS-8: PBV HAP Contract: HQS Inspections to Add or Substitute Unit	Statutory Authority Section 8(o)(8)(A) Regulatory Authority §§ 983.207(a), 983.207(b) Sub-regulatory Guidance HOTMA HCV Federal Register Notice January 18, 2017	<ul style="list-style-type: none"> <li>• Allows for PBV units to be added or substituted in the HAP contract based on owner certification there are no lifethreatening deficiencies</li> <li>• Allows for delayed full HQS inspection NLT 1-year anniversary of date of owner's certification</li> </ul>	5/21/2020	6/30/21  1-year anniversary of date of owner's certification	Minimal impact on existing participants as these are new units to a contract
11b-2: SEMAP Certification Timing	Regulatory Authority § 985.101(a)	<ul style="list-style-type: none"> <li>• Waives the requirement for PHAs to submit an annual SEMAP certification in PIC within 60 days of FYE during the period of time that HUD will roll forward prior year SEMAP scores</li> </ul>	11/30/2020	6/30/21	Minimal impact on participants as this is a HUD-required administrative function.

Item	Statutory and regulatory waivers	Summary of alternative requirements	Date Implemented	Availability Period Ends	Effect on Participants
MR-5: PHA Inspection Requirement: Annual Inspections	Regulatory Authority § 882.516(b)	<ul style="list-style-type: none"> <li>• Waives the annual inspection requirement and allows PHAs to delay annual inspections for Mod Rehab units</li> <li>• All delayed annual inspections must be completed as soon as reasonably possible but no later than one year after the date the annual inspection would have been required absent the waiver</li> </ul>	8/26/2020	6/30/21	HQS inspections will be delayed but missed inspections must be conducted within 1 year of due date.





PHONE (510) 747-4300  
 FAX (510) 522-7848  
 TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners

From: Greg Kats, Rent Program Director

Date: January 20, 2020

Re: Accept the Monthly Overview for the Alameda Rent Program

---

### DATA

The monthly reports for the Alameda Rent Program are available at [www.alamedarentprogram.org](http://www.alamedarentprogram.org). For outcomes of submissions reviewed, please see the full report available online.

	October	November	December
Submissions to review rent increases	0	0	0
Termination of tenancy submissions	3	0	2
Buyout agreement submissions	0	0	0
Temporary relocation payment submissions	0	0	1
Capital Improvement Plan submissions	0	0	1
Petitions submitted for a rent adjustment hearing	0	1	1
Requests submitted for an appeal hearing	0	0	0
Number of hearings held*	0	0	0

*\*Does not include continuations. Hearings may not be held the same month as submission. Petitions and requests may be withdrawn prior to the hearing because the parties are able to resolve the matter.*



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 2 of 3

## **MONTHLY UPDATE**

Staff collaborated with the City of Alameda to produce the following policies in November and December 2020. These new regulations are now posted on the program website:

- Prospective Tenants Regulation 20-10
- Revised Guidance Concerning Fair Return on Property
- COVID-19 Urgency Ordinance Rent Increase Regulation 20-02
- OMI Regulation 20-08
- Section 8 Regulation 20-03

The Rent Program and The City of Alameda are also implementing significant changes to the Capital Improvement Plan (CIP) process. In an effort to make the CIP process more accessible and to encourage upgrades of available rental housing stock, the new process will reset the monetary threshold for CIP applications and apply a set amortization schedule for pass through costs. The revised legislation codifying this new process will go to the Alameda City Council, for approval, at their January 19, 2021 meeting.

In October of 2020, the Rent Program mailed out almost 3000 non-compliance letters to landlords who did not comply with various requirements of the Alameda Rent Program. At the end of November 2020, the Rent Program mailed out an additional 10,000 letters, including letters informing landlords and tenants of the Maximum Allowable Rent (MAR) for their individual rental unit(s). Rent Program staff is currently working with landlords in order to assist them in remedying cases of non-compliance with program requirements, particularly in regards to invalid rent increases discovered through the registration process. Staff is also processing petition requests from landlords and tenants challenging their MAR determinations.

The Rent Program also renewed the lease agreement for its office space in December 2020, signing a one year lease renewal effective April 1, 2021. Under the prior lease agreement, the Rent Program paid a little over \$8,000 per month in rent for its office space. The rent amount will remain the same for the term of the new lease.

The Rent Program has also viewed other sites to assess whether there are any preferable options available for office space. Thus far, none of the other locations viewed have been able to adequately meet the needs of the program, particularly in terms of social distancing during COVID 19. Any change of location would require City approval and additional costs, for IT and moving, and would cause an interruption in service.




Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 3 of 3

**RECOMMENDATION**

Accept the Monthly Overview for the Alameda Rent Program.

Respectfully submitted,

DocuSigned by:  
  
93EBFF900664467...

Greg Kats  
Rent Program Director

Attachments:

1. Monthly Registration Update



### **ATTACHMENT 1 - MONTHLY REGISTRATION UPDATE**

The final deadline for the online registration process for City of Alameda residential rental properties was May 25, 2020. Alameda Rent Program staff are currently processing late submissions and updating unit data in the Rent Registry database. The Alameda Rent Program will continue to process late submissions, as they come in.

The latest registration and fee payment statistics indicate the following:

- 80.82% of rental properties are registered
- 85.74% of rental units are registered
- 1,352 unit exemptions requested
- 94.53% unit exemptions approved
- 392 property exemptions requested
- 85.20% property exemptions approved
- \$1,528,972.80 in annual fee payments collected

During the month of December 2020, staff processed the following Rent Registry submissions:

- 151 rent increase errors
- 24 unit exemptions
- 16 property exemptions
- 11 new owner amendments
- 318 new tenant amendments



# Housing Authority of the City of Alameda

PHONE (510) 747-4300  
FAX (510) 522-7848  
TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners

From: Stephanie Shipe, Director of Portfolio Management

Date: January 20, 2021

Re: Accept the Monthly Overview Report for Property Operations

---

## **BACKGROUND**

This memo provides a high-level overview of the Property Operations Department's activities for the month of December 2020.

## **DISCUSSION**

The attached table (Attachment 1) summarizes property performance of all sites including AHA owned and managed, affiliate owned, and managed by The John Stewart Company (JSCo). It excludes performance for Rosefield Village as the property is undergoing rehabilitation and construction.

For the month of December AHA managed Independence Plaza, Anne B Diament, and Esperanza Apartments. The remainder of the properties are third party managed by JSCo with staff paying close attention to rent reports, ledger updates, and vacancy applicant information. Esperanza moved to third party management in January.

Staff absences and vacancies during the month of December continued to impact property operations and required reallocation of staff time to ensure rent collection, applicant processing, and life and safety items were prioritized. Staff is looking forward to the new Property Supervisor joining the team at the mid-January 2021.

## **VACANCY**

The attached table (Attachment 1) reflects twenty-one (15) vacancies out of five hundred seventy-six (576) units for all properties including: AHA owned and managed; affiliate owned; and third party managed by JSCo, as of the end of December. Of these two were off-line for rehab at the scattered sites at Sherman Street in December and these units are ready for occupancy as of January 6th. Progress is taking place in filling the remaining thirteen (13) vacancies. Of the thirteen vacant units, eleven are turned and ready for occupancy. Of the fifteen vacant units, two are to be filled by AHA and the remainder by JSCo.

Lease up coordination between AHA Property Management, JSCo, and AHA Housing Programs continues with a common goal to fill vacancies as expeditiously as possible. Various property waitlists have been depleted, including for our HOME units, so JSCo



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 2 of 4

has begun the process to create individual waitlists for the properties they manage. Vacancies that do not have a waitlist are posted on the AHA website and applications are available through contacting the resident managers, as well as GoSection 8, the Section 8 online search engine and on Craig's List.

### RENT COLLECTIONS

The attached table (Attachment 1) provides the collection rate versus budget for all AHA owned and managed, affiliate owned, and managed by The John Stewart Company (JSCo).

An explanation for properties with a collection rate below 98% or above 100% is provided below. Independence Plaza, Anne B Diament and Esperanza's rental income reflects higher income than budgeted due to rent increases were greater than what was anticipated. Part of the over budget amount at Independence Plaza for this year will be the new 25 unit Project Based vouchers.

The collection rate for the Scattered Sites' is 86.5%, Parrot Gardens & Parrot Village is 91.8% and Everett Commons is 89.4%. This is primarily the result of vacant units as well as some no payment of rent by residents affected by income loss due to COVID 19. These residents have been referred to LifeSTEPS and JSCo is sending out monthly statements to residents in order to encourage payment plans. Evictions are currently prohibited by state and federal law.

### RENT INCREASES

Rent increases for 2020 were issued through the end of June. As staff reported previously, due to the existing health crisis and, until recently, the agency's corresponding short fall, AHA temporarily ceased all rent increases, except annual PBV rent increases, through June 30, 2021 at which time this decision will be revisited.

AHA continues its process of rightsizing over housed households. All households who are over housed and have a HCV, have, or will be, offered an opportunity to move to the correct sized unit when available, provided they are in good standing with AHA.

### ADDITIONAL UPDATES

Staff continues to review and update our policies and procedures as the pandemic progresses. Staff continues to focus on mitigating risk to tenants and themselves during the health situation and to operate the properties as efficiently and effectively as possible within the various constraints the existing parameters require.

Tenants living in the AHA managed portfolio are contacted by property operations staff regularly during the Shelter in Place order. Staff are making these wellness calls to connect with tenants and provide a way to obtain their feedback. Households are encouraged to reach out to LifeSTEPS and, when deemed necessary, referrals to LifeSTEPS are made by staff.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 3 of 4

Staff are focusing on mitigating concerns related to isolation and lack of self-care in the senior properties. Calls and awareness by maintenance staff allows them to identify potential needs in these households, especially as they continue to shelter in place.

AHA staff are not doing annual unit inspections due to the existing Shelter in Place. There continues to be concern that hoarding may be taking place in units unabated. In the fall staff replaced smoke detectors in units in the AHA managed portfolio. As a result, staff were able to start identifying households that had some significant habitability concerns. Staff have been working with those households and referred them to LifeSTEPS. However, when all other avenues, such as social work referrals and APS have been exhausted, staff engage with an AHA attorney to assist in getting cooperation from these tenants. A great amount of resources and staff time are taken when one household adversely impacts the greater community. It is an area that continues to underscore the higher level of care some tenants require in order to mitigate impact on neighbors and ensure a tenant's well-being especially given the health situation in which we are operating.

### Social Services

Staff continues to be in discussions with LifeSTEPS to ensure there is ongoing support for tenants, especially during these very trying and challenging times. As reported previously, LifeSTEPS is also observing social distancing and while they are onsite during their regularly scheduled hours, they do not do in-person delivery of services. LifeSTEPS has been providing assistance remotely to tenants and households and continues to link them to financial service agencies, as needed. LifeSTEPS is providing Zoom classes to foster greater interaction among tenants and decrease the sense of isolation many of AHA's tenants are feeling, especially those who live alone. The zoom classes are still in their infancy and there are challenges in getting a larger number of participants in the various group meetings offered. In December, LifeSTEPS held a number of virtual raffles in order to encourage participation. This was pretty successful and they hope the momentum will take them into January.

In December, LifeSTEPS also helped pass out gift cards for the Alameda Fire Department to 75 AHA Families in lieu of Toys for Tots. Families were excited to be chosen to receive these during the holidays.

AHA tenants continue to avail themselves of the Food Bank during the Shelter in Place as schools have established remote learning and some tenants are impacted with a change in their income levels. AHA continues to manage the logistics, including packaging, staffing to and delivering of food to the front door of 150 households every two weeks. Staff from different departments participate in this activity.

### Maintenance

Staff continued replacing aging smoke detectors in November and December at Anne B Diament and Esperanza. This is a team effort which begins with staff creating a work order for every unit; we continue to follow safety protocols so our staff can complete this work safely. At Esperanza, the staff also cleaned dryer vents in units as a preventative measure and to reduce fire risk.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 4 of 4

Staff continue to focus on turning vacant units with an ongoing financial savings by carrying out this work in house. At this time, only urgent and emergency work orders are being completed in occupied units. Protocols have been established to mitigate face to face interactions with tenants and staff when work takes place in the units. Given that most people tend to be home when maintenance is to enter, there is a questionnaire and protocols that must be adhered to if work is to be completed in the occupied units..

The attached table (Attachment 1) shows the work orders completed for December.

### Capital Projects

The attached table (Attachment 2) summarizes Housing Authority budgeted Fiscal Year 2020-2021 capital projects currently underway.

### Update on Feasibility of Camera Installation at Esperanza Apartments

Staff has continued to look into the feasibility of installing cameras at Esperanza Apartments due to recent criminal activity. Staff has been able to identify a few alternative options, which may end up needing less work than originally anticipated. Once a decision has been made, staff will update the board.

### **FINANCIAL IMPACT**

Report only, no financial impact.

### **RECOMMENDATION**

Accept the Monthly Overview Report for Property Operations.

Respectfully submitted,

DocuSigned by:  
  
62BF77C3CDAF4E7...

Stephanie Shipe  
Director of Portfolio Management

Attachments:

1. Property Performance for the month of October
2. FY 2020-2021 Capital Projects Update





## ATTACHMENT 1

## Month of December 2020

Property Name	Owned by	Managed by	Total units	Senior or Family	Manager units	Budgeted Gross Potential Rent	Tenant Rent Collected	Subsidy collected	Total Rent Collected	% collected
Independence Plaza	AHA	AHA	186	Senior	1	\$ 110,279.00	\$ 131,862.00	\$ 56,557.00	\$ 188,419.00	170.9%
Anne B Diament	AHHC	AHA	65	Senior	1	\$ 101,030.00	\$ 23,110.00	\$ 81,788.00	\$ 104,898.00	103.8%
Esperanza	AHA	AHA	120	Family	1	\$ 330,004.25	\$ 66,558.00	\$ 267,285.00	\$ 333,843.00	101.2%
China Clipper	AHHC	JSCO	26	Family	1	\$ 44,629.00	\$ 9,977.21	\$ 34,799.00	\$ 44,776.21	100.3%
Scattered Sites	AHA	JSCO	34	Family	0	\$ 58,731.00	\$ 10,016.00	\$ 40,790.00	\$ 50,806.00	86.5%
Parrot Village and Gardens	AHA	JSCO	58	Family	1	\$ 161,653.00	\$ 29,674.00	\$ 118,792.00	\$ 148,466.00	91.8%
Littlejohn Commons	ICD	JSCO	31	Senior	1	\$ 50,112.00	\$ 9,713.00	\$ 39,928.00	\$ 49,641.00	99.1%
Everett Commons	ICD	JSCO	20	Family	1	\$ 43,793.00	\$ 8,632.00	\$ 30,516.00	\$ 39,148.00	89.4%
Eagle Village	AHA	JSCO	36	Family	1	\$ 92,263.00	\$ 19,947.00	\$ 68,874.00	\$ 88,821.00	96.3%
<b>TOTAL</b>			576		8	\$ 992,494.25	\$ 309,489.21	\$ 739,329.00	\$ 1,048,818.21	105.7%

Property Name	Owned by	Vacant units at month end	Vacancy rate %	Units offline for rehab	Vacancy rate excluding offline units	Move ins scheduled in next month	Anticipated move outs next month	Maintenance requests completed	Evictions pending with legal
Independence Plaza	AHA	0	0.0%	0	0.0%	2	2	175	0
Anne B Diament	AHHC	0	0.0%	0	0.0%	0	1	50	0
Esperanza	AHA	2	1.7%	0	1.7%	0	0	99	1
China Clipper*	AHHC	3	12.0%	0	12.0%	3	0	2	0
Scattered Sites*	AHA	5	14.7%	2	8.8%	1	0	13	0
Parrot Village and Gardens*	AHA	3	5.3%	0	5.3%	1	0	25	0
Littlejohn Commons*	ICD	1	3.3%	0	3.3%	1	0	3	0
Everett Commons*	ICD	1	5.3%	0	5.3%	1	0	4	0
Eagle Village*	AHA	0	0.0%	0	0.0%	0	0	21	1
<b>TOTAL</b>		15	2.6%	2	2.3%	9	3	392	2

## ATTACHMENT 2

## Capital Projects Update

## FY 2020-2021 Capital Projects-Scheduled

Property	Project	Original Contract or Budget Amount	Approved Change Orders	Current or Revised Budget Amount	Original Substantial Completion	Expected or Actual Substantial Completion	Status
AHA Office	Garage Partial Conversion	1,200,000				TBD	Architecture firm selected and initial work started
AHA Offices	Office Upgrades related to COVID-19	150,000					Ongoing
AHA Office	New Maint Van (w/rear & side doors)	45,000				March 2021	Anticipate purchase 3rd Quarter of FY
All Properties	Paint & Carpet 10% of Portfolio	420,000					Ongoing at unit turns; remainder of portfolio pending lifting Shelter in Place
Anne B Diamant	Balcony Repairs (44 Balconies)	100,000				3/30/2020	Pending lifting of shelter in place and RFP issuance and award
Esperanza	Site Work (Lender Required)	100,000		86,500		8/21/2020	Complete
Independence Plaza	Exterior Renovations (walkway lighting, trellis repairs)	150,000				6/30/2020	Anticipate Issuance of RFP in 2021
Independence Plaza	Balcony Repairs (125 Balconies)	250,000				6/30/2020	Pending lifting of shelter in place and RFP issuance and award
Parrott	Parking Lot Seal & Stripe					11/15/2020	Complete
Parrott Gardens	Roof Repair--1854 St. Charles	22,000				10/31/2020	Complete
North Housing	Demolition and Related Costs	3,000,000		5,204,000			See HCD Report

## FY 2019-20 Capital Projects Update (Scheduled)

Property	Project	Original Contract or Budget Amount	Approved Change Orders	Current or Revised Budget Amount	Original Substantial Completion	Expected or Actual Substantial Completion	Status
Anne B Diamond & Independence Plaza	Balcony Assessment	200,000	0	200,000	11/1/2019	12/15/2019	Inspections COMPLETE; ABD report received & currently under review; IP report scheduled for review in September 2020
Sheman Street	Plumbing	25,000	0	80,000	11/1/2019	11/30/2020	Base scope work COMPLETE, staff currently coordinating finish repairs; one unit back online
Lincoln House	Fire Damage	101,000	-	236,500	11/26/2019	10/30/20	Construction has begun and is scheduled to conclude in October, though delays due to window delivery
Independence Plaza	ADA Doors	160,000	0	68,000	8/2/2019	11/15/2019	COMPLETE
Independence Plaza	Sprinkler Inspections/Repairs	14,995	0	14,995	10/15/2019	10/15/2019	COMPLETE
Sherman Street	Roofing	145,000	0	145,000	10/18/2019	10/18/2019	COMPLETE
Haight Avenue	Renovation Project (Pending Acquisition)	500,000	-	500,000	-	-	No update, project pending acquisition
Rosefield Village	Redevelopment Project	7,000,000	-	7,000,000	2020	2020	See HCD Report
North Housing	Demo/New Construction	3,000,000	-	3,000,000	2024	2024	See HCD Report



# Housing Authority of the City of Alameda

PHONE (510) 747-4300  
FAX (510) 522-7848  
TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners  
From: Sylvia Martinez, Director of Housing Development  
Date: January 20, 2021  
Re: Accept the Monthly Overview Report for Housing Development

---

## **BACKGROUND**

This memo provides an overview of the Housing Development departmental activities for the prior month.

## **DISCUSSION**

### Island City Development

The Housing Authority previously made two predevelopment loans to Island City Development (ICD) on behalf of two development projects: North Housing and Rosefield Village. The loan balance and project details are discussed in the subsequent project specific Board reports.

### Affordable Housing Project Pipeline

*Rosefield Village* – An update report on the project is a separate Board item.

*North Housing* – An update report on the project is a separate Board item.

*Feasibility Studies* – The feasibility studies of two potential projects were discussed in closed session. One is on hold and the second is in process.

Staff continues to evaluate potential real estate development and acquisition opportunities throughout Alameda as they become available.

### Asset Management

Staff finalized and closed out the insurance claim for the 2018 Lincoln House unit fire. Staff completed the annual HOME compliance reporting and will submit the audit upon completion by March 31, 2021. Staff continues to complete the monthly financial review of the properties.

Staff completed the US Bank Designation of Lower Income report. Staff received and reviewed the Low-Income Housing Tax Credit (LIHTC) Partnership budgets for the 2021 calendar year.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 2 of 2

Staff is working with the adjuster for a unit water damage insurance claim at Anne B Diament. Staff worked with The John Stewart Company on the Esperanza Apartments property management transition effective January 1, 2021 and produced a detailed six-month budget through June 30, 2021. Fannie Mae (lender) and Northmarq have conditionally approved the transaction pending the execution of the Fannie Mae Assignment of Management Services form.

Staffing

Recruitment is underway for a Senior Project Manager.

**RECOMMENDATION**

Accept the Monthly Overview Report for Housing Development.

Respectfully submitted,

DocuSigned by:  
*Sylvia Martinez*  
88FEDACB7D8D461...

Sylvia Martinez  
Director of Housing Development





# Housing Authority of the City of Alameda

PHONE (510) 747-4300  
FAX (510) 522-7848  
TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners

From: Richard Yoshida, Project Manager

Date: January 20, 2021

Re: Accept the Monthly Development Report for North Housing

---

## **BACKGROUND**

The North Housing Project is the redevelopment of approximately 12 acres of land at the former Alameda Naval Air Station (NAS) at the site known as Coast Guard Housing. The Housing Authority is leading the development under a homeless accommodation conveyance, alongside partners Alameda Point Collaborative (APC) and Building Futures. On February 21, 2016, the Board authorized acceptance of the Quit Claim deed for conveyance of the property to the Housing Authority. On June 5, 2018, City Council approved the resolution for transfer of the North Housing site to the Housing Authority. North Housing successfully transferred to Housing Authority ownership on May 30, 2019. The Board approved the Agency's Vision for the North Housing site at its August 2019 meeting.

Please see previous monthly Board reports for project details prior to this month's update. Documentation of the master planning process may be found at [www.northhousing.org](http://www.northhousing.org).

## **DISCUSSION**

The Development Plan was approved at the Special Planning Board Meeting on August 17, 2020 and the Tentative Map was approved at the City Council Meeting on September 15, 2020.

Work is moving ahead to prepare the site for development. Singleton Road has now been opened to the public and subject to a use agreement with the City. Carmel Partners continues to manage the Demolition and Abatement of the existing 16 buildings. Staff is processing the fourth draw. The Board of Commissioners approved increases in the loan (\$2,408,000) and abatement contract at the November 18, 2020 meeting. The demolition is now projected to be completed in April/May 2021.

Staff has continued discussions with our partners, APC and Building Futures, which will update and refine the MOU. Staff has contacted HKIT Architects on the first phase of 90 units of permanent supportive housing and will restart planning once the partners clarify their direction for funding applications in 2021.

Security continues to patrol the site and notify staff promptly as incidents occur. There has been an increase in activity possibly due to the opening of the streets.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 2 of 2

Staff continues to monitor and respond to questions regarding the site development plan approval of 586 affordable rental units.

## **FINANCIAL IMPACT**

In November 2020, the Board authorized a predevelopment loan of \$6,238,000 for costs associated with master planning, carrying costs, demolition, and pre-development work for the first 90 units of permanent supportive housing. Funds are being disbursed to ICD on an as-needed basis. The chart below summarizes expenses through December 2020.

### North Housing

Pre-development Loan from AHA to ICD	\$ 6,238,000
12 Acre Site Pre-Development (includes demolition)	\$ (1,360,394)
First Building Pre-Development (90 units PSH)	\$ ( 9,710)
Carrying Costs (see following for details)	\$ ( 414,265)
Remaining balance	\$ 4,453,631

### North Housing Carrying Costs-Details

<i>Predevelopment Category</i>	<u>Total</u>
Classified Ads and Public Notices/outreach material	\$ 550
Furniture and Equipment - Fencing	141,650
Insurance - Other	4,293
Legal Expense	1,167
Office Supplies/Equipment	542
Prepaid - Other	7,286
Professional Services (Other)	17,208
Security, Landscape & Other Maintenance	211,785
Survey/Title Fee	<u>29,785</u>
Grand Total	\$ 414,265

## **RECOMMENDATION**

Accept the Monthly Development Report for North Housing.

Respectfully submitted,

DocuSigned by:

*Richard Yoshida*

42DD25092BC844B...

Richard Yoshida  
Project Manager





# Housing Authority of the City of Alameda

PHONE (510) 747-4300  
FAX (510) 522-7848  
TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: January 20, 2021

Re: Approve an Internship Program to Provide Research and Analysis Support for Housing Authority Projects and Programs and Offer Professional Development Opportunities to Undergraduate and Graduate Students

---

## **BACKGROUND**

For the past five years, the Board has approved a summer internship program that provided professional development opportunities to undergraduate and graduate students. The internship has been advertised at local colleges and universities, and many qualified applications have been submitted. Annually, two or three students have been selected for the summer internship. In 2018-19, AHA also participated in a yearlong internship through the Non-Profit Housing Association of Northern California. In the past, the interns have worked on research projects, made presentations to the Board, organized a summer Brown Bag learning program for staff, supported programs at the Reading Room, helped to expand the Family Self-Sufficiency program, and assisted with a range of important tasks for various departments. The program was put on hold in 202 due to COVID 19 and will only operate this year to the extent that the health regulations can be met at all times.

In 2017, the Housing Authority received a NAHRO Agency Award of Merit in Housing and Community Development for this summer internship program. Based on this success, and the ongoing need for qualified help, staff requests Board approval to renew the program. All interns have been paid an hourly salary through a temporary staffing service.

## **DISCUSSION**

Staff proposes to continue the Internship Program in 2021 and to engage up to t interns who may work at any point during the year, beginning in spring 2021. Based on student schedules, it is expected that there may be staggered start and end dates. AHA will again advertise the internship opportunities at Bay Area colleges including the College of Alameda, University of California at Berkeley, CSU East Bay, and San Francisco State University. Often times, there are projects to work on and qualified candidates available at times other than the summer.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 2 of 2

The interns will continue to work on research and projects that support the Housing Programs, Property Management, Rent Program, Housing Development and Administrative Departments. Thanks to this variety of professional experience, several of our interns from prior years have gone on to other opportunities in affordable housing, economic development or community service. AHA has also hired some interns as permanent or temporary staff after the internship has ended, as it provides a source of qualified, available candidates familiar with the organization.

### **FINANCIAL IMPACT**

In 2019, the estimated total cost and budget for interns was \$13,500 for two interns, being paid \$17 an hour through a temporary agency, working 10 weeks for 32 hours per week. For 2021, staff estimates four interns, paid at the same rate, would bring the total program cost to be up to \$60,000 Current staffing vacancies in the departments leave unexpended funds available to meet the cost of the intern program.

### **RECOMMENDATION**

Approve an Internship Program to provide research and analysis support for Housing Authority projects and programs and offer professional development opportunities to undergraduate and graduate students.

Respectfully submitted,

DocuSigned by:  
  
88FEDACB7D8D461...

Sylvia Martinez  
Director of Housing Development







# Housing Authority of the City of Alameda

PHONE (510) 747-4300  
FAX (510) 522-7848  
TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners

From: Tony Weng, Senior Project Manager

Date: January 20, 2021

RE: Accept the Monthly Development Report for Rosefield Village

---

## **BACKGROUND**

The Housing and Community Development Department provides monthly reports on projects under construction where either AHA or Island City Development (ICD) is acting as developer and provides performance guarantees.

The Rosefield Village project includes new construction of 78 units and renovation of 14 units, totaling 92 units located on the 700 block of Buena Vista Ave. ICD is the developer. The overall project scope includes both, rehabilitation of existing structures and construction of a new building in the middle of the site. In addition to the 78 units, the new central building includes onsite laundry, property management offices, social service coordination offices, a community room, and central courtyard with play structures. Twelve existing units, in five buildings, on the east and west sides of the new building will be renovated, and one house will be converted into a duplex. Please see previous monthly board reports for project details prior to this month's update.

## **DISCUSSION**

The overall project completion and billing percentage through December 31, 2020 is approximately 6%.

Current construction activities include demolition, asbestos abatement, and ground improvements. All nine buildings slated for demolition have been demolished. Ground improvement work is about 50% complete.

Change Order #3, approximately \$60,000 was approved for additional unforeseen asbestos abatement. The additional asbestos abatement would have added 20 working days to the contract completion date of June 30, 2022. To keep the schedule on track, the GC agreed to utilize 20 Saturdays strategically for critical path work as work days. Also, GC contingency within the contract will be utilized to cover the costs of respective working Saturdays.

Owner contingency funds are held separately from the contract and as change orders are approved, the original construction contract value will increase accordingly as shown in the table below.



<b>Contingency Utilization</b>				
	Original Budget	Previous Revisions	Current Revisions	Revised Budget
Construction Contract	\$38,218,849	\$179,711	\$59,132	\$38,457,692
Hard Costs Contingency	\$4,586,262	-\$179,711	-\$59,132	\$4,347,419
Soft Cost Contingency	\$300,000	-\$134,680	\$0	\$165,320

<b>General Construction Contract Utilization</b>				
Contract Total	Value of Work Completed to Date	Retention Withheld	Amounts Paid to Date	Balance to Finish
\$38,457,692	\$2,318,743	\$184,185	\$2,134,558	\$36,138,949

Staff continues to work with AHA Property Management Department and the John Stewart Company on temporary relocation needs for the remaining households for when their units are scheduled for renovation. Below is an update on the relocation status through December 31, 2020:

Total Units	Vacant Units	Moves Completed	Currently Occupied	Remaining Units to Permanently Relocate	Remaining Units to Temporarily Relocate
53	49	30	4	0	2*

\* There are two units at 738 Eagle Ave, which will remain in place and no work planned for this building.

At the time of writing this Board report, news outlets: KPIX, Alameda Sun, and East Bay Times reported on the Rosefield Village redevelopment related to units for Alameda Unified School District employees. Pursuant to the MOU between AHA and AUSD, AHA shall use good faith efforts to require that each District Assisted Project, to the extent permitted by applicable law, provides priority to qualified employees of the District in the leasing of units reserved for income qualified households earning no more than 80% of area median income. Staff is working with City and County level staff on the Anti-Displacement Study and Tenant Selection Plan to properly implement the tenant selection requirements per the MOU, to the extent permitted by applicable law.

## **FINANCIAL IMPACT**

The Board has previously authorized a \$3.1 Million loan to Island City Development for pre-development expenses. Overall, ICD accrued a total of \$2,764,714 in pre-development expenses for the project, and ICD repaid \$2.5 Million to AHA on December 17, 2020 pursuant to the existing loan agreements. The remaining \$264,714 funds was not drawn directly from AHA. Funds were advanced by ICD during the short-term as an operating advance as there was sufficient cash at the ICD bank account. A full reconciliation was completed by Finance staff and this operating advance was reimbursed in December 2020.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 3 of 3

ICD funds were also advanced to Rosefield to fulfill the General Partner Capital Contribution requirements. These funds of \$1,115,000 will be outstanding for most of 2021, but will be repaid in three tranches. The Finance department is working with HCD to track these internal disbursements and repayments and the funding of the GP Capital Contribution is documented in a side letter between AHA and ICD.

The current construction draw schedule is shown below. The \$ Disbursed includes the current draw amount.

	<b>\$ Budget</b>	<b>\$ Disbursed</b>	<b>% Disbursed</b>	<b>\$ Balance</b>
<b>Land &amp; Buildings</b>	\$17,210,000	\$17,210,000	100%	\$0
<b>Hard Costs</b>	\$43,365,111	\$2,337,837	5%	\$41,027,274
<b>Soft Costs</b>	\$15,977,067	\$5,174,898	32%	\$10,802,169
<b>Total</b>	<b>\$76,552,178</b>	<b>\$24,722,735</b>	<b>32%</b>	<b>\$51,829,443</b>

### **RECOMMENDATION**

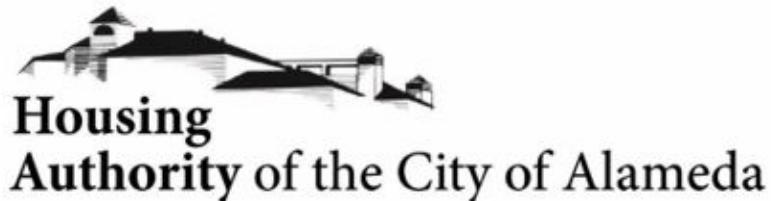
Accept the Monthly Development Report for Rosefield Village.

Respectfully submitted,

DocuSigned by:  
*Tony Weng*  
AE7A4FFC8B2642A...

Tony Weng  
Senior Project Manager





PHONE (510) 747-4300  
 FAX (510) 522-7848  
 TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners  
 From: Daniel Mills, Management Analyst  
 Date: January 20, 2021  
 Re: Accept the Monthly Overview Report on Procurement

---

## **BACKGROUND**

This memo provides an overview of the procurement activities for the agency for the months of November and December.

## **DISCUSSION**

Staff continues its internal status review of all department contracts and procedures to ensure compliance and address any deficiencies. There are a number of contracts which have been recently updated as well as some that currently are back out to bid. A listing of recently closed, current and upcoming RFQs and IFBs can be found at the end of this overview.

Developing systems and processes to further automate and standardize procurement, both inter- and intradepartmental, will be a focus moving forward. This includes, but is not limited to: centralizing and maintaining contractor lists, contract information and procurement documents, enhancing Yardi utilization, and account reconciliation. Development and implementation will be a team effort within departments and AHA as a whole and we will inform the Board of all developments.

### **Other Procurement Notes**

- The current health crisis, and its fluctuating shelter-in-place requirements, has continued to impact many of our operational and procurement efforts during this period. However, we have demonstrated the flexibility and adaptability required to maintain the 'normalization' of engagement with tenants and vendors. Construction and renovations projects are no longer having the difficulty in attracting vendors as in the previous reporting months.
- Staff is having ongoing discussions with some vendors to ensure compliance with contract expectations. In some areas, this has resulted in increased monitoring and deferring payments on invoices.



- Contract Extensions for this Quarter include Robert Half International, to March 31, 2021 in the Amount of a Total Not to Exceed \$300,000.
- As previously reported, we have decided to enter into a contract with CivicPlus to purchase CivicClerk, their Board Management Software, to assist in generating and distributing the scheduled Board memos. Contract price has been revised to \$20,500 to make additional training available, if needed, but can be refunded if unused by the end of the contract. We are on schedule with the vendor to deploy in early January for a launch pilot in March or April of 2021. We will inform the Board of any changes.

