



Housing Authority
of the
City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

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

DATE & TIME **Wednesday, September 20, 2023 - 6:00 PM**

LOCATION

Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

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

Join Zoom Meeting:

<https://us06web.zoom.us/j/88946959564?pwd=OVJpYUcya05ROEFTZEI2aENNa24vUT09>

Meeting ID: 889 4695 9564

Passcode: 067149

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. **AB2449 COMPLIANCE** The Chair will confirm that there are 4 members in the same, properly noticed meeting room within the jurisdiction of the City of Alameda. Each board member who is accessing the meeting remotely must



disclose verbally whether they are able to be remote under AB2449: (1) just cause (max. 2 per year), or (2) emergency circumstances.” For Emergency Circumstances, the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstances to be used as a justification to participate remotely. Remote Commissioners must provide a general description of the circumstances relating to need to appear remotely at the given meeting. Commissioner must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member’s relationship with such individuals. Note: A Commissioner cannot participate in meetings of the Board of Commissioners solely by teleconference from a remote location for a period of more than 3 consecutive months or 20% of the regular meetings for AHA within a calendar year, or more than 2 meetings if the Board of Commissioners regularly meets fewer than 10 times per calendar year.

3. COMMISSIONER RECUSALS

4. Public Comment (Non-Agenda)

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

5.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

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

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

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

Agency Negotiators: Vanessa Cooper, Executive Director, Sylvia Martinez, Director of Housing Development, and Bridget Galka, Project Manager

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

Property Owner: Shinsei Gardens Apartments, L.P.

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

6. Adjournment of Closed Session

7. RECONVENE REGULAR MEETING

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

9. Public Comment (Non-Agenda)

10. 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.

- 10.A. Approve Minutes of the Regular Board of Commissioners Meetings held August 16, 2023 and the Special Board of Commissioners Meeting held on August 23, 2023. **Page 5**
- 10.B. Accept the Monthly Overview Report for the Housing Programs Department. **Page 17**
- 10.C. Accept the Monthly Overview Report for Property Operations. **Page 19**
- 10.D. Accept the Monthly Development Report for Rosefield Village. **Page 23**
- 10.E. Accept Monthly Development Report on Poppy Place (Webster Street Hotel). **Page 26**
- 10.F. Accept the Monthly Development Report for The Poplar (2615 Eagle Avenue). **Page 30**
- 10.G. Accept the Monthly Development Report for The Estuary I. **Page 32**
- 10.H. Accept the Monthly Development Report for Linnet Corner. **Page 36**
- 10.I. Accept Quarterly Family Self Sufficiency (FSS) Report. **Page 40**
- 10.J. Approve Staff to hire two (2) Asset Managers instead of the currently budgeted one (1) Asset Manager and one (1) Associate Asset Manager as currently budgeted. **Page 43**
- 10.K. Accept a report on the 2023 Summer Intern Program. **Page 45**
- 10.L. Authorize the Executive Director, or her assigns, to Negotiate and Execute an Administrative Agreement with the General Partner of Shinsei Gardens Apartments, L.P., 112 Alves Lane, Inc., an affiliate of Resources for Community Development. **Page 48**
- 10.M. Authorize the Executive Director to negotiate and approve an increase in the contract amount between the Housing Authority of the City of Alameda Quadel Consulting & Training LLC in the amount of One Hundred Thousand Dollars and Zero Cents (\$100,000) for a total not to exceed amount of Three Hundred and Eighty Thousand Dollars and Zero Cents (\$380,000). **Page 50**
- 10.N. Approve new payment standards effective immediately of new move-ins and for existing tenants effective November 2, 2023. **Page 54**
- 11. AGENDA
- 11.A. Accept Boys & Girls Club Presentation and Approve a 5 year agreement with the Boys and Girls Club of Alameda. **Page 57**
- 12. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
- 13. EXECUTIVE DIRECTOR'S COMMUNICATIONS
- 14. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
- 15. CONTINUATION OF CLOSED SESSION OF HOUSING AUTHORITY BOARD OF COMMISSIONERS – IF NEEDED
- 16. Announcement of Action Taken in Closed Session, if any.
- 17. 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.





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**DRAFT MINUTES
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
WEDNESDAY, AUGUST 16, 2023**

PLEDGE OF ALLEGIANCE

Called to order at 7 p.m.

1. ROLL CALL

Present: Chair Grob, Commissioner Hadid, Commissioner Husby,
Commissioner Joseph-Brown, and
Commissioner Sidelnkiov

Absent: Vice-Chair Tamaoki and Commissioner Kaufman

2. AB2449 COMPLIANCE The Chair will confirm that there are 4 members in the same, properly noticed meeting room within the jurisdiction of the City of Alameda. Each board member who is accessing the meeting remotely must disclose verbally whether they are able to be remote under AB2449: (1) just cause (max. 2 per year), or (2) emergency circumstances." For Emergency Circumstances, the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstances to be used as a justification to participate remotely. Remote Commissioners must provide a general description of the circumstances relating to need to appear remotely at the given meeting. Commissioner must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals. Note: A Commissioner cannot participate in meetings of the Board of Commissioners solely by teleconference from a remote location for a period of more than 3 consecutive months or 20% of the regular meetings for AHA within a calendar year, or more than 2 meetings if the Board of Commissioners regularly meets fewer than 10 times per calendar year.

Chair Grob confirmed that four Commissioners were present in the noticed meeting room, located within the City of Alameda, and no Commissioners were attending via videoconference.



3. COMMISSIONER RECUSALS

None.

4. Public Comment (Non-Agenda)

None.

5. 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.

- *5.A. Approve Minutes of the Special and Regular Board of Commissioners Meetings held July 19, 2023.
- *5.B. Accept the Monthly Overview Report for the Housing Programs Department.
- *5.C. Accept Monthly Development Report on Poppy Place (Webster Street Hotel).
- *5.D. Accept the Monthly Development Report for The Poplar (2615 Eagle Avenue).
- *5.E. Accept the Monthly Development Report for The Estuary I (North Housing PSH I).
- *5.F. Accept the Monthly Development Report for Linnet Corner (North Housing Senior).
- *5.G. Accept the Quarterly Overview Report for Executive Department.
- *5.H. Accept the Quarterly Overview Report For Administrative Services Department.
- *5.I. Accept the Quarterly Overview Report for Housing Development.
- *5.J. Accept the Quarterly Development Report for The Estuary II (North Housing PSH II).
- *5.K. Accept the Quarterly Financial Report through the Month of June 30, 2023.
- *5.L. Accept the Quarterly Investment Report for Period Ending June 30, 2023.
- *5.M. Authorize the Executive Director or Designee to negotiate and sign a contract with Goldfarb & Lipman LLP for general counsel services in an amount not to exceed \$450,000 on an as-needed basis.
- *5.N. Authorize the Executive Director or Designee to negotiate and sign a contract with Aleshire & Wynder, LLP for special counsel services in an amount not to exceed \$150,000 on an as-needed basis.
- *5.O. Authorize the Executive Director or Designee to negotiate and sign a contract with Burke, Williams & Sorensen, LLP for special counsel services in an amount not to exceed \$100,000 on an as-needed basis.



- *5.P. Authorize the Executive Director or Designee to negotiate and sign a contract with Law Offices of Bill Ford for eviction counsel services in an amount not to exceed \$100,000 on an as-needed basis.

Items accepted or adopted are indicated by an asterisk.

Commissioner Hadid moved to accept the Consent Calendar items, and Commissioner Joseph-Brown seconded. The motion passed unanimously.

Yes	5	Chair Grob, Commissioner Hadid, Commissioner Husby, Commissioner Joseph-Brown, and Commissioner Sidelnikov
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Absent	2	Vice-Chair Tamaoki and Commissioner Kaufman
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6. AGENDA

- 6.A. Adopt the Resolution to Revise the Employer’s Contributions for Eligible Employees’ Health and Dental/Vision Care, to Provide a Cost of Living Adjustment for All Eligible Regular and Contract Resident Employees, Adopt the Corresponding Pay Schedule and Salary Schedule, and to Adopt the Revised Schedule of Authorized Positions.

Alicia Southern, Director of Human Resources, stated that staff is proposing a Cost-of-Living Adjustment (COLA) of 2.9% for all eligible Housing Authority of the City of Alameda (AHA) employees, as well as an adjustment in the contributions for health, dental, and vision care for these employees.

In August of 2022, staff received a 4.2% COLA, this year the Bay Area Consumer Price Index (CPI) for all consumers increased 2.9% for the period from June 2022 to June 2023 (the same month-to-month period used when determining prior years’ increases). While a 4.0% COLA was included in the current FY budget, per discussion during the July 2023 Board meeting, management is bringing a 2.9% COLA, to the Board for consideration, which is reflected in Exhibits #1 and #2. Exhibit #1 reflects all salary ranges and all positions are attached to a salary range and exhibit #2 reflects all titles assigned to the wage ranges. In August 2016, the Board approved a benchmark equivalent to that of the Kaiser rate for Employee +2 level for health care costs, in addition to adjusting the Cafeteria Plan, IRS (Section 125), that set the dental benefits limit at Employee +2 and allows staff to use the respective funds for dental or vision care. The budgeted amounts for dental and vision are not received until October or November, so staff is requesting approval to increase the employer contribution up to 7%. A 7% increase was requested and approved last year, however, there was 0% increase in these costs which resulted in savings. A 5% cost was budgeted for the current year. Staff budgeted projected amounts for health care at the Kaiser rate of Employee +2 with a 10% increase. However, the CalPERS health insurance premiums,



approved during their July meeting, came in with an average of all their plans increasing just over 10%, and the average of Kaiser Employee+2 increasing by 13.07%. While this is slightly higher than budgeted for, not all employees elect coverage for Employee+2 or more dependents, and some others have opted for the in-lieu payment of \$230/month, so this should result in some savings. While these premiums have been approved by CalPERS the plans and rates for public agency region 1, in which AHA is categorized, have yet to be publicized. Therefore, staff is requesting that the Board authorize the Executive Director to increase the Kaiser Employee +2 amount up to a maximum of 13.07%. Upon receipt, staff will update the Board with actual numbers provided by CalPERS which are expected by September 11, 2023. The projected costs and rates reflected in the Board memo include the increase of the Kaiser Employee +2 up to 13.07% and assume a 7% increase in the costs of dental and vision. The total cost of the recommended 2.9% COLA would be approximately \$205,000, which includes salary costs and CalPERS contributions for staff. The total cost of the additional dental cafeteria plan, with the assumption of the 7% increase, is approximately \$60 per employee, less than \$3,500 per year.

