



Housing Authority of the City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

AGENDA

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

DATE & TIME

Wednesday, March 17, 2021
Closed Session - 6:00pm
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/95360670749?pwd=S2w0akRDdnBpTFdQWVZPR1F1UU5Edz09>

Meeting ID: 953 6067 0749

Passcode: 792140

One tap mobile

1-669-900-9128, 95360670749#, *792140# US (San Jose)

1-346-248-7799, 95360670749#, *792140# US (Houston)

Find your local number: <https://zoom.us/u/azxO7PwwM>

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 and 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. 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. Closed Session – 6:00 p.m. – Adjournment to Closed Session to Consider:
 - 3-A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8.
Property Location: 501 Mosely Ave, Alameda, CA 94501
Assessor's Parcel Numbers: 74-905-12-9
Agency Negotiation: Vanessa Cooper, Executive Director and Sylvia Martinez, Director of Housing Development
Negotiating Parties: Housing Authority of the City of Alameda and Building Futures and Alameda Point Collaborative
Property Owner: Housing Authority of the City of Alameda
Under Negotiation: Investment in Real Property, Price and Terms of Payment
 - 3-B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Government Code Section 54956.8.
Property Location: 2615 Eagle, Alameda, CA 94501
Assessor's Parcel Numbers: 70-161-55-2
Agency Negotiators: Vanessa Cooper, Executive Director, Sylvia Martinez, Director of Housing Development, and Richard Yoshida, Project Manager
Negotiating Parties: Housing Authority of the City of Alameda and Mark Russell, Jeff Aguilar, Brian Hutcherson, CBRE.
Property Owner: Alameda Unified School District
Under Negotiation: Real estate transaction - price and terms
 - 3-C. 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-D. CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8.
Property Location: 434 Central Avenue, Alameda, CA 94501
Assessor's Parcel Numbers: 074-1305-003



Agency Negotiation: Vanessa Cooper, Executive Director and Sylvia Martinez,
 Director of Housing Development
 Negotiating Parties: Housing Authority of the City of Alameda and Novin Development
 Corp.
 Property Owner: Current: 434 Central Avenue Apartments, LP, a California limited
 partnership.
 Under Negotiation: Price and terms of payment

4. Adjournment of Closed Session
5. RECONVENE REGULAR MEETING – 7:00 p.m.
6. Announcement of Action Taken in Closed Session, if any.
7. Public Comment (Non-Agenda)
8. 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.
- 8-A. Approve Minutes of the Board of Commissioners Meeting held February 17, 2021 – **Page 1**
- 8-B. Accept the Monthly Overview Report for Operations, H.R., and I.T. – **Page – 6**
- 8-C. Accept the Monthly Overview Report for the Housing Programs Department – **Page – 12**
- 8-D. Accept the Monthly Overview Report for the Alameda Rent Program – **Page – 19**
- 8-E. Accept the Monthly Overview Report for Property Operations – **Page – 23**
- 8-F. Accept the Monthly Overview Report for Housing Development – **Page – 28**
- 8-G. Accept the Monthly Development Report for North Housing – **Page – 30**
- 8-H. Accept the Monthly Development Report for Rosefield Village – **Page – 32**
- 8-I. Accept the Monthly Overview Report on Procurement – **Page – 35**
- 8-J. Accept the Fiscal Year to Date Financial Report through the Month of January 2021– **Page – 37**
- 8-K. Accept the Five-Year Outlook (Pipeline Report) for Housing Development and the updated Housing Authority Development Policies – **Page – 54**
9. AGENDA
 - 9-A. Recognition of Foodbank Volunteers – **Page N/A**
 - 9-B. Public Hearing to Hear Comments on Housing Authority Annual Plan for Fiscal Year Starting July 1, 2021 – **Page – 69**
 - 9-C. Adopt the Annual Plan for Fiscal Year Starting July 1, 2021 and Authorize the Chair to Certify, By Resolution, that the Board of Commissioners has Approved Submission of the Agency Plan to HUD – **Page – 83**
 - 9-D. Presentation on conversion of garage space at 701 Atlantic to office space – **Page N/A**
10. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)



11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
12. CONTINUATION OF CLOSED SESSION OF HOUSING AUTHORITY BOARD OF COMMISSIONERS – IF NEEDED
13. Announcement of Action Taken in Closed Session, if any.
14. 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, FEBRUARY 17, 2021**

PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners

Present: Chair Tamaoki, Vice-Chair Grob, Commissioner Hadid
Commissioner Rickard, Commissioner Sidelnikov

Absent: Commissioner Kay

2. Public Comment (Non-Agenda)

None

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

Chair Tamaoki called the meeting to order at 6:32 p.m. and announced that the Board would adjourn to Closed Session to consider items 3-A, 3-B, and 3-C.

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

Property Location: 401 Willie Stargell Avenue, Alameda, CA 94501

Assessor's Parcel Numbers: 074-0905-042-03

Agency Negotiators: Vanessa Cooper, Executive Director, Sylvia Martinez, Director of Housing Development, and Candace Latigue, Asset Manager

Negotiating Parties: Housing Authority of the City of Alameda and Shinsei Gardens Apartments, L.P.

Property Owner: Shinsei Gardens Apartments, L.P.

Under Negotiation: Exercise of purchase option and right of first refusal

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

Property Location: 2615 Eagle, Alameda, CA 94501

Assessor's Parcel Numbers: 70-161-55-2

Agency Negotiators: Vanessa Cooper, Executive Director, and Sylvia Martinez, Director of Housing Development



Negotiating Parties: Housing Authority of the City of Alameda and Mark Russell, Jeff Aguilar, Brian Hutcherson, CBRE.

Property Owner: Alameda Unified School District

Under Negotiation: Real estate transaction - price and terms

3-C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Government Code Section 54956.8.

Property Location: Vacant land between Wood and St. Charles Street, Alameda, CA 94501

Assessor's Parcel Numbers: 074-0906-031-06

Agency Negotiators: Vanessa Cooper, Executive Director, and Sylvia Martinez, Director of Housing Development

Negotiating Parties: Housing Authority of the City of Alameda and Union Pacific Railroad

Property Owner: Union Pacific Railroad

Under Negotiation: Real estate transaction - price and terms

4. Adjournment of Closed Session

Chair Tamaoki adjourned Closed Session at 7:09 p.m.

5. RECONVENE REGULAR MEETING – 7:00 p.m.

Regular meeting reconvened at 7:10 p.m.

6. Announcement of Action Taken in Closed Session, if any.

Chair Tamaoki announced that during Closed Session the Board had partial discussion on item 3-A, and that the Board would reconvene the Closed Session to continue discussion on these items after the Regular Meeting.

7. Public Comment (Non-Agenda)

None

8. 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.

*8-A. Approve Minutes of the Board of Commissioners Meeting held January 20, 2021

*8-B. Accept the Monthly Overview Report for Operations/H.R./I.T.

*8-C. Accept the Monthly Overview Report for the Housing Programs Department

*8-D. Accept Memo on Waitlist Opening

*8-E. Accept the Monthly Overview Report for the Alameda Rent Program

*8-F. Accept the Monthly Overview Report for Property Operations

*8-G. Accept the Monthly Overview Report for Housing Development

*8-H. Accept the Monthly Development Report for North Housing

*8-I. Accept the Monthly Development Report for Rosefield Village



- *8-J. Accept the Monthly Procurement Report
- *8-K. Accept the Monthly Financial Report for the Month of December 2020
- *8-L. Accept Quarterly Asset Management Report for Q4
- *8-M. Authorize the Executive Director to implement two new temporary leave programs: (i) up to 2 weeks of COVID-19 Provisional Sick Leave, with certain limitations, to be used no later than March 31, 2021 and (ii) up to 80 hours of vacation advance, with certain limitations, if requested before June 30, 2021

Items accepted or adopted are indicated by an asterisk.

Commissioner Sidelnikov pulled item 8-D.

Commissioner Sidelnikov moved to accept the Consent Calendar, without item 8-D, and Commissioner Grob seconded the motion. This meeting took place via Zoom, so a roll call vote was taken and the motion passed unanimously.

Yes	5	Chair Tamaoki, Vice-Chair Grob, Commissioner Hadid, Commissioner Rickard, Commissioner Sidelnikov
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In response to Commissioner Sidelnikov, Vanessa Cooper, Executive Director confirmed that there was an error in the amount reflected in the Budget Consideration/Financial Impact section of page 30; the amount should be \$60K, rather than \$50K. Ms. Cooper also confirmed that while the Agenda reflects that staff would like the Board to “accept” this item, the staff is requesting that the Board “approve” the item.

Commissioner Sidelnikov moved to accept item 8-D with the changes 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	5	Chair Tamaoki, Vice-Chair Grob, Commissioner Hadid, Commissioner Rickard, Commissioner Sidelnikov
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9. AGENDA

9-A. Presentation by Alameda Family Services (10 minutes)

Ms. Cooper introduced Yunia Renteria, Alameda Family Services (AFS). AFS currently leases space at Esperanza Plaza to provide childcare and other services to the public and tenants of Esperanza Plaza.

Ms. Renteria provided a presentation which included details on how the leased space at Esperanza Plaza has been utilized by AFS to provide a multitude of services for underserved families and seniors prior to and since the beginning of COVID.

Ms. Renteria expressed gratitude for the partnership with AHA.



AHA Staff and the Board expressed gratitude for the services provided and the ability to meet the various needs of families through the pandemic.

- 9-B. Public Hearing Pursuant to Health and Safety Code Section 34312.3 Relating to the Amended and Restated Lease of Real Property; Adopt Resolution: Authorization to Lease Real Property Located at Esperanza Multi-Use Center, 1903 3rd Street in the City of Alameda, County of Alameda, and Approval of Amended and Restated Lease Agreement between the Housing Authority of the City of Alameda, as landlord, and Alameda Family Service, as tenant, for Continued Use of Subject Real Property as a Preschool; CEQA Exempt
- 9-C. Authorize the Executive Director or designee to sign the Amended and Restated Lease Agreement between the Housing Authority of the City of Alameda, as landlord, and Alameda Family Service, as tenant, for Continued Use of Real Property as a Preschool Located at Esperanza Multi-Use Center, 1903 3rd Street in the City of Alameda, County of Alameda; CEQA Exempt

As suggested by Ms. Cooper, items 9-B and 9-C were combined.

Pursuant to Health and Safety Code Section 34312.3, Jhaila Brown, General Counsel recommended that the items be presented in the following order: (1) Staff present the report, (2) Staff open the meeting to the public for comment, (3) Staff close public comment, (4) a motion be made to accept the CEQA exemption, adopt the Resolution, and approve the amended and restated lease; as described in the "Recommendation" section of the staff report.

Sylvia Martinez, Director of Housing Development informed the Board that the original agreement, between AHA and AFS, has been long standing and renewed. However, the respective lease is somewhat outdated. The presented request is to update the lease with a few modern clauses, and renew the lease at the same level of participation as agreed to in the past.

As it is easier for AFS to secure program funding when long-term property leases are secured, Ms. Cooper encouraged a 10-year lease in order to solidify the relationship.

In response to Vice-Chair Grob, Ms. Brown informed the Board that when AHA is the lead CEQA agency, for example for a land disposition, AHA needs to make a CEQA declaration. When the City of Alameda takes lead for AHA projects, they take the necessary CEQA and NEPA actions. As this lease is managed by AHA, AHA must take the required action.

Chair Tamaoki opened the Public Hearing pursuant to Health and Safety Code Section 34312.3 relating to the Amended and Restated Lease of Real Property.

In response to Chair Tamaoki, Ms. Cooper confirmed that there were no public speakers in attendance of the meeting and AHA did not receive any emails regarding this item.



Chair Tamaoki closed the Public Hearing.

Commissioner Hadid moved to Adopt Resolution Authorizing and Approving the Lease of Real Property located in the City of Alameda, County of Alameda, CA, to Alameda Family Services; Approve the attached form of Amended and Restated Lease Agreement, including all attachments (Lease) between the Housing Authority of the City of Alameda (Housing Authority) and Alameda Family Services, with a 10-year term; and Authorize the Executive Director, or designee, to execute an Amended and Restated Lease Agreement and any other documents, on behalf of the Housing Authority, conforming in form and substance to the attached form of Lease, and administer all actions necessary to implement, and complete and memorialize the transactions contemplated in the Lease, subject to approval by General Counsel. 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	5	Chair Tamaoki, Vice-Chair Grob, Commissioner Hadid, Commissioner Rickard, Commissioner Sidelnikov
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10. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)

None

11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

None

12. CONTINUATION OF CLOSED SESSION OF HOUSING AUTHORITY BOARD OF COMMISSIONERS – IF NEEDED.

Chair Tamaoki announced that the Board would return to Closed Session to continue discussion on items 3-A, 3-B, and 3-C.

13. Announcement of Action Taken in Closed Session, if any.

Chair Tamaoki announced that the Board took reports and gave staff direction on items 3-A, 3-B, and 3-C.

14. ADJOURNMENT

Chair Tamaoki adjourned the meeting at 9:13 p.m.

Vanessa M. Cooper
Secretary and Executive Director

Kenji Tamaoki, Chair
Board of Commissioners





Housing Authority of the City of Alameda

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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: March 17, 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.

<u>Department</u>	<u>Position</u>	<u>Number of Vacant Positions</u>	<u>Recruitment Status</u>	<u>Other Updates</u>
Administration	Deputy Executive Director	1 FTE	Posted and recruitment started	Using recruiting firm
Finance		0 FTE		Department is fully staffed
Housing Programs		0 FTE		Department is fully staffed
Property Operations	Assistant Resident Manager: IP	.13 FTE	On hold	Department is otherwise fully staffed
	Project Manager	.5 FTE	On hold	Department is otherwise fully staffed



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 2 of 6

		0 FTE		Department is fully staffed
Housing Development				
Rent Program	Rent Program Specialist	1 FTE	In recruitment	Open due to turnover

Summary: Total FTE's approved for FY 2021: 54.63
 Number of vacancies: 2.63
 Number of active recruitments: 2.00

Onboarding of new staff continues to proceed virtually with additional usage of online platforms, particularly Yardi e-learning, to deliver agency information, policies, and procedures. Cyber security (for all staff) and ethics training (for designated staff) courses are in the process of being completed in February/March. Staff have also attended virtual conferences, including the California Association of Housing Authorities (CAHA) and the Liebert Cassidy Whitmore (AHA's HR legal firm) annual conference during the past month.

The new office location opened in early February, with assigned staff transitioning to the new location. Some staff relocations also subsequently occurred in the main office, to spread work locations out to allow for greater social distancing. Physical configurations will continue to be monitored as new data about the status of the pandemic and updated guidance from various government agencies becomes available over the upcoming months.

Information Technology/Policy/Administration

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 March 3, 2021.

	Number of new submissions in the month	Number received current month and still in process	Number closed out (letter sent)	Running total of new submissions	Running total of RAs closed out
January	21	0	21	21	21
February	9	0	9	30	30
March	1	0	1	31	31
April				31	31
May				31	31
June				31	31
July				31	31
August				31	31
September				31	31
October				31	31
November				31	31
December				31	31
TOTAL	31		31		



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 3 of 6

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 during the current health situation, so, if a request is needed, participants and tenants can still make requests in a variety of methods.

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 January fell primarily into three (3) categories: hardware issues, software issues, and onboarding and offboarding. There were approximately fifty percent more tickets than previous, primarily due to a large quantity of onboarding and offboarding activity. 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 average response time for January tickets was only about 0.36 hours.

