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, October 21, 2026 - 7:00 PM**
LOCATION
Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

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

To Attend In-Person -
Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

Join Zoom Meeting
https://us06web.zoom.us/j/85229497654?pwd=ERF4c2daq8Agm7t8SwqaXfix0iHEve.1

Meeting ID: 852 2949 7654
Passcode: 141405

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

- Send an email with your comment(s) to jpolar@alamedahsg.org and hainfo@alamedahsg.org prior to or during the Board of Commissioners meeting.
- Call and leave a message at (510) 871-7435, TTY/TRS: 711.
- Complete a speaker card in the meeting room on the day of the meeting.

Written comments may also be submitted via US Mail to:
Attn: Clerk of the Board
Housing Authority of the City of Alameda
701 Atlantic Avenue
Alameda, CA 94501

Written comments received by the Housing Authority prior to 12 Noon on the day of the meeting will be posted on the Housing Authority's website and presented at the meeting during the public comment period. Written comments received by the Housing Authority after 12 Noon, but prior to the meeting start time, will only be presented during the public comment period. Please mark any submission as "Public Comment" and indicate

which agenda item they relate to.

The public comment period is limited to three minutes per speaker.

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. REMOTE PARTICIPATION PURSUANT TO RALPH M. BROWN ACT (Government Code Section 54950 et seq.) ("Brown Act") : The Chair will identify whether any Commissioners are attending the meeting via teleconference pursuant to the Brown Act.
3. COMMISSIONER RECUSALS
4. Motion to Accept the Order of the Board of Commissioners Agenda for the October 21, 2026 Meeting.
5. Public Comment (Non-Agenda)
6. 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.

6.A. Approve Minutes of the Regular Board of Commissioners Meetings held on August 19, 2026 and September 16, 2026. **Page 6**

6.B. Accept the Monthly Overview Report for the Housing Programs Department Covering Program Statistics, Updates and Department Activities. **Page 28**

6.C. Accept the Monthly Overview Report for the Housing Development Department Regarding Project Pre-Development and Funding, Construction Activities, and Departmental Updates. **Page 33**

6.D. Accept the Monthly Overview Report for Vacancies, Rent Collections, and Housing Operations from the Property Operations Department. **Page 39**

6.E. Adopt a Resolution to Approve the 2027 Housing Authority of the City of Alameda Operations (Holiday and Office Closure) Calendar. **Page 46**

6.F. Adopt the Resolution to adopt an additional Internal Revenue Code 457(b) Retirement Plan with CalPERS allowing both pre-and post-tax contributions effective January 1, 2027. **Page 52**

6.G. Adopt the Resolution to ratify changes enacted July 7, 2022 to the Internal

Revenue Code 457(b) Plan with MissionSquare to allow for post-tax contributions and changes enacted August 1, 2024 to the Internal Revenue Code 457(b) Retirement Plan with MissionSquare to allow for deferral of vacation pay. **Page 62**

6.H. Adopt a Resolution Authorizing the Executive Director to Establish Restricted Replacement Reserves for the Housing Authority of the City of Alameda (AHA) and Alameda Affordable Housing Corporation (AAHC). **Page 78**

6.I. Adopt a Resolution Approving a Fourth Amendment to the Agreement Between the Housing Authority of the City of Alameda and Rincon Consultants, Inc. for Environmental Consulting Services to Extend the Term By One-Year, Authorize the Executive Director to Amend the Scope of Work with Additional Services, Update the Insurance Requirements, and Authorize the Executive Director to Negotiate and Execute the Fourth Amendment. **Page 85**

6.J. Adopt a Resolution Approving a Consultant Services Agreement between the Housing Authority of the City of Alameda and Downs Pham & Kuei LLP for Low Income Housing Tax Credit legal services at Poplar with a maximum contract amount not to exceed $150,000, for a two-year term, with an option to extend up to five years, and Authorizing the Executive Director to Negotiate and Execute Said Agreement. **Page 97**

6.K. Adopt a Resolution to approve a 3-year Consultant Services Agreement between the Housing Authority of the City of Alameda and Life Skills Training and Educational Programs Inc. (LifeSTEPS) for Social Services and other related services with a maximum not to exceed contract amount of $480,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement. **Page 129**

6.L. Adopt a Resolution Approving a 3-year Contracting Services Agreement between the Housing Authority of the City of Alameda and Aiden's Quality Painting Inc. for turnover painting services of vacant residential units with a maximum contract amount not to exceed $150,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement. **Page 137**

6.M. Adopt a Resolution Approving a 3-year Agreement between the Housing Authority of the City of Alameda and Lorraine's Janitorial Services, LLC for Turnover Carpet Cleaning services with a maximum contract amount not to exceed $50,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement. **Page 158**

6.N. Adopt a Resolution Approving a 3-year Agreement between the Housing Authority of the City of Alameda and Lorraine's Janitorial Services, LLC for Turnover Cleaning services with a maximum contract amount not to exceed $50,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement. **Page 198**

6.O. Adopt a Resolution Approving a 3-Year Lease Service Agreement Between the Housing Authority of the City of Alameda and WASH Multifamily Laundry Systems to Provide Leased, Commercial-Grade Laundry Equipment and Full-

Service Maintenance and Repair Support at Lincoln House - 745 Lincoln ave, Sherman House - 1416 Sherman St, and Independence Plaza - 703 Atlantic Ave., and Authorizing the Executive Director to Negotiate and Execute Said Agreement. **Page 238**

6.P. Adopt a Resolution Approving a 3-year Consultant Services Agreement between the Housing Authority of the City of Alameda and Rows and Columns, LLC for Financial Consultant services with a maximum contract not to exceed amount of $250,000 for a three-year term, with two 1-year options, and Authorizing the Executive Director to Negotiate and Execute said Agreement. **Page 255**

6.Q. Adopt a Resolution to Accept a report on insurance coverages and to approve and ratify payments of insurance premiums of $643,220.31 for calendar year 2026 to the Housing Authorities Risk Retention Pool and its affiliates Affordable Housing Risk Pool and ORWACA Agency Insurance Services, LLC. **Page 260**

6.R. Adopt a Resolution to Approve an Amendment to the Contract with Donny Chu Construction, Inc. for Fire and Flood Repair Services at Independence Plaza To Increase the Contract by a Not to Exceed amount of $150,613.92; Approve an Updated Contingency of up to $160,558.78 for a Total Not to Exceed Amount of $1,214,897.88; Change the Scope of Work to Include Additional Services to Utilize Contingency as Needed and Authorize the Executive Director (or Designee) to Negotiate and Execute Said Amendment and also Negotiate and Execute Multiple Contracts until the Next Available Board of Commissioners Meeting which Individually or as a Total Exceed $250,000 for Fire and Flood Repair Services at Independence Plaza, if Needed; Direct the Executive Director (or Designee) to Report Back on Executed Contracts, if any, to the Board of Commissioners No Later Than the Next Available Board of Commissioners Meeting. **Page 269**

6.S. Adopt a Resolution Approving a First Amendment to the Consultant Services Agreement Between The Housing Authority Of The City Of Alameda And Scott-Miller Consulting For Inspection Services To Increase The Maximum Not To Exceed Contract Amount To $500,000, And Authorizing The Executive Director To Negotiate And Execute Said Amendment. **Page 293**

7. AGENDA

7.A. Accept a report on waivers and other regulatory options to facilitate future issuance of project-based vouchers and provide direction as necessary to staff. **Page 299**

7.B. Accept a presentation on Green Stormwater Treatment Drains located at Everett and Eagle, LP (Everett Commons), Sherman and Buena Vista, LP (Littlejohn Commons), Constitution and Eagle, LP (Rosefield Village), Lakehurst and Mosley, LP (Estuary I), Mabuhay and Lakehurst, LP (Linnet Corner). **Page 314**

7.C. Accept Updates on the 2026-2030 Strategic Plan. **Page 322**

7.D. Elect a Vice Chair of the Board of Commissioners for 2026-27. **Page 341**

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

9. WRITTEN COMMUNICATIONS

10. EXECUTIVE DIRECTOR'S COMMUNICATIONS
11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
12. 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, subject to limited statutory exceptions. 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.

Housing Authority
of the
City of Alameda

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DRAFT MINUTES
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
WEDNESDAY, AUGUST 19, 2026

PLEDGE OF ALLEGIANCE

Vice Chair Sidelnikov called the meeting to order 8:30 p.m.

1. ROLL CALL

Present: Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Johnson, Commissioner Kaufman, and Commissioner Tamaoki

General Counsel: Adrian Guerra, Aleshire & Wynder LLP

Absent: Commissioner Grob

2. REMOTE PARTICIPATION PURSUANT TO RALPH M. BROWN ACT (Government Code Section 54950 et seq.) ("Brown Act") : The Chair will identify whether any Commissioners are attending the meeting via teleconference pursuant to the Brown Act.

Vice-Chair Sidelnikov confirmed there are no Commissioners attending via teleconference.

3. COMMISSIONER RECUSALS

None.

4. Motion to Accept the Order of the Board of Commissioners Agenda for the August 19, 2026 Meeting.

Vice-Chair Sidelnikov moved to accept the Order of the Board of Commissioners Agenda for the August 19, 2026 Regular Meeting, and Commissioner Tamaoki seconded. The motion passed unanimously

5. Public Comment (Non-Agenda)

Public comment was opened, but there was no person in the in-person audience or virtual audience desiring to speak.

6. 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.

*6.A. Approve Minutes of the Special Board of Commissioners Meeting held on June 3, 2026 and the Regular Board of Commissioners Meeting held on June 17, 2026.

*6.B. Accept the Quarterly Overview Report for the Executive Department, including Human Resources, Data and Policy, and Moving to Work.

*6.C. Accept the Quarterly Overview Report For the Administration and Services Department Pertaining to Procurement, Communications, and Risk Management Activities.

*6.D. Accept the Monthly Overview Report for the Housing Programs Department (May and June 2026) Covering Program Statistics, Updates and Department Activities.

*6.E. Accept the July 2026 Monthly Report for Vacancies, Rent Collections, and Housing Operations from the Property Operations Department.

*6.F. Approve the Quarterly Write-off, to June 30, 2026, of Uncollectible Accounts Receivable from Former Residents.

*6.G. Accept the Monthly Overview Report for the Housing Development Department Regarding Project Pre-Development and Funding, Construction Activities, and Departmental Updates.

*6.H. Adopt a Resolution to Ratify the Loan Agreement and ancillary documents for a Bridge Loan from the Housing Authority of the City of Alameda to the Alameda Affordable Housing Corporation in connection with Eagle Village and Parrot Village.

*6.I. Accept the Quarterly Update on Construction Projects in Progress.

*6.J. Accept the Quarterly Report for The Poplar Housing Development.

*6.K. Accept the Quarterly Stabilization Report for the Linnet Corner Housing Development Pertaining to Post-Construction, Financing, and Operations Activities.

*6.L. Accept the Quarterly Stabilization Report for The Estuary I Housing Development Pertaining to Post-Construction, Financing, and Operations Activities.

*6.M. Accept the Quarterly Development Report for The Estuary II Housing Development.

*6.N. Accept the Quarterly Investment Report for the Period Ending June 30, 2026.

*6.O. Authorize and approve the Executive Director to negotiate and sign a fourth amendment to the services agreement between the Housing Authority of the City of Alameda (AHA) and Banksia Landscape, Inc. for landscaping maintenance services, increasing the contract amount by $210,000 for a new total contract amount not to exceed $450,000, and extend the contract for one additional year to January 31, 2028.

*6.P. Adopt a Resolution Approving the First Amendment to the Service Agreement Between the Housing Authority of the City of Alameda and the Alameda Affordable Housing Corporation to Administer the Alameda Affordable Housing Trust Fund by Extending the Term and Updating Budgetary and Insurance Provisions; and Authorizing the Executive Director to Execute said First Amendment.

*6.Q. Accept an update on the Consultant Services Agreement between the Housing Authority of the City of Alameda and Burke, Williams & Sorensen, LLP for informal hearing counsel services with a maximum contract amount not to exceed $75,000 for a three-year term, with two 1-year options to June 30, 2029.

*6.R. Ratify and Approve the Consultant Services Agreement between Burke, Williams, and Sorensen LLP, and Everett and Eagle LP (**Everett Commons)** for construction defect legal services.

*6.S. Adopt a Resolution approving a Second Amendment to the Consultant Services Agreement between the Housing Authority of the City of Alameda and Hawkins Delafield & Wood, LLP for legal services increasing the maximum contract amount by $120,000 to the new maximum not to exceed contract amount of $420,000 and to extend the contract for one additional year to October 4, 2027.

Items accepted or adopted are indicated by an asterisk.

Commissioner Tamaoki congratulated staff on finalizing the conversion of Estuary I.

Commissioner Husby moved to accept the Consent Calendar items, and Commissioner Johnson seconded. The motion passed unanimously.

Yes	6	Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Johnson, Commissioner Kaufman, and Commissioner Tamaoki
No	0	

Abstentions 0

7. AGENDA

7.A. Recognition of North Housing partnership with Alameda Point Collaborative and Building Futures.

Sylvia Martinez, Director of Housing Development, introduced Andrea Urton, Executive Director, Alameda Point Collaborative (APC), and expressed appreciation for the partnership with APC, noting that the conversion of Estuary I marked a significant milestone in the partnership with APC and Building Futures, as this project not only achieved 44 permanent supportive housings at Estuary 1, but as part of this process an additional 16 homes for formerly homeless veterans have been secured at Linnet, and an additional 46 units of permanent and deeply affordable housing are on the books for Estuary II.

Vice-Chair Sidelnikov read a statement written by an Estuary I family, who, after being homeless for approximately five years, were referred to Estuary I and are now living in their forever home.

7.B. Accept a Presentation on the Survey of the Third-party Housing Quality Standards (HQS) Inspections Services.

Ani Ryder, Management Analyst, introduced Cesar Hidalgo, Management Fellow, who provided a presentation that summarized the results of the Housing Quality Standards (HQS) Inspection Services survey questionnaire.

In reference to the result of 7% unexplained HQS fail items, Vice-Chair Sidelnikov inquired as to whether the survey responses are confidential, as he would like staff to follow up on these responses. Mr. Hidalgo stated that whether to include their respective contact information was at the respondents' discretion.

Vanessa Cooper, Executive Director, stated that tenants in units that have HQS fail items receive a letter and AHA expects the inspector to explain the letter to the respective tenants. Komal Goundar, Assistant Director of Housing Programs, stated that the inspector is also to explain whether the inspection fail is a landlord fail or a tenant fail, identify exactly what needs correction, and reinspect after 30 days. The letter sent to the tenant explains these items and includes pictures of what needs to be fixed. Both the letter and the pictures are uploaded into the system of record. Ms. Goundar stated that she will follow up to obtain explanation for the 7% of unexplained fails.

Commissioner Kaufman inquired as to how the 28% of units with failed items compare to the actual number of tenants with fail items? Ms. Cooper explained that the fail rate is much higher, at approximately 44%,

Public Comment: None.

7.C. Elect a Chair and Vice Chair of the Board of Commissioners for 2026-27.

In the absence of Chair Grob, Vice-Chair Sidelnikov proposed that item 7.C be deferred to the September meeting.

Hearing none opposed, Vice-Chair Sidelnikov deferred item 7.C to the September meeting.

7.D. Adopt the Resolution to: 1) Provide a 3.8% Cost of Living Adjustment for All Eligible Employees; 2) Adopt the Corresponding Pay Schedule and Salary Schedule to be effective August 23, 2026; and 3) Adopt the updated Schedule of Authorized Positions.

Alicia Southern, Director of Human Resources, stated that annually staff present the proposed Cost of Living Adjustment (COLA), using the look back period of June to June. Last year (2024-25) the COLA, for the June-to-June look back, was 1.5%. This year (2025-26), the resulting percentage is a bit higher at 3.8%. AHA's practice is to modify salaries to keep salaries competitive. The budget presented to the Board in June included a 4% COLA, so the requested COLA of 3.8% is accounted for in the current budget. The eligible employees that will be impacted are all full-time, part-time, for cause and at-will employees, the temporary Management Intern position, as well as contract employees. Temporary employees hired through temporary agencies will not receive the COLA. If approved, staff proposes that the COLA become effective Monday, August 23, 2026. Ms. Southern stated that the presented Pay Schedule includes all salaries listed whether they are assigned to a position, and the Salary Schedule includes salaries assigned to specific positions in steps 1 – 5. The Executive Director's salary is not assigned a range and is authorized by the Board of Commissioners per her employment agreement. Ms. Southern summarized the proposed changes to be made to the Pay and Salary Schedules and the Benefits for the Regular, at-will, Management Fellow position.

Vice-Chair Sidelnikov, appreciated staff for their level of confidence and expertise when handling complex issues and the analysis and advice provided in the presentation packets and day-to-day work.

Public Comment: None.

Commissioner Tamaoki moved to adopt the Resolution to: 1) Provide a 3.8% Cost of Living Adjustment for All Eligible Employees; 2) Adopt the Corresponding Pay Schedule and Salary Schedule to be effective August 23, 2026; and 3) Adopt the updated Schedule of Authorized Positions, and Commissioner Kaufman seconded. A roll call vote was taken, and the motion passed unanimously.

Yes	6	Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Johnson, Commissioner Kaufman, and Commissioner Tamaoki
No	0	
Abstentions	0	

7.E. Adopt the Housing Authority of the City of Alameda's (AHA) Family Self-Sufficiency (FSS) Action Plan, and Authorize the Chair to Certify, by Resolution, that the Board of Commissioners has Approved Submission of the FSS Action Plan to HUD.

Ana Campos, Management Analyst, provided a presentation that summarized the Family Self-Sufficiency (FSS) program and the amendments made to the FSS Action Plan.

Commissioner Decoy inquired as to whether the escrow account is for future homeownership. Ms. Campos stated that while AHA does not have a homeownership program, the escrow account funds can be used toward anything the participant wishes after graduating from the program. Participants are made aware that AHA does not have specifically a homeownership program, but that does not mean that they cannot use the escrow towards helping with a down payment. There was a request to make sure that new entrants to the program are clear that and escrow account does not necessarily lead to homeownership

Public comment – None.
Commissioner Tamaoki moved to adopt the Housing Authority of the City of Alameda's (AHA) Family Self-Sufficiency (FSS) Action Plan, and Authorize the Chair to Certify, by Resolution, that the Board of Commissioners has Approved Submission of the FSS Action Plan to HUD, and Commissioner Husby seconded. A roll call vote was taken, and the motion passed unanimously.

Yes	6	Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Johnson, Commissioner Kaufman, and Commissioner Tamaoki

No 0

Abstentions 0

7.F. Adopt a Resolution accepting revisions to the Administrative Plan for the Section 8 Housing Choice Voucher Program of the Housing Authority of the City of Alameda.

Mara Miranda, Management Analyst, provided a presentation that summarized the revisions made to the Administrative Plan for the Section 8 Housing Choice Voucher program of the Housing Authority of the City of Alameda (AHA).

Public comment – None.

Commissioner Husby moved to adopt a Resolution accepting revisions to the Administrative Plan for the Section 8 Housing Choice Voucher Program of the Housing Authority of the City of Alameda, and Vice-Chair Sidelnikov seconded. A roll call vote was taken, and the motion passed unanimously.

Yes 6 Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Johnson, Commissioner Kaufman, and Commissioner Tamaoki

No 0

Abstentions 0

7.G. Adopt a Resolution to Authorize the Executive Director to execute a consultant services agreement with Novogradac & Company LLP for Independent Financial Statement Audit and Tax Services through a Cooperative Purchasing (Piggybacking) Procurement maximum contract amount not to exceed $100,000 for a 1-year term to September 30, 2027.

Louie So, Chief Financial Officer, provided a presentation that summarized the request made in agenda item 7.G., noting that the date of September 20, 2026, as noted in presentation is incorrect, and that date of September 30, 2027 as noted in agenda item 7.G is correct.

Responding to Commissioner Tamaoki's inquiry as to the purpose of the interlocal agreement, Mr. So explained that AHA will utilize San Joaquin's procurement documentation, which is consistent with AHA's Procurement Policy, to execute a consultant services agreement with Novogradac & Company LLP. Ms. Cooper stated that this will allow AHA to bypass the procurement work, which has already been performed by San Joaquin, and secure the vendor, which is very common in the industry. Mr. So stated that the

requested agreement is for one year. Next year, AHA intends to issue an RFP for these services.

Vice-Chair Sidelnikov requested that next year staff issue the RFP to include a multi-year, 3 – 5 years, contract.

Public Comment: None.

Commissioner Decoy moved to adopt a Resolution to Authorize the Executive Director to execute a consultant services agreement with Novogradac & Company LLP for Independent Financial Statement Audit and Tax Services through a Cooperative Purchasing (Piggybacking) Procurement maximum contract amount not to exceed $100,000 for a 1-year term to September 30, 2027, and Commissioner Kaufman seconded. A roll call vote was taken, and the motion passed unanimously.

Yes	6	Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Johnson, Commissioner Kaufman, and Commissioner Tamaoki
No	0	
Abstentions	0	

7.H. Adopt a Resolution to Authorize the Executive Director (or Designee) to Negotiate and Execute a Contract and any Amendments with the lowest, responsive and responsible bidder, for Fire and Flood Repair Services at Independence Plaza for a Not to Exceed amount of $1,932,323.00 for a one year term, including Approval of a 15% Contingency, and also to Negotiate and Execute Multiple Contracts until the Next Available Board of Commissioners Meeting which Individually or as a Total exceed $250,000 for Fire and Flood Repair Services at Independence Plaza, if needed; Direct the Executive Director (or Designee) to Report Back on Executed Contracts, if any, to the Board of Commissioners No Later Than the Next Available Board of Commissioners Meeting.

Sylvia Martinez provided a presentation that summarized the update on the IP fire and floor restoration, noting that the Board has been provided with a red line and clean copy of the Resolution as supplemental documents, which were also posted on AHA's website as supplemental documents.

Responding to the Board, Ms. Martinez confirmed that staff will review the submitted bids and determine which bidders are the most responsive and responsible and choose the lowest of those bidders. While AHA has not

directly worked with any of the submitted bidders, several of them have worked in the City of Alameda and neighboring cities. Staff's goal is to sign a contract with the chosen bidder within the next week, as there is some work that can move forward while permits are still being processed by the City. Staff is proposing a one-year term for this contract to account for extra time that may be needed to finalize documents, such as permits or documentation needed to pay the contract. While the contract includes an outside term of one year, it does provide for liquidated damages if the contractor does not complete the work before November 1st.

Vice-Chair Sidelnikov expressed that while there is a need to move quickly with this project, to ensure a more transparent process, he would like to see the AHA's chosen vendor named in the agenda. As contractor applications are still under review, for this project, authorizing the highest contract amount based on the bids submitted this far, when AHA is required to choose the lowest bidder, would indicate that four bidders would ultimately be eliminate as non-responsive and AHA would move forward with a contract without having issued public notice of which bidder was chosen for the issuance of a contract.

Commissioner Tamaoki expressed that while he understands and supports AHA's need to move quickly with this project to return tenants to their units and preserve their subsidies, he too would like to see the AHA's chosen vendor named in the agenda.

The Board and staff further discussed the timeline of completing this project to return tenants to their homes and the legalities surrounding AHA's selection of a bidder without having publicly identifying the bidder.

Following this discussion, as advised by General Counsel, Vice-Chair Sidelnikov directed staff to bring this item back to the Board in September, and if Board approval is needed sooner than the September meeting date, request a Special Meeting.

Public Comment: None.

7.I. Adopt a Resolution for a Technology Disruption Policy as a voluntary policy to align with the July 1, 2026 Brown Act changes required of larger entities.

Steven Zhou, Management Analyst, provided a presentation that summarized the July 1, 2026 Brown Act changes, required of larger entities, and AHA's proposed adoption of the Technology Disruption Policy, as a voluntary policy.

Public Comment: None.

Vice-Chair Sidelnikov moved to adopt a Resolution for a Technology Disruption Policy as a voluntary policy to align with the July 1, 2026 Brown Act changes required of larger entities, and Commissioner Tamaoki seconded. A roll call vote was taken, and the motion passed unanimously.

Yes	6	Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Johnson, Commissioner Kaufman, and Commissioner Tamaoki
No	0	
Abstentions	0	

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

None.

9. WRITTEN COMMUNICATIONS

None.

10. EXECUTIVE DIRECTOR'S COMMUNICATIONS

Ms. Cooper provided an update on tenant and agency events that have taken place since the last meeting, upcoming tenant and agency events, and thanked staff, General Counsel, and Vice-Chair Sidelnikov for the work on the presentation and materials for the special meeting.

11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Vice-Chair Sidelnikov stated that he had the opportunity to tour the North Housing site and was very pleased to see the well-kept garden area and the food distribution hosted by LifeSTEPS. The tenants are very happy, and the site is very impressive.

12. ADJOURNMENT

Vice Chair Sidelnikov adjourned the meeting at 10:01 p.m.

_____
Vanessa M. Cooper
Secretary and Executive Director

_____
Vadim Sidelnikov, Vice Chair
Board of Commissioners

_____
Adrian Guerra,
General Counsel, Aleshire & Wynder, LLP
Reviewed for form

Housing Authority
of the
City of Alameda

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DRAFT MINUTES
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
Wednesday, September 16, 2026

PLEDGE OF ALLEGIANCE

Chair Grob called the meeting to order at 7:09 p.m.

1. ROLL CALL

Present: Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, and Commissioner Johnson

General Counsel: Adrian Guerra, Aleshire & Wynder LLP

Absent: Commissioner Kaufman and Commissioner Tamaoki

2. REMOTE PARTICIPATION PURSUANT TO RALPH M. BROWN ACT (Government Code Section 54950 et seq.) ("Brown Act") : The Chair will identify whether any Directors are attending the meeting via teleconference pursuant to the Brown Act.

Chair Grob confirmed there are no Commissioners attending the meeting via teleconference.

3. COMMISSIONER RECUSALS

None.

4. Motion to Accept the Order of the Board of Commissioners Agenda for the September 16, 2026 Meeting.

Vice-Chair Sidelnikov moved to take item 7.B before item 7.A during the Regular Agenda, and Commissioner Husby seconded. The motion passed unanimously.

5. Public Comment (Non- Agenda Item(s))

In-Person Public Comment:

Laverne Buffet, tenant, expressed concerns regarding the Housing Authority of the City of Alameda's (AHA) processes and requested that the staff follow-up with her on various questions and issues.

6. 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.

*6.A. Approve Minutes of the Special Board of Commissioners Meeting held on August 19, 2026.

*6.B. Reapprove Minutes of the Regular Board of Commissioners Meeting held on December 17, 2025 due to a minor error in the February 18, 2026 agenda listing.

*6.C. Accept the Monthly Overview Report for the Housing Programs Department Covering Program Statistics, Updates and Department Activities.

*6.D. Accept the Monthly Overview Report for the Housing Development Department Regarding Project Pre-Development and Funding, Construction Activities, and Departmental Updates.

*6.E. Accept the August 2026 Monthly Overview Report for Vacancies, Rent Collections, and Housing Operations from the Property Operations Department.

*6.F. Accept the Quarterly Financial Report for the Period Ended June 30, 2026.

*6.G. Adopt Resolution Approving Revised Payment Standards for the Housing Choice Voucher program and for Project-Based Voucher program effective immediately for new contracts and transfers, and effective November 2, 2026, for re-certifications and interim adjustments.

*6.H. Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a 3-year Consultant Services Agreement between the Housing Authority of the City of Alameda and Techordia, LLC for IT Services and other related services with maximum not to exceed contract amount of $1,800,000.

*6.I. Adopt a Resolution to Authorize the Executive Director (or Designee) to Negotiate and Execute a Contract with Donny Chu Construction, Inc. for Fire and Flood Repair Services at Independence Plaza for a Not to Exceed amount of $1,039,283.96 for up to a one year term, including Approval of a $135,558.78

Contingency; and to Authorize the Executive Director to Amend the Scope of Work with Additional Services to Utilize Contingency as needed; and also to Negotiate and Execute Multiple Contracts until the Next Available Board of Commissioners Meeting which Individually or as a Total exceed $250,000 for Fire and Flood Repair Services at Independence Plaza, if needed; Direct the Executive Director (or Designee) to Report Back on Executed Contracts, if any, to the Board of Commissioners No Later Than the Next Available Board of Commissioners Meeting.

*6.J. Adopt a Resolution Of The Board Of Commissioners Of The Housing Authority Of The City Of Alameda To Authorize The Executive Director To Execute A Contract Amendment To The Existing Services Agreement Between The Housing Authority Of The City Of Alameda And Sierra Roofing And Solar Inc To Re-Roof 703. 705, 07, 709, And 711 Atlantic Ave To Extend Agreement By One Year To October 16, 2027

*6.K. Adopt a Resolution to continue using services from Equifax under the Universal Membership Agreement executed in 2023 for a not to exceed amount of $300,000 through 2028.

*6.L. Accept an Update on the Uses of Cost Savings at Estuary I and Linnet Corner

*6.M. Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Housing Authority of the City of Alameda, for Independence Plaza, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of $335,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Housing Authority of the City of Alameda, for Independence Plaza, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of $39,060, subject to review and approval as to form by General Counsel

*6.N. Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Housing Authority of the City of Alameda, for Parrot Gardens, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of $16,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Housing Authority of the City of Alameda, for Parrot Gardens, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of $1,680, subject to review and approval as to form by General Counsel.

*6.O. Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Housing Authority of the City of Alameda, for AHA Scattered Sites, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of $38,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition

Addendum between the Housing Authority of the City of Alameda, for AHA Scattered Sites, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of $5,460, subject to review and approval as to form by General Counsel.
Items accepted or adopted are indicated by an asterisk.

Sylvia Martinez, Director of Housing Development, explained that a minor change, which was published as an addendum, had been made to the Draft Resolution for item 6.A, and provided the Board with copies of the amended Draft Resolution. Item 6.A is to be approved with this change.

Public Comment: None.

Chair Grob moved to accept Consent Calendar items 6.B through 6.H and items 6.J through 6.O, and take item 6.I separately, and Commissioner Husby seconded. The motion passed unanimously.

Yes	5	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, and Commissioner Johnson
No	0	
Abstentions	0	

Chair Grob called for Board and Public Comment on item 6.I.

Hearing none, Chair Grob moved to adopt the Resolution, as amended by staff, for Consent Calendar item 6.I, and Vice-Chair Sidelnikov seconded. The motion passed unanimously.

Yes	5	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, and Commissioner Johnson,
No	0	
Abstentions	0	

7. AGENDA

7.A. Accept a presentation on the Fiscal Year 2025-26 Annual Report for the Housing Authority of the City of Alameda.

Item 7.A was heard after item 7.B.
Joshua Altieri, Communications and Community Programs Manager, provided a presentation that summarized the Annual Report for FY 25-26

Public Comment: None.

The Board appreciated the work performed by AHA staff on a regular basis to secure the various program partnerships, the opportunities that AHA offers to residents throughout Alameda, and the supportive services provided.

Chair Grob moved to accept a presentation on the Fiscal Year 2025-26 Annual Report for the Housing Authority of the City of Alameda, and Commissioner Decoy seconded. The motion passed unanimously.

Yes	5	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, and Commissioner Johnson
No	0	
Abstentions	0	

7.B. 1. Accept a report on the agency's financial projections and the capability to conduct a competition for project-based vouchers (PBV);
2. Provide direction to staff whether to open a competition for PBV;
3. Provide direction to staff regarding funding of the previously awarded 40 PBV to Estuary II;
4. Provide direction to staff to explore alternative options at the Board's discretion for discussion at a future meeting, including, but not limited to, pursuit of Moving to Work activity or regulatory waiver proposals that possibly could assist the proposed RESHAP project;
5. Provide direction to staff to explore potential cost-saving initiatives to avoid future funding shortfalls for discussion at a future meeting.

Item 7.B was heard before item 7.A

Tonya Schuler-Cummins, Senior Programs Director, presented AHA's Report on Financial Projections and the Capability to conduct a Competition for Project-Based Vouchers, which included a summary of the pros and cons, and processes for submittal, of three potential HUD waivers, and staff recommendations to be considered by the Board.

In-Person Public Comment:
Lisa Howlett, Associate Director of Development, MidPen Housing, expressed support for and the importance of the Stardust Gardens project.

Nicole Franklin, Base Use Manager for Alameda Point, summarized the September 16, 2026 letter, submitted to AHA by Gerry Beaudin, City Manager, City of Alameda, which outlined the City of Alameda's proposed alternative for the Board's consideration.

Vice-Chair Sidelnikov recognized the complexity of this matter and the need for collaboration, noting that certain steps were missed early in the process, including MidPen's inclusion of AHA vouchers on their application, that have resulted in the matter becoming even more complex. While he would like base reuse and the RESHAP project move forward, and affordable housing built throughout the city of Alameda, HUD has given AHA staff and the Board very clear direction. One of the three waiver options presented by staff is the transfer of the budget-neutral vouchers, from APC to Stardust Gardens, which may partly address the budget issue and the availability of those vouchers without hosting a competition. To address the fact that HUD has given clear direction that a competition issues must be addressed, consideration of the second waiver, which will authorize staff to ask HUD for a waiver to base the competition on the Multifamily Housing Program (MHP) award, may be an option. However, if HUD grants this waiver, still to be considered is the fact that AHA cannot open a competition, if it would potentially result in AHA being in shortfall. Vanessa Cooper, Executive Director, noted that financial assessments are generally completed prior to opening a competition, relying on a prior competition, or issuing a self-award, and again prior to issuing an AHAP, which is when the commitment becomes a legally binding contract.

Vice-Chair Sidelnikov recognized that while a waiver may potentially resolve the issue of moving forward without competition, the fact is that budgetary issues will still need to be addressed to allow the award of the PBV vouchers. While the City's willingness to cover some of the costs associated with this project is appreciated, and staff has outlined some of the solutions to avoid shortfall, it seems that all these solutions directly impact AHA residents. As, prior to the issues arising with the RESHAP project, there was no consideration of opening a competition, it doesn't seem fair to subject AHA residents to the resulting consequences, including discontinuing the reduction of their rents based on their medical and childcare needs, which will result in them paying higher rents, to accommodate this project. Vice-Chair Sidelnikov stated that he would like staff to research and report how each of the options presented would impact AHA residents to allow the Board to make an informed decision of how to move forward, not only with the RESHAP project, but also in addressing shortfall, while maintaining the highest level of service for AHA residents.

Commissioner Husby stated that he shared Vice-Chair Sidelnikov's concern regarding the possible impacts to AHA residents by the efforts to push the RESHAP Project forward, and is very disturbed by the high level of sudden pressure that has been put on the Board to move forward with a project which indicated it had vouchers that it didn't actually have.

Chair Grob echoed the comments of her fellow Commissioners and stated that she is frustrated that this issue has come to a us versus them narrative, as AHA and the City have worked collaboratively in the past to deliver, and continue to

provide, affordable housing, supportive services, and resources for the people of Alameda. As a Board Member, these are the things to be proud of. Chair Grob appreciated that the City is willing to make a financial commitment, of a subsidy over the course of 20 years, as a benefit from those commitments is the luxury of time, which will allow staff to fully research all options. Chair Grob stated that before considering the possibility of moving forward the Board would need to fully understand both the budgetary and residential impacts of each of the options. As families are already struggling with increasing costs, raising their rents or discontinuing credits would only put more pressure on families, especially as inflation increases and things get more expensive.

The Board and staff further discussed the presented waiver options, the possibility of combining waiver options, and the differences between the processes of a HUD waiver and an MTW waiver.

Chair Grob move the staff recommendation to not open a competition for PBV or authorize funding of the previously awarded 40 PBV to Estuary II, at this time; to report to the Board regularly on funding projections, and whether the funding outlook has changed and now would support potential issuance of additional PBVs; to explore alternative options at the Board's discretion for discussion at the October meeting, including, but not limited to, pursuit of Moving to Work Activity or regulatory waiver proposals that possibly could assist the proposed RESHAP project; and to explore potential cost-saving initiative to avoid future funding shortfalls, and options for maximizing HAP use in 2026, for discussion at a future meeting, and Commissioner Johnson seconded. The motion passed unanimously.

Yes	5	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, and Commissioner Johnson
No	0	
Abstentions	0	

7.C. Adopt a Resolution to revise the Employer's Contributions for Eligible Employees' Health to 1.61% to $3,087.84 per employee per month effective January 1, 2027 and with no increase in Dental/Vision Care.

Alicia Southern, Director of Human Resources, provided a presentation that summarized the request to revise the Employer's Health Contributions. Ms. Southern stated that since 2016, the Board has practiced adopting a Resolution to approve a flat rate employer contribution to health insurance premiums at the Kaiser health plan rate of Employee +2 or more level. This Resolution also included the Public Employees' Medical and Hospital Care Act (PEMHCA)

minimum contribution and a flat rate contribution set at the Employee +2 or more dental insurance premium that can be used toward dental and vision.

Per the CalPERS health summary, in June, staff presented the budgeted health care costs at 11%, and costs came in less than expected at 1.61%. While staff is requesting that the Board authorize the adjustment from the approved 11% to 1.61%, staff is not requesting a change in the “in-lieu payment” of $230 per month for employees that opted for this payment. While dental and vision were budgeted to include a 3% increase, these rates did not increase this year, so those contributions will remain the same, which was lower than budgeted. The PEMHCA, which is the contractually obligated amount retirees receive monthly is increasing from $162 to $167 in 2027.
Public Comment: None.

Vice-Chair Sidelnikov expressed his appreciation for the high level of knowledge, in terms of housing regulations and the project based housing regulations, that AHA staff maintains, as this is critical for advising the Board, as highlighted by the recent issues with HUD and the RESHAP project. To that extent, it is important that the Board maintain salaries and healthcare coverage that is competitive to the region.

Vice-Chair Sidelnikov moved to accept a Resolution to revise the Employer’s Contributions for Eligible Employees’ Health to 1.61% to $3,087.84 per employee per month effective January 1, 2027 and with no increase in Dental/Vision Care, and Commissioner Johnson seconded. The motion passed unanimously.

Yes	5	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, and Commissioner Johnson
No	0	
Abstentions	0	

7.D. Elect a Chair and Vice Chair of the Board of Commissioners for 2026-27.

Ms. Cooper thanked the current Board Chair and Vice-Chair for their work and support, and especially dedicating the extra time over the past couple of months. This year, staff request open nominations for the position of Chair and Vice-Chair which will result in a public vote.

Chair Grob moved to nominate Vice-Chair Sidelnikov for the position of Chair for 2026-27, and Commissioner Decoy seconded. The motion passed unanimously.

Commissioner Husby put forth Commissioner Tamaoki as Vice-Chair.

Chair Grob moved to continue the nomination of Vice-Chair, with the tentative nomination of Commissioner Tamaoki as Vice-Chair, and Commissioner Johnson seconded. The motion passed unanimously.

Yes	5	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, and Commissioner Johnson
No	0	
Abstentions	0	

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

None.

9. WRITTEN COMMUNICATIONS

None.

10. EXECUTIVE DIRECTOR'S COMMUNICATIONS

Ms. Cooper stated that staff expect HavenCORE, the new property management company, to take over management of Rosefield Village and Everett Commons on October 1, 2026, with management of the remaining properties following soon after, as negotiations with lenders and investors are in the final stages.

Ms. Cooper informed the Board that with the fire and flood that took place at Independence Plaza (IP) last week, there are now approximately 15 tenants displaced between IP and other properties, because of water and fire issues. As AHA attempts to relocate its tenants, rather than sending them to hotels, where they may not be able to cook, or are located further away from their home property, the Board may see a higher than usual vacancy rate reflected in reporting. In reference to the most recent incident, Ms. Cooper recognized Asset Living and AHA's construction team for the work put forth to immediately relocate residents, remove carpeting, and ensure that the lessons learned from the last incident were delivered on.

AHA is in the process of finalizing tenant liability insurance, that will help to subsidize its' primary insurance, and staff will report any associated costs to the Board next month. However, because of these larger claims, the Board should expect to see significantly higher insurance premiums next year. AHA will also

be providing tenants with education surrounding tenant liabilities for such incidents.

Ms. Cooper provided an overview of tenant activities that have taken place since the last meeting, which included the hosting of a Nation Night Out event at Esperanza Apartments. Noting that resident engagement was particularly high this year, Ms. Cooper thanked the Alameda Police and Fire Departments, for their continued support, and LifeSTEPS for their contributions to this event. Ms. Cooper went on to provide an overview of upcoming tenant events and to offer an iPad to Board Commissioners as AHA is trying to reduce the use of paper Board packets.

11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Vice-Chair Sidelnikov expressed appreciation for staff's work to complete the transfer of property management and requested that staff explore the possibility of Board Meeting recordings being made available online. Ms. Cooper stated that staff have begun exploring options for the hosting of meeting recordings, and the recording from the August Special Board of Commissioners Meeting was posted on AHA's website last week. While the process and practice of having these recordings posted regularly, by either AHA's current website or provider, or another vendor, may take several months, to the extent that substantial public comment is provided during a meeting, staff will post the video.

12. ADJOURNMENT

Chair Grob adjourned the meeting at 8:39 p.m.

_____
Vanessa M. Cooper
Secretary and Executive Director

_____
Carly Grob, Chair
Board of Commissioners

_____
Adrian Guerra,
General Counsel, Aleshire & Wynder, LLP
Reviewed for form





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: Komal Goundar, Assistant Director of Housing Programs

Date: October 21, 2026

Re: Accept the Monthly Overview Report for the Housing Programs Department Covering Program Statistics, Updates and Department Activities.

BACKGROUND

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

DISCUSSION

Program Integrity

The Housing Authority of the City of Alameda (AHA) is scheduling inspections that are required for fiscal year of 2027 for the first six months of the calendar year. Regular reexaminations are being scheduled for the fiscal year of 2027. Staff have started scheduling in-person interviews with participants for the January 2027 reexaminations.

A recent review of termination letters sent by certified mail showed that a large number were returned marked as having address errors. In review of the addresses, the envelopes were correctly addressed. It is possible that some of these letters were not marked correctly by USPS and were really unclaimed by the addressees. These terminations have been rescinded and where necessary, new termination letters were reissued. AHA will no longer send termination notices through certified mail but will send certificate of mailing. Certificate of mailing requires the post office to certify that a letter has been placed in the mail. Once that action is taken, the mail is processed the same as all 1st class mail.

Family Self-Sufficiency (FSS)

HUD's Office of Public and Indian Housing (PIH) has published Notice PIH 2026-24 providing guidance for Family Self-Sufficiency (FSS) grant funding. The notice contains the specific application criteria and funding process for the fiscal year (FY) 2026 FSS funding cycle.

Leasing

Staff are working on filling vacant Project-Based Voucher units in the AHA's portfolio. The Housing Authority issued vouchers to all families that were previously approved to convert from Project-Based Voucher (PBV) units to Housing Choice Voucher (HCV). The AHA is now pausing new approvals of conversion requests except in limited circumstances.

Voucher Spending

Funding for Housing Assistance Payments (HAP) to Alameda landlords are generally received directly from HUD, except for the Shelter Plus Care program which is passed through the County of Alameda.

For the Shelter Plus Care program, AHA is expected to carry about $120,000 of unpaid bills from Alameda County until the approval of the 2026-27 contract by the Board of Supervisors in November 2026. This delay is unprecedented as generally this contract is approved prior to the end of the summer. Funding for this advance comes from AHA local funds. Once the County of Alameda's Board of Supervisors approve the new Shelter Plus Care contract and payments are caught up, the AHA Shelter Plus Care program will reimburse AHA local funds.

Funds for EHV and the Moderate Rehabilitation (Mod Rehab) program (project-based assistance at Bessie Coleman Court) are received directly from HUD, but funded completely separately from the core Housing Choice Voucher Programs, and as such, the funding cannot be used for any purpose other than either the EHV or Mod Rehab programs respectively.

Year-to-date expenses for 2026

Monthly spending for HAP on the core Housing Choice Voucher Programs is slightly above the average monthly HUD budget authority for 2026, which is $3.87M per month for the calendar year 2026. Payments run at about $3.9M a month.

Per HUD, AHA also had $1.9M in HUD Held Reserves (HHR) at December 31, 2025 which is available for HAP and other uses. AHA staff has analyzed its restricted net deficit for the program (actual and projected), and has requested an additional $550k in HUD Held Reserves (HHR) to fund part of September's restricted net deficit and an additional amount of the October HAP distribution that was not sufficient to pay for all HAP from the monthly disbursement.

Staff reported in the August Board meeting that it expects to have unused HUD held reserves remaining at December 31, 2026, with the actual amount depending on leasing and attrition over the next three (3) months. If there is no HAP shortfall in 2026, an amount of HUD held reserves may be available for 2027 use. These funds, not reflected on AHA's balance sheet but may be drawn upon if circumstances are deemed required by HUD, may be further analyzed by HUD and be offset from 2027 use based on HUD regulations, if they exceed 4% of budget authority.

Voucher funding for 2027

There is no approved federal budget for 2027 currently. There is a Continuing Resolution to December 11, 2026, which, based on prior years, may be extended. Staff will also prepare ahead of December 2026 in case there is a government shutdown. Generally, HUD will pay up to 3 months of HAP in a shutdown, pursuant to emergency guidance. If a federal government shutdown does occur, there may be limited actions that HUD will be allowed to do, including analyzing any requests of HUD held reserves and withdrawals.

Until there is an approved HUD budget for 2027, budget authority for all housing authorities for 2027 will remain unclear, and any projections are estimates. For example, the final budget authority for AHA for calendar year 2026 was not issued until May 2026.

The recent decrease in the Fair Market Rents for Alameda and Contra Costa counties led to a reduction of the AHA's Payment Standards. These are capped at 110% of the Fair Market Rents (FMR) as approved at the September 2026 Board meeting. This reduction means AHA should assume a 0% renewal factor for 2027 funding for planning purposes, which is in effect a decrease in budget authority due to rising rents.

Staff is working with a financial consultant to review HUD's Two-Year Tool (TYT) on a regular basis in an attempt to avoid HAP shortfall in 2027. The consequences of HAP shortfall could mean further restrictions to programmatic efforts as previously reported to the Board in the May 2026 meeting. Staff will return to the Board in November 2026 on this topic.

AHA is working with the Oakland Housing Authority on a rent study to review the Fair Market Rents but any changes in the Fair Market Rents will likely not be approved by HUD before May 2027.

Emergency Housing Vouchers

HUD has announced that the Emergency Housing Voucher (EHV) program, will be replaced with tenant protection vouchers in December 2026. This will combine the funding for the EHVs with the regular HCVs in 2027, but HUD has not informed the AHA of the exact amount of additional funding being received in 2027 to cover these new vouchers yet. AHA will be covering the HAP expenses of both the EHVs awarded to AHA originally and the EHVs that AHA is currently administering under portability.

Staff Updates

During the month of September 2026, there have been recent changes to staff caseloads within the Housing Programs Department. The most recently hired Housing Specialist I, who was hired in January 2026, has now completed the required training and has transitioned to managing a caseload. Recruitment remains ongoing for the vacant Housing Specialist I position, with interviews expected to begin in October 2026. The agency also continues recruitment for the Director of Housing Programs position.

FISCAL IMPACT
Reporting on the impact of the voucher programs.

CEQA
N/A

RECOMMENDATION
Accept the Monthly Overview Report for the Housing Programs Department Covering Program Statistics, Updates and Department Activities.

ATTACHMENTS
1. August 2026 HPD BOC Dashboard

Respectfully submitted,



Komal Goundar, Assistant Director of Housing Programs

Housing Programs Department Dashboard for August 2026

Total NON-ACC Vouchers Leased By Type		
Program	**Vouchers Leased**	**Amount Awarded/Funded**
Shelter Plus Care	17	18
Moderate Rehabilitation SRO	23	30

Total ACC Vouchers Leased By Type		
Voucher Program	**Vouchers Leased**	**Amount Awarded**
Housing Choice Vouchers (HCV)	960	Not Applicable
Project Based Vouchers (PBV)	479	Not Applicable
AHA-Owned HCV	217	Not Applicable
Family Unification Program (F	37	50
Veterans Affairs Supportive Housing (VASH)	69	76
Stability Vouchers (SV)	5	10
HCV Port-Outs	44	
Total Vouchers Leased	1811	
Units on ACC	2059	
ACC Vouchers Not Leased	248	

Budget Authority (Average Across 12 months) *Doesn't include up to $1.9M in reserves currently held by HUD
$ 3,872,258.25
Total HAP expended
$ 3,934,962.00
HAP/Budget Authority
101.6%

Emergency Housing Vouchers*	
EHV (7760) in Alameda	27
EHV Port Outs	5
Total Leased	32
Total Awarded	57

*vouchers will decrease over time due to the sunset of the program and HUD's prohibition on issuing new EHVs

Average Duration from voucher issuance to those leased up in August 2026 (days)
Not Applicable- No tenant based vouchers leased this month
Average Tenant Rent to Owner
$ 514.88
Average HAP to Owner
$ 2,245.35
Average HH income
$ 25,187.01
Percentage of Inspections Passed First-Time (8/2026)
52%
Inspections Completed (8/2026)
23

Average of HAP per Bedroom size		
Bedroom Size	**Average HAP**	**Count of Households**
0	$ 1,203.89	140
1	$ 1,889.29	624
2	$ 2,265.03	677
3	$ 2,921.91	348
4	$ 3,534.00	84
5	$ 3,292.80	5

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: October 21, 2026

Re: Accept the Monthly Overview Report for the Housing Development Department Regarding Project Pre-Development and Funding, Construction Activities, and Departmental Updates.

BACKGROUND

This memo provides an overview of the Housing Development (HD) departmental activities for the prior month.

DISCUSSION

Island City Development

The Housing Authority of the City of Alameda (AHA) has a pre-development loan to Island City Development (ICD) for Estuary II through its affiliate Alameda Affordable Housing Corporation (AAHC) via the Alameda Affordable Housing Trust Fund (AAHTF). The AHA Board has approved options for ground leases for Estuary II & The Poplar. There is also a conditional Project-Based Voucher commitment for Estuary II, for forty Project-Based Vouchers which, due to the HUD budget, cannot be funded at this time.

Affordable Housing Project Pipeline

- Estuary I – Staff sent the Updated Placed in Service package to the California Tax Credit Allocation Committee (CTCAC) on September 18, 2026. CTCAC will complete its final review of the numbers and issue both the regulatory agreement and the 8609/3521 credit documents. CTCAC staff may need the next 4-6 months to complete their tasks. The final equity installment request will likely occur in 2027 and at that time will cover developer fees and soft loan repayments, if any. There is also a final equity installment of $250,000 for the 8609 issuance which will be held back as required by the investor in the limited partnership agreement.
- Linnet Corner — Linnet Corner received an early disbursement of its State HCD funding (approximately $16 million) to partially pay down the construction loan. This is a new program designed to reduce interest carry costs, and Linnet was

one of the first to complete the process in the state. Linnet Corner continues closing calls for the permanent conversion, currently scheduled for early to mid-November. However, the loan term expires on December 1, 2026 and staff has determined that it is in the best interest of the development to seek an extension to make sure that any delays do not risk loan non-compliance. The cost of the extension is approximately $25,000, based on the size of the existing debt, which was lowered substantially by the State's funding. Additional loan interest may range from $55,000 for two months to $170,000 if the entire six-month extension is needed (which is not likely). The project can use its considerable cost savings from development to pay for these costs. Staff sent the preliminary Placed in Service package to CTCAC on August 21, 2026. The updated package is due 60 days after permanent conversion.

