



Housing Authority
of the
City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

AGENDA **SPECIAL MEETING OF THE BOARD OF COMMISSIONERS**

DATE & TIME **Thursday, February 9, 2023 - 6:30 PM**

LOCATION

Independence Plaza, 703 Atlantic Avenue, Alameda, CA

Pursuant to Assembly Bill No.361 (Chapter 165, Statutes of 2021) approved by the Governor on September 16, 2021) codified at Government Code Section 54953 a local legislative body is authorized to hold public meetings remotely via teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when, among other requirements, a legislative body of a local agency holds a meeting during a proclaimed state emergency, and makes the public meeting accessible “via a call-in option or an internet-based service option” to all members of the public seeking to access and attend the meeting, offer public comment, and address the legislative body.

PUBLIC PARTICIPATION Public access to this meeting is available as follows:

Join Zoom Meeting:

<https://us06web.zoom.us/j/83939527392?pwd=QlFkTm04OUlkRU5JVIZOcURuUldBdz09>

Meeting ID: 839 3952 7392

Passcode: 411773

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

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

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

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



PLEDGE OF ALLEGIANCE

1. ROLL CALL
2. COMMISSIONER RECUSALS
3. Public Comment (Non-Agenda)
4. Closed Session - 6:30 p.m. - Adjournment to Closed Session to Consider:
 - 4.A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR Pursuant to Government Code Section 54956.8.
Property Location: 1628 Webster Street, Alameda CA 94501
Assessor's Parcel Number 73-418-4-1
Agency Negotiators: Vanessa Cooper, Executive Director, and Sylvia Martinez, Director of Housing Development, Tony Weng, Senior Project Manager,
Negotiating Parties: Alameda Hospitality, LLC; Under Negotiation: Price and Terms of Payment.
5. Adjournment of Closed Session
6. RECONVENE REGULAR MEETING
7. Announcement of Action Taken in Closed Session, if any.
8. Public Comment (Non-Agenda)
9. CONSENT CALENDER
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.
 - 9.A. Approve Minutes of the Special Board of Commissioners Meeting held January 11, 2023. **Page 4**
 - 9.B. Accept the Quarterly Overview Report for Executive Department. **Page 9**
 - 9.C. Accept the Quarterly Overview Report For Administrative Services Department. **Page 13**
 - 9.D. Authorize the Executive Director to negotiate and approve an increase in the contract amount between the Housing Authority of the City of Alameda and I Sterling, Inc. in the amount of One Hundred and Eighty Thousand Dollars and Zero cents (\$180,000.00) for a total not to exceed amount of Four Hundred and Ten Thousand dollars and Zero cents (\$410,000.00) and extend the contract for an additional year through August 31, 2024. **Page 21**
 - 9.E. Accept the Quarterly Overview Report for the Housing Programs Department. **Page 24**
 - 9.F. Accept the Quarterly Overview Report for Property Operations. **Page 28**
 - 9.G. Accept the Quarterly Overview Report for Housing Development. **Page 32**
 - 9.H. Accept the Quarterly Development Report for Alameda Hotel (Webster Street) Conversion. **Page 35**
 - 9.I. Accept the Quarterly Development Report for North Housing PSH I. **Page 37**



- 9.J. Accept the Quarterly Development Report for North Housing PSH II. **Page 41**
- 9.K. Accept the Quarterly Development Report for North Housing Senior Apartments. **Page 45**
- 9.L. Accept the Monthly Development Report for Rosefield Village. **Page 49**
- 9.M. Accept the Quarterly Development Report for Tilden Commons. **Page 51**
- 9.N. Accept Monthly Report on Construction in Progress. **Page 53**
- 9.O. Authorize the Executive Director to Accept Due Diligence on 1628 Webster and Negotiate Funding Terms with State HCD. **Page 55**
- 9.P. Accept the Quarterly Financial Report through the Month of December 2022. **Page 59**
- 9.Q. Accept the Quarterly Investment Report for Period Ending December 31, 2022. **Page 78**
- 9.R. Accept Report on Housing Authority Records Disposition. **Page 89**
- 10. AGENDA
- 11. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
- 12. EXECUTIVE DIRECTOR'S COMMUNICATIONS
- 13. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
- 14. CONTINUATION OF CLOSED SESSION OF HOUSING AUTHORITY BOARD OF COMMISSIONERS – IF NEEDED
- 15. Announcement of Action Taken in Closed Session, if any.
- 16. ADJOURNMENT

* * * Note * * *

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



**DRAFT MINUTES
SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
WEDNESDAY, JANUARY 11, 2023**

PLEDGE OF ALLEGIANCE

1. ROLL CALL

Present: Chair Grob, Vice-Chair Tamaoki,
Commissioner Joseph-Brown, Commissioner Kaufman
and Commissioner Sidelnikov

Absent: Commissioner Hadid and Commissioner Husby

2. COMMISSIONER RECUSALS

None.

3. Public Comment (Non-Agenda)

None.

4. Closed Session - 6:00 p.m. - Adjournment to Closed Session to Consider:

Chair Grob called the meeting to order at 6:07 p.m. and announced that the Board would move to Closed Session.

4.A. Conference with Legal Counsel-Anticipated Litigation: Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9: One potential case

4.B. CONFERENCE WITH REAL PROPERTY NEGOTIATOR Pursuant to Government Code Section 54956.8.
Property Location: 1628 Webster Street, Alameda CA 94501
Assessor's Parcel Number 73-418-4-1
Agency Negotiators: Vanessa Cooper, Executive Director, and Sylvia Martinez, Director of Housing Development, Negotiating Parties: Alameda Hospitality, LLC; Under Negotiation: Price and Terms of Payment.



- 4.C. CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8.
Property Location: 89 Maitland Drive, Alameda, CA 94502
Assessor's Parcel Numbers: 74-1035-79-3
Agency Negotiation: Vanessa Cooper, Executive Director and Sylvia Martinez, Director of Housing Development
Negotiating Parties: Housing Authority of the City of Alameda and Transwestern Real Estate Services, Property Owner: Charles R Scott Trust.
Under Negotiation: Investment in Real Property, Price and Terms of Payment

5. Adjournment of Closed Session

Chair Grob adjourned Closed Session at 6:43 p.m.

6. RECONVENE REGULAR MEETING - 7:00 p.m.

Chair Grob reconvened the Regular Meeting at 7:00 p.m.

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

Chair Grob announced that during Closed Session the Board discussed items 4.A, 4.B, and 4.C.

8. Public Comment (Non-Agenda)

None.

9. CONSENT CALENDER

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.

- *9.A. Approve Minutes of the Special Board of Commissioners Meeting held December 15, 2022.
- *9.B. Accept the MTW Supplement Draft for Fiscal Year starting July 1, 2023.
- *9.C. Accept an Update on Property Management Transfer
- *9.D. Approve revised Payment Standards for the Housing Choice Voucher program, and for Project-Based Vouchers effective February 2, 2023.
- *9.E. Accept the Monthly Development Report for Rosefield Village.
- *9.F. Accept Monthly Report on Construction in Progress.
- *9.G. Accept the Annual Review of the Investment Policy.

Items accepted or adopted are indicated by an asterisk.



Commissioner Sidelnikov moved to accept the Consent Calendar items, and Vice Chair Tamaoki seconded the motion. A roll call vote was taken, and the motion passed unanimously.

Yes 5 Chair Grob, Vice-Chair Tamaoki, Commissioner Joseph-Brown, Commissioner Kaufman, and Commissioner Sidelnikov

Absent 2 Commissioner Hadid and Commissioner Husby

10. AGENDA

- 10.A. Adopt the Resolution to Amend the Housing Authority's Revised Employee Policies and Procedures Handbook, Last Revised 1.11.2023, Effective 1.12.2023.

Janet Basta, Director of Human Resource and Operations stated that in response to the passages of AB1041, which provides leave rights to care for a "designated person" and impacts sick leave and the California Family Rights Acts leave, and AB1949, which provides for up to 5 days of bereavement leave for the death of a covered family member, both of which became effective January 1, 2023, minor changes were made to the Housing Authority of the City of Alameda (AHA) Employee Policies and Procedures Handbook. In addition, the handbook was also updated to include gender neutral, rather than gender specific, language. It is not expected that there will be significant fiscal impact as a result of these changes. It is possible there may be additional leaves covered by these broader categories, and this may result in some additional benefits costs and, potentially, some additional costs associated with hiring temps to cover staff leave. Staff is presenting these amendments to the Board for adoption effective January 12, 2023.

Commissioner Sidelnikov moved to adopt the Resolution to Amend the Housing Authority's Revised Employee Policies and Procedures Handbook, Last Revised 1.11.2023, Effective 1.12.2023, and Commissioner Joseph-brown seconded the motion. A roll call vote was taken, and the motion passed unanimously.

Yes 5 Chair Grob, Vice-Chair Tamaoki, Commissioner Joseph-Brown, Commissioner Kaufman, and Commissioner Sidelnikov

Absent 2 Commissioner Hadid and Commissioner Husby

- 10.B. Adopt Resolution of the Board of Commissioners of the Housing Authority of the City of Alameda Ratifying the Proclamation of a State of Emergency by the



Governor of the State of California on March 4, 2021, and Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill No. 361.

Chair Grob moved to adopt the Resolution of the Board of Commissioners of the Housing Authority of the City of Alameda Ratifying the Proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill No. 361, and Commissioner Kaufman seconded the motion. A roll call vote was taken, and the motion passed unanimously.

Yes 5 Chair Grob, Vice-Chair Tamaoki, Commissioner Joseph-Brown, Commissioner Kaufman, and Commissioner Sidelnikov

Absent 2 Commissioner Hadid and Commissioner Husby

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

None.

12. EXECUTIVE DIRECTOR'S COMMUNICATIONS

Vanessa Cooper, Executive Director reported that, despite the storm on the night prior, the transition to the new third-party property management company, FPI Management at the year end, went smoothly. As a result of the recent rain, there has been minor water intrusion at the Independence Plaza property. One tenant was relocated to a hotel due to a small roof leak and there was minor flooding in the Community Room. Both issues have been addressed.

Ms. Cooper stated that, after three years of not participating in in-person conferences due to COVID, staff and Board Members will be returning in-person conference attendance this year. This is beneficial for professional development and networking.

Ms. Cooper also stated that staff is planning to reschedule the February meeting to take place on either February 8th or February 9th and will send a request for availability. Ms. Cooper stated that Commissioner Husby notified her, via email, that he was unable to attend tonight's meeting..

13. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)



None.

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

N/A

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

N/A

16. ADJOURNMENT

Chair Grob adjourned the meeting at 7:10 p.m.

Vanessa M. Cooper
Secretary and Executive Director

Carly Grob, Chair
Board of Commissioners



To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: February 9, 2023

Re: Accept the Quarterly Overview Report for Executive Department.

BACKGROUND

This memo provides a high-level overview of agency activities in the prior three month period for the Executive Department, including Human Resources, housing policy, and MTW.

DISCUSSION

Human Resources and Operations

A summary of unfilled positions that are on the Schedule of Authorized positions is presented below. Positions are listed by department, and information about current and recent recruitment is included. Information is current through the end of January 2023.

Department	Position	Number of Vacant Positions	Recruitment Status	Other Updates
Executive	Deputy Executive Director	1 FTE	Position is posted, with interviews beginning in February	Utilizing a recruiter
Administration	Risk Manager	1 FTE	Reposted as Risk Manager, interviewing as applications received.	
	Management Analyst	0 FTE	Candidate selected and started in January	



	Management Analyst/Senior Management Analyst	2 FTE	Currently posting for Analyst with IT/technology focus; second position is on hold	Open due to turnover and promotion
	Program Assistant	0 FTE	Candidate selected and started in January	
Finance		0 FTE		Department is fully staffed
Housing Programs	Management Analyst	1 FTE	Re-posted as initial recruitment not successful	Open due to turnover
	Housing Programs Supervisor	1 FTE	Posted	
	Housing Specialist II	1 FTE	Posting is on hold; not being opened for recruitment at this time	
Property Operations		0 FTE		Department is fully staffed
Housing Development	Project Manager	1 FTE	Posted; some interviews conducted	Open due to turnover
	Housing Development Specialist	0 FTE	Posted as Associate Project Manager or Specialist	Filled with internal candidate
	Program Assistant	1 FTE	Will draw from past recruitment, repost if needed	Open due to promotion
Asset Management	Director of Asset Management	1 FTE	Finalizing job description and will post in upcoming month	Newly created position
	Asset Manager	1 FTE	Posted; may repost in upcoming month	Open due to turnover

Summary:

Total FTE's approved for FY 2023: 52

Number of vacancies: 11

Number of active recruitments: 8

The job market remains challenging and some turnover continues to occur as well, though this is at lower levels than in the prior reporting period. Two new hires were made in this reporting period plus an internal promotion occurred, but overall vacancies remain at the same level as prior. The hiring challenges are occurring primarily at the exempt supervisor and individual contributor level. Other public agencies and housing authorities are reporting similar challenges, including having employment offers rejected as has also occurred at AHA in recent recruitments. Staff will continue to monitor this, should additional offers be rejected, to try to determine contributing factors and what can be done to address this within the parameters AHA has to provide for this. It is noted that our ability to offer additional flexibility and remote work is limited due to the customer-facing needs of the agency and the need for management cover, which is spread thin at present as coverage is needed at the 701 office to allow for expanded flexibility in start times that is offered for employees. Management will continue to review operating needs to determine what options are feasible to implement.

The rainy weather took a toll on planned outdoor events and staff gatherings over the past several months. These will resume in late January with a late afternoon staff gathering, and larger group gatherings may be initiated when COVID rates decline. Mandatory annual Fair Housing training was done online in December. In late January, a full day training on Customer Service in the PublicSector was presented by CPS HR for all front-facing staff and their supervisors. This engaging training was held on-site to allow for more interaction and discussion.

On December 15, 2022, the Occupational Safety and Health Standards Board voted to adopt non-emergency COVID-19 prevention regulations. These regulations will take effect once they are approved by the Office of Administrative Law, expected in the month of January 2023, and will remain in effect for two years after the effective date. These regulations include some of the same requirements found in the COVID-19 Prevention Emergency Temporary Standards (ETS), as well as new provisions aimed at making it easier for employers to provide consistent protections to workers and allow for flexibility if changes are made to guidance in the future from the California Department of Public Health. AHA management is monitoring the status of the approval process and will update various procedures and policy documents once the new regulations are adopted.

ADA Transition Plan

The Housing Authority of the City of Alameda is working with Sally Swanson Architects to update its ADA Transition Plan and ensure its polices, procedure, practices, and facilities are accessible to persons with disabilities. The report is with Sally Swanson to

finalize the draft.

Moving to Work (MTW) Designation

The MTW Supplement to the Annual Plan for Fiscal Year 2023-2024 was submitted to HUD on December 22, 2022. While staff waits for a response from HUD, revisions to the Administrative Plan are being prepared along with development of training for staff to implement the activities.

The MTW Supplement to the Annual Plan for Fiscal Year 2023-2024 was posted on December 16, 2022 and public comments are being accepted through February 1, 2023. Public Hearings are scheduled for January 30 and January 31, 2023. The Resident Advisory Board will also meet to discuss. Once the public process is complete, the plan will be presented to the Board of Commissioners for discussion and approval.

FISCAL IMPACT

Report only, no financial impact.

CEQA

Not applicable to this item.

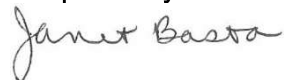
RECOMMENDATION

Accept the Monthly Overview Report for the Executive Department.

ATTACHMENTS

None

Respectfully submitted,



Janet Basta, Director of Human Resources and Operations



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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Gregory Kats, Director of Administrative Services

Date: February 9, 2023

Re: Accept the Quarterly Overview Report For Administrative Services Department.

BACKGROUND

The Administrative Services Department manages a number of areas within the Housing Authority of the City of Alameda (AHA); including procurement, information technology, reasonable accommodations, community relations and risk management. This report serves to provide the Board with a quarterly overview of notable developments within these areas of the agency.

DISCUSSION

Procurement

The following are the AHA's current procurement initiatives:

RFP and Contract Templates: Templates are under review, and staff will continue to evaluate the format and processing sequence for RFPs and contracts. Staff is also researching a variety of procurement tools to increase efficiencies and will keep the Board informed of any changes to procurement processes.

Diversity, Equity, and Inclusion (DEI) initiative: Proposals have been received for DEI consultant services and staff is currently in the process of checking references for the final candidates. Staff anticipate entering into an agreement in early 2023.

Internal Training: AHA Procurement Days will continue to be offered on a bi-annual basis to provide updates on best practices for current staff. Additional procurement training will be provided to new staff members on an as-needed basis.

