

Commission Members

CHAIR ANNE GRIFFITH
VICE-CHAIR GREGORY D. HARTWIG
COMMISSIONER JANNY CASTILLO
COMMISSIONER LYNETTE JUNG LEE
COMMISSIONER BARBARA MONTGOMERY
COMMISSIONER MARK J. TORTORICH
COMMISSIONER WILLIAM J. MAYES

Executive Director

Patricia Wells

In accordance with Article III, Section 1 and 2, of the Oakland Housing Authority Bylaws, NOTICE IS HEREBY GIVEN that the **Regular Meeting** of the Board of Commissioners has been called. The meeting will be held as follows:

HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA

Regular Meeting

Monday, February 27, 2023 at 6:00 p.m.
1619 Harrison Street, Oakland, CA Commissioners' Room First Floor.

Meeting Via Teleconference Pursuant to Assembly Bill 361 [(Chapter 165, Statutes of 2021) approved by the Governor on September 16, 2021])

Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/85026147036?pwd=OVJNdHdRVHlrYk5icEIRdTdOVEJSdz09>

Meeting ID (access code): 850 2614 7036 **Meeting Password: 485557**
Closed Caption – provided through the link.

To participate by Telephone: 1 (669) 219-2599 **Meeting Password: 485557#**
Meeting ID (access code): 850 2614 7036

If you need special assistance to participate in the meetings of the Oakland Housing Authority Board of Commissioners, please contact (510) 874-1510 (TDD: 800-618-4781). Notification 48 hours prior to the meeting will enable the Oakland Housing Authority Board of Commissioners to make reasonable arrangements to ensure accessibility.

All public comment on action items will be taken at the public comment portion of the meeting. You may comment via zoom by “raising your hand” or by submitting an e-mail to publiccomments@oakha.org or call using the zoom participant number.

- You may request to make a public comment by “raising your hand” through Zoom’s video conference or phone feature, as described below. Requests will be received only during the designated times in which to receive such requests and only for eligible Agenda items. Public comments will be subject to the appropriate time limit of three (3) minutes.
- To comment by Zoom video conference, click the "Raise Your Hand" button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the phone numbers listed below. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Please unmute yourself by pressing *6. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.



Oakland Housing
Authority

AGENDA

Regular Meeting

February 27, 2023, 6:00 pm

- I. Pledge of Allegiance
- II. Roll Call
- III. Approval of Minutes:
 - A. Approval of Minutes of the Regular Meeting of January 23, 2023
- IV. Recognition of people wishing to address the Board of Commissioners
- V. Old or Unfinished Business
- VI. Modifications to the agenda
(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists.
- VII. New Business:
 - A. Presentation and Public Hearing on the draft Fiscal Year 2024 Making Transitions Work Annual Plan.
 - B. Informational presentation on the proposed changes to the Administrative Plan for the Housing Choice Voucher program.
 - C. Informational presentation on the annual update on Military Equipment to the Board of Commissioners.
 - D. Adopt a resolution authorizing the Executive Director to purchase safety equipment as defined in Government Code 7070 et seq, and as approved in the FY23 budget, in an amount not to exceed \$20,000.
 - E. Adopt a resolution authorizing the Executive Director to ratify and approve the execution of an agreement with Alameda County Social Services Agency in an amount not to exceed \$800,000 for an initial one-year term and two one-year option terms at \$800,000 each for an amount up to \$2,400,000 for the total contract amount for housing subsidy for selected CalWORKs participants.
 - F. Adopt a resolution authorizing the Executive Director to purchase additional vehicles for Oakland Housing Authority use, up to the not to exceed amount of \$607,510.

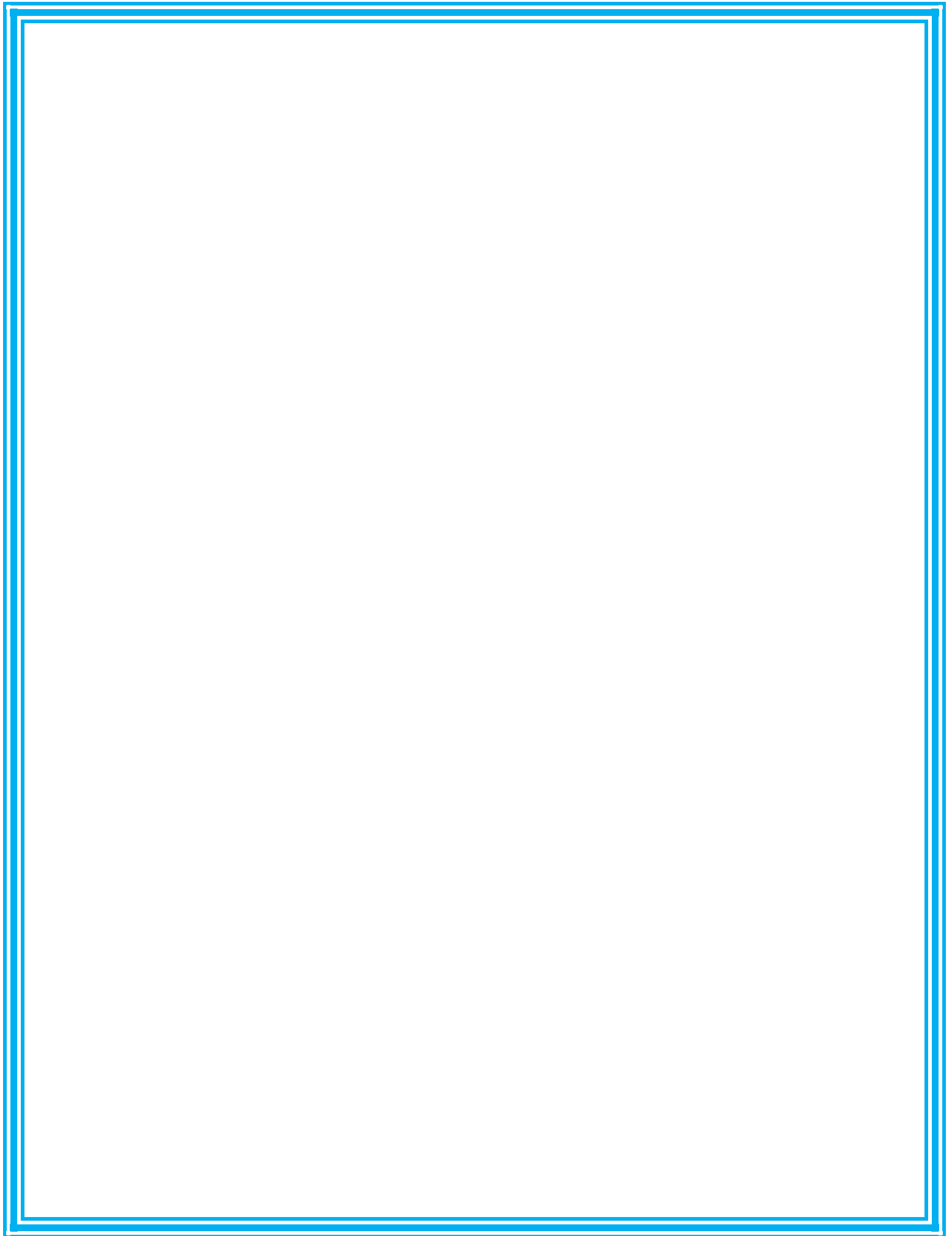
- G. Adopt a resolution authorizing the Executive Director to execute a contract for fuel services with FLEETCOR Technologies, Inc. through its subsidiaries: FLEETCOR Technologies Operating Company, LLC and Comdata, Inc. for Fuel Card Services and Related Products, utilizing Region 4 Education Service Center OMNIA Partners cooperative agreement Contract #R211101 for a term of two-years, with up to two one-year option terms in an amount not to exceed \$715,000 for the initial term and \$357,500 per year for each additional option term, for a total contract amount not to exceed \$1,430,000.
- H. Adopt a resolution authorizing the Executive Director to enter into contract with CDW Government, LLC for Information Technology Solutions Services for a two-year contract in an amount not to exceed \$450,000
- I. Adopt a resolution authorizing the Executive Director to acquire the Limited Partner Interest in Lion Creek Crossings Phase IV for an amount not to exceed \$20,000, and authorization to execute a Continuing Project Operations and Exclusive Negotiation Rights Agreement with the Administrative and Managing General Partners including provisions terminating any rights of the Managing General Partner to purchase the project, providing an option for the Authority to purchase the General Partner interests for a fee of \$100 plus up to \$50,000 to reimburse the General Partners for staff time and third-party costs related to attempting to reposition the project, and agreeing to engage in good faith negotiations before the Authority exercises its rights to purchase the project.
- J. Informational presentation on the FY 2023 Public Housing Waitlist Opening for Lockwood Gardens and Peralta Village.
- K. Consent Agenda:
Items on the Consent Agenda are considered routine and do not require separate discussion. If a Commissioner wishes to have discussion, or if a member of the public wishes to comment on any consent item, the item may be removed from the consent agenda and considered separately. Questions or clarifications may be considered by the Commission without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.
1. Adopt a resolution authorizing the Executive Director to Continue Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.
 2. Adopt a resolution authorizing the Executive Director to write off \$8,331 in Tenant Account Receivables for public housing tenants vacated at third party-managed properties during the period of time from July 01, 2022 through December 31, 2022
 3. Adopt a resolution authorizing the Executive Director to execute a Blanket Purchase Order in a total not to exceed amount of \$6,278,935, to include an increase of \$150,000 utilizing various GL Codes which are included in the Fiscal Year 2023 Annual Operating Budget.
- L. Adopt a resolution authorizing and approving revisions to the Oakland

Housing Authority Travel Policy.

- VIII. Written Communications Departments' Monthly Report.
- IX. Executive Director's report regarding matters of special interest to the Commission occurring since the last meeting of the Commission.
- X. Reports of Commission Committees.
- XI. Announcements by Commissioners.
- XII. Adjournment to Closed Session
 - A. **Purpose: Pursuant to (Government Code § 54957 (a)) - Threat to Public Services or Facilities**
Consultation with: Oakland Housing Authority Police Department, Chief of Police, Alan Love, Sr. Director of Human Resources, Drew Felder, Director of Information Technology, Brandon White, General Counsel, Jhaila R. Brown, and Executive Director, Patricia Wells.
 - B. **Purpose: Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9: One potential case**
Conference with Legal Counsel-Anticipated Litigation
Authority Designated Representatives: General Counsel, Jhaila R. Brown and Executive Director, Patricia Wells.

Anne Griffith, Chair of the Commission

By _____
DocuSigned by:
Patricia Wells
722CF180EE194A1...
Patricia Wells, Secretary



**MINUTES OF THE SPECIAL MEETING
BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE
CITY OF OAKLAND, CALIFORNIA**

[Meetings are recorded and are accessible through our website: www.oakha.org]

Monday, January 23, 2023

Regular Meeting

The Oakland Housing Authority Board of Commissioners convened a Regular Meeting via Zoom software platform online and via teleconference, providing access to the public and enabling submission of public comment by zoom, phone and/or by email.

Chair Anne Griffith presided and called the meeting to order at 6:00 p.m.

I. Pledge of Allegiance

II. Roll Call

Present 6 – Anne Griffith, Janny Castillo, Barbara Montgomery, Lynette Jung-Lee, Mark Tortorich and William J. Mayes.

Excused 1 – Gregory Hartwig

III. Approval of Minutes:

A. Approval of minutes of the November 21, 2022 Special Meeting

Commissioner Tortorich moved to approve the minutes of November 21, 2022, which was seconded by Commissioner Montgomery. The motion passed by the following vote:

Ayes 6 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

Excused 1 – Hartwig

B. Approval of minutes of the December 12, 2022 Special Meeting

Commissioner Jung-Lee moved to approve the minutes of December 12, 2022, which was seconded by Commissioner Mayes. The motion passed by the following vote:

Ayes 6 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

Excused 1 – Hartwig

IV. Recognition of people wishing to address the Commission

There were no persons wishing to address the Commission.

V. Old or Unfinished Business

There were no old or unfinished business items to address.

VI. Modifications to the agenda

(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists.

There were no modifications to the agenda.

VII. New Business:

- A. Adopt a resolution authorizing the Executive Director to amend the contract with CVR Associates, Inc. to add \$2,649,030 to increase the total not-to-exceed amount to \$3,849,030 for the contract period ending July 20, 2024.

Secretary Wells introduced the item and provided a brief history of the partnership between CVR Associates, Inc. (CVR) and the Oakland Housing Authority (OHA). Ms. Wells noted that CVR has assisted in the areas of staffing Leadership roles, project management, and strategic planning and development. Chief Officer of Program & Finance Administration, Duane Hopkins, joined Secretary Wells in the presentation by providing additional details on the contract and financial perspective with the partnership with CVR. Mr. Hopkins further detailed projected projects that are ongoing and to be completed by 2024.

Having no further questions from the Board, Commissioner Castillo moved to approve Item VII.A., which was seconded by Commissioner Montgomery. The motion passed by the following vote:

Ayes 6 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes
Excused 1 – Hartwig

- B. Adopt a resolution authorizing the Executive Director to conditionally award 19 Veterans Affairs Supportive Housing Project Based Vouchers in an amount up to \$5,600,000 to The Unity Council for project, 2700 International Apartments, subject to clearance under the National Environmental Policy Act, and authorizing the Executive Director to execute a Housing Assistance Payment contract for an initial 15-year term with an option to extend for an additional 5 years.

Director of Leased Housing, Michelle Hasan presented on the item detailing that the request for 19 Veterans Affairs Supportive Housing (VASH) vouchers for the Unity council project at 2700 International Apartments. Ms. Hasan provided a background on a previously issued NOFA for affordable rental housing. Ms. Hasan further detailed that the project will serve extremely low to low income families by providing 75 units at 2700 International. Upon execution of grant documents, the project will be

conditioned to compliance and clearance under NEPA.

There were a few questions from the Board, which staff answered.

Commissioner Jung-Lee moved to approve Item VII.B., which was seconded by Commissioner Montgomery. The motion passed by the following vote:

Ayes 6 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes
Excused 1 – Hartwig

- C. Adopt a resolution ratifying and approving the prior contract between Oakland Housing Authority and AT&T which utilized the cooperative procurement for IT Services between the State of California's California Network and Telecommunications (CALNET) and AT&T in an amount of \$267,355.45 for FY2022, and to authorize the Executive Director to execute a new agreement with AT&T relying on the CALNET cooperative procurement with AT&T in an amount not to exceed \$350,000 for FY2023, for a total expenditure not to exceed \$617,355.45.

Chief Officer of Program & Finance Administration, Duane Hopkins and Director of Information Technology, Brandon White, presented the item to be ratified, as the contract was previously entered into by the Executive Director prior to being presented to the board to prevent the contract from lapsing and to move forward for the remainder of the Fiscal Year. Mr. White joined Mr. Hopkins by providing a background of services provided by AT&T.

Having no further questions from the Board, Commissioner Tortorich moved to approve Item VII.C., which was seconded by Commissioner Mayes. The motion passed by the following vote:

Ayes 6 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes
Excused 1 – Hartwig

- D. Adopt a resolution authorizing the Executive Director to approve and adopt the Harrison Tower Rehabilitation (Oakland, CA) relocation plan.

Chief Officer of Real Estate Development, Tom Deloye, presented the item beginning with a brief description of the public comment period that occurred on December 12, 2022, which included a presentation from Brett Paulson with Overland Pacific and Cutler who attended the December board meeting. Mr. Paulson was present at the January meeting to provide additional updates on the progress of the Harrison Tower Rehabilitation that has transpired since the last meeting.

The Commissioners asked a few questions, which the team answered, and thanked the team for their efforts and for providing the overview on how families will be assisted during the transition.

Having no further questions from the Board, Commissioner Tortorich moved to approve Item VII.D., which was seconded by Commissioner Jung-Lee.

The motion passed by the following vote:

Ayes 6 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

Excused 1 – Hartwig

- E. Adopt a resolution authorizing the Executive Director to execute a two-year contract with up to three one-year option terms with Thumbs Up Rooter and Plumbing, LLC for as needed plumbing services at Oakland Housing Authority owned and managed properties, in an amount not to exceed \$260,000 for the initial term and \$130,000 per year for each additional option term for a total contract amount not-to-exceed \$650,000.

Director of Property Operations, Mark Schiferl, presented on the item requesting approval to execute a contract with Thumbs Up Rooter and Plumbing, LLC who will provide services for the Lockwood and Peralta Village Public Housing properties.

Having no further questions from the Board, Commissioner Castillo moved to approve Item VII.E., which was seconded by Commissioner Mayes. The motion passed by the following vote:

Ayes 6 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

Excused 1 – Hartwig

- F. Adopt a resolution authorizing the Executive Director to ratify the execution of a grant agreement with the U.S. Department of Housing and Urban Development for \$2,300,000 for Year 2022 Jobs Plus Initiative program grant funds and authorization of the Executive Director to take all related actions necessary for receipt of the funds, implementation of the program, and authorization to amend the Fiscal Year 2023 Annual Operating Budget to include the grant funds and other necessary budget changes needed to support the award.

Secretary Wells introduced the item and noted that the item is a celebration of the FCP department in partnership with the Policy Implementation and Compliance team and their efforts to bring resources to our East Oakland Communities. Secretary Wells provided a background on the purpose of the Jobs Plus Program and the efforts to support families. It was noted that this is the second Jobs Plus grand award that the Agency has received from HUD.

Director of Family Community and Partnerships, Nicole Thompson, joined Secretary Wells in providing further details on the award, its focus and purpose. Specifically, Thompson shared that 60% of the 353 families residing at Lockwood Gardens are underemployed; and that the Jobs Plus Grant will provide resources to prepare families to train and acquire the jobs they want and need to move forward in personal career success.

Having no further questions from the Board, Commissioner Mayes moved to approve Item VII.F., which was seconded by Commissioner Montgomery.

The motion passed by the following vote:

Ayes 6 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

Excused 1 – Hartwig

G. Informational presentation of the Year in Review: 2022.

Director of Policy Implementation and Compliance and Special Assistant to the Executive Director, Dominica Henderson led the presentation and was assisted by each Department Director to provide an overview of their department accomplishments and milestones in the year 2022.

The Commissioners thanked the Leadership team for the amazing work that the Agency has contributed to our families and for an excellent presentation.

H. Consent Agenda:

Items on the Consent Agenda are considered routine and do not require separate discussion. If a Commissioner wishes to have discussion, or if a member of the public wishes to comment on any consent item, the item may be removed from the consent agenda and considered separately. Questions or clarifications may be considered by the Commission without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

1. Adopt a resolution authorizing the Executive Director to Continue Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.
2. Adopt a resolution authorizing the Executive Director to amend the contract with Protiviti Government Services for Temporary Employment Services by \$215,000 for a total contract amount not to exceed \$500,000.

Having no questions from the Board, Commissioner Tortorich moved to approve Item VII.H.1-2., which was seconded by Commissioner Mayes. The motion passed by the following vote:

Ayes 6 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

Excused 1 – Hartwig

VIII. Written Communications Departments' Monthly Report.

Secretary Wells briefed the Commissioner on the Departmental Monthly Report for the month of November and December 2022.

IX. Executive Director's report regarding matters of special interest to the Commission occurring since the last meeting of the Commission.

Secretary Wells briefed the commission on the following topics:

- 2023 Public Housing Wait List Opening
- Adeline Lofts Waitlist Opening
- HUD Letter RE: Public Housing Mainstream Vouchers
- Payment Standard Regulatory Waivers

- 7204 Holly Street Electrical Fire Incident and Update
- Winter Storm Responses
- 2023 BOC Meeting Calendar
- Upcoming Board Retreat

X. Reports of Commission Committees.

There were no reports by Commission Committees.

XI. Announcements by Commissioners.

There were no announcements by Commissioners.

XII. Adjournment of Public Session

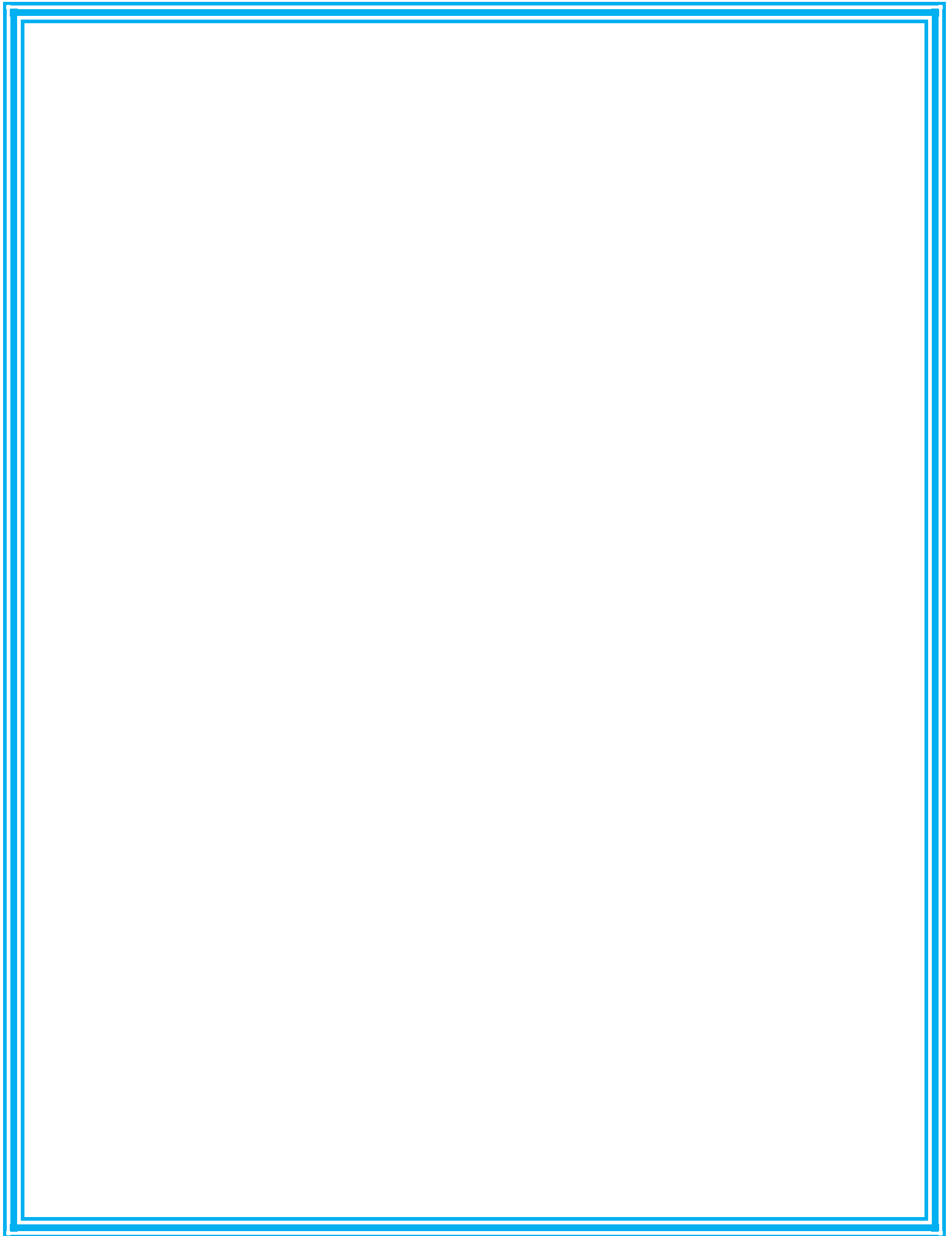
Having no further business to discuss, Commissioner Tortorich moved to adjourn the Public Session, which was seconded by Commissioner Jung-Lee. The motion carried by the following vote:

Ayes 6 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes
Excused 1 – Hartwig

The meeting adjourned at 8:06 p.m.

Anne Griffith, Chair of the Commission


Patricia Wells, Secretary/Executive Director



ITEM: VII.A.

**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Request: Presentation and Public Hearing on the draft Fiscal Year 2024 Making Transitions Work Annual Plan.

Date: February 27, 2023

Purpose: The Oakland Housing Authority is holding a public hearing on February 27, 2023 at 6:00 PM, to hear comments on the draft Fiscal Year 2023 Making Transitions Work Annual Plan. The public comment period for the draft Plan began on February 7, 2023. The public comment period must be at least 30 days and will remain open until March 9, 2023. The US Department of Housing and Urban Development requires the Authority to submit the Plan after the public comment period closes and at least 75 days before the end of the fiscal year.

Funding: No funding is required for this item.

Background:

The Oakland Housing Authority (Authority) is required by its Amended and Restated Moving to Work (MTW) Agreement with the US Department of Housing and Urban Development (Department) to submit and adopt the MTW Annual Plan (Plan) and certifications after the public has had an opportunity to comment on the year's proposed activities. The Plan will be considered for adoption at the April 03, 2023 Board of Commissioners Special Meeting.

The Plan is an outline of the anticipated activities for the fiscal year (FY) as well as an explanation of how staff intends to meet the Authority's long-term strategic goals of 1) Sustained high standards of customer service for residents and stakeholders; 2) Position the Authority as a sustained leader in the preservation of units and expansion of affordable housing; 3) Provide sustained, impactful and humane resident services, community engagement and community safety programs; and 4) Expand board knowledge of the Authority and its Affiliates.

In FY 2024, the Authority's approach will focus supporting both national and local priorities focused on the Biden-Harris Administration's initiative "*All In: The Federal Strategic Plan to Prevent and End Homelessness.*" New items discussed in the Plan reflect OHA's commitment to playing a role in these ambitious goals by connecting

Public Hearing for Draft FY 2024 Annual Plan

Page 2

extremely vulnerable and/or low-income families to services-enriched housing in stable and thriving communities to help solve Oakland's existing and new housing challenges.

The Authority anticipates launching East Oakland Works (EOW) using \$1M in Authority match funding to supplement the \$2.3M award in FY23 for the Jobs Plus program. EOW will provide individualized case management, digital and financial literacy training, and a variety of resources to address barriers to employment. This initiative projects to serve approximately 282 participants in the income disregard program, 229 participant assessments, and plans post-assessment services to 212 participants.

As part of its Healthy Communities initiative, the Authority also will explore a partnership with Alameda Health System to provide a mobile health care and dental care van to travel to OHA communities providing on-site health care and preventative services.

The activities discussed in the Annual Plan are a collection of tools in the Authority's toolbox used to address citywide challenges and respond creatively to local needs. The following list describes some highlights of modifications to those activities planned for implementation in FY 2024:

Activity #8-01

OHA will implement a new funding program, the Capitalized Subsidy (CS), to offer a stream-lined source of rental subsidy to ensure the sustainable operation of properties that provide long-term affordable housing to Extremely Low-Income households (households at or below 30% of the Area Median Income). The 15-year operating subsidy aims to fill any negative net operating income due to minimal collectable rents set at affordable levels for families that make about \$30,000 per year or less. Eligible projects may be new construction, rehabilitation, and in-place/existing properties that require minimal improvements.

Activity #15-02

In an effort to leverage other federal programs and make sure that OHA families take advantage of available resources, to increase digital connectivity, and to further the Authority's reach and impact to digital equity and, OHA proposes to pilot an initiative that includes internet received through the Affordable Connectivity Program (ACP) offered by the Federal Communications Commission into the utility allowance calculation. Households must provide proof of enrollment in the ACP.

Activity 17-01 Landlord Incentives

The incentives previously offered through this activity have been modified and expanded to include:

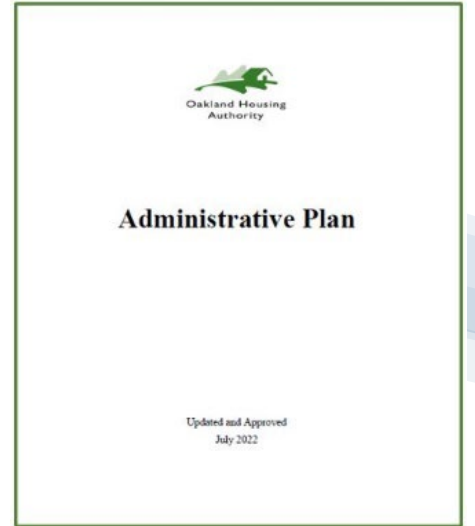
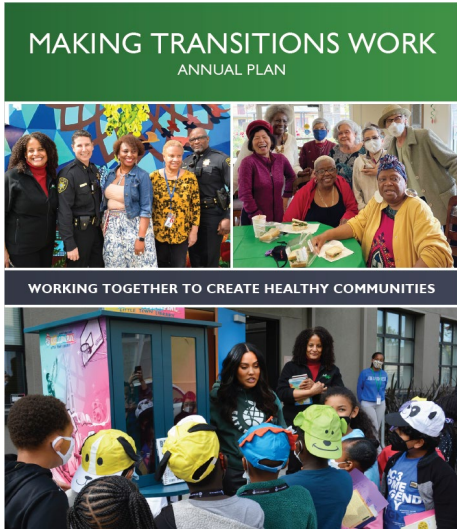
- Landlord Referral Bonus for owners of \$250 per new owner added to the program
- Security deposit assistance for up to one month's rent
- Application fee assistance for up to \$200 per household to cover application fees, including credit and background checks



DRAFT

**FY 24 Annual MTW Plan
and Administrative Plan –
Chapter 17**

Presented to the OHA Board of Commissioners
February 27, 2023



Presentation Guide

- Glossary (p.3)
- What's New (pp. 4-11)
- MTW Plan Timeline (p.12)
- Admin Plan Ch 17 (pp.13-14)
- Questions (p. 15)



Glossary

- BB – Building Bridges
- CS – Capitalized Subsidy
- EHV – Emergency Housing Vouchers
- FSS – Family Self Sufficiency
- FYI – Foster Youth to Independence vouchers
- HCV – Housing Choice Voucher
- KTH – Key to Home
- MTW – Moving to Work
- PACT – Parents and Children Together
- PBV – Project Based Voucher
- PPE – Personal Protective Equipment
- RAD – Rental Assistance Demonstration
- RFQ – Request For Qualifications
- SBHAP – Sponsor Based Housing Assistance Program
- SRO - Single Room Occupancy
- THP+ - Transitional Housing Program (Foster Youth)



MAKING TRANSITIONS WORK

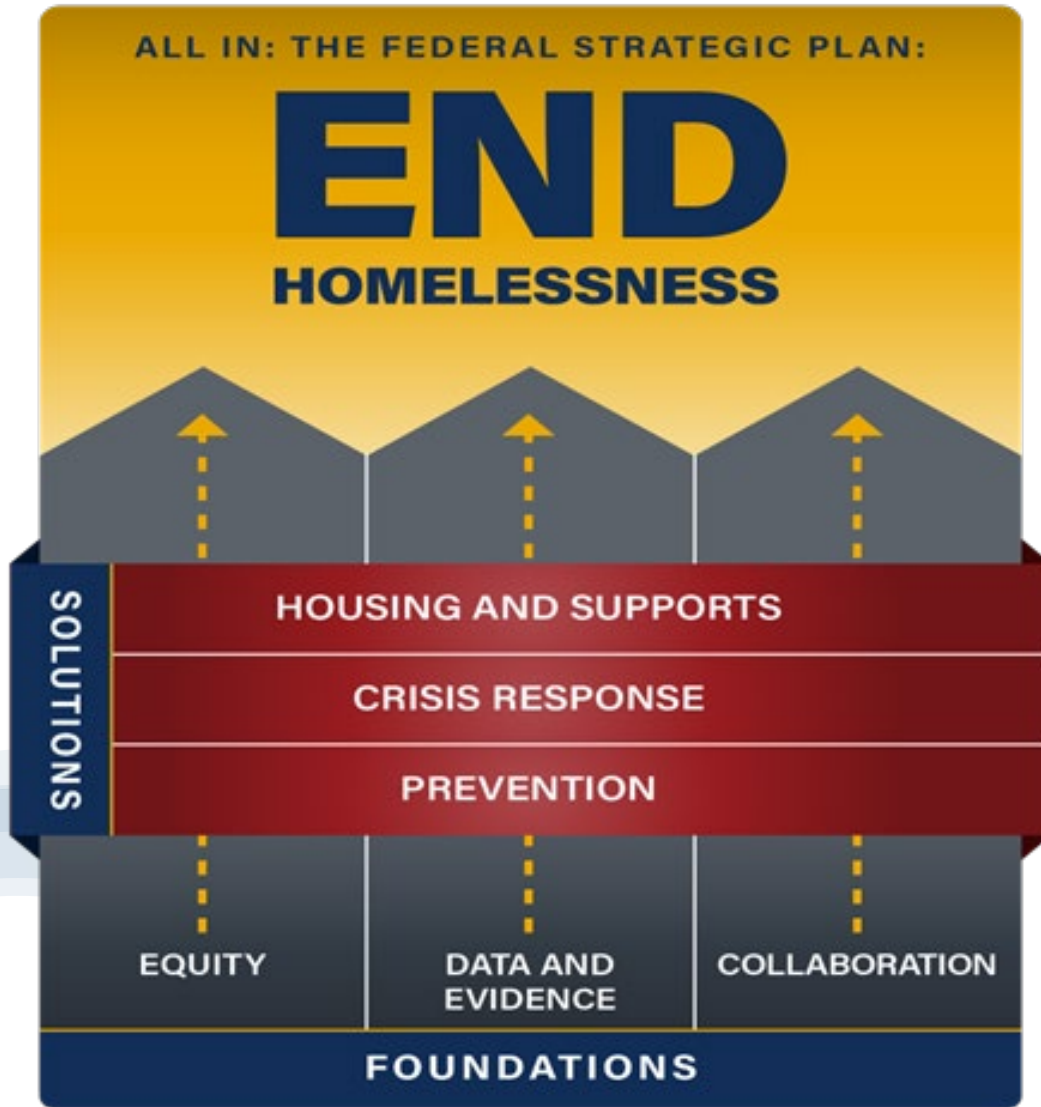
ANNUAL PLAN



WORKING TOGETHER TO CREATE HEALTHY COMMUNITIES



What's New?



Objective: reduce homelessness by 25% by 2025

Goals

- Address systemic racism
- Advance equity
- Prevent homelessness
- Reduce homelessness

All In Solutions

- Scaling housing and supports to meet demand
- Improving effectiveness of homeless response systems

New Funding Program – Capitalized Subsidy

- CS offers a stream-lined source of funding to ensure the sustainable operation of properties that provide long-term affordable housing to Extremely Low-Income households



Section IV, MTW Activity #8-01, p. 121

New MTW Activity – Development of Local Forms

- New activity to consolidate changes to standard HUD forms that reflect existing MTW waivers
 - OHA will develop local versions of forms to address MTW policies and local housing market features.
 - Consolidating the modified forms into one activity will save the agency time and money.



*Section III, MTW Activity #24-01, p. 44
Appendix J, Modified HUD Forms*

Subsidized Internet Pilot Program

- OHA proposes to pilot an initiative that factors internet received through the Affordable Connectivity Program (ACP) offered by the Federal Communications Commission into the utility allowance calculation.



Section IV, MTW Activity #15-02, p.65

New Mobile Health/Dental Van Assistance

- OHA will explore a partnership with Alameda Health System to provide a mobile health care and dental care van to travel to OHA communities providing on site health care and preventative services.



Section V, p.139

Match Funding for Jobs Plus

- OHA is excited to receive \$2.3M in match funding awarded in FY23 for the Jobs Plus program
 - Increase employment opportunities for East Oakland Public Housing residents
 - Address barriers to gainful employment
 - Build on knowledge gained through successful implementation of Jobs Plus in West Oakland over the past 7 years



Section I, p.14

New and Expanded Landlord Incentives

- OHA will add some additional incentives and expand existing incentives to other voucher types.
- New incentives to be piloted are:
 - Landlord Referral Bonus
 - Security Deposit Assistance
 - Application Fee Assistance



Section III, MTW Activity #17-01, p. 62

MTW Plan Timeline

Publish Plan
February 7, 2023

RAB Meeting
February 8, 2023

**Publish Public
Notice**
February 10, 2023

Public Hearing
February 27, 2023

**End of Comment
Period**
March 9, 2023

**Request for BOC
Approval**
April 2023



Admin Plan Ch 17



Project-Based Voucher Selection Process

- Projects will now be evaluated through a Two-Tier Review Process
 - Threshold Review (Tier One) – initial application establishing the size, type, and location of the development, the AMI served, and community engagement
 - Financial/Developer Underwriting (Tier Two) – secondary review of funding sources and gaps, readiness, and services needed and/or provided

Administrative Plan Chapter 17, Section 17.II-B, p. 17-5



A stylized city skyline composed of various geometric shapes representing buildings. The buildings are in shades of teal, dark blue, red, and brown. The word "Questions?" is written in white, sans-serif font across the center of the image, underlined with a white wavy line.

Questions?



Additional Opportunities for Public Comment

Written comments will be accepted through **4:30PM on Thursday, March 9, 2023**. Comments may be submitted:

By email to MTW@oakha.org OR

By mail to:

Dominica Henderson
Executive Office
1619 Harrison Street
Oakland, CA 94612

MAKING TRANSITIONS WORK

ANNUAL PLAN



WORKING TOGETHER TO CREATE HEALTHY COMMUNITIES



DRAFT

FISCAL YEAR 2024 // JULY 1, 2023 - JUNE 30, 2024

Fiscal Year 2024 MTW Annual Plan

Board of Commissioners
Anne E. Griffith, Chair
Gregory D. Hartwig, Vice Chair
Janny Castillo
Lynette Jung Lee
Barbara Montgomery
Mark J. Tortorich
William Mayes

Patricia Wells, Executive Director

Senior Staff:

Duane Hopkins, Chief Officer of Program and Finance Administration
Chief Officer of Real Estate, Tom Delye
Victor Madamba, Director of Finance
Bruce Brackett, Director, Capital Improvements
Brandon White, Director, Information Technology
Alan Love, Director, Police Services
Drew Felder, Director, Human Resources
Michelle Hasan, Director, Leased Housing
Dominica Henderson, Director, Planning, Implementation, and Compliance
Anna Kaydanovskaya, Director, Asset Management
Mark Schiferl, Director, Property Management
Nicole Thompson, Director, Family and Community Partnerships

Prepared by:
Julie Christiansen

With contributions from Caroline Barnett, Teela Carpenter, Jonathan Young, Michelle Hasan, Anna Kaydanovskaya, Deni Adaniya, Joetta Farrow, Anders Lee, Dawn Pipkins, Erika McLitus, and Melissa Benik.

1619 Harrison Street
Oakland, CA 94612
(510) 874-1500
www.oakha.org

Housing Authority of the City of Oakland, California

Fiscal Year 2024 MTW Annual Plan

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Section I. Introduction

Message from the Executive Director



As we enter Fiscal Year (FY) 2024, we have more knowledge and data than ever to design and administer effective, evidence based programs to serve the citizens of Oakland. We are excited to take this wisdom to continue forging new paths and overcoming challenges. As the Housing Authority of the City of Oakland, California (OHA), the nation, and the world adapt to a new normal, we will continue to prioritize the health of our residents and staff and serve our clients through an offering of service-enriched housing opportunities, evolving technology, and equitable programs. Assisting as many Oakland families as possible is a primary focus, with a goal of leasing 98% occupancy of public housing units and maintaining high utilization in all voucher programs during the upcoming year. We intend to achieve exceptional operational outcomes while simultaneously ensuring unwavering governance that centers on the agency's long-term fiscal stability. As Oakland enters a new era under new

elected leadership, we plan to continue to collaborate with City officials to create and refine innovative strategies and continue to advocate for equitable housing solutions.

Our employees remain dedicated to helping each resident find the best pathway for individual success and long-term resiliency. Delivering a culture of equity and belonging and working together, we can strengthen community bonds by uplifting and engaging families to help them shape not only their futures but the futures of strong Oakland communities.

Positive outcomes are possible because of OHA's strong alliances with experts throughout our community. OHA continually seeks new community partners and works to expand existing relationships within the City and County. In FY 2024, OHA will continue to leverage resources to assist more families into homes- not just houses. With existing, and future, partnerships, OHA works on a holistic approach to create healthy homes by providing access to food pantries, hosting community-building events, and providing safe communities with the support of the Oakland Housing Authority Police Department. As an experienced innovator using MTW flexibility, OHA is creating the Capitalized Subsidy (CS) as an alternative form of stabilizing, place-based funding that maximizes and leverages federal dollars with City and state funding to preserve affordable housing for the long-term. The CS explores an untested method of providing non-traditional subsidy to projects beyond the traditional strategies such as OHA providing gap and acquisition financing and allow projects to proceed that may have otherwise fallen short of resources.

OHA is excited to receive \$2.3M awarded in FY 2023 for Jobs Plus, to increase employment opportunities for East Oakland Public Housing residents, to address barriers to gainful employment, building on the knowledge gained through successful implementation of Jobs Plus in West Oakland that started in 2015. These projects align with agency goals, and Presidential priorities outlined in the Biden-Harris Administration's "*All In: The Federal Strategic Plan to Prevent and End Homelessness*" (*All In*).

All In focuses on leading with equity, using evidence to make decisions, and collaborating on all levels to ensure a well-rounded approach to end homelessness, reducing homelessness by 25% by 2025. The solutions provided by *All In* include scaling housing and supports to meet demand, improving effectiveness of homeless response systems, and preventing homelessness. OHA is committed to playing its role in these ambitious goals by connecting extremely vulnerable and/or low-income families to services-enriched housing in stable and thriving communities.

I am optimistic and look forward to a year of service, excellence, and creativity while advancing OHA's and the citywide goal of reducing homelessness. As I look ahead to a productive year in FY 2024, I acknowledge the important contributions of expertise from our partners including the City of Oakland, Alameda County, the Continuum of Care leadership team, the contingent of Bay Area regional housing authorities and HUD, and I am excited to forge new connections that best serve our residents and strengthen communities everywhere.

Introduction

The OHA was established in 1938 to assure the availability of quality housing for low-income persons. OHA operates federally funded and other housing assistance programs and reaching over 16,000 of Oakland's lowest-income families including the elderly and persons with disabilities. The mission of the OHA is:

To assure the availability of quality housing for low-income persons and to promote the civic involvement and economic self-sufficiency of residents and to further the expansion of affordable housing within Oakland.

MTW Demonstration Program

The United States Department of Housing and Urban Development (HUD) selected OHA to participate in the Moving to Work (MTW) Demonstration program in 2001. OHA executed its first MTW agreement with HUD in March of 2004. Initially, it executed a seven-year agreement, which would have expired on June 30, 2011. However, OHA and HUD signed the Amended and Restated Moving to Work Agreement (Agreement), which extended OHA's participation in the MTW Demonstration through June 30, 2018. In December 2015, Congress authorized the extension of the MTW agreements of the 39 existing MTW agencies to terminate in year 2028. This extension allowed OHA to continue its localized housing programs and to continue to implement various innovations that remove barriers to housing for OHA families. Since September 2022, HUD admitted 87 agencies to the expansion of the MTW Demonstration Program. Currently, OHA is one of 126 public housing authority participants in the demonstration nationally.

The MTW Demonstration waives certain provisions of the Housing Act of 1937, its implementing requirements and regulations. In addition, using MTW waivers, OHA may combine funding from different HUD programs such as public housing operating subsidy, Capital Fund, and the Housing



Choice Voucher (HCV) program funds, into a Single Fund Budget with flexibility to use the funding as approved across programs. MTW offers a unique opportunity for housing authorities to explore and test new and innovative methods of delivering housing and supportive services to low-income residents. OHA may use MTW funds in the Single Fund Budget

for approved eligible MTW activities including housing assistance, capital improvements, acquisition and new construction, and resident services. In addition, OHA's agreement allows the MTW funds to be used outside of the traditional public housing and HCV programs to support local housing activities. OHA renamed the MTW program "*Making Transitions Work*" in order to acknowledge the various ways MTW can facilitate transitions for families across the phases of the housing spectrum and to better reflect the potential of the demonstration to positively impact the lives of Oaklanders.

The United States Congress established the following five statutory requirements and three statutory objectives when it approved the MTW Demonstration program:

Statutory Requirements	Statutory Objectives
<ul style="list-style-type: none"> • Assist substantially the same total number of eligible low-income families under MTW as would have been served absent the demonstration • Maintain a mix of families (by family size) comparable to those they would have served without the demonstration • Ensure that at least 75 percent of the families assisted are very low-income • Establish a reasonable rent policy to encourage employment and self-sufficiency • Assure that the housing the agencies provide meets HUD’s housing quality standards 	<ul style="list-style-type: none"> • Reduce costs and achieve greater cost effectiveness in Federal expenditures; • Give incentives to families with children whose heads of household are either working, seeking work, or are participating in job training, educational or other programs, that assist in obtaining employment and becoming economically self-sufficient; and • Increase housing choices for low income families

In compliance with its MTW Agreement, OHA must meet each statutory requirement by implementing the activities discussed in this Annual Plan. OHA’s plan for achieving each requirement is detailed in Section II. Additionally, OHA must design and implement all approved MTW activities to meet at least one of the statutory objectives. Many of OHA’s MTW initiatives meet more than one of the statutory objectives and the discussion of these goals and the various strategies OHA will use to meet them, to serve the existing 35,000 program participants, and expand assistance to additional families in need is included in Section IV.

Overview of the Agency's Short-Term and Long-Term Goals and Objectives

Short-term Goals and Objectives



Oakland is entering a new era in FY 2024 with new leadership under Mayor Sheng Thao and a new City Council who will continue to emphasize the role of local government in solving problems related to the homeless and housing crisis. The Mayor's goals included creating housing opportunities for all of Oakland's unhoused by the end of her second term, providing on-demand mental health and drug treatment, creating innovative and flexible funding streams to build new affordable housing, and

creating cost efficient housing alternatives by making public land available for real housing solutions. OHA shares this vision, and knows that the successful plan for re-housing many homeless individuals and families requires a thoughtful combination of affordable housing, well-rounded amenities, and robust and available supportive services. While not all of OHA's programs, especially those serving the unhoused, fall under the MTW moniker, the flexibilities authorized under MTW allow OHA to lead from a place of equity and complement non-MTW programs with incentives and resources to further ensure full leasing and achievement of OHA's and the City's likeminded goals.

Priorities:

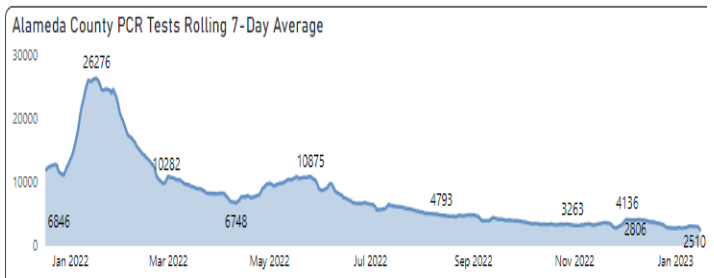
- ❖ Lease any new EHVs and Stability Vouchers awarded to provide emergency housing relief, FYI vouchers to assist Foster Youth and new Mainstream Vouchers awarded in FY 2023
- ❖ Lease all public housing and PBV sites to at least 98%
- ❖ Complete unit rehabilitations and maintenance turns within the prescribed benchmarks
- ❖ Operate safely based on recommended local, state and national guidelines using waivers and supplemental funding to sustain high quality functionality
- ❖ Improve reporting and transparency through effective dashboards based on real-time business system information
- ❖ Strengthen inter-agency partnerships to implement multistage (transitional and permanent) solutions to eliminate homelessness and expand permanent supportive housing efforts
- ❖ Creative use of capital and assets for development and repositioning activities and support of projects falling short of resources where OHA can bridge the gap

Long-term Goals and Objectives

The activities described in the Annual Plan build on OHA's legacy and experience through innovation and serve as tools to support and implement the long-term strategic goals, which were approved by the Board of Commissioners in 2021. The long-term goals are:

Sustained high standards of customer service for residents and stakeholders

Using the lessons learned over the past three years, OHA will use diverse methods of communication and a variety of resources and supports for both residents and staff. Many items put in place during 2020 through 2022 such as personal protective equipment (PPE), teleworking, virtual briefings and

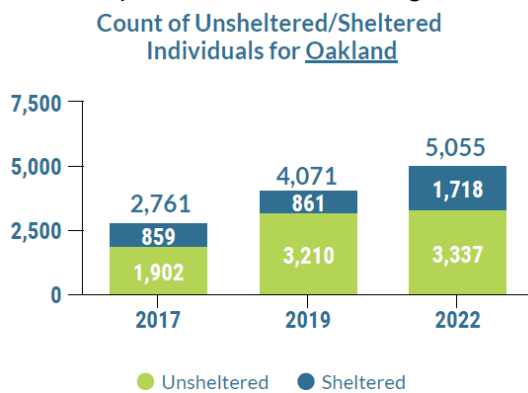


contactless inspections will continue into FY 2024 and OHA opts to integrate these efficient, convenient, safe and preferable procedures for residents and owners.

According to the Point-in-Time Homeless Count (PIT), homelessness in Oakland increased from 4,071 people in 2019 to 5,055 people in 2022 with an increase in the number

POINT-IN-TIME COUNT

of individuals living in cars/vans, and those dwelling in recreational vehicles. While the number of homeless individuals increased, the growth rate of the homeless population slowed from 47% during 2017 to 2019, to 24% during 2019 to 2022. A decline in the number of people living in tents was recorded, dropping from 1,320 in 2019 to 1,063 in 2022, a 19% decrease. These declines were achieved as the result of the substantial effort to get people housed during the pandemic, both locally and federally with OHA contributing permanent supportive housing programs and leasing EHVs, an effort that will continue in FY 2024. Other efforts will include leasing Foster Youth to Independence (FYI) vouchers and serving up to 180 families in the expanded Sponsor Based Housing Assistance (SBHAP) program to include up to 40 families



exiting the Oakland Community Cabins. OHA applied for new Stability Vouchers (SV) in FY 2023, designed to assist homeless households. If awarded, OHA will lease the SVs in FY 2024 utilizing the successful partnership with Alameda County Continuum of Care (CoC), built through the EHV and FYI leasing efforts to ensure efficient and rapid referrals and supportive services for applicants to continue the community wide commitment to reducing homelessness.

Oaklanders face an exceptionally high cost of living, as Oakland is the 11th most expensive city in the U.S. according to the Kiplinger analysis, which compares the Cost of Living Index in 265 urban areas. Housing costs are three times higher in Oakland compared to the national average, but the median income is only 18% higher than the national average. Rent is not the only thing

that is pricier in Oakland and as of December 2022, Oakland has a cost of living 47% above the



national average with utilities, transportation and health care costs around 25% higher than the national average and groceries being 30% percent higher. Median rent in Oakland has increased by 7% since 2021. Additionally, new local ordinances have changed the landscape for Oakland landlords, further complicating the residential rental market and impacting their interest in renting properties. Recently, Measure V passed, expanding the criteria for a “Just Cause” eviction which protects against retaliation, harassment, and discrimination. Measure V extended “Just Cause” legal protections to protect more tenants with the exception of those who live in buildings constructed within the last 10 years, using a rolling cutoff. This protection used to only apply to buildings built after 1995, so Measure V

greatly expands this coverage and adds special eviction protections for school-age children or educators who are being evicted for “no-fault” reasons during the school year while removing the “failure to sign a new lease” as grounds for evictions. These are important protections to help keep Oaklanders housed, but it also does raise concerns about the willingness of landlords to continue to rent in Oakland.

OHA intends to offset these challenges by offering increased payment standards of up to 120 and 150% to increase the power of our applicants to compete for scarce and expensive housing. Additionally, new and increased owner incentives will be added to existing supports including referral bonuses for new owners joining the voucher program as a result of a referral, application fee deposit assistance for all programs and expanded security deposit assistance. These initiatives join expanded housing navigation assistance efforts and new resident incentives such as Welcome Kits, pioneered for EHV families with essential household items being made available across more programs through MTW funding flexibility.

Position OHA as a Sustained Leader in the Preservation of Units and Expansion of Affordable Housing

At a national level, the homelessness crisis has taken center stage in the Biden-Harris administration. HUD reported in its 2022 Annual Homeless Assessment Report there was a 0.3 percent increase in the number of people living on the street between 2020 and 2022, but still 582,462 people were experiencing homelessness on a single night in January 2022. In order to

address the homelessness crisis the Biden-Harris Administration released the *All In: The Federal Strategic Plan to Prevent and End Homelessness (All In)* with the goal to reduce homelessness by 25% by 2025. *All In* was developed by the United States Interagency Council on Homelessness (USICH), with collective thinking from 19 federal agencies that make up the USICH Council. The Council received feedback from thousands of providers, elected officials, advocates, and people who have experienced homelessness in order to create an evidence-based policy. *All In* aims to address systemic racism, advance equity, and focus on homeless prevention as well as reduction.

OHA supports these ambitious goals and acknowledges this is a critical step to move the needle on reducing homelessness while also expanding access to housing by supporting the development, preservation and rehabilitation of affordable housing. Foon Lok East, the final phase of Brooklyn Basin, will add 124 units to the portfolio (61 through PBVs) and the new Capitalized Subsidy (CS) is projected to subsidize approximately 357 families through the addition of new affordable units in projects that will apply through various sources such as new state Homekey funding recipients, City of Oakland new construction NOFA project awards and OHA's Request for Proposal process. The CS, described in detail in the "Use of Single Fund Flexibility" section, will provide a funding source in addition to gap, acquisition and pre-development loans to assist projects that qualify and would otherwise fall short of critical funding resources. These projects are described in activity #10-06 and include Coliseum Way, The Phoenix, and others.

As funding mechanisms and OHA's experience using MTW flexibilities has evolved, so too has our creativity to think outside the box to meet the continuing challenges presented by the pandemic, inflation, rising interest rates, labor and materials costs which exacerbate the shortage of housing locally and nationwide. OHA plans to reach a 50 percent ratio of Project-Based Vouchers (PBV) to HCVs and complete long-term, multi-year development projects such as Brooklyn Basin, while simultaneously identifying and evaluating potential projects using new underwriting tools and pro-active strategies developed by staff and subject matter experts during the last fiscal year. By developing a strategic approach and policies in line with agency short- and long-term development goals, OHA will be well-positioned to seize new opportunities and expand services-enriched housing.

Provide Sustained, Impactful and Humane Resident Services, Community Engagement and Community Safety Programs

While all staff within OHA are charged to serve and support our families, it is the principal task of OHA's FCP department to assess needs and collaborate with other resident-facing teams such as Property Management and OHA's police department (OHAPD) to design and deliver agency-led impactful and resource services for residents. These services range from emergency supports when a family is in crisis, to longer term programs designed to support the educational and/or employment goals of individuals and families to assist them in achieving their definition of success. These three groups, in addition to the Leased Housing Department, support families through the process of finding an apartment and becoming successfully leased to remaining stably housed in a safe and secure environment. The "Use of Single Fund Flexibility" section describes many of our activities planned for impactful services, community engagement and resident safety and security. OHA plans to investigate offering stipend positions to public housing residents that have fallen behind on rent payments to support efforts to honor repayment agreements and avoid possible evictions as one of many efforts undertaken to try and support families impacted by the pandemic.



OHA was awarded a new Jobs Plus Grant in FY 2023 to increase and help overcome barriers to employment for East Oakland public housing residents, mainly at Lockwood Gardens. The grant provides \$2.3M in funding from HUD, with matching funding of \$2,323,124, provided by many of our partners including the Oakland Private Industry Council, the Lao Family Community Development Center, Oakland Adult and Career Education, and Cyprus Mandela Training Center, as well as MTW single fund flexibility to ensure success. The Family and Community Partnerships (FCP) department plans to assist residents in overcoming challenges to obtaining gainful employment, including limited digital literacy, lack of transportation, accommodations for disabilities, and education, to name a few. Using the Jobs Plus grant, OHA anticipates launching East Oakland Works (EOW) to provide individualized case management, digital and financial

literacy training, and a variety of resources to address barriers to employment. This initiative projects to serve approximately 282 participants in the income disregard program, 229 participant assessments, and plans post-assessment services to 212 participants. OHA's programs are designed to serve a wide spectrum of families with an array of services to support every family member. It starts with search navigation assistance to help those struggling to find an apartment in our competitive market and once a family is housed, a plethora of programs and services are available to support the youth, parents, adults and seniors. Holistic and diverse programs are carefully selected to provide support to all aspects of life from achieving educational and



literacy training, and a variety of resources to address barriers to employment. This initiative projects to serve approximately 282 participants in the income disregard program, 229 participant assessments, and plans post-assessment services to 212 participants. OHA's programs are designed to serve a wide spectrum of families with an array of services to support every family

employment goals, to basic yet critical needs such as food availability, mental health and parenting support and wellness health checks all delivered through MTW single fund flexibility.



Fostering healthy and safe communities to residents through our award-winning resident services team and police department prove to be critical in addressing the range of challenges that impact communities throughout the city. Staff and officers work to build trust and relationships through community events such as the Coffee with a Cop, bike excursions, Winter Wonderland Toy Drive and strong communication using modern technology. Community-based public safety has and will continue to be a pillar of the department as they strive to provide excellent

customer service to our resident community.

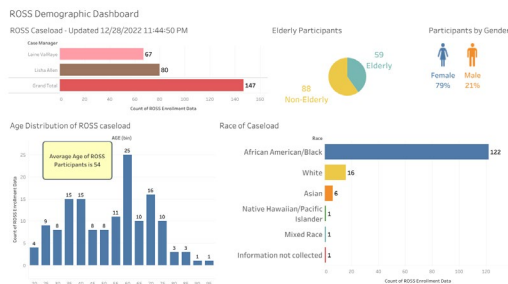
Additionally, communication that draws residents to the myriad of services available remains challenging and OHA plans to continue various modes of engagement and adopt methods that prove to be successful by careful monitoring and evaluation. Plans to enhance synergies between Property Management, OHAPD and FCP to identify vulnerable families for focused needs-based interventions, will hopefully stave off and prevent adversity and whenever possible, staff will engage, employ and involve residents to improve and maintain their home communities.

Expand board knowledge of OHA and its Affiliates

OHA leadership understands the importance of promoting evidenced-based policies. Equally as clear is the need to provide the Board of Commissioners (BOC) a strong foundational knowledge of legislative, programmatic, and financial performance for OHA and its component units to ensure informed oversight, vision for the agency, and endorsement of such policies. Additionally, staff intend to improve the availability of operational data and information to the public to increase transparency. In the years to come through a compilation of reports, dashboards, studies and research partnerships to support and guide the decision-making process, staff will grow knowledge of OHA, which hopefully in turn will

lead to program enhancements, partnership opportunities, and successful innovations. Better information through these methods also will culminate in strategic policies and priorities around allocation of agency resources to better align with OHA’s mission and vision.

In line with increased transparency and program integrity, OHA has created a new activity #24-01 to consolidate and modify critical HUD forms to include waivers and flexibilities granted through



lead to program enhancements, partnership opportunities, and successful innovations. Better information through these methods also will culminate in strategic policies and priorities around allocation of agency resources to better align with OHA’s mission and vision.

MTW activities. This will allow OHA staff and partners to operate more efficiently and reflect increase transparency to applicants and residents of the flexibilities and alternative operational processes granted through MTW.

The MTW Annual Plan

As required by the Agreement, OHA prepares its Annual Plan for submission to HUD each year. OHA uses the standard format described in Attachment B of the MTW Agreement, HUD form 50900. OHA's Annual Plan is intended to provide residents, the public, and HUD with information on OHA's programs and policies, including both approved and planned activities and operating budgets and capital investment plans. The following provides a summary of the sections of the FY 2024 MTW Plan:

Section I. Introduction

This section provides general information about the MTW Demonstration program, an overview of OHA's short-term and long-term goals for FY 2024, and a summary of the Plan.

Section II. General Housing Authority Operating Information

This section includes general housing stock, lease-up, and waiting list information as well as OHA's plan for maintaining compliance with the statutory requirements.

Section III. Proposed MTW Activities

This section includes information on the following proposed MTW activities. OHA proposes one new activity this year.

Section IV. Approved MTW Activities

This section includes information on all approved and ongoing MTW activities.

Section V. Sources and Uses of Funding

This section includes summary budget information for FY 2024 including planned sources and uses for MTW and non-MTW (special purpose) funds.

Section VI. Administrative

This section includes information on Board of Commissioners approvals and agency certifications.

Section VII. Appendix

This section includes additional information explaining the MTW Plan public outreach process, additional policy changes, and non-MTW related activities.

Section II. General Housing Authority Operating Information

A. Housing Stock Information

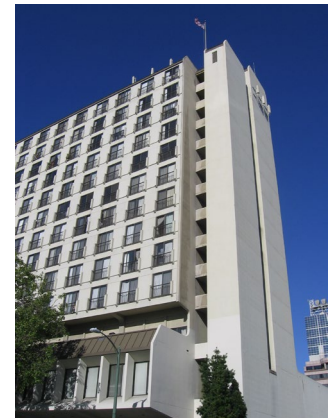
1) Planned New Public Housing Units to be Added During the Fiscal Year

OHA does not anticipate adding any new public housing units during FY 2024. See Appendix D for an overview of OHA housing stock.

Table 1: Housing Stock Information										
Asset Management Project (AMP) Name and Number	Bedroom Size						Total Units	Population Type*	# of Uniform Federal Accessibility Standards (UFAS) Units	
	0/1	2+	3+	4+	5+	6+			Fully Accessible	Adaptable
N/A	0	0	0	0	0	0		N/A	N/A	N/A
N/A	0	0	0	0	0	0		N/A	N/A	N/A
N/A	0	0	0	0	0	0		N/A	N/A	N/A
N/A	0	0	0	0	0	0		N/A	N/A	N/A
Total Public Housing Units to be Added in the Plan Year								0		

2) Planned Public Housing Units to be Removed During the Fiscal Year

In July 2018, the Department approved application #DDA0008342 to dispose of 253 units in three senior sites. The application sought to preserve the units and resolve longstanding issues related to chronic funding decreases in the public housing program, and the resulting impact of deferred maintenance over many decades. Changes to the State of California’s tax-exempt bond allocation procedures in late 2020 resulted in delays in securing the bonds and 4% Low Income Housing Tax Credits necessary to finance critical repairs and seismic upgrades to Harrison Towers. OHA staff continues to work to assess viable funding options as well as advance the architectural, engineering, resident relocation, legal and other predevelopment activities necessary to finalize the disposition of Harrison Towers. The target closing date is summer 2024, with the AHAP contract execution immediately preceding the closing.



Rental Assistance Demonstration (RAD)

OHA is currently working with the owners of four mixed-finance sites, Lion Creek Crossing Phase 1-4, to evaluate the feasibility of a conversion of public housing to Project-Based



Vouchers (PBV) under the Rental Assistance Demonstration (RAD) program. Once the evaluation process is completed, OHA expects that the conversion process will take approximately six months to complete. The conversion of these public housing units through RAD to project-based subsidy would provide a more stable funding platform that could facilitate future refinancing or re-syndication

transactions, resulting in greater funding availability for capital improvements to benefit Lion Creek Crossing properties. It will also streamline the operations and management of these properties by simplifying the compliance and reporting requirements by reducing the number of operating subsidy sources.

The PBV contracts that will be executed as a result of the RAD conversions have a number of differences compared to other PBV contracts issued by OHA. Notably, with the new PBV contracts the initial rent-setting and rent adjustment mechanisms are tied to the current Annual Contributions Contract (ACC) subsidy and do not allow owners to periodically request market-based rent adjustments as is allowed with customary agency PBV contracts. Additionally, there are a number of tenant protections that will be extended to residents through the RAD program that more closely resemble those afforded under public housing programs, with the intent of avoiding any adverse consequences for tenants as a result of conversion.

Table 2: Planned Public Housing Units to be Removed		
AMP Name and Number	Number of Units to be Removed	Explanation for Removal
Harrison Towers	101	Disposition Application #DDA0008342
Lion Creek Crossing I & II	99	RAD Conversion
Lion Creek Crossing III	37	RAD Conversion
Lion Creek Crossing IV	21	RAD Conversion
Total Number of Units to be Removed During Plan Year:		258

3) New Housing Choice Vouchers to be Project-Based During the Fiscal Year

In FY 2024, OHA plans to add an additional 91 Project-Based Vouchers (PBV) through continued lease up of previously conditionally awarded units at new construction properties.

During the FY, OHA plans on further evaluation of the feasibility of converting mix-financed properties through the Rental Assistance Demonstration (RAD) to PBV.

Out of the planned 151 units, 91 PBVs in FY 2024 are new construction units that have previously been awarded throughout the City of Oakland Notice of Funding Availability (NOFA). 60 PBVs for Mandela Station Affordable have not been committed yet but OHA may enter into an AHAP agreement during FY 2024. Mandela Station Affordable (MSA) is part of a master plan for transit-oriented development at the West Oakland BART station. MSA is planned to have 240 units and 16,000 square feet of ground floor spaced used for commercial activities or resident services providers. OHA has agreed to a non-binding term sheet for its contributions to the project. Negotiations toward a binding commitment of MTW funds and PBVs are in progress and may conclude in FY 2024.

OHA plans to continue to assess awarding PBVs through the City of Oakland NOFA and the County of Alameda Measure A1 Housing Development Programs NOFA if projects meet OHA's award criteria. At the end of FY 2024, the number of PBVs with at least an AHAP contract will stand at 4,922 units which is approximately 40 percent of OHA's voucher portfolio.

Table 3: Planned New Project-Based Vouchers

Project-based for the first time during plan year where at least an AHAP is in place by end of plan year

Property Name	Number of Vouchers Project Based	RAD?	Description of Project
3801 MLK Family Housing	16	No	3801 MLK will be for families and households with special needs. It will the diverse housing needs for Oakland families and households ranging from 30%-50% AMI.
34th and San Pablo	25	No	This project will provide 60 new homes affordable to families with incomes up to 60% of Area Median Income. The building will contain 13 studios, 13 one-bedroom, 22 two-bedroom, and 12 three-bedroom apartments for a total of 106 bedrooms.
Friendship Senior Housing	34	No	Friendship Senior Housing is 100 percent senior housing development targeting homeless and veterans at 30 percent Area Median Income or below. CHDC will partner with Adobe Services and East Bay Innovations to provide case management services.
285 12th St	16	No	A new partnership deal with EBALDC that was in the pre-development phase. This project entails construction of a new 65-unit affordable housing building with 3,500 square feet of commercial space on a former parking lot at 12th and Harrison St. in downtown Oakland.
Mandela Station	60	No	Mandela Station Affordable (MSA) is part of a master plan for transit-oriented development at the West Oakland BART station. MSA is planned to have 240 units and 16,000 square feet of ground floor spaced used for commercial activities or resident services providers.

Planned Total Vouchers to be Newly Project-Based: 151

Table 4: Planned Existing Project-Based Vouchers

Tenant-based vouchers that the MTW PHA is currently project-basing in the Plan Year. These include only those in which at least an AHAP was in place by the beginning of the Plan Year.

Property Name	Number of Vouchers Project Based	Status at End of Plan Year	RAD?	Description of Project
Mandela Gateway	30	Leased/ Issued	No	An affordable housing project of 187 units in West Oakland for low-income families. The project was leased up in 2004 with 30 PBV units.
Altenheim Senior Housing Phase I	23	Leased/ Issued	No	The first phase of Altenheim Senior Housing project in Dimond district of Oakland with 93 units for low-income seniors. The project was leased up in 2007 with 23 PBV units.
Lion Creek Crossings II	18	Leased/ Issued	No	The second phase of Lion Creek Crossings project with 146 units in East Oakland for low-income families. The project was leased up in 2007 with 18 PBV units.
Madison Apartments	50	Leased/ Issued	No	An affordable housing project of 79 units near downtown Oakland for low-income families. The project was leased up in 2008 with 19 PBV units.
Lion Creek Crossing III	16	Leased/ Issued	No	The 3rd phase of Lion Creek Crossings project with 106 units in East Oakland for low-income families. This phase was leased up in 2008 with 16 PBV units.
Seven Directions	28	Leased/ Issued	No	An affordable housing project of 36 units in East Oakland for low-income families. The project was leased up in 2008 with 18 PBV units.
Orchards on Foothill	64	Leased/ Issued	No	An affordable housing project of 65 units in Lower San Antonio district of Oakland for low-income seniors. The project was leased up in 2008 with 64 PBV units.
Fox Court Apt.	33	Leased/ Issued	No	An affordable housing project of 80 units in downtown Oakland for low-income/ homeless with HIV/AIDS families. The project was leased up in 2009 with 20 PBV units.
Jack London Gateway	60	Leased/ Issued	No	An affordable housing project of 60 units in West Oakland for low-income seniors. The project was leased up in 2009 with 60 PBV units.

