



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - TEL: (510) 747-4300 - FAX: (510) 522-7848 - TDD: (510) 522-8467

IF YOU WISH TO ADDRESS THE BOARD:

1. Please file a speaker's slip with the Executive Director, and upon recognition by the Chair, approach the rostrum and state your name; speakers are limited to 3 minutes per item.
2. Lengthy testimony should be submitted in writing and only a summary of pertinent points presented verbally.
3. Applause and demonstrations are prohibited during Board of Commissioners meetings.

AGENDA

SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

DATE & TIME

Wednesday, March 25, 2014 7:00 p.m.

LOCATION

Independence Plaza, 703 Atlantic Avenue, Alameda, CA

Welcome to the Board of Commissioners of the Housing Authority of the City of Alameda meeting. Regular Board of Commissioners meetings are held on the third Wednesday of each month in the Ruth Rambeau Memorial Community Room at Independence Plaza.

Public Participation

Anyone wishing to address the Board on agenda items or business introduced by Commissioners may speak for a maximum of three minutes per agenda item when the subject is before the Board. Please file a speaker's slip with the Housing Authority Executive Director if you wish to address the Board of Commissioners.

PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners
2. 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.
- 2-A. Minutes of the Board of Commissioners Regular Meeting held February 18, 2015. Acceptance is recommended.
- 2-B. Accept the Monthly Overview Report and Out-of-State Travel Report
- 2-C. Accept the Budget Variance Report



3. AGENDA

- 3-A. Approve Renewal of the Agreement between the Housing Authority and the City of Alameda to Provide Housing Services for the City and Additional Policing Services for the Housing Authority
- 3-B. Approve a Loan of \$1,000,000 from the Housing Authority to Island City Development for the Project at 2437 Eagle Ave
- 3-C. Public Hearing to Hear Comments on Housing Authority Annual Plan for Fiscal Year Starting July 1, 2014 and Significant Amendment
- 3-D. Adopt 5-Year and Annual Plan for Fiscal Years 2015-2020
- 3-E. Approve A Short-term Internship Program to Provide Research and Analysis Support for Housing Authority Projects and Programs and Offer Professional Development Opportunities to Undergraduate and Graduate Students
- 3-F. Update on Housing Choice Voucher Waitlist Opening
- 3-G. Approve an Amendment to Contract with Techordia, LLC, Establishing a Limit of No More than Eighty Thousand Dollars (\$80,000) and Extending the End Date to June 14, 2017, and Authorize the Executive Director to Execute Amendment
- 3-H. Approve Out-of-State Travel for Staff to Attend Fundamentals of Low-Income Housing Tax Credit Management

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

5. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

6. EXECUTIVE DIRECTOR COMMUNICATIONS

7. ADJOURNMENT

Note

- Sign language interpreters will be available on request. Please contact the Housing Authority Executive Assistant at 510-747-4325 or TDD number 510-522-8467 at least 72 hours prior to the Meeting to request an interpreter.
- Equipment for the hearing impaired is available for public use. For assistance, please contact the Housing Authority Executive Assistant at 510-747-4325 or TDD number 510-522-8467 prior to the Meeting or you may also make a request at the Meeting.
- Accessible seating for persons with disabilities, including those using wheelchairs, is available.
- Minutes of the meeting available in enlarged print.
- Please contact the Housing Authority Executive Assistant at 510-747-4325 or TDD number 510-522-8467 at least 48 hours prior to the meeting to request agenda materials in an alternative format, or any other reasonable accommodation that may be necessary to participate in and enjoy the benefits of the meeting.
- Documents related to this agenda are available for public inspection and copying at the Office of the Housing Authority, 701 Atlantic Avenue, during normal business hours.
- KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE: 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.
- FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION: the address is 2283 Santa Clara Avenue, Room 380, Alameda, CA, 94501; phone number is 510-747-4800; fax number is 510-865-4048, e-mail address is lweisige@ci.alameda.ca.us; and contact is Lara Weisiger, City Clerk.
- 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.





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DRAFT MINUTES

REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA HELD WEDNESDAY, FEBRUARY 18, 2015

The Board of Commissioners meeting was called to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

1. ROLL CALL

Present: Commissioners Allen, Jones, Rickard and Chair Kurrasch
Absent: Commissioner McCahan (present by telephone, we have a quorum without him, and he will not be able to vote)

2. 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.

Commissioner Rickard moved to approve the Consent Calendar and Commissioner Jones seconded. The motion carried unanimously. Items accepted or adopted are indicated by an asterisk.

- *2-A. Minutes of the Board of Commissioners Regular Meeting held January 21, 2015. Acceptance is recommended.
- *2-B. Accept the Monthly Overview Report
- *2-C. Accept the Budget Variance Report
- *2-D. Accept the Quarterly Investment Report

3. AGENDA

3-A. Accept the Quarterly Police Report

Officer Ledbetter said that one of the officer's regular monthly activities is to make a list of parolees, registered sex offenders, and probationers in the City of Alameda. The officers scan the list to see if there are any parolees, registered sex offenders and probationers that have Housing Authority property addresses. They pay close



attention to those addresses mainly because the criteria for having housing prohibits these types of offenders.

Chair Kurrasch thanked Officer Ledbetter for her report.

3-B. Maintenance Workflow Analysis Report – The Nelrod Company 11/2015 Summary Update & High Priority Action Response Plan

Rod Roche, Director of Facilities, said that a RFP for Maintenance Workflow Analysis was done last year. Prior to this, the last time the analysis was done was in 1997. Twelve firms responded. The Nelrod Company was selected to perform the review. The Nelrod Company came and did an on-site review of everybody in the Maintenance and Facilities Department. They did their final report with attachments in November and the actual findings was presented to the entire Maintenance and Facilities Department in January 2015. Seven key high priority items were identified. Mr. Roche said that significant progress on several of the items has already begun and that these key items would be worked on over the next six months.

Ms. Cooper informed the Board that they would be getting regular updates on the work that is done.

Chair Rickard asked about benchmarks our costs with other Housing Authorities. Ms. Cooper said that we would not be just looking at Housing Authorities, but also at the private sector that runs affordable housing. Ms. Cooper said that price is not everything here and that there is something to be said about quality. Ms. Cooper said part of what the Board will see going forward for at least a one year time period will be a survey that goes to every resident rather than a portion of the residents. This will not only identify resident satisfaction, but often gets into the maintenance side. Chair Rickard said he would like to see graffiti removed and it will cost less if we stay on top of it. Ms. Cooper said that it is her expectation that graffiti is removed by the next day.

3-C. Update Schedule of Charges for Maintenance Services

Ms. Cooper said that this is for information only. There are two small changes to be addressed in the Schedule. Ms. Cooper said that tenants are only charged for damage that is caused by the tenant beyond normal wear and tear. Ms. Cooper said that there is some education that needs to be provided regarding this area. Ms. Cooper said that this is the Schedule that is provided to the tenants so that they are not faced with a surprise.

Chair Rickard asked about the charges to replace light bulbs and Mr. Roche reviewed these charges on the Schedule. Mr. Roche said that it has been suggested that this services be waived. It was not changed in this printing as the Schedule comes out once per year. Ms. Cooper said that this is something that we are looking at and she wants to make sure we know what the implications are. There will probably be an age and a disability issue. We need to access how often we would be doing this.

Chair Kurrasch asked about key replacement. He asked if there is a restriction to the number of keys that can be made per unit. Mr. Roche said that there is a key policy.



Ms. Cooper said that there is a law that you must give a key to each legal adult in the household. If there is a live-in care attendant that person must also receive a key.

Mr. Roche said that these charges are located on the Housing Authority's website and they are also posted in the lobby of the Housing Authority. Ms. Cooper said that the Schedule is also provided to the tenant when they move in.

Ms. Cooper said that minimal changes to the Schedule have been done at this stage. Ms. Cooper said that she would be surprised if the \$43 dollars cover all of our costs. Housing Authorities throughout the Bay Area are struggling with this issue of covering the cost and not overburdening the tenant. These services are only provided to the properties that the Housing Authority owns.

3-D. Update on the Housing Choice Voucher Section 8 Waitlist and Approval to Retain a Back-up List of 750 Names

Ms. Cooper thanked staff and our Community Partners who helped us outreach to Waitlist applicants. Ms. Cooper said all of the Housing Authority staff did something to make this work. It was a great exercise in getting to know the people in the community, teaching people about the program and getting our staff out to the application centers. We were open for five days. We received 36,000 applications. The software worked very well. It withstood 36,000 people going through and applying. We did a lot of background testing of the backup software and did a lot of tweaking. Everyone who sent an email to the Reasonable Accommodation (RA) email or to the I.T. Help, got a response back. We believe the RA process worked well. When we look at the data of the people who applied, there seems to be a significant number of people who have disabilities. However, only one person qualified for our RA process. The systems we had in place worked. We will have more data on the process next month. Ms. Cooper said that the vast majority of applications came from California. In a non-statistical scan, most of the top 750 are from northern California, and predominantly in the Bay Area. This tells us that the outreach we did through organizations probably worked. This gives us a higher hit rate of them probably moving in. Everything went smoothly. We had a security guard outside our office who was a great promoter of the program.

Ms. Cooper said that we are going to take 750 onto the main list. What we are asking for here, which is a slight change to the plan and something she wanted to do in the public forum, is to hold back another 750 names that we could pull from, in the event we go through the first 750 in the first three years. Ms. Cooper said that we spent a substantial amount on opening and if we go through the first 750 in the first three years, we would already have this pool set-up. Beyond three years the list gets fairly stale. A significant number of the 750 are single adults and that is not what Alameda has in terms of housing. This will be difficult for us to find housing for them.

Ms. Cooper said that we are asking the Board's permission to amend our plan to add the second lot of 750.



Ms. Cooper said that there are some new models of wait list coming up. But, because we had expired the old wait list, and that is not what HUD expects us to do, we are supposed to hold a satisfactory wait list at all times. The models that will be coming up are an "always open" model. So you can get on the list at any time and you are entered into this big pool. It is an interest list and your name is not in any order. When vouchers become available, names are randomly pulled from this pool. The computer requires the applicant to update their address themselves. This will cut down our mailing cost. Our software system was not available this time.

Commissioner McCahan congratulated staff on an incredible job well done and commented that we might want to think about Op Ed piece in the newspaper and spell out the reinforcement and demand for housing, how we handle this and repopulated the list, especially in light of some of the development projects that will be coming before the City.

Commissioner Allen moved acceptance of the staff recommendation on page 47 of the packet and Commissioner Jones seconded. The motion carried unanimously.

- 3-E. Approve an Amendment to Lease Agreement with Hi Chi Chen Extending the Term of the Lease on the Property Adjacent to Esperanza for an Additional Ten (10) Year Period through April 30, 2025

Ms. Cooper said that this a lease where we lease a few of our parking spaces to the Donut Shop at the back of our property. It does provide some minimal income but over the years it adds up. The leaseholder has the right to request an extension. We are recommending that we do amend the lease agreement. Ms. Cooper said that there will be some changes in that area over time as the park goes in. There will be more traffic and the Donut Shop will need this parking to meet their parking requirements. Ms. Cooper said we are probably better off with the Donut Shop being open and people going by versus a vacant Donut Shop.

Commissioner Rickard said that his concern is that it is a little bit shabby in the back and we have heard from the police some times that there is where we get car break ins. Commissioner Rickard agrees that it is probably a good to have the Donut Shop there rather than it being vacant. Commissioner Rickard asked what we could do around that area. Ms. Cooper said that we have lighting coming and we will make sure lighting is included in that area. We can also put something in the amendment to the lease agreement that requires them to maintain the area and keep it activity free.

Ms. Cooper said that she might suggest where it says that tenant shall have the option to request an additional ten year lease, we might want to soften this a little bit more so in ten years you have a park, a bike trail, and lot more things going on there, that there is a different use. If parking was constantly being taken up by people in park or our families needed it, we would have another option to revisit it. Ms. Cooper said that this agreement is for six parking spaces located in the back of the Donut Shop.



Mr. Roche said that the City of Alameda will be developing that entire strip soon and there will be a shortage of parking that may spill over to Esperanza. We will need to think about how we manage this over time.

Ms. Cooper is suggesting that at least the second paragraph be revised to say that decisions must come to the Board and are not automatic.

Ms. Cooper also suggested that a line be added that says that there can be no assumption of the lease by a new party.

Commissioner Rickard recommended acceptance of the staff recommendation on page 49 with the following amendments: 1) After the expiration of the lease, April, 30, 2025 there is no guaranteed renewal and any negotiations of a future lease must come to the Board for discussion. 2) There is no assumption of the lease by any new owner or lessee of the property. Commissioner Allen seconded. The motion carried unanimously with the amendments.

3-F. Adopt the Resolution to Revise the FY 2015 Budget

Ms. Cooper said that we generally approve a two-year budget. It is our practice to adjust the budget towards the end of the first year to better reflect the expenses and activities of the Housing Authority. Each Director has gone through their income and expenses with the Director of Finance and worked on where changes are necessary. There is a detailed analysis that does include operational costs, staffing costs, and a lot of the maintenance costs and projects. Some projects have moved forward and others backwards. It also includes the pre-development budget that Victoria Johnson is working on.

Alan Olds, Director of Finance, said that overall everything looks pretty good. He said that when we did the original budget we had not approved the two loans so the interest was not included. The cost allocation plan was also not included. When we do the operating statements right now the cost according to the plan but they did not include the budget. We still have a surplus. We are spending a lot of money on capital improvement projects, as we expected. We started the year with \$35,000,000 in cash and the last investment report shows \$32,000,000 in cash. With this budget revision we are expecting cash to be at about \$30,900,000. There is a lot of work going on at Esperanza and capital improvement projects. We added \$50,000 for the Wait List opening. Overall we look pretty good.

Ms. Cooper said that we would be bringing a budget revision to the Board for the following year.

Commissioner Rickard moved acceptance of the staff recommendation on page 54 and Commissioner Jones seconded. The motion carried unanimously.

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

Mr. Don Clifford Shafer provided a hand-out to the Board. The Board read the hand-out. Mr. Shafer said that he can live with rules but that he thinks being respectful to



people should be automatic. He said Michael Derkacz is not respectful. He talked about the issues he has that are in the hand-out. He said that he cannot talk to Michael Derkacz when items come up. Ms. Cooper said that she would take personnel issues back for consideration. Ms. Cooper also talked about our collection procedures and how to do the best enforcement. Ms. Cooper said that we are working on the issues of smoking.

Ms. Jacqueline Manibusan said she is here to speak on behalf of her mom, Ms. Sullivan. (Ms. Sullivan was also present. Ms. Cooper noted that any details given about the household in the public meeting would be part of public record.) She reported that her mom is hard of hearing. Her mom needs another unit. She said that there are a number of hazards in her mom's unit. Her mom fell down the stairs. She said she has been asking that the staircase gets repaired. When the Fire Department was called due to her mother falling on the stairs, the Fire Department looked at the staircase and asked how her mom could live in such deplorable conditions. Ms. Manibusan went on to show other areas of concern. She said the landlord is a slumlord. Ms. Manibusan asked the Board to direct Ms. Cooper to provide additional services to her mother.

Ms. Cooper gave examples of what we do in this type of situation. When we get such a request, we ask for a new inspection of the unit by our third party inspector in order to get our own information. Housing Authority looks at basic housing quality standards but does not ensure code compliance. Ms. Cooper addressed the tight housing market. We have over fifty people who are currently looking for housing. We have out reached to landlords twice. Under Fair Housing we cannot choose one individual to give extra effort. Ms. Cooper said that if the Board to give direction to help one individual, they would have to approve enough staff resources to help that fifty or more who also are in need.

Chair Kurrasch said that this is something that we can't take action on tonight. Ms. Manibusan asked to be on the next meeting agenda. Ms. Cooper asked Ms. Manibusan to put her request in writing.

5. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

The next Board meeting will be held March 25, 2015

6. EXECUTIVE DIRECTOR COMMUNICATIONS

None

7. ADJOURNMENT

There being no further business, Chair Kurrasch adjourned the meeting at 7:58 pm.

Arthur Kurrasch, Chair



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Vanessa M. Cooper
Executive Director/Secretary





Housing Authority of the City of Alameda

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To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Date: March 25, 2015

Re: Monthly Overview Report to the Board

BACKGROUND

This memo provides a high level overview of agency activities in the prior month. Data is submitted by each of the five departments – Operations and Managed Housing, Facilities, Housing Programs, Housing and Community Development and Finance.

Operations

AHA received reports on the AHA IT infrastructure (Priest Consulting), Section 8 program (Quadel) and Disclosure of Lobbying Activities (Office of Inspector General). These reports are being reviewed by staff and further information will be provided in future Board meetings.

Administration and Managed Housing

In early March, Finance Director Alan Olds informed the Executive Director of his intention to retire at the end of August. While there will be plenty of time for good byes, we thank Alan for his consistent commitment to managing the finances of the Authority for over 11 years and we look forward to working with him for a further 6 months. An RFP was issued for an executive search consultant to assist in filling this key position. The Authority continues to work with Koff & Associates on the following staff vacancies:

- Director of Human Relations and Operations (closes March 27)
- Project Manager - HCD (interviews in progress)
- Project Manager - Facilities (interviews in progress)
- Housing Specialist II (final interviews in progress)
- Housing Assistant (offers are to be made shortly)
- Senior Management Analyst (to be advertised in April)

Out of state travel

Director of Facilities, Rod Roche travelled to Washington State for training and both the Board Chair and Executive Director will be attending the NAHRO annual legislative conference in Washington DC in March. A memo is included for out of state travel for the Management Analyst. The Board travel/conference request for the coming year will come to the Board in April.