AHA solicitations can be found here: <https://www.alamedahsg.org/contracting-with-aha/>

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



RFP/ITB DESCRIPTION	ORG	STATUS	ISSUE DATE
Architectural Services	AHA/ICD	RFQ closed; under review	September 21, 2022
Benefits Broker	AHA	RFP closed; contract executed	September 6, 2022
Diversity, Equity, and Inclusion (DEI)	AHA	RFP closed; under review	September 1, 2022
Property Management Services Review	AHA	RFP Closed, contract executed	August 18, 2022
Consultant: MTW	AHA	RFP closed; contract executed	July 11, 2022
Consultant: Conflict of Interest	AHA	RFP closed; contract executed	June 10, 2022
Copier Services for AHA Office	AHA	RFP closed, contract executed	May 4, 2022
Property Management File Audit	AHA	RFP closed, contract executed	April 20, 2022
HRIS System (including payroll)	AHA	RFP closed; contract pending	April 4, 2022
Consultant: PHA Housing	AHA	RFP closed; contract executed	April 1, 2022
Cost Allocation Method (CAP Alternative)	AHA	RFP closed; contract executed	December 3, 2021

Reasonable Accommodations

The table below provides a summary of monthly and year-to-date statistics on Reasonable Accommodation (RA) processing as of January 18, 2023.

	New submissions by month	Requests still in process	Completed RAs (letter sent)	Submissions YTD	Completed RAs YTD
January	29	0	29	29	29
February	10	0	10	39	39
March	15	0	15	54	54

April	45	0	45	99	99
May	41	0	41	140	140
June	21	0	21	161	161
July	31	0	31	181	181
August	27	0	27	208	208
September	21	0	21	229	229
October	18	0	18	247	247
November	17	0	17	264	264
December	16	0	16	280	280

The subsequent table displays the percentage of approved, denied, and closed requests that have been finalized by month. For example, during December 2022 there were sixteen RAs that had been finalized. Of those sixteen, six requests were approved, resulting in a 38%% approval rate.

	Approved	Denied	Closed
January	38%	41%	21%
February	50%	40%	10%
March	67%	20%	13%
April	56%	31%	13%
May	44%	22%	34%
June	48%	33%	19%
July	56%	33%	11%
August	45%	33%	22%
September	38%	33%	29%
October	22%	72%	6%
November	41%	47%	12%
December	38%	31%	31%

The following table provides a year-to-date total for each category of accommodation request received. The "other" category includes requests such as extensions of time for completing a recertification, reinstating a voucher, and/or providing approval for an assistance animal.

Categories	YTD
Extra Bedroom	59
Live-In Aides	38
Parking	9
Unit Modifications/requests	43
Voucher extension	42
Other - Misc.	89
TOTAL	280

Staff continues to accept requests via e-mail, fax, in person, by phone, and through the electronic form available on the AHA website; and to complete quality control reviews on reasonable accommodation request processes and outcomes.

Community Relations

During the fourth quarter, the weekly activities for children living at AHA properties, held at Esperanza Apartments, continued to be provided by AHA's nonprofit arts partner (Drawbridge) and the Alameda Recreation and Parks Department Mobile Recreation Program. The Alameda Food Bank continued to provide free water, fruit, and snacks for the youth events held at the Esperanza housing community.

The AHA obtained 21 used bicycles at no charge from Alameda Bicycle (a bike shop on Park Street) and Alameda Boys and Girls Club. At a bicycle event held in the parking lot of AHA's main office on November 19, 2022, AHA staff distributed the bicycles, which had been refurbished by Bay Area Bike Mobile, to 21 AHA-housed youth. Each of the kids also received a bicycle, helmet, and lock to go with their new bikes.

The Alameda Firefighters Toy Program and the Housing Authority of the City of Alameda (AHA) hosted a holiday gift card distribution event on Friday, Dec 16th, at AHA's Esperanza housing community, located at 1901 Third Street. Overall, 208 AHA households registered for the holiday program which resulted in 477 AHA-housed children (17 years of age and younger) receiving a \$35 Target gift-card from the Alameda Firefighters Toy Program. AHA would also like to specifically thank the group of volunteers that operate the Alameda Firefighters Toy Program, for their diligent and impactful work. AHA received some local press coverage in both the Alameda Sun and the Alameda Post regarding the Holiday Gift Card Toy Program.

In addition to the \$35 gift-card, each household also received a raffle ticket to select a toy contributed through a toy drive organized by staff from the College of Alameda. Staff would also like to thank the College of Alameda staff and leadership for their generous

donations.

LifeSteps continues to manage the entire food distribution process for AHA properties, which is held on alternating Tuesdays at Anne B. Diament and Independence Plaza. The food is sourced from the Alameda Food Bank and serves AHA households that are not capable of picking up food directly from the Alameda Food Bank food distribution location at 650 West Ranger Avenue.

Communications Summary

To increase community awareness of AHA business activities, AHA utilizes multiple communication channels, including:

1) **Press Releases:** During Q4, AHA distributed one press release to announce that AHA won two prestigious industry awards (from NAHRO and Nan McKay & Associates).

2) **AHA newsletters:** During Q4, Housing Choice Voucher program participants and AHA tenants were mailed (and emailed) the quarterly tenant newsletter. Also, newsletters for landlords and vendors were distributed in October and November respectively.

3) **Public Outreach:** AHA staff continues to expand awareness of AHA program offerings and activities by conducting public presentations for the Alameda City Council, City of Alameda Boards and Commissions (including the Rec & Parks Commission), the Board of the Alameda Unified School District, monthly meetings of AHA landlords, and quarterly meetings for local community and legal advocates. Internal outreach to AHA staff included a presentation during an all-staff meeting from Lighthouse for the Blind and Visually Impaired. The informative presentation provided insights on how front line staff can work with the blind and visually impaired.

Website Update

During Q4, both new websites (www.alamedahsg.org and www.islandcitydevelopment.org) continue to undergo content updates to reflect accurate and timely information. Select staff (that are authorized to perform website editing) underwent internal training on the WordPress (back-end) platform in order to learn how to update the system. Both websites continue to feature intuitive navigation and being optimized for mobile devices, AHA was pleased to receive positive feedback from Lighthouse Center for the Blind and Visually Impaired, related to the websites being easy to use for those with visual impairments.

Online Data Metrics

The information below tracks AHA's growing digital presence by capturing website analytics, social media metrics, and email activity:

Website Data (for www.alamedahsg.org):

Total unique visitors: 16,771
Total page views by unique visitors: 59,384
Average engagement per active unique visitor: 1 minute 26 seconds
Languages preferred by unique visitors: 16,494 English, 208 Chinese, 69 Spanish

Facebook Data:

Total Followers: 703
Post Reach (Number of people that saw any content on AHA Facebook page): 2,862

LinkedIn Data:

Total Followers: 499
Unique Visitors: 210
Impressions Delivered (Total page views by unique visitors in Q3): 529

Email Data:

Agency Emails Sent out by AHA in Q4: 10,378
Email List Contact Growth (from previous quarter): 702
Email Open Rate: 48%
Click Rate: 3%

Ombudsperson Data

The Housing Authority of the City of Alameda Ombudsperson is a solution-oriented community resource available to all AHA tenants, AHA program participants, AHA landlords, and other community organizations that represent AHA tenants or clients.

The Ombudsperson is a community liaison and provides an array of services, including:

- Resolving AHA tenant or Section 8 complaints.
- Identifying AHA staff members to answer your specific questions.
- Developing and expanding community partnerships.
- Serving as neutral AHA representative to help our clients find resolution.
- Ensuring that tenant or landlord concerns are fully addressed.

At the close of 2022, the Ombudsperson had received 226 inquiries since inception of the Ombudsman program. The Ombudsperson Program continues coordination with internal departments, primarily the Housing Programs Department and Property Management staff, to quickly identify solutions and resolve participants' issues. Moving forward, the Ombudsperson Program will continue to focus on quickness of response to inquiries and that each case receives appropriate follow-up and closure.

During Q4, the Ombudsperson Program increased outreach to AHA landlords to raise awareness about the landlord portal and its benefits to property owners. These communication efforts included:

- A presentation at AHA's annual Landlord Workshop.

- Sent a series of monthly outreach emails from the Ombudsperson Program to AHA landlords providing information regarding the program.
- Monthly social media posts promoting the Ombudsperson Program.
- Direct informational mailers regarding the Ombudsperson Program were mailed to AHA landlords.
- The Ombudsperson continues to host AHA’s monthly landlord portal training sessions.

Total Q4 Ombudsperson Contacts: 17

Contacts from the general public (Non-AHA Landlord/tenant matter): 5

Contacts related to AHA tenant (Potential Lease violation): 1

Contacts related to AHA tenant (Neighbor/Property Management Dispute): 6

Contacts related to AHA tenant (Reasonable Accommodation): 1

Contacts related to AHA tenant (Property Condition): 1

Contacts related to AHA tenant (Rental Payment): 0

Contacts related to AHA tenant (Lease Up): 3

IT Project Updates

IT Procedures: Staff is updating and expanding our standard operating procedures for AHA’s IT-related operations. .

Multi-Factor Authentication: MFA has been fully implemented for access to critical AHA systems, such as network access and Yardi. Other systems are also being assessed for MFA implementation.

LaserFiche: Staff have been coordinating with our LaserFiche vendor, ECS Imaging Inc., regarding upcoming upgrades to LaserFiche and refresher trainings for our staff.

IT support Tickets

IT Support Tickets	October	November	December	Quarter 4
Access Rights	22	17	33	72
Hardware	25	17	10	52
Software	66	48	42	156
On Boarding/Off Boarding	12	9	3	24
On Site Visits	6	6	9	21
Cyber security	2	2	4	8
Q4 Total	133	99	101	333

FISCAL IMPACT

The fiscal details involved in individual solicitations can be found here:
<https://www.alamedahsg.org/contracting-with-aha/>

Non-procurement costs are covered under the approved AHA budget.

CEQA

N/A

RECOMMENDATION

Accept the Quarterly Overview Report for the Administrative Services Department.

ATTACHMENTS

None

Respectfully submitted,

Greg Kats

Gregory Kats, Director of Administrative Services



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sean Prevette, Administrative Manager

Date: February 9, 2023

Re: Authorize the Executive Director to negotiate and approve an increase in the contract amount between the Housing Authority of the City of Alameda and I Sterling, Inc. in the amount of One Hundred and Eighty Thousand Dollars and Zero cents (\$180,000.00) for a total not to exceed amount of Four Hundred and Ten Thousand dollars and Zero cents (\$410,000.00) and extend the contract for an additional year through August 31, 2024.

BACKGROUND

I Sterling, Inc. provides Housing Quality Standard & Physical Conditions Protocol inspections and entered into the Original Agreement with the Housing Authority of the City of Alameda (AHA) on September 1, 2020. The proposed First Amendment is coming to the Board of Commissioners for approval as the total not to exceed amount will exceed the Executive Director’s \$250,000 approval threshold.

DISCUSSION

The term of the Original Agreement executed on September 1, 2020 was set for an initial term of three years, with a maximum of two one-year term extensions.

Services provided under this agreement include the completion of Housing Quality Standard inspections in accordance with HUD’s current requirements; which include initial, annual, emergency, tenant complaint, and follow-up inspections. Additionally, I Sterling, Inc. completes inspection scheduling for all assigned cases and daily inspection reports. These activities help ensure safe and quality housing for those that AHA serves. The ongoing need for inspection services requires the continued support of I Sterling, Inc.

A total of \$206,350 (rounded) has been expended to date, which is within the total amount of \$230,000 previously approved by the Executive Director. With the continued need for the services of I Sterling, Inc., staff is therefore requesting an increase in the total not to exceed amount by \$180,000.00, for a total not to exceed amount of \$410,000.00, as well as an extension to the term of the contract through August



31,2024.

FISCAL IMPACT

Funding for this contract has been approved and is budgeted for in the current fiscal year. Expenditures will continue to be reviewed prior to submission of the upcoming fiscal year's budget and prior to any further extensions of this contract.

CEQA

N/A

RECOMMENDATION

Authorize the Executive Director to negotiate and approve an increase in the contract amount between the Housing Authority of the City of Alameda and I Sterling, Inc. in the amount of One Hundred and Eighty Thousand dollars and Zero cents (\$180,000.00) for a total not to exceed amount of Four Hundred and Ten Thousand dollars and Zero cents (\$410,000.00) and extend the contract through August 31, 2024.

ATTACHMENTS

1. First Amendment to Agreement - I Sterling

Respectfully submitted,



Sean Prevette, Administrative Manager

FIRST AMENDMENT TO AGREEMENT

This Amendment of the Agreement, entered into this 9th day of February 2023, by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body corporate and politic (hereinafter referred to as "AHA") and I Sterling, Inc. (a California corporation) whose address is 1322 Del Mar Avenue, Vallejo, CA 94589 (hereinafter referred to as "CONTRACTOR") is made with reference to the following:

RECITALS:

A. On September 1, 2020, an agreement was entered into by and between AHA and Contractor (hereinafter "Agreement") with a term ending August 31, 2023, and a total not to exceed amount of two hundred and thirty thousand dollars (\$230,000.00).

AHA and Contractor desire to modify the Agreement on the terms and conditions set forth herein.

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

1. The contract period is extended until August 31, 2024.
2. The not to exceed amount for the entire Agreement shall be increased by one hundred and eighty thousand dollars (\$180,000) for a total not to exceed amount of four hundred and ten thousand dollars (\$410,000).

Except as expressly modified herein, all other terms and covenants 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 Agreement to be executed on the day and year first above written.

I Sterling, Inc.

Housing Authority of the City of Alameda

Tiffany Sanders
Owner

Vanessa M. Cooper
Executive Director



PHONE: (510) 747-4300
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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Lynette Jordan, Director of Housing Programs

Date: February 9, 2023

Re: Accept the Quarterly Overview Report for the Housing Programs Department.

BACKGROUND

This memo is a high-level overview of Housing Programs Department (HPD) activities for the months of October, November, December.

DISCUSSION

Funding Update

On January 5, 2023, the Housing Authority of the City of Alameda (AHA) received our annual award letter from HUD. The purpose of this letter is to inform public housing agencies (PHAs) administering the Housing Choice Voucher (HCV) Program of the status of HCV program funding, projections for calendar year (CY) 2023 renewal funding. The 2023 Act provides a \$2.9 billion (10.5 percent) increase in HCV program funding overall. This includes a \$2.3 billion (10.5 percent) increase for Contract Renewals, and a \$367 million (15 percent) increase in Administrative Fees. This is an historic increase intended to help PHAs adjust to recent inflationary pressures. Although final PHA-level funding amounts will not be available until the end-of-year reconciliation is completed in March 2023, PHAs should expect a funding increase of around 10 percent, on average.

HUD has evaluated the 2023 Act and estimates that it provides funding at approximately a 99% HAP proration and a 91% AF proration. At this level of HAP funding, PHAs can anticipate an offset and reallocation from HAP program reserves that will ensure an overall HAP proration of approximately 100%. This is record funding and AHA staff plan to utilize these funds through active leasing efforts by issuing 200 HCV vouchers in the first weeks of February 2023.

Online Recertification Update

AHA continues to utilize the Online Recertification portal launched on September 1, 2019, AHA has processed approximately 4K annual recertifications using the Yardi



Rentcafe Portal system, unless a Reasonable Accommodation was filed. This online system has allowed AHA participants to complete their annual recertifications online via cell phones, tablets, laptops, or home computers.

Earlier this year, AHA reinstated our in-person Rent Café Workshops to assist with the online recertification/ interim portal. AHA participants needing assistance or training on how to complete an annual or interim certification through the online portal can attend the workshop where staff can assist at the in-person workshop.

- Annual and Interim recertification processing
- Password and sign on issues
- Uploading documents
- Training on the Rent Cafe portal system
- The workshops are held every other Wednesday at 10 a.m. -11 a.m., at 703 Atlantic Avenue, Alameda, CA 94501 in the Ruth Rambeau Community Room.

Yardi Applicant Portal Voucher Issuance

In February 2023, AHA staff will use the applicant portal to select 200 applicants from the Section 8 HCV waitlist. The portal process will make leasing efforts easily accessible for applicants on the HCV waitlist and ensure all applicants are contacted by email address or mail. The staff goal is to place 200 vouchers on the housing market by the end of March 2023, in an effort to increase the utilization rates for 2023.

VASH and CARES Awards

AHA received two awards from HUD recently - one for its VASH (Veterans homeless vouchers) and one for the CARES Act review. In addition to the HUD awards,

Family Self-Sufficiency (FSS) Funding Award

The FSS program promotes the development of local strategies to coordinate public and private resources that help housing choice voucher program participants, obtain employment that will enable participating families to achieve economic independence and reduce dependence on welfare assistance and rental subsidies. HUD recently announced funding for FSS programs for 2023. AHA was awarded \$95K for the administration of our FSS program. Our goal is to focus on increasing the enrollment in this program to fifty participants in the first quarter of the year and 75 by year end.

FISCAL IMPACT

For report only, no fiscal impact.

CEQA

N/A

RECOMMENDATION

Accept the Quarterly Overview of the Housing Programs Department.

ATTACHMENTS

1. 9-C Attachment 1 HPD Performance_

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lynette Jordan".