14th St at Central Station	20	Leased/ Issued	No	An affordable housing project of 99 units in West Oakland for low-income families. The project was leased up in 2007 with 20 PBV units.
Tassafaronga Village Phase I	80	Leased/ Issued	No	The first phase of Tassafaronga Village project with 137 units in East Oakland for low-income families. The project was leased up in 2010 with 80 PBV units.
Altenheim Senior Housing Phase II	40	Leased/ Issued	No	The second and final phase of Altenheim Senior Housing project with 81 units for low-income seniors. This phase was leased up in 2010 with 40 PBV units.
Fairmount Apartments	16	Leased/ Issued	No	An affordable housing project of 31 units in Grand Lake area of Oakland for low-income families and persons with disability. The project was leased up in 2010 with 16 PBV units.
Tassafaronga Village Phase II	19	Leased/ Issued	No	The second and final phase of Tassafaronga project with 20 units for low-income/homeless with HIV/AIDS families. The project was leased up in 2010 with 19 PBV units.
Harp Plaza	19	Leased/ Issued	No	An affordable housing project of 19 units in Eastmont district of Oakland for low-income families. The project was leased up in 2010.
Effie's House	10	Leased/ Issued	No	An affordable housing project of 21 units in Lower San Antonio district of Oakland for low-income families. The project was leased up in 2010.
Drachma Housing	25	Leased/ Issued	No	A scattered-site affordable housing project of 14 units in West Oakland for low-income families. The project was leased up in 2010.
Foothill Family Partners	11	Leased/ Issued	No	An affordable housing project of 65 units in Bancroft district of Oakland for low-income families. The project was leased up in 2011.
St. Joseph's Senior Apts	83	Leased/ Issued	No	An affordable housing project of 84 units in Fruitvale district of Oakland for low-income seniors. The project was leased up in 2011 with 83 PBV units.
OHA Scattered Sites (OAHPI)	1,539	Leased/ Issued	No	It is a scattered site public housing disposition project involving 1,539 units for low-income families. The project was assisted with PBV subsidies since 2010.
Lion Creek Crossings IV	10	Leased/ Issued	No	The 4th phase of Lion Creek Crossings project of 72 units in East Oakland for low-income families. The project was leased up in 2012 with 10 PBV units.
Savoy Phase 1	55	Leased/ Issued	No	The first phase of the Savoy project of 101 units in downtown Oakland for individuals with special needs. The project was leased up in 2012.

Hugh Taylor House	35	Leased/ Issued	No	An affordable housing project of 43 units in East Oakland for low-income families. The project was leased up in 2012.
Madison Park Apartments	96	Leased/ Issued	No	An affordable housing project of 98 units near downtown Oakland for low-income seniors. The project was leased up in 2012.
Merritt Crossing Apts (6 th and Oak)	50	Leased/ Issued	No	An affordable housing project of 70 units near Chinatown Oakland for low-income seniors. The project was leased up in 2012 with 50 PBV units.
720 E 11 th Street Apts (aka Clinton Commons)	16	Leased/ Issued	No	An affordable housing project of 55 units in Eastlake district of Oakland for low-income/homeless with HIV/AIDS families. The project was leased up in 2012 with 16 PBV units.
Harrison Street Senior Housing	11	Leased/ Issued	No	An affordable housing project of 73 units near downtown Oakland for low-income seniors. The project was leased up in 2012 with 11 PBV units.
Kenneth Henry Court	13	Leased/ Issued	No	An affordable housing project of 51 units in the Bancroft district of Oakland for low-income families. The project was leased up in 2013.
California Hotel Phases 1 and 2	88	Leased/ Issued	No	The first and second phase of California Hotel project of 137 units for families of low-income/special needs/homeless/HIV/AIDS. The phase was leased up in 2013 with 88 PBV units.
James Lee Court	12	Leased/ Issued	No	An affordable housing project of 26 units for low-income families. The project was leased up in 2013.
Savoy Phase 2	46	Leased/ Issued	No	The 2nd phase of the Savoy project of 101 units at downtown Oakland for special needs/homeless/HIV/AIDS individuals. This phase was leased up in 2013.
Slim Jenkins Court	11	Leased/ Issued	No	An affordable housing project of 32 units in West Oakland for low-income families. The project was leased up in 2013 with 11 PBV units.
Oak Point Limited (OPLP)	15	Leased/ Issued	No	A scattered-site affordable housing project of 31 units in West Oakland for low-income families. The project was leased up in 2013 with 15 PBV units.
Drasnin Manor	25	Leased/ Issued	No	An affordable housing project of 26 units in East Oakland for low-income families. The project was leased up in 2013 with 25 PBV units.
St. Joseph's Family Apts	15	Leased/ Issued	No	An affordable housing project of 62 units in Fruitvale district of Oakland for low-income families. The project was leased up in 2013 with 15 PBV units.

MacArthur Apts	14	Leased/ Issued	No	An affordable housing project of 32 units in Lower Hills district of Oakland for low-income families. The project was leased up in 2013 with 14 PBV units.
California Hotel Phase 3	47	Leased/ Issued	No	The third and final phase of California Hotel project of 137 units for low-income/special needs/homeless/HIV/AIDS families. This phase was leased up in 2013 with 47 PBV units.
Lion Creek Crossings V	127	Leased/ Issued	No	The fifth phase of Lion Creek Crossings project of 128 units in East Oakland for low-income seniors. The project was leased up in 2014 with 127 PBV units.
Cathedral Gardens	43	Leased/ Issued	No	An affordable housing project of 100 units in Uptown district of Oakland for low-income families. The project was leased up in 2014 with 43 PBV units.
Lakeside Senior Apartments	91	Leased/ Issued	No	An affordable housing project of 92 units on the banks of Lake Merritt in Oakland for low-income seniors. The project was leased up in 2015 with 91 PBV units.
Marcus Garvey Commons	10	Leased/ Issued	No	An affordable housing project of 22 units in West Oakland for low-income families. The project was leased up in 2015 with 10 PBV units.
1701 Martin Luther King Jr. Way	25	Leased/ Issued	No	An affordable housing project of 26 units near downtown Oakland for low-income/special needs/homeless/HIV/AIDS families. The project was leased up in 2015 with 25 PBV units.
MURAL aka MacArthur Transit Village	22	Leased/ Issued	No	An affordable housing project of 90 units in West Oakland for low-income families. The project was leased up in 2016 with 22 PBV units.
AveVista aka 460 Grand	34	Leased/ Issued	No	An affordable housing project of 68 units in Lake Merritt area of Oakland for low-income families. The project was leased up in 2016 with 34 PBV units.
11th and Jackson (Prosperity Place)	35	Leased/ Issued	No	An affordable housing project of 71 units in Chinatown Oakland for low-income families. The project was leased up in 2017 with 35 PBV units.
Civic Center TOD	20	Leased/ Issued	No	An affordable housing project of 40 units in downtown Oakland for low-income/special needs/homeless families. An AHAP for 10 PBV was executed in 2016.
Redwood Hill Townhomes	27	Leased/ Issued	No	An affordable housing project of 28 units in Laurel district of Oakland for low-income/special needs families. An AHAP for 11 PBV was executed in 2017.

3706 San Pablo Avenue	20	Leased/ Issued	No	An affordable housing project of 87 units on the cities' border of Oakland and Emeryville for low-income families. An AHAP for 20 PBV was executed in 2017.
Embarc Apartments	61	Leased/ Issued	No	An affordable housing project of 40 units in North Oakland for low-income/veteran/VASH families. An AHAP for 61 PBV was executed in 2017.
Northgate Apartments	14	Leased/ Issued	No	The project, located at 2301 Northgate Avenue, serves low income families. It is a 5-story 41-unit building completed in 2003. Local schools, public transit, grocery stores, parks are all within half a mile of the property. Resident services are not available on-site but residents have access to RCD's resident services programs. The 14 PBV subsidies will be attached to 8 two-bedrooms and 6 three-bedrooms.
Westlake Christian Terrace West (WCTW)	121	Leased/ Issued	No	Westlake Christian Terrace West is one of the 15 Oakland properties that provides permanent affordable housing to elderly seniors. Originally built in 1978 using HUD Section 236 insured financing, the property is located in downtown Oakland at 275 28th Street along the Broadway – Valdez corridor. With a total of 198 one-bedroom units and two manager units, the project provides residents with full kitchens and bathrooms, a community room, laundry room, property management and social services offices and parking.
Paseo Estero and Vista Estero (formerly known as Brooklyn Basin 1 and 2)	132	Leased/ Issued	No	Brooklyn Basin is a large scale, master planned community along Oakland's waterfront that includes 3,100 units, 200,000 square feet of commercial space and 32 acres of open space. The affordable component is comprised of 465 units and will be developed by MidPen Housing Corp. in phases on two parcels acquired by the City of Oakland and OHA. MidPen will pursue five (5) affordable projects -- four for families and one for seniors. All projects will include open landscaped plazas, children's play areas (except for the senior property), community and specialized activity rooms, and on-site resident support and property management services. A total of 258 PBVs were awarded to the five projects in 2018.
Empyrean	32	Leased/ Issued	No	The Empyrean is a 99 unit severely distressed Single-room Occupancy hotel in downtown Oakland which will be converted into 66

				affordable studio and 1-bedroom apartments. Leased in Jan. 2019.
Camino 23	26	Leased/ Issued	No	An affordable housing project of 32 units in East Oakland for low-income/special need families. An AHAP was executed in 2018 for 26 PBVs.
Oak Groves - North and South	152	Leased/ Issued	No	Two residential buildings in downtown Oakland with 152 units of senior housing, 77 units in Oak Grove South and 75 units in Oak Grove North. Both were built in the early 1980s.
Rosa Park	11	Leased/ Issued	No	An affordable housing project of 12 units in Uptown district of Oakland for low-income/homeless families. The project was leased up in 2017 with 5 PBV units.
Adeline St. Lofts	20	Leased/ Issued	No	An affordable housing project of 79 units in West Oakland for low-income families. The project was leased up in 2018 with 8 PBV units.
Stanley Ave. Lofts	13	Leased/ Issued	No	An affordable housing project of 24 units in East Oakland for low-income families. The project was leased up in 2018 with 13 PBV units.
Swan Market	10	Leased/ Issued	No	An affordable housing project of 18 units at downtown Oakland for low-income/special need families. The project was leased up in 2017 with 4 PBV units.
Oak Park Apartments	10	Leased/ Issued	No	An affordable housing project of 35 units in Fruitvale district of Oakland for low-income families. The project was leased up in 2017 with 3 PBV units.
Hisman Hin-Nu Apartments	10	Leased/ Issued	No	An affordable housing project of 92 units in Fruitvale district of Oakland for low-income families. The project was leased up in 2017 with 7 PBV units.
San Pablo Hotel	31	Leased/ Issued	No	An affordable housing project of 143 units near downtown Oakland for low-income seniors. The project was leased up in 2018 with 27 PBV units.
Ambassador Apts	10	Leased/ Issued	No	An affordable housing project of 69 units at 3610 Peralta Avenue in Oakland for low-income families. The project was leased up in 2017 with 10 PBV units.
Acts Cyrene (94th and International)	14	Leased/ Issued	No	An affordable housing project of 59 units in East Oakland for low-income families. The project was leased up in 2017 with 14 PBV units.
Hamilton Apartments	92	Leased/ Issued	No	The Hamilton Apartments is located at 510 21st Street in Oakland. The Project was awarded 92 Section 8 Project-Based Vouchers for 92 studios units serving low-income adults.
International Blvd. Apartments	18	Leased/ Issued	No	The project, located at 6600 International Blvd. and 1406 Seminary Avenue, serves individuals and families with disabilities. It is an

				affordable 30-unit housing development that is within close proximity to public transit. The 18 PBV subsidies will be attached to 6 one-bedrooms, 9 two-bedrooms, and 3 three-bedrooms. Resident services are not available on-site, but residents have access to RCD's resident services programs.
Fruitvale Transit Village - Phase IIA	66	Leased/ Issued	No	An affordable housing project of 94 units in Fruitvale district of Oakland for low-income/VASH families. An AHAP for 66 PBV was executed in 2017.
Courtyards at Acorn	27	Leased/ Issued	No	An affordable housing project as part of RFQ16-008 with the objective to preserve units and prevent displacement within Oakland. HAP executed in January 2020
The Town Center	50	Leased/ Issued	No	An affordable housing project as part of RFQ16-008 with the objective to preserve units and prevent displacement within Oakland. HAP executed in January 2020
Bishop Roy C. Nicholas	16	Leased/ Issued	No	This project is part of the RFQ16-008. The project provides safe and affordable housing to very low and extremely low-income senior households. The project is centrally located within close proximity to retail services, hospital facilities, public transportation, and parks.
3268 San Pablo	50	Leased/ Issued	No	New construction of a 5-story apartment building with 50 units affordable to low-income seniors (aged 62+). The project is at 100% supportive housing development. The project will demolish an existing building and parking to that occupy the site.
Nova Apartments	56	Leased/ Issued	No	New construction of 56 affordable units. The project is 100% supportive housing development for extremely low-income at 20% AMI or below and chronically homeless individuals. The project owner will partner with Lifelong Medical Care to provide on-site supportive services.
Aurora Apartments	43	Leased/ Issued	No	New construction of 43 affordable units which will replace a vacant 1,000 sqf industrial building. The project includes permanent supportive housing for individuals' currently experiencing homelessness.
Coliseum Place	37	Leased/ Issued	No	An affordable housing project with 37 PBV which will be attached to 9 units for households who homeless or at for homelessness, 6 units for HOPWA eligible households, and 22 units for low income families.

Oak Street Apartments	25	Leased/ Issued	No	An affordable housing project as part of RFQ16-008 with the objective to preserve units and prevent displacement within Oakland. The project will serve low-income seniors in particular.
Eastside Arts and Housing	10	Leased/ Issued	No	An affordable housing project as part of RFQ16-008 with the objective to preserve units and prevent displacement within Oakland
Sylvester Rutledge Manor	64	Leased/ Issued	No	This project is part of the RFQ16-008. The project provides safe and affordable housing to very low and extremely low-income senior households. The project is centrally located within close proximity to retail services, hospital facilities, public transportation, and parks.
Fruitvale Studios	12	Leased/ Issued	No	Fruitvale Studios is the rehabilitation of 24 studios in an enriched service environment. The PBV-subsidy will be provided to 12 units set aside for low income residents.
95th and International	27	Leased/ Issued	No	The Project is the second phase of the previously completed 94th and International project located across the street. This development is important to the continued revitalization and preservation of affordable housing in East Oakland.
Kenneth Henry Court (add'l units under RFQ16-008)	15	Leased/ Issued	No	An affordable housing project of 51 units in the Bancroft district of Oakland for low-income families. The project was leased up in 2013.
Foon Lok West (formerly known as Brooklyn Basin 3)	65	Leased/ Issued	No	Brooklyn Basin is a large scale, master planned community along Oakland's waterfront that includes 3,100 units, 200,000 square feet of commercial space and 32 acres of open space. The affordable component is comprised of 465 units and will be developed by MidPen Housing Corp. in phases on two parcels acquired by the City of Oakland and OHA. MidPen will pursue five (5) affordable projects -- four for families and one for seniors. All projects will include open landscaped plazas, children's play areas (except for the senior property), community and specialized activity rooms, and on-site resident support and property management services. A total of 258 PBVs were awarded to the five projects in 2018.
Fruitvale Transit Village - Phase IIB	75	Committed	No	Fruitvale Transit Village Phase IIB, a new construction of 94 affordable units, is the third development in the Fruitvale Transit Village, immediately adjacent to the BART station in Oakland's Fruitvale neighborhood.

Foon Lok East (formerly known as Brooklyn Basin 4)	61	Leased/ Issued	No	Brooklyn Basin is a large scale, master planned community along Oakland's waterfront that includes 3,100 units, 200,000 square feet of commercial space and 32 acres of open space. The affordable component is comprised of 465 units and will be developed by MidPen Housing Corp. in phases on two parcels acquired by the City of Oakland and OHA. MidPen will pursue five (5) affordable projects -- four for families and one for seniors. All projects will include open landscaped plazas, children's play areas (except for the senior property), community and specialized activity rooms, and on-site resident support and property management services. A total of 258 PBVs were awarded to the five projects in 2018.
7th and Campbell	39	Leased/ Issued	No	7th and Campbell involves new construction of 79 units. 39 of these units will be PBV units. The project will provide supportive services through partnership with Building Opportunities for Self Sufficiency (BOSS). Residents will have access to essential supportive services, including: Employment & OJT placement/training; Education assistance/benefits information; Financial counseling/debt counseling; Childcare assistance; Legal and Family law services; Life skills/soft skills; Therapy; Domestic violence counseling; and Food bank/meal support services.
West Grand and Brush	28	Committed	No	West Grand and Brush involves new construction of 59 units. 28 of these units will be PBV units. The project will provide supportive services including referrals to community resources and benefits, case management, parenting training, life skills training, financial planning, job counseling, conflict resolution, mental health services, and individual and group substance abuse recovery.
Planned Total Existing Project-Based Vouchers:				4740

4) Other Changes to the Housing Stock Anticipated During the Fiscal Year

During FY2024, OHA will continue to support the development of affordable housing stock by nonprofit developers in Oakland.

Brooklyn Basin Project 4, Foon Lok East, closed on all construction financing and started construction at the end of FY 2022 and is projected to be complete in FY 2024. Foon Lok East will contribute 124 units (61 with PBVs) for families, including those who were previously homeless, and will complete this significant multi-phased affordable project that is an integral part of a new master community comprised of 3,100 new homes on the Oakland waterfront.

OHA anticipates providing PBVs and MTW funds to help finance three new affordable housing developments that may start construction during FY 2024.

- 500 Lake Park Avenue, is a planned 53 unit affordable housing building with 18 HUD-VASH PBVs allocated
- 285 12th Street will be a 65 unit building with approximately 3,500 square feet of ground floor commercial space. OHA has committed to providing 16 PBVs to 285 12th Street, purchasing the site at the close of construction financing, and providing soft loans to the project
- Mandela Station Affordable (MSA) is part of a master plan for transit-oriented development at the West Oakland BART station. MSA is planned to have 240 units and 16,000 square feet of ground floor spaced used for commercial activities or resident services providers. OHA has agreed to a non-binding term sheet for its contributions to the project. Negotiations toward a binding commitment of MTW funds and PBVs are in progress and may conclude in FY 2024

All these projects are currently working to assemble additional financing sources. If they are successful with assembling gap financing, they will apply for 4% low-income housing tax credits and tax-exempt bonds or California Housing Accelerator Program funding. Depending on their success in obtaining financing, one or more of these projects may begin construction in FY 2024.

Table 5: Planned Other Changes to the MTW Housing Stock In the Plan Year

Examples of the types of other changes can include (but are not limited to): Units held off-line due to relocation or substantial rehabilitation, local non-traditional units to be acquired/developed, etcetera.

During FY2024, OHA will continue to support the development of affordable housing stock by nonprofit developers in Oakland.

Brooklyn Basin Project 4, Foon Lok East, closed on all construction financing and started construction at the end of FY 2022 and is projected to be complete in FY 2024. Foon Lok East will contribute 124 units (61 with PBVs) for families, including those who were previously homeless, and will complete this significant multi-phased affordable project that is an integral part of a new master community comprised of 3,100 new homes on the Oakland waterfront.

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- 500 Lake Park Avenue, is a planned 53 unit affordable housing building with 18 HUD-VASH PBVs allocated
- 285 12th Street will be a 65 unit building with approximately 3,500 square feet of ground floor commercial space. OHA has committed to providing 16 PBVs to 285 12th Street, purchasing the site at the close of construction financing, and providing soft loans to the project
- Mandela Station Affordable (MSA) is part of a master plan for transit-oriented development at the West Oakland BART station. MSA is planned to have 240 units and 16,000 square feet of ground floor spaced used for commercial activities or resident services providers. OHA has agreed to a non-binding term sheet for its contributions to the project. Negotiations toward a binding commitment of MTW funds and PBVs are in progress and may conclude in FY 2024

All these projects are currently working to assemble additional financing sources. If they are successful with assembling gap financing, they will apply for 4% low-income housing tax credits and tax-exempt bonds or California Housing Accelerator Program funding. Depending on their success in obtaining financing, one or more of these projects may begin construction in FY 2024.

5) General Description of All Planned Capital Expenditures During the Fiscal Year

OHA anticipates a \$4.7M dollar FY 2024 Capital Fund Grant which is included in the MTW Block Grant. Through use of its MTW single fund flexibility, OHA projects spending approximately \$24M on capital projects using MTW funds. Approximately \$2.6M will be invested in public housing properties. OHA expects to complete projects that will preserve and enhance each of its public housing sites, investing in site improvements, modernization of building systems, and rehabilitating unit interiors.

OHA anticipates expending approximately \$2.1M of MTW funds on exterior and interior building improvements at six OHA district offices including Harrison Street and the Service Center.

OHA will use MTW funds to purchase approximately \$1.9M of information technology network security, hardware & software, vehicles, security equipment, and office equipment.

A table describing the FY 2024 Capital Expenditures is included in Appendix C.

Table 6:
General Description of All Planned Capital Expenditures During the Plan Year
Narrative of general description of all capital expenditures of MTW funds during the Plan Year
<p>OHA anticipates a \$4.7M dollar FY 2024 Capital Fund Grant which is included in the MTW Block Grant. Through use of its MTW single fund flexibility, OHA projects spending approximately \$24M on capital projects using MTW funds. Approximately \$2.6M will be invested in public housing properties. OHA expects to complete projects that will preserve and enhance each of its public housing sites, investing in site improvements, modernization of building systems, and rehabilitating unit interiors.</p> <p>OHA anticipates expending approximately \$2.1M of MTW funds on exterior and interior building improvements at six OHA district offices including Harrison Street and the Service Center.</p> <p>OHA will use MTW funds to purchase approximately \$1.9M of information technology network security, hardware & software, vehicles, security equipment, and office equipment.</p> <p>A table describing the FY 2024 Capital Expenditures is included in Appendix C.</p>

B. Leasing Information

1) Planned Number of Households Served at End of the Fiscal Year

Housing Choice Voucher (HCV)

OHA has slowed the increase of the amount of project-based assistance over the last several years as the amount of the portfolio committed to PBV assistance approached 40+ percent and is projecting a target not to exceed 50% of the overall voucher portfolio. OHA will continue implementation of multiple strategies using MTW flexibility to further maximize the number of families served in Oakland and has been awarded an additional 53 vouchers in 2022 that will be leased in early 2023. OHA’s owner incentives activities detailed in activity #17-01 to recruit and maintain new landlords began in 2018 and FY 2024 will see the implementation of new and expanded components such as increased bonuses for bringing new units to the program for both existing and new owners, awards to owners to address HQS fails up to \$2,250, Exception Payment Standards Hubs for areas of low-poverty and other desirable characteristics, referral bonuses for referrals of new owners, expanded security deposit assistance to all voucher programs and incentives for owners to sell their property to HCV participants that are leasing the home. A review of the project-based voucher awards has shown that some partners are not able to lease up units in a timely fashion for various reasons. OHA plans to look at re-examining awards that are unused that do not have contingent financing and create strategies to redeploy those unused awards to projects that are better able to utilize the subsidy right away. OHA will continue the process to bring PBV subsidy awarded units online as environmental reviews, HQS inspections and eligibility determinations are completed. Through new development

units coming online such as Brooklyn Basin – Foon Lok East (Project 4) and PBV projects described in Table 3, OHA anticipates that traditional HCV utilization rates of approximately 97% at the start of the fiscal year will climb to about 99% at fiscal year-end as a result of multiple aggressive strategies.

Local, Non-traditional (LNT)

OHA has several tenant-based local, non-traditional programs that serve specialized populations. These programs include our Sponsor Based Housing Assistance Program developed in 2010, serving homeless families in encampments and emancipated foster youth exiting the criminal justice system, and has capacity to serve approximately 180 families monthly. Projections for FY 2024 are for the program to serve 105 families on average per month. Under the Building Bridges initiative, OHA plans to serve families through BB-CalWorks and BB-THP+ in partnership with Alameda County and projects to serve 53 families through these initiatives. In total, OHA projects to serve 171 families through tenant-based local, non-traditional programs.

Property based Local, Non-Traditional programs include low income housing tax credit units which have been developed using MTW single fund flexibility and account for the largest portion of OHA's local, non-traditional families. This year an additional 63 units will become available and lease up through completion of development projects at Brooklyn Basin. Building Bridges also has a component which focuses on creating housing choice for households that are special needs and/or may not be able to successfully access and participate in traditional Section 8 and Section 9 programs. OHA will serve approximately 302 households during the fiscal year through the Building Bridges initiatives which serve various vulnerable populations some of which is service enriched housing: single room occupancy (SRO) units, shared housing and transitional units for Veterans, foster youth and other special needs populations and Key to Home. Key to Home (BB-KTH) is a partnership with Alameda County and other service providers to house homeless families with children in service enriched housing. The Parents and Children Together (PACT) in partnership with the Alameda County Sheriff's Office (ACSO) will continue to provide service enriched housing, reuniting parents with their children after incarceration and OHA projects to serve 0 families through PACT due to a transition in the Alameda County Sheriff's office and as a new program is designed with the new Sheriff's office. OHA plans to implement a new partnership called BB-Homekey to serve approximately 36 families during FY 2024. This new program is described in detail in activity #10-06. OHA expects to serve approximately 1,563 families through these innovative property-based local programs.

Public Housing

In the public housing program, occupancy is projected to remain close to 98% in sites, although the portfolio will be going through both Section 18 Disposition (discussed above) during the fiscal year which could impact the occupancy rate. Harrison Towers is projected to close financing for its disposition in Fall or Winter of 2022 and relocation of residents may occur during FY 2024.



In total, OHA projects that 14,982 families will be served by its MTW programs during FY 2024, as indicated in Table 7. This number reflects increases in local, non-traditional households and Housing Choice Voucher households as more units are brought online through completion of development initiatives and leasing up PBV units that are in the pipeline through conditional and other awards. Appendix D includes an overview of OHA's Housing Inventory including both MTW and Non-MTW households.

Table 7: Planned Number of Households Served

Snapshot and unit month information on the number of households the MTW PHA actually served at the end of the Plan Year.

Planned Number of Households Served Through:	Planned Number of Unit Months Occupied/Leased*	Planned Number of Households Served**
MTW Public Housing Units Leased	16,944	1,412
MTW Housing Choice Vouchers Utilized	142,032	11,836
Local, Non-Traditional: Tenant-Based ^	2,052	171
Local, Non-Traditional: Property-Based ^	18,756	1,563
Local, Non-Traditional: Homeownership ^	0	0
Planned/Actual Totals:	179,784	14,982

* "Planned Number of Unit Months Occupied/Leased" is the total number of months the MTW PHA planned to have leased/occupied in each category throughout the full Plan Year (as shown in the Annual MTW Plan).

** "Planned Number of Households to be Served" is calculated by dividing the "Planned Number of Unit Months Occupied/Leased" by the number of months in the Plan Year (as shown in the Annual MTW Plan).

^ In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/households served, the MTW PHA should estimate the number of households to be served.

Table 8: Detail on Local Non-Traditional Number of Households Served

Local, Non-Traditional Category	MTW Activity Name/Number	Planned Number of Unit Months Occupied/Leased*	Planned Number of Households Served**
Property-Based	Fund Affordable Housing Development Activities (08-01)	756	63
Property-Based	Fund Affordable Housing Development Activities (08-01) - Tax credit units in service in total through the start of FY2024	10,572	881
Tenant-Based	Local Housing Assistance Program (10-06)- LHAP, SBHAP, BB-CalWorks, BB-THP+	2,052	171
Property-Based	Local Housing Assistance Program (10-06) - BB-KTH	276	23
Property-Based	Local Housing Assistance Program (10-06) – Homekey	144	12
Property-Based	PBV Transitional Housing Programs (11-05) – PACT and Building Bridges	408	34
Property-Based	PBV Transitional Housing Programs (11-03) – Homekey – Coliseum Way	288	24
Property-Based	SRO/Studio Apartment Preservation Program (11-03)- Building Bridges	1,848	154
Property-Based	Local Housing Assistance Program (10-06) – CS projects: Phoenix	1,212	101
Property-Based	Local Housing Assistance Program (10-06) – CS projects: 3050 International Blvd.	912	76
Property-Based	Local Housing Assistance Program (10-06) – CS projects: 2700 international Blvd.	660	55
Property-Based	Local Housing Assistance Program (10-06) – CS projects: Agnes Memorial	408	34
Property-Based	Local Housing Assistance Program (10-06) – CS projects: 34 th and San Pablo	408	34
Property-Based	Local Housing Assistance Program (10-06) – CS projects: OHA RFP Projects	396	33
Property-Based	Local Housing Assistance Program (10-06) – DHAP: 7 th and Campbell	468	39
Planned/Actual Totals:		20,808	1,734

* "Planned Number of Unit Months Occupied/Leased is the total number of months the MTW PHA planned to have leased/occupied in each category throughout the full Plan Year (as shown in the Annual MTW Plan).

** "Planned Number of Households to be Served" is calculated by dividing the "Planned Number of Unit Months Occupied/Leased" by the number of months in the Plan Year (as shown in the Annual MTW Plan).

^ In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/households served, the MTW PHA should estimate the number of households to be served.

2) Planned Description of any Anticipated Issues Related to Leasing of Public Housing, Housing Choice Vouchers and/or Local, Non-Traditional Units and Possible Solutions

Housing Choice Voucher

OHA expects the local rental market will continue to be strong in FY 2024, as it has remained expensive even during the pandemic as demand for housing remained high and inventory levels remain low in the affordable housing space. OHA will continue implementation of multiple strategies using MTW flexibility to further maximize the number of families served in Oakland and facilitate leasing of new units. OHA's Owner Incentives activities to recruit and maintain new landlords began in 2018 and FY 2024 will see the implementation of new and improved components such as increased bonuses for new and existing owners, referral bonuses for owners referring a new owner, application fee assistance for applicants, and expanded security deposit assistance to all voucher programs, funding for owners to address HQS fails up to \$2,250 for approved expenditures, Exception Payment Standards Hubs and an incentive designed to motivate homeowners to sell their property to OHA participants residing in the property. A review of the project-based voucher awards has shown that some partners are not able to lease up units in a timely fashion for various reasons. OHA plans to look at re-examining awards that are unused that do not have contingent financing and create strategies to redeploy those unused awards to projects that are better able to utilize the subsidy right away. Lastly, OHA will continue its Housing Navigation Search assistance program through FCP and lease compliance supports to assist clients in finding units and remaining housed.

OHA historically extended the amount of time required to reside in a PBV unit to two years instead of one to request a tenant-based voucher. OHA plans to expand the policy to restrict the option to request a tenant-based subsidy but may maintain a waitlist of requests from participants who request tenant-based assistance after a two year stay in a PBV unit.

Public Housing

OHA will continue the planning and implementation for a major rehabilitation and disposition of Harrison Towers and will employ strategies to minimize impacts on residents during the

project completion. OHA expects to maintain a 2% or less vacancy rate in its public housing units, not impacted by disposition.

Local, Non-traditional

Sponsor-Based Housing Assistance (SBHAP) and Building Bridges Programs

OHA seeks to serve families through local, non-traditional (LNT) program models such as the Sponsor-Based Housing Assistance Program (SBHAP), which provides services enriched housing for special needs populations that would have difficulty accessing the traditional Section 8 and Section 9 programs. The SBHAP partner agencies, selected for their expertise by the City, provide intensive case management, master leasing and supportive services. However, OHA has seen these partners impacted by staff turnover and less staff available during the pandemic which impacted leasing as new staff came up to speed and existing staff struggled to fully utilize the resources. With the advent of the new partnership with City of Oakland to house families exiting the Community Cabins, OHA anticipates there to be a learning curve and there is still a possibility of lingering staffing impacts from the pandemic, reflected by the less than full occupancy.

Building Bridges

Building Bridges SRO provides monthly operating subsidies to existing service enriched single-room occupancy (SRO) units, shared housing and transitional housing units set aside for veterans, emancipated foster youth, or other special needs populations. Of these two, the shared/transitional housing has the most turnover and attrition and typically higher vacancy rates and lead times to fill units. We expect some leasing issues to continue due to the pandemic causing staffing impacts to OHA partners.

Under the OHA MTW Building Bridges-CalWORKs program, OHA provides rental assistance (up to 2 years) for formerly homeless Alameda County Social Services Agency (ACSSA) CalWORKs clients who are housed in Oakland and are employable and actively engaged in a plan to achieve self-sufficiency. OHA expects a steady amount of leasing the program in FY 2024 but is dependent on its partners for referrals.

The Building Bridges – Transitional Housing Plus (THP+) program awards funding resulting in a contract with a county approved service provider to provide rental subsidy for low-income THP+ participants (youth who have aged out of foster care) for up to five years, with a phase down of funding in the last two years. OHA expects to continue to lease the program in FY 2024 but is dependent on its partners for referrals. Leasing challenges expected involve units failing HQS inspections, which has plagued the program in the past, but intends to mitigate these issues with our landlord incentives. We expect this will increase the leasing in the program over FY 2023 numbers.

The Building Bridges – Key to Home (KTH) program projects to serve 23 families through a local property-based housing assistance program in partnership with Alameda County and OAHPI. Alameda County will provide supportive services and case management and OAHPI will contract with a third-party to provide property management and additional resident supportive services. OHA does not anticipate any leasing issues with this program.

Homekey

In FY 2024, OHA will implement a new program called Homekey. The program funds a capitalized subsidy for various projects approved through the State of California Department of Housing & Community Development Homekey Program (round 2) to rapidly expand housing for persons experiencing homelessness or at-risk of homelessness, and who are inherently impacted by or at increased risk for medical diseases or conditions due to the pandemic. The projects are subject to clearance under the National Environmental Policy Act (NEPA) and provided all sites receive clearance, OHA anticipates assisting 36 additional families. Leasing impacts may occur if projects do not pass NEPA or if construction or rehabilitation is not completed as projected.

Capital Subsidy (CS)

OHA plans to create a new capital subsidy fund to fund capital operating reserves for projects that apply and meet the criteria as described in detail in the Use of Single Fund Flexibility section to create a new rental subsidy local non-traditional program. These projects will have to meet NEPA and HQS requirements and pass any subsidy layering reviews that may be required by layered funding sources. Projects slated to use this funding are described in more detail in activity #10-06 and are Coliseum Way, The Phoenix, 3050 International Blvd., 2700 International Blvd., Agnes Memorial, 34th and San Pablo, and projects anticipated to apply through OHA's RFP process.

Table 9: Discussion of Any Planned Issues/Solutions Related to Leasing	
Discussion of any anticipated issues and possible solutions related to leasing.	
Housing Program	Description of Actual Leasing Issues and Solutions
MTW Public Housing	OHA will continue the planning and implementation for a major rehabilitation and disposition of Harrison Towers and will employ strategies to minimize impacts on residents during the project completion. OHA expects to maintain a 2% or less vacancy rate in its public housing units, not impacted by disposition.
MTW Housing Choice Voucher	OHA expects the local rental market will continue to be strong in FY 2024, as it has remained expensive even during the pandemic as demand for housing remained high and inventory levels remain low in the affordable housing space. OHA will continue implementation of multiple strategies using MTW flexibility to further maximize the number of families served in

	<p>Oakland and facilitate leasing of new units. OHA's Owner Incentives activities to recruit and maintain new landlords began in 2018 and FY 2024 will see the implementation of new and improved components such as increased bonuses for new and existing owners, referral bonuses for owners referring a new owner, application fee assistance for applicants, and expanded security deposit assistance to all voucher programs, funding for owners to address HQS fails up to \$2,250 for approved expenditures, Exception Payment Standards Hubs and an incentive designed to motivate homeowners to sell their property to OHA participants residing in the property. A review of the project-based voucher awards has shown that some partners are not able to lease up units in a timely fashion for various reasons. OHA plans to look at re-examining awards that are unused that do not have contingent financing and create strategies to redeploy those unused awards to projects that are better able to utilize the subsidy right away. Lastly, OHA will continue its Housing Navigation Search assistance program through FCP and lease compliance supports to assist clients in finding units and remaining housed.</p> <p>OHA historically extended the amount of time required to reside in a PBV unit to two years instead of one to request a tenant-based voucher. OHA plans to expand the policy to restrict the option to request a tenant-based subsidy, but may maintain a waitlist of requests from participants who request tenant-based assistance after a two year stay in a PBV unit.</p>
Local, Non-Traditional	<p><i>Sponsor-Based Housing Assistance (SBHAP) and Building Bridges Programs</i></p> <p>OHA seeks to serve families through local, non-traditional (LNT) program models such as the Sponsor-Based Housing Assistance Program (SBHAP), which provides services enriched housing for special needs populations that would have difficulty accessing the traditional Section 8 and Section 9 programs. The SBHAP partner agencies, selected for their expertise by the City, provide intensive case management, master leasing and supportive services. However, OHA has seen these partners impacted by staff turnover and less staff available during the pandemic which impacted leasing as new staff came up to speed and existing staff struggled to fully utilize the resources. With the advent of the new partnership with City of Oakland to house families exiting the Community Cabins, OHA anticipates there to be a learning curve and there is still a possibility of lingering staffing impacts from the pandemic, reflected by the less than full occupancy.</p> <p><i>Building Bridges</i></p> <p>Building Bridges SRO provides monthly operating subsidies to existing service enriched single-room occupancy (SRO) units, shared housing and transitional housing units set aside for veterans, emancipated foster youth, or other special needs populations. Of these two, the shared/transitional housing has the most turnover and attrition and typically higher vacancy rates and lead times to fill units. We expect some leasing issues to continue due to the pandemic causing staffing impacts to OHA partners.</p>

	<p>Under the OHA MTW Building Bridges-CalWORKs program, OHA provides rental assistance (up to 2 years) for formerly homeless Alameda County Social Services Agency (ACSSA) CalWORKs clients who are housed in Oakland and are employable and actively engaged in a plan to achieve self-sufficiency. OHA expects a steady amount of leasing the program in FY 2024 but is dependent on its partners for referrals.</p> <p>The Building Bridges – Transitional Housing Plus (THP+) program awards funding resulting in a contract with a county approved service provider to provide rental subsidy for low-income THP+ participants (youth who have aged out of foster care) for up to five years, with a phase down of funding in the last two years. OHA expects to continue to lease the program in FY 2024 but is dependent on its partners for referrals. Leasing challenges expected involve units failing HQS inspections, which has plagued the program in the past, but intends to mitigate these issues with our landlord incentives. We expect this will increase the leasing in the program over FY 2023 numbers.</p> <p>The Building Bridges – Key to Home (KTH) program projects to serve 23 families through a local property-based housing assistance program in partnership with Alameda County and OAHPI. Alameda County will provide supportive services and case management and OAHPI will contract with a third-party expert provider to provide property management and additional resident supportive services. OHA does not anticipate any leasing issues with this program.</p> <p><i>Homekey</i> In FY 2024, OHA will implement a new program called Homekey. The program funds a capitalized subsidy for various projects approved through the State of California Department of Housing & Community Development Homekey Program (round 2) to rapidly expand housing for persons experiencing homelessness or at-risk of homelessness, and who are inherently impacted by or at increased risk for medical diseases or conditions due to the pandemic. The projects are subject to clearance under the National Environmental Policy Act (NEPA) and provided all sites receive clearance, OHA anticipates assisting 36 additional families. Leasing impacts may occur if projects do not pass NEPA or if construction or rehabilitation is not completed as projected.</p> <p><i>Capital Subsidy (CS)</i> OHA plans to create a new capital subsidy fund to fund capital subsidy reserves for projects that apply and meet the criteria as described in detail in the Use of Single Fund Flexibility section to create a new rental subsidy local non-traditional program. These projects will have to meet NEPA and HQS requirements and pass any subsidy layering reviews that may be required by layered funding sources. Projects slated to use this funding are described in more detail in activity #10-06 and are Coliseum Way, The Phoenix, 3050 International Blvd., 2700 International Blvd., Agnes</p>
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	Memorial, 34 th and San Pablo, and projects anticipated to apply through OHA's RFP process.
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C. Wait List Information

Table 10: Planned Waiting List Information				
Snapshot information of waiting list data as anticipated at the beginning of the Plan Year. The "Description" column should detail the structure of the waiting list and the population served.				
Waiting List Name	Description	Number of Households on Waiting List	Waiting List Open, Partially Open, or Closed?	Will the waitlist be opened during the plan year?
Housing Choice Voucher: Tenant-Based	Community Wide	1,000	Closed	Yes
Housing Choice Voucher: Project-Based - OHA Managed	Site-Based	750	Closed	No
Housing Choice Voucher: Project-Based- Third Party Managed	Site-Based (Third Party Managed)	46,006	Yes	Yes – for Terraza Palmera at St. Josephs, Sylvester Rutledge Manor, Acorn sites. Some sites continuously open.
Public Housing - OHA Managed	Site-Based (OHA Managed)	800	Closed	Yes
Public Housing- Third Party Managed	Site-Based (Third Party Managed)	2,594	Yes	Yes

Table 11: Planned Changes to the Waiting List In the Plan Year

Please describe any actual changes to the organizational structure or policies of the waiting lists(s), including any opening or closing of a waiting list, during the Plan Year.

Waiting List Name	Description of Actual Changes to the Waiting List
Housing Choice Voucher: Tenant-Based	OHA plans to review preferences based on a demographic analysis and may use weighting for prioritization.
Housing Choice Voucher: Project-Based - OHA Managed	The owner plans to administer one waitlist for 6 sites. OHA may explore continuously open waitlists for certain bedroom sizes and also may group applicants by bedroom size requirements.
Housing Choice Voucher: Project-Based- Third Party Managed	Lion Creek Crossings phase 1-5 is a joint waitlist and will be open for all bedroom sizes.
Public Housing - OHA Managed	OHA plans to combine the site-based waitlists for AMP 4 and AMP 8 into a "portfolio" based waitlist that will encompass both of these AMPs and will open this waitlist.
Public Housing- Third Party Managed	Waitlists will be open for all bedroom sized for Lion Creek Crossing phases 1-4. Applicants for any sites converting through RAD will be maintained as is on combined site-based waitlists or transferred to existing PBV site-based waitlists for these sites with the date and time of application being maintained.
Local Non-Traditional (PACT)	Open for graduates of ASCO MOMs and DADs programs.

Section III. Proposed MTW Activities

This section includes information on proposed MTW activities where OHA is requesting HUD approval.

Proposed MTW Activities					
Activity #	Fiscal Year Implemented	MTW Activity Name	Description	Statutory Objective(s)	Authorization(s)
24-01	2024	Development of Local Forms	Allow OHA to develop local versions of HUD forms to streamline processing and address MTW policies and waivers.	Reduce costs to achieve greater cost effectiveness	Attachment C, Section C. 2, 4, 9, section D.1, D. 7, and section E.

MTW Activity #24-01: Development of Local Forms

A. Describe the Activity

Under this initiative, OHA will develop local versions of forms, as needed, to address MTW policies, streamline processing, utilize “plain language”, and address local housing market features. OHA plans to develop local versions of the Project-Based Voucher (PBV) Housing Assistance Payment (HAP) contracts, the PBV Agreement to enter into a HAP contract, the Family Self-Sufficiency (FSS) Contract of Participation, and the Utility Allowance Schedule. OHA has already obtained HUD approval in previous years for modified versions of the following forms: the PBV Tenancy Addendum, the Request for Tenancy Approval, the Statement of Family Responsibility, the Housing Choice Voucher (HCV) HAP Contract, and the Authorization Release Form/ Privacy Act Notice. Consolidating the modified forms into one activity will save the agency time and money. Any changes to the HAP form will be submitted to HUD for review and will include language noting that funding for the contract is subject to the availability of appropriations and other required provisions identified by HUD. Development of any local form must meet all applicable HUD requirements.

B. Describe how the proposed activity will achieve one or more of the three statutory objectives

This activity addresses the statutory objective to reduce costs and achieve greater cost effectiveness in Federal expenditures by simplifying forms that are used by program staff and participants.

C. Identify and discuss the anticipated impact

OHA anticipates this activity will reduce the administrative time and costs associated with non-MTW paperwork and achieve greater cost effectiveness in federal expenditures. OHA will be able to reduce costs and staff resources by simplifying forms and ensuring they are compatible with MTW policies.

D. Provide the anticipated schedule for achieving the stated objective

OHA has developed new local forms, and they are attached in Appendix J. Once the plan is approved, OHA will begin to use the new forms.

E. Standard HUD Metric

CE #2: Staff Time Savings: While there are time saving features inherent in the development of local forms, there are no actual staffing reductions; only repurposing of existing staff, where applicable. It is difficult to determine time savings from development of different local forms. OHA will use the number of participants in the program and use an average savings of .25 hours per participant to provide a general impact on development of local forms.

Standard HUD Metrics			
CE #1: Agency Cost Savings			
Unit of Measurement	Baseline	Benchmark	Projected Outcome
Total cost of task in dollars (decrease).	Cost of task prior to implementation of the activity = \$46.94 (Staff Salary) * .5 hours = \$23.47 cost per form	Cost of task after implementation of the activity = \$46.94 (Staff Salary) * .25 hours = \$11.73 cost per form = \$11.73 * 100 hours = \$1,173	Actual amount of total cost after implementation of the activity= staff salary * 80 hours spent= \$938.80
CE #2: Staff Time Savings			
Unit of Measurement	Baseline	Benchmark	Projected Outcome

Total time to complete the task in staff hours (decrease).	Total amount of staff time dedicated to the task prior to implementation of the activity = .5 hours * households = 100	Expected amount of total staff time dedicated to the task after implementation of the activity = .25 hours * households = 50	Actual amount of total staff time dedicated to the task after implementation of the activity = ___ hours * households (% decrease) = hours
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F. Baseline Performance Level

Baseline performance levels are indicated in the chart above.

G. Yearly benchmarks

The annual benchmarks for each metric are included in the chart above.

H. Final projected outcomes

Staff time dedicated to completing forms will decrease because they will not need MTW contract addendums for many activities to reflect MTW policies.

I. Data source from which metric data will be compiled

The data collected for the staff time spent on forms, number of forms filled out, and other metric data is derived from and maintained in the agency business software system.

J. Authorization

This activity requires waiver of 24 C.F.R. 982.162, 982.516 and 24 C. F. R. Part 983 and Part 984 as allowed under the MTW Agreement, in Attachment C. section C. subsections (2), (4) and (9), section D.1 and D.7, and section E. These Authorizations provide OHA with the flexibility to develop local versions of forms that are consistent with OHA approved MTW policies.

K. Authorization explanation

Currently, OHA has waivers to implement MTW activities. These waivers allow for alteration of some HUD requirements which are included in HUD reporting forms. In order to save time and money, OHA would like to create modified forms that are consistent with all MTW activities and HUD approved waivers. To save time and effort, OHA would like to consolidate all modified HUD forms into one activity to ensure all modified forms have been approved by HUD and are being used by the agency staff.

L. Rent Reform

This is not considered a rent reform activity because it does not impact the way a tenant's rent is calculated.

M. Impact Analysis

Not applicable.

N. Modified Forms

See Appendix J for all forms that are modified, and approval is requested.

Modified Form #	Modified Form Name	Why it was Modified	Approval Status
52530-A (Part 1)	PBV HAP Contract (New Construction or Rehabilitation)	Modified to include Activities 12-01 and 06-01- added the ability to establish site-based wait lists and modified the Income-Mixing Requirements to remove PBV Caps. Also adds new exhibits.	Requesting approval
52530-B (Part 1)	PBV HAP Contract (Existing Housing)	Modified to include Activities 12-01 and 06-01- added the ability to establish site-based wait lists and modified the Income-Mixing Requirements to remove PBV Caps.	Requesting approval
52531-A	PBV AHAP (Part1)	Modified to include new exhibits.	Requesting approval
52650	Family Self Sufficiency Contract of Participation	Modifies Escrow determinations to include Table A, from Activity 10-08.	Requesting approval
52667	Utility Allowance Schedule	Modified to be consistent with Activity 15-02. a) Changed name to "Section 8 Utility and Appliance Allowances for Tenant- Paid Utilities" b) Modified fuel types to match HUD Utility Schedule Model c) As a reminder, PHA not required to have an allowance for each of the fuel types, only those that are regionally appropriate.	Requesting approval
52517	HCV/PBV RTA	Modified form to a) Change the structure types to match the 50058, b) Modified the fuel types to match the utility schedule, c) Utility responsibility chart updated – only one column to complete per utility,	Previously approved

		d) Added section for Agent information to be included.	
52641-Part A, B, & C	HCV HAP Contract	In Part B added MTW revision to include OHA revised section 4(b)(4):Term of the Hap Contract to state that the HAP contract terminates automatically 24 months after the last HAP Payment to the owner. (Activity 10-01) In Part C a signature line was added.	Previously approved
52530-C	Tenancy Addendum	MTW: OHA Revised Section 11 (Family Right to Move) to state that a family may request tenant based assistance after two years of tenancy or an amount determined by OHA.	Previously approved
52578-B	Statement of Family Responsibility	MTW OHA revised section 5 A and B regarding "Family Right to Move" to state that a family may request tenant based voucher assistance after two years of tenancy or an amount determined by OHA.	Previously approved
9886	Authorization Release Form/ Privacy Act Notice	OHA extended the expiration from 15 months to 42 months to accommodate the biennial and triennial recertification cycles. (Activity 10-02)	Previously approved

Section IV. Approved MTW Activities: HUD Approval Previously Granted

The activities discussed in this section have been approved by HUD in previous fiscal years.

Table 12 provides a list of all approved MTW activities including the year the activity was implemented and the primary statutory objective(s) the activity is intended to achieve. Each activity has been assigned a number based on the fiscal year in which the activity was identified and approved (e.g. 14-01 indicates that the activity was identified and approved in the FY 2014 MTW Annual Plan).

Table 12: Approved MTW Activities					
HUD Approval Previously Granted					
Activity # and Fiscal Year Approved	Fiscal Year Implemented	MTW Activity Name	Description	Statutory Objective(s)	Authorization(s)
20-01	2020	Emergency Relief from Interim Re-certifications	Allow wage earning families to self-certify income decreases due to an emergency situation and have OHA pay all or a portion of a tenant's rent for the duration of the declared disaster period.	Reduce costs and achieve greater cost effectiveness	Attachment C, Section D.1.c, and Attachment D, Use of Funds
17-01	2017	Owner Incentives Program	Program to provide support and benefits to existing owners and incentives for owners to join the HCV program.	Expanding housing choice and reduce costs to achieve greater cost effectiveness	Attachment C, Section B.1, D.1.a and d, D.5, Attachment D, Section D and Use of Funds
17-02	2018	Automatic Rent Increase	Offer owners an automatic rent increase on the HAP contract anniversary date.	Expanding housing choice and reduce costs to achieve greater cost effectiveness	Attachment C, D.2.b.and c.
15-01	2016	Local Area Portability Reform	Revises portability policies in the Housing Choice Voucher program to limit ports between local area jurisdictions except for special circumstances.	Reduce costs and achieve greater cost effectiveness	Attachment C, Section D.1.g

15-02	2016	Modified Utility Allowance Policy	Modifies utility allowance policy to be consistent with FFY 2014 federal appropriations requirements that the household's utility allowance is consistent with the minimum subsidy or occupancy standard and eliminates the utility allowance payment.	Reduce costs and achieve greater cost effectiveness	Attachment C, Section C.11, D.2.a
14-01	2016	Alternative Re-certification Schedules	Changes reexamination of income for elderly and disabled households on fixed incomes to every three years and every two years for wage earning households. Households with fixed income from Social Security will receive automatic adjustments to their rent in interim years based on published cost of living adjustments (COLA) to the subsidy program per OHA discretion.	Reduce costs and achieve greater cost effectiveness	Attachment C, Section C.4, D.1.c
13-01	2017	Rent Reform Pilot Program	Creates a pilot program to test rent reform strategies at Campbell Village (Public Housing) and AMP 10 (Section 8 PBV) where: <ul style="list-style-type: none"> • Total Tenant Payment (TTP) calculated based on 27.5% of gross annual income for seniors and disabled households and 27% for work-eligible households. • Triennial recertification schedule for senior and disabled households, biennial 	Reduce costs and achieve greater cost effectiveness Provide incentives for families with children to become economically self-sufficient	Attachment C, Section C.4, C.11 Section D.1.c Section D.2.a

			<p>schedule for work-eligible households.</p> <ul style="list-style-type: none"> • Eliminate all deductions and earned income disallowance. • Recent increases in income excluded in recertification. • Absolute minimum rent of \$25. 		
12-01	2012	PBV Modifications: Eliminate Caps, Time Limits on PBV Allocations, Modify PBV contract	Eliminates the cap on the total number of units the Authority can project-base, the number of units that can be project-based in a development, and the Time Limit to add additional PBV units to an existing HAP contract.	Increase housing choices	Attachment C, Section D.1.e, Section D.7
11-01	2011	PBV Occupancy Standards	Modifies the occupancy standards in the PBV program to be consistent with occupancy standards required by other state or locally administered funding in a development (e.g. LIHTC program).	Increase housing choices	Attachment C, Section D.7
11-02	2017	Standardized Transfer Policy	Creates standard transfer policies in the public housing, Section 8, Section 9 and project-based assistance programs to increase housing choices for residents.	Increase housing choices	Attachment D, Use of Funds.
11-03	2017	SRO/ Studio Apartment Preservation Program	Develops a sub-program tailored to the needs of developments with SRO and studio units. OHA will commit long-term subsidies to developments where there is a need to preserve the housing resource.	Increase housing choices	Attachment C, Section D.7

11-05	2011	Transitional Housing Programs	Permits transitional service enriched housing to fill specific unmet community needs. Used to operate the PACT Program, which provides transitional service enriched housing to families returning from prison to reunite with their children and other specialized populations.	Increase housing choices	Attachment C, Section B.1., B.4, D.1.a, b Attachment D, Section B.2
10-01	2010	Specialized Housing Programs	Increases allocation of resources to Local programs to improve outcomes and leverage MTW funds.	Provide incentives for families with children to become economically self-sufficient	Attachment D, Use of Funds
10-02	2010	Program Extension for Households Receiving \$0 HAP	Extends the period of time that a household can remain in the Section 8 program while receiving zero HAP assistance from 6 months to 24 months.	Provide incentives for families with children to become economically self-sufficient	Attachment C, Section D.1.b, D.3.a
10-03	2010	Combined PBV HAP Contract for Multiple Non-contiguous Sites	Allows a single PBV HAP contract to be executed for non-contiguous scattered site buildings organized by AMP or other logical grouping.	Reduce costs and achieve greater cost effectiveness	Attachment C, Section D.1.a, D.7
10-04	2010	Alternative Initial Rent Determination for PBV Units	Allows for the use of a comparability analysis or market study certified by an independent agency approved in determining rent reasonableness to establish the initial PBV contract rent.	Reduce costs and achieve greater cost effectiveness	Attachment C, Section D.2, D.7
10-05	2010	Acceptance of Lower HAP in PBV Units	In situations where a family becomes over housed as a result of conflicting occupancy policies in the conversion from Public Housing to Section 8, this activity allows the landlord or management agent to	Increase housing choices	Attachment C, Section D.7

			accept a lower HAP based on the appropriate number of bedrooms for the family and in order to keep the family in-place.		
10-06	2010	Local Housing Assistance Program	Develops a Local Housing Assistance Program (LHAP) to assist households that otherwise might not qualify for or be successful in the traditional Public Housing and/or Section 8 programs. LHAP is provided directly to eligible families and to partnering agencies providing service enriched housing to special needs populations.	Increase housing choices	Attachment D, Use of Funds (SBHAP, BB-CW, BB-THP+ Program), Attachment C, D.1.f, D.1.a and D.3.a (LHAP Programs)
10-07	2010	Disposition Relocation and Counseling Services	Provides counseling and relocation assistance to impacted public housing residents in developments approved for disposition.	Provide incentives for families with children to become economically self-sufficient Increase housing choices	Attachment D, Use of Funds
10-08	2011- Re-proposed 2021	Redesign FSS Program	Redesigns the FSS Program to incorporate best practices in the industry and encourage partnerships with community-based programs and initiatives.	Provide incentives for families with children to become economically self-sufficient	Attachment C, Section E
10-09	2010	Alter Minimum Stay Requirement in PBV Units	Alters the 12-month minimum stay requirement for tenants in PBV units to extend or shorten the time period a tenant has to wait to move.	Increase housing choices	Attachment C, Section D.7

09-02	2010	Short-Term Subsidy Program	Provides temporary housing assistance to preserve existing affordable housing resources and allow tenants to remain in-place.	Reduce costs and achieve greater cost effectiveness	Attachment D, Use of Funds
08-01	2008	Fund Affordable Housing Development Activities	Utilize single-fund budget flexibility to leverage funds to preserve affordable housing resources and create new affordable housing opportunities in Oakland.	Increase housing choices	Attachment D, Use of Funds
06-01	2006	Site Based Wait Lists	Establishes site-based wait lists in all public housing sites, HOPE IV sites, and developments with PBV allocations.	Reduce costs and achieve greater cost effectiveness	Attachment C, Section C.1
06-02	2006	Allocation of PBV Units: Without Competitive Process	Allows for the allocation of PBV subsidy to developments owned directly or indirectly, through an affiliated partner, by OHA without using a competitive process.	Reduce costs and achieve greater cost effectiveness Increase housing choices	Attachment C, Section D.7.a
06-03	2006	Allocation of PBV Units: Using Existing Competitive Process	Allows for the allocation of PBV subsidy to qualifying developments using the City of Oakland NOFA/RFP or other existing competitive process.	Reduce costs and achieve greater cost effectiveness Increase housing choices	Attachment C, Section D.7.b

A. Implemented Activities

OHA is currently implementing the following activities:

Table 13 provides a list of all approved activities that will be implemented during FY 2023. The table includes the year the activity was implemented and the primary statutory objective(s) the activity is intended to achieve. Each activity has been assigned a number based on the fiscal year in which the activity was identified and approved (e.g. 14-01 indicates that the activity was identified and approved in the FY 2014 MTW Annual Plan).

Table 13: Implemented Activities

Activity # and Fiscal Year Approved	Fiscal Year Implemented	MTW Activity Name	Description	Statutory Objective(s)	Authorization(s)
17-01	2017	Owner Incentives Program	Program to provide support and benefits to existing owners and incentives for owners to join the HCV program.	Expanding housing choice and reduce costs to achieve greater cost effectiveness	Attachment C, Section B.1, D.1.a and d, D.5, Attachment D, Section D and Use of Funds
15-01	2016	Local Area Portability Reform	Revises portability policies in the Housing Choice Voucher program to limit ports between local area jurisdictions except for special circumstances.	Reduce costs and achieve greater cost effectiveness	Attachment C, Section D.1.g
15-02	2016	Modified Utility Allowance Policy	Modifies utility allowance policy to be consistent with FFY 2014 federal appropriations requirements that the household's utility allowance is consistent with the minimum subsidy or occupancy standard and eliminates the utility allowance payment.	Reduce costs and achieve greater cost effectiveness	Attachment C, Section C.11, D.2.a
14-01	2016	Alternative Recertification Schedules	Changes reexamination of income for elderly and disabled households on fixed incomes to every three years and every two years for wage earning households. Households with fixed income from Social Security will	Reduce costs and achieve greater cost effectiveness	Attachment C, Section C.4, D.1.c

			receive automatic adjustments to their rent in interim years based on published cost of living adjustments (COLA) to the subsidy program per OHA discretion.		
12-01	2012	PBV Modifications: Eliminate Caps, Time Limits on PBV Allocations, Modify PBV contract	Eliminates the cap on the total number of units the Authority can project-base, the number of units that can be project-based in a development, and the time limit to add additional PBV units to existing HAP contracts.	Increase housing choices	Attachment C, Section D.1.e, Section D.7
11-01	2011	PBV Occupancy Standards	Modifies the occupancy standards in the PBV program to be consistent with occupancy standards required by other state or locally administered funding in a development (e.g. LIHTC program).	Increase housing choices	Attachment C, Section D.7
11-02	2017	Standardized Transfer Policy	Creates standard transfer policies in the public housing, Section 8, Section 9 and project-based assistance programs to increase housing choices for residents.	Increase housing choices	Attachment D, Use of Funds,
11-03	2017	SRO/ Studio Apartment Preservation Program	Develops a sub-program tailored to the needs of developments with SRO and studio	Increase housing choices	Attachment C, Section D.7

			units. OHA will commit long-term subsidies to developments where there is a need to preserve the housing resource.		
11-05	2011	Transitional Housing Programs	Permits transitional service enriched housing to fill specific unmet community needs. Used to operate the PACT Program, which provides transitional service enriched housing to families returning from prison to reunite with their children and other special populations.	Increase housing choices	Attachment C, Section B.4, D.1.a and b, Attachment D, Section B.2
10-01	2010	Specialized Housing Programs	Increase allocation of resources to the Local programs to improve outcomes and leverage MTW funds.	Provide incentives for families with children to become economically self-sufficient	Attachment D, Use of Funds
10-02	2010	Program Extension for Households Receiving \$0 HAP	Extends the period of time that a household can remain in the Section 8 program while receiving zero HAP assistance from 6 months to 24 months.	Provide incentives for families with children to become economically self-sufficient	Attachment C, Section D.1.b, D.3.a
10-03	2010	Combined PBV HAP Contract for Multiple Non-contiguous Sites	Allows a single PBV HAP contract to be executed for non-contiguous scattered site buildings organized by AMP or other logical grouping.	Reduce costs and achieve greater cost effectiveness	Attachment C, Section D.1.a, D.7
10-04	2010	Alternative Initial Rent	Allows for the use of a comparability	Reduce costs and achieve	Attachment C, Section D.2, D.7

		Determination for PBV Units	analysis or market study certified by an independent agency approved in determining rent reasonableness to establish the initial PBV contract rent.	greater cost effectiveness	
10-05	2010	Acceptance of Lower HAP in PBV Units	In situations where a family becomes over housed as a result of conflicting occupancy policies in the conversion from Public Housing to Section 8, this activity allows the landlord or management agent to accept a lower HAP based on the appropriate number of bedrooms for the family and in order to keep the family in-place.	Increase housing choices	Attachment C, Section D.7
10-06	2010	Local Housing Assistance Program	Develops a Local Housing Assistance Program (LHAP) to assist households that otherwise might not qualify for or be successful in the traditional Public Housing and/or Section 8 programs. LHAP is provided directly to eligible families and to partnering agencies providing service enriched housing to special needs populations.	Increase housing choices	Attachment C, Section D.1.f, D.1.a and D.3.a (LHAP Programs), Attachment D, Use of Funds (SBHAP, BB-CW, BB-THP+ Programs)
10-09	2019	Alter Minimum Stay Requirement in PBV Units	Alters the 12-month minimum stay requirement for tenants in PBV units to extend or	Increase housing choices	Attachment C, Section D.7

			shorten the time period a tenant has to wait to move.		
08-01	2008	Fund Affordable Housing Development Activities	Utilize single-fund budget flexibility to leverage funds to preserve affordable housing resources and create new affordable housing opportunities in Oakland.	Increase housing choices	Attachment D, Use of Funds
06-01	2006	Site Based Wait Lists	Establishes site-based wait lists in all public housing sites, HOPE IV sites, and developments with PBV allocations.	Reduce costs and achieve greater cost effectiveness	Attachment C, Section C.1
06-02	2006	Allocation of PBV Units: Without Competitive Process	Allows for the allocation of PBV subsidy to developments owned directly or indirectly, through an affiliated partner, by OHA without using a competitive process.	Reduce costs and achieve greater cost effectiveness Increase housing choices	Attachment C, Section D.7.a
06-03	2006	Allocation of PBV Units: Using Existing Competitive Process	Allows for the allocation of PBV subsidy to qualifying developments using the City of Oakland NOFA/RFP or other existing competitive process.	Reduce costs and achieve greater cost effectiveness Increase housing choices	Attachment C, Section D.7.b

MTW Activity #17-01: Owner Incentives Program

Plan Year Approved: 2017

Plan Year Implemented: 2017

Plan Year Amended: 2023

Description/Update

The HCV program has been impacted by a dramatically escalating rental market and very limited inventory which has led to much longer search times than usual and multiple voucher extensions being granted for families searching for housing. According to Zillow, market rents increased by 21.6% in Oakland in 2016. In 2015, OHA saw hundreds of owners choose to leave the program or remove units by not re-leasing to HCV participants resulting in the loss of approximately 824 units of affordable housing. In response to these market conditions, OHA is implementing the Owner Incentives Program activity to support existing and recruit new owners to the program to offset the exodus.



This activity offers a range of services that both support and retain existing HCV owners by providing enhanced services to existing owners, especially those that are high performers. OHA is also looking to recruit new owners by offering incentives to sign on. Program components are as follows:

- Vacancy loss payments of up to two months HAP will be offered to existing HCV owners if they re-rent a unit previously occupied by an HCV tenant to another HCV participant within six months of contract cancellation.
- Pre-qualifying unit inspections will be offered to all HCV program owners to expedite the lease up process and minimize delays or losses due to inspections. Inspections will not be linked to a participant and OHA will allow owners up to 120 days to find a tenant once an inspection has been passed. No additional costs are anticipated.
- Owner recognition program - Recognize long term owners (5 years or more) with 5 or more units on the program that maintain at least one unit on a biennial inspection schedule. Owners will receive awards and special designations to highlight their status as long term providers of quality units. No additional costs are anticipated. MTW flexibility is not required to implement this component and it is included for consistency of grouping like programs.
- Leasing Incentive Payment – Provides an owner \$1,000 to execute a new lease with a new HCV participant.



- Capital Improvement Payment – Offer owners that have failed a second inspection and are entering abatement a payment of up to \$2,250 to address approved capital improvement issues related to the reason for the HQS inspection failure. Landlords will apply for the payment and furnish documentation on the estimated repair costs for the improvement. These funds do not need to be repaid.
- Homeownership Incentive – OHA will reimburse owners up to \$25,000 in closing related costs to cover inspections, sewer lateral work, and city and county transfer taxes for owners using title company closing statements and verified invoices, for owners willing to sell their house to an HCV participant who is currently renting the house through the HCV program.
- Exception Payment Standards Hubs - OHA may establish exception payment standards up to 150% of the Fair Market Rents (FMRs) without HUD approval for owners and units that are in hubs with low voucher presence or low concentration of poverty. These hubs might include proximity to multiple transit resources and grocery/retail centers, schools within walking distance, recent tenant lease-up data, third-party market research information supporting the increase, forums with staff and residents, properties less than 10 years old, districts with high public school ratings/test scores, and/or low poverty and crime rates. This includes units that are fully accessible and meeting the requirements of the Uniform Federal Accessibility Standard (UFAS).

Designed to broaden the market of available units to untapped areas of the city, OHA anticipates that this activity will maintain or increase the number of owners participating in the HCV program and anticipates the number of units available for families to rent will increase as result of new landlord participation and the capital improvement payment option. Additional impacts will be increased leasing success rates for vouchers issued, increased overall voucher utilization rate and decreased voucher extensions, due to more units being made available.

Planned Non-Significant Changes: OHA intends to add some additional incentives and expand existing incentives to other voucher types. New incentives to be piloted are:

- Landlord Referral Bonus – existing owners will be paid \$250 to refer a new owner to the program if the referral signs a HAP contract.
- Security Deposit for up to one month’s rent – applicable to all voucher programs.
- Application Fee – a payment of up to \$200 per household for all voucher programs to cover application fees.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics or data collection included in the Standard HUD Metrics table below.

Planned Significant Changes: OHA has no planned significant changes for this activity.

