



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, November 15, 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, Sylvia Martinez, Director of Housing Development, and Joseph Nagel, Construction Project Manager, Negotiating Parties: Alameda Hospitality, LLC;
Under Negotiation: Price and Terms

5.B. Closed Session: Purpose: Executive Director Evaluation for 2022-23.

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. Accept the Monthly Overview Report for Property Operations. **Page 4**

10.B. Accept the Monthly Overview Report for the Housing Programs Department. **Page 8**

10.C. Accept the Monthly Update on Construction in Progress (CIP). **Page 11**

10.D. Accept Monthly Development Report on Poppy Place (Webster Street Hotel). **Page 15**

10.E. Accept the Monthly Development Report for The Estuary I. **Page 17**

10.F. Accept the Monthly Development Report for Linnet Corner. **Page 21**



- 10.G. Accept the Monthly Development Report for The Poplar (2615 Eagle Avenue). **Page 26**
- 10.H. Accept the Quarterly Overview Report for the Executive Department. **Page 28**
- 10.I. Accept the Quarterly Overview Report For Administrative Services Department. **Page 33**
- 10.J. Accept the Quarterly Overview Report for Housing Development. **Page 43**
- 10.K. Accept the Quarterly Development Report for The Estuary II (North Housing PSH II). **Page 48**
- 10.L. Accept the Quarterly Investment Report for the Period Ending September 30, 2023. **Page 52**
- 10.M. Accept the Housing Authority of the City of Alameda (AHA) Annual Report for 2022-23. **Page 63**
- 10.N. Authorize the Executive Director to Negotiate and Execute the Commercial Rental Lease for Imerge Wireless at 1628 Webster Street, Alameda. **Page 65**
11. AGENDA
- 11.A. Approve Resolution to Borrow a \$3,337,000 Predevelopment Loan from Capital Impact Partners and Authorize the Executive Director or Designee to Negotiate and Execute the Loan Documents for The Poplar (2615 Eagle Avenue). **Page 72**
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.





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: Siyuan (Steven) Zhou, Management Analyst

Date: November 15, 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 October.

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 thirty-two (32) vacancies out of six hundred eighty-six (686) units for all properties for the month of October 2023. Staff are working diligently to fill the vacancies and seven (7) units have move-ins scheduled for the next month.

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 Independence Plaza is 97.8%. China Clipper is at 94.6%, Anne B Diament is at 97.8% ,Eagle Village is at 94%, Parrot Village is at 76.1%, Rosefield Village is at 78.5% and AAHC owned scattered sites are at 69.4%. Esperanza is at 103.3% and Parriot Garden is at 113.6%. The higher collection rates are primarily due to past rent and subsidy amounts being recorded in the month of October. The lower collection rates are primarily due to the units pending legal action and past due balances for residents affected by COVID-19. Generally senior properties have a higher rent colection rate, in part because the units are smaller.

The total delinquency (unpaid rent) for the portfolio for current tenants is \$866,873. 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 \$1,000 since December 1, 2023 (approximately 10% of all tenants) have been referred to legal counsel for review of their cases and, where necessary, a 30-day notice to pay or quit has been filed with the court. Legal counsel is working with these families to enter in to a "stay and pay" stipulated agreement.

RENT INCREASES

Rent increases will follow at all sites in the coming months, in accordance with the new payment standards implemented in September 2023. This will result in increases to the total contract rent going forward, but these rent increases to meet the new payment standards generally will not impact subsidized residents' tenant rent portion, as long as they are not over-housed.

SOCIAL SERVICES

LifeSTEPS has been providing assistance 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. Town hall meetings are being held for each site in the months of October and November.

MAINTENANCE

The attached table (Attachment 1) shows the Maintenance Requests completed in October 2023.

FISCAL IMPACT

Report only.

CEQA

N/A

RECOMMENDATION

Accept the Monthly Overview Report for Property Operations.

ATTACHMENTS

1. BOC Memo

Respectfully submitted,

Siyuan Zhou

Siyuan (Steven) Zhou, Management Analyst

ATTACHMENT 1

Oct-23

Property Name	Yardi Property code	Owned by	Managed by	Total units	Senior or Family	Manager units	Gross Potential Rent (Budgeted)	Gross Potential Rent (Actual)	Tenant Rent Collected	Subsidy collected	Total Rent Collected (Actuals)	% collected	Current Month Delinquency	Total Current tenant Delinquency	Past Tenant Delinquency JSCO	Past Tenant Delinquency FPI	Total Delinquency (past and current)
China Clipper	v18	AHHC	FPI	26	Family	0	\$54,295.00	\$52,088.00	\$10,917	\$ 38,349	\$ 49,266	94.6%	\$ 2,822	\$ 17,867	\$ 226	\$ 226	\$ 18,319
Esperanza	v19	AAHC	FPI	120	Family	1	\$368,109.00	\$380,292.00	\$95,570	\$ 297,442	\$ 393,012	103.3%	-\$ 12,720	\$ 185,360	\$ 42,519	\$ 42,519	\$ 270,398
Littlejohn Commons	v20	ICD	FPI	31	Senior	1	\$58,398.00	\$61,720.00	\$12,198	\$ 49,041	\$ 61,239	99.2%	\$ 481	\$ 12,680	\$ 938	\$ 938	\$ 14,556
Parrot Garden	v21	AHA	FPI	8	Family	1	\$19,160.00	\$19,084.00	\$7,563	\$ 14,121	\$ 21,684	113.6%	-\$ 2,600	\$ 23,213	\$ 0	\$ 0	\$ 23,213
Parrot Village	v22	AAHC	FPI	50	Family	0	\$153,655.00	\$166,761.00	\$29,453	\$ 97,475	\$ 126,928	76.1%	\$ 39,833	\$ 243,948	\$ 91,546	\$ 91,546	\$ 427,040
Everett Commons	v23	ICD	FPI	20	Family	1	\$48,769.00	\$50,821.00	\$12,211	\$ 28,575	\$ 40,786	80.3%	\$ 10,035	\$ 19,095	\$ 256	\$ 0	\$ 19,351
Scattered Sites	v24	AHA	FPI	25	Family	0	\$54,710.00	\$53,567.00	\$11,660	\$ 31,208	\$ 42,868	80.0%	\$ 10,699	\$ 35,874	\$ 0	\$ 0	\$ 35,874
Scattered Sites	v25	AAHC	FPI	27	Family	0	\$56,322.00	\$60,152.00	\$21,599	\$ 20,167	\$ 41,766	69.4%	\$ 18,386	\$ 41,089	\$ 3,003	\$ 3,003	\$ 47,095
Rosefield Village	v26	ICD	FPI	92	Family	1	\$165,244.00	\$171,750.00	\$80,354	\$ 54,444	\$ 134,798	78.5%	\$ 36,952	\$ 167,075	\$ 69,409	\$ 69,409	\$ 305,893
Eagle Village	v27	AAHC	FPI	36	Family	1	\$98,904.00	\$97,845.00	\$19,328	\$ 72,601	\$ 91,929	94.0%	\$ 5,916	\$ 17,778	\$ 1,617	\$ 1,617	\$ 21,012
Independence Plaza	w11	AAHC	FPI	186	Senior	1	\$249,702.00	\$266,943.00	\$132,594	\$ 111,054	\$ 243,648	91.3%	\$ 23,295	\$ 85,339	\$ 19,267	\$ 19,267	\$ 123,873
Anne B Diamant	w70	AHHC	FPI	65	Senior	1	\$132,145.00	\$134,423.00	\$30,494	\$ 100,951	\$ 131,445	97.8%	\$ 2,978	\$ 14,895	\$ 4,663	\$ 4,663	\$ 24,221
TOTAL				686		8	\$1,459,413.00	\$1,515,446.00	\$463,940.45	\$915,428.00	\$1,379,368.45	91.0%	\$ 136,078	\$864,213	\$233,444	\$233,188	\$ 1,330,845

*Some past month subsidy payments are recorded in October

Month Ending October, 2023

Property Name		Owned by	Vacant units at end of period	Vacancy rate %	Units offline for rehab	Vacancy rate excluding offline units	Move ins scheduled in next month	Anticipated move outs next month	Maintenance requests completed
China Clipper	v18	AHHC	0	0.0%	0	0.0%	0	0	0
Esperanza	v19	AAHC	4	3.3%	0	3.3%	1	1	0
Littlejohn Commons	v20	ICD	2	6.5%	0	6.5%	0	2	0
Parrot Garden	v21	AHA	0	0.0%	0	0.0%	0	0	4
Parrot Village	v22	AAHC	8	16.0%	0	16.0%	4	1	0
Everett Commons	v23	ICD	0	0.0%	0	0.0%	0	0	0
Scattered Sites	v24	AHA	0	0.0%	0	0.0%	0	0	0
Scattered Sites	v25	AAHC	3	11.1%	0	11.1%	0	0	0
Rosefield Village	v26	ICD	7	7.6%	0	7.6%	0	1	0
Eagle Village	v27	AAHC	2	5.6%	0	5.6%	1	0	0
Independence Plaza	w11	AAHC	5	2.7%	0	2.7%	0	1	6
Anne B Diamant	w70	AHHC	1	1.5%	0	1.5%	1	1	2
TOTAL			32	4.7%	0	4.5%	7	7	12



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To: Honorable Chair and Members of the Board of Commissioners

From: Lynette Jordan, Director of Housing Programs

Date: November 15, 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 October 2023.

DISCUSSION

Annual Housing Choice Voucher (HCV) Owner Workshop

On October 31, 2023, Housing Programs staff held the annual HCV workshop for owners participating in the HCV program or interested in participating. The staff presented a presentation which included:

- Moving to Work Update
- Owner and Tenant Responsibilities
- Triennial Inspections
- Rent increases and Offer of New Lease
- Tenant and Owner Responsibilities
- Landlord Incentive Program
- Preinspection Process

Guest speakers included representatives from Echo Housing, and staff from various departments of the Housing Authority of the City of Alameda (AHA). It is important to AHA to host our owners' workshop annually to educate our owners about the various changes in regulations as well as AHA internal processes. Staff also use this time to acknowledge our owners for their continued participation in the HCV program. AHA is incredibly grateful for owners partnership in providing housing to low-income households in the City of Alameda. The Project Based Voucher (PBV) workshop is scheduled for November 15, 2023, from 9:30 a.m. -11:30 a.m., and is mandatory for all PBV partners participating in the program.



Leasing

The Poppy Place waitlist opened from October 2- October 22, 2023. A lottery was held on October 25, 2023, to select applicants for the waitlist to fill the 36 units at the new complex. Staff are looking forward to the start of that leasing effort and will work to complete the eligibility process efficiently.

Landlord Incentives

Under the new Moving to Work designation, landlords who participate in AHA's Housing Choice Voucher (HCV) program are eligible to receive new landlord incentives. AHA staff strives to provide the best possible customer service to our HCV landlords and provide the best possible incentives to HCV landlords as well. Below is a list of the new incentives AHA is offering to our landlord participants:

- **\$1,500** for a unit that has never been previously leased by a participant in AHA's HCV program. The tenant on the new lease must be an AHA HCV program participant.
- **\$2,000** for an ADA accessible unit when it is leased to an AHA HCV program participant.
- **\$100** for a unit that passes initial HQS inspection on the first inspection (at move-in) and an AHA HCV program participant then leases the unit.
- **\$1,000** for a unit that was previously leased by a participant in AHA's HCV program participant and is then leased to a new HCV program participant at AHA.