Property Management

We signed six leases in February and ended the month with only 7 vacant units. This is a big drop from January's ending total of 12 vacant units, which is good news and translates into an increase in occupied units. Rent collections continue to show improvement. We ended February with only one resident owing rent for February.

The Payment Installment Program is showing very good reductions in debt owed to AHA. We ended February with only \$10,968 in unpaid debt. Of this amount only one resident owes more than \$1,000. Only 4 of the remaining 25 residents are more than a month past due. Enforcement procedures are continuing. A significant number of households came in and made payments towards their debts which is reflected on the more than 6k reduction in debt.

Two of these residents have been issued Notices to Perform Covenants or Cure Breaches for non-payment of their initial security deposits. While we generally do not expect to end up at eviction for non-payment of security deposits, our enforcement activities send a clear message to our tenants that it is important to pay on your obligations. We are no longer doing security deposit payment plans for our properties.

We issued 108 rent increases for the Contract Rent (tenant rent plus subsidy) at ESP. We also signed 108 new leases at ESP in two days in February. This brought to light a number of households who are over housed at the property. Property Management and Housing Programs will be working with these families over the next few months.

Monthly meetings continue for all site managers. At the February meeting we prepared for mass lease signings at ESP and for the upcoming HQS inspections. Both tasks went very well and staff were pleased with the opportunity they had to learn, participate and have an active voice in these tasks. Performance evaluations for the Property Management department are complete.

Facilities and Maintenance (Director Rod Roche)

Capital Improvements Projects – During the month of February, our contractor for the Parrot Village Bay Friendly Drought Tolerant Landscape Project received approval of its Final Submittal Package and acceptance for Bay Friendly Certification. Our contractor for the Esperanza Site Improvements Project

continued with progress performing sidewalk repairs and improvements and completed building the two (2) new arbors.

Capital Projects Update			
February 2015 Update	ABD - Windows, Sliding Glass Door, & Sliding Replacement Project	ESP - Site Improvements Project	PV - Landscaping Project
BOD Approval	\$ 933,000	\$ 1,550,400	\$ 350,850
Original Contract Amount	\$ 777,500	\$ 1,292,000	\$ 292,375
Approved Change Orders	\$ 64,816	\$ 84,127	\$ 10,355
Current Contract Amount	\$ 842,316	\$ 1,376,127	\$ 302,730
Project Cost To Date	\$ 824,010	\$ 489,744	\$ 295,560
% Complete	99%	36%	99%
Pending Change Orders	\$4,601	\$37,000	\$0
Original Substantial Completion	11/15/2014	6/30/2015	11/26/2014
Current Substantial Completion	12/9/2014	6/30/2015	12/17/2014

Other Capital Improvement items from this past month include the completion of the Independence Plaza common area flooring and painting projects in buildings 709 and 703.

Maintenance Work Orders

Maintenance Work Order Update				
February 2015 Update	FY 2014 Ave	Jul - Jan 2015	Feb-15	FY 2015 Ave
Total Monthly WOs	285	1824	182	251
Preventative Maintenance WOs	41	188	25	27
Vacancy Turnovers	6	42	2	6

Housing Programs (Director Leslie Gleason)

With the start of February 2015, activity was still focused on the HCVP waiting list opening. We received and analyzed information about the applicant pool as a whole, obtained information about the 750 applicants selected for placement on the HCV Wait List and the 750 applicants to be retained if needed before 2018, and contracted with an external mailing company to send "regrets" notices to the applicants not placed on the wait list. We are moving forward with verifying claimed preferences and income in order to select and process applicants in the coming month. Additional information is provided in a separate report to the Board.

February also marked the beginning of department member Maurice Harold's promotion from Housing Specialist II to Housing Programs Supervisor and a re-alignment of annual and interim re-examination work activities and team members under his leadership. In-house candidates were able to apply to fill the resulting HSII position, and interviews were conducted to fill the vacant Housing Assistant

position. The FSS Coordinator received training and passed the FSS certification examination offered by NAHRO at the recent PSWC-NAHRO Conference in Napa. In early March four employees attended a weeklong training at the Alameda County Housing Authority on the Section 8 program.

In February, three vouchers were issued to the final applicants on the Section 8 Housing Choice Voucher (HCV) waiting list from 2003. Regrettably, many searching voucher holders exhausted their additional 60-day search time and were unsuccessful in securing a unit in Alameda or through portability. Five new Family Unification Program referrals were processed in February and will likely be issued in March.

In response to market conditions, the AHA increased Payment Standards to the maximum allowable levels in November 2014. A recent outreach letter to current property owners soliciting additional units and reminding them of the new Payment Standards is resulting in an upturn in the number of requests submitted. In addition, the AHA Property Management Department is moving into its annual cycle of seeking rent increases for AHA units and entering into new leases with existing residents, so there is a lot of activity for our department in this area.

	February 2015	January 2015	December 2014
Annual Re-examinations Processed	119	114	154
Rent Increases Processed	110 (HCV plus Esperanza)	28	60
Interim Re-examinations Processed	41	31	30
HQS Inspections Conducted	154 First-time pass rate = 72%	180 First-time pass rate = 65%	266 First-time pass rate = 81%

A number of changes were made in the Housing Quality Standards (HQS) inspection protocols. The criteria for a 24-hour fail now includes missing smoke detectors and/or smoke detectors that are in operable (including missing batteries). Work is being done to review the quality control procedures and, where possible, to send a different inspector to the first and, if the unit fails, the follow up appointment.

Due to staff availability, a larger number of inspections are being done by the third party inspection company, Sterling. By committing to regular service days (Tuesdays and Thursdays) from Sterling, we tend to get one of two experienced inspectors dedicated to our portfolio which assists with providing a uniform approach in accordance with our Administrative Plan. Photo badges have been issued for third party inspectors upon receipt of a confirmation of a clean background check. HQS training will be held on site in June.

In December 2014 we began collection and enforcement activities for participants who were not current on their repayment agreements. These efforts have resulted

in all participants but one either paying in full, bringing their account current, or being provided additional time to make overdue payments as granted by the hearing officer after informal hearings. One participant resides in a different jurisdiction through portability and we are pursuing collection/termination actions with the administering housing authority. Two former participants with outstanding balances will be referred to our Finance Department for further collection activities.

Housing and Community Development (Director Victoria Johnson)

CDBG/HOME Programs –

On February 11, 2015, HUD released the 2015 Appropriations for CDBG and HOME funds. Compared to 2014, the HOME funds were reduced by approximately 10% for each participating HOME Consortium jurisdiction and by 3.1% as a direct entitlement jurisdiction for CDBG funds. The proposed CDBG/HOME budget for the coming fiscal year will be approved by public hearing on May 5th and adopted as part of the City's overall budget on June 2nd.

In response to the published Notice of Funding Availability, staff received seven applications for CDBG funds on February 18, 2015. AHA staff will work with the City to review applications and determine funding recommendations that will go before Council in May 2015. The performance of all sub-grantees in the current year is going well.

Rent Review Advisory Committee (RRAC) - There were no new cases submitted in the month of February.

Housing Rehabilitation Programs – The owner of a duplex property has taken out a second rehabilitation loan to make repairs to the both the rental and owner-occupied portions of the property. Work is underway and should complete this month. The program has recently received applications from another rental property and from an owner-occupant with a disabled family member to make accessibility modifications. Staff is awaiting eligibility determination for the rental units by the County for participation in the lead paint/Healthy Homes grant program.

Inclusionary and Below Market Rate Programs – There are two upcoming re-sales of moderate-income BMR homes at Bayport. All potential buyers will work with Hello Housing to be qualified. Several hundred applications have been received by Hello Housing for the first set of five inclusionary/ below-market-rate homes at the "Linear" subdivision built by TriPointe homes. An applicant lottery will be held on March 26th at 2:00 p.m. at the O'Club at Alameda Point. The homes are expected to close by the end of the year.

Real Estate Development –

- Stargell Commons (32 family units): An application for an allocation of tax credits was submitted to the State on March 4, 2015. Based on the preliminary score report published by the Tax Credit Allocation Committee on March 6th, the chances for a successful allocation are strong. If successful, construction will commence by the end of 2015.

- 2437 Eagle Avenue (22 family units): Following a series of meetings that have included neighbors, design engineers, staff and the architectural team, revised plans and elevations have been prepared. Staff will receive one more round of comments from stakeholders and then drawings will be prepared to submit for Planning Board review. This submittal will be made during the month of April. Staff is requesting that funds previously approved for pre-development expenses be loaned to Island City Development. A separate staff report on this item is included within the Board agenda.
- Del Monte Rental (31 senior units)- Staff continues to meet with the architectural firm engaged by Tim Lewis Company (BAR Architecture) to develop the preliminary site plan and elevations of the proposed rental project. Staff is also working with tax credit counsel to finalize the Term Sheet Agreement. The current schedule anticipates that the project will be submitted to the Planning Board in May and then seek City Council for the outstanding approvals in July.

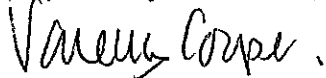
Finance (Director Alan Olds)

Please see the Budget Variance Report

RECOMMENDATION

For information only.

Respectfully submitted,



Vanessa M. Cooper
Executive Director

VMC/



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2181 - Tel: (510) 747-4300 - Fax: (510)522-7848 - TDD: (510) 522-8467

To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Date: March 25, 2015

RE: Budget Variance Report

BACKGROUND

On April 16, 2014 the Board of Commissioners passed and approved a two-year operating budget for all programs covering the fiscal years July 1, 2014 through June 30, 2016. On February 18, 2015, the Board of Commissioner's approved budget revision number 1. This Budget Variance Report covers preliminary unaudited financial operating results compared to budget revision number 1 for the eight month fiscal period of July 1, 2014 to February 28, 2015.

DISCUSSION

Operating income is over budget and agency wide expenses are also below budget resulting in an operating surplus of \$850,403 compared to budget of \$96,753. Please note cash flow from operations is a negative \$828,496 thru February 28, 2015. The FY 2015 budget allowed for deficit cash spending for major capital improvement projects at Esperanza and ABD. The cash shortfall is taken from cash held in operating reserves, as planned per the approved FY 2015 budget. In addition, these cash deficits are planned to increase as the balance of planned improvement projects reach various stages of completion over the next two years.

On February 26, 2015, AHA received its annual appropriation letter from HUD indicating HAP funding for calendar year 2015 will be \$22,924,432. This funding level combined with AHA's HUD Held reserves should be sufficient to fully fund all HAP payments in 2015. HUD also advised AHA that the administrative fees for the Housing Choice Voucher program would be 74% of what AHA is eligible to receive. This 74% pro-ration level is the same for all housing authorities nationally. Since AHA was funded at 79% in 2014, the reduction by HUD is 6.3%. AHA's total average administrative fees for the last two years have been around \$1,517,000, so a reduction of 6.3% on average fees would be \$95,571 ($\$1,517,000 \times 6.3\%$).

Keep in mind that with the change to GAAP financial reporting, cash needed to pay the principal on mortgages, capital improvements projects and to fund regulatory replacement reserves must come from these operating surpluses. A schedule titled Budget Variance Schedule of Significant Cash Items is attached to

this narrative illustrating the major changes to cash affected by the conversion to GAAP based reporting several years ago.

GENERAL FUND

General Fund has the Shelter Plus Care program, some miscellaneous other income items, pre-development cost and EMP's. General Fund is on target at this early stage in the fiscal year.

EMP activity for the month totaled \$10,110 and year to date \$22,699.

CIP's for the month totaled \$0 and year to date \$80,530.

AHA/CDBG/HCD/OTHER MANAGED PROGRAMS

The reimbursement program under contract with the City for CDBG, HOME and other affordable housing programs is on track with all staff currently on AHA payroll and reimbursement billing processed monthly.

PARROT VILLAGE AND EAGLE VILLAGE

Total operating revenue for Parrot Village and Eagle Village properties came in over budget. Operating expenses remain well under budget resulting in a surplus of \$251,857 compared to budget at \$30,334.

EMP expenses total \$109,178. Fiscal Year CIP's totaled \$84,581.

HOUSING AUTHORITY OWNED

Operating income finished the current period under budget due to a CDBG project that has not been completed or billed yet. Operating expenses are under budget for Housing Authority Owned properties resulting in a surplus of \$21,839 compared to a budgeted loss of \$-190,181 for the fiscal year.

EMP activity for the month totaled \$0 and year to date \$162,554.

CIP's totaled \$1,341,759 for the fiscal year.

INDEPENDENCE PLAZA

Operating income for this fiscal year is over budget for this eight month fiscal period. Operating expenses continue to be in line with budget. Therefore, IP operations resulted in a surplus of \$589,764 compared to budget of \$406,504.

EMP expenses total \$89,640 and CIP \$92,611 for the fiscal year.

HOUSING CHOICE VOUCHER PROGRAM

Our lease rate is at 93 percent for the fiscal year and 90 percent for the HUD calendar year 2015 annual funding cycle, which just began in January. A project reserve (or HAP funds Held by HUD reserve) whereby AHA can draw additional HAP funds if our HAP costs exceed any year's HAP budget has been established by HUD in lieu of significant RNP (Restricted Net Position) cash reserves held by AHA in the past. Currently this HUD held HAP reserve has a balance in excess of two million dollars. The operating (or administrative) portion of the Housing Choice Voucher program has an operating surplus of \$50,132 compared to budget of a

negative \$-41,205 based on income from actual units leased for the fiscal year as required by HUD accounting brief number 19. Administrative fee proration is being reported at 74% for the period of January to December 2015.

DEVELOPMENT

2437 Eagle Avenue

In-Progress:

Land	\$1,200,000
Predevelopment	93,064
CIP-In progress	10,500
Maintenance	4,037
Insurance	13

Stargell Commons at Alameda Landing

Predevelopment	\$10,688
Legal	900

Island City Development

Organizational Cost	\$5,852
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BUDGET ADJUSTMENTS

None at this time as all required adjustments were included in the February 18 FY 2015 approved budget revision number 1.

BUDGET CONSIDERATION/FINANCIAL IMPACT

At the bottom of each budget variance report, the balance is shown by either a surplus or deficit. An adjustment for any deficit is made by transferring from accumulated operating reserves at the end of the fiscal year. Generally, surpluses are added to operating reserves while deficits are reductions to operating reserves.

RECOMMENDATION

For information only.