Standard OHA Metrics			
Number of Landlords Recruited or Maintained by Payment Incentive			
Unit of Measurement	Baseline	Benchmark	Projected Outcome
Number of new or existing landlords where a bonus payment was an incentive to enroll a unit in the HCV program.	Average number of new or existing landlords where a bonus payment was an incentive to enroll a unit in the HCV program = 0	Average number of new or existing landlords where a bonus payment was an incentive to enroll a unit in the HCV program = 247 (247% increase)	Actual number of new or existing landlords where a bonus payment was an incentive to enroll a unit in the HCV program = number (percentage)

Standard HUD Metrics			
CE #1: Agency Cost Savings			
Unit of Measurement	Baseline	Benchmark	Projected Outcome
Total cost of task in dollars (decrease). Pre-qualifying inspections	Cost of task prior to implementation of the activity = (staff salary) * .25 hours * number of files = (\$46.14 * .25) * 1,222 = \$14,096	Cost of task after implementation of the activity = (staff salary) * .10 hours * number of files = (\$46.14 * .10) * 56 = \$258	Total cost of task in dollars (decrease) = %
CE #2: Staff Time Savings			
Unit of Measurement	Baseline	Benchmark	Projected Outcome
Total time to complete the task in staff hours Pre-qualifying inspections	Total amount of staff time dedicated to the task prior to implementation of the activity = .25 hours * 1,222 households = 305 hours	Expected amount of total staff time dedicated to the task after implementation of the activity = .10 hours * 56 households = 5.6 hours	Actual amount of total staff time dedicated to the task after implementation of the activity = (% decrease) = number of hours
CE #3: Decrease in Error Rate of Task Execution			
Unit of Measurement	Baseline	Benchmark	Projected Outcome

Average error rate in completing a task as a percentage (decrease)	Average error rate of task prior to implementation of the activity as a percentage = 20% (decrease)	Expected error rate of task after implementation of the activity as a percentage =15% (decrease)	Actual error rate of task after implementation of the activity as a percentage (decrease)
Pre-qualifying inspections			

MTW Activity #15-01: Local Area Portability Reform

Plan Year Approved: 2015

Plan Year Implemented: 2015

Plan Year Amended: 2015

Description/Update: A local area portability policy that limits elective moves between jurisdictions within the nine Bay Area counties identified by the Association of Bay Area Governments: Alameda County, Contra Costa County, Marin County, Napa County, San Francisco County, San Mateo County, Santa Clara County, Solano County, and Sonoma County. When housing authorities in neighboring counties administer OHA vouchers this causes a loss in 80 percent (80%) of the administrative fee. While the objective of the HCV program is to provide increased housing options for families, OHA finds that many households exercise the option to move with their vouchers to neighboring housing authorities, especially those without MTW programs or with higher payment standards. Given the prevalence of local area ports, the areas of concentration of port requests, and their negative impact on program administration and self-sufficiency goals, OHA limits ports between jurisdictions in all nine counties and initially implemented the policy in five counties. The policy will be expanded to include additional jurisdictions as needed and will be used to control the number of voucher holders searching so that an already tight market is not flooded, potentially causing families to lose the opportunity for subsidized housing as their search timeline expires.

OHA anticipates that some households will need to move out of Oakland for special needs. This new portability policy will allow families to move their tenant based vouchers locally under limited circumstances such as the following exceptions:

- Reasonable accommodation for persons with a disability
- Verifiable employment opportunity more than 35 miles from the unit and at least 20 hours per week minimum wage applicable in the state

- Situations covered underneath the Violence Against Women Act (VAWA)
- Participants porting for education for the head of household and or spouse only will need to show proof of full-time enrollment at a college or university
- Verifiable threat to the physical safety of the family
- OHA ports where the receiving Public Housing Authority (PHA) absorbs the voucher
- Ports for vouchers that OHA is administering (unabsorbed) due to those vouchers porting in from another PHA
- Declared natural disaster or state of emergency

Any exceptions to this policy will be reviewed by the Executive Director, or his designee, on a case-by-case basis.

OHA allows current households that have ported prior to implementation of this activity to remain in the current jurisdiction. However, this policy does apply to any port-out households that requested to port to another jurisdiction after FY 2016.

Outgoing portability will be minimized to jurisdictions in five of the nine counties, which will lead to administrative efficiencies and cost savings from less frequent processing of burdensome ports-outs. Evaluation metrics have been developed to measure the impacts of minimizing local area ports. OHA will track the number of port requests received from participants. If the data demonstrates that OHA residents request to port to other local jurisdictions, OHA will exercise its authority and expand the activity to include jurisdictions in the remaining four Bay Area counties. OHA will provide a minimum 30-day notification of the new policy to all households.

OHA anticipates that this activity will lead to a reduction in administrative time spent processing local area ports. This policy will reduce the drain of vouchers out of OHA's portfolio and thus will reduce administration costs for both OHA and the receiving housing authorities. The activity also may result in stabilizing project based voucher properties and the surrounding neighborhoods by reducing the turnover rates and creating longer term tenants. OHA anticipates being able to better control the number of voucher holders searching so as not to oversaturate a tight market with families that are searching for housing in low inventory conditions. OHA may elect to allow ports to counties that are absorbing depending on voucher availability.

OHA also anticipates a decrease in the cost of wait list management by limiting the number of applicants that apply and receive assistance from OHA and port after they complete the one-year residency requirement or those applicants that are processed but do not ever lease up.

OHA will measure the 35-mile limit for verifiable employment from the City of Oakland from the resident's unit and not the City of Oakland border for consistency and clarity. OHA may elect to allow ports to neighboring counties that are currently restricted if those counties are absorbing to regulate voucher availability. OHA will have the option to end the absorption of port-ins based upon market conditions.

Planned Non-Significant Changes: OHA does not have any planned non-significant changes for this activity.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics or data collection included in the Standard HUD Metrics table below.

Planned Significant Changes: OHA has no significant changes planned for this activity.

Standard HUD Metrics		
CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (decrease). Local Port-out Requests	Cost of task prior to implementation of the activity = \$46.94 (Staff Salary) * 1.5 hours * 700 port-out requests = \$49,287	Expected cost of task after implementation of the activity = \$46.94 * 1.5 hours * 42 = \$2,957 (42 rejected requests, 94% reduction)
Administering Local Port-outs	Cost of task prior to implementation of the activity = \$46.94 (Staff Salary) * 1 hours * 1,100 port-out requests = \$51,634	Expected cost of task after implementation of the activity = \$46.94 (Staff Salary) * 58 port-out requests = \$2,722 (94% reduction)
Total cost of task in dollars.	Total cost of task prior to implementation of the activity = \$49,287 + \$51,634 = \$100,921	Total expected cost of task after implementation of the activity = \$2,957+\$2,722= \$5,679 (94% reduction)
CE #2: Staff Time Savings		
Unit of Measurement	Baseline	Benchmark
Total time to complete the task in staff hours (decrease). Local Port Requests	Total amount of staff time dedicated to the task prior to implementation of the activity = 1.5 hours * 700 requests = 1,050 staff hours	Expected amount of total staff time dedicated to the task after implementation of the activity = 1.5 hours * 445 requests = 667 hours (36% reduction)

Administering Local Ports	Total amount of staff time dedicated to the task prior to implementation of the activity = 1 hour * 1,100 = 1,100 staff hours	Expected amount of total staff time dedicated to the task after implementation of the activity = 1 hour * 58 requests = 58 hours (94% reduction)
Total time to complete the task in staff hours	Total amount of staff time dedicated to the task prior to implementation of the activity = 1,050 + 1,100 = 2,150 hours	Expected amount of total staff time dedicated to the task after implementation of the activity = 667 + 58 = 725 hours (66% reduction)

MTW Activity #15-02: Modified Utility Allowance Policy

Plan Year Approved: 2015

Plan Year Implemented: 2015

Plan Year Amended: None

Description/Update: A modification to past policies which streamlines utility allowances to be consistent with the household’s minimum subsidy or occupancy standard and eliminates the utility allowance payment. OHA administrative costs for providing a tenant utility allowance and/or a reimbursement payment will decrease, causing tenants to exercise conservation methods or select more energy/water efficient homes. The activity was implemented in the tenant-based portfolio. Implementation within the public housing portfolio is currently on hold as a phased approach is developed.

Planned Non-Significant Changes: OHA does not anticipate any changes or modifications to this activity.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics or data collection included in the Standard HUD Metrics table below.

Planned Significant Changes: OHA proposes to pilot an initiative that factors into the utility allowance a subsidy for households enrolled in the Affordable Connectivity Program (ACP) offered by the Federal Communications Commission. In an effort to leverage other federal programs and make sure that OHA families take advantage of available resources, OHA will offer include internet received through the ACP as part of the utility allowance calculation.

Standard HUD Metrics		
CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark

Total cost of task in dollars (decrease). Utility Allowance	Cost of task prior to implementation of the activity (in dollars) = \$11,188,104 per year	Expected cost of task after implementation of the activity = \$9,459,024 (15% reduction)
Total cost of task in dollars (decrease). Utility Reimbursement Payment	Cost of task prior to implementation of the activity = Utility Reimbursement Payment = \$220,968 per year	Expected cost of task after implementation of the activity (in dollars) = \$0 (100% reduction)
Total cost of task in dollars (decrease). Staff	Cost of task prior to implementation of the activity = (Staff salary) * .05 hours * number of files = (\$46.14 *.05) * 2,904 = \$6,699	Cost of task after to implementation of the activity = Zero (0)
Total cost of task in dollars.	Total cost of task prior to implementation of the activity = \$11,188,104 + \$6,699 \$220,968 = \$11,415,771	Total expected cost of task after implementation of the activity = \$10,228,812 + \$0= \$9,459,024 (17% reduction)
CE #2: Staff Time Savings		
Unit of Measurement	Baseline	Benchmark
Total time to complete the task in staff hours Utility Reimbursement Payment	Total amount of staff time dedicated to the task prior to implementation of the activity = .05 hours * 2,909 households = 145 hours	Expected amount of total staff time dedicated to the task after implementation of the activity = 0 hours * 2,909 households = 0 hours
CE #3: Decrease in Error Rate of Task Execution		
Unit of Measurement	Baseline	Benchmark
Average error rate in completing a task as a percentage (decrease).	Average error rate prior to implementation = 10%	Expected error rate after implementation = <.0001%
CE #5: Increase in Agency Rental Revenue		
Unit of Measurement	Baseline	Benchmark

Rental revenue/total tenant payment in dollars (increase). Housing Choice Voucher	Rental revenue prior to implementation of the activity (in dollars) = \$4,343,040	Expected rental revenue after implementation of the activity (in dollars) = \$9,004,999 (107% increase)
Rental revenue/total tenant payment in dollars (increase). Public Housing	Rental revenue prior to implementation of the activity (in dollars) = \$2,215,116	Expected rental revenue after implementation of the activity (in dollars) = \$2,222,460 (Less than 1% increase)
Total rental revenue/total tenant payment in dollars (increase).	Total rental revenue prior to implementation of the activity (in dollars) \$6,558,156	Total expected rental revenue after implementation of the activity (in dollars) = \$7,414,308 (<15%increase)

MTW Activity #14-01: Alternative Recertification Schedules

Plan Year Approved: 2014

Plan Year Implemented: 2014

Plan Year Amended: 2020

Description/Update: Regulations require annual recertification and verification to determine that a household meets program requirements. In FY 2007, MTW activity #07-01 was approved allowing for a triennial recertification schedule for elderly and/or disabled households on a fixed income in the public housing and voucher programs. In the interim years, at the discretion of the Executive Director, an automatic adjustment may be applied to the households' housing payment equal to the cost of living adjustment (COLA) made to the households' related income subsidy program. This activity has been implemented in the traditional MTW programs. This schedule has been effective at reducing staff time and costs, as well as being less intrusive and time consuming for residents. Activity #14-01 incorporates changes made by Activity #07-01 and changes the recertification schedule for wage earning households to once every two years. All households that report no income, no income from wages, or temporary income remain on an annual recertification schedule to report increases in income. The offer of flat versus income rent will be made based on the recertification schedule for each public housing household. This activity also incorporates a customized OHA form for the authorization to release information to replace HUD form #9886. OHA will use the activity for RAD voucher holders.

OHA and participant families have already and will continue to experience time savings due to fewer re-examinations and with the proposed amendment, OHA will save additional staff time by eliminating the need to process and update consent forms between scheduled reexaminations

and manage the cumbersome process of beginning program termination for non-receipt of consent forms. Participant families on the biennial or triennial schedule may also see income savings as a result of OHA not recalculating rent portions during the interim.

OHA reviewed the activity and determined that most households would benefit from the biennial recertification schedule and would also result in a cost savings in staff time. OHA elected not to implement the Cost of Living Adjustments (COLA) for the Triennial households as described in the FY 2015 plan. OHA plans to apply this activity to RAD voucher holders.

During declared disaster periods OHA may allow self-certification for all interim reexaminations (form HUD 50058-MTW action type three), eliminating the need for verification by staff who may be limited or inundated with requests during an emergency. This allows participants quick relief due to decreases in income or changes in circumstances as a result of the declared disaster. The Executive Director will determine the duration of the period for self-certification and staff will inform participants that after the short-term emergency period is over all verification as well as a limited requirement to report subsequent income increases will resume and will be expedited.

OHA plans to exclude income reporting requirements for additional income due to participation in pilot programs designed to test the concept of guaranteed income. It is expected that these programs will be relatively short term (1-2 years) in duration and OHA expects to prioritize re-certifications for participants in these programs to occur at the beginning of their pilot program participation.

Planned Non-Significant Changes: OHA has no planned non-significant changes.

Planned Changes to Metrics/Data Collection: OHA has no planned change to metrics or data collection for this activity.

Planned Significant Changes: OHA has no significant changes planned for this activity.

Standard HUD Metrics		
CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (decrease). Triennial HCV Reexam Calculation	Cost of task prior to implementation of the activity (in dollars) = \$111,940	Expected cost of task after implementation of the activity = \$75,586 (32% reduction)
Total cost of task in dollars (decrease). Triennial	Cost of task prior to implementation of the activity = \$42,000	Expected cost of task after implementation of the activity (in dollars) = \$3,465 (91% reduction)

Public Housing Reexam Calculation		
Total cost of task in dollars (decrease). Biennial HCV Reexam Calculation	Cost of task prior to implementation of the activity (in dollars) = \$146,300	Expected cost of task after implementation of the activity = \$73,150 (50% reduction)
Total cost of task in dollars (decrease). Biennial Public Housing Reexam Calculation	Cost of task prior to implementation of the activity (in dollars) = \$29,250	Expected cost of task after implementation of the activity = \$14,625 (50% reduction)
Total cost of task in dollars (decrease).	Cost of task prior to implementation of the activity (in dollars) = \$329,490	Expected cost of task after implementation of the activity (in dollars) = \$75,586+ \$3,465+\$173,671+\$14,625= \$267,347 (18% reduction)
CE #2: Staff Time Savings		
Unit of Measurement	Baseline	Benchmark
Total time to complete the task in staff hours (decrease). Triennial HCV <i>Reexam</i> Calculation	Total amount of staff time dedicated to the task prior to implementation of the activity (in hours) = 2,678 hours	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours) = 1,327 hours (50% reduction)
Total time to complete the task in staff hours (decrease). Triennial Public Housing <i>Reexam</i> Calculation	Total amount of staff time dedicated to the task prior to implementation of the activity (in hours) = 1,680 hours	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours) = 74 hours (95% reduction)
Total time to complete the task in staff hours (decrease). Biennial HCV <i>Reexam</i> Calculation	Total amount of staff time dedicated to the task prior to implementation of the activity (in hours) = 3,500 hours	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours) = 3,049 hours (12% reduction)
Total time to complete the task in staff hours (decrease).		Expected amount of total staff time dedicated to the task after

Biennial Public Housing <i>Reexam</i> Calculation	Total amount of staff time dedicated to the task prior to implementation of the activity (in hours) = 1,170 hours	implementation of the activity (in hours) = 585 hours (50% reduction)
Total time to complete the task in staff hours (decrease).	Total amount of staff time dedicated to the task prior to implementation of the activity (in hours) = 9,028 hours	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours) = 1,327 + 74 + 3049 + 585 = 5,035 hours (44% reduction)
CE #5: Increase in Agency Rental Revenue		
Unit of Measurement	Baseline	Benchmark
Rental revenue in dollars (increase). Housing Choice Voucher and Public Housing	Rental revenue prior to implementation of the activity (in dollars) = \$3,863,650	Expected rental revenue after implementation of the activity (in dollars) = \$9,004,999 (133% increase)
SS #1: Increase in Household Income		
Unit of Measurement	Baseline	Benchmark
Average earned income of households affected by this policy in dollars (increase).	Average earned income of households affected by this policy prior to implementation of the activity (in dollars) = Public Housing: \$10,926 HCV: \$14,444	Expected average earned income of households affected by this policy prior to implementation of the activity (in dollars) = Public Housing: \$17,263 (57% increase) HCV: \$19,938 (38% increase)
SS #3: Increase in Positive Outcomes in Employment Status		
Unit of Measurement	Baseline	Benchmark
Report the following information separately for each category:	OHA's business system does not allow information to be tracked relative to these metrics.	
1. Employed Full- Time		
2. Employed Part- Time		
3. Enrolled in an Educational Program		
4. Enrolled in Job Training Program		

5. Unemployed		
6. Other-Drug Rehab Counseling		
Percentage of total work-able households in <<category name>> prior to implementation of activity (percent). This number may be zero.		
SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)		
Unit of Measurement	Baseline	Benchmark
Number of households receiving TANF assistance (decrease).	Number of households receiving TANF prior to implementation of this activity = 100 households	Number of households receiving TANF after implementation of this activity = 1,114 households
SS #8: Households Transitioned to Self Sufficiency		
Unit of Measurement	Baseline	Benchmark
Number of households transitioned to self-sufficiency (increase). The PHA may create one or more definitions for "self-sufficiency" to use for this metric. Each time the PHA uses this metric, the "Outcome" number should also be provided in Section (II) Operating Information in the space provided.	Number of households transitioned to self-sufficiency prior to implementation of this activity = Zero (0)	Number of households transitioned to self-sufficiency after implementation of this activity =10% of eligible households

MTW Activity #12-01: Eliminate Caps and Time Limits on PBV Allocations

Plan Year Approved: 2012

Plan Year Implemented: 2012

Plan Year Amended: 2021

Description/Update: Eliminate caps and time limits on project-based voucher (PBV) allocations. This activity was created in FY2010 when existing regulations limited Public Housing Authorities

(PHAs) to project-basing up to 20 percent (20%) of the amount of budget authority allocated to the PHA by HUD in the PHA voucher program. Additionally, PHAs were limited to project-basing up to 25 percent (25%) of units in a single development. The Housing Opportunity Through Modernization Act (HOTMA) has increased the per project cap by allowing PBV allocations of up to the greater of 25% or 25 units in a project. Under HOTMA, OHA would be restricted to award PBV allocations of up to 20% of its ACC authorized units and the greater of 25% or 25 units per project.

Existing regulations state that a HAP contract may be amended during the three-year period immediately following the execution date of the HAP contract to add additional PBV contract units in the same project. Previously, OHA has received approval in the FY 2010 MTW Plan to remove the cap on the number of PBVs allocated to a single development. This activity was further expanded in the FY 2012 Plan to eliminate caps on PBV allocations in all areas.

This activity extends the long-term affordability of housing units using PBV assistance by allowing OHA to award projects to developers that will make efforts to leverage the PBV funding to preserve or create additional affordable housing opportunities for Oakland residents.

OHA reserves the option to issue new PBV awards during the upcoming fiscal year. OHA is dependent on developers submitting allocation requests and will award PBV's based on need and funding availability. In FY 2024, OHA may participate in City of Oakland's 2023-2024 New Construction of Multifamily Rental Affordable Housing Notice of Funding Availability (NOFA) as the basis for PBV awards.

Planned Non-Significant Changes: OHA does not have any non-significant change to this activity.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics included in the Standard HUD Metrics table below. Performance measures for this activity reflect the unknown status of new awards.

Planned Significant Changes: OHA has no significant changes planned for this activity.

Standard HUD Metrics		
HC #4: Displacement Prevention		
Unit of Measurement	Baseline	Benchmark
Number of households at or below 80% AMI that would lose assistance or need to move (decrease). If units reach a specific type of household, give that type in this box.	Households losing assistance/moving prior to implementation of the activity = Zero (0)	Expected households losing assistance/moving after implementation of the activity = Zero (0)

Standard OHA Metrics		
Additional Units of Housing Made Available		
Unit of Measurement	Baseline	Benchmark
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase). If units reach a specific type of household, give that type in this box.	Number of PBV units awarded above 25% of the total units in a project = Zero (0) units Number of PBV units awarded above 20% of total units in voucher program = Zero (0) units	Expected number of PBV units awarded above the greater of 25 units or 25% of the total units in a project = 0 units Expected number of PBV units awarded above 20% of total units in voucher program =91 units
Units of Housing Preserved		
Unit of Measurement	Baseline	Benchmark
Number of housing units preserved for households at or below 80% AMI that would otherwise not be available (increase). If units reach a specific type of household, give that type in this box.	Housing units preserved prior to implementation of the activity = Zero (0) units	Expected housing units preserved after implementation of the activity = 91 units
Increase in Resident Mobility		
Unit of Measurement	Baseline	Benchmark
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0) households	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 91 households
Households Assisted by Services that Increase Housing Choice		
Unit of Measurement	Baseline	Benchmark
Number of households receiving services aimed to increase housing choice (increase).	Households receiving this type of service prior to implementation of the activity = Zero (0) households	Expected number of households receiving these services after implementation of the activity = 0 households

MTW Activity #11-01: PBV Occupancy Standards

Plan Year Approved: 2011

Plan Year Implemented: 2011

Plan Year Amended: None

Description/Update: Developing PBV occupancy standards to be consistent with the occupancy standards required by other state or locally administered funding in a development (e.g., LIHTC program). Based on family composition, under this activity a family may qualify for a larger bedroom size than they would have under the previous policy. The activity applies to new participants in the PBV program and to in-place families whose household composition changes would require them to relocate. This activity will make consistent occupancy standards for all units in a development regardless of source of subsidy, thereby, increasing housing options for households assisted with PBVs. This activity is largely dependent upon participant families requesting changes to household composition and its utilization is affected by these requests. OHA may use this activity to admit homeless families into units that are larger than the occupancy standard required for the family size to ameliorate the homeless crisis in Oakland. OHA would offer subsidy consistent with unit size, instead of family size to enable eligibility for families who would otherwise not meet the occupancy standards for the unit. OHA plans to use this activity for RAD voucher holders.

OHA may allow families to occupy units for which their family composition may not meet the occupancy standard. Family composition is a dynamic characteristic that changes over time leading to ever-changing waitlists that do not align with static housing inventory. During any crisis, OHA implements a housing first prioritization, removing barriers to housing, like occupancy standards, for otherwise eligible homeless families.

Planned Non-Significant Changes: OHA has no non-significant changes to propose for this activity.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics or data collection included in the Standard HUD Metrics table and the local OHA metrics table below.

Planned Significant Changes: OHA has no planned significant changes for this activity.

Standard HUD Metrics		
HC #4: Displacement Prevention		
Unit of Measurement	Baseline	Benchmark
Number of households at or below 80% AMI that would lose assistance or need to move (decrease). If units reach a specific type of household, give that type in this box.	Number of Households losing assistance or forced to move prior to implementation of the activity = Three (3) households	Expected households losing assistance/moving after implementation of the activity = Zero (0) households
HC #5: Increase in Resident Mobility		
Unit of Measurement	Baseline	Benchmark
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0) households	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = Zero (0) households doesn't apply because the households impacted by this activity are in place.
Standard OHA Metrics		
Additional Units of Housing Made Available		
Unit of Measurement	Baseline	Benchmark
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase). If units reach a specific type of household, give that type in this box.	Number of households who would not qualify for an available unit based on household composition = Zero (0) households	Expected housing units of this type after implementation of the activity = Zero (0) households
Units of Housing Preserved		
Unit of Measurement	Baseline	Benchmark
Number of housing units preserved for households at or below 80% AMI that would otherwise not be available (increase). If units reach a	Housing units preserved prior to implementation of the activity = Zero (0) units	Expected housing units preserved after implementation of the activity = Zero (0) units

specific type of household, give that type in this box.		
Households Assisted by Services that Increase Housing Choice		
Unit of Measurement	Baseline	Benchmark
Number of households receiving services aimed to increase housing choice (increase).	Households receiving this type of service prior to implementation of the activity = Zero (0) households	Expected number of households receiving these services after implementation of the activity = Zero (0) households

MTW Activity #11-02: Standardize Transfer Policy

Plan Year Approved: 2011

Plan Year Implemented: 2011

Plan Year Amended: N/A

Description/Update: Adopt a policy to allow residents to transfer between Section 8 and Section 9 programs within the OHA portfolio. Amend the current transfer policies to standardize the procedures across programs. Policy may include provisions such as the length of tenancy required to request a transfer voucher, impacts to the HCV wait list, and a cap on the number of transfer vouchers issued annually. Families may be required to complete a two-year tenancy or longer to be eligible to request a transfer voucher from either the public housing or PBV program. In order to limit the impact on the HCV waitlist, the issuance of vouchers may be subject to a one-for-one policy whereby at least one or more new vouchers are issued to families selected from the HCV tenant-based waiting list for every public housing or PBV transfer voucher issued. In order to control demand, OHA is considering limiting the number of transfer vouchers available to no more than 10 percent (10%) of the total units in the Public Housing and PBV programs combined per year and the amount of transfer requests granted is subject to the Executive Director’s discretion. OHA may also use this activity to allow moves from local, non-traditional programs (LNT) to the traditional section 8 and 9 authorized programs once a family has graduated from the LNT program and sufficiently demonstrated housing stability. For FY 2024, OHA plans to restrict transfers from local, non-traditional programs into the HCV program.

OHA is experiencing leasing challenges in the Housing Choice Voucher (HCV) program due to extremely high market rate rents and low inventory. Due to these issues, families searching for housing often reach the limit of search times and even with time extensions granted, families are unable to find suitable housing. OHA may use this standardized transfer policy to increase

housing choice by offering eligible families that may lose their opportunity for subsidy, vacant units in PBV assisted units or public housing. This activity will also allow OHA to increase housing choice for those families that request transfers due to emergency situations, reasonable accommodation or compliance with occupancy standards, where units may not be available within the same program type but are available within the OHA portfolio. OHA may use this activity to manage compliance with OHA occupancy standards as family size and composition changes may cause families to be housed in units that are no longer appropriate based on occupancy standard guidelines, resulting in a more efficient utilization of Federal resources.

Planned Non-Significant Changes: No non-significant changes are planned.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics, baselines or data collection in the Standard HUD Metrics and the local OHA metrics table below.

Planned Significant Changes: OHA has no planned significant changes for this activity.

Standard HUD Metrics		
HC #3: Decrease in Wait List Time		
Unit of Measurement	Baseline	Benchmark
Average applicant time on waitlist in months (decrease)	Average applicant time on waitlist prior to implementation of the activity (in months) (OHA is currently unable to track this metric due to Business System Limitations)	Expected applicant time on waitlist after implementation of the activity (in months) = 2.71
HC #4: Displacement Prevention		
Unit of Measurement	Baseline	Benchmark
Number of households at or below 80% AMI that would lose assistance or need to move (decrease). If units reach a specific type of household give that type. (HCV)	Households losing assistance prior to implementation of activity = 25	Expected households losing assistance after implementation of activity = 0
HC #5: Increase in Resident Mobility		
Unit of Measurement	Baseline	Benchmark
Number of households able to move to a better unit and/or neighborhood	Households able to move to a better unit and/or neighborhood of	Expected households able to move to a better unit and/or neighborhood

of opportunity as a result of the activity (increase).	opportunity prior to implementation of the activity = Zero (0) households	of opportunity after implementation of the activity = number of inter-program transfers that occur as result (emergencies, RAs) = 7 SBHAP=0
HC #7: Households Assisted by Services that Increase Housing Choice		
Unit of Measurement	Baseline	Benchmark
Number of households receiving services aimed to increase housing choice (increase).	Households receiving services aimed to increase housing choice prior to implementation of the activity = Zero (0) households	Expected households receiving services aimed to increase housing choice after implementation of the activity = 7
CE #5: Increase in Agency Revenue		
Unit of Measurement	Baseline	Benchmark
Rental revenue in dollars (increase).	Rental revenue in dollars prior to implementation of the activity = \$35,201,999	Expected Rental revenue in dollars after implementation of the activity = \$42,415,494

MTW Activity #11-03: SRO/Studio Apartment Preservation Program

Plan Year Approved: 2011

Plan Year Implemented: 2018

Plan Year Amended: N/A

Description/Update: Develop a sub-program to award long-term housing assistance to Single Room Occupancy (SRO) and studio apartment developments. Based on local market conditions, OHA will extend assistance to programs that operate SRO housing given the high need for housing in Oakland. Due to high market rate rents and a very low inventory of affordable housing units, hard to house populations are being adversely affected as developers opt to convert SRO housing to other uses. OHA reserves the right to issue another Request for Qualifications (RFQ) based on need, City of Oakland priorities and funding availability. In FY 2024 OHA plans to continue to provide housing assistance to Board approved partners to provide housing assistance with qualified owners, property managers, and developers of service enriched rental housing

through the Building Bridges - SRO local program. All providers had existing service enriched single occupancy housing units which were targeted to serve special needs populations.

Building Bridges - Homekey Program Background

On September 9, 2021, the State of California Department of Housing & Community Development (State) issued a Notice of Funding Availability (NOFA) for the second round of its Homekey Program, making approximately \$1.45 billion in grant funding available to local public entities, including cities and counties, to sustain and rapidly expand housing for persons experiencing homelessness or at-risk of homelessness, and who are, thereby, inherently impacted by or at increased risk for medical diseases or conditions due to the COVID-19 pandemic.

On October 18, 2021, the City of Oakland Department of Housing and Community Development (DHCD), as the eligible applicant for the State's funding, issued a Homekey Request for Proposals (RFP) to solicit proposals from prequalified project sponsors as prospective joint applicants for Homekey funding with DHCD.

On December 21, 2021, the Oakland City Council approved the Coliseum Way "project" to immediately move forward as co-applicant. The State is accepting applications on a rolling basis until May 2, 2022, or until funds are exhausted, whichever occurs first. The DHCD submitted an application with project sponsors Danco Communities and Operation Dignity.

The program funds a capitalized subsidy reserve in an amount up to \$4,572,041 for the Homekey project, Coliseum Way subject to clearance under the National Environmental Policy Act (NEPA). These projects were approved in round 2 proposals submitted by the City of Oakland to the State of California Homekey Round II competition.

Coliseum Way (Homekey)

The proposed conversion of the Inn by the Coliseum motel, located at 4801 Coliseum Way, into 36 Homekey units as permanent supportive housing (plus one manager's unit), is a joint project of Danco Communities and Operation Dignity.

All units will target people experiencing homelessness earning no more than 30 percent AMI, and at least six units will target those who are chronically homeless. Referrals to Homekey units shall be made through the Coordinated Entry System (CES) for persons who are experiencing homelessness and 24 of the units will be SROs.

Project sponsors Danco and Operation Dignity intend to create a lounge area, community kitchen, office spaces for onsite support services and property management, as well as upgrades to the grounds including a dog walk and other landscaping utilizing DHCD and Homekey funds. In addition, the existing industrial laundry room will be converted into a laundry area accessible for tenants to use free of charge. At least 12 of the larger units will be upgraded to include full kitchenettes that will include a sink, refrigerator/freezer, and a cooktop. The sponsors are evaluating the potential of adding full kitchenettes to all units utilizing City and Homekey funds.

Project Evaluation

Staff reviewed all Homekey proposals applying a risk-based approach to underwriting in order to ensure long term financial stability. A primary underwriting objective was to create positive net operating income which is sufficient to sustain the project through uncertainty in the long term over 15 years. Our assessment included, but was not limited to, long term maintenance needs, on site resident services, and property management.

On January 11, 2022, the Authority's project team met with Danco and Operation Dignity. Coliseum Way was evaluated against the Authority's threshold funding criteria and priorities established by the Board of Commissioners. The project met all criteria except the Authority's standard of including full kitchens and baths in all units.

- Population served is 30% AMI and below
- Wrap around services are available for the duration of the Authority's investment
- Integration into the surrounding community.
- Safety and security plan
- Units will meet the Authority's standard of including full kitchens and baths
- On site property management and resident support services
- Ability to meet the Homekey timeline requirements

Other evaluation criteria and considerations the team applied were:

- Long-term stability of the project
- Overall project needs
- Ease of operations and minimizing administrative burdens on staff
- Alignment with The Authority's mission

OHA's conditional award is contingent on the project receiving an award of HomeKey funding from the State. It is also conditional based upon the project's receipt of clearances and authorizations to use federal funds.

Housing Quality Standards

The project must meet Housing Quality Standards prior to execution of the capitalized reserve agreement and regularly (at least biennially) after the initial disbursement of capitalized subsidy reserves.

The project opening date is projected to be Dec. 2024.

OHA may add additional projects under Homekey as new proposals are submitted and funding awards are made early summer of 2023.

Planned Non-Significant Changes: No non-significant changes planned for this activity.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics or data collection methods included in the Standard HUD Metrics table and the local OHA metrics table below.

Planned Significant Changes: OHA has no planned significant changes for this activity.

Standard HUD Metrics		
HC #4: Displacement Prevention		
Unit of Measurement	Baseline	Benchmark
Number of households at or below 80% AMI that would lose assistance or need to move (decrease). If units reach a specific type of household, give that type in this box.	Households losing assistance/moving prior to implementation of the activity = 100	Expected households losing assistance/moving after implementation of the activity = Zero (0)
HC#1: Additional Units of Housing Made Available		
Unit of Measurement	Baseline	Benchmark
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase). If units reach a specific type of household, give that type in this box.	Number of units of this type prior to implementation of the activity = Zero (0) units	Expected housing units of this type after implementation of the activity = Building Bridges - (154) units and Homekey Coliseum Way (24) units Total Units = 178 units
HC#2: Units of Housing Preserved		
Unit of Measurement	Baseline	Benchmark
Number of housing units preserved for households at or below 80% AMI that would otherwise not be available (increase). If units reach a specific type of household, give that type in this box.	Housing units preserved prior to implementation of the activity = Zero (0) units	Expected housing units preserved after implementation of the activity = Building Bridges - (154) units and Homekey Coliseum Way (24) units Total Units = 178 units
HC#5: Increase in Resident Mobility		
Unit of Measurement	Baseline	Benchmark

Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0) households	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = Building Bridges - (154) units and Homekey Coliseum Way (24) units Total Units = 178 households
HC#7: Households Assisted by Services that Increase Housing Choice		
Unit of Measurement	Baseline	Benchmark
Number of households receiving services aimed to increase housing choice (increase).	Households receiving this type of service prior to implementation of the activity = Zero (0) households	Expected number of households receiving these services after implementation of the activity = Building Bridges - (154) units and Homekey Coliseum Way (24) units Total Units = 178 units (households)

MTW Activity #11-05: Transitional Housing Program

Plan Year Approved: 2011

Plan Year Implemented: 2011

Plan Year Amended: N/A

Description/Update: Develop sub-programs to allow for transitional housing opportunities at developments serving low-income special needs households who otherwise might not qualify for, or be successful in, the Public Housing and/or Section 8 programs.

Parents and Children Together (PACT)



This activity uses partnerships with the Alameda County Sheriff's Office (ACSO) and other program providers, to facilitate the development of local, non-traditional housing programs like the Maximizing Opportunities for Mothers to Succeed (MOMS) initiative.

This program offers service-enriched transitional housing support to formerly incarcerated mothers seeking to reunite with their children and deter recidivism. The Dads Acquiring and Developing Skills (DADS) program serves fathers exiting minimum security incarceration seeking to reunite with their children and families. Currently, ACSO refers MOMS

and DADS program participants to OHA for housing. OHA has implemented the Parents and Children Together (PACT) program to provide transitional service enriched housing to both populations and families referred by other vetted service providers. In addition to the housing subsidy, the PACT program offers customized adult, family and youth case management, group counseling services, family activities and educational and employment development assistance to all participants as a condition for participation in the program.

PACT participants that are referred through ASCO, apply and are screened while in custody at the Santa Rita jail and once accepted they complete a needs assessment and intake processing. Participants complete an 8-week gender specific educational component while in custody and create an Individual Action Plan (IAP) tailored to meet the needs of each participant. Once housed at the PACT site, case managers work with participants to complete their IAP using various supportive services for the participants and their children.

The Alameda County Sheriff's Office (ACSO) provides MOMs and DADs applicants to OHA through direct referral. Following ACSO program standards, ACSO staff selects and refers to OHA those ACSO MOMs and DADs candidates who qualify for minimally supervised transitional housing after completion of a 6-8 week multi-faceted program while in custody including an Individual Case Management Plan (ICM). ACSO referred "applicants" are then screened by OHA Eligibility according to HUD program requirements. ACSO MOMs and DADs applicants who meet HUD program requirements are offered a unit at the 18 month OHA PACT Housing program site. Those selected for the OHA Housing Component remain in the ACSO Transitional Case Management Program for 18 months, during which they must comply with the PBV Housing Lease or defined PACT program participant requirements as well as their ICM. OHA plans to continue to strive to fill the 18-unit site designated for the program, but this is dependent upon qualified referrals from the ASCO.



OHA, along with the primary program partners Alameda County Sheriff's Office (ACSO) and the Alameda County Behavioral Health Care Services (ACBHS) Department will continue to facilitate a strategic planning process resulting in several program improvements. Planned additions to the current program structure include a sober living agreement, an alumni participation agreement, stronger coordination of multi-agency intervention for lease non-compliance and additional on-site program activities to enhance parent/child engagement and workforce development for older youth and adults.

OHA plans to explore partnerships with additional providers that specialize in re-entry and other hard to house populations to provide direct referrals and supportive services into the existing PACT program. The program design will remain the same in terms of requirements and length of stay in transitional housing. Additionally, OHA will offer PACT program graduates housing within Section 8 or Section 9 housing depending upon voucher and unit availability.

Planned Non-Significant Changes: No non-significant changes are planned. Alameda County had a new Sheriff elected in 2022 and it is anticipated that there will be some transition with the new Sheriff that may impact this program and referrals. OHA will continue to work to form a partnership with the new Sheriff's staff to support the program but for FY 2024 is anticipating that the families served in this program may go to zero during the transition.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics or data collection methods included in the Standard HUD Metrics table.

Planned Significant Changes: OHA has no planned significant changes to this activity.

Standard HUD Metrics PACT Program		
HC #5: Increase in Resident Mobility		
Unit of Measurement	Baseline	Benchmark
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity =0 households
HC #7: Households Assisted by Services that Increase Housing Choice		
Unit of Measurement	Baseline	Benchmark
Number of households receiving services aimed to increase housing choice (increase).	Households receiving this type of service prior to implementation of the activity = Zero (0)	Expected number of households receiving these services after implementation of the activity = 0 households
Standard OHA Metrics		
Additional Units of Housing Made Available		
Unit of Measurement	Baseline	Benchmark
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase). If units reach a specific type of household, give that type in this box.	Number of households who would not qualify for an available unit based on household composition = Zero (0) households	Expected housing units of this type after implementation of the activity = 0 households
Increase in Household Income		

Unit of Measurement	Baseline	Benchmark
Average earned income of households affected by this policy in dollars (increase).	Average earned income of households prior to implementation of this activity = Zero (0) dollars	Average earned income of households after implementation of this activity = \$0
<i>Increase in Household Savings</i>		
Unit of Measurement	Baseline	Benchmark
Average amount of savings/escrow of households affected by this policy in dollars (increase).	Average amount of savings/escrow of households prior to implementation of this policy = Zero (0) dollars	Average amount of savings/escrow of households after implementation of this policy = \$0 dollars OHA will also link families to Family and Community Partnerships to help offer assistance with establishing a savings plan or enrolling in the FSS program.
<i>Increase in Positive Outcomes in Employment Status</i>		
Unit of Measurement	Baseline	Benchmark
Report the following information separately for each category:		
1. Employed Full- Time	1) 0 households	1) 0 households
2. Employed Part- Time	2) 0 households	2) 0 household
3. Enrolled in an Educational Program	3) Unknown	3) 0 households
4. Enrolled in Job Training Program	4) Unknown	4) 0 household
5. Unemployed	5) 8 households	5) 0 households
6. Other-Drug Rehab Counseling	6) Unknown	6) 0 households
Percentage of total work-able households in <<category name>> prior to implementation of activity (percent). This number may be zero.	Unknown	

Households Removed from Temporary Assistance for Needy Families (TANF)		
Unit of Measurement	Baseline	Benchmark
Number of households receiving TANF assistance (decrease).	Number of households receiving TANF prior to implementation of this activity = 8 households	Number of households receiving TANF after implementation of this activity= 0 households
Households Assisted by Services that Increase Self Sufficiency		
Unit of Measurement	Baseline	Benchmark
Number of households receiving services aimed to increase self-sufficiency (increase).	Number of households receiving services aimed to increase self-sufficiency prior to implementation = Zero (0) households	Number of households receiving services aimed to increase self-sufficiency after implementation = 0 household
Households Transitioned to Self Sufficiency		
Unit of Measurement	Baseline	Benchmark
Number of households transitioned to self-sufficiency (increase). The PHA may create one or more definitions for "self-sufficiency" to use for this metric. Each time the PHA uses this metric, the "Outcome" number should also be provided in Section (II) Operating Information in the space provided.	Number of households transitioned to self-sufficiency prior to implementation of this activity = Zero (0)	Number of households transitioned to self-sufficiency after implementation of this activity = 0 household will graduate from program

Building Bridges – Shared and Transitional Housing

The Building Bridges (BB) initiative is comprised of several local programs. The BB-Shared and Transitional local programs model target housing resources, alongside supportive services funding, toward a household to dramatically improve outcomes through County, City and housing authority systems alignment. In FY 2020, partners such as Operation Dignity, the City of Oakland (Families in Transition & Matilda Cleveland) and Henry Robinson in addition to those listed below will offer Shared/Transitional housing to several hard to house populations.



Henry Robinson (SRO-Transitional)

The Henry Robinson (559 16th Street) is a single room occupancy hotel of 62 units of transitional housing serving homeless adults and those suffering from mental health disabilities, substance abuse recovery and physical, chronic health conditions. Supportive services include needs assessment and partnerships with community providers such as Bay Area Community Services (BACS) to provide employment, health and educational services to program participants. This partnership has not launched, and OHA does not expect it to be ready in FY 2024 due to extensive renovation work on the site and plans to explore replacing this partner in FY 2024.

Operation Dignity (SRO-Transitional)

House of Dignity (585 8th St. in Oakland) provides shelter and transitional housing to male veterans who are homeless. They offer 30 beds of transitional housing and 15 of shelter, as well as 9 rooms dedicated to permanent housing (including HUD-VASH). This program offers up to two years of transitional housing combined with supportive services to help veterans exit to permanent housing and connect to community services that support their housing stability. The operation began serving families through Building Bridges in November 2017.

City of Oakland - Families in Transition (FIT) - Transitional

The Families In Transition (FIT) Program is a 9-unit scattered site project for homeless families that is designed to assist them with transitioning to permanent housing. All families are referred to FIT through a Coordinated Entry process via the Family Front Door. Families enrolled in the project are able to receive various support services such as financial literacy, life skills and career development, designed to help them achieve self-sufficiency and get permanent housing in the least possible time. Families receive access to case management, employment support services, and access to mental health and housing search assistance. Some of the specific goals of the program include the following:

1. 80% of families exiting the program will transition to permanent housing.
2. 95% of all program participants will exit to a known destination.
3. 80% of the program participants will have length of stays of less than or equal to nine months.
4. 50% of all participants who report they had no income upon program entry will exit with an income.
5. 75% of clients who are in the program at the end of the contract period or who have exited during the contract period will have maintained or increased their income during the program year.
6. 100% of all families who have been in the program for at least 60 days will have obtained or maintained non-cash mainstream benefits.

FIT started serving families through Building Bridges in March 2018.

Peter Babcock House (Shared Housing)

Peter Babcock House assists individuals by providing supportive, long-term housing and ongoing non-clinical case management, transportation, resource referral, and conflict resolution for individuals living at the home. Staff meets weekly with each resident to assess any needs, check on progress toward goals, and provides resources to address any issues. Peter Babcock House has funding from HUDs Continuum of Care (CoC) grant and as a part of the CoC grant Satellite Affordable Housing (SAHA) has begun leasing vacancies through the Alameda County Coordinated Entry System (CES). Peter Babcock House began serving families through Building Bridges in April 2018.

St. Mary Presentation House (Shared Housing)

St. Mary's offers homeless seniors the experience and support of structure congregate housing to prepare for independent living providing on-site support designed to help seniors maintain their physical and mental health and sobriety. Ninety-five percent of the seniors are over age 55 and are either at risk of or currently experiencing homelessness. Program objectives are:

1. Provide quality, consistent case management services that include weekly meetings between Case Manager and participant to address ongoing needs, provide necessary support and check in on goals.
2. Develop life skills and regular habits such as grocery shopping, paying rent, establishing savings, cleaning, and tending to hygiene needs to set foundation of self-care practices and responsibility for independent living.
3. Practice building communication skills through weekly community meetings to discuss house needs, conflicts and appreciations.
4. Create access to housing resources by attending a housing clinic to access applications and apply to affordable, independent living opportunities.

St. Mary's began serving Building Bridges families in May 2018.

City of Oakland – Matilda Cleveland (Transitional Housing)

The Matilda Cleveland (MC) Program is a 14-unit project for homeless families that is designed to assist them with transitioning to permanent housing. All families are referred to MC through a Coordinated Entry process via the Family Front Door. Families enrolled in the project are able to receive various support services designed to help them achieve self-sufficiency and get permanent housing in the least possible time. Families receive access to case management, employment support services and access to mental health and housing search assistance. Some of the specific goals of the project include the following:

- 80% of the MC THP families will exit to permanent housing.

- 50% of the MC THP families will have length of stays of less than or equal to six months.
- 95% of the MC THP families will exit to known destinations.
- Of clients who are eligible for but not yet enrolled in mainstream benefits 90% will have started the enrollment process within 30 days of program entry
- 80% of clients of clients who are in the program at the end of the contract period or who have exited during the contract period will have obtained or maintained non-cash mainstream benefits.
- 75% of clients who are in the program at the end of the contract period or who have exited during the contract period will have maintained or increased their income during the program year.

MC joined the Building Bridges program in March 2018.

St. Mary Closer to Home (Shared Housing)

St. Mary Closer to Home offers homeless seniors the experience and support of structures congregate housing to prepare for independent housing and living. The program provides on-site support designed to help senior maintain their physical, mental health, and sobriety. 95% of the seniors are over 55 years old and receive less than \$11,000 per year through SSI.

St. Mary’s began serving families through Building Bridges in June 2018.

Planned Non-Significant Changes: This activity remains ongoing. OHA plans to work with local government agencies and other non-profits to explore using unused facilities to provide temporary housing assistance to homeless (OUSD) students and their families. The program will provide shared and transitional housing using a shallow housing subsidy and families may be able to transition into a project based voucher unit after stabilization depending on voucher availability.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics or data collection methods.

Planned Significant Changes: There are no significant changes for this activity.

Standard HUD Metrics		
HC #5: Increase in Resident Mobility		
Unit of Measurement	Baseline	Benchmark
Number of households able to move to a better unit and/or	Households able to move to a better unit and/or neighborhood of	Expected households able to move to a better unit and/or neighborhood of

neighborhood of opportunity as a result of the activity (increase).	opportunity prior to implementation of the activity = Zero (0)	opportunity after implementation of the activity = 34 households
<i>HC #7: Households Assisted by Services that Increase Housing Choice</i>		
Unit of Measurement	Baseline	Benchmark
Number of households receiving services aimed to increase housing choice (increase).	Households receiving this type of service prior to implementation of the activity = Zero (0)	Expected number of households receiving these services after implementation of the activity = 34 households
<i>Additional Units of Housing Made Available</i>		
Unit of Measurement	Baseline	Benchmark
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase). If units reach a specific type of household, give that type in this box.	Number of households who would not qualify for an available unit based on household composition = Zero (0) households	Expected housing units of this type after implementation of the activity = 34 households
<i>Increase in Household Income</i>		
Unit of Measurement	Baseline	Benchmark
Average earned income of households affected by this policy in dollars (increase).	Average earned income of households prior to implementation of this activity = Zero (0) dollars	Average earned income of households after implementation of this activity = \$7,666 overall, \$12,425 of those with income
<i>Increase in Household Savings</i>		
Unit of Measurement	Baseline	Benchmark
Average amount of savings/escrow of households affected by this policy in dollars (increase).	Average amount of savings/escrow of households prior to implementation of this policy = Zero (0) dollars	Average amount of savings/escrow of households after implementation of this policy = Zero (\$0) dollars OHA is exploring with partners how to access this information. It currently is unavailable.

<i>Increase in Positive Outcomes in Employment Status</i>		
Unit of Measurement	Baseline	Benchmark
Report the following information separately for each category:		
1. Employed Full-Time	1) 0 households	1) 3 households
2. Employed Part-Time	2) 0 households	2) 2 households
3. Enrolled in an Educational Program	3) 0 households	3) 0 households
4. Enrolled in Job Training Program	4) 0 households	4) 0 household
5. Unemployed	5) 8 households	5) 31 households
6. Other-Drug Rehab Counseling	6) 0 households	6) 3 households
Percentage of total work-able households in <<category name>> prior to implementation of activity (percent). This number may be zero.	Unknown	
<i>Households Removed from Temporary Assistance for Needy Families (TANF)</i>		
Unit of Measurement	Baseline	Benchmark
Number of households receiving TANF assistance (decrease).	Number of households receiving TANF prior to implementation of this activity = 0 households	Number of households receiving TANF after implementation of this activity= 0 households
<i>Households Assisted by Services that Increase Self Sufficiency</i>		
Unit of Measurement	Baseline	Benchmark
Number of households receiving services aimed to increase self-sufficiency (increase).	Number of households receiving services aimed to increase self-sufficiency prior to implementation = Zero (0) households	Number of households receiving services aimed to increase self-sufficiency after implementation = 34 households
<i>Reducing Per Unit Subsidy Costs for Participating Households</i>		
Unit of Measurement	Baseline	Benchmark

Average amount of Section 8 and/or 9 subsidy per household affected by this policy in dollars (decrease).	Average amount of Section 8 and/or 9 subsidy per household affected by this policy in dollars before implementation = Zero	Expected average amount of Section 8 and/or 9 subsidy per household affected by this policy in dollars after implementation = \$0
Households Transitioned to Self Sufficiency		
Unit of Measurement	Baseline	Benchmark
Number of households transitioned to self-sufficiency (increase). The PHA may create one or more definitions for "self-sufficiency" to use for this metric. Each time the PHA uses this metric, the "Outcome" number should also be provided in Section (II) Operating Information in the space provided.	Number of households transitioned to self-sufficiency prior to implementation of this activity = Zero (0)	Number of households transitioned to self-sufficiency after implementation of this activity = 28 households will graduate from program

MTW Activity #10-01: Specialized Housing Programs

Plan Year Approved: 2010

Plan Year Implemented: 2010

Plan Year Amended: N/A

Description/Update: In partnership with local organizations, OHA operates local non-traditional programs to serve the needs of low-income Oakland residents. This activity increases the allocation of resources to these programs to improve outcomes and leverage MTW funds to increase funding for services and other supports for MTW local non-traditional programs.

Planned Non-Significant Changes: A new sheriff in Alameda County was elected in 2022 and OHA anticipates that a new partnership will need to be negotiated with the new ASCO and projects for FY 2024 that there will be zero funds leveraged for PACT.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics or data collection methods included in the Standard HUD Metrics table and the local OHA metrics table below.

Planned Significant Changes: OHA has no planned significant changes for this activity.

Standard HUD Metrics		
CE #4: Increase in Resources Leveraged		
Unit of Measurement	Baseline	Benchmark
Amount of funds leveraged in dollars (increase).	Amount leveraged prior to implementation of the activity (in dollars) = Zero (0)	Actual amount leveraged after implementation of the activity (in dollars) = \$0

MTW Activity #10-02: Program Extension for Households Receiving Zero HAP

Plan Year Approved: 2010

Plan Year Implemented: 2010

Plan Year Amended: 2021

Description/Update: Modify the HCV program rules to allow participants receiving a Housing Assistance Payment (HAP) of zero (\$0) to remain in the program for up to 12 months before being terminated from the program. This activity will apply to RAD voucher holders. This activity removes incentives for families to end employment or reduce sources of income in order to maintain housing assistance, encourages employment and provide additional security for participants trying to increase their income.

OHA extends the regulatory period by six months (versus the existing 2010-approved MTW extension of 18 months) to allow residents that achieve zero HAP the option to have a total 12-month period to remain on the program. They can revert to HAP one time during this period and if zero HAP is achieved a second time, the family will be notified that they have used their one option for extension and they will graduate/be terminated from the program.

OHA has included in Appendix J a revised form HUD-52641 – Housing Assistance Payment (HAP) Contract which includes a revision to section 4(b)(4) (Term of HAP Contract) to state that the HAP contract terminates automatically after 12 months after the last HAP payment to owner.

Planned Non-Significant Changes: OHA has no non-significant changes planned for this activity.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics or data collection methods included in the Standard HUD Metrics table below.

Planned Significant Changes: OHA has no significant changes planned for this activity.

Standard HUD Metrics		
SS #1: Increase in Household Income		
Unit of Measurement	Baseline	Benchmark
Average earned income of households affected by this policy in dollars (increase).	Average earned income of households affected by this policy prior to implementation of the activity (in dollars) = \$47,711 for 109 households	Expected average earned income of households affected by this policy prior to implementation of the activity (in dollars) = \$75,368 (57% increase)
SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)		
Unit of Measurement	Baseline	Benchmark
Number of households receiving TANF assistance (decrease).	Number of households receiving TANF assistance prior to implementing this activity = 20 households	Number of households receiving TANF assistance after implementing this activity = 3 households
SS #6: Reducing Per Unit Subsidy Costs for Participating Households		
Unit of Measurement	Baseline	Benchmark
Average amount of Section 8 and/or 9 subsidy per household affected by this policy in dollars (decrease).	Average subsidy per household affected by this policy prior to implementation of the activity = Zero (0)	Expected average subsidy per household affected by this policy after implementation of the activity = Zero (0)
SS #7: Increase in Agency Rental Revenue		
Unit of Measurement	Baseline	Benchmark
PHA rental revenue/HAP in dollars (increase).	HAP prior to implementation of the activity (in dollars) = \$4,343,040	Expected HAP after implementation of the activity (in dollars) = \$9,004,999
SS #8: Households Transitioned to Self Sufficiency		
Unit of Measurement	Baseline	Benchmark
Number of households transitioned to self-sufficiency (increase). The PHA may create	Number of households transitioned to self-sufficiency prior to	Number of households transitioned to self-sufficiency after implementation of this activity = 23 households

one or more definitions for "self-sufficiency" to use for this metric. Each time the PHA uses this metric, the "Outcome" number should also be provided in Section (II) Operating Information in the space provided.	implementation of this activity = 10 households	
Standard OHA Metrics		
Households Assisted by Services that Increase Self Sufficiency		
Unit of Measurement	Baseline	Benchmark
Number of households receiving services aimed to increase self-sufficiency (increase).	Number of households receiving services aimed to increase self-sufficiency prior to implementation of this activity = Zero (0) households	Number of households receiving services aimed to increase self-sufficiency after implementation of this activity =0 households

MTW Activity #10-03: Combined PBV HAP Contract for Non-Contiguous Scattered Sites

Plan Year Approved: 2010

Plan Year Implemented: 2010

Plan Year Amended: N/A

Description/Update: Modify PBV program rules to allow HAP contracts to be executed for non-contiguous buildings. This activity will apply to RAD conversions. Reduce agency administrative costs associated with staff time and preparing, executing, and managing the HAP contracts.

OHA plans to use this activity for RAD voucher holders if a site qualifies as non-contiguous.

Planned Non-Significant Change: No non-significant changes planned.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics or data collection methods included in the Standard HUD Metrics table below.

Planned Significant Changes: OHA has no planned significant changes for this activity.

Standard HUD Metrics		
CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (decrease).	Cost of task prior to implementation of the activity = \$52.61 (staff salary/hour) * 48 hours = \$2,525	Expected cost of task after implementation of the activity = \$52.61 * 0 hours = \$0
CE #2: Staff Time Savings		
Unit of Measurement	Baseline	Benchmark
Total time to complete the task in staff hours (decrease).	Total amount of staff time dedicated to the task prior to implementation of the activity = 6 hours/contract * 8 contracts = 48 hours	Expected amount of total staff time dedicated to the task after implementation of the activity = 6 hours/contract * 0 contracts = 0 Hours

MTW Activity #10-04: Alternative Initial Rent Determination for PBV Units

Plan Year Approved: 2010

Plan Year Implemented: 2010

Plan Year Amended: N/A

Description/Update: Modify the PBV program requirement to determine the initial contract rent for each PBV project. PBV program rules require initial contract rents to be determined using a comparability analysis or market study certified by a HUD approved independent agency for OHA-owned units. In addition, the definition of PBV “project” is expanded to include non-contiguous scattered sites. Initial PBV contract rents are determined based on bedroom sizes and are applicable to units of the same bedroom size within the project.

Planned Non-Significant Changes: OHA does not anticipate any changes or modifications to the activity.

Planned Changes to Metrics/Data Collection: OHA does not plan any changes to the metrics and data collection methods.

Planned Significant Changes: OHA has no planned significant changes for this activity.

Standard HUD Metrics		
CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (decrease).	Cost of task prior to implementation of the activity = \$1,400 x 50 projects = \$70,000	Expected cost of task after implementation of the activity = \$2,200 * 0 AMP areas = \$0
CE #2: Staff Time Savings		
Unit of Measurement	Baseline	Benchmark
Total time to complete the task in staff hours (decrease).	Total amount of staff time dedicated to the task prior to implementation of the activity = 4 hours/contract * 50 contracts = 200 hours	Expected amount of total staff time dedicated to the task after implementation of the activity = 10 hours/contract * 0 contracts = 0 Hours
HC #2: Units of Housing Preserved		
Unit of Measurement	Baseline	Benchmark
Number of housing units preserved for households at or below 80% AMI that would otherwise not be available (increase). If units reach a specific type of household, give that type in this box.	Housing units preserved prior to implementation of the activity = Zero (0)	Expected housing units preserved after implementation of the activity = 0 units preserved
HC #4: Displacement Prevention		
Unit of Measurement	Baseline	Benchmark
Number of households at or below 80% AMI that would lose assistance or need to move (decrease). If units reach a specific type of household, give that type in this box.	Households losing assistance/moving prior to implementation of the activity (number) = 60 units	Expected households losing assistance/moving after implementation of the activity (number) = Zero (0)

MTW Activity #10-05: Acceptance of Lower HAP in PBV Units

Plan Year Approved: 2010

Plan Year Implemented: 2010

Plan Year Amended: N/A

Description/Update: As a result of public housing disposition, some households may meet the definition of “over-housed” based on differences in the occupancy policies in Section 8 programs. Additionally, a member of a PBV assisted family may leave or be removed from the household composition for one reason or another, during the course of an assisted tenancy. As a result, a family may no longer qualify for a unit they occupy and would be required to relocate to an appropriately sized unit when one may not be available. In these situations, this activity allows the landlord or management agent to accept a lower HAP based on the appropriate number of bedrooms for the family as opposed to the actual number of bedrooms in the unit and the family would not have to be displaced. OHA may opt to accept a lower HAP to house families in units when there are no families on the waitlist that qualify for the size units that are available.

This activity is used to ensure access to housing for families impacted by disposition and preservation of affordable units when a family’s subsidy standard becomes less than the PBV unit size during the course of the tenancy.

Planned Non-Significant Changes: OHA has no planned non-significant changes to this activity.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics or data collection methods included in the Standard HUD Metrics table below.

Planned Significant Changes: OHA has not planned significant changes to this activity.

Standard HUD Metrics		
HC #2: Units of Housing Preserved		
Unit of Measurement	Baseline	Benchmark
Number of housing units preserved for households at or below 80% AMI that would otherwise not be available (increase). If units reach a specific type of household, give that type in this box.	Housing units preserved prior to implementation of the activity = Zero (0)	Expected housing units preserved after implementation of the activity = 0 units preserved

SS #6: Reducing Per Unit Subsidy Costs for Participating Households		
Unit of Measurement	Baseline	Benchmark
Average amount of Section 8 and/or 9 subsidy per household affected by this policy in dollars (decrease).	Average subsidy per household affected by this policy prior to implementation of the activity (in dollars) = \$645	Expected average subsidy per household affected by this policy after implementation of the activity (in dollars) = \$1,645
HC #4: Displacement Prevention		
Unit of Measurement	Baseline	Benchmark
Number of households at or below 80% AMI that would lose assistance or need to move (decrease). If units reach a specific type of household, give that type in this box.	Households losing assistance/moving prior to implementation of the activity (number) = 0 units	Expected households losing assistance/moving after implementation of the activity (number) = 0 units

MTW Activity #10-06: Local Housing Assistance Programs

Plan Year Approved: 2010

Plan Year Implemented: 2010

Plan Year Amended: 2021

Description/Update:

LHAP

The Local Housing Assistance Program (LHAP) activity through initiatives like the Sponsor Based Housing Assistance Program (SBHAP) provides support to households that might not qualify for or be successful in the traditional Public Housing and/or Section 8 programs. LHAP provides subsidies to eligible households and to partnering agencies operating service-enriched housing for low-income households with special needs. LHAP programs serve families in partnership with the City of Oakland’s Department of Human Services and the Oakland PATH Rehousing Initiative. LHAP programs leverage the expertise and experience of the non-profit, community-based service providers to provide rental housing assistance through the form of rental subsidies, utility assistance, security deposits, etc. to individuals who come from homeless encampments or are exiting the criminal justice system or are emancipated foster youth.

Originally, 44 households were on this program. During FY 2024, OHA projects only 11 households will remain of the original LHAP families.

SBHAP

OHA requires that SBHAP program participants to pay no more than 30% of their income towards rent, participants must meet the same income limits as the HCV program, and they must pass federal immigration eligibility requirements. All housing units subsidized are required to meet the HQS. Participant families are assisted by providers contracted by the City of Oakland and receive supportive services along with the housing assistance offered under the activity. OHA's contracts with the City leveraged resources, expertise, and community connections to deliver housing related services to up to 180 hard-to-house households on an annual basis in Oakland. This is an increase of 40 households which are being housed by the City in Community Cabins. OHA implements a Step Down program to allow program participants that have been stably housed for more than a year to transition to an HCV.

First Place For Youth supports the young adults in the SBHAP program with a variety of supportive services that focused on education and employment. The goal of the My First Place program is to help youth access the community resources available to them. Education and Employment Specialists (EES) work closely with the youth to help them get employment in their chosen field and to gain hands on experience.

In addition to the EES, each young adult receives coaching from a trauma-trained, strength-based Youth Advocate (YA) that they work with weekly. YAs assist the young adult participants to make sure that they are practicing self-care and being mindful of their emotions and reactions to strong emotions in their daily lives. YAs work closely to determine if youth participants needed additional mental health support or community resources and helped connect them to the resources to best allow them to feel supported and balanced, so they can focus on their education and employment goals.

After demonstration of housing stability for one year, pending availability, OHA may elect to offer program participants the option to apply for an HCV and OHA does plan to implement this during FY 2024 pending availability of HCVs. These subcontractors provide program applicants via direct referral into the program managed by the City of Oakland.

BB-CalWORKs

Under the OHA MTW Building Bridges-CalWORKs program, OHA provides rental assistance (up to 2 years) for formerly homeless Alameda County Social Services Agency (ACSSA) CalWORKs clients who are housed in Oakland and are employable and actively engaged in a plan to achieve self-sufficiency. OHA used its MTW resources to leverage commitments from ACSSA to provide wrap around case management services that address employment barriers and assist with access to other needed community resources. Based on funding availability, families who successfully complete the CalWORKs program and maintain their housing may be referred for

eligibility screening for an HCV at OHA’s discretion and OHA does plan to do this during FY 2024 pending availability of HCVs.

BB-THP+

The Building Bridges – Transitional Housing Plus (THP+) program awards funding resulting in a contract with a county approved service provider to provide rental subsidy for low-income THP+ participants (youth who have aged out of foster care) for up to five years, with a phase down of funding in the last two years.

Building Bridges Key To Home Pilot Program (BB-KTH)

Permanent Supportive Housing Partnerships

Building Bridges Key To Home Pilot Program (BB-KTH)

Description

OHA will partner with the Oakland Affordable Housing Preservation Initiative (OAHPI), Alameda County Health Care Services (HCSA) and Abode Services to provide property-based housing assistance to 23 families through a new local housing assistance pilot program. The program will provide a coordinated exit for families with children out of Project Roomkey interim housing into more long term supportive housing managed by a third-party homeless service provider and property manager contracted by OAHPI to provide resident community services and property management. The program will have a tiered tenant rent structure based on Area Median Income (AMI). The AMI categories for program participant rents are as follows with all families being at least at 50% AMI or below:

AMI Range	Flat Rent Amount **
• 0% - 5%	\$50
• 6%-10%	\$100
• 11%-19%	\$200
• 20%-39%	\$300
• 40%-50%	\$400

** Subject to change based on Utility Allowance review (will not exceed 30% of participant income)

Program participants will pay a flat rent based on AMI income category and sign an annual lease. Participants will be re-certified for AMI status bi-annually. Supportive services and case management will be provided by HCSA and Housing Consortium of the East Bay (HCEB). OHA plans to continue the program for a minimum of 15 years with an option to extend for 5 years, provided funding availability. OHA projects the costs to provide rental assistance for 15 years to 23 households to be \$9,279,000. If the program is extended another 5 years, the projected overall

costs are \$12,372,000. Initial funding will be provided by CARES Act and MTW funds and subsequent years will be funded through MTW single fund flexibility.

Initially, vacant units will be occupied by eligible Project Roomkey households and subsequently by Oakland families with children under 18 using the County's coordinated assessment and entry system that prioritizes eligible tenants based on criteria other than "first-come-first-serve", including, but not limited to, the duration or chronicity of homelessness, vulnerability to early mortality, or high utilization of crisis services.

The range of services that the County will offer include but are not limited to:

1. General services including outreach, goal planning, information and referral, case management, living skills assistance, coordination of services, conflict resolution, housing retention skills development and eviction prevention;
2. Benefits/money management assistance including assistance applying for public benefit programs, referrals for payee services, credit counseling referrals, civil legal assistance linkages, and assistance with budgeting and establishing bank accounts;
3. Integrated, co-occurring treatment resources that include individualized assessment and treatment planning and coordinated care for physical health/medical, mental health, and substance use conditions;
4. Linkages and coordination with primary care and medical providers, health education, HIV/AIDS care and referrals;
5. Mental health services including individual assessment and counseling, group counseling, psychiatric care and referrals, referrals and advocacy;
6. Substance use/abuse services including individual assessment and counseling, group counseling, referrals to treatment programs and ongoing support;
7. Employment/vocational/educational training, on and off-site training, educational opportunities, financial assistance for work training at education, and work opportunities connected with the services program; and
8. Community building/social activities including peer support, outings and field trips, organizing/political activities, consumer/tenant involvement opportunities and support;
9. Adequate and convenient transportation to off-site services

Utilization of services is voluntary for participants of the pilot program.

OHA may elect to use referrals from partners to house specialized populations such as but not limited to homeless families with children. These families may be offered supportive services if they are participants in programs or studies that involve supportive services.

Planned Non-Significant Changes: There are no non-significant changes.

Homekey

Homekey Program Background

On September 9, 2021, the State of California Department of Housing & Community Development (State) issued a Notice of Funding Availability (NOFA) for the second round of its Homekey Program, making approximately \$1.45 billion in grant funding available to local public entities, including cities and counties, to sustain and rapidly expand housing for persons experiencing homelessness or at-risk of homelessness, and who are, thereby, inherently impacted by or at increased risk for medical diseases or conditions due to the COVID-19 pandemic.

On October 18, 2021, the City of Oakland Department of Housing and Community Development (DHCD), as the eligible applicant for the State's funding, issued a Homekey Request for Proposals (RFP) to solicit proposals from prequalified project sponsors as prospective joint applicants for Homekey funding with DHCD.