NOTE: Landlords can receive multiple incentives for a unit, but the total of all payments has to be equal to or less than one month of rent.

FISCAL IMPACT

For report only, no fiscal impact.

CEQA

N/A

RECOMMENDATION

Accept the Monthly Overview of the Housing Programs Department.

ATTACHMENTS

1. 10-B HPD Attachment

Respectfully submitted,



Lynette Jordan, Director of Housing Programs

Housing Programs Department Quarterly Dashboard as of 11/07/2023

Total NON-ACC Vouchers Leased By Type			
Program	Vouchers Leased	Amount Awarded/Funded	Vouchers Funded But Not Leased
Shelter Plus Care	18	18	0
SRO	28	30	2

Total ACC Vouchers Leased By Type	
HCV (7100)	957
PBV (7300)	322
AHA-owned HCV	231
Port Outs	0
FUP	28
VASH	37
Total Vouchers Leased	1575
Units on ACC	1893
ACC Vouchers Funded But Not Leased	318

Emergency Housing Vouchers	
EHV (7760) in Alameda	40
EHV Port Outs	15
Total Leased	55
Total Awarded	57
Vouchers Funded But Not Leased	2

Average Duration from voucher issuance to those leased up in October 2023 (days)	160.7
Average Tenant Rent to Owner	\$ 573.02
Average TTP	\$ 626.56
Average HH income	\$ 25,783.66
Percentage of Inspections Passed First-Time (October 2023)	13%
Inspections Completed (October 2023)	322

Budget Authority	\$ 9,315,150.00
Total HAP expended	\$ 9,316,349.84
HAP/Budget Authority	100%

Average of HAP per Bedroom size		
Bedroom Size	Average HAP	Count of Households
0	\$ 696.05	401
1	\$ 1,628.82	565
2	\$ 1,950.78	480
3	\$ 2,648.67	181
4	\$ 2,965.19	26



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To: Honorable Chair and Members of the Board of Commissioners
From: Joseph Nagel, Construction Project Manager
Date: November 15, 2023
Re: Accept the Monthly Update on Construction in Progress (CIP).

BACKGROUND

The Housing Authority of the City of Alameda (AHA) and its affiliate, the Alameda Affordable Housing Authority (AAHC), own and operate multifamily property throughout Alameda. Periodically, work is scheduled to maintain and upgrade existing buildings, or to improve property that is anticipated to be redeveloped in the future. In 2022, AHA and AAHC obtained Physical Needs Assessments on all properties over 5 years old. These assessments delineated capital needs over a 15-year period, but also highlighted any health/safety needs and items for short-term attention. AHA and AAHC have completed or begun all health/safety items, and plan to address short-term needs through the annual budgeting process for every property.

In addition, three properties (China Clipper, Independence Plaza and Esperanza) were targeted as having substantial long-term needs, and staff is beginning to study how these investments might be funded. There are multiple sizeable projects being planned or underway at this time. Staff prioritizes work that is health and safety-related, lender-required, or provide risk mitigation. This report serves to provide updates on this work. A formal update to the Board is expected in 2024.

DISCUSSION

The following construction projects are in progress as of this Board Meeting.

1. North Housing Master-Plan Site Preparation

Block A of Site: North Housing, 501 Mosely

Purpose: Prepare site for future development of affordable housing

Timeline: October 2023 to January 2024

Status: Notice to proceed issued on 10/4/2023. The contractor began site mobilization on 10/10/2023. By the end of October, site preparation was 11% complete. The contractor plans to use a portion of the contractor's contingency on overtime to accelerate the work when weather permits.



2. Below Market Rent unit renovation

Site: 410 Tucker Ave.

Purpose: Renovate this recently-purchased affordable home so that it can be rented.

Timeline: 6-7 weeks.

Status: The renovation is in progress. Cleanup, new garage door installation, drywall repairs, interior painting, tub/shower enclosure refinishing, vinyl flooring and toilet installations have been completed. Remaining work to be completed when the cabinets are delivered (11/9) - kitchen and bath cabinets, countertops, remaining finish plumbing, stairs and 2nd floor carpet. Work is scheduled to be completed by the end of November 2023.

3. Parrot Garden Exterior Paint

Site: Parrot Garden

Purpose: Lender required exterior repairs and new exterior paint

Timeline: Work is expected to take 3-4 weeks (Weather Permitting).

Status: 6 of 7 buildings are complete. Work is still in progress and expected to be completed by 11/7/2023.

4. Eagle Village Siding/Paint Repairs

Site: Eagle Village

Purpose: Lender required exterior repairs and new exterior paint

Timeline: Work is expected to take 5-6 Months (Weather Permitting).

Status: An RFP was issued and bids are being reviewed to select a contractor. The work is expected to start in December 2023 and be completed by May 2024.

5. Parrot Village Siding/Paint Repairs

Site: Parrot Village

Purpose: Lender required exterior repairs and new exterior paint

Timeline: Work is expected to take 5-6 Months (Weather Permitting).

Status: A siding contractor has been chosen and a contract has been sent via DocuSign. Siding repairs are expected to begin in November 2023.

A painting contractor has been chosen and contracting is underway. Painting will begin after siding has been completed in the first courtyard and the painters will follow behind the siding crews.

6. Guardrail and Stair Handrail Renovations

Sites: Esperanza, China Clipper, Lincoln House, Anne B. Diament, Stanford House and Parrot Gardens

Purpose: Upgrade guard rails and handrails for safety reasons as noted in the 2022 Physical Needs Assessments (PNAs).

Timeline: The work should take 8-10 weeks to complete.

Status: An RFP was issued on 8/28/2023 and a bid walk conducted 9/26/2023. We received (1) proposal for the work at these (6) properties and will be reissuing the RFP for individual property scopes. Work is expected to begin in January 2024.

7. China Clipper Electrical Upgrade

Site: China Clipper

Purpose: Upgrade electrical panels for safety reasons as noted in 2022 PNA.

Timeline: The work is expected to take 6-8 weeks.

Status: An RFP for this scope was issued on 9/12/2023. 2 Proposals were received by the 10/16/2023 deadline.

Work is expected to begin in January 2024.

8. Anne B. Diament Balcony Repairs

Site: Anne B. Diament

Purpose: Repair balconies in compliance with Senate Bill 721.

Timeline: This scope of work is expected to take 6 months to complete.

Status: The permit plans have been submitted to the City of Alameda Building Department, and are under review by a third party plan checker. We expect work to begin in early 2024.

9. Wayfinding Signage Installation at Parrot Garden, Parrot Village, and Eagle Village

Sites: Parrot Garden, Parrot Village, and Eagle Village

Purpose: Install wayfinding "YOU ARE HERE" signs to assist emergency services and visitors.

Timeline: This work is scheduled to be completed by the end of November 2023.

Status: Fabrication is scheduled to be completed on 11/3, installation scheduled for 11/6-11/22.

10. Independence Plaza Balcony Repairs/Sewer Study

Site: Independence Plaza

Purpose: Balconies were repaired in 2022-23 in accordance with Senate Bill 721. To

finalize the permits, the private sewer laterals must be pressure/vacuum tested by East Bay Municipal Utility District (EBMUD).

Timeline: This work is expected to take 2-3 weeks to complete. (Weather Permitting)

Status: This work is scheduled to begin in the middle of November 2023. (Weather Permitting).

FISCAL IMPACT

Funding for the North Housing Master Plan was approved by the Board of Commissioners in August 2023. Funding for repairs and maintenance on existing properties owned by either AHA or the AAHC is from either project reserves or the 2022 Reserve Policy Preservation Budget, as adopted by the AHA Board of Commissioners.

Funding for the Independence Plaza Balcony repair is also being supported by redevelopment funds from the City of Alameda.

CEQA

None

RECOMMENDATION

Accept the Monthly Update on Construction in Progress (CIP).

ATTACHMENTS

None

Respectfully submitted,



Joseph Nagel, Construction Project Manager



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To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: November 15, 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 finalizing its due diligence. The remaining items to be finalized include the Standard Agreement from the State of California Housing and Community Development loan and remediation at the site in collaboration with the Alameda County Department of Environmental Health.

AHA's Community Relations and front desk staff collaborated to perform outreach, marketing and portal setup for Poppy Place. Pre-leasing for the development has closed, and over 6,000 submittals were received and randomized into a lottery. Staff is working to verify the live/work preference status of the highest lottery numbers and then will begin interviews and documentation. After purchase, staff will also work with referrals from the County of Alameda for thirteen supportive housing candidates. 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.

AHA updated 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

The Board approved the overall transaction, terms, and \$9,100,000 in funding for this project at the October 25, 2023 meeting.

CEQA

Not applicable

RECOMMENDATION

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

ATTACHMENTS

None

Respectfully submitted,



Sylvia Martinez, Director of Housing Development



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To: Honorable Chair and Members of the Board of Commissioners

From: Jenny Wong, Senior Project Manager

Date: November 15, 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. On May 16, 2023, City Council approved the first phase Final Map. On September 19, 2023, the remnant Right of Way (ROW) parcels along Mosley Avenue transferred from the City to AHA as contemplated in the approved Development Plan.

Please see previous Board reports for project details before this month's update.

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 AAHTF commitment is \$5,000,000 and all funds have been transferred from AHA to the Alameda Affordable Housing Corporation (AAHC), which owns the AAHTF. 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 Affordable Housing Program (AHP) funds to the project.

The Estuary I project has a total of forty (40) Section 8 Project-Based Vouchers (PBVs) 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 October 4, 2023, the project signed an Agreement To Enter Into A Housing Assistance Payment Contract (AHAP) with AHA.

On July 26, 2023, the California Tax Credit Allocation Committee (CTCAC) approved a 9 percent Low-Income Housing Tax Credit (LIHTC) allocation recommendation for the project. The Estuary I is required to close on construction financing and begin construction no later than January 22, 2024. Staff is working with the financing team on due diligence towards an early 2024 loan closing and construction start. The final financing package will come back to the Board for approval once due diligence is complete.

Permit

The building permit is ready to be issued upon payment of building permit fees for the Estuary I project. On October 25, 2023, the first phase Final Map was memorialized with the Alameda County Recorder to divide the area within North Housing Block A.

Procurement

Staff released the RFP for a construction manager in August 2023 and is reviewing proposals from multiple parties.

FISCAL IMPACT

The Board authorized a predevelopment loan to ICD totaling \$10,000,000 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. Funds are disbursed to ICD on an as-needed basis. This predevelopment loan will be split into four parts, for the three Block A projects and the remainder of North Housing. The Block A project portions will be converted into the permanent phasing for those projects, as approved by the Board.

The current total available predevelopment loan balance is \$1,824,164 net of anticipated soil stabilization costs. Please refer to the attached chart summarizing expenses through October 31, 2023 (Attachment 1).

CEQA

Not Applicable.

RECOMMENDATION

Accept the Monthly Development Report for The Estuary I.