Table: Techordia Service Ticket Requests – January 2021

Type of Service Request	Number of Tickets
Access rights	11
Hardware	37
Software	37
On Boarding / Off Boarding	35
On Site Visits	0
Cyber Security	2
TOTAL:	122

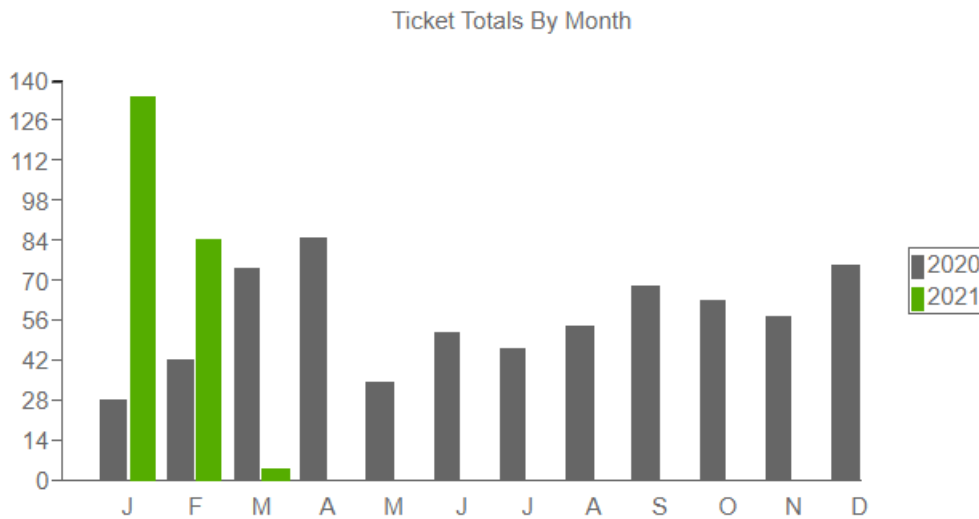
As of March 1, 2021, there were 222 tickets in 2021, and, at that time, there were 33 open tickets. Below is a chart of tickets for year 2020 versus 2021. A new contract was effective October 2020 resulting in Techordia now providing the Housing Authority with Managed Services, so some systems will be changed, upgraded, or expanded during the coming 6-month period along with higher tickets than 2020 as Techordia is now primarily covering all IT functions except for administration and troubleshooting for Yardi and Laserfiche. 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



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 4 of 6

basic troubleshooting and take responsibility for their equipment such as changing out printer cartridges.



The new office space is now up and running with IT in place. New cell phones were received, and new landlines are on order.

Staff continue to work on implementing online solutions for applicants, tenants, landlords, vendors, and staff. Staff is working on the Applicant Portal right now. Expanded DocuSign licenses were purchased and all staff will have a license by May.

On January 7, 2021, HUD issued two PIH Notices (2021-02 and 2021-03) to request applications for the Moving to Work Program under Cohorts #3 and #4. Cohort #3 is for a demonstration program to test the efficacy of work requirements while Cohort #4 will test the effectiveness of landlord incentives. The AHA plans to submit applications for both cohorts, at this time, and is currently working on the application. Public meetings are calendared according to the following schedule:

Public Meeting #1 - March 16, 2021 at 1:30 p.m. COHORT #4
Landlord Outreach Meeting to solicit ideas from Landlords and others as to effective incentives which could be taken to encourage landlord participation. Participants are also encouraged to attend.
Virtual meeting information:
<https://zoom.us/j/93896393773?pwd=K3lVYlhN1k3SHdqTHdnTEhaYXVqdz09>
PHONE: (669) 900-9128
Meeting ID: 938 9639 3773
Passcode: 550739

Public Meeting #2 – April 8, 2021 at 9:00 a.m. COHORT #4
Meeting to solicit response to the intention of applying to MTW under cohort #4 and present incentives



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 5 of 6

Public Meeting #1 – April 8, 2021 at 10:30 a.m. COHORT #3
Meeting to solicit response to the intention of applying to MTW under cohort #3, information on households who would be required to participate in work activities, and development of Local Work Requirement Policy to be tested if selected under this cohort.

Public Meeting #3 – April 28, 2021 at 5:00 p.m. COHORT #4
Meeting to review and comment on MTW Plan and Landlord Incentives Activities Information being submitted in application.

Public Meeting #2 – April 28, 2021 at 6:00 p.m. COHORT #3
Meeting to review and comment on MTW Plan and Local Work Requirement Policy Information being submitted in application.

Public Hearing – May 19, 2021 at 7:00 p.m. Both Cohorts

Board Meeting - June 16, 2021 – 7:00 p.m. Both Cohorts
Resolution voted on by the Board of Commissioners authorizing submission of MTW application

Community Relations

The new Community Relations Manager (Josh Altieri) is ramping up Community Outreach efforts to expand access to community services for all tenants and enrichment activities for youth. Josh is currently in discussions with several non-profits, as well as Greenway Golf (which manages Corica Golf Course) to develop programming for AHA Youth at Corica.

Josh is part of the Mayor's COVID taskforce which meets weekly to strategize and align COVID vaccination efforts within the city. Josh is also building framework for the Ombudsman program at AHA. He has consulted with several California based Housing Authorities to learn best practices related to messaging, internal procedures, customer service, tracking, and auditing. Lastly, Josh is designing collateral for both internal and public use, documents which include AHA PowerPoint template, Reasonable Accommodation instructions sheet, and the upcoming tenant newsletter.

Risk Management

Barbara Lubben joined Alameda Housing Authority on February 16, 2021, as our first Risk Manager. She will be working with our Directors to ensure that enterprise-wide risks to the Housing Authority are identified and mitigated. Barbara has 20 years of experience in public sector risk management and finance.

As Director of Risk Management for Alameda County, for over a decade, Barbara implemented construction risk and insurance programs for a capital portfolio of over \$1 billion, in addition to overseeing all insurance, liability, workers compensation, occupational health and safety, and employee wellness programs. She has also assisted



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 6 of 6

in the formation of captives for two public risk pools, served as treasurer of a captive, and held JPA executive governance and financial management positions.

FINANCIAL IMPACT

Report only, no financial impact.

RECOMMENDATION

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

Respectfully submitted,

DocuSigned by:
Janet Basta
72DC869D12E247A...

Janet Basta
Director of Human Resources and Operations
JCB/TMSC





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 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: March 17, 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.

Funding Update

A review of the Two-Year Tool (TYT) revealed a projected year end amount of \$1.2 mil for 2021. Staff made a recommendation to the Executive Director to utilize those funds by increasing AHA leasing efforts. Staff submitted a memo to the Board and received approval to open the Housing Choice Voucher (HCV) and Project Based Voucher (PBV) waitlist. Staff have begun meetings to ensure the HCV and PBV waitlist are opened and voucher issued by mid-year.

Online Annual Recertification

September marked the one-year anniversary of the Rentcafe online recertification process; the system continues to be an asset to the Housing Programs participants. The online recertification system allows participants the opportunity to complete their annual recertifications from the comfort and safety of their homes, at a time when in-person processing could put many participants at risk.

By processing annual recertifications using the online portal, AHA staff reduced its monthly printing and mailing costs by fifty percent. For the month of February 2021 staff completed 125 online recertifications. The online process has proven to be a convenient and efficient way to process annual recertifications particularly during the current health crisis. Staff continue to help participants virtually with registration and data entry.

Online Interim Process

The online interim process became available in the month of May 2020. Participants continue to 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 January 2021 staff completed 29 interim adjustments.



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 2 of 2

Waivers Update

The Housing Authority of the City of Alameda (AHA) has continued to update the Board with a monthly chart of implemented waivers as staff determine the need to implement them. Attached is an updated chart of the waivers staff have implemented to date.

Waitlist update

Staff have started the process to purge and lease up the final names on the 2015 Housing Choice Voucher Program waitlist. At the same time, preparations have started for the opening of the new waitlist which is expected to be complete in 2021.

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

Attachment(s):

1. Housing Programs Department Performance Report
2. Implemented Waivers



Attachment 1 - Housing Programs Department Performance Report
Month of February 2021

Item	January	February	March	April	May	June	July	August	September	October	November	December	YTD
HAP spent for month	\$2,781,531	\$ 2,794,623											\$ 5,576,154
Vouchers under lease at start of month	1513	1515											n/a
Vouchers issued during the month	0	0											0
New units leased in private market	4	5											9
New units leased in affordable market	0	1											1
Seeking vouchers	23	25											48
Port outs leased	0	0											0
Port ins leased	2	1											3
Annuals completed	132	125											257
Interims completed	48	29											77
Rent Increases completed	20	10											30
Inspections conducted	0	9											9
Inspections passed first time	0	9											9
Hearings requested	4	2											6
Hearings held	1	0											1
End of Participation *	1	0											1

* 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"> Allows for delay in biennial inspections PHAs must require owner certification there are no life-threatening deficiencies All delayed biennial inspections must resume by 6/30/21 and be completed by 12/31/21 	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"> Waives the requirement for the PHA to conduct interim inspection and requires alternative method Allows for repairs to be verified by alternative methods 	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"> Provides for a suspension of the requirement for QC sampling inspections 	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"> • Waives the requirement for an oral briefing • Provides for alternative methods to conduct required voucher briefing 	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"> • Allows PHAs to provide voucher extensions regardless of current PHA policy 	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"> • PHA to retain prior year SEMAP score unless requests otherwise 	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"> • Allows for PBV units to be added or substituted in the HAP contract based on owner certification there are no lifethreatening deficiencies • Allows for delayed full HQS inspection NLT 1-year anniversary of date of owner's certification 	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"> • 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 	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"> • Waives the annual inspection requirement and allows PHAs to delay annual inspections for Mod Rehab units • 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 	8/26/2020	6/30/21	HQS inspections will be delayed but missed inspections must be conducted within 1 year of due date.
HCV-5 Absence from Unit	<u>Regulatory Authority</u> §§ 982.312	<ul style="list-style-type: none"> • Allows for PHA discretion on absences from units longer than 180 days • PHAs must not make HAP payments beyond 12/31/20 for units vacant more than 180 consecutive days 	1/1/2021	<ul style="list-style-type: none"> • 6/30/21 	Allows participants to be out of unit for more than 180 consecutive days



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: Greg Kats, Rent Program Director
Date: March 17, 2021
RE: Accept the Monthly Overview Report for the Alameda Rent Program

BACKGROUND

The monthly reports for the Alameda Rent Program are available at www.alamedarentprogram.org. For outcomes of submissions reviewed, please see the full report available online.

	December	January	February
Submissions for staff review of rent increases and/or registration information	108	2	34
Termination of tenancy submissions	2	1	0
Buyout agreement submissions	0	0	0
Temporary relocation payment submissions	1	0	0
Capital Improvement Plan submissions	1	0	0
Petitions submitted for a rent adjustment hearing	7	1	4
Requests submitted for an appeal hearing	0	0	0
Number of hearings held*	0	0	1

**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.*



MONTHLY UPDATE

The Rent Program collaborated with the City of Alameda to present a revised Capital Improvement Plan (CIP) process, and an amended CIP Ordinance, at the January 19, 2021 meeting of the Alameda City Council. In an effort to make the CIP process more accessible and to encourage upgrades of available rental housing stock, the new process would have reset the monetary threshold for CIP applications and applied a set amortization schedule for pass through costs. At the January 19, 2021 City Council meeting, the revised CIP legislation was approved by a 3-2 vote, and then went before the City Council again, for a second read, on February 2, 2021. At the February 2, 2021 meeting, the Alameda City Council decided to send the legislation back to staff for further revision. An updated draft of the CIP Ordinance is expected to go before the City Council at one of their April 2021 meetings.

In early February 2021, the Rent Program mailed out approximately 2500 letters to landlords and tenants, consisting of Maximum Allowable Rent (MAR) letters for late registrants and non-compliance letters for properties with unresolved invalid rent increases. In late February 2021, the Rent Program also mailed out an additional 2000 corrected MAR letters for new tenancies which were previously provided with an incorrect MAR amount. This was due to an error in the Rent Registry MAR calculation for new tenancies, which has now been corrected.

Rent Program staff continues to work with landlords in order to assist them in remedying cases of non-compliance with program requirements, particularly in regards to invalid rent increases; which were discovered through the registration process. Staff are compiling a report of unresolved, invalid rent increase cases for enforcement action by the City Attorney's Office.

Staff also continues processing incoming petition requests from landlords and tenants challenging their MAR determinations. So far, three petition hearing requests for downward adjustment of rent have been scheduled and more are pending additional documentation from the petitioners.

In February 2021, staff initiated discussions with the City of Alameda regarding adjusting annual program fees for FY 2021-2022, in order to ensure that the Alameda Rent Program is fully funded going forward. The result of these discussions is still pending.

In April 2021, the Alameda Rent Program will announce the new Annual General Adjustment, which will become effective on September 1, 2021. The AGA is calculated at 70% of the percentage change in the Consumer Price Index (CPI) for the 12-month period ending in April of each year, with a floor of 1% and a ceiling of 5%.

In May 2021, the Rent Program will announce the new permanent relocation payment rates effective on July 1, 2021. The permanent relocation payment rates are based on HUD's Fair Market Rent (FMR) estimates for the Oakland-Fremont metro area.

Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 3 of 3

RECOMMENDATION

Accept the Monthly Overview for the Alameda Rent Program.

Respectfully submitted,

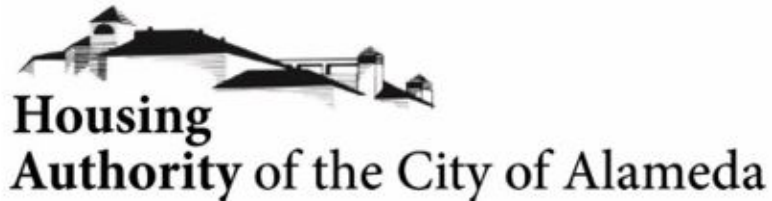
DocuSigned by:


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Greg Kats
Rent Program Director

Attachment(s):

1. Monthly Registration Update



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701 Atlantic Avenue • Alameda, California 94501-2161

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.

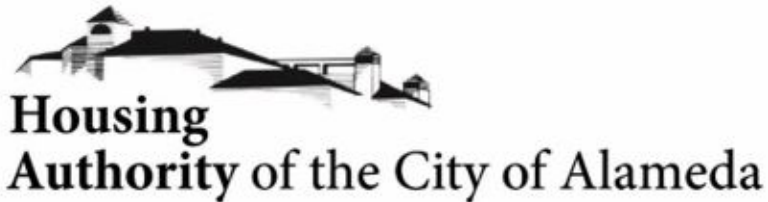
The latest registration and fee payment statistics indicate the following:

- 81.96% of rental properties are registered
- 86.85% of rental units are registered
- 1,372 unit exemptions requested
- 94.75% unit exemptions approved
- 406 property exemptions requested
- 85.96% property exemptions approved
- \$1,554,471.60 in annual fee payments collected

During the month of February 2021, staff processed the following Rent Registry submissions:

- 132 rent increase errors
- 10 unit exemptions
- 6 property exemptions
- 3 new owner amendments
- 136 new tenant amendments





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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: March 17, 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 February 2021.

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 February AHA managed Independence Plaza and Anne B Diament. 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.

VACANCY

The attached table (Attachment 1) reflects fifteen (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 February. Progress is taking place in filling the vacancies. Of the fifteen vacant units, thirteen are turned and ready for occupancy. Of the fifteen (15) vacant units, four (4) 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 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.

The collection rate for the Scattered Sites is 63.3%, Little John Commons is 97.3%, Everett Commons 90.5%, and Eagle is 97.0%. This is primarily the result of missed rent payments by



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 2 of 3

residents affected by income loss due to COVID 19, except for scattered sites where the vacant units are the main issue. All residents who owe rent have been given the SB-91 Notice which is the COVID-19 Rent Relief Act that was enacted by the California Legislature last year and extended until June 30, 2021. All residents have been referred to LifeSTEPS. JSCo and AHA are sending out monthly statements to residents to encourage payment plans. Evictions due to non-payment of rent are currently prohibited by state and federal law.

RENT INCREASES

Rent increases for 2020 were issued through the end of June 2020. As staff reported previously, due to the existing health crisis, 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 been, 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 that the existing parameters require.

Vaccinations

AHA Staff have been working with Alameda County throughout the month of February 2021 to schedule mobile clinics to come out to our properties and provide vaccinations according to the current tier. Staff were able to secure appointments for Anne B Diamant, Littlejohn Commons and Independence Plaza at the beginning of March, with second vaccinations scheduled for one month later. LifeSTEPS played a significant role in helping sign up approximately 170 senior residents for these vaccinations. The County has indicated that they would like to work with AHA to provide such services to our other sites.

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. LifeSTEPS has been providing remote aid 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.

As schools have established remote learning and some tenants are impacted with a change in their income levels, AHA tenants continue to avail themselves of the Food Bank services during the Shelter in Place.. AHA continues to manage the logistics of these services, including providing staff to package, and deliver the food to the front door of 150 households on a bi-weekly basis. Staff from different departments participate in this activity.

Maintenance

Staff continue to focus on turning vacant units with an ongoing financial savings by carrying out this work in house. During the month of February 2021 only urgent and emergency work orders were being completed in occupied units; however, at the end of the month we have started to



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 3 of 3

incorporate some of our on-hold routine work orders. 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.

Staff are working on a plan to restart HQS inspections in April 2021. To this end, staff are working on a plan to make sure units are ready for these inspections.

The attached table (Attachment 1) shows the work orders completed for February 2021.

