

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
HOUSING COMMISSION REGULAR MEETING AGENDA

Regular Meeting Date/Time: November 13, 2024 at 8:00 a.m.
Meeting Location: HACA Board Room
22941 Atherton Street Hayward, CA 94541-6633
Remote Participation Link: <https://us02web.zoom.us/j/88460095724>

MEETING AGENDA

- Item No. 1:** Call to Order and Roll Call
- Item No. 2:** Approve the Minutes of the October 9, 2024 Regular Meeting
- Item No. 3:** Public Comment – On matters not on the agenda
- Item No. 4:** Executive Director’s Report (Information Only)
- Item No. 5:** **NEW BUSINESS**
- Item No.5-1:** Adopt Resolution No. 12-24 Approving the Revenue Stabilization Reserve Policy
- Item No.5-2:** Adopt Resolution No. 13-24 Approving 2025 Payment Standards for the HCV and EHV Programs
- Item No.5-3:** Award Contract to Scott-Miller Consulting for Housing Inspection Services
- Item No.5-4:** Approve an Amendment to the Contract with I Sterling, Inc. for Housing Inspection Services
- Item No.5-5:** Budget Status Report as of September 30, 2024 (Information Only)
- Item No.5-6:** Quarterly Investment Portfolio Report for the Quarter Ended September 30, 2024 (Information Only)
- Item No.5-7:** Program Activity Report (Information Only)
- Item No.6:** Communications (Information Only)
- Item No.7:** Commissioner Reports (Information Only)
- Item No.8:** Adjournment

In-person attendees who wish to speak on a matter should request a speaker slip from the Housing Commission Clerk, fill it out and return it to the clerk before the start of the meeting. Remote attendees should submit their written comment(s) to: melissat@haca.net. If emailing a written comment on a specific agenda item, please include your full name and the agenda item number. In-person and remote attendees who wish to comment on a matter NOT on the Housing Commission’s agenda must wait until the Chairperson calls for PUBLIC COMMENT. Comments on specific agenda items will not take place until the Chairperson calls for public comments on that agenda item. There is a time limit of 3 minutes for each public speaker. The Chairperson has the discretion to further limit this time if warranted by the number of public speakers. The Brown Act restricts the Housing Commission from discussing and/or acting on any matters that are not on the meeting agenda. Therefore, matters not on the agenda that are raised during public comment will be referred to staff.

HOUSING COMMISSION
MEETING MINUTES

October 9, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA HOUSING COMMISSION SUMMARY ACTION MINUTES

Regular Meeting Date and Time: October 9, 2024 at 8:00 a.m.

Regular Meeting Location: HACA Board Room
22941 Atherton Street, Hayward, CA 94541-6633

Remote Participation Link: <https://us02web.zoom.us/j/88460095724>

MEETING AGENDA

Item No. 1: Call to order and Roll Call

Chairperson McCorriston called the meeting to order at 8:05 a.m.

Commissioners present in the HACA Board Room:

Commissioner Pete Ballew
Commissioner Seema Chawla
Commissioner Mark Gerry
Commissioner Daniel Goldstein (Vice Chairperson)
Commissioner Michael Hannon
Commissioner Michael McCorriston (Chairperson)
Commissioner Peggy McQuaid
Commissioner Scott Sakakihara
Commissioner Yang Shao

Commissioners who entered after Roll Call:

Commissioner Angela Finley (entered at 8:35 a.m.)

Commissioners who were Excused:

Commissioner Helen Mayfield

Commissioners who were absent:

Commissioner Courtney Welch

Item No. 2: Approve the Minutes of the September 11, 2024 Regular Meeting

Report received with no questions or comments from the Housing Commission.

Recommendation:

Approve the minutes of the September 11, 2024 Regular Meeting as presented.

Motion and Second:

Commissioner Ballew (motion) and Commissioner McQuaid (second).

Upon a roll call of the votes being taken, the votes were:

Ayes: Commissioners Ballew, Chawla, Gerry, Goldstein, Hannon, McCorriston, McQuaid, Sakakihara, and Shao.

Not Present for the vote: Commissioner Finley.

Motion passed. **Approved as recommended.**

Item No.3: Public Comment – On Matters not on the Agenda

None.

Item No.4: Executive Director’s Report (Information Only)

Laura Broussard Rosen, Executive Director, presented the staff report. Ms. Broussard Rosen reported that the U.S. Department of Housing and Urban Development (HUD) has extended the deadline for housing authorities to comply with the forthcoming Housing Opportunity Through Modernization Act (HOTMA) provisions. She further reported that HUD has delayed the implementation of its new reporting platform, the Housing Information Portal (HIP). Ms. Broussard Rosen stated that she will continue to update the commission on these specific policy changes once more information is available from HUD.

Ms. Broussard Rosen updated the Housing Commission on the status of the recruitments for 2 key positions at HACA, the Housing Programs Manager, and the Purchasing and Procurement Manager. She reported that she is also working with the recruiter to develop the timelines for the Deputy Executive Director and Administrative Analyst recruitments.

Commission Discussion:

Commissioner Ballew and Ms. Broussard Rosen discussed the potential impact of these new policies on HACA’s housing software system. Ms. Broussard Rosen explained that the major software providers for housing authorities, including the software vendor that HACA uses, are working directly with HUD in preparation for these new policies and that HACA’s software system should have the necessary updates when it is time for HACA to comply with the new requirements of these policies.