ATTACHMENTS

1. North Housing Expenses Chart Through October 31, 2023

Respectfully submitted,



Jenny Wong, Senior Project Manager

North Housing Block A Predevelopment Expenses Chart Through October 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)	\$1,071,876
The Estuary II – 46 units (includes predevelopment, pro rata shares of master plan, demolition, and land carrying costs)	\$1,076,480
Linnet Corner – 64 units (includes predevelopment, pro rata shares of master plan, demolition, and land carrying costs)	\$1,223,487
Grand Total	\$3,371,843
Anticipated Soil Stabilization Costs for Block A	\$4,803,993
Remaining Predevelopment Loan Available for Block A	\$1,824,164

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



Housing Authority
of the
City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Paris Howze, Project Manager

Date: November 15, 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. 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. On May 16, 2023, City Council approved the first phase Final Map and on September 19, 2023, the remnant Right of Way (ROW) parcels along Mosley Avenue transferred from the City to AHA as contemplated in the approved Development Plan.

Please see previous Board reports for project details before this month's update.

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 Affordable Housing Program (AHP) funds to the project.

AHA had previously awarded \$2,438,000 to this development. 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 October 2, 2023 staff was notified that the project received a \$1,000,000 LHTF award. The initial AHA award will be transferred to the Alameda Affordable Housing Corporation (AAHC) on behalf of its Alameda Affordable Housing Trust Fund (AAHTF) by November 15, 2023. Staff is working with HCD to finalize the standard agreement.

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. On October 12, 2023, HCD finalized the project report and is now working to draft and finalize the standard agreement. HCD requested changes and staff made minor updates to the resolutions for the MHP, VHHP and IIG funds listed below:

LP Resolutions (Mabuhay and Lakehurst LP) – became grant only and loan only resolutions (ICD Resolution 2023-11 and 2023-11a)

- The referenced award date changed to “May 2, 2023”, as this is the date of the most recent award letter.
- Each of the tables on each resolution should only reference the Loan/Grant accordingly and the amounts.
- On the IIG grant resolution, the table reads “Infill Incentive Grant Program of 2007” instead of IIG 2019
- In the 5th paragraph, each resolution references the total dollar amount for the loan and grant respectively. Loan resolution reference MHP & VHHP programs and amount and grant resolution references IIG grant program and amount.

Housing Authority of the City of Alameda Resolution (Resolution 1049)

- The referenced award date needs to be changed to “May 2, 2023”, as this is the date of the most recent award letter.
- The table reads “Infill Incentive Grant Program of 2007” instead of IIG 2019

LLC Resolution (ICD Resolution 2023-12)

- The referenced award date needs to be changed to “May 2, 2023”, as this is the date of the most recent award letter.

- The table reads “Infill Incentive Grant Program of 2007” instead of IIG 2019

Island City Development Corporation Resolution (ICD Resolution 2023-10)

- The referenced award date needs to be changed to “May 2, 2023”, as this is the date of the most recent award letter.
- The table reads “Infill Incentive Grant Program of 2007” instead of IIG 2019

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 October 4, 2023, the project signed an Agreement to Enter Into A Housing Assistance Payment Contract (AHAP) with AHA. Staff submits quarterly reports as required by the PBV award.

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. On September 19, 2023, the remnant Right of Way (ROW) parcels along Mosley Avenue were transferred from the City to AHA as contemplated in the approved Development Plan. The Final Map has been recorded.

Procurement

Staff released the RFP for a construction manager on August 31, 2023 and is reviewing proposals received from multiple parties.

Staff is working with the equity investor (Enterprise) and lenders (Bank of America, State of California) on due diligence towards an early 2024 loan closing and construction start. The final financing package will come back to the Board for approval once due diligence is complete.

FISCAL IMPACT

The Board previously authorized a predevelopment loan to ICD of \$10,000,000 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. Funds are disbursed to ICD on an as-needed basis. This predevelopment loan will be separated into four parts, for the three projects at Block A, and the remainder of North Housing. For the Block A projects, the predevelopment loan will convert into the expected permanent financing that have been approved by the Board.

The current total available predevelopment loan balance is \$1,824,164 net of anticipated soil stabilization costs. Please refer to the attached chart summarizing

expenses through October 31, 2023 (Attachment 1).

CEQA

Not applicable.

RECOMMENDATION

Accept the Monthly Development Report for Linnet Corner.

ATTACHMENTS

1. _North Housing Expenses Chart Through October 31, 2023

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Paris Howze".

Paris Howze, Project Manager

North Housing Block A Predevelopment Expenses Chart Through October 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)	\$1,071,876
The Estuary II – 46 units (includes predevelopment, pro rata shares of master plan, demolition, and land carrying costs)	\$1,076,480
Linnet Corner – 64 units (includes predevelopment, pro rata shares of master plan, demolition, and land carrying costs)	\$1,223,487
Grand Total	\$3,371,843
Anticipated Soil Stabilization Costs for Block A	\$4,803,993
Remaining Predevelopment Loan Available for Block A	\$1,824,164

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: Jenny Wong, Senior Project Manager

Date: November 15, 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). The current Reserve Policy commitment is zero.

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. It is anticipated that the funds could be available by the end of the year, 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 to 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 finish selection in early 2024.

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 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.

In October, staff submitted 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; award announcement is anticipated 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

To: Honorable Chair and Members of the Board of Commissioners

From: Alicia Southern, Director of Human Resources and Operations

Date: November 15, 2023

Re: Accept the Quarterly Overview Report for the Executive Department.

BACKGROUND

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

DISCUSSION

Human Resources and Operations

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

Department	Position	Number of Vacant Positions	Recruitment Status	Other Updates
Executive	Deputy Executive Director	1 FTE	Position temporarily on hold	
Administration	Assist. Director of Administration	Filled	Candidate selected and started in October.	
	Program Assistant	1 FTE	Interviewing candidates	FY 2024



Finance	Management Analyst	1 FTE		Newly created position in Finance Department. FTE transferred from Admin. Services Department.
Housing Programs	Management Analyst	1 FTE	Vacated in October; recruitment posted	
	Housing Specialist II	Filled	Candidate selected and started in November.	
Property Operations	Director of Property Operations	1 FTE	Posted with salary approved in July; re-titled; Interviewing candidates	Open due to turnover
	Property Management Supervisor	1 FTE	May fill at the Management Analyst level	Open due to turnover
Housing Development		0 FTE		Dept. fully staffed
Asset Management	Director of Asset Management	Filled	Candidate selected and started in October.	
	Asset Manager	Filled	Candidate selected and started in	

			November.	
Data and Policy	Management Analyst	1 FTE	Recruitment posted	Newly created position for FY24
	Program Assistant	1 FTE	Interviewing candidates	Newly created position in October
Human Resources	Management Analyst	1 FTE	Recruitment posted	Open due to staff promotion
	Program Assistant	1 FTE	Interviewing candidates	Open due to turnover

Summary:

Total FTE's approved for FY 2023: 55

Number of vacancies: 10

Number of active recruitments: 3 (Program Assistant and Management Analysts may be filled from the same recruitments)

The Housing Authority of the City of Alameda (AHA) has welcomed several new staff members since the last quarterly report, including a Director of Asset Management, Asset Manager, and Housing Specialist II. AHA also welcomed a CivicSpark Fellow, who will spend 11 months working on emergency planning. The Assistant Director of Administrative Services was filled by a promotion. Interviews are in process for several other positions, and while the candidate pool for most positions is smaller than in the past, Management anticipates filling additional positions in the upcoming months.

Recruiters are being used for positions with limited candidate pools, such as property operations positions, to assist with outreach to passive candidates who might not otherwise respond to traditional job postings. Recruiting expenditures are higher as a result, but are covered by savings from vacant positions, and the investment can pay off in securing candidates sooner and provide outside support to internal HR staff involved in multiple recruitments.

During this period, staff attended the NPH, Yardi, and NAHRO conferences and received training on Defensive Driver, Housing Development, Reading Property financials, Laserfiche, and Earthquake Preparedness.

In August, all staff participated in a month-long Walk-a-Thon in honor of National Wellness month. The Walk-a-Thon kicked off with a Boba Tea walk. Staff was invited to participate in a celebration for Rosefield on September 6th to recognize the staff

involved in closing the LIHTC transaction. Staff were also invited to an EHV celebration on October 18th to mark leasing over 875 EHV vouchers county wide. Monthly events are continuing to be planned by the Events and Celebrations Committee. In October, the committee celebrated Hispanic Heritage Month and on November 1st the committee put up celebratory items for Indigenous Heritage Month.

Moving to Work (MTW) Designation

MTW activities were launched in July 2023 that had received prior approval. The Agency Specific Waiver activities are still pending for the two submitted MTW Supplements. The third MTW Supplement was presented to the Resident Advisory Board and will be posted for public comment in November or early December. It will be presented to the Board of Commissioners in February for Public Hearing and again in March for approval.

Veteran Affairs Supportive Housing (VASH) Vouchers

On August 2, 2023, the Housing Authority of the County of Alameda (HACA) and AHA submitted to HUD a request to reallocate 20 VASH vouchers from HACA to AHA as approved by both boards in July 2023. The VA provided a letter in support of this reallocation. This request has been submitted to HUD in D.C., and the AHA is waiting for approval to start leasing these vouchers effective January 1, 2024.

Faircloth to RAD

The AHA has 120 Faircloth units that may be used. The Faircloth limit is the number of Public Housing units that the AHA had October 1, 1999. The AHA has started the process of using its Faircloth limit by mailing a General Information and Non-Displacement (GIN) Notice to tenants via certified mail. The AHA also included the required Rental Assistance Demonstration Program (RAD) Resident Information Notice (RIN). Two resident meetings were held October 23, 2023 and October 24, 2023 for Independence Plaza residents to answer questions. Both meetings were well attended with the first meeting being capped by room capacity. Tenant questions about possible moves and rehabilitation on the buildings along with questions about affects on subsidy were answered. Staff is working on completing a capitals needs assessment and AHA will submit to HUD the request for HUD to prepare the Notice of Anticipated RAD Rents (NARR).

FISCAL IMPACT

Report only, no financial impact.

CEQA

Not applicable to this item.

RECOMMENDATION

Accept the Monthly Overview Report for the Executive Department.

ATTACHMENTS

None

Respectfully submitted,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned below the text "Respectfully submitted,".

Alicia Southern, Director of Human Resources and Operations



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
 From: Sean Prevette, Asst. Director of Administrative Services
 Date: November 15, 2023
 Re: Accept the Quarterly Overview Report For Administrative Services Department.

BACKGROUND

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

DISCUSSION

Procurement

The following are some highlights of the AHA’s current procurement initiatives:

Internal Training: AHA Procurement Days will continue to be offered on a bi-annual basis to provide updates for current staff. AHA provided an optional training on procurement in August, during the monthly AHA Brown Bag training. AHA also provided a Procurement Overview training for new staff in October 2023. Staff reviewed the procurement process checklist outlining the various steps in the process, starting with vendor selection through purchase order initiation.

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

A summary of notable past, present, and upcoming RFPs and ITBs for 2023 is provided below:

RFP/ITB DESCRIPTION	ORG	STATUS	ISSUE DATE
Financial and Accounting Consulting Services	AHA	Upcoming RFP	Pending
Relocation Services	AHA	RFP closed; under	August 21,



		review	2023
HVAC Services	AHA	ITB closed; contract awarded	September 19, 2023
Temporary Agency Support Services	AHA	RFP closed; under review	July 18, 2023
Strategic Planning Consultant	AHA	RFP closed; under review	July 14, 2023
HR Legal Services	AHA	RFP closed; under review	June 21, 2023
Towing Services	AHA	ITB closed; contract awarded	June 5, 2023
Prevailing Wage Labor Compliance Monitoring Services	AHA/AAHC/ICD	ITB closed; contract awarded	May 11, 2023
Legal Services	AHA	RFP closed; contracts awarded	March 31, 2023
Technology Consultant Services	AHA	RFP closed; contract awarded	March 31, 2023

The number of agreements and amendments executed from August 1, 2023 - October 30, 2023 is provided below:

Agreements Executed	Amendments Executed
9	13

Reasonable Accommodations

The table below provides a summary of monthly and year-to-date statistics on Reasonable Accommodation (RA) processing as of October 30, 2023.