On December 21, 2021, the Oakland City Council approved the Coliseum Way "project" to immediately move forward as co-applicant. The State is accepting applications on a rolling basis until May 2, 2022, or until funds are exhausted, whichever occurs first. The DHCD intends to jointly submit an application with project sponsors Danco Communities and Operation Dignity as soon as possible prior to January 31, 2022.

The program funds a capitalized subsidy in an amount up to \$4,572,041 for the Homekey project, Coliseum Way, subject to clearance under the National Environmental Policy Act (NEPA). This project was approved in round 2 proposals submitted by the City of Oakland to the State of California Homekey Round II competition.

Coliseum Way

The proposed conversion of the Inn by the Coliseum motel, located at 4801 Coliseum Way, into 36 Homekey units as permanent supportive housing (plus one manager's unit), is a joint project of Danco Communities and Operation Dignity.

All units will target people experiencing homelessness earning no more than 30 percent AMI, and at least six units will target those who are chronically homeless. Referrals to Homekey units shall be made through the Coordinated Entry System (CES) for persons who are experiencing homelessness and 24 of the units will be SROs.

Project sponsors Danco and Operation Dignity intend to create a lounge area, community kitchen, office spaces for onsite support services and property management, as well as upgrades to the grounds including a dog walk and other landscaping utilizing DHCD and Homekey funds. In addition, the existing industrial laundry room will be converted into a laundry area accessible for tenants to use free of charge. At least 12 of the larger units will be upgraded to include full kitchenettes that will include a sink, refrigerator/freezer, and a cooktop. The sponsors are evaluating the potential of adding full kitchenettes to all units utilizing City and Homekey funds.

Project Evaluation

Staff will review all Homekey proposals applying a risk-based approach to underwriting in order to ensure long term financial stability. A primary underwriting objective is to create positive net operating income which is sufficient to sustain the project through uncertainty in the long term over 15 years. The assessment includes, but is not limited to, long term maintenance needs, on site resident services, and property management.

Projects should meet criteria such as

- Population served is 30% AMI and below
- Wrap around services are available for the duration of the Authority's investment
- Integration into the surrounding community.
- Safety and security plan
- Units will meet the Authority's standard of including full kitchens and baths
- On site property management and resident support services
- Ability to meet the Homekey timeline requirements

Other evaluation criteria and considerations applied are:

- Long-term stability of the project
- Overall project needs
- Ease of operations and minimizing administrative burdens on staff
- Alignment with The Authority's mission

The Authority's conditional awards are contingent on the project receiving an award of HomeKey funding from the State. It is also conditional based upon the project's receipt of clearances and authorizations to use federal funds.

Housing Quality Standards

The project must meet Housing Quality Standards prior to execution of the capitalized subsidy agreement and regularly (at least biennially) after the initial disbursement of capitalized subsidy.

OHA may add additional projects under Homekey as new proposals are submitted and funding awards are made through Spring of 2023.

OHA plans

The Phoenix (CS Project)

The Phoenix will be located at 801 Pine Street in the West Oakland Prescott neighborhood and will be comprised of 101 total newly constructed modular units, with 49 units targeting persons who are chronically homeless. Referrals to units shall be made through the local Coordinated Entry System (CES) for persons who are experiencing homelessness. The remainders of the units are designated for 50% and 60% AMI households. The affordable housing unit mix includes

82 studios, 3 one-bedroom, 15 two-bedroom units and 1 manager unit that range from 10% - 50% AMI.

The Phoenix will also include a 7,000 square foot community building which will be home to a robust resident services program. The Phoenix is proposed to be constructed from Factory OS manufactured modules that will be installed more expeditiously than is typically possible for new construction projects. The Phoenix is fully entitled, in the building permitting process, and is scheduled to be ready for occupancy at the end of 2023.

The Phoenix is an integral part of a 316-unit mixed-income, mixed-use master plan. The entire master-planned site is approximately 4.65 acres in size; the Phoenix affordable site is 0.90 acres of that total, and will be owned by the applicant team, East Bay Asian Local Development Corporation (EBALDC) and Allied Housing / Abode. The site is currently vacant except for a concrete slab, with no structures or occupants. The master developer, Holliday Development, will construct the project and EBALDC / Allied Housing will acquire the "project" fully completed and ready for occupancy. The Phoenix has already secured funding through the California Department of Housing and Community Development's (HCD) new CA Housing Accelerator Program as well as its Housing for a Healthy California (HHC) Program. The Authority will be providing up to \$3,112,566 in Capitalized Subsidy funding to assist the 49 units targeting persons who are chronically homeless.

The Phoenix received \$3,112,566 subject to clearance under the National Environmental Review Act (NEPA) and OHA executed provision of the capitalized subsidy reserve for a 15 year term.

3050 International Blvd.

3050 International is a 76-unit project (one manager's unit) sponsored by SAHA serving low-income individuals and families with 40% of units set-aside for homeless households. The project is targeted to serve households between 20%-50% AMI and will consist of 1BD (28 units), 2BD (28 units), and 3BD (19 units) dwellings. The project a mixed-use affordable housing project with commercial space on the ground-floor occupied by the Native American Health Center. NAHC will be building a health center and cultural community center that will include pediatric and women's medical services. The project does not have a PBV award from OHA.

2700 International Blvd.

2700 International is a 75-unit project (one manager's unit) sponsored by the Unity Council serving low-income families and veterans experiencing homelessness. The project is targeted to serve households earning between 30%-60% AMI and will consist of 1BD (35 units), 2BD (20 units), and 3BD (19 units) dwellings. The project has been awarded 19 VASH vouchers which will be allocated to 1BD units at the 30% (17 units) and 40% (two units) AMI thresholds. The project will have approximately 2,800 sq. ft. of commercial and community serving space on the ground floor.

Agnes Memorial

Agnes Memorial is a 60-unit project (one manager's unit) serving low-income seniors at 30%-60% AMI with 18 units set-asides for households that are formerly homeless or at-risk of homelessness. 100% of the project's units will be serving the 30%-60% AMI population. The project consists entirely of Studio and 1BD units. The project is a partnership between the Related Companies of California and Community Action Alliance, the development affiliate of Agnes Memorial Church. The project does not currently have a PBV award from OHA.

34th and San Pablo

34th and San Pablo is a 60 unit project (one manager's unit) serving low-income individuals and families. The project has 30 units set-aside for ELI households at 30% AMI. The remaining units will serve households at 60%-80% AMI. The project consists of Studio, 1BD, and 2BD units. The project is sponsored by EBALDC and has secured 25 PBVs from OHA.

Housing Disability Assistance Program (HDAP)

The Alameda County Health Care Services Agency (HCSA) received an influx of State Housing and Disability Advocacy Program (HDAP) one-time funds through the Alameda County Social Services Agency to provide housing support and related services to persons and families experiencing homelessness, specifically targeting those who are disabled and eligible for other public benefits. The total amount of the funding is about \$17.4 million, which includes \$9.4 million competitively allocated one-time funds. Alameda County anticipates receiving regular allocations of approximately \$6 million annually from future State budgets. As a significant number of Alameda County residents who meet the HDAP criteria reside in Oakland, HCSA is proposing a partnership with OHA to deploy approximately \$9 million of these funds to implement a tenant, and project-based housing subsidy program. OHA would serve as the administrator of the funds allocated to housing placement contractors or projects selected through a competitive County process. As future funding becomes available, the MOU could be amended to expand and/or continue services accordingly.

HDAP funds are allocated for the provision of housing supports, disability benefits application assistance and advocacy for people likely eligible for disability benefits. In compliance with all state-funded housing programs, the use of HDAP funding incorporates the core components of Housing First (in accordance with W&I code section 8255) and participation within the County's Coordinated Entry System (CES). The County is leading a multi-agency stakeholder process to develop a unified Local Housing Program (LHP). The outcome of this process will be a framework of policies, and selection and monitoring procedures for the implementation of supportive housing funding in the County, including this proposed program. This design process is expected to conclude at the end of October 2022.

HDAP funds target individuals who are experiencing homelessness to apply for disability benefit programs, while also providing housing assistance and other services to stabilize clients. Utilizing the Coordinated Entry system housing crisis queue, HDAP funding priority is given to individuals

(including individuals in families) experiencing chronic homelessness, or who are homeless and rely most heavily on government-funded services. All four core HDAP components are offered concurrently: outreach, case management, disability benefits advocacy and housing assistance; HCSA’s partnership with OHA will support housing assistance, while other components are overseen within HCSA-maintained service agreements.

The County intends to issue a Solicitation of Intent (SOI) for housing projects and providers to be selected in accordance with the criteria developed in the multi-agency LHP process. OHA would then execute agreements with the awardees.

HCSA provided briefing materials to the Alameda County Board of Supervisors (BOS) as part of the August 12th Board packet. HCSA intends to return to the BOS in early October requesting a delegation of authority for the HCSA Director to enter into an MOU with OHA. Pending approval, staff from HCSA and OHA plan to execute the MOU by November 2022, after which OHA will begin administering the funds. The desired execution date of the MOU would allow HCSA to transfer the funds to OHA and begin the SOI process.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics or data collection methods included in the Standard HUD Metrics table below.

Planned Significant Changes: OHA has no planned significant changes for this activity.

Standard HUD Metrics		
HC #1: Additional Units of Housing Made Available		
Unit of Measurement	Baseline	Benchmark
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase) LHAP	Number of households who would not qualify for an available unit based on household composition = Zero (0)	Expected housing units of this type after implementation of the activity = 11
SBHAP	Number of households who would not qualify for an available unit based on household composition = Zero (0)	Expected housing units of this type after implementation of the activity = 105
BB-CalWORKs	Number of households who would not qualify for an available unit based on household composition = Zero (0)	Expected housing units of this type after implementation of the activity = 30
BB-THP+		

	Number of households who would not qualify for an available unit based on household composition = Zero (0)	Expected housing units of this type after implementation of the activity = 25
BB-KTH	Number of households who would not qualify for an available unit based on household composition = Zero (0)	Expected housing units of this type after implementation of the activity = 23
Homekey/COS – Coliseum Way, Additional projects	Number of households who would not qualify for an available unit based on household composition = Zero (0)	Expected housing units of this type after implementation of the activity = 12
Capitalized Subsidy (CS) Projects – <ul style="list-style-type: none"> - Phoenix - 3050 International Blvd. - 2700 International Blvd. - Agnes Memorial - 34th and San Pablo - OHA RFP Projects 	Number of households who would not qualify for an available unit based on household composition = Zero (0)	Expected housing units of this type after implementation of the activity = <ul style="list-style-type: none"> - Phoenix (101 units) - 3050 International Blvd. (76 units) - 2700 International Blvd. (57 units) - Agnes Memorial (34 units) - 34th and San Pablo (34 units) - OHA RFP Projects (33 units)
Housing Disability Assistance Program (HDAP) – 7th and Campbell	Number of households who would not qualify for an available unit based on household composition = Zero (0)	Expected housing units of this type after implementation of the activity = 39 units
Total number of new housing units made available for households at or below 80% AMI as a result of the activity (increase).	Total number of households who would not qualify for an available unit based on household composition = Zero (0)	Total expected housing units of this type after implementation of the activity = 580
HC #5: Increase in Resident Mobility		
Unit of Measurement	Baseline	Benchmark
Number of households able to move to a better unit and/or neighborhood of opportunity as a	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity =11

result of the activity (increase). LHAP		
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase). SBHAP	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 105
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase). BB-CalWORKs	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 30
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase). BB-THP+	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity =25
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase). BB-KTH	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 23
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase). Homekey – Coliseum Way and additional projects	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 12
Capitalized Subsidy (CS) Projects – <ul style="list-style-type: none"> - Phoenix - 3050 International Blvd. - 2700 International Blvd. - Agnes Memorial - 34th and San Pablo - OHA RFP Projects 	Number of households who would be able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = <ul style="list-style-type: none"> - Phoenix (101 HH) - 3050 International Blvd. (76 HH) - 2700 International Blvd. (57 HH)

		<ul style="list-style-type: none"> - Agnes Memorial (34 HH) - 34th and San Pablo (34 HH) - OHA RFP Projects (33 HH units)
Housing Disability Assistance Program (HDAP) – 7th and Campbell	Number of households who would be able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 39 units
Total number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	Total households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)	Total expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 580 households
HC #7: Households Assisted by Services that Increase Housing Choice		
Unit of Measurement	Baseline	Benchmark
Number of households receiving services aimed to increase housing choice (increase). LHAP	Households receiving this type of service prior to implementation of the activity = Zero (0)	Expected number of households receiving these services after implementation of the activity = 11
Number of households receiving services aimed to increase housing choice (increase). SBHAP	Households receiving this type of service prior to implementation of the activity = Zero (0)	Expected number of households receiving these services after implementation of the activity =105
Number of households receiving services aimed to increase housing choice (increase). BB-CalWORKs	Households receiving this type of service prior to implementation of the activity = Zero (0)	Expected number of households receiving these services after implementation of the activity =30
Number of households receiving services aimed to increase housing choice (increase). BB-THP+	Households receiving this type of service prior to implementation of the activity = Zero (0)	Expected number of households receiving these services after implementation of the activity =25
Number of households receiving services aimed to increase housing choice (increase).	Households receiving this type of service prior to implementation of the activity = Zero (0)	Expected number of households receiving these services after implementation of the activity =23

BB-KTH		
Number of households receiving services aimed to increase housing choice (increase). Homekey – Coliseum Way and additional projects	Households receiving this type of service prior to implementation of the activity = Zero (0)	Expected number of households receiving these services after implementation of the activity =12
Capitalized Subsidy (CS) Projects – <ul style="list-style-type: none"> - Phoenix - 3050 International Blvd. - 2700 International Blvd. - Agnes Memorial - 34th and San Pablo - OHA RFP Projects 	Households receiving this type of service prior to implementation of the activity = Zero (0)	Expected housing units of this type after implementation of the activity = <ul style="list-style-type: none"> - Phoenix (101) - 3050 International Blvd. (7) - 2700 International Blvd. (54) - Agnes Memorial (34) - 34th and San Pablo (34) - OHA RFP Projects (33)
Housing Disability Assistance Program (HDAP) – 7th and Campbell	Households receiving this type of service prior to implementation of the activity = Zero (0)	Expected housing units of this type after implementation of the activity = 39 units
Total number of households receiving services aimed to increase housing choice (increase).	Total households receiving this type of service prior to implementation of the activity = Zero (0)	Total expected number of households receiving these services after implementation of the activity = 580

MTW Activity #10-08: Redesign FSS Program

Plan Year Approved: 2010

Plan Year Implemented: 2010

Plan Year Amended: 2021

Description/Update: OHA plans to redesign the Family Self Sufficiency (FSS) program building on best practices in the industry and, where applicable, working in tandem with other community-based programs and initiatives. Proposed changes are as follows: (1) Expand eligible participation to MTW local non-traditional programs; (2) Allow for the full-time student rule to apply to Head of Household (HOH)/Co-head/Spouse; (3) Implement an FSS escrow Table with defined income ranges and associate escrow amounts. OHA anticipates that this re-design will incent increased participation in the FSS program by encouraging increased skills and job training among program participants which includes those who are enrolled in school or educational programs. The current program and escrow calculation is designed to allow families who are low income or not working to accumulate more escrow as they become employed. OHA is proposing

changes that would allow escrow to be accumulated for those that are both high and low wage earners. These changes will have an impact on escrow earnings which will allow for a wide range of income levels to accrue escrow sooner than they would have otherwise and support the statutory objective of providing incentives for families with children to become self-sufficient.

The goal of the FSS program is to facilitate and support participants to become self-sufficient. OHA defines self-sufficiency for this activity as the ability to meet individual and household needs, plan for and achieve short and long-term goals, deal with emergencies with resilience, and use information and skill sets to find and take advantage of available resources. Metrics to measure achievement of self-sufficiency will be defined as graduating from FSS and receiving the balance of the escrow account.

Currently, OHA offers the FSS program to the following housing programs: Public Housing, Project Based Voucher, and Housing Choice Voucher (HCV). OHA plans to allow other families not eligible under regulations to participate in the FSS program, including MTW local non-traditional program participants. Per 24 CFR 984.103, eligible families are defined as: current residents of public housing (section 9) and current Section 8 program participants, as defined in this section, including those participating in other local self-sufficiency programs.

Program regulations do not allow for the Head of Household (HOH)/Co-head/Spouse participants to receive the full-time student exclusion that is provided to other adult household members. OHA is requesting that all earnings above \$480 be excluded for full-time student HOH/Co-Head/Spouses during the first two years of participation in the FSS program. Per 24 CFR 5.609 © (11), earnings in excess of \$480 for each full-time student 18 years or older (excludes the head of household and spouse). OHA proposes allowing this student exclusion as an option for HOH/Co-head/Spouses. OHA anticipates that allowing this waiver will encourage higher learning, job training, and increased wages for FSS families, supporting the statutory objective of providing incentives for families with children to become self-sufficient.

Per 24 CFR 984.305, (1) Determining the family's baseline information. When determining the family's baseline annual earned income and the baseline monthly rent amounts for purposes computing the FSS escrow credit, the PHA or owner must use the amounts on the family's last income re-examination.

Per 24 CFR 984.305, (2) Computation of amount. The FSS credit amount shall be the lower of: (i) Thirty (30) percent of one-twelfth (1/12) (i.e., two and a half (2.5) percent) of the amount by which the family's current annual earned income exceeds the family's baseline annual earned income; or (ii) The increase in the family's monthly rent. The increase in the family's monthly rent shall be the lower of: (A) The amount by which the family's current monthly rent exceeds the family's baseline monthly rent; (B) For HCV families, the difference between the baseline monthly rent and the current gross rent (i.e., rent to owner plus any utility allowance) or the payment standard, whichever is lower; or (C) For PBV, Mod Rehab, and PBRA families, the difference

between the baseline monthly rent and the current gross rent (i.e., rent to owner or contract rent, as applicable, plus any utility allowance).

Per 24 CFR 984.305, (3) Ineligibility of FSS Credit. FSS families who are not low-income families (i.e., whose adjusted annual income exceeds eighty (80) percent of the area median income) shall not be entitled to any FSS credit.

The current regulatory method to calculate escrow incentivizes working families to quit their job to start the program at a lower baseline income and monthly rent. The current method also disincentivize current participants from increasing their adjusted annual income beyond 80% of the area median income. OHA is requesting a waiver from the above regulations to implement a new method for calculating escrow credit. Escrow credit will be based only on the earned income range for the household as defined below in Table A. This method of calculating escrow uses the FSS Household’s current Annual Earned Income to determine escrow. It also removes the ineligibility for escrow credit when an FSS Household’s Adjusted Annual Income exceeds 80% of the area median income. OHA proposes the following schedule ranges for earned income with an associated escrow credit corresponding to the income range. See table A below for proposed income ranges and escrow credit:

Table A: FSS Income/Escrow Table	
\$10,000 - \$14,999	\$50
\$15,000 - \$19,999	\$75
\$20,000 - \$24,999	\$100
\$25,000 - \$29,999	\$125
\$30,000 - \$34,999	\$150
\$35,000 - \$39,999	\$175
\$40,000 - \$44,999	\$200
\$45,000 - \$49,999	\$225
\$50,000 - \$54,999	\$250
\$55,000 - \$59,999	\$275
\$60,000 - \$64,999	\$300
\$65,000 - \$69,999	\$325
\$70,000 - \$74,999	\$350
\$75,000 - \$79,999	\$375
\$80,000 - \$84,999	\$400
\$85,000 - \$89,999	\$425
\$90,000 - \$94,999	\$450
\$95,000 - \$99,999	\$475
\$100,000 -Above	\$500

Implementation planning will commence in FY 2022 as changes will need to be made to the primary OHA business system to support this new table and escrow credit calculation. OHA estimates changes to the OHA business system to be completed by the end of FY 2022. Once the FSS Action Plan has been updated and the changes to OHA's business system have been completed OHA will set a start date to begin enrolling new FSS participants into the FSS redesign projected in FY 2024.

OHA will allow non-eligible program participants such as those in MTW local non-traditional programs to apply to participate in the FSS program. OHA also has over 500 public housing participants in public housing sites managed by third party property managers, some in mixed finance sites, and these families will be allowed to apply for FSS participation. The third party managers use a different business system and OHA anticipates that the planning and procedures needed to accommodate these new FSS participants in OHA's existing business system will commence in FY 2023 and take most or all of the FY.

OHA has completed testing on the custom software programming that was required to its business system to implement the FSS redesign. OHA has updated the FSS Action Plan to align with the FSS Redesign and the Final Rule issued in June 2022, which updated HUD regulations. OHA received final approval of its FSS Action Plan on November 11, 2022.

OHA plans to implement the activity at different time intervals beginning in the summer of 2022. OHA will develop a revised Action Plan and submit to the local HUD office for review and approval. Once approved, OHA will begin enrolling local non-traditional program participants into the FSS program. New participants will have the option of selecting the full-time student exclusion for HOH/Co-head/Spouse during the first two years they are in the program and their escrow will be calculated based on the new escrow schedule. OHA will continue implementation planning to allow Public Housing residents at our third party sites the ability to enroll in the FSS program. This part of the redesign will require inter-agency support to implement the business system changes. OHA anticipates this part of the activity to be implemented in spring of 2023.

OHA intends to set an effective start date for the FSS redesign. Participants who enroll after the effective start date will abide by the new Action Plan and escrow calculation method. Current FSS participants will not have the option of changing the method used to calculate their escrow.

Planned Non-Significant Changes: Per 24 CFR 5.612, No assistance shall be provided under section 8 of the 1937 Act to any individual who: (a) Is enrolled as a student at an institution of higher education, as defined under section 102 of the Higher Education Act of 1965 (20 U.S.C. 1002); (b) Is under 24 years of age; (c) Is not a veteran of the United States military; (d) Is unmarried; (e) Does not have a dependent child; (f) Is not a person with disabilities, as such term is defined in section 3(b)(3)(E) of the 1937 Act and was not receiving assistance under section 8 of the 1937 Act as of November 30, 2005; and (g) Is not otherwise individually eligible, or has parents who, individually, or jointly, are not eligible on the basis of income to receive assistance under section 8 of the 1937 Act.

OHA anticipates there may be some FSS participants under the age of 24 who decide to take advantage of the full-time student exclusion during their first two years in the FSS program. Some of these participants may meet the requirements under the restrictions set forth in 24 CFR 5.612. OHA is proposing these restrictions be waived for those participants to allow all FSS participants the opportunity to further their education and take advantage of the full-time student exclusion. All current FSS participants under the age of 25 receive housing assistance through the FUP Youth Demonstration or FYI Initiative. Waiving 24 CFR 5.612 allows youth enrolled in these programs may not be eligible to participate in the full-time student exclusion.

OHA intends to set an effective start date for the FSS redesign on February 1, 2022. Participants who enroll after the effective start date will abide by the new Action Plan and be enrolled in the FSS redesign program.

Planned Changes to Metrics/Data Collection: Standard metrics for the activity are reflected in the table below. There are no planned changes to metrics or data collection.

Planned Significant Changes: OHA has no planned significant changes for this activity.

Standard HUD Metrics		
SS #1: Increase in Household Income		
Unit of Measurement	Baseline	Benchmark
Average earned income of households affected by this policy in dollars (increase).	Average earned income of households affected by this policy prior to implementation of the activity (in dollars). \$26,317 for 188 households	Expected average earned income of households affected by this policy prior to implementation of the activity (in dollars) = \$27,632.85 (5% increase)
SS #2: Increase in Household Savings		
Unit of Measurement	Baseline	Benchmark
Average escrow of households affected by this policy in dollars (increase).	Average escrow of households affected by this policy prior to implementation of the activity (in dollars). \$5,089 for 184 households	Expected average escrow of households affected by this policy prior to implementation of the activity (in dollars) = \$5,343.45 (5% increase)
SS#3: Increase in Positive Outcomes in Employment Status		
Unit of Measurement	Baseline	Benchmark
Report the following information separately for each category:	1) 67 Participants	1) 10 Participants

1) Employed Full-Time	2) 30 Participants	2) 20 Participants
2) Employed Part-Time	3) 16 Participants	3) 10 Participants
3) Enrolled in an Educational Program	4) 1 Participant	4) 5 Participants
4) Enrolled in Job Training Program	5) 92 Participants	5) 10 Participants
5) Unemployed	6) 0 Participants	6) 0 Participants
6) Other-Drug Rehab Counseling		

Percentage of total work-able households in <<category name>> prior to implementation of activity (percent). This number may be zero.	Unknown	
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SS#4: Households Removed from Temporary Assistance for Needy Families (TANF)

Unit of Measurement	Baseline	Benchmark
Number of households receiving TANF assistance (decrease).	Number of households receiving TANF prior to implementation of this activity =21 households	Number of households receiving TANF after implementation of this activity=17 households

SS#5: Households Assisted by Services that Increase Self Sufficiency

Unit of Measurement	Baseline	Benchmark
Number of households receiving services aimed to increase self-sufficiency (increase).	Number of households receiving services aimed to increase self-sufficiency prior to implementation = 186 households	Number of households receiving services aimed to increase self-sufficiency after implementation = 40 households

SS #6: Households Transitioned to Self Sufficiency

Unit of Measurement	Baseline	Benchmark
Number of households transitioned to self-sufficiency (increase). The PHA may create one or more definitions for "self-sufficiency" to use for this metric. Each time the PHA uses this metric, the "Outcome" number should also be provided in Section (II) Operating Information in the space provided.	Number of households transitioned to self-sufficiency prior to implementation of this activity = 15 households	Number of households transitioned to self-sufficiency after implementation of this activity = 0 households

MTW Activity #10-09: Altered Minimum Stay Requirement for PBVs

Plan Year Approved: 2010

Plan Year Implemented: 2010

Plan Year Amended: None

Description/Update: Allows OHA to alter the 12-month minimum stay requirement for tenants in PBV units. Under the existing PBV regulations, households must complete a one-year tenancy in the unit before they can request a tenant-based voucher and move with continued assistance and if a voucher or comparable tenant-based assistance is not available, give the family priority to receive the next available opportunity for continued tenant-based rental assistance. This activity allows OHA to extend or reduce the minimum stay requirement for residents and gives OHA the discretion to prioritize families on the HCV waitlist.

OHA will review whether to extend the minimum stay requirement to 2 years or indefinitely during the annual planning process and the Executive Director or his designee will consider various factors such as number of requests in the prior Fiscal Year, Oakland vacancy rates and input from affordable housing providers on turnover rates and their impacts.

If the decision is made to extend the minimum stay to 2 years or indefinitely, OHA will inform the public and residents through the standard public comment period which is used required to vet the MTW Plan. The Tenancy Addendum form has been modified to include the new minimum stay requirement or removal of the option of tenant-based assistance which is distributed to tenants when they move into a PBV unit. For FY 2024, OHA intends to restrict the option for PBV assisted households to request tenant-based assistance.

This activity will not apply to families: (1) with an approved Reasonable Accommodation that required them to move from their PBV unit, (2) who experience a change in family composition that affects the size of the unit, or (3) who present a compelling reason to move out of the PBV unit (will be reviewed on a case by case basis). Circumstances surrounding the request to move, such as VAWA requirements, employment opportunities in other public housing jurisdictions and availability of tenant-based vouchers will be considered.

The minimum stay will only be reduced to less than 1 year in situations where a disposition of public housing units has been approved.

OHA may suspend the option for families to transfer from a PBV unit to a tenant-based assisted unit in response to tight market conditions. Residents will have the option to request a transfer to another PBV assisted units that is available.

OHA has included in Appendix J revised HUD forms:

HUD-52578-B – PBV Statement of Family Responsibility which includes revision to section 5 (A) and (B) regarding “Family Right to Move” to state that a family may request tenant-based voucher assistance after two years of tenancy or an amount determined by OHA.

HUD-52530-C – PBV Tenancy Addendum which includes revision to section 11 (Family Right to Move) to state that a family may request tenant-based voucher assistance after two years of tenancy or an amount determined by OHA.

Planned Non-Significant Changes: There are no non-significant changes planned.

Planned Changes to Metrics/Data Collection: There are no changes to the standard metrics or data collection methods for the activity are reflected in the table below.

Planned Significant Changes: OHA does not anticipate any significant changes or modifications.

Standard OHA Metrics (applies to increased minimum stay households)		
Number of Requests to Move that are Required to wait two years		
Unit of Measurement	Baseline	Benchmark
Number of new move requests from PBV to HCV that are required to wait due to altered minimum stay of two years	Average number of requests that had to wait to move for an altered minimum stay requirement prior to implementation = zero (0) requests	Number of requests that are required to wait a minimum of two years prior to receiving an HCV = 150 requests
Number of Vouchers Issued for Move Requests		
Unit of Measurement	Baseline	Benchmark
Number of HCVs issued to PBV residents who waited to move based on an altered minimum stay of two years (increase).	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0) households	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 10 Households
Standard HUD Metrics (applies to decreased minimum stays)		
HC #3: Decrease in Wait List Time		
Unit of Measurement	Baseline	Benchmark
Average applicant time on waitlist in months (decrease)		

	Average applicant time on waitlist prior to implementation of the activity (in months) = zero	Expected applicant time on waitlist after implementation of the activity (in months) = 84
HC #4: Displacement Prevention		
Unit of Measurement	Baseline	Benchmark
Number of households at or below 80% AMI that would lose assistance or need to move (decrease). If units reach a specific type of household give that type. (HCV)	Households losing assistance prior to implementation of activity. (Number of households where voucher expires) This metric does not apply to the goals for this activity and therefore is not something that OHA can measure relative to it.	Expected households losing assistance after implementation of activity. This metric does not apply to the goals for this activity and therefore is not something that OHA can measure relative to it.
HC #5: Increase in Resident Mobility		
Unit of Measurement	Baseline	Benchmark
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0) households	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 0

MTW Activity #08-01: Fund Affordable Housing Development Activities

Plan Year Approved: 2008

Plan Year Implemented: 2008

Plan Year Amended: None

Description/Update: Utilize Single Fund Flexibility to leverage funds to preserve affordable housing resources and create new affordable housing opportunities in Oakland. These housing opportunities provide units under the traditional programs as well as local, non-traditional units. This activity will create new and replacement affordable housing thereby increasing the housing choices for low-income households.

OHA continues to develop affordable housing to expand opportunities for families in need. Current projects and initiatives in development include:

- Brooklyn Basin – OHA, in partnership with the City of Oakland and MidPen Housing Corporation, are developing 465 units of affordable housing for low-income families and

seniors as part of the Brooklyn Basin master planned community. Project 4, Foon Lok East, closed on all construction financing and started construction in FY 2023 and will complete construction in FY 2024. Foon Lok East will contribute 124 new units (61 with PBVs) for families and will complete this significant multi-phased affordable project that is an integral part of a new master planned community comprised of 3,100 new homes on the Oakland waterfront.

- 285 12th Street - OHA is partnering with the East Bay Asian Local Development Corporation (EBALDC) to construct a new affordable housing building with 65 units and 3,500 square feet of commercial space. The site is currently vacant and centrally located in downtown Oakland near several BART stations. Depending on the project's ability to secure financing, OHA may enter into an AHAP contract to provide PBV assistance to 16 units during FY 2024. OHA is also using MTW funds to provide loans to the project and will purchase the site at the beginning of construction.
- Harrison Street Master Planning and Strategic Redevelopment – In addition to 1619 / 1621 Harrison Street (OHA's headquarters and the Harrison Tower senior residence), OHA owns five (5) parcels on Harrison Street. In FY24, OHA will undertake a strategic analysis of these sites for potential redevelopment, including the large parcel at 15th Street and Harrison, that has been previously contemplated for redevelopment. An expected outcome of this process is the selection of one (or more) high priority sites for new affordable housing.
- Mandela Station Affordable – Strategic Urban Development Alliance and MacFarlane Partners are developing Mandela Station, a mixed-use transit-oriented development at the West Oakland BART station. Mandela Station includes a 240-unit affordable housing component. OHA is currently negotiating with the developers on providing a loan and PBVs to help finance the project. During FY 2024, OHA may enter into binding financing commitments and provide predevelopment funding to the Mandela Station Affordable project.
- Foothill Family Apartments – Foothill Family Apartments, LP, is a 65-unit mixed-finance affordable housing development that is wholly owned by OHA and Oakland Housing Initiatives, a nonprofit affiliate of OHA. Foothill Family Apartments is approximately 20 years old and has rehab requirements including replacement of building systems at the end of their useful life, dry rot, accessibility, and other deferred maintenance issues. OHA and OHI are currently working to define the scope of the rehab and develop construction and permit drawings. During FY 2024, OHA may provide a loan to Foothill Family Apartments, LP, to finance design and construction of the rehab of the property.
- 500 Lake Park – OHA is assisting EAH with the development of a 53 unit affordable housing development at 500 Lake Park Avenue and construction may break ground in FY 2024. The planned building, which is in the Grand Lake neighborhood, will also include 2,900 square feet of commercial space. OHA purchased the site in June 2021 using MTW

funds, and it is providing loans to the project. The Authority will also provide 14 project-based VASH vouchers.

- Acquisition – OHA will seek opportunities to acquire land and existing housing in order to preserve and create new housing opportunities.
- Reposition Current Assets – OHA will seek opportunities to reposition existing real estate at 7526 MacArthur Boulevard in order to preserve and create new housing opportunities that may include a variety of strategies to meet Oakland’s need for additional permanent affordable housing.
- Choice Neighborhoods – OHA plans to initiate an evaluation of a prospective Choice Neighborhoods program in West Oakland.
- Financing & Partnerships – OHA will provide financing to new affordable housing projects throughout Oakland through a variety of selection processes:
 - *Capitalized Subsidy (CS)* – OHA is developing a new financing program to provide subsidy to affordable housing projects that serve a high percentage of Extremely Low Income households and therefore are projected to operate at a deficit. The subsidy would be capitalized and will be disbursed annually contingent upon compliance with OHA’s standards and procedures. The CS may be awarded to projects through an OHA published or one of the City of Oakland’s published NOFAs, as described below. These projects are described in more detail in activity #10-06.
 - *OHA Notice of Funding Availability (OHA NOFA)* – OHA plans to release a NOFA to solicit either new construction or rehabilitation projects that require acquisition, predevelopment, permanent gap funding and/or Capitalized Subsidy with a priority for projects that serve Extremely Low Income households and for those that can begin construction within twelve (12) months.
 - *City of Oakland Notices of Funding Availability (City NOFA)* – OHA considers possible awards of Capitalized Subsidy or PBVs to projects that are selected for funding through City of Oakland’s NOFAs. During FY2024, OHA may consider awards to projects selected by the City to apply for funding through the State of California’s Homekey 3.0 program, the City’s New Construction NOFA, as well as its Affordable Housing Acquisition, Rehabilitation and Naturally Occurring Affordable Housing (NOAH) Preservation Program.
- Buyouts – OHA will exercise its option to purchase the tax credit investor limited partner interests in Low Income Housing Tax Credit Partnerships in order to preserve affordable housing. During FY 2024, OHA may purchase the investor limited partners’ interest in Tassafaronga Village Phase I and II.

Planned Non-Significant Changes: OHA does not anticipate any changes or modifications to the activity in FY 2024.

Planned Changes to Metrics/Data Collection: Changes to the benchmarks of each metric reflect the updated totals planned for development activities and are included in the Standard HUD Metrics table below.

Planned Significant Changes: OHA has no planned significant changes to this activity.

Standard HUD Metrics		
HC #1: Additional Units of Housing Made Available		
Unit of Measurement	Baseline	Benchmark
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase). If units reach a specific type of household, give that type in this box.	Housing units of this type prior to implementation of the activity = Zero (0)	Expected housing units of this type after implementation of the activity = 124 total units (61 traditional subsidies and are accounted for in the HCV families served total) Total LNT units are 63.
HC #2: Units of Housing Preserved		
Unit of Measurement	Baseline	Benchmark
Number of housing units preserved for households at or below 80% AMI that would otherwise not be available (increase). If units reach a specific type of household, give that type in this box.	Housing units preserved prior to implementation of the activity = Zero (0)	Expected housing units preserved after implementation of the activity = 100 OAHPI units.
HC #5: Increase in Resident Mobility		
Unit of Measurement	Baseline	Benchmark
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 124 households (61 are using traditional PBV subsidies)

MTW Activity #06-01: Site-Based Wait Lists

Plan Year Approved: 2006

Plan Year Implemented: 2006

Plan Year Amended: None

Description/Update: Establish site-based wait lists at all public housing sites, HOPE VI sites, and developments with PBV allocations. The selection and pre-screening of prospective tenants at each site improves efficiency and reduces the duplication of administrative functions. Site-based wait lists allow applicants to choose what sites or areas of the city they choose to live and reduces the number of households rejecting an apartment because it is not near the family’s support systems, work and schools. Applicants may apply for multiple lists as well. Additionally, OHA has chosen to use a lottery system at its site-based wait lists to reduce the list to a number where offers can be made in a reasonable period of time. Thus, the site-based wait lists will be opened and closed more frequently thereby increasing the frequency of access to affordable housing opportunities, reducing the long waiting periods for applicants, and reducing the need and cost of wait list purging and maintenance. This activity will apply to RAD vouchers. OHA plans to use this activity for RAD vouchers.

Planned Non-Significant Changes: OHA may define a site as a small number of units (2 or more) for the purpose of creating short lived waitlists for hard to lease properties.

Planned Changes to Metrics/Data Collection: There are no planned changes to metrics or data collection.

Planned Significant Changes: OHA has no planned significant changes for this activity.

OHA and Standard Metrics		
CE #3: Decrease in Error Rate of Task Execution		
Unit of Measurement	Baseline	Benchmark
Average error rate in completing a task as a percentage (decrease).	Number of errors in completing task prior to implementation = 10%	Expected average rate of errors in completing the task after implementation = 5%
HC #3: Decrease in Wait List Time		
Unit of Measurement	Baseline	Benchmark
Average applicant time on wait list in months (decrease).	Number of months’ applicants spent on centralized waitlist prior to implementation = 60 months	Expected average number of months applicants spend on site based waitlist per site
Campbell Village	60 months	37 months
Lockwood Gardens	60 months	66 months
Peralta Villa	60 months	66 months
Harrison Towers	60 months	N/A due to pending disposition
Adel Court	60 months	107 months

Oak Grove North	60 months	60 months
Oak Grove South	60 months	60 months (affected by disposition)
Palo Vista Gardens	60 months	41 months
Linden Court	60 months	N/A
Mandela Gateway	60 months	2 months
Chestnut Court	60 months	N/A months
Foothill Family Apts	60 months	N/A months
Lion Creek Crossing	60 months	15 months
OHA Metric - Vacancy Rate per public housing site		
Unit of Measurement	Baseline	Benchmark
Average vacancy rate per public housing site (unit month average as a percentage)	Vacancy rate per site prior to implementation = 2%	Expected vacancy rate per site = 2%
Campbell Village	2%	4.75%
Lockwood Gardens	2%	2.71%
Peralta Villa	2%	1.29%
Harrison Towers	2%	N/A pending disposition
Adel Court	2%	5%
Oak Grove North	2%	N/A sites designated for disposition
Oak Grove South	2%	N/A sites designated for disposition
Palo Vista Gardens	2%	2.53%
Linden Court	2%	9.43%
Mandela Gateway	2%	1.45%
Chestnut Court	2%	7.96%
Foothill Family Apts	2%	1.19%
Lion Creek Crossing	2%	1.43%
Lions Creek Crossing III	2%	0.45%
Lions Creek Crossing IV	2%	0.00%

MTW Activity #06-02: Allocation of PBV Units: Without Competitive Process

Plan Year Approved: 2006

Plan Year Implemented: 2006

Plan Year Amended: None

Description/Update: Allocate PBV units to developments owned directly or indirectly by OHA without using a competitive process. This activity will reduce the administrative time and development costs associated with issuing an RFP. Increase housing choices by creating new

or replacement affordable housing opportunities. OHA reserves the option to issue new awards based on need, development opportunities and funding availability during the fiscal year.

Planned Non-Significant Changes: OHA does not anticipate any changes or modifications to the activity.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics or data collection methods included in the Standard HUD Metrics table below.

Planned Significant Changes: OHA does not have any planned significant changes for this activity.

Standard HUD Metrics		
CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (decrease).	Cost of task prior to implementation of the activity = \$7,500 per RFP	Expected cost of task after implementation of the activity = \$0
CE #2: Staff Time Savings		
Unit of Measurement	Baseline	Benchmark
Total time to complete the task in staff hours (decrease).	Total amount of staff time dedicated to the task prior to implementation of the activity = 100 hours per RFP	Expected amount of total staff time dedicated to the task after implementation of the activity = 15 hours per RFP

MTW Activity #06-03: Allocation of PBV Units: Using Existing Competitive Process

Plan Year Approved: 2006

Plan Year Implemented: 2006

Plan Year Amended: None

Description/Update: Allocate PBV units to qualifying developments using the City of Oakland Notice of Funding Availability (NOFA)/ RFP or other existing competitive process. This activity will reduce the administrative time and development costs associated with issuing an RFP and increase housing choice by creating new or replacement affordable housing opportunities. The City of Oakland anticipates that it will allocate funding for its annual NOFA in 2023. It will notify developers of the amount of funding availability for development projects in September 2022 and make award notifications around March of 2023. OHA will evaluate awarded projects and

opportunities to participate via PBV allocations to increase housing choices for low-income families in the City of Oakland. OHA will explore strategic partnerships with the City, County and County Agencies to expand affordable housing options through these PBV allocations, particularly for veterans and special needs populations served by those agencies programs.

Planned Non-Significant Changes: OHA does not anticipate any changes or modifications to the activity.

Planned Changes to Metrics/Data Collection: There are no changes to the metrics or data collection methods included in the Standard HUD Metrics table below.

Planned Significant Changes: OHA has no planned significant changes for this activity.

Standard HUD Metrics		
CE #1: Agency Cost Savings		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (decrease).	Cost of task prior to implementation of the activity = \$7,500 per RFP	Expected cost of task after implementation of the activity = \$0
CE #2: Staff Time Savings		
Unit of Measurement	Baseline	Benchmark
Total time to complete the task in staff hours (decrease).	Total amount of staff time dedicated to the task prior to implementation of the activity = 100 hours per RFP	Expected amount of total staff time dedicated to the task after implementation of the activity = 35 hours per RFP
Standard OHA Metrics		
Additional Units of Housing Made Available		
Unit of Measurement	Baseline	Benchmark
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase). If units reach a specific type of household, give that type in this box.	Number of households who would not qualify for an available unit based on household composition = Zero (0)	Expected housing units of this type after implementation of the activity = 0
Units of Housing Preserved		
Unit of Measurement	Baseline	Benchmark

Number of housing units preserved for households at or below 80% AMI that would otherwise not be available (increase). If units reach a specific type of household, give that type in this box.	Housing units preserved prior to implementation of the activity = Zero (0)	Housing units preserved prior to implementation of the activity = 0
Total time to complete the task in staff hours (decrease).	Total amount of staff time dedicated to the task prior to implementation of the activity = 100 hours per RFP	Expected amount of total staff time dedicated to the task after implementation of the activity = 35 hours

B. Not Yet Implemented Activities

OHA does not have any activities that have not been implemented.

C. Activities on Hold

Table 14: Approved MTW Activities on Hold					
Activity # and year approved	Fiscal Year Implemented (Year placed on HOLD)	MTW Activity Name	Description	Statutory Objective(s)	Authorization(s)
20-01	2020	Emergency Relief from Interim Re-certifications	Allow wage earning families to self-certify income decreases due to an emergency situation and have OHA pay all or a portion of a tenant's rent for the duration of the declared disaster period	Reduce costs and achieve greater cost effectiveness	Attachment C, Section D.1.c, Attachment D, Use of Funds
17-02	2018	Automatic Rent Increase	Offer owners an automatic rent increase on the HAP contract anniversary date	Expanding housing choice and reduce costs to achieve greater cost effectiveness	Attachment C, D.2.b.and c.
13-01	2017	Rent Reform Pilot Program	Creates a pilot program to test rent	Reduce costs and achieve	Attachment C, Section C.4, C.11

			<p>reform strategies at Campbell Village (Public Housing) and AMP 10 (Section 8 PBV) where:</p> <ul style="list-style-type: none"> • Total Tenant Payment (TTP) calculated based on 27.5% of gross annual income for seniors and disabled households and 27% for work-eligible households • Triennial recertification schedule for senior and disabled households, biennial schedule for work-eligible households • Eliminate all deductions and earned income disallowance • Recent increases in income excluded in recertification • Absolute minimum rent of \$25 	<p>greater cost effectiveness</p> <p>Provide incentives for families with children to become economically self-sufficient</p>	<p>Section D.1.c Section D.2.a</p>
10-07	2010	Disposition Relocation and Counseling Services	<p>Provides counseling and relocation assistance to impacted public housing residents in developments approved for disposition.</p>	<p>Provide incentives for families with children to become more economically self-sufficient</p> <p>Increase housing choices</p>	Attachment D, Use of Funds

09-02	2010 (2015)	Short-Term Subsidy Program	Provides temporary housing assistance to preserve existing affordable housing resources and allow tenants to remain in-place.	Reduce costs and achieve greater cost effectiveness	Attachment D, Use of Funds
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MTW Activity #20-01: Emergency Relief from Interim Re-certifications

Description/Update: The COVID-19 public health crisis in early 2020, has affected and will continue to affect program participants’ incomes and their ability to pay rent. The crisis also imposed an incredible burden on OHA to manage hundreds of calls to modify income, request hardship, and reschedule cancelled appointments. Under this activity, OHA will use single fund flexibility to provide temporary relief from required activities for program participants and reduce administrative burden on OHA staff during declared disaster periods. The activity, based on documented need for the flexibility and funding availability, provides:

- Temporarily relieve tenants who experience a sudden and unexpected loss of income of the immediate need to submit detailed interim income/rent reduction requests,
- Pause requirements for OHA to perform and submit interim re-certifications for eligible participants in order to redirect staffing resources to more critical administrative tasks during a time of emergency by pausing the requirement to perform interim reexaminations (form HUD 50058-MTW action type 3) during declared disaster periods, and
- Provide short-term supplemental housing assistance for eligible families that pays all or some of the tenant portion of the rent in addition to existing subsidy provided by OHA.

OHA plans to deploy this activity on a month-by-month basis as needed until the effects of the health crisis on OHA residents have subsided. Programs included in the scope of activity and analysis include public housing, housing choice voucher (HCV), local non-traditional programs and non-MTW programs, however the activity may be implemented for a limited number of eligible programs based on Executive Director discretion. OHA will closely monitor data regarding interim requests and make evidence-based decisions for which programs this activity will be applied. OHA will establish tracking metrics to monitor staff time savings and re-purposing of staff that are freed up from normal operations.

This activity meets the objective of achieving greater cost effectiveness and may be used during any emergency such as a pandemic, earthquake, etc. OHA anticipates this activity will provide

cost savings and efficiencies for OHA during a time of increased participant requests and paperwork and decreased staffing. These efficiencies will offset the decrease in revenue due to loss of rental income for public housing and increased costs due to payment of tenant portions of rent for HCV, LNT and non-MTW program participants. It will also allow OHA the opportunity to redirect critical, limited staffing resources to high priority items like leasing vacant units for homeless families and addressing emergency non-income related requests.

Goals of the activity include:

- 1) Have the option to provide rent relief during crisis for a low-income population
- 2) Offset any possible issues with landlords leaving the program due to nonpayment of rent issues once the eviction moratoria are lifted
- 3) Provide relief for staff of normal operating administrative tasks by simplifying rent process: Freeze rents, no calculations, no interims or re-certs during this time to focus limited on-site staffing resources to critical areas

OHA may implement this activity on a short-term basis for wage-earning households that experience an unexpected loss of income during the disaster period for any combination of the following groups, based on funding availability:

HCV Program Participants

OHA may pay all or a portion of the contract rent and suspend re-certifications, interims, and late rent notices during the period of implementation for those wage-earning participants that qualify. This will save staff time in processing re-certifications, interims, circumstance changes, sending late rent notices and customer service requests regarding these items. For landlords that are on hold or abated, OHA may continue to pay the tenant portion of rent until the abatement has been cleared for those participants that qualify.

Public Housing Participants

OHA may waive all or a portion of the tenant rent for public housing residents for those wage earning participants that qualify. Tenants will continue to pay their utilities to the appropriate party.

MTW Local Program Participants

OHA may increase the housing assistance provided to local non-traditional programs for those wage earning participants that qualify. These programs include Local Housing Assistance Program, Building Bridges (BB-THP+, BB-CalWorks, BB-SRO), PACT and LHAP.

Non-MTW Program Participants

OHA may extend this activity to non-MTW households as permitted and pay all or a portion of the tenant portion of rent directly to the landlord for any combination of the following non-MTW program participants: mod-rehab, mainstream, VASH, FUP and shelter plus care wage earning

program participants that qualify. Programs that require special permission before implementation due to funding requirements will not be implemented until permission is granted.

The program is structured so that when residents apply to participate and receive rent relief, they will be evaluated based on specific criteria and directed into one of two tracts: 1) Tract One will provide a process whereby the participant will re-pay the funds expended on their behalf either in part or full through a re-payment program 2) Tract Two will provide an option for eligible participants to meet re-payment obligations through activities such as the following but not limited to job training enrollment, community services, etc.

Under the hardship criteria, OHA will allow any household that may not be included in the rent relief population to submit the interim reexamination request in accordance with standard practices and request inclusion for rent relief even if the household does not have income from wages. Eligible participants may be determined exempt from rent relief re-payment requirements based on criteria to be determined by the Executive Director or their designee.

Self-certification is the top of the verification hierarchy through the Enterprise Income Verification (EIV) system provided by HUD. The calculation of partial or full payment of a households' rent portion is as follows:

Reported Change by Participant: Impact to Tenant Rent Calculation

Total loss of income: 100% of tenant rent portion may be covered by OHA

Partial loss of income: 50% of tenant rent portion is eligible to be covered by OHA

A partial loss of income is defined to be at least 50% of income as certified through EIV and/or self-certification. If self-certification is used, the tenant will be required to sign the "Declaration under Penalty of Perjury Form" (OMB Control No. 0920-1303) to certify an income loss. In this instance, OHA will re-calculate the tenant portion based on a 50% decrease in the last adjusted income that was used to determine the tenant portion of the rent.

This option for rent relief will be presented to any participant that is scheduled for re-certification or interim recertification due to an income change during the declared disaster period and will be published on OHA's website.

This activity is not an amnesty for rents owed to OHA or to owners in the voucher program. Furthermore, the activity does not waive HUD requirements and guidance prohibiting debt forgiveness of residents and program participants. The authorizations to allow OHA to adopt and implement new policies to establish rents or subsidy levels for tenant-based assistance are in Attachment C: D.2.a. Authorizations to establish new rent policies for public housing program participants in Attachment C: C.11 of the MTW Agreement.

Update on Reactivation Plan: OHA will continue to evaluate the feasibility of implementing this activity in FY 2024 and may decide to remove from hold based on evolving and new emergencies

MTW Activity #17-02: Automatic Rent Increases for HCV

Plan Year Approved: 2017

Plan Year Implemented: 2017

Plan Year Placed on Hold: 2023

Description/Update: During the last several years the Bay Area has rebounded from the recession with a robust economy which has resulted in increased local population and a sharp decrease in available inventory in the rental market, causing rents to rise at rates that are leading the nation. As a result, the number of rent increases requested by owners in the HCV program rose sharply while there was a steady exodus of owners opting to leave the program for various reasons.

To stem this tide of owners leaving the program for unassisted tenants, OHA proposes to offer HCV owners an automatic rent increase that will be initiated by OHA. The amount of the increase will be determined by OHA for targeted small area rental markets. The automatic rent increase amount will be set using multiple data sources for small targeted geographic areas within the larger jurisdiction as identified by OHA. For selected targeted small rental market areas, OHA will conduct a rent increase analysis using internal and external data sources. Internal data sources may include the number of requested and approved increases and the amounts approved, and/or the average rent in the targeted small market area for new Section 8 contracts. The external data sources may include various available data sources including the Consumer Price Index, Zillow, Go Section 8, Rent.com etc. that provide information and data on rental housing market trends in the target area. If a small rental market area increase is warranted and approved by the Executive Director, or his designee, the offers will be made to all property owners in the targeted area who have not received a rent increase in the last twelve months. If the owner elects to accept the increase offered, they will not be eligible for another increase for at least twelve months.

Update on Reactivation Plan: OHA will continue to evaluate the feasibility of implementing this activity in FY 2024 and may decide to remove from hold based on staff recruitment and changing market environments.

MTW Activity #13-01: Rent Reform Pilot Program

Plan Year Approved: 2013

Plan Year Implemented: 2013

Plan Year Placed on Hold: 2017

Description of MTW Activity: Create a pilot program to test rent reform strategies at Campbell Village (Public Housing) and AMP 10 (Section 8 PBV) where:

- Total Tenant Payment (TTP) calculated based on 27.5% of gross annual income for seniors and disabled households and 27% for work-eligible households
 - Working seniors and working disabled individuals will have the option to choose to be included in the “work-eligible” group where their rent would be calculated based on 27% of their gross income and they would be on a biennial recertification schedule
- Triennial recertification schedule for senior and disabled households, biennial schedule for work-eligible households
- Eliminate all deductions (elderly/disabled deduction, dependent deduction, medical expenses, child care expenses) and earned income disallowance
- Increases in income within six months of recertification are excluded
- Absolute minimum rent of \$25. Households will still be eligible for a utility allowance. However, no rent will be reduced below the minimum rent due to a utility allowance
- Flat rent – In the Public Housing program, households will still have the option to choose a flat rent or the rent reform income-based rent calculation during initial eligibility or at the time of recertification

During the test phase of the pilot program, OHA will, at its discretion, withdraw components that are not working and/or move forward with implementing the policy for additional participants or properties based on the outcomes, after providing an opportunity for the public to comment on proposed changes. More details about this program and its components can be found in the FY 2013 MTW Annual Plan.

Update on Reactivation Plan: OHA will continue to evaluate.

MTW Activity #10-07: Disposition Relocation and Counseling Services
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Year Approved: 2010

Year Implemented: 2010

Year Placed on Hold: 2012

Description of MTW Activity: Provide counseling and relocation assistance to residents impacted by an approved disposition of public housing units.

Update on Reactivation Plan: OHA held this activity off-line as it was determined it was not needed for Oak Grove North and South dispositions. The activity will be evaluated for the disposition of Harrison Towers and may be removed from hold in FY 2024 for the disposition or the RAD conversion of public housing units at Lion Creek Crossing Phases 1-4

MTW Activity #09-02: Short-Term Subsidy Program

Plan Year Approved: 2009

Plan Year Implemented: 2009

Plan Year Placed on Hold: 2015

Description of MTW Activity: Provide temporary subsidy funding to buildings 1) that were developed with assistance from the City of Oakland, 2) where there is a risk of an imminent threat of displacement of low income households, and 3) where it can be reasonably expected that providing short-term subsidy assistance will provide the necessary time to preserve the affordable housing resource.

Update on Reactivation: On Hold. OHA plans to reactivate this activity as needed. New projects will be thoroughly evaluated prior to making a new commitment. As OHA learns of new projects, it will reopen the activity and set new benchmarks. This activity is subject to funding availability and applicable projects. OHA has determined that funding is not available to pursue this activity in FY 2024. However, OHA will consider activating the activity pending new opportunities in future fiscal years.

This activity may be reactivated on an as needed basis.

D. Closed Out Activities

OHA does not propose to close any activities during FY 2024.

Section V. Sources and Uses of Funding

The FY 2024 Sources and Uses reflect the agency vision for a capital expenditure plan to preserve OHA units for sustained occupancy. Recognizing that funding deficits with operating reserves is not a long-term solution, OHA has developed a Sources and Uses that sufficiently considers potential funding shortfalls. OHA has sufficient funds available that will be utilized in this fiscal year to support the approved budget request and projects, and maintain adequate operating reserve levels. Due to the timing of the Plan preparation and OHA's budget planning cycle, the Sources and Uses included are a draft projection and will be finalized during OHA's Board approval and budget planning process. Final numbers will be included with the final Plan submission once OHA has a Board approved budget in June 2023. OHA will use HUD-held reserves that have been obligated and committed to various projects and activities to cover any expressed operating deficit reflected in this Sources and Uses.

A. Planned Sources and Uses of MTW Funds

1) Estimated Sources of MTW Funding for the Fiscal Year

Under MTW flexibility, OHA consolidates the public housing Operating Subsidy, the Capital Fund Program (CFP), and the Housing Choice Voucher program funding into a single fund budget. Allocations in FDS Line Item 71500 are reflected in FDS Line Item 70750 based on requests from the HUD Financial Management Division. What appears to be a shortfall between the Sources and Uses of MTW Funds indicated in Table 15 and Table 16, is not a shortfall, but planned uses on obligated and committed projects and expenses using reserves held for those projects and expenses. The difference is primarily due to the "Other Expenses" FDS line item, which includes MTW development obligations and capital expenditures which are described in activity #08-01 and in Appendix B and other HUD approved expenses related to Government Accounting Standard Board (GASB) 68 and 75 expenditures.

FDS Line Item	FDS Line Item Name	Dollar Amount
70500 (70300+70400)	Total Tenant Revenue	5,003,819
70600	HUD PHA Operating grants	326,364,713
70610	Capital Grants	10,288,343
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	11,647,854
71100+72000	Interest Income	80,735
71600	Gain or Loss on Sale of Capital Assets	-
71200+71300+71310+71400+71500	Other Income	1,093,446
Total Revenue:		354,478,910

2) Estimated Uses of MTW Funding for the Fiscal Year

At the start of FY 2024, OHA expects HCV utilization to be in the 98th percentile, and projects a steady increase in utilization due to several efforts by OHA. Owner incentive activities will continue to be expanded across all components. In addition to the implementation of new and enhanced landlord incentives, OHA plans a continued implementation of all the initiatives under Building Bridges in FY 2024. PBVs that were conditionally awarded to existing, new or rehabilitated developments will be moved through the review process to lease up. All these efforts are aimed at maximizing the families served while the traditional HCV program adapts to serve families in the expensive and low inventory Bay Area rental market. OHA expects to fund the shortfall of expenses, due to its expanded incentive services and new or rehabilitated development projects, by utilizing its program reserves. The single fund budget will support increased resident services, with a focus on economic development and self-sufficiency. Additional uses will cover security and protective services for OHA properties for FY 2024.

Table 16: Estimated Sources of MTW Funding for the Fiscal Year

FDS Line Item	FDS Line Item Name	Dollar Amount
91000	Total Operating – Administrative	57,316,881
91300 + 91310 + 92000	Management Fee Expense	288,440
91810	Allocated Overhead	(10,785,780)
92500 (92100+92200+92300+92400)	Total Tenant Services	3,182,223
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	2,216,235
93500+93700	Labor	0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	12,881,680
95000 (95100+95200+95300+95500)	Total Protective Services	7,566,379
96100 (96110+96120+96130+96140)	Total insurance Premiums	4,010,156
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	2,570,340
96700 (96710+96720+96730)	Total Interest Expense and Amortization Cost	0
97100+97200	Total Extraordinary Maintenance	0
97300+97350	Housing Assistance Payments + HAP Portability-In	260,512,365
97400	Depreciation Expense	6,754,846
97500+97600+97700+97800	All Other Expenses	31,156,700
Total Revenue:		377,670,465

3) Activities that Will Use Only MTW Single Fund Flexibility

OHA employs single fund flexibility for the activities that enhance housing services provided under traditional programs and to adequately address needs of the local community. Through developing affordable housing, increasing resident capacity, and providing increased levels of security and public safety, OHA utilizes the single fund flexibility to extend the positive impact of MTW beyond housing. The OHA activities described below rely on the single fund flexibility and no other MTW waiver or authorization.

Preserving and Enhancing Our Housing Portfolio

- The single-fund flexibility provided under MTW helps managers address deferred maintenance issues, improve the physical condition of the property, and cover increasing



operating expenses without diminishing the level and quality of service provided to residents. Rehabilitation and modernization of 101 senior public housing units at Harrison Towers will be started in FY 2024. OHA plans to use RAD, pending application approvals, to transition another 157 units of public housing to project-based subsidy to streamline compliance requirements and facilitate future refinancing or re-syndication transactions to fund capital improvements; Additionally, OHA continues to invest in the restoration of its Project Based portfolio, upgrading both building systems and unit features to establish a healthier and more energy efficient standard. Ongoing planning includes

physical needs assessments of both the public housing and the Project Based portfolio to facilitate long term capital planning for site based improvements. Research and planning is ongoing to re-develop certain scattered site developments.

- Brooklyn Basin – OHA, in partnership with the City of Oakland and MidPen Housing Corporation, are developing 465 units of affordable housing for low-income families and seniors as part of the Brooklyn Basin master planned community. Project 4, Foon Lok East, closed on all construction financing and started construction in FY 2023 and will complete construction in FY 2024. Foon Lok East will contribute 124 new units (61 with PBVs) for families and will complete this significant multi-phased affordable project that is an integral part of a new master planned community comprised of 3,100 new homes on the Oakland waterfront.
- 285 12th Street - OHA is partnering with the East Bay Asian Local Development Corporation (EBALDC) to construct a new affordable housing building with 65 units and



VIEW ALONG NINTH AVENUE AND CLINTON LANE
RENDERINGS
BROOKLYN BASIN, PARCELS A, 5
PETER STRONG

3,500 square feet of commercial space. The site is currently vacant and centrally located in downtown Oakland near several BART stations. Depending on the project's ability to secure financing, OHA may enter an AHAP contract to provide PBV assistance to 16 units during FY 2024. OHA is also using MTW funds to provide loans to the project and will purchase the site at the beginning of construction.

- Harrison Street Master Planning and Strategic Redevelopment – In addition to 1619 / 1621 Harrison Street (OHA's headquarters and the Harrison Tower senior residence), OHA owns five (5) parcels on Harrison Street. In FY24, OHA will undertake a strategic analysis of these sites for potential redevelopment, including the large parcel at 15th Street and Harrison that has been previously contemplated for redevelopment. An expected outcome of this process is the selection of one (or more) high priority sites for new affordable housing.
- Mandela Station Affordable – Strategic Urban Development Alliance and MacFarlane Partners are developing Mandela Station, a mixed-use transit-oriented development at the West Oakland BART station. Mandela Station includes a 240-unit affordable housing component. OHA is currently negotiating with the developers on providing a loan and PBVs to help finance the project. During FY 2024, OHA may enter into binding financing commitments and provide predevelopment funding to the Mandela Station Affordable project.
- Foothill Family Apartments – Foothill Family Apartments, LP, is a 65-unit mixed-finance affordable housing development that is wholly owned by OHA and Oakland Housing Initiatives, a nonprofit affiliate of OHA. Foothill Family Apartments is approximately 20 years old and has rehab requirements including replacement of building systems at the end of their useful life, dry rot, accessibility, and other deferred maintenance issues. OHA and OHI are currently working to define the scope of the rehab and develop construction and permit drawings. During FY 2024, OHA may provide a loan to Foothill Family Apartments, LP, to finance design and construction of the rehab of the property.
- 500 Lake Park – OHA is assisting EAH with the development of a 53 unit affordable housing development at 500 Lake Park Avenue and construction may break ground in FY 2024. The planned building, which is in the Grand Lake neighborhood, will also include 2,900 square feet of commercial space. OHA purchased the site in June 2021 using MTW funds, and it is providing loans to the project. The Authority will also provide 14 project-based VASH vouchers.
- Acquisition – OHA will seek opportunities to acquire land and existing housing in order to preserve and create new housing opportunities.
- Reposition Current Assets – OHA will seek opportunities to reposition existing real estate at 7526 MacArthur Boulevard in order to preserve and create new housing



opportunities that may include a variety of strategies to meet Oakland's need for additional permanent affordable housing.

- Choice Neighborhoods – OHA plans to initiate an evaluation of a prospective Choice Neighborhoods program in West Oakland.
- Financing & Partnerships – OHA will provide financing to new affordable housing projects throughout Oakland through a variety of selection processes:
 - *Capitalized Subsidy (CS)* – OHA is developing a new financing program to provide subsidy to affordable housing projects that serve a high percentage of Extremely Low Income households and therefore are projected to operate at a deficit. The subsidy would be capitalized and will be disbursed annually contingent upon compliance with OHA's standards and procedures. The CS may be awarded to projects through an OHA published, or one of the City of Oakland's published, NOFAs, as described below. These projects are described in more detail in activity #10-06.
 - *OHA Notice of Funding Availability (OHA NOFA)* – OHA plans to release a NOFA to solicit either new construction or rehabilitation projects that require acquisition, predevelopment, permanent gap funding and/or Capitalized Subsidy with a priority for projects that serve Extremely Low Income households and for those that can begin construction within twelve (12) months.
 - *City of Oakland Notices of Funding Availability (City NOFA)* – OHA considers possible awards of Capitalized Subsidy or PBVs to projects that are selected for funding through City of Oakland's NOFAs. During FY2024, OHA may consider awards to projects selected by the City to apply for funding through the State of California's Homekey 3.0 program, the City's New Construction NOFA, as well as its Affordable Housing Acquisition, Rehabilitation and Naturally Occurring Affordable Housing (NOAH) Preservation Program.
- Buyouts – OHA will exercise its option to purchase the tax credit investor limited partner interests in Low Income Housing Tax Credit Partnerships in order to preserve affordable housing. During FY 2024, OHA may purchase the investor limited partners' interest in Tassafaronga Village Phase I and II.

Promoting Resident Empowerment and Self-Sufficiency

OHA has a robust incentive program for both owners and residents and plans to expand the incentives offered based on past successes. This includes an expansion of the existing owner incentives to non-MTW voucher households. OHA plans to also expand the Welcome Kit incentive for residents started with the EHV and FYI voucher families to possibly all households across traditional programs and will explore adding application fees up to \$200 per household to incentive mix. Lastly, OHA plans to offer security deposit assistance of up to one month's rent to both MTW and non-MTW households.

OHA has been monitoring the backlog of rent owed by public housing residents that may have encountered difficulties during the pandemic, even with options for other sources of assistance. To try and avoid eviction, OHA plans to explore offering an employment program to a pilot group of households where income earned will be used to pay outstanding debt through repayment agreements. Additionally, OHA will explore offering a match or seed funding for an FSS escrow to incent families to repay debts and explore the self-sufficiency opportunities available through FSS.



OHA will explore a partnership with Alameda County to provide a mobile health care and dental care van to travel to OHA communities providing on site health care and preventative services.

Education Initiative Program Expansion



The expansion of the Education Initiative continues to improve the educational outcomes for school-aged children of resident families. The initiative has five primary goals for resident school age youth: to attend school on time every day for all youth; enrolled in pre-k and kindergarten on time; be proficient in literacy by the third grade; all youth graduate from high school with a diploma; all students be prepared for college and/or career. The expansion of the Education Initiative is built on a “K-12 Feeder School Model”. This model provides a continuum of support for children of resident families throughout their K-12 educational journey. We have identified 12 Oakland Unified School District (OUSD) schools to scale the program in alignment with the five primary goals supported by the data indicating high chronic truancy rates and academic achievement challenges.

Each school level will have a Resident Service Coordinator (RSC) to collaborate with the school sites to support OHA students attending those schools. Students are enrolled after a parent completes a consent form, and RSCs will begin to coordinate services throughout the school year, which includes regular check ins with students and families, monitoring of attendance and grades, facilitation of literacy events and college readiness events/supports (through the College Corner), facilitate health and wellness school-based events and family engagement activities.

RSCs will attend a variety of school site meetings, such as: Coordination of Services Team (COST), Attendance Team, Individual Education Plans (IEP) and Student Success Team (SST). RSCs will serve as a support system for the student and their family. RSCs will be implementing incentives that are grade level specific to motivate students to improve their attendance and academic success.