Respectfully submitted,



Vanessa M. Cooper
Executive Director

VC:ajo

Attachments: 1. Budget Variance Report

Housing Authority of the City of Alameda

Unaudited Budget Variance Report

For the Eight Month Fiscal Period Ending February 28, 2015

Description	Year to Date Budget	Year to Date (YTD) Actual Income and Expenditures							S/B 67%		
		General Fund	AHA/CDBG/Other Managed	Parrot & Eagle Village	HA Owned	Independence Plaza	Section 8	Total Actual	YTD Variance	Budget Used	Annual Budget
Operating Income											
HAP/Subsidy	\$ 18,937,811	\$ 149,911	\$ -	\$ 981,195	\$ 2,210,024	\$ 946,177	\$ 15,095,923	\$ 19,383,230	\$ 445,419	68%	\$ 28,406,716
Dwelling Rent	2,187,520	-	-	330,080	923,544	1,017,427	-	2,271,051	83,531	69%	3,281,280
Administrative Fees	1,044,165	-	-	-	-	-	1,070,513	1,070,513	26,348	68%	1,566,247
Interest	23,667	3,855	-	5,260	35,869	1,390	819	47,193	23,526	133%	35,500
Other Income	748,667	136,191	425,855	9,539	43,859	33,740	5,744	654,928	(93,739)	58%	1,123,001
Total Operating Income	22,941,829	289,957	425,855	1,326,074	3,213,296	1,998,734	16,172,999	23,426,915	485,086	68%	34,412,744
Operating Expenses											
Administrative:											
Salaries	1,712,963	-	289,282	157,046	433,887	161,398	597,057	1,638,670	74,293	64%	2,569,444
Legal	49,048	-	4,889	3,529	17,560	4,403	8,865	39,246	9,802	53%	73,572
Travel/Training	32,668	-	4,996	1,502	4,396	1,699	5,968	18,561	14,107	38%	49,002
Publications	2,133	-	229	411	1,110	521	739	3,010	(877)	94%	3,200
Telephone	16,513	-	44	1,899	6,406	4,392	4,953	17,694	(1,181)	71%	24,770
Audit Fees	20,667	-	-	4,774	11,408	8,897	5,921	31,000	(10,333)	100%	31,000
Office Supplies	44,067	-	1,166	5,003	14,539	5,744	22,593	49,045	(4,978)	74%	66,100
Contract Costs	307,339	-	26,802	17,515	71,523	24,625	75,893	216,358	90,981	47%	461,009
Sundry	76,600	-	15,027	5,656	12,110	6,882	29,373	69,048	7,552	60%	114,900
Subtotal	2,261,998	-	342,435	197,335	572,939	218,561	751,362	2,082,632	179,366	61%	3,392,997
Tenant Services:											
Salaries	63,457	-	-	7,753	32,711	16,881	-	57,345	6,112	60%	95,186
Tenant Activities/Relo Cost	45,267	25,000	-	4,056	32,381	7,705	168	69,310	(24,043)	102%	67,900
Subtotal	108,724	25,000	-	11,809	65,092	24,586	168	126,655	(17,931)	78%	163,086
Utilities:											
Water and Sewer	344,015	-	-	64,990	168,724	79,883	1,113	314,710	29,305	61%	516,022
Electricity	95,907	-	-	9,533	38,135	25,134	4,021	76,823	19,084	53%	143,860
Gas	54,263	-	-	194	26,254	16,078	326	42,852	11,411	53%	81,394
Subtotal	494,184	-	-	74,717	233,113	121,095	5,460	434,385	59,799	59%	741,276
Maintenance:											
Salaries	719,059	-	-	133,741	366,697	167,638	-	668,076	50,983	62%	1,078,588
Materials	142,000	-	6	25,999	67,999	40,342	2,912	137,258	4,742	64%	213,000
Contract Costs	809,507	-	-	127,646	437,018	151,848	18,214	734,726	74,781	61%	1,214,260
Subtotal	1,670,565	-	6	287,386	871,714	359,828	21,126	1,540,060	130,505	61%	2,505,848
General:											
Police Services	140,000	-	-	24,290	82,705	23,800	9,205	140,000	0	67%	210,000
Insurance	67,864	-	-	14,509	38,346	21,006	3,808	77,669	(9,805)	76%	101,796
Employee Benefits	876,731	-	83,414	111,930	311,704	127,746	235,815	870,609	6,122	66%	1,315,096
Collection Losses	20,400	-	-	13,582	22,019	1,213	-	36,814	(16,414)	120%	30,600

**Housing Authority of the City of Alameda
 Unaudited Budget Variance Report
 For the Eight Month Fiscal Period Ending February 28, 2015**

Description	Year to Date Budget	Year to Date (YTD) Actual Income and Expenditures							S/B 67%		
		General Fund	AHA/CDBG/Other Managed	Parrot & Eagle Village	HA Owned	Independence Plaza	Section 8	Total Actual	YTD Variance	Budget Used	Annual Budget
Subtotal	1,104,995	-	83,414	164,311	454,774	173,765	248,828	1,125,092	(20,097)	68%	1,657,492
Total Operating Exp.	5,640,466	25,000	425,855	735,558	2,197,632	897,835	1,026,944	5,308,824	331,642	63%	8,460,699
Mortgage/HAP Payments:											
HAP Payments	14,959,765	149,911	-	-	-	-	15,095,923	15,245,834	(286,069)	68%	22,439,648
Mortgage Interest	728,880	-	-	47,537	486,271	195,583	-	729,391	(511)	67%	1,093,320
Interest-City Loan	-	-	-	-	-	-	-	-	0		0
Subtotal	15,688,645	149,911	-	47,537	486,271	195,583	15,095,923	15,975,225	(286,580)	68%	23,532,968
Other Expenses:											
Extraordinary Maint.	491,007	22,699	-	109,178	162,554	89,640	-	384,071	106,936	52%	736,510
CDBG/Other Programs	20,000	-	-	-	-	-	-	-	20,000	0%	30,000
Pre-Development Costs	135,882	89,088	-	-	-	-	-	89,088	46,794		203,823
Subtotal	646,889	111,787	-	109,178	162,554	89,640	-	473,159	173,730	49%	970,333
Total Expenses	21,976,000	286,698	425,855	892,273	2,846,457	1,183,058	16,122,867	21,757,208	218,792	66%	32,964,000
Operating Income before Depr.	965,829	3,259	-	433,801	366,839	815,676	50,132	1,669,707	703,878		1,448,744
Depreciation	869,076	66,448	-	181,944	345,000	225,912	-	819,304	49,772	63%	1,303,614
Operating Income after Depr.	96,753	(63,189)	-	251,857	21,839	589,764	50,132	850,403	753,650		145,130

**Housing Authority of the City of Alameda
Unaudited Budget Variance Report
For the Eight Month Fiscal Period Ending February 28, 2015**

Description	Year to Date Budget	Year to Date (YTD) Actual Income and Expenditures						S/B 67%		
		General Fund	AHA/CDBG/Other Managed	Parrot & Eagle Village	HA Owned	Independence Plaza	Section 8	Total Actual	YTD Variance	Budget Used
GAAP to Cash Adjustments:										
Operating Income after Depr.		(63,189)	-	251,857	21,839	589,764	50,132	850,403		
<u>Cash Adjustments</u>										
Addback Depreciation		66,448	-	181,944	345,000	225,912	-	819,304		
Subtract Mtg Prin Paymts		-	-	(96,457)	(108,142)	(291,670)	-	(496,269)		
Subtract Replacement Res		-	-	(21,467)	(21,350)	(37,436)	-	(80,253)		
Total Adjustments		66,448	-	64,020	215,508	(103,194)	-	242,782		
Adjusted Net Cash		3,259	-	315,877	237,347	486,570	50,132	1,093,185		
<u>Reserve Transfers, Loans, Prior Period Adj</u>										
Operating Reserve Transfers		600,000	-	-	(600,000)	-	-	-		
Payoff US Bank Loans		-	-	-	(322,200)	-	-	(322,200)		
Replacement Reserves-Voluntary		-	-	-	-	-	-	-		
Equipment Reserves-Voluntary		-	-	-	-	-	-	-		
Total Reserve Transfers		600,000	-	-	(922,200)	-	-	(322,200)		
<u>Capital Assets</u>										
Capital Asset Additions		(80,530)	-	(84,581)	(1,341,759)	(92,611)	-	(1,599,481)		
Net Capital Assets		(80,530)	-	(84,581)	(1,341,759)	(92,611)	-	(1,599,481)		
Net GAAP to Cash Adj's		522,729	-	231,296	(2,026,612)	393,959	50,132	(828,496)		

Unaudited Budget Variance Report
General Fund
For the Eight Months Ending Febraury 28, 2015

Account Description	Annual Budget	Monthly Budget	Monthly Actuals	Monthly Variance	Y-T-D Budget	Y-T-D Actuals	YTD Variance	S/B 67% USED
OPERATING INCOME:								
HAP	230,280	19,190	31,582	12,392	153,520	149,911	(3,609)	65%
Interest	2,000	167	0	(167)	1,333	3,855	2,522	193%
Other Income	147,309	12,276	250	(12,026)	98,206	136,191	37,985	92%
Management Fee	0	0	0	0	0	0	0	
Total Operating Income	379,589	31,632	31,832	200	253,059	289,957	36,898	76%
OPERATING EXPENSES:								
Administrative:								
Salaries	0	0	0	0	0	0	0	0%
Legal	0	0	0	0	0	0	0	0%
Travel/Training	0	0	0	0	0	0	0	0%
Publications	0	0	0	0	0	0	0	0%
Telephone	0	0	0	0	0	0	0	0%
Audit Fees	0	0	0	0	0	0	0	0%
Office Supplies	0	0	0	0	0	0	0	0%
Contract Costs	0	0	0	0	0	0	0	0%
Sundry	0	0	0	0	0	0	0	0%
Total	0	0	0	0	0	0	0	0%
Tenant Services:								
Tenant Activities	25,000	2,083	0	(2,083)	16,667	25,000	8,333	0%
	0	0	0	0	0	0	0	0%
Total	25,000	2,083	0	(2,083)	16,667	25,000	8,333	0%
Utilities:								
Water and Sewer	0	0	0	0	0	0	0	0%
Electricity	0	0	0	0	0	0	0	0%
Gas	0	0	0	0	0	0	0	0%
Total	0	0	0	0	0	0	0	0%
Maintenance:								
Salaries	0	0	0	0	0	0	0	
Materials	0	0	0	0	0	0	0	0%
Contract Costs	0	0	0	0	0	0	0	0%
Total	0	0	0	0	0	0	0	
General:								
Police Services	0	0	0	0	0	0	0	
Insurance	0	0	0	0	0	0	0	0%
Claims Benefits	0	0	0	0	0	0	0	0%
Employee Benefits	0	0	0	0	0	0	0	0%
Collection Losses	0	0	0	0	0	0	0	0%
Transfers out	0	0	0	0	0	0	0	0%
Total	0	0	0	0	0	0	0	0%
Total Operating Expenses	25,000	2,083	0	(2,083)	16,667	25,000	8,333	0%
Mortgage/HAP Payments:								
Hap Payments	230,280	19,190	31,582	(12,392)	153,520	149,911	3,609	65%
Mortgage Interest								
Total	230,280	19,190	31,582	(12,392)	153,520	149,911	3,609	65%
Other Expenses:								
Extraordinary Maintenance	33,000	2,750	10,110	(7,360)	22,000	22,699	(699)	
Pre-development Costs	203,823	16,985	7,193	9,792	135,882	89,088	46,794	0%
Total	236,823	19,735	17,303	2,432	157,882	111,787	46,095	0%
Total Expenses	492,103	41,009	48,885	(12,043)	328,069	286,698	58,037	58%
Operating Income before Dep	(112,514)	(9,376)	(17,053)	(7,677)	(75,009)	3,259	78,268	-3%
Depreciation (paper expense)	50,564	4,214	8,306	(4,092)	33,709	66,448	(32,739)	131%
Operating Income after Depr	(163,078)	(13,590)	(25,359)	(11,769)	(108,719)	(63,189)	45,530	39%

Unaudited Budget Variance Report
AHA/CDBG/Other Managed Programs
For the Eight Months Ending February 28, 2015

Account Description	Annual Budget	Monthly Budget	Monthly Actuals	Monthly Variance	Y-T-D Budget	Y-T-D Actuals	YTD Variance	S/B 67% USED
OPERATING INCOME:								
HAP	0	0	0	0	0	0	0	#DIV/0!
Interest	0	0	0	0	0	0	0	#DIV/0!
Other Income	665,732	55,478	65,564	10,086	443,821	425,855	(17,966)	64%
Management Fee	0	0	0	0	0	0	0	
Total Operating Income	665,732	55,478	65,564	10,086	443,821	425,855	(17,966)	64%
OPERATING EXPENSES:								
Administrative:								
Salaries	424,927	35,411	34,109	(1,302)	283,285	289,282	(5,997)	0%
Legal	0	0	2,202	2,202	0	4,889	(4,889)	0%
Travel/Training	0	0	228	228	0	4,996	(4,996)	0%
Publications	0	0	0	0	0	229	(229)	0%
Telephone	0	0	10	10	0	44	(44)	0%
Audit Fees	0	0	0	0	0	0	0	0%
Office Supplies	0	0	145	145	0	1,166	(1,166)	0%
Contract Costs	78,709	6,559	17,321	10,762	52,473	26,802	25,671	0%
Sundry	0	0	412	(412)	0	15,027	(15,027)	0%
Total	503,636	41,970	54,427	11,633	335,757	342,435	(6,678)	0%
Tenant Services:								
Tenant Activities	0	0	0	0	0	0	0	0%
Work Experience	0	0	0	0	0	0	0	0%
Total	0	0	0	0	0	0	0	0%
Utilities:								
Water and Sewer	0	0	0	0	0	0	0	0%
Electricity	0	0	0	0	0	0	0	0%
Gas	0	0	0	0	0	0	0	0%
Total	0	0	0	0	0	0	0	0%
Maintenance:								
Salaries	0	0	0	0	0	0	0	
Materials	0	0	0	0	0	6	6	0%
Contract Costs	0	0	0	0	0	0	0	0%
Total	0	0	0	0	0	6	6	
General:								
Police Services	0	0	0	0	0	0	0	
Insurance	0	0	0	0	0	0	0	0%
Claims Benefits	0	0	0	0	0	0	0	0%
Employee Benefits	132,096	11,008	11,131	(123)	88,064	83,414	4,650	0%
Collection Losses	0	0	0	0	0	0	0	0%
Transfers out	0	0	0	0	0	0	0	0%
Total	132,096	11,008	11,131	(123)	88,064	83,414	4,650	0%
Total Operating Expenses	635,732	52,978	65,558	11,510	423,821	425,855	(2,022)	0%
Mortgage/HAP Payments:								
Hap Payments	0	0	0	0	0	0	0	#DIV/0!
Mortgage Interest	0	0	0	0	0	0	0	#DIV/0!
Total	0	0	0	0	0	0	0	
Other Expenses:								
Extraordinary Maintenance	0	0	0	0	0	0	0	
CDBG/Other Programs	30,000	2,500	0	2,500	20,000	0	20,000	
Pre-development Costs	0	0	0	0	0	0	0	0%
Total	30,000	2,500	0	2,500	20,000	0	20,000	0%
Total Expenses	665,732	55,478	65,558	14,010	443,821	425,855	17,978	64%
Operating Income before Dep	0	0	6	6	0	0	0	#DIV/0!
Depreciation (paper expense)	0	0	0	0	0	0	0	#DIV/0!
Operating Income after Depr	0	0	6	6	0	0	0	#DIV/0!

Unaudited Budget Variance Report
Parrot Village and Eagle Village
For the Eight Fiscal Months Ending February 28, 2015

Account Description	Annual Budget	Monthly Budget	Monthly Actuals	Monthly Variance	Y-T-D Budget	Y-T-D Actuals	YTD Variance	67% USED
<u>OPERATING INCOME:</u>								
HAP	1,467,600	122,300	124,050	1,750	978,400	981,195	2,795	67%
Dwelling Rents	494,520	41,210	41,890	680	329,680	330,080	400	67%
NonDwelling Rents	0	0	0	0	0	0	0	
Interest	7,000	583	93	(490)	4,667	5,260	593	75%
Other Income	15,240	1,270	702	(568)	10,160	9,539	(621)	63%
Total Income	1,984,360	165,363	166,735	1,372	1,322,907	1,326,074	3,167	67%
<u>OPERATING EXPENSES:</u>								
Administrative:								
Salaries	246,755	20,563	19,831	732	164,503	157,046	7,457	64%
Legal	9,840	820	433	387	6,560	3,529	3,031	36%
Travel/Training	5,830	486	167	319	3,887	1,502	2,385	26%
Publications	400	33	51	(18)	267	411	(144)	103%
Telephone	2,850	238	496	(259)	1,900	1,899	1	67%
Audit Fees	3,565	297	0	297	2,377	4,774	(2,397)	134%
Office Supplies	7,600	633	1,090	(457)	5,067	5,003	64	66%
Contract Costs	38,459	3,205	2,552	653	25,639	17,515	8,124	46%
Sundry	15,300	1,275	845	430	10,200	5,656	4,544	37%
Total	330,599	27,550	25,465	2,085	220,399	197,335	23,064	60%
Tenant Services:								
Salaries	23,404	1,950	1,202	748	15,603	7,753	7,850	33%
Tenant Activities	4,800	400	0	400	3,200	4,056	(856)	85%
Total	28,204	2,350	1,202	1,148	18,803	11,809	6,994	42%
Utilities:								
Water and Sewer	108,900	7,683	0	7,683	72,600	64,990	7,610	60%
Electricity	16,540	1,378	1,242	136	11,027	9,533	1,494	58%
Gas	6,463	539	0	539	4,309	194	4,115	3%
Total	131,903	9,600	1,242	8,358	87,935	74,717	13,218	57%
Maintenance:								
Salaries	218,222	18,185	16,119	2,066	145,481	133,741	11,740	61%
Materials	49,700	4,142	1,791	2,351	33,133	25,999	7,134	52%
Contract Costs	250,220	20,852	18,887	1,965	166,813	127,646	39,167	51%
Total	518,142	43,179	36,797	6,382	345,428	287,386	58,042	55%
General:								
Police Services	49,770	4,148	3,115	1,033	33,180	24,290	8,890	49%
Insurance	22,569	1,881	1,836	45	15,046	14,509	537	64%
Employee Benefits	174,112	14,509	13,381	1,128	116,075	111,930	4,145	64%
Claims Account			0	0		0	0	
Collection Losses	13,600	1,133	0	1,133	9,067	13,582	(4,515)	100%
Total	260,051	21,671	18,332	3,339	173,367	164,311	9,056	63%
Total Operating Expenses	1,268,899	104,350	83,038	21,312	845,933	735,558	110,375	58%
Mortgage Interest								
Mortgage Interest	106,932	8,911	5,868	3,043	71,288	47,537	23,751	44%
Total	106,932	8,911	5,868	3,043	71,288	47,537	23,751	44%
Other Expenses:								
Extraordinary Maintenance	286,500	23,875	0	23,875	191,000	109,178	81,822	
Total	286,500	23,875	0	23,875	191,000	109,178	81,822	
Total Operating Expenses	1,662,331	137,136	88,906	48,230	1,108,221	892,273	215,948	54%
Operating Income before Dep	322,029	28,227	77,829	49,602	214,686	433,801	219,115	135%
Depreciation (paper expense)	276,528	23,044	22,743	301	184,352	181,944	2,408	
Operating Income after Depr	45,501	3,792	55,086	58,878	30,334	251,857	221,523	

Unaudited Internal Budget Variance Report
Housing Authority-Owned Properties
For the Eight Month Fiscal Period Ending Febraury 28, 2015