Month	New submissions by month	Requests still in process	Closed RAs (letter sent)	Submissions YTD	Closed RAs YTD
January	14	0	14	14	14
February	18	0	18	32	32
March	25	0	25	57	57
April	17	0	17	74	74
May	26	0	26	100	100

June	33	0	33	133	133
July	15	0	15	148	148
August	24	0	24	172	172
September	50	0	50	222	222

The subsequent table displays the percentage of approved, denied, and closed RA requests that have been finalized by month. For example, during July 2023, there were fifteen RAs that had been finalized. Of those fifteen, seven requests were approved, resulting in a 47% approval rate.

Month	Approved	Denied	Closed
January	57%	36%	7%
February	44%	56%	0%
March	28%	72%	0%
April	41%	59%	0%
May	23%	73%	4%
June	33%	52%	15%
July	47%	47%	6%
August	46%	54%	0%
September	24%	66%	10%

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

Categories	YTD
Extra Bedroom	54
Live-In Aides	47
Parking	8
Unit Modifications/requests	11
Voucher extension	25
Other - Misc.	77

Staff continue to accept RA requests via e-mail, fax, in person, by phone, and through the electronic form available on the AHA website; and to complete quality control

reviews on reasonable accommodation processes and outcomes.

Community Relations

The bullet points below provide a summary of AHA's community relations activities during the third quarter of 2023:

- The weekly youth activities held at Esperanza Apartments continue to be provided by AHA's nonprofit arts partner, Drawbridge, and the City of Alameda Recreation and Parks Department (ARPD).
- AHA staff coordinated with the Community Relations Department of the Oakland Athletics to receive 100 tickets for each of the home games on August 20th and September 20th. All tickets were distributed to AHA residents and program participants via LifeSteps. The feedback from those that attended was positive and many requested tickets for games in the 2024 season.
- AHA staff distributed move-in kits filled with essential household items (cleaning supplies, toiletries, etc.) to AHA's Emergency Housing Voucher (EHV) holders in late summer. The feedback received from these EHV holders was a sentiment of gratitude and that the items were much needed.
- In early September, AHA staff hosted and invited all AHA parents with AUSD high school students to attend any of the three informational sessions to learn about the Diplomas to Degrees Center and the post-high school scholarship opportunity. AHA's community partner, the Alameda Boys and Girls Club, offers assistance to high school students to perform career exploration, prepare for college applications, explore vocational training programs, and learn about financial aid resources.
- In preparation for the opening of the pre-application period for Poppy Place on October 2nd, AHA staff executed a major marketing campaign during the month of September. The Poppy Place marketing plan was targeted at diverse populations that live/work in the San Francisco Bay Area. To maximize reach in both the City of Alameda and the greater Bay Area, the marketing plan featured a multimedia strategy that included email, social, online display, online video, and print media. AHA's multi-lingual marketing plan was inclusive and promoted diversity in applicants by utilizing publications in Chinese, Tagalog, Vietnamese, and Spanish.
- LifeSteps continues to manage the food distribution process for AHA properties, which is held on alternating Tuesdays at Anne B. Diamant and Independence Plaza. The food is sourced from the Alameda Food Bank and serves AHA households that are not capable of picking up food directly from the Alameda Food Bank food distribution location at 650 West Ranger Avenue.
- In mid-September, AHA welcomed its first ever Fellow (Rona Leigh De Guzman) from Civic Spark (<https://civicspark.civicwell.org/>). The Fellow is tasked with conducting a gap analysis of emergency services for low-income households. Additionally, the Fellow will provide emergency management recommendations, including an implementation plan that addresses the identified gaps in service. Further tasks include identifying potential climate change impacts on AHA residents and providing recommendations on how AHA can mitigate the impact

of climate change on current and future generations of residents.

- In support of the City of Alameda in recruiting applications for the Rise Up Alameda guaranteed income program, AHA staff performed extensive outreach to AHA residents and program participants prior to and during the application period (September 8-18, 2023). The outreach strategy leveraged AHA's communication channels, including direct mail, social media, property site signage, and email to transmit the program details. The messaging included a disclaimer that if an AHA program participant is selected to join the Rise Up Alameda program, the guaranteed \$1,000 monthly income would not increase AHA participants' monthly rental payment amount.

Communications Summary

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

1. **Press Releases:** During Q3, no press releases were distributed but staff is finalizing an Op-Ed advertorial placement to run during Q4.
2. **AHA newsletters:** During Q3, Housing Choice Voucher program participants and AHA tenants were both mailed and emailed the quarterly tenant newsletter.
3. **Public Outreach:** During Q3, AHA staff continued to expand awareness of AHA program offerings and activities by conducting public presentations for the Alameda City Council, Board of the Alameda Unified School District, Rotary Club, monthly landlord portal meetings for AHA landlords, quarterly meetings for legal advocates, and quarterly meeting with the Mayor to provide AHA updates.

Website Update

During Q3, new staff assigned to complete website editing for their respective departments underwent internal training on the WordPress platform to learn how to update the system. Both websites continue to feature intuitive navigation and are optimized for mobile devices.

Online Data Metrics

The data below shows AHA's growing digital presence through the use of website analytics, social media metrics, and email activity tracking:

Website Data (for www.alamedahsg.org during Q3)

Total unique visitors: 22,108

Total page views by unique visitors: 84,237

Average engagement per active unique visitor: 1 minute 10 seconds

Facebook Data

Total Followers: 804

Post Reach (Number of people that saw any content on AHA Facebook page): 2,518

LinkedIn Data

Total Followers:700

Unique Visitors: 391

Impressions Delivered (Total page views by unique visitors in Q3):6,581

Outreach Email Data

Agency Emails Sent out by AHA in Q3: 6,564

Email List Contact Growth (from previous quarter):853

Total Contacts: 16,171

Email Open Rate: 58%

Click Rate: 3%

Ombudsperson Data

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

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

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

Since May 2021, the Ombudsperson Program has received a total of 276 inquiries. The Ombudsperson Program continues to coordinate with internal departments, primarily the Housing Programs Department and Property Management staff, to quickly identify solutions and resolve participant issues.

Total Q3 2023 Ombudsperson Contacts: 20

Contacts from the general public (Non-AHA landlord/tenant matter): 3

Contacts related to AHA tenant (Potential lease violation): 8

Contacts related to AHA tenant (Neighbor dispute): 5

Contacts related to AHA tenant (Property management dispute): 1

Contacts related to AHA tenant (Reasonable accommodation): 0

Contacts related to AHA tenant (Property condition):0

Contacts related to AHA tenant (Rental payment): 0

Contacts related to AHA tenant (Lease up): 0

Contacts related to AHA tenant (complaint related FPI staff): 1

Contacts related to AHA tenant (complaint related AHA staff): 1

Contacts related to landlord (Portal, HAP, etc.): 1

IT Project Updates

IT Procedures: Staff is in the process of updating and expanding the agency's standard

operating procedures for AHA’s IT-related operations, including a new Standard Operating Procedure (SOP) for the AHA IT Quality Control scope and methodology.

LaserFiche: Staff continue to utilize Laserfiche Forms to digitalize our existing forms to increase efficiencies.

Yardi: IT Staff has been coordinating with Yardi to ensure our software is up to date for the new procedural changes related to the updated MTW and HOTMA regulations.

IT support Tickets

IT Support Tickets	July	August	September	Quarter 3
Access Rights	82	95	72	248
Hardware	64	25	25	114
Software	47	51	49	147
On Boarding/Off Boarding	1	3	2	6
On-Site Visits	1	3	2	6
Cyber security	1	1	2	4
Total	199	179	155	532

Brief analysis of Q3:

1. Access rights remain a frequent subject of IT tickets as AHA has tight security measures.
2. Multi-factor Authentication (MFA) was implemented for Civic Plus, Knowbe4 training, and DocuSign for all staff, as well as Zix for program administrators. As a condition of receiving cyber security insurance coverage from our insurance provider, all systems utilized by AHA are required to have MFA.
3. Onboarding / offboarding activities decreased in Q3 compared to Q2.

Risk Management

AHA Claim Management: In this quarter, AHA experienced a total of 10 reported property incidents, out of which 2 resulted in insurance claims:

Month	Type of Loss	Property	Cause of Loss	Insurance Claim
August	Property	Everett Commons	Toilet Clog	N
August	Property	Pulte Homes	Clogged sewage lines and leakage	Y
August	Property	Everett Commons	Mold	N
August	Property	Pulte Homes	AC Leakage	N

August	Property	ABD	Heater Leakage	N
August	Property	Independence Plaza	Leakage	Y
September	Property	Independence Plaza	Leakage	N
September	Property	Pulte Homes	Repeated Toilet Clog	N
September	Property	Parrot Village	Illegal fire/burned hazardous material	N
September	Property	Sherman House	Fence Encroachment	N

The total expenditure associated with the reported incidents in this period is \$51,836.12 with an expected recovery rate of approximately 50% from claim reimbursements. A new streamlined process of incident reporting and claim management has been established in collaboration with FPI staff with the goal of fostering competition in bidding of the non-mitigation phase of property recovery. As a result, build-back prices were reduced by 44% on average with net savings totaling \$6,872.

During this quarter, the AHA Risk Manager conducted the following activities:

Contract Management:

- Established a collaborative effort with procurement staff to conduct a comprehensive risk assessment of contractual insurance requirements and liability terms before initiating public solicitations.
- Offered guidance to procurement staff and senior management on vendor requests to modify contractual terms and conditions.
- Managed the vendor insurance portfolio, overseeing the timely renewal of insurance certificates and endorsements.
- Facilitated quarterly meetings with FPI management to deliberate on goals and stipulations outlined in the property management agreement.
- Conducted a site review at Rica Vista. This was the first review under the new regulatory agreement signed in December 2023.

Legal Claims:

- Implemented a new tracking and archive system for ongoing and prospective AHA legal cases.
- Maintained communication and furnished necessary documentation to AHA legal counsel and Synchronous staff regarding pending or potential legal cases.

AHA Risk Prevention Program:

- Conducted the annual fire drill exercise at 701 Atlantic Avenue.
- Staff from across the agency completed weekly property visits at all sites. Staff offered recommendations for improvements and enhancing safety measures, due to low property management staffing levels.
- Ensured ongoing communication channel and staff messaging system for disseminating safety recommendations related to weather conditions, trip and fall prevention, air quality, and crime prevention.

Training:

- Conducted Earthquake Preparedness Training session for staff.
- Organized and delivered a comprehensive training program for FPI community managers.

Emergency Management:

- Updated the emergency binder and restocked emergency bins with necessary supplies.
- Formulated a Standard Operating Procedure for emergencies and a corresponding set of Standard Operating Procedures for AHA Emergency Points of Contact.

FISCAL IMPACT

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

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

CEQA

N/A

RECOMMENDATION

Accept the Quarterly Overview Report for the Administrative Services Department.