Police Contract

Staff continue to discuss the long-standing police services agreement with the City and will return to the Board with an update at a later meeting.

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 have been working with a company, Verkada, to potentially provide wireless cameras throughout the property. The cost for this would be significantly less than doing a standard hard-wired camera. We will be installing two cameras; one in front of the office and the other at the back of the property, to test out the camera's performance as well as the feasibility throughout the project.

FINANCIAL IMPACT

Report only, no financial impact.

RECOMMENDATION

Accept the Monthly Overview Report for Property Operations.

Respectfully submitted,

DocuSigned by:

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Stephanie Shipe
Director of Portfolio Management

Attachment(s):

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



ATTACHMENT 1

Month of February 2021

Property Name	Owned by	Managed by	Total units	Senior or Family	Manager units	Gross Potential Rent	Tenant Rent Collected	Subsidy collected	Total Rent Collected	% collected
Independence Plaza	AHA	AHA	186	Senior	1	\$ 178,027	\$ 135,055	\$ 41,669	\$ 176,724	99.3%
Anne B Diament	AHHC	AHA	65	Senior	1	\$ 103,534	\$ 21,628	\$ 80,437	\$ 102,065	98.6%
Esperanza*	AHA	JSCO	120	Family	1	\$ 347,192	\$ 80,725	\$ 264,500	\$ 345,225	99.4%
China Clipper*	AHHC	JSCO	26	Family	1	\$ 45,927	\$ 12,019	\$ 33,763	\$ 45,782	99.7%
Scattered Sites*	AHA	JSCO	34	Family	0	\$ 55,865	\$ 9,924	\$ 25,439	\$ 35,363	63.3%
Parrot Village and Gardens*	AHA	JSCO	58	Family	1	\$ 151,196	\$ 27,613	\$ 123,046	\$ 150,659	99.6%
Littlejohn Commons*	ICD	JSCO	31	Senior	1	\$ 52,265	\$ 9,485	\$ 41,365	\$ 50,850	97.3%
Everett Commons*	ICD	JSCO	20	Family	1	\$ 43,378	\$ 8,653	\$ 30,616	\$ 39,269	90.5%
Eagle Village*	AHA	JSCO	36	Family	1	\$ 87,784	\$ 16,862	\$ 68,274	\$ 85,136	97.0%
TOTAL			576		8	\$ 1,065,168	\$ 321,964	\$ 709,109	\$ 1,031,073	96.8%

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	3	1.6%	0	1.6%	3	2	93	1
Anne B Diament	AHHC	1	1.6%	0	1.6%	0	0	36	
Esperanza*	AHA	2	1.7%	0	1.7%	2	0	65	1
China Clipper*	AHHC	1	4.0%	0	4.0%	1	0	28	
Scattered Sites*	AHA	5	14.7%	0	14.7%	0	0	9	
Parrot Village and Gardens*	AHA	2	3.5%	0	3.5%	1	1	15	
Littlejohn Commons*	ICD	0	0.0%	0	0.0%	0	0	7	
Everett Commons*	ICD	0	0.0%	0	0.0%	0	0	7	
Eagle Village*	AHA	1	2.9%	0	2.9%	1	1	63	1
TOTAL		15	2.6%	0	2.6%	8	4	323	3

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 Inspectons/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

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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: March 17, 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 presented as a separate Board item.

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

Feasibility Studies – The feasibility studies of two potential projects were discussed in the Closed Session of the January 20, 2021 Board Meeting. One is on hold and the second is in process. Staff is also evaluating land and other purchase and partnership opportunities that have been brought to the attention of the Housing Authority.

Development Pipeline Report – 2020-2025 – An updated report is presented as a separate Board item.

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

Asset Management

Staff is finalizing the insurance renewals for the organization including General Liability Excess coverage and North Housing Pollution Liability. Staff continues to complete the monthly financial review of all properties. Staff is preparing for inspections at various properties including lender inspection at Esperanza Apartments, City of Alameda HOME monitoring



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 2 of 2

compliance inspections at China Clipper, Sherman House, and the Senior Condos. Staff also completed a Third Amendment update to the LPA for Everett and Eagle LP to match the final TCAC and County of Alameda restrictions.

Staffing

The Housing Development Department is fully-staffed.

RECOMMENDATION

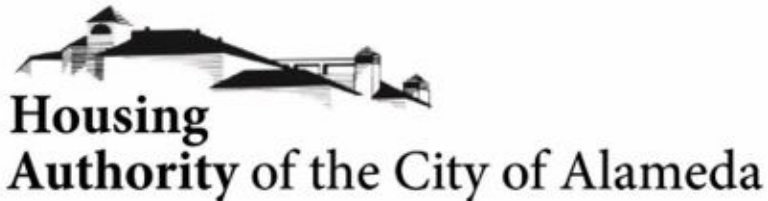
Accept the Monthly Overview Report for Housing Development.

Respectfully submitted,

DocuSigned by:
Sylvia Martinez
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Sylvia Martinez
Director of Housing Development





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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
 From: Richard Yoshida, Project Manager
 Date: March 17, 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.

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 is subject to a use agreement with the City. Carmel Partners has demolished all the buildings and is completing demolition of the foundations. Staff is processing the sixth draw. The demolition is now projected to be completed in March 2021. Habitat for Humanity has contracted and is preparing for demolition of the buildings on their site. The fence lines will be reestablished once both demolition projects are completed.

Staff has continued discussions with our partners, APC and Building Futures, which will update and refine the MOU. Staff is working with HKIT Architects on the first phase of 90 units of permanent supportive housing plans as the partners clarify their direction.



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 2 of 2

FINANCIAL IMPACT

In November 2020, the Board authorized a pre-development 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 February 2021.

North Housing

Pre-development Loan from AHA to ICD	\$ 6,238,000
12 Acre Site Pre-Development (includes demolition)	\$ (2,817,110)
First Building Pre-Development (90 units PSH)	\$ (9,710)
Carrying Costs (see following for details)	\$ (438,725)
Remaining balance	\$ 2,972,456

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	5,237
Office Supplies/Equipment	542
Prepaid - Other	7,286
Professional Services (Other)	17,208
Security, Landscape & Other Maintenance	231,453
Survey/Title Fee	29,785
Taxes & Government Fees	<u>722</u>
Grand Total	\$ 438,725

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

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tony Weng, Senior Project Manager

Date: March 17, 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 the Housing Authority of the City of Alameda (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 February 28, 2021 is approximately 10%.

Staff is working with our videographer to create a virtual groundbreaking video, and the final video will be posted in AHA's LinkedIn page.

Current construction activities include site work, trenching for underground utilities, and rough framing in the remodel units. There are two change orders for the current month. Change Orders #5 and #6 in the amount of \$212,061 and -\$83,162 respectively are approved, and the net increase to the overall construction contract is \$128,899.

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



Contingency Utilization

	Original Budget	Previous Revisions	Current Revisions	Revised Budget
Construction Contract	\$38,218,849	\$238,843	\$128,899	\$38,586,591
Hard Costs Contingency	\$4,586,262	-\$238,843	-\$128,899	\$4,218,520
Soft Cost Contingency	\$300,000	-\$155,037	\$0	\$144,963

General Construction Contract Utilization

Contract Total	Value of Work Completed to Date	Retention Withheld	Amounts Paid to Date	Balance to Finish
\$38,586,591	\$3,959,945	\$340,282	\$3,619,663	\$34,626,646

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 February 28, 2021:

Total Units	Vacant Units	Moves Completed	Currently Occupied	Remaining Units to Permanently Relocate	Remaining Units to Temporarily Relocate
53	50	30	3	0	2*

* There are two units at 738 Eagle Ave, and there is no work planned for this building. At the time of writing this Board report, one of the households at 738 Eagle Ave is in the process of moving out.

FINANCIAL IMPACT

ICD funds were 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 an internal memo.

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

	\$ Budget	\$ Disbursed	% Disbursed	\$ Balance
Land & Buildings	\$17,435,451	\$17,435,451	100%	\$0
Hard Costs	\$43,365,111	\$3,822,942	9%	\$39,542,169
Soft Costs	\$15,751,616	\$5,866,241	37%	\$9,885,375
Total	\$76,552,178	\$27,124,634	35%	\$49,427,544



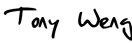
Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 3 of 3

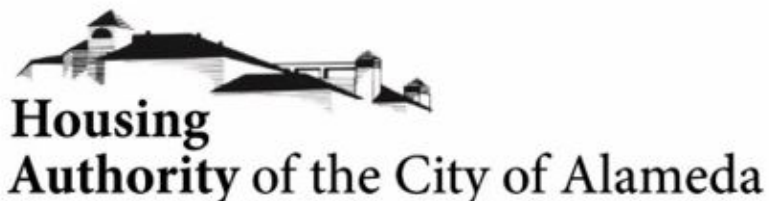
RECOMMENDATION

Accept the Monthly Development Report for Rosefield Village.

Respectfully submitted,

DocuSigned by:

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Tony Weng
Senior Project Manager



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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
 From: Daniel Mills, Management Analyst
 Date: March 17, 2021
 Re: Accept the Monthly Overview Report on Procurement

BACKGROUND

This memo provides an overview of the procurement activities for the agency for the month of February.

DISCUSSION

Staff continues its internal status review of all department contracts and procedures to ensure compliance and address any deficiencies. A listing of recently closed and 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 intra departmental, 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 and we will inform the Board of all developments.

Other Procurement Notes:

- 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.
- 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. The contract has been executed and implementation has begun. Staff will provide the Board with training on the new system prior to rollout which is expected in May.
- Staff plan on extending our evictions attorney Bill Ford's contract at a future Board meeting.
- The contract for social services with LifeSTEPS expires April 30, 2021. Staff will be executing a short-term contract to December 31, 2021 as a sole source provider to ensure continued services during the current health crisis. Staff will conduct an RFP



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 2 of 2

process to ensure the successful bidder is able to provide services starting January 1, 2022.

AHA solicitations can be found here:

http://www.alamedahsg.org/working_with_us/business_opportunities.

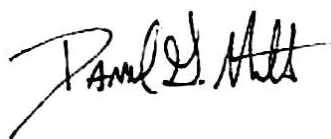
A summary of current, past and upcoming RFPs and IFBs is provided below:

RFP/IFB	Description	Status
Appliances	Appliances for residential units	New contract executed.
Benefits Broker	For AHA personnel.	RFP to be issued in Spring 2021.
Board Memo Management	Services and support	Implementation started.
Copier Services	For the AHA Office	RFP to be issued in Spring 2021.
Inspection Services	For HQS	RFP closed, under internal review.
Payroll Services	For AHA personnel.	RFP to be issued in late 2021.
Recruiting Services	For AHA open positions.	Bidding closed and contract issued.
Security Services.	For Office and AHA managed properties as needed	New contract executed.
Website Services	For the main AHA website.	RFP currently being drafted.
Social Services	For all AHA and ICD owned sites	To be issued by June 2021

RECOMMENDATION

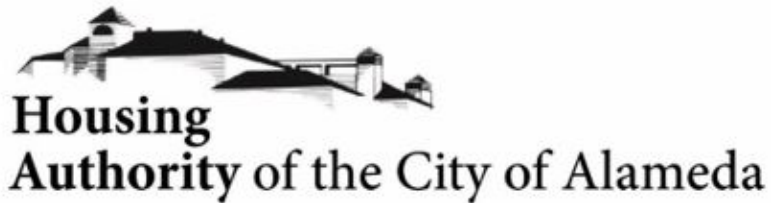
Accept the Monthly Overview Report on Procurement.

Respectfully submitted,



Daniel Mills
Management Analyst





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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Louie So, Director of Finance

Date: March 17, 2021

Re: Accept the Fiscal Year to Date Financial Report through the Month of January 2021

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 January 2021. Although the audited financial statements are 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 June 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 FY 2022 budget will be brought to the Board of Commissioners in June 2021.

The financial reports include five properties which were transferred to AHA's affiliate, Alameda Affordable Housing Corporation (AAHC) (Anne B. Diament, 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, AHA staff is adopting a simplified format to track financial performance of the authority on a quarterly basis. This will be implemented later this year. Furthermore, a revised financial snapshot is presented in the next "Discussion" section.



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 2 of 7

DISCUSSION

Overview

The following Financial Snapshot showcases Net Operating Income (Cash Flow of AHA) for the fiscal year to date. Further discussions on the cause of these variances are presented below.

July-December 2021 Financial Snapshot	PTD Actual	PTD Budget	Variance	% Var
TOTAL REVENUE	31,767,649	28,772,254	2,995,394	10.41
OPERATING EXPENSES	26,813,749	28,656,779	1,843,030	6.43
NET OPERATING INCOME (LOSS) BEFORE DEPRECIATION	3,953,792	(860,690)	4,814,482	559.37

The following Risk Indicator showcases whether AHA has sufficient cash to meet its near-term obligations (without liquidating investment or other assets or incurring additional debt). Furthermore, the high level AHA Debt to AHA Assets percentage of 45% showcases that AHA is lowly leveraged.

January 2021 Risk Indicator	Cash	HAP	Months Covered
Liquid Cash on Hand to Total HAP	15,803,947	2,764,045	5.72
	Cash	OPEX	Months Covered
Liquid Cash on Hand to Monthly Operating Expense	15,803,947	3,769,001	4.19
	Cash	HAP & OPEX	Months Covered
Liquid Cash on Hand to Monthly Operating Expense & HAP	15,803,947	6,533,046	2.42
	Total Liabilities	Total Assets	Leverage Percentage
Percentage of AHA Debt to AHA Assets	94,350,725	211,113,545	45%

Third Party Management

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. Esperanza was outsourced to JSCO on January 1, 2021. 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 3rd business week of the following month, and the financial activity of the properties are consolidated and presented in the exhibits attached to this memorandum.

Operations Budget - Revenue

Year-to-date - Rental income (Total Tenant Revenue) of \$7,803,222 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 \$329,969 or 4.42% due mostly to higher HAP than budgeted, offset by



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 3 of 7

a lower amount of tenant rent collections and tax increment payment from the City of Alameda. Please note that the tax increment subsidy for Independence Plaza is received as one lump sum from the City of Alameda and is pending submittal to the City of Alameda to cover the 2nd half of the fiscal year.

Total Other Income and Restricted Income is lower than budget by \$500,414 (35.39%). 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 by several months. 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 was paid in February 2021. Interest earned 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.

In November 2020, an additional \$1,399,195 was provided through the Alameda Unified School District Recognized Obligation Payment Schedule. These funds have 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 \$324,111 on a net of vacancy basis. Staff will continue to monitor tenant and HAP income closely. Please see Monthly Overview Report for Property Operations for more information.

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 received an additional \$350,010 in May 2020 from HUD and additional CARES Act Administrative Fee funds of \$421,086 was received from HUD in August 2020. The uses and timing of these funds are restricted. Due to the CARES Act funding, Administrative Fee income from HUD is higher than budget by \$466,637 (44.67%).

Furthermore, as AHA was in HAP shortfall in 2020, AHA applied and received additional HAP funding with HUD in September 2020 of \$1,362,837. As of September 2020, AHA is officially out of HAP shortfall status with HUD.

Expenses

Total operating expenses are lower than the year-to-date budget by \$1,848,030 (6.43%). 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.). Staff expect these operating expenses to increase as AHA is almost fully staffed. Additionally, a conservative approach was taken during the FY 2021 budget process. Housing Development, Finance, Portfolio Management and The John Stewart



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 4 of 7

Company staff meet periodically to review the financial statements to monitor actuals versus budget amounts.

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 \$1,389,253 (7.48%) higher than budget which is driven by the additional HAP shortfall funds of \$1,362,837 stated previously. Staff continues to make progress on \$231,847 (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 \$55,052 below budget (20.44%), with January 2021's billing in arrears.

Statement of Net Position

The Housing Authority has adequate cash resources for operations. As of December 2020, AHA, AAHC and its affiliates have \$15.8 Million in cash, and \$17.6 Million held in LAIF and CAMP investments. A rebalancing of investments will be completed in by March 2021.

OTHER ISSUES IMPACTING FINANCE DEPARTMENT

COVID-19 Mission Critical Tasks:

Due to 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 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) Continue to liaise with auditors remotely to ensure documents (redacted of PII) the auditors can continue their review offsite.

Staffing

Nan McKay and Associates continues to provide consulting services including HUD's monthly Voucher Management System (VMS) report and the annual unaudited



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 5 of 7

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 (REAC) in March 2020 and the Federal Audit Clearinghouse. The audited FY 2019 FDS was rejected in May 2020. Finance 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. A third submission to REAC was submitted in January 2021 and is pending review. The questions posed by HUD are not controversial in nature, and mostly referenced the disclosures of the audited financial statements. AHA staff have been in regular contact with HUD but is awaiting a final determination as the 2020 submission cannot be completed until the 2019 submission is fully approved.