Commissioner Sidelnikov moved to adopt the Resolution to revise the employer’s contributions for eligible employees’ health and dental/vision care, to provide a Cost-of-Living Adjustment for all eligible regular and contract resident employees, adopt the corresponding Pay Schedule and Salary Schedule, and to adopt the Revised Schedule of Authorized Positions, and Commissioner Hadid seconded. A roll call vote was taken, and the motion passed unanimously.

Yes 5 Chair Grob, Commissioner Hadid, Commissioner Husby, Commissioner Joseph-Brown, and Commissioner Sidelnikov

Absent 2 Vice-Chair Tamaoki and Commissioner Kaufman

6.B. Accept the 2022-23 Customer Satisfaction Survey.

Joshua Altieri, Community Relations Manager provided a presentation that summarized the results of the 2022-2023 Customer Survey; noting that the survey pool included landlords, tenants, and participants.

In response to Commissioner Hadid, Mr. Altieri stated that the total survey results are reflective of responses received through both paper and online surveys. Mr. Altieri explained that on the Survey Response Rates slide, the blue line correlated to the total surveys returned, the red line correlates to the total number of surveys sent, and the green line is representative of the response rate percentage for the respective years. Vanessa Cooper, Executive Director, stated that the decrease in overall customer satisfaction seen in 2020 was primarily a result of customers adjusting to the system and process changes



made in response to COVID (i.e. no in person interaction with staff). As adaptations were made and newly implemented systems and processes were better understood, customer satisfaction began to rebound in 2021 and 2022. 2020 was also the first year in which the survey was opened to electronic response, resulting in some duplication of responses. The decrease seen in 2019 was primarily due to customers adjusting to the outsourcing of property management duties and the resulting system and process changes (i.e. changes in maintenance staff, more formal processes, etc.).

In response to Commissioner Sidelnikov, Ms. Cooper stated that because of changes in staff, the surveys were not distributed in time to capture a full year of data for 2022, therefore, the data for 2022-2023 was combined. Mr. Altieri stated that the responses to the 2022-2023 survey were received in March-April, Q1 of 2023. Commissioner Sidelnikov requested that in the next survey staff increase the sample period to provide the Board with customer response data received after transition of the property management duties to FPI. Ms. Cooper stated that as reported "property" or in unit safety issues are addressed through HQS inspections, while the represented "safety in complex" data is reflective of surrounding crime issues (i.e. car break-ins, individuals lurking, etc.). Overall, crime surrounding AHA properties is significantly lower in comparison to the city of Alameda as a whole. Mr. Altieri stated that most responses received regarding property management performance were positive, with an approximate 80/20 positive/negative response rate. No alarming or unheard-of negative feedback was received. Most issues reported had to do with items addressed through the Ombudsman program (i.e. neighbor disputes, questions/frustrations about online processes, etc.). Ms. Cooper stated the property management company is notified of issues/matters that can be fixed or improved and they respond within 30 days.

In response to the Board, Mr. Altieri stated that future reports will include more qualitative data.

Commissioner Hadid and Commissioner Sidelnikov expressed gratitude for Mr. Altieri's excellent presentation of the data and the increase seen in "staff politeness."

Commissioner Hadid moved to accept the 2022-23 Customer Satisfaction Survey, and Commissioner Joseph-Brown seconded. The motion passed unanimously.

- Yes 5 Chair Grob, Commissioner Hadid, Commissioner Husby, Commissioner Joseph-Brown, and Commissioner Sidelnikov
- Absent 2 Vice-Chair Tamaoki and Commissioner Kaufman



93.6.C. Accept the Update and Approve use of CELP Cash Flow and short term AHA funding up to \$1,000,000 to close the Conversion.

Sylvia Martinez, Director of Housing Development provided a presentation that summarized the information included in the Board memo for agenda item 6.C; noting that staff and the respective partners have worked diligently to complete this conversion prior to August 31, 2023, which is the date that the forward rate lock on the mortgage of the respective property will expire.

In response to Commissioner Hadid, Ms. Martinez stated that while CELP has approximately \$1,000,000, an estimated \$600,000 is needed to balance the accounts for escrow, so there are sufficient funds for this use. Ms. Cooper stated that often vendor invoices are received late, so the funds requested will serve as a safety net to ensure funds are available to cover any unexpected additional costs.

Commissioner Hadid moved to accept the update and approve use of CELP cash flow and short term AHA funding up to \$1,000,000 to close the conversion, and Commissioner Joseph-Brown seconded. The motion passed unanimously.

- | | | |
|--------|---|--|
| Yes | 5 | Chair Grob, Commissioner Hadid, Commissioner Husby, Commissioner Joseph-Brown, and Commissioner Sidelnikov |
| Absent | 2 | Vice-Chair Tamaoki and Commissioner Kaufman |

6.D. Approve a Predevelopment Loan to Island City Development for the Linnet Corner and Estuary I and Authorize the Executive Director or Designee to Negotiate and Execute the Loan Documents.

At the Direction of Legal Counsel, Ms. Cooper stated that staff will move forward with requesting Board approval of the action as presented and the respective Resolution will be presented for approval during the Special Board of Commissioners Meeting scheduled to take place on August 23, 2023.

Tony Weng, Senior Project Manager stated that Estuary I, the first phase of the homeless housing project, was awarded a 9% tax credit allocation and construction is expected to begin within six months. Secondly, the North Housing Senior Project, Linnet Corner, is listed on the recommendation for a 4% tax credit award and construction is also expected to begin sometime between January – February 2024. Mr. Weng also provided a presentation that summarized the Board memo for agenda item 6.D.

In response to Commissioner Hadid, Mr. Weng stated for all three projects included in North Housing Block A, the Board action committed funds total



\$12.9M. Including this request for \$2.5M, the total requests made equal approximately \$10M, which is below the total approved amount.

Commissioner Grob moved to authorize a \$2.5M predevelopment loan to Island City Development for the Linnet Corner and Estuary I and authorize the Executive Director or Designee to negotiate and execute the loan documents and continue ratification and adoption of the respective Resolution to the next meeting, and Commissioner Sidelnikov seconded. The motion passed unanimously.

- Yes 5 Chair Grob, Commissioner Hadid, Commissioner Husby, Commissioner Joseph-Brown, and Commissioner Sidelnikov
- Absent 2 Vice-Chair Tamaoki and Commissioner Kaufman

6.E. Elect a Chair and Vice Chair of the Board of Commissioners.

Chair Grob continued item 6.E to next meeting scheduled to take place on August 23, 2023.

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

None.

8. EXECUTIVE DIRECTOR'S COMMUNICATIONS

Ms. Cooper expressed gratitude for Ms. Martinez serving as Board Secretary during her absence of the July 19, 2023, Board Meeting, acknowledged staff for all the development work that has resulted in a tremendous amount of progress, stated that the Housing Development unit is now fully staffed, and that during the next Board of Commissioners Meeting staff will provide a presentation on the Emergency Housing Voucher (EHV) program. Ms. Cooper expressed gratitude for Joshua Altieri, Community Relations Manager, working with the interns to distribute emergency packets to EHV households, recognized the Events Committee hosting a successful Boba walk as a kick-off to the AHA Walk-A-Thon, and expressed gratitude for Commissioner Sidelnikov sitting on the legal services contract panel. At the request of Ms. Cooper, Mr. Altieri announced that through their Community Relations Department, the Oakland A's provided 100 tickets for the August 20, 2023 game, and will provide an additional 100 tickets for a game in September. The tickets have been and will be distributed to tenants through LifeSTEPS staff. Ms. Cooper also reminded the Board of the Retreat that is scheduled for Wednesday, August 23, 2023, and stated that items on the retreat agenda are for discussion only; no action will be



taken on these items.

9. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Commissioner Sidelnikov expressed gratitude for staff organizing the property tours that allowed for staff interaction and a first-hand view of the properties.

Commissioner Hadid expressed gratitude for the work performed by Mr. Altieri, the detailed presentations provided by Ms. Martinez and Mr. Weng, staff's work that resulted in the increase in customer service satisfaction as reflected in the survey results, and the opportunity to attend the NAHRO Summer Symposium.

10. ADJOURNMENT

Chair Grob adjourned the meeting at 8:14 p.m

Vanessa M. Cooper
Secretary and Executive Director

Carly Grob, Chair
Board of Commissioners





**DRAFT MINUTES
SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
WEDNESDAY, AUGUST 23, 2023**

1. ROLL CALL

Chair Grob called the meeting to order at approximately 5 p.m.

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

Absent: None

2. AB2449 COMPLIANCE The Chair will confirm that there are 4 members in the same, properly noticed meeting room within the jurisdiction of the City of Alameda. Each board member who is accessing the meeting remotely must disclose verbally whether they are able to be remote under AB2449: (1) just cause (max. 2 per year), or (2) emergency circumstances.” For Emergency Circumstances, the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstances to be used as a justification to participate remotely. Remote Commissioners must provide a general description of the circumstances relating to need to appear remotely at the given meeting. Commissioner must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member’s relationship with such individuals. Note: A Commissioner cannot participate in meetings of the Board of Commissioners solely by teleconference from a remote location for a period of more than 3 consecutive months or 20% of the regular meetings for AHA within a calendar year, or more than 2 meetings if the Board of Commissioners regularly meets fewer than 10 times per calendar year.

Chair Grob confirmed that four Commissioners were present in the noticed meeting room, located within the City of Alameda, and no Commissioners were attending via videoconference.

3. COMMISSIONER RECUSALS



None.

4. Public Comment (Non-Agenda)

None.

5. AGENDA

5.A. Elect a Chair and Vice Chair of the Board of Commissioners.

Vanessa Cooper, Executive Director presented two names for election, Carly Grob and Vadim Sidelnikov as Board Chair and Vice-Chair, respectively.

The Board expressed gratitude for the knowledge and expertise brought to the Board by Vice-Chair Tamaoki through his serving as both a previous Chair and Vice-Chair of the Board. Vice-Chair Tamaoki stated that he was honored to have served in his respective roles on the Board and looks forward to seeing the outcomes of future endeavors of the Board. Chair Grob recognized Commissioner Joseph-Brown and Commissioner Sidelnikov for their service on the Ad-Hoc Committee to bring forward the respective candidate names.

Vice-Chair Tamaoki moved to elect Carly Grob as the Chair and Vadim Sidelnikov as the Vice Chair of the Board of Commissioners, and Commissioner Joseph-Brown seconded the motion. A roll call vote was taken, and the motion passed unanimously.