ATTACHMENTS

None

Respectfully submitted,

Sean Prevette

Sean Prevette, Asst. Director of Administrative Services



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: November 15, 2023

Re: Accept the Quarterly Overview Report for Housing Development.

BACKGROUND

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

DISCUSSION

Island City Development

The Housing Authority of the City of Alameda (AHA) has one outstanding predevelopment loan to Island City Development (ICD) on behalf of North Housing. In July 2021, the Alameda Affordable Housing Trust Fund awarded \$7,500,000 and a Letter of Intent for \$2,500,000 (contingent on an award from the Local Housing Trust Fund program of the State of California). The total of \$10,000,000 are committed to Estuary I and Estuary II. In May 2023, the Alameda Affordable Housing Trust Fund awarded \$2,438,000 and a Letter of Intent for an additional \$1,000,000 (contingent on an award from the Local Housing Trust Fund). The total of \$3,438,000 will be committed to Linnet Corner. AHA has also provided options to ground lease for the five ICD pipeline projects (Estuary I and II, Linnet Corner, Poppy Place and The Poplar). The loan balance and project details are discussed in the subsequent project specific Board reports.

In September 2023, ICD signed two Agreements of Housing Assistance Payment Contract (AHAP) with the AHA for eighty vouchers at Estuary I and Linnet Corner. These agreements are the summation of tremendous efforts from the Housing Programs and Housing Development departments, in support of new units that will serve vulnerable seniors and individuals coming from homelessness.

Affordable Housing Project Pipeline

Staff has now implemented a periodic pipeline newsletter system to communicate with interested parties. The most recent newsletter was released in September 2023.



- **Rosefield Village** – Rosefield converted to permanent financing in August 2023. It has submitted its Placed in Service package to the California Tax Credit Allocation Committee and is waiting for its final tax forms (IRS 8609) to be able to deliver tax credits to its investor. This should occur by the end of first quarter 2024.
- **Estuary I, Estuary II, Linnet Corner** – An update report on these projects is presented as a separate Board item.
- **North Master Plan** - The Board approved the contract for site stabilization work at North Housing Block A in July 2023, and work has begun. There is an update on this work in the CIP Report.
- **The Poplar (2615 Eagle)** - An update report on the project is presented as a separate Board item.
- **Poppy Place** - An update report on the project is presented as a separate Board item.
- **Feasibility Studies** – Utilizing data from recent PNAs, appraisals, and accessibility studies, staff is conducting financial feasibility analyses on three portfolio projects (Independence Plaza, China Clipper, and Esperanza) regarding needs and opportunities for renovation. Staff continues to explore avenues to utilize the AHA's Faircloth voucher allocation.

Acquisitions

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

New Funding Opportunities

Staff is working on its 10th major funding application of the year. From earlier applications, ICD projects are still waiting for results from the State of California SuperNOFA for Estuary II. Staff is pleased that its second application to the State Local Housing Trust Fund was successful in September 2023, bringing the total of new funding to \$3,500,000 to City of Alameda developments.

Buildings UP Challenge/Decarbonization and EV Charging collaboration with the City of Alameda

In collaboration with the City of Alameda, Alameda Municipal Power, and a bevy of local partners, AHA submitted an application to the Department of Energy Buildings Upgrade Prize Challenge. Although the application was not successful, staff continues to collaborate with the City on electrification, decarbonization, and EV charging opportunities.

Construction in Progress

A separate report to the Board tracks the many different activities that are underway to improve the portfolio and prepare sites for development.

Staffing

The Housing Development Department is fully staffed.

FISCAL IMPACT

N/A

CEQA

N/A

RECOMMENDATION

Accept the Monthly Overview Report for Housing Development.

ATTACHMENTS

- 1. AHA Housing Development Newsletter September 2023

Respectfully submitted,



Sylvia Martinez, Director of Housing Development

Housing Development



Development Pipeline Quarterly Update

Big News! Three of our developments, Linnet Corner, Estuary I and Poppy Place, have received awards from the State of California's Housing Community Development (HCD) Super NOFA, CA Debt Limit Allocation Committee (CDLAC), and CA Tax Credit Allocation Committee (TCAC) respectively. Linnet Corner received \$20.6 million, while Poppy Place received \$13.4 million from the HCD Super NOFA. Estuary I received a combined \$50.7 million federal and state tax credit proceed from TCAC, while Linnet Corner received a \$25.1 million Bond allocation from CDLAC and \$22.8 million in tax credits from TCAC. These funds are crucial to the financial layering of each project and will move the developments forward into construction estimated to begin in early 2024!

New Names for Pipeline Projects: This past April, the Housing Authority of the City of Alameda (AHA) Board of Commissioners approved new names for our new developments. Staff sought inspiration for names from historical site context, local flora and fauna, and feedback from AHA partners and staff. The names followed the established naming policy approved by the AHA Board of Commissioners.

North Housing PSH I & II – The Estuary

Significance of name: Estuary was the name of the segregated housing development at the former NAS Alameda base, and it was part of the workforce housing for the war effort. Although demolished, the story of the families who lived in this housing, and were displaced, will be echoed through its name.

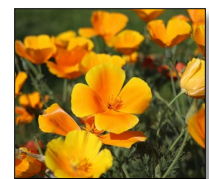


North Housing Senior Apartments – Linnet Corner

Significance of name: A Linnet, commonly known as a house finch, is indigenous to California and often seen throughout Alameda. The Linnet, once a popular caged bird, is now free to roam and celebrates the stability and freedoms we aim to provide for future residents of Linnet Corner.

Webster Street Hotel Conversion – Poppy Place

Just as the name states, Poppy Place was chosen to celebrate the Poppy – California's State Flower. Every year, this bloom greets us throughout the City of Alameda announcing that spring has come and the promise of new beginnings.





Tilden Commons/AUSD Site – The Poplar

Poplar trees are commonly found in the landscape and recognized for their beauty year-round and color changes during the fall. Historically valued for its strength and beauty, the poplar is now valued for its fast-growing nature and its use in construction.

Acquisitions: AHA is happy to announce it has completed the purchase of all eighteen homes from Pulte. These brand-new apartments and condos will serve low-income families at the (50 to 80 % AMI) for years to come.

In March of 2023, Lincoln Avenue Capital (LAC) and AHA held a small signing ceremony celebrating an agreement to preserve affordability of 132 homes at Rica Vista Apartments. The agreement established affordable housing apartments serving moderate income households (80% of Area Median Income) for a 55-year term.



Construction In Progress: Independence Plaza (IP) balcony repairs have been completed! AHA now pivots to the assessment and repair of balconies at our Anne B. Diamant senior apartment homes. AHA's Housing Development Department has published multiple Request for Proposals (RFP) that are open for bidding and can be located on our website's procurement vendor page. These RFP's are addressing our existing portfolio and cover a range of professional services.

Housing Development: AHA is proceeding with North Housing Block A, the first phase of the 12-acre North Housing (NH) Development. Recently, the City of Alameda approved permits for all three projects, totalling 155 apartment homes. AHA Board and staff are especially pleased to have apartments at Linnet Corner dedicated for veterans given the site's ties to military service. Estuary 1 accepted its federal and state tax credit award from the TCAC in July of 2023. Island City Development (ICD) anticipates closing on construction financing and beginning construction on Linnet Corner and Estuary 1 in early 2024.



Poppy Place's funding creates momentum for the site. In particular, the funding gives AHA capital to adapt the existing hotel into the 50 Studio Apartments. ICD currently has multiple RFP's out

for work to be done on Poppy Place. Renovation and leasing are expected to start early 2024.

Island City Development continues to work on The Poplar with new smoke detectors installed at the current buildings on site. Early design and community outreach will begin on this development in 2024.

Sign up for our e-newsletter to receive project updates and news from the comfort of home or on the go! (<https://www.ahagroup.click>)

Contact Us: 510-747-4321, Joshua Altieri, Community Relations Manager & Press/Media Contact
jaltieri@alamedahsg.org



Housing Authority
of the
City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: November 15, 2023

Re: Accept the Quarterly Development Report for The Estuary II (North Housing PSH II).

BACKGROUND

The Estuary II, formerly known as North Housing PSH II, is one of the first three projects within North Housing Block A and Block A is the first phase of the larger 12-acre North Housing parcel redevelopment at the former Alameda Naval Air Station (NAS) at the site known as Coast Guard Housing. The Estuary II is expected to have 46 units of permanent supportive housing for formerly homeless individuals and/or 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 a funding commitment through its Reserve Policy in the amount of \$3,750,000 which is flowing through the Alameda Affordable Housing Trust Fund (AAHTF) administered by the Alameda Affordable Housing Corporation (AAHC). The AAHTF commitment has been awarded matching funds from the State Local Housing Trust Fund (LHTF) Program with \$1,250,000 of the matching funds committed to the Estuary II project. Together, the AAHTF commitment is \$5,000,000. AHA has also



approved an option to ground lease the property, at a subsidized rate in 2021.

On June 23, 2023, the Federal Home Loan Bank of San Francisco awarded \$690,000 in AHP funds to the project.

On May 18, 2023, the State of California Department of Housing and Community Development (HCD) published the Super Notice of Funding Availability (Super NOFA) which includes multiple HCD funding programs. On July 12, 2023, staff submitted a Super NOFA Funding Application to the State HCD requesting funds from the Multifamily Housing Program (MHP). Awards for the Super NOFA are expected in February 2024. In November, it was determined that the project was not competitive for a 9 percent tax credit funding application. If the development receives a Super NOFA award in February 2024, it will apply for 4 percent tax credits and tax exempt bonds in February 2024.

On December 13, 2021, AHA conditionally awarded forty (40) Section 8 Project-Based Vouchers (PBV) 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 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. On July 15, 2023, staff submitted the most recent quarterly report to AHA.

Permit

The building permits for this site have been fully reviewed, and may be pulled subject to payment of fees. 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, which was recorded in October 2023.

A condo map parcel is needed to build this site and can now be requested from the City.

Procurement

Staff is working on two active procurements: an Owner's Representative/Construction Management Consultant, and a special materials consultant.

Timing

This development will not start construction until toward the end of 2024 at the earliest, as it is still waiting for its final financing commitments.

FISCAL IMPACT

The Board previously authorized a predevelopment loan of \$10,000,000 for costs associated with master planning, carrying costs, demolition, and redevelopment work for the first phase of the North Housing project, which includes 155 units, including Estuary II. Funds are disbursed to ICD on an as-needed basis. Please refer to the attached chart summarizing expenses through October 31, 2023 (Attachment 1).

CEQA

Not applicable.

RECOMMENDATION

Accept the Quarterly Development Report for The Estuary II (North Housing PSH II).

ATTACHMENTS

1. _North Housing Expenses Chart Through October 31, 2023

Respectfully submitted,



Sylvia Martinez, Director of Housing Development

North Housing Block A Predevelopment Expenses Chart Through October 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)	\$1,071,876
The Estuary II – 46 units (includes predevelopment, pro rata shares of master plan, demolition, and land carrying costs)	\$1,076,480
Linnet Corner – 64 units (includes predevelopment, pro rata shares of master plan, demolition, and land carrying costs)	\$1,223,487
Grand Total	\$3,371,843
Anticipated Soil Stabilization Costs for Block A	\$4,803,993
Remaining Predevelopment Loan Available for Block A	\$1,824,164

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: Janet Lee, Asst. Director of Finance

Date: November 15, 2023

Re: Accept the Quarterly Investment Report for the Period Ending September 30, 2023.