Out of school youth programming

RSCs will host an annual back-to-school campaign to promote attendance and academic success with a distribution of backpacks, school supplies and occasionally clothing supports coupled with case management for those families in need. Additionally, RSCs will facilitate educational field trips and activities, college tours, expansion of partnerships to leverage supports for the Education Initiative which includes Oakland Natives Give Back, for reducing chronic absenteeism in Oakland schools - including our 12 partner schools. Community Education Partnership (CEP) is a community-based organization providing academic tutoring in English and math for resident children; the Oakland Literacy Coalition offers an annual invitation to write a mini- grant to support family literacy events; and the Boys and Girls Club facilitates a 10-days overnight summer camp experience for resident children.



Digital Literacy (Chromebooks, Tablets)

Continues to enhance digital literacy skill-building for participants through distribution of Chromebooks or Tablets and providing digital literacy training. We will expand the weekly digital literacy training to both Learning Labs at our West and East Oakland public housing sites to serve more residents. OHA co-authored an Internet Connectivity grant with the City of Oakland to bring free to no cost internet services to OHA families which will continue in FY 2024. OHA is scheduled to open its second Learning Lab in Lockwood Gardens public housing development which will also be equipped with sixteen laptops with access to printers and scanners. In FY 2024, FCP will continue to provide technological devices to program participants to support digital literacy for adult, youth education and employment opportunities.

Promoting Resident Empowerment and Self-Sufficiency

FCP Self Sufficiency Program (FSS) received HUD approval on its updated Action Plan and is gearing up to increase its program enrollment. The updated Action Plan adopted a tiered escrow model that makes it easy for new participants to earn escrow based on their income brackets. The FSS program is complimented by employment supports and access to the Homeownership program services to create economic security and build savings through financial literacy.

The former Jobs Plus grant program established a learning lab, which continues to provide employment services to families in West Oakland. This lab facilitates online and in-person job trainings, including access to 16 computers to issue 100 online professional development training opportunities, which includes unlimited seminars and online job skill training courses. FCP plans to expand our partnerships with local workforce agencies and employment training entities to leverage resources to share with OHA families in exchange for the use of space.

With the Covid-19 restrictions lifted in person program services will be expanded; the second Learning Lab will open in East Oakland Lockwood Gardens to provide employment services.

Although our Learning Labs located at West and East Oakland are fully accessible and successfully serve persons with disabilities, we plan to create a resource section to include assistive technology to support those with a disability.

FCP has two dedicated full-time coordinators to administer economic development programming to OHA residents through job fairs, job readiness preparation and job retention training, and small business development workshops. FCP plans to scale up its small business resources program to support resident entrepreneurs and small businesses with the tools and insights to start, grow and pivot their businesses.

Employment Development

The FCP employment team will launch its career services program in partnership with community colleges, community-based organizations, and other training organizations, to provide vocational training to OHA participants and residents. Through vocational training opportunities residents will have the opportunity to enter employment industries to advance their careers, thereby increasing their household income.

FCP Career Services will expand to other employment industries including Security Guard and CPR/First Aid training. FCP plans to continue work with the Bread Project, a program offering a five-week culinary training program and job placement assistance.

FCP Career Services will enhance our partnerships with the College of Alameda and Jewish Vocational Services (JVS) to bring on a variety of certification trainings. College of Alameda will begin offering a two-day forklift training/certification course to create a career pathway to employment opportunities in warehouse/logistics and Jewish Vocational Services (JVS) will offer certification programs in auto repair, word processing, and Dental Assistant training for OHA participants/residents through our partnership.

Youth Employment Program

FCP will continue its expanded summer employment programming year-round to allow the youth to work through the school year. The programs offer a paid employment training, job placement and educational enrollment assistance for college to approximately 200 resident youths between the ages of 16 and 24. OHA contracts with Lao Family Services (LAO) and Youth Employment Partnership (YEP) to deliver these employment services. Youth participants receive training in resume writing, interview skills, workplace communication and assistance obtaining their high school diploma or furthering their education by enrolling in college courses. The Education Initiative staff will align educational supports with youth employment services for those youth attending the partner high schools. This will create a pipeline for youth receiving training and employment experience while achieving their educational goals.

Homeownership

The Homeownership Program will have a designated full-time coordinator to scale the program to enhance resident experiences by assisting participants to obtain homeownership education,

credit repair, money management skills and increasing their financial literacy before becoming a homeowner. The program will offer quarterly homeownership education on maintaining their home for current homeowners.

The program will begin to offer a virtual and in-person Q & A session about the program in the evening to accommodate those that work during the day. Interested residents/participants will continue to complete the online program assessments to determine their homebuyer readiness for next steps to becoming a homeowner.

Search Assistance/Housing Navigator

This initiative has a dedicated Coordinator to partner with the Leased Housing department to assist EHV, and FYI applicants who need housing search assistance. FCP provides a monthly housing workshop to Foster Youth to Independence (FYI) voucher applicants to provide education and support around locating available rental units in Oakland. Services include rental portfolio/resume classes, creating a master rental application, references, role-playing and presentation preparation, rental history review, referral to supportive services for security deposit assistance, and moving supports. FCP plans to expand these workshops to all voucher holders in need of housing search assistance available for FY 2024.

Lease Compliance (HQS, rental assistance)

FCP has expanded the level of services provided to assist residents at risk of eviction with the goal of housing retention. FCP has five (5) Coordinators assigned to support at-risk residents facing eviction with community resources and referrals to get them back into compliance with their lease. These resources include rental and utility assistance, housekeeping counseling, intra-resident conflict mediation, employment referrals, financial education, lease violation counseling, and supportive services like food and cleaning supplies when needed. FCP works in conjunction with the Property Operations department, OHA Police Department, OAHPI, and CID to assess, triage, and support residents at OHA properties. In FY 2024, FCP plans to provide housing retention support to residents by hosting quarterly events to engage residents proactively and provide options for them to request lease compliance support, and other supportive and enrichment services.

Food Pantry expansion (including OAHPI sites)

FCP will expand the number of residents served by our community food pantries by adding one additional delivery food pantry for our elderly/disabled families. FCP operates two food pantries at our large public housing sites to provide fresh produce, meats, and shelf-stable food to over 200 households every month through the “Grab and Go” model. FCP has a partnership with Door Dash Delivery to expand the food pantry to serve an additional fifty (50) elderly and disabled residents at our Asset Managed and OAHPI sites. In FY 2023, FCP received two (2) grants from the Alameda County Food Bank, which has allowed us to purchase equipment and



supplies to expand our food pantry service to more OHA residents. In FY 2024, FCP will resume a self-select shopping method at our large public housing sites, allowing more participants to shop for fresh produce, meats, and shelf-stable food items.

Spectrum Meal Program

To protect the health of OHA senior residents, FCP will provide cooked food support to the senior citizen community through the "Grab and Go" meal program. The Spectrum Meal program provides seniors with nutritious hot meals prepared by Spectrum-certified Dieticians. The meals provide an opportunity to conduct a wellness check and provide educational materials and resources to seniors. In FY 2024, FCP will transition the Spectrum Meal program to a full congregate meal setting, allowing residents in person dining with other seniors complimented with senior programming.



OBAR/Senior Art & Craft Delivery Program

FCP will connect and engage our senior community with a monthly Seniors Connect Newsletter and an art & craft bag to foster creativity in the comfort of their own homes. Senior residents aged 60 and over, from Lockwood Gardens, Palo Vista Gardens, Peralta Village, and Campbell Village, will have art & craft kits delivered to their homes. Activities include canvas painting, adult coloring books, scrapbooking, gardening, and more. The monthly Seniors Connect Newsletter will provide seniors with up-to-date health and wellness information and advertise resident programs, and services specific to seniors. The newsletter also provides seniors an opportunity to display their creative artwork with their senior community members. The program outcome intends to reduce negative feelings of anxiety, increase positive feelings of engagement and peace, expand seniors' creative growth, promote stress relief, bolster memory, and stimulate an optimistic attitude. In FY 2024, FCP will transition the Seniors Connect/Art & Craft Program to an on-site activity, allowing residents to participate in socialization activities with other seniors.

Senior Fitness program and Samuel Merritt Nurses (Wellness screenings)



In FY 2024, FCP will resume onsite programs with Samuel Merritt Nursing and St. Mary's Center to include onsite senior fitness classes and wellness screenings, including home visits for disabled residents.

Foster Youth to Independence

FCP will work in partnership with Alameda County Social Services Agency, Beyond Emancipation and Lao Family Community Development, Inc. to assist current and former foster youth to obtain housing, education, employment, and provide case management support. OHA provides monthly housing search workshops and assistance to the Foster Youth to Independence (FYI) voucher applicants.

In addition, staff will continue to provide case management and counseling support to residents with lease compliance, education, post-move-in counseling, and financial literacy. To support the

FYI youth with employment services, OHA will send referrals to Lao Family Community Development, Inc. which works with FYI participants to provide life and career skills development, support with resume writing, interview strategies, job search, job placement, job retention and case management.

OHA will solicit five (5) FYI participants to serve as Program Advisors to provide valuable insight to the Resident Advisory Board (RAB) and OHA Leadership team to ensure FYI youth are included in resident-driven programs and initiatives.

New Initiatives for FY 2024

Senior Dial-A-Friend Wellness Program

OHA plans to launch a new wellness program to engage senior residents throughout the large public housing sites, Asset Managed properties, OAHPI, and Section 8 units. OHA will enlist the support of five (5) seniors to serve as volunteers to contact seniors weekly, as a peer-to-peer outreach method. In addition to serving as a wellness check for the senior residents, these volunteers will market FCP programs and available services to encourage seniors to participate in onsite activities.

Provide a Consistent Level of Security to Residents with a Focus on Youth and Families

Activities undertaken by the Oakland Housing Authority Police Department (OHAPD) are funded through single-fund flexibilities. OHAPD provides safety services to positively impact OHA sites and surrounding neighborhoods.

In FY 2024, OHAPD plans to expand the youth explorer program for up to 22 youth and continue to replace and update safety equipment and technology to maintain industry standards. OHAPD will continue to build trust and relations with a strong presence in the community by:



- Holding resident-community meetings to maintain strong working relationships;
- Hosting community building events such as the Winter Wonderland Toy Drive, bike excursions, camping trips, block parties, Coffee with a Cop, Ice Cream with a Cop, and pancake socials;
- Re-inventing OHAPD's communication strategy in order to be able to communicate with community members effectively; and
- Continuing to deploy the established theories of the six pillars contained in the "21st Century Policing Report" within all levels of the OHAPD.

Focus on the Reduction and Deterrence of Violent Crime

While Oakland's crime rate is quite high compared to the national average, OHAPD is addressing these issues and working hard to keep our communities safe and engaged in crime prevention strategies. OHAPD has many techniques to reduce and deter violent crimes, including:

- Completing individual assessments to Crime Prevention through Environmental Design (CPTED) standards.
- Conducting thorough and complete preliminary investigations to solve crimes.
- Ensuring officers and staff have the proper training and tools to conduct research and intelligence.
- Continuing the collaboration between field operations, investigations, and communications for all members to serve a vital role in crime prevention efforts.
- Focusing on family/domestic violence, with the goal of providing critical services to victims and families in partnership with expert service providers.
- Working cooperatively with Public Safety Partners toward community safety.
- Continuing to collaborate, communicate, and cooperate with all divisions and departments of OHA to create healthy and vibrant communities.

Maintain and Increase Transparency and Resident Partnerships

In partnership with residents, OHAPD will use tools of law enforcement to provide a safe environment at our properties as well as assist our management team in identifying challenging tenants.

A high standard of transparency and accountability is expected from police agencies, and OHAPD guarantees this by collaborating with public safety partners and engaging with the community and OHA's Resident Advisory Board (RAB). Additionally, OHAPD is ensuring staff performance and policies are appropriate and at, or above, the industry standard. The use of body-worn cameras, Computer Aided Dispatch and Record Management Systems are all tools to assist in transparency. The department will focus partnership efforts through forming advisory groups, attending community meetings and neighborhood councils, and expanding current camera monitoring and technology.



OHAPD plans to continue focusing efforts on community safety and partnerships by evaluating aspects of the Department that could be re-envisioned inside, and outside, of law enforcement responses by:

- Examining areas of OHAPD response to incidents to determine if services are better handled by a non-sworn entity or other member of OHA.
- Transitioning tasks performed by police officers to police service aides, such as noncriminal walk-in reports, as well as response to noncriminal violations that do not require a police officer's presence.
- Implementing a community-driven process for determining how officers respond and implementing the provision of law enforcement services.

- Engaging advocacy groups in the overall strategy(s) to reduce crime, and the fear of crime and communities is necessary (i.e., Public Safety Committee).
- Adding supportive services and clinical co-responders as additional resources for OHAPD to implement harm reduction alternatives.
- Partnering with other divisions such as Office of Property Management, Leased Housing, Capital Improvements, and Family and Community Partnerships to respond holistically to the needs of our families.

Expansion of Affordable Housing Opportunities

- OHA uses its single-fund flexibility to leverage additional funding for the development of new affordable housing. By using methods such as site acquisition, predevelopment loans, and gap financing, OHA is able to invest in projects to expand the availability of new housing that is affordable for families spanning multiple levels of subsidy. OHA expects to use single-fund flexibility to continue investment in existing projects in the pipeline and to broaden assistance to possible development projects like 15th and Harrison, 285 12th Street and 500 Lake Park while exploring redevelopment of some scattered sites.
- OHA will continue to develop new units at existing project sites with 130 new units (65 which are PBV) coming online at Brooklyn Basin (Foon Lok West) and completing construction on approximately 50% of the units (~62 units) at Brooklyn Basin (Foon Lok East), the final phase, during the FY. OHA will continue to explore repositioning options for several sites in the scattered site portfolio that may include a variety of strategies to meet Oakland's needs for permanent affordable housing.
- OHA may use interagency partnerships to repurpose underutilized sites to meet Oakland's need for additional permanent affordable housing.
- OHA plans to exercise its option to purchase the tax credit investor limited partners interests in low income housing tax credit partnerships in order to preserve affordable housing at Lion Creek Crossing Phase 3 and 4.

Assist Residents forced to move due to Abatement with Relocation

OHA plans to use the single fund flexibility to assist residents that are forced to vacate units through no fault of their own, due to failed Housing Quality Standard (HQS) inspections. Funds that are unspent by abating subsidy payments to owners that fail HQS will be allocated to assist affected residents for expenses associated with vacating the unit and moving to other assisted housing in Oakland. Eligible residents may be approved for a moving allowance to assist with costs using Uniform Relocation Allowances (URA). OHA anticipates that this use of funds will maintain and possibly increase the number of families served by supporting families in vulnerable situations where an unexpected move is forced upon them with no funding support for move related expenses. Residents will be informed through the briefing process and during abatement communications of this benefit.

Increased Compliance and Agency Efficiencies

- Expand its internal audit and compliance functions to streamline processes, identify and mitigate risk and increase accuracy and timeliness of data reporting functions. These audits and reviews will be conducted by both internal staff and external vendor consultants.
- Pay a one-time incentive payment of \$200 to residents that sign up for the online rent payment option to reduce administrative burden of rent payment processing.
- Pay a one-time incentive of \$200 for owners who sign up for direct deposit and \$100 for owners that sign up to use Owner Portal through the OHA website.

Capitalized Subsidy Fund (CS)

Description

The Oakland Housing Authority's Capitalized Subsidy Program (CS) offers an important and streamlined source of funding that ensures the sustainable and healthy operation of properties to serve Extremely Low-Income households at or below 30% of the Area Median Income (AMI). The Oakland Housing Authority (OHA) intends to use CS to support projects that will provide long-term affordable housing to Oakland's most vulnerable residents. The CS is a fifteen (15) year subsidy that aims to fill any negative net income that results primarily from minimal collectable rents from extremely low-income households.

Eligible Projects

- a) For projects with twenty-one (21) or more units, project Owners must set aside ten (10) units or 25% of the total units, whichever is greater, for households earning at or below 30% of AMI, as defined by the California Tax Credit Allocation Committee. The balance of the units in the Project may be designated for households whose incomes do not exceed 80% AMI.
- b) OHA may consider awarding a CS to projects with twenty (20) or less units that are unable to provide the minimum number of 30% AMI units described above, at its sole discretion.
- c) Projects may entail new construction or rehabilitation.

Other Program Terms

- a) Davis Bacon Prevailing Wages: Advice by the Authority's legal counsel indicates that Davis Bacon wages should not be triggered under Section 12 of the U.S. Housing Act of 1937 because the Authority's funds will be used exclusively to fund a capitalized subsidy reserve following the completion of construction and not for any construction-related activities. However, project Owners are encouraged to seek their own independent legal advice on this issue.
- b) Section 3: Section 3 requirements of the Housing and Urban Development Act of 1968 will be included as applicable in the capitalized subsidy reserve legal agreements.

- c) Biennial Housing Quality Standards (HQS) Inspections are required for all restricted units under the Regulatory Agreement. As needed, inspections may be conducted more frequently based on complaints, comments or City citations received.
- d) All projects would be required to adhere to NEPA requirements.
- e) Projects may be subject to subsidy layering reviews based on additional funding sources.

OHA may opt to use CS funding in conjunction with VASH and PBV awards. Currently, 2700 International Boulevard is under consideration for a VASH and CS award. OHA would perform any subsidy layering reviews required by funding types and sources for projects that may have both CS and VASH and/or PBV subsidies.

Table 17: Planned Use of MTW Single Fund Flexibility
Narrative of planned Activities that use only the MTW single fund flexibility.
<p>OHA employs single fund flexibility for the activities that enhance housing services provided under traditional programs and to adequately address needs of the local community. Through developing affordable housing, increasing resident capacity, and providing increased levels of security and public safety, OHA utilizes the single fund flexibility to extend the positive impact of MTW beyond housing. The OHA activities described below rely on the single fund flexibility and no other MTW waiver or authorization.</p>
<p><u>Promoting Resident Empowerment and Self-Sufficiency</u></p> <p>OHA has a robust incentive program for both owners and residents and plans to expand the incentives offered based on past successes. This includes an expansion of the existing owner incentives to non-MTW voucher households. OHA plans to also expand the Welcome Kit incentive for residents started with the EHV and FYI voucher families to possibly all households across traditional programs and will explore adding application fees up to \$200 per household to incentive mix. Lastly, OHA plans to offer security deposit assistance of up to one month’s rent to both MTW and non-MTW households.</p> <p>OHA has been monitoring the backlog of rent owed by public housing residents that may have encountered difficulties during the pandemic, even with options for other sources of assistance. To try and avoid eviction, OHA plans to explore offering an employment program to a pilot group of households where income earned will be used to pay outstanding debt through repayment agreements. Additionally, OHA will explore offering a match or seed funding for an FSS escrow to incent families to repay debts and explore the self-sufficiency opportunities available through FSS.</p> <p>OHA will explore a partnership with Alameda County to provide a mobile health care and dental care van to travel to OHA communities providing on site health care and preventative services.</p>
<p><u>Education Initiative Program Expansion</u></p> <p>The expansion of the Education Initiative continues to improve the educational outcomes for school-aged children of resident families. The initiative has five primary goals for resident school age youth: to attend school on time every day for all youth; enrolled in pre-k and kindergarten on time; be proficient in literacy by the third grade; all youth graduate from high school with a diploma; all students be prepared for college and/or career. The expansion of the Education Initiative is built on a “K-12 Feeder School Model”. This model provides a continuum of support for children of resident families throughout their K-12 educational journey. We have identified 12 Oakland Unified School District</p>

(OUSD) schools to scale the program in alignment with the five primary goals supported by the data indicating high chronic truancy rates and academic achievement challenges.

Each school level will have a Resident Service Coordinator (RSC) to collaborate with the school sites to support OHA students attending those schools. Students are enrolled after a parent completes a consent form, and RSCs will begin to coordinate services throughout the school year, which includes regular check ins with students and families, monitoring of attendance and grades, facilitation of literacy events and college readiness events/supports (through the College Corner), facilitate health and wellness school-based events and family engagement activities.

RSCs will attend a variety of school site meetings, such as: Coordination of Services Team (COST), Attendance Team, Individual Education Plans (IEP) and Student Success Team (SST). RSCs will serve as a support system for the student and their family. RSCs will be implementing incentives that are grade level specific to motivate students to improve their attendance and academic success.

Out of school youth programming

RSCs will host an annual back-to-school campaign to promote attendance and academic success with a distribution of backpacks, school supplies and occasionally clothing supports coupled with case management for those families in need. Additionally, RSCs will facilitate educational field trips and activities, college tours, expansion of partnerships to leverage supports for the Education Initiative which includes Oakland Natives Give Back, for reducing chronic absenteeism in Oakland schools - including our 12 partner schools. Community Education Partnership (CEP) is a community-based organization providing academic tutoring in English and math for resident children; the Oakland Literacy Coalition offers an annual invitation to write a mini- grant to support family literacy events; and the Boys and Girls Club facilitates a 10-days overnight summer camp experience for resident children.

Digital Literacy (Chromebooks, Tablets)

Continues to enhance digital literacy skill-building for participants through distribution of Chromebooks or Tablets and providing digital literacy training. We will expand the weekly digital literacy training to both Learning Labs at our West and East Oakland public housing sites to serve more residents. OHA co-authored an Internet Connectivity grant with the City of Oakland to bring free to no cost internet services to OHA families which will continue in FY 2024. OHA is scheduled to open its second Learning Lab in Lockwood Gardens public housing development which will also be equipped with sixteen laptops with access to printers and scanners. In FY 2024, FCP will continue to provide technological devices to program participants to support digital literacy for adult, youth education and employment opportunities.

Promoting Resident Empowerment and Self-Sufficiency

FCP Self Sufficiency Program (FSS) received HUD approval on its updated Action Plan and is gearing up to increase its program enrollment. The updated Action Plan adopted a tiered escrow model that makes it easy for new participants to earn escrow based on their income brackets. The FSS program is complimented by employment supports and access to the Homeownership program services to create economic security and build savings through financial literacy.

The former Jobs Plus grant program established a learning lab, which continues to provide employment services to families in West Oakland. This lab facilitates online and in-person job trainings, including access to 16 computers to issue 100 online professional development training opportunities, which includes unlimited seminars and online job skill training courses. FCP plans to expand our partnerships with local workforce agencies and employment training entities to leverage resources to share with OHA families in exchange for the use of space.

With the Covid-19 restrictions lifted in person program services will be expanded; the second Learning Lab will open in East Oakland Lockwood Gardens to provide employment services.

Although our Learning Labs located at West and East Oakland are fully accessible and successfully serve persons with disabilities, we plan to create a resource section to include assistive technology to support those with a disability. FCP has two dedicated full-time coordinators to administer economic development programming to OHA residents through job fairs, job readiness preparation and job retention training, and small business development workshops. FCP plans to scale up its small business resources program to support resident entrepreneurs and small businesses with the tools and insights to start, grow and pivot their businesses.

Employment Development

The FCP employment team will launch its career services program in partnership with community colleges, community-based organizations, and other training organizations, to provide vocational training to OHA participants and residents. Through vocational training opportunities residents will have the opportunity to enter employment industries to advance their careers, thereby increasing their household income.

FCP Career Services will expand to other employment industries including Security Guard and CPR/First Aid training. FCP plans to continue work with the Bread Project, a program offering a five-week culinary training program and job placement assistance.

FCP Career Services will enhance our partnerships with the College of Alameda and Jewish Vocational Services (JVS) to bring on a variety of certification trainings. College of Alameda will begin offering a two-day forklift training/certification course to create a career pathway to employment opportunities in warehouse/logistics and Jewish Vocational Services (JVS) will offer certification programs in auto repair, word processing, and Dental Assistant training for OHA participants/residents through our partnership.

Youth Employment Program

FCP will continue its expanded summer employment programming year-round to allow the youth to work through the school year. The programs offer a paid employment training, job placement and educational enrollment assistance for college to approximately 200 resident youths between the ages of 16 and 24. OHA contracts with Lao Family Services (LAO) and Youth Employment Partnership (YEP) to deliver these employment services. Youth participants receive training in resume writing, interview skills, workplace communication and assistance obtaining their high school diploma or furthering their education by enrolling in college courses. The Education Initiative staff will align educational supports with youth employment services for those youth attending the partner high schools. This will create a pipeline for youth receiving training and employment experience while achieving their educational goals.

Homeownership

The Homeownership Program will have a designated full-time coordinator to scale the program to enhance resident experiences by assisting participants to obtain homeownership education, credit repair, money management skills and increasing their financial literacy before becoming a homeowner. The program will offer quarterly homeownership education on maintaining their home for current homeowners.

The program will begin to offer a virtual and in-person Q & A session about the program in the evening to accommodate those that work during the day. Interested residents/participants will continue to complete the online program assessments to determine their homebuyer readiness for next steps to becoming a homeowner.

Search Assistance/Housing Navigator

This initiative has a dedicated Coordinator to partner with the Leased Housing department to assist EHV, and FYI applicants who need housing search assistance. FCP provides a monthly housing workshop to Foster Youth to Independence (FYI) voucher applicants to provide education and support around locating available rental units in Oakland. Services include rental portfolio/resume classes, creating a master rental application, references, role-playing and presentation preparation, rental history review, referral to supportive services for security deposit

assistance, and moving supports. FCP plans to expand these workshops to all voucher holders in need of housing search assistance available for FY 2024.

Lease Compliance (HQS, rental assistance)

FCP has expanded the level of services provided to assist residents at risk of eviction with the goal of housing retention. FCP has five (5) Coordinators assigned to support at-risk residents facing eviction with community resources and referrals to get them back into compliance with their lease. These resources include rental and utility assistance, housekeeping counseling, intra-resident conflict mediation, employment referrals, financial education, lease violation counseling, and supportive services like food and cleaning supplies when needed. FCP works in conjunction with the Property Operations department, OHA Police Department, OAHPI, and CID to assess, triage, and support residents at OHA properties. In FY 2024, FCP plans to provide housing retention support to residents by hosting quarterly events to engage residents proactively and provide options for them to request lease compliance support, and other supportive and enrichment services.

Food Pantry expansion (including OAHPI sites)

FCP will expand the number of residents served by our community food pantries by adding one additional delivery food pantry for our elderly/disabled families. FCP operates two food pantries at our large public housing sites to provide fresh produce, meats, and shelf-stable food to over 200 households every month through the "Grab and Go" model. FCP has a partnership with Door Dash Delivery to expand the food pantry to serve an additional fifty (50) elderly and disabled residents at our Asset Managed and OAHPI sites. In FY 2023, FCP received two (2) grants from the Alameda County Food Bank, which has allowed us to purchase equipment and supplies to expand our food pantry service to more OHA residents. In FY 2024, FCP will resume a self-select shopping method at our large public housing sites, allowing more participants to shop for fresh produce, meats, and shelf-stable food items.

Spectrum Meal Program

To protect the health of OHA senior residents, FCP will provide cooked food support to the senior citizen community through the "Grab and Go" meal program. The Spectrum Meal program provides seniors with nutritious hot meals prepared by Spectrum-certified Dietitians. The meals provide an opportunity to conduct a wellness check and provide educational materials and resources to seniors. In FY 2024, FCP will transition the Spectrum Meal program to a full congregate meal setting, allowing residents in person dining with other seniors complimented with senior programming.

OBAR/Senior Art & Craft Delivery Program

FCP will connect and engage our senior community with a monthly Seniors Connect Newsletter and an art & craft bag to foster creativity in the comfort of their own homes. Senior residents aged 60 and over, from Lockwood Gardens, Palo Vista Gardens, Peralta Village, and Campbell Village, will have art & craft kits delivered to their homes. Activities include canvas painting, adult coloring books, scrapbooking, gardening, and more. The monthly Seniors Connect Newsletter will provide seniors with up-to-date health and wellness information and advertise resident programs, and services specific to seniors. The newsletter also provides seniors an opportunity to display their creative artwork with their senior community members. The program outcome intends to reduce negative feelings of anxiety, increase positive feelings of engagement and peace, expand seniors' creative growth, promote stress relief, bolster memory, and stimulate an optimistic attitude. In FY 2024, FCP will transition the Seniors Connect/Art & Craft Program to an on-site activity, allowing residents to participate in socialization activities with other seniors.

Senior Fitness program and Samuel Merritt Nurses (Wellness screenings)

In FY 2024, FCP will resume onsite programs with Samuel Merritt Nursing and St. Mary's Center to include onsite senior fitness classes and wellness screenings, including home visits for disabled residents.

Foster Youth to Independence

FCP will work in partnership with Alameda County Social Services Agency, Beyond Emancipation and Lao Family Community Development, Inc. to assist current and former foster youth to obtain housing, education, employment, and provide case management support. OHA provides monthly housing search workshops and assistance to the Foster Youth to Independence (FYI) voucher applicants.

In addition, staff will continue to provide case management and counseling support to residents with lease compliance, education, post-move-in counseling, and financial literacy. To support the FYI youth with employment services, OHA will send referrals to Lao Family Community Development, Inc. which works with FYI participants to provide life and career skills development, support with resume writing, interview strategies, job search, job placement, job retention and case management.

OHA will solicit five (5) FYI participants to serve as Program Advisors to provide valuable insight to the Resident Advisory Board (RAB) and OHA Leadership team to ensure FYI youth are included in resident-driven programs and initiatives.

New Initiatives for FY 2024

Senior Dial-A-Friend Wellness Program

OHA plans to launch a new wellness program to engage senior residents throughout the large public housing sites, Asset Managed properties, OAHPI, and Section 8 units. OHA will enlist the support of five (5) seniors to serve as volunteers to contact seniors weekly, as a peer-to-peer outreach method. In addition to serving as a wellness check for the senior residents, these volunteers will market FCP programs and available services to encourage seniors to participate in onsite activities.

Providing a Consistent Level of Security to Residents with a focus on youth and families

Activities undertaken by the Oakland Housing Authority Police Department (OHAPD) are funded through single-fund flexibilities. OHAPD provides safety services to positively impact OHA sites and surrounding neighborhoods.

In FY 2024, OHAPD plans to expand the youth explorer program for up to 22 youth and continue to replace and update safety equipment and technology to maintain industry standards. OHAPD will continue to build trust and relations with a strong presence in the community by:

- Holding resident-community meetings to maintain strong working relationships;
- Hosting community building events such as the Winter Wonderland Toy Drive, bike excursions, camping trips, block parties, Coffee with a Cop, Ice Cream with a Cop, and pancake socials;
- Re-inventing OHAPD's communication strategy in order to be able to communicate with community members effectively; and
- Continuing to deploy the established theories of the six pillars contained in the "21st Century Policing Report" within all levels of the OHAPD.

Focus on the Reduction and Deterrence of Violent Crime

While Oakland's crime rate is quite high compared to the national average, OHAPD is addressing these issues and working hard to keep our communities safe and engaged in crime prevention strategies. OHAPD has many techniques to reduce and deter violent crimes, including:

- Completing individual assessments to Crime Prevention through Environmental Design (CPTED) standards.
- Conducting thorough and complete preliminary investigations to solve crimes.
- Ensuring officers and staff have the proper training and tools to conduct research and intelligence.
- Continuing the collaboration between field operations, investigations, and communications for all members to serve a vital role in crime prevention efforts.
- Focusing on family/domestic violence, with the goal of providing critical services to victims and families in partnership with expert service providers.

- Working cooperatively with Public Safety Partners toward community safety.
- Continuing to collaborate, communicate, and cooperate with all divisions and departments of OHA to create healthy and vibrant communities.

Maintain and increase transparency and resident partnerships

In partnership with residents, OHAPD will use tools of law enforcement to provide a safe environment at our properties as well as assist our management team in identifying challenging tenants.

A high standard of transparency and accountability is expected from police agencies, and OHAPD guarantees this by collaborating with public safety partners and engaging with the community and OHA’s Resident Advisory Board (RAB). Additionally, OHAPD is ensuring staff performance and policies are appropriate and at, or above, the industry standard. The use of body-worn cameras, Computer Aided Dispatch and Record Management Systems are all tools to assist in transparency. The department will focus partnership efforts through forming advisory groups, attending community meetings and neighborhood councils, and expanding current camera monitoring and technology.

OHAPD plans to continue focusing efforts on community safety and partnerships by evaluating aspects of the Department that could be re-envisioned inside, and outside, of law enforcement responses by:

- Examining areas of OHAPD response to incidents to determine if services are better handled by a non-sworn entity or other member of OHA.
- Transitioning tasks performed by police officers to police service aides, such as noncriminal walk-in reports, as well as response to noncriminal violations that do not require a police officer’s presence.
- Implementing a community-driven process for determining how officers respond and implementing the provision of law enforcement services.
- Engaging advocacy groups in the overall strategy(s) to reduce crime, and the fear of crime and communities is necessary (i.e., Public Safety Committee).
- Adding supportive services and clinical co-responders as additional resources for OHAPD to implement harm reduction alternatives.
- Partnering with other divisions such as Office of Property Management, Leased Housing, Capital Improvements, and Family and Community Partnerships to respond holistically to the needs of our families.

Expansion of Affordable Housing Opportunities

- OHA uses its single-fund flexibility to leverage additional funding for the development of new affordable housing. By using methods such as site acquisition, predevelopment loans, and gap financing, OHA is able to invest in projects to expand the availability of new housing that is affordable for families spanning multiple levels of subsidy. OHA expects to use single-fund flexibility to continue investment in existing projects in the pipeline and to broaden assistance to possible development projects like 15th and Harrison, 285 12th Street and 500 Lake Park while exploring redevelopment of some scattered sites.
- OHA will continue to develop new units at existing project sites with 130 new units (65 which are PBV) coming online at Brooklyn Basin (Foon Lok West) and completing construction on approximately 50% of the units (~62 units) at Brooklyn Basin (Foon Lok East), the final phase, during the FY. OHA will continue to explore repositioning options for several sites in the scattered site portfolio that may include a variety of strategies to meet Oakland’s needs for permanent affordable housing.
- OHA may use interagency partnerships to repurpose underutilized sties to meet Oakland’s need for additional permanent affordable housing.

- OHA plans to exercise its option to purchase the tax credit investor limited partners interests in low income housing tax credit partnerships in order to preserve affordable housing at Lion Creek Crossing Phase 3 and 4.

Assist Residents forced to move due to Abatement with Relocation

OHA plans to use the single fund flexibility to assist residents that are forced to vacate units through no fault of their own, due to failed Housing Quality Standard (HQS) inspections. Funds that are unspent by abating subsidy payments to owners that fail HQS will be allocated to assist affected residents for expenses associated with vacating the unit and moving to other assisted housing in Oakland. Eligible residents may be approved for a moving allowance to assist with costs using Uniform Relocation Allowances (URA). OHA anticipates that this use of funds will maintain and possibly increase the number of families served by supporting families in vulnerable situations where an unexpected move is forced upon them with no funding support for move related expenses. Residents will be informed through the briefing process and during abatement communications of this benefit.

Increased Compliance and Agency Efficiencies

- Expand its internal audit and compliance functions to streamline processes, identify and mitigate risk and increase accuracy and timeliness of data reporting functions. These audits and reviews will be conducted by both internal staff and external vendor consultants.
- Pay a one-time incentive payment of \$200 to residents that sign up for the online rent payment option to reduce administrative burden of rent payment processing.
- Pay a one-time incentive of \$200 for owners who sign up for direct deposit and \$100 for owners that sign up to use Owner Portal through the OHA website.

Capitalized Subsidy Fund (CS)

The Oakland Housing Authority’s Capitalized Subsidy Program (CS) offers an important and streamlined source of funding that ensures the sustainable and healthy operation of properties to serve Extremely Low Income households at or below 30% of the Area Median Income (AMI). The Oakland Housing Authority (OHA) intends to use CS to support projects that will provide long-term affordable housing to Oakland’s most vulnerable residents. The CS is a fifteen (15) year subsidy that aims to fill any negative net income that results primarily from minimal collectable rents from extremely low-income households.

Eligible Projects

- d) For projects with twenty-one (21) or more units, project Owners must set aside ten (10) units or 25% of the total units, whichever is greater, for households earning at or below 30% of AMI, as defined by the California Tax Credit Allocation Committee. The balance of the units in the Project may be designated for households whose incomes do not exceed 80% AMI.
- e) OHA may consider awarding a CS to projects with twenty (20) or less units that are unable to provide the minimum number of 30% AMI units described above, at its sole discretion.
- f) Projects may entail new construction or rehabilitation.

Other Program Terms

- f) Davis Bacon Prevailing Wages: Advice by the Authority’s legal counsel indicates that Davis Bacon wages should not be triggered under Section 12 of the U.S. Housing Act of 1937 because the Authority’s funds will be used exclusively to fund a capitalized subsidy reserve following the completion of construction and not for any construction-related activities. However, project Owners are encouraged to seek their own independent legal advice on this issue.
- g) Section 3: Section 3 requirements of the Housing and Urban Development Act of 1968 will be included as applicable in the capitalized subsidy reserve legal agreements.

- h) Biennial Housing Quality Standards (HQS) Inspections are required for all restricted units under the Regulatory Agreement. As needed, inspections may be conducted more frequently based on complaints, comments or City citations received.
 - i) All projects would be required to adhere to NEPA requirements.
 - j) Projects may be subject to subsidy layering reviews based on additional funding sources.
- OHA may opt to use CS funding in conjunction with VASH and PBV awards. Currently, 2700 International Boulevard is under consideration for a VASH and CS award. OHA would perform any subsidy layering reviews required by funding types and sources for projects that may have both CS and VASH and/or PBV subsidies.

4) Planned Application of OHA Unspent Operating Fund and HCV Funding

Table 18: Planned Application of OHA Unspent Operating Fund and HCV Funding		
Original Funding Source	Beginning of FY - Unspent Balances	Planned Application of PHA Unspent Funds during FY
HCV HAP*	\$102,690,637	\$52,912,566
HCV Admin Fee	\$0	\$0
PH Operating Subsidy	\$10,027,667	\$10,027,667
Total Revenue:	\$112,718,304	\$62,940,233

Description:
 Through use of the single fund flexibility made possible by MTW, OHA projects to spend approximately \$19M of its reserves on capital projects. Approximately, \$2.6M will be invested in public housing property improvements. OHA expects to complete projects that will preserve and enhance each of its public housing sites, investing in site improvements, modernization of building systems and infrastructure and rehabilitation of unit interiors. OHA plans to allocate approximately \$15M in reserves for the new local, non-traditional Homekey program to address homelessness in Oakland.

OHA will invest \$25M in the acquisition and development of properties in the development pipeline. Additionally, OHA anticipates expending \$2.1M on exterior and interior building improvements at six OHA administrative offices including Harrison Street and the Service Center.

OHA will also use approximately \$2.5M of reserve funds to purchase new information technology network security software and hardware, vehicles, security equipment for administrative sites and properties, and office equipment.

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OHA will also use approximately \$2.5M of reserve funds to purchase new information technology network security software and hardware, vehicles, security equipment for administrative sites and properties, and office equipment.

B. Local Asset Management Plan

Table 20: Local Asset Management Plan		
i.	Did the MTW PHA allocate costs within statute in the plan Year?	Yes
ii.	Did the MTW PHA implement a local asset management plan (LAMP) in the Plan?	No
iii.	Did the MTW PHA provide a LAMP in the appendix?	No
iv.	If the MTW PHA has provided a LAMP in the appendix, please provide a brief update on the implementation of the LAMP. Please provide any actual changes (which must be detailed in an approved Annual MTW Plan/Plan amendment) or state that the MTW PHA does not plan to make any changes in the Plan Year.	OHA does not plan to make any changes in the Plan Year.

C. Rental Assistance Demonstration Participation

Table 21: Rental Assistance Demonstration (RAD) Participation		
Description: OHA plans to submit an application during the FY to convert public housing units in the following mixed finance developments: Lion Creek Crossing Phases (I, II, III and IV) – totaling 157 units. Upon approval of the application, OHA plans to complete the RAD conversion within 6 months. Due to timing of application submission/approval, OHA may not complete the RAD conversion during the FY.		
i.	Has the MTW PHA submitted a RAD Significant Amendment in the appendix? A RAD Significant Amendment should only be included if it is a new or amended version that requires HUD approval.	No
ii.	If the MTW PHA has provided a RAD Significant Amendment in the appendix, please state whether it is the first RAD Significant Amendment submitted or describe any proposed changes from the prior RAD Significant Amendment?	No

Section VI. Administrative

A) Resolution signed by the Board of Commissioners adopting the Annual MTW Plan Certification of Compliance

12/19/22, 5:39 PM

HUD 50071 (Certification of Payments to Influence Federal Transactions)

OMB Approval No. 2577-0157 (Exp. 11/30/2023)

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Applicant Name

Oakland Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Fund Grant

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard SF-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:

Title of Authorized Official: **Executive Director**

Signature Text: *Patricia Wells*

Signature: **Electronically signed by PATRICIA Wells in HUD Secure Systems/OpFund Web Portal at 11/21/2022 12:12PM EST**

Date (mm/dd/yyyy): **11/21/2022**

Previous edition is obsolete form HUD 50071 (01/14)

ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

Identification: CA003-Oakland Housing Authority HUD-50071 (ID - 41030) for CY 2023 printed by mohammed mbhuiyan in HUD Secure Systems/OpFund Web Portal at 12/19/2022 08:39PM EST

https://hudapps.hud.gov/ords/olp/h?fp=160:216:12243714049895::RP:P216_CY,P216_PHA_CODE,P216_ID_SF424_FK,2023,CA003,41030

2/2

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name <input type="text" value="Oakland Housing Authority"/> * Street 1 <input type="text" value="1619 Harrison Street"/> Street 2 <input type="text"/> * City <input type="text" value="Oakland"/> State <input type="text" value="CA: California"/> Zip <input type="text" value="94612"/> Congressional District, if known: <input type="text" value="CA 13"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:		
6. * Federal Department/Agency: <input type="text" value="US Dept. of Housing and Urban Development"/>	7. * Federal Program Name/Description: <input type="text" value="Moving To Work Demonstration"/> CFDA Number, if applicable: <input type="text" value="14.881"/>	
8. Federal Action Number, if known: <input type="text" value="N/A"/>	9. Award Amount, if known: \$ <input type="text"/>	
10. a. Name and Address of Lobbying Registrant: Prefix <input type="text"/> * First Name <input type="text" value="N/A"/> Middle Name <input type="text"/> * Last Name <input type="text"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix <input type="text"/> * First Name <input type="text"/> Middle Name <input type="text"/> * Last Name <input type="text"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the fier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: <input type="text" value="Patricia Wells"/> submission to Grants.gov * Name: <input type="text" value="Ms."/> * First Name <input type="text" value="Patricia"/> Middle Name <input type="text"/> * Last Name <input type="text" value="Wells"/> Suffix <input type="text"/> Title: <input type="text" value="Executive Director"/> Telephone No.: <input type="text" value="510-874-1517"/> Date: <input type="text" value="1/17/2023"/> Completed on submission to Grants.gov		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

B. Dates the Annual MTW Plan was made available for public review

Beginning of Public Comment Period	February 6, 2023	
Notification sent to Community Partners	February 6, 2023	
Public Notice Published in Oakland Tribune	February 10, 2023	
Public Hearing at 1619 Harrison Street	February 27, 2023	Conducted via Zoom and in person
Resident Advisory Board Meetings	February 8 and March 8, 2023	Conducted via Zoom and in person
End of Public Comment Period	March 8, 2023	

C. Description of any planned or ongoing Agency-directed evaluations of the demonstration

Section VII. List of Appendices

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APPENDIX A

Glossary of Acronyms

Glossary

AMI – Area Median Income. HUD estimates the median family income for an area in the current year and adjusts that amount for different family sizes so that family incomes may be expressed as a percentage of the area median income. Housing programs are often limited to households that earn a percent of the Area Median Income.

AMP – Asset Management Project. A building or collection of buildings that are managed as a single project as part of HUD’s requirement that PHAs adopt asset management practices.

ARRA – American Recovery and Reinvestment Act. Signed into law by President Obama to provide economic “stimulus”. The Act includes funding for PHAs to spend on capital improvements.

ACSSA – Alameda County Social Services Agency

ACSO – Alameda County Sheriff’s Office.

BB – Building Bridges is an initiative through OHA to serve special populations through local non-traditional programs.

CalWORKs – A public assistance program that provides cash aid and services to eligible families that have a child(ren) in the home. The program serves all 58 counties in the state of CA and is operated locally by county welfare departments.

COLA – Cost of Living Adjustment. The federal government adjusts assistance programs, such as Social Security, annually based on changes in the cost-of-living index. The adjustment is a percentage amount that is added to the prior year’s amount.

DADS – Dads acquiring and developing skills program through ACSO.

EHV – Emergency Housing Vouchers

FUPF – Family Unification Program – Family vouchers

FUPY - Family Unification Program – Youth vouchers

FCP – OHA’s Department of Family and Community Partnerships.

FSS – Family Self-Sufficiency. A program operated by a PHA to promote self-sufficiency of families in the Section 8 and Public Housing programs.

FY – Fiscal Year. A 12-month period used for budgeting and used to distinguish a budget or fiscal year from a calendar year. OHA’s fiscal year runs from July 1 through June 30.

FYE – Fiscal Year End. OHA’s fiscal year end is June 30.

FYI – Foster Youth to Independence vouchers

HAP – Housing Assistance Payment. The monthly payment by a PHA to a property owner to subsidize a family's rent payment.

HCV – Housing Choice Voucher. Sometimes referred to as a Section 8 voucher or tenant-based voucher, the voucher provides assistance to a family so that they can rent an apartment in the private rental market.

HOPE VI – Housing Opportunities for People Everywhere. A national HUD program designed to rebuild severely distressed public housing. The program was originally funded in 1993.

HQS – Housing Quality Standards. The minimum standard that a unit must meet in order to be eligible for funding under the Section 8 program.

HUD – United States Department of Housing and Urban Development. The federal government agency responsible for funding and regulating local public housing authorities.

KTH – Key To Home program under Building Bridges.

LAP – Language Assistance Plan

LEP – Limited English Proficiency

LHAP – Local Housing Assistance Programs. Under this MTW Activity, OHA has developed local housing programs that provide support to households that might not qualify for or be successful in the traditional Public Housing and/or Section 8 programs.

LIHTC – Low Income Housing Tax Credit program

LP – Limited Partnership.

Mod Rehab – Moderate Rehabilitation. The Section 8 Moderate Rehabilitation program provides project-based rental assistance for low income families. Assistance is limited to properties previously rehabilitated pursuant to a HAP contract between an owner and a PHA.

MOMS – Maximizing Opportunities for Mothers to Succeed. A partnership between OHA and the Alameda County Sheriff's Department. The program provides 11 units of service enriched housing for women leaving the county jail system and reuniting with their children.

MTW – Moving to Work. A national demonstration program for high performing public housing authorities. OHA has named its MTW program "Making Transitions Work".

NEPA – National Environmental Policy Act. Required environmental assessments when doing new development work.

NOFA – Notice of Funding Availability. As part of a grant process, NOFAs are issued to dictate the format and content of proposals received in response to funding availability.

OHA – Oakland Housing Authority.

PACT – Parents and Children Together is a local non-traditional program through OHA to reunite children with their parents who have been recently released from jail.

PBV – Project Based Voucher. Ongoing housing subsidy payments that are tied to a specific unit.

PHA – Public Housing Authority.

REAC – Real Estate Assessment Center. A HUD department with the mission of providing and promoting the effective use of accurate, timely and reliable information assessing the condition of HUD's portfolio; providing information to help ensure safe, decent and affordable housing; and restoring the public trust by identifying fraud, abuse and waste of HUD resources.

RFP – Request for Proposals. As part of a procurement or grant process, RFPs are issued to dictate the format and content of proposals received in response to funding availability.

RHF – Replacement Housing Factor. These are Capital Fund Grants that are awarded to PHAs that have removed units from their inventory for the sole purpose of developing new public housing units.

SBHAP – Sponsor Based Housing Assistance Program.

SRO – Single Room Occupancy. A unit that only allows occupancy by one person. These units may contain a kitchen or bathroom, or both.

TANF – Temporary Assistance to Needy Families. A federal assistance program providing cash assistance to low-income families with children.

THP+ – Transitional Housing Program. A state funded county assistance program providing housing assistance and supportive services to emancipated foster youth.

TPV – Tenant Protection Voucher. A voucher issued to families displaced due to an approved demolition/disposition request, natural disaster, or other circumstance as determined by HUD. The vouchers provide families with tenant-based rental assistance that they can use in the private rental market.

URP – Utility Reimbursement Payment. The monthly payment OHA makes to a household when the monthly utility allowance exceeds the tenant rent obligation.

VASH – Veterans Affairs Supportive Housing. This HUD program combines tenant-based rental assistance for homeless veterans with case management and clinical services provided by the Department of Veteran's Affairs at their medical centers and community-based outreach clinics.

APPENDIX B

OHA's Planned Capital Expenditures

FY2024 Capital Fund Expenditure Projections

Public Housing	Development Name	Description of Work	# of Units	FY 2024
Public Housing				
x	Campbell Village	Site improvements	154	\$125,000
x	Lockwood Gardens	Exterior improvements, parking lot repair & maintenance, and interior improvements	372	\$755,000
x	Palo Vista Gardens	Site improvements	100	\$249,000
x	Peralta Villa	Exterior improvements, interior improvements and repairs	390	\$1,500,000
Total Public Housing				\$2,629,000
Other Affordable Housing Development & Preservation				
	Mandela Station			\$2,000,000
	77th and Brancroft	Predevelopment planning		\$500,000
			118	\$2,500,000
	Westlake Christian Terrace West	Preservation of existing affordable housing. Amendment of Board Reso No. 4731	121	\$2,295,751
	Piedmont Place - 55 MacArthur Blvd.	State Homekey Project - Board Reso No. 5013	44	\$4,905,755
	The Phoenix - 801 Pine St.	State Homekey Project - Board Reso No. 5013	101	\$3,226,453
	Coliseum Way - 4801 Coliseum Way	State Homekey Project - Board Reso No. 5013	36	\$4,572,041
	Subtotal			\$15,000,000

Total Other Affordable Housing Development & Preservation		\$17,500,000
Administrative Buildings		
1619 Harrison	Building improvements	\$1,500,000
1801 Harrison	Building improvements	\$36,000
1805 Harrison	Building improvements	\$36,000
Service Center	Interior improvements and parking lot repairs	\$420,000
West Dist. Office	Building improvements	\$72,000
East Dist. Office	Building improvements	\$36,000
Total Admin		\$2,100,000
COCC and Other Depts.		
IT ,CCGS, Finance & Security	Network equipment, software purchases, emergency vehicle equipment ,security equipment	1,900,000
Total COCC and Other Depts.		\$1,900,000
Total MTW Funds		\$ 24,129,000
Projected Capital Fund Grant Amount		\$ 4,767,202

APPENDIX C

Project-Based Voucher Allocations

**Project-Based Voucher Allocation
Projection at the end of FY2024**

(6/30/2024)

Development Name	Date of Board Approval	# of PBV Units	Contract Date	Contract Expiration	Population Served
<i>HAP contracts</i>					
Mandela Gateway	February 12, 2003	30	October 20, 2004	October 17, 2024	Low Income Families
Altenheim Senior Housing Phase I	July 13, 2005	23	January 1, 2007	December 31, 2032	Senior
Lion Creek Crossings II	November 9, 2005	18	July 3, 2007	July 20, 2037	Low Income Families
Madison Apartments	July 13, 2005	19	April 25, 2008	June 25, 2038	Low Income Families
Lion Creek Crossings III	June 14, 2006	16	June 25, 2008	June 25, 2038	Low Income Families
Seven Directions	July 13, 2005	18	September 12, 2008	September 12, 2038	Low Income Families
Orchards on Foothill	June 14, 2006	64	November 7, 2008	April 29, 2039	Senior
Fox Courts / Uptown Oakland	December 3, 2004	20	May 15, 2009	May 15, 2024	Low Income Families / Homeless with HIV/AIDS
Jack London Gateway - Phase II	February 26, 2007	60	June 5, 2009	June 4, 2024	Senior
14 th St. Apartments at Central Station	January 22, 2007	20	November 25, 2009	November 24, 2024	Low Income Families
Tassafaronga Village Phase I	February 25, 2008	80	April 23, 2010	April 23, 2025	Low Income Families
Altenheim Senior Housing Phase II	April 28, 2008	40	April 5, 2010	April 4, 2025	Senior
Fairmount Apartments	October 24, 2008	16	March 8, 2010	March 7, 2025	Low Income Families / Persons with Disabilities
Tassafaronga Village Phase II	July 21, 2008	19	May 27, 2010	May 27, 2025	Low Income Families / Homeless with HIV/AIDS
*Harp Plaza (19)	May 24, 2010	19	August 1, 2010	July 31, 2025	Low Income Families

*Effie's House (10)	May 4, 2009	10	August 1, 2010	August 1, 2025	Low Income Families
Drachma Housing Inc	May 4, 2009	14	November 29, 2010	November 30, 2025	Low Income Families /
Drachma Housing LP		11	March 1, 2019	March 1, 2039	Low Income Families
Foothill Family Partners	June 28, 2010	11	August 1, 2011	January 12, 2027	Low Income Families
St. Joseph's Senior Apts	May 29, 2007	83	August 22, 2011	August 22, 2026	Senior
OHA Scattered Sites (OAHPI)					
AMP 9	July 27, 2009	1539	May 1, 2010	April 30, 2025	Low income families/public housing disposition
AMP 10	July 27, 2009		April 1, 2010	March 31, 2025	
AMP 11	July 27, 2009		January 1, 2010	December 31, 2024	
AMP 12	July 27, 2009		May 1, 2010	April 30, 2025	
AMP 13	July 27, 2009		April 1, 2010	March 31, 2025	
AMP 14	July 27, 2009		January 1, 2010	December 31, 2024	
Lion Creek Crossings IV	April 28, 2008	10	January 13, 2012	January 12, 2027	Low Income Families
Savoy Phase 1 (A)	June 28, 2010	55	February 14, 2012	February 14, 2025	Special Needs
*Hugh Taylor house (35)	June 11, 2011	35	May 8, 2012	May 7, 2027	Low Income Families / Mod Rehab Conversion
*Madison Park (96)	June 11, 2011	96	June 7, 2012	June 6, 2032	Low Income Families / Mod Rehab Conversion
Merritt Crossing Apts (6 th and Oak)	May 4, 2009	50	June 27, 2012	June 26, 2027	Senior
720 E 11 th Street Apts (aka Clinton Commons)	April 28, 2008	16	October 2, 2012	October 2, 2027	Low Income Families / Homeless with HIV/AIDS
Harrison Street Senior Housing	April 23, 2007	11	November 15, 2012	November 15, 2027	Senior

Kenneth Henry Court	April 11, 2011	13	February 8, 2013	March 5, 2027	Low Income Families
California Hotel Phases 1 and 2	February 28, 2011	88	March 1, 2013	March 1, 2028	Special Needs / Homeless / HIV/AIDS
James Lee Court	October 25, 2010	12	March 21, 2013	March 20, 2028	Low Income Families
Savoy Phase 2 (B)	June 28, 2010	46	March 29, 2013	February 14, 2025	Special Needs / Homeless / HIV/AIDS
Slim Jenkins Court	May 4, 2009	11	May 8, 2013	May 8, 2028	Low Income Families
Oak Point Limited (OPLP)	October 25, 2010	15	May 30, 2013	May 30, 2028	Low Income Families
Drasnin Manor	October 25, 2010	25	June 27, 2013	June 26, 2028	Low Income Families
St. Joseph's Family Apts	October 25, 2010	15	December 3, 2013	December 1, 2026	Low Income Families
MacArthur Apts	October 25, 2010	14	October 13, 2013	October 13, 2028	Low Income Families
California Hotel Phase 3	February 28, 2012	47	November 22, 2013	March 1, 2028	Special Needs / Homeless / HIV/AIDS
Lion Creek Crossings V	October 17, 2011	127	August 11, 2014	January 12, 2027	Senior
Cathedral Gardens	May 23, 2011	43	October 27, 2014	October 28, 2029	Low Income Families
Lakeside Senior Apartments	January 23, 2012	91	January 26, 2015	January 26, 2030	Senior
Marcus Garvey Commons	April 11, 2011	10	March 17, 2015	March 16, 2030	Low Income Families
1701 Martin Luther King Jr. Way	May 20, 2013	25	December 7, 2015	December 17, 2030	Special Needs / Homeless / HIV/AIDS
MURAL aka MacArthur Transit Village	February 28, 2011	22	January 20, 2016	January 2, 2031	Low Income Families
AveVista aka 460 Grand	March 16, 2010	34	January 27, 2016	January 27, 2031	Low Income Families
11th and Jackson (Prosperity Place)	November 30, 2010	35	February 1, 2017	January 12, 2032	Low Income Families
Fox Court Apts. (13)	December 5, 2016	13	September 15, 2017	September 15, 2032	Low Income Families
Ambassador Apts.(10)	December 5, 2016	10	September 1, 2017	September 1, 2032	Low Income Families

Seven Directions (10 additional vouchers)	December 5, 2016	10	December 1, 2017	November 30, 2032	Low Income Families
Adeline Street Lofts	December 5, 2016	20	March 1, 2018	March 1, 2033	Low Income Families
Rosa Park	December 5, 2016	11	February 1, 2018	February 1, 2033	Low income and homeless individuals
Madsion Street Loft Apts (additional vouchers)	December 5, 2016	31	June 9, 2018	April 9, 2033	Low Income Families
Stanley Avenue Lofts	December 5, 2016	13	June 1, 2018	June 1, 2033	Low Income Families
Swan Market	December 5, 2016	10	December 1, 2017	December 1, 2032	Low Income Families
San Pablo Hotel	December 5, 2016	31	February 19, 2018	February 18, 2033	Low Income Seniors
Hisman Hin-Nu Apts	December 5, 2016	10	December 15, 2017	December 14, 2032	Low Income Families
Oak Park Apts	December 5, 2016	10	December 15, 2017	December 14, 2032	Low Income Families
94th and International (Acts Cyrene)	October 17, 2011	14	December 29, 2017	December 28, 2032	Low Income Families
Civic Center TOD	7/22/2014 and 2/26/18	20	December 29, 2017	July 1, 2038	Special Needs / Homeless
Hamilton Apts	December 5, 2016	92	March 15, 2019	March 14, 2039	Low income and homeless individuals (08)
Westlake Christian Terrace West	February 27, 2017	121	February 25, 2019	February 24, 2039	Low Income Seniors (08)
Redwood Hill Townhomes	6/1/2015 & 5/23/2016	27	May 28, 2019	May 28, 2039	Low Income Families/Special Needs
Oak Grove South	August 28, 2017	75	December 9, 2019	December 9, 2039	Senior Housing
International Blvd Apts	December 5, 2016	18	December 11, 2019	December 11, 2039	Low Income Families (08)
Camino 23	May 23, 2016	26	December 20, 2019	December 20, 2039	Low Income Families/Special Needs
Fruitvale Transit Village - Phase IIA a.k.a. Casa Arabella	May 23, 2016	66	December 20, 2019	December 20, 2039	Low Income Families/VASH (20)
The Town Center	December 5, 2016	50	January 10, 2020	January 9, 2040	Low Income Families (08)

3706 San Pablo Avenue	June 1, 2015	10	February 25, 2020	February 25, 2040	Low Income Families
Additional vouchers awarded	May 23, 2016	5			
Additional vouchers awarded	May 8, 2017	5			
Eastside Arts & Housing	February 27, 2017	10	January 29, 2020	December 29, 2040	Low Income Families (08)
Embark Apartments	May 23, 2016	61	February 24, 2020	February 24, 2040	Affordable Housing for Veterans / VASH (31)
Courtyards at Acorn	December 5, 2016	27	January 10, 2020	January 9, 2040	Low Income Families (08)
Bishop Roy C. Nicholas	December 5, 2016	16	March 12, 2020	March 12, 2040	Low Income Seniors (08)
Empyrean	October 24, 2016	32	June 15, 2020	June 15, 2040	Low Income Families
Northgate Apts	December 5, 2016	14	October 29, 2020	October 29, 2040	Low Income Families (08)
Oak Street Apts	December 5, 2016	25	December 16, 2020	December 15, 2040	Low Income Seniors
3268 San Pablo	June 25, 2018	50	February 18, 2021	February 18, 2041	Senior Housing
Paseo Estero 9% (Brooklyn Basin 1A)	February 1, 2018	3	February 25, 2021	February 24, 2041	Low income families
Paseo Estero 4% (Brooklyn Basin 1B)	February 1, 2018	47	February 25, 2021	February 24, 2041	Low income families
Vista Estero (Brooklyn Basin 2)	February 1, 2018	82	February 25, 2021	February 24, 2041	Low income seniors
Oak Grove North	August 28, 2017	77	March 8, 2021	March 7, 2041	Low income seniors
Nova Apartments	July 23, 2018	56	May 12, 2021	May 11, 2041	Permanent Supporting Housing
Sylvester Rutledge Manor	December 5, 2016	64	July 15, 2021	July 14, 2036	Low Income Seniors (08)
Aurora Apartments	July 23, 2018	43	July 21, 2021	July 20, 2041	special needs
Fruitvale Studios	June 25, 2018	12	April 27, 2022	April 26, 2042	formerly homeless and special needs

Coliseum Place	May 23, 2016	37	May 19, 2022	May 18, 2042	Homeless, HOPWA and Low-income	
Brooklyn Basin 3	February 26, 2018	65	May 23, 2022	May 22, 2042	Low Income Families/Special Needs	
Kenneth Henry Court	February 27, 2017	15	May 31, 2022	May 30, 2042	Low income families (08)	
95th and International	April 29, 2019	27	TBD	TBD	formerly homeless/low income families	
Fruitvale Transit Village Phase IIB	June 25, 2018	75			families and seniors	
Brooklyn Basin 4	February 26, 2018	61			low income families/special needs	
7th and Campbell	July 23, 2018	20			formerly homeless	
<i>Additional vouchers awarded</i>	February 1, 2019	19			formerly homeless	
	Units under HAP Contract	4,712				

AHAP Contracts	Date of BoC approval	# PBV Units	AHAP Contract Date	Population Served
W Grand and Brush	July 23, 2018	28	July 14, 2022	formerly homeless
Ancora Place	April 29, 2019	31	July 28, 2022	low income families/special needs
3801 MLK Family Housing	July 23, 2018	16	<i>pending</i>	families and special needs
34th and San Pablo	July 23, 2018	25	<i>pending</i>	Low income families
Friendship Senior Housing	April 29, 2019	34	<i>pending</i>	special needs/seniors
285 12th St	July 22, 2019	16	<i>pending</i>	formerly homes/low income families

additional VASH vouchers	June 27, 2022	8		PBV VASH
	Units under AHAP Contract	150		
Conditional Awards				
Conditional Awards	Date of BoC approval	# PBV Units	AHAP Contract Date	Population Served
500 Lake Park Ave	February 3, 2020	14	<i>pending</i>	PBV VASH
additional VASH vouchers	June 27, 2022	4		
	Units with conditiona I award	18		
Disposition Pending and NOFA Invitations and Pending ORED projects				
OHA Senior Disposition Sites	October 16, 2017	101	TPV award June 2018	Public Housing Disposition
15th and Harrison	TBD	100	pending conditional	low income families
RAD Conversion (Chestnut/Linden/LLC/Foothil I and Mandela Gateway)	CY2019	307	special PBV	low income families
		508		
Total PBV Units Allocated		5,388		

* Conversion to PBV ongoing as units are currently occupied by HCV-assisted family

APPENDIX D

OHA Housing Inventory

**FY 2024 MTW Housing Inventory
MTW and Non-MTW housing stock**

End of FY 2024

MTW PUBLIC HOUSING

Large Family Sites

Campbell Village	154
Lockwood Gardens	372
Peralta Villa	<u>390</u>
	916

Designated Senior Sites

Adel Court	30
Palo Vista Gardens	<u>100</u>
	383

HOPE VI Sites

Linden Court	38
Mandela Gateway	46
Chestnut Court	45
Foothill Family Apts.	21
Lion Creek Crossings Phase 1	45
Lion Creek Crossings Phase 2	54
Lion Creek Crossings Phase 3	37
Lion Creek Crossings Phase 4	<u>21</u>
	307

TOTAL PUBLIC HOUSING **1,454**

VOUCHER (SECTION 8) AND OTHER HUD PROGRAMS

MTW

General MTW Housing Choice Voucher (HCV)	13,160
Included are Non-Elderly Disabled (NED)	85
Included are Pre-2008 FUP allocation	48

Non -MTW

Veterans Affairs Supportive Housing (VASH)	526
Mainstream	262
Family Unification Program (FUP)	51
Foster Youth to Independence (FYI)	49
Emergency Housing Vouchers (EHV)	515
Tenant Protection Vouchers	101

TOTAL VOUCHERS **14,797**

Other HUD Programs	
Shelter plus Care (S+C)	331
Moderate Rehabilitation (Mod Rehab)	143
TOTAL OTHER HUD PROGRAMS	474
TOTAL VOUCHERS AND OTHER HUD PROGRAMS	15,271
MTW LOCAL PROGRAMS	
Parents and Children Together (PACT)	20
Local Housing Assistance Program (LHAP)	12
Sponsor-based Housing Assistance Program (SBHAP)	180
Building Bridges SRO	192
Building Bridges SRO	61
Building Bridges THP+	40
Building Bridges CalWORKs	30
Building Bridges Key To Home	23
Homekey	36
COS	100
Tax Credit Units with no Traditional Subsidy	1,141
TOTAL LOCAL PROGRAMS	1,835
TOTAL	18,560

APPENDIX E

Comments Received During Public Comment Period

APPENDIX F

Evidence of a Public Process

APPENDIX G

Alameda County 2022 Income Limits and HUD Fair Market Rents for FY 2023

Section 6932. 2022 Income Limits

Number of Persons in Household:	1	2	3	4	5	6	7	8
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Last page instructs how to use income limits to determine applicant eligibility and calculate affordable housing cost and rent

Alameda County Area Median Income: \$142,800	Acutely Low	15000	17100	19250	21400	23100	24800	26550	28250
	Extremely Low	30000	34300	38600	42850	46300	49750	53150	56600
	Very Low Income	50000	57150	64300	71400	77150	82850	88550	94250
	Low Income	76750	87700	98650	109600	118400	127150	135950	144700
	Median Income	99950	114250	128500	142800	154200	165650	177050	188500
	Moderate Income	119950	137100	154200	171350	185050	198750	212450	226200



FY 2023 FAIR MARKET RENT DOCUMENTATION SYSTEM

The FY 2023 Oakland-Fremont, CA HUD Metro FMR Area FMRs for All Bedroom Sizes

Final FY 2023 & Final FY 2022 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2023 FMR	\$1,658	\$1,969	\$2,405	\$3,144	\$3,706
FY 2022 FMR	\$1,538	\$1,854	\$2,274	\$3,006	\$3,578

Alameda County, CA is part of the Oakland-Fremont, CA HUD Metro FMR Area, which consists of the following counties: Alameda County, CA; and Contra Costa County, CA. All information here applies to the entirety of the Oakland-Fremont, CA HUD Metro FMR Area.

APPENDIX H

Flat Rent Policy for Public Housing



Oakland Housing
Authority

Schedule of Flat Rents

(Section 6-III.E. and Section 9.I.D. of the Admissions and Continued Occupancy Policy)

Households that participate in the public housing program have the option of paying a flat rent or an income-based rent. The flat rent is a standardized monthly rent based on the size of the unit leased adjusted for a utility allowance.

OHA will offer families the choice between a flat rent and an income-based rent at each regularly scheduled reexamination. This policy does not apply to families in the Housing Choice Voucher/Section 8 program or Project Based Voucher Program.

Effective Date: Jan 1, 2023	
Public Housing Flat Rent	
Efficiency	\$1,326
One Bedroom	\$1,575
Two Bedroom	\$1,924
Three Bedroom	\$2,515
Four Bedroom	\$2,965
Five Bedroom	\$3,410

OHA will comply with the requirements to make a regular flat rent offer and will provide all households with sufficient information to make an informed choice.