AHA solicitations can be found here:

[http://www.alamedahsg.org/working\\_with\\_us/business\\_opportunities](http://www.alamedahsg.org/working_with_us/business_opportunities).

A summary of current, past and upcoming RFPs and ITBs is provided below:

<b>RFP/IFB</b>	<b>Description</b>	<b>Status</b>
Appliances	Appliances for residential units	Bidding closed and received, under internal review.
Benefits Broker	For AHA personnel.	RFP to be issued in Spring.
Copier Services	For the AHA Office	RFP to be issued in Spring.
Flooring Services	For Office and AHA managed properties	New contract with BACC executed October 26, 2020.
Gutter and Downspout Cleaning	For Office and AHA managed properties	IFB to be issued in December.
Inspection Services	For HQS	RFP closed, under internal review.
Janitorial Services	For Office and AHA managed properties	New contract with Nova executed October 26, 2020.
Landscape Maintenance	For Office and AHA managed properties and North Housing	New contract with Banksia Landscaping executed October 26, 2020.
Painting Services	For Office and AHA managed properties	New contract with H.B. Restoration executed October 26, 2020.
Payroll Services	For AHA personnel.	RFP to be issued in Spring.
Pest Control	For Office and AHA managed properties	Bidding closed and received, under internal review.
Recruiting Services	For AHA open positions.	Bidding closed and received, under internal review.
Security Services.	For Office and AHA managed properties as needed	Bidding closed and received, under internal review.
Website Services	The main AHA website.	Currently being drafted.



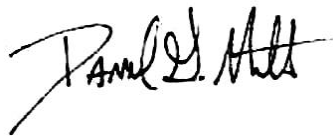
Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 3 of 3

**RECOMMENDATION**

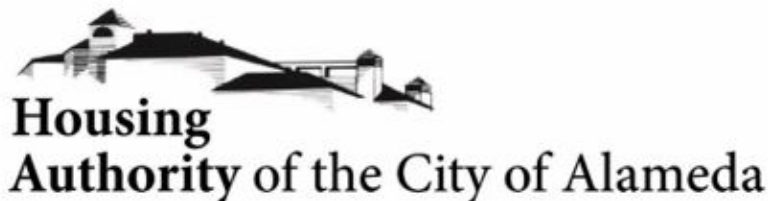
Accept the Monthly Overview Report on Procurement.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Daniel Mills". The signature is written in a cursive style with a large initial "D" and "M".

Daniel Mills  
Management Analyst





PHONE (510) 747-4300  
FAX (510) 522-7848  
TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners  
From: Louie So, Director of Finance  
Date: January 20, 2021  
Re: Accept the Monthly Financial Report for the Month of November 2020

---

### **BACKGROUND**

This high-level, Finance and Budget Variance Report covers preliminary unaudited financial operating results compared to the FY 2020-21 budget for the period from July 1, 2020 through the month ending November 30, 2020. Although the audited financial statements is on an accrual basis, the month-to-month financials are on a hybrid accrual and cash basis. The numbers presented are subject to change based on the adjustments from the final audited financial statement report.

On June 19, 2019, the Board of Commissioners approved a one-year operating budget for all programs covering fiscal year July 1, 2019 through June 30, 2020. On April 15, 2020, the Board approved the use of an abbreviated Fiscal Year 2020-2021 budget process due to the ongoing health crisis and staffing shortages. On Jun 24, 2020, the Board of Commissioners approved a one-year operating budget for the period covering fiscal year July 1, 2020 through June 30, 2021.

The financial reports include five properties which were transferred to AHA's affiliate, Alameda Affordable Housing Corporation (AAHC). These properties are Anne B. Diamant, China Clipper Plaza, Stanford House, Lincoln-Willow Apartments and Independence Plaza. All members of the Board of Commissioners also serve as the Board of Directors of AAHC.

As part of the strategic plan, it is expected that that instead of monthly financial statement reporting, AHA staff migrate and adopt a simplified format with key performance metrics to track financial performance of the authority on a quarterly basis. A simplified format will be presented with the December 2020 data in the next Board of Commissioners meeting.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 2 of 7

## **DISCUSSION**

### Overview

<b>July-November 2020 Financial Snapshot</b>	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>
TOTAL REVENUE	23,680,506	20,551,610	<b>3,128,895.80</b>	<b>15.22</b>
OPERATING EXPENSES	18,900,559	20,469,128	<b>1,568,569.50</b>	<b>7.66</b>
NET OPERATING INCOME BEFORE DEPRECIATION	4,779,947	82,482	<b>4,697,465.30</b>	<b>5,695.14</b>
DEPRECIATION EXPENSE	717,930	697,261	<b>20,669.16</b>	<b>2.96</b>
TOTAL EXPENSES	19,618,489	21,166,389	<b>1,547,900.34</b>	<b>7.31</b>
NET INCOME	4,062,017	(614,779)	<b>4,676,796.14</b>	<b>-760.73</b>

Year-to-date variances are as follows: total revenue is higher than budget by \$3,128,895 (15.22%), operating expenses are below budget by \$1,568,569.50 (7.66%) resulting in net operating income (before depreciation) being higher than budget by \$4,697,465. Further discussions on the cause of these variances are below.

AHA has outsourced Eagle Village and Rosefield Village projects to The John Stewart Company (JSCO) prior to 2019. Additional AHA and AAHC properties were transferred to JSCO's management on July 1, 2020 including Parrot Gardens, Parrot Village, Detached Homes, Sherman Street, Lincoln House, Senior Condos, Stanford House, Lincoln Willow and China Clipper Plaza Apartments. Income and occupancy figures are provided in the Monthly Overview report for Property Operations for the properties managed by JSCO. AHA receives financial statement packages from JSCO for these properties on a monthly basis by the 3<sup>rd</sup> business week of the following month, and the financial activity are consolidated and presented in the exhibits attached to this memorandum. Esperanza was outsourced to JSCO as of January 1, 2021, and reporting by JSCO will be provided by February 2021 for the month of January 2021.

### Operations Budget - Revenue

Year-to-date - Rental income (Total Tenant Revenue) of \$5,669,629.85 is predominantly made up of Housing Assistance Payments (HAP) received for AHA units, the tax increment subsidy for Independence Plaza, and tenant rents received. This is higher than budget by \$331,592.35 or 6.21%. Please note that the tax increment subsidy for Independence Plaza is received as one lump sum from the City of Alameda. The amount received was \$766,663 and is earned proportionally for the 6 months between July through December 2020; this is presented under account 7030060 in the attached exhibits.

Total Other Income and Restricted Income is lower than budget by \$246,059 (26.14%). This is mostly attributable to account 711092 Professional Service Revenue as Rent Program and Housing Development reimbursements from the City of Alameda are in arrears. AHA staff has followed up on these outstanding MOU reimbursements and the City. Additionally, \$100,000 in budgeted fee from the AHA/ICD services agreement will be presented in the December 2020 financial reporting. Furthermore, interest earned





Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 3 of 7

from CAMP and LAIF are lower than budget due to the low interest rate environment, and LAIF investments are earned on a quarterly basis in arrears.

Tenant rental revenue is \$272,073.90 (14.49%) lower than budget, with the tax increment payment for Independence Plaza being on par with budget. HAP received for AHA properties is higher than budget by \$530,579 (18.01%).

In November 2020, an additional \$1,399,195.29 was provided through the Alameda Unified School District Recognized Obligation Payment Schedule. These funds has been allotted to Rosefield Village rehabilitation.

Going forward, AHA can expect a lower than projected collection of the tenant portion, due to the current health crisis and related job losses. This has been offset by higher HAP subsidy received so total tenant rents and related HAP is higher than budget by \$291,215.90 on a net basis. Staff will continue to monitor tenant and HAP income closely. Please see Monthly Overview Report for Property Operations for more information. Continued lease-up will continue provided households can be processed during the current health situation that does not adversely impact their inclination to move-in.

For the past several years, Administrative Fees from HUD have not fully funded the Housing Programs Department, and the Section 8 Program has been subsidized by income from AHA properties. Although the recent CARES Act provided two additional months of Administrative Fee, this is not expected to cover the additional costs incurred due to the current health crisis. AHA has received an additional \$350,010 in May 2020 from HUD but the uses and timing of these funds are restricted. Additional CARES Act Administrative Fee funds of \$421,086 was received from HUD in August 2020. Due to the 2 special CARES Act funding, Administrative Fee income from HUD is higher than budget by \$470,290 (63.03%).

The factors that affect how much Administrative Fee AHA receives are the proration percentage and the number of units leased at approximately 80% for the 2020 calendar year

Furthermore, staff has applied for additional HAP funding with HUD in September 2020, and AHA received \$1,362,837 that same month. As of September 2020, AHA is officially out of HAP shortfall status with HUD. Please see the Monthly Overview Report for the Housing Programs Department for further information.

### Expenses

Total operating expenses are lower than the year-to-date budget by \$1,586,569.50 (7.66%). This is mainly due to lower salary and benefit expenses, which are under budget due to vacant positions (see Monthly Overview Report for Operations, H.R. and I.T.). Additionally, a conservative approach was taken during the FY 2021 budget process. Housing Development, Finance, Portfolio Management and The John Stewart Company staff meet periodically to review the financial statements to monitor actuals versus budget amounts.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 4 of 7

### Housing Assistance Payments (HAP) Pass-through

The Housing Assistance Payments (HAP) pass-through includes all the Housing Choice Voucher/Section 8, Shelter Plus, and Bessie Coleman (SRO) programs. Year-to-date HAP revenue (8010000 HUD Operating Grants) is \$1,234,268 (9.3%) higher than budget which is driven by the additional HAP shortfall funds of \$1,362,837 stated previously. Staff continues to make progress on \$163,341 (Account 9700800) in accounts receivable for Port-In billings from other public housing authorities. This amount is subject to change due to net Port-Outs. Port-In billing collections was not budgeted in the FY 2021 budget process.

Shelter Plus Care revenue is paid in arrears by the Alameda County Housing and Community Development Department and is \$15,438 below budget (8.02%).

### Statement of Net Position

The Housing Authority has adequate cash resources for operations. As of November 30, 2020, AHA, AAHC and its affiliates have \$12.4 Million in cash, and \$17.6 Million held in LAIF and CAMP investments.

Please also see "Accept the Quarterly Investment Report for Period Ending December 31, 2020" for more information on the LAIF and CAMP accounts.

## **OTHER ISSUES IMPACTING FINANCE DEPARTMENT**

### COVID-19 Mission Critical Tasks:

Due to California's Shelter in Place order and the effects of the health situation, the finance management team has been prioritizing the following mission critical tasks:

- (1) Review new regulatory and tax pronouncements stemming from COVID-19 and how they may apply to AHA, AAHC, and its affiliates. This includes CARES Act administrative fee increases, and expected annual and quarterly reporting on CARES Act funds.
- (2) Continue to ensure Housing Assistance Payments are paid to landlords and AHA owned properties timely and to transfer landlords receiving a paper check to ACH for swifter payment and to reduce postage costs.
- (3) Continue to ensure payroll to our employees are paid timely and with no interruption.
- (4) Allow vendors the ability to submit invoices electronically through a web portal (Yardi VendorCafé) and allowing AHA the ability to pay via electronic funds transfer.
- (5) Ensure the accounting is recorded appropriately for the fiscal year in anticipation of the upcoming submittal of the unaudited FDS by the extended deadline of October 31, 2020 and review for any resubmission requests by HUD
- (6) Continue to liaise with auditors remotely to ensure documents (redacted of PII) are shared via Sharefile and that the auditors can continue their review offsite.

### Staffing



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 5 of 7

The finance management team continues to work on mission critical tasks listed above. Nan McKay and Associates continues to provide consulting services including HUD's monthly Voucher Management System (VMS) report and the annual unaudited Financial Data Schedule (FDS). Currently, the Finance Department is fully staff, and an additional finance consultant is being utilized for special projects.

### Audit and Tax

#### AHA

AHA's single audit and final audit FY 2019 FDS was submitted to HUD's Real Estate Assessment Center in March 2020 and the Federal Audit Clearinghouse. The audited FY 2019 FDS was rejected in May 2020 and AHA staff, Citrin Cooperman, and Nan McKay discussed the response prior to resubmittal. AHA staff resubmitted the FDS in September 2020 prior to the deadline of September 30, 2020. In late October 2020, HUD staff rejected the 2nd submission. The questions posed by HUD are not controversial in nature, and mostly referenced the disclosures of the audited financial statements.

AHA staff prepared a response by referencing the audited financial statements and submitted the response to HUD on November 5, 2020, which was cross reviewed by Citrin Cooperman and Nan McKay prior to resubmittal. AHA staff is awaiting Citrin Cooperman's confirmation to resubmit the 2019 FDS package a 3<sup>rd</sup> time in the beginning of January 2021.

The unaudited FY 2020 FDS was submitted timely to HUD's Real estate Assessment Center on October 30, 2020, including a new section on how AHA spent CARES Act funds in FY 2020. As of January 2021, this is still pending review by HUD.

#### AAHC

Although AHA is exempt from filing a federal tax return, AAHC is required to file a tax return (IRS Form 990 and its California equivalent). The June 30, 2020 tax return has a final extended filing deadline of May 15, 2021. The tax extensions were appropriately filed by Citrin Cooperman in October 2020. It is anticipated that the tax return for AAHC will be brought to the Board of Commissioners for their review in the April 2021 meeting.

#### Island City Development

AHA is working with the CPA firm Hothouse, Carlin & Van Tright LLP (HCVT) for audit work of Island City Development and the three low-income housing tax credit (LIHTC) project partnerships (Sherman & Buena Vista, L.P. and Everett & Eagle, L.P., and Constitution & Eagle, L.P. the "LPs"). Planning for the Calendar Year 2020 audits is underway.

Sherman & Buena Vista, L.P. received the executed Form 8609 from the California Tax Credit Allocation Committee ("TCAC") to issue IRS Form 8609. The IRS Form 8609 was executed by the Executive Director and provided to the IRS, TCAC and the



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 6 of 7

investor. The Form 8609 is a requirement to present low-income housing tax credits on the tax returns of the project partnerships.

Everett & Eagle, L.P. received Form 8609 from TCAC in December, and AHA staff will review and file with TCAC and the IRS as appropriate

Additionally, various LLC affiliates have tax filing requirements throughout the year, including the tax extension deadline which will be March 15, 2021. These LLC affiliates have minimal activity and will be filed by the extended deadline of September 15, 2021.

Island City Development's audited financial statements and tax return planning has begun. The extended filing deadline of the tax return for the 2020 year is November 15, 2021.

#### Unfunded Pension Liabilities

On May 20, 2020, the Board of Commissioners voted to fund CalPERS \$1 Million and to continue to fund the unfunded pension liabilities under the soft fresh start mechanism. AHA funded \$1,000,000 before the end of fiscal year June 30, 2020. On an ongoing basis, AHA staff will monitor on an annual whether the accrued unfunded liability is within 90%-110% of funding level and will escalate to the Board of Commissioners on whether there is any action that will be needed. AHA staff will include in the annual audited financial statements this information in the management discussion & analysis section.

Furthermore, the financial activity of the Section 115 Other Post-Employment Benefits Trust (CalPER's California Employer's Retiree Benefit Trust) will be incorporated in the consolidated audited financial statements that will be presented to the Board of Commissioners in March 2021.

#### Budget

An abbreviated budget for the fiscal year July 1, 2020 through June 30, 2021 was brought to the Board of Commissioners in the June 24, 2020 meeting. The Board of Commissioners passed the motion to adopt the Resolution to Approve the Housing Authority's One Year Budget for Fiscal Year July 1, 2020 to June 30, 2021.

AHA staff utilized a conservative approach in FY2021 budget preparation, adopting prior year actual income as a proxy for FY2021 budgeted income. Actual tenant and HAP income have been trending higher in the last several months. If the budgeted net income amounts continues this trend on a material basis (i.e. impacting 10% of net income), AHA staff will bring back to the Board of Commissioners a budget revision in 2021.

#### Banking Activities

As Esperanza was transferred to The John Stewart Company's management effective 1/1/2021, additional operating and security deposit bank accounts were open at Citibank.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 7 of 7

### Rosefield Village rehabilitation

Rosefield Village was transferred from AHA to ICD's affiliate, Constitution & Eagle, L.P., in mid-August 2020 for the LIHTC equity and construction loan closing. In December 2020, ICD reimbursed AHA the predevelopment loan after a full reconciliation by AHA staff was completed. The Board has previously authorized a \$3.1 Million loan to Island City Development for pre-development expenses (of which ICD advanced \$2.7 million for predevelopment costs for the Rosefield project).

Furthermore, the Finance department is working with the Housing Development team to ensure that the construction draw process and disbursement will occur timely, as well as the recordation of predevelopment, construction and sources.

### Quarterly Financial Reporting

As part of the strategic plan, it is expected that in the upcoming months that instead of monthly financial statement reporting, AHA staff migrate and adopt a dashboard of key performance metrics to track financial performance of the authority on a quarterly basis. A simplified format will be presented with the December 2020 data in the next Board of Commissioners meeting.

## **RECOMMENDATION**

Accept the Monthly Financial Report for the Month of December 2020.

Respectfully submitted,

DocuSigned by:  
**Louie So**  
CC6FAB3A8A824DA...  
Louie So, CPA  
Director of Finance

Attachments:

1. Balance Sheet – November 2020
2. Budget Comparison – Revenue & Expense - Detail
3. AHA Revenue & Expense (Actual versus Budget)



## Attachment 1

1/6/2021 10:33 AM

## Balance Sheet

Period = Nov 2020

Book = Accrual

	Current Balance
1000000 ASSETS	
1100000 CURRENT ASSETS	
1101000 CASH	
1110010 Cash - Unrestricted	9,338,809.66
1110011 Cash-Unrestricted-Saving/Money Market	25,331.00
1110012 Cash - Reserve for Building	78,450.83
1110013 Cash - Reserve for 3rd Party Managed Buildings	95,800.49
1110014 Cash - Reserve for Equipment	2,152.00
1110018 Cash - Operating Checking with 3rd Party	1,763,320.33
1110019 Petty Cash with 3rd Party	200.00
1110020 Cash - Petty cash	500.00
1110021 Cash - Benefit Account	78,864.99
1110030 Cash - FSS	119,213.12
1110040 Cash - Replacement Reserve Bldg	312,415.00
1130030 Cash - Restricted Sec Dep	244,855.08
1140000 Cash - Tenant Security Deposits	339,160.17
1140050 Cash - Tenant Security Deposits with 3rd Party	44,268.00
1199000 TOTAL CASH	12,443,340.67
1200000 ACCOUNTS RECEIVABLE	
1240010 Accounts Receivable - Government	1,661,395.18
1240050 HAP Rent Receivable	126,336.11
1240070 Accounts Receivable- HUD	6,401.58
1250010 Accounts Receivable - Other	464,246.24
1250050 Accounts Receivable - 3rd Party Management	42,398.07
1255000 Subsidy Suspense Receivable	-27,854.07
1260000 Accounts Receivable - Tenant	383,649.49
1260050 Accounts Receivable - Tenant Rent with 3rd Party	96,269.61
1261000 Allowance for Doubtful Accounts -Dwelling Rent	-107,605.35
1280000 Fraud Recovery	30,554.98
1281000 Allowance for Doubtful Accounts - Fraud	-29,829.78
1290000 Accrued Interest Receivable	5,548.82
1299000 TOTAL ACCOUNTS RECEIVABLE	2,651,510.88
1300000 INVESTMENTS AND OTHER CURRENT NOTES	
1310000 Investments(LAIF)- Unrestricted	10,372,532.25
1320010 Investments - Other	200.00
1320020 Investments(LAIF) (Restricted) - FSS Escrow	-325.78
1320030 Investments(LAIF)- Building Reserve	1,073,106.76
1320040 Investments(LAIF) - Equipment Reserve	167,058.44
1350000 Investments - Restricted	0.15
1350010 Investment(LAIF)-Restricted (Jack Capon Villa Trust)	1,402.42
1350021 PFM-Cash	-184.25
1350031 Investments - CAMP	6,002,892.13
1350100 Mortgage Receivable	76,942,290.92

## Balance Sheet

Period = Nov 2020

Book = Accrual

	Current Balance
1350103 Mortgage Receivable-Jack Capon L. P.	103,452.26
1350105 Loan Receivable-Security Deposit Loan	92,569.00
1350106 Loan Receivable - ICD	17,442,482.00
1350107 Loan Receivable-RCD/Stargell/Tri Pointe	2,000,000.00
1350109 Loan Receivable - Section 8	1,790,000.00
1360000 TOTAL INVESTEMENTS AND OTHER CURRENT NOTES	<u>115,987,660.55</u>
1400000 PREPAID EXPENSES	
1420010 Prepaid Insurance - Property	27,874.38
1420020 Prepaid Insurance - Liability	41,449.07
1420040 Prepaid Insurance - Worker Comp	26,140.20
1420050 Prepaid - Other	36,743.61
1420051 Prepaid Rent	14,400.00
1420070 Escrow Deposits - Property	26,697.56
1420075 Escrow Dep. PNC Hedge Res.	83,917.31
1420095 Prepaid Expense - Management Company	109.20
1430000 Inventories	21,666.62
1430010 Replacement Reserve-NorthMarq Loan	635,345.56
1430020 Reserve for Replacement NorthMarq	<u>524,587.49</u>
1440099 TOTAL PREPAID EXPENSES	1,438,931.00
1440105 INTERPROGRAM	
1440110 Interprogram (Due From)	1,547,173.78
1440111 Interprogram Due From Sherman St FACSA	12,725.19
1440112 Interprogram Due From Lincoln St FACSA	7,093.49
1440210 Interprogram Due From Esperanza	687.81
1440411 Interprogram Due from Detached Home	-0.02
1440452 Interprogram Due From Stargell Commons	8,156.24
1440453 Interprogram Due From Island City Development - 4530	203.94
1440601 Interprogram Due From ABD	-22,495.73
1440602 Interprogram Due From Rosefield Village - 4537	218.80
1440603 Interprogram Due From Parrot Gardens	15.11
1440604 Interprogram Due From Stanford House	4.67
1440605 Interprogram Due From Lincoln/Willow	15.12
1440606 Interprogram Due From Senior Condos	18.23
1440607 Interprogram Due From China Clipper	407.65
1440608 Interprogram Due From Regent Street Land	1,530.11
1440609 Interprogram Due From Santa Clara Land	60.19
1440610 Interprogram Due From Eagle Village	264.80
1440613 Interprogram Due From Shinsei Gardens	2,580.11
1440710 Interprogram Due From Section 8 Vouchers	435,589.63
1440899 TOTAL INTERPROGRAM	<u>1,994,249.12</u>
1500000 TOTAL CURRENT ASSETS	<u>134,515,507.97</u>
1590000 LONG TERM ASSETS	
1600000 FIXED ASSETS	

## Balance Sheet

Period = Nov 2020

Book = Accrual

	Current Balance
1609999 LAND AND BUILDINGS	
1610000 Land	58,219,778.63
1620030 Buildings	30,922,109.33
1620031 Buildings Improvements	1,430,575.13
1629000 TOTAL LAND AND BUILDINGS	90,572,463.09
1630040 Furniture and Equipment - Dwelling	348,111.58
1630041 Furniture and Equipment - Other	116,685.50
1650000 Leasehold Improvements	14,414,630.70
1660030 Accumulated Deprecation	-30,044,756.51
1699000 TOTAL FIXED ASSETS	75,407,134.36
1700000 ALL OTHER ASSETS	
1740000 Other Asset	110,510.02
1770000 TOTAL ALL OTHER ASSETS	110,510.02
1800000 DEFERRED OUTFLOW	
1800200 Deferred Outflow of Resources	1,505,707.01
1890000 TOTAL DEFERRED OUTFLOW	1,505,707.01
1900000 CONSTRUCTION IN PROGRESS	
1900100 CIP - On Site Improvement	65,043.00
1900210 CIP - Architectural & Engineering Fees	23,852.50
1900230 CIP - Professional Services (Other)	17,208.00
1900410 CIP - Environmental Testing & Reports	13,800.00
1900420 CIP - Permit & Fees (plan'g,build'g,public work,school dist)	686.77
1900430 CIP - Utilities Fees	607.60
1919999 TOTAL CONSTRUCTION IN PROGRESS	121,197.87
1929999 TOTAL LONG TERM ASSETS	77,144,549.26
1999999 TOTAL ASSETS	211,660,057.23
3000000 LIABILITIES AND EQUITY	
3005000 LIABILITIES	
3100000 CURRENT LIABILITIES	
3100500 ACCOUNTS PAYABLE	
3120010 Accounts Payable<= 90 Days	199,276.78
3120011 Accounts Payable -CALPERS (employee portion)	558.57
3120012 Accounts Payable-Health Insurance (employee portion)	3,880.94
3120014 Accounts Payable-Garnishment (employee portion)	366.50
3120015 Accounts Payable-Vision Insurance (employee portion)	696.99
3120016 Accounts Payable-Life Insurance (employee portion)	-35.31
3120018 Accounts Payable-PARS retirement (employee portion)	133.76
3120019 Accounts Payable-Flexible Spending Account(employee portion)	3,669.07
3120020 Accounts Payable > 90 Days Past Due	-39.99
3120021 Employees Cobra	765.27
3120022 Accounts Payable-PERS 1959 Surv(Employee Portion)	80.91
3120023 Accounts Payable-FSA Transit Plan	507.85
3120024 Accounts Payable FSS	94,181.69



**Balance Sheet**

Period = Nov 2020

Book = Accrual

	<b>Current Balance</b>
3120026 Accounts Payable FSS Interest	-31.20
3120029 Accounts Payable - 3rd Party Management Company	38,239.33
3120030 Accrued Wage/Payroll Taxes Payable	1,101.95
3120040 Accrued Compensated Absences - Current Portion	187,022.52
3120045 Accrued Vacation Payable - 3rd Party Management	3,787.66
3120070 Accrued Payables	116,974.76
3120075 Accrued Accounts Payable - 3rd Party Management	229,079.57
3330100 Tenants- Rents Payable	9,900.00
3339000 TOTAL ACCOUNT PAYABLE	<u>890,117.62</u>
3400000 SECURITY DEPOSITS HELD	
3410010 Tenant Security Deposits	462,146.29
3410015 Tenant Security Deposits - held with 3rd Party Management	36,889.00
3410020 Tenant Security Deposits - Pets	900.00
3410030 Tenant Security Deposits - Gate Opener	25.00
3410040 Tenant Security Deposits - Satellite Dish/Antenna	1,500.00
3410060 Tenant Security Deposits - Pooled Interest	61,619.44
3410999 Security Deposit Refund	6,815.59
3419000 TOTAL SECURITY DEPOSITS HELD	<u>569,895.32</u>
3419900 OTHER LIABILITIES	
3420000 Prepay Tenant Rent	75,839.68
3421000 Prepay Tenant Rent - 3rd Party Management	78,965.36
3425000 Unearned Revenue	127,344.50
3426000 Prepaid Ground Lease Rent	16,282,176.97
3430000 Current Portion of Long Term Debt - Capital Projects	648,623.66
3449000 TOTAL OTHER LIABILITIES	<u>17,212,950.17</u>
3470000 INTERPROGRAM	
3470050 Interprogram (Due to)	1,478,114.76
3470110 Interprogram Due To General Fund	468,483.72
3470601 Interprogram Due To Anne B Diament Plaza	19,786.00
3471000 Due To/Due From Suspense Account	102,913.80
3480000 TOTAL INTERPROGRAM	<u>2,069,298.28</u>
3499000 TOTAL CURRENT LIABILITIES	20,742,261.39
3500000 NON-CURRENT LIABILITIES	
3510020 Reduction to Mortgage Loan	81,907.72
3510100 Mortgage Loan Payable	21,576,686.79
3510130 Interest Payable - City of Alameda Loan	1,099,268.04
3510140 Home Fund Loan #1	216,363.20
3510143 \$3.6M Housing Authority Loan Payable	47,325,000.00
3510150 Housing Community Dev. Loan	916,399.98
3510157 Loan Payable - Esperanza	1,790,000.00
3510160 Home Fund Loan #2	282,700.00
3540000 Accrued Compensated Absences - Noncurrent	141,356.77
3570000 OPEB Liability	-128,123.28

1/6/2021 10:33 AM

**Balance Sheet**

Period = Nov 2020

Book = Accrual

	<b>Current Balance</b>
3580000 Pension Liability	909,006.40
3599000 TOTAL NON-CURRENT LIABILITIES	<u>74,046,750.18</u>
3999000 TOTAL LIABILITIES	94,789,011.57
4000000 Equity/Net Assets	
4000001 EQUITY	
4000100 DEFERRED INFLOW	
4001000 Deferred Inflow of Resources	1,901,463.00
4900000 TOTAL DEFERRED INFLOW	<u>1,901,463.00</u>
4999999 CONTRIBUTED CAPITAL	
5010000 Net Investment in Capital Assets	7,986,217.78
5080050 Capital Paid In	3,313,806.00
5090000 Unrestricted	81,171,421.93
5120000 Unrestricted	22,045,058.32
5120010 Net Restricted Assets	453,078.63
5950000 TOTAL CONTRIBUTED CAPITAL	<u>114,969,582.66</u>
5999900 TOTAL EQUITY	<u>116,871,045.66</u>
6000000 TOTAL LIABILITIES AND EQUITY	211,660,057.23

## Attachment 2

## Budget Comparison (with PTD)

Period = Jul 2020-Nov 2020

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
6999990 INCOME								
7000000 REVENUE								
7020000 TENANT REVENUE								
7030000 Tenant Rental Revenue	330,768.37	375,453.68	-44,685.31	-11.90	1,605,194.50	1,877,268.40	-272,073.90	-14.49
7030030 Maintenance Charges	283.00	0.00	283.00	N/A	786.00	0.00	786.00	N/A
7030040 Late Charges	0.00	0.00	0.00	N/A	40.00	0.00	40.00	N/A
7030050 Miscellaneous Other Charges	0.00	0.00	0.00	N/A	2,059.35	0.00	2,059.35	N/A
7030060 Tax Increment Payments from the City of Alameda (Independence Plaza)	127,776.50	127,777.08	-0.58	0.00	638,882.50	638,885.40	-2.90	0.00
7030100 Tenant HAP Subsidy	672,080.00	589,314.66	82,765.34	14.04	3,477,152.79	2,946,573.30	530,579.49	18.01
7030110 Vacancy Loss	-17,280.00	-27,442.92	10,162.92	-37.03	-104,504.29	-137,214.60	32,710.31	N/A
7030300 Commercial Rents (Include land lease from ICD Properties)	2,761.00	2,505.00	256.00	10.22	50,019.00	12,525.00	37,494.00	299.35
7050000 TOTAL TENANT REVENUE	1,116,388.87	1,067,607.50	48,781.37	4.57	5,669,629.85	5,338,037.50	331,592.35	6.21
7060000 FEDERAL GRANTS								
7060060 Shelter Plus Care Revenue	35,489.19	38,484.33	-2,995.14	-7.78	176,983.52	192,421.65	-15,438.13	-8.02
7069000 TOTAL FEDERAL GRANTS	35,489.19	38,484.33	-2,995.14	-7.78	176,983.52	192,421.65	-15,438.13	-8.02
7079000 OTHER GRANTS								
7080000 Other Government Grants (AUSD Recognized Obligation Payments)	1,399,195.29	0.00	1,399,195.29	N/A	1,399,195.29	0.00	1,399,195.29	N/A
7089000 TOTAL OTHER GRANTS	1,399,195.29	0.00	1,399,195.29	N/A	1,399,195.29	0.00	1,399,195.29	N/A
7100000 OTHER INCOME								
7110010 Investment Income - Unrestricted (LAIF in arrears)	0.00	11,187.75	-11,187.75	-100.00	22,061.34	55,938.75	-33,877.41	-60.56
7110011 Interest Income	1,107.96	10,114.83	-9,006.87	-89.05	9,196.11	50,574.15	-41,378.04	-81.82
7110020 Interest on Equip. Reserve	0.00	249.16	-249.16	-100.00	330.57	1,245.80	-915.23	-73.47
7110030 Interest Earned on Operating Reserve	0.00	12.00	-12.00	-100.00	0.00	60.00	-60.00	-100.00
7110060 Interest - Replacement Reserve	0.00	4,022.75	-4,022.75	-100.00	2,217.26	20,113.75	-17,896.49	-88.98
7110070 Other - Income (includes prepaid ground lease recognition - Rosefield Village)	0.00	4,336.67	-4,336.67	-100.00	156,842.84	21,683.35	135,159.49	623.33
7110075 Laundry Commission	1,098.24	2,181.58	-1,083.34	-49.66	8,329.43	10,907.90	-2,578.47	-23.64
7110082 Land Fee/Ground Lease	228.99	447.00	-218.01	-48.77	4,251.90	2,235.00	2,016.90	90.24
7110090 Other Miscellaneous Revenue	0.00	0.00	0.00	N/A	33.00	0.00	33.00	N/A
7110092 Professional Service Revenue (City Reimbursement payments in arrears and ICD)	115,231.85	167,953.59	-52,721.74	-31.39	539,377.86	839,767.95	-300,390.09	-35.77
7140000 Fraud Recovery	0.00	0.00	0.00	N/A	26.61	0.00	26.61	N/A
7150030 Miscellaneous Other Revenue	0.00	0.00	0.00	N/A	856.58	0.00	856.58	N/A
7150070 Administrative Fee	663.51	1,505.25	-841.74	-55.92	2,470.09	7,526.25	-5,056.16	-67.18
7159000 TOTAL OTHER INCOME	118,330.55	202,010.58	-83,680.03	-41.42	745,993.59	1,010,052.90	-264,059.31	-26.14
8000000 HUD GRANT								
8010000 HUD Operating Grants	2,682,518.00	2,652,990.42	29,527.58	1.11	14,499,220.73	13,264,952.10	1,234,268.63	9.30
8020000 Administrative Fees from HUD (includes CARES Act Additional)	147,403.00	149,229.17	-1,826.17	-1.22	1,216,436.00	746,145.85	470,290.15	63.03
8020110 PORT-In Administrative Fees	1,724.96	0.00	1,724.96	N/A	6,400.69	0.00	6,400.69	N/A
8030000 Administrative Fees Paid (PORT-Outs)	7,389.23	0.00	7,389.23	N/A	33,353.87	0.00	33,353.87	N/A
8100120 TOTAL HUD GRANT	2,824,256.73	2,802,219.59	22,037.14	0.79	15,688,703.55	14,011,097.95	1,677,605.60	11.97
8999000 TOTAL REVENUE	5,493,660.63	4,110,322.00	1,383,338.63	33.66	23,680,505.80	20,551,610.00	3,128,895.80	15.22
9000000 EXPENSES								
9000900 OPERATING EXPENSES								
9100000 ADMINISTRATIVE								