BACKGROUND

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

DISCUSSION

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

FISCAL IMPACT

As of September 30, 2023, AHA held **\$11,973,159** in Local Agency Investment Fund (**LAIF**). These funds are on demand and can be used for immediate needs. The prior quarter balance was \$11,879,885. Interest is posted quarterly to the account by LAIF and the 3 months of interest from July through September 2023 earned will be presented in the October 2023 LAIF statement.

As of September 30, 2023, AHA held **\$10,727,413** in the California Asset Management Program (**CAMP**). These funds are on demand and can be used for immediate needs. The prior quarter balance was \$14,052,842. Interest is posted monthly to the account by CAMP.

As of September 30, 2023, ICD held **\$15** in **CAMP**. These funds are on demand and can be used for immediate needs. The prior quarter balance was \$14. Interest is posted monthly to the account by CAMP.

AHA Balances as of September 30, 2023: (LAIF \$11,973,159, CAMP \$10,727,413



= Total \$22,700,571)

ICD Balances as of September 30, 2023: (CAMP \$15)

The key changes in the balance for the period ending September 30, 2023 are:

Activity	AHA-LAIF	AHA-CAMP	ICD-CAMP
Beg. Balance - June 30, 2023	\$11,879,885	\$14,052,842	\$14
Interest Income	\$93,274	\$174,571	\$1
Withdrawal - Rosefield Permanent Loan Closing	-	(\$3,500,000)	-
Ending Balance - September 30, 2023	\$11,973,159	\$10,727,413	\$15

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

CEQA

N/A

RECOMMENDATION

It is recommended that the Board of Commissioners Accept the Quarterly Investment Report for the period ending September 30, 2023.

ATTACHMENTS

1. LAIF Statement for the quarter ending September 30, 2023 - AHA
2. CAMP Statement for month ending September 30, 2023 - AHA
3. CAMP Statement for month ending September 30, 2023 - ICD

Respectfully submitted,



Janet Lee, Asst. Director of Finance

California State Treasurer
Fiona Ma, CPA



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

October 03, 2023

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

ALAMEDA HOUSING AUTHORITY

EXECUTIVE DIRECTOR
701 ATLANTIC AVENUE
ALAMEDA, CA 94501

[Tran Type Definitions](#)

September 2023 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	11,973,158.60
Total Withdrawal:	0.00	Ending Balance:	11,973,158.60



Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

ACCOUNT STATEMENT

For the Month Ending

September 30, 2023

Housing Authority of the City of Alameda (AHA)

Client Management Team

Monique Spyke

Managing Director
1 California Street Ste. 1000
San Francisco, CA 94111-5411
415-393-7270
spykem@pfmam.com

Rachael Miller

Client Consultant
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millerr@pfmam.com

Contents

- Cover/Disclosures
- Summary Statement
- Individual Accounts

Accounts included in Statement

Housing Authority of the City of Alameda (AHA)

Important Messages

CAMP will be closed on 10/09/2023 for Columbus Day.

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

Online Access www.camponline.com

Customer Service 1-800-729-7665



Important Disclosures

Important Disclosures

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

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

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

Market Value Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv or Bloomberg. For certain short-term investments or where prices are not available from generally recognized sources the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

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

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

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

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

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

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

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

Key Terms and Definitions

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

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

365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed. **Average maturity** represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

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

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

YTM at Market The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis.

Managed Account A portfolio of investments managed discretely by PFMAM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian.

Unsettled Trade A trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

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

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

NOT FDIC INSURED NO BANK GUARANTEE MAY LOSE VALUE



Account Statement - Transaction Summary

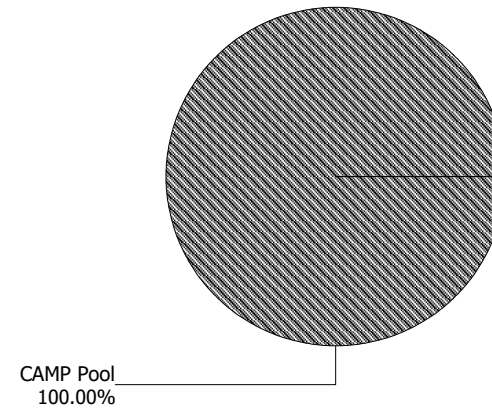
For the Month Ending **September 30, 2023**

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

CAMP Pool	
Opening Market Value	10,678,717.48
Purchases	48,695.25
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$10,727,412.73
Cash Dividends and Income	48,695.25

Asset Summary		
	September 30, 2023	August 31, 2023
CAMP Pool	10,727,412.73	10,678,717.48
Total	\$10,727,412.73	\$10,678,717.48

Asset Allocation	
CAMP Pool	100.00%





Account Statement

For the Month Ending **September 30, 2023**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					10,678,717.48
09/29/23	10/02/23	Accrual Income Div Reinvestment - Distributions	1.00	48,695.25	10,727,412.73
Closing Balance					10,727,412.73

	Month of September	Fiscal YTD July-September		
Opening Balance	10,678,717.48	14,052,841.95	Closing Balance	10,727,412.73
Purchases	48,695.25	174,570.78	Average Monthly Balance	10,681,963.83
Redemptions (Excl. Checks)	0.00	(3,500,000.00)	Monthly Distribution Yield	5.55%
Check Disbursements	0.00	0.00		
Closing Balance	10,727,412.73	10,727,412.73		
Cash Dividends and Income	48,695.25	174,570.78		



Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

ACCOUNT STATEMENT

For the Month Ending

September 30, 2023

Island City Development

Client Management Team

Jeremy King

Key Account Manager
213 Market Street
Harrisburg, PA 17101-2141
717-232-2723
kingj@pfmam.com

Rachael Miller

Client Consultant
213 Market Street
Harrisburg, PA 17101-2141
1-855-678-5447 (1-855-OST-LGIP)
millerr@pfmam.com

Contents

- Cover/Disclosures
- Summary Statement
- Individual Accounts

Accounts included in Statement

Island City Development

Important Messages

CAMP will be closed on 10/09/2023 for Columbus Day.

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

Online Access www.camponline.com

Customer Service 1-800-729-7665



Important Disclosures

Important Disclosures

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

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

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

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

Market Value Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv or Bloomberg. For certain short-term investments or where prices are not available from generally recognized sources the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

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

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

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

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

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

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

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

Key Terms and Definitions

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

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

365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed. **Average maturity** represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

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

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

YTM at Market The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis.

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

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Account Statement - Transaction Summary

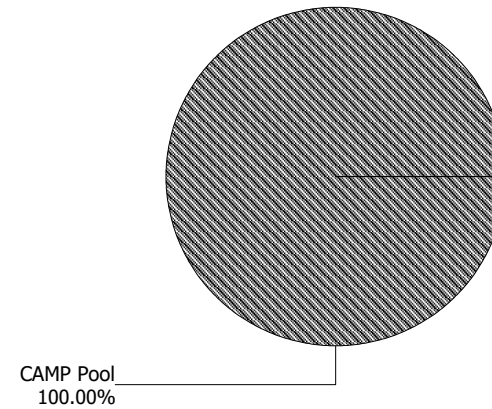
For the Month Ending **September 30, 2023**

Island City Development - Island City Development

CAMP Pool	
Opening Market Value	14.49
Purchases	0.07
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$14.56
Cash Dividends and Income	0.07

Asset Summary		
	September 30, 2023	August 31, 2023
CAMP Pool	14.56	14.49
Total	\$14.56	\$14.49

Asset Allocation	
CAMP Pool	100.00%





Account Statement

For the Month Ending **September 30, 2023**

Island City Development - Island City Development

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					14.49
09/29/23	10/02/23	Accrual Income Div Reinvestment - Distributions	1.00	0.07	14.56
Closing Balance					14.56

	Month of September	Fiscal YTD January-September
Opening Balance	14.49	14.02
Purchases	0.07	0.54
Redemptions (Excl. Checks)	0.00	0.00
Check Disbursements	0.00	0.00
Closing Balance	14.56	14.56
Cash Dividends and Income	0.07	0.54

Closing Balance	14.56
Average Monthly Balance	14.49
Monthly Distribution Yield	5.55%



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Joshua Altieri, Community Relations Manager

Date: November 15, 2023

Re: Accept the Housing Authority of the City of Alameda (AHA) Annual Report for 2022-23.

BACKGROUND

Fiscal Year 2022-23 Annual Report.

DISCUSSION

The Fiscal Year 2022-2023 Annual Report is a twelve-page document which summarizes agency activities from July 1, 2022 through June 30, 2023. The report highlights the Housing Authority of the City of Alameda's (AHA) staff accomplishments, agency updates, departmental achievements, property map, and future plans for affordable housing development. This report is designed to provide the public with comprehensive data regarding AHA's efforts to provide quality, affordable and safe housing to low-income residents in the City of Alameda. **The 2022-2023 Annual Report is not included with this memo, but will be submitted as a separate attachment.**

FISCAL IMPACT

Not applicable.

CEQA

Not applicable.

RECOMMENDATION

Accept the Housing Authority of the City of Alameda (AHA) Annual Report for 2022-23.

ATTACHMENTS

None

Respectfully submitted,
Joshua Altieri



Joshua Altieri, Community Relations Manager



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: November 15, 2023

Re: Authorize the Executive Director to Negotiate and Execute the Commercial Rental Lease for Imerge Wireless at 1628 Webster Street, Alameda.

BACKGROUND

Poppy Place, which is the adaptive reuse of a hotel at 1628 Webster Street in Alameda, CA, will include the purchase of commercial street front rentals at 1620 and 1622 Webster Street. There is one tenant currently at the site who will need to sign a new lease with ICD Webster LLC, the new owner and operator. The Housing Authority of the City of Alameda (AHA) is the ground lessor and co-sponsor in this transaction.

DISCUSSION

The commercial lease proposed follows the standard conditions of all AHA commercial leases, including the requirement to insure all AHA entities, as appropriate, for liability and property. The commercial lease is proposed for three years, at market rate, with increases of 3% per year. A draft contract is attached. The construction lender is still reviewing and minor changes may still be necessary.

FISCAL IMPACT

The lease payments need to be incorporated in the financials of ICD Webster LLC, per the State of California Housing and Community Development loan, which is paying for a substantial amount of the purchase and renovations at the property.

CEQA

Not applicable

RECOMMENDATION

Authorize the Executive Director to Negotiate and Execute the Commercial Rental Lease for Imerge Wireless at 1628 Webster Street, Alameda.

ATTACHMENTS



1. Att 1 1620 Webster_Draft lease_Imerge Wireless, LLC

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

Commercial Lease

This Commercial Lease is made on December 1, 2023 (the “**Lease**”), between ICD WEBSTER LLC, a California limited liability company, as landlord (“**Landlord**”), and IMERGE WIRELESS LLC, a California limited liability company, as tenant (“**Tenant**”).