Item No.5: New Business

Item No.5-1: Adopt Resolution No. 10-24 Approving an Amendment to the HACA’s Budgeted Positions for the July 1, 2022-June 30, 2025 Fiscal Year

Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen reported that she has been working closely with HACA’s new Human Resources (HR) Manager to assess the needs of the HR department. She outlined the ongoing transition within the HR department, noting that the new HR Manager has been on board for a little over a year while the department’s long-time HR Secretary, who had been on an extended leave, retired in July. Ms. Broussard Rosen proposed reinstating the HR Analyst position to provide the department with a high-level, professional skilled position and help ensure a fully functioning and efficient department. She noted that this recommendation was presented to the Housing Commission’s Personnel Committee in

September, and the Personnel Committee approved the updated HR Analyst job specifications and recommends the reinstatement of HR Analyst position based on the HR department's current needs. She outlined the financial implications of adding this position to the FY24-25 operating budget. Ms. Broussard Rosen recommended that the Housing Commission adopt the resolution to approve an amendment to the budgeted positions in the operating budget for the July 1, 2024-June 30, 2025 fiscal year (FY24-25).

Recommendation:

Adopt Resolution No. 10-24 approving an amendment to the HACA's Budgeted Positions in the Operating Budget for the July 1, 2024-June 30, 2025 fiscal year.

Commission Discussion:

Commissioner McQuaid and Ms. Broussard Rosen talked about the administrative support in the HR department. Commissioner McQuaid asked if the department might still need someone to provide support for minimal administrative tasks. Ms. Broussard Rosen explained that the HR Analyst is a highly skilled position and that person would be handling a full range of duties including any minimal administrative support that was previously covered by the HR Secretary.

Chairperson McCorriston and Ms. Broussard Rosen briefly discussed the HR Secretary title.

Motion and Second:

Commissioner Ballew (motion) and Commissioner Hannon (second).

Upon a roll call of the votes being taken, the votes were:

Ayes: Commissioners Ballew, Chawla, Gerry, Goldstein, Hannon, McCorriston, McQuaid, and Sakakihara.

Not Present for the vote: Commissioners Finley and Shao.

Motion passed. **Approved as recommended.**

Item No.5-2: Approve the Management Agreement Between the Housing Authority of the County of Alameda and City of Union City

Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen explained that HACA and the City of Union City (City) have an existing management services agreement for 1 single-family home owned by the City. She reported that the management services agreement will expire on November 1, 2024 and that staff is proposing to renew the agreement for another 5-year term. Ms. Broussard Rosen summarized the terms of the agreement and highlighted the updates in the renewal which include aligning the timeline of rent increases and income recertifications that HACA conducts on behalf of the City, increasing the threshold for maintenance expenses that require prior approval from the City, clarifying reporting requirements and changing the frequency of annual inspections to biennial. Ms. Broussard Rosen recommended that the Housing Commission approve the management agreement between HACA and the City of Union City.

Recommendation:

Approve the Management Agreement Between the Housing Authority of the County of Alameda and City of Union City.

Commission Discussion:

Vice Chairperson Goldstein commented that he would like to see language added to the agreement that states that HACA has the first right of refusal should the City decide to sell the property. He added that if HACA can purchase the property or partner with a community organization to keep the property in affordable housing stock, he would like HACA to be a part of that conversation. Mansoorali Hudda, Finance Director, noted that in this scenario, that type of action would have to go before the Preserving Alameda County Housing, Inc. (PACH) Board of Directors.

Commissioner Hannon and Ms. Broussard Rosen discussed the management service fee and her contract authority. Mr. Hudda mentioned that under HACA's Procurement Policy, the Executive Director can approve purchases up to \$250,000. Ms. Broussard Rosen stated that it is HACA's desire for full transparency when HACA enters into agreements with partner agencies and other entities in HACA's jurisdiction.

Commissioner Sakakihara asked if HACA has a similar type of arrangement with any other agencies and Ms. Broussard Rosen indicated that this is the only agreement of its type now.

Chairperson McCorriston and Mr. Hudda discussed the process for the reimbursement of fees.

Ms. Broussard Rosen amended the recommendation for this item. She recommended that the Housing Commission approve the renewal of the management agreement between the HACA and the City of Union City with the understanding that HACA will begin discussions with the City regarding the first right of refusal and may potentially amend the agreement to reflect that. Vice Chairperson Goldstein agreed with this amendment.

Amended Recommendation:

Approve the management agreement between the Housing Authority of the County of Alameda and City of Union City and authorize HACA to begin discussions with the City of Union City regarding the first right of refusal.

Motion and Second:

Commissioner Goldstein (motion) and Commissioner Chawla (second).

Upon a roll call of the votes being taken, the votes were:

Ayes: Commissioners Ballew, Chawla, Gerry, Goldstein, Hannon, McCorriston, McQuaid, and Sakakihara.

Not Present for the vote: Commissioners Finley and Shao.

Motion passed. **Approved as recommended.**

Item No.5-3: Adopt Resolution No. 11-24 Approving Cost-of-Living Adjustment for HACA's Management Employees and an Update to the Cost-of-Living Adjustment Methodology

Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen stated that it has been HACA's long-standing practice to survey public agencies in HACA's comparability pool to determine the Cost-of-Living Adjustment (COLA) for HACA's management employees. She described the survey recently conducted by staff and outlined the public agencies who responded to the survey. Ms. Broussard Rosen reported that based on the survey responses, the COLA average is 4.3%. Ms. Broussard Rosen reported that HACA's represented employees negotiated a 4% COLA in the current Memorandum of Understanding (MOU) with SEIU Local 1021 and to ensure alignment and consistency among all staff at HACA, she indicated that staff is proposing a 4% COLA for HACA's management employees. Ms. Broussard Rosen added that to maintain consistency, staff is also recommending an update to the methodology for the management COLA to provide HACA's management employees the same COLA percentage that is granted to HACA's represented staff moving forward, rather than conducting the survey.