- Estuary II – Project is stalled pending vouchers but is reviewing the newly-created State of California Housing Development Finance Committee guidelines, which aim to initially focus on stalled HCD-funded properties. A gap financing application is proposed for early 2027.
- North Housing Master Plan – Staff expects the release of the EBMUD infrastructure bond and City infrastructure bond by the end of the year. Staff will work on the additional infrastructure design in 2027 and also expect to host a Request for Information (RFI) in 2027 to review options for the remaining 9 acres. The adjacent Habitat for Humanity East Bay/Silicon Valley project is beginning an SB 35 Entitlement process with the City. Staff will concurrently restart the ongoing conversations with Habitat for Humanity, particularly in light of lessons learned from the construction at North Housing Block A.
- The Poplar (2615 Eagle) – Poplar has been a reduced priority due to other time-sensitive projects but anticipates seasonal testing before the end of the year. As is customary at the end of the year, contracts are being extended as needed for future services, including the contract with KJM Planning and Ziblatt Law for entitlement services. Pest control and weekly site walks continue. An interest list is available for prospective tenants at Sign up for Poplar Interest List.

Asset Management Reporting

Staff is working on funder approvals for the property management transfer and has received permissions from both CTCAC and CDLAC for all proposed tax credit transfers.

New Funding Opportunities

Staff has begun the review of options for upgrades and refinance of Eagle Village and Parrot Village in 2027, starting with a financial analysis of the trailing 36 months and development of a workplan.

Construction Projects in Progress

Auto-Out rangehood fire suppression devices are installed in all IP and ABD units and began installments at Littlejohn Commons. Installation will continue at Littlejohn and will also happen at the AHA and AAHC scattered sites over the next month.

Independence Plaza is the top priority for the coming months due to tenants being displaced from their units. Staff is working on obtaining permits from the City of Alameda and incorporating the flood at 705 Atlantic Avenue into the repairs. Water heater replacement at Esperanza is over halfway completed, and the IP re-roof project continues on schedule.

Staffing
The department has added new staff recently, and has an opening for a Senior Project Manager. The department is also using a retired AHA staff member on financial and procurement reviews part-time, and an experienced development consultant. In October, staff attended the recent NPH (nonprofit housing of Northern California) conference. AHA also sent HD and Asset staff to the Bay Area Health and Housing Forum, sponsored by Bank of America Global Events. This forum was an invitee-only collaborative conversation led by Enterprise Communities and Bank of America, both of which have partnered with ICD developments.

Public Outreach
Staff posted a development newsletter in October (attached), and AHA received a flurry of new interest in the Poplar Interest List as a result.

FISCAL IMPACT
None

CEQA
Not Applicable

RECOMMENDATION
Accept the Monthly Overview Report for the Housing Development Department Regarding Project Pre-Development and Funding, Construction Activities, and Departmental Updates.

ATTACHMENTS
1. Housing Development Newsletter Q3 2026

Respectfully submitted,

Sylvia Martinez, Director of Housing Development

Housing Development



DEVELOPMENT PIPELINE QUARTERLY UPDATE

Thank you for your continued interest in our work. We are pleased to share the progress being made to build and preserve affordable housing for people in our community.

In Development:

AHA recently received the Award of Merit from the National Association of Housing & Redevelopment Officials (NAHRO) for achieving innovative financing, community partnerships, and tenant successes through the development of Linnet Corner and Estuary I. AHA is currently competing nationally with other awardees for an Award of Excellence!

Estuary I and Linnet Corner are fully leased and continue to operate smoothly during the transition to long-term operations. Both projects celebrated their one-year anniversaries this summer; they created a warm and stable community that has allowed tenants to prioritize their health, stabilize their finances, and obtain employment. The tenants (and their pets!) have become part of the neighborhood and are enjoying the fruits of the first season of the resident gardening program.

Estuary II remains ready for construction while AHA works to forge a path forward amidst constraints on federal resources for vouchers needed to be able to serve vulnerable formerly homeless populations. We continue to apply for funds and hope to start construction in 2027-28 at the earliest. Staff efforts to obtain final funding for the project has resulted in an additional $1.4 Million award from the Federal Home Loan Bank San Francisco Affordable Housing Program (FHLBSF AHP) to the project.

Eagle Village and Parrot Village – AHA is taking a second look at these two important properties, with over eighty family townhomes. Staff plans to begin a year long process of analyzing financial and physical needs and opportunities in order to propose a refinancing and renovation package to the Board for their consideration.

Poplar - Given the constrained environment for construction sources, Poplar is focused on obtaining entitlements and land use readiness for creating 50-60 family apartments at this site. In the meantime, the site is newly fenced and will soon benefit from the completion of the City's active transportation upgrades for bike and pedestrian safety, a new park, and streetscape upgrades along adjacent Tilden Avenue. More information on the project is available at https://www.alamedahsg.org/project/poplar/ and the Island City Development

(ICD) website: https://islandcitydevelopment.org/project/the-poplar/ There is also an interest list for families and individuals who are interested in living at Poplar : Sign up for Poplar Interest List

Construction In Progress:

Property upkeep is a core part of our work, ensuring our communities remain safe, functional, and long-lasting. Recent improvements include:



Fire Suppressant Powder being released from an Auto-Out Device onto open flames.

- Water heater replacements and code compliance projects at Esperanza
- Electrical upgrades for Esperanza
- Installation of rangehood fire suppression devices at Independence Plaza and Anne B. Diament for increased protection and safety.

The Independence Plaza has been undergoing restoration from a fire and flood; staff are using the opportunity to upgrade existing units affected by these events. These new upgrades will increase the quality of living and accessibility of the units. At the same time, the building's main lobby is moving forward on the planned ADA renovation and just received permits from the City of Alameda for the work that is planned for 2027.

The CIP and Operations teams at AHA continue to assess and work together on existing property upgrades, repairs, and renovations.

Events

With 2026 well underway, we are taking a moment to highlight a few key moments from this past year.

In August and September, Linnet corner and The Estuary I received site visits from staff at the office of Congresswoman Lateefah Simon's and the City of Alameda's Housing & Human Services Department. AHA staff guided visitors around the properties while explaining services being provided and additional programs run by the AHA that supplement the daily lives of residents.

The Housing Authority had several community events over the past months all focused on increasing services to residents.

- AC transit agreement renewed for 189 residents.
- Alameda Food Bank began serving homebound residents at Esperanza.
- Friend of the Alameda Animal Shelter (FAAS) hosted a third wellness clinic for AHA resident Pet owners.
- The Housing Development team welcomed two new staff to the department, a Project Manager and a Development Management Fellow.
- National Night Out was a great success thanks to the Alameda Fire department, Alameda Police Department, and Service provider LifeSTEPS.



People enjoy National Night out, hosted by AHA and several local entities.



Group picture from the Visit of Staff from the office of Congresswoman Lateefah Simon's.

Interested in Housing?

Poplar Interest Form: Sign up for Poplar Interest List

Doorway Housing Portal Bay Area Affordable Housing Lists: https://housingbayarea.mtc.ca.gov/

Procurement

AHA continues to seek qualified vendors and consultants for a range of services. Interested firms can register through Bonfire to view opportunities and submit proposals:

- https://www.alamedahsg.org/contracting-with-aha
- https://alamedahsg.bonfirehub.com/portal/?tab=openOpportunities

Stay Connected

Sign up for our e-newsletter to receive updates: www.ahagroup.click

Contact:

Joshua Altieri, Community Relations Manager
510-747-4321, 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: Nancy Gerardin, Director of Property Operations

Date: October 21, 2026

Re: Accept the Monthly Overview Report for Vacancies, Rent Collections, and Housing Operations from the Property Operations Department.

BACKGROUND

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

DISCUSSION

The attached tables summarize property performance for all sites including Housing Authority of the City of Alameda (AHA) and affiliate-owned sites for the month of September for all properties Asset Living Management manages.

VACANCY

The attached table (Attachment 1) reflects the occupancy and leased rate for September 30, 2026 per site. Occupancy at Parrot Village increased over prior month from 88% to 90% and projected occupancy is forecasted for 96% by the end of October. It should be noted that occupancy is lower at Independence Plaza due to the displacement of those residents impacted by the fire that occurred in May 2026 and September 2026. In addition, the use of vacant units at Eagle Village for those displaced by the fire at Independence Plaza and plumbing repairs at Esperanza has impacted occupancy as residents were placed in temporary housing at that community. Staff is working diligently to move residents back to Independence Plaza and Esperanza as work is completed and units are available. Overall, there are fourteen residents throughout the portfolio that have been displaced due to needed repairs from the Independence Plaza fires and needed plumbing repairs at Esperanza. Of these fourteen, twelve are in temporary units and two are with family members. The average days to make ready for the month of September was 7 days.

In Q3 of 2024, AHA implemented a pre-screening process to assist with the leasing efforts of PBV units. In Q2 of 2026, the same process was implemented for non-PBV

leasing efforts. The intent is to minimize the amount of downtime during the outreach and review of the initial resident selection criteria with staff performing the outreach, initial review of occupancy and income qualifications, and mailing of disposition letters to families and the Housing Programs Department. Once applications have been identified as pre-qualified, the files are sent to Asset Living for final criteria review to include background and landlord reference confirmation. This practice has been used for the lease up efforts for Estuary I and Linnet Corner as well.

Vacancies that do not have a waitlist are posted on the AHA website and applications are available through the Resident Managers, as well as affordablehousing.com, Doorway, GoSection 8 (the Section 8 online search engine) and on Craigslist.

RENT COLLECTIONS

The attached table (Attachment 2) provides the rent collection rate versus budget for all AHA-owned and affiliate-owned sites managed by Asset Living. Overall portfolio rent collection rate for the month of September was 98%.

Properties with collection rates in excess of 95% are due to higher market rents achieved vs. budget coupled with increased subsidy payments. The lower collection rates for September are primarily due to the units pending legal action, past-due balances for residents (some properties are still affected by non-payment of rent during the COVID-19 pandemic), and vacancies. Independence Plaza collection is impacted by those units being vacant due to the fire in May.

Like many owners, especially non-profit owners, there remains a fairly large payment issue stemming from the COVID era. The total delinquency (unpaid rent) for the portfolio for current residents is $202,980. Of this, the total delinquency for residents in legal (i.e. subject to a 30-day notice of termination) is $83,035.

All residents with a past due balance are referred to LifeSTEPS for assistance. Property Management and LifeSTEPS continue to engage residents and encourage them to enter into a repayment agreement. Residents who owe over $100 are issued a 30-day notice to pay or quit and are referred to legal counsel for review of their cases and, where necessary, the 30-day notice to pay or quit has been filed with the court. LifeSTEPS, Asset Living, and the Ombudsman are working with these families to enter into a "stay and pay" stipulated agreement, although a very small number have not complied and will be evicted if they do not leave before the lock out.

Residents who only owe back rent from prior to December 2022 cannot be issued a 30-day notice, so some fairly significant balances will remain on the ledger until the resident moves out. A small number of other legal cases are ongoing for nuisance behavior.

Rent collections, pending legal/eviction matters, and overall account receivable collection efforts are reviewed in detail weekly by AHA with Asset Living.

RENT INCREASES

Rent increases were issued as applicable effective July 1, 2026. This will result in increases to the total contract rent going up going forward, but these rent increases are raised to the level of the new Payment Standards and generally will not impact subsidized residents' rent portion, as long as they are not over-housed. Rent increase notices are served at least 60 days in advance of the effective date to provide ample notice to residents.

SOCIAL SERVICES

LifeSTEPS has been providing aid to residents and households and continues to link them to financial and social service agencies, as needed. LifeSTEPS is also actively engaged in resident functions. The resident activities at Estuary and Linnet Corner have been particularly well received, with high resident participation and engagement.

The LifeSTEPS team and Asset Living continue to work with residents to participate in the online options available and enrollment in Rent Café'/the resident portal. We have engaged LifeSTEPS to assist with the annual recertification process throughout the portfolio as well.

MAINTENANCE

The annual unit inspections for 2026 began on July 3,2026, and will be completed through the end of November. These inspections allow management and ownership to proactively address any repairs needed, evaluate overall property condition, and assist residents that may need social services to address personal needs.

AHA continues to conduct bi-weekly site inspections to assess all common areas, vacant units, and potential life safety matters.

THIRD PARTY MANAGEMENT

The property management agreement with Asset Living (formerly known as FPI Management, Inc.), is set to expire on December 31, 2026. In anticipation of the contract expiration and to support the Agency's operational goals, the Housing Authority of City of Alameda (AHA) and its affiliated entities, including Island City Development (ICD), issued a Request for Qualifications (RFQ) for third party property management service providers on April 2, 2026. AHA requested qualifications from experienced and licensed firms to provide property management services for some or all of AHA, Alameda Affordable Housing Corporation (AAHC), and ICD portfolio. The RFQ was issued through AHA's procurement portal (Euna), which notified 180 vendors, with 10 vendors providing responses:

1. Abode Property Management

2. Aje Scott Advisor Group LLC
3. Asset Living
4. Bell Properties, Inc.
5. EBMC Real Estate and Property Management
6. Fairstead
7. Lindquist, von Husen & Joyce LLP
8. National Community Renaissance of California (HavenCORE)
9. Visionary Property Management Group
10. WSH Management

Firms Lindquist, von Husen & Joyce LLP and Aje Scott Advisor Group LLC provided qualifications for third party property management financial services, which will be reviewed at a later time.

Following an initial review for responsiveness and qualifications, eight (8) firms were invited to participate in in-person interviews with the evaluation committee on May 18, 2026, through May 20, 2026. National Community Renaissance of California (HavenCORE) has been identified as the preferred provider for the Island City Development (ICD) LIHTC communities and negotiations are currently in progress to move forward to finalize a standard Property Management Agreement. The approvals for the Property Management Agreements by lenders, investors, and insurance are in process. The final approval of these five contracts was approved by the Island City Development Board in August with management transitions occurring no earlier than November 1, 2026. The contracts for the AHA-owned and Alameda Affordable Housing Corporation (AAHC)-owned properties were approved by the respective Boards in September, and management transitions will occur no earlier than November 1, 2026.

HIRING

The department is in the process of hiring a Property Management Supervisor, LIHTC Compliance Manager, Property Operations Specialist I, Assistant Director of Property Operations, and two Asset Management Specialists.

FISCAL IMPACT
Not applicable.

CEQA
Not applicable.

RECOMMENDATION
Accept the Monthly Overview Report for Vacancies, Rent Collections, and Housing Operations from the Property Operations Department.

ATTACHMENTS

1. Attachment Monthly Property Operations Attachment 1
2. Attachment Monthly Property Operations Attachment 2

Respectfully submitted,



Nancy Gerardin, Director of Property Operations

ATTACHMENT 1

Occupancy effective 10.02.26

Property Name		Owned by	Total Vacant 10/02/2026	Occupancy	Leased %
China Clipper	v18	AHHC	1	96.15%	96.15%
Esperanza	v19	AAHC	10	91.86%	95.93%
Littlejohn Commons	v20	ICD	0	100.00%	100.00%
Parrot Garden	v21	AHA	0	100.00%	100.00%
Parrot Village	v22	AAHC	5	90.00%	96.00%
Everett Commons	v23	ICD	1	95.00%	100.00%
Scattered Sites	v24	AHA	2	92.30%	96.15%
Scattered Sites	v25	AAHC	3	88.88%	96.29%
Rosefield Village	v26	ICD	3	96.73%	97.82%
Eagle Village	v27	AAHC	8	77.77%	88.88%
Independence Plaza	a128	AAHC	10	94.62%	95.16%
Anne B Diament	w70	AHHC	0	100.00%	100.00%
Estuary I (Lakehurst and Mosley Lp)	a142	ICD	1	97.77%	100.00%
Linnet Corner (Mabuhay and Lakehurst LP)	a143	ICD	2	96.87%	100.00%
TOTAL			46	94.0%	96.74%

Sep-26

Property Name	Property code	Owned by	Managed by	Total units	Senior or Family	Manager units	Gross Potential Rent (Budgeted)	Resident Rent Collected	Subsidy collected	Total Rent Collected (Actual)	% collected	Current Total Unpaid Charges - September Month End	0-30 Day AR	31-60 Day AR	61-90 Day AR	90 + Day AR	Eviction Status AR - September Month End
China Clipper	v18	AHHC	FPI	26	Family	0	$58,061.00	$11,967	$ 42,001	$ 53,968	93.0%	-$ 1,380	$ 1,743	$ 413	$ 0	-$ 3,536	$ 15,375
Esperanza	v19	AAHC	FPI	123	Family	1	$405,552.00	$89,626	$ 323,757	$ 413,383	101.9%	$ 44,622	$ 14,395	$ 5,565	$ 150	$ 24,511	$ 22,055
Littlejohn Commons	v20	ICD	FPI	31	Senior	1	$72,798.00	$12,277	$ 57,401	$ 69,678	95.7%	$ 1,904	$ 1,551	$ 353	$ 0	$ 0	$ 0
Parrot Garden	v21	AHA	FPI	8	Family	1	$21,476.00	$8,658	$ 15,996	$ 24,654	114.8%	$ 1,203	$ 1,184	$ 19	$ 0	$ 0	$ 0
Parrot Village	v22	AAHC	FPI	50	Family	1	$202,490.00	$36,584	$ 132,906	$ 169,490	83.7%	$ 5,981	$ 4,951	$ 1,755	$ 100	-$ 825	$ 547
Everett Commons	v23	ICD	FPI	20	Family	1	$59,431.00	$17,168	$ 39,742	$ 56,910	95.8%	$ 1,183	$ 263	$ 215	$ 220	$ 485	$ 127
Scattered Sites	v24	AHA	FPI	26	Family	0	$60,388.00	$16,201	$ 44,847	$ 61,048	101.1%	$ 2,752	$ 1,819	$ 578	$ 150	$ 205	$ 1,249
Scattered Sites	v25	AAHC	FPI	27	Family	0	$75,927.00	$20,801	$ 27,152	$ 47,953	63.2%	$ 41,809	$ 5,692	$ 100	$ 125	$ 35,892	$ 5,342
Rosefield Village	v26	ICD	FPI	92	Family	1	$198,586.00	$110,179	$ 86,624	$ 196,803	99.1%	$ 13,302	$ 10,231	$ 1,454	$ 25	$ 1,591	$ 28,754
Eagle Village	v27	AAHC	FPI	36	Family	1	$102,794.00	$15,904	$ 72,038	$ 87,942	85.6%	$ 1,752	$ 1,553	$ 120	$ 25	$ 54	$4,161.20
Independence Plaza	a128	AHA	FPI	186	Senior	2	$458,759.00	$80,356	$ 295,223	$ 375,579	81.9%	$ 763	-$ 2,141	-$ 436	$ 0	$ 3,340	$ 340
Anne B Diament	w70	AHHC	FPI	65	Senior	1	$155,743.00	$33,647	$ 115,111	$ 148,758	95.5%	$ 2,852	-$ 63	$ 187	$ 25	$ 2,703	$ 0
Estuary I (Lakehurst and Mosley Lp)	a142	ICD	FPI	45	PSH	1	$103,810.00	$12,171	$ 90,503	$ 102,674	98.9%	$ 1,501	$ 1,169	$ 183	$ 0	$ 149	$ 0
Linnet Corner (Mabuhay and Lakehurst LP)	a143	ICD	FPI	64	Senior	1	$127,706.00	$41,043	$ 77,761	$ 118,804	93.0%	$ 1,702	$ 1,224	$ 0	$ 0	$ 478	$ 5,085
TOTAL				799		12	$1,975,815.00	$506,581.45	$1,421,062.00	$1,927,643.45	97.6%	$ 119,944	$43,571	$10,506	$820	$65,047	$83,035

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: Faith Vega, Management Analyst

Date: October 21, 2026

Re: Adopt a Resolution to Approve the 2027 Housing Authority of the City of Alameda Operations (Holiday and Office Closure) Calendar.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) provides a comprehensive calendar annually for the upcoming year for Board approval, including all routine Board meetings and office closures.

Notices of all closures are published physically onsite, through newsletters to tenants and voucher holders, on the front door, and in the calendar on the AHA website. The main office is usually open from 8:30 a.m. - 3:00 p.m. Monday through Thursday, and offices at the properties are open full days daily. This will remain the schedule until further notice.

DISCUSSION

The closure calendar highlights all AHA holidays, alternative designated holidays to signify when holidays are observed, when they land on a weekend or on the agency's flex-Friday, and any half-day closures scheduled during the holiday periods.

The New Year's Day holiday for 2027 will be observed on Thursday, December 31, 2026, as January 1, 2027, is a "flex-Friday" for AHA staff. The Juneteenth holiday will be observed on Thursday, June 17, 2027, as June 19, 2027, is a Saturday and Friday, June 18, 2027, is a "flex-Friday" for AHA staff. The Independence Day (July 4, 2027) will be observed on Monday, July 5, 2027, as July 4, 2027, is a Sunday. The Christmas Day (December 25, 2027) holiday will be observed on Friday, December 24, 2027, as December 25, 2027, is a Saturday. The New Year's Day holiday for 2028 will be observed on Thursday, December 30, 2027, as January 1, 2028, is on a Saturday, and Friday, December 31, 2027, is a "flex-Friday" for AHA staff.

As in previous years, AHA management is recommending to close the office to the public for half of the day (open 8:30 - 12 noon) during the weeks of July 4, 2027, the week of Thanksgiving, and the week between Christmas Day and New Year's Day

holidays. Historically, customer traffic during these periods is light and being closed to the public for half of the day will provide more flexibility for staffing during high time-off request periods. Program participants and tenants have become more familiar with accessing services remotely, and it is not expected that these additional periods of office closure will greatly impact customer service. Half-day office closures will not be additional holidays for AHA staff; but by closing the office to the public in the afternoons, it will be more manageable to grant projected time off requests that occur during these times. All closures will be publicized well in advance.

The 2027 calendar also includes planned dates for Board of Commissioners meetings as well as Flex Fridays for staff. These are provided for staff information and planning purposes only; there is no change to office hours or work days as a result of this inclusion.

FISCAL IMPACT

There is no anticipated impact to the budget as this schedule was accounted for in the current fiscal year budget.

CEQA

Not applicable to this item.

RECOMMENDATION

Approve the 2027 Housing Authority of the City of Alameda Operations (Holiday and Office Closure) Calendar.

ATTACHMENTS

1. 2027 Holiday Closure Calendar
2. BOC Resolution - AHA Holiday and Closure Calendar 2027

Respectfully submitted,

Faith Vega

Faith Vega, Management Analyst

2027 AHA Holiday and Office Closure Calendar

Attachment 1

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	**15**	16
17	18	19	20	21	22	23
24	25	26	27	28	**29**	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	**12**	13
14	15	16	17	18	19	20
21	22	23	24	25	**26**	27
28						

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	**12**	13
14	15	16	17	18	19	20
21	22	23	24	25	**26**	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	**9**	10
11	12	13	14	15	16	17
18	19	20	21	22	**23**	24
25	26	27	28	29	30	

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	**7**	8
9	10	11	12	13	14	15
16	17	18	19	20	**21**	22
23	24	25	26	27	28	29
30	31					

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	**4**	5
6	7	8	9	10	11	12
13	14	15	16	17	**18**	19
20	21	22	23	24	25	26
27	28	29	30			

July						
Su	Mo	Tu	We	Th	Fr	Sa
				1	**2**	3
4	5	6	7	8	9	10
11	12	13	14	15	**16**	17
18	19	20	21	22	23	24
25	26	27	28	29	**30**	31

August						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	**13**	14
15	16	17	18	19	20	21
22	23	24	25	26	**27**	28
29	30	31				

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	**10**	11
12	13	14	15	16	17	18
19	20	21	22	23	**24**	25
26	27	28	29	30		

October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	**8**	9
10	11	12	13	14	15	16
17	18	19	20	21	**22**	23
24	25	26	27	28	29	30
31						

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	**5**	6
7	8	9	10	11	12	13
14	15	16	17	18	**19**	20
21	22	23	24	25	26	27
28	29	30				

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	**3**	4
5	6	7	8	9	10	11
12	13	14	15	16	**17**	18
19	20	21	22	23	24	25
26	27	28	29	30	**31**	

KEY: Red = Holiday; Green = Office Closed to the Public; Yellow = ½ day Office Closed to the Public (Jun 28-Jul 1, Nov 22-24, Dec 27-29); Blue =Alt Holiday for flex staff; **Bolded Fridays** = Flex Friday; Lavender = Board of Commissioner's Meeting Dates. NOTE: AHA is closed to the public every Friday.

AHA Holidays 2027

Jan 1	New Year's Day 2027	**Feb 15**	Presidents' Day	**July 4**	Independence Day	**Nov 25**	Thanksgiving Day
Jan 18	Martin Luther King Day	**May 25**	Memorial Day	**Sept 6**	Labor Day	**Nov 26**	Day After Thanksgiving
		June 19	Juneteenth	**Nov 11**	Veteran's Day	**Dec 25**	Christmas Day

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

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ___

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA TO APPROVE THE HOUSING AUTHORITY HOLIDAY AND OFFICE CLOSURE CALENDAR EFFECTIVE 2027

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, the Housing Authority Board of Commissioners has the authority to approve the physical office impacts to employees and operational continuity of the Housing Authority.

WHEREAS, the Housing Authority Holiday and Office Closure Calendar for 2027 serves to inform the public of anticipated full or half day office closures, observed holidays, staff “flex-Fridays”, and the prescheduled board meetings.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Commissioners approves the Housing Authority Holiday and Office Closure Calendars, a copy of which is attached as “Attachment 1” to this Resolution.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

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

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, Chair
Board of Commissioners

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire and Wynder LLP

Adopted: Month Date, Year

Housing Authority
of the
City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Alicia Southern, Director of Human Resources

Date: October 21, 2026

Re: Adopt the Resolution to adopt an additional Internal Revenue Code 457(b) Retirement Plan with CalPERS allowing both pre-and post-tax contributions effective January 1, 2027.

BACKGROUND

An Internal Revenue Code (IRC) 457(b) plan is a voluntary, defined contribution, retirement savings plan that allows employees to defer an amount, subject to annual limits, from their paycheck on a pre-tax and/or Roth (after-tax basis). In addition to the IRC 457(b) plan, the Housing Authority and the employee fund the defined benefit pension provided by the California Public Employee's Retirement System (CalPERS). The Housing Authority does not participate in social security.

On August 20, 2012, the Housing Authority contracted out to MissionSquare (formerly ICMA-RC) for a pre-tax IRC 457(b) plan. In 2022, the Housing Authority amended the plan with MissionSquare to include a post-tax IRC 457(b) option (also called a 457(b) Roth option) as well as the ability for staff to make changes to their plans electronically.

CalPERS also offers a 457(b) deferred compensation plan.

DISCUSSION

The Housing Authority desires to establish a benefits package for all employees that will attract and retain competent staff.

The CalPERS IRC 457(b) Retirement Plan can be included with the Housing Authority's current contract with CalPERS. Therefore, there is no additional administrative cost for the agency. The administrative cost will be borne by the participants through investment fees, which is standard for these types of plans. The CalPERS IRC 457(b) Retirement Plan services 860 employers across California. Employees will be able to access a Self-Managed Account through Charles Schwab, offering over 8,500 additional mutual funds, stocks, and Exchange-Traded Funds (ETFs) for greater investment flexibility.

CalPERS account managers offer ongoing support through on-site or virtual educational services, group presentations, and one-on-one appointments for current employees and retirees.

The Housing Authority also currently has a contract with CalPERS for medical and retirement contributions for its defined benefit pension. While the contribution limits set by the IRS will remain the same, the addition of the CalPERS IRC 457(b) Retirement Plan will allow for different investment options that might not be available in the MissionSquare plans as well as allow for staff to consolidate their retirement contributions with one retirement plan servicer. Based on prior experience, staff also believe that CalPERS will provide a higher level of customer service and retirement education for staff than we have received from MissionSquare to date.

At this time, staff is requesting that the MissionSquare and CalPERS IRC 457(b) plan be offered at the same time. The application forms and adoption forms are attached to this memorandum. Staff is not recommending to offer the CalPERS 457 loan plan to staff due to record-keeping and compliance costs.

FISCAL IMPACT

The fiscal impact is that staff time will be needed to set up and monitor every pay period but there is no cost to the Housing Authority for offering an additional CalPERS 457(b) Retirement Plan. CalPERS and MissionSquare will continue to select investment options in the IRC 457(b) Retirement Plans. Fees are comparable for the plans and are borne by the employee based on investments (MissionSquare is currently at fund expenses ranging from 0.2% to 0.5% and CalPERS is currently at fund expenses ranging from 0.19% to 0.32%).

CEQA

Not applicable to this item.

RECOMMENDATION

Adopt the Resolution to adopt an additional Internal Revenue Code 457(b) Retirement Plan with CalPERS allowing both pre-and post-tax contributions effective January 1, 2027.

ATTACHMENTS

1. CP457 Employer Adoption Agreement
2. CP457 New Employer Info Sheet
3. Reso-Adopt CalPERS 457 Plan 10-26 (2202944.1)

Respectfully submitted,
Alicia Southern
Alicia Southern, Director of Human Resources

Employer Adoption Agreement

CalPERS 457 Plan

The employer identified below (the "Employer") adopts the CalPERS 457 Plan (the "CalPERS 457 Plan" or the "Plan") for the benefit of its employees and agrees to be bound by and subject to the terms of the Plan, as it may be amended from time to time. The Employer further agrees and represents as follows:

1. The Employer is a political subdivision of the State of California and is eligible to adopt the Plan.

2. The Employer has duly adopted a resolution (copy attached) or taken such other official action as required for its lawful adoption and implementation of the Plan and has authorized the undersigned to execute this Agreement on its behalf.

3. The Employer has received and has had the opportunity to review the following documents and information:
   - The Plan document;
   - A description of the optional provisions of the Plan;
   - A description of the investment options available to Plan participants and historical performance data for those investment options;
   - A complete description of fees and expenses that will or may be charged to Plan participants including, but not limited to, investment fees and administrative expenses; and
   - The Enrollment Kit for eligible employees, which includes forms and information for employees to participate in the Plan.

Contributions

4. The Employer understands that its employees will have the opportunity to defer their own compensation by designating an amount or percentage to be withheld from each paycheck and contributed to the Plan on the employee's behalf.

5. The Employer understands that the Plan must be made available to all employees and agrees to offer all employees the opportunity to participate in the Plan.

6. The Employer understands that the Plan cannot be made available to individuals who are not the Employer's common law employees and agrees not to offer such individuals the opportunity to participate in the Plan.

7. The Employer understands that each employee's deferrals under the Plan and any other eligible deferred compensation plan maintained by the Employer are subject to certain limits imposed by the Plan and the federal tax code. The Employer agrees to limit employees' deferrals under all plans maintained by the Employer to amounts that do not exceed applicable limitations.

8. The Employer agrees to deduct deferral amounts from employees' salaries and wages in accordance with the employees' elections, to remit all amounts deducted to the Plan as soon as reasonably practicable after such amounts are withheld, and to accurately report the amounts remitted.

9. The Employer understands and agrees that all amounts deferred under the Plan shall be 100% vested and shall be deposited in the Public Employees' Deferred Compensation Fund (the "Fund"), a trust established to hold such amounts, for the exclusive benefit of participants and their beneficiaries. The Employer shall have no right to Fund assets or to sell, redeem, or otherwise liquidate Fund assets, except as provided Plan section 10.6.

Investments

10. The Employer understands and agrees that employees who defer compensation under the Plan will have the right to direct the investment of their individual Plan accounts by choosing among the investment options selected by the CalPERS Board of Administration (the "Board") and offered under the Plan. The Employer further understands and agrees that any employee who does not provide timely directions for investing his or her account will be deemed to have selected the Plan's default investment. The Plan's default investment is currently the CalPERS Target Retirement Fund designated for an employee, based on his or her expected retirement date. The Employer understands and agrees that the Board, in its sole discretion, may add, eliminate, or consolidate investment options offered under the Plan, including the Plan's default investment option.

11. The Employer further understands and agrees that certain fees are charged to Plan participants for investment and administration expenses, and that such fees will be offset against investment returns or deducted from participants' Plan accounts periodically.

Administration

12. The Employer understands and agrees that, except as specifically set forth in the Plan, the administration of the Plan and Fund is subject to the exclusive control of the Board and that the Board has the authority to retain third parties to provide investment services, record keeping, accounting, or other services for the Plan.

13. The Employer agrees to assist and cooperate in providing Plan information to employees and to follow administrative procedures established by the Board or its designee(s) from time to time.

14. The Employer has completed the attached New Employer Data Sheet, which is incorporated by reference. The Employer hereby certifies that all information provided in connection with its adoption of the Plan is true and accurate.

15. The Employer understands and agrees that the Board has retained the power and authority to amend the Plan from time to time, subject to limitations set forth in the California Government Code and the Plan. The Employer may not amend the Plan.

16. The Employer understands and agrees that its participation in the Plan may be terminated by the Employer or by the Board upon sixty (60) days advance written notice. Upon termination, all amounts held for participants will continue to be held in the Fund for the exclusive benefit of participants and their beneficiaries, except for distributions or transfers permitted under the Plan terms.

Name of Employer: _____

By: _____ Title: _____

Date: _____

Accepted by CalPERS (or an agent duly appointed by the Board) on behalf of the Board of Administration of the California Public Employees' Retirement System.

To be completed by CalPERS

Signature: _____

Print Name: _____

Title: _____

Date: _____

New Employer Information Sheet

CalPERS **457 Plan**

I. General Information

CalPERS ID: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Employer Name

Number of Employees

Employee Tax Identification Number __ __ - __ __ __ __ __ __ __

Fiscal Year End Date __ __ / __ __ / __ __ __ __

Employer Address

City / State / Zip

Plan Administrator

Email

Telephone

Payroll Contact

Email

Telephone

Choose one:

☐ **Add CalPERS as a Plan Provider** (new enrollments only)

☐ **Add CalPERS as an exclusive Plan Provider and convert assets** — *See Section III Asset Transfer Information*

II. Contribution Information

Frequency of Payroll Deductions ☐ Weekly ☐ Bi-weekly ☐ Semi Monthly ☐ Monthly

I understand a payroll contribution file will be submitted through my|CalPERS

☐ EFT Debit payment will be submitted via my|CalPERS ☐ EFT Credit payment will be submitted via my|CalPERS

☐ Check payment will be submitted with my|CalPERS Remittance Advice

Make check payable to ***CalPERS 457 Plan*** and include ***Plan ID #***, and submit by standard mail or overnight.

Please mail your documentation to one of the following addresses:

Standard Delivery: (Standard Mail)

CalPERS 457 Plan
P.O. Box 942713
Sacramento, CA 94229-2713

Overnight Delivery:

CalPERS 457 Plan
400 Q Street
Sacramento, CA 95811

New Employer Information Sheet

CalPERS **457 Plan**

III. Asset Transfer Information

(Complete ONLY if conducting a conversion into the CalPERS 457 Plan)

Former Plan Provider

Total Number of Employees

Address

City / State / Zip

Payroll Contact

Email

Telephone

IV. Signatures

Print Name:

Title

Employee Signature:

Date:

New Employer Plan Number assigned by CalPERS: 4 5 ___ ___ ___

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

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA TO ADOPT AN ADDITIONAL INTERNAL REVENUE CODE 457(b) RETIREMENT PLAN WITH CalPERS ALLOWING BOTH PRE-AND POST-TAX CONTRIBUTIONS EFFECTIVE JANUARY 1, 2027.

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, the Housing Authority of the City of Alameda desires to establish an additional deferred compensation plan for the benefit of its employees; and

WHEREAS, the Board of Administration (the "Board") of the California Public Employees' Retirement System ("CalPERS") has established the CalPERS 457 Plan (the "CalPERS 457 Plan") which may be adopted by a governmental employer the employees of which are public employees; and

WHEREAS, the Housing Authority believes that the CalPERS 457 Plan and the investment options available thereunder will provide valuable benefits to its employees; and

WHEREAS, the CalPERS Board has appointed Voya Financial (the Plan Recordkeeper) to perform recordkeeping and administrative services under the CalPERS 457 Plan and to act as the CalPERS Board's agent in all matters relating to the administration of the CalPERS 457 Plan; and

WHEREAS, the Housing Authority believes that the CalPERS 457 Plan and the investment options available thereunder will provide valuable benefits to its employees; and

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority adopts the CalPERS 457 Plan for the benefit of its employees and authorizes and directs the Executive Director to execute the attached adoption agreement on behalf of the Housing Authority and to provide CalPERS or any successor agent duly appointed by the Board with such information and cooperation as may be needed on an ongoing basis in the administration of the CalPERS 457 Plan. A copy of this resolution, the agreement, and any attachments thereto shall be on file in the office of the Human Resources Department.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the CalPERS 457 Plan will be effective January 1, 2027. The Housing Authority will continue to have 457b pre and post-tax plans with MissionSquare following this date.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board will approve.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

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

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, Chair
Board of Commissioners

Approved as to form:

General Counsel Name,
General Counsel,
General Counsel Firm Name

Adopted: Month Date, 2026

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: Alicia Southern, Director of Human Resources

Date: October 21, 2026

Re: Adopt the Resolution to ratify changes enacted July 7, 2022 to the Internal Revenue Code 457(b) Plan with MissionSquare to allow for post-tax contributions and changes enacted August 1, 2024 to the Internal Revenue Code 457(b) Retirement Plan with MissionSquare to allow for deferral of vacation pay.

BACKGROUND

An Internal Revenue Code (IRC) 457(b) plan is a voluntary, defined contribution, retirement savings plan that allows employees to defer an amount, subject to annual limits, from their paycheck on a pre-tax and/or Roth (after-tax basis). In addition to the IRC 457(b) plan, the Housing Authority and the employee fund the defined benefit pension provided by the California Public Employee's Retirement System (CalPERS). The Housing Authority does not participate in social security.

On August 20, 2012, the Housing Authority contracted out to MissionSquare (formerly ICMA-RC) for a pre-tax IRC 457(b) plan. In 2022, the Housing Authority amended the plan with MissionSquare to include a post-tax IRC 457(b) option (also called a 457(b) Roth option) as well as the ability for staff to make changes to their plans electronically.

DISCUSSION

The Housing Authority desires to establish a benefits package for all employees that will attract and retain competent staff.

At this time the Housing Authority is seeking to ratify these past changes, which have already been entered into with MissionSquare.

FISCAL IMPACT

There is no cost to the Housing Authority for offering the MissionSquare 457(b) Retirement Plan. There are no additional costs that came with the plan amendments.

CEQA

Not applicable to this item.

RECOMMENDATION

Adopt the Resolution to ratify changes enacted July 7, 2022 to the Internal Revenue Code 457(b) Plan with MissionSquare to allow for post-tax contributions and changes enacted August 1, 2024 to the Internal Revenue Code 457(b) Retirement Plan with MissionSquare to allow for deferral of vacation pay.

ATTACHMENTS

1. 457 Roth Plan Election 7-2022
2. 457b deferral of vacation pay 08-2024
3. Reso-Adopt MissionSquare 457b Plan 10-26

Respectfully submitted,
Alicia Southern
Alicia Southern, Director of Human Resources

MissionSquare
RETIREMENT

457 Governmental Plan and Trust
Optional Provisions Election Form (January 2022)

Employers should execute this form to make elections, or change prior elections, related to optional provisions contained in the MissionSquare Retirement 457 Governmental Deferred Compensation Plan and Trust document. This form may also be used by plan sponsors utilizing an individually designed plan document.

Plan Number: 30 6967 Employer Plan Name: Housing Authority of the City of Alame

I. PLAN DOCUMENT (If you are establishing a new plan, please skip this section.)

Our plan currently uses:
☒ MissionSquare's model plan document
☐ An individually designed plan document

II. PLAN YEAR

The plan year will be (select one):
☒ January 1 - December 31 (Default); or
☐ The 12-month period beginning _____ _____
Month Day

III. ELIGIBILITY REQUIREMENTS

The following group or groups of Employees are eligible to participate in the plan:
× All Employees (Default)
Full-time Employees
Salaried Employees
Non-union Employees
Management
Public Safety Employees
General Employees
Other Employees (specify the group(s) of eligible employees):

_____

The group specified must correspond to a group of the same designation that is defined in the statutes, ordinances, rules, regulations, personnel manuals or other material in effect in the state or locality of the Employer.

IV. LOANS

Loans are allowed under the plan.

☐ Yes ☒ No (Default)

If you select "Yes" above, you must also complete and return the Loan Guidelines Agreement in the **Loan Implementation Package for 457/401 Plan Sponsors.**

V. DISTRIBUTIONS

a. In-service distributions while employed with the Employer are permitted after a participant attains (select one of the options):

☒ Age 70½ (Default)

☐ Not permitted at any age

To adopt an in-service withdrawal age of 59 1/2, please complete the SECURE Act Election form.

b. In-service distributions of rollovers are allowed at any time:

☐ Yes ☒ No (Default)

c. Tax-free distributions for the payment of qualifying insurance premiums for eligible retired public safety officers are available under the plan.

☐ Yes ☒ No (Default)

d. Unforeseeable emergency withdrawals are permitted.

☒ Yes (Default) ☐ No

In applying the rules for unforeseeable emergency withdrawals, the determination of any unforeseen emergency shall include circumstances applying to a Primary Beneficiary.

☒ Yes (Default) ☐ No

VI. ROTH PROVISIONS

a. The plan will offer Designated Roth Accounts as described in Article IX.

☒ Yes ☐ No (Default)

[If No is selected, skip the remainder of this Section VI.]

b. The plan will allow In-Plan Roth Conversions as provided in Section 9.05.

☒ Yes (Default) ☐ No

c. Designated Roth Accounts will be available as a source for loans under the plan.

☐ Yes ☒ No or N/A (Default)

VII. AUTOMATIC ENROLLMENT

The plan will offer automatic enrollment.

☐ Yes ☒ No (Default)

If you select "Yes" above, further steps are required to implement this feature, including completing implementation forms. We will contact you.

VIII. DEFERRAL OF SICK PAY, VACATION AND BACK PAY (CHOOSE ANY/ALL THAT APPLY)

Participants may elect to defer:

Accumulated Sick Pay
Accumulated Vacation Pay
Back Pay

Note: If no election is made, a Participant will not be able to defer any of these.

The Participant's election to defer accumulated sick pay, accumulated vacation pay, or back pay must be made before the beginning of the month in which these amounts would otherwise be paid or made available to the employee.

IX. EMPLOYER MATCH

Employer will match Elective Deferrals and Default Elective Deferrals ("Deferrals"), beginning with the first payroll period occurring 91 days after a Participant's first Deferral.

☐ Yes ☒ No (Default)

[If No is selected, skip the remainder of Section IX. IF YES, COMPLETE ALL THAT APPLY].

☐ Employer Percentage Match of Deferrals

The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the plan):

_____% of the Deferrals made on behalf of the Participant for the Plan Year (not including Deferrals exceeding _____% of Earnings or $ _____);

Plus _____% of the Deferrals made on behalf of the Participant for the Plan Year in excess of those included in the above paragraph (but not including Deferrals exceeding in the aggregate _____% of Earnings or $ _____).

Employer matching contributions on behalf of a Participant for a Plan Year shall not exceed $ _____ or _____% of Earnings, whichever is (CHOOSE ONE) ☐ more ☐ less.

☐ Employer Dollar Match of Deferrals

The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the plan):

$ _____for each _____ % of Earnings or $_____ that the Employer contributes on behalf of the Participant as Deferrals for the Plan Year (not including Deferrals exceeding _____% of Earnings or $_____);

Plus $ _____for each _____% of Earnings or $ that the Employer contributes on behalf of the Participant as Deferrals for the Plan Year in excess of those included in the above paragraph (but not including Deferrals exceeding in the aggregate % of Earnings or$_____).

Employer matching contributions on behalf of a Participant for a Plan Year shall not exceed $_____or _____ % of Earnings, whichever is (CHOOSE ONE) ☐ more ☐ less.

X. MILITARY SERVICE ELECTIONS

a. Plan contributions shall be made under the plan for differential wage payments (i.e., payments made by the employer to an individual performing military service that represents all or a portion of the wages he/she would have received).

☒ Yes (Default) ☐ No

If yes is selected, this is effective beginning January 1, 2009 (or if later, the effective date of the Plan), unless another effective date is filled in here:

_____

b. A participant shall be deemed to have a severance from employment for purposes of eligibility for a distribution during any period of military service for more than 30 days.

☐ Yes ☒ No (Default)

c. A participant who dies or becomes Disabled (as defined in the plan) while performing qualified military service shall receive plan contributions as if the individual had resumed employment on the day preceding death or disability and then terminated employment on the actual date of death or disability.

☐ Yes ☒ No (Default)

If yes is selected, this is effective for participants who died or became disabled while performing military service on or after January 1, 2007 (or if later, the effective date of the plan), unless another effective date is filled in here:

_____ (date cannot be prior to January 1, 2007)

XI. SPOUSAL CONSENT (APPLIES ONLY TO COMMUNITY PROPERTY STATES)

If your state is not a community property state, skip the remainder of Section XI.

Where spousal consent is required, it will apply to:

Only to persons who are married (Default)

× A person who is married, who is a domestic partner under state law, or who is a person in a civil union or other formally recognized personal partnership

A person who is married or who is a domestic partner under state law

A person who is married or is a person in a civil union or other formally recognized personal partnership

Note: This election applies only for plans in community property states requiring the consent of a spouse to name someone other than the spouse as a beneficiary, and only for determining who is treated as a "spouse" for this purpose and not for any other plan purposes.

XII. SUMMARY OF CHANGES

If you are making changes to an existing plan, please summarize the changes along with the effective dates of the changes below and identify the applicable Optional Provisions Election Form section number. If you are establishing a new plan, please skip this section.

a. Adding 457 Roth Effective Date: 07 / 15 / 2022

b. _____ Effective Date: ___/___/_____

c. _____ Effective Date: ___/___/_____

d. _____ Effective Date: ___/___/_____

XIII. EMPLOYER SIGNATURE

By signing, Employer confirms he or she is authorized to make the elections specified on this form.

Employer hereby appoints MissionSquare Retirement as the non-discretionary Plan Administrator in accordance with the terms and conditions of the MissionSquare Retirement Corporation 457 Governmental Deferred Compensation Plan and Trust.

Employer hereby attests that it is a unit of state or local government or an agency or instrumentality of one or more units of state or local government.

Employer acknowledges that applicable state law may or may not allow for the addition of an Automatic Enrollment Feature in their 457(b) plan administered by MissionSquare Retirement, and Employer assumes full responsibility for the decision to add such a feature to their plan.

Employer Signature: Janet Basta

Date (mm/dd/yyyy): 07 / 07 / 2022

Name (Please Print): Janet Basta

Title: Director, HR and Operations

Preferred Phone Number: (510) 747-4323

Email Address: jbasta@alamedahsg.org

Plan Number: 306967

This form can be returned by email, fax, or mail using the information below.	
Email to: planadoptionservices@msqplanservices.org Fax to: (202) 682-6439 ATTN: Workflow Management Team	Mail to: MissionSquare Retirement ATTN: Workflow Management Team 777 North Capitol Street, NE, Suite 600 Washington, DC 20002-4240

MissionSquare
RETIREMENT

457 Governmental Plan and Trust
Optional Provisions Election Form (October 2023)

Employers should execute this form to make elections, or change prior elections, related to optional provisions contained in the MissionSquare Retirement 457 Governmental Deferred Compensation Plan and Trust document. This form may also be used by plan sponsors utilizing an individually designed plan document.

Plan Number: 306967 Employer Plan Name: City of Alameda Housing Authority

I. PLAN DOCUMENT (If you are establishing a new plan, please skip this section.)

Our plan currently uses:
__ MissionSquare's model plan document
An individually designed plan document

II. PLAN YEAR

The plan year will be (select one):
✓ January 1 - December 31 (Default); or
The 12-month period beginning _____ ____
Month Day

III. ELIGIBILITY REQUIREMENTS

The following group or groups of Employees are eligible to participate in the plan:
✓ All Employees (Default)
Full-time Employees
Salaried Employees
Non-union Employees
Management
Public Safety Employees
General Employees
Other Employees (specify the group(s) of eligible employees):

_____

The group specified must correspond to a group of the same designation that is defined in the statutes, ordinances, rules, regulations, personnel manuals or other material in effect in the state or locality of the Employer.

IV. LOANS

Loans are allowed under the plan.

Yes ✓ No (Default)

If you select "Yes" above, you must also complete and return the Loan Guidelines Agreement in the **Loan Implementation Package for 457/401 Plan Sponsors.**

V. DISTRIBUTIONS

a. In-service distributions while employed with the Employer are permitted after a participant attains (select one of the options):

✓ Age 70½ (Default)

Not permitted at any age

To adopt an in-service withdrawal age of 59 1/2, please complete the SECURE Act Election form.

b. In-service distributions of rollovers are allowed at any time:

Yes ✓ No (Default)

c. Tax-free distributions for the payment of qualifying insurance premiums for eligible retired public safety officers are available under the plan.

Yes ✓ No (Default)

d. Unforeseeable emergency withdrawals are permitted.

✓ Yes (Default) No

In applying the rules for unforeseeable emergency withdrawals, the determination of any unforeseen emergency shall include circumstances applying to a Primary Beneficiary.

✓ Yes (Default) No

VI. ROTH PROVISIONS

a. The plan will offer Designated Roth Accounts as described in Article IX.

✓ Yes No (Default)

[If No is selected, skip the remainder of this Section VI.]

b. The plan will allow In-Plan Roth Conversions as provided in Section 9.05.

✓ Yes (Default) No

c. Designated Roth Accounts will be available as a source for loans under the plan.

Yes ✓ No or N/A (Default)

VII. AUTOMATIC ENROLLMENT

The plan will offer automatic enrollment.

Yes ✓ No (Default)

If you select "Yes" above, further steps are required to implement this feature, including completing implementation forms. We will contact you.

VIII. DEFERRAL OF SICK PAY, VACATION AND BACK PAY (CHOOSE ANY/ALL THAT APPLY)

Participants may elect to defer:

Accumulated Sick Pay
✓ Accumulated Vacation Pay
Back Pay

Note: If no election is made, a Participant will not be able to defer any of these.

The Participant's election to defer accumulated sick pay, accumulated vacation pay, or back pay must be made before the beginning of the month in which these amounts would otherwise be paid or made available to the employee.

IX. EMPLOYER MATCH

Employer will match Elective Deferrals and Default Elective Deferrals ("Deferrals").

Yes ✓ No (Default)

[If No is selected, skip the remainder of Section IX. IF YES, COMPLETE ALL THAT APPLY].

Employer Percentage Match of Deferrals

The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the plan):

_____% of the Deferrals made on behalf of the Participant for the Plan Year (not including Deferrals exceeding _____% of Earnings or $ _____);

Plus _____% of the Deferrals made on behalf of the Participant for the Plan Year in excess of those included in the above paragraph (but not including Deferrals exceeding in the aggregate _____% of Earnings or $ _____).

Employer matching contributions on behalf of a Participant for a Plan Year shall not exceed $ _____ or _____% of Earnings, whichever is (CHOOSE ONE) more less.

Employer Dollar Match of Deferrals

The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the plan):

$ _____for each _____ % of Earnings or $_____that the Employer contributes on behalf of the Participant as Deferrals for the Plan Year (not including Deferrals exceeding _____% of Earnings or $_____);

Plus $_____for each _____% of Earnings or $_that the Employer contributes on behalf of the Participant as Deferrals for the Plan Year in excess of those included in the above paragraph (but not including Deferrals exceeding in the aggregate % of Earnings or $_____).

Employer matching contributions on behalf of a Participant for a Plan Year shall not exceed $_____or _____% of Earnings, whichever is
(CHOOSE ONE) more less.