Yes	7	Chair Grob, Vice-Chair Tamaoki, Commissioner Hadid, Commissioner Husby, Commissioner Joseph-Brown, Commissioner Kaufman, and Commissioner Sidelnikov
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5.B. Adopt a Resolution to Ratify an Approved Predevelopment Loan to Island City Development for Linnet Corner and Estuary I and Authorize the Executive Director or Designee to Negotiate and Execute the Loan Documents.

Tony Weng, Senior Project Manager provided a presentation that summarized the Memo for item 5.B. Mr. Weng stated that as brought forward from the August 16, 2023 Board of Commissioners (BOC) Meeting, he is presenting the Resolution to ratify and approved Predevelopment Loan to Island City Development for Linnet Corner and Estuary I and authorize the Executive Director or Designee to negotiate and execute loan documents. During the period of 2021-2022, the Board committed a total of \$12.9M dollars to the three projects included in the North Housing project; Estuary I, Estuary II, Linnet Corner. To date, a total of approximately \$7.5M has been spent on these projects. Including today's request to authorize the Executive Director to



execute the loan documents for \$2.5M, the total requests made equal approximately \$10M, which is below the total approved amount. As of this morning, Linnet Corner was awarded a 4% tax credit allocation, so two of the three projects, Estuary I and Linnet Corner, are expected to begin construction within the next six months, which staff expect will incur additional permit fees.

In response to Vice-Chair Tamaoki, Mr. Weng stated that in accordance with the Reserve Policy the \$3M previously committed to Estuary I has not been utilized. Of the \$2.5M requested, approximately \$7.5K will be allocated towards Estuary I and approximately \$7.5K - \$1M will be allocated toward Linnet Corner. Sylvia Martinez, Director of Housing Development stated the this is not a request to increase the previously approved permanent commitments for the respective projects. The request presented today is to use some of permanently committed funds for predevelopment costs.

Chair Grob moved to adopt a Resolution to ratify an approved Predevelopment Loan to Island City Development for Linnet Corner and Estuary I and authorize the Executive Director or designee to negotiate and executive the loan documents, and Vice-Chair Tamaoki seconded. A roll call vote was taken, and the motion passed unanimously.

Yes 7 Chair Grob, Vice-Chair Tamaoki, Commissioner Hadid, Commissioner Husby, Commissioner Joseph-Brown, Commissioner Kaufman, and Commissioner Sidelnikov

- 5.C. Approve short term Housing Authority of the City of Alameda (AHA) funding up to \$500,000 and any other steps necessary to complete the Rosefield Conversion.

At the request of Ms. Cooper, Chair Grob tabled item 5.C.

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

None.

7. EXECUTIVE DIRECTOR'S COMMUNICATIONS

Ms. Cooper stated that during the Board of Commissioners Retreat Ms. Martinez will present Permanent Supportive Housing, the Coordinated Entry System, and Future Operations at Estuary I and II, Tonya Schuler-Cummins, Director of Data and Policy and Sepideh Kiumarsi, Management Analyst will provide an overview of MTW progress and plans for 2024-2025, and Greg Kats, Director of Administrative Services will present the Strategic Plan. Ms. Cooper reminded



the Board that the retreat items are being presented for discussion only and any follow-up process items should be presented directly to her. Ms. Cooper explained the difference between the Board's roles and the Executive Director's role, including that communications with or from the Board should come through her. Tenant Board Commissioners that would like to follow up on items pertaining to their tenancy should adhere to the process set forth for reporting tenancy issues.

8. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

None.

9. ADJOURNMENT OF MEETING

Chair Grob adjourned the meeting at approximately 5:20 p.m.

10. 2023 BOARD OF COMMISSIONERS RETREAT

10.A. Welcome and Introductions

10.B. Icebreaker

11. DISCUSSION AGENDA NOTE: THIS STUDY SESSION IS FOR DISCUSSION ONLY. NO ACTION WILL BE TAKEN AND ANY ITEMS THAT NEED ACTION WILL RETURN TO A LATER BOARD MEETING.

11.A. Overview and Discussion of Permanent Supportive Housing, the Coordinated Entry System, and Future Operations at Estuary I and II.

11.B. Overview and Discussion of MTW progress and plans for 2024-2025

11.C. Overview and Discussion of upcoming Strategic Planning process.

11.D. Review of items for follow up.

A general discussion took place, and no decisions were made.

Vanessa M. Cooper
Secretary and Executive Director

Carly Grob, Chair
Board of Commissioners





Housing Authority
of the
City of Alameda

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: September 20, 2023

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

BACKGROUND

This memo is a high-level overview of Housing Programs Department (HPD) activities for the month of August 2023.

DISCUSSION

Office Hours Update

Effective July 10, 2023, the Housing Authority of the City of Alameda (AHA) public office hours have changed to 8:30 a.m. - 3:00 p.m. As the Housing Authority of the City of Alameda (AHA) transitions to the MTW model and Housing Choice Voucher (HCV) leasing efforts increase, we felt it would be important for staff to be available to the public to service their ongoing needs. Since moving many of our processes online and our continued efforts to develop more efficiencies to assist participants online and virtually, staff have tracked the visitors in the lobby to determine if there is a significant increase in visitors to the office. To date, there has not been any indication of a significant increase in visitors to our lobby. Staff will continue to monitor visitors daily.

In-Person/Online Recertification Processes

In July 2023, staff began a new MTW activity of triennial recertifications. Staff are now completing the recertification process in person. In-person interviews are being held at our office, which requires certain household members to come into the office to come into the office to meet with staff to complete the final process of the online recertification. Meeting with families in-person has become very important as we enter into the triennial recertification process, as families won't be required to complete a recertification again for three years. The in-person recertification process has also been an opportunity for staff to assist families with the online recertification/ interim portal in person. Translation is provided as necessary.

AHA participants needing assistance or training on how to complete an annual or



interim certification, through the online portal, can also receive that training at the time of the in-person interview, or by attending the regular bi-weekly workshops, which are still available every other Wednesday, from 10 a.m. -11 a.m., at 701 Atlantic Avenue, Alameda, CA 94501.

Yardi Voucher Issuance Update

AHA staff have completed the voucher issuance for the remaining families from the HCV waitlist selection completed in March 2023. By utilizing the portal, staff were able to make the leasing efforts easily accessible for applicants on the HCV waitlist and ensured all applicants were contacted by email address or mail. Of the 200 applicants outreached to, 160 applicants responded, and 140 submitted the needed documents to be processed for a voucher. With the Executive Director's approval, staff will begin selecting 50 HCV applicants per month to continue our leasing goals.

FISCAL IMPACT

For report only, no fiscal impact.

CEQA

N/A

RECOMMENDATION

Accept the Monthly Overview of the Housing Programs Department.

ATTACHMENTS

None

Respectfully submitted,



Lynette Jordan, Director of Housing Programs



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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: Lynelle Buckley-Broughton, Property Management Supervisor

Date: September 20, 2023

Re: Accept the Monthly Overview Report for Property Operations.

BACKGROUND

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

DISCUSSION

The attached table (Attachment 1) summarizes property performance for all sites including Housing Authority of the City of Alameda (AHA) and affiliate-owned sites for the month of July.

As of July 1, 2023, FPI Management (FPI) has taken over management duties for all properties previously managed by AHA and the John Stewart Company (JSCo). Staff will continue to work closely with FPI, LifeSteps and our residents to ensure that all properties continue to have a smooth transition.

VACANCY

The attached table (Attachment 1) reflects twenty-six (26) vacancies out of six hundred eighty-six (686) units for all properties at the beginning of July, 2023. Staff are working diligently to fill the vacancies, and seven (7) units have move-ins scheduled in the next month, and fourteen (14) units are turned and ready for occupancy.

Lease up coordination between AHA Property Management, FPI, and AHA Housing Programs continues with the goal of filling vacancies as expeditiously as possible. Vacancies that do not have a waitlist are posted on the AHA website and applications are available through the Resident Managers, as well as GoSection 8, the Section 8 online search engine, and on Craigslist.

RENT COLLECTIONS

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



The collection rate for Anne B. Diament is 93.2% and Independence Plaza is 93.8%. This is primarily due to units pending legal action, as well as a number of residents that had difficulty paying rent in December, for which the delinquent balances rolled over into 2023. China Clipper (102.2%), and Little John Commons (101.5%) exceeded the 101% threshold due to subsidy receipts from the month of June being posted to the July receivables. Eagle Village is at 97%, Esperanza is at 96.5%, Parrot Village is at 89.8%, Rosefield Village is at 95.1% and some of the scattered sites are at 52.1%, while others are 102.8%. The lower collection rates are primarily due to the units pending legal action and past due balances for residents affected by COVID-19, while the higher collection rates are also related to subsidy receipts from the month of June being posted to the July receivables. The eviction moratorium has been lifted as of April 30, 2023. All residents who have a balance of \$100 or more have received a Three-Day Notice to Cure or Quit.

The total delinquency (unpaid rent) for the portfolio for current tenants is \$1,058,456. 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. Legal counsel is working with these families to enter in to a "stay and pay" stipulated agreement.

RENT INCREASES

New payment standards were released by HUD during September 2023 and will go before the Board for approval in this same meeting. Rent increases will follow at all sites in the coming months. This will impact increases to the total contract rent going forward, but these rent increases to meet the new payment standard generally will not impact subsidized residents' rent portion, as long as they are not over-housed.

SOCIAL SERVICES

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 continued the farmer's market structure that was being utilized prior to the pandemic and LifeSTEPS has resumed running this model.

MAINTENANCE

The attached table (Attachment 1) shows the Maintenance Requests completed for July 2023.

FISCAL IMPACT

Report only, no financial impact.

CEQA

N/A

RECOMMENDATION

Accept the Monthly Overview Report for Property Operations.