The unaudited FY 2020 FDS was submitted timely to REAC on October 30, 2020, including a new section on how AHA spent CARES Act funds in FY 2020. This was approved by REAC in January 2021 with minimal comments.

The audited FY 2020 FDS deadline has been extended by HUD from March 31, 2021 to June 30, 2021. It is expected that the draft audited financial statements will be presented to the Board of Commissioners in April 2021.

AAHC

Although AHA is exempt from filing a federal tax return, AAHC is required to file a tax return. 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. 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 Holthouse, 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"). The audit and tax process is underway. Everett & Eagle, L.P.'s Form 8609 was submitted to the IRS and the California Tax Credit Allocation Committee in February 2021.

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.



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 6 of 7

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.

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. AHA staff are currently preparing work on the FY2022 budget to be presented to the Board of Commissioners in the June 2021 meeting.

Banking Activities

There were no account opening or closures. The below showcases an inventory of the operating and reserve accounts for AHA and its affiliates.

U.S. Bank - The following is a listing of bank accounts held by AHA.

- General Fund
- Benefits Account
- AHA Islander
- 2216 Lincoln Bank
- Esperanza Bank
- Parrot and Eagle Village
- AHA Owned
- Section 8
- Section 8 Administration
- Independence Plaza (AHA)
- Anne B. Diament
- China Clipper Plaza
- Independence Plaza (AAHC)



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 7 of 7

- AAHC Replacement Reserves
- AAHC Scattered Sites
- AAHC Security Deposits
- Family Self Sufficiency
- Island City Development
- Sherman & Buena Vista, L.P.
- Del Monte, LLC
- Constitution & Eagle, L.P.
- Rosefield, LLC

Bank of America – There is currently one bank account (Constitution & Eagle, L.P.) that is in the process of being closed.

Citibank – On behalf of AHA and its affiliates, The John Stewart Company has the following bank accounts (both operating and security deposits accounts).

- Constitution & Eagle, L.P.
- Sherman & Buena Vista, L.P.
- Everett & Eagle, L.P.
- Eagle Village
- Esperanza
- Parrot Village
- AHA Scattered Sites
- AAHC Scattered Sites
- China Clipper Plaza

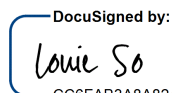
Quarterly Financial Reporting

As part of the strategic plan, AHA staff is migrating to a quarterly versus monthly financial reporting. This will be implemented later this year.

RECOMMENDATION

Accept the Fiscal Year to Date Financial Report through the Month of January 2021.

Respectfully submitted,

DocuSigned by:

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Louie So, CPA
Director of Finance

Attachment(s):

1. Balance Sheet – January 2021
2. Budget Comparison – Revenue & Expense - Detail
3. AHA Revenue & Expense (Actual versus Budget)



Attachment 1

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Balance Sheet

Period = Jan 2021

Book = Accrual

	Current Balance
1000000 ASSETS	
1100000 CURRENT ASSETS	
1101000 CASH	
1110010 Cash - Unrestricted	12,478,761.07
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	2,140,515.85
1110019 Petty Cash with 3rd Party	700.00
1110020 Cash - Petty cash	500.00
1110021 Cash - Benefit Account	79,922.05
1110030 Cash - FSS	128,421.24
1110040 Cash - Replacement Reserve Bldg	312,415.00
1130030 Cash - Restricted Sec Dep	213,387.72
1140000 Cash - Tenant Security Deposits	120,546.56
1140050 Cash - Tenant Security Deposits with 3rd Party	152,374.30
1199000 TOTAL CASH	15,803,947.11
1200000 ACCOUNTS RECEIVABLE	
1240010 Accounts Receivable - Government	208,036.68
1240050 HAP Rent Receivable	120,314.66
1240070 Accounts Receivable- HUD	33,612.45
1250010 Accounts Receivable - Other	306,710.48
1250050 Accounts Receivable - 3rd Party Management	343,695.76
1255000 Subsidy Suspense Receivable	-27,854.07
1260000 Accounts Receivable - Tenant	415,245.84
1260050 Accounts Receivable - Tenant Rent with 3rd Party	147,381.34
1261000 Allowance for Doubtful Accounts -Dwelling Rent	-107,605.35
1280000 Fraud Recovery	31,365.94
1281000 Allowance for Doubtful Accounts - Fraud	-29,829.78
1290000 Accrued Interest Receivable	5,548.82
1299000 TOTAL ACCOUNTS RECEIVABLE	1,446,622.77
1300000 INVESTMENTS AND OTHER CURRENT NOTES	
1310000 Investments(LAIF)- Unrestricted	10,388,991.64
1320010 Investments - Other	200.00
1320020 Investments(LAIF) (Restricted) - FSS Escrow	-325.64
1320030 Investments(LAIF)- Building Reserve	1,074,761.22
1320040 Investments(LAIF) - Equipment Reserve	167,305.13
1350000 Investments - Restricted	0.15
1350010 Investment(LAIF)-Restricted (Jack Capon Villa Trust)	1,404.59
1350021 PFM-Cash	-184.25
1350031 Investments - CAMP	6,004,118.21
1350100 Mortgage Receivable	76,942,290.92

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Balance Sheet

Period = Jan 2021

Book = Accrual

	Current Balance
1350103 Mortgage Receivable-Jack Capon L. P.	99,534.74
1350105 Loan Receivable-Security Deposit Loan	92,569.00
1350106 Loan Receivable - ICD	14,942,482.00
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>113,503,331.96</u>
1400000 PREPAID EXPENSES	
1420010 Prepaid Insurance - Property	23,762.20
1420020 Prepaid Insurance - Liability	23,956.87
1420040 Prepaid Insurance - Worker Comp	53,390.52
1420050 Prepaid - Other	24,069.84
1420051 Prepaid Rent	20,213.17
1420070 Escrow Deposits - Property	32,382.62
1420075 Escrow Dep. PNC Hedge Res.	86,341.49
1420095 Prepaid Expense - Management Company	3,807.81
1430000 Inventories	13,534.90
1430010 Replacement Reserve-NorthMarq Loan	576,632.50
1430020 Reserve for Replacement NorthMarq	529,954.15
1440099 TOTAL PREPAID EXPENSES	<u>1,388,046.07</u>
1440105 INTERPROGRAM	
1440110 Interprogram (Due From)	1,650,813.88
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>2,097,889.22</u>
1500000 TOTAL CURRENT ASSETS	<u>134,239,652.88</u>
1590000 LONG TERM ASSETS	

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Balance Sheet

Period = Jan 2021

Book = Accrual

	Current Balance	
1600000	FIXED ASSETS	
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	347,786.73
1630041	Furniture and Equipment - Other	116,685.50
1650000	Leasehold Improvements	14,404,401.32
1660030	Accumulated Deprecation	-30,326,609.66
1699000	TOTAL FIXED ASSETS	75,114,726.98
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	45,602.50
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	142,947.87
1929999	TOTAL LONG TERM ASSETS	76,873,891.88
1999999	TOTAL ASSETS	211,113,544.76
3000000	LIABILITIES AND EQUITY	
3005000	LIABILITIES	
3100000	CURRENT LIABILITIES	
3100500	ACCOUNTS PAYABLE	
3120010	Accounts Payable<= 90 Days	122,590.76
3120011	Accounts Payable -CALPERS (employee portion)	551.40
3120012	Accounts Payable-Health Insurance (employee portion)	24.13
3120014	Accounts Payable-Garnishment (employee portion)	-128.50
3120015	Accounts Payable-Vision Insurance (employee portion)	688.60
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)	2,611.05
3120021	Employees Cobra	898.58
3120022	Accounts Payable-PERS 1959 Surv(Employee Portion)	40.92
3120023	Accounts Payable-FSA Transit Plan	507.85

3/3/2021 2:23 PM

Balance Sheet

Period = Jan 2021

Book = Accrual

	Current Balance
3120024 Accounts Payable FSS	106,299.83
3120026 Accounts Payable FSS Interest	-29.08
3120029 Accounts Payable - 3rd Party Management Company	47,830.37
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	6,201.44
3120070 Accrued Payables	119,274.76
3120075 Accrued Accounts Payable - 3rd Party Management	109,420.44
3330100 Tenants- Rents Payable	9,900.00
3339000 TOTAL ACCOUNT PAYABLE	<u>714,905.47</u>
3400000 SECURITY DEPOSITS HELD	
3410010 Tenant Security Deposits	221,577.44
3410015 Tenant Security Deposits - held with 3rd Party Management	141,560.25
3410020 Tenant Security Deposits - Pets	1,050.00
3410030 Tenant Security Deposits - Gate Opener	25.00
3410040 Tenant Security Deposits - Satellite Dish/Antenna	1,500.00
3410050 Tenant Security Deposits - Interest	0.05
3410060 Tenant Security Deposits - Pooled Interest	61,619.44
3410999 Security Deposit Refund	<u>5,950.59</u>
3419000 TOTAL SECURITY DEPOSITS HELD	433,282.77
3419900 OTHER LIABILITIES	
3420000 Prepay Tenant Rent	77,235.52
3421000 Prepay Tenant Rent - 3rd Party Management	145,347.20
3425000 Unearned Revenue	-432.00
3426000 Prepaid Ground Lease Rent	16,282,176.97
3430000 Current Portion of Long Term Debt - Capital Projects	465,506.76
3449000 TOTAL OTHER LIABILITIES	<u>16,969,834.45</u>
3470000 INTERPROGRAM	
3470050 Interprogram (Due to)	1,585,098.96
3470110 Interprogram Due To General Fund	468,483.72
3470601 Interprogram Due To Anne B Diamant Plaza	19,786.00
3471000 Due To/Due From Suspense Account	<u>102,913.80</u>
3480000 TOTAL INTERPROGRAM	<u>2,176,282.48</u>
3499000 TOTAL CURRENT LIABILITIES	20,294,305.17
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	1,108,937.37
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

3/3/2021 2:23 PM

Balance Sheet

Period = Jan 2021

Book = Accrual

	Current Balance
3510160 Home Fund Loan #2	282,700.00
3540000 Accrued Compensated Absences - Noncurrent	141,356.77
3570000 OPEB Liability	-128,123.28
3580000 Pension Liability	909,006.40
3599000 TOTAL NON-CURRENT LIABILITIES	<u>74,056,419.51</u>
3999000 TOTAL LIABILITIES	94,350,724.68
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	81,063,196.35
5120000 Unrestricted	22,045,058.32
5120010 Net Restricted Assets	453,078.63
5950000 TOTAL CONTRIBUTED CAPITAL	<u>114,861,357.08</u>
5999900 TOTAL EQUITY	<u>116,762,820.08</u>
6000000 TOTAL LIABILITIES AND EQUITY	211,113,544.76

Attachment 2

Budget Comparison (with PTD)

Period = Jul 2020-Jan 2021

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var
6999990 INCOME				
7000000 REVENUE				
7020000 TENANT REVENUE				
7030000 Tenant Rental Revenue	2,247,774.41	2,628,175.76	-380,401.35	-14.47
7030030 Maintenance Charges	2,559.20	0.00	2,559.20	N/A
7030040 Late Charges	15.00	0.00	15.00	N/A
7030050 Miscellaneous Other Charges	3,013.35	0.00	3,013.35	N/A
7030060 Tax Increment Payments from the City of Alameda (Independence Plaza)	766,659.00	894,439.56	-127,780.56	-14.29
7030100 Tenant HAP Subsidy	4,863,458.73	4,125,202.62	738,256.11	17.90
7030110 Vacancy Loss	-135,810.29	-192,100.44	56,290.15	-29.30
7030300 Commercial Rents (Include land lease from ICD Properties)	55,553.00	17,535.00	38,018.00	216.81
7050000 TOTAL TENANT REVENUE	7,803,222.40	7,473,252.50	329,969.90	4.42
7060000 FEDERAL GRANTS				
7060060 Shelter Plus Care Revenue	214,338.08	269,390.31	-55,052.23	-20.44
7069000 TOTAL FEDERAL GRANTS	214,338.08	269,390.31	-55,052.23	-20.44
7079000 OTHER GRANTS				
7080000 Other Government Grants (AUSD Recognized Obligation Payments)	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
7100000 OTHER INCOME				
7110010 Investment Income - Unrestricted (LAIF in arrears, Low Interest Rate)	38,522.90	78,314.25	-39,791.35	-50.81
7110011 Interest Income	11,277.61	70,803.81	-59,526.20	-84.07
7110020 Interest on Equip. Reserve	577.26	1,744.12	-1,166.86	-66.90
7110030 Interest Earned on Operating Reserve	0.00	84.00	-84.00	-100.00
7110060 Interest - Replacement Reserve	3,871.72	28,159.25	-24,287.53	-86.25
7110070 Other - Income	5,546.05	30,356.69	-24,810.64	-81.73
7110075 Laundry Commission	12,394.95	15,271.06	-2,876.11	-18.83
7110082 Land Fee/Ground Lease (From Rosefield Village)	158,937.93	3,129.00	155,808.93	4,979.51
7110090 Other Miscellaneous Revenue	33.00	0.00	33.00	N/A
7110092 Professional Service Revenue (City Reimbursement payments in arrears and ICD paid in February 2021 \$100,000 to AHA)	677,854.73	1,175,675.13	-497,820.40	-42.34
7140000 Fraud Recovery	26.61	0.00	26.61	N/A
7150030 Miscellaneous Other Revenue	1,483.84	0.00	1,483.84	N/A
7150070 Administrative Fee	3,133.60	10,536.75	-7,403.15	-70.26
7159000 TOTAL OTHER INCOME	913,660.20	1,414,074.06	-500,413.86	-35.39
8000000 HUD GRANT				
8010000 HUD Operating Grants	19,960,185.60	18,570,932.94	1,389,252.66	7.48
8020000 Administrative Fees from HUD (includes CARES Act Additional)	1,511,242.00	1,044,604.19	466,637.81	44.67
8020110 PORT-In Administrative Fees	9,062.69	0.00	9,062.69	N/A
8030000 Administrative Fees Paid (PORT-Outs)	43,257.65	0.00	43,257.65	N/A
8100120 TOTAL HUD GRANT	21,437,232.64	19,615,537.13	1,821,695.51	9.29
8999000 TOTAL REVENUE	31,767,648.61	28,772,254.00	2,995,394.61	10.41
9000000 EXPENSES				
9000900 OPERATING EXPENSES				
9100000 ADMINISTRATIVE				
9110010 Administrative Salaries	2,282,661.40	3,117,475.20	-834,813.80	26.78
9110020 Temporary Help - Administrative	217,007.40	298,966.01	-81,958.61	27.41
9120000 Auditing Fees	14,800.00	27,090.00	-12,290.00	45.37
9130000 Outside Management Fees	100,609.53	124,728.94	-24,119.41	19.34
9150010 Admin Employee Benefits - Medical/Dental	405,542.47	744,266.39	-338,723.92	45.51
9150020 Admin Employee Benefits - PERS/PARS	210,943.93	283,681.44	-72,737.51	25.64
9150030 Admin Employee Benefits - FICA	32,917.20	44,918.30	-12,001.10	26.72
9150040 Admin Employee Benefits - SUI	10,710.29	8,215.13	2,495.16	-30.37
9150050 Admin Employee Benefits - EAP	165.00	0.00	-165.00	N/A
9150060 Admin Employee Benefits - Life/LTD	19,519.65	19,291.37	-228.28	-1.18
9150090 Admin Employee Benefit - WC	29,814.07	20,502.44	-9,311.63	-45.42
9160010 Office Supplies/Equipment	60,475.35	53,319.56	-7,155.79	-13.42
9160020 Expendable Administrative Equipment	130.42	0.00	-130.42	N/A
9160030 Dues & Subscriptions Publications	1,183.24	700.00	-483.24	-69.03

Budget Comparison (with PTD)