Recommendation:

Adopt Resolution No. 11-24 approving a 4% Cost-of-Living Adjustment for HACA's management employees, effective June 08, 2024, the beginning of the first pay period in the July 1, 2024 - June 30, 2025 fiscal year and an update to the Cost-of-Living Adjustment methodology.

Commission Discussion:

Commissioner McQuaid asked a clarifying question regarding the County of Alameda in the COLA survey. Ms. Broussard Rosen explained this refers to the actual county agency and not HACA.

Commissioner Ballew and Ms. Broussard Rosen talked about the possibility of the HR Analyst conducting the COLA survey in the future.

Commissioner Hannon and Mr. Hudda discussed the proposed effective date of June 8. Mr. Hudda explained that the first pay period in the 2024-2025 fiscal year started on June 8.

Chairperson McCorriston asked if the HACA's survey captures the methodology and metrics used by the public agencies who were surveyed. Ms. Broussard Rosen explained that HACA surveys these agencies for the COLAs implemented by agencies but does not ask for data on their methodologies for determining their COLA.

Commissioner Hannon, Ms. Broussard Rosen, and Mr. Hudda discussed the need for HACA to do a comprehensive management compensation study. Ms. Broussard Rosen commented that this project has been on her radar. Mr. Hudda reminded the Housing Commission that HACA recently completed a study for represented staff and commented that an analysis needs to be conducted for management employees as well.

Vice Chairperson Goldstein commented on the impact that the COLA would have on the HACA salary ranges. He described the methodology used by the City of Hayward to determine the COLAs. He further commented that he does not have issue with the methodology used by HACA and that the proposed COLA is in line with costs of living increases in the Bay Area.

Commissioner Ballew and Mr. Hudda discussed the proposed retroactive effective date of the COLA and whether this is an acceptable practice under the Government Accepted Accounting Principles (GAAP).

Commissioner Ballew commented that he supports the proposed COLA for HACA's management employees but is concerned about changing the methodology and implementing a "blanket" COLA to match all employees. He commented that HACA may miss opportunities to learn about options it may not be aware of if it does not do some type of benchmarking. Commissioner Ballew stated his preference is that HACA has a robust discussion with the Housing Commission's Personnel Committee and/or the Budget/Audit/Negotiations (BAN) Committee on compensation and COLA methodology for management and then report back to the full commission following that discussion.

Commissioner Hannon agreed with Commissioner Ballew. He commented that a comprehensive equity study on management positions, salary, and benefits would provide clear data on where HACA falls and if their management compensation is in line with other organizations.

Chairperson McCorriston and Mr. Hudda discussed the survey methodology. Chairperson McCorriston emphasized the importance of understanding the metrics used by the other public agencies to determine their COLAs. Mr. Hudda suggested that the Housing Commission separate the matter of approving the proposed COLA percentage from the subject of COLA methodologies. He explained that since the Housing Commission appears to be in agreement on the granting of the 4% COLA, they could act on that matter and then direct staff to report back to the Housing Commission regarding recommendations for an updated COLA methodology once staff has had an in-depth discussion with the Personnel and/or BAN committees on the matter. Vice Chairperson Goldstein gave an example of the comparative analysis that his city does periodically to ensure their agency's compensation is in line with the market.

Commissioner Sakakihara talked through the process for the survey methodology and commented that the components of it makes sense. He further commented that he is in support of alignment and consistency among all HACA staff and supports the proposed 4% COLA. Commissioner Sakakihara added that he concurs with the recommendation for an in-depth review at the committee level on the methodology for future years.

Commissioner Ballew proposed an amended motion to approve an amended version of the resolution. He explained that the amendment would be to delete the 5th paragraph of the resolution and move forward with the language approving the 4% COLA for HACA's management employees. He further explained that amendments to the resolution should also include language directing staff to report back following an in-depth discussion with the Personnel Committee on a comprehensive analysis of HACA's management compensation and COLA methodologies.

Commissioner Hannon commented that he would second the amended motion. He stated that he would like staff to take the time necessary to complete a comprehensive analysis of compensation and COLA.

Vice Chairperson Goldstein and Mr. Hudda discussed what equity study might look like. Vice Chairperson Goldstein commented that he does not want any of the tasks related to the COLA methodology and compensation study to be an administrative burden or take time away from staff that could be spent serving the community. Ms. Broussard Rosen asked for clarification on the direction to staff and stated that it would be her preference to work with a 3rd party consultant to not only conduct a full compensation analysis for the management employees but also provide options for COLA methodologies as well. Commissioner Hannon commented a consultant may provide a methodology like what HACA is already using but more importantly, the compensation analysis will provide significant data on how HACA's management compensation compares to other agencies. Commissioner McQuaid suggested that staff pool their resources with other housing authorities and partner agencies on this study. Ms. Broussard Rosen noted that there a lot of information and data is shared among her peers at other housing authorities and so other like agencies may be able to provide some valuable insight into compensation.

Chairperson McCorriston and Commissioner Hannon noted that the revised resolution should include all the next steps discussed. Commissioner Hannon recommended that staff and a report its findings to the Housing Commission's Personnel Committee in about 6 months, or by April 2025.

Amended Recommendation:

Adopt a revised Resolution No. 11-24 approving a 4% Cost-of-Living Adjustment for HACA's management employees, effective June 08, 2024, the beginning of the first pay period in the July 1, 2024 - June 30, 2025 fiscal year and directing staff to conduct a comprehensive analysis of HACA's management compensation and COLA methodologies by April 2025.

Motion and Second:

Commissioner Ballew (motion) and Commissioner Hannon (second).