Account Description	Annual Budget	Monthly Budget	Monthly Actuals	Monthly Variance	YTD Budget	Y-T-D Actuals	YTD Variance	67% USED
OPERATING INCOME:								
HAP	3,312,960	276,080	271,858	(4,222)	2,208,640	2,210,024	1,384	67%
Dwelling Rents	1,375,560	114,630	119,381	4,751	917,040	923,544	6,504	67%
Interest	25,500	2,125	1,048	(1,077)	17,000	35,869	18,869	141%
Other Income	168,320	14,027	3,359	(10,668)	112,213	43,859	(68,354)	26%
Total Income	4,882,340	406,862	395,646	(11,216)	3,254,893	3,213,296	(41,597)	66%
OPERATING EXPENSES:								
Administrative:								
Salaries	669,335	55,778	54,849	929	446,223	433,887	12,336	65%
Legal	35,328	2,944	1,549	1,395	23,552	17,560	5,992	50%
Travel/Training	13,674	1,140	489	651	9,116	4,396	4,720	32%
Publications	1,100	92	153	(61)	733	1,110	(377)	101%
Telephone	8,600	717	1,871	(1,154)	5,733	6,406	(673)	74%
Audit Fees	10,757	896	0	896	7,171	11,408	(4,237)	106%
Office Supplies	22,900	1,908	3,274	(1,366)	15,267	14,539	728	63%
Contract Costs	138,093	11,508	9,778	1,730	92,062	71,523	20,539	52%
Sundry	35,800	2,983	2,529	454	23,867	12,110	11,757	34%
Total	935,587	77,966	74,492	3,474	623,725	572,939	50,786	61%
Tenant Services:								
Salaries	48,642	4,054	3,898	156	32,428	32,711	(283)	67%
Tenant Activities	30,000	2,500	503	1,997	20,000	32,381	(12,381)	108%
Total	78,642	6,554	4,401	2,153	52,428	65,092	(12,664)	83%
Utilities:								
Water and Sewer	270,775	21,265	15,038	6,227	180,517	168,724	11,793	62%
Electricity	70,880	5,907	3,675	2,232	47,253	38,135	9,118	54%
Gas	49,806	4,151	4,517	(367)	33,204	26,254	6,950	53%
Total	391,461	31,322	23,230	8,092	260,974	233,113	27,861	60%
Maintenance:								
Salaries	612,811	51,068	42,605	8,463	408,541	366,697	41,844	60%
Materials	113,400	9,450	4,949	4,501	75,600	67,999	7,601	60%
Contract Costs	681,010	56,751	55,381	1,370	454,007	437,018	16,989	64%
Total	1,407,221	117,268	102,935	14,333	938,147	871,714	66,433	62%
General:								
Police Services	106,680	8,890	10,430	(1,540)	71,120	82,705	(11,585)	78%
Insurance	46,012	3,834	4,854	(1,020)	30,675	38,346	(7,671)	83%
Employee Benefits	474,438	39,537	36,320	3,217	316,292	311,704	4,588	66%
Claim Costs	0	0	0	0	0	0	0	
Collection Loss	17,000	1,417	0	1,417	11,333	22,019	(10,686)	
Total	644,130	53,678	51,604	2,074	429,420	454,774	(25,354)	71%
Total Operating Expenses	3,457,041	286,787	256,662	30,125	2,304,694	2,197,632	107,062	64%
Mortgage/HAP Payments:								
Mortgage Interest	735,743	61,312	67,662	(6,350)	490,495	486,271	4,224	66%
Interest to City Loan	0	0	0	0	0	0	0	
Total	735,743	61,312	67,662	(6,350)	490,495	486,271	4,224	66%
Other Expenses:								
Extraordinary Maintenance	341,240	28,437	0	28,437	227,493	162,554	64,939	48%
Total	341,240	28,437	0	28,437	227,493	162,554	64,939	
Total Expenses	4,534,024	376,535	324,324	52,211	3,022,683	2,846,457	176,226	63%
Operating Income before Dep	348,316	30,326	71,322	40,996	232,211	366,839	134,628	105%
Depreciation (paper expense)	633,588	52,799	43,125	9,674	422,392	345,000	77,392	
Operating Income after Depr	(285,272)	(23,773)	28,197	51,970	(190,181)	21,839	212,020	

Unaudited Internal Budget Variance Report
Independence Plaza
For the Eight Fiscal Months Ending February 28, 2015

Account Description	Annual Budget	Monthly Budget	Monthly Actuals	Monthly Variance	Y-T-D Budget	Y-T-D Actuals	YTD Variance	S/B 67% USED
OPERATING INCOME:								
Dwelling Rents	1,411,200	117,600	123,111	5,511	940,800	946,177	5,377	67%
Deficit Adjustment (City)	1,186,508	98,876	127,178	28,302	791,005	1,017,427	226,422	86%
Interest	1,000	83	0	(83)	667	1,390	723	139%
Other Income	120,820	10,068	2,032	(8,036)	80,547	33,740	(46,807)	28%
Total Income	2,719,528	226,627	252,321	25,694	1,813,019	1,998,734	185,715	73%
OPERATING EXPENSES:								
Administrative:								
Salaries	263,021	21,918	21,239	679	175,347	161,398	13,949	61%
Legal	17,374	1,448	1,745	(297)	11,583	4,403	7,180	25%
Travel/Training	8,798	733	115	618	5,865	1,699	4,166	19%
Publications	400	33	53	(20)	267	521	(254)	130%
Telephone	3,000	250	866	(616)	2,000	4,392	(2,392)	146%
Audit Fees	3,813	318	0	318	2,542	8,897	(6,355)	233%
Office Supplies	8,000	667	1,146	(479)	5,333	5,744	(411)	72%
Contract Costs	53,417	4,451	2,484	1,967	35,611	24,625	10,986	46%
Sundry	25,500	2,125	906	1,219	17,000	6,882	10,118	27%
Total	383,323	31,944	28,554	3,390	255,549	218,561	36,988	57%
Tenant Services:								
Salaries	23,140	1,928	1,815	113	15,427	16,881	(1,454)	73%
Tenant Activities	8,000	667	595	72	5,333	7,705	(2,372)	
Total	31,140	2,595	2,410	185	20,760	24,586	(3,826)	79%
Utilities:								
Water and Sewer	135,990	11,333	0	11,333	90,660	79,883	10,777	59%
Electricity	47,960	3,997	3,523	474	31,973	25,134	6,839	52%
Gas	24,629	2,052	2,762	(710)	16,419	16,078	341	65%
Total	208,579	17,382	6,285	11,097	139,053	121,095	17,958	58%
Maintenance:								
Salaries	247,555	20,630	21,096	(466)	165,037	167,638	(2,601)	68%
Materials	45,500	3,792	3,032	760	30,333	40,342	(10,009)	89%
Contract Costs	267,280	22,273	23,068	(795)	178,187	151,848	26,339	57%
Total	560,335	46,695	47,196	(501)	373,557	359,828	13,729	64%
General:								
Police Services	37,590	3,133	3,028	105	25,060	23,800	1,260	63%
Insurance	29,152	2,429	2,673	(244)	19,435	21,006	(1,571)	72%
Employee Benefits	190,274	15,856	15,024	832	126,849	127,746	(897)	67%
Collection Losses	0	0	0	0	0	1,213	(1,213)	
Total	257,016	21,418	20,725	693	171,344	173,765	(2,421)	68%
Total Operating Expenses	1,440,393	120,033	105,170	14,863	960,262	897,835	62,427	62%
Mortgage Interest								
Mortgage Interest	250,645	20,887	22,657	(1,770)	167,097	195,583	(28,486)	78%
Total	250,645	20,887	22,657	(1,770)	167,097	195,583	(28,486)	78%
Other Expenses:								
Extraordinary Maintenance	75,770	6,314	0	6,314	50,513	89,640	(39,127)	
Total	75,770	6,314	0	6,314	50,513	89,640	(39,127)	
Total Expenses	1,766,808	147,234	127,827	19,407	1,177,872	1,183,058	(5,186)	
Operating Income before Dep	952,720	79,393	124,494	45,101	635,147	815,676	180,529	86%
Depreciation (paper expense)	342,964	28,580	28,239	341	228,643	225,912	2,731	
Operating Income after Depr	609,756	50,813	96,255	45,442	406,504	589,764	183,260	

Unaudited Budget Variance Report
Section 8 Voucher Program
For the Eight Months Ending February 28, 2015

Account Description	Annual Budget	Monthly Budget	Monthly Actuals	Monthly Variance	YTD Budget	Y-T-D Actuals	YTD Variance	S/B 67% USED
OPERATING INCOME:								
HAP	22,209,368	1,850,781	1,908,001	57,220	14,806,245	15,095,923	289,678	68%
Dwelling Rents	0	0	0	0	0	0	0	0%
Administrative Fees	1,566,247	130,521	123,477	(7,044)	1,044,165	1,070,513	26,348	68%
Interest	0	0	0	0	0	819	819	0%
Other Income	5,580	465	861	396	3,720	5,744	2,024	103%
Total Income	23,781,195	1,981,766	2,032,339	50,573	15,854,130	16,172,999	318,869	68%
OPERATING EXPENSES:								
Administrative:								
Salaries	965,406	80,451	69,947	10,504	643,604	597,057	46,547	62%
Legal	11,030	919	838	81	7,353	8,865	(1,512)	80%
Travel/Training	20,700	1,725	2,170	(445)	13,800	5,968	7,832	29%
Publications	1,300	108	184	(76)	867	739	128	57%
Telephone	10,320	860	1,403	(543)	6,880	4,953	1,927	48%
Audit Fees	12,865	1,072	0	1,072	8,577	5,921	2,656	46%
Office Supplies	27,600	2,300	6,541	(4,241)	18,400	22,593	(4,193)	82%
Contract Costs	152,332	12,694	19,709	(7,015)	101,555	75,893	25,662	50%
Sundry	38,300	3,192	5,939	(2,747)	25,533	29,373	(3,840)	77%
Total	1,239,853	103,321	106,731	(3,410)	826,569	751,362	75,207	61%
Tenant Services:								
Salaries	0	0	0	0	0	0	0	
Tenant Activities	100	8	0	8	67	168	(101)	0%
Total	100	8	0	8	67	168	(101)	0%
Utilities:								
Water and Sewer	357	30	0	30	238	1,113	(875)	312%
Electricity	8,480	707	509	198	5,653	4,021	1,632	47%
Gas	496	41	56	(15)	331	326	5	66%
Total	9,333	778	565	213	6,222	5,460	762	59%
Maintenance:								
Salaries	0	0	0	0	0	0	0	
Materials	4,400	367	0	367	2,933	2,912	21	0%
Contract Costs	15,750	1,313	171	1,142	10,500	18,214	(7,714)	0%
Total	20,150	1,679	171	1,508	13,433	21,126	(7,693)	105%
General:								
Police Services	15,960	1,330	928	402	10,640	9,205	1,435	58%
Insurance	4,063	339	501	(162)	2,709	3,808	(1,099)	94%
Employee Benefits	344,176	28,681	27,745	936	229,451	235,815	(6,364)	69%
Claim Costs	0	0	0	0	0	0	0	0%
Total	364,199	30,350	29,174	1,176	242,799	248,828	(6,029)	68%
Total Operating Expenses	1,633,635	136,136	136,641	(505)	1,089,090	1,026,944	62,146	63%
HAP Payments:								
HAP	22,209,368	1,850,781	1,908,001	(57,220)	14,806,245	15,095,923	(289,678)	68%
Total	22,209,368	1,850,781	1,908,001	(57,220)	14,806,245	15,095,923	(289,678)	68%
Other Expenses:								
Extraordinary Maintenance	0	0	0	0	0	0	0	0%
Total	0	0	0	0	0	0	0	0%
Total Expenses	23,843,003	1,986,917	2,044,642	(57,725)	15,895,335	16,122,867	(227,532)	68%
Operating Income before Dep	(61,808)	(5,151)	(12,303)	(17,454)	(41,205)	50,132	91,337	
Depreciation (paper expense)	0	0	0	0	0	0	0	
Operating Income after Depr	(61,808)	(5,151)	(12,303)	(17,454)	(41,205)	50,132	91,337	

Housing Authority of the City of Alameda
Budget Variance Schedule of Significant Cash Items
For the Reporting Period Ending February 28, 2015

Description	Amount
Operating Income before Depreciation	\$ 1,669,707
Less:	
Principal portion of mortgage payments	(496,269)
Pay off US Bank Loans	(322,200)
Replacement Reserves-Mortgage Required	(80,253)
Capital Improvements	(1,599,481)
Sub-total	(2,498,203)
Net Cash (for these limited, but significant items)	\$ (828,496)



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - Tel: (510) 747-4300 - Fax: (510)522-7848 - TDD: (510) 522-8467

To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Date: March 25, 2015

Re: Authorize the Executive Director to Negotiate the Renewal of the Agreement between the Housing Authority and the City of Alameda to Provide Housing Services for the City and Additional Policing Services for the Housing Authority

BACKGROUND

The City of Alameda and the Housing Authority have entered into a series of Services Agreements since 1984. The different Agreements have provided for a variety of services and shared staff between the two agencies. In 2000, Housing Authority employees became City employees and an agreement for staffing services was developed whereby the City provided the Housing Authority with staff to implement its programs. Then, when the Housing Authority again became independent in 2012, City employees who were under this staffing services agreement became Housing Authority employees. The last City employees to become Housing Authority employees were the Housing and Community Development staff who became City employees as of July 1, 2014.

The current Services Agreement covers services in two areas: housing programs and police services. Housing Authority staff provides the services needed to administer the City Housing Programs, and Housing and Community Development staff salaries and administrative expenses are reimbursed by the City for the provision of the services. Conversely, the Police Department has been under contract to provide supplemental policing services at Housing Authority complexes for more than 20 years. The Housing Authority pays the Police Department for these services

DISCUSSION

The current Services Agreement covers the two year period beginning July 1, 2013 and will expire June 30, 2015. Housing program costs are paid by to the Housing Authority on an actual (reimbursement) basis plus, as of July 1, 2014, a \$30,000 annual administrative fee. The cost paid to the City for the additional policing services is \$210,000 annually.



The current arrangement works well for both parties and staff is recommending a two-year renewal of the Agreement under the same terms and conditions. The housing programs budget (2015-2016) and scope of services are described in the attached Exhibits A and B. The police services scope of services and annual cost are described in the attached Exhibits C and D. It is expected that the budgets for the second year of the Agreement period will be nearly the same as the first year, but the budget for the second year will be approved by the Board separately as part of the Housing Authority's 2016-2018 budget.

Once approved by the Board, a secondary approval must be granted by the City Council. The item is scheduled for consideration by Council on June 2, 2015. The attached Draft Agreement will be substantially similar but may be revised per Council action.

FINANCIAL IMPACT

City funds are used to compensate the Housing Authority for staffing and to implement the City housing programs. Currently, \$1,580,037 total is projected to be available in the City's 2015-16 budget for these purposes. The funding sources include the Community Development Block Grant (CDBG), HOME, program income (from repayment of loans), In Lieu Fees and the Affordable Housing Unit Fees. In general, all funds may be used only for community development and affordable housing related purposes. Program regulations determine the amount of program funds that can be used for certain costs, such as staff, office overhead and social service programs.

The Housing Authority will compensate the City of Alameda \$210,000 for policing services.

Additional police services are provided primarily to tenants who live in Housing Authority units but also to Section 8 program participants. Based on a review of actual police calls for services, the cost of police services is allocated as follows: over a three-year period.


	<u>Percentage</u>
<i>Eagle Village/Parrot Village</i>	18.4%
<i>Esperanza</i>	38.8%
<i>Housing Authority-Owned</i>	19.8%
<i>Independence Plaza</i>	17.3%
<i>Section 8 Programs</i>	<u>5.7%</u>
<i>Total</i>	100.00



RECOMMENDATION

Authorize the Executive Director to negotiate and execute a two-year renewal of the Services Agreement between the Housing Authority and the City of Alameda to provide administration of housing and community development programs on behalf of the City and for additional policing services for the Housing Authority

Respectfully submitted,


Vanessa M. Cooper
Executive Director

VC/VJ

Attachment: Draft Services Agreement including Exhibits A, B, C, D

DRAFT ~~3-25-15~~~~12-4-2013~~

**SERVICES AGREEMENT
FOR FISCAL YEARS ~~20135-20164~~ AND ~~20164-20175~~
BY AND BETWEEN
CITY OF ALAMEDA
AND
HOUSING AUTHORITY OF THE CITY OF ALAMEDA**

This Services Agreement ("Agreement") is made by and between the City of Alameda, a municipal corporation ("City") and the Housing Authority of the City of Alameda, a public body, corporate and politic ("Authority") effective July 1, 2013~~5~~ ("Effective Date").