APPENDIX I

Payment Standards



Oakland Housing Authority
VOUCHER PAYMENT STANDARDS-2023

Effective October 1, 2022

Bedroom Size	HUD Fair FY 2023 Market Rents	Payment Standard 110% of the Fair Market Rents
0	\$1,658	\$1,824
1	\$1,969	\$2,166
2	\$2,405	\$2,645
3	\$3,144	\$3,458
4	\$3,706	\$4,077
5	\$4,262	\$4,688
6	\$4,818	\$5,300

Oakland Housing Authority
VOUCHER PAYMENT STANDARDS – 2019

Effective April 14, 2019

Bedroom Size	HUD Fair Market Rents	Payment Standard 110% of the Fair Market Rents
0	\$1,409	\$1,545
1	\$1,706	\$1,875
2	\$2,126	\$2,335
3	\$2,925	\$3,215
4	\$3,587	\$3,945
5	\$4,125	\$4,537
6	\$4,663	\$5,125

APPENDIX J

Standard HUD Forms Modified for MTW Activities

**U.S. Department of Housing and Urban
Development Office of Public and Indian Housing**

**SECTION 8 PROJECT-BASED VOUCHER PROGRAM
HOUSING ASSISTANCE PAYMENTS CONTRACT-
MOVING TO WORK**

NEW CONSTRUCTION OR REHABILITATION

PART 1 OF HAP CONTRACT

Public reporting burden for this collection of information is estimated to average 2 hours. This includes the time for collecting, reviewing and reporting the data. The information is being collected as required by 24 CFR 983.202, which requires the PHA to enter into a HAP contract with the owner to provide housing assistance payments for eligible families. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection.

Privacy Act Statement. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in accordance with applicable law.

1. CONTRACT INFORMATION

a. Parties

This housing assistance payments (HAP) contract is entered into between:

_____ “(PHA)”, and
_____ (“owner”)

b. Contents of contract

The HAP contract consists of Part 1, Part 2, and the contract exhibits listed in paragraph c.

c. Contract exhibits

The HAP contract includes the following exhibits:

EXHIBIT A: TOTAL NUMBER OF UNITS IN PROJECT COVERED BY THIS
HAP CONTRACT; INITIAL RENT TO OWNER; AND THE
NUMBER AND DESCRIPTION OF THE CONTRACT UNITS.

Oakland Housing Authority
Project-Based Voucher Program
HAP Contract for New Construction/Rehab
HUD 52530A (07/2019)

(See 24 CFR 983.203 for required items.) If this is a multi-stage project, this exhibit must include a description of the units in each completed phase.

- EXHIBIT B: SERVICES, MAINTENANCE AND EQUIPMENT TO BE PROVIDED BY THE OWNER WITHOUT CHARGES IN ADDITION TO RENT TO OWNER
- EXHIBIT C: UTILITIES AVAILABLE IN THE CONTRACT UNITS, INCLUDING A LISTING OF UTILITY SERVICES TO BE PAID BY THE OWNER (WITHOUT CHARGES IN ADDITION TO RENT TO OWNER) AND UTILITIES TO BE PAID BY THE TENANTS
- EXHIBIT D: FEATURES PROVIDED TO COMPLY WITH PROGRAM ACCESSIBILITY FEATURES OF SECTION 504 OF THE REHABILITATION ACT OF 1973

ADDITIONAL EXHIBITS

- EXHIBIT E: Oakland Housing Authority's Administrative Plan – Chapter 17
- EXHIBIT F: Owner Certification and Notification of Completion
- EXHIBIT G: Certificate of Occupancy
- EXHIBIT H: Certification from Inspecting Architect
- EXHIBIT I: Evidence of Site Ownership/Control
- EXHIBIT J: Site-Management Agreement
- EXHIBIT K: Initial Unit HQS Inspections
- EXHIBIT L: Site-Based Waiting List Management Plan
- EXHIBIT M: Sample Residential Lease Agreement with HUD PBV Tenancy Addendum
- EXHIBIT N: Consent to Assignment of HAP Contract
- EXHIBIT O: Renewal Agreement

d. Single-Stage and Multi-Stage Contracts (place a check mark in front of the applicable project description).

Single-Stage Project

This is a single-stage project. For all contract units, the effective date of the HAP contract is: _____.

Oakland Housing Authority

Project-Based Voucher Program
HAP Contract for New Construction/Rehab

HUD 52530A (07/2019)

□ **Multi-Stage Project**

This is a multi-stage project. The units in each completed stage are designated in Exhibit A.

The PHA enters the effective date for each stage after completion and PHA acceptance of all units in that stage. The PHA enters the effective date for each stage in the “Execution of HAP contract for contract units completed and accepted in stages” (starting on page 10).

The annual anniversary date of the HAP contract for all contract units in this multi-stage project is the anniversary of the effective date of the HAP contract for the contract units included in the first stage. The expiration date of the HAP contract for all of the contract units completed in stages must be concurrent with the end of the HAP contract term for the units included in the first stage (see 24 CFR 983.206(c)).

e. Term of the HAP contract

1. Beginning of term

The PHA may not enter into a HAP contract for any contract unit until the PHA (or an independent entity, as applicable) has determined that the unit meets PBV inspection requirements. The term of the HAP contract for any unit begins on the effective date of the HAP contract.

2. Length of initial term

- a. Subject to paragraph 2.b, the initial term of the HAP contract for any contract units is:
- b. The initial term of the HAP contract for any unit may not be less than one year, nor more than twenty years.

3. Extension of term

The PHA and owner may agree to enter into an extension of the HAP contract at the time of initial HAP contract execution, or any time prior to expiration of the contract. Any extension, including the term of such extension, must be in accordance with HUD requirements. A PHA must determine that any extension is appropriate to achieve long-term affordability of the housing or expand housing opportunities.

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HAP Contract for New Construction/Rehab
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4. Requirement for sufficient appropriated funding

- a. The length of the initial term and any extension term shall be subject to availability, as determined by HUD, or by the PHA in accordance with HUD requirements, of sufficient appropriated funding (budget authority), as provided in appropriations acts and in the PHA's annual contributions contract (ACC) with HUD, to make full payment of housing assistance payments due to the owner for any contract year in accordance with the HAP contract.
- b. The availability of sufficient funding must be determined by HUD or by the PHA in accordance with HUD requirements. If it is determined that there may not be sufficient funding to continue housing assistance payments for all contract units and for the full term of the HAP contract, the PHA has the right to terminate the HAP contract by notice to the owner for all or any of the contract units. Such action by the PHA shall be implemented in accordance with HUD requirements.

f. Occupancy and payment

1. Payment for occupied unit

During the term of the HAP contract, the PHA shall make housing assistance payments to the owner for the months during which a contract unit is leased to and occupied by an eligible family. If an assisted family moves out of a contract unit, the owner may keep the housing assistance payment for the calendar month when the family moves out (“move-out month”). However, the owner may not keep the payment if the PHA determines that the vacancy is the owner’s fault.

2. Vacancy payment

THE PHA HAS DISCRETION WHETHER TO INCLUDE THE VACANCY PAYMENT PROVISION (PARAGRAPH e.2), OR TO STRIKE THIS PROVISION FROM THE HAP CONTRACT FORM.

- a. If an assisted family moves out of a contract unit, the PHA may provide vacancy payments to the owner for a PHA-determined vacancy period extending from the beginning of the first calendar month after the move-out month for a period not exceeding two full months following the move-out month.
- b. The vacancy payment to the owner for each month of the

Oakland Housing Authority Project-Based Voucher Program
HAP Contract for New Construction/Rehab
HUD 52530A (07/2019)

maximum two-month period will be determined by the PHA, and cannot exceed the monthly rent to owner under the assisted lease, minus any portion of the rental payment received by the owner (including amounts available from the tenant's security deposit). Any vacancy payment may cover only the period the unit remains vacant.

- c. The PHA may make vacancy payments to the owner only if:
 - 1. The owner gives the PHA prompt, written notice certifying that the family has vacated the unit and the date when the family moved out (to the best of the owner's knowledge and belief);
 - 2. The owner certifies that the vacancy is not the fault of the owner and that the unit was vacant during the period for which payment is claimed;
 - 3. The owner certifies that it has taken every reasonable action to minimize the likelihood and length of vacancy; and
 - 4. The owner provides any additional information required and requested by the PHA to verify that the owner is entitled to the vacancy payment.
- d. The PHA must take every reasonable action to minimize the likelihood and length of vacancy.
- e. The owner may refer families to the PHA and recommend selection of such families from the PHA waiting list for occupancy of vacant units.
- f. The owner must submit a request for vacancy payments in the form and manner required by the PHA and must provide any information or substantiation required by the PHA to determine the amount of any vacancy payments.

3. PHA is not responsible for family damage or debt to owner

Except as provided in this paragraph e (Occupancy and Payment), the PHA will not make any other payment to the owner under the HAP contract. The PHA will not make any payment to the owner for any damages to the unit, or for any other amounts owed by a family under the family's lease.

Oakland Housing Authority

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HAP Contract for New Construction/Rehab

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g. Income-mixing requirement

1. Except as provided in paragraphs f.2 through f.5 below, the PHA will not make housing assistance payments under the HAP contract for more than the greater of 25 units or 25 percent of the total number of dwelling units (assisted or unassisted) in any project. The term “project” means a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land assisted under this HAP contract.

The Oakland Housing Authority, under Moving to Work (MTW) activity 12-01, has the approval to remove the cap on the number of PBVs allocated to a single development. The most recent copy of OHA’s MTW activities is published here:

<http://oakha.org/AboutUs/ReportsPolicies/Pages/default.aspx>

2. The limitation in paragraph f.1 does not apply to single-family buildings.
3. In referring eligible families to the owner for admission to the number of contract units in any project exceeding the 25 unit or 25 percent limitation under paragraph f.1, the PHA shall give preference to elderly families or to families eligible for supportive services, for the number of contract units designated for occupancy by such families. The owner shall rent the designated number of contract units to such families referred by the PHA from the PHA waiting list.

The Oakland Housing Authority, under Moving to Work Activity 06-01, has the approval to establish site based wait lists at all public housing sites, HOPE VI sites, and developments with PBV allocations. The most recent copy of OHA’s MTW activities is published here:

<http://oakha.org/AboutUs/ReportsPolicies/Pages/default.aspx>

4. Up to the greater of 25 units or 40 percent of units (instead of the greater of 25 units or 25 percent of units) in a project may be project-based if the project is located in a census tract with a poverty rate of 20 percent or less. The Oakland Housing Authority, under Moving to Work (MTW) activity 12-01, has the approval to remove the cap on the number of PBVs allocated to a single development and also remove any and all area restrictions. The most recent copy of OHA’s MTW activities is published here: <http://oakha.org/AboutUs/ReportsPolicies/Pages/default.aspx>
5. Units that were previously subject to certain federal rent restrictions or receiving another type of long-term housing subsidy provided by HUD do not count toward the income-mixing requirement if, in the five years prior to issuance of the Request for Proposal or notice of owner selection (for

**Project-Based Voucher Program
HAP Contract for New Construction/Rehab**

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projects selected based on a prior competition or without competition), the unit received one of the forms of HUD assistance or was under a federal rent restriction as described in f.6 and f.7, below.

6. The following specifies the number of contract units (if any) that received one of the following forms of HUD assistance (enter the number of contract units in front of the applicable form of assistance):

- ___ Public Housing or Operating Funds;
- ___ Project-Based Rental Assistance (including Mod Rehab and Mod Rehab Single-Room Occupancy);
- ___ Housing for the Elderly (Section 202 or the Housing Act of 1959);
- ___ Housing for Persons with Disabilities (Section 811 of the Cranston-Gonzalez Affordable Housing Act); _____ Rent Supplement Program;
- ___ Rental Assistance Program;
- ___ Flexible Subsidy Program.

The following total number of contract units received a form of HUD assistance listed above: _____. If all of the units in the project received such assistance, you may skip sections g.7 and g.8, below.

7. The following specifies the number of contract units (if any) that were under any of the following federal rent restrictions (enter the number of contract units in front of the applicable type of federal rent restriction):

- ___ Section 236;
- ___ Section 221(d)(3) or (d)(4) BMIR (below-market interest rate);
- ___ Housing for the Elderly (Section 202 or the Housing Act of 1959);
- ___ Housing for Persons with Disabilities (Section 811 of the Cranston-Gonzalez Affordable Housing Act);
- ___ Flexible Subsidy Program.

The following total number of contract units were subject to a federal rent restriction listed above: _____. If all of the units in the project were subject to a federal rent restriction, you may skip section g.8,

Oakland Housing Authority Project-Based Voucher Program
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below.

8. The following specifies the number of contract units (if any) designated for occupancy by elderly families or by families eligible for supportive services:

a. Place a check mark here if any contract units are designated for occupancy by elderly families; The following number of contract units shall be rented to elderly families:

_____.

b. Place a check mark here if any contract units are designated for occupancy by families eligible for supportive services. The

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following number of contract units shall be rented to families eligible for supportive services:

9. The PHA and owner must comply with all HUD requirements regarding income mixing.

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HAP Contract for New Construction/Rehab
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EXECUTION OF HAP CONTRACT FOR SINGLE-STAGE PROJECT

Public Housing Agency (PHA):
By: _____
Date: _____
Owner:
Date:

Oakland Housing Authority

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HAP Contract for New Construction/Rehab**

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**U.S. Department of Housing and Urban Development Office
of Public and Indian Housing**

**SECTION 8 PROJECT-BASED VOUCHER PROGRAM
HOUSING ASSISTANCE PAYMENTS CONTRACT-
MOVING TO WORK**

EXISTING HOUSING

PART 1 OF HAP CONTRACT

Public reporting burden for this collection of information is estimated to average 2 hours. This includes the time for collecting, reviewing and reporting the data. The information is being collected as required by 24 CFR 983.202, which requires the PHA to enter into a HAP contract with the owner to provide housing assistance payments for eligible families, and, as applicable, 24 CFR 983.10. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection.

Privacy Act Statement. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in Accordance with applicable law.

1. CONTRACT INFORMATION

a. Parties

This housing assistance payments (HAP) contract is entered into between:

_____ (PHA) and

_____ (owner).

b. Contents of contract

The HAP contract consists of Part 1, Part 2, and the contract exhibits listed in paragraph c.

c. Contract exhibits

The HAP contract includes the following exhibits:

EXHIBIT A: TOTAL NUMBER OF UNITS IN PROJECT COVERED BY THIS HAP CONTRACT; INITIAL RENT TO OWNER; AND

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HAP Contract for Existing Housing**

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DESCRIPTION OF THE CONTRACT UNITS. (See 24 CFR
983.203 for required items.)

EXHIBIT B: SERVICES, MAINTENANCE AND EQUIPMENT TO BE
PROVIDED BY THE OWNER WITHOUT CHARGES IN
ADDITION TO RENT TO OWNER

EXHIBIT C: UTILITIES AVAILABLE IN THE CONTRACT UNITS,
INCLUDING A LISTING OF UTILITY SERVICES TO BE
PAID BY THE OWNER (WITHOUT CHARGES IN ADDITION
TO RENT TO OWNER) AND UTILITIES TO BE PAID BY THE
TENANTS

EXHIBIT D: FEATURES PROVIDED TO COMPLY WITH PROGRAM
ACCESSIBILITY FEATURES OF SECTION 504 OF THE
REHABILITATION ACT OF 1973

ADDITIONAL EXHIBITS

EXHIBIT E: EVIDENCE OF PROPERTY/SITE OWNERSHIP/CONTROL

EXHIBIT F: UNIT INITIAL HQS INSPECTION

EXHIBIT G: EXECUTED SITE MANAGEMENT AGREEMENT

EXHIBIT H: WAIT LIST MANAGEMENT PLAN/TENANT SELECTION PLAN
(If applicable)

EXHIBIT I: RESIDENTIAL LEASE AGREEMENT AND HUD PBV TENANCY ADDENDUM

EXHIBIT J: OHA ADMINISTRATIVE PLAN 2017 – CHAPTER 17 PBV

EXHIBIT K: RFQ 008-16/PROJECT PROPOSAL/PUBLIC NOTICE/AWARD LETTER
OHA BOARD RESOLUTION

EXHIBIT L: ENVIROMENTAL REVIEW DOCUMENTS

d. Effective date and term of the HAP contract

1. Effective date

- a. The PHA may not enter into a HAP contract for any contract unit until the PHA (or an independent entity, as applicable) has determined that the unit meets the PBV inspection requirements.
- b. For all contract units, the effective date of the HAP contract is:

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HAP Contract for Existing Housing**

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_____.

c. The term of the HAP contract begins on the effective date.

2. Length of initial term

a. Subject to paragraph 2.b, the initial term of the HAP contract for all contract units is:

_____.

b. The initial term of the HAP contract may not be less than one year, nor more than twenty years.

3. Extension of term

The PHA and owner may agree to enter into an extension of the HAP contract at the time of initial HAP contract execution, or any time prior to expiration of the contract. Any extension, including the term of such extension, must be in accordance with HUD requirements. A PHA must determine that any extension is appropriate to achieve long-term affordability of the housing or expand housing opportunities.

4. Requirement for sufficient appropriated funding

a. The length of the initial term and any extension term shall be subject to availability, as determined by HUD, or by the PHA in accordance with HUD requirements, of sufficient appropriated funding (budget authority), as provided in appropriations acts and in the PHA's annual contributions contract (ACC) with HUD, to make full payment of housing assistance payments due to the owner for any contract year in accordance with the HAP contract.

b. The availability of sufficient funding must be determined by HUD or by the PHA in accordance with HUD requirements. If it is determined that there may not be sufficient funding to continue housing assistance payments for all contract units and for the full term of the HAP contract, the PHA has the right to terminate the HAP contract by notice to the owner for all or any of the contract units. Such action by the PHA shall be implemented in accordance with HUD requirements.

e. Occupancy and payment

1. Payment for occupied unit

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**Project-Based Voucher Program
HAP Contract for Existing Housing**

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During the term of the HAP contract, the PHA shall make housing assistance payments to the owner for the months during which a contract unit is leased to and occupied by an eligible family. If an assisted family moves out of a contract unit, the owner may keep the housing assistance payment for the calendar month when the family moves out (“move-out month”). However, the owner may not keep the payment if the PHA determines that the vacancy is the owner’s fault.

2. Vacancy payment

THE PHA HAS DISCRETION WHETHER TO INCLUDE THE VACANCY PAYMENT PROVISION (PARAGRAPH e.2), OR TO STRIKE THIS PROVISION FROM THE HAP CONTRACT FORM.

- a. If an assisted family moves out of a contract unit, the PHA may provide vacancy payments to the owner for a PHA-determined vacancy period extending from the beginning of the first calendar month after the move-out month for a period not exceeding two full months following the move-out month.
- b. The vacancy payment to the owner for each month of the maximum two-month period will be determined by the PHA, and cannot exceed the monthly rent to owner under the assisted lease, minus any portion of the rental payment received by the owner (including amounts available from the tenant’s security deposit). Any vacancy payment may cover only the period the unit remains vacant.
- c. The PHA may make vacancy payments to the owner only if:
 1. The owner gives the PHA prompt, written notice certifying that the family has vacated the unit and the date when the family moved out (to the best of the owner’s knowledge and belief);
 2. The owner certifies that the vacancy is not the fault of the owner and that the unit was vacant during the period for which payment is claimed;
 3. The owner certifies that it has taken every reasonable action to minimize the likelihood and length of vacancy; and
 4. The owner provides any additional information required and requested by the PHA to verify that the owner is

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**Project-Based Voucher Program
HAP Contract for Existing Housing**

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entitled to the vacancy payment.

- d. The PHA must take every reasonable action to minimize the likelihood and length of vacancy.
- e. The owner may refer families to the PHA and recommend selection of such families from the PHA waiting list for occupancy of vacant units.
- f. The owner must submit a request for vacancy payments in the form and manner required by the PHA and must provide any information or substantiation required by the PHA to determine the amount of any vacancy payments.

3. PHA is not responsible for family damage or debt to owner

Except as provided in this paragraph e (Occupancy and Payment), the PHA will not make any other payment to the owner under the HAP contract. The PHA will not make any payment to the owner for any damages to the unit, or for any other amounts owed by a family under the family's lease.

f. Income-mixing requirement

Except as provided in paragraphs f.2 through f.5 below, the PHA will not make housing assistance payments under the HAP contract for more than the greater of 25 units or 25 percent of the total number of dwelling units (assisted or unassisted) in any project. The term "project" means a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land assisted under this HAP contract.

The Oakland Housing Authority, under Moving to Work (MTW) activity 12-01, has the approval to remove the cap on the number of PBVs allocated to a single development. The most recent copy of OHA's MTW activities is published here:

<http://oakha.org/AboutUs/ReportsPolicies/Pages/default.aspx>

- 1.
- 2. The limitation in paragraph f.1 does not apply to single-family buildings.

In referring eligible families to the owner for admission to the number of contract units in any project exceeding the 25 unit or 25 percent limitation under paragraph f.1, the PHA shall give preference to elderly families or to families eligible for supportive services, for the number of contract units designated for occupancy by such families. The owner shall rent the designated number of contract units to such families referred by the PHA

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HAP Contract for Existing Housing**

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from the PHA waiting list.

The Oakland Housing Authority, under Moving to Work Activity 06-01, has the approval to establish site based wait lists at all public housing sites, HOPE VI sites, and developments with PBV allocations. The most recent copy of OHA's MTW activities is published here:

<http://oakha.org/AboutUs/ReportsPolicies/Pages/default.aspx>

3. Up to the greater of 25 units or 40 percent of units (instead of the greater of 25 units or 25 percent of units) in a project may be project-based if the project is located in a census tract with a poverty rate of 20 percent or less. The Oakland Housing Authority, under Moving to Work (MTW) activity 12-01, has the approval to remove the cap on the number of PBVs allocated to a single development. The most recent copy of OHA's MTW activities is published here:
<http://oakha.org/AboutUs/ReportsPolicies/Pages/default.aspx>
4. Units that were previously subject to certain federal rent restrictions or receiving another type of long-term housing subsidy provided by HUD do not count toward the income-mixing requirement if, in the five years prior to issuance of the Request for Proposal or notice of owner selection (for projects selected based on a prior competition or without competition), the unit received one of the forms of HUD assistance or was under a federal rent restriction as described in f.6 and f.7, below.
5. The following specifies the number of contract units (if any) that received one of the following forms of HUD assistance (enter the number of contract units in front of the applicable form of assistance):
 - ___ Public Housing or Operating Funds;
 - ___ Project-Based Rental Assistance (including Mod Rehab and Mod Rehab Single-Room Occupancy);
 - ___ Housing for the Elderly (Section 202 or the Housing Act of 1959);
 - ___ Housing for Persons with Disabilities (Section 811 of the Cranston-Gonzalez Affordable Housing Act);
 - ___ Rent Supplement Program;
 - ___ Rental Assistance Program;
 - ___ Flexible Subsidy Program.

The following total number of contract units received a form of HUD

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HAP Contract for Existing Housing**

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assistance listed above: 0

If all of the units in the project received such assistance, you may skip sections g.7 and g.8, below.

- 6. The following specifies the number of contract units (if any) that were under any of the following federal rent restrictions (enter the number of contract units in front of the applicable type of federal rent restriction):

- Section 236;
- Section 221(d)(3) or (d)(4) BMIR (below-market interest rate);
- Housing for the Elderly (Section 202 or the Housing Act of 1959);
- Housing for Persons with Disabilities (Section 811 of the Cranston-Gonzalez Affordable Housing Act);
- Flexible Subsidy Program.

The following total number of contract units were subject to a federal rent restriction listed above: 0. If all of the units in the project were subject to a federal rent restriction, you may skip section g.8, below.

- 7. The following specifies the number of contract units (if any) designated for occupancy by elderly families or by families eligible for supportive services:

- a. Place a check mark here if any contract units are designated for occupancy by elderly families; The following number of contract units shall be rented to elderly families:

_____.

- b. Place a check mark here if any contract units are designated for occupancy by families eligible for supportive services. The following number of contract units shall be rented to families eligible for supportive services:

_____.

- 8. The PHA and owner must comply with all HUD requirements regarding income mixing.

**Project-Based Voucher Program
HAP Contract for Existing Housing**

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EXECUTION OF HAP CONTRACT FOR EXISTING HOUSING

PUBLIC HOUSING AGENCY (PHA) Name of PHA (Print)
By:
Signature of authorized representative
Name and official title (Print)
Date
OWNER Name of Owner (Print)
By:
Signature of authorized representative
Name and official title (Print)
Date

Previous editions are obsolete

**Project-Based Voucher Program
HAP Contract for Existing Housing**

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

**MOVING TO WORK (MTW) RIDER TO THE HOUSING ASSISTANCE PAYMENT (HAP)
CONTRACT FOR THE SECTION 8 TENANT-BASED ASSISTANCE HOUSING CHOICE VOUCHER
PROGRAM (HCV) AND/OR THE SECTION 8 PROJECT-BASED VOUCHER (PBV) PROGRAM**

Pursuant to the Public Housing Agency's (PHA) participation in the MTW demonstration, the PHA may establish Section 8 HCV or PBV policies or requirements that differ from statutory requirements for both programs contained in the U.S. Housing Act of 1937, the relevant regulatory requirements, and applicable Public and Indian Housing Notices. Where any particular provisions of this HAP Contract differ from or conflict with the MTW activities included in the PHA's approved MTW Supplement to its PHA Plan, the provisions of the MTW Operations Notice and the approved MTW Supplement to the PHA Plan shall supersede any conflicting or differing HAP Contract language. Further, the MTW Activity authorized by the MTW Operations Notice shall govern the PHA's administration of the program notwithstanding a conflicting or differing provision of the HAP Contract. This rider shall be in effect for the term of the HAP Contract or the term of the PHA's participation in the MTW demonstration, whichever ends sooner.

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

SECTION 8 PROJECT-BASED VOUCHER PROGRAM

**AGREEMENT TO ENTER INTO A
HOUSING ASSISTANCE PAYMENTS CONTRACT-
MOVING TO WORK**

NEW CONSTRUCTION OR REHABILITATION

PART I

Public reporting burden for this collection of information is estimated to average 0.5 hours. This includes the time for collecting, reviewing and reporting the data. The information is being collected as required by 24 CFR 983.152, which requires the PHA to enter into an Agreement with the owner prior to execution of a HAP contract for PBV assistance as provided in §983.153. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection.

Privacy Act Statement. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in accordance with applicable law.

1.1 Parties

This Agreement to Enter into Housing Assistance Payments Contract ("Agreement") is between:

_____ ("PHA")

_____ ("owner").

1.2 Purpose

The owner agrees to develop the Housing Assistance Payments Contract ("HAP Contract") units in accordance with Exhibit B and to comply with Housing Quality Standards ("HQS"), and the PHA agrees that, upon timely completion of such development in accordance with the terms of the Agreement, the PHA will enter into a HAP Contract with the owner of the Contract units.

Agreement to Enter into a PBV HAP Contract
HUD 52531A, Part 1 of 2
(07/2019)
Page 1 of 17

Previous Editions are obsolete

1.3 Contents of Agreement

This Agreement consists of Part I, Part II, and the following Exhibits:

EXHIBIT A: The approved owner's PBV proposal. (Selection of proposals must be in accordance with 24 CFR 983.51.)

EXHIBIT B: Description of work to be performed under this Agreement, including:

- If the Agreement is for rehabilitation of units, this exhibit must include the rehabilitation work write-up and, where the PHA has determined necessary, specifications and plans.
- If the Agreement is for new construction of units, the work description must include the working drawings and specifications.
- Any additional requirements beyond HQS relating to quality, design and architecture that the PHA requires.
- Work items resulting from compliance with the design and construction requirements of the Fair Housing Act and implementing regulations at 24 CFR 100.205, the accessibility requirements under section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR 8.22 and 8.23, and accessibility requirements under Titles II and III of the Americans with Disabilities Act at 28 CFR parts 35 and 36, as applicable.

EXHIBIT C: Description of housing, including:

- Project site.
- Total number of units in project covered by this Agreement.
- Locations of contract units on site.
- Number of contract units by area (size) and number of bedrooms and bathrooms.
- Services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent to owner.
- Utilities available to the contract units, including a specification of utility services to be paid by the owner (without charges in addition to rent) and utility services to be paid by the tenant.
- Estimated initial rent to owner for the contract units.

EXHIBIT D: The HAP contract and OHA Admin Plan, Chapter 17

EXHIBIT E : Consent to Assignment of AHAP Contract

EXHIBIT F: Section 8 Project-Based Program Regulations and Housing

Opportunity through Modernization Act of 2016 (HOTMA)

Previous Editions are obsolete

Agreement to Enter into a PBV HAP Contract
HUD 52531A, Part 1 of 2
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Housing and Economic Recovery Act of 2008

EXHIBIT G: Subsidy Layering Review and Approval

EXHIBIT H: Environmental Review and Approval

EXHIBIT I: Appraiser Market Rent Study and Estimate of Initial Contract Rent

1.4 Significant Dates

- A. Effective Date of the Agreement: The Agreement must be executed promptly after PHA notice of proposal selection to the owner has been given. The PHA may not enter this Agreement with the owner until a subsidy layering review has been performed and an environmental review has been satisfactorily completed in accordance with HUD requirements.
- B. A project may either be a single-stage or multi-stage project. A single-stage project will have the same Agreement effective date for all contract units. A multi-stage project will separate effective dates for each stage.

_____ **Single-stage project**

- i. Effective Date for all contract units: _____
- ii. Date of Commencement of the Work: The date for commencement of work is not later than **120** calendar days after the effective date of this Agreement.
- iii. Time for Completion of Work: The date for completion of the work is not later than ___ calendar days after the effective date of this Agreement.

_____ **Multi-Stage Project**

Enter the information for each stage upon execution of the Agreement for the corresponding stage.

STAGE	NUMBER OF UNITS	EFFECTIVE DATE	DATE OF COMMENCEMENT OF WORK	TIME FOR COMPLETION OF WORK

1.5 Nature of the Work

This Agreement is for **New Construction** of units to be assisted by the project-based Voucher program.

This Agreement is for **Rehabilitation** of units to be assisted by the project- based Voucher program.

1.6 Schedule of Completion

- A. **Timely Performance of Work:** The owner agrees to begin work no later than the date for commencement of work as stated in Section 1.4. In the event the work is not commenced, diligently continued and completed as required under this Agreement, the PHA may terminate this Agreement or take other appropriate action. The owner agrees to report promptly to the PHA the date work is commenced and furnish the PHA with progress reports as required by the PHA.

- B. **Time for Completion:** All work must be completed no later than the end of the period stated in Section 1.4. Where completion in stages is provided for, work related to units included in each stage shall be completed by the stage completion date and all work on all stages must

be completed no later than the end of the period stated in Section 1.4.

- C. Delays: If there is a delay in the completion due to unforeseen factors beyond the owner's control as determined by the PHA, the PHA agrees to extend the time for completion for an appropriate period as determined by the PHA in accordance with HUD requirements.

1.7 Changes in Work

- A. The owner must obtain prior PHA approval for any change from the work specific in Exhibit B which would alter the design or quality of the rehabilitation or construction. The PHA is not required to approve any changes requested by the owner. PHA approval of any change may be conditioned on establishment of a lower initial rent to owner at the amounts determined by PHA.
- B. If the owner makes any changes in the work without prior PHA approval, the PHA may establish lower initial rents to owner at the amounts determined by PHA in accordance with HUD requirements.
- C. The PHA (or HUD in the case of insured or coinsured mortgages) may inspect the work during rehabilitation or construction to ensure that work is proceeding on schedule, is being accomplished in accordance with the terms of the Agreement, meets the level of material described in Exhibit B and meets typical levels of workmanship for the area.

1.8 Work completion

- A. Conformance with Exhibit B: The work must be completed in accordance with Exhibit B. The owner is solely responsible for completion of the work.
- B. Evidence of Completion: When the work is completed, the owner must provide the PHA with the following:
 - 1. A certification by the owner that the work has been completed in accordance with the HQS and all requirements of this Agreement.
 - 2. A certification by the owner that the owner has complied with labor standards and equal opportunity requirements in the development of the housing. (See 24 CFR 983.155(b)(1)(ii).)
 - 3. Additional Evidence of Completion: At the discretion of the PHA, or as required by HUD, this Agreement may specify additional documentation that must be submitted by owner as evidence of completion of the housing. Check the following that apply:

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- ✓ A certificate of occupancy or other evidence that the contract units comply with local requirements.
- ✓ An architect's or developer's certification that the housing complies with:
 - ✓ the HQS;
 - ✓ State, local, or other building codes;
 - ✓ Zoning;
 - The rehabilitation work write-up for rehabilitated housing;
 - ✓ The work description for newly constructed housing; or
 - ✓ Any additional design or quality requirements pursuant to this Agreement.

1.9 Inspection and Acceptance by the PHA of Completed Contract Units

- A. Completion of Contract Units: Upon receipt of owner notice of completion of Contract units, the PHA shall take the following steps:
 1. Review all evidence of completion submitted by owner.
 2. Inspect the units to determine if the housing has been completed in accordance with this Agreement, including compliance with the HQS and any additional requirements imposed by the PHA under this Agreement.
- B. Non-Acceptance: If the PHA determines the work has not been completed in accordance with this Agreement, including non-compliance with the HQS, the PHA shall promptly notify the owner of this decision and the reasons for the non-acceptance. The parties must not enter into the HAP contract.
- C. Acceptance: If the PHA determines housing has been completed in accordance with this Agreement, and that the owner has submitted all required evidence of completion, the PHA must submit the HAP contract for execution by the owner and must then execute the HAP contract.

1.10 Acceptance where defects or deficiencies are reported:

- A. If other defects or deficiencies exist, the PHA shall determine whether and

to what extent the defects or deficiencies are correctable, whether the units will be accepted after correction of defects or deficiencies, and the requirements and procedures for such correction and acceptance.

- B. Completion in Stages: Where completion in stages is provided for, the procedures of this paragraph shall apply to each stage.

1.11. Execution of HAP Contract

- A. Time and Execution: Upon acceptance of the units by the PHA, the owner and the PHA execute the HAP contract.
- B. Completion in Stages: Where completion in stages is provided for the number and types of units in each stage, and the initial rents to owner for such units, shall be separately shown in Exhibit C of the contract for each stage. Upon acceptance of the first stage, the owner shall execute the contract and the signature block provided in the contract for that stage. Upon acceptance of each subsequent stage, the owner shall execute the signature block provided in the contract for such stage.
- C. Form of Contract: The terms of the contract shall be provided in Exhibit D of this Agreement. There shall be no change in the terms of the contract unless such change is approved by HUD headquarters. Prior to execution by the owner, all blank spaces in the contract shall be completed by the PHA.
- D. Survival of owner Obligations: Even after execution of the contract, the owner shall continue to be bound by all owner obligations under the Agreement.

1.12 Initial determination of rents

- A. The estimated amount of initial rent to owner shall be established in Exhibit C of this Agreement.
- B. The initial amount of rent to owner is established at the beginning of the HAP contract term.
- C. The estimated and initial contract rent for each units may in no event exceed the amount authorized in accordance with HUD regulations and requirements. Where the estimated initial rent to owner exceeds the amount authorized in accordance with HUD regulations, the PHA shall establish a lower initial rent tow owner, in accordance with HUD regulations and requirements.

1.13 Uniform Relocation Act

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- A. A displaced person must be provided relocation assistance at the levels described in and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4201-4655) and implementing regulations at 49 CFR part 24.
- B. The cost of required relocation assistance may be paid with funds provided by the owner, or with local public funds, or with funds available from other sources. Payment of relocation assistance must be paid in accordance with HUD requirements.
- C. The acquisition of real property for a project to be assisted under the program is subject to the URA and 49 CFR part 24, subpart B.
- D. The PHA must require the owner to comply with the URA and 49 CFR part 24.
- E. In computing a replacement housing payment to a residential tenant displaced as a direct result of privately undertaken rehabilitation or demolition of the real property, the term “initiation of negotiations” means the execution of the Agreement between the owner and the PHA.

1.14 Protection of In-Place Families

- A. In order to minimize displacement of in-place families, if a unit to be placed under Contract is occupied by an eligible family on the proposal selection date, the in-place family must be placed on the PHA’s waiting list (if they are not already on the list) and, once their continued eligibility is determined, given an absolute selection preference and referred to the project owner for an appropriately sized unit in the project.
- B. This protection does not apply to families that are not eligible to participate in the program on the proposal selection date.
- C. The term “in-place family” means an eligible family residing in a proposed contract unit on the proposal selection date.
- D. Assistance to in-place families may only be provided in accordance with the program regulations and other HUD requirements.

1.15 Termination of Agreement and Contract

The Agreement or HAP contract may be terminated upon at least 30 days notice to the owner by the PHA or HUD if the PHA or HUD determines that the contract units were not eligible for selection in conformity with HUD requirements.

1.16 Rights of HUD if PHA Defaults Under Agreement

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If HUD determines that the PHA has failed to comply with this Agreement, or has failed to take appropriate action to HUD's satisfaction or as directed by HUD, for enforcement of the PHA's rights under this Agreement, HUD may assume the PHA's rights and obligations under the Agreement, and may perform the obligations and enforce the rights of the PHA under the Agreement. HUD will, if it determines that the owner is not in default, pay Annual Contributions for the purpose of providing housing assistance payments with respect to the dwelling unit(s) under this Agreement for the duration of the HAP contract.

1.17 Owner Default and PHA Remedies

A. Owner Default

Any of the following is a default by the owner under the Agreement:

1. The owner has failed to comply with any obligation under the Agreement.
2. The owner has violated any obligation under any other housing assistance payments contract under Section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f).
3. The owner has committed any fraud or made any false statement to the PHA or HUD in connection with the Agreement.
4. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing assistance program.
5. If the property where the contract units are located is subject to a lien or security interest securing a HUD loan or mortgage insured by HUD and:
 - a. The owner has failed to comply with the regulations for the applicable HUD loan or mortgage insurance program, with the mortgage or mortgage note, or with the regulatory agreement; or
 - b. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with the HUD loan or HUD-insured mortgage.
6. The owner has engaged in any drug-related criminal activity or any violent criminal activity.

B. PHA Remedies

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1. If the PHA determines that a breach has occurred, the PHA may exercise any of its rights or remedies under the Agreement.
2. The PHA must notify the owner in writing of such determination. The notice by the PHA to the owner may require the owner to take corrective action (as verified by the PHA) by a time prescribed in the notice.
3. The PHA's rights and remedies under the Agreement include, but are not limited to: (i) terminating the Agreement; and (ii) declining to execute the HAP contract for some or all of the units.

C. PHA Remedy is not Waived

The PHA's exercise or non-exercise of any remedy for owner breach of the Agreement is not a waiver of the right to exercise that remedy or any other right or remedy at any time.

1.18 PHA and Owner Relation to Third Parties

A. Selection and Performance of Contractor

1. The PHA has not assumed any responsibility or liability to the owner, or any other party for performance of any contractor, subcontractor or supplier, whether or not listed by the PHA as a qualified contractor or supplier under the program. The selection of a contractor, subcontractor or supplier is the sole responsibility of the owner and the PHA is not involved in any relationship between the owner and any contractor, subcontractor or supplier.
2. The owner must select a competent contractor to undertake rehabilitation or construction. The owner agrees to require from each prospective contractor a certification that neither the contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in contract by the Comptroller General or any federal Department or agency. The owner agrees not to award contracts to, otherwise engage in the service of, or fund any contractor that does not provide this certification.

- B. Injury Resulting from Work under the Agreement: The PHA has not assumed any responsibility for or liability to any person, including a worker or a resident of the unit undergoing work pursuant to this Agreement, injured as a result of the work or as a result of any other action or failure to act by the owner, or any contractor, subcontractor or supplier.

- C. Legal Relationship: The owner is not the agent of the PHA and this Agreement does not create or affect any relationship between the PHA and any lender to the owner or any suppliers, employees, contractor or subcontractors used by the owner in the implementation of the Agreement.
- D. Exclusion of Third Party Claims: Nothing in this Agreement shall be construed as creating any right of any third party (other than HUD) to enforce any provision of this Agreement or the Contract, or to assert any claim against HUD, the PHA or the owner under the Agreement or the Contract.
- E. Exclusion of owner Claims against HUD: Nothing in this Agreement shall be construed as creating any right of the owner to assert any claim against HUD.

1.19 PHA-Owned Units

Notwithstanding Section 1.18 of this Agreement, a PHA may own units assisted under the project-based voucher program, subject to the special requirements in 24 CFR 983.59 regarding PHA-owned units.

1.20 Conflict of Interest

- A. Interest of Members, Officers, or Employees of PHA, Members of Local Governing Body, or Other Public Officials
 - 1. No present or former member or officer of the PHA (except tenant-commissioners), no employee of the PHA who formulates policy or influences decisions with respect to the housing choice voucher program or project-based voucher program, and no public official or member of a governing body or State or local legislator who exercises functions or responsibilities with respect to these programs, shall have any direct or indirect interest, during his or her tenure or for one year thereafter, in the Agreement or HAP contract.
 - 2. HUD may waive this provision for good cause.
- B. Disclosure

The owner has disclosed to the PHA any interest that would be a violation of the Agreement or HAP contract. The owner must fully and promptly update such disclosures.

1.21 Interest of Member or Delegate to Congress

No member of or delegate to the Congress of the United States of America or resident-commissioner shall be admitted to any share or part of the Agreement or HAP contract or to any benefits arising from the Agreement of HAP contract.

1.22 Transfer of the Agreement, HAP Contract, or Property

A. PHA Consent to Transfer

The owner agrees that the owner has not made and will not make any transfer in any form, including any sale or assignment, of the Agreement, HAP contract, or the property without the prior written consent of the PHA. A change in ownership in the owner, such as a stock transfer or transfer of the interest of a limited partner, is not subject to the provisions of this section. Transfer of the interest of a general partner is subject to the provisions of this section.

B. Procedure for PHA Acceptance of Transferee

Where the owner requests the consent of the PHA for a transfer in any form, including any sale or assignment, of the Agreement, the HAP contract, or the property, the PHA must consent to a transfer of the Agreement or HAP contract if the transferee agrees in writing (in a form acceptable to the PHA) to comply with all the terms of the Agreement and HAP contract, and if the transferee is acceptable to the PHA. The PHA's criteria for acceptance of the transferee must be in accordance with HUD requirements.

C. When Transfer is Prohibited

The PHA will not consent to the transfer if any transferee, or any principal or interested party, is debarred, suspended, subject to a limited denial of participation, or otherwise excluded under 2 CFR part 2424, or is listed on the U.S. General Services Administration list of parties excluded from Federal procurement or nonprocurement programs.

1.23 Exclusion from Federal Programs

A. Federal Requirements

The owner must comply with and is subject to requirements of 2 CFR part 2424.

B. Disclosure

The owner certifies that:

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1. The owner has disclosed to the PHA the identity of the owner and any principal or interested party.
2. Neither the owner nor any principal or interested party is listed on the U.S. General Services Administration list of parties excluded from Federal procurement and nonprocurement programs; and none of such parties are debarred, suspended, subject to a limited denial of participation, or otherwise excluded under 2 CFR part 2424.

1.24 Lobbying Certifications

- A. The owner certifies, to the best of the owner's knowledge and belief, that:
 1. No Federally appropriated funds have been paid or will be paid, by or on behalf of the owner, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of the Agreement or HAP contract, or the extension, continuation, renewal, amendment, or modification of the HAP contract.
 2. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Agreement or HAP contract, the owner must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- B. This certification by the owner is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352.

1.25 Subsidy Layering

A. Owner Disclosure

The owner must disclose to the PHA, in accordance with HUD requirements, information regarding any related assistance from the Federal government, a State, or a unit of general local government, or any agency or instrumentality thereof, that is made available or is expected to be made available with respect to the contract units. Such related assistance includes, but is not limited to, any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance.

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B. Limit of Payments

Housing assistance payments under the HAP contract must not be more than is necessary, as determined in accordance with HUD requirements, to provide affordable housing after taking account of such related assistance. The PHA will adjust in accordance with HUD requirements the amount of the housing assistance payments to the owner to compensate in whole or in part for such related assistance.

1.26 Prohibition of Discrimination

A. The owner may not refuse to lease contract units to, or otherwise discriminate against, any person or family in leasing of a contract unit, because of race, color, religion, sex, national origin, disability, age, or familial status.

B. The owner must comply with the following requirements:

1. The Fair Housing Act (42 U.S.C. 3601–19) and implementing regulations at 24 CFR part 100 *et seq.*;
2. Executive Order 11063, as amended by Executive Order 12259 (3 CFR 1959–1963 Comp., p. 652, and 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing Programs) and implementing regulations at 24 CFR part 107;
3. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d–2000d–4) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at 24 CFR part 1;
4. The Age Discrimination Act of 1975 (42 U.S.C. 6101–6107) and implementing regulations at 24 CFR part 146;
5. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at part 8 of this title;
6. Title II of the Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*;
7. 24 CFR part 8;
8. Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135;

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9. Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR, 1964–1965 Comp., p. 339; 3 CFR, 1966–1970 Comp., p. 684; 3 CFR, 1966–1970 Comp., p. 803; 3 CFR, 1978 Comp., p. 230; and 3 CFR, 1978 Comp., p. 264, respectively) (Equal Employment Opportunity Programs) and implementing regulations at 41 CFR chapter 60;
10. Executive Order 11625, as amended by Executive Order 12007 (3 CFR, 1971–1975 Comp., p. 616 and 3 CFR, 1977 Comp., p. 139) (Minority Business Enterprise Development); and
11. Executive Order 12138, as amended by Executive Order 12608 (3 CFR, 1977 Comp., p. 393, and 3 CFR, 1987 Comp., p. 245) (Women’s Business Enterprise).
12. HUD’s Equal Access Rule at 24 CFR 5.105. [OGC-Nonconcurrency: This section failed to reference protections with respect to actual or perceived sexual orientation, gender identity, or marital status in accordance with HUD’s Equal Access Rule at 24 CFR 5.105(a). Revising as indicated above is sufficient to resolve this concern.

C. The PHA and the owner must cooperate with HUD in the conducting of compliance reviews and complaint investigations pursuant to all applicable civil rights statutes, Executive Orders, and all related rules and regulations.

1.27 Owner Duty to Provide Information and Access to HUD and PHA

- A. The owner must furnish any information pertinent to this Agreement as may be reasonably required from time to time by the PHA or HUD. The owner shall furnish such information in the form and manner required by the PHA or HUD.
- B. The owner must permit the PHA or HUD or any of their authorized representatives to have access to the premises during normal business hours and, for the purpose of audit and examination, to have access to any books, documents, papers, and records of the owner to the extent necessary to determine compliance with this Agreement.

1.28 Notices and Owner Certifications

- A. Where the owner is required to give any notice to the PHA pursuant to this Agreement, such notice shall be in writing and shall be given in the manner designated by the PHA.

- B. Any certification or warranty by the owner pursuant to the Agreement shall be deemed a material representation of fact upon which reliance was placed when this transaction was entered into.

1.29 HUD Requirements

- A. The Agreement and the HAP contract shall be interpreted and implemented in accordance with all statutory requirements, and will all HUD requirements, including amendments or changes in HUD requirements. The owner agrees to comply with all such laws and HUD requirements.
- B. HUD requirements are requirements that apply to the project-based voucher program. HUD requirements are issued by HUD Headquarters as regulations, *Federal Register* notices, or other binding program directives.

1.30 Applicability of Part II Provisions — Check All that Apply

- ✓ Training, Employment, and Contracting Opportunities
Section 2.1 applies if the total of the contract rents for all units under the proposed HAP contract, over the maximum term of the contract, is more than \$200,000.
- ✓ Equal Employment Opportunity
Section 2.2 applies only to construction contracts of more than \$10,000.
- ✓ Labor Standards Requirements
Sections 2.4, 2.8, and 2.10 apply only when this Agreement covers nine or more units.
- — Flood Insurance
Section 2.11 applies if units are located in areas having special flood hazards and in which flood insurance is available under the National Flood Insurance Program.

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EXECUTION OF THE AGREEMENT

PUBLIC HOUSING AGENCY (PHA)
By: _____ Date: _____
OWNER
Date: _____

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Family Self-Sufficiency (FSS) Program Contract of Participation

U.S. Department of Housing
and Urban Development

OMB Approval No. 2577-0178
(exp. 04/30/2025)

Moving to Work

This Contract of Participation for the Family Self-Sufficiency (FSS) Program is between _____
_____, Public Housing Agency (PHA) or PBRA owner, and
_____, head of FSS family.

The FSS family includes everyone in the household, and is referred to in this contract as "family."

Type of FSS Program.

The family is housed in: (Check only one)

Housing Choice Voucher (HCV)/Project Based
Voucher (PBV)

Public Housing

Project-Based Rental Assistance (PBRA)/Multifamily

Other (Local, Non-Traditional Programs)

Purpose of Contract

The purpose of this contract is to state the rights and responsibilities of the participating family and the PHA/owner, the resources and supportive services to be provided to the family, and the activities to be completed by the family.

Term of Contract

This contract will be effective on _____.

This contract will expire on [5 years after the first
recertification of income after execution]
_____.

The PHA/owner may extend the term of the contract up to 2 years if the PHA/owner finds that *good cause* exists for the extension.

Resources and Supportive Services

During the term of the contract, the PHA/owner will try to coordinate the resources and services listed in the Individual Training and Services Plans (ITSP). However, the PHA/owner has no liability to the family if the resources and services are not provided.

Individual Training and Services Plan (ITSP)

An Individual Training and Services Plan (ITSP) must be developed for each participating family member. All ITSPs for the family are hereby incorporated into and made part of this contract.

FSS Escrow Account

Escrow credit will be based on the Household's Annual Earned income and calculated using the escrow schedule as defined in Table A, see Appendix A. The escrow schedule contains income ranges and the associated escrow credit corresponding to the income range.

Baseline Annual Income Baseline	\$ _____
Annual Earned Income Baseline	\$ _____
Monthly Rent	\$ _____
Monthly Escrow Credit at Enrollment	\$ _____

Interim Withdrawal of Escrow Funds

The PHA/owner does __ does not __ allow for the interim withdrawal of escrow funds. If yes, the participating family must be provided with the pertinent policies. The PHA/owner may disburse an amount in the family's FSS escrow account to the head of the FSS family in compliance with its interim withdrawal policies and 24 CFR 984.305).

Graduation from the FSS Program and Disbursement of Escrow

The PHA/owner will disburse to the head of FSS family the amount in the family's FSS escrow account, less any amount owed to the PHA/owner (for unpaid rent or other outstanding debts), when the family is compliant with its lease, and:

- (1) the PHA/owner determines that the family has completed the terms of this contract, including the terms of all ITSPs; and
- (2) The head of FSS family certifies that no member of the FSS family is a recipient of welfare assistance;

Disbursement of Escrow in Cases of Contract Termination

The PHA/owner must disburse to the FSS family the amount in the family's FSS escrow account, less any amount owed to the PHA/owner (for unpaid rent or other outstanding debts), when the family is compliant with its lease and:

- (1) The PHA/owner, with HUD approval, determines there is good cause to disburse FSS escrow funds; or
- (2) When the Contract has been terminated for the following reasons:
 - a. Services that the PHA/owner and the FSS family have agreed are integral to the FSS family's advancement towards self-sufficiency are unavailable;
 - b. The head of the FSS family becomes permanently disabled and unable to work during the period of the contract, and the PHA/owner and FSS family determine it is not possible to modify the Contract or designated a new head of the FSS family; or
 - c. A voucher FSS family in good standing moves outside the jurisdiction of the PHA (in accordance with regulatory portability requirements) for good cause, as determined by the PHA, and continuation of the CoP after the move, or completion of the CoP prior to the move, is not possible.

Head of FSS Family Leaves Assisted Unit

If the head of the FSS family leaves the assisted unit, the remaining family members may, after consulting the HA/owner, name another family member to take over the Contract or receive the FSS escrow account funds in accordance with the terms of this agreement.

Loss of FSS Escrow Account

The family will not receive the funds in its FSS escrow except as provided above. The FSS escrow will be forfeited and the family has no right to receive funds from the FSS escrow if the contract is terminated, except as provided above.

Family Responsibilities Head of FSS Family must:

- Seek and maintain suitable employment. **The head of FSS family and those family members who have decided, with PHA/owner agreement, to execute an ITSP, must:**
- Complete the interim goals, final goals, and any other activities by the completion dates contained in each ITSP.

All family members must:

- Comply with the terms of the lease.
- If receiving welfare assistance, become independent of welfare assistance by the end of this Contract term.
- If participating in the HCV program, the family must comply with the family obligations under the HCV program and live in the jurisdiction of the PHA that enrolled the family in the FSS program at least 12 months from the effective date of this contract, unless the initial PHA has approved the family's request to move outside its jurisdiction under portability.

Termination of the Contract of Participation

The PHA/owner may terminate this contract if:

- (1) the family and the PHA/owner agree to terminate the contract;
- (2) the PHA/owner determines that the family has not fulfilled its responsibilities under this contract;
- (3) the family withdraws from the FSS program; or
- (4) the PHA/owner is permitted to terminate the contract in accordance with HUD regulations and requirements.

Signatures:

Family

Housing Agency/Owner

(Signature of Head of FSS Family)

(Name of PHA/Owner)

(Date Signed)

(Official Title)

(Signature of PHA/Owner Official)

(Date Signed)

The PHA/owner will terminate this contract and distribute escrow according to 24 CFR 984 and 887 when:

- (1) Services that the PHA/owner and the FSS family have agreed are integral to the FSS family's advancement towards self-sufficiency are unavailable
- (2) The head of the FSS family becomes permanently disabled and unable to work during the period of the contract, and the PHA/owner and FSS family determine it is not possible to modify the Contract or designated a new head of the FSS family; or
- (3) A voucher FSS family in good standing moves outside the jurisdiction of the PHA (in accordance with portability requirements 24 CFR 982.353) for good cause, as determined by the PHA, and continuation of the CoP after the move, or completion of the CoP prior to the move, is not possible.

The PHA/owner must give a notice of termination to the head of FSS family. The notice must state the reasons for the PHA/owner decision to terminate the contract.

This contract is automatically terminated if the family's rental assistance is terminated in accordance with HUD requirements.

Modification

The PHA/owner and the family may mutually agree to modify this contract or any incorporated ITSP in accordance with 24 CFR parts 887 and 984, as applicable.

Compliance with HUD Regulations and Requirements

The PHA/owner and the FSS family agree to comply with HUD regulations and requirements, including 24 CFR parts 887 and 984. To the extent that anything in this contract conflicts with HUD regulations or requirements, including parts 887 and 984, HUD regulations and requirements will prevail. Terms and figures, such as the income and rent amount on page 1, are subject to correction by the PHA/owner for compliance with HUD regulations and requirements. The PHA/owner must notify the family in writing of any adjustments made to the contract.

Conflict with the Lease

If any term of this contract conflicts with the lease, the lease will prevail.

Each Housing Agency (PHA/owner) must implement the FSS Program in compliance with 24 CFR 984 and 24 CFR 877.

Public reporting burden for this collection of information is estimated to average 1.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Response to this collection of information is mandatory by law (Section 23 (c) & (g) of the U.S. Housing Act of 1937, as added by Section 554 of the Cranston-Gonzalez National Affordable Housing Act (PL 101-625) and Section 306 of the Economic Growth, Regulatory Relief, and Consumer Protection Act (P.L. 115-174) for participation in the FSS program.

The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained.

HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Instructions for Executing the FSS Contract of Participation

Head of FSS Family

The family must designate an adult family member to be the Head of FSS Family who will sign this contract. The head of FSS Family may, but is not required to be, the head of the household for rental purposes. Under certain circumstances, consistent with 24 CFR part 887 and 984, as applicable, and this contract, the family may designate a new Head of FSS Family during the term of the contract.

Term of Contract

- (1) The effective date is the first day of the month following the date the contract was signed by the family and the PHA/owner's representative.
- (2) The expiration date is five years from the effective date of the first re-exam after the effective date of the contract. The expiration date may be left blank until the first rental re-exam.
- (3) If the PHA/owner decides to extend the term of the contract, the original expiration date listed on page one of the contract must be crossed out and the new expiration date added.
- (4) If a family moves under HCV portability procedures and is going to participate in the receiving PHA's FSS program, the effective date of the contract between the family and the receiving PHA is the first day of the month following the date the contract was signed by the family and the PHA's representative. The expiration date of the contract between the receiving PHA and the family must be the same as the expiration date of the contract between the initial PHA and the family.

FSS Escrow Account

- (1) The income and rent numbers to be inserted in this Contract must be taken from the amounts on the last reexamination or interim determination before the family's initial participation in the FSS program.
- (2) If a family moves under HCV portability procedures and is going to participate in the receiving PHA's FSS program, the receiving PHA must use the amounts listed for annual income, earned income, and family rent in this contract between the initial PHA and FSS family.
- (3) When OHA is the receiving housing authority we will use the family's current annual earned income to determine escrow credit.

Changes to the Contract

- (1) This contract of participation can only be changed to modify the contract term, the Head of FSS family, or the ITSPs.

(2) Any change of the head of the family under the contract must be included as an attachment to the contract. The attachment must contain the name of the new designated head of FSS family, the signatures of the new head of FSS family and a PHA/owner representative, and the date signed.

(3) Any change(s) to an ITSP must be included as a revision to the original ITSP (attachment) to which the change applies. The revision must include the item changed, signatures of the participant and a PHA/owner representative, and the date signed.

Individual Training and Services Plans (ITSPs)

- (1) The contract must include an individual training and services plan for the head of the family. Other family members aged eighteen and older may choose to execute an individual training and services plan if agreed to by the PHA/owner.
- (2) The resources and supportive services to be provided to each family member must be listed in the ITSPs which are attachments to the contract of participation.
- (3) Each ITSP must be signed by the participant and an PHA representative.
- (4) Interim goals must be specified along with the activities and services needed to achieve them. For example, a single mother with two children who has an interim goal of completing her secondary education might require several different activities and services to achieve that goal. These might include transportation, tutoring, and child care.
- (5) All completion dates included in the ITSPs must be on or before the contract of participation expires.
- (6) One of the final goals for families receiving welfare assistance is to become independent of welfare assistance by the end of the contract. Any family that is receiving welfare assistance **must** have this included as a final goal in the head of FSS family's ITSP.
- (7) The other final goal listed on the ITSP of the head of FSS family **must** include seeking and maintaining suitable employment specific to that individual's skills, education, job training, and the available job opportunities in the area.

Incentives

If the PHA/owner has chosen to offer other incentives in connection with the FSS program, these incentives may be included in the individual training and services plans or as an attachment to this contract.

**Family Self-Sufficiency Program
Individual Training and Services Plan**

Attachment _____

Name of Participant _____

Final Goal

Interim Goal Number _____

Date Accomplished _____

Activities/Services

Responsible Parties

Date/s

Comments

Signatures:

Family

(Participant)

(Date Signed)

Housing Agency

(Signature of PHA/Owner Representative)

(Date Signed Title)

**Family Self-Sufficiency Program
Individual Training and Services Plan**

Attachment _____

Name of Participant _____

Final Goal _____

Interim Goal Number _____

Date Accomplished _____

Activities/Services	Responsible Parties	Date/s
---------------------	---------------------	--------

Comments _____

Appendix A

Table A: FSS Income/Escrow Table	
\$10,000 - \$14,999	\$50
\$15,000 - \$19,999	\$75
\$20,000 - \$24,999	\$100
\$25,000 - \$29,999	\$125
\$30,000 - \$34,999	\$150
\$35,000 - \$39,999	\$175
\$40,000 - \$44,999	\$200
\$45,000 - \$49,999	\$225
\$50,000 - \$54,999	\$250
\$55,000 - \$59,999	\$275
\$60,000 - \$64,999	\$300
\$65,000 - \$69,999	\$325
\$70,000 - \$74,999	\$350
\$75,000 - \$79,999	\$375
\$80,000 - \$84,999	\$400
\$85,000 - \$89,999	\$425
\$90,000 - \$94,999	\$450
\$95,000 - \$99,999	\$475
\$100,000 -Above	\$500



Effective July 1, 2022

SECTION 8 UTILITY & APPLIANCE ALLOWANCES FOR TENANT-PAID UTILITIES

Moving to Work- HUD-52667



APARTMENTS

STANDARD MONTHLY ALLOWANCES

End Use	Utility	SRO	0BR	1BR	2BR	3BR	4BR	5BR	6BR	TOTAL
Cooking	Gas	\$3	\$4	\$5	\$7	\$9	\$11	\$13	\$15	
	Electric	\$7	\$8	\$9	\$16	\$21	\$26	\$31	\$36	

Space Heating	Gas	\$25	\$29	\$35	\$39	\$42	\$46	\$49	\$56	
	Electric	\$26	\$31	\$36	\$44	\$52	\$61	\$74	\$85	

Hot Water	Gas	\$9	\$11	\$12	\$18	\$25	\$32	\$39	\$45	
	Electric	\$20	\$23	\$30	\$41	\$50	\$59	\$68	\$78	

Lighting	Electric	\$27	\$32	\$38	\$54	\$73	\$93	\$113	\$130	
----------	----------	------	------	------	------	------	------	-------	-------	--

Water	\$73	\$86	\$90	\$115	\$140	\$167	\$201	\$231	
Garbage	\$53	\$53	\$53	\$53	\$92	\$92	\$92	\$106	

TENANT OWNED APPLIANCES

Stove	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18	
Refrigerator	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	

Per Month Cost \$ _____

Client Name _____

RX Date _____

Client Number _____

Housing Rep's Initials _____



Effective July 1, 2022

SECTION 8 UTILITY & APPLIANCE ALLOWANCES FOR TENANT-PAID UTILITIES

Moving to Work- HUD-52667



STANDARD MONTHLY ALLOWANCES

End Use	Utility	0BR	1BR	2BR	3BR	4BR	5BR	6BR	TOTAL
Cooking	Gas	\$4	\$5	\$7	\$9	\$11	\$13	\$15	
	Electric	\$8	\$9	\$16	\$21	\$26	\$31	\$36	

Space Heating	Gas	\$29	\$34	\$40	\$46	\$51	\$57	\$66	
	Electric	\$44	\$51	\$59	\$67	\$78	\$92	\$106	

Hot Water	Gas	\$11	\$12	\$18	\$25	\$32	\$39	\$45	
	Electric	\$25	\$32	\$41	\$50	\$59	\$68	\$78	

Lighting	Electric	\$39	\$46	\$68	\$92	\$116	\$140	\$161	
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Water	\$86	\$90	\$115	\$140	\$167	\$201	\$230	
Garbage	\$53	\$53	\$53	\$92	\$92	\$92	\$92	

TENANT OWNED APPLIANCES

Stove	\$18	\$18	\$18	\$18	\$18	\$18	\$18	
Refrigerator	\$25	\$25	\$25	\$25	\$25	\$25	\$25	

Per Month Cost \$ _____

Client Name _____

RX Date _____

Client Number _____

Housing Rep's Initials _____

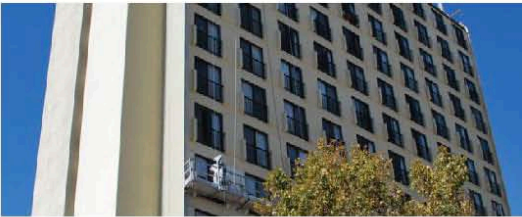
APPENDIX K

DRAFT Designated Housing Plan

Designated Housing Plan for the Oakland Housing Authority



Date of Submission: DATE



Submitted to:

U.S. Department and Urban Development
Office of Public and Indian Housing
Public Housing Management and Occupancy
Division

Prepared by:

Oakland Housing Authority
1619 Harrison Street
Oakland, CA 94612

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Designated Housing Plan

Introduction

The Oakland Housing Authority (OHA) hereby requests a renewal to its previously submitted and approved Designated Housing Plan (DHP). The plan is intended to replace OHA's plan expired on June 30, 2008.

On June 30, 2001, OHA submitted the DHP to the U.S. Department of Housing and Urban Development (HUD) pursuant to authorization by Section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) and the requirements of HUD PIH Notice 97-12. The plan was reviewed and approved as submitted, with the following sites designated for elderly families¹:

	Total Units	Studio	1-Bedroom	2-Bedrooms
Adel Court	30	0	27	3
Harrison Towers	101	0	100	1
Oak Grove North	77	0	68	9
Oak Grove South	75	0	66	9
Palo Vista Gardens	100	3	97	0

On June 26, 2006, OHA requested an extension of its DHP. PIH Notice 2005-2 explains the requirements by which a public housing agency (PHA) can, pursuant to Section 10(a) of the

¹ OHA follows HUD's Public Housing Guidebook definition of an elderly family, which is a family whose head, spouse or sole member is a person who is at least 62 years of age.

“Housing Opportunity Program Extension Act of 1996,” designate public housing projects for elderly families only, disabled families only, or elderly and disabled families.

In 2010, OHA sought to convert two of its previously designated elderly family housing sites, Oak Groves South and Oak Groves North, to Section 8 project-based properties through Section 18 of the United States Housing Act of 1937 (USHA), which allows for the demolition or disposition of public housing. As a result of the disposition, OHA currently has only three sites designated for elderly family housing: Adel Court, Harrison Towers and, Palo Vista Gardens.

The information contained in this Plan provides a justification for OHA to designate the sites referenced above as elderly sites. The central need of the plan is a necessity to achieve the housing goals identified by the Oakland Housing Authority as well as address the continuing needs for affordable, age-appropriate housing among Oakland’s low-income, elderly population.

There are substantial unmet housing needs for the elderly, and the nation has faced a pandemic crisis that continues to affect the vulnerability of the elderly population. It is vital that OHA continues to maintain the elderly-only sites to ensure availability of targeted services and necessary resources to support the elderly’s health and safety. Additionally, OHA’s plan has been designed to ensure that reasonable efforts are undertaken to address the needs of the elderly in a fair and equitable manner.

Duration of Plan

The OHA Designated Housing Plan shall be in effect for a five-year period from the date of HUD’s notification that the plan has been approved. Per the statutory provisions (Section 7 (e)(1)):

“[HUD] shall conduct a limited review of each plan and notify each public housing agency submitting a plan whether the plan complies with such requirements not later than 60 days after receiving the plan. If [HUD] does not notify the public housing agency, as required under this paragraph, the plan shall be considered, for the purposes of this section to comply with requirements under subsection (d) and [HUD] shall be considered to have notified the agency of such compliance upon the expiration of such 60-day period.”²

OHA may amend its Plan before the expiration of the five-year period by submitting a revised Plan to HUD.

Sources of Information

In preparing this Plan, OHA conducted a comprehensive review and analysis of applicable housing data and reports, which included the following:

- City of Oakland Housing Element 2015 – 2023 (Oakland Housing Element).

² 42 U.S.C. § 1437e (7)(e)(1)

- City of Oakland Housing & Community Development Department (HCD) 2021 – 2023 Strategic Action Plan.
- City of Oakland Consolidated Plan for Housing and Community Development (July 1, 2015 – June 30, 2020).
- Oakland Housing Authority Making Transitions Work Annual Plan FY 2022.
- Final Regional Housing Needs Allocation (RHNA) Plan: San Francisco Bay Area, 2023 – 2031.

Additionally, OHA consults and collaborates on a regular basis with a wide range of advocacy groups, service partners, and public and private agencies who work with elderly families.

Justification for Designation

OHA’s Plan meets the needs of the low-income population of Oakland by adequately providing to the elderly based on population shifts, emerging and past waitlist trends, as well as availability of resources for the elderly. In early 2001, one of the policy objectives noted in Oakland’s Affordable Housing Strategy was to provide supportive housing for the elderly and persons with special needs, through the development of supportive housing and provision of supportive services that target low-income elderly population. In its blueprint for housing the City’s residents, one of the goals of the City of Oakland Housing Element 2015 – 2023 plan is to promote the development of adequate housing for low- and moderate-income households, and it would do so by continuing to support affordable housing development programs that promote a mix of housing types, including homeownership, multifamily rental housing, and housing for elderly families and persons with special needs.

California state law also requires that redevelopment agency housing funds be allocated for very low, low and moderately low income housing in the same proportion as those needs are identified in the Regional Housing Needs Determination for the Housing Element. Similarly, the percentage of funds allocated for elderly housing cannot exceed the percentage of the population that are elderly.