Upon a roll call of the votes being taken, the votes were:

Ayes: Commissioners Ballew, Chawla, Finley, Gerry, Goldstein, Hannon, Mayfield, McCorriston, McQuaid, and Sakakihara.

Not present for the vote: Commissioner Shao.

Motion passed. **Approved as recommended.**

Item No.6: Program Activity Report (Information Only)

Report received with no questions or comments from the Housing Commission.

Item No.7: Communications (Information Only)

None.

Item No.8: Commissioner Reports (Information Only)

Commissioners Ballew and Sakakihara commented that they will not be at the November meeting.

Item No.8: Adjournment

There being no further business to discuss, Chairperson McCorriston adjourned the meeting at 9:00 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

EXECUTIVE DIRECTOR'S REPORT

November 13, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EXECUTIVE DIRECTOR'S REPORT

Meeting Date: November 13, 2024

HACA Management Position Recruitments

HACA continues to work with CPS HR Consulting to conduct recruitments for key management positions: Housing Programs Manager, Procurement & Purchasing Manager, Deputy Executive Director, and Administrative Analyst. Final interviews for the Housing Programs Manager and Procurement & Purchasing Manager positions have been completed, and top candidates have been identified for next steps in the process. Recruitments for the Deputy Executive Director and Administrative Analyst positions will be initiated in November.

February 2025 Regular Meeting

The February 12, 2025 Regular Meeting falls on Lincoln's Birthday, which is a HACA holiday, and the office is closed. Staff recommends moving the February meeting to either Tuesday, February 11, or Thursday, February 13.

NEW BUSINESS
November 13, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: November 13, 2024

Agenda Item No. 5-1.: Adopt Resolution No. 12-24 Approving the Revenue Stabilization Policy

Exhibits Attached: - Resolution No. 12-24
 - Revenue Stabilization Reserve Policy

Recommendation: Adopt Resolution No. 12-24

Financial Statement: None

BACKGROUND

At the June 12, 2024 meeting, HACA's Housing Commission approved the FY2024-2025 Operating Budget. The Commission also directed staff to develop and present a Reserve Policy for consideration and approval at a future meeting.

DISCUSSION and ANALYSIS

The Housing Authority of the County of Alameda (HACA) depends heavily on Administrative Funds from HUD, which provide approximately 85% of the funds for HACA operations. HACA has experienced significant volatility in these funds over past years, as HUD prorates these funds based on availability as appropriated by Congress. This causes significant uncertainty and hardship in planning for efficient operations to administer the Housing Choice Voucher (HCV) Program as required by HUD. As such, the establishment of a reserve will strengthen HACA's financial planning and budgeting process by providing emergency funding to cover unanticipated and unbudgeted shortfalls in Administrative Funds received from HUD.

Staff has drafted the attached Revenue Stabilization Reserve Policy for the Commission's review and consideration.

Staff recommends that the Commission adopt the attached Resolution approving the Revenue Stabilization Policy.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO.: 12-24

APPROVING THE REVENUE STABILIZATION RESERVE POLICY

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) provides housing authorities with Administrative Funds to operate the Housing Choice Voucher Program; and

WHEREAS, HUD has prorated these funds causing volatility in revenues and uncertainty in financial planning; and

WHEREAS, the Housing Commission directed staff to develop and propose a Reserve Policy;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission does hereby approve the attached *Revenue Stabilization Reserve Policy*.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 13th day of November 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Laura Broussard Rosen
Executive Director/Housing Commission Secretary

Michael McCorriston
Housing Commission Chairperson

Adopted: November 13, 2024



Housing Authority of the County of Alameda

REVENUE STABILIZATION RESERVE POLICY

1.0 INTRODUCTION

The Housing Authority of the County of Alameda (HACA) depends heavily on Administrative Funds from HUD to support its operations. HUD Administrative Funds provide approximately 85% of the funds for HACA operations, and HACA has experienced significant volatility in these funds over past years. HUD prorates these funds based on availability as appropriated by Congress, and the proration percentage has ranged from 60% to 97%. This causes significant uncertainty and hardship in planning for efficient operations to administer the Housing Choice Voucher (HCV) Program as required by HUD. As such, a reserve is required to provide HACA with a protected source of funds to deal with this volatility.

Established for HACA by action of the HACA Housing Commission (Commission) on November 13, 2024, this Revenue Stabilization Reserve Policy (Policy) is intended to strengthen HACA's financial planning and budgeting process by providing emergency funding to cover unanticipated and unbudgeted shortfalls in Administrative Funds received from HUD.

2.0 GENERAL PROVISIONS

HACA shall:

1. Classify its Net Position as Net Investment in Capital Assets, Restricted, and Unrestricted Net Position as required by all applicable accounting standards on its financial statements.
2. Establish a Revenue Stabilization Reserve in its General Ledger in the HCV Program as a component of its HCV Unrestricted Net Position.
3. Fund the Revenue Stabilization Reserve in accordance with Section 4.0 of this Policy.
4. Draw/Utilize Funds from the Revenue Stabilization Reserve in accordance with Section 5.0 of this Policy.

3.0 LIMITS

The Revenue Stabilization Reserve shall have a limit of 20% of the HUD Administrative Funds in the immediately preceding approved budget.

4.0 FUNDING

Initial funding for the Revenue Stabilization Reserve shall be in the amount of five hundred thousand dollars (\$500,000) from the HCV Unrestricted Net Position notwithstanding a negative balance. The Finance Director shall make this transfer upon approval of the Policy by the Commission. For future years, all positive balances in the HCV Unrestricted Net Position shall first be transferred to the Revenue Stabilization Reserve up to the limits established in section 3.0.