Recitals

- A. In August 1940, the Alameda City Council adopted a resolution to create the Housing Authority of the City of Alameda. For ~~more than 70~~nearly 75 years, the Authority has met the housing needs of low-income residents.
- B. On March 20, 2012, the Alameda City Council took action to establish the Authority as an entity separate from the City, governed by an independent Board of Commissioners ("Board") appointed by the Mayor and managed by an executive director reporting to the Board.
- C. The Authority builds, owns and manages affordable housing and manages and implements affordable housing programs within the City of Alameda, primarily which may be funded by the United States Government Department of Housing and Urban Development, the State of California and other local funds. The Authority employs people, who are not City employees and not entitled to any City-sponsored benefits. The Authority offices at 701 Atlantic Avenue, Alameda, are separate from City offices.
- D. The City is the recipient of certain federal funds that may be used exclusively for the purposes of community development and affordable housing programs and projects. The City also receives revenue through the manages and implements various local housing programs. Four City employees are assigned to the implementation of these programs ("Housing Division"). They are civil service employees entitled to City-sponsored benefits payment of In-Lieu fees and Affordable Housing Unit fees that may be used only for affordable housing related purposes.
- E. The City has determined that it can best co-locating Housing Division services with the Authority's services would best serve the needs of the citizens of Alameda with respect to provision of community development and affordable housing related services and desires to by contracting with the Authority to manage and implement Housing Division services as set forth below.

- F. The Authority is willing to provide that ~~man~~management and implementation of the Housing Division ~~said~~ services in exchange for the consideration set forth below.
- G. The Authority is also desirous of continuing to obtain additional services from the Alameda Police Department to ensure safety at its housing developments and the City is willing to provide such additional police services in exchange for the consideration set forth below.

NOW, THEREFORE, in consideration of the foregoing Recitals and the mutual promises and agreements set forth below, the adequacy of which is mutually acknowledged, the parties agree as follows:

Agreement

1. Term of Agreement

This Agreement commences as of the Effective Date and terminates on June 30, 2017~~5~~. ~~It is understood and agreed that this Agreement is intended to correspond to the City's and Housing Authority's two-year budget cycles.~~

~~This Agreement will renew automatically in two-year increments if funding is made available in the City's budget for Housing Division services and in the Authority's budget for Police services.~~

2. Housing Division Services Defined

~~Housing Division S~~services and the corresponding funding for provision of those Housing Division Services are detailed in the City's adopted Fiscal Year 2013~~5~~-2014~~6~~ and Fiscal Year 2014~~6~~-2015~~7~~ Budget and Financial pages ~~0-1 through 0-18XX-YY~~. ~~The Authority's role in providing these services is outlined in the attached "Housing Division Scope of Work."~~ The referenced budget section is attached to this Agreement as Exhibit A. The Authority's and the City's roles in providing these services are outlined in Exhibit B. ~~The Housing Division Scope of Work is attached to this Agreement as Exhibit B.~~

3. Housing Division Services to be Provided

In exchange for the funding provided in Exhibit A, the Authority agrees to implement the projects and programs described in Exhibits A and B on behalf of the City. It is understood that the Authority shall not be responsible for providing any services the cost of which exceeds the funding made available from the City.

4. Housing Staffing Division Staffing

In order to administer the budgeted ~~To assist the Authority in accomplishing the projects and programs described~~shown in Exhibits A and related services

~~described in Exhibit B, the City agrees to locate four Housing Division employees at the Authority. The City Employees so located at the Authority shall include the following classifications: Development Services Division Manager, Development Manager, Housing, Community Development Program Manager, and Office Assistant. The City Employees so located will remain City employees with for staff salaries plus benefits, all compensation and benefit rights provided through the City (including retaining their membership, if applicable, in the Management and Confidential Employees Association ("MCEA") bargaining unit), but will be managed by the Authority Executive Director, directly or indirectly at the Authority Executive Director's discretion. The City Employees shall retain their rights to receive assistance from the City's Human Resources Department and shall retain all of their rights provided by the current Memorandum of Understanding with MCEA and City Personnel Rules.~~

5. Alameda Police Additional Services

At the request of the Authority Executive Director, or designee, the Alameda Police Department will provide the services outlined in the "Police Services Scope of Work" which services are additional to regular patrol and emergency response. The Police Services Scope of Work is attached to this Agreement as Exhibit C.

Through June 30, 2014, the Alameda Police Department shall invoice the Authority on a monthly basis for additional services at the prices set forth on the attached Exhibit D. Payment shall be remitted in full within fourteen (14) calendar days of invoice date. ~~The parties recognize that the prices set forth on Exhibit D are likely to change each fiscal year this Agreement is in place. The City shall notify the Authority 60 days before the end of each fiscal year what the monthly prices for the additional police services will be for the forthcoming fiscal year so that the Authority may budget accordingly.~~

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6. City Equipment Located at Authority

~~At Authority's location and until the City Employees transition to Authority employees, City shall provide City Employees with City equipment, including computers, printers and telephones. City shall provide City Employees, even after the transition, with access to the City network.~~

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6.7. Authority Facilities and Equipment Usage

The Authority agrees to provide office space for City Employees ~~the staff charged with administration of the housing programs. The Authority allows City Employees access to Authority copy machines and postage meter. City agrees to compensate Authority for such use as outlined in Exhibit B, the Housing Division Scope of Work.~~

The Authority shall invoice the City on a quarterly basis for use of Authority facilities and equipment at the prices set forth in Exhibit B. Payment shall be remitted in full within fourteen (14) calendar days of invoice date.

78. Indemnification

City shall indemnify, defend and hold harmless Authority, its officers, employees, and agents from and against any and all claims, expenses, liabilities, or costs for personal injury, property damage, legal proceedings, or of whatsoever nature as may arise as a result of or in connection with any act, omission, or negligence of City or its officers,' employees,' or agents' performance under this Agreement.

Authority shall indemnify, defend and hold harmless City, its officers, employees, and agents from and against any and all claims, expenses, liabilities, or costs for personal injury, property damage, legal proceedings, or of whatsoever nature as may arise as a result of or in connection with any act, omission, or negligence of Authority or its officers,' employees,' or agents' performance under this Agreement.

89. Workers' Compensation Insurance

In accordance with the provisions of the California Labor Code and all applicable law, City shall secure at its own expense and maintain during the contract term, workers' compensation insurance coverage for its employees as necessary to protect City and its employees under the Workers' Compensation Insurance and Safety Act. Such insurance shall be in a standard form and sufficient to relieve Authority for such claims and/or liability.

In accordance with the provisions of the California Labor Code and all applicable law, Authority shall secure at its own expense and maintain during the contract term, workers' compensation insurance coverage for its employees as necessary to protect Authority and its employees under the Workers' Compensation Insurance and Safety Act. Such insurance shall be in a standard form and sufficient to relieve City for such claims and/or liability.

910. Liability Insurance

City shall at its own expense, maintain and keep effective during the contract term, insurance and/or self-insurance to cover comprehensive public liability for bodily injury, including death, and property damage in an amount not less than \$1,000,000 for any one occurrence.

Authority shall at its own expense, maintain and keep effective during the contract term, insurance and/or self-insurance to cover comprehensive public liability for bodily injury, including death, and property damage in an amount not less than \$1,000,000 for any one occurrence.

41. Department Transition

~~—City and Authority agree that all reasonable efforts will be made so that City Employees will transition to Authority employment by July 1, 2014. If a position within one of the classifications to be transitioned to Authority becomes vacant, the Authority will establish a comparable classification position and determine an appropriate salary range to fill the position as an Authority classification position.~~

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~~At transition, Authority shall agree to provide existing City Employees with salaries and benefits that are comparable to their current salaries and benefits although recognizing there will be some differences. The Authority will agree to recognize City Employees' date of hire for seniority purposes. The Authority will agree to grant vacation and sick leave balances equal to their City Employees' leave balances upon termination of their City employment. City will agree to compensate Authority for the leave balance liability incurred as of the date of transition, except for costs associated with the CDBG and HOME programs, which can and will be charged only when leave is used.~~

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~~—City shall agree to donate City equipment currently used by Department City Employees to the Authority, including computers, printers, and telephones upon City Employees transition to Authority employment.~~

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~~—Once City Employees have transitioned to Authority employment, the Authority shall have the sole right and responsibility to use program funding for staffing and program implementation. These rights and responsibilities include, but are not limited to, determining the number of positions required for program implementation and establishing job descriptions, salary ranges and benefits, within the regulatory parameters set forth under the CDBG and other programs.~~

~~Authority shall invoice City monthly for the cost associated with each of the transitioned employees until once each such the City Employees has begin to transitioned from City to Authority employment. Such costs are set forth in the attached Exhibit E. Payment shall be remitted in full within 14 business days of invoice date.~~

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120. Records

City and Authority shall agree to maintain complete and accurate records that relate to performance of services under this Agreement. Records shall be maintained in sufficient detail to permit an evaluation of service rendered under this Agreement. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Free access shall be provided to the representatives of each party at all proper times to audit books and records. Such records, together with supporting documents, shall be maintained for a period of six years and three months after receipt of final payment.

131. Notices

All notices, demands, requests, or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or through email, fax, or the ~~Interoffice~~interoffice mail delivery system. All such notices, demands, requests, or approvals shall be addressed to:

Authority: Executive Director, Housing Authority
City: City Manager, City of Alameda

142. Attorneys' Fees

In the event that legal action is brought by either party against the other in connection with this Agreement, the prevailing party in any such litigation shall be entitled to receive reimbursement from the other of its legal costs, in addition to whatever other sums may be due as a judgment or as an agreed settlement amount. Such legal costs shall include, but not be limited to, reasonable attorneys' fees, court costs, expert witness fees, and other documented expenses.

153. Assignment and Delegation

Neither party shall assign nor delegate its rights and/or duties under this Agreement without first obtaining prior written consent to the assignment and/or delegation. Any assignment or delegation made by one party without prior written consent will render the Agreement voidable at the sole discretion of the other party.

164. Severability

The provisions of this Agreement shall be severable to the extent that should any of its provisions or terms be declared void whole or in part by operation of law or agreement of the parties, the remainder of the provisions or terms not expressly declared void shall remain enforceable and in full effect.

175. Integration and Modification

This Agreement represents the entire integrated Agreement between City and Authority, supersedes all prior negotiations, representations, or agreements, either written or oral, between the parties, and may be amended only by written instrument signed by the authorized representatives of City and Authority.

186. Termination

Authority or City may terminate this Agreement upon 180 days written notice to the other party. Upon termination of this Agreement, each party shall pay to the other party that portion of compensation specified in this Agreement that is earned and unpaid prior to the effective date of termination.

197. Compliances

City and Authority shall comply with all applicable State and Federal laws and regulations.

2018. Conflict of Law

This Agreement shall be interpreted under, and enforced by the laws of the State of California excepting any law or regulation required by Federal funding. The Agreement and obligations of the parties are subject to all valid laws, orders, rules and regulations of the authorities having jurisdiction over this Agreement, or the successors of those authorities.

IN WITNESS WHEREOF, the parties have caused the Services Agreement to be executed on the day and year first above named.

CITY OF ALAMEDA

HOUSING AUTHORITY
OF THE CITY OF ALAMEDA

John A. Russo, City Manager
City Manager

~~Michael T. Pucci~~ Vanessa M. Cooper
Executive Director

Date

Date

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EXHIBIT A

FY2015-16 Expense Detail	CDBG Administration (236,6135)
Salaries	\$ 145,486
Benefits	\$ 52,024
Total Personnel	\$ 197,510
Total Materials & Supplies	\$ 1,181
Total Training/Conference/Mtg. etc.	\$ 5,000
Legal Services	\$ 1,500
City Data Services	\$ 5,040
Notices and Publications	\$ 8,500
Everyone Home	\$ 9,260
Total Contractual Services	\$ 24,300
Space Rental	\$ 5,000
Financial Audit	\$ 5,000
Fixed Costs	\$ 10,000
ADMIN Expense Grand Total	\$ 237,991
FY15-16 Admin CAP (20%)	\$ 237,991

FY15-16 Administration Cap

FY2015-16 Expense Detail	CDBG Program Delivery (236-6235)	
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Salaries	\$	171,085
Benefits	\$	64,246
Other (Salary Accruals)	\$	-
Total Personnel	\$	235,331

Total Materials & Supplies	\$	4,500
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Total Training/Conference/Mtg, etc.	\$	3,000
GIS Subscription	\$	300
Notices and Publications	\$	491

Total Contractual Services	\$	791
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Space Rental	\$	3,500
Consultant	\$	12,878
Fixed Costs	\$	16,378

PD Expense Total	\$	260,000
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FY15-16 PD/CAP	\$	260,000
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CDBG Other Programs and Projects		
----------------------------------	--	--

Public Services	178493	*15% PS cap= \$152646(p.s)
Economic Development	100000	
Capital Improvement/Other	74357	
AFD Safety	20000	
Substantial Rehab	159113	*Guyton Requirement
Residential Rehab	10000	

CDBG Other Programs and Projects Total	\$	541,963
-----------------------------------------------	-----------	----------------

FY15-16 Administration Cap

FY2015-16 Expense Detail		HOME (235)
Salaries	\$	5,632
Benefits	\$	2,008
Total Personnel	\$	7,640

Total Materials & Supplies

Total Training/Conference/Mtg, etc.	\$	-
Monitoring Services	\$	831

Total Contractual Services	\$	831
Construction Pool Payoff	\$	133,493

Fixed Costs	\$	133,493
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ADMIN Expense Grand Total	\$	141,964
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FY15-16 Admin CAP	\$	8,471
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FY15-16 Administration Cap

FY2015-16 Expense Detail	Affordable Hsg. (266)	
Salaries	\$	159,916
Benefits	\$	57,010
Total Personnel	\$	216,926
Total Materials & Supplies	\$	500
Total Training/Conference/Mtg. etc.	\$	5,000
Consulting Services	\$	-
Everyone Home	\$	9,260
Service Agreement Fee	\$	30,000
Hello Housing	\$	54,895
ECHO Housing Counseling	\$	25,000
DPA Funds CF FY14-15	\$	20,000
Total Contractual Services	\$	139,155
Fixed Costs	\$	
ADMIN Expense Grand Total	\$	361,581
FY15-16 Revenue	\$	361,581

\$7,291 for T/L coming out of

FY15-16 Administration Cap

FY2015-16 Expense Detail	In Lieu (228)
Salaries	\$ 26,935
Benefits	\$ 9,602
Total Personnel	\$ 36,538

Total Materials & Supplies \$ -

Total Training/Conference/Mtg. etc. \$ -

Total Contractual Services \$ -

Fixed Costs \$ -

ADMIN Expense Grand Total \$ 36,538

FY15-16 Revenue \$ 36,538

FY15-16 Administration Cap

**EXHIBIT B
HOUSING SERVICES SCOPE OF WORK**

The Authority shall:

- 1) Supervise affordable housing programs and housing related services on behalf of the City of Alameda, as defined by the Agreement, and the programs set forth herein. Programs, and related services, include the Community Development Block Grant Program ("CDBG"), HOME Program, Down Payment Assistance/First Time Homebuyer Program, Inclusionary Housing Program, Administration of Affordable Housing Unit/Fee and Affordable Housing In-Lieu Funds, developing affordable housing, staffing the Rent Review Advisory Committee, managing the affordable housing loan portfolio and providing oversight of the Alameda Point Collaborative/Legally-Binding Agreements.
- 2) Procure services and approve payment of invoices related to the described activities.
- 3) Enter into agreements related to affordable housing activities in the City of Alameda in its capacity as Successor Agency to the Community Improvement Commission.
- 4) Prepare and administer the bi-annual Housing Division budget and approve contracts up to \$75,000.
- 5) Complete steps required by the United States Housing Division of Housing and Urban Development ("HUD") for the Community Development Block Grant ("CDBG") program. This includes needs assessment, public hearings, and the appropriate staff reports, in consultation with the City Manager's and City Attorney's Offices, to recommend to the City Council the annual proposal for the CDBG program, including authorization for program expenditures. Once the City Council approves the CDBG program, the Authority will implement it pursuant to the terms of this Agreement.

The City shall:

- 1) Delegate authority to the Authority Executive Director or designee to administer the housing programs and to approve and incur expenses related to tasks outlined above.
- 2) Provide reimbursement for salaries and benefits, including workers' compensation coverage, pension, medical insurance, life insurance, long-term disability insurance, dental insurance, and all other salaries and benefits for the Housing Authority employees that administer the City housing programs.
- 3) Compensate and reimburse Authority for all expenses for the use of Authority office space provided to administer the housing division within the Authority offices, including rent and utilities, use of equipment, postage, etc. Rent and utilities are based on the proportion of office space provided to administer the housing programs and based on actual expenses.