1. This Lease replaces and supersedes the commercial lease signed between the prior landlord, Alameda Hospitality, LLC, a California limited liability company, and the Tenant, dated October 1, 2020.
2. The Landlord agrees to rent to the Tenant and the Tenant agrees to rent from the Landlord the following property: 360 square feet of retail space located at 1620 Webster Street, Alameda, California 94501 (the “**Leased Premises**”).
3. The rental payments will be \$1,133.00 (One thousand one hundred thirty-three dollars) per month for the first 12 months, \$1,167.00 (One thousand one hundred sixty-seven dollars) per month from the 13th month to the 24th month, and \$1,202.00 (One thousand two hundred two dollars) per month from the 25th month to the 36th month. Rent will be payable by the Tenant to the Landlord on the first day of each month, beginning on December 1, 2023. If any rental payment is not paid within five (5) days of its due date, the Tenant agrees to pay an additional late charge of 5% (five percent) of the rental payment due.
4. The term of this Lease will be from December 1, 2023, until November 30, 2026. Tenant shall have two (2) options to extend the Lease for an additional twelve (12) months by submitting a written notice to the Landlord at least sixty (60) days prior to the then current expiration date of the Lease. In the event Tenant exercises its first option to extend the Lease, the Lease will be extended to November 30, 2027, and rental payments will be increased to \$1,238 (One thousand two hundred thirty-eight dollars). In the event Tenant exercises its second option to extend the Lease, the Lease will be extended to November 30, 2028, and rental payments will be increased to \$1,275 (One thousand two hundred seventy-five dollars). Notwithstanding the Tenant’s options to extend the Lease, if the Tenant remains as a tenant in the Leased Premises after the expiration of the Lease, with the consent of the Landlord but without signing a new renewal lease, a month-to-month tenancy will be created with the same terms and conditions as this Lease, except that such new tenancy may be terminated by sixty (60) days written notice from either the Tenant or the Landlord, and that the rent shall be an amount equal to \$1,300 (One thousand three hundred dollars) per month for the first six (6) months, and then an amount to be determined by the Landlord in its sole discretion.
5. The Tenant and the Landlord agree that the Tenant has previously paid the Landlord (or its predecessor) a security deposit of \$895.00 (Eight hundred ninety-five dollars). This security deposit will be held by the Landlord as security for the repair of any damages to the property by the Tenant. This deposit will be

returned to the Tenant within ten (10) days after the termination of this Lease, minus any amounts needed to repair the property, but without interest. This security deposit will be applied to any unpaid rent that the Tenant owes the Landlord at any time during the term of this Lease or when the Lease terminates.

6. The Tenant and the Landlord agree that the Tenant has previously paid the Landlord (or its predecessor) an additional amount of rent in the amount of \$895.00 (Eight hundred ninety-five dollars). This rent deposit will be held as security for the payment of rent by the Tenant. This rent payment deposit will be returned to the Tenant within ten (10) days of the termination of this Lease, minus any rent still due upon such termination, but without interest.
7. The Tenant agrees to use the property only for the purpose of carrying on the following lawful business: A retail business to sell and service cellular phones and accessories from Metro PCS between the hours of 9am and 7pm on every day of the week.
8. The Landlord agrees that the Tenant may install the following equipment and fixtures for the purpose of operating the Tenant's business and that such equipment and fixtures shall remain the property of the Tenant: Phone racks and counters.
9. The Tenant has inspected the property and has found it satisfactory for its intended purposes. The Landlord shall be responsible for the repair and upkeep of the exterior of the property, including the roof, exterior walls, parking areas, landscaping, and building foundation. The Tenant shall be responsible for the repair and upkeep of the interior of the property, including all electrical, mechanical, plumbing, heating, cooling, or any other system or equipment on the property. Tenant agrees to maintain the interior of the property and the surrounding outside area in a clean, safe, and sanitary manner and not to make any alterations to the property without the Landlord's written consent. At the termination of this Lease, the Tenant agrees to leave the property in the same condition as when it was received, except for normal wear and tear. Tenant also agrees to comply with all rules, laws, regulations, and ordinances affecting the property or the business activities of the Tenant.
10. The Tenant agrees to obtain and pay for electricity and garbage removal for the property.
11. The Tenant agrees not to sub-let the property or assign this Lease without the Landlord's written consent. Tenant agrees to allow the Landlord reasonable access to the property for inspection and repair. Landlord agrees to enter the property only after notifying the Tenant in advance, except in an emergency.
12. If the Tenant fails to pay the rent on time or violates any other terms of this Lease, the Landlord will provide written notice of the violation or default, allowing ten (10) days to correct the violation or default. If the violation or default is not completely corrected within the time prescribed, the Landlord will

have the right to terminate this Lease with sixty (60) days' notice and in accordance with state law. Upon termination of this Lease, the Tenant agrees to surrender possession of the Leased Premises. The Landlord will also have the right to re-enter the Leased Premises and take possession of same, remove Tenant and any equipment or possessions of Tenant, and to take advantage of any other legal remedies available.

13. The Landlord agrees to carry fire and casualty insurance on the Leased Premises, but shall have no liability for the operation of the Tenant's business. The Tenant agrees not to do anything that will increase the Landlord's insurance premiums and, further agrees to indemnify and hold the Landlord harmless from any liability or damage, whether caused by Tenant's operations or otherwise. The Tenant agrees to carry and pay all premiums for casualty insurance on any equipment or fixtures that Tenant installs at the Leased Premises. In addition, the Tenant agrees to carry commercial general liability insurance coverage in the following minimum limits: (A) bodily injury for \$500,000 each occurrence and \$1,000,000 aggregate, and (B) property damage for \$100,000 each occurrence and \$250,000 aggregate. A combined single limit insurance policy with an aggregate limit of \$1,000,000 will be considered equivalent to the required minimum limits shown above. The Landlord, its Board of Commissioners, Housing Commission, officials, and employees named as an additional insured under all Tenant insurance coverages, except worker's compensation insurance. Any additional insured named on any Tenant insurance policy shall not be held liable for any premium, deductible portion of any loss, or expense of any nature on such policy or any extension thereof. Any other insurance held by an additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance provided by any Tenant insurance policy. Tenant agrees to furnish Landlord copies of the insurance policies and to not cancel the policies without notifying the Landlord in advance. Tenant agrees to provide Landlord with a Certificate of Insurance which indicates that Landlord is a co-insured party and that Landlord shall be provided with a minimum of ten (10) days written notice prior to cancellation or change of coverage.
14. This Lease is subject to any mortgage or deed of trust currently on the property or which may be made in the future against the property at any time in the future. The Tenant agrees to sign any documents necessary to subordinate this Lease to a mortgage or deed of trust for the Landlord. This Lease in its entirety, with all terms and conditions binding on the existing Tenant, may be transferred to a different landlord if the current owner of the property on which the Leased Premises is located wishes to execute a sale or lease of the property to a different owner or lessee during the term of this lease.
15. Tenant agrees that if any legal action is necessary to recover the property, collect any amounts due under this Lease, or correct a violation of any term of this Lease, Tenant shall be responsible for all costs incurred by Landlord in connection with such action, including any reasonable attorney's fees.

16. As required by law, the Landlord makes the following statement: “Radon gas is a naturally-occurring radioactive gas that, when accumulated in sufficient quantities in a building, may present health risks to persons exposed to it. Levels of radon gas that exceed federal and state guidelines have been found in buildings in this state. Additional information regarding radon gas and radon gas testing may be obtained from your county health department.”
17. The following are additional terms of this Lease:
- a. All notices, demands, requests, or approvals to be given under this Lease shall be given in writing and conclusively shall be deemed served when delivered personally or on the second business day after the deposit thereof in the United States mail, postage prepaid, registered or certified, addressed as hereinafter provided.

All notices, demands, requests, or approvals from Tenant to Landlord shall be addressed to Landlord as follows:

ICD Webster LLC
c/o Housing Authority of the City of Alameda
701 Atlantic Avenue
Alameda, CA 94501
Attention: Asset Manager

All notices, demands, requests, or approvals from Landlord to Tenant shall be addressed to Tenant as follows:

Imerge Wireless, LLC
1620 Webster Street
Alameda, CA 94501
Attention: Krishna Kadel

- b. Landlord has received from Tenant (or from predecessor landlord), an amount equal to \$1,790.00 (One thousand seven hundred ninety dollars), comprised of a security deposit (\$895.00) and a rental deposit (\$895.00), as referenced in Section 5 above.
- c. Tenant and Tenant’s customers are allowed to use the parking located on the premises between the hours of 9am and 7pm, daily to park passenger cars, excluding any commercial or oversized vehicles and trailers. No overnight parking by Tenant or Tenant’s customers is allowed.
- d. Tenant agrees to use the premises for conducting a retail business as mentioned in Section 7 above and to keep the business open to customers on a daily basis and that no other business activity shall be conducted in the said property without the written consent of the Landlord.

- e. Tenant represents that it has obtained and maintains a current business license for operation of a retail business from the City of Alameda, and that Tenant will comply with all applicable Federal, State, City and local laws, regulations and ordinances for starting and conducting such business activity.
 - f. Tenant represents that it has or will obtain a sign permit from City of Alameda for any signage currently installed or any new signage Tenant wishes to install, and Tenant agrees to comply with all signage ordinance requirements.
 - g. Tenant agrees to take possession of the property in “as-is” condition and agrees to pay for all permits and changes required by local regulations.
18. The parties agree that this Lease is the entire agreement between them and that no terms of this Lease may be changed except by written agreement of both parties. This Lease is intended to comply with any and all applicable laws relating to landlord and tenant relationships in this state. This Lease binds and benefits both the Landlord and Tenant and any heirs, successors, representatives, or assigns. This Lease is governed by the laws of the State of California.

Signature of Landlord	Date	Signature of Tenant	Date
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Housing Authority
of the
City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Jenny Wong, Senior Project Manager

Date: November 15, 2023

Re: Approve Resolution to Borrow a \$3,337,000 Predevelopment Loan from Capital Impact Partners and Authorize the Executive Director or Designee to Negotiate and Execute the Loan Documents for The Poplar (2615 Eagle Avenue).

BACKGROUND

The Housing Authority of the City of Alameda (AHA) purchased the property at 2615 Eagle Avenue for \$2,500,000 in March 2022 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 have a preference for Alameda Unified School District (AUSD) staff due to the City redevelopment funding awarded to the project.

In April 2023, staff informed the Board of AHA’s interest in pursuing predevelopment financing from a Community Development Financial Institution (CDFI) listed on the "Family of Loan Funds" from the Partnership for the Bay's Future. A sample term sheet was provided to the Board.

In June 2023, the Board approved staff to pursue a predevelopment loan from Capital Impact Partners (Capital Impact), a CDFI, for this development and authorized the Executive Director to negotiate and execute all loan documents.

DISCUSSION

AHA has received approximately \$3 million from the City of Alameda redevelopment funding for this development.

In May 2022, the Board approved an option to ground lease to Island City Development (ICD) and agreed to \$500,000 in funding for design and development (this is typically a predevelopment, short-term commitment).

In May 2023, the Board approved to withdraw the 2022 Reserve Policy commitment of \$1,100,000, which reduced the Reserve Policy commitment to zero for the project.



In June 2023, staff presented a predevelopment loan term sheet with highly favorable rates from Capital Impact. Capital Impact is committing up to \$3,337,000 in acquisition and predevelopment funding to the project. The interest rate is fixed at 2.00% annually and the term is 4 years. Monthly interest payments will be paid by the reserve created by loan proceeds. The predevelopment loan is secured with a first trust deed on the property. The term sheet has been fully executed. The project has credit approval from Capital Impact and is undergoing due diligence for the loan. It is anticipated that the funds could be available by the end of the year.