Period = Jul 2020-Jan 2021

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var
9160040 Postage	4,289.48	28,716.31	24,426.83	85.06
9160050 Telephone	45,716.33	35,099.19	-10,617.14	-30.25
9160060 Bank Charges and Check Supplies	15,413.04	16,137.94	724.90	4.49
9160070 Commissioners Meeting Expense	129.90	0.00	-129.90	N/A
9160080 Stationery Envelopes and Business Cards	1,228.72	0.00	-1,228.72	N/A
9160090 Forms and Copies/Printing	18,132.89	2,975.00	-15,157.89	-509.51
9160100 Classified Ads and Public Notices/outreach material	9,664.62	21,919.31	12,254.69	55.91
9160110 Legal Expense	115,161.44	201,247.69	86,086.25	42.78
9160111 Payroll charge	7,499.44	4,169.69	-3,329.75	-79.86
9160112 Survey/Title Fee	0.00	1,169.00	1,169.00	100.00
9160113 Office Rent (Additional AHA Office Space Rented in February 2021)	71,430.76	214,277.00	142,846.24	66.66
9160114 Administrative Support	16,601.28	0.00	-16,601.28	N/A
9160115 Organization Cost	80.00	0.00	-80.00	N/A
9160120 Training/Conferences and Travel	10,155.76	93,578.31	83,422.55	89.15
9160130 Membership Dues and Fees	11,621.94	6,637.19	-4,984.75	-75.10
9160131 Taxes & Government Fees (Sewer Passthrough Charges)	65,924.34	0.00	-65,924.34	N/A
9160160 Contracts - Accounting Services	27,720.00	1,988.00	-25,732.00	-1,294.37
9160170 Contracts - Administrative Services/Consultant	54,921.52	229,165.44	174,243.92	76.03
9160180 Contracts - Application Service Provider - Yardi	108,749.32	130,446.19	21,696.87	16.63
9160190 Contracts - Computer/Telephone Maintenance/Email	81,729.45	220,870.44	139,140.99	63.00
9160200 Contracts - Employee/Organizational Development	25.00	0.00	-25.00	N/A
9160210 Contracts - Housing Program Services	15,467.42	0.00	-15,467.42	N/A
9160220 Contracts - Human Resource Services	2,100.00	40,100.62	38,000.62	94.76
9160230 Contracts - Housing Inspection Services	3,334.45	33,084.31	29,749.86	89.92
9160260 Contracts - Office Machine Lease	15,132.27	10,780.56	-4,351.71	-40.37
9160270 Contracts - Web Hosting/Maintenance/Web Ads	8,621.82	10,028.69	1,406.87	14.03
9160290 Contracts - HR Recruitment	62,155.38	77,242.69	15,087.31	19.53
9160510 Association Dues	25,783.80	24,500.00	-1,283.80	-5.24
9169000 TOTAL ADMINISTRATIVE	4,185,270.32	6,147,288.35	1,962,018.03	31.92
9200000 TENANT/SOCIAL SERVICES/POLICE				
9210030 Police Services (Also includes Security Services)	97,085.29	109,806.69	-12,721.40	-11.59
9210100 Tenant/Social Services - Salaries	169,089.93	173,618.13	-4,528.20	-2.61
9219000 TOTAL TENANT/SOCIAL SERVICES/POLICE	266,175.22	283,424.82	17,249.60	6.09
9219990 RELOCATION				
9220000 Tenant-Relocation Costs	7,704.71	0.00	-7,704.71	N/A
9229000 TOTAL RELOCATION	7,704.71	0.00	-7,704.71	N/A
9230005 TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE				
9230010 Tenant Svcs Employee Benefits - Medical/Dental	30,010.90	25,011.00	-4,999.90	-19.99
9230020 Tenant Svcs Employee Benefits - PERS/PARS	6,264.36	11,443.88	5,179.52	45.26
9230030 Tenant Svcs Employee Benefits - FICA	1,007.85	5,075.56	4,067.71	80.14
9230040 Tenant Svcs Employee Benefits - SUI	271.52	1,128.75	857.23	75.95
9230050 Tenant Svcs Employee Benefits - Life/LTD	70.64	0.00	-70.64	N/A
9230071 Property Insurance	3,390.00	0.00	-3,390.00	N/A
9230075 Property Taxes	517.64	0.00	-517.64	N/A
9230080 Tenant Svcs Employee Benefits - Other	2,162.76	0.00	-2,162.76	N/A
9230090 Tenant Svcs Employee Benefit - WC	5,601.71	14,025.55	8,423.84	60.06
9239000 TOTAL TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE	45,389.74	56,684.74	11,295.00	19.93
9240005 TENANT SERVICES				
9240020 Tenant Service Activities - Contracts and O/S Services	90,978.60	174,538.00	83,559.40	47.87
9240050 Tenant/Social Services - Other	80.62	0.00	-80.62	N/A
9249000 TOTAL TENANT SERVICES	91,059.22	174,538.00	83,478.78	47.83
9300000 UTILITIES				
9310000 Water	151,561.54	154,592.69	3,031.15	1.96
9320000 Electricity (Payments caught up through March 2021)	24,309.39	83,153.63	58,844.24	70.77
9380010 Sewer (Passthrough Tax categorized under Tax)	61,398.26	176,552.32	115,154.06	65.22
9380020 Garbage	235,045.27	261,528.12	26,482.85	10.13
9380030 Other	0.00	256,760.42	256,760.42	100.00

Budget Comparison (with PTD)

Period = Jul 2020-Jan 2021

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var
9399000 TOTAL UTILITIES	470,750.99	961,730.49	490,979.50	51.05
9399990 MAINTENANCE				
9400000 MAINTENANCE SALARIES				
9410010 Maintenance - Salaries	397,690.81	429,737.63	32,046.82	7.46
9419000 TOTAL MAINTENANCE SALARIES	397,690.81	429,737.63	32,046.82	7.46
9420005 MAINTENANCE MATERIALS				
9420010 Maintenance Materials	98,178.99	152,584.25	54,405.26	35.66
9420020 Vehicle - gasoline	2,408.09	3,913.00	1,504.91	38.46
9420030 Janitorials Supplies	168.75	0.00	-168.75	N/A
9429000 TOTAL MAINTENANCE MATERIALS	100,755.83	156,497.25	55,741.42	35.62
9429005 MAINTENANCE CONTRACTS				
9429015 Maintenance Contracts - Unit Turnaround	11,608.32	30,829.61	19,221.29	62.35
9429030 Maintenance Contracts - Tree Trimming	0.00	6,421.94	6,421.94	100.00
9429040 Maintenance Contracts - Cycle Painting	1,124.15	0.00	-1,124.15	N/A
9429060 Maintenance Contracts - Floor Covering	2,025.24	47,025.65	45,000.41	95.69
9429100 Maintenance Contracts - Services	160,278.96	88,863.60	-71,415.36	-80.37
9430010 Maintenance Contracts - Painting	9,400.00	21,192.78	11,792.78	55.65
9430020 Maintenance Contracts - Plumbing	24,378.13	17,535.84	-6,842.29	-39.02
9430030 Maintenance Contracts - Landscape, Pool, Pond Maintenance	48,615.43	75,874.40	27,258.97	35.93
9430040 Maintenance Contracts - HVAC Maintenance	6,545.49	19,958.33	13,412.84	67.20
9430050 Maintenance Contracts - Hazardous Substances Testing	21,787.48	0.00	-21,787.48	N/A
9430060 Maintenance Contracts - Elevator Maintenance	24,109.40	25,597.60	1,488.20	5.81
9430070 Maintenance Contracts - Extermination	31,714.50	30,221.31	-1,493.19	-4.94
9430080 Maintenance Contracts - Electrical Maintenance	4,668.53	14,783.44	10,114.91	68.42
9430090 Maintenance Contracts - Security and Nurse Call Systems	89,532.97	10,444.00	-79,088.97	-757.27
9430110 Maintenance Contracts - Gutter Cleaning Services	0.00	7,439.04	7,439.04	100.00
9430120 Maintenance Contracts - Flooring Replmt/Cleaning Srvc	41,338.64	0.00	-41,338.64	N/A
9430130 Maintenance Contracts - Other	86,114.96	6,937.49	-79,177.47	-1,141.30
9430140 Maintenance Contracts - Vehicle Maintenance	5,221.96	4,262.65	-959.31	-22.50
9430150 Maintenance Contracts - Janitorial	72,564.18	108,053.54	35,489.36	32.84
9439000 TOTAL MAINTENANCE CONTRACTS	641,028.34	515,441.22	-125,587.12	-24.36
9450005 MAINTENANCE EMPLOYEE BENEFITS				
9450010 Maint Employee Benefits - Medical/Dental	87,117.35	135,198.00	48,080.65	35.56
9450020 Maint Employee Benefits - PERS/PARS	32,965.26	41,162.31	8,197.05	19.91
9450030 Maint Employee Benefits - FICA	21,511.74	5,880.00	-15,631.74	-265.85
9450040 Maint Employee Benefits - SUI	1,417.96	1,499.12	81.16	5.41
9450050 Maint Employee Benefits - Life/LTD	1,944.92	3,527.44	1,582.52	44.86
9450070 Maint Employee Benefits - Uniforms/Shoes	1,451.89	14,094.43	12,642.54	89.70
9450091 Maint Employee Benefit - WC	22,906.36	18,702.25	-4,204.11	-22.48
9459000 TOTAL MAINTENANCE EMPLOYEE BENEFITS	169,315.48	220,063.55	50,748.07	23.06
9499000 TOTAL MAINTENANCE	1,308,790.46	1,321,739.65	12,949.19	0.98
9500000 GENERAL EXPENSES				
9500100 Interest Expense	557,714.04	676,141.06	118,427.02	17.52
9500160 Mortgage Financial Service Charge	34,704.66	0.00	-34,704.66	N/A
9500200 Other Expense	5,898.69	0.00	-5,898.69	N/A
9500300 Claim's Settlement Cost (Lincoln House, net of rehab)	161,655.41	0.00	-161,655.41	N/A
9610010 Insurance - Workers Compensation	7,753.64	0.00	-7,753.64	N/A
9610020 Insurance - Liability	31,642.03	32,138.75	496.72	1.55
9610030 Insurance - Property	56,754.62	80,292.87	23,538.25	29.32
9610040 Insurance - Vehicle	3,591.58	9,252.25	5,660.67	61.18
9610060 Insurance - Other	16,027.97	8,785.00	-7,242.97	-82.45
9620010 Other General Expenses	15,846.00	0.00	-15,846.00	N/A
9698000 TOTAL GENERAL EXPENSES	895,496.28	806,609.93	-88,886.35	-11.02
9699000 TOTAL OPERATING EXPENSES	7,270,636.94	9,752,015.98	2,481,379.04	25.44
9700000 MOD REHAB AND SPC EXPENSES				
9700570 Rent to Owners - Bessie Coleman	115,204.00	0.00	-115,204.00	N/A
9700800 PORT-In (A/R Billings)	-231,847.00	0.00	231,847.00	N/A

Budget Comparison (with PTD)

Period = Jul 2020-Jan 2021

Book = Accrual

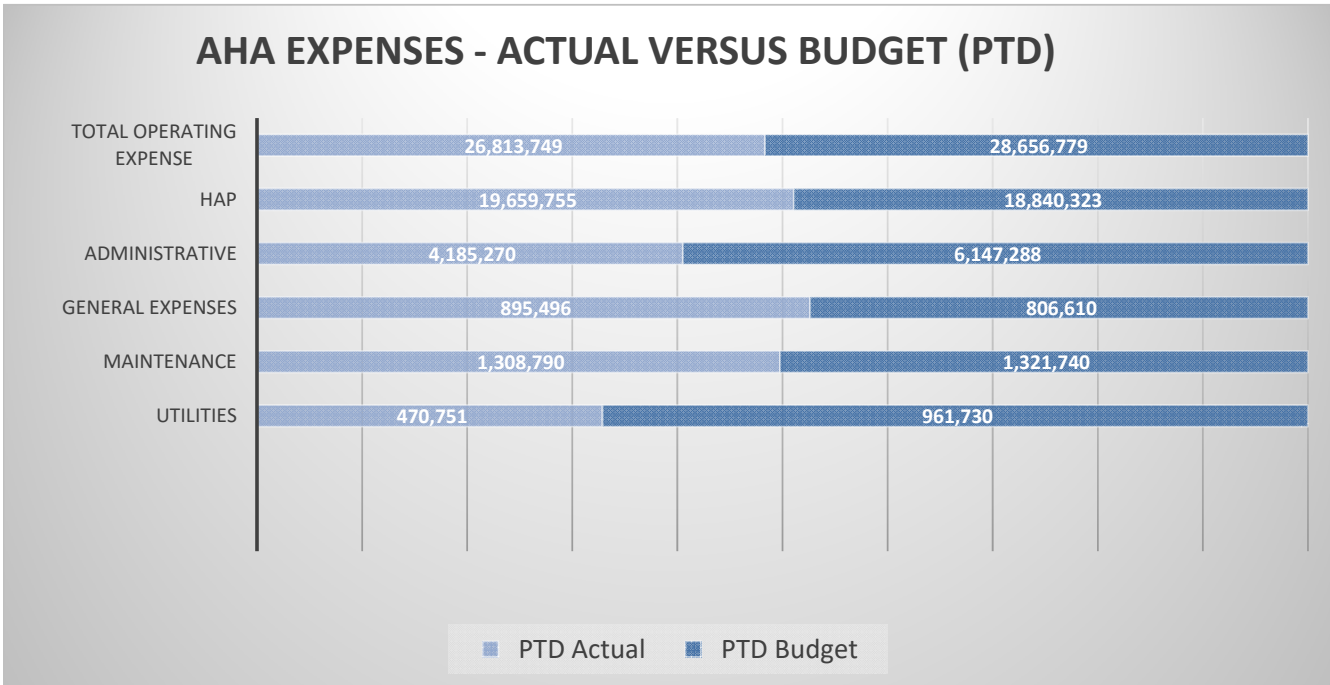
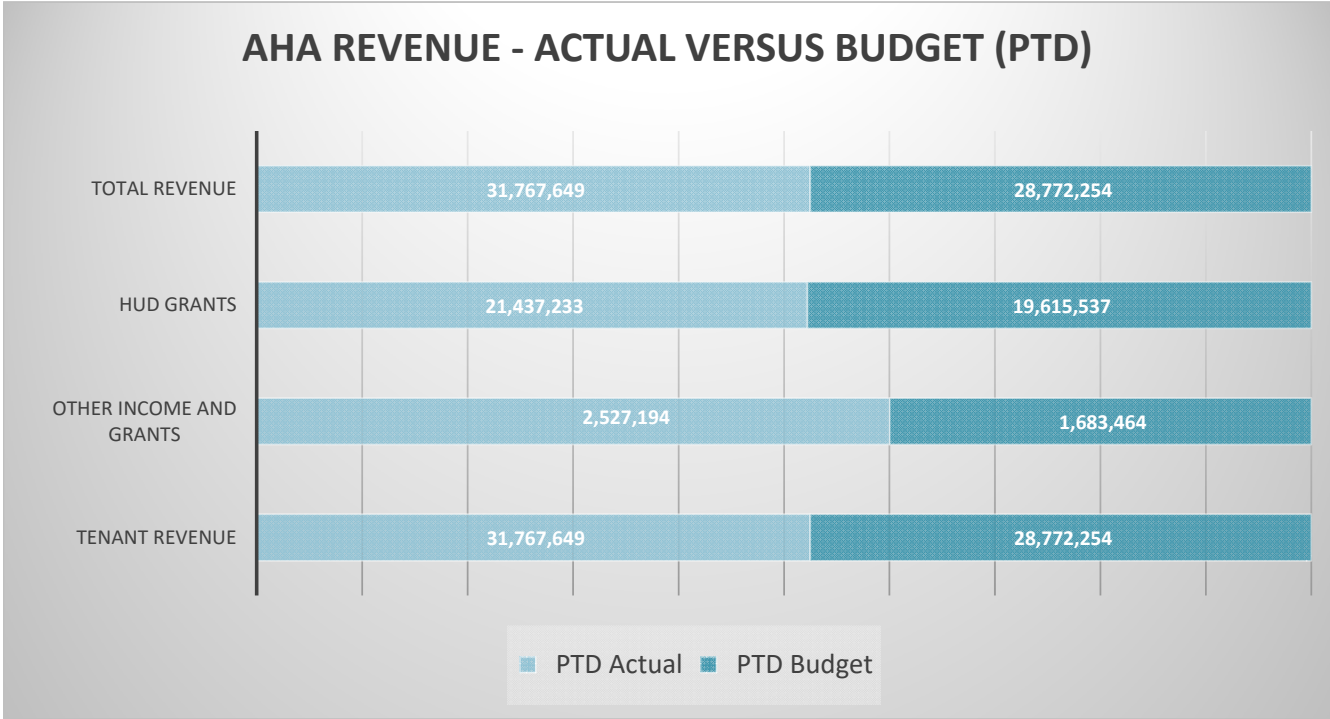
	PTD Actual	PTD Budget	Variance	% Var
9700900 TOTAL MOD REHAB AND SPC EXPENSES	-116,643.00	0.00	116,643.00	N/A
9710000 EXTRAORDINARY EXPENSES				
9710090 Pre-development Cost	0.00	64,440.04	64,440.04	100.00
9713001 HOUSING ASSISTANCE PAYMENTS (VOUCHER)				
9719000 TOTAL EXTRAORDINARY EXPENSES	0.00	64,440.04	64,440.04	100.00
9730001 HOUSING ASSISTANCE PAYMENTS (VOUCHER)				
9730010 Housing Assistance Payments - Landlords	19,607,997.00	18,840,323.25	-767,673.75	-4.07
9730020 Housing Assistance Payments - FSS	33,017.00	0.00	-33,017.00	N/A
9730070 Utility Allowance to Tenants	18,741.00	0.00	-18,741.00	N/A
9739000 TOTAL HOUSING ASSISTANCE PAYMENTS (VOUCHER)	19,659,755.00	18,840,323.25	-819,431.75	-4.35
OPERATING EXPENSES	26,813,748.94	28,656,779.27	-1,843,030.33	-6.43
NET OPERATING INCOME BEFORE DEPRECIATION	4,953,899.67	115,474.73	4,838,424.94	4,190.03
9739500 OTHER EXPENSES				
9740000 Depreciation Expense	1,000,108.01	976,165.19	-23,942.82	-2.45
9859999 TOTAL OTHER EXPENSES	1,000,108.01	976,165.19	-23,942.82	-2.45
9996000 TOTAL EXPENSES	27,813,856.95	29,632,944.46	1,819,087.51	6.14
9998000 NET INCOME	3,953,791.66	-860,690.46	4,814,482.12	559.37

Attachment 3

Budget Comparison (with PTD)

Period = Jul 2020-Jan 2021

Book = Accrual



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: Sylvia Martinez
Director of Housing Development

Date: March 17, 2021

Re: Accept the Five-Year Outlook (Pipeline Report) for Housing
Development and the updated Housing Authority Development Policies

BACKGROUND

The purpose of this report is to provide an update to the Board of Commissioners (BOC) and the City Council of Alameda on the five-year development pipeline for rental projects and market-rate residential projects with an inclusionary housing requirement, and the *Affordable Housing Development Policies and Guidelines* (Development Policies) previously adopted by the Board in 2015.