EXHIBIT C
POLICE SERVICES SCOPE OF WORK

The Police Department will designate and assign two officers to the Authority. The designated officers and the Police Department shall:

- a. Provide community policing services for residents of Authority units;
- b. Coordinate efforts to solve youth problems, such as truancy, vandalism, and graffiti;
- c. Provide personal security and crime prevention advice and/or training for Authority clients;
- d. Investigate suspected criminal activity of or in any way related to Authority clients;
- e. Provide testimony in unlawful detainer actions of the Authority when requested by Authority and provide expert witness testimony in other judicial or administrative proceedings at which the Police Department's provisions of these special law enforcements services to the Authority is an issue, when requested by Authority;
- f. Investigate suspected program fraud and reporting to the Authority, including complaints of unauthorized household members living in Section 8 and Authority-owned units (i.e., identifying unauthorized household members and obtaining proof of residence), complaints involving alleged criminal activity such as drug activity occurring in or around Section 8 tenants and landlords, monitoring homes of possible business-related activities, running checks to confirm or deny addresses listed in verifying residency of applicants, assisting in verifying income of applicants and clients;
- g. Enforce parking rules at Authority properties;
- h. Attend meetings of the Board of Commissioners when the quarterly police activities report is on the agenda, annual Town Hall meetings with tenants, and other meetings upon Authority staff or Board requests;
- i. Submit reports detailing policing activities, both verbal and written, including at least one verbal report per week, one written report per month showing statistics by complex/program for budgeting purposes, and one written quarterly report which compiles the monthly statistics and compares them with the City population as a whole;
- j. Provide the criminal history of all adults (i.e., 18 years of age and older) listed on an application for housing assistance and on adults who have been requested to be added to an existing household upon receiving a written request by the Authority in compliance with applicable law. Information on the following types of convictions is permitted:
 - Convictions for a serious felony as defined in subdivision (c) of Section 1192.7 of the California Penal Code;
 - Convictions for any offense punishable under Sections 273.5, 422.6, 422.7, 422.75, 422.9, 422.76, 16590, Chapter 2 (commencing with Section 29800); or Chapter 3 (commencing with Section 29900) of the California Penal Code.
 - Convictions under Section 273.6 of the California Penal Code that involve a violation of a protective order, as defined in Section 6218 of the Family Code;
 - Convictions for any felony offense that involves controlled substances or alcoholic beverages or any felony offense that involves any activity related to controlled substances or alcoholic beverages; and

- Convictions for any offense that involves domestic violence, as defined in Section 13700 of the California Penal Code.
- k. Maintain records of all reports, other than criminal history reports, for a minimum of four (4) years, in accordance with the Authority's Records Retention Schedule, and maintaining access to those records for Authority staff or personnel of the U. S. Department of Housing and Urban Development, or similar Authority in the event of audit of the policing services being provided;
- l. Provide management support, training, equipment and supplies, and other employee-related services to the officers assigned to provide services for the Authority;
- m. Provide criminal background checks of applicants who are offered Authority employment;
- n. Provide finger printing services for Authority personnel as needed; and
- o. The City and Authority recognize that the scheduling and deployment of police officers contemplated in this Agreement must be set and may need to be adjusted periodically based on the experience and conditions which exist at any given time. Further, the parties recognize that Police Department billing for services rendered hereunder must conform to Federal and State regulations applicable to the Authority. Accordingly, the Police Chief of the City and the Executive Director of the Authority are empowered to enter into a Police Department Deployment and Scheduling Plan consistent with this Agreement which will detail the deployment of City Police Department personnel, services and billing formats consistent with this Agreement.

EXHIBIT D
POLICE SERVICES COMPENSATION

The Authority shall compensate the Police Department for services rendered per this Agreement the sum of two hundred ten thousand dollars and zero cents (\$210,000.00) annually.

The Police Department shall invoice the Authority monthly in monthly increments of seventeen thousand five hundred dollars and zero cents (\$17,500.00).

The Authority shall remit payment within 14 calendar days from the date the invoice is received.



Housing Authority of the City of Alameda

701 Atlantic Avenue, Alameda, CA 94501 ~ Phone: (510) 747-4300 ~ Fax (510) 522-7848 ~ TDD: (510) 522-8467 ~ Web: www.alamedahsg.org

To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Date: March 25, 2015

Re: Approve a Loan of \$1,000,000 from the Housing Authority to Island City
Development for the Project at 2437 Eagle Avenue

BACKGROUND

On August 20, 2014 the Board approved the use of up to one million dollars to be used to meet the pre-development expenses for the rental project at 2437 Eagle Avenue and to authorize the Executive Director to execute contracts and agreements in accordance with the Authority's procurement policy. The source of funds is the Successor Housing Agency asset fund account. The estimated budget for the use of the funds is shown below.

PREDEVELOPMENT EXPENSE	APPROXIMATE COST
Architectural and Engineering Design	\$600,000
Application and Entitlement Fees	\$150,000
Financial and Legal Consulting Services	\$100,000
Environmental and Geotechnical Reports	\$25,000
Survey and Appraisal Reports	\$25,000
Property Maintenance, Misc. and Contingency	\$100,000
TOTAL	\$1,000,000

In July 2014 the Board authorized staff to form Island City Development (ICD) as the Housing Authority's affiliated non-profit corporation. The corporation has now been formed, a Board of Directors has been appointed, Bylaws have been adopted and an application for tax-exempt status has been filed with the Internal Revenue Service. On December 17, 2014, the ICD Board met and approved a two-year budget and authorized the Board President to accept a loan of \$1m from the Housing Authority.

DISCUSSION

One of the principal purposes of ICD is to develop and operate affordable housing, and

to provide the tax benefits associated with non-profit tax-exempt status. These tax benefits are not afforded to Housing Authorities or other governmental entities. Once the Eagle Avenue project has been awarded an allocation of tax credits the non-profit will assume the role of the managing general partner of a to-be-formed tax credit partnership. The proposed development schedule is to apply for tax credits in the spring of 2016 and, if successful, to begin construction by December 2016.

Staff is now requesting Board approval to loan the previously appropriated funds to the non-profit. No additional funding request is being made at this time. This loan will formalize the role that the non-profit plays within the development team structure and will be evidenced by a promissory note. The funds will be loaned at zero percent interest and payments will be deferred until the project generates sufficient cash to make payments. As ICD earns fees through successful development and operation of the tax credit project, the loan can be paid back to the Housing Authority.

FINANCIAL IMPACT

Funds that are identified as Housing Successor assets are regulated by State law that was adopted at the time that Redevelopment Agencies were dissolved and by subsequent legislation. Some portion of the funds that were transferred to the Housing Authority (as Housing Successor) must be encumbered within a specific timeframe or they may be at risk of recapture by the State. Generally, any amount over \$1m may be considered "excess surplus" and should be encumbered within 36 months from the date the funds become available in order to prevent recapture. When funds are loaned to ICD for development purposes, the funds will be tracked and reported as encumbered for housing related purposes.

Housing asset funds that are used for development and subsequently reimbursed by project cash flow, must re-deposited into the Housing Successor Agency Asset Fund. These funds may then be reused for future development activity.

RECOMMENDATION

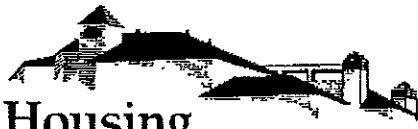
Approve a \$1,000,000 loan from the Housing Authority, Housing Successor Agency Asset Fund to Island City Development for pre-development Expenses at 2437 Eagle Avenue.

Respectfully submitted,



Vanessa M. Cooper
Executive Director

VCMJ



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2181 - Tel: (510) 747-4300 - Fax: (510)522-7848 - TDD: (510) 522-8467

To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Date: March 25, 2014

Re: Public Hearing to Hear Comments on Housing Authority Annual Plan for
Fiscal Year Starting July 1, 2015 and Significant Amendment

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).

The Executive Director has been authorized to select the members of the Resident Advisory Committee (RAC), 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, 2015.

DISCUSSION

Six Section 8 Housing Choice Voucher holders make up the RAC. The RAC met on December 3, 2014, to review and comment on the proposed Agency Plan, including the Annual Plan for Fiscal Year 2015-2016 and the 5-Year Plan for Fiscal Years 2015-2020. RAC member comments are included as Attachment B to the Agency Plan. None of the comments resulted in changes to the proposed Agency Plan. An Agency Plan consists of the following items:

- Three-page HUD template (Form HUD-50075) plus instructions,
- Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
- PHA Certifications of Compliance with PHA Plans and Related Regulations (Form HUD-50077),
- Attachment A – Violence Against Women Act (VAWA) Provisions, and



- Attachment B – Resident Advisory Committee Comments.

The HUD template shows an expiration date of April 30, 2011; however, HUD has not yet replaced or updated the form. As such, the Housing Authority completed the template as follows:

Page 1. This page identifies the Housing Authority (name, code, High Performer, HCV [Section 8]), its inventory of Public Housing units (zero) and HCV units (1845), and the type of plan being submitted (5-Year and Annual Plan). It also includes The Housing Authority's Mission Statement. It is being proposed that the Mission Statement remain the same from the last 5-Year Plan.

Page 2. Section 5.2 outlines the Goals and Objectives for the next 5-Years. In Section 6, the Housing Authority identifies what updates to the Administrative Plan have taken place since the previous year and a listing of locations for the public to view the Plan.

Page 3. In Section 7, the Housing Authority identified Project-Based Voucher allocations and the consistency with the Annual Plan. Section 8 does not apply as the Housing Authority does not have any Public Housing.

Pages 4 and 5. In Section 9, the Housing Authority identified Housing Needs along with demographics of the Housing Choice Voucher Wait List. Section 9.1 sets forth the strategies for addressing the needs identified in the previous section.

Page 6. Section 10 contains a narrative of the efforts made by the Housing Authority in meeting the goals set forth in the previous 5-Year Plan. The Housing Authority's definition of a Significant Amendment and Substantial Deviation/Modification is remaining unchanged.

Page 7. On this page, the Housing Authority identifies in Section 11 what forms and attachments will be submitted with the completed template.

The Housing Authority noticed the 45-day comment period and the public hearing in the local newspaper and on the Housing Authority's website for both the Annual Plan and the 5-Year Plan. The Agency Plan and Supporting Documents have been available for review for the requisite time period.

This hearing is being held to obtain oral comments from the public on the proposed Annual Plan and the 5-Year Plan. The notices also stated that written comments to be considered by the Board of Commissioners, and available for attachment to this report, must be submitted no later than March 2, 2015. No comments were received.

The Board of Commissioner's consideration of the Agency Plan for adoption is a separate action.



RECOMMENDATION

Accept public comment on the Housing Authority's proposed Annual Plan for the Fiscal Year starting July 1, 2015 and on the 5-Year Plan covering the Fiscal Years 2015-2020.

Respectfully submitted,


Vanessa M. Cooper
Executive Director

VMC:tms

Attachments:

1. Draft Annual Plan
2. Public Notices

1.0	PHA Information PHA Name: <u>Housing Authority of the City of Alameda</u> PHA Code: <u>CA062</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2015</u>																										
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>0</u> Number of HCV units: <u>1845</u>																										
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 35%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) Included in the Consortia</th> <th rowspan="2" style="width: 20%;">Programs Not in the Consortia</th> <th colspan="2" style="width: 15%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 5%;">PH</th> <th style="width: 5%;">HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
Participating PHAs	PHA Code					Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program																			
		PH	HCV																								
PHA 1:																											
PHA 2:																											
PHA 3:																											
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: In partnership with the entire community, to advocate and provide quality, affordable safe housing; encourage self-sufficiency; and strengthen community inclusiveness and diversity in housing.																										

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5.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>Goal 1: Achieve organizational excellence.</p> <p>Objectives: a) Develop a strategic plan. b) Promote professional development opportunities and staff succession plan. c) Implement a coordinated training program for staff.</p> <p>Goal 2: Maximize use of Housing Choice Voucher allocation to provide housing assistance to low-income families.</p> <p>Objectives: a) Open Section 8 waitlists and maintain similar waitlists for all properties. b) Maximize lease up of new voucher holders, portability move-ins, and transfers through landlord outreach, rental workshops, and continuation of the FSS program. c) Obtain High Performer status through the Section Eight Management Assessment Program. d) Conduct a review of the preferences for the wait lists. e) Open the HCV wait list more often and place a limited number of applications on the wait list or consider an always open "interest list". f) Explore wait list and communication options to improve the customer service and timeliness of the wait list process including online options. g) Implement administrative streamlining including biennial inspections and Project-Based voucher regulations. h) Develop reports to monitor and project voucher utilization. i) Develop a flexible LEP program to meet changing demographic needs of the community.</p> <p>Goal 3: Improve the quality of life of residents while maintaining efficient and effective operations of Housing Authority rental units.</p> <p>Objectives: a) Offer resident supportive services for all Authority-owned units on-site. b) Apply for HUD Social Service Coordinator funds. c) Evaluate revenue and costs to maintain efficiency and to provide funding for services and upgrades. d) Develop long-term capital improvement plan and/or refinance/rehabilitation plan for all properties. e) Develop a flexible LEP program to meet changing demographic needs of the community.</p> <p>Goal 4: Improve environmental impact.</p> <p>Objectives: a) Research environmentally friendly alternatives for products used by AHA and advocate for accessibility to public transit for low-income residents. b) Encourage recycling efforts by tenants and employees and provide cost-effective recycling options. c) Use sustainable products in building maintenance and construction and seek funding to assist with improved sustainability initiatives. d) Implement a Healthy Homes orientation for residents and landlords.</p> <p>Goal 5: Maintain and improve data integrity and collection.</p> <p>Objectives: a) Review information technology systems and security on those systems against current best practices. b) Research online and paperless solutions for required documents and processes. c) Automate processes to improve efficiency and accuracy.</p> <p>Goal 6: Expand Housing Choice throughout the City of Alameda.</p> <p>Objectives: a) Identify opportunities for preservation and/or acquisition/rehabilitation of affordable units. b) Form partnerships to maximize new affordable units. c) Explore feasibility of mixed income housing projects. d) Conduct a complete review of the Administrative Plan to meet our local housing market needs. e) Seek additional flexibility (for example through waivers and Moving To Work application) to meet local housing market needs.</p> <p>For description of goals met from previous 5-year plan, see 10.0.</p>
6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>Three changes to the Administrative Plan have been made since the last Annual Plan submission as follows:</p> <p>2014-1 Revise Chapter 3 to limit the addition of family members to assisted households and applications and to define when a remaining family member may become the head of household.</p> <p>2014-2 Revise Chapter 8 to allow for biennial inspections as a cost-saving measure.</p> <p>2014-3 Revise Chapter 6 to bring the plan into compliance with the new HUD regulations on the calculation of the Utility Allowance and to update the list of Federally Mandated Exclusions From Income.</p> <p>2014-4 Revise Chapters 3, 4,5, 10, and Glossary to revise Wait List Policies, to redefine Family Preference and Family, to allow for additional search times and portability under a limited rental market.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>The 5-Year Plan for the period starting July 1, 2015, and ending June 30, 2020 is available at the Housing Authority Office, 701 Atlantic Avenue, Alameda, CA 94501-2161.</p> <p>The Annual Plan for the current year and this proposed plan for the year starting July 1, 2015, and ending June 30, 2016, also is available at the Housing Authority Office at the address given above.</p>

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7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>The Housing Authority has no Public Housing. The Housing Authority has no plans for a Homeownership Program. Currently, there are 239 Project-Based units under HAP contract with the Housing Authority. The following is the number of units under HAP contract within each census tract: 3 (4272), 36 (4273), 43 (4276), 18 (4280), 15 (4281), 59 (4282), and 61 (4287). 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.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p>N/A – the Housing Authority has no Public Housing.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>N/A – the Housing Authority has no Public Housing</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>N/A – the Housing Authority has no Public Housing</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p>N/A – the Housing Authority has no Public Housing</p>

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Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

Household with Incomes <30% AMI	Cost Burden >30%		Cost Burden >50%	
Small Related Renter	735	5.0%	500	3.4%
Large Related Renter	155	1.0%	145	1.0%
Elderly Renter	375	2.5%	280	1.9%
Other Rental	805	5.5%	780	5.3%
Small Related Owner	125	0.9%	115	0.8%
Large Related Owner	50	0.3%	35	0.2%
Elderly Owner	360	2.5%	265	1.9%
Other Owner	70	0.5%	70	0.5%

Household with Incomes >30% and <50% AMI	Cost Burden >30%		Cost Burden >50%	
Small Related Renter	790	5.3%	450	3.0%
Large Related Renter	220	1.5%	115	0.8%
Elderly Renter	270	1.8%	180	1.2%
Other Rental	435	2.9%	260	1.8%
Small Related Owner	135	0.9%	85	0.6%
Large Related Owner	45	0.3%	45	0.3%
Elderly Owner	365	2.5%	210	1.5%
Other Owner	60	0.4%	60	0.4%

Household with incomes >50% and <80% AMI	Cost Burden >30%		Cost Burden >50%	
Small Related Renter	555	3.8%	40	0.3%
Large Related Renter	50	0.3%	0	0.0%
Elderly Renter	225	1.5%	50	0.3%
Other Rental	655	4.4%	85	0.6%
Small Related Owner	300	2.1%	235	1.6%
Large Related Owner	10	0.1%	0	0.0%
Elderly Owner	185	1.3%	85	0.6%
Other Owner	110	0.8%	100	0.7%

Source: CPD Maps Consolidated Plan and Continuum of Care Planning Tools 2007-11 ACS, 2007-11 CHAS

Housing Choice Voucher Waiting List Statistics

Extremely Low Families	76.5%
Elderly Families	7.2%
Disabled Families	21.1%

Housing Needs (Sources: City of Alameda General Plan Housing Element 2015-2023 Public Review Draft and Action Plan FY2014-15 City of Alameda, Alameda County HOME Consortium):
 Affordable Housing for renters decreasing cost burden
 Improvement of housing stock to reduce substandard housing
 Elderly Housing
 Shared Housing for single-parent households
 Accessible housing for persons with disabilities

9.0

Housing Needs, continued
Family Housing
Units for Small Families

Strategy for Addressing Housing Needs. Provide a brief 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. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

Open Housing Choice Voucher Waiting List.