X. MILITARY SERVICE ELECTIONS

a. Plan contributions shall be made under the plan for differential wage payments (i.e., payments made by the employer to an individual performing military service that represents all or a portion of the wages he/she would have received).

✓ Yes (Default) No

If yes is selected, this is effective beginning January 1, 2009 (or if later, the effective date of the Plan), unless another effective date is filled in here:

_____

b. A participant shall be deemed to have a severance from employment for purposes of eligibility for a distribution during any period of military service for more than 30 days.

Yes ✓ No (Default)

c. A participant who dies or becomes Disabled (as defined in the plan) while performing qualified military service shall receive plan contributions as if the individual had resumed employment on the day preceding death or disability and then terminated employment on the actual date of death or disability.

Yes No (Default)

If yes is selected, this is effective for participants who died or became disabled while performing military service on or after January 1, 2007 (or if later, the effective date of the plan), unless another effective date is filled in here:

_____ (date cannot be prior to January 1, 2007)

XI. SPOUSAL CONSENT (APPLIES ONLY TO COMMUNITY PROPERTY STATES)

If your state is not a community property state, skip the remainder of Section XI.

Where spousal consent is required, it will apply to:

✓ Only to persons who are married (Default)

A person who is married, who is a domestic partner under state law, or who is a person in a civil union or other formally recognized personal partnership

✓ A person who is married or who is a domestic partner under state law

A person who is married or is a person in a civil union or other formally recognized personal partnership

Note: This election applies only for plans in community property states requiring the consent of a spouse to name someone other than the spouse as a beneficiary, and only for determining who is treated as a "spouse" for this purpose and not for any other plan purposes.

XII. SUMMARY OF CHANGES

If you are making changes to an existing plan, please summarize the changes along with the effective dates of the changes below and identify the applicable Optional Provisions Election Form section number. If you are establishing a new plan, please skip this section.

a. VIII deferral of vacation pay Effective Date: 08 /01 /2024

b. _____ Effective Date: ___/___/_____

c. _____ Effective Date: ___/___/_____

d. _____ Effective Date: ___/___/_____

XIII. EMPLOYER SIGNATURE

By signing, Employer confirms he or she is authorized to make the elections specified on this form.

Employer hereby appoints MissionSquare Retirement as the non-discretionary Plan Administrator in accordance with the terms and conditions of the MissionSquare Retirement Corporation 457 Governmental Deferred Compensation Plan and Trust.

Employer hereby attests that it is a unit of state or local government or an agency or instrumentality of one or more units of state or local government.

Employer acknowledges that applicable state law may or may not allow for the addition of an Automatic Enrollment Feature in their 457(b) plan administered by MissionSquare Retirement, and Employer assumes full responsibility for the decision to add such a feature to their plan.

Employer Signature: _____

Date (mm/dd/yyyy): 08 /07 /2024

Name (Please Print): Vanessa Cooper

Title: Executive Director

Preferred Phone Number: (510) 747-4320

Email Address: vcooper@alamedahsg.org

Plan Number: 306967

This form can be returned by email, fax, or mail using the information below.

Online: Submit through secure messaging to: www.employers.msqplanservices.org Fax to: MissionSquare Plan Services (844) 677-3297	Mail to: MissionSquare Plan Services P.O. Box 219320 Kansas City, MO 64121-9320

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

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA TO RATIFY CHANGES ENACTED JULY 7, 2022 TO THE INTERNAL REVENUE CODE 457(b) Plan WITH MISSIONSQUARE TO ALLOW FOR POST-TAX CONTRIBUTIONS AND CHANGES ENACTED AUGUST 1, 2024 INTERNAL REVENUE CODE 457(b) RETIREMENT PLAN WITH MISSIONSQUARE TO ALLOW FOR DEFERRAL OF VACATION PAY

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, the Housing Authority of the City of Alameda currently has an Internal Revenue Code 457(b) pre-tax and after-tax plan with MissionSquare; and

WHEREAS, the Housing Authority believes that the MissionSquare Internal Revenue Code 457(b) post and pre-tax plans, vacation deferral, and the investment options available thereunder are valuable benefits to its employees; and

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority ratifies the MissionSquare 457 Plan for the benefit of its employees and authorizes and directs the Executive Director to execute the attached agreements on behalf of the Housing Authority.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Housing Authority will continue to have 457b pre and post-tax plans that include vacation deferrals with MissionSquare following this date.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board will approve.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[SIGNATURE PAGE FOLLOWS]

Housing Authority
of the
City of Alameda

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

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, Chair
Board of Commissioners

Approved as to form:

General Counsel Name,
General Counsel,
General Counsel Firm Name

Adopted: Month Date, 2026

Housing Authority of the City of Alameda

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To: Honorable Chair and Members of the Board of Commissioners

From: Louie So, Chief Financial Officer

Date: October 21, 2026

Re: Adopt a Resolution Authorizing the Executive Director to Establish Restricted Replacement Reserves for the Housing Authority of the City of Alameda (AHA) and Alameda Affordable Housing Corporation (AAHC).

BACKGROUND

The Housing Authority of the City of Alameda (AHA) and Alameda Affordable Housing Corporation (AAHC) own approximately 800 rental homes in its portfolio, as well as the corporate AHA office at 701 Atlantic Avenue. It is the largest multifamily rental owner in the City of Alameda and supports an additional 3,000 renter households through its Housing Choice Voucher program. To maintain the stability of the organization, and continue its mission of providing safe, decent, affordable housing, AHA and AAHC must be careful stewards of its financial assets with an eye to protecting its low-income residents and preserving affordable housing. Federal, state and local funding sources are shrinking, and AHA's aging real estate portfolio, many of which are former public housing units, has substantial deferred maintenance needs which have been identified by long term capital needs analysis (capital needs assessment reports).

DISCUSSION

In 2022, capital needs assessment reports were completed for the older properties by Physical Property Analysis, LLC for the AHA and AAHC real estate portfolio. This also includes the AHA office located at 701 Atlantic Avenue. Under AHA and AAHC, only Esperanza and Independence Plaza hold restricted replacement reserve accounts mandated by the lender and HUD, respectively. The current replacement reserve balance for Esperanza and Independence Plaza are $70,316 and $2,015,329, respectively, as of September 2026. Historically, the AHA and AAHC housing portfolio utilizes operating cash flow or general operating reserves (encumbered by the Board approved Reserve Policy) to fund deferred maintenance. Although AHA and AAHC has built up some cash from cost savings (i.e. staff vacancies, managing costs and good stewardship of available funds), substantial financial headwinds exists including HUD funding reductions and uncertainties on federal policy, and reduction of local funds (such as the sunset of the annual tax increment financing from the City of Alameda for

Independence Plaza on June 30, 2026). AHA staff also are actively remediating the 14 units and three common areas impacted at Independence Plaza due to the recent fire and water damage as well as capital work for the rest of the portfolio (e.g. roofing at Independence Plaza, roofing at 701 Atlantic Office, water heaters at Esperanza, etc.).

Based on the projections provided by the capital needs assessment reports, and analysis per the latest Reserves Policy (updated for the Board in April 2026) it is recommended that $9 million be moved to restricted replacement reserves for capital work. There is currently approximately $5 million of work pending in the permit process with the City of Alameda pending plan review. In order to address future needs, it is also recommended additional replacement reserve deposits be made to support on an annual basis of $600,000 funded by AHA and AAHC properties, which is $1,000/unit due to the age of AHA and AAHC properties (see Attachment A).

It is recommended that these replacement reserves be monitored on a consolidated basis at the AHA and AAHC level to support the entire portfolio and rebalanced by staff as necessary if other resources are available (i.e. operating funds, additional grants or loans). AHA staff will request draws from these replacement reserves as necessary, similar to requests to external parties such as an investor or lender. Funds specially carved out for Independence Plaza and Esperanza from HUD and lender as replacement reserves, respectively, will continue to be monitored separately from these new earmarked, restricted AHA and AAHC replacement reserves. Reporting to the Board will be on a quarterly basis, and Board approval will be required if a non-emergency withdrawal is needed from these restricted accounts for uses that is not commensurate to the nature of the restricted replacement reserve, such as funding an operating deficit. Emergency withdrawals from these restricted reserves will be reported to the Board at the next routine meeting. Any interest income generated from these funds will be available for day-to-day operations.

Staff will be requesting an update of the capital needs assessment reports in 2027 (5 years as best practice) to ensure there are sufficient resources for our aging portfolio. This will include all properties that are over 3 years old. The upcoming change of third-party property management company for the housing portfolio may reveal additional capital needs as part of capital planning between AHA staff and HavenCore.

FISCAL IMPACT

Once approved by the AHA and AAHC Boards, new restricted replacement reserve bank accounts will be set up and $9,000,000 in the aggregate between AHA and AAHC will be transferred into these accounts. Withdrawals of these funds will be made internally to replenish operating cash when spent on deferred maintenance needs. On or around July 1st of every year, AHA and AAHC properties will deposit $600,000 into these aforementioned accounts.

CEQA

N/A

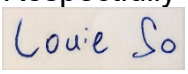
RECOMMENDATION

Adopt a Resolution Authorizing the Executive Director to Establish Restricted Replacement Reserves for the Housing Authority of the City of Alameda (AHA) and Alameda Affordable Housing Corporation (AAHC).

ATTACHMENTS

1. ATTACHMENT A - Replacement Reserve Analysis - 10.2026
2. Restricted Replacement Reserves - AHA BOC Resolution - 10.21.2026

Respectfully submitted,



Louie So, Chief Financial Officer

Housing Authority of the City of Alameda (AHA) and Alameda Affordable Housing Corporation (AAHC)										
Replacement Reserve Analysis - October 2026 Board Meeting - ATTACHMENT A										
Count	**Property**	**Legal Owner**	**Population**	**Units**	**Year Built**	**Owned Since**	**A Work Required Per Capital Needs Assessment**	**B Current Reserves Held Per Lender/Regulator Requirements as of September 30, 2026**	**C AHA/AAHC Replacement Reserve Proposed as of September 30, 2026 - Restricted**	**D Mandatory - Annual Replacement Reserve Required at $1,000/unit (Except for 701 Atlantic) - Starting 7/1/2027****
1	701 Atlantic - AHA Office Building	AHA	Office Building	N/A	1990	1990	197,357	-	197,357	50,000
2	Independence Plaza*	AHA	Family	186	1990	1990	3,460,951	2,015,229	1,445,721	186,000
3	AHA Scattered Sites (Townhomes, Condos, Lincoln and Sherman)	AHA	Various	26	Various	Various	298,607	-	298,607	26,000
4	Parrot Gardens	AHA	Family	8	1935	1976	291,991	-	291,991	8,000
5	Anne B. Diament Plaza	AAHC	Senior	65	1975	1975	1,014,318	-	1,014,318	65,000
6	Eagle Village	AAHC	Family	36	1983	1983	1,322,013	-	1,322,013	36,000
7	Lincoln Willow Apartments (Part of AAHC Scattered Site)	AAHC	Family	5	1909	1996	93,089	-	93,089	5,000
8	Pulte Condos (1-18) (Part of AAHC Scattered Sites)	AAHC	Family	18	2021	2021-23	205,665	-	205,665	18,000
9	Stanford House (Part of AAHC Scattered Sites)	AAHC	Family	4	1940	1996	90,486	-	90,486	4,000
10	China Clipper	AAHC	Family	26	1964	1998	527,095	-	527,095	26,000
11	Esperanza Plaza	AAHC	Family	120	1971	1971	2,147,613	70,316	2,077,297	120,000
12	Parrot Village	AAHC	Family	50	1980	1980	1,435,042	-	1,435,042	50,000
	Total			**544**			**11,084,228**	**2,085,545**	**8,998,683**	**594,000**
								ROUNDED	**9,000,000**	**600,000**

*	**Independence Plaza was impacted with a fire and flood in 2026. It is expected that insurance proceeds may not fully reimburse for the cost of remediation.**
**	**As most of AHA and AAHC's portfolio are aging and includes older public housing, this amount is recommended to support deferred maintenance and major systems (HVAC, plumbing, electrical, elevators, exteriors, etc.)**

Housing Authority of the City of Alameda

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HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ___

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA AUTHORIZING THE EXECUTIVE DIRECTOR TO ESTABLISH RESTRICTED REPLACEMENT RESERVES FOR THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA (AHA) AND ALAMEDA AFFORDABLE HOUSING CORPORATION (AAHC)

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("AHA") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, AHA and AAHC own residential housing in the City of Alameda, and AHA owns the AHA headquarters building located at 701 Atlantic Avenue, Alameda;

WHEREAS, AHA and AAHC have substantial deferred maintenance needs and have a responsibility to maintain safe and decent housing for its residents, preserve its residential housing assets and be financial stewards of the financial condition of its owned projects;

WHEREAS, AHA and AAHC recognize that maintaining adequate restricted replacement reserves, and funding these replacement reserves, is an important component of AHA and AAHC's long term asset management and financial strategy;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to establish separate restricted replacement reserve bank accounts and funds in the total of $9,000,000 across AHA and AAHC properties, and to fund these accounts annually at a minimum of $600,000 on or around July 1st of each year subject to the annual budget process and availability of funds.

BE IT FURTHER RESOLVED that the reporting to the Board of Commissioners on these restricted replacement reserves shall be on a quarterly basis, and the Executive Director is authorized to establish appropriate accounting procedures on these restricted replacement reserve accounts to separately identify, track the sources and uses of capital expenditures. The restricted replacement reserves may be used only for eligible deferred maintenance, capital repairs, replacements and other property preservation projects and Board approval will be required if a non-emergency withdrawal is needed from these accounts for uses that is not commensurate to the nature of the restricted replacement reserve, such as funding an operating deficit. Emergency withdrawals will be reported to the

Board of Commissioners at the next routine meeting. Any interest income generated from these funds will be available for day-to-day operations.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution, including creating

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes:	XX	Commissioners:
Nayes:	XX	Commissioners:
Abstain:	XX	Commissioners:
Absent:	XX	Commissioners:

[SIGNATURE PAGE FOLLOWS]

Housing Authority
of the
City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, Chair
Board of Commissioners

Approved as to form:

Adrian R. Guerra,
General Counsel,
Aleshire & Wynder LLP

Adopted: Month Date, 2026

Housing Authority
of the
City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: October 21, 2026

Re: Adopt a Resolution Approving a Fourth Amendment to the Agreement Between the Housing Authority of the City of Alameda and Rincon Consultants, Inc. for Environmental Consulting Services to Extend the Term By One-Year, Authorize the Executive Director to Amend the Scope of Work with Additional Services, Update the Insurance Requirements, and Authorize the Executive Director to Negotiate and Execute the Fourth Amendment.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) purchased the property at 2615 Eagle Avenue in March 2022, with a goal of serving 50 families with affordable housing including up to 25% supportive housing apartments if required by funding sources. The development would have a preference for Alameda Unified School District (AUSD) staff, as well as a live/work preference for Alamedans.

DISCUSSION

AHA conducted a competitive procurement and contracted with Rincon Consultants in August 2024 for environmental review and testing at the site. Staff proposes to extend the contract at this time to allow for the ongoing work to proceed. Please see the table below for a summary of the contract and amendment scopes and costs. Staff notes that the original contract and first amendment was signed under the Executive Director's limit.

	Amount	Scope Addition Summary
Initial Contract August 2, 2024	$169,300	Phase I and Phase II environmental assessments, site testing and laboratory analysis, and consulting services.

Amendment No.1 October 10, 2024	$21,862	Geophysical testing and hazardous building materials testing
Amendment No.2 January 16, 2024	$82,092	Data Gap Assessment, sampling and soil delineation, revisions to the final report
Amendment No. 3 May 21, 2025	$128,328	Interim removal action work plan, reporting, and meetings.
Amendment 4	Extension	Proposed term extension for seasonal soil testing, and submittal of CAP
TOTAL NTE	**$401,582**	
(Expensed-to-date)	($338,213)	
Contract Remaining	**$ 62,169**	

If approved, the Fourth Amendment will extend the term of the agreement by one year, authorize the Executive Director to amend the scope of work with additional services, and update the Insurance Requirements.

FISCAL IMPACT

The project has sufficient funds within the ECRG grant budget, which is disbursed on a reimbursement basis to cover environmental site investigation costs. The consultant will continue to submit monthly invoices for work completed.

CEQA

Not Applicable.

RECOMMENDATION

Adopt a Resolution Approving a Fourth Amendment to the Agreement Between the Housing Authority of the City of Alameda and Rincon Consultants, Inc. for Environmental Consulting Services to Extend the Term By One-Year, Authorize the Executive Director to Amend the Scope of Work with Additional Services, Update the Insurance Requirements, and Authorize the Executive Director to Negotiate and Execute the Fourth Amendment.

ATTACHMENTS

1. AHA_Rincon - Consultant Services Agreement_Amendment_4

2. BOC Resolution_ Rincon Amend 4

Respectfully submitted,



Sylvia Martinez, Director of Housing Development

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FOURTH AMENDMENT TO AGREEMENT

This Amendment of the Agreement, entered into this 21st day of October 2026, by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body corporate and politic (hereinafter referred to as "AHA") and Rincon Consultants, Inc., a corporation whose address is 180 North Ashwood Avenue, Ventura, CA 93003, (hereinafter referred to as "CONSULTANT") is made with reference to the following:

RECITALS:

A. On August 2, 2024, an agreement was entered into by and between AHA and Consultant (hereinafter "Agreement") for a Not-to-Exceed amount of $169,300.00 with a contract term date of December 31, 2026.

B. On October 10, 2025, the First Amendment was made effective to amend the scope of service to include additional testing, and to increase the compensation by Twenty-One Thousand, Eight Hundred and Two Dollars ($21,862) to a new total Not-to-Exceed amount of One Hundred Ninety-One Thousand, One Hundred and Sixty-Two Dollars ($191,162).

C. On January 16, 2025, the Second Amendment was made effective to amend the scope of service to include additional assessment and soil sampling, and to increase the compensation by Eighty-Two Thousand and Ninety-Two Dollars ($82,092) to a new total Not-To-Exceed amount of Two Hundred Seventy-Three Thousand, Two Hundred and Fifty-Four Dollars ($273,254).

D. On May 21, 2025, the Third Amendment was made effective to amend the scope of service to include additional testing and reporting services, and to increase the compensation by One Hundred Twenty-Eight Thousand, Three Hundred and Twenty-Eight Dollars ($128,328), to a new total Not-To-Exceed amount of Four Hundred and One Thousand, Five Hundred and Eighty-Two Dollars ($401,582).

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

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

1. The entire Agreement shall be extended to December 31, 2027.

2. Pursuant to Section 2 of the Agreement, the Scope of Services may be amended by written direction of the AHA Executive Director.

3. Pursuant to Section 10 of the Agreement, the Insurance Requirements for Consultants attached to the Agreement as Exhibit C is hereby deleted in its entirety and replaced with the Amended Insurance Requirements attached hereto as Exhibit C-1 and incorporated herein by this reference.

4. Consultant confirms that all work completed to October 13, 2026 has been invoiced and that the invoices have been received by the AHA. No late invoices that are received after the effective date of this Fourth Amendment will be honored for payment for the period prior to October 13, 2026.

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

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

RINCON CONSULTANTS, INC.

Signed by:
James Schwartz
86330BF5000A4ED...

James Schwartz
Principal

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Sylvia Martinez
Director of Housing Development

Vanessa Cooper
Executive Director

EXHIBIT C-1

INSURANCE REQUIREMENTS FOR CONSULTANTS

Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees, or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- **IF APPLICABLE: Tenant Discrimination:** For consultants interacting with the public or with tenants, coverage must include coverage for discrimination, harassment, and fair housing claims under the California Civils Rights Department (CRD) and HUD in Consultant's Commercial General Liability policy, or Professional Liability/Errors and Omissions (E&O) policy, or in a separately maintained Tenant Discrimination insurance policy.
- **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- **Automobile Liability:** ISO Form Number CA 00 01 coverage any auto (Code 1), or if Consultant has no owned autos, hired (Code 8) and non-owned autos (code 9) with limit no less than $1,000,000 for bodily injury and property damage. This requirement does not apply if no motor vehicles are used in providing services under the Agreement.
- **Workers' Compensation** as required by the State of California, with Statutory Limits and Employers' Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. This requirement does not apply to sole proprietors.
- **Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant's profession, with limit no less than $2,000,000 per occurrence or claim, $2,000,000 in the aggregate. If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the contract or the beginning of the contract work. insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the contract of work. If coverage is cancelled or non-renewed and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after the completion of work.
- **IF APPLICABLE: Cyber Liability Insurance:** Coverage is required if the Consultant is accessing, collecting, storing, or transferring Personally Identifiable Information (PII), Personal Health Information (PHI), Payment Card Information (PCI), or medical information on staff, tenant, applicants etc.

- Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information.
- The policy shall provide coverage for breach response costs, regulatory fines, and penalties as well as credit monitoring expenses with limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate.

- **IF APPLICABLE: Technology Professional Liability:** Coverage is required if the vendor/consultant is providing software or a technology services (data storage, website design, etc.).
  - Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving media liability and infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, security and privacy liability that include invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic. information, extortion and network security.
  - The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits must be no less than $2,000,000 per occurrence or claim, $4,000,000 in the aggregate.
  - If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the Agreement or the beginning of the contract work; insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the Agreement of work. If coverage is cancelled or non-renewed and not replaced with another claims made policy form with a retroactive date prior to the Agreement effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
  - The Policy shall include or be endorsed to include property damage liability coverage for damage to, alteration of, loss of, or destruction of the electronic data and/or information "property" of the AHA in the care, custody, or control of the Consultant. If not covered under the Consultant's Professional Liability policy, such property coverage of the AHA may be endorsed onto the Consultant’s Cyber Liability Policy as follows:
  - Cyber Liability coverage in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, destruction of electronic data and/or information "property" of the AHA that will be in the Care, custody, or control of Consultant.

If the consultant maintains broader coverage and/or higher limits than the minimums shown above, AHA requires and shall be entitled to the broader coverage and/or the higher limits maintained by the

consultant. The insurance limits required by AHA are not represented as being sufficient to protect Consultant. Consultant is advised to consult Consultant's insurance broker to determine adequate coverage for Consultant.

OTHER INSURANCE REQUIREMENTS:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- **Additional Insured Status:**
    - The Housing Authority of the City of Alameda and its legal affiliates, Alameda Affordable Housing Corporation and Island City Development and its Subsidiaries and legal affiliates, and their departments, their respective directors, officers, Boards of Commissioners, employees, designated volunteers, elected or appointed officials, (Additional Insureds), are to be covered as additional insured on the CGL policy and, if applicable, the Cyber Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
    - General liability coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85. If CG 20 10 11 85 is not available, endorsement must be at least as broad as the addition of both CG 20 10 and CG 20 37; or CG 20 38 and CG 20 40.
- **Primary Coverage:**
    - For any claims related to this contract, the Consultant's insurance coverage shall be primary and non-contributory with coverage at least as broad as ISO CG 20 01 04 13 as respects Additional Insureds.
    - Any insurance or self-insurance maintained by Additional Insureds shall be excess of the Consultant’s insurance and shall not contribute to it.
- **Waiver of Subrogation:**
    - Consultant hereby grants to AHA a waiver of any right to subrogation which any insurer of said Consultant may acquire against AHA by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether AHA has received a waiver of subrogation endorsement from the Insurer.
- **Failure to Secure:**
    - If Consultant, at any time during the term hereof, fail to secure or maintain the foregoing insurance, AHA shall be permitted to immediately terminate this Agreement.
- **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days' notice to AHA.
- **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to AHA
- **Verification of Coverage:**

- Consultant shall furnish AHA with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause, and a copy of the Declarations and Endorsement page of the CGL policy listing all policy endorsements before work begins.
- Consultant shall furnish AHA with a complete copy of any Excess/Umbrella policies, with all endorsements, maintained by Consultant before work begins.
- Failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them.
- AHA reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

- **Subcontractors:** Consultant shall pass down the insurance obligations contained herein to all tiers of subcontractors working under the contract.
- **Notification of claims:** The Proposer agrees to notify AHA in writing of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of the contract as soon as practicable, but no later than three (3) business days after their first knowledge of such claim or event.
- **Special Risk or Circumstance:** AHA reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.

Housing Authority of the City of Alameda
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HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ___

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA TO ADOPT A RESOLUTION TO APPROVE A FOURTH AMENDMENT TO THE AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA AND RINCON CONSULTANTS, INC. FOR ENVIRONMENTAL CONSULTING SERVICES TO EXTEND THE TERM BY ONE-YEAR, AUTHORIZE THE EXECUTIVE DIRECTOR TO AMEND THE SCOPE OF WORK WITH ADDITIONAL SERVICES, UPDATE THE INSURANCE REQUIREMENTS, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE THE FOURTH AMENDMENT

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, the Housing Authority Board of Commissioners on January 15, 2025, approved Amendment No. 2 with Rincon Consultants, Inc. for $85,000 and to Execute Amendments Up To $351,162 for Environmental Consulting Services for The Poplar (2615 Eagle Avenue).

WHEREAS, the Housing Authority Board of Commissioners on May 21, 2025, approved Amendment No. 3 with Rincon Consultants, for Not to Exceed $401,582.50 with Rincon Consultants, Inc for Environmental Consulting Services for The Poplar (2615 Eagle Avenue).

WHEREAS, the environmental testing, planning and reporting has been postponed to 2027, and additional services may be needed.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED to Approve a Fourth Amendment to the Agreement Between the Housing Authority of the City of Alameda and Rincon Consultants, Inc. for Environmental Consulting Services to Extend the Term By One-Year, Authorize the Executive Director to Amend the Scope of Work with Additional Services, Update the Insurance Requirements, and Authorize the Executive Director to Negotiate and Execute the Fourth Amendment.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

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

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, Chair
Board of Commissioners

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire and Wynder LLP

Adopted: October 21, 2026

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: October 21, 2026

Re: Adopt a Resolution Approving a Consultant Services Agreement between the Housing Authority of the City of Alameda and Downs Pham & Kuei LLP for Low Income Housing Tax Credit legal services at Poplar with a maximum contract amount not to exceed $150,000, for a two-year term, with an option to extend up to five years, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) purchased the property at 2615 Eagle Avenue in March 2022, with a goal of serving 50 families with affordable housing, including up to 25% supportive housing apartments if required by funding sources. The development would have a preference for Alameda Unified School District (AUSD) staff, as well as a live/work preference for Alamedans.

DISCUSSION

Based on a competitive qualifications procurement, AHA selected Downs Pham & Kuei LLP to provide Low Income Housing Tax Credit legal services initially for the purchase in 2022, and later in 2023-2026, for ongoing real estate legal services; this contract was amended to include specialty legal services from Nixon Peabody on behalf of the Poplar.

In 2026, the AHA held a new procurement for legal services and Downs Pham & Kuei LLP was selected again for real estate and LIHTC legal services. A summary of all related contracts is below:

Contracts	Amounts
1.Original Acquisition contract - closed	$25,000
2. Original 2023 LIHTC Contract - Term ends 12/31/26, with amendments Expenditure to date $229,123.32. BOC	$300,000

approved. Proposing to close.

3. Proposed LIHTC contract - 12/31/26-12/31/28	$150,000

At this time, AHA proposes a new consultant services agreement for legal services to assist the Poplar project as it begins to prepare for funding applications, and to support additional real estate transaction requirements over the next two years. If approved, staff proposed to close the 2023 contract.

FISCAL IMPACT

The predevelopment budget assumes additional legal services and all costs will be included in the final development budget for the Poplar.

CEQA

Not applicable

RECOMMENDATION

Adopt a Resolution Approving a Consultant Services Agreement between the Housing Authority of the City of Alameda and Downs Pham & Kuei LLP for Low Income Housing Tax Credit legal services at Poplar with a maximum contract amount not to exceed $150,000, for a two-year term, with an option to extend up to five years, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

ATTACHMENTS

1. AHA Consultant Services Agreement_Downs Pham Kuei Poplar_261021
2. BOC Resolution - Downs Pham Kuei_Poplar

Respectfully submitted,



Sylvia Martinez, Director of Housing Development

CONSULTANT SERVICES CONTRACT

THIS CONSULTANT SERVICES CONTRACT ("Agreement"), entered into this 21st Day of October, 2026 ("Effective Date"), by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body corporate and politic (hereinafter referred to as "AHA"), and DOWNS PHAM & KUEI LLP a California limited liability company, located at 235 Montgomery Street, San Francisco, CA 94104 (hereinafter referred to as "Consultant"), is made with reference to the following:

RECITALS:

A. AHA is a Housing Authority duly created, established, and authorized to transact business and exercise its powers, all under and pursuant to the provisions of the Housing Authorities Law which is Part 2 of Division 24 of the California Health and Safety Code commencing with Section 34200 et_ seq.

B. Pursuant to the Housing Authorities Law, AHA is authorized to make and execute contracts and other instruments necessary or convenient to exercise its powers.

C. AHA has determined that it requires professional services for real estate and LIHTC (low income housing tax credit) legal services.

D. Consultant is specially trained, experienced, and competent to perform the special services which will be required by this Agreement.

E. Consultant represents that it possesses the skill, experience, ability, background, applicable certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.

F. AHA and Consultant desire to enter into an agreement to provide the subject services as discussed in more detail below.

NOW, THEREFORE, in consideration of performance by the parties of the promises, covenants, and conditions herein contained, the parties hereto agree as follows:

1. **TERM.**

The term of this Agreement shall commence on the Effective Date and end on October 21, 2028, unless extended, as discussed herein, or terminated earlier as provided in Paragraph 20 below ("Term"). The parties may choose by mutual agreement to extend the term of this Agreement up to a maximum of 60 months (5 years total) and shall do so by executing a written amendment to the Agreement. All indemnification and hold harmless provisions in this Agreement shall survive the termination of this Agreement.

2. **SERVICES TO BE PERFORMED.**

2.1 Consultant shall provide the following services to AHA, (i) those services outlined and specified in the Scope of Services attached hereto as Exhibit A and

incorporated herein by this reference; and (ii) those services outlined and specified in Consultant's accepted bid proposal attached hereto as Exhibit B and incorporated herein by this reference, all at the not to exceed fee stated in Paragraph 3 below. In the event of any inconsistencies between Consultant's accepted bid proposal and this Agreement, the terms of this Agreement shall govern.

2.2 Consultant represents that it has the skills, experience, and knowledge necessary to fully and adequately perform under this Agreement, and AHA relies upon this representation. Consultant shall perform pursuant to the terms of this Agreement, and Consultant shall perform the services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant further represents and warrants to AHA that it has all licenses, permits, qualifications and approvals of whatever nature are legally required to practice its profession. Consultant further represents that it shall keep all such licenses and approvals in effect during the Term of this Agreement.

2.3 Consultant affirms that it is fully apprised of all of the work to be performed under this Agreement; and Consultant agrees it can properly perform this work for the fee stated in Paragraph 3. Consultant shall not be liable or obligated to perform Services in excess of the fee stated in Paragraph 3. Consultant shall not perform services or provide products that are not set forth in this Agreement, unless by prior written request of AHA.

2.4 Consultant agrees to perform all services in accord with this Agreement in a manner commensurate with the prevailing standards of like professionals in the San Francisco Bay Area and agrees that all services shall be performed by qualified and experienced personnel who are not employed by the AHA nor have any contractual relationship with AHA.

2.5 Acceptance by AHA of Consultant's performance under this Agreement does not operate as a release of Consultant's responsibility for full compliance with the terms of this Agreement.

2.6 Fidelity Bond: If Consultant, its officers, employees, subcontractors, agents, volunteers, or representatives interact with money or securities in or arising out of the performance of this Agreement, Consultant shall maintain a fidelity bond that fulfills the following requirements.

AHA must be designated as the obligee, and Consultant as the principal.

Consultant’s fidelity bond must be for a minimum of the sum of the gross potential rental income for two months plus the amount of the security deposits for property management services.

Consultant’s fidelity bond must provide blanket coverage that includes Consultant and all its officers, employees, subcontractors, agents, volunteers, or representatives who may have access to money and securities arising out of or in connection with the Consultant’s performance of this Agreement.

The bond shall cover losses including, without limitation, those arising from forgery or alteration, computer fraud, funds transfer fraud, counterfeit money and money orders, burglary, robbery, theft, embezzlement, employee dishonesty, and misplacement of money and securities.

The bond shall not contain a condition requiring arrest and conviction.

Prior to the commencement of the work, Consultant shall deliver to AHA an assurance letter, or similar documentation, from the bonding company or agency declaring the type of bond, the obligee (AHA) and principal (Consultant), amount of coverage, coverage period, and the annual cost of the bond.

3. COMPENSATION TO CONSULTANT.

3.1 AHA shall pay the Consultant for services performed, products provided and expenses incurred for the Scope of Services defined in Exhibit A, and according to the Fee Schedule set forth in Exhibit B. Maximum payment by AHA to Consultant for the services provided herein shall not exceed One Hundred Fifty Thousand Dollars($150,000), including all expenses("Contracted Amount"). AHA shall not be responsible for any fees or costs incurred above or beyond the aforementioned Contracted Amount and AHA shall have no obligation to purchase any specified amount of services or products, unless agreed to in writing by AHA pursuant to Paragraph 4 below. Consultant shall invoice AHA for the services performed pursuant to the Scope of Services attached hereto as Exhibit A, at the rates, inclusive of all taxes, insurance, benefits, wages, profit, overhead, and every other personnel cost borne by Consultant, set forth in the Scope of Services attached hereto as Exhibit A; provided, however, in no event shall any and all costs paid under this Agreement exceed the Contracted Amount. Consultant shall not be liable or obligated to perform Services in excess of the fee stated in this section.

3.2 CONSULTANT shall be paid only in accordance with an invoice submitted to AHA by Consultant. AHA shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to Consultant only after services have been rendered and Consultant's candidate has accepted an offer that has been made by AHA. For this Agreement, invoices can be submitted by email to primary contact (below) with a copy to accountspayable@alamedahsg.org or on the AHA's vendor portal.

Housing Authority of the City of
Alameda 701 Atlantic Avenue
Alameda, CA 94501-
2161 ATTN:
(510) 747-4300

Email: smartinez@alamedahsg.org

Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; itemization of the description of the work performed, the date of performance, the associated time for completion; and an invoice total.

All contracts over $5,000 are required to be paid via Electronic Funds Transfer (EFT)/Automated Clearing House (ACH) disbursements. The required forms can be found on the website or by contacting Finance at 510-747-4315.

4. ALTERATION OR CHANGES TO THE AGREEMENT.

No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or

agreement not incorporated herein shall be binding on any of the parties hereto. No additional services shall be performed by Consultant without a written amendment to this Agreement.

Consultant understands that AHA's Board of Commissioners, Executive Director, or designee, within their delegated authority, are the only authorized AHA representatives who may at any time, by written order, make any alterations within the general scope of this Agreement.

5. **INSPECTION OF SERVICES.**

All performances under this Agreement shall be subject to inspection by AHA. Consultant shall provide adequate cooperation to AHA representatives to permit him/her to determine Consultant's conformity with the terms of this Agreement.

Consultant shall permit an AHA representative to monitor, assess or evaluate Consultant's performance under this Agreement at any time upon reasonable notice to Consultant.

6. **TIME IS OF THE ESSENCE.**

Consultant and AHA agree that time is of the essence regarding the performance of this Agreement.

7. **INDEPENDENT CONTRACTOR.**

The Consultant is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of AHA. It is expressly understood and agreed that the Consultant (including its employees, agents and subcontractors) shall in no event be entitled to any benefits to which AHA's employees are entitled, including but not limited to overtime, any retirement benefits, injury leave or unemployment insurance, workers' compensation coverage, vacation, and/or sick leave. Deductions shall not be made for any state or federal taxes, FICA payments, PERS payments, or other purposes normally associated with an employer-employee relationship from any fees due Consultant. Payments of the above items, if required, are the responsibility of Consultant. No right of employment will be acquired by virtue of Consultant's services. There shall be no employer-employee relationship between the parties; and Consultant shall hold AHA harmless from any and all claims that may be made against AHA based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement.

AHA and Consultant agree that during the term of this Agreement and for a period of one year after termination, the parties shall not solicit for employment, hire, or retain, whether as an employee or independent contractor, any person who is or has been employed by the other without written agreement by the other party.

8. **IMMIGRATION REFORM AND CONTROL ACT (IRCA).**

Consultant assumes any and all responsibility for verifying the identity and employment authorization of all of its employees performing work hereunder, pursuant to all applicable IRCA or other federal or state rules and regulations. Consultant shall indemnify and hold AHA harmless from and against any loss, damage, liability, costs or expenses arising from any noncompliance of this provision by Consultant.

9. **NON-DISCRIMINATION.**

Consistent with AHA's policy that harassment and discrimination are unacceptable conduct and will not be tolerated, Consultant shall not be discriminate in the provision of

services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, pregnancy, sex, age, gender identity, or marital status in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment Practices Act (commencing with Section 1410 of the Labor Code), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. S1210 et seq.) and all other applicable laws or regulations. Consultant agrees that any and all violations of this provision shall constitute a breach of this Agreement.

10. **INDEMNIFICATION/HOLD HARMLESS.**

10.1 To the fullest extent permitted by law, Consultant agrees to indemnify and hold harmless, including the cost to defend, the Housing Authority of the City of Alameda, its affiliates Alameda Affordable Housing Corporation and Island City Development, their respective directors, officers, Board of Commissioners, Board of Directors, elected and appointed officials, employees, volunteers, agents, and representatives (individually and collectively hereinafter referred to as "lndemnitees") from and against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its officers, employees, subcontractors, independent contractors, agents, or representatives in the performance of services under this contract. This indemnity does not apply to liability for damages arising from the sole negligence or willful acts of Indemnitees. This duty to indemnify shall not be waived or modified by contractual agreement or acts of the parties.

10.2 With respect to any action or claim subject to indemnification herein by Consultant, Consultant shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of AHA, provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Consultant's indemnification to lndemnitees as set forth herein. Consultant's obligation hereunder shall be satisfied when Consultant has provided to AHA the appropriate form of dismissal relieving AHA from any liability for the action or claim involved.

10.3 AHA does not, and shall not, waive any rights that it may possess against Consultant because of acceptance by AHA, or the deposit with AHA, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless, indemnification and defense provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

10.4 These defense and indemnity obligations shall survive the termination and expiration of this Agreement and are independent of and not in any way limited by the insurance requirements of this Agreement.

11. **INSURANCE.**

Without limiting or diminishing the Consultant's obligation to indemnify, defend, and hold AHA harmless, Consultant shall procure and maintain, or cause to be maintained, at its sole cost and expense, insurance coverage in compliance with Exhibit C on or before the commencement of the terms of this Agreement.

12. **CONFLICT OF INTEREST.**

No employee, agent, contractor, officer or official of AHA who exercises any functions or responsibilities with respect to this Agreement or who is in a position to participate in a decision-making process or gain inside information with regard to it, shall obtain a personal or financial interest in or benefit from any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom they have family or business ties, during his or her tenure or for one (1) year thereafter. The term "contractor" also includes the employees, officers (including board members), agents and subcontractors of Consultant under this Agreement.

Consultant covenants that it presently h s no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with Consultant's performance under this Agreement. Consultant further covenants that no person or subcontractor having any such interest shall be employed or retained by Consultant under this Agreement. Consultant agrees to inform AHA of all Consultant's interests, if any, which are or may be perceived as incompatible with the AHA's interests.

Consultant shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom Consultant is doing business or proposing to do business, in accomplishing the work under this Agreement.

Consultant or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to AHA employees.

In order to carry out the purposes of this section, Consultant shall incorporate, or cause to be incorporated, in all contracts and subcontracts relating to activities pursuant to this Agreement, a provision similar to that of this section.

Consultant warrants that it is not a conflict of interest for Consultant to perform the services required by this Agreement. Consultant further understands that it may be required to fill out a Statement of Economic Interests, a form provided by the California Fair Political Practices Commission, if the services provided under this Agreement require Consultant to make certain governmental decisions or serve in a staff capacity as defined in Title 2, Division 6, Section 18700 of the California Code of Regulations.

13. **PROHIBITION AGAINST ASSIGNMENTS.**

Consultant shall not assign, sublease, hypothecate, or transfer this Agreement or any interest therein directly or indirectly, by operation of law or otherwise without prior written consent of AHA Any attempt to do so without said consent shall be null and void, and any assignee, sub lessee, hypothecate or transferee shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer. However, claims for money by Consultant from AHA under this Agreement may be

assigned to a bank, trust company or other financial institution without prior written consent, but written notice of such assignment shall be promptly furnished to AHA by Consultant.

The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of Consultant, or of the interest of any general partner or joint venturer or syndicate member or cotenant if Consultant is a partnership or joint venture or syndicate or co tenancy, which shall result in changing the control of Consultant, shall be construed as an assignment of this Agreement. Control means fifty percent (50%) or more of the voting power of the corporation.

14. **SUBCONTRACTOR APPROVAL.**

Unless prior written consent from AHA is obtained, only those people and subcontractors whose names are attached to this Agreement shall be used in the performance of this Agreement In the event that Consultant employs subcontractors, such subcontractors shall be required to furnish proof of worker's compensation insurance and shall also be required to carry general, automobile and professional liability insurance in reasonable conformity to the insurance carried by Consultant. In addition, any work or services subcontracted hereunder shall be subject to each provision of this Agreement.

15. **PERMITS AND LICENSES.**

Consultant shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to AHA, including, but not limited to a City of Alameda business license. Consultant warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Alameda, the City of Alameda and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement relative to the Scope of Services to be performed under Exhibit A, and that service(s) will be performed by properly trained and licensed staff.

16. **REPORTS.**

Each and every report, draft, work product, map, record and other document, hereinafter collectively referred to as "Report" reproduced, prepared or caused to be prepared by Consultant pursuant to or in connection with this Agreement shall be the exclusive property of AHA. Consultant shall not copyright any Report required by this Agreement and shall execute appropriate documents to assign to AHA the copyright to Reports created pursuant to this Agreement. Any Report, information and data acquired or required by this Agreement shall become the property of AHA, and all publication rights are reserved to AHA.

All Reports prepared by Consultant may be used by AHA in execution or implementation of:

(1) The original Project for which Consultant was hired;
(2) Completion of the original Project by others;
(3) Subsequent additions to the original project; and/or
(4) Other AHA projects as appropriate.

Consultant shall, at such time and in such form as AHA may require, furnish reports

concerning the status of services required under this Agreement.

All Reports required to be provided by this Agreement shall be printed on recycled paper. All Reports shall be copied on to both sides of the paper except for one original which shall be single sided.

No Report, information nor other data given to or prepared or assembled by Consultant pursuant to this Agreement shall be made available to any individual or organization by Consultant without prior approval by AHA

17. **RECORDS.**

Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by AHA that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. With reasonable notice, Consultant shall provide free access to the representatives of AHA or its designees to such books and records during normal business hours; and gives AHA the right to examine and audit same, and to make transcripts there from as necessary, and to allow inspection of all work, data, documents, proceedings and activities related to the performance of this Agreement. Such records, together with supporting documents, shall be kept separate from other documents and records and shall be maintained for a period of five (5) years after receipt of final payment.

18. **NOTICES.**

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or 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 Consultant to AHA shall be addressed to AHA at:

Housing Authority of the City of Alameda
701 Atlantic Avenue
ALAMEDA CA 94501-2161
Attention: Vanessa Cooper, Executive Director

All notices, demands, requests, or approvals from AHA to Consultant shall be addressed to Consultant at:

Tuan A. Pham, Downs Pham & Kuei LLP
235 Montgomery Street, Suite 6748
San Francisco, CA 94104

19. **NO SMOKING, DRINKING OR RADIO USE.**

Consultant agrees and acknowledges that smoking, drinking alcoholic beverages, and listening to radios is prohibited at any AHA site, including individual units, common areas, and every building and adjoining grounds. Consultant shall ensure that his/her employees and suppliers comply with these prohibitions.

20. **TERMINATION.**

AHA may, by written notice to Consultant, terminate this Agreement in whole or in part at any time, without cause, upon seven (7) days advance written notice. Such termination may be for AHA's convenience or because of Consultant's failure to perform its duties and obligations under this Agreement including, but not limited to, the failure of Consultant to timely perform services pursuant to this Agreement, including, but not limited to the Scope of Services attached as Exhibit A.

20.1 Discontinuance of Services. Upon termination, Consultant shall, unless otherwise directed by the notice, discontinue all services, and deliver to the AHA all data, estimates, graphs, summaries, reports, and other related materials as may have been prepared or accumulated by Consultant in performance of services, whether completed or in progress.

20.2 Effect of Termination for Convenience. If the termination is to be for the convenience of AHA, then AHA shall compensate Consultant for services provided through the date of termination. Consultant shall provide documentation deemed adequate by AHA to show the services actually completed by Consultant prior to the date of termination, no later than 30 days after the date of termination. This Agreement shall terminate on the date of the written Notice of Termination delivered to Consultant.

20.3 Effect of Termination for Cause. In the event Consultant hereto fails or refuses to perform any of the provisions hereof at the time and in the manner required hereunder, Consultant shall be deemed in default in the performance of this Agreement. If such default is not cured within a period of two (2) days after receipt by Consultant from AHA of written notice of default, specifying the nature of such default and the steps necessary to cure such default, AHA may terminate the Agreement forthwith by giving to the Consultant written notice thereof. If the termination is due to the failure of Consultant to fulfill its obligations under this Agreement, Consultant shall be compensated for those services which have been completed in accordance with this Agreement. In such case, AHA may take over the work and prosecute the same to completion by contract or otherwise. Prior to discontinuance of services, AHA may arrange for a meeting with Consultant to determine what steps, if any, Consultant can take to adequately fulfill its requirements under this Agreement. In its sole discretion, AHA may propose an adjustment to the terms and conditions of the Agreement, including the contract price. Such contract adjustments, if accepted in writing by the parties, shall become binding on Consultant and shall be performed as part of this Agreement. Termination of this Agreement for cause may be considered by AHA in determining whether to enter into future agreements with Consultant.

20.4 Cumulative Remedies. The rights and remedies of the parties provided in this Paragraph are in addition to any other rights and remedies provided by law, equity or under this Agreement.

20.5 Removal and Replacement of Consultant Employee.

If Consultant's staff member assigned to perform direct hire placement services for the AHA is: a) determined unsatisfactory by AHA, or b) terminates employment with Consultant while working at AHA, Consultant agrees to notify AHA in writing within four business hours for confirmation of the assignment of another qualified Consultant employee who will report to the job on the next business day as a replacement.

21. **FORCE MAJEURE.**

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as Acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply, provided the other party receives written notice of such force majeure event no later than fourteen (14) calendar days after commencement of such force majeure event.

22. **COMPLIANCES.**

Consultant shall comply with all state and federal laws, including, but not limited to state prevailing wage laws to the extend applicable, all City of Alameda ordinances, and all rules and regulations enacted or issued by AHA. In the event that the Consultant encounters a potential conflict between state, federal or local law, Consultant shall inform AHA and AHA shall direct Consultant on proper course of action.

23. **GOVERNING LAW: SEVERABILITY.**

This Agreement shall be interpreted under and enforced by the laws of the State of California excepting any choice of law rules which may direct the application of laws of another jurisdiction. The Agreement and obligations of the parties are subject to all valid laws, orders, rules, and regulations of the authorities having jurisdiction over this Agreement (or the successors of those authorities.) Any suits brought pursuant to this Agreement shall be filed with the Courts of the County of Alameda, the State of California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

24. **NONCONFORMING PAYMENTS.**

In the event Consultant receives payment under this Agreement which is later disallowed by AHA for nonconformance with the terms of the Agreement, AHA may offset the amount disallowed from any payment due to Consultant under this Agreement.

25. **NO PARTIAL DELIVERY OF SERVICES.**

Consultant shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

26. **LABOR STANDARDS.**

Consultant shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

27. **SOCIAL MEDIA/ADVERTISEMENT.**

Consultant shall not post, exhibit,' display or allow to be posted, exhibited, or displayed any information, signs, advertising, show bills, lithographs, posters or cards of any kind pertaining to the services performed under this Agreement unless prior written approval has been secured from AHA to do otherwise. This prohibition includes, but is not limited to, posting any information as to this Agreement and

Consultant's relationship with AHA on Facebook, Twitter, LinkedIn, Yelp, Instagram and any other social media.

28. **CONFIDENTIALITY.**

28.1. **Definition.** Consultant shall observe all Federal, State and AHA regulations applicable to the Services concerning confidentiality of records. Consultant shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: any information or data obtained by Consultant relating to AHA clients and tenants and any opinions and conclusions based upon such information, unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; AHA information or data which is not subject to public disclosure; AHA operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement, and any personally identifiable information protected under The Privacy Act of 1974(5 U.S.C. Section 552a), Section 6 of the Housing Act of 1937, The Freedom of Information Act (FOIA), 5 U.S.C.
§ 552, Section 208 of The E-Government Act, and HUD Notice PIH 2-15-06 issued on April 23, 2015.

28.2. **Nondisclosure and Nonuse Obligation.** Consultant agrees to perform all services hereunder in accord with this Agreement and agrees that all services shall be performed by qualified and experienced personnel who are not employed by the AHA nor have any contractual relationship with AHA. Consultant agrees that it will not use, disseminate, or in any way disclose any Confidential Information to any person, firm, or business, except that Consultant may use Confidential Information to the extent necessary to perform its obligations under this Agreement. Consultant agrees that it shall treat all Confidential Information with the same degree of care as the Consultant accords
to its own Confidential Information, but in no case less than reasonable care. Consultant agrees that it shall disclose Confidential Information only to those of its employees who need to know such information, and the Consultant certifies that such employees have previously agreed, as a condition of employment, to be bound by terms and conditions applicable to Consultant under this Agreement. Consultant shall immediately give notice to AHA of any unauthorized use or disclosure of Confidential Information. For agreements involving information technology or access to agency data, the consultant shall be expected to use the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use, dissemination, or publication of the agency's information, as it uses to protect its own, including standard anti-virus/malware deployment.

28.3. **Exclusions from Nondisclosure and Nonuse Obligations.** The obligations under 28.2 ("Nondisclosure and Nonuse Obligation") shall not apply to such portion that Consultant can document was i) in the public domain at the time such portion was disclosed or used, or ii) was disclosed in response to a valid court order.

28.4. **Ownership and Return of Confidential Information and Other Materials.** All Confidential Information shall remain the property of the AHA. At AHA's

request and no later than five (5) business days after such request, Consultant shall promptly destroy or deliver to AHA, at AHA's option, i) all materials furnished to Consultant, ii) all tangible media of expression in Consultant's possession or control to the extend that such tangible media incorporate any of the Confidential Information, and
iii) written certification of the Consultant's compliance with such obligations under this sentence.

29. **WAIVER.**

Any waiver by AHA of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of AHA to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing AHA from enforcement of the terms of this Agreement.

30. **CAPTIONS.**

The captions in this Agreement are for convenience only, are not a part of the Agreement and in no way affect, limit or amplify the terms or provisions of this Agreement

31. **ADMINISTRATION.**

The AHA Executive Director (or designee) shall administer this Agreement on behalf of AHA and may issue all consents, approvals, directives, and agreements on behalf of AHA called for by this Agreement, except as otherwise expressly provided for in this Agreement.

32. **GENERAL.**

32.1 The Consultant shall comply with all applicable Federal, State, and local . laws and regulations. The Consultant will comply with all applicable AHA policies and procedures set forth in this Agreement. In the event that there is a conflict between the various laws or regulations that may apply, the Consultant shall comply with the more restrictive law or regulation.

32.2 Consultant represents and warrants that Consultant is registered to do business in the State of California with the California Secretary of State.