ATTACHMENTS

1. Attachment 1 - PM Memo attachment September 2023

Respectfully submitted,
Lynelle Buckley-Broughton
Lynelle Buckley-Broughton, Property Management Supervisor

ATTACHMENT 1

July, 2023

Property Name	Code	Owned by	Managed by	Total units	Senior or Family	Manager units	Gross Potential Rent	Tenant Rent Collected	Subsidy collected	Total Rent Collected	% collected	Current Month Delinquency	Current Tenant Delinquency	Past Tenant Delinquency JSCO	Past Tenant Delinquency FPI	Total Delinquency (past and current)
China Clipper	v18	AHHC	FPI	26	Family	1	\$51,216	\$14,285	\$37,831	\$52,116	*102.2%	-\$ 900	\$ 18,316	\$ 2,349	\$ 0	\$ 20,665
Esperanza	v19	AAHC	FPI	120	Family	1	\$374,940	\$103,246	\$258,554	\$361,800	96.5%	\$ 13,140	\$ 178,025	\$ 1,125	\$ 38,930	\$ 218,080
Littlejohn Commons	v20	ICD	FPI	31	Senior	1	\$57,477	\$12,236	\$45,112	\$57,348	*101.5%	\$ 129	\$ 45,588	\$ 0	\$ 0	\$ 45,588
Parrot Garden	v21	AHA	FPI	8	Family	0	\$19,084	\$9,175	\$9,909	\$19,084	100.0%	\$ 0	\$ 39,112	\$ 1,352	\$ 0	\$ 40,464
Parrot Village	v22	AAHC	FPI	50	Family	1	\$159,578	\$41,867	\$98,847	\$140,714	88.2%	\$ 18,864	\$ 217,852	\$ 32,782	\$ 70,833	\$ 321,467
Everett Commons	v23	ICD	FPI	20	Family	1	\$50,907	\$11,408	\$35,998	\$47,406	93.1%	\$ 3,501	\$ 3,942	\$ 256	\$ 0	\$ 4,198
Scattered Sites	v24	AHA	FPI	25	Family	0	\$53,519	\$14,349	\$40,679	\$55,028	102.8%	-\$ 1,509	\$ 23,250	\$ 0	\$ 0	\$ 23,250
Scattered Sites	v25	AAHC	FPI	27	Family	0	\$56,624	\$12,621	\$19,705	\$32,326	57.1%	\$ 24,298	\$ 17,975	\$ 0	\$ 0	\$ 17,975
Rosefield Village	v26	ICD	FPI	92	Family	1	\$170,715	\$106,943	\$55,434	\$162,377	95.1%	\$ 8,338	\$ 116,067	\$ 0	\$ 39,729	\$ 155,796
Eagle Village	v27	AAHC	FPI	36	Family	1	\$98,682	\$21,624	\$74,089	\$95,713	97.0%	\$ 2,969	\$ 7,316	\$ 14,863	\$ 5,395	\$ 27,574
Independence Plaza	w11	AAHC	FPI	186	Senior	1	\$267,160	\$141,261	\$109,422	\$250,683	93.8%	\$ 16,477	\$ 80,558	\$ 78,037	\$ 94	\$ 158,689
Anne B Diamant	w70	AHHC	FPI	61	Senior	1	\$133,479	\$28,215	\$96,224	\$124,439	93.2%	\$ 9,040	\$ 4,850	\$ 19,860	\$ 0	\$ 24,710
TOTAL				682		9	\$1,493,381	\$517,230	\$881,804	\$1,399,034	94%	\$94,347	\$752,851	\$150,624	\$154,981	\$ 1,058,456

*Some past month subsidy payments are recorded in June

Month Ending July, 2023

Property Name	Code	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	Cases filed (e.g. non payment of rent, abandonment)
China Clipper	v18	AHHC	0	0.0%	0	0.0%	1	0	81	0
Esperanza	v19	AAHC	3	2.5%	0	2.5%	3	0	57	0
Littlejohn Commons	v20	ICD	1	3.2%	0	3.2%	0	1	6	0
Parrot Garden	v21	AHA	0	0.0%	0	0.0%	0	0	0	0
Parrot Village	v22	AAHC	7	14.0%	0	14.0%	0	0	10	2
Everett Commons	v23	ICD	1	5.0%	0	5.0%	0	0	0	0
Scattered Sites	v24	AHA	0	0.0%	0	0.0%	0	0	0	0
Scattered Sites	v25	AAHC	5	18.5%	0	18.5%	0	0	0	0
Rosefield Village	v26	ICD	2	2.2%	0	2.2%	0	0	14	6
Eagle Village	v27	AAHC	1	2.8%	0	2.8%	0	0	10	0
Independence Plaza	w11	AAHC	6	3.2%	0	3.2%	3	1	57	3
Anne B Diamant	w70	AHHC	0	0.0%	0	0.0%	0	0	81	3
TOTAL			26	3.8%	0	3.8%	7	2	316	14



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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: September 20, 2023

Re: Accept the Monthly Development Report for Rosefield Village.

BACKGROUND

The Housing 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.

738 Eagle Fire Service

EBMUD completed its work for this fire service as of June 30, 2023. Staff has signed a contract with JHFitzmaurice, the original general contractor, to complete the remaining connection. The need for an additional permit was identified in June and the review is underway. It is hoped that the work can be completed before the end of September. A tenant has been identified for this unit.

Leasing and Income

The project achieved a 100% lease up of its tax credit units (89 units, including 23 project based voucher units) as of October 31, 2022. The site has one unit on hold (see



above). All vacancies are being actively leased from the wait list.

Rent collection at this property has been an issue due to a combination of the eviction moratorium, economic stress on working-class residents, and underperformance by the former property management firm. Staff and new property management are now reviewing receivables on a weekly basis and have been able to connect directly with most of the affected households to work out payment plans. The payment plans require a significant initial repayment against the household's balance, and also that the household be current on monthly rent and the required monthly payment plan on their balance due. There are a handful of households who have been forwarded to legal review for action.

Stabilization and Conversion

In August, Rosefield met the major milestones of stabilization and conversion to the permanent loan phase before the September 1, 2023 deadline to utilize the interest rate lock. The construction loan has been paid off by investor proceeds and the permanent loan.

Meeting this critical timing took leadership and efforts from many departments at AHA, including HPD's assistance last summer during the lease up phase, Portfolio Management's work in leasing, operations, and the transfer to new property management, and Finance's hands-on efforts to present the financials in an acceptable manner for approval, as well as their guidance and documentation of the cost certification process. AHA and ICD's partners, FPI Management and LifeSTEPS, have also been instrumental in meeting the requirements.

8609 Milestone

The next milestone for this project is the submittal of the Placed in Service (PIS) package to the California Tax Credit Allocation Committee for review and issuance of the tax form 8609s. These tax forms allow the investor to receive the tax credits that are expected. The PIS package is scheduled to be submitted by September 8, 2023 and the review process is expected to require less than six months.

FISCAL IMPACT

The project remained under budget, despite the extended stabilization period. The benefits have resulted in a lower permanent loan (by approximately \$1 million) and a reduced AHA loan (by \$125,000). ICD and AHA are now eligible to receive up to \$1,890,000 in developer fees, and received \$1,000,000 from the permanent loan closing process. The remaining \$890,000 will be repaid from cash flow or through the end of year cash proceeds distribution, as deferred developer fee is a preferred repayment item. The financial risks of this project have been reduced considerably by this conversion achievement.

CEQA

Not applicable.

RECOMMENDATION

Accept the Monthly Development Report for Rosefield Village.

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



Housing Authority
of the
City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: September 20, 2023

Re: Accept Monthly Development Report on Poppy Place (Webster Street Hotel).

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. 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 and received an award in February 2023. Staff has accepted due diligence and negotiated an extension to close in mid-November 2023.

DISCUSSION

Staff has continued working on all aspects of design, construction and financing to bring this project to fruition. The construction lender, the Housing Trust of Silicon Valley, is making progress on its due diligence. Staff expects to bring back an updated term sheet from the lender regarding these terms and conditions.

The State of California Standard Agreement has been drafted and is circulating for signature. Requests for proposals have been issued for the tenant improvements, roof and solar. Property management and services are engaged, and AHA staff are leading the marketing plan for lease up. AHA staff have also been leading the discussions with the County of Alameda, which will refer formerly homeless tenants from the Coordinated Entry System, provide funding for services, and host the pre-application process on the Alameda County Housing Portal. Priority pre-applications will be accepted via the Alameda County Housing Portal from October 2, 2023 through October 20, 2023. A marketing video can be watched here: <https://vimeo.com/850186639?share=copy>, with the password **alameda**. The marketing flyer and fact sheet are attached.

AHA is updating its tenant selection criteria and operating and management plans to meet the needs of supportive housing tenants. It is also deepening relationships with



the County, service providers, and referral agencies. These documents and relationships will support future supportive housing developments at North Housing as well.

The current timeline for residents to begin to move into the development is January 2024.

FISCAL IMPACT

With the exception of escrow deposits, less than \$150,000 has been spent on consulting fees and reports to date. As the total rises to over \$250,000, staff will request a predevelopment loan from AHA, as part of its \$8,000,000 commitment to purchase and renovate this property.

CEQA

Not applicable

RECOMMENDATION

Accept Monthly Development Report on Poppy Place (Webster Street Hotel).

ATTACHMENTS

- 1. Poppy Place -- Marketing Flyer
- 2. Poppy Place -- Fact sheet

Respectfully submitted,



Sylvia Martinez, Director of Housing Development

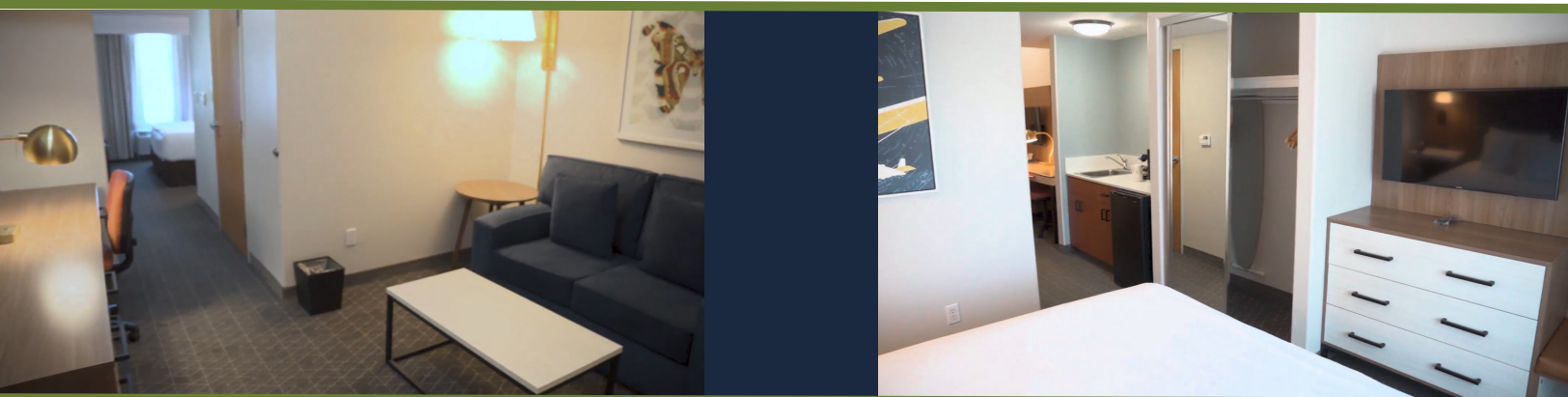
Live at Poppy Place



Affordable housing in an ideal location

Live in a studio apartment in a great location at 1628 Webster Street, in the heart of the City of Alameda, and within a close walk to grocery, retail, local employers and schools.