5.0 USAGE/DRAW

Funds may be drawn from the Revenue Stabilization Reserve only with the approval of the Commission. This approval may be obtained either as part of the budget or as a separate action. Funds drawn from the Revenue Stabilization Reserve may only be used to cover any budgeted shortfall in HUD Administrative Funds.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: November 13, 2024

Agenda Item No. 5-2.: Adopt Resolution No. 13-24 Approving 2025 Payment Standards for the HCV and EHV Programs

Exhibits Attached: Resolution No. 13-24

Recommendation: Adopt Resolution No. 13-24

Financial Statement: None

BACKGROUND

A housing authority’s payments to landlords to subsidize the rents of Section 8 Housing Choice Voucher (HCV) Program participants are called “Housing Assistance Payments” (HAP). A formula determines the total HAP funding that HUD provides annually to each housing authority. Congress may or may not appropriate sufficient funds to fund 100% of that formula.

A housing authority must manage the HAP funds that it receives from HUD to pay landlords enough so that families can afford modest housing and yet not run out of money before the end of the year. If a housing authority sets the rents that families are allowed to pay too low for its market area, families won’t be able to find suitable housing and/or will have to pay too much of their income (i.e., more than 30% - 40%) for rent. If the housing authority sets rents too high, it may run out of HAP funds and will have to reduce the size of its program, possibly having to terminate participating families unless HUD provides additional shortfall funding.

The rents that a housing authority allows participating families to pay are determined, in large part, by HUD. Every year, HUD publishes “fair market rents” for each market area in the United States to be effective October 1 of that year (October 1 is the beginning of the federal fiscal year). Fair market rent (FMR) is the rent, including the cost of utilities (except telephone, internet and cable TV), that are paid in the market area to rent privately owned, decent, safe and sanitary rental housing that is *modest* (i.e., non-luxury and set at the 40th percentile of rents in the market area). It is not intended that the FMRs enable a participating family to rent every type of unit in a community.

After HUD publishes the FMRs, every housing authority must then adopt one or more “payment standard” schedules based on those FMRs. A county housing authority like HACA may either adopt a single payment standard for its entire FMR area or a separate payment standard for each city. HACA adopts payment standards by city and groups together those with the same payment standards.

The payment standard serves as a cap on HAP payments. It establishes the **maximum gross rent** (i.e., rent plus a utility allowance) that will be used by the housing authority to compute the monthly HAP that it will pay the landlord on behalf of the participant family. However, HUD regulations require the housing authority to conduct a ‘rent reasonableness’ review of the requested rent based on comparisons to similar units in the same general neighborhood, so some units rent for less than the payment standard as a result.

For the HCV program, the housing authority may establish the payment standard amount for a unit size at any level between 90% and 110% of the published FMR for that unit size. This is called the “basic range.” HUD regulations allow the Emergency Housing Voucher (EHV) program payment standards to be set up to 120% of the FMR, which is what HACA adopted through Administrative Plan changes at the EHV program’s inception.

DISCUSSION and ANALYSIS

HUD published the 2025 FMRs on August 14, 2024. For 2025, HUD continues to use private sector data and the same basic methodology to estimate changes in FMRs to align with market conditions. The 2025 FMRs range from 2.69 to 6.14 percent higher than the previous year’s FMRs across all bedroom sizes.

To determine HACA’s 2025 HCV payment standards, staff first reviewed current HCV program data, including:

- gross rents currently being paid by Section 8 participants, paying close attention to those that moved in the previous year;
- the number of “over-housed” families (that is, families living in a unit larger than their voucher size);
- the number of families whose rent exceeds the current payment standard (where the tenant pays the overage);
- the number of families whose rent exceeds 30 percent of their adjusted monthly income,
- likely increases in the utility allowances; and
- the impact on the total tenant rent portion of current participants.

After reviewing all of the factors listed above and considering HACA’s current funding projections from HUD, staff proposes to maintain the current 2024 payment standard rates for 2025. Although the FMRs have increased, HACA’s payment standards continue to fall within the basic HUD range of 90 to 110 percent of the 2025 FMRs, and the current payment standards adequately support participants ability to find affordable units. HACA intends to re-evaluate payment standards after the 1st quarter of 2025 to determine if funding projections support any potential adjustments.

EHV Payment Standard Adjustments

The Housing Commission previously approved setting EHV payment standards at 120% of the FMR for 2023 and at 115% of the 2024 FMRs. For 2025, HACA is proposes to maintain the 2024 EHV payment standards to be consistent with HACA’s approach on HCV payment standards. The 2025 EHV payment standards are within a range of 108 to 111 percent of the 2025 FMRs.

Payment Standards for HCV/EHV Programs

HOUSING CHOICE VOUCHER PAYMENT STANDARDS BY CITY

City	Unit Size by Bedrooms							
	0br	1br	2br	3br	4br	5br	6br	7br
Albany, Castro Valley, Emeryville, Hayward, San Leandro & San Lorenzo	\$1,790	\$2,111	\$2,589	\$3,494	\$3,949	\$4,498	\$5,083	\$5,743
Dublin, Fremont, Pleasanton, Newark & Union City	\$1,808	\$2,233	\$2,761	\$3,609	\$4,217	\$4,850	\$5,481	\$6,193

EMERGENCY HOUSING VOUCHER PAYMENT STANDARDS BY CITY

City	Unit Size by Bedrooms					
	0br	1br	2br	3br	4br	5br
All	\$2,099	\$2,451	\$2,979	\$3,843	\$4,547	\$5,229

The payment standards established in 2024 continue to support the needs of the families for both the HCV and EHV programs, and allow HACA to more accurately predict HAP spending for the upcoming year.