## Budget Comparison (with PTD)

Period = Jul 2020-Nov 2020

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9110010 Administrative Salaries	321,577.94	445,353.60	123,775.66	27.79	1,643,143.98	2,226,768.00	583,624.02	26.21
9110020 Temporary Help - Administrative	35,798.09	42,709.43	6,911.34	16.18	146,012.22	213,547.15	67,534.93	31.63
9120000 Auditing Fees	0.00	3,870.00	3,870.00	100.00	4,000.00	19,350.00	15,350.00	79.33
9130000 Outside Management Fees	13,631.03	17,818.42	4,187.39	23.50	69,621.37	89,092.10	19,470.73	21.85
9150010 Admin Employee Benefits - Medical/Dental	58,065.96	106,323.77	48,257.81	45.39	297,544.77	531,618.85	234,074.08	44.03
9150020 Admin Employee Benefits - PERS/PARS	26,484.27	40,525.92	14,041.65	34.65	154,112.61	202,629.60	48,516.99	23.94
9150030 Admin Employee Benefits - FICA	4,639.66	6,416.90	1,777.24	27.70	23,718.08	32,084.50	8,366.42	26.08
9150040 Admin Employee Benefits - SUI	352.60	1,173.59	820.99	69.96	1,146.98	5,867.95	4,720.97	80.45
9150050 Admin Employee Benefits - EAP	0.00	0.00	0.00	N/A	166.32	0.00	-166.32	N/A
9150060 Admin Employee Benefits - Life/LTD	2,269.15	2,755.91	486.76	17.66	14,297.85	13,779.55	-518.30	-3.76
9150090 Admin Employee Benefit - WC	3,512.57	2,928.92	-583.65	-19.93	20,706.63	14,644.60	-6,062.03	-41.39
9160010 Office Supplies/Equipment	5,748.67	7,617.08	1,868.41	24.53	31,210.93	38,085.40	6,874.47	18.05
9160020 Expendable Administrative Equipment	0.00	0.00	0.00	N/A	130.42	0.00	-130.42	N/A
9160030 Dues & Subscriptions Publications	523.98	100.00	-423.98	-423.98	1,183.24	500.00	-683.24	-136.65
9160040 Postage	0.00	4,102.33	4,102.33	100.00	194.24	20,511.65	20,317.41	99.05
9160050 Telephone	7,128.74	5,014.17	-2,114.57	-42.17	31,533.39	25,070.85	-6,462.54	-25.78
9160060 Bank Charges and Check Supplies	0.00	2,305.42	2,305.42	100.00	9,397.11	11,527.10	2,129.99	18.48
9160070 Commissioners Meeting Expense	108.36	0.00	-108.36	N/A	108.36	0.00	-108.36	N/A
9160080 Stationery Envelopes and Business Cards	1,108.00	0.00	-1,108.00	N/A	1,108.00	0.00	-1,108.00	N/A
9160090 Forms and Copies/Printing	6,147.83	425.00	-5,722.83	-1,346.55	10,235.07	2,125.00	-8,110.07	-381.65
9160100 Classified Ads and Public Notices/outreach material	270.00	3,131.33	2,861.33	91.38	6,299.63	15,656.65	9,357.02	59.76
9160110 Legal Expense	24,578.46	28,749.67	4,171.21	14.51	78,818.25	143,748.35	64,930.10	45.17
9160111 Payroll charge	971.68	595.67	-376.01	-63.12	4,767.74	2,978.35	-1,789.39	-60.08
9160112 Survey/Title Fee	0.00	167.00	167.00	100.00	0.00	835.00	835.00	100.00
9160113 Office Rent	10,890.66	30,611.00	19,720.34	64.42	38,162.70	153,055.00	114,892.30	75.07
9160114 Administrative Support	3,390.00	0.00	-3,390.00	N/A	11,901.28	0.00	-11,901.28	N/A
9160120 Training/Conferences and Travel	2,167.60	13,368.33	11,200.73	83.79	8,329.35	66,841.65	58,512.30	87.54
9160130 Membership Dues and Fees	149.00	948.17	799.17	84.29	4,528.00	4,740.85	212.85	4.49
9160131 Taxes & Government Fees	0.00	0.00	0.00	N/A	293.00	0.00	-293.00	N/A
9160160 Contracts - Accounting Services	0.00	284.00	284.00	100.00	7,380.00	1,420.00	-5,960.00	-419.72
9160170 Contracts - Administrative Services/Consultant	2,280.28	32,737.92	30,457.64	93.03	27,804.57	163,689.60	135,885.03	83.01
9160180 Contracts - Application Service Provider - Yardi	13,470.54	18,635.17	5,164.63	27.71	67,352.70	93,175.85	25,823.15	27.71
9160190 Contracts - Computer/Telephone Maintenance/Email	14,924.01	31,552.92	16,628.91	52.70	35,814.13	157,764.60	121,950.47	77.30
9160210 Contracts - Housing Program Services	8,876.40	0.00	-8,876.40	N/A	8,103.80	0.00	-8,103.80	N/A
9160220 Contracts - Human Resource Services	0.00	5,728.66	5,728.66	100.00	2,100.00	28,643.30	26,543.30	92.67
9160230 Contracts - Housing Inspection Services	144.05	4,726.33	4,582.28	96.95	945.05	23,631.65	22,686.60	96.00
9160260 Contracts - Office Machine Lease	737.98	1,540.08	802.10	52.08	10,785.97	7,700.40	-3,085.57	-40.07
9160270 Contracts - Web Hosting/Maintenance/Web Ads	1,390.16	1,432.67	42.51	2.97	5,744.95	7,163.35	1,418.40	19.80
9160290 Contracts - HR Recruitment	1,461.20	11,034.67	9,573.47	86.76	55,169.20	55,173.35	4.15	0.01
9160510 Association Dues	3,683.40	3,500.00	-183.40	-5.24	18,417.00	17,500.00	-917.00	-5.24
9169000 TOTAL ADMINISTRATIVE	576,482.27	878,184.05	301,701.78	34.36	2,852,288.89	4,390,920.25	1,538,631.36	35.04
9200000 TENANT/SOCIAL SERVICES/POLICE								
9210010 Tenant Services - Salaries	23,975.88	287.00	-23,688.88	-8,253.97	114,380.73	1,435.00	-112,945.73	-7,870.78
9210030 Police Services (Security Services)	0.00	15,686.67	15,686.67	100.00	61,224.00	78,433.35	17,209.35	21.94
9210100 Tenant/Social Services - Salaries	0.00	24,515.59	24,515.59	100.00	0.00	122,577.95	122,577.95	100.00

## Budget Comparison (with PTD)

Period = Jul 2020-Nov 2020

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9219000 TOTAL TENANT/SOCIAL SERVICES/POLICE	23,975.88	40,489.26	<b>16,513.38</b>	<b>40.78</b>	175,604.73	202,446.30	<b>26,841.57</b>	<b>13.26</b>
9219990 RELOCATION								
9220000 Tenant-Relocation Costs	0.00	0.00	<b>0.00</b>	<b>N/A</b>	2,102.01	0.00	<b>-2,102.01</b>	<b>N/A</b>
9229000 TOTAL RELOCATION	0.00	0.00	<b>0.00</b>	<b>N/A</b>	2,102.01	0.00	<b>-2,102.01</b>	<b>N/A</b>
9230005 TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE								
9230010 Tenant Svcs Employee Benefits - Medical/Dental	3,272.39	3,573.00	<b>300.61</b>	<b>8.41</b>	15,593.46	17,865.00	<b>2,271.54</b>	<b>12.72</b>
9230020 Tenant Svcs Employee Benefits - PERS/PARS	792.52	1,634.84	<b>842.32</b>	<b>51.52</b>	4,788.58	8,174.20	<b>3,385.62</b>	<b>41.42</b>
9230030 Tenant Svcs Employee Benefits - FICA	172.27	725.08	<b>552.81</b>	<b>76.24</b>	780.00	3,625.40	<b>2,845.40</b>	<b>78.49</b>
9230040 Tenant Svcs Employee Benefits - SUI	13.09	161.25	<b>148.16</b>	<b>91.88</b>	39.68	806.25	<b>766.57</b>	<b>95.08</b>
9230050 Tenant Svcs Employee Benefits - Life/LTD	0.00	0.00	<b>0.00</b>	<b>N/A</b>	70.64	0.00	<b>-70.64</b>	<b>N/A</b>
9230080 Tenant Svcs Employee Benefits - Other	900.92	0.00	<b>-900.92</b>	<b>N/A</b>	1,712.30	0.00	<b>-1,712.30</b>	<b>N/A</b>
9230090 Tenant Svcs Employee Benefit - WC	837.48	2,003.65	<b>1,166.17</b>	<b>58.20</b>	4,076.82	10,018.25	<b>5,941.43</b>	<b>59.31</b>
9239000 TOTAL TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE	5,988.67	8,097.82	<b>2,109.15</b>	<b>26.05</b>	27,061.48	40,489.10	<b>13,427.62</b>	<b>33.16</b>
9240005 TENANT SERVICES								
9240020 Tenant Service Activities - Contracts and O/S Services	0.00	24,934.00	<b>24,934.00</b>	<b>100.00</b>	54,400.44	124,670.00	<b>70,269.56</b>	<b>56.36</b>
9240050 Tenant/Social Sevices - Other	0.00	0.00	<b>0.00</b>	<b>N/A</b>	80.62	0.00	<b>-80.62</b>	<b>N/A</b>
9249000 TOTAL TENANT SERVICES	0.00	24,934.00	<b>24,934.00</b>	<b>100.00</b>	54,481.06	124,670.00	<b>70,188.94</b>	<b>56.30</b>
9300000 UTILITIES								
9310000 Water	33,807.75	22,084.67	<b>-11,723.08</b>	<b>-53.08</b>	79,590.83	110,423.35	<b>30,832.52</b>	<b>27.92</b>
9320000 Electricity	1,611.18	11,879.09	<b>10,267.91</b>	<b>86.44</b>	20,968.49	59,395.45	<b>38,426.96</b>	<b>64.70</b>
9330000 Gas	0.00	4,163.33	<b>4,163.33</b>	<b>100.00</b>	-5,128.62	20,816.65	<b>25,945.27</b>	<b>124.64</b>
9380010 Sewer (Passthrough Tax will be charged at later time)	15,122.18	25,221.76	<b>10,099.58</b>	<b>40.04</b>	31,817.04	126,108.80	<b>94,291.76</b>	<b>74.77</b>
9380020 Garbage	39,087.82	37,361.16	<b>-1,726.66</b>	<b>-4.62</b>	139,517.94	186,805.80	<b>47,287.86</b>	<b>25.31</b>
9380030 Other (Additional Expenses Budgeted)	0.00	36,680.06	<b>36,680.06</b>	<b>100.00</b>	0.00	183,400.30	<b>183,400.30</b>	<b>100.00</b>
9399000 TOTAL UTILITIES	89,628.93	137,390.07	<b>47,761.14</b>	<b>34.76</b>	266,765.68	686,950.35	<b>420,184.67</b>	<b>61.17</b>
9399990 MAINTENANCE								
9400000 MAINTENANCE SALARIES								
9410010 Maintenance - Salaries	51,575.66	61,391.09	<b>9,815.43</b>	<b>15.99</b>	290,633.03	306,955.45	<b>16,322.42</b>	<b>5.32</b>
9419000 TOTAL MAINTENANCE SALARIES	51,575.66	61,391.09	<b>9,815.43</b>	<b>15.99</b>	290,633.03	306,955.45	<b>16,322.42</b>	<b>5.32</b>
9420005 MAINTENANCE MATERIALS								
9420010 Maintenance Materials	10,431.84	21,797.75	<b>11,365.91</b>	<b>52.14</b>	67,064.50	108,988.75	<b>41,924.25</b>	<b>38.47</b>
9420020 Vehicle - gasoline	527.34	559.00	<b>31.66</b>	<b>5.66</b>	1,216.15	2,795.00	<b>1,578.85</b>	<b>56.49</b>
9420030 Janitorial Supplies	0.00	0.00	<b>0.00</b>	<b>N/A</b>	163.64	0.00	<b>-163.64</b>	<b>N/A</b>
9429000 TOTAL MAINTENANCE MATERIALS	10,959.18	22,356.75	<b>11,397.57</b>	<b>50.98</b>	68,444.29	111,783.75	<b>43,339.46</b>	<b>38.77</b>
9429005 MAINTENANCE CONTRACTS								
9429015 Maintenance Contracts - Unit Turnaround	12,270.04	4,404.23	<b>-7,865.81</b>	<b>-178.60</b>	13,911.27	22,021.15	<b>8,109.88</b>	<b>36.83</b>
9429030 Maintenance Contracts - Tree Trimming	0.00	917.42	<b>917.42</b>	<b>100.00</b>	0.00	4,587.10	<b>4,587.10</b>	<b>100.00</b>
9429040 Maintenance Contracts - Cycle Painting	0.00	0.00	<b>0.00</b>	<b>N/A</b>	650.00	0.00	<b>-650.00</b>	<b>N/A</b>
9429060 Maintenance Contracts - Floor Covering	195.00	6,717.95	<b>6,522.95</b>	<b>97.10</b>	760.00	33,589.75	<b>32,829.75</b>	<b>97.74</b>
9429100 Maintenance Contracts - Services	26,364.83	12,694.80	<b>-13,670.03</b>	<b>-107.68</b>	80,985.26	63,474.00	<b>-17,511.26</b>	<b>-27.59</b>
9430010 Maintenance Contracts - Painting	0.00	3,027.54	<b>3,027.54</b>	<b>100.00</b>	8,175.00	15,137.70	<b>6,962.70</b>	<b>46.00</b>
9430020 Maintenance Contracts - Plumbing	1,898.48	2,505.12	<b>606.64</b>	<b>24.22</b>	17,235.47	12,525.60	<b>-4,709.87</b>	<b>-37.60</b>
9430030 Maintenance Contracts - Landscape, Pool, Pond Maintenance	2,936.36	10,839.20	<b>7,902.84</b>	<b>72.91</b>	28,704.57	54,196.00	<b>25,491.43</b>	<b>47.04</b>
9430040 Maintenance Contracts - HVAC Maintenance	630.00	2,851.19	<b>2,221.19</b>	<b>77.90</b>	1,842.00	14,255.95	<b>12,413.95</b>	<b>87.08</b>
9430060 Maintenance Contracts - Elevator Maintenance	2,155.00	3,656.80	<b>1,501.80</b>	<b>41.07</b>	10,767.60	18,284.00	<b>7,516.40</b>	<b>41.11</b>

## Budget Comparison (with PTD)

Period = Jul 2020-Nov 2020

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9430070 Maintenance Contracts - Extermination	8,024.00	4,317.33	-3,706.67	-85.86	22,123.50	21,586.65	-536.85	-2.49
9430080 Maintenance Contracts - Electrical Maintenance	445.53	2,111.92	1,666.39	78.90	3,684.53	10,559.60	6,875.07	65.11
9430090 Maintenance Contracts - Security and Nurse Call Systems	11,532.83	1,492.00	-10,040.83	-672.98	57,666.22	7,460.00	-50,206.22	-673.01
9430110 Maintenance Contracts - Gutter Cleaning Services	0.00	1,062.72	1,062.72	100.00	0.00	5,313.60	5,313.60	100.00
9430120 Maintenance Contracts - Flooring Replmt/Cleaning Srvc	540.00	0.00	-540.00	N/A	32,059.54	0.00	-32,059.54	N/A
9430130 Maintenance Contracts - Other	1,194.30	991.07	-203.23	-20.51	55,842.69	4,955.35	-50,887.34	-1,026.92
9430140 Maintenance Contracts - Vehicle Maintenance	245.95	608.95	363.00	59.61	4,274.02	3,044.75	-1,229.27	-40.37
9430150 Maintenance Contracts - Janitorial	15,651.43	15,436.22	-215.21	-1.39	55,339.11	77,181.10	21,841.99	28.30
9439000 TOTAL MAINTENANCE CONTRACTS	84,083.75	73,634.46	-10,449.29	-14.19	394,020.78	368,172.30	-25,848.48	-7.02
9450005 MAINTENANCE EMPLOYEE BENEFITS								
9450010 Maint Employee Benefits - Medical/Dental	12,461.86	19,314.00	6,852.14	35.48	60,186.35	96,570.00	36,383.65	37.68
9450020 Maint Employee Benefits - PERS/PARS	4,626.18	5,880.33	1,254.15	21.33	24,077.37	29,401.65	5,324.28	18.11
9450030 Maint Employee Benefits - FICA	2,377.68	840.00	-1,537.68	-183.06	12,649.12	4,200.00	-8,449.12	-201.17
9450040 Maint Employee Benefits - SUI	47.56	214.16	166.60	77.79	172.72	1,070.80	898.08	83.87
9450050 Maint Employee Benefits - Life/LTD	279.22	503.92	224.70	44.59	1,386.55	2,519.60	1,133.05	44.97
9450070 Maint Employee Benefits - Uniforms/Shoes	113.57	2,013.49	1,899.92	94.36	735.61	10,067.45	9,331.84	92.69
9450091 Maint Employee Benefit - WC	2,712.25	2,671.75	-40.50	-1.52	15,514.01	13,358.75	-2,155.26	-16.13
9459000 TOTAL MAINTENANCE EMPLOYEE BENEFITS	22,618.32	31,437.65	8,819.33	28.05	114,721.73	157,188.25	42,466.52	27.02
9499000 TOTAL MAINTENANCE	169,236.91	188,819.95	19,583.04	10.37	867,819.83	944,099.75	76,279.92	8.08
9500000 GENERAL EXPENSES								
9500100 Interest Expense	79,268.38	96,591.58	17,323.20	17.93	399,682.87	482,957.90	83,275.03	17.24
9500160 Mortgage Financial Service Charge	4,795.79	0.00	-4,795.79	N/A	23,816.92	0.00	-23,816.92	N/A
9500200 Other Expense	2,100.00	0.00	-2,100.00	N/A	4,264.69	0.00	-4,264.69	N/A
9500300 Claim's Settlement Cost (Lincoln House)	0.00	0.00	0.00	N/A	204,250.00	0.00	-204,250.00	N/A
9610010 Insurance - Workers Compensation	1,064.53	0.00	-1,064.53	N/A	4,961.75	0.00	-4,961.75	N/A
9610020 Insurance - Liability	6,733.06	4,591.25	-2,141.81	-46.65	22,921.91	22,956.25	34.34	0.15
9610030 Insurance - Property	7,160.06	11,470.41	4,310.35	37.58	42,418.50	57,352.05	14,933.55	26.04
9610040 Insurance - Vehicle	513.07	1,321.75	808.68	61.18	2,565.44	6,608.75	4,043.31	61.18
9610060 Insurance - Other	2,299.57	1,255.00	-1,044.57	-83.23	11,497.79	6,275.00	-5,222.79	-83.23
9620010 Other General Expenses	500.00	0.00	-500.00	N/A	8,346.00	0.00	-8,346.00	N/A
9698000 TOTAL GENERAL EXPENSES	104,434.46	115,229.99	10,795.53	9.37	724,725.87	576,149.95	-148,575.92	-25.79
9699000 TOTAL OPERATING EXPENSES	969,747.12	1,393,145.14	423,398.02	30.39	4,970,849.55	6,965,725.70	1,994,876.15	28.64
9700000 MOD REHAB AND SPC EXPENSES								
9700570 Rent to Owners - Bessie Coleman	16,118.00	0.00	-16,118.00	N/A	82,975.00	0.00	-82,975.00	N/A
9700800 PORT-In (A/R Billings)	-46,164.00	0.00	46,164.00	N/A	-163,341.00	0.00	163,341.00	N/A
9700900 TOTAL MOD REHAB AND SPC EXPENSES	-30,046.00	0.00	30,046.00	N/A	-80,366.00	0.00	80,366.00	N/A
9710000 EXTRAORDINARY EXPENSES								
9710090 Pre-development Cost	0.00	9,205.72	9,205.72	100.00	0.00	46,028.60	46,028.60	100.00
9713001 HOUSING ASSISTANCE PAYMENTS (VOUCHER)								
9719000 TOTAL EXTRAORDINARY EXPENSES	0.00	9,205.72	9,205.72	100.00	0.00	46,028.60	46,028.60	100.00
9730001 HOUSING ASSISTANCE PAYMENTS (VOUCHER)								
9730010 Housing Assistance Payments - Landlords	2,830,851.00	2,691,474.75	-139,376.25	-5.18	13,976,570.00	13,457,373.75	-519,196.25	-3.86
9730020 Housing Assistance Payments - FSS	5,527.00	0.00	-5,527.00	N/A	20,899.00	0.00	-20,899.00	N/A
9730070 Utility Allowance to Tenants	2,274.00	0.00	-2,274.00	N/A	12,606.00	0.00	-12,606.00	N/A
9739000 TOTAL HOUSING ASSISTANCE PAYMENTS (VOUCHER)	2,838,652.00	2,691,474.75	-147,177.25	-5.47	14,010,075.00	13,457,373.75	-552,701.25	-4.11

**Budget Comparison (with PTD)**

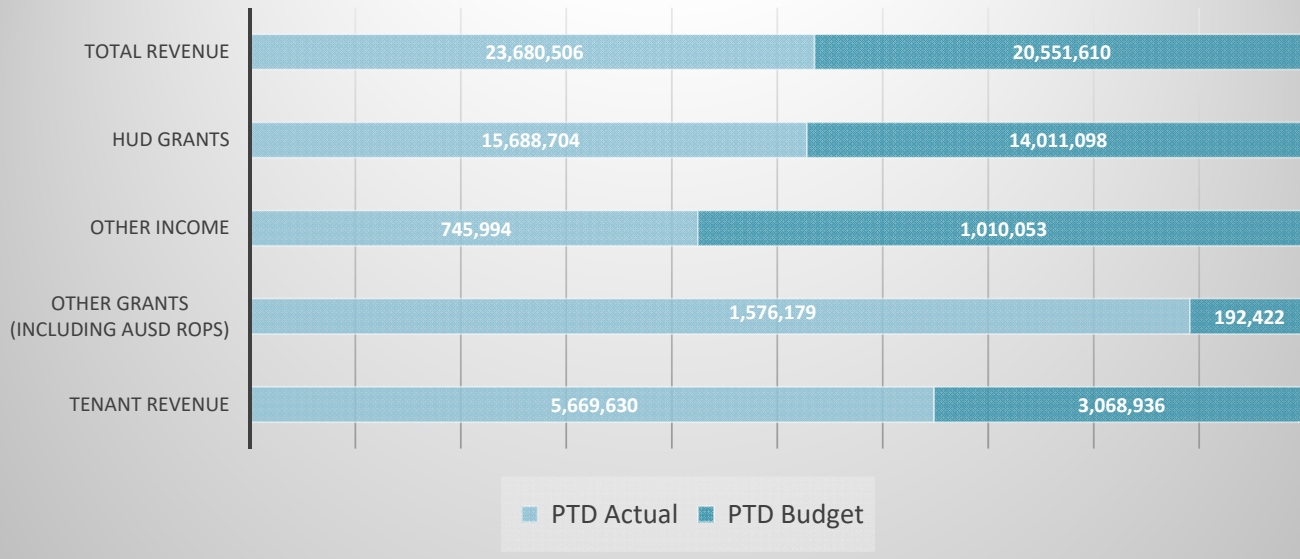
Period = Jul 2020-Nov 2020

Book = Accrual

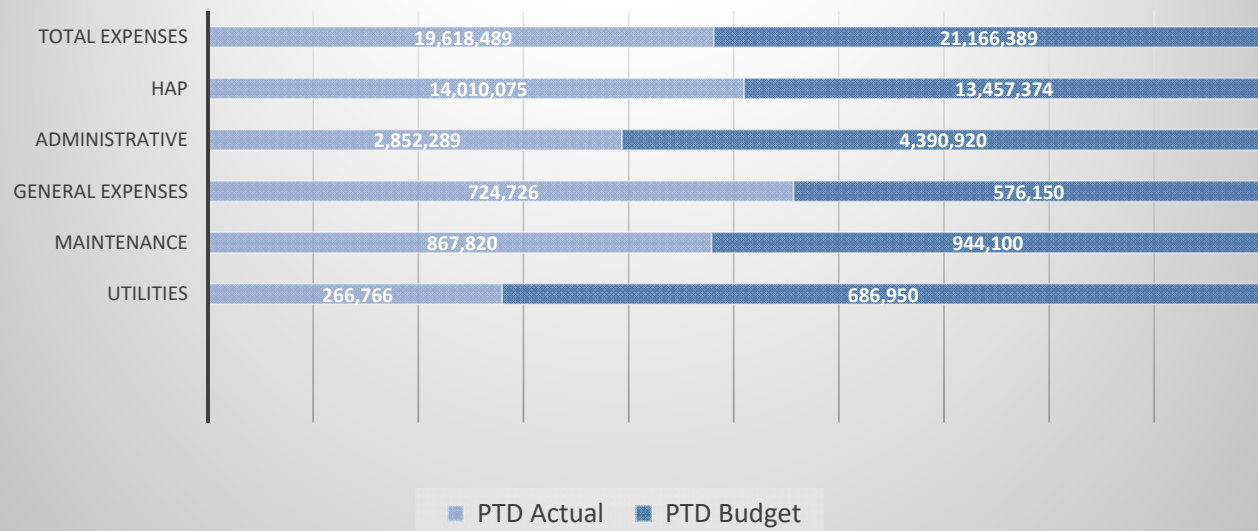
	<b>MTD Actual</b>	<b>MTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>
<b>OPERATING EXPENSES</b>	<b>3,778,353.12</b>	<b>4,093,825.61</b>	<b>-315,472.49</b>	<b>-7.71</b>	<b>18,900,558.55</b>	<b>20,469,128.05</b>	<b>-1,568,569.50</b>	<b>-7.66</b>
<b>NET OPERATING INCOME BEFORE DEPRECIATION</b>	<b>1,715,307.51</b>	<b>16,496.39</b>	<b>1,698,811.12</b>	<b>10,298.08</b>	<b>4,779,947.25</b>	<b>82,481.95</b>	<b>4,697,465.30</b>	<b>5,695.14</b>
9739500 OTHER EXPENSES								
9740000 Depreciation Expense	140,800.00	139,452.17	<b>-1,347.83</b>	<b>-0.97</b>	717,930.01	697,260.85	<b>-20,669.16</b>	<b>-2.96</b>
9859999 TOTAL OTHER EXPENSES	140,800.00	139,452.17	<b>-1,347.83</b>	<b>-0.97</b>	717,930.01	697,260.85	<b>-20,669.16</b>	<b>-2.96</b>
9996000 TOTAL EXPENSES	3,919,153.12	4,233,277.78	<b>314,124.66</b>	<b>7.42</b>	19,618,488.56	21,166,388.90	<b>1,547,900.34</b>	<b>7.31</b>
9998000 NET INCOME	1,574,507.51	-122,955.78	<b>1,697,463.29</b>	<b>1,380.55</b>	4,062,017.24	-614,778.90	<b>4,676,796.14</b>	<b>760.73</b>

**Attachment 3**  
**Budget Comparison (with PTD)**  
 Period = Jul 2020-November 2020  
 Book = Accrual

### AHA REVENUE - ACTUAL VERSUS BUDGET (PTD)



### AHA EXPENSES - ACTUAL VERSUS BUDGET (PTD)



Note - Categories less than \$100,000 and Depreciation not presented





# Housing Authority of the City of Alameda

PHONE (510) 747-4300  
FAX (510) 522-7848  
TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners

From: Louie So, Director of Finance

Date: January 20, 2021

RE: Accept the Quarterly Investment Report for Period Ending December 31, 2020

---

## **BACKGROUND**

California Government Code Sections 53600 and 53646 requires that the Housing Authority Finance Director file a quarterly report with the Board of Commissioners on the status of all investments.

## **DISCUSSION**

The quarter-end report reflects the investment of cash for the operating and reserve funds. Agency investments are covered by the provisions of the Housing Authority's Investment Policy that is approved annually by the Board of Commissioners. This memorandum includes both Housing Authority of the City of Alameda and Island City Development's investments.

As of December 31, 2020, AHA held **\$11,613,774.08** in **LAIF** (Local Agency Investment Fund). These funds are on demand and can be used for immediate needs. The prior quarter balance was **\$11,589,164.73**. Interest is posted quarterly to the account by LAIF and the 3 months of interest from October through December 2020 will be presented in the January 2021 LAIF statement.

As of December 31, 2020, AHA held **\$6,003,509.26** in **CAMP** (California Asset Management Program). These funds are on demand and can also be used for immediate needs. The prior quarter balance was **\$6,001,262.44**. Interest is posted monthly to the account by CAMP.

As of December 31, 2020, ICD held **\$1,141,144.44** in **CAMP**. The prior quarter balance was **\$1,403,485.48**. These funds are on demand and can also be used for immediate needs. Interest is posted monthly to the account by CAMP. ICD's CAMP account was created in March 2020 as a distinct separate account. Prior practice was to allocate the ICD investment separately from AHA's investment on the financial statements. In April through June 2020, \$3 Million was transferred from AHA to ICD's CAMP account to properly segregate funds.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 2 of 2

**AHA Balances** as of December 31, 2020:

LAIF:	\$11,613,774.08
CAMP:	\$6,003,509.26
<b>Total Investment</b>	<b>\$17,617,283.34</b>

**ICD Balances** as of December 31, 2020:

CAMP:	<b>\$1,141,144.44</b>
-------	-----------------------

The key changes in the balance for the period ending December 31, 2020 are:

Activity	AHA-LAIF	AHA-CAMP	ICD-CAMP
<b>Beginning Balance - September 30, 2020</b>	<b>11,589,165</b>	<b>6,001,262</b>	<b>1,403,485</b>
CAMP Quarterly Interest income		+2,247	+474
LAIF Quarterly Interest (paid in arrears)	+24,609		
ICD Funding - North Housing			-(262,815)
<b>Ending Balance – December 31, 2020</b>	<b>11,613,774</b>	<b>6,003,509</b>	<b>1,141,144</b>

The Housing Authority's ordinary expenditure requirements for the next six months are more than sufficiently covered by two sources, namely: (1) anticipated revenues, grants and subsidies, and (2) liquidity of current investments. All investment actions executed since the last report have been made in full compliance with the Investment Policy. The Executive Director will maintain a complete and timely record of all investment transactions.

**RECOMMENDATION**

It is recommended that the Board of Commissioners accept the Quarterly Investment Report for period ending December 31, 2020.

Respectfully submitted,

DocuSigned by:  
**Louie So**  
CC6FAB3A8A824DA...

Louie So  
Director of Finance

Attachments:

1. LAIF statement for the quarter ending December 31, 2020 – AHA
2. CAMP statement for the quarter ending December 31, 2020 – AHA
3. CAMP statement for the quarter ending December 31, 2020 – ICD



Attachment 1

Local Agency Investment  
Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

January 05, 2021

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

ALAMEDA HOUSING AUTHORITY

EXECUTIVE DIRECTOR  
701 ATLANTIC AVENUE  
ALAMEDA, CA 94501

[Tran Type Definitions](#)

//

**Account Number:** 1

December 2020 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	11,613,774.08
Total Withdrawal:	0.00	Ending Balance:	11,613,774.08



## Attachment 2

**Account Statement - Transaction Summary**For the Month Ending **December 31, 2020**

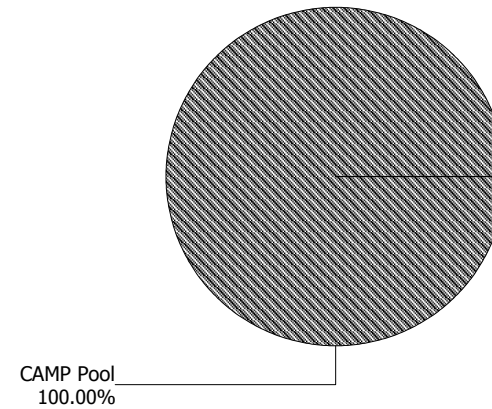
Housing Authority of the City of Alameda (AHA) - Housing Authority of the City of Alameda (AHA)

<b>CAMP Pool</b>	
Opening Market Value	6,002,892.13
Purchases	617.13
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$6,003,509.26</b>
Cash Dividends and Income	617.13

<b>Asset Summary</b>		
	<b>December 31, 2020</b>	<b>November 30, 2020</b>
<b>CAMP Pool</b>	6,003,509.26	6,002,892.13
<b>Total</b>	<b>\$6,003,509.26</b>	<b>\$6,002,892.13</b>

<b>Asset Allocation</b>	
CAMP Pool	100.00%





## Account Statement

For the Month Ending **December 31, 2020**

Housing Authority of the City of Alameda (AHA) - Housing Authority of the City of Alameda (AHA)

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>CAMP Pool</b>					
<b>Opening Balance</b>					<b>6,002,892.13</b>
12/31/20	01/04/21	Accrual Income Div Reinvestment - Distributions	1.00	617.13	6,003,509.26
<b>Closing Balance</b>					<b>6,003,509.26</b>

	Month of December	Fiscal YTD July-December		
<b>Opening Balance</b>	6,002,892.13	7,479,027.93	<b>Closing Balance</b>	6,003,509.26
<b>Purchases</b>	617.13	7,533.33	<b>Average Monthly Balance</b>	6,002,912.04
<b>Redemptions (Excl. Checks)</b>	0.00	(1,483,052.00)	<b>Monthly Distribution Yield</b>	0.12%
<b>Check Disbursements</b>	0.00	0.00		
<b>Closing Balance</b>	<b>6,003,509.26</b>	<b>6,003,509.26</b>		
<b>Cash Dividends and Income</b>	617.13	7,533.33		



## Attachment 3

## Account Statement - Transaction Summary

For the Month Ending December 31, 2020

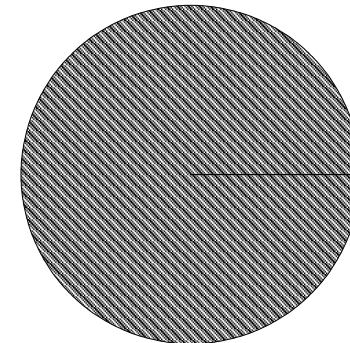
## Island City Development - Island City Development -

**CAMP Pool**

Opening Market Value	1,141,027.14
Purchases	117.30
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$1,141,144.44</b>
Cash Dividends and Income	117.30

**Asset Summary**

	December 31, 2020	November 30, 2020
<b>CAMP Pool</b>	1,141,144.44	1,141,027.14
<b>Total</b>	<b>\$1,141,144.44</b>	<b>\$1,141,027.14</b>

**Asset Allocation**

CAMP Pool  
100.00%



## Account Statement

For the Month Ending **December 31, 2020**

Island City Development - Island City Development -

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>CAMP Pool</b>					
<b>Opening Balance</b>					<b>1,141,027.14</b>
12/31/20	01/04/21	Accrual Income Div Reinvestment - Distributions	1.00	117.30	1,141,144.44
<b>Closing Balance</b>					<b>1,141,144.44</b>

	Month of December	Fiscal YTD January-December		
<b>Opening Balance</b>	1,141,027.14	0.00	<b>Closing Balance</b>	1,141,144.44
<b>Purchases</b>	117.30	3,405,898.03	<b>Average Monthly Balance</b>	1,141,030.92
<b>Redemptions (Excl. Checks)</b>	0.00	(2,264,753.59)	<b>Monthly Distribution Yield</b>	0.12%
<b>Check Disbursements</b>	0.00	0.00		
<b>Closing Balance</b>	<b>1,141,144.44</b>	<b>1,141,144.44</b>		
<b>Cash Dividends and Income</b>	117.30	5,898.03		



# Housing Authority of the City of Alameda

PHONE (510) 747-4300  
FAX (510) 522-7848  
TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners  
From: Louie So, Director of Finance  
Date: January 20, 2021  
RE: Accept the Annual Review of the Investment Policy

---

## **BACKGROUND**

In February 1996, the Housing Commission adopted by resolution a revised Investment Policy for the investment of program funds provided by the U. S. Department of Housing and Urban Development (HUD) and to allow for less restrictive investment of non-HUD program funds.