These 370-400 square foot studio apartments feature individual bathrooms plus kitchenette and are suitable for one to three person households.



Rents will range from \$518 to \$1,554 monthly with utilities included in monthly rent.

The pre-application period will be open from October 2 through October 22.

Move-ins start in January 2024.

FOR LEASING INFORMATION:

Call: (510) 747-4369

Email: poppyplace@alamedahsg.org

Visit: www.poppystudiosalameda.com



Housing Authority
of the
City of Alameda



We encourage all applicants to register early using the Alameda County Housing Portal: <https://housing.acgov.org/create-account>

Scan this QR code to watch video about Poppy Place

Poppy Place



Affordable studio apartments are coming to Alameda

These studio apartments are situated in an ideal location on Webster Street in the City of Alameda, within walking distance to grocery and retail stores, and with many local employers and schools located nearby.

These 370-400 square foot studio apartments feature individual bathrooms and kitchenettes, which are suitable for individuals or small households.

Rents will range from \$518 to \$1,554 monthly with utilities included in monthly rent.

The pre-application period will be open from October 2 through October 22.

Move-ins start in January 2024.

Property Information

PROPERTY ADDRESS

1628 Webster Street

NUMBER OF STORIES: 3

ON-SITE MANAGER: Yes

HOUSING SUBSIDIES ACCEPTED

Emergency Housing Vouchers
Emancipated Foster Youth Program
Section 8 Vouchers

NUMBER OF AFFORDABLE RENTAL HOMES:

49 Studio apartments (including 7 ADA units)

FOR LEASING INFORMATION:

Call: (510) 747-4369

Email: poppyplace@alamedahsg.org

Visit: www.poppystudiosalameda.com

PROPERTY AMENITIES:

Onsite laundry
Community room & patio
Limited onsite parking
Secure bicycle parking
Pet friendly
Resident services



We encourage all applicants to register early using the Alameda County Housing Portal:
<https://housing.acgov.org/create-account>



Scan this QR code to watch video about Poppy Place



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: Jenny Wong, Senior Project Manager

Date: September 20, 2023

Re: Accept the Monthly Development Report for The Poplar (2615 Eagle Avenue).

BACKGROUND

The Housing Authority of the City of Alameda (AHA) purchased the property at 2615 Eagle Avenue in April 2022 in order to develop the site as affordable housing. AHA anticipates that the site will serve 40-50 families, with up to 25% supportive housing units if required by funding sources. The development will be required to have a preference for Alameda Unified School District (AUSD) staff due to the City redevelopment funding awarded to the project.

DISCUSSION

Funding

On April 20, 2022, AHA approved the purchase of the property for \$2.5 million, and an option to ground lease to Island City Development (ICD). In May 2022, the Board agreed to \$500,000 in funding for design and development (this is typically a predevelopment, short-term commitment). AHA has received approximately \$3 million from the City of Alameda redevelopment funding for this development. The current Reserve Policy commitment is zero at this time.

In June 2023, the Board directed staff to pursue a predevelopment loan from Capital Impact Partners, a Community Development Financial Institution, for this development at highly favorable rates. Capital Impact is committing up to \$3,337,000 in acquisition and predevelopment funding to the project. The term sheet has been fully executed. The project has credit approval from Capital Impact and is undergoing due diligence for the loan. Staff anticipates that the funds could be available by the end of October 2023, which is important as the liquidity helps AHA meet its other funding obligations.

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 and will be completed this fall.

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 holding community outreach meetings in early 2024.

Environmental Mitigation

The property was formerly used as a maintenance and storage yard by AUSD to facilitate their daily operations. Additional testing will be required to assess the full extent of the residual impacts in order to determine the appropriate plan for mitigation and/or remediation.

Staff is preparing a grant application for Equitable Community Revitalization Grant (ECRG) funds from the Department of Toxic Substances Control Office of Brownfields. The ECRG grant funds would serve as a potential funding source to offset site investigation and clean-up costs. ECRG Round 2 grant funding applications are due October 9, 2023 and awards are anticipated to be announced in February 2024.

FISCAL IMPACT

The Capital Impact loan will provide predevelopment funding for all costs associated with this project, with any fees and carrying costs anticipated to be recovered by the future development.

CEQA

Not applicable.

RECOMMENDATION

Accept the Monthly Development Report for The Poplar (2615 Eagle Avenue).

ATTACHMENTS

None

Respectfully submitted,



Jenny Wong, Senior Project Manager



Housing Authority
of the
City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Jenny Wong, Senior Project Manager

Date: September 20, 2023

Re: Accept the Monthly Development Report for The Estuary I.

BACKGROUND

The Estuary I, formerly known as 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. The Estuary I project 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 AHA. On June 5, 2018, City Council approved the resolution to transfer the North Housing site to AHA. The North Housing parcel was successfully transferred to AHA 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 Board reports for project details before this month's update. Documentation of the master planning process may be found at www.northhousing.org.

DISCUSSION

Funding

AHA has made two funding commitments through its Reserve Policy, one for \$3,750,000 which is flowing through the Alameda Affordable Housing Trust Fund (AAHTF), and one for \$3,000,000 in a direct AHA loan. The AAHTF commitment has been awarded matching funds of \$1,250,000 from the State Local Housing Trust Fund program. Together, the AHHTF commitment is \$5,000,000. AHA approved an option to ground lease the property, at a subsidized rate, in 2021.



The project has received combined City of Alameda funding commitments of approximately \$1,858,000 from various federal and local sources.

The Federal Home Loan Bank of San Francisco awarded \$660,000 in AHP funds to the project.

The Estuary I project has a total of forty (40) Section 8 Project-Based Vouchers awards from AHA. The initial Housing Assistance Payment (HAP) Contract for a total of forty (40) PBVs over twenty (20) years is expected to be worth approximately \$10 million. On April 19, 2023, AHA approved 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 submits quarterly status reports as required by the PBV award.

On April 25, 2023, staff submitted a competitive 9 percent Low-Income Housing Tax Credit (LIHTC) Application to the California Tax Credit Allocation Committee (CTCAC). On July 26, 2023, CTCAC approved an allocation recommendation for the project. The Estuary I is required to close on construction financing and begin construction no later than January 22, 2024.

Permit

The building permit is ready to be issued upon payment of building permit fees for the Estuary I project. Also, the Public Works Department completed its review of the first phase Final Map and the associated backbone improvements plan. On May 16, 2023, City Council approved the first phase Final Map. City staff is working on finalizing the documentation necessary to memorialize the land transfer related to the remanent Right of Way (ROW) parcels along Mosley Avenue to AHA as contemplated in the approved Development Plan.

Procurement

Staff is working on three active procurements: a construction management consultant, a prevailing wage consultant, and a Debt and Equity Investor for the project.

Staff released the RFP for a construction manager on August 31, 2023 with a request for responses to be submitted by September 19, 2023.

For the project's prevailing wage consultant, The Scherer Group was selected for this project.

Staff released the RFQ for debt and equity investor in February 2023 and received interest from multiple parties. Staff, together with the Review Panel, are reviewing all the responses to the Debt and Equity RFQ.

FISCAL IMPACT

The Board previously authorized a predevelopment loan to ICD of \$7,500,000 for costs associated with master planning, carrying costs, demolition, and redevelopment work

for Block A of the North Housing project, which includes 155 units of permanent supportive and senior housing, including Estuary I. At the August 2023 Board meeting, the Board authorized an additional \$2,500,000 predevelopment loan to ICD. This brings the predevelopment loan on the North Housing Block A projects to a total of \$10,000,000. Funds are disbursed to ICD on an as-needed basis.

The current total available predevelopment loan balance is \$2,229,190 net of anticipated soil stabilization costs. Please refer to the attached chart summarizing expenses through August 31, 2023 (Attachment 1).

Note, in June 2023, the Board also directed staff to utilize other funding sources to cover approximately \$4,000,000 in predevelopment costs of the remaining 9 acres at North Housing.

CEQA

Not Applicable.

RECOMMENDATION

Accept the Monthly Development Report for The Estuary I.

ATTACHMENTS

- 1. 23_0831_North Housing Block A Expenses Chart

Respectfully submitted,



Jenny Wong, Senior Project Manager

North Housing Block A Predevelopment Expenses Chart Through August 31, 2023.

North Housing Block A	Total
The Estuary I – 45 units (includes predevelopment, pro rata shares of master plan, demolition, and land carrying costs)	\$1,038,198
The Estuary II – 46 units (includes predevelopment, pro rata shares of master plan, demolition, and land carrying costs)	\$1,042,802
Linnet Corner – 64 units (includes predevelopment, pro rata shares of master plan, demolition, and land carrying costs)	\$1,189,810
Grand Total	\$3,270,810
Anticipated Soil Stabilization Costs for Block A	\$4,500,000
Remaining Predevelopment Loan Available for Block A	\$2,229,190

North Housing	Total
Remaining Nine (9) Acre Land Carrying Costs and Site Pre-Development (includes master planning and demolition) *Shown for informational purposes only	\$4,000,000



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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Paris Howze, Project Manager

Date: September 20, 2023

Re: Accept the Monthly Development Report for Linnet Corner.

BACKGROUND

Linnet Corner, formerly known as North Housing Senior Apartments, is one of 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. Linnet Corner 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 Board reports for project details before this month's update. Documentation of the master planning process may be found at www.northhousing.org.

DISCUSSION

Funding

On August 23, 2023, the California Tax Credit Committee (CTCAC) and the California Debt Allocation Committee (CDLAC) awarded Linnet Corner an allocation of 4 percent Low-Income Housing Tax Credits (LIHTC) and Tax-Exempt Bonds, respectively. The CTCAC and CDLAC awards will enable the project to break ground in the next six months.



The Federal Home Loan Bank of San Francisco awarded \$945,000 in AHP funds to the project.