Lynette Jordan, Director of Housing Programs

Attachment 1 - Housing Programs Department Perform Month of October, November, December 2022

Item	January	February	March	April	May	June	July	August	September	October	November	December	YTD
HAP spent for month	\$2,876,536	\$ 2,860,902	\$2,864,302	\$ 2,885,311	\$2,768,740	\$2,880,171	\$2,885,025	\$2,848,946	\$2,836,749	\$2,885,733	\$2,864,854	\$2,844,068	\$ 34,301,337
Vouchers under lease at start of month	1513	1524	1534	1537	1497	1536	1538	1591	1594	1593	1606	1606	n/a
Vouchers issued during the month	4	7	9	6	7	7	1	5	1	1	3	2	53
New units leased in private market	4	0	3	5	4	3	4	3	2	1	4	3	36
New units leased in affordable market	0	2	1	1	2	3	0	10	22	3	6	3	53
Seeking vouchers	36	43	61	69	83	72	80	78	72	64	66	68	792
Port outs leased	0	1	1	0	0	0	0	0	0	1	2	3	8
Port ins leased	5	7	6	1	3	2	0	3	2	0	0	3	34
Annals completed	98	120	135	172	139	148	146	147	140	129	145	136	1655
Interims completed	41	43	48	82	36	35	31	47	21	25	80	42	531
Rent Increases completed	15	22	20	35	16	25	20	22	10	18	45	38	286
Inspections conducted	168	125	177	126	134	219	78	143	98	30	13	12	1323
Inspections passed first time	37	25	37	56	51	105	39	51	59	14	2	5	481
Hearings requested	4	12	8	10	14	11	10	3	5	4	1	5	87
Hearings held	1	2	3	0	4	2	3	0	1	1	1	0	18
End of Participation *	7	3	5	9	5	3	0	3	3	1	1	0	40

* includes deaths, over income, voluntary surrender of voucher, etc.1



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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Stephanie Shipe, Director of Portfolio Management

Date: February 9, 2023

Re: Accept the Quarterly Overview Report for Property Operations.

BACKGROUND

This memo provides a high-level overview of the Property Operations Department's activities for the last quarter and provides a snapshot of data as of the end of the quarter.

DISCUSSION

The attached table (Attachment 1) summarizes property performance of all sites including Housing Authority of the City of Alameda (AHA) owned and managed, affiliate owned, and managed by The John Stewart Company (JSCo) until December 31, 2022.

For this quarter, AHA managed Independence Plaza and Anne B Diament. The remainder of the properties are managed third-party by JSCo with staff paying close attention to rent reports, ledger updates, and vacancy applicant information.

As of January 1, 2023, FPI Management (FPI) has taken over all properties previously managed by JSCo, on March 1, 2023, they will begin managing Independence Plaza and on or before July 1, 2023 they will begin to manage Anne B Diament. Staff continue to work closely with FPI to ensure a smooth transition.

VACANCY

The attached table (Attachment 1) reflects twenty-three (23) vacancies out of six hundred eighty-six (686) units for all properties including: AHA owned and managed; affiliate owned; and third party managed by JSCo, as of the end of December. Progress is taking place in filling the vacancies. Twelve (12) have move-ins scheduled, twenty-one (21) are turned and ready for occupancy, six (6) are to be filled by AHA and the remainder by FPI.

Lease up coordination between AHA Property Management, FPI, and AHA Housing Programs continues with a common goal to fill vacancies as expeditiously as possible. Vacancies that do not have a waitlist are posted on the AHA website and applications



are available through contacting the resident managers, as well as GoSection 8, the Section 8 online search engine, and on Craig's List.

RENT COLLECTIONS

The attached table (Attachment 1) provides the collection rate versus rent billed for all AHA owned and managed, affiliate owned, and managed by The John Stewart Company (JSCo). An explanation for properties with a collection rate below 98% or above 101% is provided below.

The collection rate for Independence Plaza is 91.5% and is primarily due to three units in legal and a few residents that had difficulty paying rent in December, China Clipper is 82.8%, Eagle Village is 91.8%, Esperanza is 93.7%, Little John Commons is 91.2%, Parrot Village & Gardens is 96.2%, Rosefield Village is 95.3% and Scattered Sites is 96.9%. These balances are primarily due to units pending legal, past due balances for residents affected due to COVID-19 and some are unknown due to no current legal repercussions for non-payment of rent. Evictions due to non-payment of rent are currently prohibited by the County eviction moratorium; however, staff is monitoring these balances closely with property management.

The total delinquency (unpaid rent) for the portfolio for current tenants is \$494,906 which is cumulative rent that has been passed due over the past two (2) plus years in the pandemic. The majority of this balance is likely to be lost rent and AHA will need to address this with each household individually. AHA is anticipating that the eviction moratorium will end at the beginning of 2023. All residents with a past due balance have been referred to LifeSTEPS for assistance. Property Management and LifeSTEPS continue to engage residents and encourage them to enter into a repayment agreement. There are still a significant number of residents that are not responsive to the notices and referrals. All tenants who owe over \$1000 have been referred to legal counsel for review of their cases.

RENT INCREASES

In October 2022, new payment standards were released and there is a slight increase which will allow increases to rents beginning 2023. Generally, rent increases to meet the new payment standard will not impact subsidized residents' rent portion as long as they are not over housed.

SOCIAL SERVICES

LifeSTEPS continues to conduct in-person meetings. LifeSTEPS has been providing aid to tenants and households and continues to link them to financial and social service agencies, as needed.

The Food Bank has returned to the farmer's market structure that was being conducted prior to the pandemic and LifeSTEPS has resumed running this program model.

MAINTENANCE

The attached table (Attachment 1) shows the Maintenance Requests completed for the

4th Quarter 2022. One maintenance employee retired leaving just two maintenance positions on staff.

FISCAL IMPACT

Report only, no financial impact.

CEQA

N/A

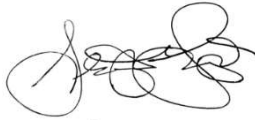
RECOMMENDATION

Accept the Quarterly Overview Report for Property Operations.

ATTACHMENTS

1. 1 - PM - Attachment 1 - Monthly Overview Report for Property Operations

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Stephanie Shipe', written in a cursive style.

Stephanie Shipe, Director of Portfolio Management

ATTACHMENT 1

December 2022

Property Name	Owned by	Managed by	Total units	Senior or Family	Manager units	Gross Potential Rent	Tenant Rent Collected	Subsidy collected	Total Rent Collected	% collected	Total Delinquency
* Anne B Diamant	AHHC	AHA	65	Senior	1	\$ 113,360	\$ 24,127	\$ 88,662	\$ 112,789	99.5%	\$ 16,823
* Independence Plaza	AAHC	AHA	186	Senior	1	\$ 225,306	\$ 113,574	\$ 92,594	\$ 206,168	91.5%	\$ 54,631
China Clipper	AHHC	JSCO	26	Family	1	\$ 45,575	\$ 7,013	\$ 30,737	\$ 37,750	82.8%	\$ 9,588
Eagle Village	AAHC	JSCO	36	Family	1	\$ 90,173	\$ 15,753	\$ 66,996	\$ 82,749	91.8%	\$ 23,514
Esperanza	AAHC	JSCO	120	Family	1	\$ 345,873	\$ 71,438	\$ 252,564	\$ 324,002	93.7%	\$ 121,353
Everett Commons	ICD	JSCO	20	Family	1	\$ 47,468	\$ 8,148	\$ 39,484	\$ 47,632	100.3%	\$ -
Littlejohn Commons	ICD	JSCO	31	Senior	1	\$ 58,283	\$ 7,826	\$ 45,341	\$ 53,167	91.2%	\$ 28,220
Parrot Village & Gardens	AAHC/AHA	JSCO	58	Family	1	\$ 158,301	\$ 32,877	\$ 119,443	\$ 152,320	96.2%	\$ 189,622
Rosefield Village	ICD	JSCO	92	Family	1	\$ 160,094	\$ 89,823	\$ 62,766	\$ 152,589	95.3%	\$ 45,676
Scattered Sites	AHA/AAHC	JSCO	52	Family	0	\$ 105,240	\$ 34,483	\$ 67,503	\$ 101,986	96.9%	\$ 5,479
TOTAL			686		9	\$ 1,349,673	\$ 405,062	\$ 866,090	\$ 1,271,152	94.2%	\$ 494,906

Quarter Ending December 2022

Property Name	Owned by	Vacant units at end of period	Vacancy rate %	Units offline for rehab	Vacancy rate excluding offline units	Move ins scheduled in next month	Anticipated move outs next month	Maintenance requests completed	Evictions pending with legal
* Anne B Diamant	AHHC	2	3.1%	0	3.1%	0	0	147	1
* Independence Plaza	AAHC	4	2.2%	0	2.2%	3	2	407	3
China Clipper	AHHC	1	4.0%	0	4.0%	0	0	21	0
Eagle Village	AAHC	2	5.7%	0	5.7%	1	0	133	0
Esperanza	AAHC	6	5.0%	0	5.0%	2	1	198	2
Everett Commons	ICD	1	5.3%	0	5.3%	0	0	45	0
Littlejohn Commons	ICD	0	0.0%	0	0.0%	0	0	40	0
Parrot Village & Gardens	AAHC/AHA	6	10.5%	0	10.5%	3	0	156	3
Rosefield Village	ICD	1	1.1%	1	0.0%	0	0	150	0
Scattered Sites	AHA/AAHC	0	0.0%	0	0.0%	3	0	52	0
TOTAL		23	3.4%	1	3.4%	12	3	1349	9



Housing Authority
of the
City of Alameda

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TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: February 9, 2023

Re: Accept the Quarterly Overview Report for Housing Development.

BACKGROUND

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

DISCUSSION

Island City Development

The Housing Authority (AHA) previously made two predevelopment loans to Island City Development (ICD) on behalf of two development projects: North Housing and Rosefield Village. In July 2021, the Alameda Affordable Housing Trust Fund awarded \$7,500,000 and a Letter of Intent for \$2,500,000 (contingent on an award from the Local Housing Trust Fund program of the State of California). Via the Housing Authority reserve policy, additional predevelopment loans are anticipated, but not yet utilized.

The loan balance and project details are discussed in the subsequent project specific Board reports.

Affordable Housing Project Pipeline

Staff has now implemented a quarterly pipeline newsletter system to communicate with interested parties. The most recent newsletter was released in late January.

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

North Housing PSH I, PSH II and Seniors – An update report on these projects is presented as a separate Board item.

Tilden Commons (2615 Eagle) - An update report on the project is presented as a separate Board item.

Alameda Hotel (Webster Street) Conversion - An update report on the project is presented as a separate Board item.

Feasibility Studies – Utilizing data from recent PNAs, appraisals, and accessibility



studies, staff is conducting financial feasibility analyses on three portfolio projects (Independence Plaza, China Clipper, and Esperanza) regarding needs and opportunities for renovation. Staff continues to explore avenues to utilize the AHA's Faircloth voucher allocation, including participating in a working group of housing authorities that are petitioning the State for recognition of this underutilized federal resource as leverage of state funding programs.

Acquisitions

1. Pulte purchases – One additional condominium was purchased in December 2022. The last purchase will occur in 2023. Previously purchased units have been leased to low income households, including Housing Choice Voucher holders.
2. 1825 Poggi Street – This loan closed in late 2022. Over 80 households have already been assisted by this affordability covenant.
3. Staff continues to evaluate potential real estate development and acquisition opportunities throughout Alameda as they become available. An offer was made in late 2022, which did not move forward due to lack of seller interest.

New Funding Opportunities

Staff applied for three projects in the State of California Super NOFA (Notice of Funding Availability) and is awaiting the award decisions. The affordable housing funding year cycle is heavily weighted to the first half of the year, so staff is readying projects for applications in 2023. In particular, staff is evaluating opportunities to submit matching fund applications to the Alameda Affordable Housing Trust Fund, anticipated in May 2023. Further items will come for Board review and approval March and April regarding these opportunities.

Construction in Progress

Staff is prioritizing three items in Construction in Progress (preparation for renovations on portfolio properties) as shared in its monthly report.

Staffing

The HD department has promoted Jocelyn Layte from her role as Program Assistant to Housing Development Specialist as of January 15, 2023. Staff is also currently recruiting for a Project Manager, and to backfill the Program Assistant role. The department hopes to sponsor a student intern this summer, per the new program approved by the Board.

FISCAL IMPACT

N/A

CEQA

N/A

RECOMMENDATION

Accept the Monthly Overview Report for Housing Development.

ATTACHMENTS

None

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sylvia Martinez', with a stylized flourish at the end.

Sylvia Martinez, Director of Housing Development



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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: February 9, 2023

Re: Accept the Quarterly Development Report for Alameda Hotel
(Webster Street) Conversion.

BACKGROUND

In June 2022, the Housing Authority of the City of Alameda (AHA) approved a purchase and sale agreement and went into escrow with the owner of the Hawthorn Suites, to convert the extended-stay hotel to residential use and an affordable development. The development will be 50 studio units, with private kitchens and baths. Two small retail spaces along Webster Street will be retained. The development will focus on half of the site, allowing the other half to be retained for future development. The purchase and sale agreement requires a firm commitment in first quarter of 2023 to proceed.

DISCUSSION

Staff's recommendation to authorize the Executive Director to accept due diligence on this purchase is detailed in an action item on this agenda.

Funding

On March 30, 2022, the State of California Department of Housing and Community Development (HCD) published the Super Notice of Funding Availability (Super NOFA) which includes multiple HCD funding programs. On July 12, 2022, staff submitted a Super NOFA Funding Application to the State HCD requesting funds from the Multifamily Housing Program (Non-Tax Credit Set-aside). These funds would require that 25% of the units (13) serve a supportive housing population.

Staff is working to develop a second option for financing this property, and has explored using other state funding programs as well as the Faircloth voucher program. The short timeline of the purchase and sale agreement is a barrier to many kinds of public financing which tend to need long lead times.

Design and Permit

As part of the application process, staff received confirmation that the development will not require CEQA review and is entitled for the planned use. Initial construction scope



and budget have been identified based on the recent Physical Needs Assessment and sustainability and accessibility requirements of the State of California funding programs.

Procurement

Staff is working on procurement for the architect as part of the RFQ for a rehab architect being done for other AHA projects.

Community Outreach

A press release was issued after escrow was opened, and the AHA website now references a newsletter regarding this development. Staff anticipates community outreach meetings will be held in early 2023 if the project moves forward.

FISCAL IMPACT

The Board previously authorized a loan of \$8,000,000 for costs associated with acquisition and development. To date, less than \$125,000 has been spent on studies and deposits.

CEQA

Not Applicable.

RECOMMENDATION

Accept the Quarterly Development Report for Alameda Hotel Conversion.

ATTACHMENTS

None

Respectfully submitted,



Sylvia Martinez, Director of Housing Development



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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tony Weng, Senior Project Manager

Date: February 9, 2023

Re: Accept the Quarterly Development Report for North Housing PSH I.

BACKGROUND

North Housing PSH I is one of the first three projects within North Housing Block A and Block A is the first phase of the larger 12-acre North Housing parcel redevelopment at the former Alameda Naval Air Station (NAS) at the site known as Coast Guard Housing. North Housing PSH I is expected to have 45 units of permanent supportive housing for formerly homeless individuals and households.

The Housing Authority of the City of Alameda (AHA) is leading the development under a homeless accommodation conveyance, alongside partners Alameda Point Collaborative (APC) and Building Futures. Island City Development (ICD) is the developer. On February 21, 2016, the Board authorized acceptance of the Quit Claim deed for conveyance of the property to the Housing Authority. On June 5, 2018, City Council approved the resolution to transfer the North Housing site to the Housing Authority. The North Housing parcel was successfully transferred to Housing Authority ownership on May 30, 2019. The Board approved the Agency's Vision for the North Housing site at its August 2019 meeting. On August 17, 2020, the Planning Board approved the Development Plan, and on September 15, 2020, the City Council approved the Tentative Map.

Please see previous monthly Board reports for project details before this month's update. Documentation of the master planning process may be found at www.northhousing.org.

DISCUSSION

Roll-In Shower Units

In July 2022, staff received directions to provide roll-in shower units that exceed the minimum building code requirements. Accordingly, there are five (5) roll-in shower units and seven (7) mobility-accessible units. Together, there are twelve (12) mobility-



accessible units, which exceeds the minimum building code requirements for mobility-accessible units at North Housing PSH I. The roll-in shower units have been incorporated in the documents that are now in plan check review with the City of Alameda.

Funding

On February 10, 2022, staff submitted a Community Development Block Grant (CDBG) and a HOME Investment Partnerships Program (HOME) funding application to the City of Alameda for North Housing PSH I. The project received its Conditional Commitment Letter from the City of Alameda dated June 22, 2022, for approximately \$1.26 million in combined local city loan funds.

On March 10, 2022, staff submitted an Affordable Housing Program (AHP) funding application to the Federal Home Loan Bank of San Francisco. Funding awards were announced in June 2022, and the project was awarded \$660,000 in AHP funds.