32.3 The parties to this Agreement acknowledge and agree that the provisions of this Agreement are for the sole benefit of AHA and Consultant, and not for the benefit, directly or indirectly, of any other person or entity, except as otherwise expressly provided herein.

32.4 Consultant acknowledges that AHA may enter into agreements with other consultants for services similar to the services that are the subject of this Agreement or may have its own employees perform services similar to the services contemplated by this Agreement.

32.5 Without limiting Consultant's hold harmless, indemnification and insurance obligations set forth herein, in the event any claim or action is brought against

AHA relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which AHA shall require at the relevant contract rates.

32.6 As used in this Agreement, the term Consultant also includes Consultant's owners, officers, employees, representatives, and agents.

32.7 Limitation of Liability. Circumstances may arise where, because of a default on Consultant's part or other liability, the AHA is entitled to recover damages from Consultant. Regardless of the basis on which the AHA is entitled to claim damages from Consultant (including breach, negligence, misrepresentation, or other contract or tort claim), Consultant's liability, if any, will (in the aggregate for all claims, causes of action or damages) be limited to four times the contract amount of this Agreement.

32.8 Under no circumstances is either party liable to the other for special, incidental or indirect damages or for any consequential damages (including lost profits, business, revenue, goodwill, or anticipated savings), even if informed of the possibility.

32.9 EXCEPT AS SET FORTH IN EXHIBIT A, CONSULTANT MAKES NO EXPRESS OR IMPLIED WARRANTIES REGARDING THE SERVICES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF QUALITY, PERFORMANCE, MERCHANTABILITY OR FITNESS FOR ANY PURPOSE.

33. **ADDITIONAL FEDERAL REQUIREMENTS.**

Whereas the work or services herein may be subject to applicable Federal, State, and local laws and regulations, including but not limited to the regulations pertaining to the Community Development Block Grant program (24 CFR Part 570) and the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200). Notwithstanding anything to the contrary in this Agreement or any exhibit hereto, AHA acknowledges that this Agreement is not a contract for construction or repair services; Consultant, contractors, its sub-contractors, consultants, and sub- consultants shall comply with, and are subject to, the following requirements only to the extent they are applicable, and only to the extent as such federal laws, rules, regulations and Executive Orders may have been modified, amended, supplanted or rescinded:

33.1 Equal Employment Opportunity - Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60): The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Consultant shall ensure that all qualified applicants shall receive consideration for employment without regard to race, color, religion, sex or national origin. The Consultant shall take affirmative action to ensure that applicants are employed and the employees are treated during employment, without regard to their race color, religion, sex, or national origin. Such actions shall include, but are not limited to, the following: employment, up-grading, demotion, or transfer; recruitment or recruitment advertising; rates of pay or other forms of compensation; and selection for

training, including apprenticeship. The Consultant shall post in a conspicuous place, available to employees and applicants for employment, notices to be provided by AHA setting forth the provisions of this non-discriminating clause.

33.2 Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c): All contracts and subgrants in excess of $2,000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the U.S. Department of Housing and Urban Development, (HUD).

33.3 Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7): When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than $2000 shall include a provision for compliance with the Davis- Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Davis-Bacon Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to HUD.

33.4 Contract Work Hours and Safety Standards Act (40 U.S.C. 327 through 333): Where applicable, all contracts awarded by recipients in excess of $2000 for construction contracts and in excess of $2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Contract Work Hours and Safety Standards Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible
provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. Section 107 of the Contract Work Hours and Safety Standards Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

33.5 Rights to Inventions Made Under a Contract or Agreement: Contracts or

agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by HUD.

33.6 Rights to Data and Copyrights: Consultants and contractors shall comply with all applicable provisions pertaining to the use of data and copyrights pursuant to 48 CFR Part 27.4, Federal Acquisition Regulations (FAR).

33.7 Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended: Contracts and subgrants of amounts in excess of $100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to HUD and the Regional Office of the Environmental Protection Agency (EPA).

33.8 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non- Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

33.9 Debarment and Suspension (Executive Orders (E.O.s) 12549 and 12689): No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension," as set forth at 24 CFR part
33. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

33.10 Drug-Free Workplace Requirements: The Drug-Free Workplace Act of 1988 (42 U.S.C. 701) requires grantees (including individuals) of federal agencies, as a prior

condition of being awarded a grant, to certify that they will provide drug-free workplaces. Each potential recipient shall certify that it will comply with drug-free workplace requirements in accordance with the Drug-Free Workplace Act and with HUD's rules at 24 CFR part 24, subpart F.

33.11 Access to Records and Records Retention: Consultant, and any sub.; consultants or sub-contractors, shall allow all duly authorized Federal, State, and/or AHA officials or authorized representatives access to the work area, as well as all books, documents, materials, papers, and records of Consultant, and any sub-consultants or sub- contractors, that are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions. The Consultant, and any sub- consultants or sub-contractors, further agree to maintain and keep such books, documents, materials, papers, and records, on a current basis, recording all transactions pertaining to this Agreement in a form in accordance with generally acceptable accounting principles. All such books and records shall be retained for such periods of. time as required by law, provided, however, notwithstanding any shorter periods of retention, all books, records, and supporting detail shall be retained for a period of at least four (4) years after the expiration .of the term of this Agreement.

33.12 Federal Employee Benefit Clause: No member of or delegate to the congress of the United States, and no resident commissioner shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.

33.13 Energy Efficiency: Mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94A 163, 89 Stat. 871).

34. **BUILD AMERICA, BUY AMERICA COMPLIANCE**

34.1 Applicable law: Pursuant to the Build America, Buy America Act (BABA), enacted as part of the Infrastructure Investment and Jobs Act (IIJA). Pub. L. 117-58, 41 U.S.C. § 8301 note, the Federal Financial Assistance used to fund this infrastructure project is required to apply a domestic content procurement preference (the “Buy America Preference” or “BAP”) for all construction, alteration, maintenance, or repair of infrastructure, including buildings and real property, unless application of the BAP has been waived by HUD. Build America, Buy America Act is defined in 2 CFR 184.3 and means division G, title IX, subtitle A, parts I–II, sections 70901 through 70927 of the Infrastructure Investment and Jobs Act (Pub. L. No. 117-58) Additional details on fulfilling the BABA requirements can be found at https://www.hud.gov/program_offices/general_counsel/build_america_buy_america.

34.2 BABA Compliant/Non-BABA Compliant Proposal Submission Requirements Intentionally Omitted.

35. **HUD Requirements.** Consultant agrees to comply with all relevant HUD requirements, including those set forth in the General Conditions for Non-Construction Contracts, form HUD-5370-C (11/30/2023), attached hereto as Exhibit "D" and incorporated as if fully set forth herein. In the event of a conflict between the provisions in the body of this

Contract and Exhibit "D", the provisions set forth in Exhibit "D" shall prevail.

36. **NONLIABILITY OF AHA OFFICIALS AND EMPLOYEES.**

No member, official employee or consultant of AHA shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by AHA or for any amount which may become due to the Consultant or to its successor, or on any obligation under the terms of this Agreement.

37. **ENTIRE AGREEMENT.**

This Agreement, including any attachments or exhibits, constitutes the entire Agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

38. **AUTHORITY TO SIGN.**

Consultant hereby represents that the persons executing this Agreement on behalf of Consultant have full authority to do so and to bind Consultant to perform pursuant to the terms and conditions of this Agreement.

39. **EXHIBITS.** The following exhibits are attached hereto and incorporated herein by this reference:

i. Exhibit A - Scope of Services
ii. Exhibit B - Fee Schedule
iii. Exhibit C- Insurance Requirements for Consultants
iv. Exhibit D - Form HUD-5370-C – Omitted- Not required

[SIGNATURES ON FOLLOWING PAGE]

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

"CONSULTANT"

DOWNS PHAM & KUEI, a limited liability partnership

By:_____

Name: Tuan A. Pham

Its: Partner

"AHA"

HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body, corporate and politic

By:_____

Vanessa Cooper, Executive Director

By: _____

Sylvia Martinez

Director of Housing Development

EXHIBIT A

SCOPE OF SERVICES

LIHTC and Real Estate Legal Services for The Poplar.

Included services:
(a) Services will generally commence with securing predevelopment financing and terminate upon closing of construction financing.
(b) Site control from a related party.
(c) Preparing and negotiating the following organizational and affiliate financing documents:

(1) Resolutions for developer and its affiliates.
(2) Formation partnership agreement for the project partnership.
(3) Operating agreement of a single member LLC general partner, if applicable.
(4) Escrow instructions and acquisition closing documents.
(5) Review or drafting soft loan documents for up to 2 soft loans. To the extent there are additional financing sources, the Housing Authority and DPK can negotiate any appropriate adjustment in fees (for example, multiple loans from the Housing Authority and its affiliates using the same forms of documents may not require an adjustment or only a minimal adjustment, but additional loans from 3rd parties would likely require a material adjustment).
(6) Miscellaneous agreements that are not subject to material negotiation such as, but not limited to, a general assignment of project documents and construction contracts.

(d) Review and negotiate the syndication partnership agreement and related equity documents.
(e) Prepare, negotiate and issue to the investor a customary partnership enforceability opinion.
(f) Review and negotiate loan documents and, if applicable, bond documents.
(g) Prepare, negotiate and issue a customary debt enforceability opinion with respect to the bond construction and permanent loan.
(h) Generally addressing concerns and requests of investors and lenders.
(i) Assisting with financing applications and attorney letters and opinions in connection therewith; provided that if there are multiple rounds of applications with material changes to the financing structure or applications, then the fee may be equitably adjusted.
(j) Includes the following services, provided that the fee may be equitably adjusted if there are prolonged or extensive negotiations with multiple drafts:

(1) Easements or maintenance agreements, if applicable
(2) Assisting with architect, general contractor and similar agreements provided that the fee may be equitably adjusted due to prolonged or extensive negotiations with multiple drafts

Excluded services:
1. Acquisition of real estate from 3rd parties.
2. Material environmental issues.

3. Federal or state securities filings, if applicable.
4. Negotiating joint venture agreements with co-developers.
5. Land use or entitlements.
6. Any material disputes with any party.
7. Material matters that arise after close of construction financing, including conversion.
8. Out-of-pocket expenses.
9. Travel time.

EXHIBIT B

FEE SCHEDULE

Legal Professional	Hourly Rate
Gary P. Downs	$650.00
Tuan A. Pham	$595.00 standard, $400.00 for AHA transactions*
Irene C. Kuei	$565.00
Daniel A. Felix	$495.00
Irvin Reyes	$355.00
Geoffrey Geddes	$300.00

* ***Tuan Pham's reduced hourly rate for AHA transactions is scheduled to be increased to $415.00 per hour on January 1, 2027.***

Annual Fee Escalator. Our fees are subject to a 3% annual increase, beginning on January 1, 2027.

EXHIBIT C

INSURANCE REQUIREMENTS FOR CONSULTANTS

Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees, or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- **IF APPLICABLE: Tenant Discrimination:** For consultants interacting with the public or with tenants, coverage must include coverage for discrimination, harassment, and fair housing claims under the California Civils Rights Department (CRD) and HUD in Consultant's Commercial General Liability policy, or Professional Liability/Errors and Omissions (E&O) policy, or in a separately maintained Tenant Discrimination insurance policy.
- **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- **Automobile Liability:** ISO Form Number CA 00 01 coverage any auto (Code 1), or if Consultant has no owned autos, hired (Code 8) and non-owned autos (code 9) with limit no less than $1,000,000 for bodily injury and property damage. This requirement does not apply if no motor vehicles are used in providing services under the Agreement.
- **Workers' Compensation** as required by the State of California, with Statutory Limits and Employers' Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. This requirement does not apply to sole proprietors.
- **IF APPLICABLE: Sexual Abuse or Molestation (SAM) Liability:** Consultants that may interact with children or vulnerable adults must retain SAM insurance. If

the CGL policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, Consultant shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than $1,000,000 per occurrence or claim.

- **IF APPLICABLE: Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant's profession, with limit no less than $2,000,000 per occurrence or claim, $2,000,000 in the aggregate. If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the contract or the beginning of the contract work. insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the contract of work. If coverage is cancelled or non-renewed and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after the completion of work.

- **IF APPLICABLE: Cyber Liability Insurance:** Coverage is required if the Consultant is accessing, collecting, storing, or transferring Personally Identifiable Information (PII), Personal Health Information (PHI), Payment Card Information (PCI), or medical information on staff, tenants, applicants etc.

    - Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information.

    - The policy shall provide coverage for breach response costs, regulatory fines, and penalties as well as credit monitoring expenses with limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate.

- **IF APPLICABLE: Technology Professional Liability:** Coverage is required if the vendor/consultant is providing software or a technology service (data storage, website design, etc.).

    - Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving media liability and infringement of intellectual property, including but not limited to infringement of copyright, trademark,

trade dress, security and privacy liability that include invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic. information, extortion and network security.

- The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits must be no less than $2,000,000 per occurrence or claim, $4,000,000 in the aggregate.
- If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the Agreement or the beginning of the contract work; insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the Agreement of work. If coverage is cancelled or non-renewed and not replaced with another claims made policy form with a retroactive date prior to the Agreement effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
- The Policy shall include or be endorsed to include property damage liability coverage for damage to, alteration of, loss of, or destruction of the electronic data and/or information "property" of the AHA in the care, custody, or control of the Consultant. If not covered under the Consultant's Professional Liability policy, such property coverage of the AHA may be endorsed onto the Consultant's Cyber Liability Policy as follows:
- Cyber Liability coverage in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, destruction of electronic data and/or information "property" of the AHA that will be in the Care, custody, or control of Consultant.

If the consultant maintains broader coverage and/or higher limits than the minimums shown above, AHA requires and shall be entitled to the broader coverage and/or the higher limits maintained by the consultant. The insurance limits required by AHA are not represented as being sufficient to protect Consultant. Consultant is advised to consult Consultant's insurance broker to determine adequate coverage for Consultant.

OTHER INSURANCE REQUIREMENTS:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- **Additional Insured Status:**

- The Housing Authority of the City of Alameda and its legal affiliates, Alameda Affordable Housing Corporation and Island City Development and its Subsidiaries and legal affiliates, and their departments, their respective directors, officers, Boards of Commissioners, employees, designated volunteers, elected or appointed officials, (Additional Insureds), are to be covered as additional insured on the CGL policy and, if applicable, the Cyber Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- General liability coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85. If CG 20 10 11 85 is not available, endorsement must be at least as broad as the addition of both CG 20 10 and CG 20 37; or CG 20 38 and CG 20 40.

- **Primary Coverage:**
  - For any claims related to this contract, the Consultant's insurance coverage shall be primary and non-contributory with coverage at least as broad as ISO CG 20 01 04 13 as respects Additional Insureds.
  - Any insurance or self-insurance maintained by Additional Insureds shall be excess of the Consultant’s insurance and shall not contribute to it.
- **Waiver of Subrogation:**
  - Consultant hereby grants to AHA a waiver of any right to subrogation which any insurer of said Consultant may acquire against AHA by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether AHA has received a waiver of subrogation endorsement from the Insurer.
- **Failure to Secure:**
  - If Consultant, at any time during the term hereof, should fail to secure or maintain the foregoing insurance, AHA shall be permitted to immediately terminate this Agreement.
- **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days' notice to AHA.
- **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to AHA

- **Verification of Coverage:**
    - Consultant shall furnish AHA with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause, and a copy of the Declarations and Endorsement page of the CGL policy listing all policy endorsements before work begins.
    - Consultant shall furnish AHA with a complete copy of any Excess/Umbrella policies, with all endorsements, maintained by Consultant before work begins.
    - Failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them.
    - AHA reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- **Subcontractors:** Consultant shall pass down the insurance obligations contained herein to all tiers of subcontractors working under the contract.
- **Notification of claims:** The Proposer agrees to notify AHA in writing of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of the contract as soon as practicable, but no later than three (3) business days after their first knowledge of such claim or event.
- **Special Risk or Circumstance:** AHA reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.

EXHIBIT D
FORM HUD-5370-C1
GENERAL CONDITIONS FOR NON-CONSTRUCTION CONTRACTS

Intentionally Omitted

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

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ___

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA APPROVING A CONSULTANT SERVICES AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA AND DOWNS PHAM & KUEI LLP FOR LOW INCOME HOUSING TAX CREDIT LEGAL SERVICES AT POPLAR WITH A MAXIMUM CONTRACT AMOUNT NOT TO EXCEED $150,000, FOR A TWO-YEAR TERM, WITH AN OPTION TO EXTEND UP TO FIVE YEARS, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE SAID AGREEMENT.

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, the property at 2615 Eagle (The Poplar) is planned to be an affordable family development and has need of real estate and LIHTC legal services; and

WHEREAS, the firm Downs Pham & Kuei LLP has been selected as qualified to perform these services.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that The Board of Commissioners hereby Approves a Consultant Services Agreement between the Housing Authority of the City of Alameda and Downs Pham & Kuei LLP for Low Income Housing Tax Credit legal services at Poplar with a maximum contract amount not to exceed $150,000, for a two-year term, with an option to extend up to five years, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

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

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, Chair
Board of Commissioners

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire and Wynder LLP

Adopted: Month Date, 2026

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: Joshua Altieri, Community Programs and Communications Manager

Date: October 21, 2026

Re: Adopt a Resolution to approve a 3-year Consultant Services Agreement between the Housing Authority of the City of Alameda and Life Skills Training and Educational Programs Inc. (LifeSTEPS) for Social Services and other related services with a maximum not to exceed contract amount of $480,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) contracted with Life Skills Training and Education Programs, Inc. (LifeSTEPS) in 2016 and 2021, to provide social services for AHA housing program participants and AHA residents. With the existing agreement with LifeSTEPS terminating in 2026, AHA issued a Request for Proposal (RFP) on June 15, 2026, to solicit a pool of qualified candidates to provide social services.

AHA received three proposals from the following providers:

1. LifeSTEPS
2. Operation Dignity, Inc.
3. Restorative Pathways

All proposals were submitted prior to the submission deadline of July 16, 2026. An evaluation panel reviewed the proposals and determined that LifeSTEPS was the preferred provider based on the following criteria; competitive pricing structure, most comprehensive programming, and extensive experience as the largest provider of social services to residents of affordable housing in California. Formed in 1996, LifeSTEPS is a statewide organization serving over 95,000 individuals living in over 36,000 units of senior, family and special needs housing in California.

At the time the first contract was entered into in 2016 between AHA and LifeSTEPS, the staffing assigned to AHA consisted of one full-time social worker, to provide daily social services, case management and other activities for residents in AHA-owned

communities. In addition, at that time, limited phone counseling/information, referrals for residents or clients not living at AHA communities, as well as counseling and workshops for Family Self Sufficiency (FSS) clients were also provided. Since 2016, the demand for social services amongst AHA housing program participants and AHA residents has increased significantly. Also, the AHA portfolio, through its affiliate Island City Development, now consists of five Low Income Housing Tax Credit (LIHTC) communities which require supportive services under their regulatory agreements. The changes have necessitated increased staffing for LifeSTEPS, and the AHA portfolio is now supported by seven LifeSTEPS case managers to provide services to our residents.

DISCUSSION

AHA is requesting Board authorization to sign a new contract with LifeSTEPS to continue providing Social Services including as follows:

- Daily Social Services for Existing Residents at the Housing Authority of the City of Alameda (AHA), Alameda Affordable Housing Corporation (AAHC), and Island City Development (ICD) Communities
- Limited Additional Phone Counseling and Referrals
- Specialized Social Service Programs at Low Income Housing Tax-Credit (LIHTC) Communities, including sites that provide permanent supportive housing for those that were previously unhoused
- Counseling and Workshops for Family Self Sufficiency (FSS) Clients
- Homeless Housing Social Services Partners
- Specialty Community Services

This initial three (3) year term is renewable for up to two (2) one-year additional terms and not to exceed a total of five (5) years. The three-year agreement will begin on November 1, 2026. The total contract for the initial three-year term is $462,349.26 and the not-to-exceed amount is $480,000 for the initial 3-year term. Please note that new contracts recommended between AHA/AAHC/ICD and LifeSTEPS total $2,948,072.26 for the three years per the attached exhibit.

FISCAL IMPACT

Funds for these services are paid from the various property budgets and will come from rental income from the communities they serve. Agency funds are also available in the budget for phone counseling and referrals, Family Self-Sufficiency client workshops and counseling, and specialty community services. Intensive Case Managers at both Linnet Corner and Estuary I are paid directly by the County of Alameda via CalAIM program funding.

CEQA

N/A

RECOMMENDATION

Adopt a Resolution to approve a 3-year Consultant Services Agreement between the Housing Authority of the City of Alameda and Life Skills Training and Educational Programs Inc. (LifeSTEPS) for Social Services and other related services with a maximum not to exceed contract amount of $480,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

ATTACHMENTS

1. LifeSTEPS - Fee Schedule - ALL PROPERTIES
2. BOC Resolution__Social Services

Respectfully submitted,



Joshua Altieri, Community Programs and Communications Manager

Proposed Fee Schedule

PRICE PROPOSAL FORM						Year 1			2027	2028	2029	Total 3-year	2030	2031	Total 5-year
Life Skills Training and Educational Programs, Inc. (LifeSTEPS)						Monthly Costs			Total	+3%	+3%	Contract	+3%	+3%	Contract
Location	Units	LIHTC	Service Status	Minimum Hours/ Month	Minimum Hours/ Year	Services	Non-Services*	Total	Annual	Increase	Increase	Amount	Increase	Increase	Amount
Anne B Diament (Resident Services Coorindator)	65	No	Current	26	312	2,106.18	30.5	2,136.68	25,640.14	26,409.35	27,201.63	79,251.12	28,017.68	28,858.21	136,127.00
China Clipper (Resident Services Coorindator)	26	No	Current	8	96	669.80	30.5	700.30	8,403.60	8,655.70	8,915.38	25,974.68	9,182.84	9,458.32	44,615.83
Eagle Village (Resident Services Coorindator)	36	No	Current	16	192	1,311.94	30.5	1,342.44	16,109.27	16,592.55	17,090.33	49,792.15	17,603.04	18,131.13	85,526.31
Esperanza (Resident Services Coorindator)	120	No	Current	60	720	4,813.50	30.5	4,844.00	58,127.95	59,871.79	61,667.94	179,667.69	63,517.98	65,423.52	308,609.19
Parrot Village (Resident Services Coorindator)	50	No	Current	31	372	2,499.16	15.25	2,514.41	30,172.93	31,078.12	32,010.46	93,261.52	32,970.78	33,959.90	160,192.20
Parrot Gardens (Resident Services Coorindator)	8	No	Current	5	60	403.09	15.25	418.34	5,020.09	5,170.69	5,325.81	15,516.58	5,485.58	5,650.15	26,652.32
Independence Plaza (Resident Services Coorindator)	186	No	Current	100	1200	8,252.08	30.5	8,282.58	99,390.98	102,372.71	105,443.89	307,207.59	108,607.21	111,865.43	527,680.23
Scattered Sites (Resident Services Coorindator)	53	No	Current	42	504	3,374.28	30.5	3,404.78	40,857.36	42,083.08	43,345.57	126,286.01	44,645.94	45,985.32	216,917.27
Estuary I (Resident Services Coorindator)	45	Y	Current	80	1040	6,376.35	30.5	6,406.85	76,882.19	79,188.65	81,564.31	237,635.15	84,011.24	86,531.58	408,177.97
Estuary I (Intensive Case Manager)	44	Y	Current	105.6	1267.2	8,443.61	30.5	8,474.11	101,689.32	104,740.00	107,882.20	314,311.53	111,118.67	114,452.23	539,882.44
Everett Commons (Resident Services Coorindator)	20	Y	Current	18.34	220.08	1,495.73	30.5	1,526.23	18,314.71	18,864.15	19,430.08	56,608.94	20,012.98	20,613.37	97,235.30
Everett Commons (Veterans Case Manager)	5	Y	Current	40	480	3,262.22	30.5	3,292.72	39,512.59	40,697.97	41,918.91	122,129.47	43,176.48	44,471.77	209,777.72
Linnet Corner (Resident Services Coorindator)	64	Y	Current	35.2	422.4	2,695.92	30.5	2,726.42	32,717.08	33,698.60	34,709.55	101,125.23	35,750.84	36,823.37	173,699.44
Littlejohn Commons (Resident Services Coorindator)	31	Y	Current	24	288	1,899.76	30.5	1,930.26	23,163.15	23,858.05	24,573.79	71,595.00	25,311.00	26,070.33	122,976.33
Rosefield Village (Resident Services Coorindator)	92	Y	Current	130	1560	10,400.00	30.5	10,430.50	125,166.00	128,920.98	132,788.61	386,875.59	136,772.27	140,875.44	664,523.29
Rosefield Village (After-school program)	92	Y	Current	40	500	2,600.00	30.5	2,630.50	31,566.00	32,512.98	33,488.37	97,567.35	34,493.02	35,527.81	167,588.18
Estuary II (Resident Services Coordinator)	44	Y	Future	80	960	6,376.35	30.5	6,406.85	76,882.19	79,188.65	81,564.31	237,635.15	84,011.24	86,531.58	408,177.97
Estuary II (Intensive Case Manager)	44	Y	Future	105.6	1267.2	8,443.61	30.5	8,474.11	101,689.32	104,740.00	107,882.20	314,311.53	111,118.67	114,452.23	539,882.44
Poplar (Resident Services Coorindator)	60	Y	Future	45	540	3,510.00	30.5	3,540.50	42,486.00	43,760.58	45,073.40	131,319.98	46,425.60	47,818.37	225,563.94
*Non-Services includes cell phone per FTE and Supplies															
									Base Per Hour Rate	+3%	+3%	2,948,072.26	+3%	+3%	
Areas 2 and 4 will be invoiced at an hourly rate.									79.50	81.89	84.34		86.87	89.48	
Area 6, Community Health and Wellness Program, will be invoiced at an hourly rate.									79.50	81.89	84.34		86.87	89.48	

Non-Billable to AHA				
County of Alameda Intensive Case Management				
Estuary I	Intensive Case Manager (Cal-AIM)	ICM	1.84 FTE	1:25 client ratio
Linnet Corner	Intensive Case Manager (Cal-AIM)	ICM	0.80 FTE	1:25 client ratio

Non-Billable to AHA				
County of Alameda Intensive Case Management				
Estuary II	Intensive Case Manager (Cal-AIM)	ICM	1.84 FTE	1:25 client ratio

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

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ___

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA APPROVING A 3-YEAR CONSULTANT SERVICES AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA AND LIFE SKILLS TRAINING AND EDUCATIONAL PROGRAMS INC. (LIFESTEPS) FOR SOCIAL SERVICES AND OTHER RELATED SERVICES WITH A MAXIMUM NOT TO EXCEED CONTRACT AMOUNT OF $480,000 AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE SAID AGREEMENT

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, the demand for social services amongst Housing Authority voucher holders and its residents has increased significantly;

WHEREAS, the Housing Authority conducted an open procurement for service providers in accordance with Housing Authority policies and, following the procurement process, Life Skills Training and Educational Programs Inc. (LifeSTEPS) was selected as the proposed services provider;

WHEREAS, LifeSTEPS provides daily social services, phone counseling, workshops, counseling, supportive services for those previously unhoused, and referrals to specialty community service providers; and

WHEREAS, the proposed budget includes expenditures that are necessary to provide social services to Housing Authority voucher holders and residents at Housing Authority owned properties.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Housing Authority Board of Commissioners hereby approves a 3-year Consultant Services Agreement between the Housing Authority of the City of Alameda and Life Skills Training and Educational Programs Inc. (LifeSTEPS) for Social Services and other related services with a maximum not to exceed contract amount of $480,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to negotiate and execute the agreement between the Housing Authority and LifeSTEPS, and to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

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

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, Chair
Board of Commissioners

Approved as to form:

General Counsel Name,
General Counsel,
General Counsel Firm Name

Adopted: Month Date, Year

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: Chenesa Guevara, Management Analyst

Date: October 21, 2026

Re: Adopt a Resolution Approving a 3-year Contracting Services Agreement between the Housing Authority of the City of Alameda and Aiden's Quality Painting Inc. for turnover painting services of vacant residential units with a maximum contract amount not to exceed $150,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

BACKGROUND

On July 22, 2026, staff issued a Request for Proposals (RFP) for Unit Turnover Painting Services for interior unit painting upon turnover for vacant residential units across the Housing Authority of the City of Alameda (AHA) portfolio. Services may also be used at 701 Atlantic as necessary.

AHA received three proposals:

1. Aiden's Quality Painting Inc
2. NorCal Wash
3. Silicon Prime Painting

All proposals were submitted prior to the September 3, 2026, deadline. An evaluation panel reviewed the proposals and determined Aiden's Quality Painting Inc. was the preferred provider based on the following criteria: competitive pricing structure, most comprehensive services, and experience.

Aidens Quality Painting Inc., located in Santa Clara, CA, was founded in 2016 specializing in commercial, institutional, and public agency painting services throughout California. Aiden's Quality Painting will provide complete turnover painting service providing a skilled crew of experienced painters with a focus on safety, quality control, and customer service.

DISCUSSION

AHA is requesting Board authorization to sign a contract with Aiden's Quality Painting Inc to provide painting services as follows:

- Perform interior painting of vacant residential units.
- Provide all transportation, labor, materials and tools for painting crew.
- All associates of Aiden's Quality Painting will be trained, supervised, and have passed background screening.
- Complete work in a professional, workmanlike manner consistent with industry standards.
- Provide estimated start time and respond to work orders within 24 hours.
- Confirmed State of California licensed C33 painting contractor.
- Additional service including minor drywall repair and cabinet painting as requested.

The price proposal included unit size, prevailing wages, cabinet refinishing, and additional services. Aiden's Quality Painting provided pricing based on project need such as light repaint, standard repaint, and heavy repaint based on the average square footage. The rates are developed with consideration for the labor, supervision, supplies, transportation, equipment, payroll, operating overhead, and profit required to provide reliable services.

Interior Unit Painting- Per Unit Pricing				
Unit Type	**Avq Sq Ft Estimate**	**Light Repaint**	**Standard Repaint**	**Heavy Repaint**
Studio	400	$700.00	$1,000.00	$1,200.00
1 Bedroom	690	$1,207.50	$1,725.00	$2,070.00
2 Bedroom	855	$1,496.25	$2,137.50	$2,565.00
3 Bedroom	1094	$1,914.50	$2,735.00	$3,282.00
4 Bedroom	1142	$1,998.50	$2,855.00	$3,426.00
5 Bedroom	1597	$2,794.75	$3,992.50	$4,791.00

This initial three (3) year term is renewable for up to two (2) one-year additional terms and not to exceed a total of five (5) years. The three-year agreement will begin on November 1, 2026. The total contract for the initial three-year term is -not to exceed $150,000.

FISCAL IMPACT

The Housing Authority's property budgets includes funding for painting of turnover units for the current fiscal year. Future budgets will incorporate sufficient funds for services rendered during the remainder of the agreement's initial three-year term

CEQA

Not applicable.

RECOMMENDATION

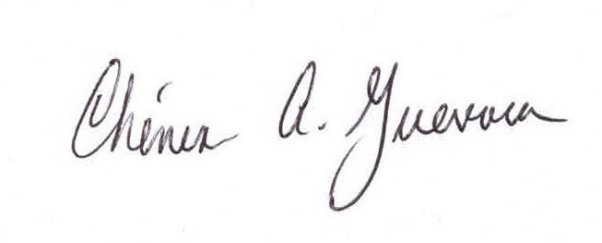
Adopt a Resolution Approving a 3-year Contracting Services Agreement between the

Housing Authority of the City of Alameda and Aiden's Quality Painting Inc. for turnover painting services of vacant residential units with a maximum contract amount not to exceed $150,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

ATTACHMENTS

1. Aiden's Quality Painting Inc. RFP Proposal
2. Resolution Aiden's Quality Painting – Housing Authority of the City of Alameda

Respectfully submitted,



Chenesa Guevara, Management Analyst

Aiden's Quality Painting Inc
400 Reed St, Suite 95, Santa Clara 95050

www.aidensqualitypainting.com

August 14, 2026

Housing Authority of the City of Alameda (AHA)
701 Atlantic Avenue
Alameda, California 94501-2161

RE: Proposal for As-Needed Vacant Unit Turnover Painting Services – Reference # 2026-RFP-AHA-PO-005

Dear Evaluation Committee,

Aiden's Quality Painting Inc. is pleased to submit this proposal to provide as-needed vacant unit turnover painting services for the Housing Authority of the City of Alameda (AHA) and its affiliated entities.

Since our founding in 2016, Aiden's Quality Painting has specialized in commercial, institutional, and public agency painting services throughout California. Our team has successfully completed projects for cities, counties, school districts, library systems, and multifamily property management companies, consistently delivering high-quality workmanship, responsive scheduling, and strict compliance with California public contracting and prevailing wage requirements.

We understand that unit turnover painting requires more than technical painting skill — it demands fast response, flexible scheduling, careful coordination with property management staff, and the ability to restore vacant units to a clean, uniform, rentable condition within tight turnaround windows. Our crews are experienced in exactly this type of occupied-property maintenance work, where responsiveness and reliability are as important as the quality of the finish.

Sincerely,

Clara Tapia
CFO, Aiden's Quality Painting Inc.
Aiden's Quality Painting Inc

EXECUTIVE SUMMARY

Aiden's Quality Painting Inc. is a California-licensed C33 painting contractor (License # C33-992655) providing comprehensive interior and exterior painting services throughout Northern California.

With 10 years of experience, our company has built a strong reputation for delivering dependable painting services for municipalities, counties, school districts, public libraries, and multifamily residential properties.
Our philosophy is straightforward:

- Deliver exceptional workmanship.
- Respond quickly — typically the same day a work order is issued.
- Maintain transparent communication with property management staff.
- Complete projects safely and with minimal disruption to residents.
- Build long-term relationships with our clients.

For this contract, Aiden's Quality Painting will provide complete unit turnover painting services including:

- Interior painting of vacant residential units
- Surface preparation, patching, caulking, and priming
- Removal and reinstallation of window coverings
- Minor drywall repair and cabinet refinishing (as requested)
- Cleanup and touch-up painting

Our team has extensive experience performing occupied-property maintenance work, where responsiveness, cleanliness, and coordination with on-site staff are critical to successful, on-time unit turnover.

COMPANY PROFILE

Founded in 2016, Aiden's Quality Painting Inc. has become a trusted provider of painting services for both public and private sector clients throughout California.

Our headquarters are located at 400 Reed St, Suite 95, Santa Clara, CA 95050, allowing us to efficiently serve properties across the Bay Area, including Alameda County.

We maintain a skilled crew of 4 to 6 experienced painters dedicated to this contract, who receive ongoing training in safety, surface preparation, coating application, quality control, and customer service. Our workforce can be scaled up as needed to meet AHA's turnaround requirements.

Our capabilities include:

- Vacant unit turnover painting
- Multifamily residential and property management painting
- Government facilities, schools, and libraries
- Parking structures and exterior building painting
- Cabinet refinishing
- Drywall repair and surface restoration

The company is fully licensed, insured, and experienced in California public contracting requirements, including prevailing wage compliance, DIR registration, certified payroll reporting, and OSHA safety standards.

PROJECT UNDERSTANDING

Aiden's Quality Painting Inc. understands that AHA seeks a highly qualified C33 painting contractor capable of restoring vacant residential units to a clean, uniform, rentable condition on a fast, as-needed basis across its portfolio of properties throughout the City of Alameda.

Unlike a traditional construction project, this agreement requires a contractor capable of responding to multiple work orders with varying scopes, unit sizes, and timelines. Many assignments involve occupied buildings and active communities, where safety, communication, flexibility, and minimal disruption to residents and property staff are essential.

Our team understands that successful execution of this contract requires more than quality painting. It requires responsive customer service, accurate estimating, efficient scheduling, background-checked crews, and consistent communication with AHA and/or Property Management staff.

Our goal is to become a trusted, on-call painting partner for AHA by providing dependable service, rapid response, and consistent, high-quality workmanship on every unit turnover.

Aiden's Quality Painting has performed similar occupied-property and public agency painting work for municipal facilities, school districts, library systems, and multifamily residential communities. This experience has prepared our team to efficiently manage multiple concurrent work orders while maintaining high quality standards and strict compliance with California public contracting and prevailing wage requirements.

UNIT TURNOVER PROCESS

Service Request Process

- Receive AHA and/or Property Management work order
- Assign a dedicated Project Manager as single point of contact
- Contact AHA/Property Management to confirm unit access and scope
- Conduct site/unit evaluation
- Prepare and submit written scope confirmation and estimated schedule
- Schedule crew and stage materials
- Complete surface preparation and painting
- Conduct final walkthrough and quality inspection

Initial Unit Evaluation

Upon receiving a work order, our team promptly evaluates:

- Existing surface conditions and level of repaint required (light, standard, or heavy)
- Accessibility and occupancy status
- Scope of repairs, patching, and surface preparation needed
- Cabinet refinishing or additional services requested
- Estimated labor and materials required to meet the required turnaround window

Surface Preparation

Proper preparation is the foundation of a durable, uniform finish. Depending on unit condition, our preparation work includes patching holes, cracks, and minor wall damage; sanding and smoothing surfaces; removing loose or peeling paint; spot-priming repaired areas; and cleaning surfaces of dust, grease, or residue. No finish coat is applied until surfaces meet manufacturer and MPI Painting Manual recommendations.

Painting Operations

Our painters apply primer where required and finish coats (typically 1–2 coats) to walls, ceilings, doors, door frames, baseboards, and trim, using AHA-approved paint types, colors, and finishes. Cabinet refinishing, accent wall painting, and minor drywall repair are performed when requested, consistent with the RFP's Materials and Finish Schedule.

PROTECTION OF RESIDENTS AND PROPERTY

Protecting AHA's residents, property, and daily operations is one of our highest priorities on every unit turnover. Our crews install drop cloths, plastic protection, and floor coverings; carefully remove and reinstall window coverings, cabinet doors, and hardware; and contain dust generated during sanding and prep work.

At the end of each workday, all work areas are cleaned and secured. Our laborers are background-checked with clean records, consistent with the RFP's requirements, and are trained to work respectfully and quietly in and around occupied communities.

STAFFING PLAN

Organization and Project Management

Aiden's Quality Painting Inc. has developed an organizational structure that provides clear communication, accountability, and efficient execution for all as-needed unit turnover work orders. Each work order is managed through a single point of contact, ensuring consistent communication with AHA and/or Property Management from assignment through final turnover.

Authorized Representative

Clara Tapia, CFO

Project Manager

Noel Pahuamba, Project Manager — responsible for AHA/Property Management coordination, site evaluations, cost estimates, scheduling, and final inspections.

Field Supervisor

Juan Carlos Lopez, Field Supervisor — responsible for daily crew supervision, coordination, safety inspections, quality inspections, and jobsite documentation.

Painting Technicians

Our crew of 4 to 6 experienced, background-checked painters performs interior painting, surface preparation, drywall patching, caulking, and cabinet refinishing, and can be scaled up as needed to meet AHA's turnaround requirements or periods of higher unit turnover volume.

EQUIPMENT & RESOURCES

Aiden's Quality Painting owns and maintains the equipment necessary to perform unit turnover painting services safely and efficiently, including:

- Painting equipment: rollers, brushes, extension poles, HVLP and airless spray equipment, texture repair equipment
- Surface preparation equipment: sanders, scrapers, wire brushes, HEPA vacuums
- Access equipment: step ladders and extension ladders
- Jobsite protection: drop cloths, plastic sheeting, floor protection
- Company vehicles for transport of crew, tools, and materials to properties throughout the City of Alameda

SAFETY PROGRAM

Safety is integral to every Aiden's Quality Painting project. All employees receive training in OSHA requirements, ladder safety, respiratory protection, Personal Protective Equipment (PPE), hazard communication, proper handling of paints and coatings, and jobsite housekeeping.

Because our work occurs in occupied residential communities, we implement additional measures including work area isolation, dust control, clear pathways for residents, and daily cleanup. Our goal on every work order is zero injuries, zero property damage, and minimal disruption to AHA residents and staff.

QUALITY ASSURANCE / QUALITY CONTROL PROGRAM

Aiden's Quality Painting has established a Quality Control Program to ensure every unit turnover meets or exceeds AHA's expectations. Our process includes:

- Pre-work review of scope, specifications, colors, and materials
- Surface preparation inspection (cleaning, repairs, sanding, priming) by the Field Supervisor
- Application inspection verifying coverage, uniform appearance, and color consistency

- Final inspection covering finish quality, cleanliness, and removal of all protective coverings before the unit is turned back over to AHA/Property Management

Any deficiencies identified during inspection are corrected immediately, prior to final turnover.

RESPONSE TO PROPOSAL SUBMISSION QUESTIONS

1. Set-Up Process and Estimated Time for Providing Painting Services

Aiden's Quality Painting follows a structured, repeatable process for every vacant unit turnover work order to ensure fast, consistent, high-quality results:

- Work order received: Our team acknowledges and responds to AHA and/or Property Management work orders the same day they are issued, well within the 24-hour response requirement stated in the RFP.
- Site coordination: We coordinate access and scheduling directly with AHA and/or Property Management staff and confirm unit condition, scope, and any special requirements (e.g., cabinet refinishing, accent walls).
- Crew and material staging: Our crew reports with all tools, equipment, drop cloths, and materials (paint supplied by Property Management) needed to complete the job without return trips.
- Surface preparation: Patching, sanding, cleaning, caulking, and priming are completed before any finish coat is applied.
- Painting: Finish coats are applied to walls, ceilings, doors, door frames, baseboards, and trim using AHA-approved paint types and finishes.
- Final walkthrough and cleanup: Our crew reinstalls window coverings, cleans the unit, and conducts a final quality walkthrough before turning the unit back over.

Estimated turnaround time: Consistent with the RFP's required turnaround standards, Aiden's Quality Painting commits to completing standard unit turnovers within 1–3 days for studio/1-bedroom units and 2–5 days for larger units, with any anticipated delays communicated to AHA and/or Property Management immediately.

2. References

The following references reflect Aiden's Quality Painting's experience with both multifamily property management painting and public agency painting services:

Reference 1 – Multifamily Property Management

Property / Project	The Edge Apartments
Company	Wolfpack Construction Inc.
Contact	John
Phone	(408) 859-1722
Email	john@wolfpackdbm.com

Reference 2 – Public Agency (Municipal Facilities)

Project	RFB #PW022924 – Painting of Downtown Parking Garages
Owner	City of Concord Civic Center, 1950 Parkside Drive, Concord, CA 94519
Contact	Ken Yee, Facilities Manager
Email	Ken.Yee@cityofconcord.org
Contract Value	$87,760

Reference 3 – Public Agency (Library District)

Project	ITB-LIB-FY25-0018 – Painting Services, Santa Clara County Library District
Owner	Santa Clara County Library District, 1370 Dell Avenue, Campbell, CA 95008
Contact	Praise Ann Baby
Phone	+1 (732) 829-2623
Contract Value	$156,722.56

Additional public works references (Greenfield High School, King City High School, City of Santa Clara, and Fair Oaks Community Center) are available upon request.

CITY OF ALAMEDA

BUSINESS LICENSE CERTIFICATE

PLEASE POST IN A CONSPICUOUS PLACE
NOT TRANSFERABLE

Business Name: AIDEN'S QUALITY PAINTING INC

Business Address: 400 REED ST STE 95
SANTA CLARA, CA 95050-3143

Business Owner: AIDEN'S QUALITY PAINTING INC

Business Type: PAINT, GLASS, & WALLPAPER

Account Number: 25244214

Issue Date: 08/19/2026

Expiration Date: 06/30/2027

Ross McCarthy
Finance Director

THIS BUSINESS LICENSE DOES NOT PERMIT BUSINESS OPERATION UNLESS YOUR BUSINESS IS PROPERLY ZONED AND/OR IN COMPLIANCE WITH ALL APPLICABLE LAWS/REGULATIONS.
CFC 104.3 & 108.1 allows entry and examination for Fire Code Compliance.

For all inquiries regarding this license, contact the HdL Business Support Center at (510) 250-1889.

AIDEN'S QUALITY PAINTING INC :

Thank you for your payment on your City of Alameda Business License Certificate. ALL LICENSES MUST BE AVAILABLE FOR INSPECTION UPON REQUEST. If you have questions concerning your business license, contact the Business Support Center at: Alameda@hdlgov.com or by telephone at:(510) 250-1889.

Keep this portion of your certificate separate in case you need a replacement for any lost, stolen, or destroyed certificate.

5.04.030 - Effect on other ordinances.
Persons required to pay a business tax for transacting and carrying on any business under this chapter shall not be relieved from the payment of any business tax for the privilege of doing such business required under any other ordinance of the city, and shall remain subject to the regulatory provisions of other ordinances.

CFC 104.3 & 108.1 allows entry and examination for Fire Code Compliance.

Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: https://www.dca.ca.gov/publications/.

CITY OF ALAMEDA

BUSINESS SUPPORT CENTER
8839 N CEDAR AVE #212
FRESNO, CA 93720-1832

City of Alameda
BUSINESS LICENSE CERTIFICATE

AIDEN'S QUALITY PAINTING INC
400 REED ST STE 95
SANTA CLARA, CA 95050-3143

License Number: **25244214**

Date of Issue: **08/19/2026**

Aidens Quality Painting Inc.

PWCR Number: 1001001194

Registration Status: Approved

Current registration 07/01/2026-06/30/2027

STATE OF CALIFORNIA

dca

DEPARTMENT OF CONSUMER AFFAIRS

CONTRACTORS STATE LICENSE BOARD ACTIVE LICENSE

License Number **992655**

Entity CORP

Business Name AIDEN'S QUALITY PAINTING INC

Classification(s) C33

Expiration Date 02/28/2027

www.cslb.ca.gov

CSLB


AIDEN'S QUALITY PAINTING INC. (3866797)
Request Certificate
Initial Filing Date 01/21/2016
Status Active
Standing - SOS Good
Standing - FTB Good
Standing - Agent Good
Standing - VCFCF Good
Formed In CALIFORNIA
Entity Type Stock Corporation - CA - General
Principal Address 4497 BORINA DR SAN JOSE, CA 95129
Mailing Address 4497 BORINA DR SAN JOSE,CA95129
Statement of Info Due Date 01/31/2027
Agent Individual Fernando I Morales Serrano 1892 CURTNER AVE SAN JOSE, CA 95124
View History
Request Access

Printed on: 6/11/2026 7:56:27 PM

To verify most current certification status go to: https://www.caleprocure.ca.gov

Office of Small Business & DVBE Services

Certification ID: 2050513

Legal Business Name:
Aidens Quality Painting Inc.

Doing Business As (DBA) Name 1:

Doing Business As (DBA) Name 2:

Address:
400 Reed St
Santa Clara
CA 95050

Email Address:
clara@aidensqualitypainting.com

Business Web Page:
www.aidensqualitypainting.com

Business Phone Number:
408/314-1830

Business Fax Number:

Business Types:
Construction , Service

Certification Type	Status	From	To
SB(Micro)	Incomplete		
SB-PW	Approved	06/11/2026	06/30/2028

Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!
-LOG IN at CaleProcure.CA.GOV

Questions?
Email: Certification@dgs.ca.gov
Call OSDS Main Number: 916-375-4940
707 3rd Street, 1-400, West Sacramento, CA 95605

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

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ___

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA APPROVING A 3-YEAR CONSULTANT SERVICE AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA AND AIDEN'S QUALITY PAINTING INC. FOR TURNOVER PAINTING SERVICES OF VACANT RESIDENTIAL UNITS WITH MAXIMUM CONTRACT AMOUNT NOT TO EXCEED $150,000, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE SAID AGREEMENT.

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.).

WHEREAS, the Housing Authority Board of Commissioners have not approved an agreement for a licensed painting contractor for interior as- needed painting services for vacant residential units across multiple multi- family properties. The Contractor shall provide painting services in vacant turnover units; and

WHEREAS, the housing Authority issued a Request for Proposals for Unit Turnover Painting Services on July 22, 2026; and

WHEREAS, Aiden's Quality Painting Inc. was a successful bidder and recommended by staff to participate in the painting of turnover units; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Commissioners approves a 3-year contracting Service Agreement between the Housing Authority of the City of Alameda and Aiden's Quality Painting Inc. for turnover painting services of vacant residential units with a maximum contract amount not to exceed $150,000 and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

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

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, Chair
Board of Commissioners

Approved as to form:

General Counsel Name,
General Counsel,
General Counsel Firm Name

Adopted: October 21, 2026

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: Chenesa Guevara, Management Analyst

Date: October 21, 2026

Re: Adopt a Resolution Approving a 3-year Agreement between the Housing Authority of the City of Alameda and Lorraine's Janitorial Services, LLC for Turnover Carpet Cleaning services with a maximum contract amount not to exceed $50,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

BACKGROUND

On July 22, 2026, staff issued a Request for Proposals (RFP) for Unit Turnover Carpet Cleaning Services. The scope of services' main objective is the cleaning and shampooing of carpets in vacant units upon turnover. Services may also be used at 701 Atlantic as necessary.

The Housing Authority of the City of Alameda (AHA) received nine proposals:

1. Aiden's Quality Painting Inc.
2. Apex Vanguard Solutions LLC
3. Built-Clean Solutions LLC
4. CB Facility Services, a Clean Bro LLC Company
5. Grand Construction
6. Lorraine's Janitorial Services LLC
7. Margarita's House Cleaning Inc. And Janitorial Services
8. Power Cleaning Commercial Services LLC
9. Silent Shift Facility Service LLC

All proposals were submitted prior to the September 3, 2026, deadline. An evaluation panel reviewed the proposal and determined that Lorraine's Janitorial Services LLC was the preferred provider based on the following criteria: competitive pricing structure, most comprehensive services, and experience. Lorraine's Janitorial Services, LLC has 17 years of operating experience providing professional janitorial, deep cleaning, and environmental cleaning services. Lorraine's Janitorial Services, LLC has extensive experience working with other housing authorities and is familiar with the quality of the standards expected by AHA.

DISCUSSION

AHA is requesting Board authorization to sign a contract with Lorraine's Janitorial Services, LLC, to provide carpet cleaning services as follows:

- Hot water extraction and steam cleaning of all carpeted areas upon turnover.
- Pre-treatment for stains and high-traffic areas.
- Odor removal (pet and smoke).
- Fast-drying methods to ensure the carpet is fully dry within 24 hours to allow for a quicker turnover process.
- Carpet stretching or minor repairs as needed.
- Optional emergency services as needed.

Lorraine's Janitorial Services, LLC, standard turnover carpet cleaning rate is based on the average square footage. The rates are developed with consideration for the labor, supervision, supplies, transportation, equipment, payroll, operating overhead, and profit required to provide reliable services.

Base Unit Pricing (By Unit Type)		
Unit Type	**Avg Sqr Ft Estimate**	**Carpet Cleaning**
Studio	400	$75.00
1 Bedroom	690	$100.00
2 Bedroom	855	$125.00
3 Bedroom	1094	$150.00
4 Bedroom	1142	$165.00
5 Bedroom	1597	$200.00

This initial three (3) year term is renewable for up to two (2) one-year additional terms and not to exceed a total of five (5) years. The three-year agreement will begin on November 1, 2026. The total contract for the initial three-year term is $50,000.

FISCAL IMPACT

Funds for these services are paid from the various property budgets and will come from the rental income. Future budgets will incorporate sufficient funds for services rendered during the remainder of the agreement's initial three-year term.

CEQA

Not applicable.