9.1

Increase lease-up rates for Housing Choice Voucher program and expand choice of rental units by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.

Contract and outreach to community partners to provide improved services for tenants.

Maintain and improve physical condition of properties while exploring opportunities to develop affordable housing for low-income residents.

Improve outreach to limited English proficient applicants, participants, and tenants.

Explore and implement sustainability initiatives and improve efficiency to conserve resources.

Seek waivers and additional administrative flexibility to improve resources available to participants.

Additional Information. Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

The Housing Authority made significant progress in achieving the first goal in the 5-Year Plan submitted for the period of 2010-2015 to manage and maintain efficiently and effectively Housing Authority rental units to provide safe and affordable homes for low-income seniors and families. Extraordinary maintenance and capital improvement projects completed included: replacement of doors, kitchen counters and bath cabinets, exterior modernization and infrastructure improvement, asphalt replacement, play equipment replacement, replace nurse pull stations, rebuild garage enclosures, siding upgrade, and site improvements. Green initiatives identified and implemented included Bay Friendly Drought Tolerant Landscaping at the largest Housing Authority-owned property and installing a solar hot water heating system at a property designated for seniors. The Housing Authority completed the transition to a new rental agreement for all tenants and implemented a smoke-free policy at all housing complexes.

The progress towards the second goal to maximize use of Housing Choice Voucher allocation to provide housing assistance to as many low-income seniors and families as possible included implementation of the Family Unification Program; and maintaining High Performer status on the Section Eight Management Assessment Program (SEMAP) four out of the five years of the plan. The Housing Authority completed an analysis of lease-up obstacles and market conditions, but the instability of funding made overcoming the obstacle of a high-rent market difficult to overcome.

The third goal to develop, implement and maintain policies and procedures for effective, efficient operations of Housing Authority programs had mixed success. The Housing Authority completed a Draft Fiscal Sustainability Policy; developed and implemented a Development Policy; and developed and implemented green initiatives to improve the effective and efficient operation of properties and service delivery to customers. The Housing Authority is continuing to update and implement policies to enhance service delivery.

In the achievement of the fourth goal to promote, provide, and secure services for our customers, the Housing Authority implemented a Family Self Sufficiency Program and currently has 31 families participating in the program. Frequent workshops are provided to these participants. The Housing Authority decided not to complete an agreement for the Safe Schools Program; however an agreement was completed with the Alameda Unified School District to allow for an exchange of data to assist families. The Housing Authority issued a request for proposals to partner with non-profits to enhance the level and kinds of services available to clients, but with limited success. Two contracts were signed as a result of that proposal to provide services to the seniors and some counseling services to families. The Housing Authority has also continued to partner with the Boys and Girls Club to provide services free to the tenants and participants of programs operated by the Housing Authority. The Housing Authority used space in the common area at one complex to create a Reading Room for children residing in the Housing Authority owned properties. Volunteers staff the room and donations provided the books. Newsletters are published at least yearly to provide information to participants and landlords of the Housing Choice Voucher program. The Housing Authority assessed the need to submit an application for non-elderly, disabled families, and determined not to apply at that time.

The fifth goal to promote a Work Environment that follows the Housing Authority's Principles to Ensure Quality Customer Service has promoted the use of an electronic document imaging system. The Housing Authority is continuing to explore the enhanced use of technology in other areas. Management staff is working to comply with the performance review program to optimize the values and functions of the agency. Consultants have evaluated the organizational structure of the agency, including salaries and job descriptions. Consultants have also evaluated the workflow of the Housing Choice Voucher Program and the Maintenance Department. The Housing Authority did not meet the objective of creating a Succession Plan, but filled key positions in a timely manner.

The Housing Authority has met the goal and objectives to develop additional affordable housing in Alameda. The Housing Authority, in partnership with non-profit partners, is close to acquiring the former North Housing site for 90 units of affordable housing for the homeless. The Housing Authority designed a Development Plan and has completed the objectives of that plan, resulting in numerous affordable housing options already developed and soon to be developed. This includes increasing the Project-Based program from 110 units to 129 units providing low-income families with expanded housing choices in a very competitive housing market; creating 18 units of affordable housing for disabled individuals along with supportive services; and rehabilitating a former weekly motel into 65 units of workforce housing in the downtown area allowing for shorter commutes via public transportation. The Housing Authority also completed financing a loan that generated financial capital to provide the gap funds to develop over 100 affordable units.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

The definition is unchanged. It is:

The Housing Authority of the City of Alameda defines a "substantial deviation of significant amendment or modification" for both its Five-Year and Annual Plans as one that meets all the following qualifications:

- a. Is discretionary (rather than mandated by HUD or other government entity);
- b. Fundamentally changes the policies of the Housing Authority;
- c. Requires formal approval of the Board of Commissioners; and
- d. Would result in changes to a Streamlined Plan submission.

10.0

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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>The Annual Plan will be taken to the Board of Commissioners for consideration and adoption of Form HUD-50077.</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>Items b through e apply only to housing authorities receiving CFP grants; this Housing Authority does not have public housing and does not receive CFP grants.</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>The Resident Advisory Board comments will be incorporated into the final Annual Plan and submitted to HUD.</p> <p>(g) Challenged Elements</p> <p>Challenged elements will be submitted to HUD along with the final Annual Plan.</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> <p>Items h and i apply only to housing authorities receiving CFP grants; this Housing Authority does not have public housing and does not receive CFP grants.</p>
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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 5-Year and Annual PHA Plans. 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 and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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.

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing, and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or 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.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

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9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and 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.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (YAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

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portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:
<http://www.hud.gov/offices/pilb/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

9.1 Strategy for Addressing Housing Needs. 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. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: Standard and Troubled PHAs complete annually).

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.1.*
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.2.*

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5-Year Plan
Fiscal Years 2015-2020

Annual PHA Plan
Fiscal Year 2015-2016

Attachment A

Violence Against Women Act (VAWA) Provisions

1. Activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking.

The Housing Authority (AHA) has notified Section 8 Housing Choice Voucher program participants and notifies all applicants and property managers of victims rights under VAWA, including:

- The AHA's confidentiality requirements
- Participants' rights of confidentiality and the limits thereof
- Protections and rights under VAWA
- Property owners and managers responsibilities and limits on terminating tenancy

The AHA trained its staff on the provisions of VAWA. Management reminded staff about the resources available to victims of domestic violence and made sure they had this information readily available to provide when needed.

2. Activities, services, or programs provided or offered by a PHA that helps child or adult victims of domestic violence, dating violence, sexual assault, or stalking to obtain or maintain housing.

The Housing Authority of the City of Alameda operates a Section 8 Program which prohibits denying housing assistance to victims of domestic violence, dating violence and stalking. The Housing Authority's Policy is as follows:

- The AHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under the AHA's policies. If the AHA makes a determination to deny admission to an applicant family, the AHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking.

- Criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control shall not be a cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that domestic violence, dating violence, or stalking.
- The AHA has the authority to terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant.
- The AHA's authority is not limited in terminating the assistance of any participant if the AHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant is not evicted or terminated from assistance.
- If the AHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the participant's tenancy is not terminated, the AHA will bypass the standard process and proceed with the immediate termination of the family's assistance.
- When the actions of a participant or other family member result in a PHA decision to terminate the family's assistance and another family member claims that the actions involve criminal acts of physical violence against family members or others, the AHA will request that the victim submit certification and supporting documentation in accordance with the stated time frame. If the certification and supporting documentation are submitted within the required time frame, or any approved extension period, the AHA will terminate the perpetrator's assistance.
- All information provided to the AHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared data base nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

For additional information about the administration of this policy, please refer to the Housing Authority's Administrative Plan.

3. Activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

See above.

5-Year Plan
Fiscal Years 2015-2020

Annual PHA Plan
Fiscal Year 2015-2016

Attachment B

Resident Advisory Committee Meeting was held December 3, 2014, at 6:00 p.m. at Independence Plaza, Ruth Rambeau Memorial Community Room, 703 Atlantic Avenue, Alameda, California.

Roll Call:

Present: Four Members were present.

Absent: Two Members were absent.

Staff present: Vanessa Cooper, Executive Director; Marilyn Lovelace-Grant, Director of Operations; Leslie Gleason, Director of Housing Programs; and Tonya Schuler, Management Analyst

Resident Advisory Committee Comments:

One member asked why the portion of rent for participants was being raised from 30% to 40%. Staff explained that there have been no programmatic changes that have affected the 30% number. It was explained that the portion of rent is based on income and the Housing Authority's (AHA) Payment Standard. It was explained that last year the AHA was conservative on setting its Payment Standard due to budget concerns, and that as soon as it was clear that the budget had sufficient funds, the Payment Standard was raised. If the gross rent (rent to owner plus an allowance for tenant-supplied utilities) is less than the Payment Standard, participants pay 30% of their income to rent. Landlords have recognized that rents are going up, so landlords are asking for rent increases for participants. If the increase is reasonable, then the AHA must approve the request. If the rent increase is greater than the Payment Standard, the increase comes out of the participant's pocket, so participants will be paying more than 30% of their income. The AHA cannot change that, but staff try to combat the increase by notifying the landlord that the increase will be from the participant, and verifying that the landlord still wishes the increase.

One member asked what the language addressing family additions was saying about adult children returning to the household. Staff explained that as a rule, adult children are not allowed to return to the household and there are additional restrictions on students. This language was a significant amendment to the Annual Plan and reviewed with the Resident Advisory Committee last year. Staff explained the student rule is in the regulations governing the Housing Choice Voucher program, and AHA must abide by the rules.

One committee member asked about conducting Housing Quality Standards (HQS) inspections every two years rather than annually. Staff explained that AHA have not implemented it yet, but have set the framework to implement HQS inspections every other year. Staff stated that AHA will most likely implement this within the next year.

One member asked what if only minors are in the household because the head of household dies. Staff explained that the AHA will allow the court determined custodian to be added to the household if eligibility requirements are met.

One member asked if a family can apply for a wait list if the family is already on another wait list. Staff explained that the family will be allowed to apply to the new list, and the family will stay on the old list until the family fails to respond, gets housed, or is determined ineligible. Staff explained that each list is treated independently from the other lists. Only when an applicant is determined ineligible for a categorical reason (such as being required to register under a lifetime sex offense) would the family be removed from all lists. A member inquired as to the method of notification of this removal. Staff responded that currently the family is notified by mail.

One committee member asked how to apply for a wait list. Staff responded that the information will be published in newspapers, put on the AHA's website, and included in the AHA phone message when a wait list opens. As lists close, staff updates the message on the phone system. Staff explained that we open and close waiting lists throughout the year. Staff explained that if a wait list is not open, no one can be added to the list and that some wait lists are for programs or units with additional restrictions.

One member asked to return to the discussion about students and whether financial aid is excluded. Staff explained the student rule a little more in-depth and explained that in some situations financial aid is excluded but it is not always excluded.

One committee member asked to return to the discussion about adding adult children. The member explained that as a younger adult the member had to return to parent's house after moving-out. The member asked what the adult children would do if parents were not allowed to add them back into the assisted household, and the member stated that it was bizarre that parents could not have their children live with them. The member felt that parents could not allow their children to be homeless and housing provided a means for adults to not be homeless when a lay-off occurs and to allow the adult to return to school. The member stated that participants should be told when given a voucher that adult children cannot return to the household.

The member further stated that during the briefing, the Family Self-Sufficiency (FSS) program was not explained. The member also stated that it was not made

clear that the AHA's portion of rent would increase if the participant's income was decreased. Staff explained that currently there is an FSS presentation during the briefing, but that for many years the AHA did not have an FSS program. Staff explained that HUD does not require limitations on adding family members, but that AHA decided to add the limitations due to families excessively moving people in and out of households, causing an administrative burden. Other public housing authorities in the area already restricted the additions of adults to households. Staff noted that it was changed 8 months ago, and the AHA has not had to deny many requests. When adults ask to leave the household, AHA staff notify the family of the limitation on adding adults to the household, so some families chose not to remove the family member. Staff explained that adding family members causes the AHA to pay higher subsidies due to the increase in payment standard; as the AHA is operating under limited resources, this may cause others to not be assisted. It was also explained by staff that most people who oppose Section 8 programs argue that the programs promote generations of a family to maintain the assistance.

One committee member expressed a concern that seniors do not have a lot of options, but it appears that families have more housing choices. Staff agreed that the area has been slow to develop. Staff shared with the committee that the night before the City Council approved 380 units of market rate housing and 31 units of affordable housing. The AHA's Board of Commissioners had already approved the plan to assist in the development of the affordable housing. Staff also stated that the AHA is planning to develop senior housing in the future as we are conscience of a need, but the AHA does designate 4 of its 13 complexes as senior housing.

One committee member asked what happens when an adult child in the household goes away to college. Staff stated that the adult is still determined as part of the household as long as the household does not notify the AHA to remove the family member. This means that the student's income is counted and the student must continue to meet program eligibility requirements.

Two committee members shared their personal success stories of receiving assistance while attending school to obtain college degrees and jobs to support their families. Both agreed that a way to transition off housing is necessary. A third committee member agreed that a homeownership option is important to encourage success on the program. Staff agreed that it is important to assist families in leaving the program, which is why the FSS program was re-instated. The AHA also offers opportunities through the Boys & Girls Club to its participants to encourage success. Staff stated the successful operation of the Homeownership program through the Housing Choice Voucher program is difficult in the City of Alameda due to the price of housing. One committee member stated that relocation out of the City was an option they were investigating to allow for homeownership, and a second committee member agreed that this seemed to be the only option for homeownership due to the high

demand for housing. Staff stated that the AHA was offering different programs for homeownership not through the Housing Choice Voucher program. More information can be found on AHA's website at www.alamedahsg.org under the Housing and Community Development section. Staff explained that in the City of Alameda 20% of new housing must be affordable to very low, low, and moderate income families. At Alameda Point, this number was set at 25%. The City is doing more to promote affordable housing than it is required to by law.

One committee member asked about the rehabilitation at an AHA property. Staff explained that the AHA is trying to improve the quality of its housing, make community areas, and achieve a safer community.

Alameda Journal

1516 Oak Street
Alameda, CA 94501
510-262-2740

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

PROOF OF PUBLICATION

FILE NO. 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.

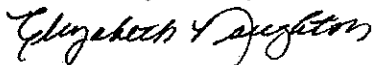
I declare that the Alameda Journal, is a newspaper of general circulation as defined by the laws of the State of California, as determined by the order of the Superior Court of the County of Alameda, dated August 25, 1992, in the action entitled "In the Matter of the Petition of the Alameda Journal to 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:

1/23/2015

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

Executed at Walnut Creek, California.
On this 23th day of January, 2015.



Signature

Legal No. 0005391498

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

PUBLIC NOTICE

The Housing Authority of the City of Alameda is accepting written comments on its proposed 5-Year and Annual Plan for the fiscal year and 5-year period starting July 1, 2015. The proposed plan is available for public review through Monday, March 2, 2015. It is available at the following Alameda locations: Housing Authority Office, 701 Atlantic Avenue; Alameda City Hall, City Clerk's Office, 2263 Santa Clara Avenue; Alameda Free Library, Main Branch, 1550 Oak Street; Alameda Free Library, West End Branch, 788 Santa Clara Avenue; or on the web at www.alamedahsg.org. Supporting documents may be viewed at the Housing Authority Office. Written comments on the Annual Plan will be accepted through Monday, March 2, 2015. Send comments to Director of Housing Programs, Leslie Gleason, 701 Atlantic Avenue, Alameda, CA 94501-2161.

A public hearing for the Board of Commissioners of the Housing Authority to hear comments from the public is anticipated to occur on Wednesday, March 18, 2015, at 7:00 p.m. at 703 Atlantic Avenue, Alameda, CA. The date could change; therefore, a separate public notice will be issued for the date and time of the meeting when they are established.



DRAFT

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 5-Year and Annual Plan for the fiscal year and 5-year period starting July 1, 2015. The public hearing to receive oral comments from the public will occur on March 25, 2015, at 7:00 p.m. at 703 Atlantic Ave., Alameda, CA. The proposed Plan has been available for public review on the AHA's website at www.alamedahsg.org, and four other locations including the Housing Authority office at 701 Atlantic Avenue, Alameda.





Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - Tel: (510) 747-4300 - Fax: (510)522-7848 - TDD: (510) 522-8467

To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Date: March 25, 2015

Re: Adopt 5-Year and Annual Plan for Fiscal Years 2015-2020

BACKGROUND

The U. S. Department of Housing and Urban Development (HUD) requires the Housing Authority to submit an Annual Plan 75 days prior to the beginning of the Authority's fiscal year, which begins July 1, 2015, and a 5-Year Plan once every 5-years. HUD provides a template that must be used for the 5-Year and Annual Plan and has issued specific regulations on the process that housing authorities must follow to adopt a Plan.

The process for development of the 5-Year and Annual Plan includes the formation of a Resident Advisory Committee (RAC). The RAC is responsible for reviewing and commenting on the Annual Plan. The process also involves a 45-day public comment period, a public hearing, and finally, adoption of the 5-Year and Annual Plan by the Board of Commissioners.

DISCUSSION

The RAC, representing the interests of Section 8 participants, was formed and met on December 3, 2014 to review the proposed 5-Year and Annual Plan beginning with the next fiscal year. Attendance and participation was very good. No changes resulted from the RAC meeting to the proposed Annual Plan.