RECOMMENDATION

Staff recommends that the Housing Commission adopt the attached Resolution approving the 2025 payment standards for the HCV and EHV programs.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 13-24

**APPROVING 2025 PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER AND
EMERGENCY HOUSING VOUCHER PROGRAMS**

WHEREAS, the U. S. Department of Housing and Urban Development (“HUD”) requires the Housing Authority of the County of Alameda (“HACA”) to adopt one or more payment standard schedules for its Housing Choice Voucher program based on the Fair Market Rents (“FMRs”) published by HUD; and

WHEREAS, HUD further requires that such payment standards be set within 90 percent to 110 percent of the FMRs for the Housing Choice Voucher Program and up to 120% for the Emergency Housing Voucher Program; and

WHEREAS, HUD published FMRs for the Alameda County/Contra Costa County HUD FMR Metro Area on August 14, 2024; and

WHEREAS, HACA now desires to adopt payment standards within the allowable ranges for the Housing Choice Voucher and Emergency Housing Voucher programs, based on the 2025 FMRs;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby adopt the payment standards presented at this meeting with an effective date of January 1, 2025, for the Housing Choice Voucher and Emergency Housing Voucher programs.

PASSED, APPROVED, AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on November 13, 2024, by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Laura Broussard Rosen
Executive Director/Housing Commission Secretary

Michael McCorriston
Housing Commission Chairperson

Adopted: November 13, 2024

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting Date: November 13, 2024

Agenda Item No. 5-3.: Award Contract to Scott-Miller Consulting for Housing Inspection Services

Exhibits Attached: None

Recommendation: Authorize the Executive Director to Execute a Contract with Scott-Miller Consulting for Housing Inspection Services

Financial Impact: \$875,000 over five years including options.

BACKGROUND

All Housing Choice Voucher (HCV) and Special Program units require initial and subsequent annual or biennial inspections and must meet HUD Housing Quality Standards (HQS). In addition, HACA is required to conduct special inspections in response to tenant or owner requests. When repairs are needed, HACA must also conduct a re-inspection.

Ongoing annual and biennial inspections have been conducted by contracted inspectors for many years, while HACA staff currently conduct the majority of initial and special inspections. The current contract for inspections services with ISterling, Inc. expires on December 31, 2024.

DISCUSSION AND ANALYSIS

In October 2024, HACA issued a Request for Proposals (RFP) for housing inspection services. Staff received proposals from three (3) firms which were evaluated by a selection committee comprised of the Housing Programs Manager, the Special Programs Manager and the Senior Management Analyst. The proposals were evaluated in accordance with the criteria established in the RFP, and Scott-Miller Consulting (SMC) was ranked number 1 with 251 points out of a maximum possible 300 points.

HACA’s historical housing inspection services expense has fluctuated from a low of \$116,000 to as high as \$150,000 per year depending on the number of inspections as well as the need for additional coverage due to unanticipated circumstances (such as the pandemic or to cover staff leave). For the new contract award, staff estimates a need of \$175,000 per year to maintain the current volume of required inspections, support unanticipated coverage needs, and to incorporate the option for the new vendor to assist with scheduling inspections as needed. If additional funds are required during the contract term, Commission approval will be requested.

RECOMMENDATION

Staff recommends that the Commission authorize the Executive Director to execute a contract with SMC in the not to exceed amount of \$875,000 over a five-year contract period. The contract period includes an initial contract term of two years and three options for one-year extensions, which may be exercised individually each year or all together at the end of the initial term, for a total of five years. Anticipated inspections expenses are already included in the FY2024-2025 budget, and expenses for future years will be budgeted in those respective years.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: November 13, 2024

Agenda Item No. 5.4: Budget Status Report as of September 30, 2024

Exhibits Attached: Budget Statement of Revenue and Expenses as of September 30, 2024

Recommendation: Receive Report

BACKGROUND

The Commission approved the FY2024-2025 Budget at their June 2024 meeting. This quarterly budget report informs the Commission about the status as of the end of September 30, 2024

DISCUSSION AND ANALYSIS

Housing Choice Voucher Program (HCV):

The HCV program received Housing Assistance Payment (HAP) grants in the amount of \$39.5 million and paid out \$38.5 million through September 2024. Administrative revenues were \$3.07 million vs the YTD budget of \$2.9 million primarily due to the increase in leased units. Administrative expenses were \$2.24 million vs the YTD budget of \$2.68 million. This is primarily due to salary and benefit savings caused by vacancies during the year and lagging expenses, which are typical of the first quarter in each fiscal year. Staff anticipates that actual expenses will catch up with budgeted expenses as the year progresses.

Housing Development Fund (HDF):

HDF revenues were \$570.6 thousand vs the YTD budget of \$532.1 thousand primarily due to better than budgeted investment income. Expenses were \$194.4 thousand vs the YTD budget of \$251.3 thousand. Salaries and administrative expenses were less than anticipated resulting in greater than budget income of \$376.3 thousand.