On June 1, 2022, staff responded to the Housing Authority of the City of Alameda's Request for Proposals for the Section 8 Project-Based Voucher Program. On June 30, 2022, AHA conditionally awarded twenty (20) Section 8 Project-Based Vouchers (PBV) for North Housing PSH I. The project was previously awarded twenty (20) Section 8 PBV in December 2021. Together, the North Housing PSH I project has a total of forty (40) Section 8 Project-Based Vouchers. The initial Housing Assistance Payment (HAP) Contract for the total of forty (40) PBVs over twenty (20) years is expected to be approximately \$10 million. Staff provided the quarterly report through December 31, 2022 to AHA and requested an extension for the project to enter into an Agreement To Enter Into A Housing Assistance Payment Contract (AHAP) from December 13, 2022 to December 13, 2023. Staff expect this extension would allow the project to secure the necessary financing from the California Tax Credit Allocation Committee in 2023.

On January 10, 2023, the City of Alameda announced their Notice of Funding Availability and Request for Proposal for FY 2023-2024 HOME and CDBG program funds. Applications are due February 8, 2023. Staff attended the funding application workshop on January 19, 2023.

In preparation for the upcoming Nine Percent (9%) Tax Credit Application due on April 25, 2023, to the California Tax Credit Allocation Committee (CTCAC), staff is working with the market study consultant on updating the market study report.

Permit

Staff and the project team continue to refine the construction drawings and are responding to first-round plan check comments received from the Building Department.

Procurement

Staff is working on three active procurements: an Owner's Representative, a Prevailing Wage Consultant, and a Debt and Equity Investor for the project. Staff expect to issue the Request for Proposals and/or Qualifications in the next two months.

FISCAL IMPACT

The Board previously authorized a predevelopment loan of \$6,238,000 for costs associated with master planning, carrying costs, demolition, and redevelopment work for the first phase of the North Housing project, which includes 90 units of permanent supportive housing. Funds are disbursed to ICD on an as-needed basis. Per the 2022 Reserve Policy, the Boards approved an additional \$1,262,000 in predevelopment funding. The current total available predevelopment loan balance is \$1,256,062. Please refer to the attached chart summarizing expenses through January 31, 2023 (Attachment 1).

The Board has made the following financial commitments to this development, per the 2021 Reserve policy and the creation of the Alameda Affordable Housing Trust Fund in 2021: \$7,500,000 commitment to the first two permanent supportive housing phases, totaling 90 units; forward commitment of Local Housing Trust Fund matching grant funds of \$2,500,000, once available; approved an option to ground lease the property, at a subsidized rate in 2021.

CEQA

Not Applicable.

RECOMMENDATION

Accept the Quarterly Development Report for North Housing PSH I.

ATTACHMENTS

1. North Housing Expenses Chart Through January 31, 2023

Respectfully submitted,



Tony Weng, Senior Project Manager

North Housing Predevelopment Expenses Chart Through January 31, 2023.

<u>North Housing</u>	<u>Total</u>
12 Acre Site Pre-Development (includes master planning and demolition)	\$4,156,896
First Phase Pre-Development (Block A, includes all three projects)	\$1,544,709
Carrying Costs (see details below)	\$542,333
Grand Total	\$6,243,938

<u>Carrying Costs-Details</u>	
<i>Predevelopment Category</i>	<u>Total</u>
Administrative Expenses (including postage & advertising)	\$1,092
Furniture and Equipment - Fencing	\$65,043
Insurance	\$4,292
On Site Improvements	\$352,829
Legal Expense	\$23,679
Permit & Fees	\$722
Prepaid - Other	\$30,267
Professional Services (Other)	\$34,624
Survey	\$29,785
Grand Total	\$542,333



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tony Weng, Senior Project Manager

Date: February 9, 2023

Re: Accept the Quarterly Development Report for North Housing PSH II.

BACKGROUND

North Housing PSH II is one of the first three projects within North Housing Block A and Block A is the first phase of the larger 12-acre North Housing parcel redevelopment at the former Alameda Naval Air Station (NAS) at the site known as Coast Guard Housing. North Housing PSH II is expected to have 46 units of permanent supportive housing for formerly homeless individuals and households.

The Housing Authority of the City of Alameda (AHA) is leading the development under a homeless accommodation conveyance, alongside partners Alameda Point Collaborative (APC) and Building Futures. Island City Development (ICD) is the developer. On February 21, 2016, the Board authorized acceptance of the Quit Claim deed for conveyance of the property to the Housing Authority. On June 5, 2018, City Council approved the resolution to transfer the North Housing site to the Housing Authority. The North Housing parcel was successfully transferred to Housing Authority ownership on May 30, 2019. The Board approved the Agency's Vision for the North Housing site at its August 2019 meeting. On August 17, 2020, the Planning Board approved the Development Plan, and on September 15, 2020, the City Council approved the Tentative Map.

Please see previous monthly Board reports for project details before this month's update. Documentation of the master planning process may be found at www.northhousing.org.

DISCUSSION

Roll-In Shower Units

In July 2022, staff received directions to provide roll-in shower units that exceed the minimum building code requirements. Accordingly, there are five (5) roll-in shower units and five (5) mobility-accessible units. Together, there are ten (10) mobility-accessible



units, which exceeds the minimum building code requirements for mobility-accessible units at North Housing PSH II. The roll-in shower units have been incorporated in the documents that are now in plan check review with the City of Alameda.

Funding

On January 10, 2023, the Federal Home Loan Bank of San Francisco announced that applications for the 2023 Affordable Housing Program (AHP) General Fund are now open. The funding application deadline is March 9, 2023. In preparation for the AHP funding application, staff is reviewing the revised program guidelines and have begun conversations with our Sponsor Bank to ensure capacity is available for the AHP funding application.

On March 30, 2022, the State of California Department of Housing and Community Development (HCD) published the Super Notice of Funding Availability (Super NOFA) which includes multiple HCD funding programs. On July 12, 2022, staff submitted a Super NOFA Funding Application to the State HCD requesting funds from the Multifamily Housing Program (MHP) and Infill Infrastructure Grant (IIG) Program. On January 18, 2023, HCD notified us that the project passed threshold, but will not be moving forward to feasibility for award considerations based on their ranking analysis.

On December 13, 2021, the Housing Authority of the City of Alameda (AHA) conditionally awarded forty (40) Section 8 Project-Based Vouchers (PBV) for North Housing PSH II. The initial Housing Assistance Payment (HAP) Contract for the total of forty (40) PBVs over twenty (20) years is expected to be approximately \$10 million. Staff provided the quarterly report through December 31, 2022 to AHA and requested an extension for the project to enter into an Agreement To Enter Into A Housing Assistance Payment Contract (AHAP) from December 13, 2022 to December 13, 2023.

Permit

Staff and the project team continue to refine the construction drawings and are responding to first-round plan check comments received from the Building Department.

Procurement

Staff is working on three active procurements: an Owner's Representative, a Prevailing Wage Consultant, and a Debt and Equity Investor for the project. Staff expects to issue Request for Proposals and/or Qualifications in the next two months.

FISCAL IMPACT

The Board previously authorized a predevelopment loan of \$6,238,000 for costs associated with master planning, carrying costs, demolition, and redevelopment work for the first phase of the North Housing project, which includes 90 units of permanent supportive housing. Funds are disbursed to ICD on an as-needed basis. Per the 2022 Reserve Policy, the Boards approved an additional \$1,262,000 in predevelopment funding. The current total available predevelopment loan balance is \$1,256,062. Please refer to the attached chart summarizing expenses through January 31, 2023 (Attachment 1).

The Board has made the following financial commitments to this development, per the 2021 Reserve policy and the creation of the Alameda Affordable Housing Trust Fund in 2021: \$7,500,000 commitment to the first two permanent supportive housing phases, totaling 90 units; forward commitment of Local Housing Trust Fund matching grant funds of \$2,500,000, once available; approved an option to ground lease the property, at a subsidized rate in 2021.

CEQA

Not applicable.

RECOMMENDATION

Accept the Quarterly Development Report for North Housing PSH II.

ATTACHMENTS

- 1. North Housing Expenses Chart Through January 31, 2023

Respectfully submitted,



Tony Weng, Senior Project Manager

North Housing Predevelopment Expenses Chart Through January 31, 2023.

<u>North Housing</u>	<u>Total</u>
12 Acre Site Pre-Development (includes master planning and demolition)	\$4,156,896
First Phase Pre-Development (Block A, includes all three projects)	\$1,544,709
Carrying Costs (see details below)	\$542,333
Grand Total	\$6,243,938

<u>Carrying Costs-Details</u>	
<i>Predevelopment Category</i>	<u>Total</u>
Administrative Expenses (including postage & advertising)	\$1,092
Furniture and Equipment - Fencing	\$65,043
Insurance	\$4,292
On Site Improvements	\$352,829
Legal Expense	\$23,679
Permit & Fees	\$722
Prepaid - Other	\$30,267
Professional Services (Other)	\$34,624
Survey	\$29,785
Grand Total	\$542,333



Housing Authority
of the
City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tony Weng, Senior Project Manager

Date: February 9, 2023

Re: Accept the Quarterly Development Report for North Housing Senior Apartments.

BACKGROUND

North Housing Senior Apartments is one of the first three projects within North Housing Block A and Block A is the first phase of the larger 12-acre North Housing parcel redevelopment at the former Alameda Naval Air Station (NAS) at the site known as Coast Guard Housing. North Housing Senior Apartments is expected to have sixty-four (64) affordable units for seniors aged 62 and over. Twenty-five percent (25%) of the units or sixteen (16) units are expected to serve senior homeless veterans.

The Housing Authority of the City of Alameda (AHA) is leading the development under a homeless accommodation conveyance, alongside partners Alameda Point Collaborative (APC) and Building Futures. Island City Development (ICD) is the developer. On February 21, 2016, the Board authorized acceptance of the Quit Claim deed for conveyance of the property to the Housing Authority. On June 5, 2018, City Council approved the resolution to transfer the North Housing site to the Housing Authority. The North Housing parcel was successfully transferred to Housing Authority ownership on May 30, 2019. The Board approved the Agency's Vision for the North Housing site at its August 2019 meeting. On August 17, 2020, the Planning Board approved the Development Plan, and on September 15, 2020, the City Council approved the Tentative Map.

Please see previous monthly Board reports for project details before this month's update. Documentation of the master planning process may be found at www.northhousing.org.

DISCUSSION

Roll-In Shower Units

In July 2022, staff received directions to provide roll-in shower units that exceed the minimum building code requirements. Accordingly, there are five (5) roll-in shower units and twenty-eight (28) mobility-accessible units. Together, there are thirty-three (33)



mobility-accessible units, which exceeds the minimum building code requirements for mobility-accessible units at North Housing Senior Apartments. For tax credit purposes, senior housing must have half of all low-income units be mobility-accessible units. The roll-in shower units have been incorporated in the documents that are now in plan check review with the City of Alameda.

Funding

On March 30, 2022, the State of California Department of Housing and Community Development (HCD) published the Super Notice of Funding Availability (Super NOFA), which includes multiple HCD funding programs. On July 12, 2022, staff submitted a Super NOFA Funding Application to the State HCD requesting funds from the Multifamily Housing Program (MHP), Infill Infrastructure Grant (IIG) Program, and the Veterans Housing and Homelessness Prevention (VHHP) Program. Under the VHHP program, twenty-five percent of the units (16 units) will serve senior homeless veterans. Funding award announcements are anticipated in late January 2023. On December 23, 2022, and on January 20, 2023, HCD requested additional information, and staff provided the clarifications and confirmations as requested.

On January 10, 2023, the Federal Home Loan Bank of San Francisco announced that applications for the 2023 Affordable Housing Program (AHP) General Fund are now open. The funding application deadline is March 9, 2023. In preparation for the AHP funding application, staff is reviewing the revised program guidelines and have begun conversations with our Sponsor Bank to ensure capacity is available for the AHP funding application.

On June 1, 2022, staff responded to the Housing Authority of the City of Alameda's Request for Proposals for the Section 8 Project-Based Voucher (PBV) Program. On June 30, 2022, AHA conditionally awarded forty (40) Section 8 PBVs for North Housing Senior Apartments. The initial Housing Assistance Payment (HAP) Contract for the total of forty (40) PBVs over twenty (20) years is expected to be approximately \$10 million. Staff provided the quarterly report through December 31, 2022 to AHA.

Permit

Staff and the project team continues to refine the construction drawings and are responding to first round plan check comments received from the Building Department.

Procurement

Staff is working on three active procurements: an Owner's Representative, a Prevailing Wage Consultant, and a Debt and Equity Investor for the project. Staff expect to issue the Request for Proposals and/or Qualifications in the next two months.

FISCAL IMPACT

The Board previously authorized a predevelopment loan of \$6,238,000 for costs associated with master planning, carrying costs, demolition, and redevelopment work for the first phase of the North Housing project, which includes 90 units of permanent supportive housing. Funds are disbursed to ICD on an as-needed basis. Per the 2022

Reserve Policy, the Boards approved an additional \$1,262,000 in predevelopment funding. The current total available predevelopment loan balance is \$1,256,062. Please refer to the attached chart summarizing expenses through January 31, 2023 (Attachment 1).

The Board has made the following financial commitments to this development, per the 2022 Reserve policy: a \$2,438,000 commitment to North Housing Senior Apartments; approved an option to ground lease the property, at a subsidized rate in 2021.

AHA has typically structured their ground leases at Fair Market Value rent, pre-paid by a seller carryback note that is a subsidized loan subject only to residual receipts payments. For competitive reasons in the tax exempt bond competition, as well as for projects with State HCD funding, which only restricts residual receipts payments for related party loans, AHA may choose to utilize a \$1 or \$100/year system on these transactions.

CEQA

Not applicable.

RECOMMENDATION

Accept the Quarterly Development Report for North Housing Senior Apartments.

ATTACHMENTS

1. North Housing Expenses Chart Through January 31, 2023

Respectfully submitted,



Tony Weng, Senior Project Manager

North Housing Predevelopment Expenses Chart Through January 31, 2023.

<u>North Housing</u>	<u>Total</u>
12 Acre Site Pre-Development (includes master planning and demolition)	\$4,156,896
First Phase Pre-Development (Block A, includes all three projects)	\$1,544,709
Carrying Costs (see details below)	\$542,333
Grand Total	\$6,243,938

<u>Carrying Costs-Details</u>	
<i>Predevelopment Category</i>	<u>Total</u>
Administrative Expenses (including postage & advertising)	\$1,092
Furniture and Equipment - Fencing	\$65,043
Insurance	\$4,292
On Site Improvements	\$352,829
Legal Expense	\$23,679
Permit & Fees	\$722
Prepaid - Other	\$30,267
Professional Services (Other)	\$34,624
Survey	\$29,785
Grand Total	\$542,333



PHONE: (510) 747-4300
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TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: February 9, 2023

Re: Accept the Monthly Development Report for Rosefield Village.

BACKGROUND

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

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

DISCUSSION

The project received its construction completion and Certificate of Occupancy in August 2022. Currently, only minor warranty work is being done on the site.

Leasing

The project achieved 100% lease up of its tax credit units (89 units, including 23 project based voucher units) as of October 31, 2022, which is a major milestone. The site is 98% leased, with one unit on hold, due to an EBMUD water service upgrade, anticipated for early 2023.

Stabilization and Conversion

The next major steps for the project are to achieve stabilization and to go through conversion to the permanent loan phase. The stabilization includes documentation of



three months of stable operations. Conversion requires that all tax credit units be appropriately leased, the stabilization period has passed, and the CPA firm has certified all costs of the project. The CPA review of costs is under review.

Because of the delay in lease up and stable operations, staff will utilize a pre-negotiated six-month extension to the construction loan. There is a fee of approximately \$125,000 to extend, as well as the additional estimate of 2-3 months of interest carry at \$180,000/month. The construction lender has requested that the loan change from the existing LIBOR index to the BSBY index, as the LIBOR index is no longer being used. There is no indication that the change of index will make a material difference to the interest paid. It is anticipated that the conversion will occur in June 2023. At that time, AHA will be eligible to receive an additional developer fee, and the construction loan will be paid off by investor proceeds and the permanent loan.

FISCAL IMPACT

Until the project converts to the permanent loan, all guarantees are in place and the construction loan is recourse to ICD and the Housing Authority. In addition, the project still needs to meet the major milestone of conversion to pay out additional developer fee. At this point, the project continues to be under budget, largely due to construction cost savings.

CEQA

Not applicable.

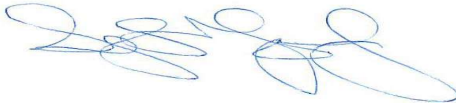
RECOMMENDATION

Accept the Monthly Development Report for Rosefield Village.

ATTACHMENTS

None

Respectfully submitted,



Sylvia Martinez, Director of Housing Development



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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: February 9, 2023

Re: Accept the Quarterly Development Report for Tilden Commons.

BACKGROUND

The Housing Authority (AHA) purchased the property at 2615 Eagle Avenue in April 2022 in order to develop the site as affordable housing. The Housing Authority anticipates that the site will serve 40-50 families, with up to 25% supportive housing units if required by funding sources. The Housing Authority may use the site for maintenance staff and storage during the remodel of its current maintenance garage.