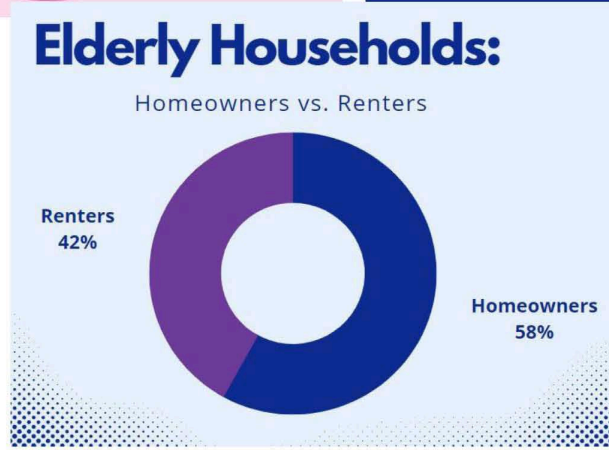
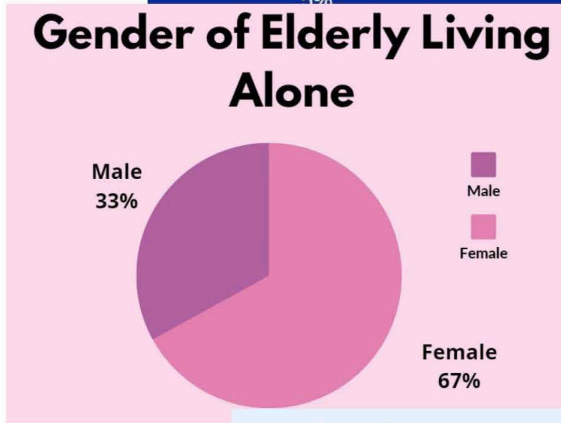
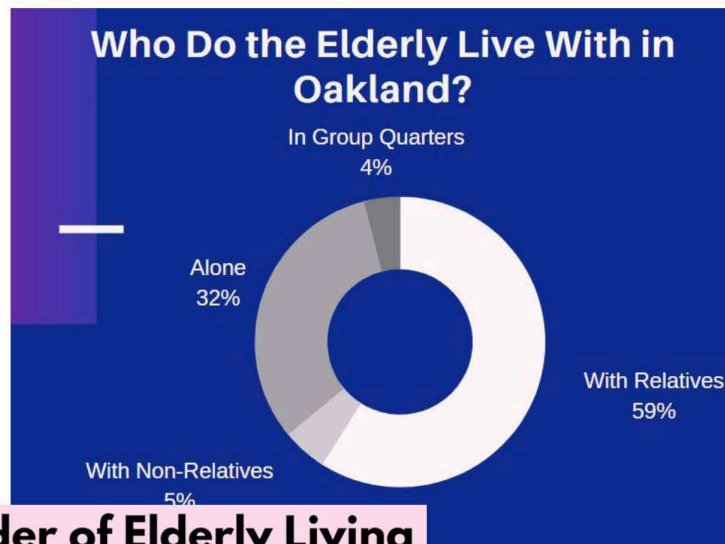
A. Oakland’s Elderly Population

Between 2000 and 2010, the U.S. Census revealed that the number of Oakland’s elderly’s population (those 65 years or older) had increased by 4.2%, constituting 11% of the city’s overall population.

In 2010, 32% of the elderly population were living in Oakland alone. Additionally, while 58% of this population were homeowners, 42% were renting in Oakland.³ The City of Oakland Housing Element 2015 – 2023 (Oakland Housing Element) points out that Oakland’s elderly population is growing, with an increase of 6.2% in elderly households from 2000 to 2010, for a total of 28,796 households.⁴ The below charts provide an additional breakdown of the elderly demographic residing in Oakland:

³ 2010 United States Census (census.gov)

⁴ City of Oakland Housing Element 2015 – 2023 (adopted December 9, 2014)



B. High Housing Costs

The City of Oakland is located in an expensive housing market, heavily influenced by the general San Francisco Bay Area market. Since 1990, Oakland has experienced growing interest as a place to live and work and in recent decades, the San Francisco Bay Area has been the focal point of significant economic development and investment in the technology sector. In the early 2000s, this resulted in significant constraints on housing in areas located near Silicon Valley (particularly, San Mateo County and San Francisco County).

The Oakland Housing Element noted that rents and housing prices in the city followed this trend, slowly rising during much of the 1990s, with prices accelerating in the late 1990s and continuing to increase rapidly until 2007. From 2008 to approximately 2012, prices declined dramatically due to the housing bubble burst and the foreclosure crisis that ensued. During this period, Oakland saw a decline in housing demand and costs both in rental and ownership units.

Resurgence in the technology sector in recent years has resulted in yet another period of high housing demands that have spilled over to neighboring and regional cities, in particular, Oakland. By 2013, housing costs, both market rents and home sale prices, had significantly increased once more with prices in some zip codes reaching heights close to or above those at the peak of the housing bubble. One indicator of the regional nature of the housing demand is the “Google Bus” phenomenon, where technology companies have started providing free luxury bus shuttles from neighboring cities to their corporate offices/campuses in Silicon Valley. These buses now pick up in at least four Oakland locations (including three BART stations) as many of their employees reside in Oakland.

The regional impact of housing demand on Oakland is notable and growing as the demand and costs of rental and ownership housing in the city are now at an all-time high.

There are a number of barriers to increasing affordability within the housing sector, which include: income and wages are not keeping pace with rising housing costs and the overall costs of living; federal resources for programs do not match the needs residents are experiencing in the city; homeownership is out of reach for the majority of residents; and, low housing vacancy rates are contributing to higher rent.

The City of Oakland has fallen short of meeting its overall housing production requirement, as mentioned in the Oakland Housing Element, “the City cannot control the housing market conditions to encourage housing development. In addition, subsidies available to develop affordable housing units can only stretch so far given the high land and development costs...”⁵

Furthermore, it was underscored in the City of Oakland HCD 2021 – 2023 Strategic Action Plan that Oakland’s lowest income households are experiencing the highest rent burden.

⁵ City of Oakland Housing Element 2015 – 2023 (adopted December 9, 2014), p. 2

Over 80% of extremely low-income (ELI)⁶ households pay more than 30% of their income towards rent, with 46% paying over 50% of their income towards rent.⁷

In Oakland, about 19,835 elderly households are low or very low income and significant numbers have housing cost challenges. Up to 55% are paying over half of their income for their housing costs and up to 73% are paying over a third of their income for their housing.⁸ As the data show, Oakland's lower-income elderly homeowners are at risk for losing their homes and market rents are escalating out of reach for the majority of current Oakland tenants.

C. Meeting Goals

This plan helps to meet the needs of Oakland's low-income elderly population. Decent, safe, and affordable housing for the city's elderly population is a need that only continues to increase. OHA's plan continues to provide housing options for the elderly and incorporates services to help elderly residents maintain an independent and self-sufficient lifestyle.

D. Demand for Public Housing

The Oakland Housing Authority (OHA) has five (5) waiting list categories that residents are able to apply to:

1. housing choice voucher: tenant-based;
2. housing choice voucher: project-based (OHA managed);
3. housing choice voucher: project-based (3rd party managed);
4. public housing (OHA managed); and,
5. public housing (3rd party managed)

Currently, the total number of applicants on the public housing waiting list for OHA is at 5,894. For OHA's housing choice voucher (HCV) waiting lists, there is currently 300 applicants.

OHA does not calculate the number of elderly applicants or non-elderly disabled applicants on the waitlist nor the request for accessible features for the elderly. Many of the waiting lists are managed by OHA's partners and management agencies; thus, collating and reviewing the various data sets will create an administrative burden that does not yield accurate information as applicants' information, such as age and family composition, is constantly changing while they are on the waiting lists. When reasonable accommodation (RA) is required for an applicant, the RA is requested once the applicant is pulled from the waiting list.

While the presence of affordable housing is limited in Oakland, OHA supports a portfolio of over 14,700 tenant and project-based vouchers. Additionally, there are 39 project-based rental assistance sites in Oakland that offer affordable housing through contract-

⁶ ELI households are those earning 30% or less of the area median income (AMI)

⁷ City of Oakland Housing & Community Development Department 2021 – 2023 Strategic Action Plan

⁸ City of Oakland Housing Element 2015 – 2023 (adopted December 9, 2014)

administered Section 8. According to the California Housing Partnership (CHPC) housing map, there are 4,777 HUD-funded units in Oakland and over 13,000 LIHTC and state-funded units in the city.⁹

The below table provides a snapshot of OHA’s waiting list data as anticipated at the beginning of the fiscal year. The “Description” column details the designation of the waiting lists and the population served. Note that applicants do have the opportunity to apply to multiple rental assistance programs and often appear on multiple waiting lists.

2022 Waiting List Information				
Waiting List Name	Description	Number of HH on Waiting List	Waiting List Status	Waiting List to be opened?
Housing Choice Voucher: Tenant-based	Community Wide	1,617	Closed	Yes
Housing Choice Voucher: Project-based (OHA Managed)	Site-Based	1,000	Closed	Yes
Housing Choice Voucher: Project-based (3rd Party Managed)	Site-Based (3rd Party Managed)	36,384	Open	Yes
Public Housing (OHA Managed)	Site-Based (OHA Managed)	3,238	Closed	Yes
Public Housing (3rd Party Managed)	Site-Based (3rd Party Managed)	2,656	Closed	Yes



⁹ [California Affordable Housing Map \(chpc.net\)](http://CaliforniaAffordableHousingMap(chpc.net))

With the exception of Lockwood Gardens and Peralta Village, which have a combined waiting list, all of OHA’s public housing sites have site-based waiting lists. For larger family development sites, the waiting lists are not broken down by bedroom sizes. The elderly designated sites, Adel Court, Harrison Towers, and Palo Vista, also have site-based waiting lists and the bedroom sizes are outlined below:

	Total Units	Studio	1-Bedroom	2-Bedrooms
Adel Court	30	0	27	3
Harrison Towers	101	0	100	1
Palo Vista Gardens	100	3	97	0

According to the OHA MTW Annual Plan, 60 months is the average number of months, applicants spend on a waitlist prior to being moved. As for sites designated for elderly, the expected average number of months applicants spend on site-based waitlist are 60 months, 55 months, and 24 months for Adel Court, Harrison Towers, and Palo Vista Gardens, respectively.¹⁰

Within OHA’s voucher inventory, there were 212 mainstream vouchers completed that were specifically designated for persons with disabilities.

E. Local Preferences and Waiting List Selection

According to the OHA Admissions and Occupancy Policy (ACOP), OHA is permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD permits OHA to establish other local preferences, at its discretion, but any local preferences established must be consistent with OHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.¹¹

OHA will therefore use the following preferences to select families from the waiting list:

¹⁰ Ibid., p. 102

¹¹ Oakland Housing Authority Admissions and Continued Occupancy Policy, Updated and Approved February 2019

- **A Veteran's Preference** (as required by state law).
- **A Residency Preference:** for persons living or working in Oakland.
- **A Family Preference:** for families with two or more persons, a single person applicant that is 62 years of age or older, or a single person applicant with a disability.
- **A Family Preference:** for applicant families that are homeless at admission based on the McKinney Vento Act definition.

Applicants to the public housing conventional program, within the above preferences, will be selected from the waiting list in the order of their assigned lottery number and according to OHA preference(s) for which they qualify. Among applicants with the same preference, families will be selected according to a random selection process.¹²

For the MTW Section 8 tenant-based voucher program waiting list, OHA follows what is outlined in the Administrative Plan, and therefore, uses the following preferences to select families:

- **A Residency preference:** applicants who live or work in the City of Oakland at the time of the application interview and /or applicants that lived or worked in the City of Oakland at the time of submitting their initial application and can verify their previous residency/employment at the applicant interview, qualify for this preference.
- **A Family preference:** applicant families with two or more persons, or a single person applicant that is 62 years of age or older, or a single person applicant with a disability, qualify for this preference.
- **A Veteran and active members of the military preference.**
- **A DVP/DHAP assistance preference:** applicant families currently receiving Disaster Voucher Program (DVP) or Disaster Housing Assistance Program (DHAP) assistance from OHA and where DVP/DHAP program funding has expired, qualify for this preference. New admission for DVP/DHAP conversions is limited to 50 new admission families per calendar year.
- **A Family Unification Program (FUP) conversion preference.** OHA may expand the FUP by converting certain families who were assisted by a targeted FUP voucher, to the Housing Choice Voucher (HCV) program. The families selected for this conversion must have successfully reunified, maintained housing independent of services and demonstrated stability in their assisted tenancy for a consecutive 3-year period. Emancipated foster youths admitted to the FUP will also be evaluated at the end of their 36-month term and upon demonstrated stability in their FUP tenancy, may also be offered the opportunity for continued assistance under the Housing Choice Voucher program. The conversion of FUP assisted families to the Housing Choice Voucher program is limited to 15 or an amount to be determined at the discretion of the Executive Director or his/her designee families per calendar year.

¹² Ibid.

FUP participants who agree to sign an FSS Contract of Participation (Form HUD-52650) will maintain their housing assistance for a period not exceeding the length of the FSS Contract of Participation, including extensions.

- **A Shelter-Plus Care conversion preference:** OHA may expand its Shelter-Plus Care program by converting certain families who are assisted by the Shelter-Plus Care program, operated in partnership with the County of Alameda. An OHA administered Shelter-Plus Care family who has maintained housing independent of services and who has demonstrated stability in their assisted tenancy for a consecutive 3-year period may be converted to the Housing Choice Voucher (HCV) program. The conversion of Shelter-Plus Care assisted families to the Housing Choice Voucher program is limited to 20 families per calendar year.
- **A Local Housing Assistance Program (LHAP) conversion preference:** a family assisted by the OHA Local Housing Assistance Program (LHAP is authorized under MTW and adopted by the OHA Board of Commissioners, December 7, 2009), may be converted to the Housing Choice Voucher (HCV) program subject to funding availability and applicant eligibility for admission to the HCV program.
- **A Section 8 Homeownership Program preference:** applicant families who meets all Family Eligibility criteria for participation in the Section 8 Homeownership program (Section 15-VII.B), and who is a participant in good standing in any OHA administered program, qualify for this preference. (New admission to the Section 8 Homeownership program for families who are participants from other OHA programs is limited to 15 new admission families per calendar year). The families will be selected based on the order (date and time) in which their completed application is received by OHA under all available positions filled.
- **A Homeless preference:** applicant families who meet the McKinney Vento Act definition of homelessness qualify for this preference.
- **A Non-elderly person with disabilities** transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless

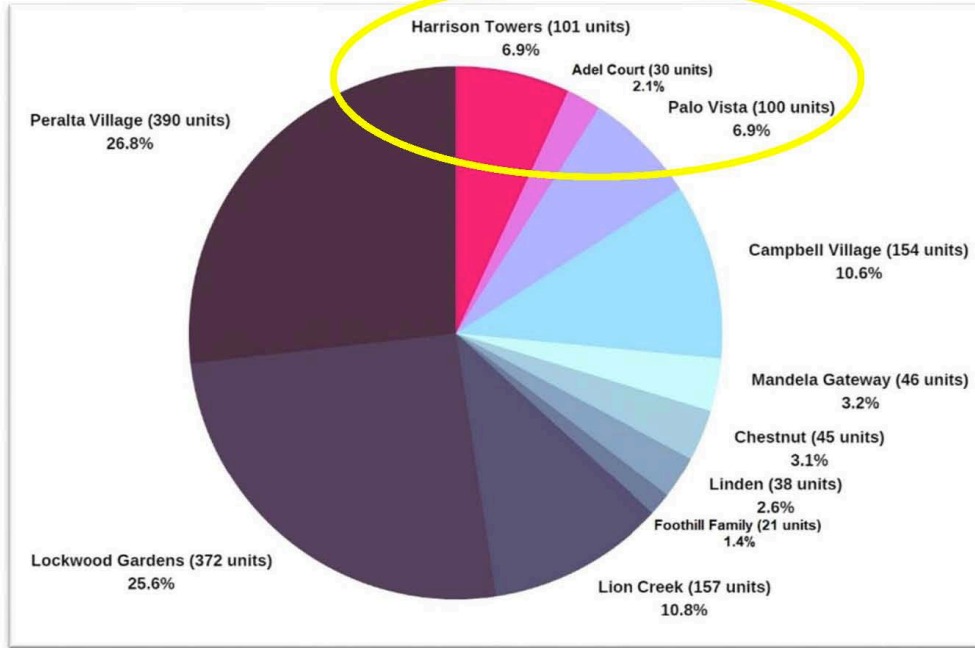
Families will be selected from the waiting list in the order of their assigned lottery number and according to the OHA preference(s) for which they qualify. Among applicants with the same preferences, families will be selected according to a random selection process.¹³

F. Overview of OHA's Current Public Housing Portfolio

OHA has a total of 1,454 public housing units, of which 231 (15.9%) are designated for elderly households, circled in the graphic below:

¹³ Oakland Housing Authority Administrative Plan, Updated and Approved February 2019

OHA Public Housing Developments

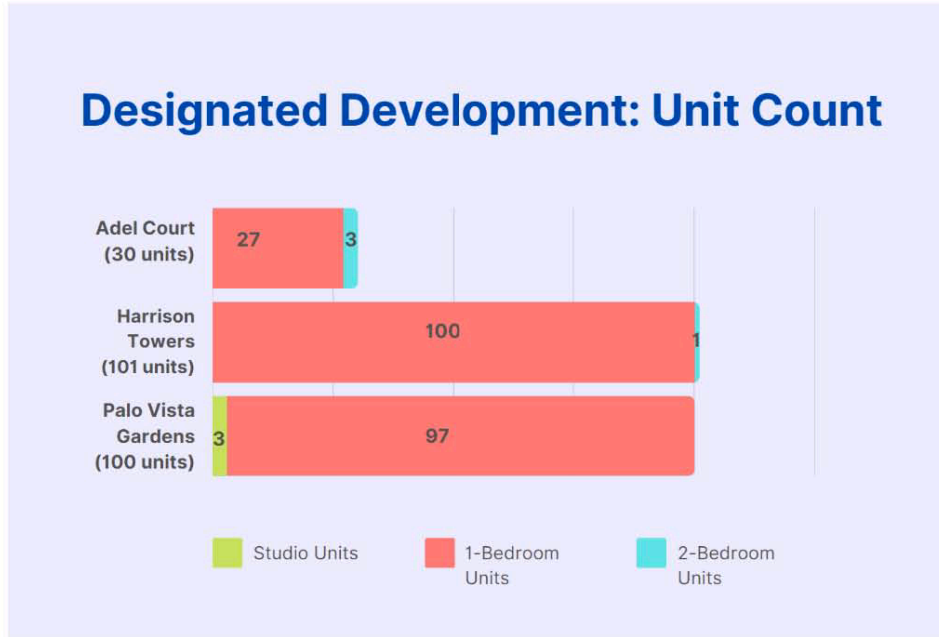


Designated Development Description

Unit Counts

OHA has designated three developments for elderly families: Adel Court, Harrison Towers and, Palo Vista Gardens. The elderly-only developments are ideal for this designation because of the building features, security, and neighborhood amenities, which are attractive to elderly residents. Some of these features include elevator access, security, centralized social services, on-site laundry facilities, wellness and social events, as well as easy-access to public transportation.

The three developments, outlined in the table below, have a total of 231 units throughout Oakland. Each property is managed by a third-party property management company and overseen by OHA's Asset Management Department. OHA previously had five sites designated for elderly housing, but in 2010, Oak Grove North and Oak Grove South were converted to Section 8 properties through the Section 18 disposition.



Elderly/Non-elderly/Non-elderly non-disabled

Development	Studio	1-bedroom	2-bedrooms	Notes
Adel Court		1 household (HH)		HH is non-elderly disabled. Elderly HOH passed away and HH is in process to be relocated to a family development
Adel Court		27 HHS		All 27 HHS are elderly
Harrison Towers		65 HHS		All 65 HHS are elderly
Palo Vista Gardens		97 HHS		All 97 HHS are elderly
Palo Vista Gardens		1 household		HH is non-elderly/non disabled. It is an unauthorized HH. LIA is claiming possession of the unit and it is in legal case

Elderly Families

Development	1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms	5 bedrooms	Notes
Campbell Village	18	24	2			
Foothill Family		3	1			
Mandela Gateway		6	3	3		
Chestnut Court		1	6	3		
Linden Court	3	2	8		1	
Lion Creek Crossings	6	5	12	3	2	

Non-elderly Families

Development	1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms	5 bedrooms	Notes
Campbell Village	3	7				
Foothill Family		1	1			
Mandela Gateway	1	1	1	1		
Chestnut Court		2				
Linden Court		1	1			
Lion Creek Crossings	3	4	15		1	

Adel Court

2001 MacArthur Boulevard, Oakland, CA

Adel Court is a 30-unit complex comprised of one- and two-bedroom apartment units, located in the Dimond District of Oakland. The development has a community room and small courtyard as well as on-site laundry facilities. The development has been enhanced with a full exterior shingle replacement, installation of energy efficient windows, rehab of the community and laundry rooms as well as full upgrades of the security and fire system.

It is located in an area where there is a plethora of shopping and dining options scattered around the neighborhood. Most of the amenities are close to the MacArthur Freeway (Interested 580) or near Park Boulevard. Proximity to the freeway, to the Bay Area Rapid Transit (BART), and to AC Transit lines 20 and 21, make getting around easier for residents.

Harrison Towers

1621 Harrison Street, Oakland, CA

Harrison Towers is a 101-unit complex made up of one- and two-bedroom apartment units, located in downtown Oakland, close to Lake Merritt. The development has a community room with a computer lab as well as on-site laundry facilities. The site has been recently enhanced with new exterior painting, upgrades to the community room, improvements to the hallway and trash chute, along with improved surveillance to increase security.

The site is within walking distance to Snow Park as well as several shopping and dining options, including the city's Chinatown district. It is also within walking distance to BART lines and to AC Transit line 51.

Palo Vista Gardens

6401 Fenham Street, Oakland, CA

Palo Vista Gardens is a 100-unit complex made up of one-bedroom apartment homes, located in east Oakland, close to the Coliseum. The development has a large community room along with a computer lab. It boasts an inner courtyard with barbecue grills and a gazebo for residents, as well as an on-site laundry room. Additionally, from Monday-Friday of each week, lunch is served on-site to all residents.

The site is within walking distance to the Coliseum BART station and to AC Transit lines 1 and 1R.

Uniform Federal Accessibility Standards (UFAS)

These three developments, Adel Court, Harrison Towers, and Palo Vista Gardens that are designated for elderly families and have never been made available to non-elderly disabled families. There are units within these developments that are not UFAS-compliant but have some accessibility features and are therefore reserved for families with disabilities. The table below outlines the developments and total accessible units made available:

Property	Type	Total Accessible Units	BR Size	Handicap	Mobility	Hearing	Sight
Adel Court	Elderly Only	9	1BR	0	6	3	3
			2BR	0	3	0	0
Campbell Village	Family LIPH	11	1BR	4	4	0	0
			2BR	7	7	0	0
Chestnut Court	Family LIPH	4	2BR	2	2	1	1
			3BR	0	0	1	1
Linden Court	Family LIPH	4	1BR	1	1	0	0
			2BR	1	1	1	1
			3BR	1	1	0	0
Harrison Towers	Elderly Only	10	1BR	0	10	0	0
Mandela Gateway	Family LIPH	5	2BR	1	1	2	2
			3BR	1	1	0	0
			4BR	1	1	0	0
Palo Vista Gardens	Elderly Only	6	1BR	6	0	0	0
Lion Creek Crossings	Family LIPH	8	1BR	1	2	0	0
			2BR	0	0	0	0
			3BR	1	2	0	0
			5BR	0	1	1	0

Residential and Supportive Services

OHA's Asset Management Department in coordination with Resident Service Coordinators from respective property management teams and service partners, as well as the Family and Community Partnership Department (FCP) and OHA Police Department as (OHAPD), all work together to provide an appropriate mix of robust supportive services at the designated sites that are catered particularly to the elderly residents' needs. These supportive services include case management, health services, enrichment programs, and referrals for residents.

Comparable supportive services as well as amenities and community facilities are also provided to residents at non-designated developments. Sites designated for elderly residents have specifically tailored resources for their demographic along with resident service coordinators who are trained to mitigate issues and concerns experienced by elderly residents. A few examples of services that are provided to all residents include:

- Daily lunch programs
- Computer classes
- Arts and crafts classes
- Group outings
- Budgeting classes
- Food bag distribution
- Nutrition classes
- Birthday celebrations
- Scam prevention
- Emergency preparedness
- Driver safety
- Health-oriented workshops
- National Night Out
- Gardening classes
- Weekly Coffee Hours
- Resident Advisory Council

Additionally, OHA is considering implementing the Assisted Waiver program that is designed to assist Medi-Cal beneficiaries to remain in their community as an alternative to residing in a licensed healthcare facility. This program would provide specified benefits to eligible elderly residents. Some of the more elderly specific service programs are described in further detail below:

COVID – 19: Since the start of the COVID-19 pandemic, OHA has worked to reduce and contain the spread of illness by educating and informing residents about the virus, including what to do and how to stay safe, and the benefits of the vaccination. In 2021, OHA partnered with local pharmacies to offer on-site vaccinations to elderly residents and was able to help a total of 300 elderly residents get their vaccinations.

Food Bags and Pantry: OHA has partnered with local food programs, including Mercy Brown Bag and Hope 4 the Heart, to provide food pantry bags to the designated developments. Food bags are generally delivered to each development and residents are notified about pick-up procedures through a newsletter, a phone call and/or text messages. Food bags will contain a variety of items including ground beef, fish, canned tuna, eggs and fresh produce such as strawberries, apples, celery, mustard greens, and plums. In situations where residents have mobility constraints, resident service staff will help with bagging groceries and delivering the food bags directly to the resident’s unit.

Social Activities and Events: Each week, socially-distanced activities and events are planned for residents to participate in. These events include game nights and Fun Fridays, physical activity classes such as Tai Chi and walk clubs, art classes, and birthday celebrations.

Community Safety Meetings: A few times each year, residents are invited to safety workshops or meetings hosted by OHAPD to discuss recent public safety activity, neighborhood crime or safety issues, and personal safety alerts or specific interest to the elderly population such as telephone scams and identity theft concerns.

Holiday Meals and Celebrations: Resident service coordinators work year round to help residents recognize and celebrate the different holidays throughout the year. Past holidays that have been celebrated include New Year’s Eve, Lunar New Year, Black History Month, Easter, Mother’s Day, Father’s Day, July 4th, Halloween, Thanksgiving, and Christmas. Celebration activities often comprise of arts and crafts as well as an opportunity for residents to come together and share a catered holiday meal.

No Evictions or Lease Termination Due to Designation

OHA can confirm that all of the residents in the designated developments meet the designation requirement; there will be no evictions or lease terminations due to the designation of these developments.

Voluntary Relocation Due to Designation

OHA will not relocate current residents following approval of the Plan. All current residents will be allowed to remain in their current apartment units, regardless of age. As the total

number of tenants occupying the designated developments is elderly, there will not be a need for transfers or relocations.

Court Orders

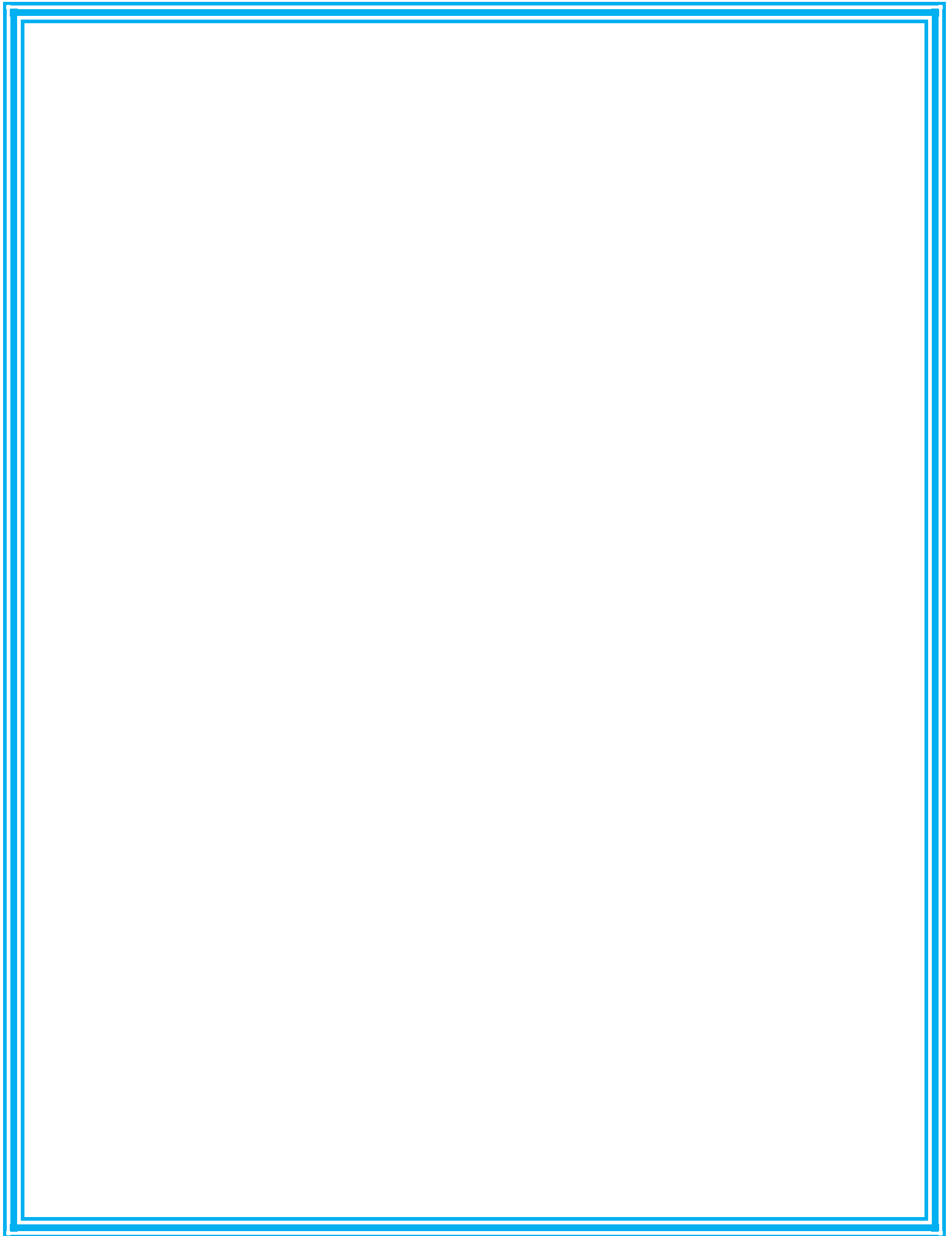
The OHA does not have any outstanding court orders, Voluntary Compliance Agreements, or Section 504 Letters of Findings at this time.

Overall Assessment

In conclusion, the Plan supports Oakland's low-income elderly population. All three designated developments are fully occupied, and there are currently 777 applicants on the waitlist. There is a proven demand for these units and the designation is considered successful.

OHA Contact Information


Oakland Housing Authority
Dominica Henderson
Director of Planning, Implementation and Compliance
dhenderson@oakha.org



ITEM: VII.B.

**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Request: Informational presentation on proposed changes to the Administrative Plan for the Housing Choice Voucher program

Date: February 27, 2023

Purpose: The Authority's Administrative Plan (Admin Plan) provides policy and procedural guidance for the administration of the Authority's Housing Choice Voucher program. As outlined by the requirements in the Annual Plan process, substantive changes to the Admin Plan require a 30-day public comment period. The public comment period began on February 7, 2023 and will remain open until March 9, 2023.

Funding: No funding is required for this item.

Background

The Authority's Administrative Plan establishes policy direction for the administration of the Housing Choice Voucher (HCV) program. The proposed changes incorporate approved local Moving to Work (MTW) policies. The Authority will present more comprehensive changes to this policy document later this year. The Administrative Plan policies apply to all HCV and project-based voucher (PBV) households.

Updates were included to reflect new policies regarding site selection for PBV allocation awards. Currently the Authority reviews potential Project-Based Voucher projects through a Threshold application that is submitted prior to securing all funding sources. There is no additional review to determine the overall need for or the amount of subsidy necessary for the project to succeed. Projects are submitted to the OHA Board for approval at this early stage and thereby committing vouchers and setting aside vouchers long before the project is fully funded. The Authority proposed to modify the selection process to allow the Authority to release its own request for proposals (RFP)/notice of funding availability (NOFA) for Project Based Voucher award, and to evaluate projects through a Two-Tier Review Process.

Substantive changes were made to the following areas of Chapter 17, *Project-Based Vouchers*:

Proposed Changes to Administrative Plan

Page 2 of 3

- 17 – I.A. Update section to reflect HUD guidance on PBV caps and exemptions. MTW Activity #12-01 allows the Authority to eliminate PBV caps and time limits for MTW vouchers and non-MTW vouchers as permitted.
- 17 – II.B. Update section to reflect HUD guidance competitive and non-competitive PBV site selection and the Authority’s new proposed Two-Tier review process and solicitation procedure.
- 17 – II.F. Update section to reflect HUD guidance on PBV caps and exemptions. MTW Activity #12-01 allows the Authority to eliminate PBV caps and time limits for MTW vouchers and non-MTW vouchers as permitted and MTW Activity #12-02 permits the Authority to determine the percentage of tenant-based voucher assistance that it is permitted to project-base and the percentage of project-based assistance allowed in a single development.
- 17 – VI.D. Update section to reflect the Authority’s policies on establishing Project-Based Voucher Program occupancy standards. Under MTW activity #11-01, the Authority may establish a separate Project-Based Voucher Program occupancy standard table that will determine the appropriate number of bedrooms needed for families of different sizes and compositions to be consistent with the occupancy standards required by other state or locally-administered funding sources in a development.
- 17 – VI.G. Update section to reflect the Authority’s policies on the use of criminal records in tenant screening. The city of Oakland’s *Ronald V. Dellums* and Simarashe Sherry Fair Chance Access to Housing Ordinance No. 13581 C.M.S. (O.M.C. 8.25) limits the use of criminal records to:
 - Persons subject to lifetime sex offender registration (42 U.S.C. Sec. 13663(a))
 - Persons convicted of manufacturing methamphetamine on federally-assisted housing property (24 C.F.R. Sec. 982.553)

Public Outreach

In addition to sending correspondence to key stakeholders via electronic mail, staff published a public announcement of the comment period and public hearing in the Oakland Tribune. Copies of the proposed changes to the Administrative Plan also were made available on the Authority’s website (www.oakha.org) and by calling the Executive Office.

Staff presented the proposed changes to the Authority’s Resident Advisory Board (RAB) on February 8, 2023.

Proposed Changes to Administrative Plan
Page 3 of 3

Requested Action:

No action is required at this time. Staff will return to the next meeting of the Board of Commissioners to request approval of the proposed changes to Chapter 17 of the Administrative Plan.

Attachment: Chapter 17 of the Authority's Administrative Plan (redlined)

CHAPTER 17. PROJECT-BASED VOUCHERS

[24 CFR 983.1 through 983.262]

INTRODUCTION

This chapter describes HUD regulations and OHA policies related to the project-based voucher (PBV) program in nine parts:

Part I: General Requirements. This part describes general provisions of the PBV program including maximum budget authority requirements, relocation requirements, and equal opportunity requirements.

Part II: PBV Owner Proposals. This part includes policies related to the submission and selection of owner proposals for PBV assistance. It describes the factors that OHA will consider when selecting proposals, the type of housing that is eligible to receive PBV assistance, the cap on assistance at projects receiving PBV assistance, subsidy layering requirements, site selection standards, and environmental review requirements.

Part III: Dwelling Units. This part describes requirements related to housing quality standards, the type and frequency of inspections, and housing accessibility for persons with disabilities.

Part IV: Rehabilitated and Newly Constructed Units. This part describes requirements and policies related to the development and completion of rehabilitated and newly constructed housing units that will be receiving PBV assistance.

Part V: Housing Assistance Payments Contract. This part discusses HAP contract requirements and policies including the execution, term, and termination of the HAP contract. In addition, it describes how the HAP contract may be amended and identifies provisions that may be added to the HAP contract at OHA's discretion.

Part VI: Selection of PBV Program Participants. This part describes the requirements and policies governing how OHA and the owner will select a family to receive PBV assistance.

Part VII: Occupancy. This part discusses occupancy requirements related to the lease, and describes under what conditions families are allowed or required to move. In addition, exceptions to the occupancy cap (which limits PBV assistance to 25 percent of the units in any project) are also discussed.

Part VIII: Determining Rent to Owner. This part describes how the initial rent to owner is determined, and how rent will be redetermined throughout the life of the HAP contract. Rent reasonableness requirements are also discussed.

Part IX: Payments to Owner. This part describes the types of payments owners may receive under this program.

The program rules discussed within this chapter are primarily those required by HUD. OHA is authorized under MTW to develop and adopt reasonable policies and processes to explore and test innovative methods of delivering Housing Choice Voucher assistance and supportive services to low-income families in Oakland. MTW policies and procedures are described in OHA's MTW Annual Plan and may conflict with HUD regulatory requirements. In the event that the policies do conflict, the approved MTW policy shall prevail. Where no MTW policy or procedure exists, then standard HCV rules and regulations apply.

PART I. GENERAL REQUIREMENTS

17-I.A. OVERVIEW [24 CFR 983.5]

The project-based voucher (PBV) program allows PHAs that already administer a tenant-based voucher program under an annual contributions contract (ACC) with HUD to take up to 20 percent of its authorized units and attach the funding to specific units rather than using it for tenant-based assistance [24 CFR 983.6]. In addition, PHAs are limited to project-basing up to 25 percent (25%) of units in a single development. OHA may only operate a PBV program if doing so is consistent with OHA's Annual Plan and the goal of deconcentrating poverty and expanding housing and economic opportunities [42 U.S.C. 1437f(o)(13)].

PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing [24 CFR 983.52]. If PBV units are already selected for project-based assistance either under an agreement to enter into HAP Contract (Agreement) or a HAP contract, OHA is not required to reduce the number of these units if the amount of authorized units is subsequently reduced. However, the PHA is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available under the ACC, regardless of whether OHA has vouchers available for project-basing [FR Notice 1/18/17].

Additional Project-Based Units [FR Notice 1/18/17]

OHA may project-base an additional 10 percent of its units above the 20 percent program limit. The units may be distributed among one, all, or a combination of the categories as long as the total number of units does not exceed the 10 percent cap. ~~if the units:~~

For units under a HAP contract that was first executed on or after April 18, 2017, units qualify under this exception if the units:

- Are specifically made available to house individuals and families that meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302).
- Are specifically made available to house families that are comprised of or include a veteran.
 - *Veteran* means an individual who has served in the United States Armed Forces.
- Provide supportive housing to persons with disabilities or elderly persons as defined in 24 CFR 5.403.
- Are located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year Estimates.

For these projects, the project cap is the greater of 25 units or 40 percent (instead of 25 percent) of the units in the project [FR Notice 7/14/17]. PBV units that house eligible youth receiving FUPY/FYI assistance are also covered by this 10 percent exception authority if the units are under a HAP contract that became effective after December 27, 2020, and if the unit is occupied by an eligible youth receiving FUPY/FYI assistance. FYI TPVs that were awarded under Notice PIH 2019-20 are not part of this exception since PHAs are prohibited from project-basing FYI TPVs. Units added after December 27, 2020, through an amendment of a HAP contract that became effective after December 27, 2020, are eligible for this 10 percent exception authority. In contrast, units added after December 27, 2020, through an amendment of a HAP contract that became effective on or prior to December 27, 2020, are not eligible for this 10 percent exception authority [FR Notice 1/24/22]. See Chapter 19 for policies specific to project-basing FUPY vouchers.

OHA Policy

MTW Activity #12-01 allows OHA to eliminate PBV caps and time limits for MTW vouchers and non-MTW vouchers as permitted.

Units Not Subject to the PBV Program Limitation [FR Notice 1/18/17]

PBV units under the RAD program and HUD-VASH PBV set-aside vouchers do not count toward the 20 percent limitation when PBV assistance is attached to them.

In addition, units that were previously subject to certain federal rent restrictions or were receiving another type of long-term housing subsidy provided by HUD are not subject to the cap. The unit must be covered under a PBV HAP contract that first became effective on or after April 18, 2017. In order to be excepted, the unit must meet the following conditions:

- ~~• The unit must be covered under a PBV HAP contract that first became effective on or after 4/18/17; and~~
- ~~• In the five years prior to the date the PHA either issued the RFP or selected the project, the unit either:
 - ~~— Received Public Housing Capital or Operating Funds, Project-Based Rental Assistance, Housing for Elderly (Section 202), Housing for Persons with Disabilities (section 811), Rent Supplement (Rent Supp), or Rental Assistance Program (RAP); or~~
 - ~~— was subject to a rent restriction through a loan or insurance program as a result of Section 236, Section 221(d)(3) or (d)(4) BMIR, Housing for Elderly Persons (Section 202), or Housing for Persons with Disabilities (Section 811)~~
 - ~~— Received assistance under the Flexible Subsidy Program (Section 201 of the Housing and Community Development Amendments of 1978)~~~~

~~Units that have previously received either PBV or HCV assistance are not covered under the exception.~~

OHA Policy

Under MTW Activity #12-02, OHA is authorized to determine the percentage of tenant-based voucher assistance that it is permitted to be project-based and the percentage of project-based assistance allowed in a single development, and criteria for expending funds for physical improvements on those units that differ from the percentage and criteria requirements currently mandated in the 1937 Act and its implementing regulations.

Under MTW Authority, the caps on both the overall number of PBV allocations and the number of PBVs that can be allocated to a single development are eliminated.

PBV assistance may be attached to existing, newly constructed, rehabilitated and also Sponsor Based housing.

17-I.B. TENANT-BASED VS. PROJECT-BASED VOUCHER ASSISTANCE [24 CFR 983.2]

Many of the tenant-based voucher program regulations also apply to the PBV program. Consequently, many of the OHA policies related to tenant-based assistance also apply to PBV assistance. The provisions of the tenant-based voucher regulations that do not apply to the PBV program are listed at 24 CFR 983.2.

OHA Policy

Except as otherwise noted in this chapter, or unless specifically prohibited by PBV program regulations or OHA policies, including policies and process developed under the MTW demonstration program for the tenant-based voucher administration, may also apply to the PBV program and its participants.

17-I.C. RELOCATION REQUIREMENTS [24 CFR 983.7]

Any persons displaced as a result of implementation of the PBV program must be provided relocation assistance in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)[42 U.S.C. 4201-4655] and implementing regulations at 49 CFR part 24.

The cost of required relocation assistance may be paid with funds provided by the owner, local public funds, or funds available from other sources. OHA may not use voucher program funds to cover relocation costs, except that OHA may use their administrative fee reserve to pay for relocation expenses after all other program administrative expenses are satisfied, and provided that payment of the relocation benefits is consistent with state and local law. Use of the administrative fee for these purposes must also be consistent with other legal and regulatory requirements, including the requirement in [24 CFR 982.155] and other official HUD issuances.

The acquisition of real property for a PBV project is subject to the URA and 49 CFR part 24, subpart B. It is the responsibility of OHA to ensure the owner complies with these requirements.

17-I.D. EQUAL OPPORTUNITY REQUIREMENTS [24 CFR 983.8]

OHA must comply with all equal opportunity requirements under federal law and regulations in its implementation of the PBV program. This includes the requirements and authorities cited at 24 CFR 5.105(a). In addition, OHA must comply with OHA Plan certification on civil rights and affirmatively furthering fair housing, submitted in accordance with 24 CFR 903.7(o).

PART II. PBV OWNER PROPOSALS

17-II.A. OVERVIEW

With certain exceptions, OHA must describe the procedures for owner submission of PBV proposals and for OHA's selection of PBV proposals [24 CFR 983.51]. Before selecting a PBV proposal, OHA must determine that the PBV proposal complies with HUD program regulations and requirements, including a determination that the property is eligible housing [24 CFR 983.53 and 983.54], complies with the cap on the number of PBV units per project [24 CFR 983.56], and meets the site selection standards [24 CFR 983.57]. OHA may not commit PBVs until or unless it has followed the proposal selection requirements defined in [24 CFR 983.51 [Notice PIH 2011-54]].

17-II.B. OWNER PROPOSAL SELECTION PROCEDURES

OHA must select PBV proposals in accordance with the selection procedures in OHA administrative plan. OHA may select PBV proposals by either of the following methods.

- OHA request for PBV Proposals. OHA may solicit proposals by using a request for proposals to select proposals on a competitive basis in response to the OHA request. OHA may not limit proposals to a single site or impose restrictions that explicitly or particularly preclude owner submission of proposals for PBV housing on different sites.
- OHA may select proposal that were previously selected based on a competition. This may include selection of a proposal for housing assisted under a federal, state, or local government housing assistance program that was subject to a competition in accordance with the requirements of the applicable program, community development program, or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements, and the earlier competitive selection proposal did not involve any

consideration that the project would receive PBV assistance. OHA need not conduct another competition.

Units Selected Non-Competitively [FR Notice 1/18/17 Notice PIH 2017-21; 24 CFR 983.51(b)]

For certain public housing projects where OHA has an ownership interest or control and will spend a minimum amount per unit on rehabilitation or construction, OHA may select a project without following one of the two processes above.

This exception applies when OHA is engaged in an initiative to improve, develop, or replace a public housing property or site. The public housing units may either currently be in the public housing inventory or may have been removed from the public housing inventory within five years of the date on which OHA entered into the AHAP or HAP. If OHA is planning rehabilitation or new construction on the project, a minimum threshold of \$25,000 per unit in hard costs must be expended.

If OHA plans to replace public housing by attaching PBV assistance to existing housing in which OHA has an ownership interest or control, then the \$25,000 per unit minimum threshold does not apply as long as the existing housing substantially complies with HQS/NSPIRE standards.

OHA must include in the administrative plan what work it plans to do on the property or site and how many PBV units will be added to the site.

OHA Policy

OHA will not attach PBVs to projects owned by OHA as described above.

OHA may select projects under MTW authority without engaging in a competitive process, subject to the approval of the OHA Board of Commissioners. In accordance with MTW Activity #06-02, certain project-based voucher proposals may be selected without engaging in a competitive process. Projects selected must be approved by the OHA Board of Commissioners and are subject to HUD's requirements regarding environmental and subsidy layering reviews.

OHA may select projects based on MTW authority waivers granted by HUD as stated in OHA's annual MTW Plan. See www.oakha.org for latest versions of the MTW Annual Plan. Authorization waiver examples include override allocation caps and overall percentage allocation caps, site selection standards, combine PBV contracts for multiple non-contiguous sites, alternative initial rent determinations for PBV units and definition of a project for allocation.

Solicitation and Selection of PBV Proposals [24 CFR 983.51 (c)]

OHA procedures for selecting PBV proposals must be designed and actually operated to provide broad public notice of the opportunity to offer PBV proposals for consideration by OHA. The public notice procedures may include publication of the public notice in a local newspaper of general circulation and other means designed and actually operated to provide broad public notice. The public notice of a PHA request for PBV proposals must specify the submission deadline. Detailed application and selection information must be provided at the request of interested parties.

OHA Policy

OHA reviews projects through a two tiered review process: Threshold Review (Tier One) and Financial/Developer Underwriting (Tier Two).

Standard Threshold Criteria for Oakland Housing Authority for City of Oakland:

Threshold Review (Tier One)

- The development proposed is located within OHA's jurisdiction

- Percent vouchers required
- AMI served – is project mixed income , 100% low income, serving special populations (seniors, disabled, homeless)
- Projects prioritizing integration with the surrounding community
- Evidence of commitment to community engagement with surrounding community
- The subsidy required equates 1:1 to the number of units serving homeless populations.
- Acquisition/ Rehab/ New Construction/ Infill Development

Financial Underwriting (Tier Two)

- All sources are identified
- Evidence of funding gap and total gap
- Determination of need for vouchers or other source
- Guarantees required
- Other requirements of PHA participation (guarantees)
- OHA participation in fees
- Services needed and/or provided
- Proposed per unit Total Development Cost

Developer Underwriting (Tier Two)

- Readiness
- Developer experience
- Property management experience – provide management plan - evidence of existing portfolio, proposed management plan
- Service provider experience
- MBE/ DBE/ Section 3 participation

NOFA/RFP Process for OHA Award of Project Based Vouchers

OHA permits competitive processes from the following sources for Project Based Voucher award through the competitive HUD requirement:

- OHA solicitation
- City of Oakland solicitation
- County of Alameda solicitation
- TCAC and CDLAC solicitation processes

When OHA issues its own solicitation, it should reflect all the criteria as outlined in the Two-Tier review process.

OHA will advertise its solicitation in a local news source of general circulation and will also utilize non-English language publications.

In addition, OHA will post the solicitation and proposal submission on its website (www.oakha.org).

OHA will publish its advertisement for at least one day per week for a minimum of one week. The advertisement will estimate the number of vouchers available.

The advertisement will contain a statement that participation requires compliance with all Federal, State, and local requirements, including Fair Housing and Equal Opportunity requirements, NEPA, HQS/NSPIRE standards, and neighborhood standards, etc.. Federal Labor Standards provisions may be applicable.

In order for the proposal to be considered, the owner must submit a proposal to OHA by the published deadline, and the proposal must respond to all requirements as outlined in the solicitation. Incomplete proposals will not be reviewed.

OHA will rate and rank proposals using but not limited to the criteria outlined in the Two-Tier Review process.

OHA Request for Proposals for Rehabilitated and Newly Constructed Units

~~OHA will advertise its request for proposals (RFP) for rehabilitated and newly constructed housing in local newspapers of general circulation and *The Oakland Tribune*.~~

~~OHA will also utilize non-English language newspapers~~

~~In addition, OHA will post the RFP/RFQ and proposal submission and rating and ranking procedures on its electronic web site (www.oakha.org).~~

~~OHA will publish its advertisement in the newspapers for at least one day per week for a minimum of one week. The advertisement will estimate the number of units that OHA estimates that it will be able to assist under the funding that OHA is making available.~~

~~The advertisement will contain a statement that participation requires compliance with Fair Housing and Equal Opportunity requirements and that the Federal Labor Standards provisions may be applicable.~~

~~In order for the proposal to be considered, the owner must submit a proposal to OHA by the published deadline date, and the proposal must respond to all requirements as outlined in the RFP/RFQ. Incomplete proposals will not be reviewed.~~

~~OHA will rate and rank proposals for rehabilitated and newly constructed housing using but not limited to the following criteria:~~

- ~~• Owner experience and capability to build, rehabilitate, or operate housing as identified in the RFP;~~
- ~~• Extent to which the project furthers OHA goal of de-concentrating poverty and expanding housing and economic opportunities and goals specified in the OHA Development Policy;~~
- ~~• Extent to which the project preserves or replaces affordable housing units at risk of non-renewal or loss of a previously committed affordable housing subsidy; and~~
- ~~• If applicable, the extent to which services for special populations are available on site or in the immediate area for occupants of the property.~~

OHA Requests for Proposals for Existing Housing Units

~~OHA will advertise its request for proposals (RFP) for existing housing in local newspapers of general circulation and non-English language newspapers in accordance with the LAP.~~

~~In addition, OHA will post the notice inviting such proposal submission and the rating and ranking procedures on its electronic web site (www.oakha.org).~~

- ~~• OHA will publish its advertisement in the local newspapers for at least one day per week for two consecutive weeks. The advertisement will estimate the number of units that OHA estimates that it will be able to assist under the funding that OHA is making available.~~

~~The advertisement will contain a statement that participation requires compliance with Fair Housing and Equal Opportunity requirements.~~

~~In order for the proposal to be considered, the owner must submit a proposal to OHA by the published deadline date, and the proposal must respond to all requirements as outlined in the RFP/RFQ. Incomplete proposals will not be reviewed.~~

~~OHA will rate and rank proposals for existing housing using but not limited to the following criteria:~~

- ~~• Experience as an owner in the tenant-based voucher program and owner compliance with the owner's obligations under the tenant based program;~~
- ~~• Owner experience and capability to operate housing as identified in the RFP;~~
- ~~• Extent to which the project furthers OHA goal of de-concentrating poverty and expanding housing and economic opportunities;~~

- ~~Extent to which the project preserves or replaces affordable housing units at risk of non-renewal or loss of a previously committed affordable housing subsidy;~~
- ~~If applicable, owner experience and capability to operate special needs housing as identified in the RFP/RFQ; and~~
- ~~If applicable, extent to which services for special populations are available on site or in the immediate area for occupants of the property.~~
- ~~Location and need for a specific unit type as detailed in an RFP/RFQ.~~
- ~~Extent to which the project targets units in geographic areas of choice as specified in the RFP/RFQ~~
- ~~Extent to which the project complies with OHA Development Policy overreaching goals (see www.oakha.org) as specified in the RFP/RFQ~~

OHA Requests for Proposals for Sponsor Based Housing Units

~~Under MTW authority, OHA may award project-based funding directly to a service provider that will administer the project-based rental assistance as Sponsor Based Housing. The objective of PBV Sponsor Based Housing is to enhance the delivery of supportive services to severely underserved populations under a housing first model. The service provider must utilize PBV Sponsor Based Housing to provide rental assistance for either transitional or permanent supportive housing units committed to the service program. Eligible units must be committed to the service provider under a long term master lease or agreement or as a set aside reserved for housing only a special needs population.~~

~~OHA will provide details that will include sponsor reporting requirements and restrictions on how PBV Sponsor Based Housing funds may be utilized in its Request of Proposals/Qualifications. A Sponsor Based Housing project may only be selected in response to an OHA Request for Proposals/Qualifications (RFP/RFQ) and an award must be approved by the OHA Board of Commissioners.~~

~~OHA will advertise its RFP/RFQ for Project-Based Sponsor Based Housing in local newspapers of general circulation and local non-English language newspapers and media in accordance with the LAP.~~

~~In addition, OHA will post the RFP/RFQ and proposal submission and rating and ranking procedures on its electronic web site (www.oakha.org).~~

~~OHA will publish its advertisement in the newspapers and trade journals for at least one day per week for two consecutive weeks. The advertisement will specify the number of units that OHA estimates that it will be able to assist under the funding that OHA is making available.~~

~~The advertisement will contain a statement that participation requires compliance with Fair Housing and Equal Opportunity requirements and that the Federal Labor Standards provisions may be applicable.~~

~~In order for the proposal to be considered, the applicant must submit a proposal to OHA by the published deadline date, and the proposal must respond to all requirements as outlined in the RFP/RFQ. Incomplete proposals will not be reviewed.~~

~~OHA will rate and rank proposals for Project-Based Sponsor Based Housing using but not limited to the following criteria:~~

- ~~Extent to which there is a need for housing and services for special populations in the immediate area or for occupants of the project;~~
- ~~Service provider experience and capability to operate housing as identified in the RFP/RFQ;~~
- ~~Length, term and stability service providers funding source and commitment for available rental unit(s);~~
- ~~Extent to which the service provider has maintained successful working agreements in operating service enhanced housing in partnership with affordable housing developers;~~
- ~~Extent to which the project furthers OHA goal of deconcentrating poverty and expanding housing and economic opportunities for families with disabilities; and~~
- ~~Extent to which the project preserves or replaces affordable housing units at risk of nonrenewal or loss of a previously committed affordable housing subsidy;~~

- ~~Extent to which the proposal meets the requirements of OHA funding availability~~

~~OHA Selection of Proposals Subject to Competition under a Federal, State, or Local Housing Assistance Program~~

~~OHA may accept proposals for PBV assistance from owners that were competitively selected under another federal, state or local housing assistance program.~~

~~In order to both maximize the impact of its project-based vouchers and to minimize the number of application processes that developers face, OHA may distribute project-based assistance via the competitive processes for the release of affordable housing funding distributed through Federal, State or local competitive entity's, *Notice of Funding Availability (NOFA) for development, preservation or rehabilitation of affordable rental housing.*~~

~~OHA will announce that it will consider PBV proposals, directly within the competitive entity's which includes but is not limited to the City of Oakland NOFA offering and subject to funding availability, extend a Letter of Invitation to NOFA awarded projects that will allow them to request vouchers. OHA will detail any minimum threshold requirements, request a procedures, a deadline and the award process within the PBV Letter of Invitation.~~

OHA may:

- ~~Limit the number of vouchers available in a funding round or competition,~~
- ~~Elect not to participate in a particular NOFA, funding round or competition, or~~
- ~~Award more or less than the number of vouchers requested in an owner proposal.~~

~~A project selected for funding through a competitive *Federal, State or local competitive entity's, Notice of Funding Availability (NOFA) for development, preservation or rehabilitation of affordable rental housing,* within three years of the proposal selection date by the city, may also be awarded project-based vouchers by Letter of invitation. All PBV awards must be approved by the OHA Board of Commissioners.~~

OHA selection of projects under MTW authority without engaging in a competitive process

Under MTW Activity #06-02, OHA may select projects under MTW authority without engaging in a competitive process. Projects that may be selected for project-based voucher assistance without engaging in a competitive process include:

Properties owned directly or indirectly by OHA that are not Public Housing; or

OHA Public Housing modernization activities including the replacement on a one for one basis, of public housing units that are being permanently removed from the Public Housing program inventory.

~~A PBV award to pP~~ projects selected without engaging in a competitive process must be approved by the OHA Board of Commissioners.

OHA-owned Units [24 CFR 983.51(e) and 983.59, Notice PIH 2015-05, and FR Notice 1/18/17]

OHA owned units may be assisted under the PBV program only if the HUD field office or HUD-approved independent entity reviews the selection process and determines that the OHA-owned units were appropriately selected based on the selection procedures specified in the OHA administrative plan. If OHA selects a proposal for housing that is owned or controlled by the OHA, OHA must identify the entity that will review OHA's proposal selection process and perform specific functions with respect to rent determinations and inspections.

In the case of OHA-owned units, the term of the HAP contract and any HAP contract renewal must be agreed upon by OHA and a HUD-approved independent entity. The initial contract rent must be approved by the independent entity. In addition, housing quality standards inspections must be conducted by the independent entity or a third party vendor contracted by the independent entity.

The independent entity that performs these program services may be the unit of general local government for OHA jurisdiction (unless OHA is itself the unit of general local government or an agency of such government) or another HUD-approved public or private independent entity.

OHA Policy

OHA will use an independent entity approved by HUD, to perform required rent determinations and housing quality standards inspections in PBV program units where OHA has an identity of interest in the property.

A state-certified appraiser's market rent study used to determine initial contract rents for PBV program units may be based on a geographical area covering multiple sites located within that geographical area.

OHA will only compensate the independent entity from OHA ongoing administrative fee income (including amounts credited to the administrative fee reserve). OHA may not use other program receipts to compensate the independent entity for their services. OHA's independent entity may not charge the family any fee for the appraisal or the services provided by the independent entity.

PHA Notice of Owner Selection [24 CFR 983.51(d)]

OHA must give prompt written notice to the party that submitted a selected proposal and must also give prompt public notice of such selection. Public notice procedures may include publication of public notice in a local newspaper of general circulation and other means designed and actually operated to provide broad public notice.

OHA Policy

OHA will give prompt written notification to the selected owner of a PBV program award. The award notice will include the number of vouchers awarded by bedroom size and state a deadline by which the project owner must enter into an agreement to enter into HAP or a HAP contract to provide PBV assistance for the awarded units in the project. OHA will also notify in writing all owners that submitted proposals that were not selected.

In addition, OHA will publish public notice of the selection of PBV proposals on the OHA website. The announcement will include the name of the owner/project and the number of project-based vouchers that were awarded for the PBV program. OHA will post the public notice of selection of PBV proposals on the OHA website.

17-II.C. HOUSING TYPE [24 CFR 983.52]

OHA may attach PBV assistance for units in existing housing or for newly constructed or rehabilitated housing developed under and in accordance with an agreement to enter into a housing assistance payments contract that was executed prior to the start of construction. A housing unit is considered an existing unit for purposes of the PBV program, if, at the time of notice of OHA selection, the units substantially comply with [HQSHQS/NSPIRE standards](#). Units for which new construction or rehabilitation began after the owner's proposal submission but prior to the execution of the HAP do not subsequently qualify as existing housing. Units that were newly constructed or rehabilitated in violation of program requirements also do not qualify as existing housing.

OHA will decide what housing type, new construction, rehabilitation or existing housing, will be used to develop project-based housing. OHA's choice of housing type will be reflected in its solicitation for proposals.

17-II.D. PROHIBITION OF ASSISTANCE FOR CERTAIN UNITS

Ineligible Housing Types [24 CFR 983.53]

OHA may not attach or pay PBV assistance to shared housing units; units on the grounds of a penal reformatory, medical, mental, or similar public or private institution; nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care (except that assistance may be provided in assisted living facilities); units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students; and manufactured homes. In addition, OHA may not attach or pay PBV assistance for a unit occupied by an owner and OHA may not select or enter into an agreement to enter into a HAP contract or HAP contract for a unit occupied by a family ineligible for participation in the PBV program. A member of a cooperative who owns shares in the project assisted under the PBV program is not considered an owner for purposes of participation in the PBV program. Finally, PBV assistance may not be attached to units for which construction or rehabilitation has started after the proposal submission and prior to the execution of an AHAP.

Subsidized Housing [24 CFR 983.54]

OHA may not attach or pay PBV assistance to units in any of the following types of subsidized housing:

- A public housing dwelling unit;
- A unit subsidized with any other form of Section 8 assistance (tenant-based or project-based rental assistance);
- A unit subsidized with any governmental rent subsidy (a subsidy that pays all or any part of the rent) ;
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 rental assistance payments (12 U.S.C. 1715z-1). However, OHA may attach assistance to a unit subsidized with Section 236 interest reduction payments;
- A unit subsidized with rental assistance payments under Section 521 of the Housing Act of 1949, 42 U.S.C. 1490a (a Rural Housing Service Program). However, OHA may attach assistance for a unit subsidized with Section 515 interest reduction payments (42 U.S.C. 1485);
- A Section 202 project for non-elderly persons with disabilities (assistance under Section 162 of the Housing and Community Development Act of 1987, 12 U.S.C. 1701q note);
- Section 811 project-based supportive housing for persons with disabilities (42 U.S.C. 8013);
- Section 202 supportive housing for the elderly (12 U.S.C. 1701q);
- A Section 101 rent supplement project (12 U.S.C. 1701s);
- A unit subsidized with any form of tenant-based rental assistance (as defined at 24 CFR 982.1(b)(2)) (e.g. , a unit subsidized with tenant-based rental assistance under the HOME program, 42 U.S.C. 12701 et seq.);
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or by OHA in accordance with HUD requirements. For this purpose, “housing subsidy” does not include the housing component of a welfare payment; a social security payment; or a federal, state, or local tax concession (such as relief from local real property taxes).

OHA Policy (MTW)

OHA may allocate PBV assistance to the Special Housing types described in Chapter 15, based on HUD approved MTW activities. These special housing types include single room occupancy (SRO), group homes and shared housing. The MTW activity may alter program requirements by imposing additional participant obligations such as transfer restrictions, participation in available service programs, graduation requirements or term limits as described in the activity or specific program guidelines. Service providers may directly refer applicants to OHA for admission to targeted service enriched program units and maintain a waitlist for referral of future program applicants.

Additionally, to enhance the accessibility and the effectiveness of programs serving a special needs population, OHA may attach PBV assistance to units developed with Housing Opportunities of Persons with AIDS (HOPWA) or Mental Health Services Act (MHSA) Housing Program funding as long as the HOPWA or MHSA program funding does not duplicate any form of rental assistance for the family. PBV assistance awarded to HOPWA or MHSA program units may also be administered as Sponsor Based Housing if selected in response to an OHA invitation for proposals for Sponsor Based Housing.

17-II.E. SUBSIDY LAYERING REQUIREMENTS [24 CFR 983.55, Notice PIH 2013-11, and FR Notice 2/28/20]

OHA may provide PBV assistance only in accordance with HUD subsidy layering regulations and other requirements.

The subsidy layering review is intended to prevent excessive public assistance by combining (layering) housing assistance payment subsidy under the PBV program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions or tax credits.

Subsidy layering requirements do not apply to existing housing. A further subsidy layering review is not required for new construction or rehabilitation if HUD's designee has conducted a review that included a review of PBV assistance in accordance with the PBV subsidy layering guidelines.

OHA must submit the necessary documentation to HUD for a subsidy layering review.

Except in cases of HAP contracts for existing structures, or if such reviews have been conducted by the applicable state and local agencies (defined by HUD as qualified housing credit agencies, or HCAs) noted above, OHA may not enter into an agreement to enter into a HAP contract or a HAP contract until HUD, or an independent entity approved by HUD, a HUD-approved housing credit agency (HCA), has conducted any required subsidy layering review and determined that the PBV assistance is in accordance with HUD subsidy layering requirements. However, in order to satisfy applicable requirements, HCAs must conduct subsidy layering reviews in compliance with the guidelines set forth in the *Federal Register* notice published ~~July 9, 2010~~ February 28, 2020.

The HAP contract must contain the owner's certification that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development, or operation of the housing other than assistance disclosed in the subsidy layering review in accordance with HUD requirements.

17-II.F. CAP ON NUMBER OF PBV UNITS IN EACH PROJECT

25 Percent per Project Cap [24 CFR 983.56, FR Notice 1/18/17, and Notice PIH 2017-21]

In general, OHA may not select a proposal to provide PBV assistance for units in a project or enter into an agreement to enter into a HAP or a HAP contract to provide PBV assistance for units in a project, if the total number of dwelling units in the project that will receive PBV assistance during the term of the PBV HAP contract is more than the greater of 25 units or 25 percent of the number of dwelling units (assisted or unassisted) in the project.

Exceptions to 25 Percent per Project Cap [FR Notice 1/18/17; Notice PIH 2017-21; FR Notice 1/24/22]

~~As of April 18, 2017, Exceptions are allowed and PBV~~ units are not counted against the 25 percent or 25-unit per project cap if:

- The units are exclusively for elderly families

- The units are for households eligible for supportive services available to all families receiving PBV assistance in the project
- ~~The project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates~~
 - If the project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates For these projects, the project cap is the greater of 25 units or 40 percent (instead of 25 percent) of the units in the project [FR Notice 7/14/17].

The Housing Opportunity Through Modernization Act of 2016 (HOTMA) eliminated the project cap exemption for projects that serve disabled families and modified the exception for supportive services. Projects where these caps were implemented prior to HOTMA may continue to use the former exemptions and may renew their HAP contracts under the old requirements, unless the PHA and owner agree to change the conditions of the HAP contract. However, this change may not be made if it would jeopardize an assisted family's eligibility for continued assistance in the project.

OHA Policy

Under MTW Authority, the caps on both the overall number of PBV allocations and the number of PBVs that can be allocated to a single development are eliminated. MTW Activity #12-01 allows OHA to eliminate PBV caps and time limits. authorizes OHA to determine the percentage of tenant-based voucher assistance that it is permitted to project-base and the percentage of project-based assistance allowed in a single development, and criteria for expending funds for physical improvements on those units that differ from the percentage and criteria requirements currently mandated in the 1937 Act and its implementing regulations.

Supportive Services

OHA must include in the OHA administrative plan the type of services offered to families for a project to qualify for the exception and the extent to which such services will be provided. The project must make supportive services available to all families receiving PBV assistance in the project, but the family does not actually have to accept and receive supportive services for the exception to apply to the unit, although the family must be eligible to receive the supportive services. It is not necessary that the services be provided at or by the project, but must be reasonably available to families receiving PBV assistance at the project and designed to help families in the project achieve self-sufficiency or live in the community as independently as possible. A PHA may not require participation in the supportive service as a condition of living in the excepted unit, although such services may be offered.

OHA Policy

Excepted units will be limited to units for elderly families.

Projects not Subject to a Project Cap [FR Notice 1/18/17; Notice PIH 2017-21]

PBV units that were previously subject to certain federal rent restrictions or receiving another type of long-term housing subsidy provided by HUD are exempt from the project cap. In other words, 100 percent of the units in these projects may receive PBV assistance. To qualify for the exception, the unit must:

- Be covered by a PBV HAP contract that first became effective on or after 4/18/17; and
- In the five years prior to the date OHA either issued the RFP under which the project was selected or the PHA selected the project without competition, the unit met at least one of the two following conditions:
 - The unit received Public Housing Capital or Operating Funds, Project-Based Rental Assistance, Housing for the Elderly (Section 202), Housing for Persons with disabilities (Section 811), the Rental Supplement program,

- The unit was subject to a rent restriction as a result of one of the following HUD loans or insurance programs: Section 236, Section 221(d)(3) or (d)(4) BMIR, Housing for the Elderly (Section 202), or Housing for Persons with Disabilities (Section 811)

Units that were previously receiving PBV assistance are not covered by the exception. Both existing and rehabilitation units are eligible for this exception. Newly constructed units qualify if they meet the definition of *replacement unit* described in FR Notice 1/18/17.