In 2010, the Housing Authority Board adopted the Development Policies, which were then updated in 2015 with the submittal of the 2015-2020 Five Year Outlook. In 2020, the City of Alameda took back certain functions of the housing and community development scope but maintained a contract with the Housing Authority to provide housing development services. As part of that contract, a pipeline report must be submitted to the City Council every five years.

DISCUSSION

There are 17 active or proposed development sites shown in the attached report, shown as Exhibit A. The list of active and proposed developments includes affordable homes that are created from the City of Alameda's inclusionary housing ordinance by market-rate developers, affordable developments of the Housing Authority, as well as developments by affordable developers other than the Housing Authority. Approximately half of the projects will include Housing Authority participation. The pipeline also addresses the life cycle needs to renovate existing Housing Authority properties, along with the opportunity to add additional units on those sites. Finally, the report describes the Housing Authority's efforts to acquire or partner with existing multifamily housing for possible conversion to deed-restricted affordable homes, as well as to obtain developable property for future affordable opportunities.



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 2 of 2

These combined efforts attempt to meet the City of Alameda's affordable housing needs, as defined by the Regional Housing Needs Allocation (RHNA) calculated by the Association of Bay Area Governments. The City has begun developing plans to meet the next cycle of RHNA needs, and the Housing Authority continues to partner and provide support to the City's efforts to create additional affordable housing.

Update to Affordable Housing Development Policies and Guidelines

Staff has reviewed the Development Policies that were adopted in 2015. The policies, goals and objectives that were defined in the document remain equally valid five years later. Staff has revised the document to reflect new State regulations for Successor Housing Agencies and other administrative changes. A draft document is attached as Exhibit B for review.

FISCAL IMPACT

The specific impact of any development project will be considered and approved by separate Board of Commissioner action. Any impact associated with the proposed update to the Development Policies is also subject to Board of Commissioners approval.

RECOMMENDATION

Accept the Five-Year Outlook (Pipeline Report) for Housing Development and the updated Housing Authority Development Policies

Respectfully submitted,

DocuSigned by:

Sylvia Martinez

88FEDACB7D8D461...

Sylvia Martinez

Director of Housing Development

Exhibit(s):

- A. Five-Year Outlook (Pipeline Report) for Housing Development – 2020-2025
- B. Draft Affordable Housing Development Policies and Guidelines





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701 Atlantic Avenue • Alameda, California 94501-2161

Five Year Outlook for Housing Development and the Housing Authority Development Policy

FY2020-2025

Housing Authority of the City of Alameda March 17, 2021



Table of Contents

BACKGROUND 3

DISCUSSION 3

 Active Rental Projects 3

 1. Alameda Point ‘Site A’ 3

 2. Rosefield Village 4

 Active Market-Rate For-Sale Projects 4

 3. Del Monte Building 4

 4. Alameda Landing (Bay 37 by Pulte Homes) 4

 5. North Housing Homeownership 4

 Upcoming Projects 5

 6. North Housing Rental Housing 5

 7. Boatworks 5

 8. Alameda Marina 5

 Future Development 6

 9. Alameda Landing (future phase) 6

 10. Encinal Terminals 6

 11. Main Street RESHAP 6

 12. Shipways 6

 13. 1435 Webster Street 6

 14. The McKay Wellness Center 6

 Redevelopment of Housing Authority Owned Properties 6

 15. Eagle Village 6

 16. Parrot Village/Parrot Gardens 6

 17. China Clipper 7

 Land Acquisition 7

 Preservation Opportunities 7

 Meeting Overall Housing Need 8

 Update to Affordable Housing Development Policies and Guidelines 8

 Exhibit A 9

BACKGROUND

The purpose of this report is to provide an update to the Board of Commissioners (BOC) of the Housing Authority of the City of Alameda and the City Council of Alameda on the five-year development pipeline for rental projects and market-rate residential projects with an inclusionary housing requirement, and the *Affordable Housing Development Policies and Guidelines* (Development Policies) previously adopted by the Board of Commissioners in 2015.

In 2010, the Housing Authority Board adopted the Development Policies which were updated in 2015 with the publishing of the 2015-2020 Five Year Outlook Plan (Pipeline Report). In 2020, the City of Alameda took back certain functions of the housing and community development scope but maintained a contract with the Housing Authority to provide housing development services. As part of that contract, a pipeline report must be submitted to the City Council every five years.

DISCUSSION

There are 17 active or proposed development sites described in this report. Fourteen of the most active sites are shown on the attached Map of Proposed Project Locations (Exhibit A). This includes two active rental projects, three active ownership projects, six future rental or ownership projects and three potential renovation/redevelopment projects. Approximately half of the projects will include Housing Authority leadership and participation.

Active Rental Projects

1. **Alameda Point 'Site A'** - This approved mixed-use project includes 800 total homes and is being developed by Alameda Point Partners. The project includes 72 units affordable to moderate-income households and 128 rental units for low and very low-income households developed by Eden Housing. Corsair Flats, 59 residential units for low-income seniors and veterans was completed in late 2020. The Starling (formerly known as Alameda Point Family) will have 69 units and is scheduled for completion in early 2022. The Housing Authority support provides 17 project-based vouchers to the family project and administers 25 VASH (Veteran's Administration Supportive Housing) vouchers for the senior project.



2. **Rosefield Village** – This redevelopment project on an underutilized AHA-owned site broke ground in mid-2020 and will be completed in 2022. Rosefield Village is a family development and replaces 46 units with a development of 92 affordable rental apartments in this transit-oriented site. Of these, thirteen are existing units which are being renovated. The existing residents were provided relocation counseling and the vast majority remain residents of Alameda. A few of the units will remain occupied with existing residents during renovations, with only temporary relocation services provided.

Active Market-Rate For-Sale Projects

3. **Del Monte Building** – A new development partner, Wood Partners, has purchased the entitled site to develop a total of 372 units within the existing Del Monte warehouse and the new building addition. Of these, 24 units will be restricted to serve moderate-income households. The units may be for-sale or for-rent, and the Housing Authority has the option to purchase the restricted units. Site construction is still underway and due to be completed in early 2022. (The Housing Authority built the low income units required for this site in 2018 as Littlejohn Commons.)
4. **Alameda Landing (Bay 37 by Pulte Homes)** - This project began construction in 2020 and is being developed by Pulte Homes. It will include 300 homes, of which 21 units will be sold to moderate-income households (BMR). There are also 18 units at low and very low-income levels which will be purchased by the Housing Authority and rented as affordable homes. All of the BMR units are scheduled to be delivered between 2021 and 2023.
5. **North Housing Homeownership** – Pursuant to a ground lease from the City of Alameda, from a disposition from the Navy, Habitat for Humanity is expected to receive two acres of land adjacent to the Housing Authority site and plans to build 27-30 units of self-help housing. Demolition has begun on this site, and Habitat for Humanity is planning on submitting for approvals starting in 2021.



Upcoming Projects

6. **North Housing Rental Housing** – Pursuant to agreements with the Navy and the City of Alameda, the Housing Authority took possession of approximately 12 acres of land at the former Coast Guard housing site known as North Housing in 2019. The approval requires the development of a 90-unit permanent supportive housing development and may include housing for veterans. Alameda Point Collaborative and Building Futures with Women and Children will participate in the project as the social services providers for the formerly homeless residents. The Housing Authority will complete demolition of the existing 90 apartments on the site in 2021. The Housing Authority has received an approved Tentative Map and Site Development Plan for 586 dwellings (in September 2020) and plans to perform additional design to support future applications for affordable funds for construction.
7. **Boatworks** – This market-rate project at Oak and Clement will include approximately 150 units including 21 affordable units, including 13 very low-income and 8 moderate-income dwellings. This development received Planning Board approval in April 2020.
8. **Alameda Marina** – This project has three phases with a total of 760 homes that will eventually produce the following affordability: 45 moderate income; 26 low-income, and 33 very low-income. This development received Planning Board approval in 2018 but should be delivering a construction and delivery schedule during the upcoming five-year cycle.



Future Development

9. **Alameda Landing (future phase)** - Catellus has previously announced that the firm will develop additional phases on the parcels north of Mitchell Street but plans have not yet been submitted for review.
10. **Encinal Terminals** - This property is located at Buena Vista Avenue adjacent to the Del Monte site. Tim Lewis Communities received a Planning Board approval in July 2019 for 589 units with approximately 80 affordable dwellings.
11. **Main Street RESHAP** - Alameda Point Collaborative and Building Futures, with their development partner, MidPen Housing, is proposing rehabilitation of four hundred affordable units. This development is still in early feasibility.
12. **Shipways** – This proposed development of 329 units by Cavallari Group, Inc., is still in planning.
13. **1435 Webster Street** – This is a proposed infill development by Danna Development that may yield 2 moderate level affordable units.
14. **The McKay Wellness Center** – This is a proposed health and housing 90-unit development sponsored by the Alameda Point Collaborative. This development filed for entitlement in February 2021 to provide 50 medical beds and patient care, alongside a 98-unit permanent supportive housing and senior development.

Redevelopment of Housing Authority Owned Properties

Certain developments within the Housing Authority portfolio may be strong candidates for substantial rehabilitation. This option is considered when the repair costs exceed the ordinary capital improvements budget or when the dwelling units or the site have become functionally obsolete. The federal low-income housing tax credit program (LIHTC) can provide the opportunity to attract private equity investment that makes this financially feasible. In this model, an existing property is acquired by a newly formed tax credit partnership through an “acquisition and rehabilitation” tax credit project. If the site can accommodate additional units, there may be an opportunity to reconfigure a site plan and increase the total number of AHA owned units. At occupied properties, residents are generally temporarily relocated during construction and will return to their units after work is completed.

15. **Eagle Village** – This property includes 42 units that were built in 1983. The property is in fair condition. Staff is evaluating the feasibility of a scattered site development with other AHA properties to achieve an economy of scale advantage with respect to the costs for renovation.
16. **Parrot Village/Parrot Gardens** – These properties include a total of 58 units on 7.1 acres. The Parrot Gardens units were built in the 1930’s and Parrot Village was built in 1980. The overall combined site presents a strong opportunity for renovation and redevelopment.

17. **China Clipper** – This property includes 26 units that are in fair condition. If the property is determined to require substantial rehabilitation, staff will evaluate the feasibility of combining China Clipper with another property to achieve greater financing efficiency.



Land Acquisition

The Housing Authority reviews frequent opportunities to purchase land or redevelopment opportunities (underutilized sites) in the City of Alameda for future development of affordable housing. In a scattered site model, even small developments can add to the affordable housing stock on the island. The Housing Authority continues to review and offer on purchase opportunities as they arise.

Preservation Opportunities

In addition to developing new affordable housing, the Housing Authority monitors the multi-family property resale market in the City to expand the affordable housing stock. The Housing Authority has explored direct purchases, as well as opportunities to partner with market rate owners to restrict naturally occurring affordable rental homes to preserve affordability. These two strategies provide opportunities to add additional moderate-income units to Housing Authority's portfolio. Current market conditions are brisk, prices continue to climb and there is competition from investors who can close quickly and who often pay all cash. However, in recent months, there have been some increased opportunities for acquisition, likely related to the pandemic. Staff continues to bring acquisition and partnership opportunities to the Board of Commissioners as they arise.

Meeting Overall Housing Need

The City's General Plan Housing Element was approved in 2014 and states the Alameda share of the Regional Housing Needs Allocation (RHNA) calculated by the Association of Bay Area Governments. Per the 2014-2022 RHNA, the City of Alameda goal is to develop 1,723 units by 2023, of which 692 units are to be affordable to extremely low, very low and low-income households. If all of the projects listed above were to be developed, approximately 400 new units will become available to low and very low-income households. The updated RNHA numbers require the City to plan for 4,896 units by 2031 of which the majority are expected to be affordable to low income or very low income households (final numbers to be determined in spring of 2021). Hence, despite the robust level of development activity, unless new policies are adopted and additional resources are committed, the City's affordable housing needs are not likely to be met. The next General Housing Element will be approved within two years.

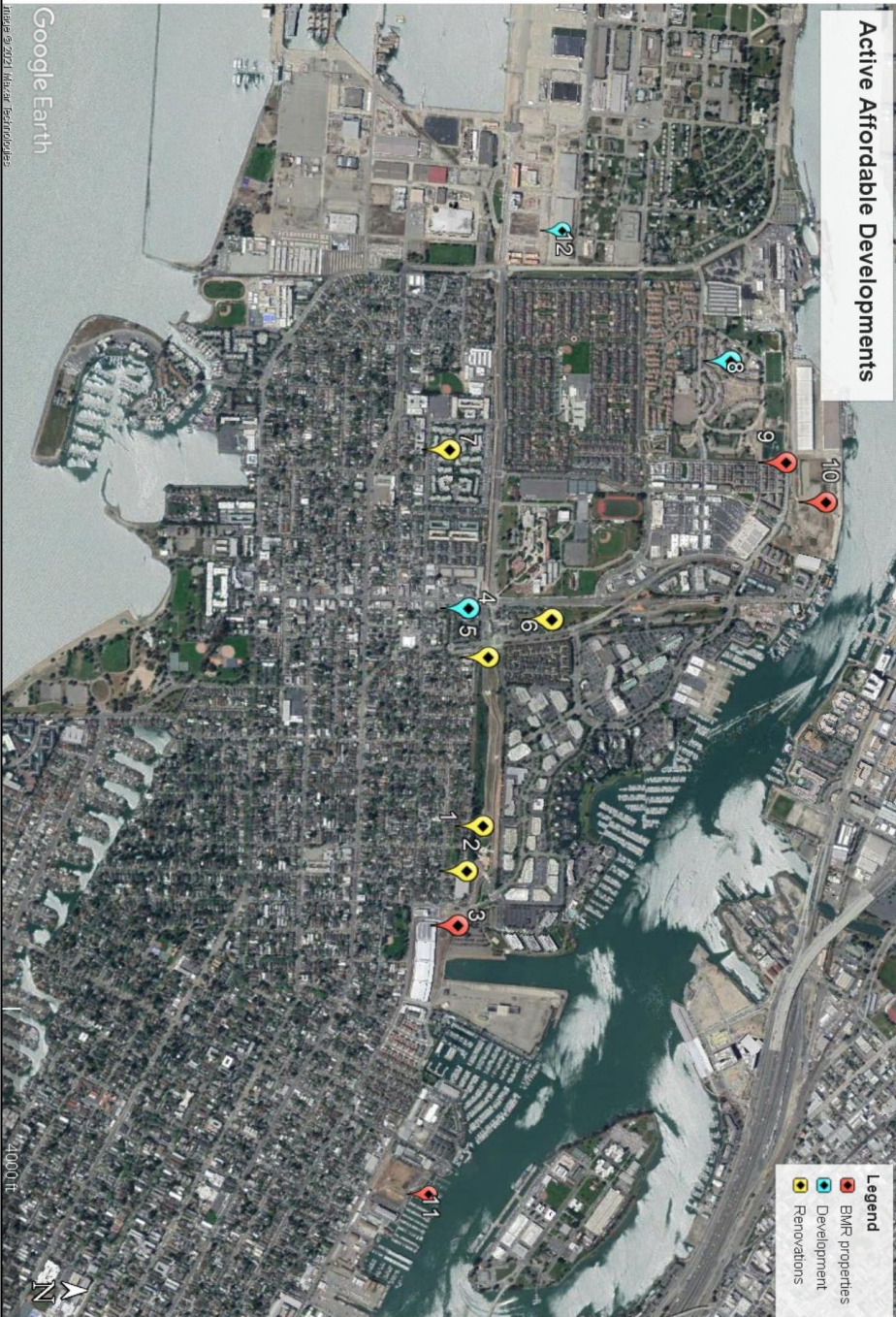
Update to Affordable Housing Development Policies and Guidelines

Affordable Housing Development Policies were adopted in 2015. The policies, goals and objectives that were defined in the document remain equally valid five years later. Staff has revised the document to reflect new State regulations for Successor Housing Agencies and other administrative changes.