Because of legislation, passed by the Federal and State governments during 1995 and 1996, all government agencies are required to review the investment policy at a public meeting of their officials once each year.

## **DISCUSSION**

California Government Code Section 53646 requires that the Housing Authority Finance Director file an annual investment policy with the Board of Commissioners. It also requires that the Finance Director file a quarterly report with the Board of Commissioners on the status of all investments, including compliance with the adopted investment policy and a certificate that the expenditure requirements for the next six months can be met.

California Government Code Section 53600.3 provides that each person or governing body investing public funds is a Trustee and, therefore, is a fiduciary subject to the Prudent Investor Standard. It further provides that the primary objectives when investing public funds are the safety of principal, preservation of liquidity and the return of an acceptable yield, in that order. The bill also prohibits the use of specific investment vehicles and limits the use of others, including reverse repurchase agreements.

HUD also mandates that housing authorities establish cash management procedures and comply with requirements governing the type of instruments in which they may invest.

The types of investments permitted under the State and Federal legislation are not different from the types of investments currently held by the Housing Authority. Our current investments are with Local Agency Investment Fund (LAIF) and California Asset Management Program (CAMP) as previously approved by the Board. Note that the California Employers' Retiree Benefit Trust (CERBT) is a Section 115 trust dedicated to prefunding Other Post-Employment Benefits and is held by CalPERS.





Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 2 of 2

The attached redline version has been reviewed by AHA's General Counsel. There are only a few minor changes this year.

**FISCAL IMPACT**

Does not apply.

**RECOMMENDATION**

Accept the Annual Review of the Investment Policy.

Respectfully submitted,

DocuSigned by:  
**Louie So**  
CC6FAB3A8A824DA...

Louie So  
Director of Finance

Attachment:

1. 2021 Investment Policy with Redline



## Attachment 1

## INVESTMENT POLICY

### Updated January 2021

Deleted: 2020

## SCOPE:

This Investment Policy (the "Policy") applies to all liquid assets of the Housing Authority of the City of Alameda (the "Housing Authority" or the "Authority"). These funds are accounted for in the Consolidated Annual Audited Financial Statements, which includes the Housing Choice Voucher program and SRO Program.

## PRUDENCE:

The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code 53600.3) and shall be applied in the context of managing an overall portfolio. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, persons acting on behalf of the Housing Authority shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

## OBJECTIVE:

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities, shall be:

1. **Safety.** Safety of principal is the foremost objective of the investment program. Housing Authority investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
2. **Liquidity.** The investment portfolio will remain sufficiently liquid to enable the Housing Authority to meet all operating requirements which might be reasonably anticipated and shall always have the ability to convert sufficient securities in the portfolio to cash to meet contingency needs. A portion of the portfolio may be placed in money market mutual funds or funds which offer same-day liquidity for short-term funds.
3. **Return on Investments.** The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into

Deleted: 15

Deleted: 2020

## INVESTMENT POLICY

account the investment risk constraints and the cash flow characteristics of the portfolio. (California Government Code 53600.5)

### DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from Section 401(E) of the HUD/PHA Annual Contributions Contract and California Government Code Sections 53601, et seq. Management responsibility for the investment program is hereby delegated to the Executive Director, who shall establish written procedures for the operation of the investment program consistent with this investment policy.

Procedures should include references to safekeeping, Public Securities Administration repurchase agreements, wire transfer agreements, collateral/depository agreements, banking services contracts, as appropriate. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Executive Director.

The Executive Director is responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials. The Executive Director is a trustee and a fiduciary subject to the prudent investor standard. (California Government Code 53600.3)

The Executive Director may delegate day-to-day investment decision making and execution authority to an investment advisor, subject to Board selection and approval of that advisor and written agreement with the advisor. The Authority must be able to revoke the investment advisor's authority at all times and without notice. Eligible investment advisors must be registered with the Securities and Exchange Commission (SEC) under the Investment Advisors Act of 1940. The advisor will follow the Policy and such other written instructions as are provided by the Authority.

### ETHICS AND CONFLICTS OF INTEREST

All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

Officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

### AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Executive Director will select financial institutions on the basis of credit worthiness, financial strength, experience and minimal capitalization that are authorized to provide

Deleted: 15

Deleted: 2020

## INVESTMENT POLICY

investment services. No public deposit shall be made except in a qualified public depository as established by State laws.

For brokers/dealers of government securities and other investments, the Executive Director will select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Executive Director will have received from said firm a signed Certification Form. This form will attest that the individual responsible for the Housing Authority's account with that firm has reviewed the Authority's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the Housing Authority that are appropriate under the terms and conditions of the Investment Policy.

### AUTHORIZED AND SUITABLE INVESTMENTS:

1. The Housing Authority is empowered by HUD Notice PIH 96-33 (reinstated by PIH 2002-13) to invest HUD funds in the following:
  - a. United States Treasury Bills, Notes and Bonds;
  - b. Obligations issued by Agencies or Instrumentalities of the U. S. Government;
  - c. State or Municipal Depository Funds, such as the Local Agency Investment Fund (LAIF) or California Asset Management Program (CAMP) or pooled cash investment funds managed by County treasuries;
  - d. Insured Demand and Savings Deposits, provided that deposits in excess of the insured amounts must be 100 percent collateralized by securities listed in "a" and "b" above;
  - e. Insured Money Market Deposit Accounts, provided that deposits in excess of the insured amount must be 100 percent collateralized by securities listed in "a" and "b" above;
  - f. Insured Super NOW Accounts, provided that deposits in excess of the insured amount must be 100 percent collateralized by securities listed in "a" and "b" above;
  - g. Certificates of Deposit (CDs) issued by federally- or state-chartered banks or associations. Not more than 30 percent of surplus funds can be invested in CDs;
  - h. Repurchase/Reverse Repurchase Agreements of any securities authorized by this Section. Securities purchased under these agreements will be no more than 102 percent of market value; (See special limits in HUD Notice 96-33 and CGC 53601.0.)

Deleted: 15

Deleted: 2020

## INVESTMENT POLICY

- i. Sweep Accounts that are 100 percent collateralized by securities listed in "a" and "b" above;
  - j. Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this Section (i.e., Money Market Mutual Funds) Such Funds must carry the highest rating of at least two (2) national rating agencies. Not more than 20 percent of surplus funds can be invested in Money Market Mutual Funds;
  - k. Funds held under the terms of a Trust Indenture or other contract or agreement, including the HUD/PHA Annual Contributions Contract, may be invested according to the provisions of those indentures or contracts;
  - l. Principal only STRIPS; and
  - m. Any other investment security authorized under the provisions of HUD Notice PIH 96-33.
2. The Housing Authority is empowered by California Government Code (CGC) Sections 5922 and 53601 et seq. to invest non-HUD funds in the following investment instruments authorized for California local agencies under the provisions of California Government Code Sections 5922 and 53601:
- a. Bonds issued by the City of Alameda;
  - b. United States Treasury Bills, Notes and Bonds;
  - c. Registered state warrants or treasury notes or bonds issued by the State of California;
  - d. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California;
  - e. The California Local Agency Investment Fund (LAIF), California Asset Management Program (CAMP), and other pooled investment funds sponsored by the State of California, County Treasuries, and other local agencies or Joint Powers Authorities;
  - f. Obligations issued by Agencies or Instrumentalities of the U. S. Government;
  - g. Bankers Acceptances with a term not to exceed 180 days. Not more than 40 percent of surplus funds can be invested in Bankers Acceptances and no more than 30 percent of surplus funds can be invested in the bankers acceptances of any single commercial bank;
  - h. Commercial Paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a national recognized statistical rating organization

Deleted: 15

Deleted: 2020

## INVESTMENT POLICY

(NRSRO) with a term not to exceed 180 days. Commercial paper cannot exceed 10 percent of total surplus funds, provided, that if the average maturity of all Commercial paper does not exceed 31 days, up to 25 percent of surplus funds can be invested in Prime Commercial paper. Additionally, the Housing Authority may purchase no more than 10 percent of the outstanding commercial paper of any single issuer;

- i. Negotiable Certificates of Deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the California Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Negotiable Certificates of Deposit shall be rated in a rating category of "A" or its equivalent or better by an NRSRO. Not more than 30 percent of surplus funds can be invested in Negotiable Certificates of Deposit;
- j. Repurchase/Reverse Repurchase Agreements of any securities authorized by this Section. Securities purchased under these agreements will be no less than 102 percent of market value. Reverse repos cannot constitute more than 20 percent of AHA's portfolio. Reverse repos are also limited to 92 days unless the minimum spread between the rate on investment and cost of funds is guaranteed in writing. (See special limits in CGC 53601.)
- k. Medium term notes, not to exceed five (5) years of U. S. corporations organized and operating within the United States which are rated in a rating category of "A" or its equivalent or better by an NRSRO. Not more than 30 percent of surplus funds can be invested in medium term notes;
- l. Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this Section (i.e., Money Market Mutual Funds). Such Funds must carry the highest rating of at least two national rating agencies. Not more than 15 percent of surplus funds can be invested in Money Market Mutual Funds. In addition, no more than 10 percent of AHA's portfolio may be invested in any single mutual fund.
- m. Funds held under the terms of a Trust Indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements;
- n. Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations;
- o. Any mortgage pass-through security, collateralized mortgage obligation, mortgaged backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate or consumer receivable backed bond of a maximum maturity of five (5) years. Securities in this category shall be issued by an issuer rated in a rating category of "A" or its equivalent or better for the issuer's debt as provided by an NRSRO and rated in a rating category of "AA" or its equivalent or better by an NRSRO. No more than 20 percent of surplus funds can be invested in

Deleted: 15

Deleted: 2020

## INVESTMENT POLICY

this category of securities; and

- p. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank of Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO and no more than 30 percent of surplus funds can be invested in this category of securities.

The Authority will limit investments in any one non-government issuer, except investment pools and money market funds, to no more than 5% regardless of security type.

The Board of Commissioners may, at times, further reduce the selection of types of investment to be used by the Advisor or Executive Director by a formal vote.

Where this Policy specifies a percentage limitation for a particular security type, that percentage is applicable only on the date of purchase. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time subsequent to the purchase of a particular issuer or investment type. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

Credit criteria listed in this Policy refers to the credit rating at the time the security is purchased. The Authority may from time to time be invested in a security whose rating is subsequently downgraded. In the event a rating drops below the minimum allowed by this Policy, the Executive Director will review and recommend an appropriate plan of action to the Board no less frequently than quarterly. If the Authority has an Investment Advisor, the Investment Advisor will notify the Executive Director and recommend a plan of action.

- 3. Also, see CGC 53601 and Attachment A to HUD Notice 96-33, "HUD Approved Investment Instruments," for a detailed summary of the limitations and special conditions that apply to each of the above listed investment securities. CGC 53601 and Attachment A are attached and included by reference in this Investment Policy.
- 4. The Housing Authority will not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

### COLLATERALIZATION:

- 1. The percentage of collateralization on repurchase agreements will conform to the amount required under CGC 53601 (i)(2).

### SAFEKEEPING AND CUSTODY:

Deleted: 15

Deleted: 2020

## INVESTMENT POLICY

1. All security transactions entered into by the Housing Authority will be conducted on delivery-versus-payment (DVP) basis.
2. All securities purchased or acquired will be delivered to the Board of Commissioner of the Authority by book entry, physical delivery, or by third-party custodial agreement. (CGC 53601)

### DIVERSIFICATION:

It is the policy of the Housing Authority to diversify its investment portfolio. The Authority will diversify its investments by security type and, within each type, by institution. Assets will be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies will be determined and revised periodically. In establishing specific diversification strategies, the following guidelines will apply:

1. Portfolio maturities will be matched against projected liabilities to avoid an over concentration in a specific series of maturities.
2. Maturities selected will provide for stability and liquidity.
3. Disbursement and payroll dates will be covered by the scheduled maturity of specific investments, marketable U. S. Treasury Bills or Notes or other cash equivalent instruments, such as money market mutual funds.

### MAXIMUM MATURITIES:

To the extent possible, the Housing Authority will attempt to match its investments with anticipated cash flow requirements. Where there is no anticipated cash flow requirement on an investment, no investment shall be made in any security, which at the time of the investment, has a term remaining to maturity in excess of five years, unless the Board had granted express authority to make that investment no less than three months prior to the investment (CGC 53601).

### INTERNAL CONTROL:

The Housing Authority shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

### PERFORMANCE STANDARDS:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

Deleted: 15

Deleted: 2020



## INVESTMENT POLICY

### REPORTING:

The Executive Director shall submit to each member of the Board of Commissioners a quarterly investment report. The report will include:

1. A complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed by third party contractors.
2. The source of the portfolio valuation. In the case of funds invested in the Local Agency Investment Fund (LAIF), and California Asset Management Program (CAMP), FDIC Insured accounts or county investment pools, current statements from those institutions will satisfy the above reporting requirements. The report will also include a certification that:
  - a. All investment actions executed since the last report have been made in full compliance with the Investment Policy; and
  - b. The Housing Authority will meet its expenditure obligations for the next six months. [CGC 53646(b)]
3. The Executive Director will maintain a complete and timely record of all investment transactions.

Deleted: 15

Deleted: 2020



# Housing Authority of the City of Alameda

PHONE (510) 747-4300  
FAX (510) 522-7848  
TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: January 20, 2021

RE: Authorize the Executive Director to Execute Increases in the Amounts to the Consultant Services Agreements with Howroyd-Wright Employment Agency, Inc to a Total Not to Exceed Amount of \$400,000.00 and to 22<sup>nd</sup> Century Technologies, Inc. to a Total Not to Exceed amount of \$260,000.00

---

## **BACKGROUND**

In February 2019, following an RFP process, consultant services agreements were executed with two agencies to provide temporary employment services. Howroyd-Wright Employment Agency, Inc. (aka Apple One) was awarded a contract in the amount of \$175,000.00, and 22<sup>nd</sup> Century Technologies, Inc. was awarded a contract in the amount of \$60,000.00. Both contracts were made for a three year period, ending January 31, 2022 with an option to extend for two years.

In December 2019, the contract amount with 22<sup>nd</sup> Century Technologies was increased to \$160,000.00 for the term ending January 31, 2022, and in January 2020, the Board approved an increase to the amount of the contract with Howroyd-Wright to \$300,000.00 for the same term.

## **DISCUSSION**

Due to higher than anticipated temporary staffing needs, both contracts are becoming close to their not to exceed limits with approximately one year to go on each contract before potential extensions. Current expenditures are approximately \$213,764 for Howroyd-Wright and \$144,853 for 22<sup>nd</sup> Century Technology. AHA's use of temporary staffing increased in the past year due to the impacts of COVID-19 combined with several long term leaves of absence, turnover of staff, and additional administrative and programmatic support needs not able to be fulfilled by regular staff. Additionally, temporary support personnel were engaged to provide support at Independence Plaza when the elevator repair was in process and to provide a physical presence at the front door of AHA's main office. While temporary staffing has been reduced during the current COVID surge, it is anticipated that it will resume in the upcoming months and there will be some backlog of work that will need to be addressed.

Management desires to increase the contracts with both agencies by \$100,000; this would bring Howroyd-Wright to \$400,000.00, and 22<sup>nd</sup> Century Technology to \$260,000.00. Both amounts are above the limit the Executive Director is authorized to approve, and approval for the increased contract amount is therefore being requested.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 2 of 2

**FINANCIAL IMPACT**

Temporary staff salaries were budgeted at \$514,800.00 for the current fiscal year; this figure includes temporary staff hired through temporary agencies as well as any temporary staff hired directly by AHA. Increasing the contract amounts for both agencies will put total combined anticipated temporary staff salary expenditures at a level that is less than was budgeted for the current fiscal year, including expenditures for specialized accounting temporary staffing services made under a separate contract with Robert Half International that are expected to be approximately \$125,000.00.

**RECOMMENDATION**

Authorize the Executive Director to Execute Increases in the Amounts to the Consultant Services Agreements with Howroyd-Wright Employment Agency, Inc to a Total Not to Exceed Amount of \$400,000.00 and to 22<sup>nd</sup> Century Technologies, Inc. to a Total Not to Exceed amount of \$260,000.00

Respectfully submitted,

DocuSigned by:  
*Janet Basta*  
72DC869D12E247A...

Janet Basta  
Director, Human Resources and Operations

Attachment(s):

1. Amendment #2 to Howroyd-Wright Employment Agency, Inc. Consultant Services Agreement
2. Amendment #2 to 22<sup>nd</sup> Century Technology, Inc. Consultant Services Agreement



## Attachment 1

## AMENDMENT NO. 2 TO CONSULTANT AGREEMENT

This Amendment of a Consultant Agreement by and between the Housing Authority of the City of Alameda, public body, corporate and politic (hereinafter "AHA") and Howroyd-Wright Employment Agency, Inc. dba Apple One Employment Services (a California corporation, partnership, sole proprietor, individual, joint venture) whose address is 16371 Beach Blvd, Suite 240, Huntington Beach, CA 92647, (hereinafter referred to as Consultant), is made with reference to the following:

## RECITALS

- A. On February 1, 2019, a Consultant Agreement was entered into by and between AHA and Consultant.
- B. The effective date of this Amendment shall be January 21, 2021
- C. The Original Consultant Agreement limited the Compensation to Consultant to not exceed one hundred seventy five thousand and zero cents (\$175,000.00) for the initial three year term of the contract.
- D. The original expiration date of the contract was January 31, 2022, but allowed for up to two 1-year extensions.
- E. On January 16, 2020, the not to exceed limit of the contract was increased to three hundred thousand dollars and zero cents (\$300,000.00).
- F. All conditions of the Consultant Agreement will remain the same except as amended below.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

The Compensation to Consultant will include an additional one hundred thousand dollars and zero cents (\$100,000.00), so the not to exceed amount will be modified to four hundred thousand dollars and zero cents (\$400,000.00).

IN WITNESS WHEREOF, the parties hereto have caused this modification of the Consultant Agreement to be executed on the day and year first above written.

Howroyd-Wright Employment Agency

Housing Authority of the City of Alameda

\_\_\_\_\_  
Michael A Hoyal

\_\_\_\_\_  
Vanessa M. Cooper

Chief Financial Officer

Executive Director

## Attachment 2

## AMENDMENT NO. 2 TO CONSULTANT AGREEMENT

This Amendment of a Consultant Agreement by and between the Housing Authority of the City of Alameda, public body, corporate and politic (hereinafter "AHA") and 22<sup>nd</sup> Century Technologies, Inc. (a corporation, partnership, sole proprietor, individual, joint venture) whose address is 220 Davidson Avenue, Suite 118, Somerset, NJ 08873, (hereinafter referred to as Consultant), is made with reference to the following:

## RECITALS

A. On February 1, 2019, a Consultant Agreement was entered into by and between AHA and Consultant.

B. The effective date of this Amendment shall be January 21, 2021

C. The Original Consultant Agreement limited the Compensation to Consultant to not exceed sixty thousand and zero cents (\$60,000.00) for the initial three year term of the contract.

D. The original expiration date of the contract was January 31, 2022, but allowed for up to two 1-year extensions.

E. On December 19, 2019, the not to exceed limit of the contract was increased to one hundred sixty thousand dollars and zero cents (\$160,000.00).

F. All conditions of the Consultant Agreement will remain the same except as amended below.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

The Compensation to Consultant will include an additional one hundred thousand dollars and zero cents (\$100,000.00), so the not to exceed amount will be modified to two hundred sixty dollars and zero cents (\$260,000.00).

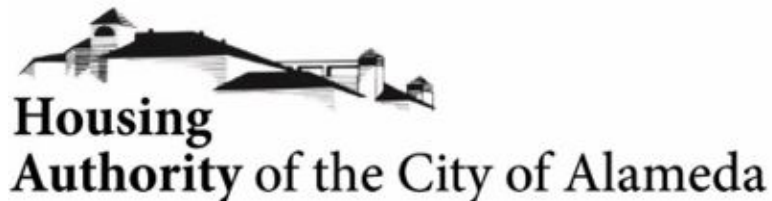
IN WITNESS WHEREOF, the parties hereto have caused this modification of the Consultant Agreement to be executed on the day and year first above written.

22<sup>nd</sup> Century Technologies, Inc.

Housing Authority of the City of Alameda

\_\_\_\_\_  
Satvinder Singh  
President

\_\_\_\_\_  
Vanessa M. Cooper  
Executive Director



PHONE (510) 747-4300  
 FAX (510) 522-7848  
 TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners

From: Dan Mills, Management Analyst

Date: January 20, 2021

RE: Accept the Annual Police Activity Report for FY2020

---

### **BACKGROUND**

The Housing Authority budget for this fiscal year provides for Community Policing services. This report will cover policing services for the previous Fiscal Year (FY2020) from July 1, 2019 to June 30, 2020. Since the Police Department uses the calendar year, the data provided by the Police Officers refer to different quarters than the data for the Housing Authority. For example, for FY2020, the first quarter of the Housing Authority's year covers July 2019 to September 2019, while the police department's reports refer to this period as the 3<sup>rd</sup> quarter of 2019. Note: October 2019 reports statistics for AHA may be incorrect due to incomplete data from the Police Department. The report listed five additional reports than this report reflects, but it appears that data was carried over from September, so this should not have made a meaningful impact on AHA statistics and the information provided in this summary.

### **DISCUSSION**

Attached as *Exhibit A* and *Exhibit B* are the quarterly and fiscal yearly statistics, respectively, provided by the officers and compiled into chart form. The exhibits show the number of reports written and arrests made during each quarter and the entirety of FY2020 by the type of activity, with totals for AHA properties and the city as a whole. In the AHA column, the number indicates the number of reports written or arrests. The percentage indicates the proportion or rate in relation to the city as a whole. These reports indicate that the total number of reports written city wide was 4,822 and the number of city arrests was 1,249. Thirteen arrests were made on Housing Authority properties and 62 reports written for Housing Authority properties. The number of reports on Housing AHA properties equate to 1.3 percent of the city-wide total of police reports, which compares favorably to AHA properties housing approximately 1.8 percent of the city's population. Total arrests at AHA properties account for only 1.0 percent of the city's total, also significantly below expectations for the population size.

The most criminal activity (arrests) appear to be from Esperanza. These arrests involved assault, narcotics, and other and account for 38% of the arrests at AHA



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 2 of 3

properties (five); while Independence Plaza came in at 30% of the arrests on AHA properties (four). It is important to note that even if an arrest happens on the sidewalk it is allocated to the adjacent property address.

*Exhibit C* provides a visualization of the comparison of police activity (reports) between AHA properties and the city of Alameda as a whole over the last two years. For ease of comparison, the number of reports written on Housing Authority properties has been multiplied by 50 so that the smaller number can be compared with the much larger numbers for the city as a whole. This chart reveals that police activity on Housing Authority properties have increased for FY2020 overall. Arrests and reports trends to be on the slight incline for the fiscal year end, matching the city of Alameda as a whole, after a decline in the fourth and first quarters. However, at the end of the fiscal year, reports are still 11% less than the two-year high of 19 in the AHA's 2<sup>nd</sup> Quarter of FY2020.

*Exhibit D* uses this data to track changes since the program began in FY1994. It is a better indicator of activity on AHA properties as well as the city. The dotted line on the chart represents the number of reports written and arrests made in the city as a whole times 1.8 percent, the percentage of the city that AHA population represents. The solid line shows the number of reports written and arrests made on AHA properties for the 20+ years that this program has been in place. Though there are some fluctuations, primarily in reports written from FY2001 and FY2002, overall activity has decreased for AHA and the city. The number of arrests made on AHA properties have leveled out over the last 10 years. The number of reports have shown a similar decline and leveling since a peak of 203 in 2002.

Though overall, crime is low, serious incidents do occur on or near Housing Authority properties. Housing Authority tenants are not immune to the types of crime that occur throughout the city. Staff continues to work diligently to enforce the lease when residents are involved with any type of criminal activity and continues to maintain the working relationship with the Alameda Police Department, while regularly meeting with staff from the Alameda Police Department to address any issues in a timely manner.

Staff will continue to review the statistics regularly to determine if any negative trends are developing and to address any issues as quickly as possible. Staff also continues to negotiate the Police Services Agreement with the City of Alameda.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 3 of 3

**RECOMMENDATION**

This report is provided for information only.

Respectfully submitted,

DocuSigned by:  
*Daniel Mills*  
C6C32B1EB05D41E...

Dan Mills  
Management Analyst

Exhibits:

- A. Police Crime Reports and Arrests Charts for each Quarter of FY2020
- B. Crime Statistics for FY2020
- C. Police Activity on Housing Authority Properties Compared with the City as a Whole (2-year trend)
- D. Reports Written and Arrests Made on Housing Authority Property Compared with City as a Whole from FY1994 to FY2020

cc: Alameda Police Department



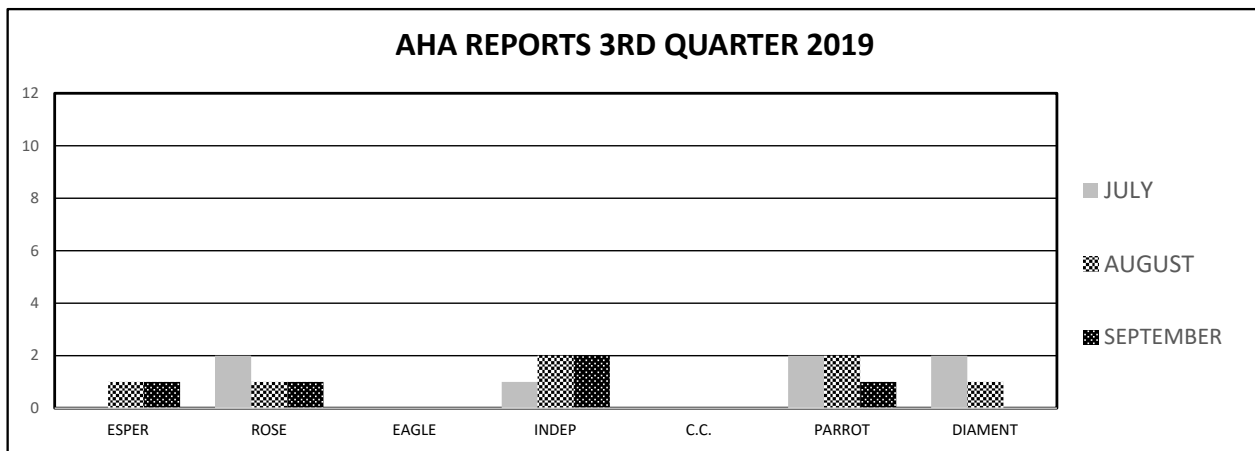


3RD QUARTER 2019

CRIME REPORTS

EXHIBIT A

NO. OF REPORTS	114 ESPER	144 ROSE	145 EAGLE	112 INDEP	124 C.C.	212 PARROT	325 DIAMENT	AHA TOTAL	CITY TOTAL
MURDER	0	0	0	0	0	0	0	0	0
% CITY								0.0%	
RAPE	0	0	0	0	0	0	0	0	1
% CITY								0.0%	
ROBBERY	0	0	0	0	0	0	0	0	24
% CITY								0.0%	
ASSAULT	0	1	0	0	0	1	0	2	100
% CITY								2.0%	
BURG	0	0	0	0	0	1	0	1	63
% CITY								1.6%	
THEFT	0	0	0	0	0	0	2	2	456
% CITY								0.4%	
VEHTHFT	1	0	0	0	0	0	0	1	120
% CITY								0.8%	
NARC	0	1	0	0	0	0	0	1	58
% CITY								1.7%	
INTOX	0	0	0	0	0	0	0	0	54
% CITY								0.0%	
VANDAL	0	1	0	0	0	0	0	1	68
% CITY								1.5%	
OTHER	1	1	0	5	0	3	1	11	282
% CITY								3.9%	
<b>TOTAL</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>3</b>	<b>19</b>	<b>1226</b>
<b>% CITY</b>	<b>0.2%</b>	<b>0.3%</b>	<b>0.0%</b>	<b>0.4%</b>	<b>0.0%</b>	<b>0.4%</b>	<b>0.2%</b>	<b>1.5%</b>	



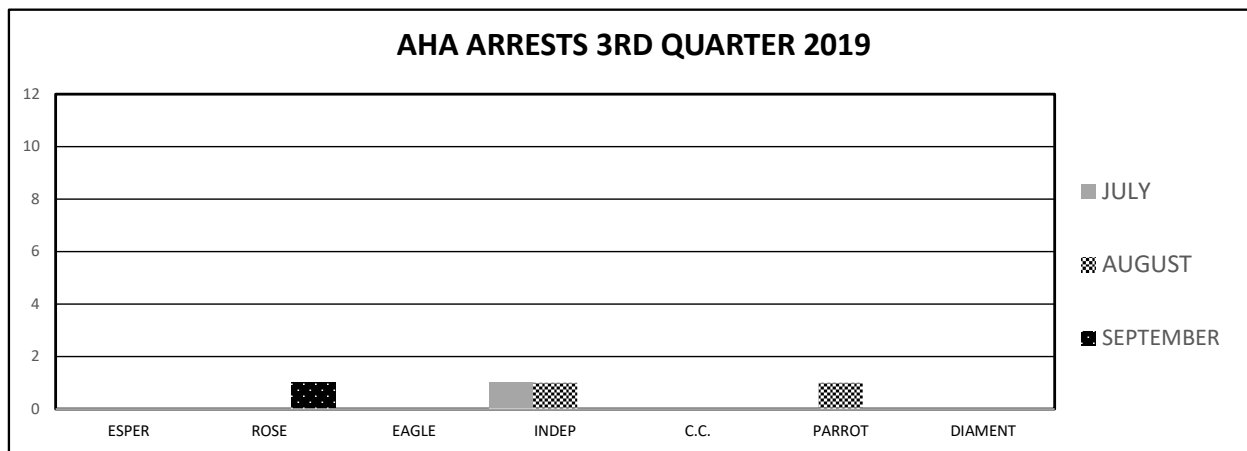
	ESPER	ROSE	EAGLE	INDEP	C.C.	PARROT	DIAMENT	TOTAL
<b>JULY</b>	0	2	0	1	0	2	2	7
<b>AUGUST</b>	1	1	0	2	0	2	1	7
<b>SEPTEMBER</b>	1	1	0	2	0	1	0	5
<b>TOTAL</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>3</b>	<b>19</b>

3RD QUARTER 2019

ARRESTS

EXHIBIT A

NO. OF ARRESTS	114 ESPER	144 ROSE	145 EAGLE	112 INDEP	124 C.C.	212 PARROT	325 DIAMENT	AHA TOTAL	CITY TOTAL
MURDER	0	0	0	0	0	0	0	0	0
% CITY								0.0%	
RAPE	0	0	0	0	0	0	0	0	0
% CITY								0.0%	
ROBBERY	0	0	0	0	0	0	0	0	7
% CITY								0.0%	
ASSAULT	0	0	0	0	0	0	0	0	57
% CITY								0.0%	
BURG	0	0	0	0	0	0	0	0	5
% CITY								0.0%	
THEFT	0	0	0	0	0	0	0	0	32
% CITY								0.0%	
VEHHTFT	0	0	0	0	0	0	0	0	5
% CITY								0.0%	
NARC	0	1	0	0	0	0	0	1	64
% CITY								1.6%	
INTOX	0	0	0	0	0	0	0	0	61
% CITY								0.0%	
VANDAL	0	0	0	0	0	0	0	0	10
% CITY								0.0%	
OTHER	0	0	0	2	0	1	0	3	128
% CITY								2.3%	
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>369</b>
<b>% CITY</b>	<b>0.0%</b>	<b>0.3%</b>	<b>0.0%</b>	<b>0.5%</b>	<b>0.0%</b>	<b>0.3%</b>	<b>0.0%</b>	<b>1.1%</b>	



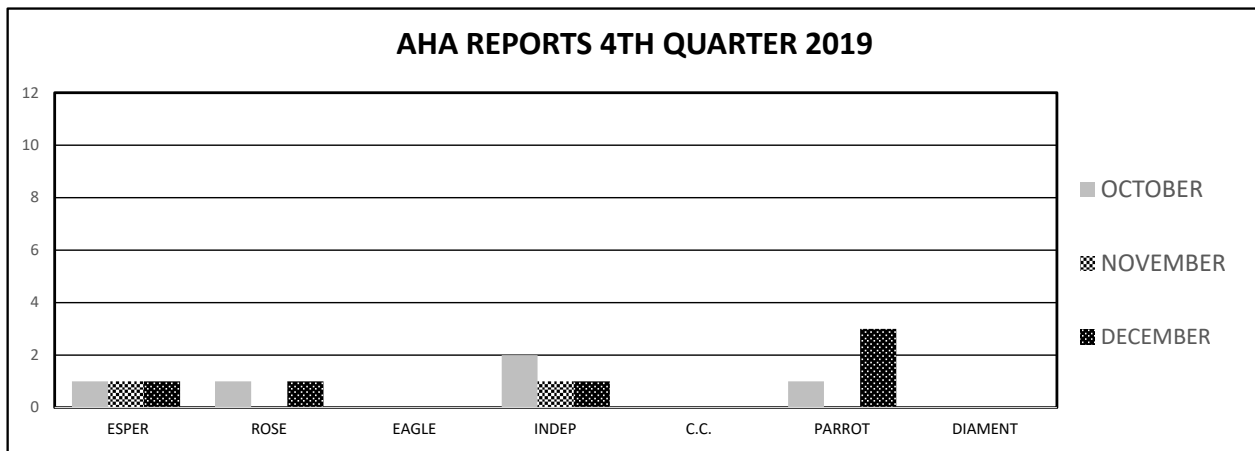
	ESPER	ROSE	EAGLE	INDEP	C.C.	PARROT	DIAMENT	TOTAL
<b>JULY</b>	0	0	0	1	0	0	0	1
<b>AUGUST</b>	0	0	0	1	0	1	0	2
<b>SEPTEMBER</b>	0	1	0	0	0	0	0	1
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>