DISCUSSION

Funding

On April 20, 2022, the Housing Authority approved an option to subsidized ground lease valued at \$2,500,000 to Island City Development, and in May 2022, also agreed to \$500,000 in funding for design and development.

Additional funding for this project requires a more established design and development scheme, planned for 2023.

Design and Permit

As part of the application process, staff received confirmation that the development will not require CEQA review and is entitled for the planned use. The site will have to submit drawings for a ministerial design review process on objective design standards, and for offsite public works approvals.

Procurement

Staff has begun procurement for the architect and design team.

Community Outreach

A press release was issued after escrow closed, and the AHA website now references a quarterly newsletter regarding all pipeline developments. Staff anticipates community outreach meetings will be held in the second half of 2023.



FISCAL IMPACT

The Board previously authorized a loan of \$3,000,000 for costs associated with acquisition and development. To date, \$2,630,000 has been spent on acquisition and feasibility studies. Staff has received a commitment of \$1,400,000 in ROPS funding for this project.

CEQA

Not applicable.

RECOMMENDATION

Accept the Quarterly Development Report for Tilden Commons.

ATTACHMENTS

None

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sylvia Martinez', is written over a light blue circular stamp or seal.

Sylvia Martinez, Director of Housing Development



PHONE: (510) 747-4300
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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Joseph Nagel, Construction Project Manager

Date: February 9, 2023

Re: Accept Monthly Report on Construction in Progress.

BACKGROUND

There were a number of costs and planned portfolio projects described in the Reserve Policy and other approvals from the May 2022 Housing Authority of the City of Alameda (AHA) Board of Commissioners meeting. Because of the large number of items currently underway, staff will provide a periodic update on Construction In Progress (CIP) activities.

DISCUSSION

1. Independence Plaza-

The Board approved up to \$1,950,000 in funds to complete the Independence Plaza balcony and guardrail repairs. Permit applications were submitted electronically to the building department on June 16, 2022 for all five (5) buildings (703, 705, 707, 709, 711) and the 5th and final permit was approved on December 20, 2022.

Balcony repair work began in Mid-September on the first four buildings and as of January 24, 2023, repairs have been completed on 37 of 53 balconies and all 25 of the additional guardrails. The project paused during the recent rain but has resumed.

2. 701 Office/Maintenance Garage Conversion

- a. Architect RFQ-The RFQ for a design architect was issued on September 19, 2022. RFI questions were received from 11 firms by the October 21, 2022, deadline and the answers to the RFI questions were issued on October 27, 2022. Final RFQ responses were due on November 14, 2022.
- b. We received 8 submittals for the Office and Maintenance Garage Conversion and selected 4 of the 8 for interviews and expect to make a selection by January 27, 2023.
- c. GC RFP- The RFP for a General Contractor is being drafted. We expect that



this RFP will be issued by June 1, 2023.

3. Tilden Commons – Security & Readiness for AHA Maintenance

At the recently acquired AUSD property at 2615 Eagle Ave., smoke detectors, security alarms and cameras have been installed to properly secure the property.

The smoke detectors originally installed were defective and caused false alarms. The vendor agreed to replace the defective units (30) at their cost. Staff originally expected the replacements to be delivered and installed by November 2022.

However, due to supply chain issues, the smoke detectors were received from the manufacturer and installed in early January. All replacement units have been installed and are on-line and in working condition.

4. Physical Needs Assessments

AAHC has contracted with the consulting firm PPA (Physical Property Analysis LLC) to conduct PNA's (Physical Needs Assessments) on the portfolio of properties. All of the assessments have been completed and we have received all of the reports. AHA staff is currently addressing a short list of life/safety issues noted in the reports. AHA is also reviewing the long term projections for all properties and will present our recommendations to the Board of Commissioners in August 2023.

FISCAL IMPACT

The Board has approved these costs from the Construction in Progress section of the 2022 Reserves Policy (May 2022 BOC).

CEQA

None.

RECOMMENDATION

Accept Monthly Report on Construction in Progress.

ATTACHMENTS

None

Respectfully submitted,



Joseph Nagel, Construction Project Manager



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: February 9, 2023

Re: Authorize the Executive Director to Accept Due Diligence on 1628 Webster and Negotiate Funding Terms with State HCD.

BACKGROUND

In fall 2020, the Housing Authority of the City of Alameda (AHA) was approached by the owner of the Hawthorn Suites on Webster Street, with an opportunity to convert the hotel to residential use. In December 2020, staff received permission from the Board to explore this site as either permanent supportive housing or a senior development. The Board authorized the Executive Director to sign a purchase and sale agreement in June 2022 and provided an \$8 million conditional long-term commitment of funding to the project from the agency reserve policy. Staff applied to the State of California Housing and Community Development Department in July 2022 for funding, with awards anticipated in January 2023. Staff has utilized both of the 30 day extensions of the due diligence period.

DISCUSSION

The timing of the purchase and sale agreement requires the Housing Authority to make a final determination to accept due diligence and purchase this property before the end of February. It is unlikely that a permanent financing solution will be available at that time, or at the time of the actual purchase proposed for late June 2023. The due diligence studies already performed have had satisfactory results.

Staff recommends accepting due diligence based on the clear due diligence research results already conducted and the unique opportunity to serve households cost effectively through a variety of short and long term financial opportunities. The Board should also direct staff to discuss any possible extensions to the closing date with the owner. Staff also requests, in the event that the project is recommended for funding by HCD, that the Executive Director, or her designee be authorized to negotiate any funding or term changes with HCD.

Thus, staff has revisited the options to purchase using short-term financing options.



Short Term Acquisition Financing:

Staff has researched a short-term debt and a short-term equity product (Silicon Valley Housing Trust philanthropic funding or Enterprise Housing for Health Fund). The initial costs are about the same. The benefits of the Enterprise product are potentially longer term (5+), residual receipts monthly payments rather than fixed interest payments. The SVHT source is less expensive (5% vs a 6%+ return) but is only available for a shorter term and the interest payments are fixed and not deferrable to the end of the proposed term. Both of these products can close on the timeline that is anticipated.

Total development costs for the acquisition phase are estimated at \$18,800,000 (not including an estimated \$500,000 in interest or residual receipts payments every year).

Even with a third-party loan or equity participation of approximately \$10,800,000, the Housing Authority will need to provide \$8,000,000 at a minimum. If the building is leased right away, some of the interest or residual receipts payments could be covered by net operating income, but if the building is empty or does not have sufficient income, the Housing Authority would need to backfill those payments. The range of additional costs, beyond the already approved \$8,000,000 range from \$500,000 for one year's hold to \$3,705,000 for a seven-year hold. In all, staff recommends a conservative \$12,000,000 allocation if the Board wishes to pursue this project. These funding commitments are 55-year, long term, residual receipts loans that receive slow and limited repayment over time.

Permanent Financing:

Staff is considering several options for permanent financing:

1. State of California Multifamily Housing Program – The project has an application still under consideration for \$12 million dollars and could re-apply in 2023. This program has some additional obligations and also provides for deeper affordability without vouchers. This program is highly competitive. The pro forma for this financing source keeps the Housing Authority commitment at \$ 8 million. It is typical for the State Department of Housing and Community Development to request underwriting changes to the soft loans, reserves, and other project factors as a requirement of award and closing. Staff requests permission for the Executive Director to negotiate these loan terms as needed on behalf of ICD and AHA under current and future SuperNOFA rounds.

2. Faircloth to RAD (F2R) – The F2R process is a HUD program that would create project-based vouchers to support the financing of this development. It is a noncompetitive process (AHA has the right to create up to 120 vouchers). From staff's initial research, this process can be completed within two years, but will likely require that the building be left vacant for up to 6-9 months. A presentation on the F2R process will be provided at a forthcoming Board meeting. Staff's initial projections show that the outcome of this process will still require that the Housing Authority increase its commitment to this project up to \$12,000,000, as well as to utilize Move to Work funds to support the vouchers.

3. Traditional mortgage – Once stabilized, the development could qualify for a traditional Freddie mortgage of approximately \$3-5 million. Although this loan is not sufficient to displace all of the Housing Authority’s commitments, it could get the total investment closer to the initial \$8 million estimate.

4. Silicon Valley Housing Trust Mezzanine debt – A small loan (up to \$5 million) may be available for events up to 5 years that could have more generous terms than a traditional mortgage from the philanthropic fund at the SVHT. This could be an option to a Freddie mortgage. This debt can be interest only.

5. Other soft financing sources – County of Alameda, former redevelopment, and other smaller federal sources (HOME, CDBG) or local inclusionary or permanent local housing allocation formula funding. These financing sources may also be used for other AHA new construction pipeline projects so staff will need to prioritize its requests. These financing sources are also competitive.

FISCAL IMPACT

Feasibility studies totaling \$70,000 have been performed to assure that the project is feasible. In addition, a \$25,000 refundable deposit was used to open an escrow. The extension deposits are \$10,000 each and nonrefundable. An additional deposit of \$200,000 will be required in the spring of 2023. Long term, the investment of up to \$12,000,000 is a substantial part of the AHA financing available for its entire pipeline. New construction units are very expensive in total, but AHA’s portion of the financing is typically less than \$150,000/unit and less than 30% of each unit’s cost. In this transaction, the overall costs are lower, but AHA’s financing commitment is likely to be in excess of \$240,000/unit and 50% of each unit’s cost. The final financing approvals (beyond the \$8 million already committed) will be brought back to the Board at later date.

CEQA

Not applicable

RECOMMENDATION

Authorize the Executive Director to Accept Due Diligence on 1628 Webster and Negotiate Funding Terms with State HCD.

ATTACHMENTS

None

Respectfully submitted,



Sylvia Martinez, Director of Housing Development



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Louie So, Director of Finance

Date: February 9, 2023

Re: Accept the Quarterly Financial Report through the Month of December 2022

BACKGROUND

This high-level, Finance and Budget Variance Report covers preliminary unaudited financial operating results of July 1, 2022 through December 31, 2022 activity compared to the FY 2023 budget for the same period. Although the audited financial statements are on an accrual basis, the month-to-month financials are on a hybrid accrual and cash basis. The numbers presented are subject to change based on the adjustments from the final audited financial statement report by the independent financial auditors. On May 18, 2022, the Board of Commissioners approved a one-year operating budget for the period covering fiscal year July 1, 2022 through June 30, 2023.

The Housing Authority of the City of Alameda (AHA) financial reports incorporate the financial activities of the properties which were transferred to AHA's affiliate, Alameda Affordable Housing Corporation (AAHC). All members of the Board of Commissioners also serve as the Board of Directors of AAHC and due to this common control, the Department of Housing and Urban Development (HUD) has opined that AAHC is a *blended component unit* of the Housing Authority of the City of Alameda (AHA).

Please note that the activity of AHA's affiliate, Island City Development (ICD) and related low-income housing tax credit partnerships, are not included in this memorandum. Financial activity is presented in the ICD Board meeting. HUD has opined that ICD is a *discretely presented* component unit of AHA, and presented separately in the audited financial statements of the agency.

As part of the strategic plan, AHA staff has adopted a simplified format to track the financial performance of the authority on a quarterly basis and this financial report presents information for the period from July 2022 through December 2022 (first and second quarter of the fiscal year).

DISCUSSION



Overview

The following Financial Snapshot showcases Net Operating Income (Cash Flow of AHA) for the fiscal year to date (July 1, 2022 through December 31, 2022). Further discussions on the cause of these variances are presented below. Please note that "Total Revenue" represented below only showcases a timing difference as AHA is pending receipt of the Tax Increment Payment for Independence Plaza and the Alameda Unified School District Recognized Obligation Payment.

Financial Snapshot	PTD Actual	PTD Budget	Variance	% Variance
TOTAL REVENUE	25,775,455	29,317,246	-3,541,792	-12.08
LESS: OPERATING EXPENSES	-24,924,286	-28,592,203	-3,667,917	-12.83
NET OPERATING INCOME	851,169	725,043	126,126	17.40

The following Risk Indicator showcases whether AHA has sufficient cash and investments to meet its near-term obligations.

Performance Indicator	Cash	HAP	Months Covered
Cash and Investments/Total HAP	32,888,358	2,985,403	11.02
Cash and Investments/Operating Expense	32,888,358	1,966,646	16.72
Cash and Investments/HAP and Operating Expense	32,888,358	4,952,049	6.64

Furthermore, leverage ratio AHA Debt (\$118,855,114) to AHA Assets (\$258,064,658) percentage of 46% showcases that AHA is lowly leveraged. Additionally, some of the AHA debt are internal debt (i.e. seller note from the AHA to AAHC property transfers).

Third Party Management

Currently, AHA/AAHC only manages 2 properties in-house (Independence Plaza and Anne B. Diament). It is expected that these properties be transferred to FPI

Management no later than the end of the current fiscal year end of June 30, 2023.

As of January 1, 2023, property management duties were transferred from The John Stewart Company to FPI Management. Although the property management transfer has occurred, AHA Finance and JSCO Finance are working together to close out the financial records, complete reconciliations and to close all AHA bank accounts held by JSCO. AHA Finance expects the transition to complete no later than the end of February 2023.

Finance staff is also working with FPI Management on ensuring financial accounting infrastructure has been created, bank accounts opened (operating, security deposit and reserves) and critical invoices are paid (mortgages, insurance, etc.).

Income and occupancy figures are provided in the Monthly Overview report for Property Operations for the properties managed by JSCO through December 31, 2022. AHA receives financial statement packages from JSCO for these properties on a monthly basis by the 3rd business week of the following month, and the financial activity of the properties are reviewed, consolidated and presented in the exhibits attached to this memorandum. The same type of financial packages is expected with FPI Management. Additionally, Finance leadership has access to view bank account activity online, and is requesting FPI's Yardi financial statement access.

Operations Budget – Revenue

Year-to-date - Rental income (Total Tenant Revenue) of \$6,448,392 is predominantly made up of Housing Assistance Payments (HAP) received for AHA units and tenant rents received. This is lower than budget by \$835,396 (11.47%). Please note that the tax increment subsidy for Independence Plaza is received as one lump sum from the City of Alameda and recognized on a monthly prorated basis on the financial statements. Not accounting for this timing variance, Adjusted Tenant Revenue is \$14,606 (0.23%) higher than budget. Once this amount is received from the City of Alameda, it is expected that total tenant rents and HAP to be on par or exceed budget for FY 2023. The tenant portion of rents received is higher than budget by \$201,055 (9.26%), with vacancies higher than budget by \$70,704 (29.94%), offset by a lower HAP subsidy received of \$90,385 (2.05%); resulting in a positive variance of \$39,516. Staff will continue to monitor tenant and HAP income closely, and a reconciliation of rents are completed internally for AHA managed properties. Additional tenant funding from the emergency rental assistance payment program was also received for the properties.

Portfolio Management and Housing Programs meet regularly to discuss the payment standards and plans on increasing rents to ensure financial sustainability of the properties. Please see Monthly Overview Report for Property Operations/Portfolio Management for more information.

Total Other Income and Restricted Income is higher than budget by \$498,589 (91.04%). This is mostly attributable to Account 711092 Professional Service Revenue as ICD accelerated payment for the services agreement of \$200,000 in the month of September 2022. Due to accelerated return of the Rent Program from the original

planned December 2022 date to September 2022 date and the expected cap for Housing Development reimbursement reached earlier than anticipated, it is anticipated that Professional Service Revenue to be below budget by the end of FY 2023. Interest earned from CAMP and LAIF investments are higher than budgeted due to a rising rate environment, and AHA as soft lender has received interest payments from properties' excess cash flow. Additional rebalancing of operating cash to these investments also occurred. These factors is driving the higher interest income of \$163,973 above budget. Account 7080000 Other Government Grants, most notably Alameda Unified School District Recognized Obligation Payments (AUSD ROPS) was not received for the period (presented July through December 2021), although these funds were finally received in January 2023 and will be presented in next quarters' financial report.

Expenses

Total operating expenses, including HAP, are substantially lower than the year-to-date by \$1,844,931 (19.98%). This is mainly due to lower salary and benefit expenses, which are under budget due to vacant positions (unfilled, retirement or long-term leaves), and includes cost savings due to budgeted travel not heavily utilized, offset by higher maintenance costs in the properties due to deferred maintenance and certain costs that were planned for to be reclassified as capital costs on the balance sheet.

Please see Monthly Overview Report Executive Department for an overview of active recruitment. Staff expects these operating expenses to increase as AHA becomes more staffed, with several positions in active recruitment. Housing Development, Finance, Portfolio Management and The John Stewart Company staff have met to discussed the final financial package (December 2022). Generally, utility costs have jumped substantially year over year across the board of our properties. Furthermore, the billings of the police services from the City of Alameda have not been provided fiscal year to date, which average \$17,500/month.

Housing Assistance Payments (HAP) Pass-through

The Housing Assistance Payments (HAP) pass-through includes all the Housing Choice Voucher/Section 8, Shelter Plus, and Bessie Coleman (SRO) programs. Year-to-date HAP revenue (8010000 HUD Operating Grants) is \$2,105,270 (11.03% below budget).