The 5-Year and Annual Plan was made available to the general public for comment for a period of 45 days. The public comment period ended March 2, 2015. The Housing Authority also allowed for lengthy 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 this meeting to accept additional oral comments. This report assumes no oral comments were received that would result in changes to the proposed 5-Year and Annual Plan beginning with the next fiscal year. If the comments received result in changes to the proposed 5-Year and Annual Plan, the plan will be revised and presented to the board prior to the April submission deadline. The proposed Plan is attached to the staff report for the public hearing.



HUD requires that a resolution be adopted to certify compliance of the 5-Year and Annual Plans with federal regulations. A copy of the resolution, form HUD-50077, is attached.

RECOMMENDATION

Staff recommends the Board of Commissioners adopt the 5-Year and Annual Plan beginning with the next fiscal year and authorize the Chair to certify, by resolution, that the Board of Commissioners has approved submission of the Agency Plan to the U. S. Department of Housing and Urban Development.

Respectfully submitted,



Vanessa M. Cooper
Executive Director

VMC:tms

Attachment:

1. PHA Certification of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the *Streamlined Annual PHA Plan* (HUD-50077)
2. Civil Rights Certification (HUD 50077-CR)

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

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 07/01/2015, 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 certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (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.
5. 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.
6. 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.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address 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 maintain records reflecting these analyses and actions.
8. For PHA Plan 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 2006-24);
 - 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 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 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).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. 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.
11. 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.

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12. 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.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. 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.
15. 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.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. 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.
18. 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).
19. 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.
20. 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.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the City of Alameda

CA062

PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2015 - 2020

Annual PHA Plan for Fiscal Years 2015 - 2016

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 Arthur Kurrasch	Title Chair, Board of Commissioners
Signature	Date March 25, 2015

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

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 if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan 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.

Housing Authority of the City of Alameda

CA062

PHA Name

PHA Number/HA Code

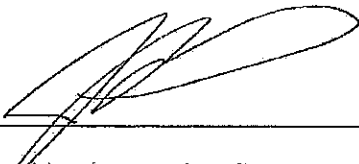
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official <p style="text-align: center;">Arthur Kurrasch</p>	Title <p style="text-align: center;">Chair, Board of Commissioners</p>
Signature	Date 03/25/2015

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

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

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

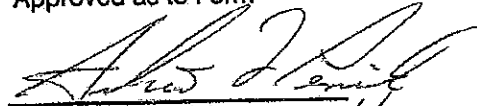
I, John A. Russo the City Manager certify that the Five Year and
Annual PHA Plan of the Housing Authority of the City of Alameda is consistent with the Consolidated Plan of
City of Alameda prepared pursuant to 24 CFR Part 91.



12/2/14

Signed / Dated by Appropriate State or Local Official

Approved as to Form



Andrico Q. Penick
Assistant City Attorney

12/1/14



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - Tel: (510) 747-4300 - Fax: (510)522-7848 - TDD: (510) 522-8467

To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa Cooper
Executive Director

Date: March 25, 2015

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

BACKGROUND

Staff is currently working on several projects and program improvements that include significant amounts of research and analysis. These projects include:

- An update to the Housing Authority Procurement Policies (revised federal policies were published in December 2014)
- Analysis and evaluation of the State of California's newly created affordable housing funding programs (Sustainable Communities and Veteran's Housing and Homelessness Prevention)
- Evaluation of grant funds that may be available through the Environmental Protection Agency for brownfield assessment and clean-up
- Evaluation of grant programs (such as weatherization) that may be available to increase efficiency and reduce operating costs
- Comprehensive Capital Needs Assessment of existing AHA properties
- Assessments of energy systems and resource efficiency at AHA properties and opportunities for 'green' improvements

Each of these activities requires a large amount of up front research and/or data collection. Staff can use the results of the research to make decisions related to project planning, budgeting (time and resources) and to determine the need to engage outside professional consultants.

DISCUSSION

It is proposed to create two separate internship positions, The program for two college interns would allow the students to work for 8 – 10 weeks between June and August 2015. Staff will advertise the internship opportunities at Bay Area colleges including the University of California at Berkeley, Stanford University, CSU East Bay and San Jose State and San Francisco State Universities.



The interns will work on special research projects and provide support to the Facilities, Community Development and Administrative Departments.

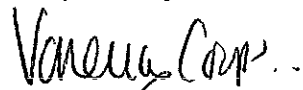
FINANCIAL IMPACT

In the current fiscal year, funds have been approved and budgeted for full time project management staff in the Facilities and Housing and Community Development Departments. Because these positions are being filled later than expected, unexpended funds remain available. These previously budgeted funds can be reallocated to pay for the costs of the intern program. The estimated total cost for two interns for 10 weeks each is less than \$15,000.

RECOMMENDATION

Approve the creation of up to two short-term internship positions to provide temporary research and analysis support to Housing Authority work projects.

Respectfully submitted,



Vanessa M. Cooper
Executive Director

VC/VJ





Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - TEL: (510) 747-4300 - FAX: (510) 522-7848 - TDD: (510) 522-8467

To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Date: March 25, 2015

Re: Update on Housing Choice Voucher Waitlist Opening

BACKGROUND

The Section 8 Housing Choice Voucher Program (HCV) is funded by HUD and is the largest single program of the Alameda Housing Authority (the Authority). The current Section 8 Housing Choice Voucher (HCV) list was last opened in 2003. Weekly planning sessions culminated in the Authority opening the online application process from Thursday, January 29, 2015 through Tuesday, February 3, 2015 to accept on-line applications. 36,721 applications were received, 750 were randomly selected for placement on the HCV Wait List, and another 750 names will be held in the event that the 750 applications are exhausted in fewer than three years. This report provides updates and statistical information for the review of the Board.

DISCUSSION

Following closure of the online application process on February 2015, website and telephone information was updated to provide information on how applicants could check their status online or through an external telephone number within three weeks of the closure. The HAPPY company uploaded the information within this timeframe, allowing applicants to check their status independently while awaiting written notification from the Authority.

The 35,221 applicants who will not be placed on the wait list at this time or held as "back up" applications will receive a written notice prepared and sent by an external mailing service in early March. Notices that are returned as undeliverable will be logged by the mail house and this information will be retained by the Authority if needed in the future. This notice will also be provided on the AHA website in English, Chinese, Spanish, Tagalog, and Vietnamese to ensure clear information in the predominant community languages. Shortly after this large mailing, the Authority will mail personalized notices to the 750 applicants whose names will be held for possible contact within three years to let them know about their conditional status and the

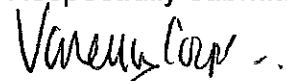
importance of providing written notice of any address/contact information changes in the next three years. If the initial group of 750 applicants is exhausted before February 1, 2018, the Authority would pull additional applicants from the secondary list in groups of 25 at a time and place them on the HCVP wait list, ordered by preferences claimed and the lottery order. After February 1, 2018, the Authority reserves the right to reject any remaining applicants from the second group of 750 and re-open the wait list.

The 750 randomly selected applicants will be entered into the Authority's Yardi software system, based on preferences claimed and their lottery order. Staff expects to begin contacting the first applicants in March to complete the eligibility process and verify any preferences claimed. Applicants who appear to be over the income limits for the Housing Choice Voucher Program (50% of AMI as established by HUD) must be denied placement on the wait list but will have the opportunity to dispute or correct their reported income.

The information provided by the HAPPY company has allowed our Management Analyst to derive the following statistics regarding the entire applicant pool and the applicants who will be placed on the HCVP wait list at this time:

	Top 750	%	Entire Listing	%
Alameda	33	4.4%	1667	4.6%
California	734	97.9%	35586	98.1%
Elderly HOH	54	7.2%	2397	6.6%
HH with Children	375	50.0%	16930	46.7%
Single Person HH	312	41.6%	16153	44.5%
Elderly, Single Person HH	33	4.4%	1568	4.3%
Disabled	158	21.1%	7954	21.9%
Veteran Preference	14	1.9%	776	2.1%
Hispanic	84	11.2%	5152	14.2%
No Answer to Ethnicity	107	14.3%	4879	13.5%
Single Race	663	88.4%	31644	87.2%
Multiple Races	40	5.3%	1637	4.5%
No Answer to Race	47	6.3%	2990	8.2%
Over-Income	46	6.1%	2083	5.7%

Respectfully submitted,


Vanessa M. Cooper
Executive Director

VMC/slg



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - Tel: (510) 747-4300 - Fax: (510)522-7848 - TDD: (510) 522-8467

To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Date: March 25, 2015

Re: Approve an Amendment to Contract with Techordia, LLC, Establishing a Limit of No More than Eighty Thousand Dollars (\$80,000) and Extending the End Date to June 14, 2017, and Authorize the Executive Director to Execute Amendment

BACKGROUND

Prior to the Housing Authority achieving its autonomy, the City of Alameda provided Information Technology (IT) services. Though some day-to-day functions were and are managed by Housing Authority staff, managing the computer server and telecommunications systems take a higher level of expertise. The Housing Authority entered into a contract with Techordia to assist in the transition process and take over many of the tasks that had been performed by City IT staff. Techordia was selected in 2012 following a Request for Proposals (RFP) process.

On June 15, 2012, a consultant agreement between the Housing Authority and Techordia was executed with an initial term of one year and the ability to extend it for a further two years. The agreement provided a contract dollar limit for the first year of \$15,000 with a provision that *"If the AHA opts to extend the contract term, hourly charges as outlined in 'Exhibit B' will not exceed five percent (5%) per year."* Hourly charges the first year were \$60 per hour for all services except for server maintenance which was set at \$100 per hour. With 5 percent increases after the first year, the total for a three year contract would be \$47,288.

The original contract projected the number of hours to be worked based on the amount of time City IT staff had worked at the Housing Authority. The contract covers IT services and incidentals. Incidentals include such things as a power or printer cable, mouse, etc., any item that would enable a user to be operational as soon as possible. Usually, such incidental items are purchased under the Housing Authority's office supplies contract.

Other than incidentals provided by Techordia for operational expediency, IT equipment is procured separately. Techordia was not prevented from submitting a bid to provide



equipment but, if Techordia was the lowest bidder, the purchase was made separately within the Sundry budget line item (office supplies) or the Capital Improvements Schedule.

Techordia also has assisted with procurement of equipment in other ways. Over the past two years, there has been turnover in the Director of Operations position, responsible for procuring IT equipment and software. Techordia has filled the void by assisting with the procurement process by obtaining quotes on behalf of the Housing Authority. Techordia obtained a minimum of three bids for equipment purchases, in compliance with the Housing Authority's Procurement Policy and Procedures, and obtained Housing Authority approval to accept the lowest bid. Techordia made the purchases and the Housing Authority reimbursed Techordia for these purchases. These purchases were made separately and were not included as part of the contract for services.

DISCUSSION

Staff is requesting an amendment to the contract with Techordia increasing the term to five years and the contract amount to a not to exceed total of \$80,000. The term would extend to June 14, 2017. The proposed contract total is slightly less than if the first year amount (\$15,000) was increased by 5 percent annually over five years (\$82,844), but should be adequate to meet the Housing Authority's needs. The projection is based on actual expenditures to date (\$37,000), the rising trend in expenditures over the last three years, and anticipated projects. These projects include migration to a different email system, moving files from individual desktops to the server for automatic backup, and expanding services for customers under the Housing Authority's cloud-based housing software. These changes will require IT expertise that Techordia can provide.

Techordia will continue to assist the Housing Authority in procuring IT-related equipment. Time that Techordia staff spends writing specifications or obtaining quotes would be billable under the services contract; however, the Housing Authority will issue a purchase order directly to the lowest bidder rather than Techordia. The Housing Authority will continue to ensure that Techordia follows the Housing Authority's Procurement Policy and Procedures and that appropriate documentation exists in Housing Authority files.

The original contract allowed for 5 percent fee increases for each additional year. Techordia has not requested fee increases but, with the proposed extension, fee increases are requested. If the 5 percent increases had taken place in each year, the hourly rate for server maintenance would be \$110 this fiscal year. The fee for all other services would be \$66, up from \$60 per hour. It is recommended that this increase go into effect on March 26, 2015, the date of the proposed contract amendment. In years four and five, the increases would be:

Effective June 15, 2015	\$115	Server maintenance and support
through June 14, 2016	\$70	All other maintenance and support



Effective June 15, 2016	\$121	Server maintenance and support
through June 14, 2017	\$73	All other maintenance and support

Because of staff turnover and the number of RFPs being issued at present, staff requests an extension of the Techordia contract based on the original competitive process. A five-year contract with a not-to-exceed amount of \$80,000 is requested.

FINANCIAL IMPACT

The Housing Authority budgeted \$80,800 for IT consulting services for fiscal years 2012-2013 through the current fiscal year, exceeding the requested contract total for five years. If this contract extension is approved, staff will be able to include an appropriate budget amount for the next two fiscal years.

RECOMMENDATION

Approve the amendment to the Techordia contract.

Respectfully submitted,



Vanessa M. Cooper
Executive Director

VMC:ekd

Attachments: Amendment to Agreement



AMENDMENT NO. 1 TO CONSULTANT AGREEMENT

This Amendment of a Consultant Agreement by and between the Housing Authority of the City of Alameda, a public body, corporate and politic (hereinafter "AHA") and TECHORDIA, a California Limited Liability Corporation, whose address is 1900 Loop Road, Alameda, CA 94502 (hereinafter "Consultant"), made with reference to the following:

RECITALS

A. On June 15, 2012, a Consultant Agreement was entered into by and between AHA and Consultant.

B. The effective date of this Amendment shall be March 26, 2015.

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

D. The Original Consultant Agreement had a term of one year with the AHA's option to renew the contract for an additional two years.

E. The Original Consultant Agreement limited Compensation to Consultant to a not to exceed amount of fifteen thousand dollars and zero cents (\$15,000.00) for the initial one-year term of the contract with five (5) percent increases for any additional years added.

F. The Original Consultant Agreement includes Exhibit "B" with five types of service to be provided with a \$100 fee per hour for server maintenance and a \$60 fee per hour for all other types of service; and Exhibit "B" reiterates that the contract total is \$15,000 per year with 5% increases annually if the AHA opts to renew the contract..

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

1. Paragraph 1 is revised to read:

TERM. The Consultant shall commence on the 15th day of June 2012 and shall terminate on the 14th day of June 2017, unless terminated earlier as set forth herein.

2. Paragraph 3 is revised to read:

COMPENSATION TO CONSULTANT. Consultant shall be compensated for services performed pursuant to this Agreement in the amount and manner set forth in Exhibit "B" which is attached hereto and incorporated herein by this reference. Payment, which will not exceed eighty thousand dollars and no cents (\$80,000.00), will be made by checks drawn on the treasury of the AHA.

Payment will be made by AHA in the following manner. On the first day of each month, Consultant shall submit a written estimate of the total amount of work done the previous month. Payment shall be made for 100 percent of the value of the work.

3. Exhibit "B" is revised to consolidate the hourly fees for services enumerated 1 through 4 to be \$60 per hour. Starting with the effective date of this Amendment, the hourly rate will rise to \$66 per hour. On June 15, 2015, the rate will rise to \$70 per hour; and, on June 15, 2016, the rate will rise to \$73 per hour.

The fee for Server Maintenance is \$100.00 per hour. Starting with the effective date of this Amendment, the hourly rate will rise to \$110 per hour. On June 15, 2015, the rate will rise to \$115; and, on June 15, 2016, the rate will rise to \$121 per hour. Terms and conditions for server replacement remain the same.

The total contract amount as stated in Exhibit "B" shall be \$80,000 for the entire five year term with no option to renew.

All other terms and conditions as stated in Exhibit "B" remain the same.

4. Except as expressly modified herein, all other terms and conditions set forth in the Agreement shall remain the same and shall be in full force and effect.

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

Techordia, LLC

Housing Authority of the City of Alameda

Wilson Lee
Owner

Vanessa M. Cooper
Executive Director



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2181 - Tel: (510) 747-4300 - Fax: (510)522-7848 - TDD: (510) 522-8467

To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Date: March 25, 2015

Re: Approve Out-of-State Travel for Staff to Attend Fundamentals of Low-
Income Housing Tax Credit Management

BACKGROUND

It has been Housing Authority practice that out-of-state travel be approved by the Board of Commissioners.

DISCUSSION

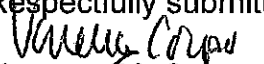
There is sufficient funds in the training budget for this out-of-state training. Nan McKay and Associates, Inc. is a nationally known provider of training for Housing Authorities. In Reno, Nevada, on June 24th to June 26th, Nan McKay and Associates, Inc. is offering a training Fundamentals of Low-Income Housing Tax Credit (LIHTC) Management. It is proposed that the Management Analyst, Tonya Schuler, attend this training. The costs for the Housing Authority will be only travel and seminar costs as the staff member will not require hotel or meals at this location.

FISCAL IMPACT

Seminar registration and travel costs will be \$1132.5. No change in the budget for travel and training is required.

RECOMMENDATION

Approve additional out-of-state travel for staff to attend Nan McKay training in Reno, Nevada.

Respectfully submitted,

Vanessa M. Cooper
Executive Director

VMC:tms