On March 9, 2023, the California Housing and Community Development Department (HCD) released the 2023 Local Housing Trust Fund (LHTF) Program Notice of Funding Availability (NOFA) with funding applications due through May 17, 2023. Staff submitted an LHTF application for additional state-matching funds for this project. On August 1, 2023, the Alameda Affordable Housing Corporation received an initial point score letter for its May 17, 2023 application. Award announcements for the 2023 LHTF program are expected in September 2023.

In February 2023, staff received a Multifamily Super NOFA Conditional Award Commitment in the amount of \$20,635,312 from the California Department of Housing and Community Development (HCD) for this project. Staff is working with HCD staff on finalizing the project report and the standard agreement.

In June 2022, AHA conditionally awarded forty (40) Section 8 PBVs for this project. The initial Housing Assistance Payment (HAP) Contract for a total of forty (40) PBVs over twenty (20) years is expected to be worth approximately \$10 million. On April 19, 2023, AHA approved an extension for the project to enter into an Agreement to Enter Into A Housing Assistance Payment Contract (AHAP) from June 30, 2023 to December 13, 2023.

Permits

The building permit is ready to be issued upon payment of building permit fees for the Linnet Corner project. Also, the Public Works Department completed its review of the first phase Final Map and the associated backbone improvements plan. On May 16, 2023, City Council approved the first phase Final Map. Staff is working with the City on finalizing the documentation necessary to memorialize the land transfer related to the remanent Right of Way (ROW) parcels along Mosley Avenue to AHA as contemplated in the approved Development Plan and the first phase Final Map.

Procurement

Staff is working on three active procurements: a construction management consultant, a Debt and Equity Investor for the project, and a prevailing wage consultant. Staff released the RFP for a construction manager on August 31, 2023 with a request for responses to be submitted by September 19, 2023. For the project's prevailing wage consultant, The Scherer Group was selected for this project. Staff released the RFQ for debt and equity investor in February 2023 and received interest from multiple parties. Staff, together with the Review Panel, are reviewing all the responses to the Debt and Equity RFQ.

FISCAL IMPACT

The Board previously authorized a predevelopment loan to ICD of \$7,500,000 for costs associated with master planning, carrying costs, demolition, and redevelopment work

for Block A of the North Housing project, which includes 155 units of permanent supportive and senior housing, including the Linnet Corner project. At the August 2023 Board meeting, the Board authorized an additional \$2,500,000 predevelopment loan to ICD. This brings the predevelopment loan on the North Housing Block A projects to a total of \$10,000,000. Funds are disbursed to ICD on an as-needed basis.

The current total available predevelopment loan balance is \$2,229,190 net of anticipated soil stabilization costs. Please refer to the attached chart summarizing expenses through August 31, 2023 (Attachment 1).

Note, in June 2023, the Board also directed staff to utilize other funding sources to cover approximately \$4,000,000 in predevelopment costs of the remaining 9 acres at North Housing.

CEQA

Not applicable.

RECOMMENDATION

Accept the Monthly Development Report for Linnet Corner.

ATTACHMENTS

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

Respectfully submitted,



Paris Howze, Project Manager

North Housing Block A Predevelopment Expenses Chart Through August 31, 2023.

North Housing Block A	Total
The Estuary I – 45 units (includes predevelopment, pro rata shares of master plan, demolition, and land carrying costs)	\$1,038,198
The Estuary II – 46 units (includes predevelopment, pro rata shares of master plan, demolition, and land carrying costs)	\$1,042,802
Linnet Corner – 64 units (includes predevelopment, pro rata shares of master plan, demolition, and land carrying costs)	\$1,189,810
Grand Total	\$3,270,810
Anticipated Soil Stabilization Costs for Block A	\$4,500,000
Remaining Predevelopment Loan Available for Block A	\$2,229,190

North Housing	Total
Remaining Nine (9) Acre Land Carrying Costs and Site Pre-Development (includes master planning and demolition) *Shown for informational purposes only	\$4,000,000



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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Kara Korbel, Housing Specialist III

Date: September 20, 2023

Re: Accept Quarterly Family Self Sufficiency (FSS) Report.

BACKGROUND

The Family Self-Sufficiency (FSS) program is a HUD funded program to assist families and individuals in becoming financially stable through education and employment. Participation in the program is voluntary and is a five-year commitment. Eligible participants include Section 8 Voucher holders; both Tenant-based and Project-based holders. HUD has expanded FSS eligibility to include Moderate Rehabilitation participants as of June 2022. The Housing Authority of the City of Alameda (AHA) completes several recruitment events annually, both in-person (town hall meetings, on-site recruitment events), and virtually (to individuals with changes in income and on Unemployment/TANF program). Announcements and information are also distributed through quarterly newsletters. To enroll in the FSS program, participants complete an FSS application, an assessment, and an intake interview. Then the participant and AHA FSS Coordinator collaborate to create an Individualized Training and Services Plan (ITSP) and sign the FSS Contract of Participation, the legal documents which complete FSS enrollment. HUD mandates a minimum of 26 participants to fund a FSS Coordinator. AHA's enrollment goal was to increase from 26 participants to 50 -60 by June 30, 2023 and then maintain that number going forward.

DISCUSSION

Due to graduating participants and withdrawals, there are currently 22 active participants in the FSS program. In late June 2023, emails were sent to eligible participants at AHA owned properties: Eagle Village, Detached Homes, Sherman St, Stanford and Lincoln House; and several Pulte homes. There were approximately 70 participant households eligible from these properties. While several inquiries were received, after further details were provided to potential participants, regarding the commitment, program's benefits and processes, no enrollments were achieved. Additional on-site at Esperanza, China Clipper, Parrot Village, and community partners at Breakers, Shinsei Gardens and Stargell Commons is planned for September 2023. Additionally, targeted emails for participant households based on income such as General Assistance, TANF, and Unemployment income will be sent out in September



2023.

Below is a chart showing the number of participants enrolled and the number of graduations and/or termination from October 1, 2022- through June 30, 2023.

Program data	Q4 end Dec 31,2022	Q1 end March 31, 2023	Q2 end June 30, 2023	Q3 end Sept 30, 2023
Enrollees at end of last quarter	29	26	22	
New FSS participants this quarter	0	0	0	
Graduated this quarter	3	2	1	
Terminations/withdrawals/port outs	0	1	0	
Port ins	0	0	0	
TOTAL ENROLLED AT END OF MOST RECENT QUARTER	26	23	22	
Minimum enrollees required by HUD grant for One Coordinator Position	26	26	26	
Enrollees with increased income this quarter	0	0	8	
Average escrow account balance at end of quarter	\$3,623.89	\$4,703.16	\$5,612.46	
Percentage of enrollees with an escrow balance at end of quarter	56%	57%	68%	

Total escrow balance on last day of the quarter for all enrollees	\$97,844.92	\$ 108,172.69	\$123,473.82	
Total withdrawals for this quarter	0	3	1	

Services provided this quarter

During this quarter, the services provided to participants included personal coaching on life skills, tenant/landlord communication, and annual recertification/income change procedures; referrals were made to legal and mediation services, the College of Alameda Career & Employment Center, and Alameda County Social Services; and monthly check-ins were completed either one-on-one and/or virtual group held on third Tuesday evenings.

This quarter there were three virtual meetings held on the third Tuesday evenings from 6:00 pm – 7:30 pm. There was an average of 4 - 6 attendees for all meetings.

This program is continually taking new enrollees. Participants from all voucher and moderate rehabilitation programs are eligible. For more information, contact Kara S. Korbelt at 510-747-4311. Please also see the website <https://www.alamedahsg.org/housing-programs/family-self-sufficiency-program/>

FISCAL IMPACT

For report only, no fiscal impact.

CEQA

N/A

RECOMMENDATION

Accept Quarterly Family Self Sufficiency (FSS) report.

ATTACHMENTS

None

Respectfully submitted,
Kara S. Korbelt
Kara Korbelt, Housing Specialist III

To: Honorable Chair and Members of the Board of Commissioners

From: Alicia Southern, Director of Human Resources and Operations

Date: September 20, 2023

Re: Approve Staff to hire two (2) Asset Managers instead of the currently budgeted one (1) Asset Manager and one (1) Associate Asset Manager as currently budgeted.

BACKGROUND

Each year, as part of the budgeting process, a proposed Schedule of Authorized Positions and Pay Schedule is presented to the Board of Commissioners with the proposed budget for the upcoming fiscal year. This year, due to the current challenges with recruiting employees, in particular, the longer than typical time it is taking to hire, combined with the approval and funding of several proposed development projects, the Housing Authority of the City of Alameda (AHA) management brought the Schedule of Authorized Positions and Pay Schedule for 2023-2024 to the Board prior to presentation of the full budget.

DISCUSSION

The approved Schedule of Authorized Positions of 54 FTEs, included an Associate Asset Manager in the Asset Management department for additional bandwidth to support addressing AHA's growing and aging housing portfolio. Due to the vacancy at the Director of Asset Management level and available candidate pool, AHA would like to request the ability to hire two Asset Manager positions, if necessary, rather than one (1) Asset Manager and one (1) Associate Asset Manager, as currently budgeted. The approximate additional annual cost would be \$16,127.04, recruitment is underway and there are a number of potential candidates at the Asset Manager level.

If two Asset Managers are hired, staff will return to the Board in October to adjust the Schedule of Authorized Positions.

Of note, there is some room in the budget for such changes. For example, should either/both of the currently vacant Assistant Director positions be filled with internal candidates, AHA management may consider not backfilling the position(s) and leaving the vacated positions open. AHA is not filling the position vacated by the promotion of the Director of Policy and Data at this time, and is filling the vacant Human Resources



Manager position at the level of a Management Analyst. Additionally, any internal appointments and adjustment of salaries of any current staff, including those already in Assistant Director positions, would not be made until the beginning of the upcoming fiscal year, after budget approval.

FISCAL IMPACT

The current approved budget for 2023-24 can absorb these changes.

CEQA

RECOMMENDATION

Approve Staff to hire two (2) Asset Managers instead of the one (1) Asset Manager and one (1) Associate Asset Manager as currently budgeted.

ATTACHMENTS

None

Respectfully submitted,



Alicia Southern, Director of Human Resources and Operations



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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: Vanessa Cooper, Executive Director

Date: September 20, 2023

Re: Accept a report on the 2023 Summer Intern Program.

BACKGROUND

This is the sixth year of the Housing Authority of the City of Alameda (AHA) Summer Intern Program. Due to COVID, the program was halted from 2020 through 2021. The program is marketed at local universities and on Handshake.com. This year, over 40 applicants applied to participate in the program.