It is expected that as AHA completes lease up from the wait list and increases utilization, additional funding from HUD to pass-through for HAP payments will occur in the next several months. Furthermore, additional funds for the Emergency Housing Vouchers were received from HUD in the months of June and July 2021 which are currently recorded as unearned revenue (not presented in the Budget Comparison) in the amount of \$99,750. Additionally, HUD has yet to disburse the funds for SRO-Bessie Coleman in the amount of approximately \$100,000 period to date. AHA Finance staff has escalated this to HUD's attention and HUD has responded that they are still seeking internal approvals. Finance staff continues to make progress on \$298,033 (Account 9700800 Port-In AR Billings) for Port-In billings from other public housing authorities.

This amount is subject to change due to net Port-Outs. Port-In billing collections was not budgeted in the FY 2022 budget process as it's dependent on other housing authorities and participant portability.

Statement of Net Position

The Housing Authority has adequate cash resources for operations.

As of December 2022, AHA, AAHC and its affiliates have \$10.6 Million in cash, and \$25.2 Million held in LAIF (Local Area Investment Trust Fund) and CAMP (California Asset Management Program) investments. Please see below to showcase a breakdown of AHA’s cash position and restricted and unrestricted cash breakout.

Please refer to the separate Investment Memorandum which showcases the statements of the December 2022 LAIF and CAMP investments.

I) Cash and Cash Equivalents Position	
Cash	7,433,445
LAIF (Local Area Investment Fund)	11,739,230
CAMP (California Asset Management Program)	13,715,683
Total Cash and Cash Equivalents	32,888,358
II) Restricted and Unrestricted Cash and Equivalents Breakout	
Restricted Property Funds (Security Deposit, Replacement Reserve, Escrow Deposits, etc.)	1,481,210
Restricted Federalized Funds (Section 8, Family Self Sufficiency, etc.)	1,220,930
Restricted Cash - Board of Commissioners pursuant to the Reserves Policy	30,186,218
Total Cash and Cash Equivalents	32,888,358

In May 2022, the Reserves Policy was approved by the Board of Commissioners on the medium term plan to maintain adequate operating and HAP reserves and also for acquisition and development purposes.

OTHER ISSUES IMPACTING FINANCE DEPARTMENT

Staffing

The Finance Department is fully staffed. Nan McKay and Associates continues to provide limited consulting services, including HUD's monthly Voucher Management System (VMS) report submittal and the annual unaudited Financial Data Schedule

(FDS). Nan McKay's contract expires by October 2023 for its maximum 5 year term, and Finance staff will publish a request for proposals as HUD regulations stipulates that contracts can not be more than 5 years.

Alameda Housing Authority Audit and Tax

AHA staff and Novogradac & Company LLP has begun work for the FY 2022 with a target completion date of March 2023. The audited financial statement will be presented to the Board of Commissioners in draft format prior to finalization. AHA does not file a federal or state tax return.

Alameda Affordable Housing Corporation Tax

AAHC's financial information is consolidated with AHA, and therefore there is no separate audited financial statements. The AAHC tax extension for FY 2022 reporting extended the filing deadline through May 2023. The non-profit tax return will be presented to the Board of Directors in the AAHC Board meeting.

Island City Development Audit and Tax

AHA is working with the CPA firm Holthouse, Carlin & Van Tright LLP (HCVT) for audit work of Island City Development and the three low-income housing tax credit (LIHTC) project partnerships (Sherman & Buena Vista, L.P. and Everett & Eagle, L.P., and Constitution & Eagle, L.P. the "LPs"). Finance staff is working with HCVT on interim work for the audited financial statements and tax returns. Various Limited Liability Companies, including the newly formed "ICD Webster, LLC" will require tax returns to be filed no later than March 2023.

Finance staff is also working with HCVT on the audited cost certification report for Constitution & Eagle, L.P., which is the LIHTC project partnership that owns Rosefield Village. This report is critical for investors and lenders, and is a requirement for the Tax Credit Allocation Committee Placed-in-Service package. A draft audited cost certification has been delivered by HCVT in late 2022 and it is not expected to be finalized by the planned conversion of Rosefield Village in June 2023.

ICD is under contract with both Novogradac & Company LLP as it relates to North Housing Block A and the upcoming low-income housing tax credit syndication. This includes 3 low-income housing tax credit partnerships, including agreed-upon procedures reports, audited financial statements, tax returns and cost certifications. In the near-term, tax returns will need to be filed by March 2023 for 6 Limited Liability Companies and Limited Partnerships.

Department of Housing and Urban Development (HUD)

Finance staff submitted the FY 2022 unaudited Financial Data Submission in October 2022. Typically, HUD requires this report to be submitted by mid-September for June 30 year end reporting. However, HUD has provided AHA additional time due to additional implementation of new accounting standards on lease accounting (GASB 87). As of late January 2023, the HUD review is still pending.

A CARES Act (Coronavirus Aid, Relief and Economic Security Act) funding review by HUD occurred in September 2022, including reporting on how the funds were utilized and whether our documentation was sufficient per regulation. On October 31, 2022, HUD reported that their review of the CARES Act completed and no further information or actions are required from AHA to HUD. In January 2023, HUD presented to AHA a Certificate of Recognition for the 2023 CARES Review Award for the work presented by the Housing Programs Department, Principal Management Analyst and the Finance team.

Finance staff continues to attend trainings and discussions with HUD to prepare for Moving-To-Work financial reporting with the expected implementation of Moving-To-Work accounting no later than June 30, 2023. Furthermore, additional accounting standards on accounting for technology (GASB 96) is being reviewed for implementation by June 30, 2023.

Unfunded Pension Liabilities

Although it is expected that the unfunded accrued pension liability will be fully paid within the next 15 years as projected by the soft fresh start mechanism, this is based on the assumption that the investment assets held at CalPERS as well as funding of the liabilities continue as projected. In July 2022, CalPERS has stated that there is a preliminary negative 6.1% net return on investments for the 12-month period that ended June 30, 2022. As CalPERS and the revised actuarial reports based on the anecdotal negative 6.1% net return on investments are not available as of January 2023, Finance staff will return to the Board of Commissioners to present the 2023 actuarial reports by the Fall of 2023. As previously presented to the Board of Commissioners, this will be reviewed on an annual basis within a 90%-110% guardrail and any substantial deviation will be reviewed and presented.

Finance Staff is expected to procure for a new actuarial consultant in 2023 as the GASB 68 and 75 engagements are completed (Pensions and Other Post Employment Benefits).

Budget

A detailed budget for the fiscal year July 1, 2022 through June 30, 2023 was brought to the Board of Commissioners at the May 18, 2022 meeting and was approved by both AHA and AAHC boards. The next budget will be presented on or around the May 2023 Board of Commissioners meeting for the fiscal year July 1, 2023 through June 30, 2024. Finance staff has begun the meeting with all department and analysis of procurement needs for the next fiscal year.

Banking Activities

New operating, security deposit and reserve bank accounts on behalf of AHA and AAHC were opened by our management company FPI Management, Inc.

Quarterly Financial Reporting

As part of the strategic plan, AHA staff migrated to quarterly financial reporting to the

Board of Commissioners. The next quarterly financial reporting will include July 1, 2022 through March 31, 2023 activity, and will be presented in the April 2023 Board of Commissioners meeting.

FISCAL IMPACT

None. This is for reporting purposes only.

CEQA

N/A

RECOMMENDATION

Accept the Fiscal Year to Date Financial Report through the Month of December 2022.

ATTACHMENTS

1. EXHIBIT A - PTD Balance Sheet
2. EXHIBIT B - PTD Budget & Actuals

Respectfully submitted,
Louie So
Louie So, Director of Finance

Balance Sheet

Period = Dec 2022

Book = Accrual

	Current Balance
1000000 ASSETS	
1100000 CURRENT ASSETS	
1101000 CASH	
1110010 Cash - Unrestricted	5,319,110
1110018 Cash - Operating Checking with 3rd Party	381,471
1110019 Petty Cash with 3rd Party	800
1110020 Cash - Petty cash	1,250
1110021 Cash - Benefit Account	71,886
1110030 Cash - FSS	105,467
1110040 Cash - Replacement Reserve Bldg	220,000
1130010 Cash - Restricted Other	72,250
1130030 Cash - Restricted Sec Dep	212,657
1140000 Cash - Tenant Security Deposits	867
1140050 Cash - Tenant Security Deposits with 3rd Party	241,632
1199000 TOTAL CASH	<u>6,627,390</u>
1200000 ACCOUNTS RECEIVABLE	
1240010 Accounts Receivable - Government	159,619
1240050 HAP Rent Receivable	3,862
1240070 Accounts Receivable- HUD	1,630
1250010 Accounts Receivable - Other	384,674
1250020 Accounts Receivable - Owners	342,190
1250050 Accounts Receivable - 3rd Party Management	93,747
1255000 Subsidy Suspense Receivable	-3,965
1260000 Accounts Receivable - Tenant	355,372
1260050 Accounts Receivable - Tenant Rent with 3rd Party	376,113
1261000 Allowance for Doubtful Accounts -Dwelling Rent	-242,385
1280000 Fraud Recovery	59,387
1281000 Allowance for Doubtful Accounts - Fraud	-59,044
1290000 Accrued Interest Receivable	0
1299000 TOTAL ACCOUNTS RECEIVABLE	<u>1,471,199</u>
1300000 INVESTMENTS AND OTHER CURRENT NOTES	
1310000 Investments(LAIF)- Unrestricted	10,538,727
1320010 Investments - Other	202
1320020 Investments(LAIF) (Restricted) - FSS Escrow	90
1320030 Investments(LAIF)- Building Reserve	1,074,219
1320040 Investments(LAIF) - Equipment Reserve	124,574
1350000 Investments - Restricted	0
1350010 Investment(LAIF)-Restricted (Jack Capon Villa Trust)	1,417

Balance Sheet

Period = Dec 2022

Book = Accrual

	Current Balance
1350031 Investments - CAMP	13,715,683
1350100 Mortgage Receivable	112,332,641
1350103 Mortgage Receivable-Jack Capon L. P.	52,062
1350105 Loan Receivable-Security Deposit Loan	103,577
1350106 Loan Receivable - ICD	20,163,568
1350107 Loan Receivable-RCD/Stargell/Tri Pointe	2,000,000
1350109 Loan Receivable - Section 8	1,790,000
1360000 TOTAL INVESTMENTS AND OTHER CURRENT NOTES	<u>161,896,760</u>
1400000 PREPAID EXPENSES	
1420010 Prepaid Insurance - Property	114,045
1420040 Prepaid Insurance - Worker Comp	10,653
1420050 Prepaid - Other	29,350
1420051 Prepaid Rent	5,813
1420070 Escrow Deposits - Property	36,000
1420095 Prepaid Expense - Management Company	190,042
1430010 Replacement Reserve-NorthMarq Loan	770,055
1440099 TOTAL PREPAID EXPENSES	<u>1,155,958</u>
1440105 INTERPROGRAM	
1440110 Interprogram (Due From)	3,826,665
1440899 TOTAL INTERPROGRAM	<u>3,826,665</u>
1500000 TOTAL CURRENT ASSETS	174,977,974
1590000 LONG TERM ASSETS	
1600000 FIXED ASSETS	
1609999 LAND AND BUILDINGS	
1610000 Land	60,726,239
1620030 Buildings	35,745,593
1620031 Buildings Improvements	265,752
1620060 Construction In Progress	2,500
1629000 TOTAL LAND AND BUILDINGS	<u>96,740,085</u>
1630040 Furniture and Equipment - Dwelling	347,787
1630041 Furniture and Equipment - Other	150,762
1650000 Leasehold Improvements	14,941,851
1660030 Accumulated Depreciation	-33,415,480
1660060 Accumulated Depreciation - 3rd Party	-9,067
1699000 TOTAL FIXED ASSETS	<u>78,755,937</u>
1700000 ALL OTHER ASSETS	
1740000 Other Asset	381,060
1770000 TOTAL ALL OTHER ASSETS	<u>381,060</u>
1800000 DEFERRED OUTFLOW	
1800200 Deferred Outflow of Resources	1,614,235
1890000 TOTAL DEFERRED OUTFLOW	<u>1,614,235</u>
1900000 CONSTRUCTION IN PROGRESS	

Balance Sheet

Period = Dec 2022

Book = Accrual

	Current Balance
1900020 CIP - Building Improvements	1,368,143
1900030 CIP - Land Improvements	3,599
1900040 CIP - Acquisition-Legal	34,327
1900045 CIP - Acquisition-Title & Escrow Fee	106
1900060 CIP - Demolition & Remediation	3,000
1900070 CIP - Others Acquisition Costs	828
1900100 CIP - On Site Improvement	428,791
1900120 CIP - Relocation cost-Perm	330
1900125 CIP - Relocation cost-Temp	1,456
1900200 CIP - Admin Expenses(including postage & advertising)	1,092
1900210 CIP - Architectural & Engineering Fees	92,048
1900216 CIP - Survey Fees	52,268
1900230 CIP - Professional Services (Other)	30,028
1900250 CIP - Costs of Insurance	11,119
1900280 CIP - Insurance Costs During Construction	23,381
1900290 CIP - Organization - Legal	6,010
1900300 CIP - Construction Loan-Legal	2,676
1900335 CIP - Permanent Loan - Fees	186,000
1900400 CIP - TCAC Fee (Application,Reservation,Admin Fee, Deposit)	1,220
1900409 CIP - Bond Other Fees	2,500
1900410 CIP - Environmental Testing & Reports	38,525
1900420 CIP - Permit & Fees (plan'g,build'g,public work,school dist)	41,408
1900440 CIP - Marketing Cost	596
1900460 CIP - Market Study	6,000
1919999 TOTAL CONSTRUCTION IN PROGRESS	<u>2,335,451</u>
1929999 TOTAL LONG TERM ASSETS	<u>83,086,684</u>
1999999 TOTAL ASSETS	258,064,658
3000000 LIABILITIES AND EQUITY	
3005000 LIABILITIES	
3100000 CURRENT LIABILITIES	
3100500 ACCOUNTS PAYABLE	
3120010 Accounts Payable<= 90 Days	-59,841
3120011 Accounts Payable -CALPERS (employee portion)	551
3120012 Accounts Payable-Health Insurance (employee portion)	24
3120014 Accounts Payable-Garnishment (employee portion)	-129
3120015 Accounts Payable-Vision Insurance (employee portion)	590
3120016 Accounts Payable-Life Insurance (employee portion)	-35
3120018 Accounts Payable-PARS retirement (employee portion)	191
3120019 Accounts Payable-Flexible Spending Account(employee portic	955
3120021 Employees Cobra	1,347
3120022 Accounts Payable-PERS 1959 Surv(Employee Portion)	-34
3120023 Accounts Payable-FSA Transit Plan	695

Balance Sheet

Period = Dec 2022

Book = Accrual

	Current Balance
3120024 Accounts Payable FSS	99,557
3120029 Accounts Payable - 3rd Party Management Company	67,631
3120040 Accrued Compensated Absences - Current Portion	208,764
3120045 Accrued Vacation Payable - 3rd Party Management	27
3120070 Accrued Payables	333,265
3120075 Accrued Accounts Payable - 3rd Party Management	407,056
3330020 Account Payable - HUD	7,208
3330100 Tenants- Rents Payable	9,500
3339000 TOTAL ACCOUNT PAYABLE	<u>1,077,325</u>
3400000 SECURITY DEPOSITS HELD	
3410010 Tenant Security Deposits	179,711
3410015 Tenant Security Deposits - held with 3rd Party Management	290,723
3410020 Tenant Security Deposits - Pets	450
3410030 Tenant Security Deposits - Gate Opener	25
3410040 Tenant Security Deposits - Satellite Dish/Antenna	300
3410050 Tenant Security Deposits - Interest	0
3410999 Security Deposit Refund	-803
3419000 TOTAL SECURITY DEPOSITS HELD	<u>470,407</u>
3419900 OTHER LIABILITIES	
3420000 Prepay Tenant Rent	46,409
3421000 Prepay Tenant Rent - 3rd Party Management	90,358
3423000 Subsidy Suspense Clearing	1,312
3425000 Unearned Revenue	71,818
3426000 Prepaid Ground Lease Rent	-209,244
3430000 Current Portion of Long Term Debt - Capital Projects	599,736
3440000 Current Portion of Long Term Debt - Operating Borrowing	56,180
3449000 TOTAL OTHER LIABILITIES	<u>656,570</u>
3470000 INTERPROGRAM	
3470050 Interprogram (Due to)	3,778,442
3471000 Due To/Due From Suspense Account	-5,978
3480000 TOTAL INTERPROGRAM	<u>3,772,464</u>
3499000 TOTAL CURRENT LIABILITIES	<u>5,976,766</u>
3500000 NON-CURRENT LIABILITIES	
3510100 Mortgage Loan Payable	24,020,760
3510130 Interest Payable - City of Alameda Loan	1,129,297
3510140 Home Fund Loan #1	216,363
3510143 \$3.6M Housing Authority Loan Payable	82,842,724
3510150 Housing Community Dev. Loan	916,400
3510157 Loan Payable - Esperanza	1,790,000
3510160 Home Fund Loan #2	282,700
3540000 Accrued Compensated Absences - Noncurrent	157,759
3570000 OPEB Liability	-128,123