RECOMMENDATION

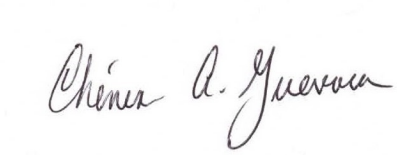
Adopt a Resolution Approving a 3-year Agreement between the Housing Authority of the City of Alameda and Lorraine's Janitorial Services, LLC for Turnover Carpet Cleaning services with a maximum contract amount not to exceed $50,000, and

Authorizing the Executive Director to Negotiate and Execute Said Agreement.

ATTACHMENTS

1. Lorraine's Janitorial Service , LLC RFP Proposal
2. Resolution Lorraine's Janitorial Service, LLC Carpet Cleaning Resolution – Housing Authority of the City of Alameda

Respectfully submitted,



Chenesa Guevara, Management Analyst

LORRAINE'S JANITORIAL SERVICES LLC

PROPOSAL

As-Needed Unit Turnover Cleaning and Carpet Cleaning Services

AHA RFP No. 2026-RFP-AHA-PO-003

Submitted to:
AHA

Submitted by:
LORRAINE'S JANITORIAL SERVICES LLC

Authorized Representative:
Lorraine Rideout

Date:
August 16, 2026

COVER LETTER

August 16, 2026

Re: RFP No. 2026-RFP-AHA-PO-003
As-Needed Unit Turnover Cleaning and Carpet Cleaning Services

Dear AHA Evaluation Committee:

Lorraine's Janitorial Services LLC is pleased to submit our proposal to provide **As-Needed Unit Turnover Cleaning and Carpet Cleaning Services** for AHA.

We understand the importance of preparing housing units thoroughly, efficiently, and professionally for incoming residents. Our company is committed to providing dependable cleaning services with particular attention to **quality, safety, detail, responsiveness, and readiness for occupancy**.

Our approach is based on **hands-on supervision and quality control**. Our Supervisor works directly with the cleaning crew and remains on-site for the duration of each assignment. The Supervisor coordinates the work, participates in the cleaning process, monitors progress, and conducts quality-control inspections throughout the turnover. Any deficiencies identified are corrected before the crew leaves the property.

Lorraine's Janitorial Services LLC assigns cleaning personnel according to unit size and service requirements. Our staffing approach allows us to efficiently address bathrooms, kitchens, bedrooms, living areas, floors, windows, patio/sliding-glass doors, appliances, and other required areas.

We recognize that some units may require services beyond normal turnover cleaning. Accordingly, our proposal provides clearly defined pricing for **pet odor treatment, heavy soil/biohazard cleaning, appliance deep cleaning, patio/balcony cleaning, trash hauling, carpet cleaning, and same-day service**.

Our company is committed to providing AHA with **reliable service, professional supervision, consistent quality control, responsive communication, and clean, ready-for-occupancy units**.

Thank you for the opportunity to submit our proposal. We appreciate your consideration and look forward to the opportunity to serve AHA.

Sincerely,

Lorraine Rideout
Authorized Representative
LORRAINE'S JANITORIAL SERVICES LLC

Phone: _____

Email: _____

Address: _____

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6. Complete Cost Proposal Summary
7. Final Commitment & Signature Page
8. Supporting Documents & Attachments

COMPANY BACKGROUND & EXPERIENCE

COMPANY BACKGROUND

LORRAINE'S JANITORIAL SERVICES LLC has been in operation since **2009** and provides professional janitorial, deep-cleaning, and environmental cleaning services.

Our company understands that successful unit turnover requires more than basic cleaning. Each unit must receive careful attention to detail so that it is clean, presentable, and ready for the next resident.

Our experience includes cleaning services for residential and commercial environments requiring dependable staffing, proper cleaning procedures, attention to detail, and consistent quality control.

SERVICES PROVIDED

Lorraine's Janitorial Services LLC provides a broad range of cleaning services, including:

- Unit turnover cleaning
- Residential cleaning
- Office cleaning
- Window cleaning
- High dusting
- Hard-floor maintenance
- Carpet cleaning
- Deep cleaning
- Specialty cleaning
- Appliance cleaning
- Trash removal and hauling
- Enhanced cleaning and disinfection
- Post-event and additional cleaning services

Our cleaning personnel are assigned according to the size and condition of the unit and the specific services requested.

EXPERIENCE AND COMMITMENT

With **17 years of operating experience**, Lorraine's Janitorial Services LLC has developed a practical understanding of the importance of completing cleaning assignments thoroughly, efficiently, and consistently.

Our goal is to provide AHA with a dependable cleaning partner capable of responding to routine turnover requirements as well as units requiring additional labor or specialty services.

We recognize that every unit may present different cleaning requirements. Our staffing model therefore allows us to adjust personnel according to unit size, scope, and condition while maintaining direct supervision throughout the assignment.

QUALITY-FOCUSED SERVICE

Quality is an essential part of our service philosophy.

Rather than simply completing the cleaning tasks and leaving the property, our Supervisor remains involved throughout the assignment. This allows us to identify deficiencies while the crew is still on-site and make corrections immediately.

Our objective is simple:

Clean the unit thoroughly, inspect the work, correct deficiencies, and leave the unit ready for the next step in the turnover process.

SERVICE APPROACH & SCOPE OF WORK

SERVICE APPROACH

Lorraine's Janitorial Services LLC understands that unit turnover cleaning requires thorough preparation, attention to detail, and timely completion. Our objective is to return each assigned unit in a **clean, presentable, and ready-for-occupancy condition** within the authorized scope of work.

Our cleaning crews will review the assigned unit and organize the work according to the size, condition, and specific requirements of the unit.

We use a systematic approach that allows our crew to work efficiently while maintaining quality throughout the assignment.

STANDARD TURNOVER CLEANING

Standard turnover cleaning includes cleaning and detailing the primary areas of the unit, including:

Bathrooms

- Cleaning and disinfecting toilets
- Cleaning sinks and fixtures
- Cleaning tubs and showers
- Cleaning mirrors
- Cleaning counters and accessible surfaces
- Cleaning floors
- Removing trash
- Final detailing

Kitchens

- Cleaning countertops and accessible surfaces
- Cleaning cabinets and drawers
- Cleaning sinks and fixtures
- Cleaning floors
- Cleaning walls and backsplashes as needed
- Removing trash
- Cleaning the kitchen area for presentation and turnover

Appliance deep cleaning is available as an add-on service at $75 per appliance when appliances require cleaning beyond the standard turnover scope.

Bedrooms and Living Areas

- Dusting accessible surfaces
- Cleaning doors and frames
- Cleaning floors
- Cleaning accessible surfaces
- Removing trash and debris
- General detailing

Windows and Glass

Interior windows and accessible glass surfaces will be cleaned as part of the applicable turnover service.

For larger units requiring additional window and glass work, including **patio/sliding-glass doors**, staffing will be adjusted according to unit size and requirements.

Floors

Floor surfaces will be cleaned according to the type and condition of the flooring.

Carpet cleaning is available separately using the applicable carpet-cleaning rate.

FINAL DETAILING

Before leaving the unit, the crew will perform a final detailing pass to identify areas requiring additional attention.

The Supervisor will review the completed work and ensure that identified deficiencies are corrected before the crew leaves the property.

SPECIAL CONDITIONS

Some units may require cleaning beyond the standard turnover scope because of:

- Heavy soil
- Excessive debris
- Pet odors
- Heavily soiled appliances
- Additional patio or balcony cleaning
- Extensive carpet cleaning requirements
- Other unusual cleaning conditions

When additional work is required, Lorraine's Janitorial Services LLC will use the applicable **AHA-approved add-on pricing** or obtain authorization before performing work outside the standard scope.

SAFETY AND PROFESSIONAL PRACTICES

Our cleaning personnel will use appropriate cleaning procedures and equipment for the surfaces and conditions encountered.

We emphasize:

- Safe work practices
- Proper use of cleaning products
- Appropriate personal protective equipment when required
- Careful handling of cleaning equipment
- Protection of the property
- Proper disposal of ordinary cleaning waste
- Communication of unusual or unsafe conditions to the appropriate AHA representative

Our objective is to complete the work safely while protecting the unit and its contents.

STAFFING PLAN, SUPERVISION & QUALITY CONTROL

STAFFING PLAN

Lorraine's Janitorial Services LLC will assign personnel according to the size of the unit and the anticipated cleaning requirements.

Our staffing model is designed to provide sufficient personnel to complete the work efficiently while maintaining the level of detail expected for a professional unit turnover.

Unit Type	Average Square Footage	Janitors Assigned
Studio	400 sq. ft.	**2**
1 Bedroom	690 sq. ft.	**2**
2 Bedroom	855 sq. ft.	**3**
3 Bedroom	1,094 sq. ft.	**4**
4 Bedroom	1,142 sq. ft.	**5**
5 Bedroom	1,597 sq. ft.	**5**

Crew Responsibilities

Lorraine's Janitorial Services LLC uses a coordinated crew approach.

For **Studio and 1-Bedroom units**, the crew can divide responsibilities among the bathroom, kitchen, general living areas, and windows.

For **2- and 3-Bedroom units**, additional personnel allow the crew to address the increased number of rooms, windows, and patio/sliding-glass doors efficiently.

For **4- and 5-Bedroom units**, the five-person crew provides the additional manpower necessary to address the larger unit and expanded glass areas while maintaining attention to detail.

The Supervisor coordinates the crew and may also participate directly in the cleaning work as needed.

SUPERVISOR RESPONSIBILITIES

A key component of Lorraine's Janitorial Services LLC's service model is **continuous on-site supervision.**

Our Supervisor:

- Works directly with the cleaning crew.
- Remains on-site for the duration of the assignment.
- Coordinates the crew's activities.
- Assigns responsibilities according to the unit's requirements.
- Monitors progress throughout the cleaning.
- Assists with cleaning when needed.
- Checks completed areas for quality.
- Identifies deficiencies.
- Directs the crew to correct deficiencies immediately.
- Performs the final quality-control inspection.

This hands-on approach provides AHA with a single point of accountability throughout each assignment.

QUALITY CONTROL PROCESS

Our quality-control process begins when the crew enters the unit and continues until the assignment is completed.

Step 1 — Unit Review

The Supervisor reviews the unit and identifies the general condition, size, cleaning requirements, and any unusual conditions.

Step 2 — Crew Assignment

The Supervisor assigns responsibilities based on the unit's size and scope.

Step 3 — Cleaning

The crew performs the authorized cleaning services while the Supervisor monitors the work and assists as needed.

Step 4 — Quality Inspection

The Supervisor reviews the completed areas for cleanliness, detail, and completeness.

Step 5 — Correction

Any deficiencies identified during the inspection are corrected while the crew is still on-site.

Step 6 — Final Verification

The Supervisor conducts a final review to verify that the unit has been completed within the authorized scope of work.

ACCOUNTABILITY

Lorraine's Janitorial Services LLC believes that supervision should be **active rather than simply administrative**.

Our Supervisor does not simply assign the work and leave the crew unattended. The Supervisor remains involved throughout the assignment and is responsible for helping ensure that the work is completed accurately and professionally.

This approach is intended to:

- Improve consistency
- Reduce missed areas
- Minimize incomplete work
- Reduce unnecessary return visits
- Improve communication
- Provide immediate correction of deficiencies
- Give AHA a clear point of accountability

STAFFING FLEXIBILITY

Although the staffing levels listed above represent our standard staffing approach by unit size, Lorraine's Janitorial Services LLC may adjust crew assignments when the actual condition or authorized scope of a unit warrants additional personnel.

Any additional work outside the standard turnover scope will be handled in accordance with the applicable pricing and authorization requirements.

SPECIALTY SERVICES, EMERGENCY/EXPEDITED SERVICES & PRICING CLARIFICATIONS

SPECIALTY SERVICES

Lorraine's Janitorial Services LLC understands that not every unit will require the same level of cleaning. Some units may require additional labor, specialized cleaning, or additional time because of their condition.

To provide AHA with predictable and transparent pricing, we have established separate rates for commonly requested specialty services.

Pet Odor Treatment — $125 Per Unit

Pet odor treatment is available when a unit requires additional cleaning and odor-control measures beyond the standard turnover cleaning.

The service is intended for units where ordinary cleaning is insufficient to address persistent pet-related odors.

Heavy Soil/Biohazard Cleaning — $350 Per Unit

Heavy soil/biohazard cleaning applies when a unit requires substantially more intensive cleaning than a standard turnover.

This may include units with excessive accumulation of soil, bodily-fluid contamination, or other unusually difficult cleaning conditions.

Work involving regulated hazardous materials, specialized remediation, or disposal requirements will be addressed separately and only when properly authorized and within applicable safety requirements.

Appliance Deep Cleaning — $75 Per Appliance

Appliance deep cleaning is priced at **$75 per appliance**.

This service is intended for appliances that require substantially more time and effort than routine turnover cleaning, including appliances with heavy grease, food buildup, accumulated soil, or other excessive contamination.

The $75 rate allows sufficient time for detailed cleaning rather than treating heavily soiled appliances as ordinary turnover items.

Patio/Balcony Cleaning — $50 Each

Patio or balcony cleaning is available at **$50 per area.**

This service addresses the cleaning of the applicable patio or balcony area and accessible surfaces within the authorized scope.

Trash Hauling — $75 Per Load

Trash hauling is available at **$75 per load.**

The rate applies to a standard load of ordinary, non-hazardous household trash and debris generated from the unit turnover.

The $75-per-load rate **does not include**:

- Mattresses
- Appliances
- Large furniture
- Construction or demolition debris
- Hazardous materials
- Biohazardous materials requiring specialized disposal
- Chemicals
- Regulated waste
- Unusually heavy or oversized items
- Special disposal fees
- Additional loads beyond the authorized load

Any of these circumstances requiring additional labor, transportation, disposal, or special handling will be discussed with AHA and separately authorized when applicable.

EMERGENCY/EXPEDITED SERVICES

Same-Day Service — $100 Additional

Lorraine's Janitorial Services LLC understands that housing turnover schedules can change unexpectedly.

When AHA requires a unit to be serviced on a same-day basis, a **$100 additional expedited-service charge** will apply, subject to crew availability.

Same-day requests will receive priority scheduling whenever operationally possible.

Our Supervisor will coordinate the crew and confirm the scope and timing of the requested service.

PRICING TRANSPARENCY

Lorraine's Janitorial Services LLC believes that clear pricing helps prevent misunderstandings and allows AHA to budget appropriately.

Our proposal therefore separates:

- Standard turnover cleaning
- Carpet cleaning
- Specialty cleaning
- Appliance deep cleaning
- Patio/balcony cleaning
- Trash hauling
- Emergency/expedited service

This structure allows AHA to request only the additional services actually required rather than applying unnecessary charges to every unit.

AUTHORIZATION FOR ADDITIONAL SERVICES

When a unit requires services beyond the standard turnover scope, Lorraine's Janitorial Services LLC will communicate the additional requirement to the appropriate AHA representative before performing the additional work whenever authorization is required.

Our goal is to maintain clear communication regarding:

1. The condition of the unit.
2. The additional service required.
3. The applicable rate.
4. Any unusual disposal or safety requirements.
5. The expected completion requirements.

This approach helps ensure that both AHA and Lorraine's Janitorial Services LLC have a clear understanding of the work being performed.

COMMITMENT TO RESPONSIVENESS

Lorraine's Janitorial Services LLC understands that turnover schedules can be time-sensitive.

We will make every reasonable effort to respond promptly to AHA requests, coordinate available personnel, and complete authorized work within the requested timeframe.

Our hands-on Supervisor will remain the primary on-site point of accountability during each assignment and will help ensure that the work is completed accurately and professionally.

COMPLETE COST PROPOSAL SUMMARY

Base Unit Pricing (By Unit Type)

Lorraine's Janitorial Services LLC proposes the following standard turnover-cleaning rates based on the average square footage estimates provided:

Unit Type	Average Square Footage Estimate	Standard Turnover Cleaning
Studio	400 sq. ft.	**$150.00**
1 Bedroom	690 sq. ft.	**$185.00**
2 Bedroom	855 sq. ft.	**$225.00**
3 Bedroom	1,094 sq. ft.	**$275.00**
4 Bedroom	1,142 sq. ft.	**$300.00**
5 Bedroom	1,597 sq. ft.	**$375.00**

These rates represent the standard turnover-cleaning service for the applicable unit type and are subject to the scope and conditions described in this proposal.

Add-on/Specialty Services

Service	Unit	Rate
Pet Odor Treatment	Per Unit	**$125.00**
Heavy Soil/Biohazard Cleaning	Per Unit	**$350.00**
Appliance Deep Cleaning	Each	**$75.00**
Patio/Balcony Cleaning	Each	**$50.00**
Trash Hauling	Per Load	**$75.00**

These services are intended for circumstances that require work beyond the standard turnover-cleaning scope.

Emergency/Expedited Services

Service Level	Additional Cost
Same-Day Service	$100.00

Same-day service is subject to crew availability and applies when AHA requests expedited service requiring same-day scheduling and mobilization.

Labor Rate Breakdown

Labor Classification	Hourly Rate	Proposed Prevailing Wage Rate	Includes Fringe?
Cleaner/Janitor	$25.00	$25.00	Y
Carpet Technician	$28.00	$28.00	Y
Supervisor	$35.00	$35.00	Y

Labor Rate Note

The proposed labor rates include the applicable fringe component for purposes of this proposal.

Because AHA did not provide a specific wage determination to Lorraine's Janitorial Services LLC, these figures represent **Lorraine's Janitorial Services LLC's proposed labor and fringe rates** for the solicitation.

Carpet Cleaning

Unit Type	Combined Carpet Cleaning Price
Studio	$75.00
1 Bedroom	$100.00
2 Bedroom	$125.00
3 Bedroom	$150.00
4 Bedroom	$165.00
5 Bedroom	$200.00

The carpet-cleaning rates are intended to cover standard carpet-cleaning requirements associated with the applicable unit size.

Unusual conditions requiring specialty remediation or substantially different treatment may require separate authorization.

Pricing Philosophy

Lorraine's Janitorial Services LLC developed these rates with consideration for the labor, supervision, supplies, transportation, equipment, payroll burden, operating overhead, and profit required to provide reliable service.

Our pricing structure is designed to provide AHA with:

- Predictable unit pricing
- Clearly defined specialty-service rates
- Transparent labor rates
- Separate carpet-cleaning pricing
- Defined emergency-service pricing
- Clear expectations regarding additional services

Our objective is to provide competitive pricing while maintaining the staffing and supervision necessary to complete the work properly.

Staffing Reference

For operational planning, Lorraine's Janitorial Services LLC anticipates the following standard crew assignments:

Unit Type	Average Square Footage	Janitors
Studio	400 sq. ft.	**2**
1 Bedroom	690 sq. ft.	**2**
2 Bedroom	855 sq. ft.	**3**
3 Bedroom	1,094 sq. ft.	**4**
4 Bedroom	1,142 sq. ft.	**5**
5 Bedroom	1,597 sq. ft.	**5**

The Supervisor works with the crew and remains on-site throughout the assignment.

FINAL COMMITMENT & SIGNATURE PAGE

FINAL COMMITMENT

Lorraine's Janitorial Services LLC appreciates the opportunity to submit this proposal to AHA for As-Needed Unit Turnover Cleaning and Carpet Cleaning Services.

We are committed to providing **reliable, professional, responsive, and quality-focused cleaning services** that support AHA's unit turnover requirements.

Our hands-on supervision model is designed to provide accountability throughout every assignment. Our Supervisor works directly with the cleaning crew, remains on-site for the duration of the job, monitors the work, participates as needed, and verifies completion before the crew leaves the property.

We understand that each unit may have different cleaning requirements. Our staffing model, specialty services, and clearly defined pricing allow us to respond appropriately to standard turnovers as well as units requiring additional attention.

Our commitment is to:

- Provide dependable and professional cleaning services.
- Assign appropriate personnel based on unit size and requirements.
- Maintain active supervision throughout each assignment.
- Perform quality-control inspections before completion.
- Correct deficiencies while the crew is on-site whenever possible.
- Communicate clearly regarding additional services.
- Respond to expedited and same-day requests subject to availability.
- Protect AHA property through safe and responsible work practices.
- Complete authorized services thoroughly and professionally.

Lorraine's Janitorial Services LLC looks forward to the opportunity to establish a professional working relationship with AHA and to provide consistent, high-quality service to the residents and properties we serve.

PROPOSAL CERTIFICATION AND AUTHORIZATION

By signing below, the undersigned certifies that they are authorized to submit this proposal on behalf of **LORRAINE'S JANITORIAL SERVICES LLC** and that the information provided in this proposal is submitted in good faith.

Company:
LORRAINE'S JANITORIAL SERVICES LLC

Authorized Representative:
Lorraine Rideout

Title:
Authorized Representative

Signature:


Date: August 16, 2026

Phone: 510-712-1721

Email: lrmaintenance@yahoo.com

Business Address: 3140 -Persimmon St., Antioch, CA 94509-5222

SUPPORTING DOCUMENTS & ATTACHMENTS

The following documents will accompany the main proposal as separate attachments.

ATTACHMENT A

AHA Cost Proposal Excel Spreadsheet

The completed AHA Excel Cost Proposal will be submitted using the solicitation's original template.

ATTACHMENT B

Three Business References

Completed references will be submitted as provided.

ATTACHMENT C

Conflict-of-Interest Certification

Completed and signed Conflict-of-Interest document.

ATTACHMENT D

Diversity Self-Certification

Completed Diversity Self-Certification.

ATTACHMENT E

W-9

Current completed W-9 for LORRAINE'S JANITORIAL SERVICES LLC.

ATTACHMENT F

Business License

Current business license documentation.

ATTACHMENT G

Insurance Certificate

Current applicable insurance certificate(s).

ATTACHMENT H

Additional AHA Forms / Addenda

Any additional forms, certifications, acknowledgments, or addenda required by AHA will be included as applicable.

Base Unit Pricing (By Unit Type)				
Unit Type	**Avg Square Footage Estimate**	**Standard Turnover Cleaning**	**Carpet Cleaning**	**Combined Price**
Studio	400	$150	$75	$225
1 Bedroom	690	$185	$100	$285
2 Bedroom	855	$225	$125	$350
3 Bedroom	1094	$275	$150	$425
4 Bedroom	1142	$300	$165	$465
5 Bedroom	1597	$375	$200	$575
Add-on/ Specialty Services				
Add-on/ Specialty Services				
Service	**Unit**	**Rate**		
Pet Odor Treatment	Per Unit	$125		
Heavy Soil/ Biohazard Cleaning	Per Unit	$350		
Appliance Deep Cleaning	Each	$75		
Patio/Balcony Cleaning	Each	$50		
Trash Hauling	Per Load	$75		
Emergency/ Expedited Services				
Expedited Services				
Service Level	**Additional Cost**			
Same-Day Service	$100			
Labor Rate Breakdown:				

Labor Classification	***Hourly Rate***	***Prevailing Wage Rate***	***Includes Fringe? (Y/N)***	
Cleaner/ Janitor	*$25*	*Proposal Prevailing Wage Rate*	*Y*	
Carpet Technician	*$28*	*Proposal Prevailing Wage Rate*	*Y*	
Supervisor	*$35*	*Proposal Prevailing Wage Rate*	*Y*	

Reference #1

Business/Organization: Oakland Housing Authority
Contact Name: Raha Atencion
Title: Maintenance Superintendent
Phone: 510-772-9715
Email: ratencion@oakha.org
Services Lorraine's provided: Janitorial, Carpet cleaning, Trash-out, Vegetation clean-up
Dates of service: 2019' to current

Reference #2

Business/Organization: Oakland Housing Authority
Contact Name: Issayas Tewelde
Title: Maintenance Superintendent
Phone: 510-773-6300
Email: itewelde@oakha.org
Services Lorraine's provided: Janitorial, Trash-out
Dates of service: 2015' to current

Reference #3

Business/Organization: Oakland Housing Authority
Contact Name: Jon Monte Scott
Title: Maintenance Superintendent
Phone: 510-414-6452
Email: jscott@oakha.org
Services Lorraine's provided:
Dates of service: 2019' to current

HOUSING AUTHORITY OF THE CITY OF ALAMEDA CONFLICT OF INTEREST CERTIFICATION

(a) Does the Bidder/Proposer/Vendor have any current or prior personal relationships with AHA current or former official, officer or employee or their immediate family member or business associate to disclose? *

- ○ Yes
- ◉ No

(b) Does the Bidder/Proposer/Vendor have any current or prior business or financial relationships with AHA current or former official, officer or employee or their immediate family member or business associate to disclose? *

- ○ Yes
- ◉ No

(c) Does Bidder/Propose/Vendor have any current or prior relationship with AHA current or former official, officer or employee or their immediate family member or business associate to disclose? *

- ○ Yes
- ◉ No

(d) Is there an organizational conflict of interest, whether actual or apparent that the Bidder/Proposer/Vendor is aware of, or there is reason to be aware of, at the time of this submittal concerning any past, present, or currently planned interest, financial, contractual, organizational, or otherwise, relating to the work to be performed hereunder? *

- ○ Yes
- ◉ No

Additional projects in the City of Alameda *

Please list any other projects you are currently working on in the City of Alameda.

N/A

Name of Bidder/Proposer/Vendor *

Lorraine's Janitorial Services LLC

Address of Bidder/Proposer/Vendor *

Street Address

3140 Persimmon St

Address Line 2

City

Antioch

State / Province / Region

CA

Postal / Zip Code

94509-5222

Country

USA

Name of Authorized Official or Representative of Bidder/Proposer/Vendor *

Lorraine Rideout

Title of Authorized Official or Representative of Bidder/Proposer/Vendor *

Owner/Authorized Representative

Name of primary contact at AHA and/or project name *

2026-RFP-AHA-PO-003

Signature *

The undersigned Bidder/Proposer/Vendor hereby certifies and affirms under penalties of perjury, that to the best of this Bidder/Proposer/Vendor's knowledge and belief, no actual or apparent conflict of interest exists as to the award of the contract to Bidder/Proposer/Vendor and to the performance of contract services by Bidder/Proposer/Vendor as described in Parts I, II, and III of Part A of the certification. The undersigned official certifies that he/she is authorized to sign this bids/proposals form for the firm.



Date

Date will be captured on form submission

Submit

LORRAINE'S JANITORIAL SERVICES LLC

DIVERSITY SELF-CERTIFICATION

AHA RFP No. 2026-RFP-AHA-PO-003
As-Needed Unit Turnover Cleaning and Carpet Cleaning Services

BUSINESS INFORMATION

Legal Business Name:
LORRAINE'S JANITORIAL SERVICES LLC

Business Type:
Limited Liability Company (LLC)

Business Address: 3140 -Persimmon St

Antioch, CA 94509-5222

Telephone: 510-712-1721

Email: lrmaintenance@yahoo.com

Authorized Representative: Lorraine Rideout

Title: Authorized Representative

DIVERSITY BUSINESS STATUS

LORRAINE'S JANITORIAL SERVICES LLC hereby self-certifies that the company is a **woman-owned and minority-owned business**, based upon its ownership, control, and active management.

Applicable Business Classification

☒ **Woman-Owned Business**

☒ **Minority-Owned Business**

☐ Small Business

☐ Disabled-Owned Business

☐ Veteran-Owned Business

☐ Service-Disabled Veteran-Owned Business

☐ LGBTQ+-Owned Business

☐ Other: _____

OWNERSHIP AND MANAGEMENT CERTIFICATION

LORRAINE'S JANITORIAL SERVICES LLC certifies that the business is owned, controlled, and actively managed by the qualifying owner identified above.

This self-certification is being provided in connection with **AHA RFP No. 2026-RFP-AHA-PO-003** and is intended to identify the company's diversity business status for procurement purposes.

The undersigned understands that AHA may request supporting documentation or additional information concerning the company's ownership, management, or diversity classification.

CERTIFICATION

I certify that the information provided in this Diversity Self-Certification is true and accurate to the best of my knowledge and belief.

Company:
LORRAINE'S JANITORIAL SERVICES LLC

Authorized Representative:
Lorraine Rideout

Signature: Lorraine Rideout

Date: August 16, 2024

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
Lorraine's Janitorial Services LLC

2 Business name/disregarded entity name, if different from above.
Lorraine's Janitorial Services LLC

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) S

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)
(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.
3140 - Persimmon St

Requester's name and address (optional)

6 City, state, and ZIP code
Antioch, CA. 94509

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
___ - ___ - ____

or

Employer identification number
87-0920139

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person Lorraine Pickett Date 04/28/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CITY OF OAKLAND

BUSINESS TAX CERTIFICATE

ACCOUNT NUMBER
00115827

The issuing of a Business Tax Certificate is for revenue purposes only. It does not relieve the taxpayer from the responsibility of complying with the requirements of any other agency of the City of Oakland and/or any other ordinance, law or regulation of the State of California, or any other governmental agency. The Business Tax Certificate expires on December 31st of each year. Per Section 5.04.300 (C,D), of the O.M.C. you are allowed a renewal grace period until March 1st the following year.

DBA LORRAINES JANITORIAL SVC LLC

BUSINESS LOCATION 2741 HILLCREST AVE
ANTIOCH, CA 94531-6371

BUSINESS TYPE E

EXPIRATION DATE
12/31/2026

Starting January 1, 2021, Assembly Bill 1687 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: https://www.oakca.gov/publications

LORRAINES JANITORIAL SVC LLC
LORRAINE F. RIDEOUT
3140 PERSIMMON ST
ANTIOCH, CA 94509-5222

A BUSINESS TAX CERTIFICATE IS REQUIRED FOR EACH BUSINESS LOCATION AND IS NOT VALID FOR ANY OTHER ADDRESS.

ALL OAKLAND BUSINESSES MUST OBTAIN A VALID ZONING CLEARANCE TO OPERATE YOUR BUSINESS LEGALLY. RENTAL OF REAL PROPERTY IS EXCLUDED FROM ZONING.

PUBLIC INFORMATION ABOVE THIS LINE TO BE CONSPICUOUSLY POSTED!

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/21/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

ED MYERS INSURANCE AGENCY
5340 CROWN CT.

CASTRO VALLEY CA 94552

CONTACT NAME: ED MYERS
PHONE (A/C, No, Ext): 510-304-7860 **FAX (A/C, No):**
E-MAIL ADDRESS: EMYERSAGENCY@YAHOO.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : UNITED STATES LIABILITY INSURANCE CO.	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

LORRAINE RIDEOUT
DBA: LORRAINE'S JANITORIAL
2917 HONEYNUT ST.
ANTIOCH CA 94509

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:	X	X	CL 1685766K	01/21/2026	01/21/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ INCLUDED
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N N / A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CG24040509 - WAIVER OF SUBROGATION

CG20100413 - ADDITIONAL INSURED: NEST INTERNATIONAL INC.
591 MANTUA BLVD., SUITE 101
SEWELL, NJ 08080

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/27/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Automatic Data Processing Insurance Agency, Inc.
Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland NJ 07068	PHONE (A/C, No, Ext): 1-800-524-7024 FAX (A/C, No): E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Pacific Compensation Insurance Company	11555
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED Lorraine's Janitorial Services LLC
3140 Persimmon St
Antioch CA 94509

COVERAGES **CERTIFICATE NUMBER:** 5011753 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						GENERAL AGGREGATE	$
	OTHER:						PRODUCTS - COMP/OP AGG	$
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	WC1067351	04/22/2026	04/22/2027	☒ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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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

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ___

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA ADOPT A RESOLUTION APPROVING A 3-YEAR AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA AND LORRAINE'S JANITORIAL SERVICES, LLC FOR TURNOVER CARPET CLEANING SERVICES WITH A MAXIMUM CONTRACT AMOUNT NOT TO EXCEED $50,000, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE SAID AGREEMENT.

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.).

WHEREAS, the Housing Authority Board of Commissioners have not approved an agreement for turnover carpet cleaning services for vacant residential units across multiple multi- family properties. The Contractor shall steam clean, remove odor, and repair carpets in vacant turnover units; and

WHEREAS, the housing Authority issued a Request for Proposals for Unit Turnover Carpet Cleaning Services on July 22, 2026; and

WHEREAS, Lorraine's Janitorial Services LLC was a successful bidder and recommended by staff to participate in the cleaning of turnover units; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Commissioners approves a 3-year Agreement between the Housing Authority of the City of Alameda and Lorraine's Janitorial Services, LLC for Turnover Carpet Cleaning services with a maximum contract amount not to exceed $50,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

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

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, Chair
Board of Commissioners

Approved as to form:

General Counsel Name,
General Counsel,
General Counsel Firm Name

Adopted: October 21, 2026

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: Chenesa Guevara, Management Analyst

Date: October 21, 2026

Re: Adopt a Resolution Approving a 3-year Agreement between the Housing Authority of the City of Alameda and Lorraine's Janitorial Services, LLC for Turnover Cleaning services with a maximum contract amount not to exceed $50,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

BACKGROUND

On July 22, 2026, staff issued a Request for Proposals (RFP) for Unit Turnover Cleaning Services. The scope of services' main objective is the full cleaning of vacant units upon turnover in preparation of a new move in. Services may also be used at 701 Atlantic as necessary.

AHA received nine proposals:

1. Aiden's Quality Painting Inc.
2. Apex Vanguard Solutions LLC
3. Built- Clean Solutions LLC
4. CB Facility Services, a Clean Bro LLC Company
5. Grand Construction
6. Lorraine's Janitorial Services LLC
7. Margarita's House Cleaning Inc. And Janitorial Services
8. Power Cleaning Commercial Services LLC
9. Silent Shift Facility Service LLC

All proposals were submitted prior to the September 3, 2026, deadline. An evaluation panel reviewed the proposals and determined Lorraine's Janitorial Services, LLC was the preferred provider based on the following criteria: competitive pricing structure, most comprehensive services, and experience. Lorraine's Janitorial Services, LLC, has 17 years of operating experience providing professional janitorial, deep cleaning, and environmental cleaning services. Lorraine's Janitorial Services, LLC, has extensive experience working with housing authorities with standard cleaning of unit turnovers. Services include detail and deep cleaning, window cleaning, carpet cleaning, appliance

cleaning, removal and hauling of trash as needed.

DISCUSSION

The Housing Authority of Alameda (AHA) is requesting Board authorization to sign a contract with Lorraine's Janitorial Services, LLC to provide cleaning services as follows:

- Detailed and deep cleaning of units upon turnover in preparation of a new move in.
- Provide emergency and same day services as needed.
- Provide all supplies, and supervision to janitorial associates while on site.
- Ensure all associates are properly trained, and background screening has been completed.

Lorraine's Janitorial Services, LLC standard turnover cleaning rate is based on average square footage. The rates were developed with consideration for the labor, supervision, supplies, transportation, equipment, payroll, operating overhead, and profit required to provide reliable services.

Base Unit Pricing (By Unit Type)		
Unit Type	**Avg Sqr Ft Estimate**	**Standard Turnover Cleaning**
Studio	400	$150.00
1 Bedroom	690	$185.00
2 Bedroom	855	$225.00
3 Bedroom	1094	$275.00
4 Bedroom	1142	$300.00
5 Bedroom	1597	$375.00

This initial three (3) year term is renewable for up to two (2) one-year additional terms and not to exceed a total of five (5) years. The three-year agreement will begin on November 1, 2026. The total contract for the initial three-year term is not to exceed $50,000.

FISCAL IMPACT

Funds for these services are paid from the various property budgets and will come from the rental income. Future budgets will incorporate sufficient funds for services rendered during the remainder of the agreement's initial three-year term.

CEQA

Not applicable.

RECOMMENDATION

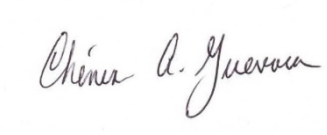
Adopt a Resolution Approving a 3-year Agreement between the Housing Authority of the City of Alameda and Lorraine's Janitorial Services, LLC for Turnover Cleaning

services with a maximum contract amount not to exceed $50,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

ATTACHMENTS

1. Lorraine's Janitorial Services, LLC RFP Proposal
2. Resolution Lorraine's Janitorial Service LLC Cleaning Resolution – Housing Authority of the City of Alameda

Respectfully submitted,



Chenesa Guevara, Management Analyst

LORRAINE'S JANITORIAL SERVICES LLC

PROPOSAL

As-Needed Unit Turnover Cleaning and Carpet Cleaning Services

AHA RFP No. 2026-RFP-AHA-PO-003

Submitted to:
AHA

Submitted by:
LORRAINE'S JANITORIAL SERVICES LLC

Authorized Representative:
Lorraine Rideout

Date:
August 16, 2026

COVER LETTER

August 16, 2026

Re: RFP No. 2026-RFP-AHA-PO-003
As-Needed Unit Turnover Cleaning and Carpet Cleaning Services

Dear AHA Evaluation Committee:

Lorraine's Janitorial Services LLC is pleased to submit our proposal to provide **As-Needed Unit Turnover Cleaning and Carpet Cleaning Services** for AHA.

We understand the importance of preparing housing units thoroughly, efficiently, and professionally for incoming residents. Our company is committed to providing dependable cleaning services with particular attention to **quality, safety, detail, responsiveness, and readiness for occupancy**.

Our approach is based on **hands-on supervision and quality control**. Our Supervisor works directly with the cleaning crew and remains on-site for the duration of each assignment. The Supervisor coordinates the work, participates in the cleaning process, monitors progress, and conducts quality-control inspections throughout the turnover. Any deficiencies identified are corrected before the crew leaves the property.

Lorraine's Janitorial Services LLC assigns cleaning personnel according to unit size and service requirements. Our staffing approach allows us to efficiently address bathrooms, kitchens, bedrooms, living areas, floors, windows, patio/sliding-glass doors, appliances, and other required areas.

We recognize that some units may require services beyond normal turnover cleaning. Accordingly, our proposal provides clearly defined pricing for **pet odor treatment, heavy soil/biohazard cleaning, appliance deep cleaning, patio/balcony cleaning, trash hauling, carpet cleaning, and same-day service**.

Our company is committed to providing AHA with **reliable service, professional supervision, consistent quality control, responsive communication, and clean, ready-for-occupancy units**.

Thank you for the opportunity to submit our proposal. We appreciate your consideration and look forward to the opportunity to serve AHA.

Sincerely,

Lorraine Rideout
Authorized Representative
LORRAINE'S JANITORIAL SERVICES LLC

Phone: _____

Email: _____

Address: _____

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COMPANY BACKGROUND & EXPERIENCE

COMPANY BACKGROUND

LORRAINE'S JANITORIAL SERVICES LLC has been in operation since **2009** and provides professional janitorial, deep-cleaning, and environmental cleaning services.

Our company understands that successful unit turnover requires more than basic cleaning. Each unit must receive careful attention to detail so that it is clean, presentable, and ready for the next resident.

Our experience includes cleaning services for residential and commercial environments requiring dependable staffing, proper cleaning procedures, attention to detail, and consistent quality control.

SERVICES PROVIDED

Lorraine's Janitorial Services LLC provides a broad range of cleaning services, including:

- Unit turnover cleaning
- Residential cleaning
- Office cleaning
- Window cleaning
- High dusting
- Hard-floor maintenance
- Carpet cleaning
- Deep cleaning
- Specialty cleaning
- Appliance cleaning
- Trash removal and hauling
- Enhanced cleaning and disinfection
- Post-event and additional cleaning services

Our cleaning personnel are assigned according to the size and condition of the unit and the specific services requested.

EXPERIENCE AND COMMITMENT

With **17 years of operating experience**, Lorraine's Janitorial Services LLC has developed a practical understanding of the importance of completing cleaning assignments thoroughly, efficiently, and consistently.

Our goal is to provide AHA with a dependable cleaning partner capable of responding to routine turnover requirements as well as units requiring additional labor or specialty services.

We recognize that every unit may present different cleaning requirements. Our staffing model therefore allows us to adjust personnel according to unit size, scope, and condition while maintaining direct supervision throughout the assignment.

QUALITY-FOCUSED SERVICE

Quality is an essential part of our service philosophy.

Rather than simply completing the cleaning tasks and leaving the property, our Supervisor remains involved throughout the assignment. This allows us to identify deficiencies while the crew is still on-site and make corrections immediately.

Our objective is simple:

Clean the unit thoroughly, inspect the work, correct deficiencies, and leave the unit ready for the next step in the turnover process.

SERVICE APPROACH & SCOPE OF WORK

SERVICE APPROACH

Lorraine's Janitorial Services LLC understands that unit turnover cleaning requires thorough preparation, attention to detail, and timely completion. Our objective is to return each assigned unit in a **clean, presentable, and ready-for-occupancy condition** within the authorized scope of work.

Our cleaning crews will review the assigned unit and organize the work according to the size, condition, and specific requirements of the unit.

We use a systematic approach that allows our crew to work efficiently while maintaining quality throughout the assignment.

STANDARD TURNOVER CLEANING

Standard turnover cleaning includes cleaning and detailing the primary areas of the unit, including:

Bathrooms

- Cleaning and disinfecting toilets
- Cleaning sinks and fixtures
- Cleaning tubs and showers
- Cleaning mirrors
- Cleaning counters and accessible surfaces
- Cleaning floors
- Removing trash
- Final detailing

Kitchens

- Cleaning countertops and accessible surfaces
- Cleaning cabinets and drawers
- Cleaning sinks and fixtures
- Cleaning floors
- Cleaning walls and backsplashes as needed
- Removing trash
- Cleaning the kitchen area for presentation and turnover

Appliance deep cleaning is available as an add-on service at $75 per appliance when appliances require cleaning beyond the standard turnover scope.

Bedrooms and Living Areas

- Dusting accessible surfaces
- Cleaning doors and frames
- Cleaning floors
- Cleaning accessible surfaces
- Removing trash and debris
- General detailing

Windows and Glass

Interior windows and accessible glass surfaces will be cleaned as part of the applicable turnover service.

For larger units requiring additional window and glass work, including **patio/sliding-glass doors**, staffing will be adjusted according to unit size and requirements.

Floors

Floor surfaces will be cleaned according to the type and condition of the flooring.

Carpet cleaning is available separately using the applicable carpet-cleaning rate.

FINAL DETAILING

Before leaving the unit, the crew will perform a final detailing pass to identify areas requiring additional attention.

The Supervisor will review the completed work and ensure that identified deficiencies are corrected before the crew leaves the property.

SPECIAL CONDITIONS

Some units may require cleaning beyond the standard turnover scope because of:

- Heavy soil
- Excessive debris
- Pet odors
- Heavily soiled appliances
- Additional patio or balcony cleaning
- Extensive carpet cleaning requirements
- Other unusual cleaning conditions

When additional work is required, Lorraine's Janitorial Services LLC will use the applicable **AHA-approved add-on pricing** or obtain authorization before performing work outside the standard scope.

SAFETY AND PROFESSIONAL PRACTICES

Our cleaning personnel will use appropriate cleaning procedures and equipment for the surfaces and conditions encountered.

We emphasize:

- Safe work practices
- Proper use of cleaning products
- Appropriate personal protective equipment when required
- Careful handling of cleaning equipment
- Protection of the property
- Proper disposal of ordinary cleaning waste
- Communication of unusual or unsafe conditions to the appropriate AHA representative

Our objective is to complete the work safely while protecting the unit and its contents.

STAFFING PLAN, SUPERVISION & QUALITY CONTROL

STAFFING PLAN

Lorraine's Janitorial Services LLC will assign personnel according to the size of the unit and the anticipated cleaning requirements.

Our staffing model is designed to provide sufficient personnel to complete the work efficiently while maintaining the level of detail expected for a professional unit turnover.

Unit Type	Average Square Footage	Janitors Assigned
Studio	400 sq. ft.	**2**
1 Bedroom	690 sq. ft.	**2**
2 Bedroom	855 sq. ft.	**3**
3 Bedroom	1,094 sq. ft.	**4**
4 Bedroom	1,142 sq. ft.	**5**
5 Bedroom	1,597 sq. ft.	**5**

Crew Responsibilities

Lorraine's Janitorial Services LLC uses a coordinated crew approach.

For **Studio and 1-Bedroom units**, the crew can divide responsibilities among the bathroom, kitchen, general living areas, and windows.

For **2- and 3-Bedroom units**, additional personnel allow the crew to address the increased number of rooms, windows, and patio/sliding-glass doors efficiently.

For **4- and 5-Bedroom units**, the five-person crew provides the additional manpower necessary to address the larger unit and expanded glass areas while maintaining attention to detail.

The Supervisor coordinates the crew and may also participate directly in the cleaning work as needed.

SUPERVISOR RESPONSIBILITIES

A key component of Lorraine's Janitorial Services LLC's service model is **continuous on-site supervision.**

Our Supervisor:

- Works directly with the cleaning crew.
- Remains on-site for the duration of the assignment.
- Coordinates the crew's activities.
- Assigns responsibilities according to the unit's requirements.
- Monitors progress throughout the cleaning.
- Assists with cleaning when needed.
- Checks completed areas for quality.
- Identifies deficiencies.
- Directs the crew to correct deficiencies immediately.
- Performs the final quality-control inspection.

This hands-on approach provides AHA with a single point of accountability throughout each assignment.

QUALITY CONTROL PROCESS

Our quality-control process begins when the crew enters the unit and continues until the assignment is completed.

Step 1 — Unit Review

The Supervisor reviews the unit and identifies the general condition, size, cleaning requirements, and any unusual conditions.

Step 2 — Crew Assignment

The Supervisor assigns responsibilities based on the unit's size and scope.

Step 3 — Cleaning

The crew performs the authorized cleaning services while the Supervisor monitors the work and assists as needed.

Step 4 — Quality Inspection

The Supervisor reviews the completed areas for cleanliness, detail, and completeness.

Step 5 — Correction

Any deficiencies identified during the inspection are corrected while the crew is still on-site.

Step 6 — Final Verification

The Supervisor conducts a final review to verify that the unit has been completed within the authorized scope of work.

ACCOUNTABILITY

Lorraine's Janitorial Services LLC believes that supervision should be **active rather than simply administrative**.

Our Supervisor does not simply assign the work and leave the crew unattended. The Supervisor remains involved throughout the assignment and is responsible for helping ensure that the work is completed accurately and professionally.

This approach is intended to:

- Improve consistency
- Reduce missed areas
- Minimize incomplete work
- Reduce unnecessary return visits
- Improve communication
- Provide immediate correction of deficiencies
- Give AHA a clear point of accountability

STAFFING FLEXIBILITY

Although the staffing levels listed above represent our standard staffing approach by unit size, Lorraine's Janitorial Services LLC may adjust crew assignments when the actual condition or authorized scope of a unit warrants additional personnel.

Any additional work outside the standard turnover scope will be handled in accordance with the applicable pricing and authorization requirements.

SPECIALTY SERVICES, EMERGENCY/EXPEDITED SERVICES & PRICING CLARIFICATIONS

SPECIALTY SERVICES

Lorraine's Janitorial Services LLC understands that not every unit will require the same level of cleaning. Some units may require additional labor, specialized cleaning, or additional time because of their condition.

To provide AHA with predictable and transparent pricing, we have established separate rates for commonly requested specialty services.

Pet Odor Treatment — $125 Per Unit

Pet odor treatment is available when a unit requires additional cleaning and odor-control measures beyond the standard turnover cleaning.

The service is intended for units where ordinary cleaning is insufficient to address persistent pet-related odors.

Heavy Soil/Biohazard Cleaning — $350 Per Unit

Heavy soil/biohazard cleaning applies when a unit requires substantially more intensive cleaning than a standard turnover.

This may include units with excessive accumulation of soil, bodily-fluid contamination, or other unusually difficult cleaning conditions.

Work involving regulated hazardous materials, specialized remediation, or disposal requirements will be addressed separately and only when properly authorized and within applicable safety requirements.

Appliance Deep Cleaning — $75 Per Appliance

Appliance deep cleaning is priced at **$75 per appliance**.

This service is intended for appliances that require substantially more time and effort than routine turnover cleaning, including appliances with heavy grease, food buildup, accumulated soil, or other excessive contamination.

The $75 rate allows sufficient time for detailed cleaning rather than treating heavily soiled appliances as ordinary turnover items.

Patio/Balcony Cleaning — $50 Each

Patio or balcony cleaning is available at **$50 per area.**

This service addresses the cleaning of the applicable patio or balcony area and accessible surfaces within the authorized scope.

Trash Hauling — $75 Per Load

Trash hauling is available at **$75 per load.**

The rate applies to a standard load of ordinary, non-hazardous household trash and debris generated from the unit turnover.

The $75-per-load rate **does not include**:

- Mattresses
- Appliances
- Large furniture
- Construction or demolition debris
- Hazardous materials
- Biohazardous materials requiring specialized disposal
- Chemicals
- Regulated waste
- Unusually heavy or oversized items
- Special disposal fees
- Additional loads beyond the authorized load

Any of these circumstances requiring additional labor, transportation, disposal, or special handling will be discussed with AHA and separately authorized when applicable.

EMERGENCY/EXPEDITED SERVICES

Same-Day Service — $100 Additional

Lorraine's Janitorial Services LLC understands that housing turnover schedules can change unexpectedly.

When AHA requires a unit to be serviced on a same-day basis, a **$100 additional expedited-service charge** will apply, subject to crew availability.

Same-day requests will receive priority scheduling whenever operationally possible.

Our Supervisor will coordinate the crew and confirm the scope and timing of the requested service.

PRICING TRANSPARENCY

Lorraine's Janitorial Services LLC believes that clear pricing helps prevent misunderstandings and allows AHA to budget appropriately.

Our proposal therefore separates:

- Standard turnover cleaning
- Carpet cleaning
- Specialty cleaning
- Appliance deep cleaning
- Patio/balcony cleaning
- Trash hauling
- Emergency/expedited service

This structure allows AHA to request only the additional services actually required rather than applying unnecessary charges to every unit.

AUTHORIZATION FOR ADDITIONAL SERVICES

When a unit requires services beyond the standard turnover scope, Lorraine's Janitorial Services LLC will communicate the additional requirement to the appropriate AHA representative before performing the additional work whenever authorization is required.

Our goal is to maintain clear communication regarding:

1. The condition of the unit.
2. The additional service required.
3. The applicable rate.
4. Any unusual disposal or safety requirements.
5. The expected completion requirements.

This approach helps ensure that both AHA and Lorraine's Janitorial Services LLC have a clear understanding of the work being performed.

COMMITMENT TO RESPONSIVENESS

Lorraine's Janitorial Services LLC understands that turnover schedules can be time-sensitive.

We will make every reasonable effort to respond promptly to AHA requests, coordinate available personnel, and complete authorized work within the requested timeframe.

Our hands-on Supervisor will remain the primary on-site point of accountability during each assignment and will help ensure that the work is completed accurately and professionally.

COMPLETE COST PROPOSAL SUMMARY

Base Unit Pricing (By Unit Type)

Lorraine's Janitorial Services LLC proposes the following standard turnover-cleaning rates based on the average square footage estimates provided:

Unit Type	Average Square Footage Estimate	Standard Turnover Cleaning
Studio	400 sq. ft.	**$150.00**
1 Bedroom	690 sq. ft.	**$185.00**
2 Bedroom	855 sq. ft.	**$225.00**
3 Bedroom	1,094 sq. ft.	**$275.00**
4 Bedroom	1,142 sq. ft.	**$300.00**
5 Bedroom	1,597 sq. ft.	**$375.00**

These rates represent the standard turnover-cleaning service for the applicable unit type and are subject to the scope and conditions described in this proposal.

Add-on/Specialty Services

Service	Unit	Rate
Pet Odor Treatment	Per Unit	**$125.00**
Heavy Soil/Biohazard Cleaning	Per Unit	**$350.00**
Appliance Deep Cleaning	Each	**$75.00**
Patio/Balcony Cleaning	Each	**$50.00**
Trash Hauling	Per Load	**$75.00**

These services are intended for circumstances that require work beyond the standard turnover-cleaning scope.