While in previous years, AHA interns have been at either their undergraduate or masters level, this year, both interns were midway through the Masters in Public Health Program at UC Berkeley. The two interns selected worked with staff on a variety of projects over the summer.

DISCUSSION

The interns were assigned to either the Housing Development Department or the Data and Policy Department but also worked on agency-wide projects and projects for other departments.

The projects included:

- Collected Bay Area data for the HR Data PT and did the graphs for that specific data
- Updated the Employee manual in Aspire and made suggested revisions to the Employee Handbook on gender-neutral terms for Human Resources
- Updated the Handbook training in Aspire
- Updated the IIPP training in Aspire
- Collected information from other Housing Authorities on Performance Evaluations best practices and forms and reformatted our forms.
- Made final revisions on the cash in lieu of vacation forms
- Read and revised the admin plan for HOTMA
- Wrote instructions for HPD for Yardi
- Researched PBV regulation



- Assisted with data review and clean up for various programs
- Researched performance evaluations for other agencies for Human Resources
- Created a Laserfiche Form for interdepartmental data requests
- Updated Stability Voucher certification
- Created draft procedure for Administration for Lock-up Procedures
- Created graphics on Bay Area/Ethnicity data for Human Resources
- Worked with Risk Management on the Emergency Binder project
- Created emergency supply boxes for various properties
- Did a phone poll of EHV tenants and provided welcome boxes for homeless voucher holders moving into a unit
- Drafted AHA purchasing procedure
- Presented MTW update at Advocates Meeting
- Researched and wrote the Buildings UP application for funding for decarbonization in existing multifamily properties in Alameda.
- Created the Reserve Policy Dashboard slide for the Board
- Researched how organizations incorporate the voices of people with lived experiences of homelessness in the design and operation of permanent supportive housing
- Researched and interviewed vendors and owners on remote guard systems, using live cameras at permanent supportive housing for tenant safety and security
- Performed a desk based audit of AHA solar installations on its properties, including the status of monitoring to assure that the systems are working properly

During the summer, brown bag luncheons and three property tours were held. The interns presented to staff at one of the Brown Bag luncheons.

FISCAL IMPACT

The Board authorized financial authority for up to four interns, and only two completed the program this summer. AHA expects to bring on a third full-time intern in the upcoming weeks, and the intern will work on emergency preparedness paid for through the Civic Spark program. Staff may bring on another intern as needed over the winter/spring.

CEQA

Not applicable

RECOMMENDATION

Accept a report on the 2023 Summer Intern Program.

ATTACHMENTS

None

Respectfully submitted,

Vanessa Cooper

Vanessa Cooper, Executive Director



Housing Authority
of the
City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Bridget Galka, Project Manager

Date: September 20, 2023

Re: Authorize the Executive Director, or her assigns, to Negotiate and Execute an Administrative Agreement with the General Partner of Shinsei Gardens Apartments, L.P., 112 Alves Lane, Inc., an affiliate of Resources for Community Development.

BACKGROUND

Shinsei Gardens is a 39-unit housing development for families, which was part of the widespread redevelopment of the former Naval Station. The development is owned by Shinsei Gardens Apartments, L.P. (Partnership). Resources for Community Development (RCD) is the developer and RCD's affiliate is the Managing General Partner (0.009% ownership). National Equity Fund (NEF) is the Limited Partner (99.990% ownership), and Operation Dignity is the Special Limited Partner (0.001% ownership) and the resident services provider. Property Management is contracted to the John Stewart Company.

The Housing Authority of the City of Alameda (AHA) was granted a purchase option and a right of first refusal by the partnership in May 2008. The project is approaching the end of the tax credit compliance period. There have been closed session meetings of the Board of Commissioners to analyze the option and formulate an acquisition plan.

Negotiation and execution of a Continuing Project Operating and Acquisition Agreement (Administrative Agreement) were identified as the first steps of AHA's partnership interest acquisition plan for Shinsei Gardens.

DISCUSSION

This Agreement gives AHA the right to acquire the GP interest for a nominal amount, allows for the GP to continue operating the project for up to 10 years, re-directs owner surplus to benefit the project, includes as an exhibit a Maintenance Plan and caps the GP Partnership Management Fee at a standard established by the State of California.

FISCAL IMPACT

Executing this Agreement is part of AHA's acquisition plan for Shinsei Gardens. The acquisition plan minimizes AHA's partnership interest acquisition costs and uses project



reserves to address deferred maintenance. Ownership of the property at any level (GP, LP, co ownership) offers all the financial benefits and liabilities of ownership. In general, this is a stable, well-performing property that is in good condition and thus should be a financial asset, as well as an opportunity to continue providing stable quality housing to the community.

CEQA

This item is exempt from CEQA.

RECOMMENDATION

Authorize the Executive Director, or her assigns, to Negotiate and Execute an Administrative Agreement with the General Partner of Shinsei Gardens Apartments, L.P., 112 Alves Lane, Inc., an affiliate of Resources for Community Development.

ATTACHMENTS

None

Respectfully submitted,
Bridget Galka
Bridget Galka, Project Manager



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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: Radha Mehta, Management Analyst

Date: September 20, 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 Quadel Consulting & Training LLC in the amount of One Hundred Thousand Dollars and Zero Cents (\$100,000) for a total not to exceed amount of Three Hundred and Eighty Thousand Dollars and Zero Cents (\$380,000).

BACKGROUND

Quadel Consulting & Training LLC (Quadel) provides consultant services to process online recertification and quality control reviews. Quadel entered into the original agreement with the Housing Authority of the City of Alameda (AHA) on March 19, 2019. The proposed sixth 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 original agreement was executed on March 19, 2019 for an initial term of one year. On June 1, 2020, the first amendment was executed to extend the term of the agreement through May 30, 2022 and the total compensation increased to an amount not to exceed \$150,000. On January 18, 2022, the second amendment was executed to extend the term of the agreement through January 20, 2024 and the total compensation was increased by \$70,000 for a not to exceed amount of \$220,000. On March 2, 2022, the third amendment was executed to modify the scope of work and update the fee schedule. On March 16, 2023, the fourth amendment was executed and the total compensation amount was increased by \$60,000 for a not to exceed amount of \$280,000. On May 31, 2023, the fifth amendment was executed and the fee schedule and scope of services was amended to include MTW cases.

Services provided under this agreement include completing remote annual recertifications, quality control file reviews, sending compliance notices to participants, and uploading change notices for AHA's review. The ongoing need for these services requires the continued support provided by Quadel. Additionally, there has been an



increase in the amount of work assigned to Quadel, as they analyze additional MTW caseloads. Quadel's services are crucial in providing comps of caseloads, recommendations on levels of management, and feedback to staff.

A total of \$277,000 (rounded) has been expended to date. With the continued need for the services provided by Quadel, staff is requesting an increase in the total compensation by \$100,000, for a not to exceed amount of \$380,000 and a contract period extension to March 18, 2024. Staff will be initiating a new solicitation in the following months as the agreement will reach a 5-year max in March 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

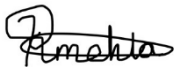
RECOMMENDATION

Authorize the Executive Director to negotiate and approve an increase in the contract amount between the Housing Authority of the City of Alameda Quadel Consulting & Training LLC in the amount of One Hundred Thousand Dollars and Zero Cents (\$100,000) for a total not to exceed amount of Three Hundred and Eighty Thousand Dollars and Zero Cents (\$380,000).

ATTACHMENTS

1. Sixth Amendment to Agreement - Quadel Consulting & Training

Respectfully submitted,



Radha Mehta, Management Analyst

SIXTH AMENDMENT TO AGREEMENT

This Amendment of the Agreement, entered into this 20th day of September 2023, by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body corporate and politic (hereinafter referred to as "AHA") and QUADEL CONSULTING & TRAINING LLC, a corporation, whose address is 10 W Market Street, #750 Indianapolis, IN 46204 (hereinafter referred to as "CONTRACTOR") is made with reference to the following:

RECITALS:

On March 19, 2019, an agreement was entered into by and between AHA and Contractor (hereinafter "Agreement").

On March 31, 2020, the Agreement expired.

On June 1, 2020, the term of the Agreement was extended through May 30, 2022. The total possible compensation amount was increased for a total not to exceed amount of One Hundred and Fifty Thousand Dollars and Zero Cents (\$150,00.00).

On January 18, 2022, the term of the Agreement was extended through January 20, 2024. The total possible compensation increased by Seventy Thousand Dollars and Zero Cents (\$70,000.00) for a total not to exceed amount of Two Hundred and Twenty Thousand Dollars and Zero Cents (\$220,000.00)

On March 2, 2022, the fee for services was amended and the scope of services was amended to provide additional clarification on annual recertification services.

On March 16, 2023, the total compensation amount was increased by Sixty Thousand Dollars and Zero Cents (\$60,000) for a total not to exceed amount of Two Hundred and Eighty Thousand dollars (\$280,000.00) for services.

On May 31, 2023, the fee for services was amended and the scope of services was amended to include the MTW caseloads.

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 not to exceed amount for the entire Agreement shall be increased by One Hundred Thousand Dollars (\$100,000) to be amended to Three Hundred Eighty Thousand dollars (\$380,000) for services.
2. The contract period is extended until March 18, 2024.

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.

QUADEL CONSULTING & TRAINING LLC

HOUSING AUTHORITY OF THE CITY OF
ALAMEDA

Katie Goar
President

Vanessa Cooper
Executive Director



Housing Authority
of the
City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sepideh Kiumarsi, Management Analyst

Date: September 20, 2023

Re: Approve new payment standards effective immediately of new move-ins and for existing tenants effective November 2, 2023.

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) is required to annually review and publish Fair Market Rents (FMRs). A payment standard is the maximum amount of subsidy that the Housing Authority of the City of Alameda (AHA) can pay to an owner on behalf of a voucher holder.

Fair Market Rents (FMRs) are primarily used to determine payment standard amounts for the Housing Choice Voucher program, to determine initial renewal rents for some expiring project-based Section 8 contracts, to determine initial rents for housing assistance payment (HAP) contracts in the Moderate Rehabilitation Single Room Occupancy program (Mod Rehab), and to serve as a rent ceiling in the HOME rental assistance program. HUD annually estimates FMRs for Office of Management and Budget (OMB) defined metropolitan areas, some HUD defined subdivisions of OMB metropolitan areas, and each nonmetropolitan county. HUD normally requires Housing Authorities to set Payment Standards between 90% and 110% of the FMR.