Balance Sheet

Period = Dec 2022

Book = Accrual

	Current Balance
3580000 Pension Liability	1,650,468
3599000 TOTAL NON-CURRENT LIABILITIES	<u>112,878,348</u>
3999000 TOTAL LIABILITIES	118,855,114
4000000 Equity/Net Assets	
4000001 EQUITY	
4000100 DEFERRED INFLOW	
4001000 Deferred Inflow of Resources	18,035,856
4900000 TOTAL DEFERRED INFLOW	<u>18,035,856</u>
4999999 CONTRIBUTED CAPITAL	
5010000 Net Investment in Capital Assets	24,337,632
5090000 Unrestricted	94,568,759
5120000 Unrestricted	2,265,986
5120010 Net Restricted Assets	<u>1,311</u>
5950000 TOTAL CONTRIBUTED CAPITAL	<u>121,173,688</u>
5999900 TOTAL EQUITY	<u>139,209,544</u>
6000000 TOTAL LIABILITIES AND EQUITY	258,064,658

Budget Comparison (with PTD)

Period = Jul 2022-Dec 2022

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var
6999990				
7000000				
7020000				
7020110	0	4	-4	-100.00
7030000	2,372,450	2,171,395	201,055	9.26
7030030	3,982	0	3,982	N/A
7030040	75	48	27	56.25
7030060	0	850,002	-850,002	-100.00
<i>Tax Increment Payments from the City of Alameda (Submitted invoices with the City of Alameda and pending receipt as of end of January 2023)</i>				
7030100	4,348,493	4,439,328	-90,835	-2.05
7030110	-306,828	-236,124	-70,704	-29.94
7030300	17,094	34,002	-16,908	-49.73
7040000	13,126	25,134	-12,008	-47.78
7050000	6,448,392	7,283,788	-835,396	-11.47
7060000				
<i>Sheiter Plus Care Revenue (Billing in arrears pending October, November, December 2022 as of end of January 2023)</i>				
7060060	112,782	216,048	-103,266	-47.80
7069000	112,782	216,048	-103,266	-47.80
7079000				
<i>Other Government Grants (AUSD Recognized Obligation Payment of \$1.4 Million was received in January 2023. This is timing)</i>				
7080000	0	928,002	-928,002	-100.00
7089000	0	928,002	-928,002	-100.00
7100000				
7110010	35,743	10,998	24,745	224.99
7110011	188,471	24,498	163,973	669.33
7110020	422	48	374	780.08
7110060	3,643	648	2,995	462.16
7110070	0	49,998	-49,998	-100.00
7110075	6,860	9,240	-2,380	-25.76
7110082	212,326	34,998	177,328	506.68
7110092	594,358	417,234	177,124	42.45
<i>Professional Service Revenue (Although this is higher than budget due to timing (accelerated receipt of City of Alameda reimbursement), it is projected that this will be below budget by year end)</i>				

Budget Comparison (with PTD)

Period = Jul 2022-Dec 2022

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var
7150030 Miscellaneous Other Revenue	2,432	0	2,432	N/A
7150070 Administrative Fee	1,997	0	1,997	N/A
7159000 TOTAL OTHER INCOME	1,046,251	547,662	498,589	91.04
8000000 HUD GRANT				
8010000 HUD Operating Grants <i>(Utilization of funds not at 100%. Furthermore, pending SRO Funds from HUD of approximately \$100,000)</i>	16,985,218	19,090,488	-2,105,270	-11.03
8020000 Administrative Fees from HUD	1,176,996	1,251,258	-74,262	-5.94
8020050 Administrative Fee Earned	1,750	0	1,750	N/A
8020110 PORT-In Administrative Fees	12,456	0	12,456	N/A
8030000 Administrative Fees Paid (PORT-Outs)	10,690	0	-10,690	N/A
8100102 EHV Placement Fee	300	0	300	N/A
8100103 EHV Services Fee	2,000	0	2,000	N/A
8100120 TOTAL HUD GRANT	18,168,030	20,341,746	-2,173,716	-10.69
8999000 TOTAL REVENUE	25,775,455	29,317,246	-3,541,792	-12.08
9000000 EXPENSES				
9000900 OPERATING EXPENSES				
9100000 ADMINISTRATIVE				
9110010 Administrative Salaries <i>(Cost savings due to vacancies, retirements and long term leaves)</i>	2,333,339	3,086,650	753,311	24.41
9110020 Temporary Help - Administrative	124,861	154,440	29,579	19.15
9120000 Auditing Fees	2,450	27,501	25,051	91.09
9130000 Outside Management Fees	161,411	146,892	-14,519	-9.88
9150010 Admin Employee Benefits - Medical/Dental <i>(Cost savings due to vacancies, retirements and long term leaves)</i>	407,349	722,049	314,700	43.58
9150020 Admin Employee Benefits - PERS/PARS	214,484	267,215	52,731	19.73
9150030 Admin Employee Benefits - FICA	33,585	44,385	10,801	24.33
9150040 Admin Employee Benefits - SUI	646	7,805	7,158	91.72
9150060 Admin Employee Benefits - Life/LTD	14,832	17,665	2,832	16.03
9150090 Admin Employee Benefit - WC	39,829	51,175	11,346	22.17
9160010 Office Supplies/Equipment	29,060	59,553	30,493	51.20
9160020 Expendable Administrative Equipment	150	0	-150	N/A
9160030 Dues & Subscriptions Publications	1,916	498	-1,418	-284.74
9160040 Postage	7,544	2,049	-5,494	-268.09
9160050 Telephone	45,804	44,465	-1,339	-3.01
9160060 Bank Charges and Check Supplies	19,241	19,119	-122	-0.64
9160070 Commissioners Meeting Expense	1,090	0	-1,090	N/A

Budget Comparison (with PTD)

Period = Jul 2022-Dec 2022

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var
9160080 Stationery Envelopes and Business Cards	1,171	498	-673	-135.20
9160090 Forms and Copies/Printing	19,164	6,238	-12,926	-207.22
9160100 Classified Ads and Public Notices/outreach material	63,652	48,955	-14,697	-30.02
9160110 Legal Expense	153,070	304,538	151,469	49.74
9160111 Payroll charge	6,726	15,799	9,072	57.43
9160113 Office Rent	74,633	48,150	-26,483	-55.00
9160114 Administrative Support	13,558	9,495	-4,063	-42.79
9160115 Organization Cost	0	1,299	1,299	100.00
9160120 Training/Conferences and Travel	17,943	66,326	48,383	72.95
9160130 Membership Dues and Fees	2,945	10,375	7,430	71.61
9160131 Taxes & Government Fees	5,373	93,887	88,514	94.28
9160160 Contracts - Accounting Services	11,475	59,135	47,660	80.60
9160170 Contracts - Administrative Services/Consultant	120,711	304,989	184,278	60.42
9160180 Contracts - Application Service Provider - Yardi	87,475	110,229	22,754	20.64
9160190 Contracts - Computer/Telephone Maintenance/Email	119,288	143,487	24,199	16.86
9160210 Contracts - Housing Program Services	10,908	1,625	-9,283	-571.28
9160220 Contracts - Human Resource Services	2,018	5,502	3,485	63.33
9160230 Contracts - Housing Inspection Services	40,147	50,000	9,852	19.70
9160260 Contracts - Office Machine Lease	9,140	20,000	10,860	54.30
9160270 Contracts - Web Hosting/Maintenance/Web Ads	12,346	37,673	25,327	67.23
9160290 Contracts - HR Recruitment	52,814	50,000	-2,815	-5.63
9160510 Association Dues	78,950	79,584	634	0.80
9169000 TOTAL ADMINISTRATIVE	4,341,097	6,119,244	1,778,147	29.06
9200000 TENANT/SOCIAL SERVICES/POLICE				
9210010 Tenant Services - Salaries (Cost savings due to vacancies, retirements and long term leaves)	192,693	272,797	80,104	29.36
9210030 Police Services (Pending payment with the City of Alameda)	17,500	104,997	87,497	83.33
9219000 TOTAL TENANT/SOCIAL SERVICES/POLICE	210,193	377,794	167,601	44.36
9219990 RELOCATION				
9220000 Tenant-Relocation Costs	5,852	7,004	1,151	16.44
9229000 TOTAL RELOCATION	5,852	7,004	1,151	16.44
9230005 TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE				
9230010 Tenant Svcs Employee Benefits - Medical/Dental (Cost savings due to vacancies, retirements and long term leaves)	11,776	114,285	102,509	89.70
9230020 Tenant Svcs Employee Benefits - PERS/PARS	7,415	18,792	11,377	60.54
9230030 Tenant Svcs Employee Benefits - FICA	1,112	31,314	30,202	96.45
9230040 Tenant Svcs Employee Benefits - SUI	22	964	942	97.68

Budget Comparison (with PTD)

Period = Jul 2022-Dec 2022

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var
Tenant Svcs Employee Benefits - Life/LTD	301	989	688	69.58
Tenant Svcs Employee Benefits - Other	5,036	5,674	638	11.24
Tenant Svcs Employee Benefit - WC	10,243	29,210	18,967	64.93
TOTAL TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE	35,905	201,227	165,322	82.16
TENANT SERVICES				
Tenant/Social Services - Supplies	622	0	-622	N/A
Tenant Service Activities - Contracts and O/S Services	146,937	138,711	-8,226	-5.93
TOTAL TENANT SERVICES	147,559	138,711	-8,848	-6.38
UTILITIES				
Water	179,744	151,008	-28,735	-19.03
Electricity	74,862	58,099	-16,763	-28.85
Gas	45,660	22,112	-23,548	-106.50
Sewer	81,105	98,027	16,923	17.26
Garbage	248,052	230,616	-17,436	-7.56
TOTAL UTILITIES (Substantial uptick in costs across the board)	629,422	559,863	-69,559	-12.42
MAINTENANCE				
MAINTENANCE SALARIES				
Maintenance - Salaries (Cost savings due to vacancies, retirements and long term leaves)	234,976	343,497	108,520	31.59
TOTAL MAINTENANCE SALARIES	234,976	343,497	108,520	31.59
MAINTENANCE MATERIALS				
Maintenance Materials	95,991	54,854	-41,138	-75.00
Vehicle - gasoline	6,744	1,275	-5,469	-428.98
Janitorials Supplies	1,171	1,320	149	11.29
TOTAL MAINTENANCE MATERIALS	103,907	57,449	-46,458	-80.87
MAINTENANCE CONTRACTS				
Maintenance Contracts - Unit Turnaround	21,027	29,352	8,325	28.36
Maintenance Contracts - Tree Trimming	1,200	16,815	15,615	92.86
Maintenance Contracts - Cycle Painting	26,849	4,998	-21,851	-437.20
Maintenance Contracts - Floor Covering	18,532	29,000	10,468	36.10
Maintenance Contracts - Services	25,719	41,838	16,120	38.53
Maintenance Contracts - Painting	10,430	18,694	8,264	44.21
Maintenance Contracts - Plumbing	92,481	33,116	-59,365	-179.26
Maintenance Contracts - Landscape, Pool, Pond Maintenance	52,289	56,174	3,884	6.91
Maintenance Contracts - HVAC Maintenance	39,315	15,138	-24,177	-159.71
Maintenance Contracts - Elevator Maintenance	30,433	17,357	-13,077	-75.34
Maintenance Contracts - Extermination	42,565	24,548	-18,017	-73.39
Maintenance Contracts - Electrical Maintenance	10,978	16,833	5,855	34.78

Budget Comparison (with PTD)

Period = Jul 2022-Dec 2022

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var
9430090 Maintenance Contracts - Security and Nurse Call Systems	51,200	11,310	-39,889	-352.67
9430110 Maintenance Contracts - Gutter Cleaning Services	0	8,202	8,202	100.00
9430120 Maintenance Contracts - Flooring Replmt/Cleaning Srvs	2,506	0	-2,506	N/A
9430130 Maintenance Contracts - Other <i>(These costs are not operating items and will be reclassified and capitalized for audited financial statement purposes)</i>	219,147	15,930	-203,217	-1,275.69
9430140 Maintenance Contracts - Vehicle Maintenance	1,425	3,329	1,904	57.18
9430150 Maintenance Contracts - Janitorial	80,020	84,689	4,669	5.51
TOTAL MAINTENANCE CONTRACTS	726,116	427,322	-298,794	-69.92
9450005 MAINTENANCE EMPLOYEE BENEFITS				
9450010 Maint Employee Benefits - Medical/Dental	59,388	64,901	5,513	8.49
9450020 Maint Employee Benefits - PERS/PARS	7,046	24,341	17,295	71.05
9450030 Maint Employee Benefits - FICA	15,732	3,047	-12,686	-416.41
9450040 Maint Employee Benefits - SUI	40	640	600	93.80
9450050 Maint Employee Benefits - Life/LTD	1,183	1,590	408	25.65
9450070 Maint Employee Benefits - Uniforms/Shoes	563	900	338	37.52
9450091 Maint Employee Benefit - WC	18,493	25,046	6,553	26.16
9459000 TOTAL MAINTENANCE EMPLOYEE BENEFITS	102,444	120,464	18,020	14.96
9499000 TOTAL MAINTENANCE	1,167,444	948,732	-218,711	-23.05
9500000 GENERAL EXPENSES				
9500100 Interest Expense	543,726	544,676	949	0.17
9500160 Mortgage Financial Service Charge	91	0	-91	N/A
9500200 Other Expense	13,468	0	-13,468	N/A
9500210 Office Rent Expenses	3,402	0	-3,402	N/A
9500300 Claim's Settlement Cost	-2,193	0	2,193	N/A
9520000 Protective Services - Contract Costs	0	3,930	3,930	100.00
9610010 Insurance - Workers Compensation	7,617	13,788	6,171	44.76
9610020 Insurance - Liability	9,010	17,046	8,036	47.14
9610030 Insurance - Property	242,449	254,246	11,797	4.64
9610040 Insurance - Vehicle	2,308	1,486	-822	-55.31
9610060 Insurance - Other	17,185	35,792	18,606	51.98
9620010 Other General Expenses	4,858	12,123	7,265	59.93
9640010 Bad Debt - Tenant A/R	11,337	0	-11,337	N/A
9698000 TOTAL GENERAL EXPENSES	853,260	883,087	29,827	3.38
9699000 TOTAL OPERATING EXPENSES	7,390,732	9,235,663	1,844,931	19.98
9700000 MOD REHAB AND SPC EXPENSES				
9700570 Rent to Owners - Bessie Coleman <i>(Total Budgeted in line 9730010)</i>	94,497	306	-94,191	-30,781.37
9700800 PORT-In (A/R Billings) <i>(Signifies income collected from other PHA)</i>	-298,033	0	298,033	N/A

Budget Comparison (with PTD)

Period = Jul 2022-Dec 2022

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var
9700900	-203,536	306	203,842	66,615.03
9710000				
9710090	0	49,998	49,998	100.00
9713001				
9719000	0	49,998	49,998	100.00
9730001				
9730010	17,660,006	19,110,732	1,450,726	7.59
9730020	32,176	41,502	9,326	22.47
9730070	25,728	154,002	128,274	83.29
9739000	17,717,910	19,306,236	1,588,326	8.23
9739500				
9740000	853,016	850,004	-3,012	-0.35
9850002	580	0	-580	N/A
9850005	2,000	0	-2,000	N/A
9850007	16,600	0	-16,600	N/A
9859999	872,196	850,004	-22,192	-2.61
9990000				
9991000	-1,311,000	0	1,311,000	N/A
9992000	-1,311,000	0	-1,311,000	N/A
9993000	0	0	0	N/A
9996000	25,777,302	29,442,207	3,664,905	12.45
9998000	-1,847	-124,961	264,781	211.89
ADD BACK:				
DEPRECIATION EXPENSE (NON-CASH EXPENSE)	853,016	850,004	3,012	0.35
NET OPERATING INCOME (CASH FLOW)	851,169	725,043	126,126	17.40



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Lee, Controller

Date: February 9, 2023

Re: Accept the Quarterly Investment Report for Period Ending December 31, 2022.

BACKGROUND

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

DISCUSSION

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

FISCAL IMPACT

As of December 31, 2022, AHA held **\$11,739,028** in Local Agency Investment Fund (**LAIF**). These funds are on demand and can be used for immediate needs. The prior quarter balance was \$11,699,220. Interest is posted quarterly to the account by LAIF and the 3 months of interest from September through December 2022 will be presented in the January 2023 LAIF statement.

As of December 31, 2022, AHA held **\$13,715,683** in the California Asset Management Program (**CAMP**). These funds are on demand and can be used for immediate needs. The prior quarter balance was \$13,585,806. Interest is posted monthly to the account by CAMP.

As of December 31, 2022, ICD held **\$14** in **CAMP**. These funds are on demand and can be used for immediate needs. The prior quarter balance was \$14. Interest is posted monthly to the account by CAMP.