Emergency/Expedited Services

Service Level	Additional Cost
Same-Day Service	$100.00

Same-day service is subject to crew availability and applies when AHA requests expedited service requiring same-day scheduling and mobilization.

Labor Rate Breakdown

Labor Classification	Hourly Rate	Proposed Prevailing Wage Rate	Includes Fringe?
Cleaner/Janitor	$25.00	$25.00	Y
Carpet Technician	$28.00	$28.00	Y
Supervisor	$35.00	$35.00	Y

Labor Rate Note

The proposed labor rates include the applicable fringe component for purposes of this proposal.

Because AHA did not provide a specific wage determination to Lorraine's Janitorial Services LLC, these figures represent **Lorraine's Janitorial Services LLC's proposed labor and fringe rates** for the solicitation.

Carpet Cleaning

Unit Type	Combined Carpet Cleaning Price
Studio	$75.00
1 Bedroom	$100.00
2 Bedroom	$125.00
3 Bedroom	$150.00
4 Bedroom	$165.00
5 Bedroom	$200.00

The carpet-cleaning rates are intended to cover standard carpet-cleaning requirements associated with the applicable unit size.

Unusual conditions requiring specialty remediation or substantially different treatment may require separate authorization.

Pricing Philosophy

Lorraine's Janitorial Services LLC developed these rates with consideration for the labor, supervision, supplies, transportation, equipment, payroll burden, operating overhead, and profit required to provide reliable service.

Our pricing structure is designed to provide AHA with:

- Predictable unit pricing
- Clearly defined specialty-service rates
- Transparent labor rates
- Separate carpet-cleaning pricing
- Defined emergency-service pricing
- Clear expectations regarding additional services

Our objective is to provide competitive pricing while maintaining the staffing and supervision necessary to complete the work properly.

Staffing Reference

For operational planning, Lorraine's Janitorial Services LLC anticipates the following standard crew assignments:

Unit Type	Average Square Footage	Janitors
Studio	400 sq. ft.	**2**
1 Bedroom	690 sq. ft.	**2**
2 Bedroom	855 sq. ft.	**3**
3 Bedroom	1,094 sq. ft.	**4**
4 Bedroom	1,142 sq. ft.	**5**
5 Bedroom	1,597 sq. ft.	**5**

The Supervisor works with the crew and remains on-site throughout the assignment.

FINAL COMMITMENT & SIGNATURE PAGE

FINAL COMMITMENT

Lorraine's Janitorial Services LLC appreciates the opportunity to submit this proposal to AHA for As-Needed Unit Turnover Cleaning and Carpet Cleaning Services.

We are committed to providing **reliable, professional, responsive, and quality-focused cleaning services** that support AHA's unit turnover requirements.

Our hands-on supervision model is designed to provide accountability throughout every assignment. Our Supervisor works directly with the cleaning crew, remains on-site for the duration of the job, monitors the work, participates as needed, and verifies completion before the crew leaves the property.

We understand that each unit may have different cleaning requirements. Our staffing model, specialty services, and clearly defined pricing allow us to respond appropriately to standard turnovers as well as units requiring additional attention.

Our commitment is to:

- Provide dependable and professional cleaning services.
- Assign appropriate personnel based on unit size and requirements.
- Maintain active supervision throughout each assignment.
- Perform quality-control inspections before completion.
- Correct deficiencies while the crew is on-site whenever possible.
- Communicate clearly regarding additional services.
- Respond to expedited and same-day requests subject to availability.
- Protect AHA property through safe and responsible work practices.
- Complete authorized services thoroughly and professionally.

Lorraine's Janitorial Services LLC looks forward to the opportunity to establish a professional working relationship with AHA and to provide consistent, high-quality service to the residents and properties we serve.

PROPOSAL CERTIFICATION AND AUTHORIZATION

By signing below, the undersigned certifies that they are authorized to submit this proposal on behalf of **LORRAINE'S JANITORIAL SERVICES LLC** and that the information provided in this proposal is submitted in good faith.

Company:
LORRAINE'S JANITORIAL SERVICES LLC

Authorized Representative:
Lorraine Rideout

Title:
Authorized Representative

Signature:


Date: August 16, 2026

Phone: 510-712-1721

Email: lrmaintenance@yahoo.com

Business Address: 3140 -Persimmon St., Antioch, CA 94509-5222

SUPPORTING DOCUMENTS & ATTACHMENTS

The following documents will accompany the main proposal as separate attachments.

ATTACHMENT A

AHA Cost Proposal Excel Spreadsheet

The completed AHA Excel Cost Proposal will be submitted using the solicitation's original template.

ATTACHMENT B

Three Business References

Completed references will be submitted as provided.

ATTACHMENT C

Conflict-of-Interest Certification

Completed and signed Conflict-of-Interest document.

ATTACHMENT D

Diversity Self-Certification

Completed Diversity Self-Certification.

ATTACHMENT E

W-9

Current completed W-9 for LORRAINE'S JANITORIAL SERVICES LLC.

ATTACHMENT F

Business License

Current business license documentation.

ATTACHMENT G

Insurance Certificate

Current applicable insurance certificate(s).

ATTACHMENT H

Additional AHA Forms / Addenda

Any additional forms, certifications, acknowledgments, or addenda required by AHA will be included as applicable.

Base Unit Pricing (By Unit Type)				
Unit Type	**Avg Square Footage Estimate**	**Standard Turnover Cleaning**	**Carpet Cleaning**	**Combined Price**
Studio	400	$150	$75	$225
1 Bedroom	690	$185	$100	$285
2 Bedroom	855	$225	$125	$350
3 Bedroom	1094	$275	$150	$425
4 Bedroom	1142	$300	$165	$465
5 Bedroom	1597	$375	$200	$575
Add-on/ Specialty Services				
Add-on/ Specialty Services				
Service	**Unit**	**Rate**		
Pet Odor Treatment	Per Unit	$125		
Heavy Soil/ Biohazard Cleaning	Per Unit	$350		
Appliance Deep Cleaning	Each	$75		
Patio/Balcony Cleaning	Each	$50		
Trash Hauling	Per Load	$75		
Emergency/ Expedited Services				
Expedited Services				
Service Level	**Additional Cost**			
Same-Day Service	$100			
Labor Rate Breakdown:				

Labor Classification	***Hourly Rate***	***Prevailing Wage Rate***	***Includes Fringe? (Y/N)***	
Cleaner/ Janitor	*$25*	*Proposal Prevailing Wage Rate*	*Y*	
Carpet Technician	*$28*	*Proposal Prevailing Wage Rate*	*Y*	
Supervisor	*$35*	*Proposal Prevailing Wage Rate*	*Y*	

Reference #1

Business/Organization: Oakland Housing Authority
Contact Name: Raha Atencion
Title: Maintenance Superintendent
Phone: 510-772-9715
Email: ratencion@oakha.org
Services Lorraine's provided: Janitorial, Carpet cleaning, Trash-out, Vegetation clean-up
Dates of service: 2019' to current

Reference #2

Business/Organization: Oakland Housing Authority
Contact Name: Issayas Tewelde
Title: Maintenance Superintendent
Phone: 510-773-6300
Email: itewelde@oakha.org
Services Lorraine's provided: Janitorial, Trash-out
Dates of service: 2015' to current

Reference #3

Business/Organization: Oakland Housing Authority
Contact Name: Jon Monte Scott
Title: Maintenance Superintendent
Phone: 510-414-6452
Email: jscott@oakha.org
Services Lorraine's provided:
Dates of service: 2019' to current

HOUSING AUTHORITY OF THE CITY OF ALAMEDA CONFLICT OF INTEREST CERTIFICATION

(a) Does the Bidder/Proposer/Vendor have any current or prior personal relationships with AHA current or former official, officer or employee or their immediate family member or business associate to disclose? *

- ○ Yes
- ◉ No

(b) Does the Bidder/Proposer/Vendor have any current or prior business or financial relationships with AHA current or former official, officer or employee or their immediate family member or business associate to disclose? *

- ○ Yes
- ◉ No

(c) Does Bidder/Propose/Vendor have any current or prior relationship with AHA current or former official, officer or employee or their immediate family member or business associate to disclose? *

- ○ Yes
- ◉ No

(d) Is there an organizational conflict of interest, whether actual or apparent that the Bidder/Proposer/Vendor is aware of, or there is reason to be aware of, at the time of this submittal concerning any past, present, or currently planned interest, financial, contractual, organizational, or otherwise, relating to the work to be performed hereunder? *

- ○ Yes
- ◉ No

Additional projects in the City of Alameda *

Please list any other projects you are currently working on in the City of Alameda.

N/A

Name of Bidder/Proposer/Vendor *

Lorraine's Janitorial Services LLC

Address of Bidder/Proposer/Vendor *

Street Address

3140 Persimmon St

Address Line 2

City

Antioch

State / Province / Region

CA

Postal / Zip Code

94509-5222

Country

USA

Name of Authorized Official or Representative of Bidder/Proposer/Vendor *

Lorraine Rideout

Title of Authorized Official or Representative of Bidder/Proposer/Vendor *

Owner/Authorized Representative

Name of primary contact at AHA and/or project name *

2026-RFP-AHA-PO-003

Signature *

The undersigned Bidder/Proposer/Vendor hereby certifies and affirms under penalties of perjury, that to the best of this Bidder/Proposer/Vendor's knowledge and belief, no actual or apparent conflict of interest exists as to the award of the contract to Bidder/Proposer/Vendor and to the performance of contract services by Bidder/Proposer/Vendor as described in Parts I, II, and III of Part A of the certification. The undersigned official certifies that he/she is authorized to sign this bids/proposals form for the firm.



Date

Date will be captured on form submission

Submit

LORRAINE'S JANITORIAL SERVICES LLC

DIVERSITY SELF-CERTIFICATION

AHA RFP No. 2026-RFP-AHA-PO-003
As-Needed Unit Turnover Cleaning and Carpet Cleaning Services

BUSINESS INFORMATION

Legal Business Name:
LORRAINE'S JANITORIAL SERVICES LLC

Business Type:
Limited Liability Company (LLC)

Business Address: 3140 -Persimmon St

Antioch, CA 94509-5222

Telephone: 510-712-1721

Email: lrmaintenance@yahoo.com

Authorized Representative: Lorraine Rideout

Title: Authorized Representative

DIVERSITY BUSINESS STATUS

LORRAINE'S JANITORIAL SERVICES LLC hereby self-certifies that the company is a **woman-owned and minority-owned business**, based upon its ownership, control, and active management.

Applicable Business Classification

☒ **Woman-Owned Business**

☒ **Minority-Owned Business**

☐ Small Business

☐ Disabled-Owned Business

☐ Veteran-Owned Business

☐ Service-Disabled Veteran-Owned Business

☐ LGBTQ+-Owned Business

☐ Other: _____

OWNERSHIP AND MANAGEMENT CERTIFICATION

LORRAINE'S JANITORIAL SERVICES LLC certifies that the business is owned, controlled, and actively managed by the qualifying owner identified above.

This self-certification is being provided in connection with **AHA RFP No. 2026-RFP-AHA-PO-003** and is intended to identify the company's diversity business status for procurement purposes.

The undersigned understands that AHA may request supporting documentation or additional information concerning the company's ownership, management, or diversity classification.

CERTIFICATION

I certify that the information provided in this Diversity Self-Certification is true and accurate to the best of my knowledge and belief.

Company:
LORRAINE'S JANITORIAL SERVICES LLC

Authorized Representative:
Lorraine Rideout

Signature: Lorraine Rideout

Date: August 16, 2024

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
Lorraine's Janitorial Services LLC

2 Business name/disregarded entity name, if different from above.
Lorraine's Janitorial Services LLC

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) S

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.
3140 - Persimmon St

Requester's name and address (optional)

6 City, state, and ZIP code
Antioch, CA. 94509

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
___ - ___ - ____

or

Employer identification number
87-0920139

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person Lorraine Pickett Date 04/28/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CITY OF OAKLAND

BUSINESS TAX CERTIFICATE

ACCOUNT NUMBER
00115827

The issuing of a Business Tax Certificate is for revenue purposes only. It does not relieve the taxpayer from the responsibility of complying with the requirements of any other agency of the City of Oakland and/or any other ordinance, law or regulation of the State of California, or any other governmental agency. The Business Tax Certificate expires on December 31st of each year. Per Section 5.04.300 (C,D), of the O.M.C. you are allowed a renewal grace period until March 1st the following year.

DBA LORRAINES JANITORIAL SVC LLC

BUSINESS LOCATION 2741 HILLCREST AVE
ANTIOCH, CA 94531-6371

BUSINESS TYPE E

EXPIRATION DATE
12/31/2026

Starting January 1, 2021, Assembly Bill 1687 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: https://www.oakca.gov/publications

LORRAINES JANITORIAL SVC LLC
LORRAINE F. RIDEOUT
3140 PERSIMMON ST
ANTIOCH, CA 94509-5222

A BUSINESS TAX CERTIFICATE IS REQUIRED FOR EACH BUSINESS LOCATION AND IS NOT VALID FOR ANY OTHER ADDRESS.

ALL OAKLAND BUSINESSES MUST OBTAIN A VALID ZONING CLEARANCE TO OPERATE YOUR BUSINESS LEGALLY. RENTAL OF REAL PROPERTY IS EXCLUDED FROM ZONING.

PUBLIC INFORMATION ABOVE THIS LINE TO BE CONSPICUOUSLY POSTED!

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/21/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
ED MYERS INSURANCE AGENCY
5340 CROWN CT.
CASTRO VALLEY CA 94552

CONTACT NAME: ED MYERS
PHONE (A/C, No, Ext): 510-304-7860 **FAX (A/C, No):**
E-MAIL ADDRESS: EMYERSAGENCY@YAHOO.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : UNITED STATES LIABILITY INSURANCE CO.	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
LORRAINE RIDEOUT
DBA: LORRAINE'S JANITORIAL
2917 HONEYNUT ST.
ANTIOCH CA 94509

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:	X	X	CL 1685766K	01/21/2026	01/21/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ INCLUDED $
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ $ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE $	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N N / A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CG24040509 - WAIVER OF SUBROGATION

CG20100413 - ADDITIONAL INSURED: NEST INTERNATIONAL INC.
591 MANTUA BLVD., SUITE 101
SEWELL, NJ 08080

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/27/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	**CONTACT NAME:** Automatic Data Processing Insurance Agency, Inc.
Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland NJ 07068	**PHONE (A/C, No, Ext):** 1-800-524-7024 **FAX (A/C, No):** **E-MAIL ADDRESS:**
INSURED Lorraine's Janitorial Services LLC 3140 Persimmon St Antioch CA 94509	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Pacific Compensation Insurance Company — 11555 **INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 5011753 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						GENERAL AGGREGATE	$
	OTHER:						PRODUCTS - COMP/OP AGG	$
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	WC1067351	04/22/2026	04/22/2027	☒ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mary M. Mun

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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

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ___

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA ADOPT A RESOLUTION APPROVING A 3-YEAR AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA AND LORRAINE'S JANITORIAL SERVICES, LLC FOR TURNOVER CLEANING SERVICES WITH A MAXIMUM CONTRACT AMOUNT NOT TO EXCEED $50,000, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE SAID AGREEMENT.

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, the Housing Authority Board of Commissioners have not approved an agreement for turnover cleaning services for vacant residential units across multiple multi-family properties. The Contractor shall deep clean vacant turnover units in preparation for new move in; and

WHEREAS, the housing Authority issued a Request for Proposals for Unit Turnover Carpet Cleaning Services on July 22, 2026; and

WHEREAS, Lorraine's Janitorial Services LLC was a successful bidder and recommended by staff to participate in the cleaning services of turnover units; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Commissioners approves a 3-year Agreement between the Housing Authority of the City of Alameda and Lorraine's Janitorial Services, LLC for Turnover Cleaning services with a maximum contract amount not to exceed $50,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

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

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, Chair
Board of Commissioners

Approved as to form:

General Counsel Name,
General Counsel,
General Counsel Firm Name

Adopted: October 21, 2026

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: Chenesa Guevara, Management Analyst

Date: October 21, 2026

Re: Adopt a Resolution Approving a 3-Year Lease Service Agreement Between the Housing Authority of the City of Alameda and WASH Multifamily Laundry Systems to Provide Leased, Commercial-Grade Laundry Equipment and Full-Service Maintenance and Repair Support at Lincoln House - 745 Lincoln ave, Sherman House - 1416 Sherman St, and Independence Plaza - 703 Atlantic Ave., and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) contracted with WASH Multifamily Laundry Systems on August 17, 2021, to provide laundry equipment and services for the following sites: Sherman House, Stanford House, China Clipper, Independence Plaza, Lincoln House, and Anne B. Diament. This contract expired on August 21, 2026. On July 13, 2026, staff issued a Request for Proposal (RFP) for Multi-Family Laundry Equipment Lease & Services. AHA received one proposal from WASH Multifamily Laundry Systems.

An evaluation panel reviewed the proposal and determined WASH Multifamily Laundry Systems should continue to be the preferred provider based on the following criteria: revenue sharing model, cash-free options, pricing, and operation and maintenance services. Specifically, WASH has proposed the following for the properties included in the RFP:

Property	Washer Type	Dryer Type	Payment System
Sherman House	1- Top Load	1- Single	Mobile + Debit/ Credit Card Swipe
Stanford House	1- Certified Top Load	1- Certified Single	Mobile + Debit/ Credit Card Swipe
China Clipper	1- Front Load 1- Top Load	1- Single 1- Staked	Mobile + Debit/ Credit Card Swipe
Independence Plaza	5- Front Load 4- Top Load	9- Single	100% Mobile
Lincoln House	1- Certified Top Load	1-Certified Single	Mobile + Debit/ Credit Card Swipe
Anne B. Diament	2- Front Load 2- Top Load	4-Single	Mobile + Debit/Credit Card Swipe

WASH Multifamily Laundry Systems was established in 1947 and has partnered with

thousands of property owners and managers across North America to upgrade and service laundry rooms. Services include new emerging technology and top-quality equipment. WASH Multifamily Laundry Systems is the current vendor providing laundry equipment and services for Sherman House, Stanford House, China Clipper, Independence Plaza, Lincoln House, and Anne B. Diament. WASH Multifamily Laundry Systems has a current lease agreement with Linnet Corner, Estuary I, and Rosefield Village. Other communities in the portfolio do not have common area laundry facilities as they have washer and dryer hook-ups in the units.

DISCUSSION

The Housing Authority of the City of Alameda (AHA) is requesting Board authorization to sign the WASH Multifamily Lease agreement for all common laundry facilities at the AHA communities. WASH Multifamily Laundry will provide leased, commercial-grade laundry equipment and full-service operation for Lincoln House, Sherman House, and Independence Plaza. In addition to the specific property proposals referenced above the vendor shall provide the following for all sites:

- New or like- new commercial-grade washers and dryers, high-efficiency, energy-efficiency equipment (ENERGY STAR-preferred)
- Mobile/ app-based operation including payment via mobile.
- Provide real-time machine availability/ status and cycle notifications.
- Digital receipts and transaction history
- Full-service maintenance with adequate service response time.
- Kiosk or card system with no cost burden to residents.

FISCAL IMPACT

The property budget includes revenue from the 50% share split for leased, commercial-grade laundry equipment. WASH Multifamily Laundry anticipates yearly revenue for Lincoln House, Sherman House, and Independence Plaza to be approximately $16,295.34 combined. Future budgets will incorporate the revenue from services rendered during the remainder of the agreement’s initial three-year term.

CEQA

Not applicable

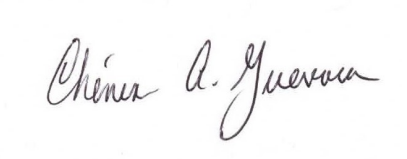
RECOMMENDATION

Adopt a Resolution Approving a 3-Year Lease Service Agreement Between the Housing Authority of the City of Alameda and WASH Multifamily Laundry Systems to Provide Leased, Commercial-Grade Laundry Equipment and Full-Service Maintenance and Repair Support at Lincoln House - 745 Lincoln ave, Sherman House - 1416 Sherman St, and Independence Plaza - 703 Atlantic Ave., and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

ATTACHMENTS

1. WASH Multifamily Laundry Systems Proposal
2. WASH Multifamily Laundry Systems Master Lease Agreement
3. Resolution Multi- Family Laundry Equipment Lease & Services- Housing Authority of the City of Alameda

Respectfully submitted,



Chenesa Guevara, Management Analyst

Docusign Envelope ID: F5A416D7-D190-8EDB-8011-F3A2B9D5D077

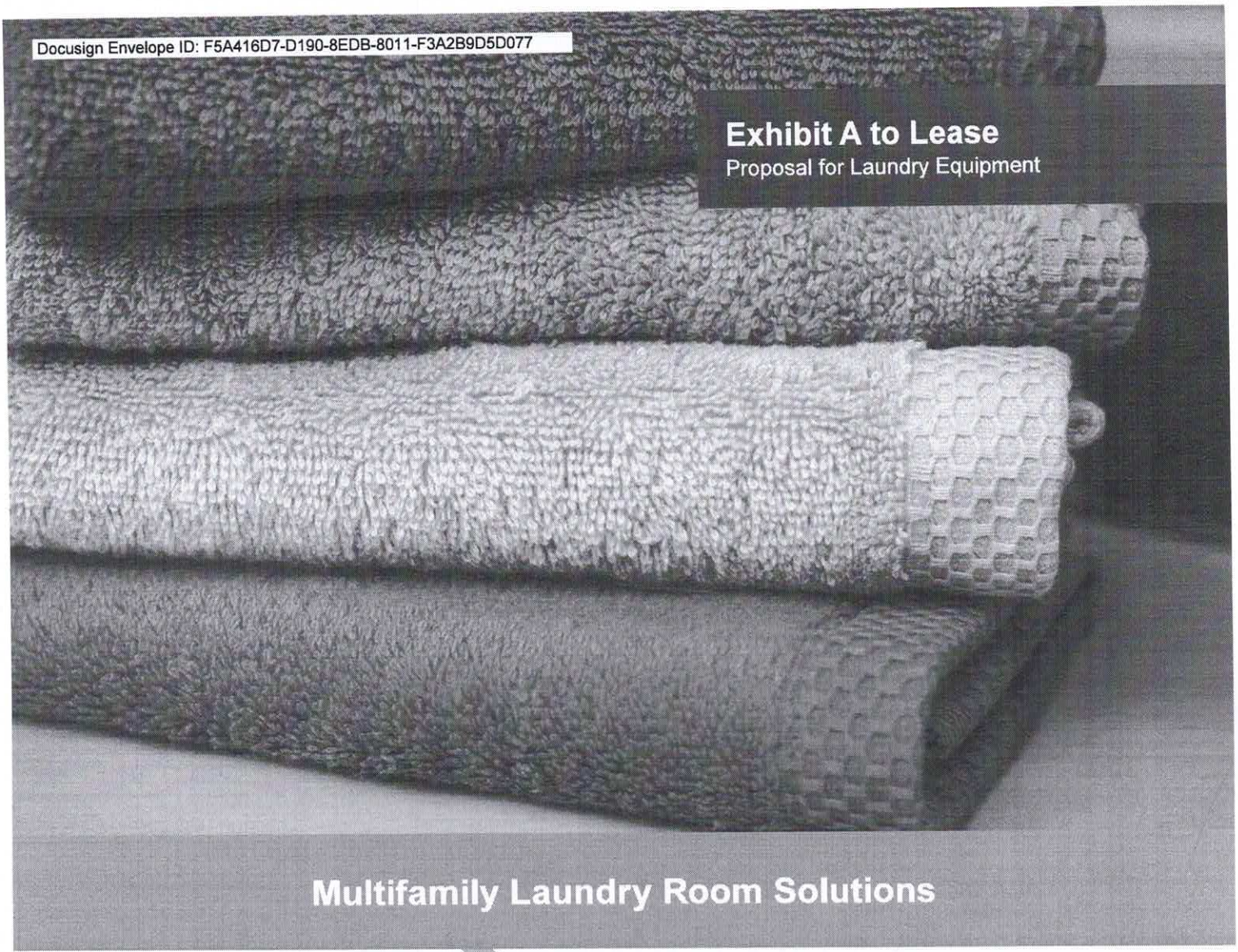


Exhibit A to Lease

Proposal for Laundry Equipment

Multifamily Laundry Room Solutions

COPY

Chenesa Guevara
Housing Authority of the City of Alameda

WASH™

Docusign Envelope ID: F5A416D7-D190-8EDB-8011-F3A2B9D5D077

WASH



Exhibit A to Lease

Proposal for Laundry Equipment

COPY FOR REVIEW

RE: MULTIFAMILY LAUNDRY PROPOSAL FOR City Of Alameda Housing Authority

Dear Chenesa,

Thank you for the opportunity to prepare a personalized proposal for your property. Since 1947, WASH has partnered with thousands of property owners and managers across North America to upgrade and service their common area laundry rooms. Every property has its own unique challenges that require individualized attention. We trust our proposed custom laundry solutions will exceed your expectations!

Our strength is in the details. With WASH managing your laundry room facilities, you can expect:

New and Emerging Technology

WASH makes it easy to incorporate technology into your laundry options. Our mobile app allows residents to pay, get laundry alerts and request service all through their smartphones. Our smart laundry rooms and cashless payment options directly translate to improved security, fewer service calls and real-time visibility.

Top-Quality Equipment

We provide the machines and payment systems and expertly maintain them. We'll keep your residents happy and your laundry rooms profitable.

Resident Satisfaction

Of utmost importance is the customer experience. We go above and beyond to provide top-of-the-line appliances and tech-forward solutions for easy payment, monitoring, service and laundry tips. Residents who enjoy these superior amenities are happier and less likely to relocate.

Our team installs your equipment, supports the technology, and handles service and repairs, when needed. Plus, we are covered by $10,000,000 of liability insurance. Our goal is to ensure the best experience — before, during and after installation.

We appreciate your consideration. We are happy to answer all of your questions and look forward to continuing the conversation.

Best regards,

Annette Ching

Annette Ching
District Sales Manager
aching@wash.com
(510) 244-9504

Docusign Envelope ID: F5A416D7-D190-8EDB-8011-F3A2B9D5D077



Exhibit A to Lease

Proposal for Laundry Equipment

Laundry Equipment Options

Valid Until: 10/20/2026

WASH is uniquely positioned with the capital, top-brand equipment, personnel and installation resources to make this proposal a reality. We have provided several options for your consideration.

INSTRUCTIONS: Please review, select and initial one of the proposal options listed below. The terms of the selected option will be incorporated into the Lease that follows. If you have questions about these options, please contact your Sales Representative.

Select Option	Option	Term *(Months)*	Payment Terms *(Subject to Article 5 of the Lease)*	Equipment	Vend Price
Accept	**1**	84	Rent: 50% Minimum Amount (pmpd): N/A Total Machines: 37	8 new front-load washers 8 new top-load washers 2 certified top-load washers 15 new single dryers + 2 certified single dryers 1 new stack dryer 1 credit add-value unit + 85 laundry cards Payment System: See Exhibit B	See Exhibit B

Additional Comments	

Disclaimer: Delivery of this Proposal to you by WASH does not impact or supersede the terms and conditions of any existing written agreement between you and WASH. Also, no legal rights or obligations will come into existence under this Proposal unless and until the new definitive Lease agreement for this transaction is signed and delivered by you or your authorized representative and an authorized representative of WASH, and in such event, the respective legal rights and obligations of the parties will then be those set forth in such executed Lease agreement.

Docusign Envelope ID: F5A416D7-D190-8EDB-8011-F3A2B9D5D077

Exhibit A to Lease
Proposal for Laundry Equipment

Account Information

INSTRUCTIONS: Please complete sections 1 and 2 of this page. This information will be used to finalize the Lease agreement and coordinate account activities.

1. Legal Entity Information

The Legal Entity Name on Deed is

X the same for all properties: Specify below. different for all properties: Specify on next pages.

Legal Entity Name on Deed			
Agent for each Property Owner (if applicable)			
Full Name of Signer	Chenesa Guevara	Title of Signer	Management Analyst- Property Operations
Email Address of Signer	cguevara@alamedahsg.org	Phone Number	(510) 747-4334

2. Additional Contact Information

The Management Company Contact is

the same for all properties: Specify below.

different for all properties: Specify on next pages.

N/A

The Installation Contact Information is

the same for all properties: Specify below.

different for all properties: Specify on next pages.

Management Company Contact		Installation Contact	
Management Company Name		Contact Name	
Contact Name		Title	
Title		Phone Number	
Phone Number		Email Address	
Email Address		Removal Instructions	Not applicable for WASH existing machines

The Payee name and address for Lessee to pay rent and send notices to is

X the same for all properties: Specify below. different for all properties: Specify on next pages.

Name		C/O	
Street Address		City, State, Zip	
Email Address			

Please Note: A W-9 follows the signed agreement and can be completed at the end a completed W-9 is not received, or the tax identification number does not match the payee name, the IRS requires WASH to withhold a percentage of the rent until reconciled. If a W-9 has already been completed and signed, please attach a copy of the document here:

Exhibit A to Lease

Proposal for Laundry Equipment

Please note: A spreadsheet including the items requested in the tables below can be attached here:

			Management Company Information			
#	Property Address	Legal Entity Name on Deed	Mgmt Company Name	Contact Name/Title	Phone Number	Email Address
1	1416 Sherman St, Alameda, CA 9450					
2	1917 J1 Stanford St, Alameda, CA 9450					
3	460 Buena Vista Ave, Alameda, CA 9450					
4	703 Atlantic Ave, Alameda, CA 94501					
5	745 Lincoln Ave, Alameda, CA 94501					
6	920 Park St, Alameda, CA 94501					

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Exhibit A to Lease

Proposal for Laundry Equipment

		Installation Information			
#	Property Address	Contact Name/Title	Phone Number	Email Address	Removal Instructions
1	1416 Sherman St, Alameda, CA 94501				Not applicable for WASH existing machines
2	1917 J1 Stanford St, Alameda, CA 94501				Not applicable for WASH existing machines
3	460 Buena Vista Ave, Alameda, CA 94501				Not applicable for WASH existing machines
4	703 Atlantic Ave, Alameda, CA 94501				Not applicable for WASH existing machines
5	745 Lincoln Ave, Alameda, CA 94501				Not applicable for WASH existing machines
6	920 Park St, Alameda, CA 94501				Not applicable for WASH existing machines

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Exhibit A to Lease
Proposal for Laundry Equipment

		Send Rent Checks and Notices to:		
#	Property Address	Payee Name	Address	Email Address
1	1416 Sherman St, Alameda, CA 9450			
2	1917 J1 Stanford St, Alameda, CA 9450			
3	460 Buena Vista Ave, Alameda, CA 9450			
4	703 Atlantic Ave, Alameda, CA 94501			
5	745 Lincoln Ave, Alameda, CA 94501			
6	920 Park St, Alameda, CA 94501			

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Exhibit B to Lease

Proposal for Laundry Equipment

#	ULN	Property Address	# of Units	# of Plumbed Units	# of Square Feet	# of Washers	Wash Vend Price	# of Dryers	Dry Vend Price	Commence-ment Date	Payment System
1	CA7512007	1416 Sherman St Alameda, CA 94501	9	0	50	1	$2.00	1	$1.50	09/20/2026	Mobile + Debit/Credit Card Swipe
2	CA3106073	1917 J1 Stanford St, Alameda, CA 94501	4	0	50	1	$2.00	1	$1.50	09/20/2026	Mobile + Debit/Credit Card Swipe
3	CA3106016	460 Buena Vista Ave, Alameda, CA 94501	26	0	125	2	$2.00	3	$1.50	09/20/2026	Mobile + Debit/Credit Card Swipe
4	CA3106026	703 Atlantic Ave, Alameda, CA 94501	187	0	450	9	$2.00	9	$1.50	09/20/2026	100% Mobile
5	CA7512009	745 Lincoln Ave, Alameda, CA 94501	4	0	50	1	$2.00	1	$1.50	09/20/2026	Mobile + Debit/Credit Card Swipe
6	CA7512005	920 Park St, Alameda, CA 94501	65	0	200	4	$2.00	4	$1.50	09/20/2026	Mobile + Credit Add-Value Unit (85 laundry cards)

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DSM: AC
MC #: MC0002655
Pkg Doc ID:

MASTER LEASE AGREEMENT

This MASTER LEASE AGREEMENT (collectively with the Terms and Conditions, page 3 of Exhibit A, Exhibit B, and other exhibits attached hereto, the "Lease") is entered into on 08/20/2026, by and between the Lessor described below ("Lessor") and **WASH Multifamily Laundry Systems** ("Lessee"). Lessor hereby leases to Lessee, and Lessee hereby accepts, the exclusive possession of all common laundry rooms located on the real properties and improvements containing the number of residential units identified on Exhibit B (each, a "Unit"), located at the addresses set forth on Exhibit B, which real property and improvements are herein referred to individually and collectively as the "Property", and, if required, is more fully described in Exhibit C attached hereto. Lessor warrants, represents, and covenants that only the number of residential units on the Property designated as "Plumbed Units" on Exhibit B are plumbed with their own washer or dryer connections.

1. **Lessor.**

2. **Separate Leases.** Notwithstanding anything in this Lease to the contrary, this Lease shall constitute a separate lease agreement between Lessee and each real property owner with respect to the Property owned by such owner, and all terms and conditions of this Lease shall be deemed to be modified to apply solely with respect to the Property owned by such owner. By way of illustration, each obligation and right of a Lessor under this Lease shall be a separate obligation and right of such owner solely with respect to the Property owned by such owner, and any breach or termination of this Lease with respect to one Property shall not affect this Lease with respect to any other Property.

3. **Leased Premises.** Lessor does hereby grant, convey, and transfer to Lessee the exclusive use and possession of all now existing and hereafter created common laundry room(s) on the Property (the "Leased Premises"), which room(s) encompass(es) approximately the number of square feet identified on Exhibit B.

4. **Term.** The initial term of this Lease shall be for the period indicated in the option selected by Lessor on page 3 of Exhibit A (the "Initial Term"), commencing on date identified on Exhibit B.

5. **Rent.** Lessee agrees to pay Lessor or its designee, as rent, for the exclusive use and possession of the Leased Premises, an amount equal to a percentage of the revenue received for the use of Lessee's equipment in the Leased Premises as indicated in the option selected by Lessor on page 3 of Exhibit A, less any applicable taxes, credit/debit card and wireless system costs and fees payable in connection with the operation of its equipment (the "Rent"), provided that Lessee shall be entitled to a minimum share of the revenue, after the calculation of Rent, of not less than the minimum amount indicated in the option selected by Lessor on page 3 of Exhibit A (the "Minimum Amount"). In the event the Rent does not cover the Minimum Amount, Lessee may invoice or retain such deficiency from future Rent payments. The total number of machines for calculating the Rent is indicated in the option selected by Lessor on page 3 of Exhibit A. The Minimum Amount shall be increased annually to reflect changes in the Consumer Price Index of the Department of Labor-U.S. City Average. All refunds made to the residents, if any, shall be deducted from the gross revenue prior to the calculation of Rent. Lessor will receive an account summary listing payment details with each Rent payment.

6. Lessee agrees to provide the equipment indicated in the option selected by Lessor on page 3 of Exhibit A.

7. Renewal. UPON EXPIRATION OF THE INITIAL TERM, THIS LEASE SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE RENEWAL TERMS OF ONE MONTH (EACH A "RENEWAL TERM", AND COLLECTIVELY WITH THE INITIAL TERM, THE "TERM"), UNLESS EITHER PARTY PROVIDES WRITTEN NOTICE OF NON-RENEWAL TO THE OTHER PARTY AT LEAST THIRTY (30) DAYS PRIOR TO THE EXPIRATION OF THE THEN-CURRENT TERM.

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Pkg Doc ID.
Entered Into Date. 08/20/2026

ALL OF THE TERMS AND CONDITIONS SET FORTH IN THE TERMS AND CONDITIONS ATTACHED HERETO ARE INCORPORATED AND MADE A PART HEREOF. LESSOR REPRESENTS THAT IT HAS READ AND UNDERSTANDS AND AGREES TO SUCH TERMS AND CONDITIONS.

Lessee: **WASH Multifamily Laundry Systems**
2200 W. 195th Street
Torrance, CA 90501
Email: notices@washlaundry.com

By:_____

Its: ASSISTANT SECRETARY
(Title)

Date:_____

Lessor:

By:_____

Full Name: Chenesa Guevara

Its: Management Analyst- Property Operations
(Title)

Date:_____

LESSEE TO PAY RENT AND SEND NOTICES TO:
Name: See Exhibit A
C/O: See Exhibit A
Street Address: See Exhibit A
City, State, Zip: See Exhibit A
Email: See Exhibit A

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COPY FOR REVIEW

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LEASE TERMS AND CONDITIONS

A. **Representation of Lessor.** Lessor hereby warrants and represents that he, she or it is the owner of the Property or the authorized agent thereof, acting with full authority to enter into this Lease, and said owner or agent further warrants and represents that there is no other lease, license, or other agreement granting the same or similar right in and to the laundry rooms on the Property. Anyone signing this Lease on behalf of the Lessor or the authorized agent thereof warrants and represents that he or she has full authority to do so.

B. **Quiet Enjoyment.** Lessee may exclusively use, possess, and occupy the Leased Premises, as set forth herein, to the exclusion of all others, and enjoy the quiet and peaceful enjoyment thereof. Notwithstanding, Lessor shall have access to the Leased Premises at all times as necessary in the exercise of its duties related to the Property and residents shall have access to the Leased Premises at all times as necessary for access to other common areas of the Property and the purpose of using Lessee's equipment.

C. **Equipment and Maintenance.** Lessee shall be permitted to place personal property, fixtures, accessories and equipment in the Leased Premises and to remove same upon the conclusion of the Term. The title to such property including all monies deposited therein shall remain at all times that of the Lessee. The vend price, vend method, collection frequency and quantity of the equipment shall be reasonably determined by Lessee. Lessee will service, maintain and repair its equipment so that same will be in good working order. Such service, repair and maintenance will include materials and labor required for repairs necessitated by normal and reasonable operation of the equipment. Lessee will replace its equipment as Lessee deems operationally required or upon Lessor's written request in the event a particular washer or dryer requires service for non-operator caused mechanical failure more than three times during any consecutive thirty-day period with a machine of like-kind in a condition equal to or better than the remaining equipment in the Leased Premises. In the event of repeated damage to the equipment caused by vandalism or intentional acts of any persons except Lessee or Lessee's employees, Lessee may repair such equipment and deduct the cost of such repairs from Rent due Lessor. If the costs of supplying or servicing the equipment become uneconomical for Lessee, and Lessor and Lessee are unable to establish a new agreement, Lessee may terminate this Lease without liability upon thirty (30) days' prior written notice to Lessor.

D. **Insurance.** Lessee shall maintain standard commercial liability insurance covering bodily injury and property damage caused by Lessee in the Leased Premises up to the amount of $10,000,000 per occurrence and annual aggregate. Lessee shall hold Lessor harmless from claims of liability to the extent caused by the negligent acts or omissions of Lessee insured by the above policy.

E. **Utilities and Maintenance.** Lessor shall provide, at its sole cost and expense, all utility services, plumbing, drainage, and venting necessary to enable the proper and safe operation of the equipment. Lessor agrees not to disconnect or remove the equipment or permit same to be disconnected or removed during the Term. Lessor is responsible for security, including maintenance and repair of all doors, gates, hinges, frames, and door strikes, and any claims of personal injury or property damage arising from lack of appropriate security. Lessor shall also maintain the Leased Premises and surrounding areas in a consistent state of good condition, repair and cleanliness. Lessor warrants that the Leased Premises comply with all applicable federal, state, and local requirements. Lessor shall be responsible for and bear all costs associated with providing and supporting internet connectivity as required. Lessee may perform any obligation of Lessor under this Lease, after providing Lessor with prior written notice and may deduct the cost of such obligation from Rent due to Lessor. Lessee shall not be responsible for property damage or personal injury due to the lack of or inadequacy of any drain pipe, floor drain, venting, utility, or plumbing.

F. **Assignment or Transfer.** This Lease shall be binding upon the parties hereto, their respective successors, representatives, heirs, assigns, and transferees. This Lease shall be construed as a real property lease that runs with the land by operation of law and shall bind all successors and assigns of Lessor upon each sale or other transfer of the Property during the Term. Lessor shall disclose the existence of this Lease to all prospective purchasers of the Property and shall deposit a copy of this Lease and amendments hereto into escrow before the close of escrow.

G. **Breach and Remedies; Further Rights.** Each party agrees that it will promptly notify the other in writing of any claimed breach of this Lease. Neither party shall be in breach of this Lease unless it receives a complying notice of breach and fails to cure the breach within thirty (30) days of receipt of such notice. If any litigation results in connection with this Lease, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred from the other party. This Lease shall be governed by and construed in accordance with the laws of the state in which the Property is located.

H. **Non-Competition.** Lessor agrees that during the Term, Lessor shall not furnish, provide, lease, rent, or in any manner cause to be installed, or enter into any agreement with anyone other than Lessee to furnish, provide, lease, rent, or in any manner cause to be installed any washers and/or dryers in any Unit, common laundry room, or otherwise on the Property. Lessor agrees that washer and/or dryer connections shall not be added in any Unit or otherwise on the Property. Notwithstanding Article G above, a breach of this Article H by Lessor shall entitle Lessee to immediately terminate this Lease and exercise any other rights or remedies it may have herein, at law or in equity.

I. **Validity of Provisions.** If any term of this Lease is held to be invalid or unenforceable, then to the fullest extent permitted under applicable law, such term shall be modified or replaced with a term that is valid, enforceable and affects the original intent of the parties as closely as possible; all other terms of this Lease shall remain in full force and effect. No failure or delay on the part of any party in exercising any right herein shall be deemed to be a waiver thereof, nor shall any waiver of a right preclude any further exercise thereof.

J. **Liens; Sales Tax.** Lessor hereby waives any statutory, common law, or equitable right to claim or place a lien on any of Lessee's property, whether within the Leased Premises or off the Leased Premises, and it further waives its right to distrain or to seek a distress writ with respect to any of Lessee's property. In the event sales tax is levied relating to the Leased Premises and/or the Property, Lessor shall be liable for all such sales tax and Lessee may deduct such taxes from Rent.

K. **Entire Agreement.** This written Lease (i) constitutes the entire understanding between the parties with respect to the subject matter, (ii) supersedes all prior or contemporaneous negotiations, commitments, agreements (written or oral) and writings between the parties with respect to the subject matter hereof, and (iii) supersedes and cancels any previous agreement(s) held by Lessee on the Property. The parties acknowledge that they have read and understand this Lease, and that there are no representations or understandings which are not included herein. This Lease, and any modification(s) to this Lease, shall require written approval of both Lessee and Lessor before becoming effective.

L. **Notices.** Any notice (except for requests for equipment repair and service) required or permitted by this Lease shall be in writing and deemed given (i) if personally served and delivered, (ii) if mailed by U.S. registered or certified mail (return receipt requested), (iii) if delivered by an internationally recognized overnight courier service, or (iv) if sent by electronic mail (return receipt requested), in each case to the parties at the notice address listed in the signature block to this Lease.

M. **Electronic Signatures; Counterparts.** The parties hereto agree to the use of, and accept, electronic signatures. Each party agrees that the electronic signatures appearing on this Lease are intended to authenticate this writing and shall have the same force and effect as handwritten signatures for all purposes. This Lease may be executed electronically or by facsimile or PDF signature in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.

COPY FOR REVIEW

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

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ___

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA ADOPT A RESOLUTION APPROVING A 3-YEAR LEASE SERVICE AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA AND WASH MULTIFAMILY LAUNDRY SYSTEMS TO PROVIDE LEASED, COMMERCIAL-GRADE LAUNDRY EQUIPMENT AND FULL-SERVICE MAINTENANCE AND REPAIR SUPPORT AT LINCOLN HOUSE - 745 LINCOLN AVE, SHERMAN HOUSE - 1416 SHERMAN ST, AND INDEPENDENCE PLAZA - 703 ATLANTIC AVE., AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE SAID AGREEMENT.

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.).

WHEREAS, the Housing Authority Board of Commissioners have not approved an agreement for qualified vendors to provide leased, commercial-grade laundry equipment and full-services operations for multiple multi- family properties. Vendor will furnish, install, maintain, and operate coinless, mobile app- enabled washers and dryers for resident use; and

WHEREAS, the housing Authority issued a Request for Proposals for Multi- Family Laundry Equipment Lease & Services on July 13th; and

WHEREAS, the WASH Multifamily Laundry Systems was a successful bidder and recommended by staff for operations and services of laundry equipment; and

WHEREAS, the WASH Multifamily Laundry Systems has a previously approved five-year agreement for laundry services at the following sites: Sherman House, Lincoln House, Stanford House, China Clipper Plaza, Independence Plaza, and Anne B. Diament

WHEREAS, the contract expired for Sherman House, Lincoln House, Stanford House, China Clipper Plaza, Independence Plaza, and Anne B. Diament on August 21, 2026

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Commissioners approves a 3-Year Lease Service Agreement Between the Housing Authority of the City of Alameda and WASH Multifamily Laundry Systems to Provide Leased, Commercial-Grade Laundry Equipment and Full-Service Maintenance and Repair Support at Lincoln House - 745 Lincoln ave, Sherman House - 1416 Sherman St, and Independence Plaza - 703 Atlantic Ave., and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

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

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, Chair
Board of Commissioners

Approved as to form:

General Counsel Name,
General Counsel,
General Counsel Firm Name

Adopted: October 21, 2026

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: Louie So, Chief Financial Officer

Date: October 21, 2026

Re: Adopt a Resolution Approving a 3-year Consultant Services Agreement between the Housing Authority of the City of Alameda and Rows and Columns, LLC for Financial Consultant services with a maximum contract not to exceed amount of $250,000 for a three-year term, with two 1-year options, and Authorizing the Executive Director to Negotiate and Execute said Agreement.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) issued a Request for Proposal (RFP) on May 4, 2026 to solicit a pool of qualified candidates to provide financial consultant services. AHA received the following proposals from the following providers:

1. Nan McKay (Provides current consultation services to AHA)
2. Lindquist (Provided consultation services through July 30, 2026 to AHA)
3. Beacon Hill (Firm has never provided services, but contacts have provided services from Robert Half International/Protiviti)
4. Rows and Columns (Provides current consultation services to AHA)
5. BDO (Firm has never provided services to AHA)
6. CBIZ (Firm has never provided services to AHA)

All proposals were submitted prior to the submission deadline of May 29, 2026. An evaluation panel reviewed the proposals and the proposers have a variety of skill sets that can supplement the needs of AHA. AHA staff are in discussions on contracts for some of the bidders above and additional contracts are expected to be brought to the AHA Board of Commissioners. As the Executive Director's authority is at a $250,000 per AHA procurement policy, the Rows and Columns, LLC is being brought to the Board of Commissioners for review and approval.

DISCUSSION

Rows and Columns, LLC's principal owner is Stephen Herman. He is a California Certified Public Accountant and was the former head of finance of Satellite Affordable

Housing Associates, a bay area-based affordable housing owner and operator. Mr. Herman has supported AHA through various long-term absences of staff and current finance staff vacancies, including monthly financial review, reconciliations and financial audit support.

On October 24, 2024, AHA and Rows and Columns, LLC executed an agreement for $80,000 with a contract term date of October 25, 2027 through a Request for Proposals issued on November 30, 2023. On December 11, 2025, a first amendment to the agreement was executed to increase the not-to-exceed amount to $200,000. It is expected that the current contract not-to-exceed will be reached by the end of 2026.

Based on the RFP and review of proposals from May 2026, AHA staff proposes a new contract with an initial three (3) year term, with a renewal option for up to two (2) one-year additional terms. The total contract term shall not exceed a total (5) years. The three-year agreement will begin by November 1, 2026 as that's when the current contract's not-to-exceed is expected to be reached. The not-to-exceed amount for this new contract is $250,000 for the initial 3-year term. Any increases in the not-to-exceed amount of this contract will be brought the AHA Board of Commissioners for review and approval in the future.

FISCAL IMPACT

Funds for these services are already included in the Fiscal Year 2026-2027 budget that was approved by the AHA and Alameda Affordable Housing Corporation (AAHC) Boards in June 2026.

CEQA

N/A

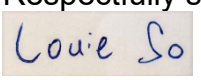
RECOMMENDATION

Adopt a Resolution Approving a 3-year Consultant Services Agreement between the Housing Authority of the City of Alameda and Rows and Columns, LLC for Financial Consultant services with a maximum contract not to exceed amount of $250,000 for a three-year term, with two 1-year options, and Authorizing the Executive Director to Negotiate and Execute said Agreement.

ATTACHMENTS

1. BOC Resolution - Financial Consultant Services - Rows and Columns, LLC - 10.2026

Respectfully submitted,



Louie So, Chief Financial Officer

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

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ___

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA APPROVING A 3-YEAR CONSULTANT SERVICES AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA AND ROWS AND COLUMNS, LLC FOR FINANCIAL CONSULTANT SERVICES WITH A MAXIMUM CONTRACT NOT TO EXCEED AMOUNT OF $250,000 FOR A THREE-YEAR TERM, WITH TWO 1-YEAR OPTIONS, AND AUTHORIZING THE EXECUTIVE DIRECTOR THE NEGOTIATE AND EXECUTE SAID AGREEMENT

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("AHA") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, AHA staff requires financial consultant services to support the operations of AHA finance department, including financial statement review, reconciliations, audit support and a variety of projects;

WHEREAS, AHA staff published a request for proposals on May 4, 2026, and received proposals per the deadline of May 29, 2026;

WHEREAS, AHA staff has reviewed Rows and Columns, LLC's proposal and recommends a new contract be executed, and

WHEREAS, the proposed contract amount with Rows and Columns, LLC has been incorporated in the Fiscal Year 2026-2027 budget approved by the Board of Commissioners in June 2026;

NOW, THEREFORE, BE IT RESOLVED, that the AHA Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the AHA Board of Commissioners hereby approves a three (3) year Consultant Services Agreement between AHA and Rows and Columns, LLC for a maximum not-to-exceed amount of $250,000 with two (2) 1-year options.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to negotiate and execute the agreement with Rows and Columns, LLC, and take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

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

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, Chair
Board of Commissioners

Approved as to form:

Adrian R. Guerra,
General Counsel,
Aleshire & Wynder, LLP

Adopted: Month Date, Year

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: Ani Ryder, Management Analyst

Date: October 21, 2026

Re: Adopt a Resolution to Accept a report on insurance coverages and to approve and ratify payments of insurance premiums of $643,220.31 for calendar year 2026 to the Housing Authorities Risk Retention Pool and its affiliates Affordable Housing Risk Pool and ORWACA Agency Insurance Services, LLC.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) and its legal affiliates, including Alameda Affordable Housing Corporation (AAHC), Island City Development (ICD) and various limited liability companies and low-income housing tax credit (LIHTC) partnerships maintain active insurance coverage sufficient to recover costs arising from a variety of possible losses.

Most of AHA's insurance coverage is provided through its membership in the Housing Authorities Risk Retention Pool (HARRP) and its subsidiaries Affordable Housing Risk Pool (AHRP) and ORWACA Agency Insurance Services, LLC (ORWACA). These three affiliated entities operate under HARRP.

Unlike traditional for-profit insurers, HARRP, a public entity, is a self-insured risk pool consisting of about thirty Public Housing Authorities (PHAs) in California, and over fifty more PHAs across Washington, Oregon, and Nevada. AHRP is a subsidiary of HARRP created to offer coverage tailored to affordable housing providers, including non-profits and low-income housing tax-credit partnerships. ORWACA is HARRP's licensed insurance agency that functions as a broker for HARRP members requiring coverage from the traditional market outside the HARRP risk pool.