4TH QUARTER 2019

CRIME REPORTS

EXHIBIT A

NO. OF REPORTS	114 ESPER	144 ROSE	145 EAGLE	112 INDEP	124 C.C.	212 PARROT	325 DIAMENT	AHA TOTAL	CITY TOTAL
MURDER	0	0	0	0	0	0	0	0	0
% CITY								0.0%	
RAPE	0	0	0	0	0	0	0	0	4
% CITY								0.0%	
ROBBERY	0	0	0	0	0	0	0	0	22
% CITY								0.0%	
ASSAULT	0	0	0	0	0	1	0	1	104
% CITY								1.0%	
BURG	0	1	0	0	0	0	0	1	59
% CITY								1.7%	
THEFT	0	0	0	0	0	0	0	0	550
% CITY								0.0%	
VEHTHFT	0	0	0	0	0	0	0	0	69
% CITY								0.0%	
NARC	1	1	0	1	0	0	0	3	43
% CITY								7.0%	
INTOX	0	0	0	0	0	0	0	0	27
% CITY								0.0%	
VANDAL	0	0	0	0	0	0	0	0	93
% CITY								0.0%	
OTHER	2	0	0	3	0	3	0	8	299
% CITY								2.7%	
<b>TOTAL</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>13</b>	<b>1270</b>
<b>% CITY</b>	<b>1.0%</b>	<b>0.6%</b>	<b>0.0%</b>	<b>1.3%</b>	<b>0.0%</b>	<b>1.3%</b>	<b>0.0%</b>	<b>4.2%</b>	



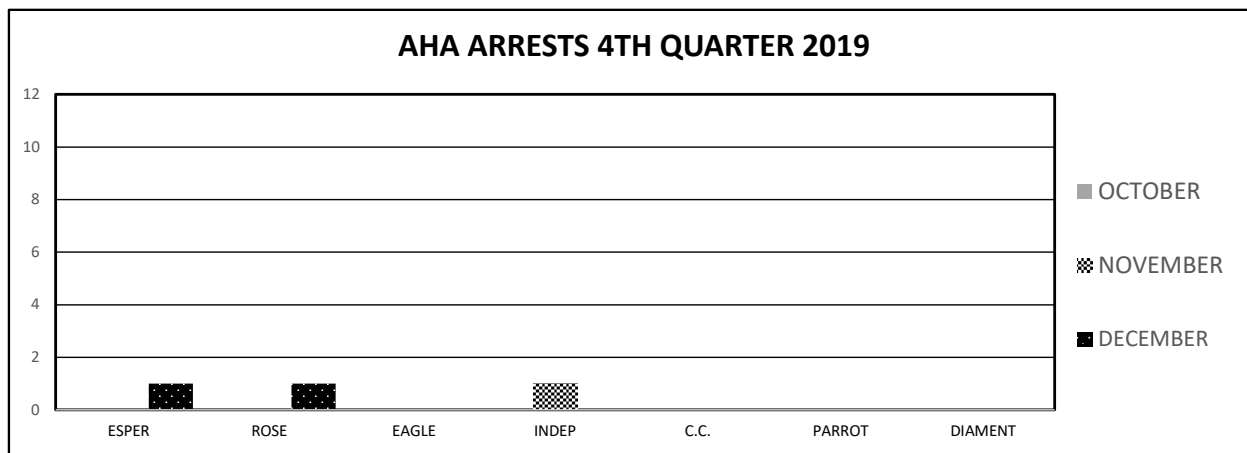
	ESPER	ROSE	EAGLE	INDEP	C.C.	PARROT	DIAMENT	TOTAL
<b>OCTOBER</b>	1	1	0	2	0	1	0	5
<b>NOVEMBER</b>	1	0	0	1	0	0	0	2
<b>DECEMBER</b>	1	1	0	1	0	3	0	6
<b>TOTAL</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>13</b>

4TH QUARTER 2019

ARRESTS

EXHIBIT A

NO. OF ARRESTS	114 ESPER	144 ROSE	145 EAGLE	112 INDEP	124 C.C.	212 PARROT	325 DIAMENT	AHA TOTAL	CITY TOTAL
MURDER	0	0	0	0	0	0	0	0	0
% CITY								0.0%	
RAPE	0	0	0	0	0	0	0	0	0
% CITY								0.0%	
ROBBERY	0	0	0	0	0	0	0	0	4
% CITY								0.0%	
ASSAULT	0	0	0	0	0	0	0	0	55
% CITY								0.0%	
BURG	0	1	0	0	0	0	0	1	10
% CITY								10.0%	
THEFT	0	0	0	0	0	0	0	0	27
% CITY								0.0%	
VEHTHFT	0	0	0	0	0	0	0	0	6
% CITY								0.0%	
NARC	1	0	0	1	0	0	0	2	52
% CITY								3.8%	
INTOX	0	0	0	0	0	0	0	0	27
% CITY								0.0%	
VANDAL	0	0	0	0	0	0	0	0	4
% CITY								0.0%	
OTHER	0	0	0	0	0	0	0	0	124
% CITY								0.0%	
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>309</b>
<b>% CITY</b>	<b>0.3%</b>	<b>0.3%</b>	<b>0.0%</b>	<b>0.3%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>1.0%</b>	



	ESPER	ROSE	EAGLE	INDEP	C.C.	PARROT	DIAMENT	TOTAL
<b>OCTOBER</b>	0	0	0	0	0	0	0	0
<b>NOVEMBER</b>	0	0	0	1	0	0	0	1
<b>DECEMBER</b>	1	1	0	0	0	0	0	2
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

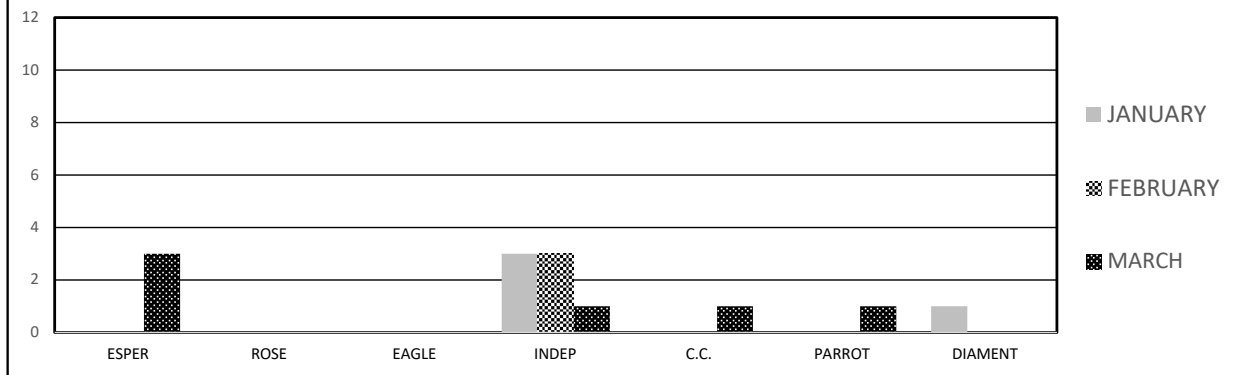
1ST QUARTER 2020

CRIME REPORTS

EXHIBIT A

NO. OF REPORTS	114 ESPER	144 ROSE	145 EAGLE	112 INDEP	124 C.C.	212 PARROT	325 DIAMENT	AHA TOTAL	CITY TOTAL
MURDER	0	0	0	0	0	0	0	0	1
% CITY								0.0%	
RAPE	0	0	0	0	0	0	0	0	2
% CITY								0.0%	
ROBBERY	0	0	0	0	0	0	0	0	26
% CITY								0.0%	
ASSAULT	0	0	0	0	1	0	0	1	97
% CITY								1.0%	
BURG	1	0	0	0	0	0	0	1	37
% CITY								2.7%	
THEFT	0	0	0	0	0	0	1	1	375
% CITY								0.3%	
VEHHTFT	1	0	0	0	0	0	0	1	67
% CITY								1.5%	
NARC	0	0	0	0	0	0	0	0	49
% CITY								0.0%	
INTOX	0	0	0	0	0	0	0	0	32
% CITY								0.0%	
VANDAL	0	0	0	0	0	0	0	0	106
% CITY								0.0%	
OTHER	1	0	0	7	0	1	0	9	283
% CITY								3.2%	
<b>TOTAL</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>13</b>	<b>1075</b>
<b>% CITY</b>	<b>0.9%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>2.1%</b>	<b>0.3%</b>	<b>0.3%</b>	<b>0.3%</b>	<b>4.0%</b>	

AHA REPORTS 1ST QUARTER 2020



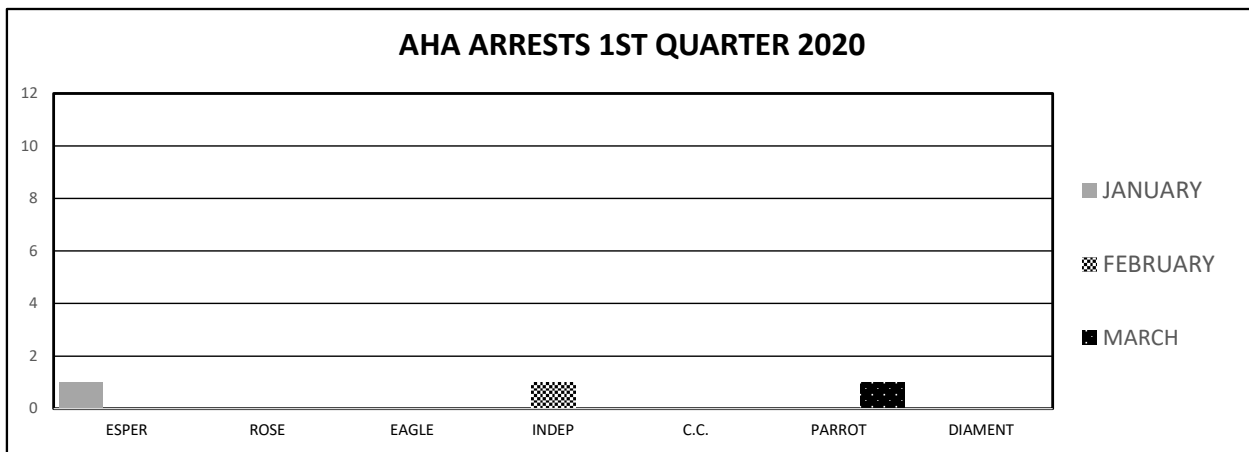
	ESPER	ROSE	EAGLE	INDEP	C.C.	PARROT	DIAMENT	TOTAL
<b>JANUARY</b>	0	0	0	3	0	0	1	4
<b>FEBRUARY</b>	0	0	0	3	0	0	0	3
<b>MARCH</b>	3	0	0	1	1	1	0	6
<b>TOTAL</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>13</b>

1ST QUARTER 2020

ARRESTS

EXHIBIT A

NO. OF ARRESTS	114 ESPER	144 ROSE	145 EAGLE	112 INDEP	124 C.C.	212 PARROT	325 DIAMENT	AHA TOTAL	CITY TOTAL
MURDER	0	0	0	0	0	0	0	0	0
% CITY								0.0%	
RAPE	0	0	0	0	0	0	0	0	1
% CITY								0.0%	
ROBBERY	0	0	0	0	0	0	0	0	5
% CITY								0.0%	
ASSAULT	1	0	0	0	0	0	0	1	56
% CITY								1.8%	
BURG	0	0	0	0	0	0	0	0	7
% CITY								0.0%	
THEFT	0	0	0	0	0	0	0	0	35
% CITY								0.0%	
VEHTHFT	0	0	0	0	0	0	0	0	5
% CITY								0.0%	
NARC	0	0	0	0	0	0	0	0	54
% CITY								0.0%	
INTOX	0	0	0	0	0	0	0	0	33
% CITY								0.0%	
VANDAL	0	0	0	0	0	0	0	0	6
% CITY								0.0%	
OTHER	0	0	0	1	0	1	0	2	127
% CITY								1.6%	
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>329</b>
<b>% CITY</b>	<b>0.3%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.3%</b>	<b>0.0%</b>	<b>0.3%</b>	<b>0.0%</b>	<b>0.9%</b>	



	ESPER	ROSE	EAGLE	INDEP	C.C.	PARROT	DIAMENT	TOTAL
<b>JANUARY</b>	1	0	0	0	0	0	0	1
<b>FEBRUARY</b>	0	0	0	1	0	0	0	1
<b>MARCH</b>	0	0	0	0	0	1	0	1
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>

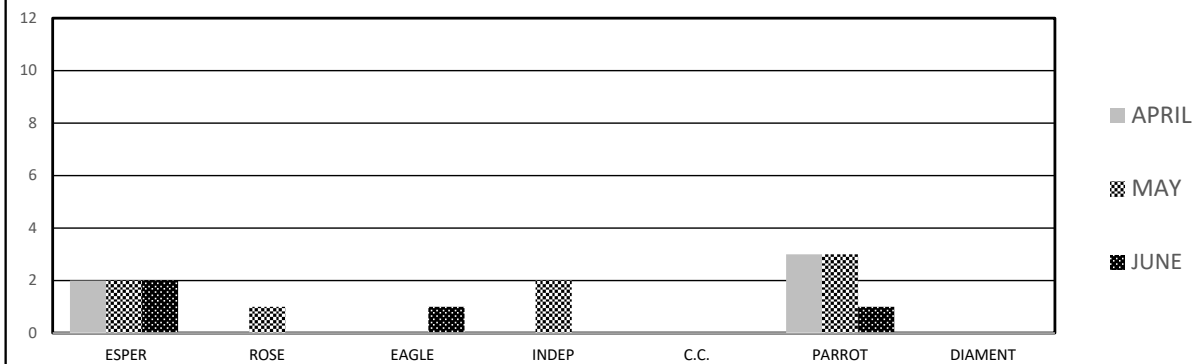
2ND QUARTER 2020

CRIME REPORTS

EXHIBIT A

NO. OF REPORTS	114 ESPER	144 ROSE	145 EAGLE	112 INDEP	124 C.C.	212 PARROT	325 DIAMENT	AHA TOTAL	CITY TOTAL
MURDER	0	0	0	0	0	0	0	0	0
% CITY								0.0%	
RAPE	0	0	0	0	0	0	0	0	2
% CITY								0.0%	
ROBBERY	1	0	0	0	0	0	0	1	22
% CITY								4.5%	
ASSAULT	1	1	0	0	0	1	0	3	68
% CITY								4.4%	
BURG	0	0	0	0	0	0	0	0	60
% CITY								0.0%	
THEFT	0	0	0	0	0	0	0	0	441
% CITY								0.0%	
VEHTHFT	0	0	0	0	0	0	0	0	158
% CITY								0.0%	
NARC	0	0	0	0	0	0	0	0	20
% CITY								0.0%	
INTOX	0	0	0	0	0	0	0	0	17
% CITY								0.0%	
VANDAL	0	0	1	0	0	1	0	2	88
% CITY								2.3%	
OTHER	4	0	0	2	0	5	0	11	375
% CITY								2.9%	
<b>TOTAL</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>17</b>	<b>1251</b>
<b>% CITY</b>	<b>2.5%</b>	<b>0.4%</b>	<b>0.4%</b>	<b>0.8%</b>	<b>0.0%</b>	<b>2.9%</b>	<b>0.0%</b>	<b>7.0%</b>	

## AHA REPORTS 2ND QUARTER 2020



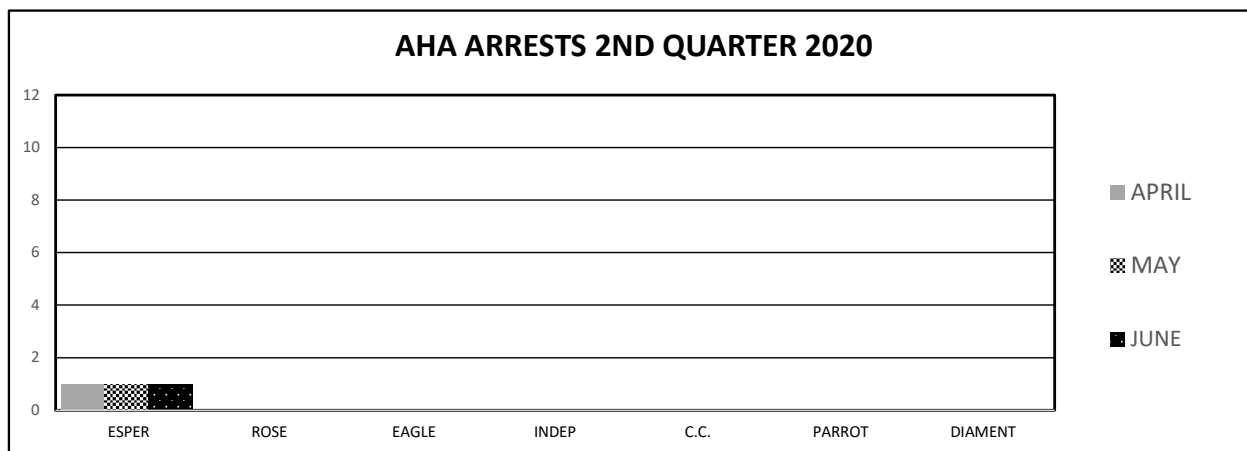
	ESPER	ROSE	EAGLE	INDEP	C.C.	PARROT	DIAMENT	TOTAL
<b>APRIL</b>	2	0	0	0	0	3	0	5
<b>MAY</b>	2	1	0	2	0	3	0	8
<b>JUNE</b>	2	0	1	0	0	1	0	4
<b>TOTAL</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>17</b>

2ND QUARTER 2020

ARRESTS

EXHIBIT A

NO. OF ARRESTS	114 ESPER	144 ROSE	145 EAGLE	112 INDEP	124 C.C.	212 PARROT	325 DIAMENT	AHA TOTAL	CITY TOTAL
MURDER	0	0	0	0	0	0	0	0	0
% CITY								0.0%	
RAPE	0	0	0	0	0	0	0	0	0
% CITY								0.0%	
ROBBERY	0	0	0	0	0	0	0	0	10
% CITY								0.0%	
ASSAULT	2	0	0	0	0	0	0	2	51
% CITY								3.9%	
BURG	0	0	0	0	0	0	0	0	9
% CITY								0.0%	
THEFT	0	0	0	0	0	0	0	0	36
% CITY								0.0%	
VEHTHFT	0	0	0	0	0	0	0	0	7
% CITY								0.0%	
NARC	0	0	0	0	0	0	0	0	22
% CITY								0.0%	
INTOX	0	0	0	0	0	0	0	0	18
% CITY								0.0%	
VANDAL	0	0	0	0	0	0	0	0	10
% CITY								0.0%	
OTHER	1	0	0	0	0	0	0	1	79
% CITY								1.3%	
<b>TOTAL</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>242</b>
<b>% CITY</b>	<b>1.2%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>1.2%</b>	



	ESPER	ROSE	EAGLE	INDEP	C.C.	PARROT	DIAMENT	TOTAL
<b>APRIL</b>	1	0	0	0	0	0	0	1
<b>MAY</b>	1	0	0	0	0	0	0	1
<b>JUNE</b>	1	0	0	0	0	0	0	1
<b>TOTAL</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>



## EXHIBIT B

HOUSING AUTHORITY OF THE CITY OF ALAMEDA - CRIME STATISTICS FOR FY2019-20									
NO. OF REPORTS	ESPER-ANZA	ROSE. VILLAGE	EAGLE VILLAGE	IND. PLAZA	CHINA CLIPPER	PARROT VILLAGE	ANNE B. DIAMENT	AHA TOTAL	CITY TOTAL
MURDER % CITY	0	0	0	0	0	0	0	0	1
RAPE % CITY	0	0	0	0	0	0	0	0	9
ROBBERY % CITY	1	0	0	0	0	0	0	1	94
ASSAULT % CITY	1	2	0	0	1	3	0	7	369
BURG % CITY	1	1	0	0	0	1	0	3	219
THEFT % CITY	0	0	0	0	0	0	3	3	1822
VEHTRFT % CITY	2	0	0	0	0	0	0	2	414
NARC % CITY	1	2	0	1	0	0	0	4	170
INTOX % CITY	0	0	0	0	0	0	0	0	130
VANDAL % CITY	0	1	1	0	0	1	0	3	355
OTHER % CITY	8	1	0	17	0	12	1	39	1239
<b>TOTAL % CITY</b>	<b>14 0.3%</b>	<b>7 0.1%</b>	<b>1 0.0%</b>	<b>18 0.4%</b>	<b>1 0.0%</b>	<b>17 0.4%</b>	<b>4 0.1%</b>	<b>62 1.3%</b>	<b>4822</b>

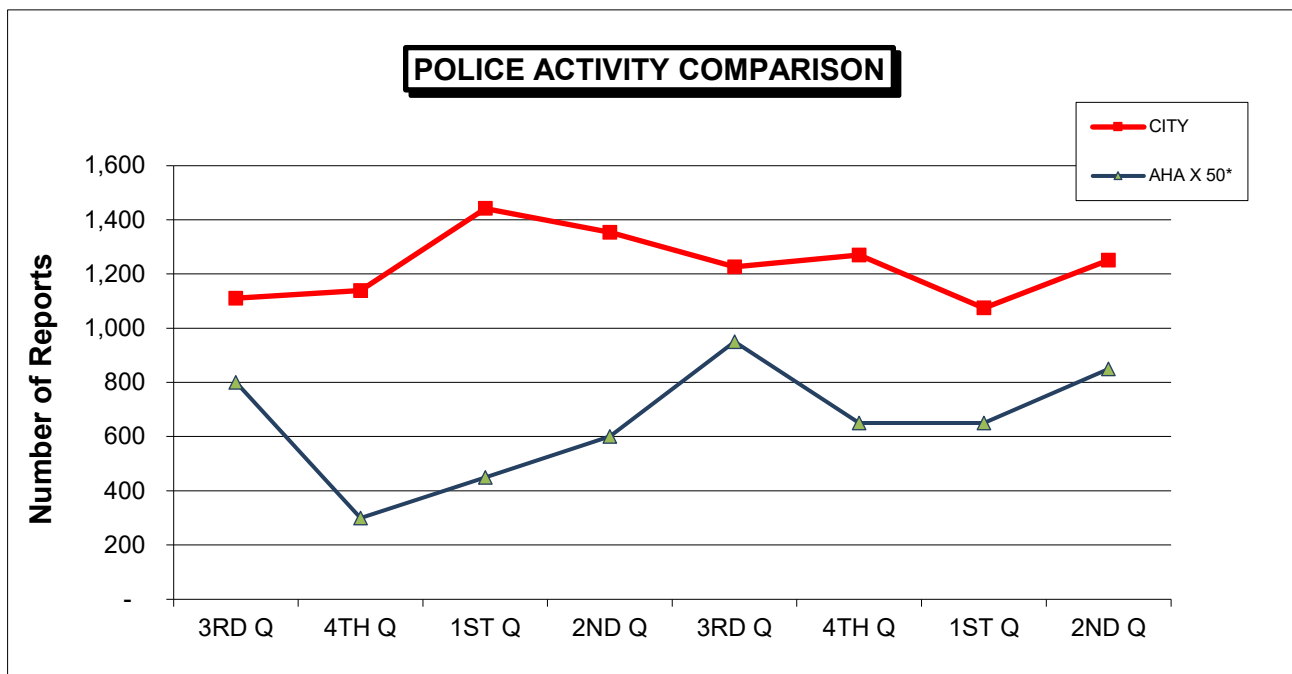
NO. OF ARRESTS	ESPER-ANZA	ROSE. VILLAGE	EAGLE VILLAGE	IND. PLAZA	CHINA CLIPPER	PARROT VILLAGE	ANNE B. DIAMENT	AHA TOTAL	CITY TOTAL
MURDER % CITY	0	0	0	0	0	0	0	0	0
RAPE % CITY	0	0	0	0	0	0	0	0	1
ROBBERY % CITY	0	0	0	0	0	0	0	0	26
ASSAULT % CITY	3	0	0	0	0	0	0	3	219
BURG % CITY	0	1	0	0	0	0	0	1	31
THEFT % CITY	0	0	0	0	0	0	0	0	130
VEHTRFT % CITY	0	0	0	0	0	0	0	0	23
NARC % CITY	1	1	0	1	0	0	0	3	192
INTOX % CITY	0	0	0	0	0	0	0	0	139
VANDAL % CITY	0	0	0	0	0	0	0	0	30
OTHER % CITY	1	0	0	3	0	2	0	6	458
<b>TOTAL % CITY</b>	<b>5 0.4%</b>	<b>2 0.2%</b>	<b>0 0.0%</b>	<b>4 0.3%</b>	<b>0 0.0%</b>	<b>2 0.2%</b>	<b>0 0.0%</b>	<b>13 1.0%</b>	<b>1249</b>

Exhibit C

HOUSING AUTHORITY OF THE CITY OF ALAMEDA  
POLICE ACTIVITY  
ON HOUSING AUTHORITY PROPERTIES  
COMPARED WITH THE CITY AS A WHOLE

Crime Reports

	3RD Q 2018	4TH Q 2018	1ST Q 2019	2ND Q 2019	3RD Q 2019	4TH Q 2019	1ST Q 2020	2ND Q 2020
CITY	1,111	1,139	1,442	1,354	1,226	1,270	1,075	1,251
AHA X 50*	800	300	450	600	950	650	650	850
AHA	16	6	9	12	19	13	13	17

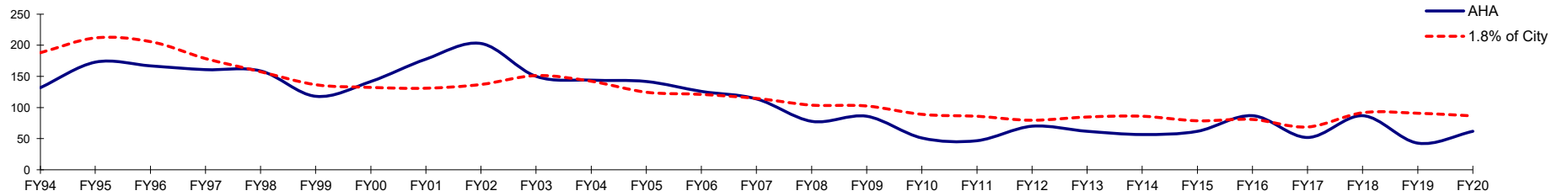


\* Note: Housing Authority numbers are multiplied by 50 to make the population numbers more comparable to the City as a whole.

**REPORTS WRITTEN AND ARRESTS MADE  
ON HOUSING AUTHORITY PROPERTY COMPARED WITH CITY AS A WHOLE  
FROM FY1994 TO FY2020  
Exhibit D**

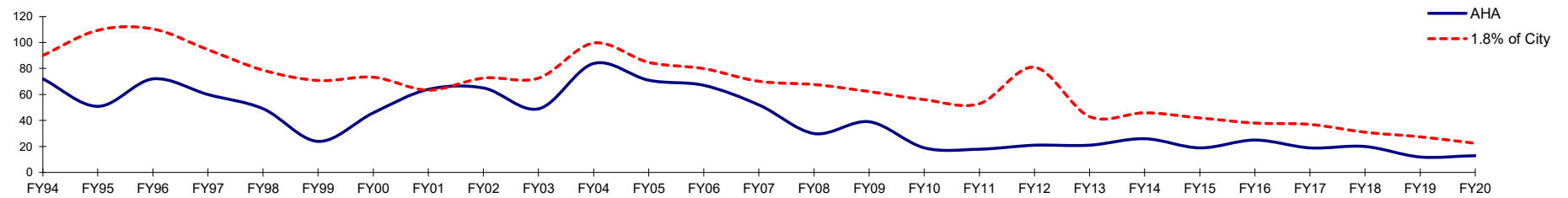
Tenants of AHA properties make up approximately 1.8% of the City's population.

**REPORTS WRITTEN**



	FY94	FY95	FY96	FY97	FY98	FY99	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
<b>AHA</b>	132	173	167	161	159	118	142	178	203	150	144	142	126	114	78	86	51	47	70	62	57	62	87	52	87	43	62
<b>1.8% of City</b>	188	212	206	179	158	137	133	131	137	151	142	125	121	115	104	103	89	86	80	85	86	79	81	69	92	91	87

**ARRESTS MADE**



	FY94	FY95	FY96	FY97	FY98	FY99	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
<b>AHA</b>	72	51	72	60	49	24	46	64	65	49	84	71	67	52	30	39	19	18	21	21	26	19	25	19	20	12	13
<b>1.8% of City</b>	90	109	110	95	79	71	73	63	73	73	100	85	80	70	68	62	56	53	81	43	46	42	38	37	31	27	22



# Housing Authority of the City of Alameda

PHONE (510) 747-4300  
FAX (510) 522-7848  
TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners  
From: Tonya Schuler-Cummins, Senior Management Analyst  
Date: January 20, 2021  
RE: Accept the Housing Authority 2019-2020 Fiscal Year-End Report

---

## **BACKGROUND**

A report is prepared annually for the Board of Commissioners to summarize the last fiscal year on the status of projects, programs, and funding.

## **DISCUSSION**

The Housing Authority is dedicated to serving its customers. To provide excellent service, it is important to understand our customers and who they are. Two methods are used to achieve this end. One method is to run reports that provide a variety of statistical information and monthly reports are now provided to the Board in the department overviews. A second method is to survey our customers.

### **Statistics on Housing Authority Properties and Programs**

A statistical report for the fiscal year ending June 30, 2020, is attached (Exhibit 1) and provides information on the participants in the Section 8 Housing Choice Voucher (HCV) and Project-based Voucher (PBV) Programs who live in Alameda (assisted families) and the tenants of the housing complexes that the Housing Authority owns, excluding Rosefield Village. The average income of tenants living in AHA-owned properties is approximately \$23,000 annually while the assisted families have an average income of approximately \$21,000. The Housing Authority provides housing assistance to around 1450 families (about 3200 people), assuring that they have a decent, safe place to live. At the same time, the Housing Authority provides housing for 562 families (about 1292). These two populations are not discrete and there are over 400 families living in AHA-owned units and receiving some type of assistance. The data is not available to define precisely the overlap between these two programs.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 2 of 8

### Customer Satisfaction Survey

Annually, the Housing Authority conducts a survey to gauge customer satisfaction of the service provided by staff. The customer survey for 2020 was delayed due to the onset of the COVID-19 virus at the traditional customer survey time. Due to staff focusing on projects to move the agency forward with reduced staff and publicly closed offices, the customer survey is targeted to be completed by March of 2021. The survey has been expanded to include questions about the family's access to resources during the pandemic.

### SECTION 8 PROGRAM

The Section 8 Housing Choice Voucher (HCV) Program provides most of the assistance available from the Housing Authority to Alameda's low-income residents.

The COVID-19 health pandemic has affected operations of the voucher program. On April 10, 2020, HUD issued PIH Notice 2020-05 which listed waivers available to Public Housing Authorities. On August 26, 2020, HUD issued a second notice, PIH Notice 2020-20, which extended the availability of the waivers in PIH Notice 2020-05. The waivers implemented by the Housing Authority of the City of Alameda have been reported to the Board of Commissioners in every regular Board Packet for its meetings, so will not be listed in this report.

### Waiting Lists

The Housing Authority did not open any waitlists during the 2020 fiscal year. During 2016, the Housing Authority opened 7 site-based waitlists, which included specific AHA-owned units (such as Independence Plaza and the HOME units) along with some Project-Based Voucher (PBV) units. In 2015, the Housing Authority had opened the Housing Choice Voucher program waitlist.

One of the most critical components of the eligibility process is determining income eligibility. First, federal regulations require that the Housing Authority perform income-targeting, which means providing 75 percent of HCV assistance to extremely-low income residents, those who earn no more than 30 percent of the area median income. The remaining 25 percent of assistance can be provided to very low-income residents.

Effective April 1, 2020, a family of four could make no more than the following to qualify for HCV assistance:

\$39,150 Extremely-low income

\$65,250 Very low-income

These income limits cover the Oakland/Fremont metropolitan area which includes Alameda and Contra Costa Counties.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 3 of 8

### Portability

Families are able to port out of Alameda with their vouchers. The receiving jurisdictions bill the Housing Authority for the housing assistance provided to these families. The average number of voucher holders living outside of Alameda and the Housing Authority's per unit costs for the fiscal year was:

	FY 2018	FY 2019	FY 2020
Voucher families living outside of Alameda	78	73	64
Per Unit HAP Cost (PUC) Per month	1656	1835	2070

When compared to the Housing Authority's HAP average of \$1,800 per month, it was more expensive to house families living outside the City of Alameda by around \$270.

### Inspections

In January 2016 the Housing Authority implemented biennial inspections. In FY 2017 AHA transitioned all of its inspections to an outside contractor and only uses HQS-trained staff to perform quality control inspections or re-inspections. Under SEMAP, quality control inspections are required.

The most frequent reasons for failure are non-operational smoke/carbon monoxide detectors, items blocking windows or doors, and cords that pose a trip hazard. As a result, a substantial number of re-inspections are required. Tenants and landlords also can request special inspections. For example, a tenant might claim that the furnace is not working even though the problem was reported to the landlord. The landlord might report housekeeping issues that pose a fire hazard. In both cases, the Housing Authority would respond with an inspection and determine if action is needed.

During FY19-20, inspections were placed on hold in March 2020 due to the COVID-19 pandemic. After this date, inspections were not conducted in occupied units for the remainder of the fiscal year. Inspections are due to restart on a risk based approach in Spring 2021.

For FY 2019-2020, 1,792 inspections were performed, by an outside contractor and 31 of those units were quality controlled by AHA staff as required by HUD.