PACH:

PACH revenues were slightly higher than budget at \$1.53 million primarily due to greater than budgeted investment income. Expenses were \$836.3 thousand vs the YTD budget of 1.15 million due to reduced allocation of salaries and benefits as well as other cost savings across the board. Expenses are expected to catch up with budgeted expenses as the year progresses.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
 BUDGET STATEMENT OF REVENUES, AND EXPENSES
 FOR THE PERIOD ENDED SEPTEMBER 30, 2024

	Housing Choice Voucher			Housing Development Fund			PACH		
	Approved Budget FY 2024-2025	Budget 09/30/2024	Actuals 09/30/2024	Approved Budget FY 2024-2025	Budget 09/30/2024	Actuals 09/30/2024	Approved Budget FY 2024-2025	Budget 09/30/2024	Actuals 09/30/2024
Housing Assistance Payments (HAP)									
Est. HUD PHA grants-HAP	142,397,836	35,599,459	39,498,189						
Less: Est. HAP expenses	142,397,836	35,599,459	38,498,620						
Operating Income									
Rental revenue - tenants	-		-	168,000	42,000	42,000	1,602,256	400,564	307,748
Other revenue -tenants	-		-	-		-	120,289	30,072	30,072
HUD PHA grants (Admin. Funds)	11,237,303	2,809,326	2,935,098	-		-	3,577,955	894,489	1,024,074
Other revenue	378,000	94,500	131,542	5,000	1,250	32	3,500	875	837
Other revenue - property management fees	-		-	1,780,440	445,110	445,678		-	
Investment income	-		-	175,000	43,750	82,934	250,000	62,500	170,122
Total	11,615,303	2,903,826	3,066,640	2,128,440	532,110	570,644	5,554,000	1,388,500	1,532,853
Operating Expenses									
Administrative salaries	(5,779,848)	(1,333,811)	(1,058,759)	(358,716)	(82,781)	(57,962)	-		-
Administrative expenses	(1,956,100)	(489,025)	(486,844)	(146,950)	(36,738)	(10,197)	(1,437,565)	(359,392)	(105,558)
Property Management and Administrative Service Fees							(1,670,400)	(417,600)	(417,600)
Utilities	-			(69,801)	(17,450)	(12,163)	(279,160)	(69,790)	(38,968)
Tenant Services	-	-	-	-		-	(14,200)	(3,550)	-
Maintenance services	-			(136,900)	(34,225)	(43,518)	(900,000)	(225,000)	(195,496)
General expenses	(180,793)	(45,198)	(47,123)	(18,129)	(4,532)	-	(303,386)	(75,846)	(78,631)
Employee benefits	(3,236,715)	(809,179)	(643,404)	(327,395)	(75,553)	(70,552)	-		-
Total	(11,153,456)	(2,677,213)	(2,236,130)	(1,057,891)	(251,279)	(194,392)	(4,604,711)	(1,151,178)	(836,253)
Income (Loss)	461,847	226,613	830,510	1,070,549	280,831	376,252	949,289	237,322	696,600

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: November 13, 2024

Agenda Item No. 5-5.: Quarterly Investment Portfolio Report for the Quarter Ended September 30, 2024

Exhibits Attached: Investment Portfolio for the Quarter Ended September 30, 2024

Recommendation: Receive Report

Financial Statement: \$29,987,965.86 invested at an Average Annual Yield of 4.71% (excluding FSS Escrow Participant Accounts)

BACKGROUND

Public agencies are required to file an investment policy with their governing boards and to provide quarterly financial reports on the status of the agency’s investments and to certify to their compliance with the approved investment policy.

DISCUSSION AND ANALYSIS

The attached investment portfolio report reflects the investments as of the quarter ending September 30, 2024 for each program that HACA administers. \$29.99M, or 100% of the portfolio is invested in the State of California Local Agency Investment Fund (LAIF). LAIF is managed by the California State Treasurer’s Office and provides local agencies with the opportunity to participate in a major portfolio which invests billions of dollars using the investment expertise of the State Treasurer’s office. It has its own oversight board and investment policy with an emphasis on safety and liquidity. LAIF had investments totaling \$19.6 billion as of September 30, 2024. HACA’s investments earned a total of \$351,457.52 in investment income for the quarter.

The Housing Choice Voucher program had no funds invested at the end of the reported quarter. The re-establishment of HUD-held program reserves and the dwindling balance of Unrestricted Net Position (UNP) has made even short-term investment infeasible.

Ocean Avenue has a total investment of about \$404.7K, which is 1% of the total investment portfolio.

Park Terrace has a total investment of about \$1.64M, which is 6% of the total investment portfolio.

The Housing Development Fund has a total investment of \$7.07M, which is 24% of the total investment portfolio.

PACH has a total investment of about \$14.52M, which is 48% of the total investment portfolio.

The Health Care Services Agency (HCSA) Flexible Housing Subsidy Program has \$6.36M, which is 21% of the total investment.

The FSS Participant Escrow Accounts are maintained in a savings account, in accordance with HUD regulations, at US Bank.

**Housing Authority of Alameda County
Investment Portfolio
For the Quarter Ended September 30, 2024**

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	INTEREST AMOUNT	MATURITY DATE
Ocean	State of CA Local Agency Investment Fund	\$ 404,743.58	4.71%	\$ 4,743.58	N/A
PACH		\$ 14,515,632.32	4.71%	\$ 170,122.51	N/A
Housing Dev Fund		\$ 7,068,234.10	4.71%	\$ 82,839.36	N/A
Park Terrace		\$ 1,641,007.23	4.71%	\$ 19,232.53	N/A
HCSA		\$ 6,358,348.63	4.71%	\$ 74,519.54	N/A
GRAND TOTAL		\$ 29,987,965.86		\$ 351,457.52	

PROGRAM ACTIVITY REPORT
November 13, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: November 13, 2024

Agenda Item No. 5-7.: Programs Activity Report

Exhibits Attached: Section 8 Contract and Housing Assistance Payments (HAP) Report; Section 8 Average Contract Rent Report; FSS Program Monthly Report

Recommendation: Receive Report

SECTION 8 HOUSING CHOICE VOUCHERS (HCV)

- **Lease-Up:** The below chart provides the number of Section 8 HCV program units under contract. This number includes HACA vouchers and portability clients for which we are being billed by the receiving housing authority but excludes portability clients for which we are billing the initial housing authority.