AHA Balances as of December 31, 2022: (LAIF \$11,739,028, CAMP \$13,715,683 = Total \$25,454,711)

ICD Balances as of December 31, 2022: (CAMP \$14)

The key changes in the balance for the period ending December 31, 2022 are:

Activity	AHA-LAIF	AHA-CAMP	ICD-CAMP
Beg. Balance - September 30, 2022:	\$11,699,220	\$13,585,806	\$14
Interest Income	\$39,808	\$129,877	-
Deposits	-	-	-
Ending Balance - December 31, 2022	\$11,739,028	\$13,715,683	\$14

The Housing Authority's ordinary expenditure requirements for the next six months are more than sufficiently covered by two sources, namely: (1) anticipated revenues, grants, and subsidies, and (2) liquidity of current investments. All investment actions executed since the last report have been made in full compliance with the Investment Policy. The revised Investment Policy was approved by the Board of Commissioners in January 2023. The Executive Director will maintain a complete and timely record of all investment transactions.

CEQA

N/A

RECOMMENDATION

It is recommended that the Board of Commissioners Accept the Quarterly Investment Report for Period ending December 31, 2022.

ATTACHMENTS

1. 1. LAIF Statement for quarter ending December 31, 2022 - AHA
2. 2. CAMP Statement for month ending December 31, 2022 - AHA
3. 3. CAMP Statement for month ending December 31, 2022 - ICD

Respectfully submitted,



Janet Lee, Controller

California State Treasurer
Fiona Ma, CPA



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

January 04, 2023

LAIF Home
PMIA Average Monthly
Yields

ALAMEDA HOUSING AUTHORITY

EXECUTIVE DIRECTOR
701 ATLANTIC AVENUE
ALAMEDA, CA 94501

Tran Type Definitions

Account Number: _____

December 2022 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	11,739,028.10
Total Withdrawal:	0.00	Ending Balance:	11,739,028.10



Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

ACCOUNT STATEMENT
For the Month Ending
December 31, 2022

Housing Authority of the City of Alameda (AHA)

Client Management Team

Monique Spyke
Managing Director
1 California Street Ste. 1000
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spykem@pfmam.com

Rachael Miller
Client Consultant
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millerr@pfmam.com

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- Summary Statement
- Individual Accounts

Accounts included in Statement

Housing Authority of the City of Alameda (AHA)

Important Messages

CAMP will be closed on 01/02/2023 for New Year's Day (Observed).
CAMP will be closed on 01/16/2023 for Martin Luther King Jr Day.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA (AHA)
VANESSA COOPER
701 ATLANTIC AVENUE
ALAMEDA, CA 94501

Online Access www.camponline.com **Customer Service** 1-800-729-7665



Important Disclosures

Important Disclosures

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management LLC ("PFMAM") is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. PFMAM maintains a written disclosure statement of our background and business experience. If you would like to receive a copy of our current disclosure statement, please contact Service Operations at the address below.

Proxy Voting PFMAM does not normally receive proxies to vote on behalf of its clients. However, it does on occasion receive consent requests. In the event a consent request is received the portfolio manager contacts the client and then proceeds according to their instructions. PFMAM's Proxy Voting Policy is available upon request by contacting Service Operations at the address below.

Questions About an Account PFMAM's monthly statement is intended to detail our investment advisory activity as well as the activity of any accounts held by clients in pools that are managed by PFMAM. The custodian bank maintains the control of assets and executes (i.e., settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. PFMAM recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the PFMAM statement should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

Account Control PFMAM does not have the authority to withdraw funds from or deposit funds to the custodian outside the scope of services provided by PFMAM. Our clients retain responsibility for their internal accounting policies; implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Market Value Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv or Bloomberg. For certain short-term investments or where prices are not available from generally recognized sources the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated.

Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

Amortized Cost The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.

Tax Reporting Cost data and realized gains / losses are provided for informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your security transactions. PFMAM does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported to federal, state or other taxing authorities.

Financial Situation In order to better serve you, PFMAM should be promptly notified of any material change in your investment objective or financial situation.

Callable Securities Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented.

Portfolio The securities in this portfolio, including shares of mutual funds, are not guaranteed or otherwise protected by PFMAM, the FDIC (except for certain non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested. Actual settlement values, accrued interest, and amortized cost amounts may vary for securities subject to an adjustable interest rate or subject to principal paydowns. Any changes to the values shown may be reflected within the next monthly statement's beginning values.

Rating Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Shares of some local government investment programs and TERM funds are marketed through representatives of PFMAM's affiliate, PFM Fund Distributors, Inc. which is registered with the SEC as a broker/dealer and is a member of the Financial Industry Regulatory Authority ("FINRA") and the Municipal Securities Rulemaking Board ("MSRB"). You may reach the FINRA by calling the FINRA Hotline at 1-800-289-9999 or at the FINRA website address <https://www.finra.org/investors/investor-contacts>. A brochure describing the FINRA Regulation Public Disclosure Program is also available from FINRA upon request.

Key Terms and Definitions

Dividends on local government investment program funds consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratably amortization of any premium and all accrued expenses to the fund. Dividends are accrued daily and may be paid either monthly or quarterly. The monthly earnings on this statement represent the estimated dividend accrued for the month for any program that distributes earnings on a quarterly basis. There is no guarantee that the estimated amount will be paid on the actual distribution date.

Current Yield is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally \$1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by

365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed.

Average maturity represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

Monthly distribution yield represents the net change in the value of one share (normally \$1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

YTM at Cost The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.

YTM at Market The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis. *Managed Account A* portfolio of investments managed discretely by PFMAM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian. *Unsettled Trade A* trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

Please review the detail pages of this statement carefully. If you think your statement is wrong, missing account information, or if you need more information about a transaction, please contact PFMAM within 60 days of receipt. If you have other concerns or questions regarding your account, or to request an updated copy of PFMAM's current disclosure statement, please contact a member of your client management team at PFMAM Service Operations at the address below.

PFM Asset Management LLC
Attn: Service Operations
213 Market Street
Harrisburg, PA 17101

NOT FDIC INSURED NO BANK GUARANTEE MAY LOSE VALUE



Account Statement - Transaction Summary

For the Month Ending **December 31, 2022**

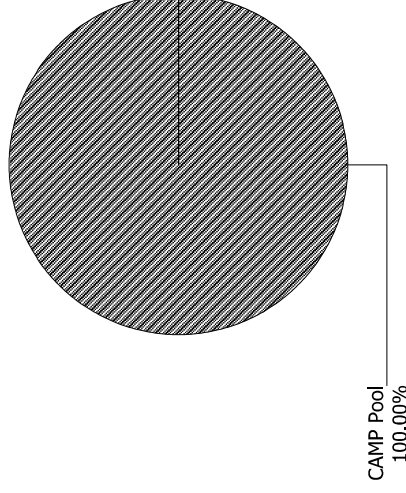
Housing Authority of the City of Alameda (AHA) - Housing Authority of the City of Alameda (AHA)

CAMP Pool	
Opening Market Value	13,665,728.00
Purchases	49,955.07
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value
Cash Dividends and Income
49,955.07

Asset Summary		
	December 31, 2022	November 30, 2022
CAMP Pool	13,715,683.07	13,665,728.00
Total	\$13,715,683.07	\$13,665,728.00

Asset Allocation





Account Statement

For the Month Ending **December 31, 2022**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					13,665,728.00
12/30/22	01/03/23	Accrual Income Div Reinvestment - Distributions	1.00	49,955.07	13,715,683.07
Closing Balance					13,715,683.07

Opening Balance		Fiscal YTD July-December	
13,665,728.00	9,028,861.27	Closing Balance	13,715,683.07
49,955.07	4,686,821.80	Average Monthly Balance	13,668,950.91
0.00	0.00	Monthly Distribution Yield	4.30%
0.00	0.00		

Closing Balance	13,715,683.07	13,715,683.07
Cash Dividends and Income	49,955.07	186,821.80



Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

Island City Development

ACCOUNT STATEMENT

For the Month Ending
December 31, 2022

Client Management Team

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Island City Development

Important Messages

CAMP will be closed on 01/02/2023 for New Year's Day (Observed).
CAMP will be closed on 01/16/2023 for Martin Luther King Jr Day.

ISLAND CITY DEVELOPMENT
VANESSA COOPER
701 ATLANTIC AVENUE
ALAMEDA, CA 94501

Online Access www.camponline.com

Customer Service 1-800-729-7665



Important Disclosures

Important Disclosures

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management LLC ("PFMAM") is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. PFMAM maintains a written disclosure statement of our background and business experience. If you would like to receive a copy of our current disclosure statement, please contact Service Operations at the address below.

Proxy Voting PFMAM does not normally receive proxies to vote on behalf of its clients. However, it does on occasion receive consent requests. In the event a consent request is received the portfolio manager contacts the client and then proceeds according to their instructions. PFMAM's Proxy Voting Policy is available upon request by contacting Service Operations at the address below.

Questions About an Account PFMAM's monthly statement is intended to detail our investment advisory activity as well as the activity of any accounts held by clients in pools that are managed by PFMAM. The custodian bank maintains the control of assets and executes (i.e., settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. PFMAM recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the PFMAM statement should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

Account Control PFMAM does not have the authority to withdraw funds from or deposit funds to the custodian outside the scope of services provided by PFMAM. Our clients retain responsibility for their internal accounting policies; implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Market Value Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv or Bloomberg. For certain short-term investments or where prices are not available from generally recognized sources the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated.

Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

Amortized Cost The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.

Tax Reporting Cost data and realized gains / losses are provided for informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your security transactions. PFMAM does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported to federal, state or other taxing authorities.

Financial Situation In order to better serve you, PFMAM should be promptly notified of any material change in your investment objective or financial situation.

Callable Securities Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented.

Portfolio The securities in this portfolio, including shares of mutual funds, are not guaranteed or otherwise protected by PFMAM, the FDIC (except for certain non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested. Actual settlement values, accrued interest, and amortized cost amounts may vary for securities subject to an adjustable interest rate or subject to principal paydowns. Any changes to the values shown may be reflected within the next monthly statement's beginning values.

Rating Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Shares of some local government investment programs and TERM funds are marketed through representatives of PFMAM's affiliate, PFM Fund Distributors, Inc. which is registered with the SEC as a broker/dealer and is a member of the Financial Industry Regulatory Authority ("FINRA") and the Municipal Securities Rulemaking Board ("MSRB"). You may reach the FINRA by calling the FINRA Hotline at 1-800-289-9999 or at the FINRA website address <https://www.finra.org/investors/investor-contacts>. A brochure describing the FINRA Regulation Public Disclosure Program is also available from FINRA upon request.

Key Terms and Definitions

Dividends on local government investment program funds consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratably amortization of any premium and all accrued expenses to the fund. Dividends are accrued daily and may be paid either monthly or quarterly. The monthly earnings on this statement represent the estimated dividend accrued for the month for any program that distributes earnings on a quarterly basis. There is no guarantee that the estimated amount will be paid on the actual distribution date.

Current Yield is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally \$1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by

365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed.

Average maturity represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

Monthly distribution yield represents the net change in the value of one share (normally \$1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

YTM at Cost The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.

YTM at Market The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis. *Managed Account A* portfolio of investments managed discretely by PFMAM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian. *Unsettled Trade A* trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

Please review the detail pages of this statement carefully. If you think your statement is wrong, missing account information, or if you need more information about a transaction, please contact PFMAM within 60 days of receipt. If you have other concerns or questions regarding your account, or to request an updated copy of PFMAM's current disclosure statement, please contact a member of your client management team at PFMAM Service Operations at the address below.

PFM Asset Management LLC

Attn: Service Operations

213 Market Street

Harrisburg, PA 17101

NOT FDIC INSURED NO BANK GUARANTEE MAY LOSE VALUE



Account Statement - Transaction Summary

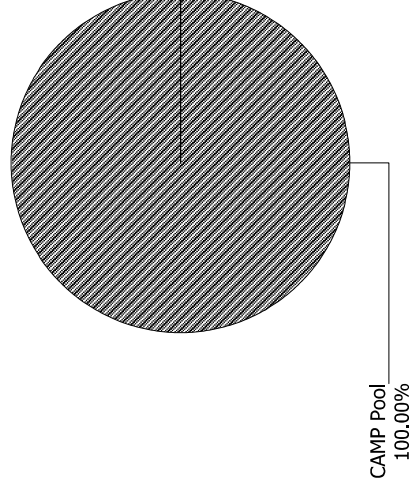
For the Month Ending **December 31, 2022**

Island City Development - Island City Development

CAMP Pool	
Opening Market Value	13.97
Purchases	0.05
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value
Cash Dividends and Income 0.05

Asset Summary		
	December 31, 2022	November 30, 2022
CAMP Pool	14.02	13.97
Total	\$14.02	\$13.97
Asset Allocation		





Account Statement

For the Month Ending **December 31, 2022**

Island City Development - Island City Development

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					13.97
12/30/22	01/03/23	Accrual Income Div Reinvestment - Distributions	1.00	0.05	14.02

	Month of December	Fiscal YTD January-December	
Closing Balance			14.02
Opening Balance	13.97	13.78	Closing Balance
Purchases	0.05	0.24	Average Monthly Balance
Redemptions (Excl. Checks)	0.00	0.00	Monthly Distribution Yield
Check Disbursements	0.00	0.00	
Closing Balance	14.02	14.02	
Cash Dividends and Income	0.05	0.24	



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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sean Prevette, Administrative Manager

Date: February 9, 2023

Re: Accept Report on Housing Authority Records Disposition.

BACKGROUND

The Records Retention Policy and Procedure require the Executive Director to authorize the destruction of public and business records in accordance with Housing Authority policy. Approval for destruction does not need to be secured prior to disposing of working drafts and originals of documents that have been scanned and stored electronically. The Executive Director will provide a written list of records that have been destroyed to the Board of Commissioners on an annual basis. This list shall not include any names of tenants and/or participants.

DISCUSSION

The Housing Authority sets aside time to review retained records and dispose of any records that are allowed under the Records Retention Policy. Attachment A shows the records that were disposed of since the last report to the Board of Commissioners.

FISCAL IMPACT

There is no direct financial impact.

CEQA

Not applicable.

RECOMMENDATION

Accept Report on Housing Authority Records Disposition.

ATTACHMENTS

1. Attachment A - Records Destroyed Report

Respectfully submitted,



Sean Prevette

Sean Prevette, Administrative Manager

Attachment A - Records Destroyed Report 2-15-2023

Description of Contents	Recird Retention Period (year)	Date Disposed
EIV documentation & Cyber Awareness Certifications 2019	2022	3/7/2022
2018 Annuals	2021	3/21/2022
2018 Portability paperwork	2021	3/21/2022
2017 Contracts and lease-up paperwork	2020	3/21/2022
2018 Reception	2021	3/21/2022
2018 Reception	2021	3/21/2022
2016-2017 Portability paperwork	2019	3/21/2022
2017 Reasonable Accommodation	2020	3/25/2022
2015-2017 Annuals	2018-2020	3/25/2022
2018 Interims and Annuals	2021	3/25/2022
2018 Reception	2021	3/31/2022
2018 Reception	2021	3/31/2022
2018 Reception	2021	3/31/2022
2018 Reception	2021	5/2/2022
2018 Reception	2021	5/2/2022
2017 Reception	2020	5/2/2022
2017 Reception	2020	5/2/2022
2018 Annuals	2021	5/2/2022
Contract termed 2014	2020	5/25/2022
Annual Plan 2013-2014	2017	5/25/2022
Contract termed 2015	2021	5/25/2022
2018 Annuals and Interims	2021	6/9/2022
2018 Annuals and Interims	2021	6/9/2022
2017 Annuals and Interims	2020	6/9/2022
2017 Annuals and Interims	2020	6/9/2022
2011 Eligibility and contracts	2014	6/9/2022
2017 HQS	2020	6/9/2022
2018 Annuals	2021	6/30/2022
2013-2015 Portability	2018	6/30/2022
2017 Transfers and Portability	2020	6/30/2022
2018 Annuals	2021	6/30/2022
Reasonable Accommodation documents	2020	9/8/2022
Reasonable Accommodation documents	2021	9/8/2022
Reasonable Accommodation documents	2022	9/8/2022
Reasonable Accommodation documents	2022	9/8/2022
2018 Interims and Annuals	2021	11/15/2022
2018 Interims and Annuals	2021	11/15/2022
2018 Interims and Annuals	2021	11/15/2022
2018 Interims and Annuals	2021	11/15/2022
2018 Interims and Annuals	2021	11/15/2022
2018 Interims and Annuals	2021	11/15/2022
2018 Interims and Annuals	2021	11/15/2022
2017 Interims and Annuals	2020	11/15/2022
2014 New Move-In paperwork	2017	11/15/2022
2018 Annuals and Interims	2021	12/5/2022
2018 Annuals and Interims	2021	12/5/2022
2018 Annuals and Interims	2021	12/5/2022
2018 Annuals and Interims	2021	12/5/2022
2015-2018 Property Operations paperwork	2018-2021	12/5/2022
2017-2018 Supervisor desk audits	2020-2021	12/5/2022