The quantities and types of inspections were as follows:

Type of Inspection	FY 2019	FY 2020
Initial	155	228
Annual/Biennial	1,077	809
Quality Control	35	31



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 4 of 8

Special	40	45
Re-Inspections	773	721
Total	2,080	1,834

For FY 2019-2020, the number and type of inspections conducted in-house versus the contractor are:

Type of Inspection	In-House Inspector	3 <sup>rd</sup> -Party Inspector
Initial	0	228
Annual	0	809
Quality Control	31	0
Special	0	45
Re-Inspections	11	710
Total	42	1,792

### Project-based Vouchers

The Housing Authority can project-base up to 20% of the units under ACC (Annual Contributions Contract) with HUD, which would allow up to 377 units to be project-based (20% of 1885); however, project-based voucher (PBV) units awarded under a VASH PBV competition, such as the Housing Authority was awarded in 2016 do not count towards this cap. The Housing Authority may go over this 20% by 10% only if the units qualify as an exception to the program cap such as units for homeless, veterans, units with supportive services, or units in a census tract of 20 percent or less and a contract executed after April 18, 2017. The Housing Authority does not currently have enough HAP budget authority to issue all these vouchers at this time. Project-basing allows the Housing Authority to match an available unit with a person on the waitlist; decreasing the amount of time it takes to provide housing assistance. It also allows the owner to borrow against the future stream of rental income. This program also has proven beneficial to other providers of affordable housing.

HUD does not allow a Housing Authority to sign both sides of a Project-Based Voucher contract, so ownership in units is being transferred to Alameda Affordable Housing Corporation (AAHC) which is a non-profit operated by the Housing Authority.

As of June 30, 2020, these units were included in the Project-based program:

#### Description

Housing Authority-Owned/AAHC Owned



#### Units

170



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 5 of 8

Alameda Point Collaborative	25
RCD (Breakers at Bayport)	15
RCD (Shinsei Gardens)	21
RCD (Park Alameda)	15
HCEB/Satellite (Jack Capon Villa)	18
RCD (Stargell Commons)	7
Littlejohn Commons	25
Everett Commons	12
<b>Subtotal Towards Cap:</b>	<b>308</b>
Everett Commons	5 (VASH)
Eden (Corsair Flats)	25 (VASH)
<b>Total:</b>	<b>338</b>

Under an Agreement to Enter into a Housing Assistance Payments:

Eden (Family)	17
Rosefield (New Construction)	20
Rosefield (Rehabilitation)	03
<b>Total</b>	<b>348 towards cap</b>

RCD (Resources for Community Development) has partnered with the Housing Authority on four projects. HCEB/Satellite (Housing Consortium of the East Bay and Satellite Housing) has partnered with AHA at Jack Capon Villas. At Breakers, Shinsei, Stargell, Jack Capon Villa, Littlejohn Commons, and Everett Commons the Housing Authority owns the land and the tax credit partnership owns the improvements.

Housing Authority units include most of the units at Anne B. Diament Plaza, approximately half the units at Parrot Village and Esperanza, 25 units at Independence Plaza and units at several smaller sites.

### Fiscal Impact

Section 8 reserves may be used only for housing assistance payments under the HCV program. The Housing Authority had HUD-held reserves on June 30, 2020 of \$495,951. The Housing Authority has been pursuing a deliberate strategy to spend down the reserves held by HUD in an effort to preserve units on the program by offering higher rents under high payment standards and to avoid HAP recapture by HUD.

The FY2019-20 Administrative Fees were \$2,125,496 (inclusive of CARES Act Funding of \$350,010), but expenses were \$2,727,162 (a total net operating loss of \$601,666). The





Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 6 of 8

Board of Commissioners previously approved a transfer of funds from the AHA-owned properties reserve to cover the Housing Choice Voucher (HCV) program.

### IMPROVE EXISTING FACILITIES

The Housing Authority owned 576 housing units in FY2020. Management was split between the Housing Authority and The John Stewart Company. The Housing Authority managed 489 units while The John Stewart Company managed 87. These numbers do not include the units at Rosefield Village which was mostly vacated during 2019 due to a pending rehabilitation project. At the end of FY2020, there were 5 units occupied at Rosefield Village and three will need to be temporarily relocated. Maintaining and improving these apartments, buildings, and grounds are the responsibility of the Property Operations Department and The John Stewart Company with assistance from the Housing Development Department when capital improvement projects require extensive refinancing such as a tax credit allocation.

### Ongoing Maintenance

The maintenance of some properties has been outsourced to The John Stewart Company along with the 3<sup>rd</sup>-party management of the property. During FY2020, Housing Authority maintenance workers completed 2,701 work orders, an average of 225 per month compared with FY2018 where 3325 (an average of 277 per month) work orders were completed.

### Tenant Relations

In May 2016, AHA awarded a 3-year agreement to Life Skills Training and Educational Programs, Inc., "LifeSTEPS" in order to expand resident services to all AHA-owned properties. The contract was extended in 2019 and 2020. LifeSTEPS has worked successfully with our residents and will continue to provide much needed support to our seniors and families with the goals of maintaining housing and improving overall quality of life for our residents. An annual report is presented to the Board of Commissioners at a regular meeting from LifeSTEPS outlining the number and types of tenant interactions engaged in during the fiscal year.

### ORGANIZATIONAL CHANGES

The monthly overviews contain information on staff turnover and recruiting as it happens, so this memo will only recap any large organizational changes during the fiscal year. During FY2020, two new positions were added to the Schedule of Authorized Positions: Communications Manager and Risk Manager. While recruitments were done, neither position was filled by the end of FY2020, and efforts to do so are ongoing. At the June 2020 Board meeting, the Board also approved several changes to the Schedule of Authorized Positions due to the return of CDBG/HOME/BMR programs to the City of Alameda in August 2020. Three positions were impacted and reduced: one (1 FTE) Management Analyst, .5 FTE Project Manager, and .5 FTE Program Assistant.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 7 of 8

Outsourcing of Property Management to a third party vendor has reduced the number of site staff (one vacant position was not filled) and maintenance staff (one position that became open due to a retirement was not filled); both positions are no longer on the Schedule of Authorized Positions. Additionally, the Maintenance Supervisor position was removed from the Schedule of Authorized Positions for FY2021. AHA plans to move more sites to third party management over time, which will result in further changes in staffing.

Turnover, tenure, and retirement eligibility data through December 2017 was presented in the succession plan memo presented to the Board in February 2018. This is continuing to be tracked and will be reported on in mid-FY2021.

The COVID-19 pandemic had a significant impact on operations, including quickly adapting to having some employees work remotely, implementing new leave and health protocols, and making numerous physical changes to the office sites, particularly the main office. It is anticipated that this will continue through FY2021.

## RENT PROGRAMS

The Housing Authority continues to act as the Program Administer for the City of Alameda's Rent Control Ordinance. An annual report covering each fiscal year was prepared for the City by the Housing Authority and presented to the Board of Commissioners in October 2020. During this fiscal year, many achievements were made including a substantial revision of the Rent Control Ordinance and the launch of the rent registry software system. The system for reviewing rent increases changed with the revision of the Ordinance, so the Rent Review Advisory Committee (RRAC) only heard 3 requests before the Ordinance was revised and the RRAC was eliminated. Staff received a total of 20 submissions requesting a staff review of current or past rent increases, with 14 being determined invalid. The program received a total of 37 submissions for no fault terminations of tenancy, with 18 of those notices ultimately being rescinded. The average relocation payment for FY 2019-2020 was the highest yet in the program's history at \$9,618. As of June 30, 2020, there were 14,928 units subject to the Ordinance with 76% of the rental units being registered, at that time. In FY19-20, a total of 160 individuals attended program workshops and 46 individuals attended rent registry clinics. The program also logged 6,904 interactions with 4,052 unduplicated individuals and a monthly average of 2,344 website visits. Other program highlights during this time period included:

- Eliminating "no cause" as a grounds for eviction (July 2019)
- Establishing a cap on annual rent increases for multi-unit properties built prior to February 1995 (August 2019)
- Launching the registration of all rental units (January 2020)
- Implementing an online payment portal for submission of annual program fees (June 2020)

## HOUSING DEVELOPMENT

The Housing Development Department has responsibility for the Housing Authority's real estate development projects and long-term planning to preserve the physical and financial



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 8 of 8

health of properties within the existing portfolio. Staff worked towards the transfer of administration of the City's housing programs including the inclusionary housing program, the residential rehabilitation program, and the federally funded CDBG and HOME programs back to the City. The Department worked closely with City staff in city-wide housing and community development issues such as homelessness and affordable housing funding opportunities during this fiscal year.

Since the last Annual Report, new housing was added with the opening of Everett Commons (20 units). The Housing Authority also made development strides on Rosefield Village: received design review approval, completed 100% of the construction documents, submitted for building permits, and received the following funding awards: County of Alameda A1 Bond funds, a tax-exempt bond reservation, state and federal tax credit reservations, additional City HOME funds, and 23 Project-Based vouchers.

In May 2019, ownership of 12 acres at the North Housing site was transferred to the Housing Authority. Staff worked closely with the City on a Development Plan and Tentative Map. An agreement was signed for construction management services for the demolition and abatement of 16 existing buildings. Demolition has occurred to facilitate the construction of Singleton and Mosely Streets. Asset Management staff worked with other staff to transfer ownership of Independence Plaza to the Alameda Affordable Housing Corporation.

## **FINANCIAL IMPACT**

For informational purposes only.

## **RECOMMENDATION**

Accept the Housing Authority 2019-2020 Fiscal Year-End Report.

Respectfully submitted,

DocuSigned by:  
*Tonya Schuler - Cummins*  
89411A51346D497...

Tonya Schuler-Cummins  
Senior Management Analyst

Exhibit(s):

1. Statistics on Housing Authority Properties and Programs



**HOUSING AUTHORITY OF THE CITY OF ALAMEDA**  
**STATISTICS ON HOUSING AUTHORITY PROPERTIES AND PROGRAMS**

JUNE 30, 2020

**Number of Property Operations Units\*:**

AHA-Managed Units	489	
The John Stewart Company (JSCo) Managed Units	<u>87</u>	
Total AHA-Owned Units		576

**Number of Housing Program Allocation:**

Section 8 Housing Choice Voucher (HCV) Allocation (includes FUP, VASH, and PBV)	1885	
Section 8 Moderate Rehabilitation (Mod Rehab) Units	30	
Shelter Plus Care Assisted Units (14 or more units)	<u>14</u>	
Total Units		1929

**Occupied AHA Units:**

AHA Managed Units	476	
JSCo Managed Units	<u>86</u>	
Total AHA-Owned Occupied Units		562

**Housing Program Usage:**

Assisted Families in FUP program	18	
Assisted Families in VASH program (not PBV)	7	
Assisted Families in PBV (includes VASH)	283	
Assisted Families in other HCV	1005	
Assisted Families under Portability Billing (living in Alameda)	11	
Assisted Families in Mod Rehab	30	
Assisted Families in Shelter Plus Care	20	
Assisted Families under Port-Out Billing (living elsewhere)	<u>78</u>	
Total Assisted Families under Housing Programs Department (HPD)		1452

**Number of People Housed/Assisted\*\*:**

Individuals living in AHA-Owned and Managed Units	1091	
Individuals living in JSCo Managed Units	<u>201</u>	
Total Individuals Living in AHA-Owned Units		1292

Assisted Individuals in FUP program	52	
Assisted Individuals in VASH program (not PBV)	13	
Assisted Individuals in PBV (includes VASH)	753	
Assisted Individuals in other HCV	2319	
Assisted Individuals under Portability Billing (living in Alameda)	24	
Assisted Individuals in Mod Rehab	31	
Assisted Individuals in Shelter Plus Care	<u>63</u>	
Total Assisted Individuals Living in Alameda under HPD Programs		3255



## Exhibit 1

**Tenant Characteristics in AHA-Owned Units:**

Sex:	Female	648	50%
	Male	463	36%
	Undisclosed	181	14%
Average Age:		48 years	
Average Annual Income***:		\$23,254	

**Tenant Characteristics of Assisted Families Living in Alameda:**

Sex:	Female	1943	60%
	Male	1312	40%
Average Age:		42 years	
Average Household Income:		\$21,156	

**NOTES:**

\* As of July 1, 2020, units were outsourced to JSCo, so the numbers currently being housed by AHA are less than these June 30, 2020 totals while JSCo's numbers have increased.

\*\* The total number of individuals housed and assisted are less than 4547, but it is unclear how many individuals less as JSCo does not report which households are both living in AHA-owned units and receiving assistance. As the AHA has a preference for voucher holders in its units, the number is probably closer to the HPD assisted total.

The total number assisted does not include families living under portability in other jurisdictions (port-outs).

\*\*\* This average income does not include tenants living in units managed by JSCo.





# Housing Authority of the City of Alameda

PHONE (510) 747-4300  
FAX (510) 522-7848  
TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners

From: Lynette Jordan, Director of Housing Programs

Date: January 20, 2021

RE: Approve Changes to the Administrative Plan in accordance with Notice PIH 2020-32, Guidance on Remote Hearings and Briefings

---

## **BACKGROUND**

On November 20, 2020, HUD issued Notice PIH 2020-32, *Guidance for PHAs on the Allowability of Remote Hearings and Briefings*. Staff have reviewed the Notice and request approval of some minor Administrative Plan additions to accommodate AHA remote handling of hearings and briefings.

## **DISCUSSION**

The Coronavirus Disease 2019 (COVID-19) and social distancing requirements present significant challenges for public housing agencies (PHAs) to conduct in-person hearings and briefings. As remote environments become more common, PIH 2020-32 provides best practices for determining if barriers exist to conducting a remote hearing or remote briefing. If the remote hearing or remote briefing is scheduled, the Notice outlines PHA requirements to ensure equal opportunity and nondiscrimination for individuals with disabilities and limited English proficient (LEP) persons under Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA), Title VI of the Civil Rights Act of 1964, and the Fair Housing Act.

In March 2020, AHA decided to close its offices to the public and issued protective guidance to its staff in order to limit interaction with the public to protect our staff, residents, and program participants from the possibility of infection. Since that date AHA began completing hearings and briefings using a remote format which has been very successful. AHA staff have worked closely with the 504C Coordinator to ensure compliance with LEP, and all Section 504 requirements.

The Administrative Plan currently does not require in person hearings, but this change is being made to clarify that remote hearings and briefings are also allowed. This change is to Chapters 5 and 15, including small wording changes in both to clarify that both formats are acceptable. The current language in the Admin Plan does not expressly require one format or the other, so staff have not been out of compliance in



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 2 of 2

this area.

**FINANCIAL IMPACT**

Approving the changes to the Administrative Plan have no financial impact, as additional costs were built into the 2020-21 budget to address new software and other costs which help address operating the agency during the current health crisis. Additionally, the changes to the Administrative Plan are minor and only require inserting wording to address the option for remote hearings and briefings.

**RECOMMENDATION**

Approve Changes to the Administrative Plan in accordance with Notice PIH 2020-32, Guidance on Remote Hearings and Briefings.

Respectfully submitted,

DocuSigned by:  
*Lynette Jordan*  
A1A343B2C25D4FB...

Lynette Jordan  
Director of Housing Programs

Attachment(s):

1. Admin Plan Redline Chapter 5
2. Admin Plan Redline Chapter 15



## Attachment 1

### Chapter 5 BRIEFINGS AND VOUCHER ISSUANCE

#### INTRODUCTION

This chapter explains the briefing and voucher issuance process. When a family is determined to be eligible for the Housing Choice Voucher (HCV) program, the AHA must ensure that the family fully understands the way the program operates and the family's obligations under the program. This is accomplished through both an oral briefing and provision of a briefing packet containing written documentation of information the family needs to know. Once the family is fully informed of the program's requirements, the AHA issues the family a voucher. The voucher includes the unit size the family qualifies for based on the AHA's subsidy standards, as well as the dates of issuance and expiration of the voucher. The voucher is the document that permits the family to begin its search for a unit, and limits the amount of time the family has to successfully locate an acceptable unit.

Deleted: 1

This chapter describes HUD regulations and AHA policies related to these topics in two parts:

Part I: Briefings and Family Obligations. This part details the program's requirements for briefing families orally, and for providing written materials describing the program and its requirements. It includes a particular focus on the family's obligations under the program.

Part II: Subsidy Standards and Voucher Issuance. This part discusses the AHA's standards for determining how many bedrooms a family of a given composition qualifies for, which in turn affects the amount of subsidy the family can receive. It also discusses the policies that dictate how vouchers are issued, and how long families have to locate a unit.

#### PART I: BRIEFINGS AND FAMILY OBLIGATIONS

##### 5-I.A. OVERVIEW

HUD regulations require the AHA to conduct mandatory briefings for applicant families. The briefing provides a broad description of owner and family responsibilities, explains the AHA's procedures, and includes instructions on how to lease a unit. This part describes how oral or remote briefings will be conducted, specifies what written information will be provided to families, and lists the family's obligations under the program.

##### 5-I.B. BRIEFINGS [24 CFR 982.301]

The AHA must give the family a briefing, which can be conducted orally, or remotely, and provide the family with a briefing packet containing written information about the program. Families may be briefed individually or in groups. At the briefing, the AHA must ensure effective communication in accordance with Section 504 requirements (Section 504 of the Rehabilitation Act of 1973), and ensure that the briefing site is accessible to individuals with disabilities. For a more thorough discussion of accessibility requirements, refer to Chapter 2.

Deleted:

Deleted: oral

Deleted: September 2018



### **REMOTE BRIEFINGS.**

Formatted: Font: Bold

The AHA will ensure briefings conducted remotely provide equal opportunity and nondiscrimination for individuals with disabilities and limited English proficient (LEP) persons under Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA), Title VI of the Civil Rights Act of 1964, and the Fair Housing Act. AHA will make reasonable accommodations in policies, practices, and procedures to ensure persons with disabilities have a full and equal opportunity to participate in and benefit from all aspects of the remote briefing process.

Briefings will be conducted in group meetings.

Generally, the head of household is required to attend the briefing. If the head of household is unable to attend, the AHA may approve another adult family member to attend the briefing.

Families that attend group briefings and still need individual assistance will be referred to an appropriate AHA staff person.

Briefings will be conducted in English. For limited English proficient (LEP) applicants, the AHA will provide translation services in accordance with the AHA's LEP plan (See Chapter 2).

#### **Notification and Attendance**

Families will be notified of their eligibility for assistance at the time they are invited to attend a briefing. The notice will identify who is required to attend the briefing, as well as the date and time of the scheduled briefing.

If the notice is returned by the post office with no forwarding address, a notice of denial (see Chapter 3) will be sent to the family's address of record.

Applicants who fail to attend a scheduled briefing will be removed from the waiting list unless the applicant can show good cause. Good cause is defined as a disability or emergency family circumstances where the applicant requests the AHA maintain the applicant's place on the waiting until the next briefing, not to exceed six months, as a reasonable accommodation and only if requested prior to the briefing. Not attending a briefing because of incarceration is not an acceptable reason to hold an applicant's place on the waiting list and will result in removal from the waiting list. (See Chapter 3).

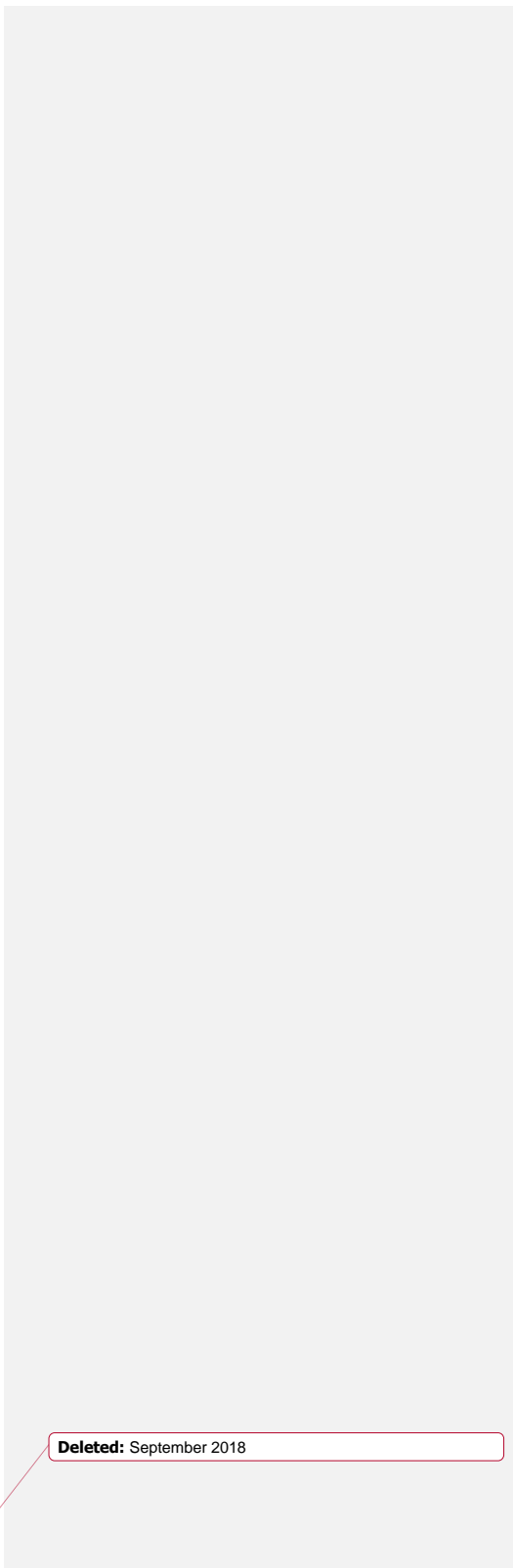
#### **Oral and Remote Briefing [24 CFR 982.301(a)]**

Each briefing must provide information on the following subjects:

- How the Housing Choice Voucher program works;
- Family and owner responsibilities;
- Where the family can lease a unit, including renting a unit inside or outside the AHA's jurisdiction;
- For families eligible under portability, an explanation of portability. The AHA cannot discourage eligible families from moving under portability;
- For families living in high-poverty census tracts, an explanation of the advantages of moving to areas outside of high-poverty concentrations;

Deleted: September 2018

- When AHA-owned units are available for lease, the AHA will inform the family during the oral briefing that the family has the right to select any eligible unit available for lease, and is not obligated to choose a AHA-owned unit; and
- VAWA Notice of Occupancy Rights. Provides protections for Housing Choice Voucher and PBV applicants, tenants, and participants from being denied assistance on the basis or as a direct result of being a victim of domestic violence, dating violence, sexual assault and stalking.



Deleted: September 2018

January 2021

**Briefing Packet [24 CFR 982.301(b)]**

Documents and information provided in the briefing packet must include the following:

- The term of the voucher, and the AHA's policies on any extensions or suspensions of the term. If the AHA allows extensions, the packet must explain how the family can request an extension.
- A description of the method used to calculate the housing assistance payment for a family, including how the AHA determines the payment standard for a family, how the AHA determines total tenant payment for a family, and information on the payment standard and utility allowance schedule.
- An explanation of how the AHA determines the maximum allowable rent for an assisted unit.
- Where the family may lease a unit. For a family that qualifies to lease a unit outside the AHA jurisdiction under portability procedures, the information must include an explanation of how portability works.
- The HUD-required tenancy addendum, which must be included in the lease.
- The form the family must use to request approval of tenancy, and a description of the procedure for requesting approval for a tenancy.
- A statement of the AHA policy on providing information about families to prospective owners.
- The AHA subsidy standards including when and how exceptions are made.
- The HUD brochure on how to select a unit.
- The HUD pamphlet on lead-based paint entitled *Protect Your Family from Lead in Your Home*.
- Information on federal, state and local equal opportunity laws and a copy of the housing discrimination complaint form.
- A list of landlords or other parties willing to lease to assisted families or help families find units, especially outside areas of poverty or minority concentration.
- Notice that if the family includes a person with disabilities, the family may request a list of available accessible units known to the AHA.
- The family obligations under the program, including any obligations of a welfare-to-work family.  
VAWA (Violence Against Women Act) Notice of Occupancy Rights.
- The grounds on which the AHA may terminate assistance for a participant family because of family action or failure to act.
- AHA informal hearing procedures including when the AHA is required to offer a participant family the opportunity for an informal hearing, and how to request the hearing.

Deleted: September 2018

If the AHA is located in a metropolitan FMR area, the following additional information must be included in the briefing packet in order to receive full points under SEMAP Indicator 7, Expanding Housing Opportunities [24 CFR 985.3(g)].

- Maps showing areas with housing opportunities outside areas of poverty or minority concentration, both within its jurisdiction and its neighboring jurisdiction.
- Information about the characteristics of these areas including job opportunities, schools, transportation and other services.
- An explanation of how portability works, including a list of portability contact persons for neighboring PHAs including names, addresses, and telephone numbers.

#### **Additional Items to be Included in the Briefing Packet**

In addition to items required by the regulations, PHAs may wish to include supplemental materials to help explain the program to both participants and owners [HCV GB p. 8-7].

The AHA will provide the following additional materials in the briefing packet:

- When AHA-owned units are available for lease, a written statement that the family has the right to select any eligible unit available for lease, and is not obligated to choose an AHA-owned unit.
- Information on how to fill out and file a housing discrimination complaint form.
- The publication *Things You Should Know (HUD-1140-OIG)* that explains the types of actions a family must avoid and the penalties for program abuse.

#### **5-I.C. FAMILY OBLIGATIONS**

Obligations of the family are described in the housing choice voucher (HCV) regulations and on the voucher itself. These obligations include responsibilities the family is required to fulfill, as well as prohibited actions. The AHA must inform families of these obligations during the oral briefing, and the same information must be included in the briefing packet. When the family's unit is approved and the HAP contract is executed, the family must meet those obligations in order to continue participating in the program. Violation of any family obligation may result in termination of assistance, as described in Chapter 12.

#### **Time Frames for Reporting Changes Required By Family Obligations**

Unless otherwise noted below, when family obligations require the family to respond to a request or notify the AHA of a change, notifying the AHA of the request or change within 14 calendar days is considered prompt notice.

When a family is required to provide notice to the AHA, the notice must be in writing.

#### **Family Obligations [24 CFR 982.551]**

Following is a listing of a participant family's obligations under the HCV program:

- The family must supply any information that the AHA or HUD determines to be necessary, including submission of required evidence of citizenship or eligible immigration status.

Deleted: September 2018

- The family must supply any information requested by the AHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition.
- The family must disclose and verify social security numbers and sign and submit consent forms for obtaining information.
- Any information supplied by the family must be true and complete.
- The family is responsible for any Housing Quality Standards (HQS) breach by the family caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal wear and tear caused by any member of the household or guest.
- The family must allow the AHA to inspect the unit at reasonable times and after reasonable notice, as described in Chapter 8 of this plan.
- The family must not commit any serious or repeated violation of the lease. The AHA will consider the following: written notice from owner to the AHA and family of the serious/repeated lease violation, police reports, arrest logs, neighbor complaints or other third party information. Violation can include: non-payment of rent, failure to allow owner to make necessary repairs, or disturbing the quiet and peaceful enjoyment of the premises by others.
- The family must notify the AHA and the owner before moving out of the unit or terminating the lease. The family must live in the unit for the term of the lease and, then, the family can move after giving proper notice to the owner with a copy to AHA. Alternatively, the family and owner can sign a mutual rescission of the lease.
- The family must promptly give the AHA a copy of any owner eviction notice.
- The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- The composition of the assisted family residing in the unit must be approved by the AHA. The family must promptly notify the AHA in writing of the birth, adoption, or court-awarded custody of a child. The family must request AHA approval to add any other family member as an occupant of the unit. The request to add a family member must be submitted in writing and approved prior to the person moving into the unit. The AHA will determine eligibility of the new member in accordance with the policies in Chapter 3.
- The family must promptly notify the AHA in writing if any family member no longer lives in the unit.
- If the AHA has given approval, a foster child or a live-in aide may reside in the unit. The AHA has the discretion to adopt reasonable policies concerning residency by a foster child or a live-in aide, and to define when AHA consent may be given or denied. For policies related to the request and approval/disapproval of foster children, foster adults, and live-in aides, see Chapter 3 (Sections I.K and I.M), and Chapter 11 (Section II.B).
- The family must not sublease the unit, assign the lease, or transfer the unit. Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.

Deleted: September 2018

- The family must supply any information requested by the AHA to verify that the family is living in the unit or information related to family absence from the unit.
- The family must promptly notify the AHA when the family is absent from the unit. Notice is required under this provision only when all family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 60 calendar days. Written notice must be provided to the AHA at the start of the extended absence.
- The family must pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease [Form HUD-52646, Voucher].
- The family must not own or have any interest in the unit, (other than in a cooperative and owners of a manufactured home leasing a manufactured home space).
- Family members must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program. (See Chapter 14, Program Integrity for additional information).
- Family members must not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for HUD and AHA policies related to drug-related and violent criminal activity.
- Members of the household must not engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for a discussion of HUD and AHA policies related to alcohol abuse.
- An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program.
- A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the AHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities. [Form HUD-52646, Voucher]

## **PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE**

### **5-II.A. OVERVIEW**

The AHA must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive, and the policies that govern making exceptions to those standards. The AHA also must establish policies related to the issuance of the voucher, to the voucher term, and to any extensions or suspensions of that term.

Deleted: September 2018

**5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]**

For each family, the AHA determines the appropriate number of bedrooms under the AHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when the AHA determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The subsidy standards must be consistent with space requirements under the housing quality standards.
- The subsidy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- Any live-in aide (approved by the AHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size;
- Unless a live-in aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the AHA subsidy standards.
- The AHA will assign one bedroom for each two persons within the household, except in the following circumstances:

The subsidy standard provides one bedroom for every two persons, except for:

- A family with a Head of Household and no spouse/domestic partner/significant other would be allocated a subsidy size in the following manner:

Family Size	Voucher Size
1	1 Bedroom
2	2 Bedrooms
3	2 Bedrooms
4	3 Bedrooms
5	3 Bedrooms
6	4 Bedrooms
7	4 Bedrooms
8	5 Bedrooms
9	5 Bedrooms

Deleted: September 2018

- A family with a Head of Household and a spouse/domestic partner/significant other would be allocated a subsidy size in the following manner:

Family Size	Voucher Size
2	1 Bedroom
3	2 Bedrooms
4	2 Bedrooms
5	3 Bedrooms
6	3 Bedrooms
7	4 Bedrooms
8	4 Bedrooms
9	5 Bedrooms
10	5 Bedrooms

- For verified reasons of health, an additional bedroom subsidy may be provided for: a live-in aide, medical equipment which requires a separate room because of size or function, or a family member who must have a separate bedroom due to other serious medical condition.

An unborn child of the Applicant or a child expected to be adopted or for whom legal custody is to be granted, will be included when determining the proper subsidy size.

Single person households will receive one bedroom vouchers.

#### Overcrowded Units

If the Housing Authority determines that an occupied unit no longer meets Housing Quality Standards (i.e., no more than two persons per living/sleeping room) because of a change in family size or composition, the Housing Authority will issue the Participant a new Housing Choice Voucher.

#### 5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS

In determining family unit size for a particular family, the AHA may grant an exception to its established subsidy standards if the AHA determines that the exception is justified by the age, sex, health, disability, or relationship of family members or other personal circumstance [24 CFR 982.402(b)(8)]. Reasons may include, but are not limited to:

- A need for an additional bedroom for medical equipment
- A need for a separate bedroom for reasons related to a family member's disability, medical or health condition

For a single person who is not elderly, disabled, or a remaining family member, an exception cannot override the regulatory limit of a zero or one bedroom [24 CFR 982.402(b)(8)].

The AHA will consider granting an exception for any of the reasons specified in the regulation: the age, sex, health, disability, or relationship of family members or other personal circumstances. See Chapter 16 for a PBV exception to the payment standard for under-housed families.

Deleted: September 2018



The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source, unless the disability and the disability-related request for accommodation is readily apparent or otherwise known.

The AHA will notify the family of its determination within 14 calendar days of receiving the family's request. If a participant family's request is denied, the notice will inform the family of their right to request an informal hearing.

#### **5-II.D. VOUCHER ISSUANCE AND RESCISSION [24 CFR 982.302]**

##### **Voucher Issuance**

When a family is selected from the waiting list (or as a special admission as described in Chapter 4), or when a participant family wants to move to another unit, the AHA issues a Housing Choice Voucher, form HUD-52646. This chapter deals only with voucher issuance for applicants. For voucher issuance associated with moves of program participants, please refer to Chapter 10.

The voucher is the family's authorization to search for housing. It specifies the unit size for which the family qualifies, and includes both the date of voucher issuance and date of expiration. It contains a brief description of how the program works and explains the family obligations under the program. The voucher is evidence that the AHA has determined the family to be eligible for the program, and that the AHA expects to have money available to subsidize the family if the family finds an approvable unit. However, the AHA does not have any liability to any party by the issuance of the voucher, and the voucher does not give the family any right to participate in the AHA's housing choice voucher program [Voucher, form HUD-52646]

A voucher can be issued to an applicant family only after the AHA has determined that the family is eligible for the program based on information received within the 60 days prior to issuance [24 CFR 982.201(e)] and after the family has attended an oral briefing [HCV 8-1].

Vouchers will be issued to eligible applicants at the mandatory briefing.

The AHA should have sufficient funds to house an applicant before issuing a voucher. If funds are insufficient to house the family at the top of the waiting list, the AHA must wait until it has adequate funds before it calls another family from the list [HCV GB p. 8-10]. If the AHA determines that there is insufficient funding after a voucher has been issued, the AHA may rescind the voucher and place the affected family back on the waiting list.

##### **Voucher Rescission**

If, due to budgetary constraints, the AHA must rescind vouchers that have already been issued to families, the AHA will do so according to the instructions under each of the categories below. The AHA will first rescind vouchers that fall under Category 1. Vouchers in Category 2 will only be rescinded after all vouchers under Category 1 have been rescinded.

Category 1: Vouchers issued to new admissions to the HCV program for which a Request for Tenancy Approval (RTA) and proposed lease have not been submitted to

Deleted: September 2018

the AHA. Vouchers will be rescinded in order of the date and time they were issued, starting with the most recently issued vouchers.

Category 2: Vouchers issued to new admissions to the HCV program for which a Request for Tenancy Approval and proposed lease have been submitted to the AHA. Vouchers will be rescinded in order of the date and time the RTA was submitted to the AHA, starting with the most recently submitted requests.

Families who have their voucher rescinded will be notified in writing and will be reinstated to their former position on the waiting list. When funding is again available, families will be selected from the waiting list in accordance with AHA policies described in Chapter 4.

Families who are continuing participants in the HCV program who have vouchers because they are moving will not have their vouchers rescinded unless the family is terminated due to the date of admission to the program (see chapter 12).