On December 23, 2022, HUD approved AHA for an expedited waiver to increase the payment standards for its Housing Choice Voucher and Project-Based Voucher programs up to 120%. This waiver will remain in place until December 31, 2023. On April 4, 2023, HUD approved the AHA's Moving to Work (MTW) Activity 2022-01: 2.b. Payment Standards - Fair Market Rents (HCV) which allows the AHA to go up to 150% FMR for all programs included under MTW which currently includes its Housing Choice Voucher and Project-Based Voucher programs. On September 29, 2022 the Emergency Housing Vouchers were set at 120% of FMR. Regulations allow the AHA to keep Emergency Housing Vouchers (EHV) at 120% FMR and set payment standards for the Stability Vouchers program up to 120% of FMR, but other programs cannot have a higher payment standard than EHV.



DISCUSSION

For the Housing Choice Voucher (HCV) programs, this increase in payment standard will go into effect for new admissions and participant families transferring to a new unit on the effective date of the move-in if the family is not leased up prior to the approval of the proposed payment standards.

Project-Based Voucher (PBV) contracts would be affected based on their renewal date as these complexes are only able to change rent pricing at the contract anniversary date.

These payment standard increases are expected to help attract and retain landlords in the Housing Choice voucher program. These increases will also help individuals who are rent burdened by potentially reducing the tenant's portion of the rent.

Below are Proposed Payment Standards for all programs reliant on the payment standard:

Bedroom	Fiscal Year 2024 FMR	Current Payment Standards	Current % of FMR	Proposed Payment Standards	Proposed % of FMR	Difference in Payment Standards
0	\$1,825	\$1,989	108.99%	\$2,190	120.00%	\$201
1	\$2,131	\$2,362	110.84%	\$2,557	119.99%	\$195
2	\$2,590	\$2,886	111.43%	\$3,108	120.00%	\$222
3	\$3,342	\$3,772	112.87%	\$4,010	119.99%	\$238
4	\$3,954	\$4,447	112.47%	\$4,744	119.98%	\$297
5	\$4,547	\$5,113	112.45%	\$5,456	119.99%	\$343

FISCAL IMPACT

If all landlords chose to increase rents to the maximum rent allowed, the AHA could face shortfall in 2024, but that is very unlikely. As such, the current budget allowance from HUD is expected to be sufficient to cover these increases.

CEQA

Not Applicable.

RECOMMENDATION

Approve revised Payment Standards for the Housing Choice Voucher program, and for

Project-Based Vouchers effective November 2, 2023.

ATTACHMENTS

None

Respectfully submitted,

Sepideh Kiumarsi

Sepideh Kiumarsi, Management Analyst



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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Joshua Altieri, Community Relations Manager

Date: September 20, 2023

Re: Accept Boys & Girls Club Presentation and Approve a 5 year agreement with the Boys and Girls Club of Alameda.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) and the Alameda Boys and Girls partnership (ABGC) provides AHA families access to the ABGC facility and ABGC programming at zero cost. ABGC offers activities and experiences that enrich the lives of young people, ages 6 to 18, with programs that include academic training/support, financial literacy, visual and performance arts, health/wellness, gardening, sports/fitness, STEM curriculums, and college/career preparation.

The existing five-year grant agreement, for the period of 2019-2024, between AHA and the ABGC is set to expire June 30, 2024. In preparation of this grant agreement expiring, AHA seeks to obtain approval from the Board of Commissioners to enter into another five-year grant agreement for the period of July 1, 2024 through June 30, 2029. The proposed five-year, 2024-2029, grant agreement will renew on July 1, 2024 at a level of \$30,000 per grant year for a total grant agreement amount of \$150,000.

DISCUSSION

Marc Morales, ABGC Director of Operations will provide an audio-only report which includes a summary of services provided to AHA families, AHA enrollment data, and the recently launched Diplomas to Degrees Center.

Immediately following Mr. Morales's presentation, AHA staff will highlight a new college scholarship program, formed in partnership with ABGC, for AUSD high school students, who reside in an AHA household, that complete a semester of college and career preparation curriculum at ABGC's Diplomas to Degrees Center. AHA and ABGC staff are conducting multilingual outreach to recruit AHA parents and high school students to attend informational sessions hosted at AGBC in September.

FISCAL IMPACT

The 2024-2029 grant agreement is \$30,000 per year for a total of \$150,000.



CEQA

NA

RECOMMENDATION

Accept Boys & Girls Club Presentation and approve a 5-year agreement with the Boys and Girls Club of Alameda.

ATTACHMENTS

1. 2024-2029 ABGC Grant Agreement

Respectfully submitted,
Joshua Altieri
Joshua Altieri, Community Relations Manager



**2024-2029 Grant Agreement
Alameda Boys and Girls Club**

Grantee:

Alameda Boys and Girls Club

Duration of Agreement:

July 1, 2024 through June 30, 2029

Grant Funding Amounts:

Total contract value does not exceed \$150,000.

\$30,000 – First Contract Year (July 1, 2024 – June 30, 2025)

\$30,000 – Second Contract Year (July 1, 2025 – June 30, 2026)

\$30,000 – Third Contract Year (July 1, 2026 – June 30, 2027)

\$30,000 – Fourth Contract Year (July 1, 2027 – June 30, 2028)

\$30,000 – Fifth Contract Year (July 1, 2028 – June 30, 2029)

Scope of Services

Grantee to provide after-school services at the Grantee facility for children served by the Housing Authority of the City of Alameda

This grant is awarded by the Housing Authority of the City of Alameda ("AHA") subject to the following terms and conditions:

1. Grantee confirms that it is an organization that is currently recognized by the Internal Revenue Service ("IRS") as a public charity under section 501(c) (3) of the Internal Revenue Code and Grantee will inform AHA immediately of any proposed or actual changes or revocation (whether or not appealed) of its tax status.
2. Any significant changes in Grantee's services or organizational leadership should be reported immediately to AHA.

3. Grantee will use funds for the purposes approved by AHA described in this Agreement and understand that any alternative use of funds requires AHA's prior written authorization. The AHA reserves the right to discontinue, modify, or withhold payments to be made under this grant award or to require a total or partial return of any grant funds. If it, in AHA's sole discretion, deems such action is necessary because: a) Grantee has not fully complied with the terms and conditions of this grant; or b) Grantee failed to comply with any law or regulation applicable to the Grantee, to AHA or this grant.
4. Grantee will allow AHA to review and approve the text of proposed messaging and communication materials concerning this grant prior to its release.
5. Grantee will use the grant funding to provide zero -cost scholarships for eligible children, defined as:
 - a. Children between 1st and 12th grade; and
 - b. Who are enrolled in Section 8 or other housing programs operated by AHA.
6. Grantee will assist AHA in providing outreach to eligible families including hosting one outreach event annually (in August).
7. At enrollment, AHA will issue an individual, uniquely numbered waiver for each eligible child. The waiver will be signed by a parent or legal guardian of each eligible child to enable Grantee and AHA to share basic enrollment/address information about the child.
8. Grantee will use the AHA funded vehicle as necessary to assist with transportation for various events.
9. Grantee and AHA agree to meet quarterly to review attendance statistics and to discuss any other Issues that may arise.
10. AHA Board approves a budget that includes adequate funding for this grant.

Recordkeeping and Reports:

1. Grantee will maintain a record for each eligible child enrolled. Grantee will submit quarterly these enrollment records of the preceding quarter. AHA will approve or deny the enrollees' eligibility for the program.

2. Grantee will submit a quarterly report to AHA. This report is due 30 days after the end of the quarter on which the statistics are provided. This report must include all of the following:

- a) Number of new AHA enrollments.
- b) Total AHA enrollment, broken down by age and gender.
- c) Frequency of attendance by total AHA children by month.
- d) Number of AHA enrollments in "Diplomas to Degrees" college/career prep curriculum.
- e) Number of AHA enrollments that complete one semester of "Diplomas to Degrees" college/career prep curriculum.
- f) Summary of activities for the quarter.

3. Grantee will submit an annual report suitable for presentation to the Board of Commissioners that compiles the quarterly statistics, a summary of services performed, and progress made toward improving participation over the term. This report is due 90 days after Grantee's fiscal year ends. The following year's payment will not be made until the prior years' report is submitted.

4. Completed reports should be sent to:

Vanessa M. Cooper
Executive Director
vcooper@alamedahsg.org
701 Atlantic Avenue
Alameda, CA 94501-2161

5. Grantee shall maintain an accurate record of the grant received and the number and duration of scholarships provided after completion of each year's grant.

6. At the request of AHA, Grantee shall permit reasonable access to its files, records, and personnel by the AHA (or its designated representatives) for the purpose of making financial audits, evaluations or verifications concerning this grant as AHA deems necessary. The fees and expenses of such designated representative, solely at the request of the AHA, shall be paid by AHA.

7. Upon request, Grantee will make available a copy of its annual audit results within 90 days of completion of the annual report.

Payments and Unexpended Funds:

First contract year: AHA will make payment of \$30,000 by July 1, 2024.

Second contract year: AHA will make payment of \$30,000 by July 1, 2025.

Third contract year: AHA will make payment of \$30,000 by July 1, 2026.

Fourth contract year: AHA will make payment of \$30,000 by July 1, 2027.

Fifth contract year: AHA will make payment of \$30,000 by July 1, 2028.

AHA reserves the right, in its sole discretion, to discontinue funding if it is not satisfied with the progress of the grant or the content of any required written report. In the event of discontinuation or at the close of the grant, any unexpended funds shall immediately be returned to AHA, except where AHA has agreed in writing to an alternative use of the unused funds.



Grant Agreement Extension:

After initial approval of this Agreement, this agreement may be extended one year at a time subject to the following conditions:

Grantee must meet all conditions as outlined in this agreement, Board approves a budget that includes adequate funding for this grant, and AHA's Executive Director and Grantee's Chief Executive Officer mutually agree that the arrangement is beneficial to eligible children, as defined by this Agreement, and wish to continue grant funding for this zero-cost scholarship program.

If these conditions are met, a letter signed by both parties as named in this paragraph is sufficient to continue grant funding.

No Guarantee of Future Funding:

Grantee acknowledges that the receipt of this grant does not imply a commitment on behalf of AHA to continue funding beyond the terms listed in this grant agreement.

Signing below, both parties acknowledge and accept the terms and conditions of this grant agreement.

**Richard Watters, Chief Executive Officer
Alameda Boys and Girls Club**

Date

**Vanessa Cooper, Executive Director
Housing Authority of the City of Alameda**

Date