Exhibit A

Map of Active Project Locations

Active Affordable Developments



- Renovations:**
- 1) Parrot Village
 - 2) Parrot Gardens
 - 5) Eagle Village
 - 6) Independence Plaza
 - 7) China Clipper
- Developments:**
- 4) Rosefield Village
 - 8) North Housing
 - 12) Alameda Point
AKA: "the Starling"
- BMR Properties**
- 3) Del Monte Warehouse
 - 9) Habitat for Humanity
 - 10) Pulte-Bay 37
 - 11) Alameda Marina

Exhibit B

DRAFT

I. Purpose

To maintain, improve and expand the City's supply of affordable housing for very low-, low-, and moderate-income households.

II. Project Selection Policies**A. *Income Targeting***

- Households earning up to 80% of the median income, adjusted for family size, recognizing that tax credit and other financing may be restricted to low-income households earning up to 60% of the median income, adjusted for family size.
- When feasible, projects serving low-income households earning between 30% and 80% of the median income, adjusted for family size, will receive priority consideration as the City's Regional Housing Needs Assessment (RHNA) shows a substantial need for housing in this income category.
- Mixed-income projects may be developed if necessary, to ensure project feasibility. The Board has also a strategic goal to look for opportunities to provide housing at 60-120% AMI.

B. *Term of Restrictions*

- Permanent affordability is the goal, with a priority for projects that will be owned by the Housing Authority, or its affiliates, Alameda Affordable Housing Corp and Island City Development, either initially or following the first 15 years post-construction or post-rehabilitation period.
- If an affordability term is required in the event the project is now owned by the Housing Authority, the term shall be not less than 55 years.
- Projects shall have a Regulatory Agreement recorded against the property that details affordability levels, term of affordability, maintenance and management, and other requirements related to the terms of the financing.
- The Board had previously approved a Regulatory Agreement to restrict all owned properties at that time to no more than 80% AMI.

C. *Types of Development*

- Permanent affordable rental housing; however, transitional housing may be appropriate, in particular if it is located within the Alameda Point Collaborative community at Alameda Point.
- Apartment complexes, studio/single-room occupancy units, and group homes are eligible development projects.
- Projects may be new construction, acquisition, and/or rehabilitation of existing developments to increase or preserve affordable housing.

DRAFT

- If existing units are acquired, vacant units and current tenants likely to qualify for assistance are preferred. Over-income tenants would not be relocated unless required based on funding sources.
- Projects may serve families; seniors; mentally, physically, or developmentally disabled individuals; formerly homeless people; and people recovering from substance abuse based on documented community need.

D. Use of City/ Successor Housing Agency Funds

- Funds may be used for land acquisition, predevelopment expenses, hard and soft development costs, and initial operating reserves.
- Funds may provide bridge, construction, or permanent financing.
- Funds will be provided as loans. Loans can be structured as deferred, amortized, or residual receipts. Loans can carry an interest rate, or not, depending on project feasibility and regulatory requirements. Loans may be forgiven over time if required for project feasibility at the discretion of the Board.
- Loan amount shall be determined based on a “gap” analysis.
- Successor Housing Agency funds must support units restricted at 30% AMI starting 12/31/2020.

E. Geographic Distribution

- Projects are intended to increase the supply of affordable housing throughout the city; however, it is recognized that the majority of potential affordable housing sites are located in West Alameda, particularly at Alameda Point.
- Projects will promote economic integration and avoid concentrating low-income units in any one neighborhood and to maximize access to services, schools, open space and transportation. Staff will look for opportunities for development expand beyond the West Alameda neighborhoods.
- Priority would be given to projects that improve the services, particularly to underserved populations, within the City of Alameda.

F. Leveraging

- Whenever feasible, funds are used to leverage other sources of affordable housing finance, and such projects will receive priority consideration.
- Only the minimum gap financing will be provided. If funds are committed early, it may not be possible to know what the minimum gap will be initially.

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III. Eligibility

- Projects may be identified through a Request for Proposals (RFP) process or through response by the staff to opportunities as they arise.
- Developer may be a non-profit corporation, a for-profit developer specializing in affordable housing (based on the company's business model), or a joint venture that includes a qualified non-profit or for-profit developer.
- The proposed owner/developer must have a demonstrated capacity for completing projects similar to the development being proposed in terms of scope, size, budget, and financing structure. A demonstrated capacity to provide property management services is also required or AHA may require use of a qualified third-party management company.
- Developer or Housing Authority must have site control at the time of a commitment and be able to demonstrate an ability to receive entitlements and funding in a timely fashion.
- The proposed owner/developer shall demonstrate adequate income to provide appropriate management over the life of the project (e.g., operating and capital reserves, etc.)
- The proposed owner/developer will provide the Housing Authority with an option to purchase the property and the Right of First Refusal after the initial compliance period has ended.
- The Housing Authority will approve the property management firm, tenant selection criteria and affirmative fair market plan.
- If the proposed housing development targets a special need population, a financial and programmatic plan to provide supportive services must be prepared that shows an ability to provide services throughout the duration of the project.

IV. Project Approval

An analysis of proposed terms and conditions of financing for a specific project, and an analysis of how the proposal meets the policies outlined above, shall be presented to the Housing Authority Board of Commissioners (acting as itself, or the Successor Housing Agency)



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: Daniel Mills, Management Analyst

Date: March 17, 2021

RE: Public Hearing to Hear Comments on Housing Authority Annual Plan for Fiscal Year Starting July 1, 2021

BACKGROUND

The Housing Authority's Five-Year and Annual Plans make up the Agency Plan, a document that is mandated by and must be submitted to the U. S. Department of Housing and Urban Development (HUD). As a Housing Choice Voucher (Section 8) only and High Performer agency, HUD allows the Housing Authority to submit a streamlined Plan. In April 2020, the Authority submitted its Five-Year Plan. An Annual Plan must be submitted every year and is attached as 9-B Attachment A for this Board Report.

The subsections of Attachment A are described below:

Section A (page 1) provides the PHA Information (name, code, fiscal year beginning date, number of vouchers in ACC, plan submission type, and consortia information).

Section B (pages 2 through 5) is the Annual Plan. The subparts of Section B are:

B.1: Revision of PHA Plan Elements

Effective January 15, 2020, the Housing Authority revised its Administrative Plan to modify the threshold level triggering interim increases from \$5,000 to \$10,000.

B.2: New Activities

Currently there are 338 Project-Based units under HAP contract with the Housing Authority. The following is the number of units under HAP contract within each census tract: 24 (4271), 7 (4272), 86 (4273), 43 (4276), 18 (4280), 15 (4281), 59 (4282), and 86 (4287). There are three outstanding Agreements to enter into Housing Assistance Payments (AHAP) contracts. These units are in the following census tracts: 17 (4287) and 23 (4273). The Housing Authority uses Project-Based vouchers to increase the supply of affordable housing in Alameda. It may use as much as 20% of its budget allocation for this purpose. The Housing Authority expects to use up to an additional 10%



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 2 of 3

to project-base housing tied to units that serve households who are homeless or include a veteran, provide supportive housing for persons who have a disability or who are elderly, or are in a census tract with a poverty rate of 20% or less.

B.3: Most Recent Fiscal Year Audit

Financial Statement Findings 2019-001: Numerous accounts had incorrect balances prior to the start of the audit.

B.4: Civil Rights Certification

These are attachments that must be submitted along with Form HUD-50075-HCV. Certification of Compliance with PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs) (HUD-50077-ST-HCV-HP) and Civil Rights Certification (Form HUD-50077-CR). These forms will be signed by the Board of Commissioners chairperson if the plan is approved.

B.5: Certification by State or Local Officials

This is an attachment that must be submitted. Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan (Form HUD-50077-SL). This form was signed by Eric Levitt, City Manager, on January 8, 2021.

B.6: Progress Report

This is a narrative section describing the progress of the Housing Authority towards meeting the goals outlined in the 5-year Plan.

During the last year, the Housing Authority made many steps towards achieving the goals outlined in the 5-year Plan which closely followed the 3-year Strategic Plan for 2019-2021.

B.7: Resident Advisory Board (RAB) Comments

These are included as with the Annual Plan (labeled as 9-B Attachment B for this Board Report). The comments to the Annual Plan made by the RAB did not result in a change to the Annual Plan.

The Executive Director has been authorized to select the members of the Resident Advisory Board (RAB), which is charged with reviewing and commenting upon the Annual Plan. This Committee also is called to review and comment on any substantial amendments or modifications to the plan.

HUD requires that the Agency Plan be made available for public comment for 45 days prior to the public hearing. The Agency Plan must be submitted to HUD 75 days prior to the start of the Housing Authority's fiscal year on July 1, 2021.



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 3 of 3

DISCUSSION

The RAB is made up of participants of the Housing Choice Voucher program. Members of the RAB met on December 16, 2020, to review and comment on the proposed Annual Plan for Fiscal Year 2021-2022. RAB member comments are included as 9-B Attachment B to the Annual Plan. None of the comments resulted in changes to the proposed Annual Plan.

FINANCIAL IMPACT

None. This is a HUD reporting requirement, so failure to submit the report by the deadline would place the Housing Authority in violation of its Annual Contributions Contract.

RECOMMENDATION

Hold Public Hearing to hear comments on Housing Authority Annual Plan for Fiscal Year Starting July 1, 2021.

Respectfully submitted,

DocuSigned by:

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Daniel Mills
Management Analyst

Attachment(s):

- A. HUD Form 50075- Streamlined Annual PHA Plan (HCV Only PHAs)
- B. Annual PHA Plan Fiscal Year Starting July 1, 2021 – Resident Advisory Board Comments
- C. Public Notice – Proof of Publication File No. Annual Plan/Section 8 Program
- D. Public Notice – Proof of Publication File No. Annual Plan
- E. Public Notice – Proof of Publication File No. Hearing/Annual Plan



ATTACHMENT A

Streamlined Annual PHA Plan <i>(HCV Only PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																														
A.1	<p> PHA Name: HOUSING AUTHORITY OF THE CITY OF ALAMEDA PHA Code: CA062 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 07/2021 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) 1885 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. </p> <p> The Annual Plan for the current year, this proposed plan and elements for the year starting July 1, 2021 and ending June 30, 2022 are available at: 701 Atlantic Avenue, Alameda, CA 94501. These documents also available at the website www.alamedahsg.org. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 25%;">Program(s) in the Consortia</th> <th style="width: 25%;">Program(s) not in the Consortia</th> <th style="width: 15%;">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																								
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																											
Lead HA:																															

B.	Annual Plan.
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>Effective January 15, 2020, the Housing Authority revised its Administrative Plan to modify the threshold level triggering interim increases from \$5,000 to \$10,000.</p>
B.2	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>Currently there are 338 Project-Based units under HAP contract with the Housing Authority. The following is the number of units under HAP contract within each census tract: 24 (4271), 7 (4272), 86 (4273), 43 (4276), 18 (4280), 15 (4281), 59 (4282), and 86 (4287). There are three outstanding Agreements to enter into Housing Assistance Payments (AHAP) contracts. These units are in the following census tracts: 17 (4287) and 23 (4273). The Housing Authority uses Project-Based vouchers to increase the supply of affordable housing in Alameda. It may use as much as 20% of its budget allocation for this purpose. The Housing Authority expects to use up to an additional 10% to project-base housing tied to units that serve households who are homeless or include a veteran, provide supportive housing for persons who have a disability or who are elderly, or are in a census tract with a poverty rate of 20% or less.</p>
B.3	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> <p>Financial Statement Findings 2019-001: Numerous accounts had incorrect balances prior to the start of the audit. This was due to the Authority undergoing significant changes during the fiscal year within its finance department. Accounting personnel charged with recording journal entries into the general ledger prior to the new finance department were either inexperienced or did not understand the effect of the information they were provided. These staff are no longer with the Authority.</p>
B.4	<p>Civil Rights Certification</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.5	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

B.6 Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.

GOAL 1: WORK WITH COMMUNITY PARTNERS TO OPTIMIZE AFFORDABLE HOUSING AND SERVICES FOR THE ALAMEDA COMMUNITY.

The Authority closed development financing for Rosefield Village – 92 units of affordable, work force homes increasing affordable housing at this site by 77%. The North Housing Project, a 12-acre former Naval site, was planned, mapped out, and approved by the Planning Board. This is an important step after 10 years of waiting/working on this and will allow the Authority to build 586 affordable homes at the site. The work is already starting - roads are built and demolition of the old units has started. The Authority is continuously recruiting landlords into the Housing Choice Voucher program and strengthen our existing relationships by maintaining and expanding services during COVID-19 and though the landlord incentive program. In early 2020, the local HUD Field Office recognized one of the Authority's owners for their commitment of assisting tenants through the VASH program by agreeing to lease to VASH households under the tenant-based VASH program. The Authority continues to refer landlords to the city's residential rehabilitation program.

GOAL 2: USE RESOURCES EFFICIENTLY TO OPERATE IN A SUSTAINABLE MANNER.

The Authority continues to utilize, expand, and research automated accounting systems to improve overall performance. This includes expanding ACH payment capabilities at the onset of COVID-19 to all vendors who are willing to utilize this mechanism. An automated system for staff to scan and submit invoices for approvals has been fully implemented and a journal entry approval process has been automated. On-line tenant and landlord services have been implemented including launching several Yardi portals including the Landlord and Vendor Portals, while updating Rent Café to include online reporting of income changes between annuals. Property rehabilitation is moving forward according to the capital improvements plan including the demolition of existing units at Rosefield Village to expand the affordable housing available on the site while upgrading 14 units of existing housing. Since the last plan update, HUD has not opened the application process for Agencies to enter the Moving to Work (MTW) program expansion; however, it is anticipated that the next opportunity to apply will be given to Housing Authorities in early 2021.

GOAL 3: RETAIN AND RECRUIT EXCELLENT STAFF.

All new staff are provided an updated 6-month training plan upon hiring. The Authority has put a stronger emphasis on cross training in key functional areas such as payroll and accounts payable. The authority also expanded online training for a wide range of subjects, from authority policies and procedures to Yardi software to sexual harassment. Before COVID-19 the Authority added new and enhanced in-person trainings such as customer service, specialized software, and Brown Act and Section 8 Hearing Officer training. The Authority has implemented common space improvements and comprehensive safety improvements in response to the COVID-19 health crisis. This includes exploring the conversion of our underutilized warehouse to office space and a search for local office expansion space. A compensation study for exempt (non-Director) staff was completed and implemented in November 2019 and for non-exempt staff in March 2020; a director-level staff study was done in the prior FY.

GOAL 4: ENSURE FINANCIAL PREPAREDNESS FOR FUTURE CHALLENGES.