#### **5-II.E. VOUCHER TERM, EXTENSIONS, AND SUSPENSIONS**

##### **Voucher Term [24 CFR 982.303]**

The initial term of a voucher will be 180 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

The family must submit a Request for Tenancy Approval and proposed lease within the time period unless the AHA grants an extension.

##### **Extensions of Voucher Term [24 CFR 982.303(b)]**

The AHA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. In some cases, voucher extensions may require the family to submit new verifications for income, assets, or deductions.

The AHA will approve additional search time if needed as a reasonable accommodation to make the program accessible to and usable by a person with disabilities. The extension period must be reasonable for the purpose. The family will be notified in writing of the AHA's decision to approve or deny an extension. The AHA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c)(4)].

The decision to allow additional extensions beyond 180 days must be approved by the Executive Director in cases of new applicants. The family must demonstrate that its due diligence in trying to locate a unit was met by providing the AHA a listing of all units looked at and all contacts with landlords made before any extensions will be considered. The AHA must also be able to document that the market has higher rents than voucher holders can afford or there are a shortage of rental units available.

For participants transferring units, 24 CFR 982.312 only allows for a family to be absent from a unit for 180 consecutive days; therefore, the AHA will only allow extensions to this time unless in case of a reasonable accommodation due to a disability.

The AHA will allow for voucher extensions for the occurrence of domestic violence, dating violence, sexual assault or stalking which leads to the break-up of the assisted family, as per HUD Notice PIH-2017-08.

Deleted: September 2018

**Suspensions of Voucher Term [24 CFR 982.303(c)]**

At its discretion, a AHA may adopt a policy to suspend the housing choice voucher term if the family has submitted a Request for Tenancy Approval (RFTA) during the voucher term. "Suspension" means stopping the clock on a family's voucher term from the time a family submits the RFTA until the time the AHA approves or denies the request [24 CFR 982.4]. The AHA's determination not to suspend a voucher term is not subject to informal review [24 CFR 982.554(c)(4)].

When a RFTA and a proposed lease are received by the AHA, the term of the voucher will be suspended while AHA processes the request.

When the AHA denies a request for tenancy, the family will be notified immediately that the clock on the voucher term has restarted. The notice will include the new expiration date of the voucher.

**Expiration of Voucher Term**

Once a family's housing choice voucher term (including any extensions) expires, the family is no longer eligible to search for housing under the program. If the family still wishes to receive assistance, the AHA will require that the family reapply when the waiting list is open.

Within 14 calendar days after the expiration of the voucher term or any extension, the AHA will notify the family in writing that the voucher term has expired and that the family must reapply in order to be placed on the waiting list.

Deleted: September 2018

January 2021

## Attachment 2

### CHAPTER 15

#### PROGRAM ADMINISTRATION

##### INTRODUCTION

This chapter discusses administrative policies and practices that are relevant to the activities covered in this plan. The policies are discussed in eight parts as described below:

Part I: Administrative Fee Reserve. This part describes the AHA's policies with regard to oversight of expenditures from its administrative fee reserve.

Part II: Setting Program Standards and Schedules. This part describes what payment standards are, and how they are updated, as well as how utility allowances are established and revised.

Part III: Informal Reviews and Hearings. This part outlines the requirements and procedures for informal reviews and hearings, and for informal hearings regarding citizenship status.

Part IV: Owner or Family Debts to the AHA. This part describes policies for recovery of monies that the AHA has overpaid on behalf of families, or to owners, and describes the circumstances under which the AHA will offer repayment agreements to owners and families. Also discussed are the consequences for failure to make payments in accordance with a repayment agreement.

Part V: Section 8 Management Assessment Program (SEMAP). This part describes what the SEMAP scores represent, how they are established, and how those scores affect AHA.

Part VI: Record-Keeping. All aspects of the program involve certain types of record-keeping. This part outlines the privacy rights of applicants and participants and record retention policies the AHA will follow.

Part VII: Reporting and Record Keeping for Children with Environmental Intervention Blood Lead Level. This part describes the AHA's responsibilities for reporting, data collection, and record keeping relative to children with environmental intervention blood lead levels that are less than six years of age, and are receiving HCV assistance.

Part VIII: Special Housing Types. This part describes what Special Housing Types the AHA will operate.

##### **PART I: ADMINISTRATIVE FEE RESERVE [24 CFR 982.155]**

The AHA must maintain an administrative fee reserve for the program to pay program administrative expenses in excess of administrative fees paid by HUD for a AHA fiscal year. If funds in the administrative fee reserve are not needed to cover AHA administrative expenses, the AHA may use these funds for other housing purposes permitted by Federal, State and local law.

Deleted: September 2018

If the AHA has not adequately administered any Section 8 program, HUD may prohibit use of funds in the administrative fee reserve, and may direct the AHA to use funds in the reserve to improve administration of the program or to reimburse ineligible expenses. HUD also may prohibit use of the funds for certain purposes.

HUD requires the AHA Board of Commissioners or other authorized officials to establish the maximum amount that may be charged against the administrative fee reserve without specific approval.

Expenditures from the administrative fee or other AHA reserves will be made in accordance with all applicable Federal requirements and the AHA procurement policy. The Board of Commissioners through the AHA budget process must approve all expenditure line items. The AHA's Board of Commissioners must approve contracts in excess of \$250,000.

## **PART II: SETTING PROGRAM STANDARDS AND SCHEDULES**

### **15-II.A. OVERVIEW**

Although many of the program's requirements are established centrally by HUD, the HCV program's regulations recognize that some flexibility is required to allow the AHA to adapt the program to local conditions. This part discusses how the AHA establishes and updates certain schedules and standards that are used to administer the program locally. Details about how these schedules are applied to individual families are provided in other chapters. The schedules and standards discussed here include:

- *Payment Standards*, which dictate the maximum subsidy a family can receive (application of the payment standards is discussed in Chapter 6); and
- *Utility Allowances*, which specify how a family's payment should be adjusted to account for tenant-paid utilities (application of utility allowances is discussed in Chapter 6).

Copies of the payment standard and utility allowance schedules are available for review in the AHA's offices during normal business hours.

The AHA will maintain documentation to support its annual review of payment standards and utility allowance schedules. This documentation will be retained for at least 3 years.

### **15-II.B. PAYMENT STANDARDS [24 CFR 982.503; HCV GB, Chapter 7]**

The payment standard sets the maximum subsidy payment a family can receive from the AHA each month [24 CFR 982.505(a)]. Payment standards are based on fair market rents (FMRs) published annually by HUD. FMRs are set at a percentile within the rent distribution of standard quality rental housing units in each FMR area. Alameda is one FMR area. For most jurisdictions FMRs are set at the 40th percentile of rents in the market area.

The AHA has established a payment standard schedule that establishes payment standard amounts for the AHA's jurisdiction, and for each unit size. For each unit size, the AHA has established a single payment standard amount for the whole FMR area.

Deleted: September 2018

Unless HUD grants an exception, the AHA is required to establish a payment standard within a “basic range” established by HUD – between 90 and 110 percent of the published FMR for each unit size.

### Updating Payment Standards

When HUD updates its FMRs, the AHA will update its payment standards if the standards are no longer within the basic range [24 CFR 982.503(b)]. HUD may require the AHA to make further adjustments if it determines that rent burdens for assisted families in the AHA’s jurisdiction are unacceptably high 24 CFR 982.503(g)].

The AHA will review the appropriateness of the payment standards on an annual basis when the new FMR is published. In addition to ensuring the payment standards do not exceed the success rate payment standard approved by HUD. The AHA will consider the following factors when determining whether an adjustment should be made to the payment standard schedule:

**Funding Availability:** The AHA will review the budget to determine the impact projected subsidy adjustments will have on funding available for the program and the number of families served. The AHA will compare the number of families who could be served under revised payment standard amounts with the number assisted under current payment standard amounts.

**Rent Burden of Participating Families:** Rent burden will be determined by identifying the percentage of families, for each unit size, that are paying more than 30 percent of their monthly adjusted income as the family share. When 40 percent or more of families, for any given unit size, are paying more than 30 percent of adjusted monthly income as the family share, the AHA will consider increasing the payment standard. In evaluating rent burdens, the AHA will not include families renting a larger unit than their family unit size.

**Quality of Units Selected:** The AHA will review the quality of units selected by participant families when making the determination of the percent of income families are paying for housing, to ensure that payment standard increases are only made when needed to reach the mid-range of the market.

**Changes in Rent to Owner:** The AHA may review a sample of the units to determine how often owners are increasing or decreasing rents and the average percent of increases/decreases by bedroom size.

**Unit Availability:** The AHA will review the availability of units for each unit size, particularly in areas with low concentrations of poor and minority families.

**Lease-up Time and Success Rate:** The AHA will consider the percentage of families that are unable to locate suitable housing before the voucher expires and whether families are leaving the jurisdiction to find affordable housing.

Payment standards for new contracts will go into effect when a family moves. For an offer of new lease, the higher of the old payment standard or the current payment standard will be used if the family composition remains the same. For ongoing contracts, if the payment standard increases, the new payment standard will be effective at the next annual reexamination. If the payment standard

Deleted: September 2018

decreases, the new payment standard will be implemented at the time of move (transfer) or at the time of an annual that changes the payment standard due to a change in family composition.

#### **Exception Payment Standards [982.503(c)]**

The AHA must request HUD approval to establish payment standards that are higher than the basic range. At HUD's sole discretion, HUD may approve a payment standard amount that is higher than the basic range for a designated part of the FMR area. HUD may approve an exception payment standard amount (in accordance with program requirements) for all units, or for all units of a given size, leased by program families in the exception area. Any PHA with jurisdiction in the exception area may use the HUD-approved exception payment standard amount. The total population of all HUD-approved exception areas in an FMR area may not include more than 50 percent of the population of the FMR area.

#### **Unit-by-Unit Exceptions [24 CFR 982.505]**

Unit-by-unit exceptions to the AHA's payment standards generally are not permitted. However, an exception may be made as a reasonable accommodation for a family that includes a person with disabilities. (See Chapter 2 for a discussion of reasonable accommodations.) This type of exception does not affect the AHA's payment standard schedule.

When needed as a reasonable accommodation, the AHA may make an exception to the payment standard without HUD approval if the exception amount does not exceed 120 percent of the applicable FMR for the unit size. The AHA must maintain documentation that the unit has the feature(s) required to meet the needs of the person with disabilities.

A family that requires a reasonable accommodation may request a higher payment standard at the time the Request for Tenancy Approval (RFTA) is submitted. The family must document the need for the exception. In order to approve an exception, the AHA must determine that:

There is a shortage of affordable units that would be appropriate for the family;

The family's TTP would otherwise exceed 40 percent of adjusted monthly income; and

The rent for the unit is reasonable.

#### **"Success Rate" Payment Standard Amounts [24 CFR 982.503(e)]**

If a substantial percentage of families have difficulty finding a suitable unit, the AHA may request a "success rate payment standard" that applies to the entire jurisdiction. If approved by HUD, a success rate payment standard allows the AHA to set its payment standards at 90-110 percent of a higher FMR (the 50<sup>th</sup>, rather than the 40<sup>th</sup> percentile FMR). To support the request, the AHA must demonstrate that during the most recent 6-month period for which information is available:

- Fewer than 75 percent of families who were issued vouchers became participants;
- The AHA had established payment standards for all unit sizes, and for the entire jurisdiction, at 110 percent of the published FMR; and

Deleted: September 2018

- The AHA had a policy of allowing voucher holders who made sustained efforts to locate units at least 90 days to search for a unit.

Although HUD approves the success rate payment standard for all unit sizes in the FMR area, the AHA may choose to adjust the payment standard for only some unit sizes in all, or a designated part, of the AHA's jurisdiction within the FMR area.

#### **Decreases in the Payment Standard Below the Basic Range [24 CFR 982.503(d)]**

The AHA must request HUD approval to establish a payment standard amount that is lower than the basic range. At HUD's sole discretion, HUD may approve establishment of a payment standard lower than the basic range. HUD will not approve a lower payment standard if the family share for more than 40 percent of program participants exceeds 30 percent of adjusted monthly income.

#### **15-II.C. UTILITY ALLOWANCES [24 CFR 982.517]**

An AHA-established utility allowance schedule is used in determining family share and AHA subsidy. The AHA will maintain a utility allowance schedule for (1) all tenant-paid utilities, (2) the cost of tenant-supplied refrigerators and ranges, and (3) other tenant-paid housing services such as trash collection.

The utility allowance schedule must be determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the AHA must use normal patterns of consumption for the community as a whole, and current utility rates.

The utility allowance must include the utilities and services that are necessary in the locality to provide housing that complies with housing quality standards. Costs for telephone, cable/satellite television, and internet services are not included in the utility allowance schedule.

In the utility allowance schedule, the AHA will classify utilities and other housing services according to the following categories:

- Gas heating;
- Electric heating;
- Gas cooking;
- Electric cooking;
- Gas water heating;
- Electric water heating;
- Water and sewer;
- Trash collection and recycling;
- Other electric;
- Cost of tenant-supplied refrigerator;
- Cost of tenant-supplied range.

The cost of each utility and housing service will be stated separately by unit size and type. Chapter 16 of the *HCV Guidebook* provides detailed guidance to the AHA about establishing utility allowance schedules.

Deleted: September 2018



**Air Conditioning**

An allowance for air conditioning will be provided when the majority of housing units in the market have central air conditioning or are wired for tenant-installed air conditioners. Due to the negligible number of housing units with air conditioning, the AHA has not included an allowance for air conditioning in its schedule.

**Reasonable Accommodation**

The AHA will approve a utility allowance amount higher than shown on the AHA's schedule if a higher allowance is needed as a reasonable accommodation for a family member with a disability. For example, if a family member with a disability requires such an accommodation, the AHA will approve an allowance for air-conditioning, even if the AHA has determined that an allowance for air-conditioning generally is not needed or the AHA will approve the use of the utility allowance for the actual unit leased if the family is in a unit higher than their voucher size (See Chapter 2 for policies regarding the request and approval of reasonable accommodations).

**Utility Allowance Revisions**

The AHA will review its schedule of utility allowances at least annually, and must revise the schedule if there has been a change of 10 percent or more in any utility rate since the last time the allowance for that utility was revised. The AHA will maintain information supporting its annual review of utility allowance and any revisions made in its utility allowance schedule.

**15-II.D. CALIFORNIA UTILITY ALLOWANCE CALCULATOR FOR ENERGY EFFICIENT PROJECTS RECEIVING LOW INCOME HOUSING TAX CREDITS**

Under the Housing Choice Voucher program, the AHA recognizes and adopts the use of project specific utility allowances that have been approved for use in qualified Low Income Housing Tax Credit (LIHTC) projects, provided that the utility allowances for the LIHTC project are:

- (i) Developed pursuant to regulations prescribed by the Internal Revenue Service (IRS) and requirements set by the California Tax Credit Allocation Committee (CTCAC) for the LIHTC program;
- (ii) Calculated using the California Utility Allowance Calculator (CUAC) or other models recognized by the CTCAC;
- (iii) Approved by CTCAC for use in affordable housing projects receiving Tax Credit project; and
- (iv) Reviewed and updated pursuant to CTCAC requirements and compliance procedures to reflect changes in energy tariffs.

**Background**

Utility allowances for the HCV program and LIHTC program are established through different processes. The result is that the utility allowances for HCV participants

Deleted: September 2018

substantially vary from the utility allowances approved by CTCAC for non-voucher units even though the building characteristics for the residential units are substantially the same.

Additionally, the methods used to set utility allowances for the HCV program do not consider new construction standards and practices or the above-code energy efficiency investments commonly made by developers of CTCAC-funded Tax Credit projects. As a result, the utility allowances set by public housing authorities do not accurately reflect the lower energy consumption and costs associated with LIHTC projects. It is commonly understood among affordable housing organizations that the overstatement of energy consumption and costs adversely affects the property's ability to cover added investment costs for high efficiency measures and may also affect the underlying cash flow and financial stability of the property.

This disparity was formally recognized by the IRS and resulted in an amendment to its regulations governing utility allowances, § 1.42-10. On July 29, 2008, the IRS issued a Final Notice permitting use of alternative approaches for estimating tenant utility costs including the use of utility allowance estimates set by state housing finance agencies, use of HUD's Utility Schedule Model, or use of an energy consumption model.

Following issuance of the IRS rule, the CTCAC authorized use of an energy consumption model developed by the California Energy Commission. The model, known as the California Utility Allowance Calculator (CUAC), is widely used by tax credit properties. The utility cost estimates calculated through this model more accurately reflect utility consumption than the standard allowances used by AHA for the HCV Program.

#### **Justification**

The CUAC used in California for Tax Credit projects provides a well documented, objective, and sound analytical basis for estimating tenant utility costs and setting utility allowances in LIHTC properties.

The process requires the use of energy professionals in making utility estimates using the CUAC model, and has sufficient safeguards and checks in place to ensure that utility allowances are properly calculated and reasonable. Compliance procedures established by CTCAC will also ensure that utility allowances, once set under the LIHTC program, will be reviewed on an ongoing basis and updated to reflect changes in utility costs.

Adopting the utility allowances approved by the CTCAC for properties using the CUAC will not result in additional AHA project administration costs.

#### **Review of Process for Setting Utility Allowances Under Low Income Housing Tax Credit Program and Potential Utilization for Housing Choice Vouchers Used in Qualified Tax Credit Properties**

Deleted: September 2018

Under the LIHTC program, applicants for LIHTCs must estimate the monthly income and expenses for proposed projects. As part of the calculation, applicants need to provide an estimate of tenant utility costs. A utility allowance is set based on what a reasonable energy consuming household consumes, which is the same standard used for HUD programs.

In tax credit projects, the gross rent for the unit is reduced by the utility allowance. This is consistent with the approach used in HUD programs to determine the amount of rent the tenant pays the property owner.

Until recently, the most common source of the utility cost estimates has been Public Housing Authority (PHA) utility allowance schedules. This changed in 2008 with the issuance of the amended regulation by the IRS. The underlying reason for amending the IRS' regulation is that PHA utility allowances based on older buildings are inaccurate and overstate utility costs for tax credit properties built to higher energy efficiency standards and with lower energy consumption.

In 2009, CTCAC authorized use of the California Utility Allowance Calculator, or CUAC in developing utility cost estimates for LIHTC projects. The CUAC was developed by the California Energy Commission in partnership with the affordable housing community to create a more accurate tool for estimating tenants' utility costs.

Since utility allowances for the HCV program are set independently from the LIHTC program, when a household using a voucher moves into a Tax Credit project, a different utility allowance is used, which results in different utility allowances being applied to units in the same building with the same characteristics affecting energy consumption. To correct this disparity, the AHA has sought and obtained HUD approval to use the utility allowances approved for the LIHTC program.

#### **Assessment of California Utility Allowance Calculator (CUAC) Model**

The California Utility Allowance Calculator (CUAC) allows energy consultants, working for affordable housing developers, to establish a more accurate estimate of what tenants will pay for utilities, taking into account the energy affecting features of the proposed building, the photovoltaic (PV) system designed for it, and the applicable tariff/utility rate. The CUAC may be used with:

1. New construction projects in the design phase (brand new, never previously used buildings);
2. Newly constructed projects placed in service during or after 2009 that meet Title 24, Part 6 standards (2008 edition); and on a case-by-case basis subject to discretion of CTAC's Executive Director
3. Rehabilitation or adaptive reuse projects that involve tearing the building(s) down to the bare framing, rafters and foundation and then rebuilding it to Title 24, Part 6 standards.

Deleted: September 2018

Appropriate use of the CUAC requires verifying what is actually built, as opposed to what had been proposed, so that a project is accurately modeled using approved California Energy Commission approved software.

- Energy analysts using the CUAC investigate and confirm the relevant energy efficiency measures which are actually used in construction of the project, once the project has been completed, and model the units and building(s) as built. These relevant energy efficiency measures include any components, materials, systems, etc. that impact the building's energy efficiency, including but not limited to the building envelope, heating systems, cooling systems, domestic hot water systems, and installed lighting systems. Energy analysts shall also confirm that appliances comply with the applicable California Appliance Efficiency Regulations, Title 20.

#### **Assessment of Owner/Developer Requirements**

In order to qualify for the use of a project-specific utility allowance, developers must meet certain requirements and must be awarded LIHTCs. These requirements apply whether the applicant is seeking, or has already been awarded, competitive 9% tax credits, or credits used in conjunction with tax exempt bond financing, or "ARRA Funding" Tax Credit Exchange Program (Section 1602) funds or Tax Credit Assistance Program (TCAP) funds.

All CUAC estimates will be completed by an independent third party and will be at the expense of the developer. The CTCAC requires that the consultant be a California Association of Building Energy Consultants (CABEC) Certified Energy Plans Examiner (CEPE) and either a certified Home Energy Rating System (HERS) Rater or a California licensed mechanical engineer or electrical engineer. A list of CEPEs with current residential certifications is available at:

<http://www.cabec.org/ceperosterall.php>.

All CUAC estimates will include a report, signed by the qualified professional energy analyst (as defined in TCAC Regulation Section 10322(h)(20)), certifying the following:

Date the CUAC estimate was prepared and the name of project the estimate was prepared for.

- Name, address and phone number of the analyst who prepared and certified to the accuracy of the CUAC estimate. (NOTE: The preparer and certifying analyst must be the same person).
- Proof of the energy analyst's qualifications to use the CUAC, including a current California Association of Building Energy Consultant's (CABEC) Certified Energy Plans Examiner (CEPE) certification number, and the analyst's California engineering license number or California Home Energy Rating Systems (HERS) certification number.
- A statement that the analyst and the owner of the project, the project applicant, and the project's principals (general partners, members, etc.), are not related parties as defined by TCAC Regulation 10302(gg) and the Internal Revenue Code section 267(b) and 707(b).

Deleted: September 2018

- A statement that CUAC estimate is based solely on the professional building energy modeling and analysis completed by the qualified professional building analyst who signed the CUAC estimate.
- A copy of the completed CARE tariff eligibility analysis done as required by the CUAC User's Guide (if applicable).
- A copy of the California Energy Commission's CF-1R compliance document for the project.

#### **Additional Requirements for Projects Recently Placed In Service**

Energy analysts who are submitting a CUAC estimate for a newly completed project built to the 2005 or later standards must confirm the energy efficiency measures of the project's units and buildings. The energy analyst will confirm the data used in completing the CUAC estimate is accurate, including all relevant energy efficiency measures. If unable to confirm the energy efficiency measures actually used in the completed units and building(s), the analyst will use conservative default assumptions needed to meet the minimum requirements under the appropriate standards.

The analyst also must identify the utility providers, confirm that the appropriate tariff was used in the CUAC estimate, confirm building orientation, and determine the building's unit mix, apartment features and unit floor plan layout. This process will be done through direct observation (including field testing or sampling at a minimum rate of 1:7 units), official documentation, or qualified third-party resources.

All CUAC estimates will include a report, certifying to all of the items listed above, as well as the following additional items:

- Explanation of any testing or sampling done to confirm the constructed units and/or building(s) features.
- A list of all third-party resources used to confirm the constructed buildings features, including copies of the building permits and the name and phone number of any HERS rater(s) who conducted review(s) of the project's units and /or building(s).
- Copies of any documentation relied upon to confirm the energy efficiency measures used in the modeling of the constructed units and/or building(s).
- Copies of any completed residential compliance forms (CF-1R, CF-4R, CF-6R, etc.) for the project's units and/or building(s) that were completed at the design phase and upon final construction.
- A list and justification of any conservative default assumptions (Title 24, Part 6 Standards) that were used by the energy analyst in the event the energy analyst was unable to independently confirm the building(s) energy efficiency measures.

#### **CUAC Schedule**

For a Tax Credit project, and most other affordable housing projects, the CUAC estimate will need to be produced or reproduced at three points in the life of a project.

Deleted: September 2018

1. At the point of initial application where the CUAC utility allowance is crucial to the underwriting of a project. This should be the "draft" version of the CUAC utility allowance.
2. When the project begins lease-up, so that tenants are appropriately charged for rent. This should be the "final" locked-in-place version of the CUAC utility allowance and represent the project "as built" as opposed to "as proposed." This or a later "annual update" version of the utility allowance is also the utility allowance that should be sent to the CTCAC as part of any placed-in-service package.
3. The "final" version of the CUAC should be updated annually throughout the compliance period. This updating simply involves having the energy analyst reproduce the utility allowance using the latest version of the CUAC lookup tables, which will contain the most up-to-date version of the utility company rates. This will bring the utility allowance up-to-date.

#### **Updating Project-Specific Utility Allowance**

The owner/developer is required to update the schedule of utility allowances at least annually, and must revise the schedule if there has been a change of 10 percent or more in any utility tariff/rate since the last time the allowance for that utility was revised.

The CUAC update shall be conducted no later than the project's anniversary of its earliest Placed-In-Service date.

Under the proposal, the owner/developer must provide the AHA the information supporting its annual review of the utility allowance and any revisions made in its utility allowance schedule. The AHA shall retain this information with all other utility allowance update data.

### **PART III: INFORMAL REVIEWS AND HEARINGS**

#### **15-III.A. OVERVIEW**

When the AHA makes a decision that has a negative impact on a family, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal review; for participants, or for applicants denied admission because of citizenship issues, the appeal takes the form of an informal hearing.

PHAs are required to include in their administrative plans, informal review procedures for applicants, and informal hearing procedures for participants [24 CFR 982.54(d)(12) and (13)].

#### **15-III.B. INFORMAL REVIEWS**

Informal reviews are provided for program applicants. An applicant is someone who has applied for admission to the program, but is not yet a participant in the program. Informal reviews are intended to provide a "minimum hearing requirement" [24 CFR

Deleted: September 2018

982.554], and need not be as elaborate as the informal hearing requirements. (Federal Register Volume 60, No. 127, p 36490).

### **Decisions Subject to Informal Review**

The AHA must give an applicant the opportunity for an informal review of a decision denying assistance [24 CFR 982.554(a)]. Denial of assistance may include any or all of the following [24 CFR 982.552(a)(2)]:

- Denying listing on the AHA waiting list
- Denying or withdrawing a voucher
- Refusing to enter into a HAP contract or approve a lease
- Refusing to process or provide assistance under portability procedures
- Denying assistance based on an unfavorable history that may be the result of domestic violence, dating violence, or stalking. (See Section 3-III.G)

Informal reviews are *not* required for the following reasons [24 CFR 982.554(c)]:

- Discretionary administrative determinations by the AHA
- General policy issues or class grievances
- A determination of the family unit size under the AHA subsidy standards
- An AHA determination not to grant approval of the tenancy
- An AHA determination that the unit is not in compliance with the HQS
- An AHA determination that the unit is not in accordance with the HQS due to family size or composition

The AHA will only offer an informal review to applicants for whom assistance is being denied. Denial of assistance includes: denying listing on the AHA waiting list; denying or withdrawing a voucher; refusing to enter into a HAP contract or approve a lease; refusing to process or provide assistance under portability procedures.

### **Notice to the Applicant [24 CFR 982.554(a)]**

The AHA must give an applicant prompt notice of a decision denying assistance. The notice must contain a brief statement of the reasons for the AHA decision, and must also state that the applicant may request an informal review of the decision. The notice must describe how to obtain the informal review.

### **Scheduling an Informal Review**

A request for an informal review must be made in writing and delivered to the AHA either in person or by first class mail, by the close of the business day, no later than 14 calendar days from the date of the AHA's denial of assistance.

The AHA must schedule and send written notice of the informal review within 14 calendar days of the family's request.

Deleted: September 2018

**Informal Review Procedures [24 CFR 982.554(b)]**

The informal review must be conducted by a person other than the one who made or approved the decision under review, or a subordinate of this person.

The applicant must be provided an opportunity to present written or oral objections to the decision of the AHA.

The person conducting the review will make a recommendation to the AHA, but the AHA is responsible for making the final decision as to whether assistance should be granted or denied.

**Informal Review Decision [24 CFR 982.554(b)]**

The AHA must notify the applicant of the AHA's final decision, including a brief statement of the reasons for the final decision.

In rendering a decision, the AHA will evaluate the following matters:

Whether or not the grounds for denial were stated factually in the Notice.

The validity of grounds for denial of assistance. If the grounds for denial are not specified in the regulations, then the decision to deny assistance will be overturned.

The validity of the evidence. The AHA will evaluate whether the facts presented prove the grounds for denial of assistance. If the facts prove that there are grounds for denial, and the denial is required by HUD, the AHA will uphold the decision to deny assistance.

If the facts prove the grounds for denial, and the denial is discretionary, the AHA will consider the recommendation of the person conducting the informal review in making the final decision whether to deny assistance.

The AHA will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed within 14 calendar days of the informal review, to the applicant and his or her representative, if any, along with proof of mailing. Informal hearings may be held in-person or remotely. If remote hearings are scheduled, AHA will ensure equal opportunity and nondiscrimination for individuals with disabilities and limited English proficient (LEP) persons under Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA), Title VI of the Civil Rights Act of 1964, and the Fair Housing Act.

AHAs will make reasonable accommodations in policies, practices, and procedures to ensure persons with disabilities have a full and equal opportunity to participate in and benefit from all aspects of the hearing process. This obligation is in addition to the obligation to ensure effective communication under Section 504 and the ADA.

**15-III.C. INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 982.555]**

PHAs must offer an informal hearing for certain AHA determinations relating to the individual circumstances of a participant family. A participant is defined as a family that has been admitted to the AHA's HCV program and is currently assisted in the program. The purpose of the informal hearing is to consider whether the AHA's decisions related

Deleted: September 2018



to the family's circumstances are in accordance with the law, HUD regulations and AHA policies.

The AHA is not permitted to terminate a family's assistance until the time allowed for the family to request an informal hearing has elapsed, and any requested hearing has been completed. Termination of assistance for a participant may include any or all of the following:

- Refusing to enter into a HAP contract or approve a lease
- Terminating housing assistance payments under an outstanding HAP contract
- Refusing to process or provide assistance under portability procedures

#### **Decisions Subject to Informal Hearing**

Circumstances for which the AHA must give a participant family an opportunity for an informal hearing are as follows:

- A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment
- A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the AHA utility allowance schedule
- A determination of the family unit size under the AHA's subsidy standards
- A determination to terminate assistance for a participant family because of the family's actions or failure to act
- A determination to terminate assistance because the participant has been absent from the assisted unit for longer than the maximum period permitted under AHA policy and HUD rules
- A determination to terminate a family's Family Self-Sufficiency contract, withhold supportive services, or propose forfeiture of the family's escrow account [24 CFR 984.303(i)]
- A determination to terminate assistance based on an unfavorable history that may be the result of domestic violence, dating violence, or stalking.
- A determination to deny a request for reasonable accommodation.

The AHA also will offer participants the opportunity for an informal hearing when the AHA determines not to approve an extension of or suspends a voucher term

Circumstances for which an informal hearing is not required are as follows:

- Discretionary administrative determinations by the AHA
- General policy issues or class grievances
- Establishment of the AHA schedule of utility allowances for families in the program
- An AHA determination not to approve a unit or tenancy

Deleted: September 2018

- An AHA determination that a unit selected by the applicant is not in compliance with the HQS
- An AHA determination that the unit is not in accordance with HQS because of family size
- A determination by the AHA to exercise or not to exercise any right or remedy against an owner under a HAP contract

### **Informal Hearing Procedures**

#### ***Notice to the Family [24 CFR 982.555(c)]***

When the AHA makes a decision that is subject to informal hearing procedures, the AHA must inform the family of its right to an informal hearing at the same time that it informs the family of the decision.

For decisions related to the family's annual or adjusted income, the determination of the appropriate utility allowance, and the determination of the family unit size, the AHA must notify the family that they may ask for an explanation of the basis of the determination, and that if they do not agree with the decision, they may request an informal hearing on the decision.

For decisions related to the termination of the family's assistance, or the denial of a family's request for an exception to the AHA's subsidy standards, the notice must contain a brief statement of the reasons for the decision, a statement that if the family does not agree with the decision, the family may request an informal hearing on the decision, and a statement of the deadline for the family to request an informal hearing.

In cases where the AHA makes a decision for which an informal hearing must be offered, the notice to the family will include all of the following:

The proposed action or decision of the AHA.

A brief statement of the reasons for the decision including the regulatory reference.

The date the proposed action will take place.

A statement of the family's right to an explanation of the basis for the AHA's decision.

A statement that if the family does not agree with the decision the family may request an informal hearing of the decision.

A deadline for the family to request the informal hearing.

To whom the hearing request should be addressed.

A copy of the AHA's hearing procedures.

#### ***Scheduling an Informal Hearing [24 CFR 982.555(d)]***

When an informal hearing is required, the AHA must proceed with the hearing in a reasonably expeditious manner upon the request of the family.

Deleted: September 2018

A request for an informal hearing must be made in writing and delivered to the AHA either in person or by first class mail, by the close of the business day, no later than 14 calendar days from the date of the AHA's decision or notice to terminate assistance.

The AHA must schedule and send written notice of the informal hearing to the family within 14 calendar days of the family's request.

The family may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict, which seriously affects the health, safety or welfare of the family. Requests to reschedule a hearing must be made orally or in writing prior to the hearing date. At its discretion, the AHA may request documentation of the "good cause" prior to rescheduling the hearing.

If the family does not appear at the scheduled time, and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact the AHA within 24 hours of the scheduled hearing date, excluding weekends and holidays. The AHA will reschedule the hearing only if the family can show good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities.

***Pre-Hearing Right to Discovery [24 CFR 982.555(e)]***

Participants and the AHA are permitted pre-hearing discovery rights. The family must be given the opportunity to examine before the hearing any AHA documents that are directly relevant to the hearing. The family must be allowed to copy any such documents at their own expense. If the AHA does not make the document available for examination on request of the family, the AHA may not rely on the document at the hearing.

The AHA hearing procedures may provide that the AHA must be given the opportunity to examine at the AHA offices before the hearing, any family documents that are directly relevant to the hearing. The AHA must be allowed to copy any such document at the AHA's expense. If the family does not make the document available for examination on request of the AHA, the family may not rely on the document at the hearing.

For the purpose of informal hearings, *documents* include records and regulations.

The family will be allowed to copy any documents related to the hearing at a cost of \$0.10 per page. The family must request discovery of AHA documents no later than 12:00 p.m. on the business day prior to the scheduled hearing date

The AHA must be given an opportunity to examine at the AHA offices before the hearing any family documents that are directly relevant to the hearing. Whenever a participant requests an informal hearing, the AHA may request a copy of all documents that the participant intends to present or utilize at the hearing. If requested, the participant must make the documents available no later than 12:00 pm on the business day prior to the scheduled hearing date.