	11/1/2024	11/1/2023	11/1/2022
	7,022	6,919	6,747

- **HCV Program Utilization:** The below chart provides the average HAP subsidy, average tenant-paid portion, and average contract rent. These amounts include HACA vouchers, but do not include incoming and outgoing portability clients.

	11/1/2024	11/1/2023	11/1/2022
Average HAP Subsidy	\$1,874	\$1,792	\$1,755
Average Tenant-Paid Rent	\$602	\$615	\$597
Average Contract Rent	\$2,477	\$2,409	\$2,351

- ❖ The below chart provides the outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority’s jurisdiction) and incoming portability contracts where HACA billed other housing authorities.

	11/1/2024	11/1/2023	11/1/2022
Outgoing Billed Portability Contracts	86	87	90
Incoming Portability Contracts	69	57	52

- ❖ PACH has 230 project-based voucher (PBV) units. The chart below provides the number of these units that are leased.

11/1/2024	11/1/2023	11/1/2022
217	219	223

- **Section 8 Contract Reports:** Copies of the Contract Reports are attached. The Section 8 Contract and HAP Report includes HACA certificates, HACA vouchers and portability clients for which we are billing the initial housing authority. The Section 8 Average Contract Rent Report includes HACA vouchers and portability clients for which we are billing the initial housing authority.
- **Landlord Rental Listings:** As of November 4, 2024, there were 80 active properties listed.

	11/1/23	12/4/23	1/2/24	2/5/24	3/4/24	4/2/24
Units	66	66	68	67	56	52
	4/29/24	6/3/24	7/15/24	9/3/24	9/30/24	11/4/24
Units	64	49	68	63	92	80

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the Month of October 2024

City	Certificates		Vouchers		OCTOBER 2024 TOTAL		OCTOBER 2023	OCTOBER 2022
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg \$2,181		based on avg \$1,870				
Albany	0	\$0	11	\$20,570	11	\$20,570	11	10
Castro Valley	5	\$10,905	240	\$448,800	245	\$459,705	239	241
Dublin	6	\$13,086	454	\$848,980	460	\$862,066	434	421
Emeryville	5	\$10,905	165	\$308,550	170	\$319,455	164	160
Fremont	21	\$45,801	1,241	\$2,320,670	1,262	\$2,366,471	1,265	1,246
Hayward	35	\$76,335	1,920	\$3,590,400	1,955	\$3,666,735	1,945	1,906
Newark	6	\$13,086	271	\$506,770	277	\$519,856	278	229
Pleasanton	4	\$8,724	323	\$604,010	327	\$612,734	306	302
San Leandro	16	\$34,896	1,462	\$2,733,940	1,478	\$2,768,836	1,440	1,390
San Lorenzo	1	\$2,181	174	\$325,380	175	\$327,561	176	182
Union City	10	\$21,810	692	\$1,294,040	702	\$1,315,850	717	713
TOTALS	109	237,729	6,953	13,002,110	7,062	13,239,839	6,975	6,800

* Based on an average October Housing Assistance Payment (HAP) of \$2,181 per certificate contract.

**Based on an average October Housing Assistance Payment (HAP) of \$1,870 per voucher contract.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the Month of September 2024

City	Number of HAP Contracts (HCV Only)	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	11	\$1,804	\$1,450	\$354	20%
Castro Valley	240	\$2,461	\$1,860	\$601	24%
Dublin	454	\$2,591	\$1,970	\$619	24%
Emeryville	165	\$2,040	\$1,519	\$523	26%
Fremont	1,241	\$2,633	\$2,017	\$616	23%
Hayward	1,920	\$2,380	\$1,780	\$599	25%
Newark	271	\$2,624	\$2,068	\$557	21%
Pleasanton	323	\$2,321	\$1,813	\$510	22%
San Leandro	1,462	\$2,378	\$1,780	\$598	25%
San Lorenzo	174	\$2,636	\$1,882	\$754	29%
Union City	692	\$2,654	\$2,022	\$631	24%

*Some rents may vary by \$1 due to rounding

This report includes HACA vouchers and portability clients for which we are billing the initial housing authority.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: November 13, 2024

Subject: Family Self-Sufficiency (FSS) Program Summary

Exhibits Attached: None

Recommendation: Receive Report



FAMILY SELF-SUFFICIENCY (FSS) PROGRAM NEWS

FSS PROGRAM ACTIVITIES

Orientations

On Thursday, October 24, 2024, the FSS team provided an orientation with nine participants in attendance. Future orientations will be scheduled as space becomes available in the program.

Participant Spotlight

Ms. Ricks was employed and attending school when she joined the FSS program in 2019. She was promoted from secretary to office manager, accomplishing her goal of obtaining an administrative position. Ms. Ricks more than doubled her income while in FSS. She earned two associates degrees and received her California Tax Education Council (CTEC) Tax Preparer license. Despite the challenges of balancing employment, education and parenting three children, she never gave up on obtaining her FSS Contract of Participation (COP) goals. Ms. Ricks continues to set goals for herself outside of the FSS program. Her next goal is to start her own tax business. Additionally, Ms. Ricks is hoping to become a first-time homeowner. The FSS team is proud to highlight her accomplishments.

FSS PROGRAM SUMMARY

Program Summary	October 2024
Total Clients Under Contract:	199
Graduates:	3
Escrow Disbursed:	\$52,193.67
Ports In:	0
Ports Out:	1
Terminations:	2
New Contracts:	1
Case Management Referrals:	34
Job Referrals:	42