HUD regulates public housing insurance requirements in 24 Code of Federal Regulations (CFR) Part 965. This regulation includes an exemption to the requirement for PHAs to participate in competitive bidding for insurance if the PHA selects insurance coverage from an insurer that is a non-profit, self-funded entity created by PHAs, in which member participation is only available to PHAs or ". . . non-profit entities associated with PHAs that engage in activities or perform functions only for housing

authorities or housing authority residents." 24 CFR 965.205(c). HARRP has received this approval from HUD. Participating as a member of HARRP or its related insurance pools eliminates member PHAs' requirement to engage in competitive bidding. AHA's procurement policy (amended April 2026) also stipulates that procurement by noncompetitive proposals may be utilized if HUD authorizes the use of non-competitive proposals.

The pool approach works well because they understand Housing Authority business and are very responsive, but they have some restrictions on coverage that do not always meet the needs of the agency, such as assault and battery coverage. Their property coverages have exclusions on mold and asbestos remediation and testing, tenant relocation costs, and infestation (for example, bed bug remediation) HARRP also does not cover non-monetary legal actions such as writ cases (writs are actions in which a party asks a court to direct the opposing party to take a specific action or to cease performing a specific action) which are common in voucher program operations and against public entities in general.

DISCUSSION

Like all public agencies and property owners in California, insurance premiums are an ever-increasing cost for the agency. The traditional insurance and reinsurance markets' premiums have increased significantly in recent years alongside increasing costs of property losses and lawsuits. AHA and its affiliates have been subject to higher losses to their properties, arising primarily from fires and floods (including the recent events at Independence Plaza), and from various lawsuits including tenant-related issues over the last 3 years. AHA also suffered loss from check fraud which contributes to the risk pool's analysis of AHA's premiums.

In the calendar year 2026, AHA and its affiliates paid $1,016,868.31 in total insurance premiums to HARRP and its affiliates AHRP and ORWACA. In 2025, the total premiums were $1,132,941.08. This difference is mostly because of the policy changes described in the following paragraphs—not rate decreases. Overall, the insurance market is stabilizing after dramatic increases in the last five years. A softening market in 2026 drove premiums to much lower rate increases than in the previous five years but this is not guaranteed in the for-profit insurance market nor is it expected that premiums will decrease in 2027 and onward.

For the 2026 to 2027 fiscal year (July 1, 2026, through June 30, 2026), AHA's premiums for the HARRP policy increased approximately 1.4% over premiums paid for 2025 to 2026 with substantially identical coverages. However, the 2025 to 2026 premiums were approximately 9.1% higher than the 2024 to 2025 fiscal year premiums. Note that the premiums have been included for in the Fiscal Year 2026-2027 budget approved by the AHA and AAHC Boards in June 2026. The premiums for 2027 for calendar year legal entities (ICD and its affiliates) will be budgeted for later this calendar year by ICD and presented to that Board of Directors.

In 2025, ICD's low-income housing tax credit partnerships did not pay full annual

insurance premiums to AHRP for Estuary I and Linnet Corner as they were not yet complete nor occupied; Builder's Risk insurance was paid through ORWACA to traditional market insurance carriers during the construction phase. The full AHRP coverage levels applied upon occupancy, and thus the ICD's low-income housing tax credit partnerships for Estuary I and Linnet Corner paid premiums for each site prorated to the renewal date of January 1, 2026, from their beginning of occupancy in July and August 2025 respectively. Discounting Estuary I and Linnet Corner, AHA and its legal affiliates' premiums for AHRP coverage increased approximately 5.9%.

In 2026, AHA revised its policy period for Cyber Liability insurance to the calendar year, instead of annually in April, cutting three months of premiums out of 2026 costs. This was done to better sequence the payment for insurance. 2027 premiums will cover the full twelve months of the calendar year. The estimated 2026 premiums based on a prorated calculation is approximately 5% less than 2025 premiums. 2025 premiums were approximately 23% lower than 2024, reflecting a downward trend in Cyber Liability costs.

In 2025, AHA paid for its two Pollution Liability policies North Housing and the Poplar sites on a three-year policy period ending in 2028, and thus, no premiums for Pollution Liability were paid in 2026.

See Attachment A – Insurance Summary Tables for more details regarding the insurance coverages AHA and its affiliates actively maintain through HARRP and its subsidiaries.

FISCAL IMPACT

Around November annually, HARRP generally releases the rate changes their Boards adopt for the upcoming calendar year. In addition, members are assigned to different tiers of premiums based on risk analysis. The tiers are split between property insurance and all other lines of coverage and rated from one to six. Tier one is the lowest premium rate, and tier six is the highest. AHA and its affiliates' tier placements are available in Attachment A – Insurance Summary Tables. Overall rate changes as well as possible movement between tiers, which can be affected by the amount of claims, can change premiums significantly.

AHA's conservative estimate, for budgeting purposes, at this time is that HARRP and AHRP insurance premiums for calendar year 2027 may increase up to 15% over the 2026 rates.

AHA intends to issue a public solicitation for insurance brokers in the coming year to assess whether more comprehensive and/or more cost-effective coverage is available. The current provider and HAI Group (another pool that AHA belongs to, which is also waived from competitive bidding requirements) and their services and rates will also be considered in this process.

Additional costs have been incurred from tenant-caused damages that are excluded

from property insurance coverage, and tenant liability coverage is not offered by HARRP. Exclusions for these types of loss are common in property insurance policies because these coverage types are typically covered in renter's insurance policies. It is difficult to require tenants to have renter's insurance at income-restricted properties, so AHA is planning to place tenant liability insurance which will afford coverage for many of these types of losses and to give the agency some recovery for tenant-caused property damage costs that fall below the HARRP deductible ($10,000 for most sites, $5,000 for ICD sites). This will not cover tenant belongings.

AHA plans to place this tenant liability insurance by January 1, 2027, and the costs are already in the approved budgets for each site.

Any payments in excess of $250,000 to a single carrier or pool will be brought to the AHA, AAHC and ICD Boards in the future. Future insurance coverages and costs will also be included in the annual risk management report.

CEQA

N/A

RECOMMENDATION

Adopt a Resolution to Accept a report on insurance coverages and to approve and ratify payments of insurance premiums of $643,220.31 for calendar year 2026 to the Housing Authorities Risk Retention Pool and its affiliates Affordable Housing Risk Pool and ORWACA Agency Insurance Services, LLC.

ATTACHMENTS

1. Attachment A - Insurance Summary Tables
2. Attachment B - Resolution to Approve and Ratify Payments of AHA Insurance Premiums

Respectfully submitted,



Ani Ryder, Management Analyst

Attachment A – Insurance Summary Tables

Policy	Property Tier	Tier For All Other Lines
HARPP	3	6
AHRP: AHA General Liability	3	3
AHRP: Rosefield Village	3	5
AHRP: Everett Commons	4	1
AHRP: Estuary I	3	3
AHRP: Linnet Corner	3	3
AHRP: Littlejohn Commons	1	1

Tier 1 represents the lowest base premiums up to tier 6 which represents the highest base premiums

AHRP Policies	Premiums
AHA	$ 64,469.00
Rosefield Village	$ 130,377.00
Everett Commons	$ 41,234.00
Estuary I	$ 77,107.00
Linnet Corner	$ 92,721.00
Littlejohn Commons	$ 32,209.00
Total AHRP	**$ 438,117.00**
Total HARRP	**$ 536,822.00**
Total Cyber	**$ 41,929.31**
Grand Total	**$ 1,016,868.31**

Insurance Provider Entity	Premiums	Coverage Types	Locations
HARRP *(7/2026 - 7/2027)*	$536,822.00	Property, Errors & Omissions (E&O), Directors & Officers (D&O), Auto, Bare Land Lots, Fidelity & Crime, Mobile Equipment	AHA/AAHC owned sites
AHRP—ICD *(1/2026 - 1/2027)*	$373,648.00	Property, Excess, General Liability, Fidelity & Crime, Hired and Non-Owned Auto, Tenant Discrimination	Rosefield Village Everett Commons Estuary I Linnet Corner Littlejohn Commons
AHRP—AHA *(1/2026 – 1/2027)*	$64,469.00	Excess, General Liability, Fidelity & Crime, Tenant Discrimination, Poplar property insurance	AHA/AAHC owned sites including The Poplar
ORWACA *(2025 - 2028)* *Rivington Environmental; Westchester Surplus Lines*	*$29,083.48 (Paid in 2025)*	Pollution Liability	501 Mosley Ave; The Poplar
ORWACA *Tokio Marine (4/2026 - 1/2027)*	$41,929.31	Cyber Liability	AHA

Property	Landowner	Property Owner	Policies Applicable
Anne B Diament Plaza	AHA	AAHC	HARRP (Property), AHRP (General Liability)
China Clipper	AHA	AAHC	HARRP (Property), AHRP (General Liability)
Eagle Village	AAHC	AAHC	HARRP (Property), AHRP (General Liability)
Esperanza	AAHC	AAHC	HARRP (Property), AHRP (General Liability)
Lincoln Willow	AAHC	AAHC	HARRP (Property), AHRP (General Liability)
Parrot Village	AHA	AAHC	HARRP (Property), AHRP (General Liability)
Pulte Condos	Various	AAHC	HARRP (Property), AHRP (General Liability)
Stanford House	AHA	AAHC	HARRP (Property), AHRP (General Liability)
1416 Sherman	AHA	AHA	HARRP (Property), AHRP (General Liability)
1825 Paru Street	Various	AHA	HARRP (Property), AHRP (General Liability)
745 Lincoln St	AHA	AHA	HARRP (Property), AHRP (General Liability)
Independence Plaza	AHA	AHA	HARRP (Property), AHRP (General Liability)
Main AHA Office	AHA	AHA	HARRP (Property), AHRP (General Liability), Cyber
Mulberry Condos	AHA	AHA	HARRP (Property), AHRP (General Liability)
Parrot Gardens	AHA	AHA	HARRP (Property), AHRP (General Liability)
Rosefield Village	AHA	ICD	HARRP (Land), AHRP (Property, General Liability)
Everett Commons	AHA	ICD	HARRP (Land), AHRP (Property, General Liability)
Estuary I	AHA	ICD	HARRP (Land), AHRP (Property, General Liability)
Linnet Corner	AHA	ICD	HARRP (Land), AHRP (Property, General Liability)
Littlejohn Commons	AHA	ICD	HARRP (Land), AHRP (Property, General Liability)
Poplar	AHA	AHA	HARRP (Land), AHRP (Property, General Liability), Pollution
Estuary II	AHA	ICD	HARRP (Land), Pollution
NH Offsites	AHA	ICD	HARRP (Land), Pollution

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

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ___

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA TO ACCEPT A REPORT ON INSURANCE COVERAGES AND TO APPROVE AND RATIFY PAYMENTS OF INSURANCE PREMIUMS OF $643,220.31 FOR CALENDAR YEAR 2026 TO THE HOUSING AUTHORITIES RISK RETENTION POOL AND ITS AFFILIATES AFFORDABLE HOUSING RISK POOL AND ORWACA AGENCY INSURANCE SERVICES, LLC

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("AHA") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, the AHA Board of Commissioners approved the Fiscal Year 2026-2027 budget in June 2026. The budget includes the HARRP insurance premiums that the AHA retains. These premiums exceed $250,000 annually. The costs are distributed across the AHA and AAHC portfolios because the insurance policies' coverages are inclusive of both AHA and AAHC interests. Thus, the $643,220.31 premiums are inclusive of both AHA and AAHC's financial contributions.

WHEREAS, the AHA and its legal affiliates, including Alameda Affordable Housing Corporation), Island City Development, and various limited liability companies and low-income housing tax credit partnerships, maintain active insurance coverage sufficient to recover costs arising from a variety of possible losses. These policies must be renewed annually to prevent gaps in coverage, and the policies have been renewed for the 2026 calendar year and the 2026-2027 Fiscal Year. The policies have already been renewed by AHA to prevent gaps in coverage. With some exceptions, insurance policies' coverage is on an occurrence basis, including the policies maintained by AHA. Occurrence basis means that any insurance claims must arise from an incident that occurred during the policy period. Gaps in coverage would bar any claims for incidents that happened during a gap in coverage.

WHEREAS, the AHA will bring future insurance premium payments of more than $250,000, to a single carrier or pool, to the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, the AHA Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby accepts a report on insurance coverages and approves and ratifies payments of insurance premiums of $1,016,868.31 for calendar year 2026 to the Housing Authorities Risk Retention Pool and its affiliates Affordable Housing Risk Pool and ORWACA Agency Insurance Services, LLC.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

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

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, Chair
Board of Commissioners

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire and Wynder LLP

Adopted: Month Day, 2026

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: October 21, 2026

Re: Adopt a Resolution to Approve an Amendment to the Contract with Donny Chu Construction, Inc. for Fire and Flood Repair Services at Independence Plaza To Increase the Contract by a Not to Exceed amount of $150,613.92; Approve an Updated Contingency of up to $160,558.78 for a Total Not to Exceed Amount of $1,214,897.88; Change the Scope of Work to Include Additional Services to Utilize Contingency as Needed and Authorize the Executive Director (or Designee) to Negotiate and Execute Said Amendment and also Negotiate and Execute Multiple Contracts until the Next Available Board of Commissioners Meeting which Individually or as a Total Exceed $250,000 for Fire and Flood Repair Services at Independence Plaza, if Needed; Direct the Executive Director (or Designee) to Report Back on Executed Contracts, if any, to the Board of Commissioners No Later Than the Next Available Board of Commissioners Meeting.

BACKGROUND

Independence Plaza has sustained three recent emergency incidents, a fire sprinkler supply line leak/water damage event on April 25, 2026, a fire/water damage event on May 22, 2026, and a fire/water damage incident on September 10, 2026. These incidents affected nineteen units, common area, and exteriors. On June 3, 2026, and June 17, 2026 (Resolution 1112), the Board of Commissioners approved the Executive Director to execute contracts for the remediation and repairs for both these incidents, while seeking approval and direction at the next available Board meetings. On September 16, 2026 (Resolution 1125) the Board approved a contract for repairs for the first two incidents.

DISCUSSION

Staff issued an Invitation to Bid (ITB) for repairs on July 10, 2026, with a close date of August 5, 2026. Donny Chu Construction was selected, the Board approved, and a contract was signed on September 21, 2026. Staff would like to add the anticipated repairs for the third fire/flood incident at building 705 and upgrade the replacement

community space carpeting in building 703 to hard flooring, using the bid unit pricing at an additional cost of $150,613.92.

A contingency of up to 15% of the original contract amount, $135,558.78, was approved by the Board in September, and the Executive Director was authorized to make amendments as needed for small changes in scope that might arise during construction. Staff recommend increasing the contingency by $25,000 for a total of up to $160,558.78. The additional contingency reflects the increased scope from the fire/flood event in building 705.

Additional contracts to complete work at the site may be smaller and available to be signed before others (such as ordering cabinets directly to be built for later installation). Being able to initiate those contracts quickly may allow overall project time to be decreased. For this reason, staff asks the Board to readopt the ongoing resolution to allow the Executive Director to proceed with contracting activities as needed for Independence Plaza that was originally passed in June 2026.

Update on Resident Displacement:

No residents were displaced at Building 703, and the repairs will not require displacement. At Building 711, twelve units are affected, of which six are currently fully vacant, as some tenants have chosen to leave or have been able to move to a permanent unit elsewhere at Independence Plaza. Of the remaining six units, there is one individual living with family, but seeking a temporary or permanent placement.

Other households are being housed temporarily in other units at Independence Plaza and at other sites in the AHA portfolio. At Building 705, one resident has been relocated on site, and one has moved in with family permanently. Staff continue to meet in person monthly with the tenants, and to communicate frequently about the status. The site is paying for utilities during the period of both remediation and repair. Tenants that are living with family receive a tenant-paid rent portion credit.

FISCAL IMPACT

Remediation and relocation costs are currently estimated at $450,000 and no individual contract exceeded $250,000. A staff commissioned independent cost estimate for the rebuild, indicated a total of up to $1.3 million, depending on decisions to do minimal repairs or to upgrade units during vacancy. Current contracts are inline with initial estimates. Staff expects insurance to cover 90% of the remediation and true replacement costs. Additional costs, including voluntary unit improvements, will be paid by the property which recently established a significant replacement reserve after the Restore-Rebuild transaction.

CEQA

Not applicable

RECOMMENDATION

Adopt a Resolution to Approve an Amendment to the Contract with Donny Chu Construction, Inc. for Fire and Flood Repair Services at Independence Plaza To Increase the Contract by a Not to Exceed amount of $150,613.92; Approve an Updated Contingency of up to $160,558.78 for a Total Not to Exceed Amount of $1,214,897.88; Change the Scope of Work to Include Additional Services to Utilize Contingency as Needed and Authorize the Executive Director (or Designee) to Negotiate and Execute Said Amendment and also Negotiate and Execute Multiple Contracts until the Next Available Board of Commissioners Meeting which Individually or as a Total Exceed $250,000 for Fire and Flood Repair Services at Independence Plaza, if Needed; Direct the Executive Director (or Designee) to Report Back on Executed Contracts, if any, to the Board of Commissioners No Later Than the Next Available Board of Commissioners Meeting.

ATTACHMENTS

1. Donny Chu Construction - IP Flood Repair - Amendment 1
2. BOC Resolution - Donny Chu Construction, Inc - Amendment 1

Respectfully submitted,



Sylvia Martinez, Director of Housing Development

FIRST AMENDMENT TO AGREEMENT

This Amendment of the Agreement, entered into this 21st day of October 2026, by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body corporate and politic (hereinafter referred to as "AHA") and DONNY CHU CONSTRUCTION INC. a corporation whose address is 1068 44th Avenue, Oakland, CA 94601 (hereinafter referred to as "CONSULTANT") is made with reference to the following:

RECITALS:

A. On September 1, 2026, an agreement was entered into by and between AHA and Consultant (hereinafter "Agreement") for a not to exceed amount of Nine Hundred Three Thousand Seven Hundred Twenty-Five and 18/100th Dollars ($903,725.18).

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

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

1. The not to exceed amount for the entire Agreement shall be increased by One Hundred Fifty Thousand Six Hundred Thirteen and 92/100th Dollars ($150,613.92) to be amended to One Million Fifty-Four Thousand Three Hundred Thirty-Nine and 10/100th Dollars ($1,054,339.10) for services.

2. The entire contract term shall be one year from the Effective Date and end on September 1, 2027.

3. Pursuant to Section 2 of the Agreement, the Scope of Services included as Exhibit A to the agreement is hereby amended with the addition of the scope in Exhibit A-1.

4. The Contractor Schedule of Values included in Exhibit C to the original agreement is hereby amended to add the Fee Schedule attached to this amendment as Exhibit C-1.

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

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

DONNY CHU CONSTRUCTION INC.
A California Corporation

DocuSigned by:
Donny Chu 10/9/2026
4831519CCF8846B...

Donny Chu
President and Owner

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

DocuSigned by:
Sylvia Martinez 10/11/2026
88FEDACB7D8D461...

Sylvia Martinez
Director of Housing Development

Vanessa Cooper
Executive Director

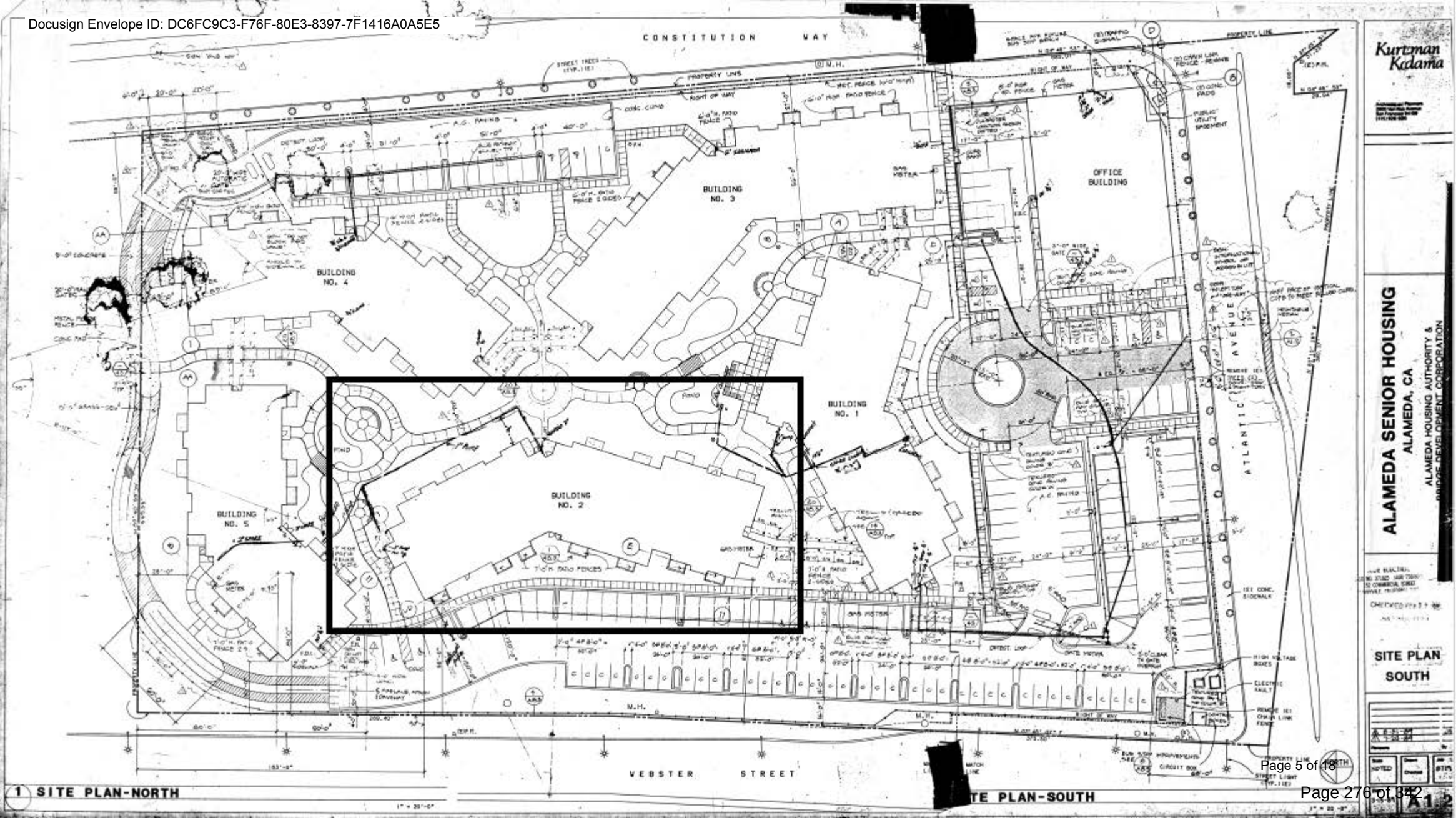
EXHIBIT A-1
SCOPE OF SERVICES

Please see scope added behind this page.

Docusign Envelope ID: DC6FC9C3-F76F-80E3-8397-7F1416A0A5E5

705 Water Damage Scope	
LOCATION	
1ST FLOOR CORRIDOR	
Floor Covering	Install 480 sf flooring and baseboard
2ND FLOOR CORRIDOR	
Floor Covering	Install 480 sf flooring and baseboard
UNIT 119	
Drywall Tape Texture	
Living Room	
Ceiling-	48sf drywall tape texture and paint
Wall-	18" x 96 lf Drywall and baseboard
Bedroom	
Ceiling-	176 sf drywall tape texture and paint
Wall-	18" x 96 lf drywall tape texture paint and baseboard
Hall	
Ceiling-	176 sf drywall tape texture and paint
Wall-	18" x 18 lf drywall tape texture paint and baseboard
Bath	
Ceiling-	48 sf drywall tape texture and paint
Wall	18" x 96 lf drywall tape texture paint and baseboard
Paint entire unit	
Flooring	
Finish Electrical	
UNIT 219	
Drywall Tape Texture	
Living Room	
Wall-	18" x 96 lf drywall tape texture paint and baseboard
Bedroom	
Wall-	18" x 96 lf drywall tape texture paint and baseboard
Hall	
Wall-	18" x 18 lf drywall tape texture paint and baseboard
Bath	
None	
Paint entire unit	
Flooring	
Finish Electrical	

Docusign Envelope ID: DC6FC9C3-F76F-80E3-8397-7F1416A0A5E5



Kurtzman Kadama

ALAMEDA SENIOR HOUSING
ALAMEDA, CA
ALAMEDA HOUSING AUTHORITY &
BRIDGE DEVELOPMENT CORPORATION

SITE PLAN SOUTH

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BUILDING NO. 2 UNIT COUNT							
	A	B	C	D	E	F	TOTAL
1ST FLR.	4	3	5	0	1	1	14
2ND FLR.	7	0	5	0	2	0	14
3RD FLR.	7	0	5	0	2	0	14
TOTAL	18	3	15	0	5	1	42

119

OVERHANG HANDRAIL - BOTH SIDES OF OVERHANG ALL FLOORS SEE 19/A9.2

NORTH

1 FIRST FLOOR PLAN (2.3)

1/8" = 1'-0"

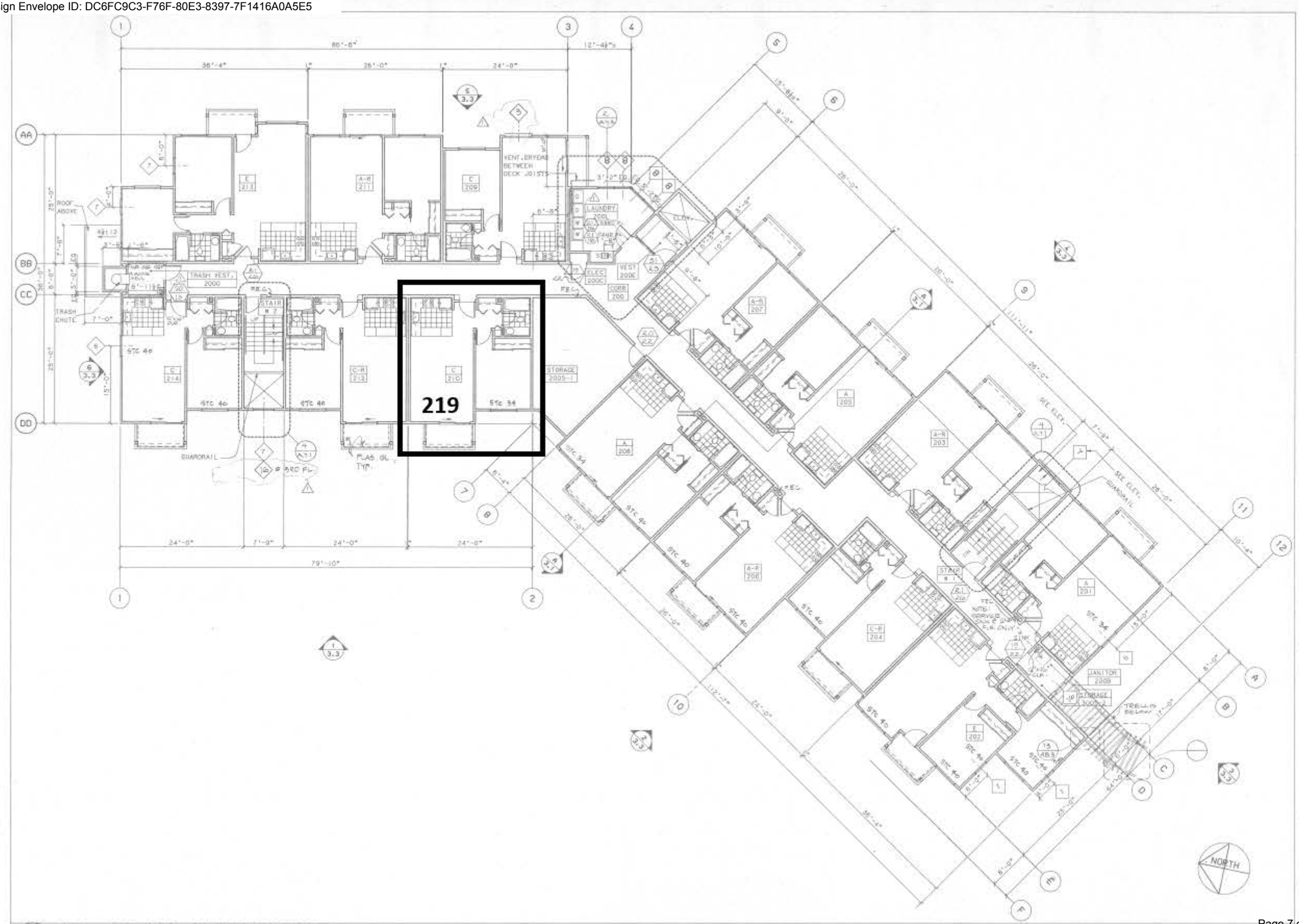
Kurtzman Kodama
Architects and Planners
2800 Van Ness Avenue
San Francisco 94109
(415) 928-5830

ALAMEDA SENIOR HOUSING
ALAMEDA, CA
ALAMEDA HOUSING AUTHORITY &
BRIDGE DEVELOPMENT CORPORATION

BLDG. #2
FIRST FLOOR

2-25-89
2-17-89
2-1-89
1-13-89
1-9-89
12-21-88

Sheet A2.3



2ND AND 3RD FLOOR PLANS

1/8" = 1'-0"

Kurtzman Kodama

Architects and Planners
2800 Van Ness Avenue
San Francisco 94109
(415) 928 5830

ALAMEDA SENIOR HOUSING
ALAMEDA, CA
ALAMEDA HOUSING AUTHORITY &
BRIDGE DEVELOPMENT CORPORATION

BLDG. #2
2ND FLR.
3RD FLR. SIM.

2-17-89
1-9-89
12-31-88

A2.4


Work In Progress
510-461-0174 or 510-4610-138
SIGALA'S
24
HOUR
SERVICE
CARPET & RESTORATION
Contact:
Sigala's Carpet & Restoration or
Management
119
NOTICE TO ENTER DWELLING UNIT/PREMISES

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EXHIBIT C-1
FEE SCHEDULE

Total Construction Amount from the Original Agreement	$903,725.18
Amendment No. 1 - Scope A-1 Additional Fees	$150,613.92
TOTAL	$1,054,339.10

Please see fee schedule added behind this page.

PROJECT NUMBER

CONTRACT PRICE ADJUSTMENT REQUEST

DATE:	10/5/2026	**CO REQUEST NO.**	**1**

OWNER:	Alameda Housing Authority	**SERVICE PROVIDER:**	DC Construction Inc.
ADDRESS:	701 Atlantic Avenue, Alameda, CA 94501	**CONTACT:**	Mike Hassett & Eddie Gomez
CONTACT:	Joseph Nagel & Amy Matabuena-Lev	**PHONE**	510.536.1068
PHONE:	510.871.7617	**EMAIL:**	mike@dcconstructioninc.com
EMAIL:	jnagel@alamedahsg.org		eddieb@dcconstructioninc.com

DESCRIPTION OF CHANGE ***(Note ALL applicable documents directing this change)***

Furnish all labor, materials, and equipment to complete the following additional scope at 703/711 Atlantic Ave (Building 705) and common areas: Common Room 100J — Remove existing floor covering and furnish/install new LVP (luxury vinyl planks) flooring
Corridors 1st and 2nd Floor— Furnish/install approximately 480 SF of new carpet flooring and 4" rubber wall base each corridor
Building 705, Units 119 & 219 — Furnish/install drywall patching, paint, flooring, and electrical finish work. Work per scope of work matrix provided by owner.

SCHEDULE EXTENSION -DAY (S) **NEW:** (15) Fifteen Additional Days

Reason for Scope Change Category (Please check appropriate box)

	Unforseen Conditions		Errors or Omissions	x	Owner Requested
	Design Changes		Regulatory Changes		Scope Adjustment

UNIT PRICING	QTY	UNIT COST	TOTAL
Building 703 - Common Room 100J - New Floor and Base	1	$ 43,028.82	$ 43,028.82
Building 705 Unit 119	1	$ 38,004.39	$ 38,004.39
Buiding 705 Unit 219	1	$ 27,817.18	$ 27,817.18
Building 705 1st Floor Corridor	1	$ 11,251.10	$ 11,251.10
Building 705 2nd Floor Corridor	1	$ 11,251.10	$ 11,251.10
UNIT PRICING TOTAL:			**$ 131,352.59**

MATERIALS	QTY	UNIT COST	TOTAL
		$ -	$ -
		$ -	$ -
		$ -	$ -
Tax	10%		$ -
Mark-up	20%		$ -
MATERIALS TOTAL:			**$ -**

EQUIPMENT	QTY	UNIT COST	TOTAL
		$ -	$ -
		$ -	$ -
		$ -	$ -
		$ -	$ -
EQUIPMENT TOTAL:			**$ -**

LABOR	QTY	HRS	RATE	TOTAL
				$ -
			$ -	$ -
			$ -	$ -
			$ -	$ -
			$ -	$ -
			$ -	$ -
LABOR TOTAL:				**$ -**

Original Contract Amount	$	903,725.18
Total Previous Change Orders	$	-
Amount After This Change Order	$	150,613.92
REVISED CONTRACT AMOUNT	**$**	**1,054,339.10**

SUBTOTAL COST OF CHANGE ORDER		**$**	**131,352.59**
Insurance	1.0%	$	1,313.53
Overhead	5.5%	$	7,296.64
Profit	5.5%	$	7,697.95
Bond	2.0%	$	2,953.21
TOTAL COST OF CHANGE ORDER		**$**	**150,613.92**

Approved By:

Printed Name

Signature Date

Approved By:

Printed Name

Signature Date

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

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ___

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA TO APPROVE AN AMENDMENT TO THE CONTRACT WITH DONNY CHU CONSTRUCTION, INC. FOR FIRE AND FLOOD REPAIR SERVICES AT INDEPENDENCE PLAZA TO INCREASE THE CONTRACT BY A NOT TO EXCEED AMOUNT OF $150,613.92; APPROVE AN UPDATED CONTINGENCY OF UP TO $160,558.78 FOR A TOTAL NOT TO EXCEED AMOUNT OF $1,214,897.88; CHANGE THE SCOPE OF WORK TO INCLUDE ADDITIONAL SERVICES TO UTILIZE CONTINGENCY AS NEEDED; AND AUTHORIZE THE EXECUTIVE DIRECTOR (OR DESIGNEE) TO NEGOTIATE AND EXECUTE SAID AMENDMENT AND ALSO NEGOTIATE AND EXECUTE MULTIPLE CONTRACTS UNTIL THE NEXT AVAILABLE BOARD OF COMMISSIONERS MEETING WHICH INDIVIDUALLY OR AS A TOTAL EXCEED $250,000 FOR FIRE AND FLOOD REPAIR SERVICES AT INDEPENDENCE PLAZA, IF NEEDED; DIRECT THE EXECUTIVE DIRECTOR (OR DESIGNEE) TO REPORT BACK ON EXECUTED CONTRACTS, IF ANY, TO THE BOARD OF COMMISSIONERS NO LATER THAN THE NEXT AVAILABLE BOARD OF COMMISSIONERS MEETING.

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, the property at 705 and 703 Atlantic Avenue (Independence Plaza) has sustained flood and fire damage and needs repairs to allow residents to return to their units and to utilize the common space.

WHEREAS, the firm Donny Chu Construction has been selected as qualified to perform these services, based on a competitive procurement held in July 2026.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby Approve an Amendment to the Contract with Donny Chu Construction, Inc. for Fire and Flood Repair

Services at Independence Plaza To Increase the Contract by a Not to Exceed amount of $150,613.92; Approve an Updated Contingency of up to $160,558.78 for a Total Not to Exceed Amount of $1,214,897.88; and Authorize the Executive Director (or Designee) to Amend the Scope of Work with Additional Services to Utilize Contingency as Needed; and Change this Scope of Work to Include Additional Services to Utilize the Contingency As Needed; and Authorize the Executive Director (or Designee) to Negotiate and Execute Said Amendment and also to Negotiate and Execute Multiple Contracts until the Next Available Board of Commissioners Meeting which Individually or as a Total exceed $250,000 for Fire and Flood Repair Services at Independence Plaza, if needed; Direct the Executive Director (or Designee) to Report Back on Executed Contracts, if any, to the Board of Commissioners No Later Than the Next Available Board of Commissioners Meeting.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

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

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, Chair
Board of Commissioners

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire and Wynder LLP

Adopted:

Housing Authority
of the
City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tonya Schuler-Cummins, Senior Programs Director

Date: October 21, 2026

Re: Adopt a Resolution Approving a First Amendment to the Consultant Services Agreement Between The Housing Authority Of The City Of Alameda And Scott-Miller Consulting For Inspection Services To Increase The Maximum Not To Exceed Contract Amount To $500,000, And Authorizing The Executive Director To Negotiate And Execute Said Amendment.

BACKGROUND

On August 27, 2025, an agreement between the Housing Authority of the City of Alameda (AHA) and Scott-Miller Consulting was executed for inspection services.

DISCUSSION

The AHA has an obligation under federal regulations to inspect assisted units to ensure that families are in decent, safe, sanitary, and in good repair units. The AHA outsources these inspections to a third party inspector. A request for proposals (RFP) was completed in 2025 and Scott-Miller Consultants were selected to provide inspection services. The estimated amount for the contract was slightly low and only covered two years of inspections based on past amounts with a different vendor who did not conduct as many property management inspections. After slightly more than one year with the new contractor, there is less than 50% of funds on the contract, so an increase of three hundred thousand ($300,000) is being requested to cover the remaining two years and the increased property management inspections.

FISCAL IMPACT

Amount of increase are within budget.

CEQA

Not applicable.

RECOMMENDATION

Adopt a Resolution Approving a First Amendment to the Consultant Services

Agreement Between The Housing Authority Of The City Of Alameda And Scott-Miller Consulting For Inspection Services To Increase The Maximum Not To Exceed Contract Amount To $500,000, And Authorizing The Executive Director To Negotiate And Execute Said Amendment.

ATTACHMENTS

1. SMC Amendment 1 2026
2. 10-21-2026 SMC Resolution

Respectfully submitted,



Tonya Schuler-Cummins, Senior Programs Director

FIRST AMENDMENT TO AGREEMENT

This First Amendment to Agreement, entered into this 21 day of October 2026, by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body corporate and politic (hereinafter referred to as "AHA") and Scott-Miller Consulting, a California corporation whose address is 5120 Pawnee Drive, Antioch, CA 94531 (hereinafter referred to as "CONSULTANT") is made with reference to the following:

RECITALS:

A. On August 27, 2025, an agreement was entered into by and between AHA and Consultant (hereinafter "Agreement") for a not to exceed amount of Two Hundred Thousand ($200,000) with a contract term date of August 26, 2028.

B. By this First Amendment to the Agreement, AHA and Consultant desire to increase the “not to exceed” amount from $200,000 to $500,000.

NOW, THEREFORE, AHA and Consultant mutually agree as follows:

1. The second sentence in Section 3.1 of the Agreement is hereby amended and shall now read as follows: “Maximum payment by AHA to Consultant for the services provided herein shall not exceed Three Hundred Thousand ($300,000), including all expenses ("Contracted Amount").”

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

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

SCOTT-MILLER CONSULTING

D’Jon Scott-Miller
Its: Chief Executer Officer

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Tonya Schuler-Cummins
Senior Programs Director

Vanessa Cooper
Executive Director

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

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ___

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA APPROVING A FIRST AMENDMENT TO THE CONSULTANT SERVICES AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA AND SCOTT-MILLER CONSULTING FOR INSPECTION SERVICES TO INCREASE THE MAXIMUM NOT TO EXCEED CONTRACT AMOUNT TO $500,000, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE SAID AMENDMENT

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, a Consultant Services Agreement with Scott-Miller Consulting for inspection services was executed effective August 27, 2025; and

WHEREAS, the not to exceed amount was Two Hundred Thousand ($200,000); and

WHEREAS, the contract term date was August 26, 2028.

WHEREAS, by the proposed First Amendment to the Agreement, AHA and Consultant desire to increase the “not to exceed” amount from $200,000 to $500,000.

NOW, THEREFORE, BE IT RESOLVED, that the AHA Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the AHA Board of Commissioners hereby approves a First Amendment to the Agreement with Scott-Miller Consulting for inspection services to increase the “not to exceed” amount for compensation from $200,000 to $500,000.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to negotiate and execute the First Amendment and take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

Housing Authority
of the
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PHONE: (510) 747-4300
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ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, Chair
Board of Commissioners

Approved as to form:

Adrian R. Guerra,
General Counsel,
Aleshire & Wynder, LLP

Adopted: Month Day, Year

Housing Authority
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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa Cooper, Executive Director

Date: October 21, 2026

Re: Accept a report on waivers and other regulatory options to facilitate future issuance of project-based vouchers and provide direction as necessary to staff.

BACKGROUND

On August 11, 2026, the Housing Authority of the City of Alameda (AHA) received a formal request for 30 Project-Based Voucher (PBV) units (16 two-bedroom units and 14 three-bedroom units) for Stardust Gardens, which is in the first phase of the City's Rebuilding the Existing Supportive Housing at Alameda Point (RESHAP). AHA estimates an annual cost of approximately $1.1M - $1.3M for these 30 PBV units for 20 years. The developer's timeline proposes that these units be under contract (Agreement to Enter Into a Housing Assistance Program, or "AHAP") in May or June of 2027.

On August 19, 2026, AHA's Board considered a request to commit 30 PBVs to Stardust Gardens by August 21, 2026. The Board could not approve the request for two reasons:

1) Federal requirements: Federal regulations require PBVs to be awarded through a qualifying competitive process or another HUD-authorized process. No qualifying PBV competition has been conducted. The State funding competition that the developer asked AHA to rely upon did not meet HUD's requirements for awarding PBVs as set forth in the HUD regulations and confirmed by AHA staff's discussions with HUD representatives.

2) Available funding: AHA could not confirm that sufficient funding would be available for the new vouchers, and it must protect assistance for the approximately 1,800 low-income households that it currently serves.

On September 1, 2026, the City Council of the City of Alameda approved a commitment letter for Stardust Gardens for up to $25.5M in operating subsidy over 20 years from City funds. The City provided this commitment for consideration by the California Tax Credit Allocation Committee (TCAC) and the California Debt Limit Allocation Committee in connection with the Stardust Gardens' application for tax-exempt bonds and low-

income housing tax credits in the upcoming competition.

This issue was also discussed at the August 19, 2026 and September 16, 2026 Board meetings.

DISCUSSION

Since the September Board meeting, Staff has been working with counsel on the waivers and with a consultant on the funding issues. Staff have made information requests to RESHAP partners to help support the waivers. AHA requested a meeting with HUD to discuss likely waivers or MTW activities (attached). AHA staff met with APC representatives. A letter was also sent to the City in response to their September 16 letter (attached).

Staff met with City staff and representatives from Assemblymember Bonta's office on October 7 to discuss paths forward to vouchers for RESHAP. At this meeting, the City explained it cannot carry the obligation of the $25.5M funds awarded to RESHAP as it needs those funds for other projects at the former naval base and that it needs commitment of, or a clear path to an award of PBV from AHA by the first week of December. In this meeting AHA explained the different paths to a waiver and timelines. The City confirmed it is not looking at other sources such as A1 Bond funding from the County for Stardust Gardens. The Board Chair also met separately with the City Manager on similar topics.

Next steps

HUD has not yet confirmed a meeting time. Staff is drafting a regulatory waiver for submission no later than the week of November 8, subject to Board approval. There is no set format for a regulatory waiver prescribed by HUD and HUD does not guarantee any specific timeline for a regulatory waiver response.

Unless HUD directs otherwise, and provided that the Board approves, the waivers could request HUD:

1. To allow the transfer of a budget-neutral proportion of the 25 Alameda Point Collaborative (APC) PBV units to the newly completed Stardust Gardens site without a PBV competition, to waive the obligation to issue tenant-based vouchers to limit the potential budget impact, and to approve any waitlist waivers needed to allow current APC PBV residents to move to Stardust Gardens.
2. To allow the award of up to 30 new vouchers to RESHAP, subject to available funding, using a prior competition that included consideration of vouchers.
3. To allow the City funds to be used to prevent any future shortfall and to be renewed as HAP after the first year, or otherwise to be used to support the issuance of PBVs to Stardust Gardens while avoiding risk of shortfall.

At the same time, Staff are starting the FY2028 Annual Plan process and will include similar requests as draft MTW activities. For example, staff is reviewing whether MTW

Waiver 9.d., Alternative PBV Selection Process, or a Safe Harbor waiver related to MTW Waiver 9.d., would allow AHA to designate the Stardust Gardens owner as the PBV project owner.

The RESHAP request will also mean that a 5-year Plan amendment will be necessary. Staff will do the necessary public outreach and hearings for both plans and expects to request final Board approval on March 17, 2027. Attached is the plan preparation schedule. If HUD does not respond within 45 days from submission, it is automatically approved.

Staff recommend moving forward on all paths to an award simultaneously in order to expedite the City's request for vouchers.

Future Board Updates
Staff will return to the Board in November on budgetary issues. AHA continues to show a shortfall for the two-year tool in 2027. HUD is publishing an updated Two Year Tool which will include AHA's 2027 renewal factor on Monday October 19. Staff will redo the numbers using that new tool. Staff will also provide a "best", "worst" and midpoint financial analysis of the HAP "gap" if 19 PBV vouchers from APC were to transition to Stardust Gardens.

Staff will return to the Board in the November or December meeting on steps that might be taken to increase HAP usage in 2026 to avoid a HUD shortfall in 2027. Staff will also return to the Board in a future meeting as a separate agenda item on cost-cutting that might be undertaken to avoid a HUD shortfall in 2027. This will also indicate the impacts on future AHA operations and funding if AHA moves from the current Shortfall Group 2 to Shortfall Group 3.

Other
There has been considerable discussion recently in public comments about the current state of the units at RESHAP including photos and descriptions of the units as "dilapidated". Units are inspected by a third party every 1-3 years, depending on the subsidy program. In addition, a new, more stringent inspection procedure is required from HUD starting in early 2027.

RESHAP has issued the General Information notice (GIN) informing RESHAP tenants of future displacement from their units and to explain the options to move to Stardust Gardens. AHA staff met with subsidized tenants to explain any continued subsidy options under HUD regulation and to inform them of the waiver process as that might change their choices in the future. AHA wants to ensure that the PBV tenants impacted by this first round of demolition in 2029 are housed safely, locally and in units that provide social services.

FISCAL IMPACT

Legal and consulting fees incurred to date are at least $110,000 and are expected to increase with the waiver work.

CEQA
Not applicable.

RECOMMENDATION
Staff recommend that the Board:

1. Accept a report on waivers and other regulatory options to facilitate future issuance of project-based vouchers
2. Direct Staff to submit a regulatory waiver to address the RESHAP need for vouchers no later than the week of November 8, 2026, unless direction from HUD indicates otherwise.
3. Direct Staff to include any applicable MTW activities in the draft FY28 MTW Expansion Plan and to manage the process to the planned timeline.
4. Direct Staff to open a competition for up to 30 PBV, as soon as federal funding availability can be confirmed

ATTACHMENTS
1. 10.07.26 - Letter - Response to City's letter of 9-16-26
2. Request for further PBV-related discussion - Stardust Gardens

Respectfully submitted,



Vanessa Cooper, Executive Director

Docusign Envelope ID: F7BE73C4-5B09-8E51-83C0-63627ACBF3B9

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

October 7, 2026

Sent via email to Gerry Beaudin <gbeaudin@alamedaca.gov>

Gerry Beaudin, City Manager
City of Alameda
2263 Santa Clara Ave
Alameda, CA 94501

Dear Gerry,

Thank you for your letter dated September 16, 2026, addressed to the Board of Commissioners. Ahead of our meeting on Wednesday this letter serves to provide an update and address some of your requests and comments.

City and AHA Coordination

AHA welcomes continued and regular discussion with the City. AHA and the City have held quarterly meetings for over 10 years, and AHA is happy to continue these meetings. We have generally used these meetings to discuss the federal, state and local funding situation, housing policy changes, Alameda's affordable development pipeline (both by AHA and other developers), the Housing Choice Voucher Program, capital improvements at AHA-owned properties as well as opportunities for collaboration on housing, social services, community outreach etc. We think there may also be an opportunity for an annual public meeting between the City Council and AHA Commission.

Board action on RESHAP

The Board directed staff at the September 16, 2026 Board meeting as follows:

- Not to open a competition for PBV or authorize funding of the previously awarded 40 PBV to Estuary II, at this time.
- To report to the Board regularly on funding projections, and whether the funding outlook has changed and now would support potential issuance of additional PBVs.
- To explore alternative options at the Board's discretion for discussion at the October meeting, including, but not limited to, pursuit of Moving to Work activity or regulatory waiver proposals that possibly could assist the proposed RESHAP project.
- To explore potential cost-saving initiatives to avoid future funding shortfalls, and options for maximizing HAP use in 2026, for discussion at a future meeting.

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Our letter of July 30, our memo to Council on August 30 and the Board materials from August 19 and September 16 lay out the specific regulatory and budget matters under discussion.

The Board also directed staff to return in October on the waiver issues, in November on financial issues and later on the possible changes to the voucher program to avoid shortfall in 2027. The Board expressed concerns about the impact on current low-income tenants by such changes.

Current activities

AHA staff has initiated activities to address both the budget and competition issues discussed with the City over the past few months, including but not limited to:

- Various information requests to, and meetings with, some RESHAP partners
- Monthly review of funding and expenses for 2026 and 2027- AHA intends to open a competition as soon as sufficient budget authority can be confirmed. AHA expects to have final information regarding 2027 federal funding by May 2027.
- Working on waiver options and possible MTW activities for AHA to commit PBV to Stardust Gardens equal to a budget-neutral number of PBV holders at the APC development that elect to take a PBV at Stardust Gardens in 2029.
- Identifying possible waivers or MTW activities for the use of City funds to supplement Housing Assistance Payments (HAP) to prevent voucher terminations and to allow for those funds to be eligible for renewal by HUD using HAP in the following year.
- Exploring other waivers or MTW activities, as necessary.
- Participating in a rent study to try to obtain higher Fair Market Rents and a better renewal factor for 2027, which would make more funds available.
- Working with the current PBV families and Alameda Point Collaborative (APC) to ensure they are informed of their continued subsidy rights after termination of the PBV contract by APC.

Timeline

AHA understands the City and MidPen's desire to have a PBV contract in place for Stardust Gardens before the new building opens in 2029. We are also interested in ensuring that the APC tenants impacted by this first round of demolition in 2029 are housed safely, locally and in units that provide social services.

I have attached a tentative timeline to a waiver/MTW activity approval or opening a competition. Please note that many of these dates are driven by HUD's timelines and/or

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public noticing and public hearing requirements. If something changes that could shorten the timeline, we are open to revisiting this.

Response to your letter of September 16, 2026

Ahead of our meeting I also wanted to provide some initial responses to help guide our conversation on October 7, 2026. (The City's comments are noted in italics for contrast only). I have also indicated expected recommendations to the Board for October's meeting, although these may change as we continue our work on the waivers etc.

Topline Request Page 1

> *"direct AHA staff to immediately issue a letter of commitment to MidPen Housing for issuance of a budget-neutral proportion of 25 project based vouchers (PBVs) for Stardust Gardens based on the current allocation to Alameda Point Collective (APC), contingent on termination of the 25 existing APC vouchers, and contingent on MidPen being awarded Low Income Housing Tax Credits for this project."*

As discussed in prior meetings, the Board could not direct staff to issue a commitment letter prior to the budget and competition issues being resolved. Further, the tax credit competition has not been concluded so cannot yet be used as a "prior competition" and it would appear to include consideration of PBVs because the AHSC funding includes consideration of PBVs.