***Participant's Right to Bring Counsel [24 CFR 982.555(e)(3)]***

At its own expense, the family may be represented by a lawyer or other representative at the informal hearing.

Deleted: September 2018

**Recording of the Hearing**

All informal hearings will be recorded by audiotape. The AHA will not provide a transcript of an audio taped hearing. The tape will be retained for a period of 90 days from the date of the "Notice of Final Decision" at which time the tape may be destroyed.

**Informal Hearing Officer [24 CFR 982.555(e)(4)]**

Informal hearings will be conducted by a person or persons approved by the AHA, other than the person who made or approved the decision or a subordinate of the person who made or approved the decision.

**Attendance at the Informal Hearing**

Hearings may be attended by a hearing officer and the following applicable persons:

- An AHA representative and any witnesses for the AHA
- Other professionals deemed necessary by the AHA such as translators or security personnel
- The participant and any witnesses for the participant
- The participant's counsel or other representative
- Any other person approved by the AHA as a reasonable accommodation for a person with a disability

**Conduct at Hearings**

The person who conducts the hearing may regulate the conduct of the hearing in accordance with the AHA's hearing procedures [24 CFR 982.555(4)(ii)].

The hearing officer is responsible to manage the order of business and to ensure that hearings are conducted in a professional and businesslike manner. Attendees are expected to comply with all hearing procedures established by the hearing officer and guidelines for conduct. Any person demonstrating disruptive, abusive or otherwise inappropriate behavior will be excused from the hearing at the discretion of the hearing officer.

**Evidence [24 CFR 982.555(e)(5)]**

The AHA and the family must be given the opportunity to present evidence and question any witnesses. In general, all evidence is admissible at an informal hearing. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

Any evidence to be considered by the hearing officer must be presented at the time of the hearing. There are four categories of evidence.

**Oral evidence:** the testimony of witnesses

**Documentary evidence:** a writing, which is relevant to the case, for example, a letter written to the AHA. Writings include all forms of recorded communication or

Deleted: September 2018

representation, including letters, words, pictures, sounds, videotapes or symbols or combinations thereof.

**Demonstrative evidence:** Evidence created specifically for the hearing and presented as an illustrative aid to assist the hearing officer, such as a model, a chart or other diagram.

**Real evidence:** A tangible item relating directly to the case.

*Hearsay Evidence* is evidence of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter. Even though evidence, including hearsay, is generally admissible, hearsay evidence alone cannot be used as the sole basis for the hearing officer's decision.

If either the AHA or the family fail to comply with the discovery requirements described above, the hearing officer will refuse to admit such evidence.

Other than the failure of a party to comply with discovery, the hearing officer has the authority to overrule any objections to evidence.

The hearing officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision. If the family misses an appointment or deadline ordered by the hearing officer, the action of the AHA will take effect.

#### **Hearing Officer's Decision [24 CFR 982.555(e)(6)]**

The person who conducts the hearing must issue a written decision, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family must be based on a preponderance of evidence presented at the hearing. A copy of the hearing must be furnished promptly to the family, generally within 14 calendar days.

In rendering a decision, the hearing officer will consider the following matters:

**AHA Notice to the Family:** The hearing officer will determine if the reasons for the AHA's decision are factually stated in the Notice.

**Discovery:** The hearing officer will determine if the AHA and the family were given the opportunity to examine any relevant documents in accordance with AHA policy.

**AHA Evidence to Support the AHA Decision:** The evidence consists of the facts presented. Evidence is not conclusion and it is not argument. The hearing officer will evaluate the facts to determine if they support the AHA's conclusion.

**Validity of Grounds for Termination of Assistance (when applicable):** The hearing officer will determine if the termination of assistance is for one of the grounds specified in the HUD regulations and AHA policies. If the grounds for termination are not specified in the regulations or in compliance with AHA policies, then the decision of the AHA will be overturned.

Deleted: September 2018

The hearing officer will issue a written decision promptly to the family and the AHA, generally no later than 14 calendar days after the hearing. The report will contain the following information:

**Hearing information:**

- Name of the participant;
- Date, time and place of the hearing;
- Name of the hearing officer;
- Name of the AHA representative; and
- Name of family representative (if any).

**Background:** A brief, impartial statement of the reason for the hearing.

**Summary of the Evidence:** The hearing officer will summarize the testimony of each witness and identify any documents that a witness produced in support of his/her testimony and that are admitted into evidence.

**Findings of Fact:** The hearing officer will include all findings of fact, based on a preponderance of the evidence. *Preponderance of the evidence* is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

**Conclusions:** The hearing officer will render a conclusion derived from the facts that were found to be true by a preponderance of the evidence. The conclusion will result in a determination of whether these facts uphold the AHA's decision.

**Order:** The hearing report will include a statement of whether the AHA's decision is upheld or overturned. If it is overturned, the hearing officer will instruct the AHA to change the decision in accordance with the hearing officer's determination. In the case of termination of assistance, the hearing officer will instruct the AHA to restore the participant's program status.

**AHA Notice of Final Decision [24 CFR 982.555(f)]**

The AHA is not bound by the decision of the hearing officer for matters in which the AHA is not required to provide an opportunity for a hearing, decisions that exceed the authority of the hearing officer, decisions that conflict with or contradict HUD regulations, requirements, or are otherwise contrary to Federal, State or local laws.

If the AHA determines it is not bound by the hearing officer's decision in accordance with HUD regulations, the AHA must promptly notify the family of the determination and the reason for the determination.

The AHA will mail a "Notice of Final Decision" including the hearing officer's report, to the participant and their representative. This Notice will be sent by first-class mail, postage pre-paid with an affidavit of mailing enclosed. The participant will be mailed the original "Notice of Final Decision" and a copy of the proof of mailing. A copy of the

Deleted: September 2018

“Notice of Final Decision” along with the original proof mailing will be maintained in the AHA’s file.

Once the “Notice of Final Decision” has been sent, the family’s time to obtain a judicial review of that decision through administrative mandamus is limited to 90 days after service of the “Notice of Final Decision.”

#### **15-III.D. HEARING AND APPEAL PROVISIONS FOR NON-CITIZENS [24 CFR 5.514]**

Denial or termination of assistance based on immigration status is subject to special hearing and notice rules. Applicants who are denied assistance due to immigration status are entitled to an informal hearing, not an informal review.

Assistance to a family may not be delayed, denied, or terminated on the basis of immigration status at any time prior to a decision under the United States Citizenship and Immigration Services (USCIS) appeal process. Assistance to a family may not be terminated or denied while the AHA hearing is pending, but assistance to an applicant may be delayed pending the completion of the informal hearing.

A decision against a family member, issued in accordance with the USCIS appeal process or the AHA informal hearing process, does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.

#### **Notice of Denial or Termination of Assistance [24 CFR 5.514(d)]**

As discussed in Chapters 3 and 11, the notice of denial or termination of assistance for non-citizens must advise the family:

- That financial assistance will be denied or terminated, and provide a brief explanation of the reasons for the proposed denial or termination of assistance.
- The family may be eligible for proration of assistance.
- In the case of a participant, the criteria and procedures for obtaining relief and the provisions for preservation of families [24 CFR 5.514 and 5.518].
- That the family has a right to request an appeal to the USCIS of the results of secondary verification of immigration status and to submit additional documentation or explanation in support of the appeal.
- That the family has a right to request an informal hearing with the AHA either upon completion of the USCIS appeal or in lieu of the USCIS appeal.
- For applicants, assistance may not be delayed until the conclusion of the USCIS appeal process, but assistance may be delayed during the period of the informal hearing process.

#### **USCIS Appeal Process [24 CFR 5.514(e)]**

When the AHA receives notification that the USCIS secondary verification failed to confirm eligible immigration status, the AHA must notify the family of the results of the

Deleted: September 2018

USCIS verification. The family will have 30 days from the date of the notification to request an appeal of the USCIS results. The request for appeal must be made by the family in writing directly to the USCIS. The family must provide the AHA with a copy of the written request for appeal and the proof of mailing.

The AHA will notify the family in writing of the results of the USCIS secondary verification within 14 calendar days of receiving the results.

The family must provide the AHA with a copy of the written request for appeal and proof of mailing within 14 calendar days of sending the request to the USCIS.

The family must forward to the designated USCIS office any additional documentation or written explanation in support of the appeal. This material must include a copy of the USCIS document verification request (used to process the secondary request) or such other form specified by the USCIS, and a letter indicating that the family is requesting an appeal of the USCIS immigration status verification results.

The USCIS will notify the family, with a copy to the AHA, of its decision. When the USCIS notifies the AHA of the decision, the AHA must notify the family of its right to request an informal hearing.

The AHA will send written notice to the family of its right to request an informal hearing within 14 calendar days of receiving notice of the USCIS decision regarding the family's immigration status.

#### **Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]**

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request that the AHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of the AHA notice of denial or termination, or within 30 days of receipt of the USCIS appeal decision.

For the informal hearing procedures that apply to participant families whose assistance is being terminated based on immigration status, see Section 15-III.C.

The informal hearing procedures for applicant families are described below.

#### ***Informal Hearing Officer***

The AHA must provide an informal hearing before an impartial individual, other than a person who made or approved the decision under review, and other than a person who is a subordinate of the person who made or approved the decision.

#### ***Evidence***

The family must be provided the opportunity to examine and copy at the family's expense, at a reasonable time in advance of the hearing, any documents in the possession of the AHA pertaining to the family's eligibility status, or in the possession of the USCIS (as permitted by USCIS requirements), including any records and regulations that may be relevant to the hearing.

The family will be allowed to copy any documents related to the hearing at a cost of \$0.10 per page copy. The family must request discovery of AHA documents no later than 12:00 p.m. on the business day prior to the hearing.

Deleted: September 2018



The family must be provided the opportunity to present evidence and arguments in support of eligible status. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

The family must also be provided the opportunity to refute evidence relied upon by the AHA, and to confront and cross-examine all witnesses on whose testimony or information the AHA relies.

### ***Representation and Interpretive Services***

The family is entitled to be represented by an attorney or other designee, at the family's expense, and to have such person make statements on the family's behalf.

The family is entitled to arrange for an interpreter to attend the hearing, at the expense of the family, or the AHA, as may be agreed upon by the two parties.

### ***Recording of the Hearing***

The family is entitled to have the hearing recorded by audiotape. The AHA may, but is not required to provide a transcript of the hearing.

The AHA will not provide a transcript of an audio taped hearing.

### ***Hearing Decision***

The AHA must provide the family with a written final decision, based solely on the facts presented at the hearing, within 14 calendar days of the date of the informal hearing. The decision must state the basis for the decision.

### **Retention of Documents [24 CFR 5.514(h)]**

The AHA must retain for a minimum of 5 years the following documents that may have been submitted to the AHA by the family, or provided to the AHA as part of the USCIS appeal or the AHA informal hearing process:

- The application for assistance
- The form completed by the family for income reexamination
- Photocopies of any original documents, including original USCIS documents
- The signed verification consent form
- The USCIS verification results
- The request for an USCIS appeal
- The final USCIS determination
- The request for an informal hearing
- The final informal hearing decision

## **PART IV: OWNER OR FAMILY DEBTS TO THE AHA**

### **15-IV.A. OVERVIEW**

Deleted: September 2018

PHAs are required to include in the administrative plan, policies concerning repayment by a family of amounts owed to the AHA [24 CFR 982.54]. This part describes the AHA's policies for recovery of monies that have been overpaid on behalf of families, or to owners.

When an action or inaction of an owner or participant results in the overpayment of housing assistance, the AHA holds the owner or participant liable to return any overpayments to the AHA.

The AHA will enter into repayment agreements with participants in accordance with the policies contained in this part as a means to recover monies owed.

When an owner or participant refuses to repay monies owed to the AHA, the AHA will utilize other available collection alternatives including, but not limited to, the following:

- Collection agencies
- Small claims court
- Civil law suit

#### **15-IV.B. REPAYMENT POLICY**

##### **Owner Debts to the AHA**

Any amount due to the AHA by an owner will be deducted from the next HAP payment by the amount owed. If the amount owed is more than the HAP payment, the balance is due within 30 days.

If the owner is not entitled to future HAP payments, the entire amount owed must be repaid by the owner within 30 days of the AHA determination of the debt.

If the owner refuses to repay the debt, the AHA will ban the owner from future participation in the program and pursue other modes of collection.

##### **Family Debts to the AHA**

Any amount due to the AHA by an HCV participant must be repaid by the family. If the family is unable to repay the debt within 30 days, the AHA may offer to enter into a repayment agreement in accordance with the policies below.

The family must be in good standing with the AHA and the debt amount must be \$3,000 or less. To be in good standing, a participant must not have any other outstanding debts related to an existing repayment agreement or be under the termination process for another program violation. If the amount owed is greater than \$3,000 a repayment agreement may only be entered into with the Executive Director's approval. If such an agreement is not approved, then the participant's assistance will be terminated.

If the family refuses to repay the debt, enter into a repayment agreement, or breaches a repayment agreement, the AHA will terminate the assistance upon notification to the family and pursue other modes of collection.

##### **Repayment Agreement [24 CFR 792.103]**

Deleted: September 2018

The term *repayment agreement* refers to a formal document signed by a tenant or owner and provided to the AHA in which a tenant or owner acknowledges a debt in a specific amount and agrees to repay the amount due at specific time periods.

### **Repayment Agreement Guidelines**

#### ***Down Payment Requirement***

Prior to the execution of a repayment agreement, the owner or family must pay 10 percent of the balance owed to the AHA.

#### ***Payment Thresholds***

The debt amount must be \$3,000 or less. If the amount owed is greater than \$3,000 a repayment agreement may only be entered into with the Executive Director's approval. If such an agreement is not approved, then the participant's assistance will be terminated.

Amounts between \$2,001 to \$3,000 must be repaid within 36 months.

Amounts between \$901 and \$2,000 must be repaid within 24 months.

Amounts between \$451 and \$900 must be repaid within 12 months.

Amounts under \$450 must be repaid within 6 months.

All repayment agreements will require a minimum monthly payment of at least \$25.

#### ***Execution of the Agreement***

The head of household and spouse/cohead (if applicable) must sign the repayment agreement.

#### ***Due Dates***

All payments are due by the close of business on the 1<sup>st</sup> business day of the month.

#### ***Non-Payment***

A late or partial payment is considered a missed payment. The AHA will issue a notice of termination to participants who miss more than one monthly installment under the payment agreement within a 12-month period, the balance of the debt must be paid in full or the participant family will be terminated from the HCV program. The Executive Director must approve any exceptions to these guidelines.

Families, whose assistance is terminated, have the opportunity to request an informal hearing.

#### ***No Offer of Repayment Agreement***

The AHA will not enter into a repayment agreement if there is already a repayment agreement in place with the family.

Deleted: September 2018

## PART V: RECORD KEEPING

### 15-V.A. OVERVIEW

The AHA must maintain complete and accurate accounts and other records for the program in accordance with HUD requirements, in a manner that permits a speedy and effective audit. All such records must be made available to HUD or the Comptroller General of the United States upon request.

In addition, the AHA must ensure that all applicant and participant files are maintained in a way that protects an individual's privacy rights.

### 15-V.B. RECORD RETENTION [24 CFR 982.158]

During the term of each assisted lease, and for at least three years thereafter, the AHA must keep:

- A copy of the executed lease;
- The HAP contract; and
- The application from the family.

In addition, the AHA must keep the following records for at least three years:

- Records that provide income, racial, ethnic, gender, and disability status data on program applicants and participants;
- An application from each ineligible family and notice that the applicant is not eligible;
- HUD-required reports;
- Unit inspection reports;
- Lead-based paint records as required by 24 CFR 35, Subpart B.
- Accounts and other records supporting AHA budget and financial statements for the program;
- Records to document the basis for AHA determination that rent to owner is a reasonable rent (initially and during the term of a HAP contract); and
- Other records specified by HUD.

The AHA will retain any documents relating to the family's participation in the Housing Choice Voucher Program, including, but not limited to, written notice from the owner of serious or repeated lease violations, police reports, neighbor complaints or other third party information. These documents will be retained in the file for the term of the family's participation in the program, and for at least three years thereafter. Electronic storage of the required documents, in a system such as Laserfiche, will suffice for the records retention requirement. The originals do not also need to be retained.

If an informal hearing to establish a family's citizenship status is held, longer retention requirements apply for some types of documents. For specific requirements, see Section 15-III.D., Retention of Documents.

Deleted: September 2018

### 15-V.C. RECORDS MANAGEMENT

PHAs must maintain applicant and participant files and information in accordance with the regulatory requirements described below.

All applicant and participant information will be kept in a secure location and access will be limited to authorized AHA staff.

AHA staff will not discuss personal family information unless there is a business reason to do so. Inappropriate discussion of family information or improper disclosure of family information by staff will result in disciplinary action.

#### Privacy Act Requirements [24 CFR 5.212 and Form-9886]

The collection, maintenance, use, and dissemination of social security numbers (SSN), employer identification numbers (EIN), any information derived from these numbers, and income information of applicants and participants must be conducted, to the extent applicable, in compliance with the Privacy Act of 1974, and all other provisions of Federal, State, and local law.

Applicants and participants, including all adults in the household, are required to sign a consent form, HUD-9886, Authorization for Release of Information. This form incorporates the Federal Privacy Act Statement and describes how the information collected using the form may be used, and under what conditions HUD or the AHA may release the information collected.

#### Upfront Income Verification (UIV) Records

The AHA, which accesses UIV data through HUD's Enterprise Income Verification (EIV) System, are required to adopt and follow specific security procedures to ensure that all EIV data is protected in accordance with Federal laws, regardless of the media on which the data is recorded (e.g. electronic, paper). These requirements are contained in the HUD-issued document *Enterprise Income Verification (EIV) System Security Procedures for Upfront Income Verification Data*.

Prior to utilizing HUD's EIV system, the AHA will adopt and implement EIV security procedures required by HUD.

#### Criminal Records

The AHA may only disclose the criminal conviction records which the AHA receives from a law enforcement agency to officers or employees of the AHA, or to authorized representatives of the AHA who have a job-related need to have access to the information [24 CFR 5.903(e)].

The AHA must establish and implement a system of records management that ensures that any criminal record received by the AHA from a law enforcement agency is maintained confidentially, not misused or improperly disseminated, and destroyed, once the purpose for which the record was requested has been accomplished, including expiration of the period for filing a challenge to the AHA action without institution of a challenge or final disposition of any such litigation [24 CFR 5.903(g)].

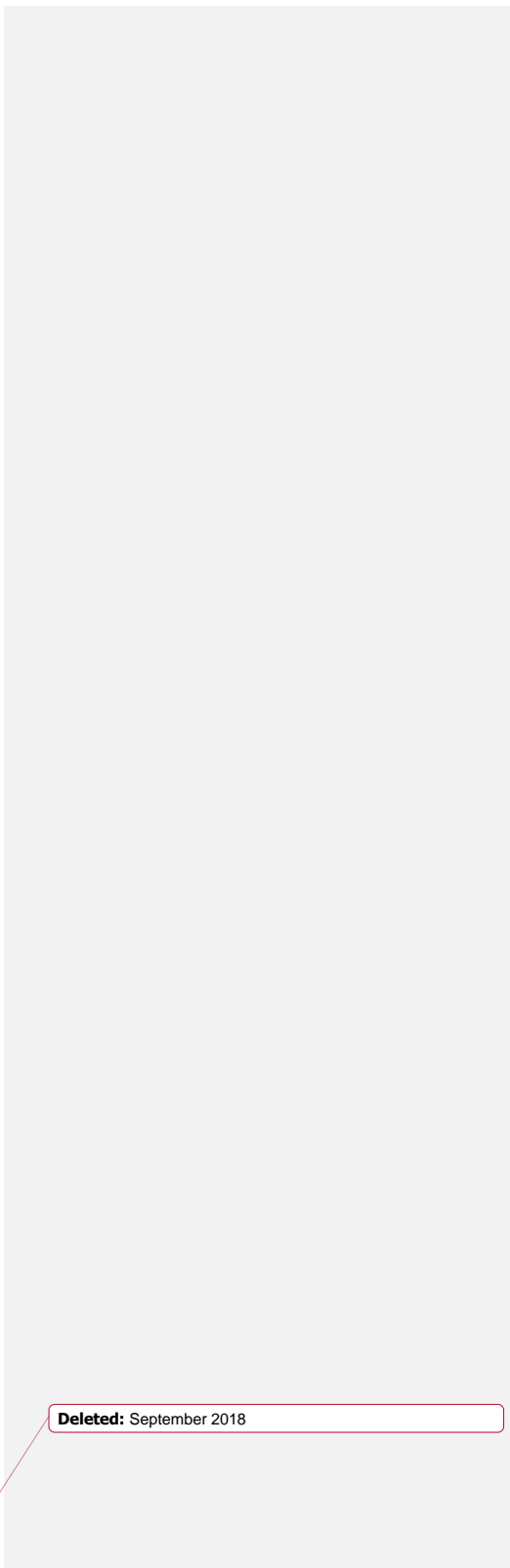
The AHA must establish and implement a system of records management that ensures that any sex offender registration information received by the AHA from a State or local

Deleted: September 2018

agency is maintained confidentially, not misused or improperly disseminated, and destroyed, once the purpose for which the record was requested has been accomplished, including expiration of the period for filing a challenge to the AHA action without institution of a challenge or final disposition of any such litigation. This requirement does not apply to information that is public information, or is obtained by AHA other than under 24 CFR 5.905.

**Medical/Disability Records**

PHAs are not permitted to inquire about the nature or extent of a person's disability. The AHA may not inquire about a person's diagnosis or details of treatment for a disability or medical condition. If the AHA receives a verification document that provides such information, the AHA should not place this information in the tenant file. The AHA should destroy the document.



Deleted: September 2018

January 2021

## **PART VI: REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL**

### **15-VI.A. OVERVIEW**

The AHA has certain responsibilities relative to children with environmental intervention blood lead levels that are receiving HCV assistance. The notification, verification, and hazard reduction requirements are discussed in Chapter 8. This part deals with the reporting requirements, and data collection and record keeping responsibilities that the AHA is subject to.

### **15-VI.B. REPORTING REQUIREMENT [24 CFR 35.1225(e)]**

The AHA must report the name and address of a child identified as having an environmental intervention blood lead level to the public health department within 5 business days of being so notified by any other medical health care professional.

The AHA will provide the public health department written notice of the name and address of any child identified as having an environmental intervention blood lead level.

### **15-VI.C. DATA COLLECTION AND RECORD KEEPING [24 CFR 35.1225(f)]**

At least quarterly, the AHA must attempt to obtain from the public health department(s) with a similar area of jurisdiction, the names and/or addresses of children less than 6 years old with an identified environmental intervention blood lead level.

If the AHA obtains names and addresses of environmental intervention blood lead level children from the public health department(s), the AHA must match this information with the names and addresses of families receiving HCV assistance, unless the public health department performs such a procedure. If a match occurs, the AHA must carry out the notification, verification, and hazard reduction requirements discussed in Chapter 8, and the reporting requirement discussed above.

At least quarterly, the AHA must also report an updated list of the addresses of units receiving assistance under the HCV program to the same public health department(s), unless the public health department(s) states that it does not wish to receive such a report.

The public health department(s) has stated they **do not** wish to receive a report of an updated list of the addresses of units receiving assistance under the HCV program, on a quarterly basis. Therefore, the AHA is not providing such a report.

## **PART VII: REPORTING REQUIREMENTS OF VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)**

### **15-VII.A. NOTIFICATION TO PARTICIPANTS [Pub. L. 113-4]**

VAWA requires the AHA to notify housing choice voucher participants of their rights under this law, including their right to confidentiality and the limits thereof. The AHA will

Deleted: September 2018

provide all participants with notification of their protections and rights under VAWA with any AHA notification of eviction or terminations of assistance and during the annual recertification or lease renewal process.

#### **15-VII.B. NOTIFICATION TO APPLICANTS**

The AHA will provide all applicants with notification of their protections and rights under VAWA at the time the individual is provided assistance or admission and at the time the applicant is denied assistance or admission. The notice also will inform each applicant of AHA confidentiality requirements.

#### **15-VII.C. NOTIFICATION TO OWNERS AND MANAGERS [Pub.L. 113-4]**

VAWA requires the AHAs to notify owners and managers of their rights and responsibilities under this law. HUD encourages PHAs to identify opportunities to provide notice and/or training to owners participating in the HCV program of their rights and obligations under VAWA. The AHA will inform property owners and managers of their screening and termination responsibilities related to VAWA. The AHA will utilize any or all of the following means to notify owners of their VAWA responsibilities:

As appropriate, in day to day interactions with owners and managers.

Inserts in HAP payments, 1099s, owner workshops, classes, orientations, and/or newsletters.

Signs in the AHA lobby and/or mass mailings which include model VAWA certification forms.

### **PART VIII: SPECIAL HOUSING TYPES [24 CFR 982 Subpart M]**

#### **15-VIII.A. OVERVIEW**

Subpart M of 24 CFR 982 allows for the operation of Special Housing Types. These include: Single Room Occupancy (SRO), Congregate Housing, Group Home, Shared Housing, Cooperative, Manufactured Home, Manufactured Home Space Rental, and Homeownership Option.

The AHA will allow Shared Housing in cases where it expands the housing choice for voucher holders. All regulations at 24 CFR 982.615 through 982.618 must be met in order for Shared Housing to be approved. These include:

- The resident owner may not be related to the assisted family by blood or marriage.
- An approved live-in aide may reside with the family.
- The other persons in the unit (a house or an apartment) may be assisted or not assisted under the tenant-based program.

Deleted: September 2018



- There is a separate HAP contract and lease for each assisted family.
- The pro-rata portion of the rent must be reasonable.
- The entire unit, including the portion of the unit available for use by the assisted family under its lease, must meet housing quality standards.
- The facilities available for use under the lease for the assisted family must include a living room, sanitary facilities, and food preparation and refuse disposal facilities.
- The entire unit must provide adequate space and security for all residents.
- Each unit must contain private space for each assisted family which must contain at least one bedroom for each two persons in the family.



# Housing Authority of the City of Alameda

PHONE (510) 747-4300  
FAX (510) 522-7848  
TTY/TRS 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

---

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: January 20, 2021

RE: Adopt the Resolution to Authorize the Execution of a Roadway Dedication of a Portion of the North Housing Project Site to the City of Alameda for the extension of Singleton Avenue; Authorize Executive Director to Execute Related Documents

---

## **BACKGROUND**

In 2012, the Housing Authority was approved to receive 13 acres of land from the Navy at the former Coast Guard housing site known as North Housing. The approval requires the development of 90 units of permanent supportive housing. The transfer mechanism included transfer from the Navy to the City of Alameda (as the Local Reuse Authority or LRA), and subsequent transfer from the LRA to the Housing Authority. The transfer was made effective on May 14, 2019.

As part of the transfer, the City negotiated the completion of backbone infrastructure supporting the North Housing parcel (among other adjacent properties), including the completion of an extension of Singleton Avenue (a public street) through the Housing Authority-owned parcel. Because Singleton Avenue will be a public street, the Housing Authority will be required to dedicate the property needed for the public roadway. These negotiations are summarized in an MOU dated March 20, 2018 between the City and CP VI Admirals Cove, LLC (also known as Carmel Partners - the adjacent landowner and private developer tasked with completing this infrastructure) and in a tri-party Reciprocal Easement Agreement dated June 29, 2018 (City, AHA, and Carmel Partners) to create this street and allow for other public and private easements among the adjacent parcels.

Carmel Partners began construction on the backbone infrastructure in 2019 and should be fully complete in early 2021. The public is currently allowed to access Singleton Avenue subject to an access and indemnification agreement between the City and the Housing Authority dated July 27, 2020.

Furthermore, Island City Development, with Housing Authority approval, submitted and received approval of a site development plan and tentative map for the North Housing site that contemplates the creation of Singleton Avenue as access and a requirement for the further development of the North Housing site.



Honorable Chair and  
Members of the Board of Commissioners

January 20, 2021  
Page 2 of 2

## **DISCUSSION**

Singleton Avenue is complete (except for some landscaping and clean up) and is accessible to the public. As the current property owner, the Housing Authority prefers to turn the relevant acreage over to the City as soon as possible to assure that the City is responsible for maintenance and liability. The roadway dedication has been defined and approved by all parties through the Tentative Map process, approved in City Council of Alameda Resolution #15689 on September 15, 2020.

## **FINANCIAL IMPACT**

The Housing Authority will not receive any direct monetary benefit from this quitclaim process. Instead, the benefit that was negotiated was the creation of the backbone infrastructure, funded mostly by others, that will support further development on the AHA-owned property. There will be minor legal and staff time costs to finalize this transaction.

## **RECOMMENDATION**

Adopt the Resolution to Authorize the Execution of a Roadway Dedication of a Portion of the North Housing Project Site to the City of Alameda for the extension of Singleton Avenue; Authorize Executive Director to Execute Related Documents.

Respectfully submitted,

DocuSigned by:  
  
88FEDACB7D8D461...

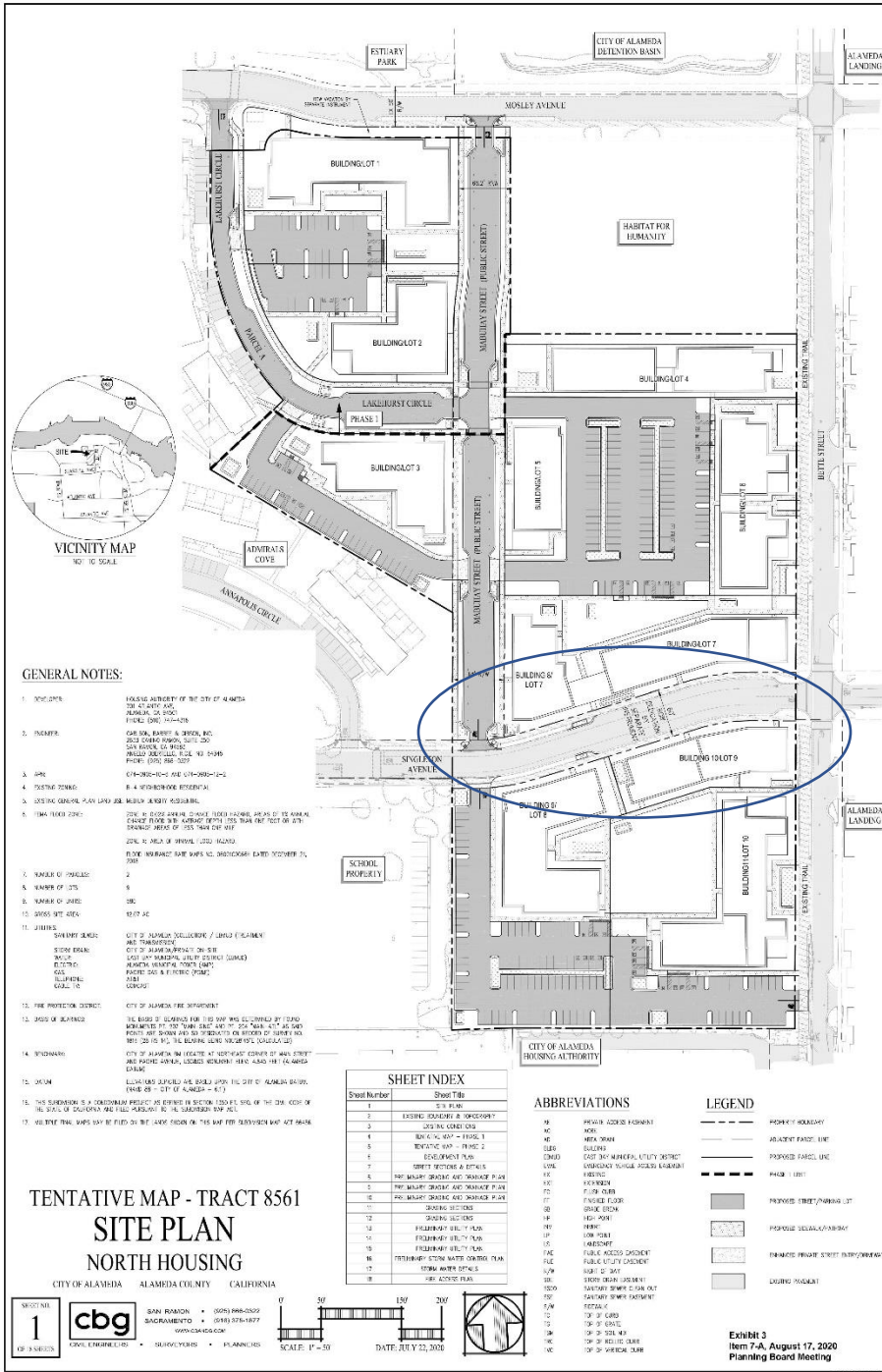
Sylvia Martinez  
Director of Housing Development

Attachment(s):

1. Approved Tentative Map exhibit showing roadway dedication area dated 6/15/20
2. Draft Resolution



Attachment 1 showing Roadway Dedication from the North Housing Parcel for the extension of Singleton Avenue (see area that is encircled). The exhibit is from the approved Tentative Map approved by the City of Alameda City Council in resolution 15689 on 9/15/2020.



Attachment 2

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

*Resolution No.*\_\_\_\_\_

AUTHORIZE THE EXECUTION OF A RIGHT OF WAY DEDICATION OF A PORTION OF THE NORTH HOUSING PROJECT SITE TO THE CITY OF ALAMEDA FOR THE EXTENSION OF SINGLETON AVENUE; AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE RELATED DOCUMENTS.

**WHEREAS**, the Housing Authority owns real property at 501 Mosley Ave. Alameda, CA 94501 - commonly known as North Housing (the Property); and

**WHEREAS**, the City of Alameda, the Housing Authority and CP IV Admirals Cove, LLC have negotiated and agreed to the creation of infrastructure, in particular the extension of Singleton Avenue as a public street, to benefit all parties;

**WHEREAS**, the extension of Singleton Avenue is now in public use, subject to that certain Indemnification Agreement dated July 27, 2020 between the City of Alameda and the Housing Authority.

**NOW, THEREFORE, IT IS RESOLVED:** That the Housing Authority agrees to execute a right of way dedication of a portion of the Property to the City of Alameda for the extension of Singleton Avenue.

**RESOLVED FURTHER:** The Executive Director is authorized to execute related documents for this right of way dedication, on behalf of the Housing Authority.

**RESOLVED FURTHER:** That this Resolution shall take effect immediately upon its passage.

ATTEST:

\_\_\_\_\_  
Vanessa M. Cooper  
Executive Director/Secretary

\_\_\_\_\_  
Kenji Tamaoki, Chair  
Board of Commissioners

**Adopted:**

\_\_\_\_\_  
Date