The Authority has streamlined reporting for the Housing Choice Voucher programs, asset management and property management and included key metrics in the monthly Board of Commissioners packet which is publicly available. Staff conducted procurement for an upgraded board reporting process to include specialized software which is expected to be implemented in 2021. The authority successfully secured funding from the federal government, city, county, state, and local funding sources, including the local school district to close financing for Rosefield Village. The authority has applied for continued FSS funding for 2021 and is contracted with a professional social services company to provide enhanced online services for FSS participants through the COVID-19 health restrictions. These COVID related services include Mental Health, and Emergency Rent Relief. The Authority continues to provide social services which are available to participants, applicants, and tenants. These include Legal Assistance, Housing Counseling, Fair Housing Consultation and Referral Services. The authority is in the process of drafting a formal Reserves Policy.

GOAL 5: MAINTAIN AND IMPROVE DATA INTEGRITY AND COLLECTION.

The authority continues to review and update systems to ensure that it stays current with industry practices and up-to-date on system security. The most recent upgrade includes a change in back-up systems. These back-ups are kept offsite (in the cloud) by a 3rd party vendor and contain the functionality for staff to immediately log into the back-up server to access files in case of a natural disaster or ransomware situation. The authority has also recently upgraded its physical servers to allow for upgraded security features. The authority continues to utilize and optimize paperless and mobile options, including the continued use of mobile inspections and the online financial invoice system. During this past year, the authority had to move to a mostly paperless mode of operation due to COVID-19, which resulted in the fast tracking of many automated systems, including: vendor portal, landlord portal, applicant portal; system for electronically signing documents; system for mass communication with tenants and participants without the need of more than one staff member setting up the communication within less than 10 minutes; and an online Board of Commissioners software solution. Form automation, both internal and external, continues to be important in regard to data accuracy including the launch of an internal Information Technology (IT) Personnel Action Form for staff IT access changes, a daily health form for the COVID-19 health situation for all individuals entering an AHA office, and the automation of a conflict of interest form for vendors. The authority has also increased utilization of the online recertification module for the Housing Choice Voucher program for annuals and interim recertifications. Due the rapid implementation of new IT systems and increased demand from both staff and tenants for online services during COVID-19, the authority has hired an additional Senior Management Analyst to help with systems management.

GOAL 6: IMPROVE THE QUALITY OF LIFE OF RESIDENTS WHILE MAINTAINING EFFICIENT AND EFFECTIVE OPERATIONS OF HOUSING AUTHORITY UNITS.

The Authority maintained our resident supportive services for all tenants and participants in the programs operated by the Housing Programs Department and continued to provide educational materials to our residents through newsletters and online townhall meetings. Recent topics included health insurance options, economic impact payments, CARES Act, self-care during COVID-19, resources available for tenants, how to contact agency staff, and how to file complaints. Staff updated employee training materials and contracted with a new provider for interpretation

	<p>and translation services. This vendor provides more comprehensive services and should improve accessibility while improving internal tracking. The Language Access Plan (LAP) was updated in 2020 but resulted in few material changes. We manage the assembly and delivery of produce and dry goods to over 160 residents of AHA properties with assistance from our community support partners. Staff updated the authority's services delivery method to ensure that services were provided throughout COVID-19, including outreaching to tenants in multiple languages while Shelter-in-Place orders were in effect to ensure the vulnerable households assisted by the Authority continued to receive important and vital services. The Authority outsourced 100 units of housing to a third-party professional property management company and continues to asset manage these properties and manage and monitor the management company.</p> <p>GOAL 7: EXPAND HOUSING CHOICE THROUGHOUT THE CITY OF ALAMEDA.</p> <p>The board reviewed several options for expanding the authority's portfolio and the feasibility of some sites is currently in progress at the time of this update. The Authority expects to build at least 90 homeless units at the North Housing project, of a total 586 units. During this review period, Housing Assistance Payments Contracts were signed on 50 new Project-Based Voucher (PBV) units. Included in the above 50 new PBV units were 25 under the Veteran Affairs Supportive Housing (VASH) program. The VASH program is a partnership between the Authority, property owner, and the Department of Veteran Affairs with a goal of housing formally homeless veterans. These funds were not utilized in 2019 as they were earmarked for the AHAP for Eden Housing, and the units were not completed until early 2020. HUD revised the utilization rates at the local Field Office, but not in time for a successful application for this year. The Authority also signed three AHAP contracts for 40 units with Rosefield Village and Eden Housing. The authority plans on re-applying to HUD's MTW program in early 2021 if appropriate and allowable. The Authority continued its self-funded landlord incentive program and paid out over \$14,000 in landlord incentives during this period.</p>
<p>B.7</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>See Attachment A.</p>

Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV Only PHAs

A. PHA Information. All PHAs must complete this section. ([24 CFR §903.23\(4\)\(e\)](#))

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)\(3\)\(4\)](#)).

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

B.2 New Activity. If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark “yes” for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark “no.” ([24 CFR §983.57\(b\)\(1\)](#) and Section 8(13)(C) of the United States Housing Act of 1937.

Project-Based Vouchers (PBV). Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

- B.3 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(p\)](#))
- B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))
- B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))
- B.6 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))
- B.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Eric Levitt, the City Manager
Official's Name *Official's Title*

certify that the Annual PHA Plan of the

Housing Authority of the City of Alameda
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
Impediments (AI) to Fair Housing Choice of the


City of Alameda
Local Jurisdiction Name


pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
Consolidated Plan and the AI.

It meets the City's primary objectives to increase affordable housing and address services for
people living in poverty. The Housing Authority's annual goals incorporate the goals being
developed for the City's AI plan for the same period.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Eric Levitt	Title City Manager
Signature Signed by: 	Date 1/8/2021

DocuSigned by:

Michael Rouse 1/16/2020
463216AC53DB481...

Annual PHA Plan
Starting July 1, 2021

**ATTACHMENT B
RESIDENT ADVISORY BOARD COMMENTS**

Resident Advisory Board for the Housing Authority of the City of Alameda (AHA) was held December 16, 2020 at 5:30 p.m. via teleconferencing.

Roll Call:

Present: Three members present.

Absent: Two members absent.

Staff present: Lynette Jordan, Director of Housing Programs; Tonya Schuler-Cummins, Senior Management Analyst; Daniel Mills, Management Analyst.

Resident Advisory Board Comments:

Overall comments were positive, including: Impressed with B.2 revision to modify the threshold level triggering interim increases from \$5,000 to \$10,000. Member said it would make it easier for AHA personnel to focus on the large changes without having to work on the small changes. All members present were in agreement with plan.

Alameda Journal

1101 Marina Village Parkway
Suite 253
Alameda, CA 94501
510-262-2740
2000604

ALAMEDA HOUSING AUTHORITY
ATTN: ACCOUNTS PAYABLE
701 ATLANTIC AVE
ALAMEDA, CA 94501

PROOF OF PUBLICATION

FILE NO. Annual Plan (Sect. 8 Program)

In the matter of

Alameda Journal

I am a citizen of the United States. I am over the age of eighteen years and I am not a party to or interested in the above entitled matter. I am the Legal Advertising Clerk of the printer and publisher of the Alameda Journal, a newspaper published in the English language in the City of Alameda, County of Alameda, State of California.

I declare that the Alameda Journal, is a newspaper of general circulation as defined by the laws of the State of California, as determined by the order of the Superior Court of the County of Alameda, dated August 25, 1992, in the action entitled "In the Matter of the Petition of the Alameda Journal to Have the Standing of the Alameda Journal as a Newspaper of General Circulation Ascertained and Established," Case Number 702515-6. Said order provides that: "Petitioner's prayer for an order ascertaining and establishing The Alameda Journal as a newspaper of general circulation...within the City of Alameda, County of Alameda, State of California, is granted." Said order has not been revoked.

I declare that the notice, a printed copy of which is annexed hereto, has been published in each regular and entire issue of the Alameda Journal and not in any supplement thereof on the following dates, to-wit:

12/11/2020

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 11th day of December, 2020.



Signature

Legal No.

0006537839

Public Notice

This is an announcement of a meeting of the Resident Advisory Board of the Housing Authority of the City of Alameda to discuss its proposed Annual Plan (Section 8 Program) for the fiscal year starting July 1, 2021. The meeting will be held at 5:30 p.m. on Wednesday, December 16, 2020.

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 Authority, 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.

Due to the health crisis, the meeting will be held via conference call with a video conference call option. Public access to this meeting is available as follows:

Join Zoom Meeting via video:

Please email or call Jasmine Polar below for more information.

Phone Conversation Only:

Call (669) 900-6833 and when prompted enter the below information.

Meeting ID: 898 1590 1529

Password: 950407

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

AJ 6537839 December 11, 2020

Alameda Journal

1101 Marina Village Parkway
Suite 253
Alameda, CA 94501
510-262-2740
2000604

ALAMEDA HOUSING AUTHORITY
ATTN: ACCOUNTS PAYABLE
701 ATLANTIC AVE
ALAMEDA, CA 94501

PROOF OF PUBLICATION
FILE NO. Annual Plan/FY 2021

In the matter of

Alameda Journal

I am a citizen of the United States. I am over the age of eighteen years and I am not a party to or interested in the above entitled matter. I am the Legal Advertising Clerk of the printer and publisher of the Alameda Journal, a newspaper published in the English language in the City of Alameda, County of Alameda, State of California.

I declare that the Alameda Journal, is a newspaper of general circulation as defined by the laws of the State of California, as determined by the order of the Superior Court of the County of Alameda, dated August 25, 1992, in the action entitled "In the Matter of the Petition of the Alameda Journal to Have the Standing of the Alameda Journal as a Newspaper of General Circulation Ascertained and Established," Case Number 702515-6. Said order provides that: "Petitioner's prayer for an order ascertaining and establishing The Alameda Journal as a newspaper of general circulation...within the City of Alameda, County of Alameda, State of California, is granted." Said order has not been revoked.

I declare that the notice, a printed copy of which is annexed hereto, has been published in each regular and entire issue of the Alameda Journal and not in any supplement thereof on the following dates, to-wit:

01/08/2021

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 8th day of January, 2021.



Signature

Legal No. **0006543716**

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PUBLIC NOTICE

The Housing Authority of the City of Alameda is accepting written comments on its proposed Annual Plan for the fiscal year starting July 1, 2021. The proposed plan is available for public review through Friday, February 26, 2021. It is available at the following Alameda locations: Housing Authority Office, 701 Atlantic Avenue, City Clerk office at City Hall, Anne B. Diamant Plaza, 920 Park Street, China Clipper Plaza, 460 Buena Vista Avenue, Esperanza Plaza, 1903 Third Street, Independence Plaza, 703 Atlantic Avenue, and on the web at www.alamedahsg.org.

Written comments on the Annual Plan will be accepted through Friday, February 26, 2021. Send comments to Daniel Mills, Management Analyst, via the following methods:
Drop off at 701 Atlantic Avenue, Alameda, CA 94501-2161
Email to dmills@alamedahsg.org
Fax to (510) 522-7848

A public hearing for the Board of Commissioners for the Housing Authority to hear comments from the public is anticipated to occur on Wednesday, March 17, 2021, at 7:00 p.m. The date could change; therefore, a separate public notice will be issued for the date and time of the meeting when they are established.



AJ 6543716 January 8, 2021

Alameda Journal

1101 Marina Village Parkway
Suite 253
Alameda, CA 94501
510-262-2740
2000604

ALAMEDA HOUSING AUTHORITY
ATTN: ACCOUNTS PAYABLE
701 ATLANTIC AVE
ALAMEDA, CA 94501

PROOF OF PUBLICATION

FILE NO. Mar. 17 Hearing/Annual Plan

In the matter of

Alameda Journal

I am a citizen of the United States. I am over the age of eighteen years and I am not a party to or interested in the above entitled matter. I am the Legal Advertising Clerk of the printer and publisher of the Alameda Journal, a newspaper published in the English language in the City of Alameda, County of Alameda, State of California.

I declare that the Alameda Journal, is a newspaper of general circulation as defined by the laws of the State of California, as determined by the order of the Superior Court of the County of Alameda, dated August 25, 1992, in the action entitled "In the Matter of the Petition of the Alameda Journal to Have the Standing of the Alameda Journal as a Newspaper of General Circulation Ascertained and Established," Case Number 702515-6. Said order provides that: "Petitioner's prayer for an order ascertaining and establishing The Alameda Journal as a newspaper of general circulation...within the City of Alameda, County of Alameda, State of California, is granted." Said order has not been revoked.

I declare that the notice, a printed copy of which is annexed hereto, has been published in each regular and entire issue of the Alameda Journal and not in any supplement thereof on the following dates, to-wit:

03/05/2021

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 5th day of March, 2021.



Signature

Legal No.

0006557285

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

PUBLIC NOTICE

The Housing Authority of the City of Alameda (AHA) will hold a public hearing for its proposed Annual Plan for the fiscal year starting July 1, 2021. The public hearing to receive oral comments from the public will occur on March 17, 2021 at 7:00 pm with meeting access information available on the AHA's website at www.alamedahsg.org. The proposed Plan is available for review on the AHA's website, and six other locations including the Housing Authority office at 701 Atlantic Avenue, Alameda. The deadline to submit written comments was February 25, 2021



AJ 6557285 March 5, 2021



Housing Authority of the City of Alameda

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To: Honorable Chair and Members of the Board of Commissioners

From: Daniel Mills, Management Analyst

Date: March 17, 2021

RE: Adopt the Annual Plan for Fiscal Year Starting July 1, 2021 and Authorize the Chair to Certify, By Resolution, that the Board of Commissioners has Approved Submission of the Agency Plan to HUD

BACKGROUND

The Housing Authority's 5-Year and Annual Plans make up the Agency Plan, a document that is mandated by and must be submitted to the U. S. Department of Housing and Urban Development (HUD). As a Housing Choice Voucher (Section 8) only and High Performer agency, HUD allows the Housing Authority to submit a streamlined Plan. In April 2020, the Authority submitted its 5-Year Plan. An Annual Plan must be submitted every year.

HUD requires that the Agency Plan be made available for public comment for 45 days prior to the public hearing. The Agency Plan must be submitted to HUD 75 days prior to the start of the Housing Authority's fiscal year on July 1, 2021.

DISCUSSION

The RAB, representing the interests of participants in the Housing Choice Voucher program, was formed and met on December 16, 2020 to review the proposed Annual Plan beginning with the next fiscal year. No changes resulted from the RAB meeting to the proposed Annual Plan.

The Annual Plan was made available to the general public for comment for a period of at least 45 days. The public comment period started January 8, 2021 and ended February 26, 2021. The Housing Authority also allowed for written comments for the public hearing to be accepted through this same date. No comments were received.

The Board of Commissioners conducted a Public Hearing prior to the consideration of adopting the Annual Plan to accept additional oral comments. This report assumes no oral comments were received that would result in changes to the proposed Annual Plan beginning with the next fiscal year. If the comments received result in changes to the proposed Annual Plan, the plan will be revised and presented to the board prior to the April 17, 2021 submission deadline. The proposed Plan is attached to the staff report for the public hearing.



Honorable Chair and
Members of the Board of Commissioners

March 17, 2021
Page 2 of 2

HUD requires that a resolution be adopted to certify compliance of the Annual Plan with federal regulations. A copy of the resolution, form HUD-50077-ST-HCV-HP is attached.

FINANCIAL IMPACT

None. This is a HUD reporting requirement, so failure to submit the report by the deadline would place the Housing Authority in violation of its Annual Contributions Contract.

RECOMMENDATION

Adopt the Annual Plan for Fiscal Year starting July 1, 2021 and authorize the Chair to certify, by resolution, that Board of Commissioners has approved submission of the Agency Plan to HUD.

Respectfully submitted,

DocuSigned by:

Daniel Mills

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Daniel Mills

Management Analyst

Attachment(s):

- A. Resolution for Certification of Compliance with PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs) (HUD-50077-ST-HCV-HP)
- B. Civil Rights Certification (Form HUD-50077-CR)



<p>Certifications of Compliance with PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs)</p>	<p>U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires 02/29/2016</p>
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**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning July 1, 2020 , hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

- 13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
- 14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- 15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- 16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
- 17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
- 18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
- 19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
- 22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of the City of Alameda
PHA Name

CA062
PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2021

5-Year PHA Plan for Fiscal Years 2020 - 2025

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official Kenji Tamaoki	Title Chair, Board of Commissioners
Signature	Date March 17, 2021

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Housing Authority of the City of Alameda
 PHA Name

CA062
 PHA Number/HA Code

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Name of Authorized Official: Kenji Tamaoki Signature	Title: Chair, Board of Commissioners Date: March 17, 2021
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