Staff is requesting the Board to approve a resolution to borrow up to \$3,337,000 from Capital Impact to fund acquisition costs and cover anticipated predevelopment costs to be accrued on the project. This request includes allowing the Executive Director to amend the resolution for minor changes to satisfy the lender and to negotiate and execute any loan documents required for the transaction.

FISCAL IMPACT

The current Reserve Policy commitment will remain at zero. The Capital Impact loan will provide up to \$3,337,000 in predevelopment funding to replenish the funds used by AHA to acquire the site and then to fund design, entitlement, and demolition costs that can prepare the site for the new development and provide readiness for funding applications, with any fees and carrying costs anticipated to be recovered by the future development. The current development schedule and pro forma show that the entire loan can be repaid from construction proceeds at or within the four year term.

CEQA

Not applicable.

RECOMMENDATION

Approve Resolution to Borrow a \$3,337,000 Predevelopment Loan from Capital Impact Partners and and Authorize the Executive Director or Designee to Negotiate and Execute the Loan Documents for The Poplar (2615 Eagle Avenue).

ATTACHMENTS

1. Capital Impact Predevelopment Loan PPT
2. Resolution No. 1064 - Approve Resolution to Borrow Capital Impact Predevelopment Loan for The Poplar

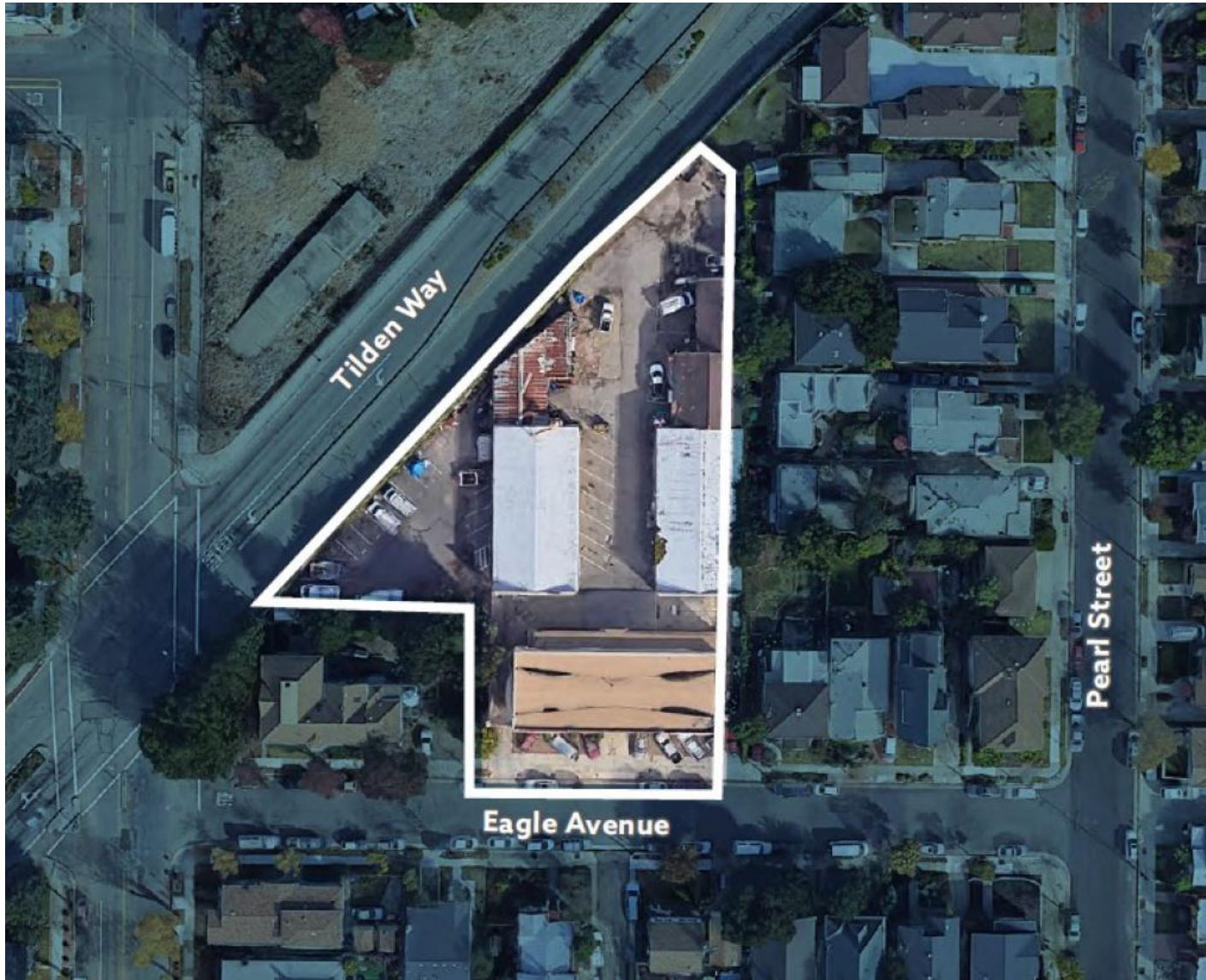
Respectfully submitted,



Jenny Wong, Senior Project Manager

The Poplar Resolution to Borrow Predevelopment Loan from Capital Impact Partners

November 2023 AHA BOC



Development Overview

- Location: 2615 Eagle Avenue
- Developer: ICD
- # of Units: 40 to 50 (0-3 bedrooms)
- Population: Family, AUSD staff
- Anticipated Financing Structure:

Bank loan, 4% or 9% LIHTC, City of Alameda redevelopment funds, Equitable Community Revitalization Grant funds, other soft funds



Background

- April 2021 – Response to AUSD RFP submitted
- August 2021 – Purchase and Sale Agreement signed
- March 2022 – Property acquired
- May 2022 – Option to Ground Lease to ICD approved
- June 2023 – Board approval to pursue predevelopment loan
- October 2023 – Brownfield funding application submitted

Project Timeline

- January 2024 – Capital Impact loan closing
- February 2024 – Select architect, begin community engagement
- May 2024 – Entitlement application to the City
- May 2025 – Obtain Entitlements approval
- **April 2026 – Submit LIHTC application**
- January 2027 – Construction loan closing,
Capital Impact loan payoff,
Construction start

Predevelopment Loan

- Lender: Capital Impact Partners
- Amount: \$3,337,000
- Interest rate: 2.0% annually, fixed
- Term: 4 years
- Repayment terms: Monthly interest only, from a reserve
No prepayment penalty

Recommendation

Approve Resolution to Borrow a \$3,337,000 Predevelopment Loan from Capital Impact Partners and Authorize the Executive Director or Designee to Negotiate and Execute the Loan Documents.

Questions or Comments?

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. 1064

The Poplar

WHEREAS, the Housing Authority of the City of Alameda (the “**Housing Authority**”) is the owner of that certain land located at 2615 Eagle Avenue in the City of Alameda (the “**Land**”), which is commonly referred to as The Poplar.

WHEREAS, the Housing Authority and Island City Development, a California nonprofit public benefit corporation (“the “**ICD**”) entered into that certain Option Agreement effective as of May 18, 2022, by and between the Housing Authority as seller/lessor and ICD as buyer/lessee (the “**Option Agreement**”) with respect to the Improvements and a ground lease for the Land.

WHEREAS, the Housing Authority and ICD intend to acquire, develop, own and operate approximately 40-50 units of affordable housing (inclusive of 1 unrestricted manager’s unit) on the Land now or hereafter located thereon is collectively referred to herein as the “**Project**”).

WHEREAS, the Board of Commissioners (the “**Board**”) of the Housing Authority deems it to be in the best interests of the Housing Authority to assist in the acquisition and development of the Project by agreeing to enter into the Capital Impact Partners (the “**Capital Impact**”) Predevelopment Loan Agreement and related documents (the “**Loan Agreement**”) for the benefit of the Project in connection with the Capital Impact Loan (as defined below).

WHEREAS, the Housing Authority intends to obtain the following financings for the Project, which will be secured by liens on the Project (“**Secured Financings**”):

(a) A recourse, predevelopment loan from Capital Impact Partners, a Community Development Finance Institution, in the approximate amount of \$3,337,000 (the “**Capital Impact Loan**”).

WHEREAS, as a condition of the Secured Financings the lenders may require that the Housing Authority (a) guaranty the payment and performance of their obligations under the documents evidencing and securing the Secured Financings, and guaranty timely lien-free completion of the Project and make certain indemnities (the “**Guaranties**”), and/or (b) assign the Housing Authority’s interest in any fees from the Project as security for the Secured Financings and the Syndication (the “**Security Assignments**”), and/or (c) provide the Housing Authority’s fee interest in the Land as security for the Secured Financings (the “**Deeds of Trust**”), and the Board deems it to be in the best interests of the Housing Authority to make and enter into the Guaranties, Security Assignments and Deeds of Trust.

WHEREAS, the Board deems it to be in the best interests of the Housing Authority to execute and deliver any and all documents or agreements necessary or advisable for the acquisition, development, financing, construction, rehabilitation, management, operation and maintenance of the Project, including, but not limited to, all grant deeds, deeds of trust, UCC financing statements, regulatory agreements, assignments of rents, leases, income and profits, general assignments, construction contracts, architect agreements, grant agreements, development agreements (with the Housing Authority as developer), sub-development agreements, management agreements, service contracts, housing assistance payments contracts and similar or related agreements for housing subsidies, and any other types of agreements (collectively, the “**Project Documents**”).

WHEREAS, the Board deems it to be in the best interest of the Housing Authority to execute such documents and to perform such actions as may be required in order to obtain all necessary and appropriate entitlements, permits and any other authorization for the acquisition, development, management or operation of the Project and for any waiver of entitlement or similar fees (collectively, the “**Entitlement Documents**”).

WHEREAS, the Board deems it to be in the best interest of the Housing Authority to execute such documents (including, without limitation, any indemnities and guaranties) and to perform such actions as may be required in order to obtain all necessary and appropriate title insurance (owner and lender policies) for the Project and for any waiver of entitlement or similar fees (collectively, the “**Title Documents**”).

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves and is authorized to enter into the following transactions and documents, as applicable:

1. Predevelopment Loan;
2. Secured Financings;
3. Guaranties, Security Assignments and Deeds of Trusts;
4. Project Documents;
5. Entitlement Documents;
6. Title Documents; and
7. Such other documents, agreements and contracts deemed necessary or advisable by an officer of the Housing Authority in furtherance of these resolutions and/or to assist in the development of the Project (collectively, the “**Transaction Documents**”), using its own independent judgment.

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Executive Director, or her designee to accept the Transaction Documents subject to any minor conforming, technical or clarifying changes approved by the Executive Director or her designee and Housing Authority counsel. The Board also authorizes the Executive Director, or her designee, to negotiate and execute all documents. The Board further authorizes the Executive Director, or her designee(s), to sign all draws under the Loan Agreement. The Executive Director, or her designee, and the Chair of the Housing Authority are hereby further authorized and directed to take such further actions and execute and record such documents as are necessary to accept the Transaction Documents.

BE IT FURTHER RESOLVED, that all actions previously taken by the Housing Authority, or its employees, officers and agents in connection with the Project or the transactions described herein are hereby ratified and approved.

ATTEST:

Vanessa M. Cooper
Executive Director/Secretary

Carly Grob, Chair
Board of Commissioners

Adopted:

Date