Staff will be reviewing a budget neutral option with HUD and assessing the necessary waivers needed to do so without a competition or based on a previous competition that included consideration of vouchers. An update on waivers will be provided at the October meeting.

Other City Requests (page 6)

1) *Given the timing of the development, the absence of an FY 2027 funding obligation, the availability of existing assisted families, the estimated incremental cost of the commitment, and the City's willingness to address the temporary funding difference, the City requests that the AHA Board of Directors not accept AHA's report on the agency's financial projections as a reason for not issuing the PBV commitment of 30 vouchers for Stardust Garden.*

The Board was concerned about the adequacy of funding and the risk of future shortfall notwithstanding the City's arguments, several of which are addressed further below. Staff will return to the Board in November with additional financial information for 2026 and 2027.

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AHA has not issued a competition for vouchers since 2022 due to these same shortfall concerns. Staff expects to recommend to the Board at the October meeting to open a competition for PBV, as soon as funding permits.

2) *Direct AHA staff to seek a HUD waiver using its MTW authority be able to select MidPen for a PBV commitment without further competition if MidPen is successful in its tax credit competition for Stardust Gardens.*

Staff is working on potential HUD waivers or MTW activities and will report back in October. In addition, please see above on the tax credit competition. Please note if the usual MTW practice is followed, any MTW activity likely would not be approved by HUD and could not be implemented until July 2027 at the earliest.

Staff will recommend to the Board at the October meeting to allow staff to submit any regulatory waivers as soon as possible after preliminary discussion with HUD indicates that this would be a fruitful next step and to include any applicable MTW activities in the draft FY28 MTW Expansion Plan (or possibly as amendments to the approved MTW FY27 MTW materials). Staff will do the necessary public outreach and hearings for the Plan and expects to request final Board approval on March 17, 2027.

3) *Concurrently with 2), direct AHA leadership to open a new competition for PBV vouchers with specific requirements that only developments that have full funding commitments for development can apply. This competition should be completed by Monday, November 23, 2026. "*

The Board chose not to open a competition at this time pending further information on the budget. HUD PBV regulations (24 CFR § 983.51(b)(1)) also state that *"*The PHA's RFP may not limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for PBV housing on different sites,*"* and thus a competition would need to be consistent with or have received a HUD waiver from this requirement.

AHA also seeks clarification from the City on the drivers of the November 23, 2026, competition completion deadline.

<u>Budget forecast section (pages 2-5)</u>

- *No FY 2027 budget impact.*

AHA currently shows a shortfall for the two-year tool in 2027 which could lead to the removal of currently assisted families from the program. This last happened in 2004 and led to protests in Alameda.

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Generally, HUD requires a new PBV commitment to be included in the two-year tool and Voucher Management System at the time of the Agreement to Enter into a Housing Assistance Payments Contract (AHAP) which is requested for May 2027.

- *The likely impact to AHA's budget is smaller than AHA's estimate*.

AHA suggests that 30 vouchers would cost between $1.1M - $1.3M per year in HAP for 20 years. The size of such impact is driven by the contract rent, amount of HAP paid per unit (which is impacted by the household income) and the likelihood that current PBV residents will elect to move to Stardust Gardens, rather than take a tenant-based voucher.

First, Stardust Gardens is seeking higher contract rents than is paid at APC currently (per funding applications that they have shared). This will result in a higher overall HAP cost per unit, if a PBV contract is approved, because of the higher quality of newer units. The current state of the APC housing has suppressed the maximum AHA can pay. For example, the current Payment Standard for a new 3-bedroom unit is $3,951. In contrast, a typical 3-bedroom contract rent for APC is $3,374.

Second, AHA's upper limit estimate of $1.3M is based on minimal income for formerly homeless families in 2- and 3-bedroom units. AHA data shows that 17 of 19 2- and 3-bedroom units are at or less than 20% of Area Medium Income (AMI), and the other two are at or below 30% AMI. In addition, MidPen expects to backfill 16 of the vacant units from the County of Alameda's Coordinated Entry System per the requirement of the County's A1 Bond funds, and these referrals are expected to pay a lesser tenant portion based on income, at least at first, requiring a high level of HAP per voucher.

MidPen agrees that HUD regulations do not allow a direct transfer of existing PBV vouchers and that tenants retain a choice in their future transfers. To calculate the maximum cost, AHA must consider the "worst-case" financial scenario that all existing tenant-based vouchers are issued and are used elsewhere.

In addition, while it is true some PBV tenants have lived at APC 10 + years, there is also significant turnover at APC in the PBV units - 2 units are currently vacant, 6 households have been there less than 2 years, and 2 households have searching vouchers and will likely move out soon. This level of turnover might indicate that at least some of the families are likely to take a tenant-based voucher and move elsewhere.

<u>Gap calculations</u>

We understand that the City is assuming the "best case" scenario when assessing the gap but there are additional details that were not covered in your letter of September 16, 2026.

As discussed previously, six of the 25 families, currently served in four-bedroom units, must be given a tenant-based voucher as they cannot move to Stardust Gardens, and

Docusign Envelope ID: F7BE73C4-5B09-8E51-83C0-63627ACBF3B9

these are the most expensive units due to their size, accounting for almost $300,000 annually in HAP.

In addition, the City's gap estimate assumes that all 25 PBV voucher-holders (assuming full occupancy) will move to Stardust Gardens. We think that is unlikely given the turnover in recent years.

AHA will provide "best", "worst" and midpoint scenarios of financial impacts at or before the November Board meeting.

- *Any temporary funding gap can be covered by City*.

AHA deeply appreciates the City's willingness to provide this option. We hope that this financial backstop could be part of the answer, but we need to structure it in a way that HUD will recognize and be included in the renewal calculation so as to avoid a permanent City subsidy for 20 years. As the author notes later in the City's memo, only specific outside funds will be considered as renewable by HUD. The notice allowing for HUD renewal of outside funds used to prevent voucher contract terminations in some cases (PIH 201328) is not authorized for use by MTW Expansion Agencies (e.g. AHA) in the September 1, 2026, revised Operations Notice. Staff will be reviewing any potential for a waiver or MTW activity with HUD in order to take advantage of the City's offer.

- *Concerns about the FY 2027 inflation factor (RFIF) are premature*.

The RFIF is being cited to demonstrate concerns about shortfall in 2027, which has direct relevance to any proposed competition in late 2026 or early 2027. The final budget authority number is expected in May of 2027 until which time, it may be difficult to know what the budget authority is for 2027.

Based on AHA's knowledge and experience, FMR is the largest input to the RFIF and AHA expects that other inputs are unlikely to move the needle significantly. AHA will participate in a local rent study, which is the best chance at better 2027 renewal numbers. This is likely to be concluded, and new rents implemented no earlier than April 2027, if HUD grants the appeal and decides in a timely manner.

- *eligible non-HAP MTW expenses under Section 8(o) of the United States Housing Act of 1937 may be added to the annual funding formula*.

AHA's September 19, 2026 memo indicated it would be reviewing options for eligible non-HAP MTW fund usage no later than the December Board meeting when the final expenses for 2026 would be clearer.

- *The 30 Units Do Not Necessarily - and Most Likely Will Not - Require 30 Newly Funded Families it can reasonably be expected that some units could be occupied by other existing AHA-assisted families, including VASH, EHV, and*

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eligible HCV families, or families with similar needs within AHA's metropolitan area, including Alameda County, San Francisco, and Oakland.

As noted above, AHA cannot assume all 19 PBV voucher holders will want to move in to Stardust Gardens, relinquish a tenant-based voucher (HCV) and trade it in for a PBV instead. AHA's experience is that families who have the option of a tenant-based voucher are very reluctant to convert to PBV due to restrictions in PBV on future moves and on unit size. We think early discussions with each family to determine their likely preference and to ensure they have all information possible would be helpful here. Early termination by APC of the contract could also be considered.

In terms of other tenant-based voucher holders moving into a future PBV unit at RESHAP, these families would need to either have the proper PBV admissions preference and be on the PBV waitlist for filling these units, or be referred by the County of Alameda's Coordinated Entry System if AHA approves that as a method to fill units.

The EHV funding is sunsetting. Further, if a current AHA VASH tenant were selected from the PBV waitlist and chose to move into a future PBV unit at Stardust Gardens, then AHA would be obliged to backfill the VASH voucher with another VA eligible client so there is no HAP savings.

Annual Plan, Housing Element and Consolidated Plan Coordination

AHA will continue to invite the City to comment on the AHA's Annual Plan prior to Board adoption in March. As noted in the City's Consolidated Plan (CP) for 2025-29, AHA staff has been actively involved in the Consolidated Plan process with the City. We have also been deeply involved in development of the Housing Element each cycle. Further AHA's affordable housing development work, done in close collaboration with the City staff and included in both these City plans, has over the past eight (8) years added significantly to the City's ability to meet its Regional Housing Needs Assessment (RHNA) numbers and the City's affordable and homeless housing goals.

If there are specific concerns about misalignment between the FYE27 Admin Plan and the CP 2025-29, then AHA would appreciate an email by October 15 on those discrepancies so we can address them now as we start the public process for our FYE28 plan. Please cite the page number of the Consolidated Plan if possible as this is a long document.

Pipeline discussions

We would welcome a discussion on the affordable pipeline. The Consolidated Plan sets out that some 1,309 new affordable units are to be constructed by 2030. The Housing Element requires construction by 2031 of 5353 units, of which 2239 need to be low or very low-income units. As of December 31 2025, just 264 of these low-income units

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appear to have building permits issued, leaving 1975 needed to meet the RHNA numbers.

Like most Bay Area PHAs, AHA remains concerned about the federal funding environment regarding vouchers, including the lack of ability to provide PBV to assist with meeting these large goals. We would like to understand more about the City's plans for the 252 or so affordable units in the three remaining RESHAP phases and the other affordable units expected at the base beyond that.

Staff expect at the October meeting to remind the Board that these same PBV funding concerns have stalled Estuary II and may prevent construction of approximately 540 more affordable units planned for the North Housing and Poplar sites until the broader affordable funding environment is clearer. Aside from the people impacts of not building this affordable housing, any such delays could significantly limit the City's ability to meet its RHNA numbers in the 2023-31 cycle as AHA would not be pulling new building permits.

AHA is shifting its focus to preservation and rehabilitation of its existing aging housing stock, for which we have about $5M of capital work currently pending approvals from plan check with the City. Any assistance you can give to expedite these permits would be appreciated as several relate to health and safety or ADA requirements and several senior and disabled tenants have been displaced from their homes for months as a result.

I would like to close by saying that the constraints in federal funding at this time are offset by opportunities at the state and local level. The State has held one round of funding gap awards already and proposes two more next year for projects that have existing State funding. The County is planning a second round of Measure W funding, specifically targeted for permanent supportive housing and including operating subsidies in 2027. We hope that these, or a combination of opportunities at the federal, state and local level, can support the entire island's pipeline of worthy projects.

Thank you again for your letter and we look forward to meeting with you and your team,

Kind regards,

Signed by:
Vanessa Cooper
5AFA57239EC2484...
Vanessa Cooper
Executive Director

Attachment: Tentative Timeline

Docusign Envelope ID: F7BE73C4-5B09-8E51-83C0-63627ACBF3B9

Tentative Timeline to Waiver Approval or Competition

October 2026

- Board report on waiver options
- Staff working on waivers and funding

November 2026

- Board report on 2026 and 2027 HUD funding outlook
- Staff working on funding, annual plan and MTW activities (waivers)
- Rent study underway

December 2026

- Continuing Resolution to fund HUD ends December 11 – Staff to prepare for government shutdown
- Board report on non-HAP MTW expenses to increase HAP for 2027.
- Decision from TCAC on Stardust Gardens tax credits

January 2027

- Preliminary rent study results for 2027 – not yet approved by HUD.
- Staff working on year end close for HUD to inform 2027 funding outlook.

February 2027

- Board report on financials if initial rent study data shows higher rents and possible higher RFIF.
- Board report on cost cutting measures for current tenants.
- Public hearings for MTW activities and annual plan

March 2027

- Final Approval of Annual Plan and MTW activities by Board

April 2027

- May have rent study information back from HUD
- Submit MTW waivers by 4/15/2027. Respond to any questions from MTW office.

May 2027

- Final 2027 Budget Authority from HUD expected.
- Staff conducts review of funding for 2027.
- If funding permits open a competition to be completed by July 30

July 2027

- Earliest approval on MTW waivers. Could be delayed if HUD have questions.
- Stardust Gardens construction underway
- Complete competition and make awards if funding is available

Housing Authority of the City of Alameda

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

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Alameda Housing Authority (AHA) staff request for additional discussion with HUD staff

AHA staff asks to discuss the possible steps AHA could take in connection with a potential commitment of project-based vouchers (PBV) to Stardust Gardens LP, an 80-unit development that eventually will replace a portion of a development owned by the Alameda Point Collaborative (APC) as part of the re-use of the Alameda naval base. The APC development has 25 PBVs serving formerly homeless, disabled households.

The developers of Stardust Gardens request a commitment of 30 PBV to support formerly homeless households commencing when construction is completed in 2029, as part of fulfillment of commitments made under the Base Realignment and Closing Act. The expected cost of a new 30-unit PBV contract is $1.1- $1.3 million in the first year. The developers have amassed over $45 million in capital awards from two California state housing program awards and have applied for low-income housing tax credits and bonds. They state that they need PBV or another operating subsidy to support formerly homeless households. The City of Alameda has made a contingent financial commitment for operating costs of up to $1 million in the first year, escalating 2.5% for 20 years up to a maximum of $25.5 million, but the City hopes that this funding will be unnecessary if AHA awards PBV. The City also has offered to assist AHA financially if a PBV commitment to Stardust Gardens otherwise might lead to shortfall.

AHA supports a suitable solution for all families at APC to leave the aging housing stock and be rehoused in quality housing, including at Stardust Gardens, and believes that a PBV commitment to Stardust Gardens may be appropriate but faces financial and regulatory challenges.

The financial challenge is that AHA is close to exhausting its budget authority and will need to use HUD Held Reserves for HAP in 2026. AHA is currently projecting a shortfall for 2027. There is, therefore, an increase in the risk of future shortfall if AHA commits additional PBV.

The regulatory challenge is that Stardust Gardens has not been selected competitively for PBV. AHA has not opened a competition because of funding concerns, and AHA is not a party to this development so cannot self-award. The developer and the City asked for a PBV commitment based on the second of the two successful state competitive awards, which relied in part on the first competitive award. The developer's application for the first award included unawarded PBV as a source of operating funds and for loan sizing purposes,

although the inclusion of the PBV was not awarded specific points. After discussion with appropriate HUD staff in August 2026 regarding both that situation and HUD's interpretation of the applicable regulation requiring no consideration of PBV in the prior competition, AHA did not make the commitment based on a prior competition.

Accordingly, the AHA staff would like to explore with HUD staff whether AHA can assist Stardust Gardens through use of either its flexibilities as an MTW Expansion Agency or a regulatory waiver or waivers.

With respect to the financial challenge, a possibility might be for AHA to commit PBV to Stardust Gardens equal to a budget-neutral number of PBV holders at the APC development that elect to take a PBV at Stardust Gardens. This could take the form of an initial commitment of up to 19 PBV or an equivalent current annual cost, as the maximum number of PBVs at Stardust Gardens that could replace the PBVs at APC in appropriately sized units, to be adjusted downward to match the actual number, or actual budget cost, once the individual APC voucher-holders have decided whether to relocate there. AHA would like to discuss whether HUD could authorize such a change in the PBV commitment at the time of initial occupancy through an MTW Safe Harbor Waiver or Agency-Specific Waiver, or through a regulatory waiver. Also connected to the financial challenge, AHA would like to discuss whether HUD could approve in advance the City's commitment of funds if necessary to prevent the termination of assisted households, with subsequent HUD renewal.

With respect to the project selection issue, AHA would like to discuss whether MTW Waiver 9.d., Alternative PBV Selection Process, or a Safe Harbor waiver related to MTW Waiver 9.d. or a regulatory waiver, would allow AHA to designate the Stardust Gardens owner as the PBV project owner. Such action could recognize the neutral budgetary impact of the designation to the extent the new PBV tenants were APC PBV holders, the importance of Stardust Gardens to fulfilling naval base reuse requirements, and the owners' success in obtaining capital funds even though PBV were included but not scored in one of the competitions.

AHA also would want to discuss whether HUD has other suggestions for supporting Stardust Gardens while addressing the financial and project selection challenges.

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

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To: Honorable Chair and Members of the Board of Commissioners

From: Chenesa Guevara, Management Analyst

Date: October 21, 2026

Re: Accept a presentation on Green Stormwater Treatment Drains located at Everett and Eagle, LP (Everett Commons), Sherman and Buena Vista, LP (Littlejohn Commons), Constitution and Eagle, LP (Rosefield Village), Lakehurst and Mosley, LP (Estuary I), Mabuhay and Lakehurst, LP (Linnet Corner).

BACKGROUND

Each year, the Housing Authority of the City of Alameda (AHA) is responsible for annual reporting of storm drain inspection maintenance to the City of Alameda Public Works Department for stormwater treatment drains located at the following sites; Everett and Eagle, LP (Everett Commons), Sherman and Buena Vista, LP (Littlejohn Commons), Constitution and Eagle, LP (Rosefield Village), Lakehurst and Mosley, LP (Estuary I), Mabuhay and Lakehurst, LP (Linnet Corner).

DISCUSSION

Green stormwater facilities have been installed to remove pollutants, pesticides, and sediment from stormwater runoffs collected from roofs, driveways, and other resistant areas. These structures are required to meet stormwater permit mandates and play a critical role in local and regional flood prevention and water quality protection efforts. AHA stormwater facilities sites each have their own Stormwater Treatment Measures Operation and Maintenance Plan outlining measures, drain locations, maintenance schedules, and checklist.

FISCAL IMPACT

Not applicable

CEQA

Not applicable

RECOMMENDATION

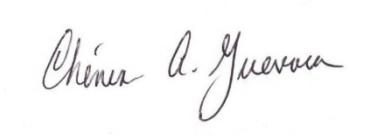
Accept a presentation on Green Stormwater Treatment Drains located at Everett and

Eagle, LP (Everett Commons), Sherman and Buena Vista, LP (Littlejohn Commons), Constitution and Eagle, LP (Rosefield Village), Lakehurst and Mosley, LP (Estuary I), Mabuhay and Lakehurst, LP (Linnet Corner).

ATTACHMENTS

1. Green Stormwater Treatment Drain Presentation

Respectfully submitted,



Chenesa Guevara, Management Analyst

Green Stormwater Treatment

By: Chenesa Guevara- Management Analyst

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Stormwater Treatment Overview

- What is Green Stormwater Treatment?
- Maintenance
- Streamline Responsibilities
- Inspection with the City of Alameda Public Works Department
- What Next?

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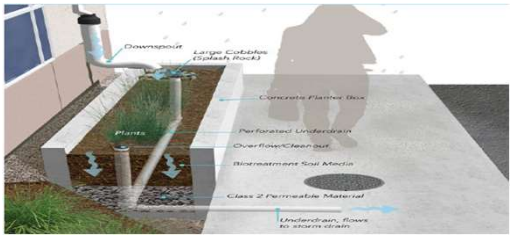
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2

What is a Stormwater Treatment?

- Purpose:
  - ✓ Reduce flooding
  - ✓ Protect water quality of local creeks and San Francisco Bay
- Bioretention Areas/Flow-Through Planters:
  - ✓ Soil
  - ✓ Mulch
  - ✓ Plants
- Locations:
  - ✓ Rosefield Village
  - ✓ LittleJohn Commons
  - ✓ Everett Commons
  - ✓ Stargell Commons
  - ✓ Linnet Corner
  - ✓ Estuary I





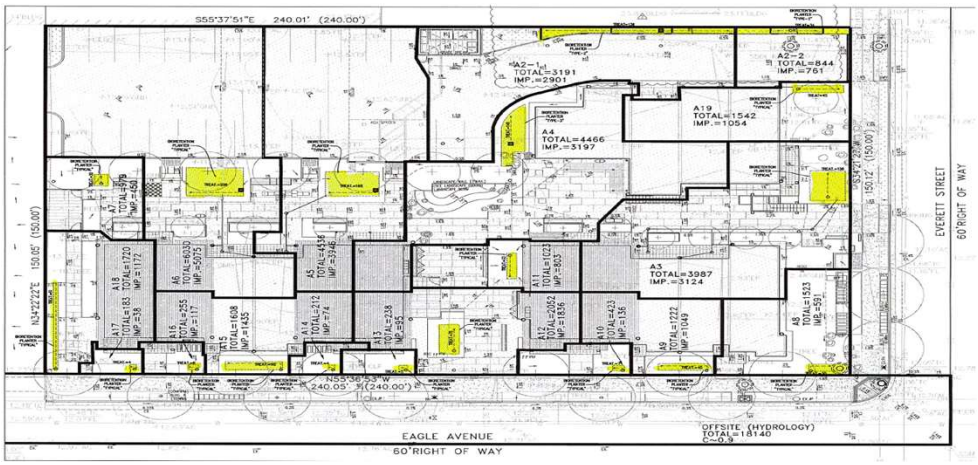
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Everett Commons



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Maintenance

- Operation and Maintenance Plan (OM)
  - ✓ Stormwater treatment areas
  - ✓ Responsibility of Maintenance
  - ✓ Summary of Drainage Areas
  - ✓ Maintenance Schedule
  - ✓ Inspection Check List
- Full Trash Capture (FTC)
  - ✓ Trash screen devices designed to stop trash from further discharging into the storm drainage system
  - ✓ Inspected twice a year by Revel Environmental Manufacturing Inc.
  - ✓ Located at Everett Commons and Rosefield Village
- Common Issues
  - ✓ Standing water
  - ✓ Erosion
  - ✓ Dead or dying plants
  - ✓ Not enough mulch

REM Inspection Report



Revel Environmental Manufacturing Inc.

Inspection Report
Everett Commons
CDS Inspection

Customer Name & Address	Location to be Serviced
Everett Commons c/o EPI Management 2437 Eagle Avenue Alameda, CA 94501	Everett Commons 2437 Eagle Avenue Alameda, CA 94501

PLEASE KEEP FOR YOUR RECORDS

Date of Inspection	Date of last Pump Out
12/18/2025	

Technician/s on-site	System Type	Corresponding Map #
Name: Andrew & Anthony	CDS	1

INSPECTED COMPONENTS	RESULTS	COMMENTS
Inlet Pipe/Diversion Weir	Pass	No structural damage or blockage
Sediment/Debris Levels (Diversion Chamber)	0" - 2"	Measured / Recorded, no action needed
Sediment/Debris Levels (Sumps)	0" - 6"	Measured / Recorded, no action needed
Surface Debris (Floatables)	None	Floatables removed from system
Visible Hydrocarbons	No	No action needed
Depth of any Standing Water in Vault	5"	Measured / Recorded, no action needed
Separation Screen Integrity	Pass	No structural damage
Condition of Fiberglass Oil Baffle (If equipped)	Pass	No structural damage
Sediment Removal Needed	No	No action needed
Condition of absorbent booms (If equipped)	New	New absorbent booms installed during inspection
Yellow Service Tag Installed	Yes	Installed new dated service tag

Summary Notes:
There are no open action items at this time.

R.E.M. follows manufacturer recommendations for Pump Out, Inspection and Maintenance triggers



Streamline Responsibilities

- Maintenance
  - ✓Inspections of storm drains annually or after heavy rains
  - ✓Removal of leaves from entrances to the facility
  - ✓Complete inspection checklist forms
- Property Manager
  - ✓Responsible for making sure Maintenance is inspecting the drains
  - ✓Review inspections checklist forms and send to AHA
  - ✓Ordering of landscaping services

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Inspection with the City of Alameda Public Works Department

- Inspections with Jim Barse- Clean Water Program Specialist:
  - ✓ Property manager and maintenance
  - ✓ Additional training on the stormwater treatment systems
  - ✓ Re-walk properties
- Jim Barse Feedback:
  - ✓ Weeding
  - ✓ Under vegetated/plant replacement
  - ✓ Installation of the storm drain markers



- Asset Living/ John Stewart Company to submit first inspection checklist to AHA

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Inspection and Maintenance Checklist

I. Stormwater BMP Inspection and Maintenance Logs

Facility Name	
Address	
Begin Date	End Date

Date	BMP ID#	BMP Description	Inspected by:	Cause for Inspection	Exceptions Noted	Comments and Actions Taken

Bioretention Area
Inspection and Maintenance Checklist

Property Address: _____ Property Owner: _____

Treatment Measure No.: _____ Date of Inspection: _____

Type of Inspection: □ Monthly □ Pre-Wet Season □ After heavy runoff □ End of Wet Season □ Other:_____

Inspector(s): _____

Defect	Conditions When Maintenance Is Needed	Maintenance Needed? (Y/N)	Comments (Describe maintenance completed and if needed maintenance was not conducted, note when it will be done)	Results Expected When Maintenance Is Performed
1. Standing Water	When water stands in the bioretention area between storms and does not drain within five days after rainfall.			There should be no areas of standing water once inflow has ceased. Any of the following may apply: sediment or trash blockages removed, improved grade from head to foot of bioretention area, or added underdrains.
2. Trash and Debris Accumulation	Trash and debris accumulated in the bioretention area.			Trash and debris removed from bioretention area and disposed of properly.
3. Sediment	Evidence of sedimentation in bioretention area.			Material removed so that there is no clogging or blockage. Material is disposed of properly.
4. Erosion	Channels have formed around inlets, there are areas of bare soil, and/or other evidence of erosion.			Obstructions and sediment removed so that water flows freely and disperses over a wide area. Obstructions and sediment are disposed of properly.
5. Vegetation	Vegetation is dead, diseased and/or overgrown.			Vegetation is healthy and attractive in appearance.
6. Mulch	Mulch is missing or patchy in appearance. Areas of bare earth are exposed, or mulch layer is less than 3 inches in depth.			All bare earth is covered, except mulch is kept 6 inches away from trunks of trees and shrubs. Mulch is even in appearance, at a depth of 3 inches.
7. Miscellaneous	Any condition not covered above that needs attention in order for the bioretention area to function as designed.			Meet the design specifications.

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Inspection and Maintenance Checklist

Checklist for Routine Inspection and Maintenance

- ☐ Examine each area drain and clean if necessary.
- ☐ Confirm there is no blockage in the connecting pick-up drain line leading to the Infiltration Planter if applicable.
- ☐ Remove any accumulations of sediment, litter, and debris in the planter.
- ☐ Examine the overflow. Remove any debris. Fix any damaged or disconnected piping.
- ☐ Observe the structure of the planters and fix and holes, cracks, or failure.
- ☐ Check that the soil surface is level and is maintained at the height indicated on the construction documents.
- ☐ Note the condition of the vegetation.
- ☐ Replace any dead plants.
- ☐ Prune or remove any overgrown plants or shrubs that may interfere with the operation of the planter.
- ☐ Remove any nuisance or invasive vegetation.
- ☐ Clean up fallen leaves or debris and replenish soil.
- ☐ Confirm that irrigation is adequate and not excessive.
- ☐ Confirm Inspect building down spouts and over flow drains, and ensure that said pipes are clean, clear, and functional from roof top drains to outlet pipes at building exteriors.

Checklist for Inspection and Maintenance Following Storms

- ☐ Confirm any standing water within planters drains within 3-4 hours.
- ☐ Remove any debris from curb cuts at swales.
- ☐ Remove any accumulations of litter and debris in the planter.
- ☐ Check that the soil surface is level and is maintained at the height indicated on the construction documents.

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What Next?

- More plants:
  - ✓ Stargell Commons
- 2nd FTC Inspection
- Prior Rainy Season Inspections
- Annual Inspection Report Due to the City of Alameda 12/31/2026 includes:
  - ✓ Standard Annual Report Form
  - ✓ Inspections and maintenance checklist
  - ✓ O&M plan
  - ✓ FTC inspection reports



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Questions?

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Joshua Altieri, Community Programs and Communications Manager

Date: October 21, 2026

Re: Accept Updates on the 2026-2030 Strategic Plan.

BACKGROUND

In 2024 and 2025, the Housing Authority of the City of Alameda (AHA) Board of Commissioners completed a strategic planning process for the period of 2026 to 2030. Annual work plans and goals for AHA staff and senior management have been aligned with the goals set forth in AHA's 2026-30 Strategic Plan. The 2026-2030 Strategic Plan was founded upon four main strategic goals (listed below), with each strategic goal consisting of various sub-goals that are relevant to the ongoing work AHA is doing today. This memo serves as a status update to the 2026-2030 Strategic Plan.

Strategic Goal #1: AHA works with community partners to optimize affordable housing and services for the Alameda community.
Strategic Goal #2: AHA uses its resources efficiently.
Strategic Goal #3: AHA retains and recruits excellent staff.
Strategic Goal #4: AHA is financially prepared for future challenges.

DISCUSSION

As AHA staff continues to track progress towards the 2026-2030 Strategic Plan, AHA staff will also prioritize the following outcomes:

1. Preserve and expand affordable housing by identifying new and existing funding sources and services.
2. Review key programs to ensure alignment with the mission, vision, values and policy priorities of AHA.
3. Ensure AHA's ability to respond to the financial needs of constituents caused by unplanned and major disruptions in the economy.
4. Build and strengthen inter-agency and cross-sector partnerships.
5. Develop appropriate recruitment and retention strategies.
6. Recognize the diverse communities that AHA serves, and the diversity of AHA staff.
7. Maximize and leverage partnerships that provide needed programs and services

to our diverse population of residents.
8. Utilize Moving to Work (MTW) authority to create innovative affordable housing options.

FISCAL IMPACT

Costs needed to achieve the 2026-2030 Strategic Plan can be met from the budget at this time.

CEQA

Not applicable.

RECOMMENDATION

Accept Updates on the 2026-2030 Strategic Plan.

ATTACHMENTS

1. Strategic Plan Summary BOC__Oct__2 slides per page
2. Strategic Plan Update__ October 2026

Respectfully submitted,



Joshua Altieri, Community Programs and Communications Manager

2026 – 2030 Strategic Plan



Targeting Sustainability and Operational Excellence

1

Strategic Planning Process

- AHA undertook a strategic planning process to develop a roadmap with measurable objectives and outcomes to sustain AHA's current operations in a challenging operational environment.
- AHA's external stakeholders were interviewed to gather information about AHA's strengths, challenges, opportunities, and threats.
- Meetings with AHA staff in each department were conducted to solicit input.
- The Board of Commissioners, senior management, and select AHA staff then participated in a retreat to review the survey results, discuss emerging themes, and flesh out priority goals.
- This Strategic Plan does not replace any of the other (i.e. HUD, Administrative) plans, rather it is intended to set out high level, overarching goals that guide AHA's work.

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Strategic Goal #1

AHA works with community partners to optimize affordable housing and services for the City of Alameda community.

- Further development of the North Housing Master Plan and the Poplar site will be a high priority over the next five years and will require close collaboration with community partners.
- Opportunities to acquire or develop sites elsewhere on the island will be reviewed on a case-by-case basis.
- AHA will continue to maintain and strengthen its relationships with Alameda landlords, service providers, City of Alameda staff, local elected officials, and the greater Alameda community to build support for affordable housing development and related service delivery.

3

Strategic Goal #2

AHA uses its resources efficiently.

- AHA will make use of technology and consider outsourcing to make best use of available financial and human resources.
- Standardized dashboards and matrixes across departments will be developed to track important KPI's (Key Performance Indicators) to be used for the Board of Commissioners.
- Develop a general construction project plan that better incorporates early assessment of risk awareness, risk management, and environmental feasibility.

4

Strategic Goal #3

AHA retains and recruits excellent staff.

- Stakeholder surveys and interviews indicated an appreciation of the knowledge and abilities of AHA's current staff. Surveys routinely attributed AHA's good reputation to AHA staff.
- Continue to provide staff and supervisors with a robust curriculum of trainings, cross training and leadership development opportunities.
- Conduct regular compensation studies to ensure AHA's total compensation package remains competitive in the marketplace.

Strategic Goal #4

AHA is financially prepared for future challenges.

- The federal government has not increased funding for the Housing Choice Voucher program nationally. Fortunately, AHA has other sources of revenue and is not completely dependent on federal funding.
- Assembling financing for AHA's new housing development is particularly challenging because of escalating construction costs.
- AHA is continuously challenged to provide the best, most cost-effective property management and services for its residents.
- Each of these factors ensure constant adjustments for local housing program management moving forward.

Any Questions?

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AHA STRATEGIC PLAN UPDATE -- October 2026

	Key Actions from Strategic Plan	Progress Updates as of September 2026	Lead
Strategic Goal #1: AHA works with community partners to optimize affordable housing and services for the Alameda community			
1.A	Continue to manage and monitor federal and state funding sources and adapt to changes in funding and policy.	Negotiations with State HCD since January 2026 to gain additional funding for Estuary II, to be considered for award in August 2026. Eagle and Parrot Village refinancing opportunities were reviewed and discussed at the Board level and the decision was made to pay off the existing loan in July 2026, while taking up to two years to research renovation and restructuring needs at the two properties. Review state funding consolidation process for additional funding. Hold RFP for refinance of Eagle and Parrot Village in May 2027.	Director of Housing Development
1.B	Maximize Moving to Work (MTW) program enhancements and continue outreach to recruit and retain landlords in the HCV program. The MTW landlord incentive pilot ends in 2028 which will provide AHA even more administrative flexibility.	FY2026-2027 Annual Plan with MTW Supplement submitted to HUD and approved by HUD. Received notification that landlord cohort ending, so can explore expanded activities.	Director of Housing Programs / Director of Housing Development
1.C	Continue to engage board, staff and community stakeholders in discussion of AHA's long-term real estate development strategy.	Published newsletter in April 2026 and September 2026. July Intern project to research the RFI process and prepare a Board report to consider this undertaking. Issue Request for Interest (RFI) for the remaining 9 acres at North Housing by end of 1st quarter 2027 and engage Board, staff and community around findings. Publish development pipeline updates three times a year to keep the community informed of progress.	Director of Housing Development
1.D	Collaborate with multiple partners to develop and implement the future vision for the entire North Housing Master Plan.	July Intern project to research the RFI process and prepare a Board report to consider this undertaking. Issue Request for Interest (RFI) for the remaining 9 acres at North Housing by end of 1st quarter 2027 and engage Board, staff and community around findings. Publish development pipeline updates three times a year to keep the community informed of progress. Begin design of 2nd phase of backbone infrastructure by 2nd quarter 2027.	Director of Housing Development

AHA STRATEGIC PLAN UPDATE -- October 2026

	Key Actions from Strategic Plan	Progress Updates as of September 2026	Lead
1.F	Continue developing a broader set of community service partners to expand the scope of available social services.	AHA's Community Programs Manager attended Community Stakeholder sessions with the city's Housing & Human Services dept to participate in the five-year strategic planning process as they work to support vulnerable and low-income households across the island. Additionally, AHA partnered with the Friends of the Alameda Animal Shelter to host a free Pet Wellness Clinic on Sunday, May 17th at North Housing. The clinic provided the opportunity for local dog and cat owners to get Vaccines, Microchipping, and Flea Treatments. Over 75 pet owners received services (several of which were AHA residents). All services provided were free and AHA plans to partnered again in July 2026 and September 2026. The Alameda Free Library will begin monthly visits to AHA properties starting in October 2026.	Community Programs Manager
1.G	Develop mission driven content (video, print, online) that document success stories from residents and participants so that AHA is able to tell its story and demonstrate its impact.	Conducted portfolio-wide outreach effort to solicit "Share your story" content from AHA housing program participants and AHA tenants. Residents were encouraged to share online anonymous personal stories that demonstrate positive outcomes through stable permanent housing. One very inspirational testimonial was shared at the Alameda BOC meeting by Commissioner Sidelnikov. Other content was pulled and added into the FY 2025-2026 Annual Report and AHA social media postings. AHA staff works with LifeSTEPS to obtain monthly event photos to demonstrate the socials service delivery, plus recreational and social programming.	Communications Manager

AHA STRATEGIC PLAN UPDATE -- October 2026

	Key Actions from Strategic Plan	Progress Updates as of September 2026	Lead
1.H	Create a feedback loop for new residents at North Housing, so that residents feel supported, allowing for more operational efficiency and to share experiences/identify necessary services.	AHA staff worked with LifeSTEPS staff to establish positive and consistent resident interactions. Resident meetings, events, and programs are held several times a week and range from supportive services and resources to social activities. Overall the feedback and results have been very positive and resident engagement is high. LifeSTEPS has been instrumental in assisting residents with resources for professional opportunities, financial support when needed, medical resources, pet care, and creating a positive sense of community. Find community leaders amongst the residents to act as mentors for others. Continue to cater social events to the resident interests through survey and feedback. Further focus on financial stability and budgeting to proactively address opportunities that occurred in first year of operation to strengthen support of the residents.	Director of Property Operations
1.J	Offer the free tablet rental program at 50% of all AHA owned properties so it can be used for recertifications, homework, job search, etc.	Tablet rental program currently operating at Esperanza Apartments, Rosefield Village, Independence Plaza, Anne B. Diament, and Littlejohn Commons. Program has had low participation historically so to boost participations then AHA will be offering iPads instead of Android tablets. AHA's Community Programs Manager is exploring options like Bulk Internet multi-family programs (property install that can be monetized via potential resident fee). Also, AHA staff is discussing Alameda Free Library outreach events at AHA properties that could include tablet and/or Hotspot rental.	Community Programs Manager

AHA STRATEGIC PLAN UPDATE -- October 2026

	Key Actions from Strategic Plan	Progress Updates as of September 2026	Lead
1.K	Enhance lobby services including an online customer service survey via tablet or kiosk at main office.	Installed kiosk in lobby for guests to check in and out. The system tracks usage and e-mails staff members selected by the guest.	Director of Housing Programs

AHA STRATEGIC PLAN UPDATE -- October 2026

	Key Actions from Strategic Plan	Progress Updates as of September 2026	Lead
Strategic Goal #2: AHA uses its resources efficiently			
2.A	Standardized dashboards and matrixes across departments developed to track important KPI's (Key Performance Indicators) to be used for BOC.	Housing Programs Department has developed a KPI dashboard for a monthly update. Finance has maintained standard KPI indicators in quarterly BOC Update. Operations is tracking a variety of KPIs, however, manually. With the transition to a new management company the intent is that their KPI reporting and dashboard are accurate (currently not the case with Asset Living) and that with department staffing capabilities this can be incorporate into a newly created dashboard. The Housing Development department's KPI's include: construction contract, contingency,and projected use tracking; milestone tracking for projects in predevelopment; and predevelopment budget tracking. The AHA Finance department has continued utilizing financial KPIs as well as including new information for financial resources available for future investments.	All Directors
2.B	Utilize systems to automate processes and generate reports for Housing Programs department.	Data and Policy's new Management Analysts are being trained on Yardi reporting. Dashboards such as the Housing Programs Department's BOC monthly dashboard are relying on data from Yardi reports.	Director of Housing Programs
2.C	Rehabilitate AHA's properties in accordance with the Board-approved capital improvements plan based on portfolio capital needs assessments to maintain AHA's high standards in occupancy levels, property condition, energy efficiency, and curb appeal.	The IP flood remediation was completed expediently, and an ITB issued in July 2026 for the build back. Bids are due in August to be able to complete the work by November. Plans incorporate greater accessibility standards to meet tenant needs. Other CIP projects are designed and in plan review for permits including several with updated accessibility in community spaces. 2026-27 CIP budget approved by the Board in June 2026. Urgent water damage repairs at Independence Plaza to be completed by November 2026. At Eagle and Parrot Village, staff will collaborate on a renovation and restructuring plan for updated financing.	Director of Housing Development

AHA STRATEGIC PLAN UPDATE -- October 2026

	Key Actions from Strategic Plan	Progress Updates as of September 2026	Lead
2.D	Generate “lessons learned” process documents for key activities (e.g. development, waitlist opening, lease up).	Finance has maintained a post-project report for annual AHA audit process. Housing Programs department generated "lessons learned" document for wait list openings. Operations will be creating SOPs as staffing capabilites allow. These will include leasing, pre-screening, adn lease up practices as well as standard operational tasks. The Housing Development Department generated a 'lessons learned' document for the design of the NHBA projects, which is guiding upgrades at Estuary II. Multiple departments are collaborated on a 'lessons learned' session on emergency response planning after the fire/flood incidents at Independence Plaza.	All Directors
2.E	Implement Human Resources Information system (HRIS) system to help with onboarding and training.	Human Resources and Finance has interviewed multiple firms as of August 2026. A recommendation for a HRIS is forthcoming.	Director of Human Resources
	Develop a general construction project plan that better incorporates early assessment of risk awareness, risk management, and environmental feasibility.	HD and Portfolio staff engaged in a 'NH lessons learned' retreat in December 2025. The change orders and early operations learnings from NH have also been reviewed by HD and Senior leadership and incorporated into the Owner's program completed for Estuary II in August 2026. Items considered include accessibility, durability, moisture control, acoustics, community security (cameras, keying, locks), and other improvements for operations. This will be updated for Poplar as that project moves into building permit drawings phase. Undertake review of "lessons learned" and change orders from Rosefield and North Housing developments and create a Owner's Program for Estuary II and Poplar. Include the third party management partner in the pre-development phase to ensure all parties are aligned and seek best practice suggestions.	Director of Housing Development / Director of Property Operations

	Key Actions from Strategic Plan	Progress Updates as of September 2026	Lead
	Audit the AHA website experience annually, seek user input and implement any necessary changes.	Accessibility audits occur every month. Both websites (www.alamedahsg.org and www.islandcitydevelopment.org are meeting WCAG 2.1 Level AA standards. WCAG 2.1 Level AA is the universally accepted benchmark for government and public-sector compliance. Competitive procurement process for website hosting and management with over 25 proposals received. New vendor or incumbent will begin new operating agreement in Oct 2026. Regular communication with AHA staff for areas for improvement. Constantly auditing and updating content to reflect AHA agency activities accurately. Audit the websites (www.alamedahsg.org and icd.org) monthly to ensure AHA accessibility. Ensure that websites meet website privacy standards to minimize any legal exposure. Perform content updates to ensure website accuracy.	Communications Manager
	Ensure the agency follows best practices regarding data security while also reviewing the possible use of Artificial Intelligence (AI) in the workplace to increase efficiency and reduce costs.	A Request for Proposals was issued this period to solicit consultants to assist with a revision of the Agency's AI policy. More systems are incorporating AI automatically into processes, so the Agency is reviewing the use of AI while protecting the Personally Identifiable Information (PII) under the Agency's control.	Senior Programs Director
	Maximize use of existing IT platforms including reporting and data integrity. Seek methods to consolidate data about properties that is collected from a variety of sources.	Data and Policy staff have created Excel spreadsheets utilizing pivot tables and macros to allow input of Yardi reports into an easy to understand output report.	Senior Programs Director

AHA STRATEGIC PLAN UPDATE -- October 2026

	Key Actions from Strategic Plan	Progress Updates as of September 2026	Lead
	Build out the Family Self Sufficiency program as staffing and funding permits, hire a full-time FSS Program coordinator.	Two staff have completed the FSS training and staff at LifeSTEPS are also completing the HUD training. A FSS Action Plan revision was presented at the August Board of Commissioner's meeting.	Director of Housing Programs

AHA STRATEGIC PLAN UPDATE -- October 2026

	Key Actions from Strategic Plan	Progress Updates as of September 2026	Lead
Strategic Goal #3: AHA retains and recruits excellent staff			
3.A	Continue to provide staff and supervisors with a robust curriculum of trainings, cross training and leadership development opportunities.	Staff in both the Housing Programs Department and Data and Policy Department attended training from March through September 2026. Some training was developed in-house and three full days of training was provided by a 3rd party covering the Housing Choice Voucher program rules. Staff are provided with legal and compliance training annually through our Liebert Cassidy Whitmore. One staff member in the Data and Policy Department attended a supervisor cohort-based program through Coro California involving 13 meetings over 5 months.	Director of Human Resources
	Conduct regular compensation studies to ensure AHA's total compensation package remains competitive in the marketplace.	Procurement for a compensation study provider is currently in progress. The AHA Board of Commissioners approved at 3.8% COLA in August 2026. Intermittent internal equity reviews are also conducted.	Director of Human Resources
	Evaluate options to contain all staff within one building within 5 years, which includes lunch break room for all staff to share.	In CIP plan	Executive Director
	Update existing kitchen facilities, paint exterior and interior of 701 Atlantic by January 1, 2028.	Intend to complete the necessary updates by Jan 1, 2028	Executive Director

	Key Actions from Strategic Plan	Progress Updates as of September 2026	Lead
	Fully utilize the Yardi training resources available and other software/training platforms.	Laserfiche forms and other processes have been developed to streamline processes. HR is also looking at an Human Resources Information Systems (HRIS) system for payroll and employee onboarding. Staff in both the Housing Programs Department and Data and Policy Department attended training from March through September 2026 which included Yardi Aspire online trainings for the operation of Yardi.	Director of Human Resources
	Create online staff development tutorials, to create a pathway for staff to advance career/explore other career fields.	HR has added positions, like the Management Analyst II, as well as retitled the Management Intern and Management Fellow positions. AHA has expanded intern program to beyond just summer internships, with another intern recruitment actively occurring. Brown bag sessions also occur over summer to educate new hires about various agency topics and departments.	Director of Human Resources
	Create cross (inter-departmental) training opportunities that could lead to promotional pathways for AHA staff. Create cross (inter-departmental) training opportunities that could lead to promotional pathways for AHA staff.	HR has also had several acting assignments for internal staff. A Housing Programs Supervisor was promoted to an Assistant Director of Housing Programs. A Data & Policy Program Assistant was promoted to a Data & Policy Specialist. Housing Development was able to hire a summer intern as a Management Fellow.	Director of Human Resources
	Update the performance management process and evaluate the possible use of 360- degree evaluations for staff.	HR has created training in Yardi Aspire for all supervisory staff on trainings. HR has also expanded supervisory opportunities to Management Analyst I staff and above.	Director of Human Resources

	Key Actions from Strategic Plan	Progress Updates as of September 2026	Lead
3.B	Participate in local and regional training and conference opportunities with other Housing Authorities to encourage cross agency learning.	Housing Programs Department staff and Data and Policy staff both continue to attend the regional HCV Director's roundtable and the MTW Collaborative's online meetings and trainings. AHA Executive Director participates in in monthly roundtable meetings with other Bay Area Housing Authority Directors.	All Directors
3.C	Update the succession plan.	HR has actively worked on creating a pipeline of staff from Management Interns and up through the Senior Management Analyst levels.	Director of Human Resources

	Key Actions from Strategic Plan	Progress Updates as of September 2026	Lead
Strategic Goal #4: AHA is financially prepared for future challenges			
4.A	Create strategic asset management plans for each of its existing properties that includes, for example, personnel and staffing information, physical improvement plans, risk management processes, resident relations information, support services information, and property management plans including key performance indicators.	This project was deferred due to staffing limitations and will be a focus for the new Sr. Asset Manager associate. Create strategic asset management plans for each of its existing properties that includes, for example, personnel and staffing information, physical improvement plans, risk management processes, resident relations information, support services information, and property management plans including key performance indicators.	Director of Property Operations
4.B	Review the long-term operation of the HCV program to maximize support to Alameda's low-income families and meet federal regulations and budget limits while reducing its dependency on subsidies from other AHA programs.	This is an ongoing evaluation. From 2024 through mid-2026, the Agency was in shortfall for HUD funding of the Housing Choice Voucher program. Staff are working with HUD and a consultant to understand the exact amount of funding AHA has for the remainer of 2026.	Director of Housing Programs
4.C	Manage all shortfall situations that occur to avoid termination of current tenants.	The agency has been notified that HUD considers it out of shortfall, but projections are that AHA will be very close to shortfall by the end of 2026 or will re-enter shortfall by the end of 2026. Neighboring PHAs have absorbed the Emergency Housing Vouchers that were in their jurisdictions. Staff transitioned some to the RAD units at Independence Plaza. Others will be added to a wait list by year end.	Director of Housing Programs
4.D	Monitor and manage the short-term and long-term cash flow needs of the properties.	Cash management is reviewed weekly by Finance staff and reported to the Executive Director. Monthly cash sweeps are conducted with cash at the property levels are repatriated to AHA corporate bank accounts. Advances to the properties are made as required. Quarterly financial report and investment report are reported to the Board of Commissioners. The Reserves Policy is updated periodically to the Board of Commissioners. Annual audited financial statements footnotes presents annual monitoring of the unfunded accrued pension liability. Loan maturities are monitored regularly to ensure there is sufficient time to action (i.e. refinance or pay off).	Chief Financial Officer

	Key Actions from Strategic Plan	Progress Updates as of September 2026	Lead
4.E	Access alternate forms of funding to build development pipeline.	Negotiations with State HCD since January 2026 to gain additional funding for Estuary II to be considered for award in August 2026. Eagle and Parrot Village refinancing opportunities were reviewed and discussed at the Board level and the decision was made to pay off the existing loan in July 2026, while taking up to two years to research renovation and restructuring needs at the two properties. Review state funding consolidation process for additional funding. Hold RFP for refinance of Eagle and Parrot Village in May 2026. July Intern project to research the RFI process and prepare a Board report to consider this undertaking. Issue Request for Interest (RFI) for the remaining 9 acres at North Housing by end of 1st quarter 2027 and engage Board, staff and community around findings.	Director of Housing Development
4.F	Continue the Family Self-Sufficiency (FSS) program, subject to available funding.	Applications are submitted as available. FSS Program coordination being conducted with LifeSTEPS FSS staff starting in July 2026. FSS program survey sent to participants and wait listers in August 2026.	Director of Housing Programs
	Maximize use of dashboards for Yardi data, as data visualization will identify financial KPI's in real-time.	The dashboards available are reliant upon the accuracy of the data in YARDI, the same would be true for an agency created platform. The intent is to review the best options to capture KPIs with the change in the third-party management provider in anticipation of reliable and accurate data. The development of an agency platform is paused until department staffing allows for this project.	Director of Property Operations
	AHA will continue current policies and plans for any unfunded pension liability and proactively manage organizational reserves via the Reserves Policy.	Reserves Policy was brought to the Board of Commissioner in 2026 and the unfunded pension liability is monitored annually and reported as a footnote in the audited financial statements.	Chief Financial Officer

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: Vanessa Cooper, Executive Director

Date: October 21, 2026

Re: Elect a Vice Chair of the Board of Commissioners for 2026-27.

BACKGROUND

Section 4 of the Rules and Procedures of the Housing Authority states: “The Chair and Vice Chair shall be elected by the Board of Commissioners from its membership at the first meeting after July 1st of each year when the Commission is fully constituted.”

DISCUSSION

For the nomination process, the current Chairperson announces that nominations are open for Vice Chair. To make a nomination, Board members need only state “I nominate” and identify the person to be nominated. Nominations do not require a motion and a second. Multiple Board members may be nominated.

When there are no more nominations, the current Chairperson will declare nominations for the position of Vice Chair closed and identify the nominees. The Chairperson will then open the public comment period, hear public comment (if any), and close the public comment period. Comments from the Board are then shared, if any, and a vote is taken. All voting shall be conducted in open session for transparency, i.e. no secret ballots are permitted under state law.

The Vice Chair position will also carry over to the Alameda Affordable Housing Corporation.

FISCAL IMPACT

Not applicable.

CEQA

Not applicable.

RECOMMENDATION

Elect a Vice Chair of the Board of Commissioners for 2026-27.

ATTACHMENTS
None

Respectfully submitted,



Vanessa Cooper, Executive Director