Promoting Partially-Assisted Projects [24 CFR 983.56(c)]

OHA may establish local requirements designed to promote PBV assistance in *partially assisted projects*. A *partially assisted project* is a project in which there are fewer units covered by a HAP contract than residential units [24 CFR 983.3].

OHA may establish a per-project cap on the number of units that will receive PBV assistance or other project-based assistance in a multifamily project containing excepted units or in a single-family building. OHA may also determine not to provide PBV assistance for excepted units, or OHA may establish a per-project cap of less than 25 units or 25 percent of units.~~25 percent.~~

OHA Policy (MTW)

Under MTW authority, Activity #12-01 will not limit the number of total number of dwelling units in a project that will receive PBV assistance during the term of the PBV HAP contract and may provide PBV assistance for up to 100% of units within a project.

17-II.G. SITE SELECTION STANDARDS

Compliance with PBV Goals, Civil Rights Requirements, and HQSHQS/NSPIRE Standards Site Standards [24 CFR 983.57(b)]

OHA may not select a proposal for existing, newly constructed, or rehabilitated PBV housing on a site or enter into an agreement to enter into a HAP contract or HAP contract for units on the site, unless OHA has determined that PBV assistance for housing at the selected site is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. The standard for deconcentrating poverty and expanding housing and economic opportunities must be consistent with the PHA Plan under 24 CFR 903 and the OHA administrative plan.

In addition, prior to selecting a proposal, OHA must determine that the site is suitable from the standpoint of facilitating and furthering full compliance with the applicable Civil Rights Laws, regulations, and Executive Orders, and that the site meets the HQSHQS/NSPIRE -site and neighborhood standards at 24 CFR 982.401(l).

OHA Policy

Under MTW authority, OHA will apply the following Site and Neighborhood Standards for the award of PBV assistance: OHA will comply with the Fair Housing Act and Title VI of the Civil Rights Act of 1964, and implementing regulations thereto, in determining the location of newly constructed or substantially rehabilitated unit-based housing assistance. OHA shall certify to HUD that HUD site and neighborhood selection requirements have been met; provided, however, that in lieu of the Site and Neighborhood Standards currently set forth in 24 CFR Section 941.202(b)-(d) and in 24 CFR Section 983.6, OHA will comply with the following requirements:

- Units may be located in OHA's jurisdiction, including within, but not limited to, the following types of urban areas: (i) an area of revitalization that has been designated as such by the City of Oakland, including Redevelopment Areas and Enhanced Enterprise Communities, (ii) an area where public housing units were previously constructed and were demolished, (iii) a racially or economically impacted area where the assisted units are part of an OHA strategy to preserve existing affordable

housing, (iv) an area where the Authority is undertaking a HOPE VI or other HUD-funded, master-planned development, (v) an area where a needs analysis indicates that subsidized housing represents a low percentage of the total number of housing units, or, (vi) an area with a low concentration of public housing units where existing public housing units are being relocated.

- Conduct a housing needs analysis indicating that there is a real need for the housing in the area;
- When project-based assistance will be used to develop or substantially rehabilitate six or more public housing units, OHA will: (i) consult with public housing residents through appropriate resident organizations and representative community groups in the vicinity of the subject property during the planning; (ii) advise current residents of the subject properties (“Residents”) and public housing residents, by letter to resident organizations and by public meeting, of OHA’s revitalization plan; and (iii) certify to HUD in its MTW Annual Report that the comments from Residents, public housing residents and representative community groups have been considered in the revitalization plan. Documentation evidencing that OHA has met the stated requirements will be maintained at the housing authority and submitted to HUD in its MTW Annual Report.

17–II.H. ENVIRONMENTAL REVIEW [24 CFR 983.58]

OHA activities under the PBV program are subject to HUD environmental regulations in 24 CFR parts 50 and 58. The *responsible entity* is responsible for performing the federal environmental review under the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. 4321 et seq.). OHA may not enter into an agreement to enter into a HAP contract nor enter into a HAP contract until it has complied with the environmental review requirements.

In the case of existing housing, the responsible entity that is responsible for the environmental review under 24 CFR part 58 must determine whether or not PBV assistance is categorically excluded from review under the National Environmental Policy Act and whether or not the assistance is subject to review under the laws and authorities listed in 24 CFR 58.5.

OHA may not enter into an agreement to enter into a HAP contract or a HAP contract with an owner, and OHA, the owner, and its contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct real property or commit or expend program or local funds for PBV activities under this part, until the environmental review is completed.

OHA must supply all available, relevant information necessary for the responsible entity to perform any required environmental review for any site. OHA must require the owner to carry out mitigating measures required by the responsible entity (or HUD, if applicable) as a result of the environmental review.

PART III. DWELLING UNITS

17–III.A. OVERVIEW

This part identifies the special housing quality standards that apply to the PBV program, housing accessibility for persons with disabilities, and special procedures for conducting housing quality standards inspections.

17–III.B. HOUSING QUALITY STANDARDS [24 CFR 983.101]

The HQS/NSPIRE standards~~housing quality standards (HQS)~~ for the tenant-based program, including those for special housing types, generally apply to the PBV program.

The physical condition standards at 24 CFR 5.703 do not apply to the PBV program.

Lead-based Paint [24 CFR 983.101(c)]

The lead-based paint requirements for the tenant-based voucher program do not apply to the PBV program. Instead, The Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at 24 CFR part 35, subparts A, B, H, and R, [and 40 CFR 745.227](#) apply to the PBV program.

17-III.C. HOUSING ACCESSIBILITY FOR PERSONS WITH DISABILITIES

The housing must comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8. OHA must ensure that the percentage of accessible dwelling units complies with the requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by HUD's regulations at 24 CFR 8, subpart C.

Housing first occupied after March 13, 1991, must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205, as applicable. (24 CFR 983.102)

17-III.D. INSPECTING UNITS

Pre-selection Inspection [24 CFR 983.103(a)]

OHA must examine the proposed site before the proposal selection date.

Inspection of Existing Units

If the units to be assisted already exist, OHA must inspect all the units before the proposal selection date, and must determine whether the units substantially comply with [HQS/HQS/NSPIRE standards](#). To qualify as existing housing, units must substantially comply with [HQS/NSPIRE standards](#) on the proposal selection date. However, OHA may not execute the HAP contract until the units fully comply with [HQS/NSPIRE standards](#) unless OHA has adopted a policy to enter into a HAP contract for units that fail the initial [HQS/HQS/NSPIRE](#) inspection as a result of only non-life-threatening conditions.

Pre-HAP Contract Inspections [24 CFR 983.103(b), FR Notice 1/18/17, [and Notice PIH 2017-20](#)]

OHA must inspect each contract unit before execution of the HAP contract. OHA may not enter into a HAP contract covering a unit until the unit fully complies with [HQS/NSPIRE standards](#) unless OHA has adopted a policy to enter into a HAP contract for units that fail the initial [HQS/NSPIRE](#) inspection as a result of only non-life-threatening conditions.

OHA Policy

OHA may enter into a HAP contract for units that fail the initial [HQS/NSPIRE standards](#) inspection as a result of only non-life-threatening conditions.

Turnover Inspections [24 CFR 983.103(c)]

Before providing assistance to a new family in a contract unit, OHA must inspect the unit. OHA may not provide assistance on behalf of the family until the unit fully complies with [HQS/NSPIRE standards](#).

Annual/Biennial Inspections [24 CFR 983.103(d), FR Notice 6/25/14]

At least once every 24 months during the term of the HAP contract, OHA must inspect a random sample, consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS/NSPIRE standards. Turnover inspections are not counted toward meeting this inspection requirement. OHA also has the option in certain mixed finance properties to rely on alternative inspections conducted at least triennially.

~~If more than 20 percent of the annual sample of inspected contract units in a building fails the initial inspection, OHA must re-inspect 100 percent of the contract units in the building.~~

OHA Policy

Under MTW Authority, OHA may elect to utilize HQS/NSPIRE standards inspection protocols developed under MTW authority for tenant-based voucher assistance in lieu of the inspection requirements detailed above.

If more than 20 percent of the annual sample of inspected contract units in a building fails the initial inspection, OHA must re-inspect 100 percent of the contract units in the building.

Other Inspections [24 CFR 983.103(e)]

OHA must inspect contract units whenever needed to determine that the contract units comply with HQS/NSPIRE standards and that the owner is providing maintenance, utilities, and other services in accordance with the HAP contract. OHA must take into account complaints and any other information coming to its attention in scheduling inspections.

OHA must conduct follow-up inspections needed to determine if the owner (or, if applicable, the family) has corrected an HQS/NSPIRE violation, and must conduct inspections to determine the basis for exercise of contractual and other remedies for owner or family violation of HQS/NSPIRE standards.

In conducting PHA supervisory quality control HQS/NSPIRE inspections, OHA should include a representative sample of both tenant-based and project-based units.

Inspecting PHA-owned Units [24 CFR 983.103(f)]

In the case of PHA-owned units, the inspections must be performed by an independent agency designated by OHA and approved by HUD. The independent entity must furnish a copy of each inspection report to OHA and to the HUD field office where the project is located. OHA must take all necessary actions in response to inspection reports from the independent agency, including exercise of contractual remedies for violation of the HAP contract by the OHA-owner.

PART IV. REHABILITATED AND NEWLY CONSTRUCTED UNITS

17-IV.A. OVERVIEW [24 CFR 983.151]

There are specific requirements that apply to PBV assistance for newly constructed or rehabilitated housing that do not apply to PBV assistance in existing housing. This part describes the requirements unique to this type of assistance.

17-IV.B. AGREEMENT TO ENTER INTO HAP CONTRACT

In order to offer PBV assistance in rehabilitated or newly constructed units, OHA must enter into an agreement to enter into HAP contract (Agreement) with the owner of the property. The Agreement must be in the form required by HUD [24 CFR 983.152(b)]. OHA may not enter into an Agreement if construction or rehabilitation has started after proposal submission [24 CFR 983.152(c)]. Construction begins when excavation or site preparation (including clearing of the land) begins for the housing. Rehabilitation begins with the physical commencement of rehabilitation activity on the housing.

In the Agreement the owner agrees to develop the PBV contract units to comply with HQS/NSPIRE standards, and OHA agrees that upon timely completion of such development in accordance with the terms of the Agreement, OHA will enter into a HAP contract with the owner for the contract units [24 CFR 983.152(a)].

OHA Policy

Under MTW Authority, OHA may modify the terms and content of the agreement to reflect conditions granted under MTW authority. OHA may also create its own Project-Based Voucher Program Agreement and Contract to be used for PBV assistance awarded as Sponsor Based Housing.

Content of the Agreement [24 CFR 983.152(d)]

At a minimum, the Agreement must describe the following features of the housing to be developed and assisted under the PBV program:

1. Site and the location of the contract units;
2. Number of contract units by area (size) and number of bedrooms and bathrooms;
3. Services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent;
4. Utilities available to the contract units, including a specification of utility services to be paid by the owner and utility services to be paid by the tenant;
5. An indication of whether or not the design and construction requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973 apply to units under the Agreement. If applicable, any required work item resulting from these requirements must be included in the description of work to be performed under the Agreement;
6. Estimated initial rents to owner for the contract units;
7. Description of the work to be performed under the Agreement. For rehabilitated units, the description must include the rehabilitation work write up and, where determined necessary by OHA, specifications and plans. For new construction units, the description must include the working drawings and specifications.
8. Any additional requirements for quality, architecture, or design over and above HQS/NSPIRE standards.

17-IV.C. CONDUCT OF DEVELOPMENT WORK

Labor Standards [24 CFR 983.154(b)]

If an Agreement covers the development of nine or more contract units (whether or not completed in stages), the owner and the owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in the development of housing. The HUD-prescribed form of the Agreement will include the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates.

The owner, contractors, and subcontractors must also comply with the Contract Work Hours and Safety Standards Act, Department of Labor regulations in 29 CFR part 5, and other applicable federal labor relations laws and regulations. OHA must monitor compliance with labor standards.

Equal Opportunity [24 CFR 983.154(c)]

The owner must comply with Section 3 of the Housing and Urban Development Act of 1968 and the implementing regulations at 24 CFR part 135. The owner must also comply with federal equal employment opportunity requirements.

Owner Disclosure [24 CFR 983.154(d) and (e)]

The Agreement and HAP contract must include a certification by the owner that the owner and other project principals are not on the U.S. General Services Administration list of parties excluded from federal procurement and non-procurement programs.

The owner must also disclose any possible conflict of interest that would be a violation of the Agreement, the HAP contract, or HUD regulations.

17–IV.D. COMPLETION OF HOUSING

The Agreement must specify the deadlines for completion of the housing, and the owner must develop and complete the housing in accordance with these deadlines. The Agreement must also specify the deadline for submission by the owner of the required evidence of completion.

Evidence of Completion [24 CFR 983.155(b)]

At a minimum, the owner must submit the following evidence of completion to OHA in the form and manner required by OHA:

- Owner certification that the work has been completed in accordance with HQS/NSPIRE standards and all requirements of the Agreement; and
- Owner certification that the owner has complied with labor standards and equal opportunity requirements in development of the housing.

At OHA's discretion, the Agreement may specify additional documentation that must be submitted by the owner as evidence of housing completion.

OHA Policy

~~OHA requires a (temporary) certificate of occupancy from the City of Oakland as evidence of completion prior to entering into a HAP contract. OHA will determine the need for the owner to submit additional documentation as evidence of housing completion on a case-by-case basis depending on the nature of the PBV project. The OHA will specify any additional documentation requirements in the Agreement to enter into HAP contract.~~

OHA Acceptance of Completed Units [24 CFR 983.156]

Upon ~~receipt of a (temporary) certificate of occupancy, notice from the owner that the housing is completed,~~ OHA must inspect to determine if the housing has been completed in accordance with the Agreement, including compliance with HQS/NSPIRE standards and any additional requirements imposed under the Agreement. OHA must also determine if the owner has submitted all required evidence of completion. If the work has not been completed in accordance with the Agreement, OHA must not enter into the HAP contract. If OHA determines the work has been completed in accordance with the Agreement and that the owner has submitted all required evidence of completion, OHA must submit the HAP contract for execution by the owner and must then execute the HAP contract.

PART V. HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP)

17–V.A. OVERVIEW

OHA must enter into a HAP contract with an owner for units that are receiving PBV assistance. The purpose of the HAP contract is to provide housing assistance payments for eligible families. Housing assistance is paid for contract units leased and occupied by eligible families during the HAP contract term. The HAP contract must be in the form required by HUD [24 CFR 983.202].

OHA Policy

Under MTW Authority, OHA may modify the terms and content of the HAP contract to reflect conditions granted under MTW authority.

17–V.B. HAP CONTRACT REQUIREMENTS

Contract Information [24 CFR 983.203, FR Notice 11/24/08]

The HAP contract must specify the following information:

- The total number of contract units by number of bedrooms;
- The project's name, street address, city or county, state and zip code, and any other information necessary to clearly identify the site and the building;
- The number of contract units in each project, the location of each contract unit, the area of each contract unit, and the number of bedrooms and bathrooms in each contract unit;
- Services, maintenance, and equipment to be supplied by the owner and included in the rent to owner;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner (included in rent) and utility services to be paid by the tenant;
- Features provided to comply with program accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8;
- The HAP contract term;
- The number of units in any project that will be set-aside for occupancy by qualifying families (e.g., senior, disabled, HOPWA, MHSA); and
- The initial rent to owner for the first 12 months of the HAP contract term.
- OHA administrative plan chapter 17
- Owner's certification of and notification of completion
- Certificate of occupancy
- Certification of completion from inspecting architect
- Evidence of site ownership
- Site management agreement
- HQS/NSPIRE standards inspection report for every unit covered by the HAP contract
- Site-based waiting list management plan – if applicable
- Sample residential lease agreement and HUD PBV tenancy Addendum (MTW version)
- Consent to assignment of HAP contract
- Renewal agreement – if applicable

Execution of the HAP Contract [24 CFR 983.204]

The PHA may not enter into a HAP contract until each contract unit has been inspected and the PHA has determined that the unit complies with the HQS/NSPIRE standards ~~Housing Quality Standards (HQS)~~.

Term of HAP Contract [24 CFR 983.205; FR Notice 1/18/17]

OHA may enter into a HAP contract with an owner for an initial term of no less than one (1) year and no more than twenty (20) years. Additionally, for any PBV HAP contract that is still within the initial term, OHA and the owner may mutually agree to extend the contract for up to the maximum initial term of 20 years.

OHA may further extend the HAP contract beyond 20 years from the end of the initial term as long as the following conditions are met:

- a) OHA must determine such extension is appropriate to continue providing affordable housing for low-income families or to expand housing opportunities;
- b) This determination must be made no earlier than 24 months prior to the expiration of the HAP contract;
- c) The term of the new extension may not exceed 20 years.

The maximum combined terms of the HAP contract may not exceed 40 years.

OHA Policy

The term of a PBV HAP contract will be negotiated with the owner on a case-by-case basis. The HAP contract will include language noting that the funding of the contract is subject to the availability of Appropriations. OHA may enter into a new PBV HAP contract with an owner with an initial term of up to twenty (20) years and for HAP contracts that are still in the initial term may extend the initial term up to a maximum initial term of 20 years by mutual consent, and then may subsequently agree to extend the contract for up to 20 years. The maximum term of the HAP contract in that instance (initial term and subsequent extensions) may not exceed 40 years.

HAP Contract Renewal Agreement

OHA may enter into a renewal agreement with the owner at the time it enters into the initial agreement for a housing assistance payment contract or at any time thereafter that is before the expiration of the housing assistance payment contract. A renewal agreement may commit an extension for a renewal term of up to twenty (20) years or the maximum allowed in accordance with federal regulations if it is greater than 20 years. A renewal agreement will include language noting that the funding of the contract renewal is subject to the availability of Federal Appropriations.

Termination by PHA [24 CFR 983.205(c); FR Notice 1/18/17]

The HAP contract must provide that the term of OHA's contractual commitment is subject to the availability of sufficient appropriated funding as determined by HUD or by OHA in accordance with HUD instructions. For these purposes, sufficient funding means the availability of appropriations, and of funding under the ACC from such appropriations, to make full payment of housing assistance payments payable to the owner for any contract year in accordance with the terms of the HAP contract.

In times of insufficient funding, HUD requires that OHA first take all cost-saving measures prior to make payments under existing PBV HAP contracts.

If it is determined that there may not be sufficient funding to continue housing assistance payments for all contract units and for the full term of the HAP contract, OHA may terminate the HAP contract by notice to the owner. The termination must be implemented in accordance with HUD instructions.

Termination by Owner [24 CFR 983.205(d)]

If in accordance with program requirements the amount of rent to an owner for any contract unit is reduced below the amount of the rent to owner at the beginning of the HAP contract term, the owner may terminate the HAP contract by giving notice to OHA. In this case, families living in the contract units must be offered tenant-based assistance.

Statutory Notice Requirements: Contract Termination or Expiration [24 CFR 983.206; FR Notice 1/18/17; Notice PIH 2017-21]

Not less than one year before the HAP contract terminates, or if the owner refuses to renew the HAP contract, the owner must notify OHA and assisted tenants of the termination. The notice must be provided in the form prescribed by HUD. If the owner does not give timely notice, the owner must permit the tenants in assisted units to remain in their units for the required notice period with no increase in the tenant portion of their rent, and with no eviction as a result of the owner's inability to collect an increased tenant portion of rent. An owner may renew the terminating contract for a period of time sufficient to give tenants one-year advance notice under such terms as HUD may require. For families who wish to remain at the property, the HCV tenant-based assistance would not begin until the owner's required notice period ends.

Upon termination or expiration of the contract without extension, an assisted family may elect to remain in its unit and use the assistance previously provided under the contract, as long as the unit meets HUD's housing quality standards and the rent for the unit is reasonable. In such a circumstance, the family may choose to move or to remain in the unit. If the family remains, it will pay its required share of the rent in addition to the amount, if any, by which the gross rent exceeds the applicable payment standard. A family that remains in its unit with continued tenant-based HCV assistance must pay the total tenant payment (determined under 24 CFR part 5 subpart F) and any additional amount by which the unit rent exceeds the applicable payment standard.

Families that receive a tenant-based voucher at the expiration or termination of the PBV HAP contract are not new admissions to OHA HCV tenant-based program, and are not subject to income eligibility requirements or any other admission requirements. If the family chooses to remain in their unit with tenant-based assistance, the family may do so regardless of whether the family share would initially exceed 40 percent of the family's adjusted monthly income. The family does not count toward OHA's income-targeting requirements at 24 CFR §982.201(b)(2)(i).

Effective date of HCV HAP and family leases.

The transition from PBV HAP units to HCV HAP units will require OHA and owner to plan to assure continued payments for families under lease and continued payments to the owner of units under HAP. The following requirements apply:

1. OHA may execute an HCV HAP contract before the PBV HAP contract terminates, but the HCV HAP contract may not be effective prior to the PBV contract termination or expiration date.
2. OHA may not commence the tenant-based HCV housing assistance payment to an owner until the HCV tenant-based HAP contract has been executed.
3. The HCV HAP contract may not be executed before OHA approves the assisted tenancy in accordance with 982.305. An HCV HAP contract for a family must be executed no later than 60 calendar days from the start of the family's lease. As long as the HCV HAP contract is executed during the 60-day grace period, once it has been executed, OHA may pay the owner retroactively to the start date of the family's lease term. (4) If the HCV HAP contract has a different rent than did the PBV HAP contract, and the new rent is determined by OHA to be reasonable, then OHA will use the new gross rent to calculate the family's HCV HAP going forward. The family will be responsible for paying the new family rent to owner starting from the effective date of the HCV HAP contract.

Remedies for HQS/NSPIRE Standards Violations [24 CFR 983.208(b)]

OHA may not make any HAP payment to the owner for a contract unit during any period in which the unit does not comply with HQS/NSPIRE standards. If OHA determines that a contract does not comply with HQS/NSPIRE standards, OHA may exercise any of its remedies under the HAP contract, for any or all of the contract units. Available remedies include termination of housing assistance payments, abatement or reduction of housing assistance payments, reduction of contract units, and termination of the HAP contract.

OHA Policy

OHA will abate and terminate PBV HAP contracts for non-compliance with HQS/[NSPIRE standards](#) in accordance with the policies used in the tenant-based voucher program. These policies are contained in Section 8-II.G., Enforcing Owner Compliance.

17-V.C. AMENDMENTS TO THE HAP CONTRACT

Substitution of Contract Units [24 CFR 983.207(a) as amended by MTW]

At OHA's discretion and subject to all PBV requirements, the HAP contract may be amended to substitute a different unit with the same number of bedrooms in the same project for a previously covered contract unit. Before any such substitution can take place, OHA must inspect the proposed unit and determine the reasonable rent for the unit.

OHA Policy (MTW)

OHA may substitute (float) a project-based-voucher contract unit for a different unit in the projects at any time during the initial term or any extension term of the HAP contract. The substituted unit does not have to be a unit with the same number of bedrooms.

Addition of Contract Units [24 CFR 983.207(b) as amended by MTW]

OHA and owner may amend the HAP contract to add additional PBV contract units in projects that already have a HAP contract without having to fulfill the selection requirements found at 24 CFR 983.51(b) for those additional PBV units, regardless of when the HAP contract was signed. The additional PBV units, however, are still subject to the PBV program cap and individual project caps. Prior to attaching additional units without competition, OHA must submit to the local field office information outlined in FR Notice 1/18/17. OHA must also detail in the administrative plan their intent to add PBV units and the rationale for adding units to the specific PBV project.

OHA Policy

Under MTW authority, OHA is not subject to program or project limits.

OHA will consider adding contract units to the HAP contract when OHA determines that additional housing is needed to serve eligible low-income families. Circumstances may include, but are not limited to:

- The local housing inventory is reduced due to a disaster (either due to loss of housing units, or an influx of displaced families); and
- Voucher holders are having difficulty finding units that meet program requirements.

Under MTW authority, the HAP contract may be amended at any time during the initial term of the HAP contract, or any renewal term of the HAP contract.

Suspend PBV Awarded Contract Units for applicants with Tenant-Based Assistance

At the option of the project owner and tenant, an applicant that has OHA administered tenant-based Section 8 assistance may utilize their tenant-based assistance (e.g. HCV, TPV, VASH, Mainstream etc.) in the PBV unit. OHA will suspend the PBV award to the unit in the project's HAP contract until the unit becomes available for the next eligible applicant during the term of the HAP contract or any approved extensions.

17-V.D. HAP CONTRACT YEAR, ANNIVERSARY AND EXPIRATION DATES [24 CFR 983.207(b) and 983.302(e)]

The HAP contract year is the period of 12 calendar months preceding each annual anniversary of the HAP contract during the HAP contract term. The initial contract year is calculated from the first day of the first calendar month of the HAP contract term.

The annual anniversary of the HAP contract is the first day of the first calendar month after the end of the preceding contract year.

There is a single annual anniversary and expiration date for all units under a particular HAP contract, even in cases where contract units are placed under the HAP contract in stages (on different dates) or units are added by amendment. The anniversary and expiration dates for all units coincide with the dates for the contract units that were originally placed under contract.

17–V.E. OWNER RESPONSIBILITIES UNDER THE HAP CONTRACT [24 CFR 983.210]

When the owner executes the HAP contract s/he certifies that at such execution and at all times during the term of the HAP contract:

- All contract units are in good condition and the owner is maintaining the premises and contract units in accordance with HQS/NSPIRE standards;
- The owner is providing all services, maintenance, equipment and utilities as agreed to under the HAP contract and the leases;
- Each contract unit for which the owner is receiving HAP, is leased to an eligible family referred by OHA, and the lease is in accordance with the HAP contract and HUD requirements;
- To the best of the owner's knowledge the family resides in the contract unit for which the owner is receiving HAP, and the unit is the family's only residence;
- The owner (including a principal or other interested party) is not the spouse, parent, child, grandparent, grandchild, sister, or brother of any member of a family residing in a contract unit;
- The amount of the HAP the owner is receiving is correct under the HAP contract;
- The rent for contract units does not exceed rents charged by the owner for comparable unassisted units;
- Except for HAP and tenant rent, the owner has not received and will not receive any other payment or consideration for rental of the contract unit; and the family does not own or have any interest in the contract unit. (does not apply to family's membership in a cooperative); and
- Repair work on the project selected as an existing project that is performed after HAP execution within such post-execution period as specified by HUD may constitute development activity, and if determined to be development activity, the repair work undertaken shall be in compliance with Davis-Bacon wage requirements.

17–V.F. ADDITIONAL HAP REQUIREMENTS

Housing Quality and Design Requirements [24 CFR 983.101(e) and 983.208(a)]

The owner is required to maintain and operate the contract units and premises in accordance with HQS/NSPIRE standards, including performance of ordinary and extraordinary maintenance. The owner must provide all the services, maintenance, equipment, and utilities specified in the HAP contract with OHA and in the lease with each assisted family. In addition, maintenance, replacement and redecoration must be in accordance with the standard practice for the building as established by the owner.

OHA may elect to establish additional requirements for quality, architecture, or design of PBV housing. Any such additional requirements must be specified in the Agreement to enter into a HAP contract and the HAP contract. These requirements must be in addition to, not in place of, compliance with HQS/NSPIRE standards.

OHA Policy

OHA will identify the need for any special features on a case-by-case basis depending on the intended occupancy of the PBV project. OHA will specify any special design standards or additional requirements in the invitation for PBV proposals, the agreement to enter into HAP contract, and the HAP contract.

Vacancy Payments [24 CFR 983.352(b)]

At the discretion of OHA, the HAP contract may provide for vacancy payments to the owner for a PHA-determined period of vacancy extending from the beginning of the first calendar month after the move-out month for a period not exceeding two full months following the move-out month. The amount of the vacancy payment will be determined by OHA and cannot exceed the monthly rent to owner under the assisted lease, minus any portion of the rental payment received by the owner (including amounts available from the tenant's security deposit).

OHA Policy

The OHA will decide if OHA will provide vacancy payments to the owner. The HAP contract with the owner will contain any such agreement, including the basis of the vacancy payment and the period for which the owner will qualify for these payments.

The amount of vacancy loss payments may not exceed two full calendar months after the move out month. The owner may also retain the HAP payment for the entire month in which the family moved out.

PART VI. SELECTION OF PBV PROGRAM PARTICIPANTS

17-VI.A. OVERVIEW

Many of the provisions of the tenant-based voucher regulations [24 CFR 982] also apply to the PBV program. This includes requirements related to determining eligibility and selecting applicants from the waiting list. Even with these similarities, there are requirements that are unique to the PBV program. This part describes the requirements and policies related to eligibility and admission to the PBV program.

17-VI.B. ELIGIBILITY FOR PBV ASSISTANCE [24 CFR 983.251(a) and (b)]

OHA may select families for the PBV program from those who are participants in the tenant-based voucher program and from those who have applied for admission to the voucher program. For voucher participants, eligibility was determined at original admission to the voucher program and does not need to be re-determined at the commencement of PBV assistance. For all others, eligibility for admission must be determined at the commencement of PBV assistance.

OHA Policy

OHA may select families for the PBV program from those who are:

1. Participants in a OHA's tenant-based voucher program,
2. Residing in the proposed PBV contract unit on the date the proposal is awarded,
3. From those who have been selected for admission to OHA's tenant-based voucher program,
4. From those who have applied for housing at a PBV site where a separate site-based waiting list has been established specifically for the tenanting of units within the development.
5. From those who are in-place public housing conversion families in good standing.

6. Graduates from an OHA short-term transitional housing program with supportive services, including PACT, Building Bridges, [Sponsor Based Housing Assistance Program \(SBHAP\)](#), and any other approved program.

For voucher participants, eligibility was determined at original admission to the voucher program and does not need to be re-determined at the commencement of PBV assistance. For all others, eligibility for admission must be determined at the commencement of PBV assistance.

Applicants for PBV assistance must meet the same eligibility requirements as applicants for the tenant-based voucher program. Applicants must qualify as a family as defined by HUD and OHA, have income at or below HUD-specified income limits, and qualify on the basis of citizenship or the eligible immigration status of family members [24 CFR 982.201(a) and 24 CFR 983.2(a)]. In addition, an applicant family must provide social security information for family members [24 CFR 5.216 and 5.218] and consent to OHA's collection and use of family information regarding income, expenses, and family composition [24 CFR 5.230]. The PHA may also not approve a tenancy if the owner (including a principal or other interested party) of the unit is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless needed as a reasonable accommodation. An applicant family must also meet HUD requirements related to current or past criminal activity.

OHA Policy

A family selected from an owner administered site-based waiting list must be referred to OHA for determination of the family's eligibility for the PBV program. To minimize duplication of the applicant qualification process, if a family's income was verified by the owner as a requirement of participation in another low-income program committed to the project, OHA may use copies of the family information regarding income, expenses and family composition including certification of 3rd party verifications collected by the owner, for determination of family eligibility for the PBV program. **Any family documentation received from a PBV site owner must be dated within 120 days of a family's application date.** OHA may elect to re-verify any information as needed.

Families selected for the PBV program must meet all OHA's screening criteria (e.g., income, criminal background, etc.) prior to receiving a project-based assistance.

In-Place Families

An eligible family residing in a proposed PBV contract unit on the date the proposal is awarded by the PHA is considered an "in-place family." These families are afforded protection from displacement under the PBV program.

This regulatory protection from displacement does not apply to families that are not eligible to participate in the PBV program.

OHA Policy (MTW)

If a unit to be placed under contract (either an existing unit or a unit requiring rehabilitation) is occupied by an eligible family on the date the proposal is awarded, the in-place family must be referred to the OHA for determination of eligibility.

The owner may:

- Relocate the family to an appropriately sized PBV unit within the development, or
- Place the family on the PBV site-based waiting list for an appropriate sized unit.

In accordance with MTW Activity #10-05, OHA, a landlord, or a management agent may allow an exception to this policy and admit a family in the wrong sized unit if the owner agrees to accept a PBV contract rent that does not exceed the OHA subsidy (voucher payment) standard approved for the in-place family. (see policy 17-VII.C. MOVES)

Public Housing Conversions/Dispositions

In-place public housing conversion families are continuously assisted applicants since the family is currently receiving assistance under a 1937 Housing Act program (24 CFR 982.201(d)(1)). The family is therefore not subject to the new admissions criteria for program eligibility and admission to the Section 8 PBV program.

Under MTW authority, an in-place public housing conversion family may be admitted as a Section 8 PBV program participant. If an in-place public housing conversion family is admitted directly to the PBV program, the family is exempt from the 12 month minimum stay requirement and may immediately request to move with continued assistance under the Section 8 MTW Housing Choice Voucher program.

In-place public housing conversion families may also be admitted by Special Admission to the Housing Choice Voucher program if HUD has awarded tenant protection funding for specifically-named families living in specified units (Section 4-III.B.).

OHA Policy

An in-place public housing conversion family that is not in an appropriately sized unit when the development is selected for conversion will be admitted to the Section 8 program with HUD awarded tenant protection funding.

A family occupying a unit awarded PBV assistance (see 17-V.C. Suspend PBV Awarded Contract Units for applicants with Tenant-Based Assistance suspended), with a tenant-based assistance is subject to all policies applicable to a PBV assisted family occupying a wrong size unit, based on the PHA's subsidy standards for PBV program units, or a unit with accessibility features that the family does not require (See Section 17-VII,C – Moves).

The family will be provided 120 days to utilize the Tenant Protection Voucher (TPV) in an open market unit. If the TPV is not utilized during the maximum search period the families assistance will convert to Project Based Voucher program rules and the unused tenant based voucher will be forfeited. Extensions for use of the tenantprotection voucher will be based on a the family's written request and may include requests for reasonable accommodations but shall not exceed a maximum cumulative total of 180 days.

Transitional/Conditional Housing Programs [OHA MTW Annual Plan]

Under MTW Activity #11-05, OHA may develop and adopt new short-term transitional housing programs in partnership with supportive services provided by local community-based organizations or other local government agencies. These programs, which include comprehensive supportive services, operate under a Memorandum of Understanding (MOU) executed between OHA, other local government agencies, and/or third party service providers. OHA may administer these units under the programs such as PACT or Building Bridges CalWORKS Program and successful participants may be eligible to "graduate" and be admitted to OHA's Public Housing, Housing Choice Voucher or the Project-based Voucher program(s), subject to funding availability and availability of an appropriate unit size for the family.

Neighborhood Orientation Workshop (MTW)

The Neighborhood Orientation Workshop is an MTW initiative which is intended to provide new Section 8 Program participants with access to information needed to become successful tenants and responsible members of their community. OHA will utilize a third party contractor to conduct the workshops. The third party contractor will be selected based on their knowledge of the local market area and their expertise in marketing, outreach, communication, popular education, and other successful strategies for working with low-income households and individuals. Upon completion, attendees will receive a certificate of completion.

OHA Policy

The Head of Household in a Project Based Voucher program unit (including all public housing conversion families), must attend a Neighborhood Orientation Workshop, as a part of the Section 8 briefing process (see Section 5-I.B.) prior to being issued an HCV tenant-based voucher. All other responsible adult family members in the applicant family household will be encouraged, but are not be required to attend a workshop session. A Project-Based Voucher program family will not be allowed to move with tenant based HCV assistance until the Head of Household has attended a Neighborhood Orientation Workshop.

An exception to this policy will be granted if the participant family has attended a Neighborhood Orientation Workshop (or comparable OHA workshop) within the last five (5) years.

Other exceptions will be considered on a case-by-case basis subject to the approval by the Director of Leased Housing and for circumstances involving a reasonable accommodation for a person with a disability, upon approval by the Reasonable Accommodation Compliance Committee.

17-VI.C. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c); MTW Annual Plan]

OHA may establish a separate waiting list for PBV units or it may use the same waiting list for both tenant-based and PBV assistance. OHA may also merge the PBV waiting list with a waiting list for other assisted housing programs. If OHA chooses to offer a separate waiting list for PBV assistance, it must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.

If OHA decides to establish a separate PBV waiting list, it may use a single waiting list for the whole PBV program, or it may establish separate waiting lists for PBV units in particular projects or buildings or for sets of such units.

OHA Policy

Under MTW Activity #06-01, OHA may authorize owner administered site-based waiting lists for individual buildings, projects or group of projects that receive PBV assistance. The PBV waiting list may be combined with the a site-based waiting list for public housing units, other affordable non-section 8 units, or units set aside for special needs populations in the development. The waiting list may come from outreach efforts conducted by the property owner/manager. In creating the PBV site-based waiting list, the owner/manager must comply with OHA's marketing outreach policies (see Sections 4-II.C and 4-II.D.) when advertising the availability of project-based voucher assisted units. The owner must notify OHA in advance of reopening the waiting list. OHA will post notification of the opening of a site-based waiting list used for tenanting PBV units, on the OHA web-site.

A property owner/manager may, but is not required to directly notify families on the OHA HCV tenant-based voucher waiting list of the opening of a PBV site-based waiting list. If requested, OHA will provide the owner/manager with a mailing list of families currently on the OHA HCV tenant-based voucher waiting list.

- A family that is on the OHA HCV tenant-based voucher waiting list may apply in response to owner outreach efforts and be placed on a PBV site-based waiting list.
- A family's placement on one or more PBV site-based waiting lists does not impact the family's position on the OHA HCV tenant-based voucher waiting list.
- A family's refusal to accept a PBV unit, owner denial, or removal from a project-based voucher site-based waiting list does not jeopardized the family's position on the OHA tenant-based voucher waiting list, see also 17-VI.E.

A family may only be removed from the OHA tenant-based voucher waiting list if they are selected and housed under the OHA project-based voucher program.

Owner developers awarded project-based voucher units must submit the following plans to OHA for review and approval prior to execution of an AHAP or HAP contract:

- Marketing Plan to describe marketing and outreach activities;
- Waiting List Management Plan which includes information related to accepting applications, random lottery procedures, procedures for rank order assignment and record keeping;

In approving the Waiting List and Tenant Selection Plans, OHA may require preferences up to and including an absolute preference for a public housing or Section 8 family that needs to be relocated. A family may need to be relocated to another PBV unit under certain circumstances such as:

- Over-Housed or Under-Housed
- Current unit removed from PBV Contract
- High-Priority Relocation where there is a verified medical problems of a serious or life-threatening nature or a verified threat of physical harm or criminal activity specifically directed to the family
- Reasonable Accommodation

17–VI.D. SELECTION FROM THE WAITING LIST AND DETERMINING UNIT SIZE

[24 CFR 983.251(c)]

Applicants who will occupy units with PBV assistance must be selected from the applicable waiting list. OHA may establish selection criteria or preferences for occupancy of particular PBV units. OHA may place families referred by the PBV owner on its PBV waiting list.

Income Targeting [24 CFR 983.251(c)(6)]

At least 75 percent of the families admitted to OHA's tenant-based and project-based voucher programs during the fiscal year from the waiting list must be extremely-low income families. The income targeting requirement applies to the total of admissions to both programs.

Units with Accessibility Features [24 CFR 983.251(c)(7)]

When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, OHA must first refer families who require such features to the owner.

OHA Policy

Applicants who will occupy units with PBV assistance must be selected from:

- A PBV owner administered site-based waiting lists authorized by OHA, or
- OHA's HCV tenant based voucher waiting list.

OHA may establish selection criteria or preferences for occupancy of particular PBV units. Under MTW authority with approval from the Executive Director on a case by case basis, OHA may allow inter-program moves and transfers between the public housing, Housing Choice Voucher, or Project-based Voucher programs, if there are PBV units or HCV available and the resident is eligible for the relevant program. OHA may also allow participants of local, non-traditional programs to transfer to the PBV program provided that the family has met the program guidelines specified in the local program. This policy is authorized under Attachment C, Section D.4. of the Amended and Restated Moving to Work Agreement.

Preferences [24 CFR 983.251(d), FR Notice 11/24/08]

OHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units. OHA must provide an absolute selection preference for eligible in-place families as described in Section 17-VI.B.

OHA may establish a selection preference for families who qualify for voluntary services, including disability-specific services, offered in conjunction with assisted units, provided that preference is consistent with the

MTW Annual Plan. OHA may not, however, grant a preference to a person with a specific disability. [FR Notice 1/18/17].

In advertising such a project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents may not be required to accept the particular services offered as a condition of occupancy.

If OHA has projects with “excepted units” for elderly families or supportive services, OHA must give preference to such families when referring families to these units [24 CFR 983.261(b); FR Notice 1/18/17].

OHA Policy

A PBV site-based waiting list may use the same selection preferences that are used by OHA for the HCV tenant-based voucher program or may establish selection criteria or preferences independently for occupancy of particular units in a PBV development.

OHA may also refer a family to an OHA contracted PBV development where the owner is authorized to administer a PBV site-based waiting list. The owner must provide the family with absolute preference for the next available appropriately-sized PBV assisted unit. (See Section 17-VII.C (Moves-Overcrowded, Under-Occupied, and Accessible Units). A family granted an absolute preference to move is still subject to owner screening requirements and offer of a PBV assisted unit (see 17-VI.E. OFFER OF PBV ASSISTANCE)

PBV Site-Based Waiting List Oversight and Auditing

OHA Policy

OHA will perform or witness any random lottery and/or rank order assignments the owner uses to create or when reopening a PBV site-based waiting list. A hard copy original (or a read-only electronic version) of the site-based waiting list will be kept on file at the OHA office.

OHA will audit site-based waiting list after the initial lease up and any time during the duration of the HAP contract. OHA will review waiting list management and tenant selections to insure that written procedures and preference were followed in selecting tenants for PBV assisted units.

Determining Family Unit Size for Project Based Voucher Assisted Units (24 CFR 983.253)

The contract unit leased to each family must be appropriate for the size of the family under OHA’s subsidy standard.

OHA Policy

Under MTW activity #[11-0140-05](#), OHA may establish a separate Project Based Voucher Program occupancy standard table that will determine the appropriate number of bedrooms needed for families of different sizes and compositions. to be consistent with the occupancy standards required by other state or locally-administered funding sources in a development. PBV program occupancy standards may differ from the occupancy standards use for determining the voucher size for applicant and participant families in the tenant based, Housing Choice Voucher Program (5-II.B.). However, if separate PBV occupancy standard has not been established prior to the execution of the Housing Assistance Payment contract, the occupancy standard will be the same as the tenant-based subsidy standard as described in this Administrative Plan Chapter 5, section II.B)

When PBV assistance is attached to units developed or rehabilitated with other state or locally administered affordable housing funds, the occupancy standards applicable to those other programs may differ from the subsidy standard used for the PBV program. This creates certain circumstances whereby a family of a particular size or composition, will qualify for a specific unit that was developed with Tax Credit (LIHTC) or HOME program funding, but is not eligible for PBV assistance in that same sized unit. OHA may adjust the applicable PBV program subsidy standard at certain PBV developments or for the PBV program in its entirety to increase access and expand housing opportunities for participants.

For Project Based Voucher units, the occupancy standard will be the same as the tenant-based subsidy standard unless ~~the unit qualifies under a separate Project-Based Voucher program occupancy standard table has been established prior to the execution of a HAP contract, based on MTW activity #11-0110-05, or the project owner has an OHA approved site selection plan that allows an alternative occupancy standard.~~

When a family's subsidy standard becomes less than the PBV unit size during the course of the tenancy, either as a result of public housing disposition or a change in household composition, MTW Activity #10-05 allows OHA to opt to accept a lower HAP to house families in units when there are no families on the waitlist that qualify for the size units that are available under. The landlord or management agent may accept a lower HAP based on the appropriate number of bedrooms for the family as opposed to the actual number of bedrooms in the unit.

The following requirements apply when OHA determines the family unit size:

- The PBV program occupancy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The PBV program occupancy standards must be consistent with space requirements under the housing quality standards.
- The PBV program occupancy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.
- A family member who is temporarily away from the home to attend school is considered a member of the family in determining the family unit size.
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- Any live-in aide (approved by OHA to reside in the unit, see 3-I.M.) must be counted in determining the family unit size.
- Live-in aides will be allocated a separate bedroom.

If the family moves from the PBV assisted unit and converts to the HCV tenant based program assistance, the family's HCV voucher size will be based on the applicable HCV program subsidy standard (see 5-II.B.).

17-VI.E. OFFER OF PBV ASSISTANCE

Refusal of Offer [24 CFR 983.251(e)(3)]

OHA is prohibited from taking any of the following actions against a family who has applied for, received, or refused an offer of PBV assistance:

- Refuse to list the applicant on the waiting list for tenant-based voucher assistance;
- Deny any admission preference for which the applicant qualifies;
- Change the applicant's place on the waiting list based on preference, date, and time of application, or other factors affecting selection under OHA's selection policy;
- Remove the applicant from the tenant-based voucher waiting list.

Disapproval by Landlord [24 CFR 983.251(e)(2)]

If a PBV owner rejects a family for admission to the owner's units, such rejection will not affect the family's:

- Position on OHA tenant-based voucher waiting list
- Occupancy in their current PBV assisted unit

Acceptance of Offer [24 CFR 983.252]

A family that is also on OHA HCV tenant-based voucher waiting list will be removed from the HCV list if they accept an offer and are housed under the OHA project-based voucher program.

Family Briefing [24 CFR 983.252]

When a family accepts an offer for PBV assistance, OHA must give the family an oral briefing. The briefing must include information on how the program works and the responsibilities of the family and owner. In addition to the oral briefing, OHA must provide a briefing packet that explains how OHA determines the total tenant payment for a family, the family obligations under the program, and applicable fair housing information.

Persons with Disabilities

If an applicant family's head or spouse is disabled, OHA must assure effective communication, in accordance with 24 CFR 8.6, in conducting the oral briefing and in providing the written information packet. This may include making alternative formats available (see Chapter 2). In addition, OHA must have a mechanism for referring a family that includes a member with a mobility impairment to an appropriate accessible PBV unit.

Persons with Limited English Proficiency

OHA will take reasonable steps to assure meaningful access by persons with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166 (see Chapter 2).

17-VI.F. OWNER SELECTION OF TENANTS

The owner is responsible for developing written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low-income families and reasonably related to program eligibility and an applicant's ability to fulfill their obligations under the lease.

Leasing [24 CFR 983.253(a)]

During the term of the HAP contract, the contract unit leased to the family must be the appropriate size unit for the size of the family, based on the OHA's subsidy standards. Exceptions will be considered on a case by case basis for in-place families at initial lease up (see 17-VI.B. In-Place Families).

Filling Vacancies [24 CFR 983.254(a)]

The owner must promptly notify OHA of any vacancy or expected vacancy in a contract unit. After receiving such notice, OHA must make every reasonable effort to promptly refer a sufficient number of families for the owner to fill such vacancies. OHA and the owner must make reasonable efforts to minimize the likelihood and length of any vacancy. The unit must be filled by a referral from OHA or the next eligible family on the site-based waiting list.

OHA Policy

The owner must notify OHA in writing (mail, fax, or e-mail) within 10 business days of learning about any vacancy or expected vacancy.

OHA will make every reasonable effort to refer families to the owner within 10 business days of receiving such notice from the owner.

An applicant that has OHA administered tenant-based Section 8 assistance may utilize their tenant-based assistance (e.g. HCV, VASH, Mainstream etc.) in the PBV unit. OHA will suspend the PBV award to the unit in the project's HAP contract until the unit becomes available for the next eligible applicant during the term of the HAP contract or any approved extensions. (see 17-V.C. Suspending Contract Units for applicants with Tenant-Based Assistance)

Under the circumstances described in Section 17-VII.C (Moves- Overcrowded, Under-Occupied, and Accessible Units), OHA may refer a family to an OHA PBV development where the owner is authorized to administer a PBV sited-based waiting list. The owner must provide the family with absolute preference for the next available appropriately sized PBV assisted unit. However, a family granted an absolute preference to move is still subject to owner screening requirements and offer of a PBV assisted unit (see 17-VI.E. OFFER OF PBV ASSISTANCE).

Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)]

If any contract units have been vacant for 120 or more days since owner notice of the vacancy, OHA may give notice to the owner amending the HAP contract to reduce the number of contract units by subtracting the number of contract units (according to the bedroom size) that have been vacant for this period.

OHA Policy

If any contract units have been vacant for 120 days, OHA may give notice to the owner that the HAP contract will be amended to reduce the number of contract units that have been vacant for this period. A reduction in the number of HAP contract units will be reviewed by OHA on a case by case basis. A unit may be allowed to remain vacant for over 120 days subject to good faith efforts by the owner to fill the vacancy. If OHA decides to remove a unit by amending the HAP contract, OHA will provide the notice to the owner within 10 business days, after the 120th day of vacancy. The amendment to the HAP contract will be effective on the 1st day of the month following the date of OHA's notice.

OHA will take steps to enforce the contract if it appears that the owner is maintaining vacancies intentionally to get out of contact obligations.

17-VI.G. TENANT SCREENING [24 CFR 983.255]

OHA Responsibility

OHA is not responsible or liable to the owner or any other person for the family's behavior or suitability for tenancy. However, OHA may opt to screen applicants for family behavior or suitability for tenancy and may deny applicants based on such screening.

OHA Policy

OHA will not conduct screening to determine a PBV applicant family's suitability for tenancy. OHA must provide the owner with an applicant family's current and prior address (as shown in PHA records) and the name and address (if known by OHA) of the family's current landlord and any prior landlords.

In addition, OHA may offer the owner other information OHA may have about a family, including information about the tenancy history of family members or about drug trafficking and criminal activity by family members. OHA must provide applicant families a description of OHA policy on providing information to owners, and OHA must give the same types of information to all owners.

OHA may not disclose to the owner any confidential information provided in response to a request for documentation of domestic violence, dating violence, sexual assault, or stalking except at the written request or with the written consent of the individual providing the documentation [24 CFR 5.2007(a)(4)].

OHA Policy

OHA will inform owners of their responsibility to screen prospective tenants, and will provide owners with the required known name and address information, at the time of the turnover HQS/NSPIRE inspection or before. OHA will not provide any additional information to the owner, such as tenancy history, criminal history, etc. OHA follows the city of Oakland's Ronald V. Dellums and Simarashe Sherry Fair Chance Access to Housing Ordinance No. 13581 C.M.S. (O.M.C. 8.25) and limits the criminal background screening to:

- Persons subject to lifetime sex offender registration (42 U.S.C. Sec. 13663(a))
- Persons convicted of manufacturing methamphetamine on federally-assisted housing property (24 C.F.R. Sec. 982.553)

Owner Responsibility

The owner is responsible for screening and selection of the family to occupy the owner's unit. When screening families the owner may consider a family's background with respect to the following factors:

1. Payment of rent and utility bills;
2. Caring for a unit and premises;
3. Respecting the rights of other residents to the peaceful enjoyment of their housing;
4. Drug-related criminal activity or other criminal activity that is a threat to the health, safety, or property of others; and
5. Compliance with other essential conditions of tenancy.

PART VII. OCCUPANCY

17-VII.A. OVERVIEW

After an applicant has been selected from the site based waiting list, determined eligible by OHA, referred to an owner and determined suitable by the owner, the family will sign the lease and occupancy of the unit will begin

17-VII.B. LEASE [24 CFR 983.256]

The tenant must have legal capacity to enter a lease under state and local law. *Legal capacity* means that the tenant is bound by the terms of the lease and may enforce the terms of the lease against the owner.

Form of Lease [24 CFR 983.256(b)]

The tenant and the owner must enter into a written lease agreement that is signed by both parties. If an owner uses a standard lease form for rental units to unassisted tenants in the locality or premises, the same lease must be used for assisted tenants, except that the lease must include a HUD-required tenancy addendum. The tenancy addendum must include, word-for-word, all provisions required by HUD.

OHA Policy

OHA will not review the owner's lease for compliance with state or local law.

Lease Requirements [24 CFR 983.256(c)]

- The lease for a PBV unit must specify all of the following information:

- The names of the owner and the tenant;
- The unit rented (address, apartment number, if any, and any other information needed to identify the leased contract unit);
- The term of the lease (initial term and any provision for renewal);
- The amount of the tenant rent to owner, which is subject to change during the term of the lease in accordance with HUD requirements;
- A specification of the services, maintenance, equipment, and utilities that will be provide by the owner; and
- The amount of any charges for food, furniture, or supportive services.

OHA Policy

If a lease is executed for a unit with accessibility features that the family does not require, the lease agreement must contain language or a lease addendum notifying the family that they may be required to move to another unit (with continues assistance) if the unit is needed by a family that does require the features (Section 17-VIII.C.).

Tenancy Addendum [24 CFR 983.256(d)]

The tenancy addendum in the lease must state:

1. The program tenancy requirements;
2. The composition of the household as approved by OHA (the names of family members and any OHA-approved live-in aide);
3. All provisions in the HUD-required tenancy addendum must be included in the lease. The terms of the tenancy addendum prevail over other provisions of the lease.

Initial Term and Lease Renewal [24 CFR 983.256(f)]

The initial lease term must be for at least one year. The lease must provide for automatic renewal after the initial term of the lease in either successive definitive terms (e.g. month-to-month or year-to-year) or an automatic indefinite extension of the lease term. For automatic indefinite extension of the lease term, the lease terminates if any of the following occur:

1. The owner terminates the lease for good cause
2. The tenant terminates the lease
3. The owner and tenant agree to terminate the lease
4. OHA terminates the HAP contract
5. OHA terminates assistance for the family

Changes in the Lease [24 CFR 983.256(e)]

If the tenant and owner agree to any change in the lease, the change must be in writing, and the owner must immediately give OHA a copy of all changes.

The owner must notify OHA in advance of any proposed change in the lease regarding the allocation of tenant and owner responsibilities for utilities. Such changes may only be made if approved by OHA and in accordance with the terms of the lease relating to its amendment. OHA must re-determine reasonable rent, in accordance with program requirements, based on any change in the allocation of the responsibility for utilities between the owner and the tenant. The re-determined reasonable rent will be used in calculation of the rent to owner from the effective date of the change.

Owner Termination of Tenancy [24 CFR 983.257]

The owner of a PBV unit may terminate tenancy for the same reasons an owner may in the tenant-based voucher program (see Section 12-III.B. and 24 CFR 982.310). In the PBV program, terminating tenancy for

“good cause” does not include doing so for a business or economic reason, or a desire to use the unit for personal or family use or other non-residential purpose.

Tenant Absence from Unit [24 CFR 983.256(g) and 982.312(a)]

The lease may specify in the lease a maximum period of tenant absence from the unit that is shorter than the maximum period permitted by OHA policy. According to program requirements, the family's assistance must be terminated if they are absent from the unit for more than 180 consecutive days. OHA termination of assistance actions due to family absence from the unit are subject to 24 CFR 981.312, except that the unit is not terminated from the HAP contract if the family is absent for longer than the maximum period permitted.

OHA Policy

Absent family members in PBV assisted units are subject to the same standards applicable to tenant-based voucher program participants as define in Section 3-I.L. - ABSENT FAMILY MEMBERS.

Continuation of Housing Assistance Payments [24 CFR 982.258]

Housing assistance payments shall continue until the tenant rent equals the rent to owner. The cessation of housing assistance payments at such point will not affect the family's other rights under its lease, nor will such cessation preclude the resumption of payments as a result of later changes in income, rents, or other relevant circumstances if such changes occur within 180 days following the date of the last housing assistance payment by OHA. After the 180-day period, the unit shall be removed from the HAP contract pursuant to 24 CFR 983.211.

OHA Policy

Under MTW Activity #10-02, OHA extends the period before HAP contract termination and notification of family termination from the program from 6 to 24 months for family's where tenant rent equals the rent to owner. If a participating family receiving zero assistance experiences a change in circumstances after the initial 6 months and before the expiration of the 24 month period that would result in a HAP payment to the owner, the family must notify OHA of the change and request an interim reexamination before the expiration of the 24 month period. This change cannot be due to a Prohibited Actions as detailed in Chapter 14, whereby family members voluntarily terminate employment for less than a 30-day period, establishing a pattern of reduced employment at the time of program termination.

Security Deposits [24 CFR 983.259]

The owner may collect a security deposit from the tenant. OHA may prohibit security deposits in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants.

OHA Policy

OHA will allow the owner to collect a security deposit amount the owner determines is appropriate.

When the tenant moves out of a contract unit, the owner is subject to state and local law, regarding disposition of the security deposit. The OHA has no liability or responsibility for payment of any amount owed by the family to the owner.

17-VII.C. MOVES

Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.260]

If OHA determines that a family is occupying a wrong size unit, based on OHA's subsidy standards for PBV program units, or a unit with accessibility features that the family does not require, and the unit is needed by a family that does require the features, OHA must promptly notify the family and the owner of this determination, and OHA must offer the family the opportunity to receive continued housing assistance in another unit.

OHA Policy

OHA will notify the family and the owner of the family's need to move based on the occupancy in a wrong-size or accessible unit. OHA will offer the family the following types of continued assistance, in the following order, based on the availability of assistance:

1. A PBV assisted unit in the same building or project;
2. A PBV assisted unit at another PBV development administered by OHA where the owner has been authorized to administer a site-based waiting list for PBV assisted units. The family may be referred to an owner administered sited-based waiting list with absolute preference for the next available appropriately sized PBV assisted unit;
3. A Public Housing unit or;
4. MTW Housing Choice Voucher tenant-based assistance.

If OHA offers the family another form of continued housing assistance that is not a tenant-based voucher, the family will be given 60 calendar days from the date of the offer to accept the offer and move out of the PBV unit. If the family does not accept the offer, does not move out of the PBV unit within the 60-day time frame, or both, OHA will terminate the housing assistance payments for the wrong-sized or accessible unit, at the expiration of the 60 day period and remove the unit from the HAP contract.

OHA will make any exceptions necessary to the 60-day period if needed for reasons beyond the family's control such as death, serious illness, or other medical emergency.

If OHA offers the family a MTW Housing Choice Voucher, OHA must terminate the housing assistance payments for a wrong-sized or accessible unit at the earlier of the expiration of the term of the family's voucher (including any extension granted by OHA) or the date upon which the family vacates the unit. If the family does not move out of the wrong-sized unit or accessible unit by the expiration of the term of the family's voucher, OHA must remove the unit from the HAP contract.

OHA Policy

Under MTW Activity #10-05, the owner and OHA may waive this requirement by including a provision in the PBV HAP contract whereby the owner and OHA, agree to allow families to continue a tenancy in a PBV assisted, under-occupied (wrong sized) unit subject to the owner accepting a lower contract rent for an extension term of not less than one year. The extension term is renewable and will be reviewed annually at the family's anniversary date thereafter. The lower rent will be based on the actual OHA subsidy standard determined for the family when the family's subsidy standard is lower than the actual PBV unit size. The lower rent for the unit will be determined by the approved PBV rent schedule for smaller sized unit in the development. If there is no PBV rent schedule for the unit size at the development, then rent will be established based on the lower of:

- The appropriate tenant-based (HCV) payment standard for the family size,
- The reasonable rent for the unit.

Family Right to Move [24 CFR 983.261]

The family may terminate the assisted lease at any time after the first year of occupancy. The family must give advance written notice to the owner in accordance with the lease and provide a copy of such notice to OHA. If the family wishes to move with continued tenant-based assistance, the family must contact OHA to request the rental assistance prior to providing notice to terminate the lease.

If the family terminates the lease in accordance with these requirements, OHA is required to offer the family the opportunity for continued tenant-based assistance, in the form of a voucher or other comparable tenant-based rental assistance. If voucher or other comparable tenant-based assistance is not immediately available upon termination of the family's lease in the PBV unit, OHA must give the family priority to receive the next available opportunity for continued tenant-based assistance in accordance with PHA policy.

OHA Policy

In accordance with MTW Activity #11-02 and Activity #10-09, a family residing in a PBV unit may request a tenant-based voucher after occupying the PBV unit for at least two years (24 months). A household must complete the first 24 months of occupancy in the assisted PBV unit before it is eligible to request to move with a tenant-based voucher. If the family moves or terminated the PBV assisted tenancy before the end of the 24-months of occupancy, the family relinquishes the opportunity to request any tenant-based assistance. If no tenant-based Housing Choice Voucher is immediately available, the eligible PBV household may be added to the transfer waitlist.

To preserve the status of the Section 8 tenant-based waiting list, the OHA must issue at minimum, one (1) Section 8 MTW Housing Choice Voucher the next eligible family on the tenant-based voucher waiting list, for each HCV that is issued to a project-based voucher family that is requesting to move with continued tenant-based assistance under the HCV program. If no tenant-based vouchers are being issued, OHA will place the eligible PBV transfer family on a waiting list (if open) for the next available voucher based on the date and time of the family's request.

Emergency Transfers under VAWA [Notice PIH 2017-08]

Except where special consideration is needed for the project-based voucher program, OHA will follow VAWA policies as outlined in Chapter 16 Part IX of this administrative plan, including using the Emergency Transfer Plan as the basis for PBV transfers under VAWA (Exhibit 16-4).

HUD requires that OHA include policies that address when a victim has been living in a unit for less than a year or when a victim seeks to move sooner than a tenant-based voucher is available.

OHA Policy

When the victim of domestic violence, dating violence, sexual assault, or stalking has lived in the unit for less than one year, OHA will provide several options for continued assistance.

OHA will first try to transfer the participant to another PBV unit in the same development or transfer to a different development where OHA has PBV units. OHA will expedite the administrative processes in this case in an effort to conduct the transfer as quickly as possible.

If no units are available for a transfer, or if there is reasonable cause to believe that such a transfer would put the victim in jeopardy, the participant may receive continued assistance through an external transfer to either tenant-based rental assistance (HCV) or assistance in OHA's public housing program. Such a decision will be made by OHA based on the availability of tenant-based vouchers and/or vacancies in other units. Such families must be selected from the waiting list for the applicable program.

If a victim wishes to move after a year of occupancy in the unit, but no tenant-based vouchers are available, OHA will offer the participant an internal transfer to another PBV unit in the same development or a transfer to a different development where OHA has PBV units. OHA will expedite the administrative processes in this case in an effort to conduct the transfer as quickly as possible.

If no units are available for an internal transfer, or if there is reasonable cause to believe that such a transfer would put the victim in jeopardy, the participant may receive continued assistance through an external transfer to OHA's public housing program. OHA has adopted a waiting list preference for victims of domestic violence, dating violence, sexual assault, and stalking as part of the public housing ACOP in order to expedite this process.

17-VII.D. EXCEPTIONS TO THE OCCUPANCY CAP [24 CFR 983.262]

OHA may not pay housing assistance under a PBV HAP contract for more than the greater of 25 units or 25 percent of the number of dwelling units in a project unless:

- The units are exclusively for elderly families
- Authorized by an MTW Activity
- The units are for households eligible for supportive services available to all families receiving PBV assistance in the project
- The project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates
 - For these projects, the project cap is the greater of 25 units or 40 percent (instead of 25 percent) of the units in the project [FR Notice 7/14/17].

OHA Policy

Under MTW Activity #12-01, OHA will not limit the number of total number of dwelling units (PBV Occupancy Cap) in a project that will receive PBV assistance during the term of the PBV HAP contract and may provide PBV assistance for up to 100% of units within a project.

PART VIII. DETERMINING RENT TO OWNER

17–VIII.A. OVERVIEW

The amount of the initial rent to an owner of units receiving PBV assistance is established at the beginning of the HAP contract term. Although for rehabilitated or newly constructed housing, the agreement to enter into HAP Contract (Agreement) states the estimated amount of the initial rent to owner, the actual amount of the initial rent to owner is established at the beginning of the HAP contract term.

During the term of the HAP contract, the rent to owner is re-determined at the owner's request in accordance with program requirements, and at such time that there is a five percent or greater decrease in the published FMR.

17–VIII.B. RENT LIMITS [24 CFR 983.301]

Except for certain tax credit units, the rent to owner must not exceed the lowest of the following amounts:

- The reasonable rent
- The rent requested by the owner
- The applicable Voucher Payment Standard for the unit based on the family's Subsidy Standard size minus any utility allowance.

Certain Tax Credit Units [24 CFR 983.301(c)]

For certain tax credit units, the rent limits are determined differently than for other PBV units. Different limits apply to contract units that meet all of the following criteria:

1. The contract unit receives a low-income housing tax credit under the Internal Revenue Code of 1986;
2. The contract unit is not located in a qualified census tract;
3. There are comparable tax credit units of the same bedroom size as the contract unit in the same project, and the comparable tax credit units do not have any form of rental assistance other than the tax credit; and
4. The tax credit rent exceeds 110 percent of the fair market rent or any approved exception payment standard;

5. For contract units that meet all of these criteria, the rent to owner must not exceed the lowest of:
 - a. The tax credit rent minus any utility allowance
 - b. The reasonable rent
 - c. The rent requested by the owner

Definitions

A *qualified census tract* is any census tract (or equivalent geographic area defined by the Bureau of the Census) in which at least 50 percent of households have an income of less than 60 percent of Area Median Gross Income (AMGI), or where the poverty rate is at least 25 percent and where the census tract is designated as a qualified census tract by HUD.

Tax credit rent is the rent charged for comparable units of the same bedroom size in the project that also receive the low-income housing tax credit but do not have any additional rental assistance (e.g., tenant-based voucher assistance).

Reasonable Rent [24 CFR 983.301(e) and 983.302(c)(2)]

OHA must determine reasonable rent in accordance with 24 CFR 983.303. The rent to owner for each contract unit may at no time exceed the reasonable rent, except in cases where the PHA has elected within the HAP contract not to reduce rents below the initial rent to owner and, upon redetermination of the rent to owner, the reasonable rent would result in a rent below the initial rent. However, the rent to owner must be reduced in the following cases:

- To correct errors in calculations in accordance with HUD requirements
- If additional housing assistance has been combined with PBV assistance after the execution of the initial HAP contract and a rent decrease is required pursuant to 24 CFR 983.55
- If a decrease in rent to owner is required based on changes in the allocation of the responsibility for utilities between owner and tenant

If OHA has not elected within the HAP contract to establish the initial rent to owner as the rent floor, the rent to owner shall not at any time exceed the reasonable rent.

OHA Policy

OHA will elect within the HAP contract not to reduce rents below the initial level, with the exception of circumstances listed in 24 CFR 983.302(c)(2). If, upon redetermination of the rent to owner, the reasonable rent would result in a rent below the initial rent, OHA will use the higher initial rent to owner amount.

Use of FMRs, Exception Payment Standards, and Utility Allowances [24 CFR 983.301(f)]

When determining the initial rent to owner, OHA must use the most recently published FMR in effect and the utility allowance schedule in effect at execution of the HAP contract. When redetermining the rent to owner, OHA must use the most recently published FMR and the utility allowance schedule in effect at the time of redetermination.

Any HUD-approved exception payment standard amount under the tenant-based voucher program also applies to the project-based voucher program. HUD will not approve a different exception payment standard amount for use in the PBV program.

Likewise, OHA may not establish or apply different utility allowance amounts for the PBV program. The same utility allowance schedule applies to both the tenant-based and project-based voucher programs.

OHA Policy

The same utility allowance schedule and any utility allowance policies developed for the MTW tenant-based program, also apply to the project-based voucher program. Any alternate payment standards or exception payment standard hubs as authorized in the MTW Plan for the MTW tenant-based program may also apply to the project-based voucher program.

Use of Small Area FMRs (SAFMRs) [24 CFR 888.113(h)]

While small area FMRs (SAFMRs) do not apply to PBV projects, if OHA operates a tenant-based program under SAFMRs (either by HUD-designation or because OHA requested HUD approval to use SAFMRs) it may apply SAFMRs to all future PBV HAP contracts. If OHA adopts this policy, it must apply to all future PBV projects and OHA's entire jurisdiction. OHA and owner may not subsequently choose to revert back to use of the FMRs once the SAFMRs have been adopted, even if OHA subsequently changes its policy.

Further, OHA may apply SAFMRs to current PBV projects where the notice of owner selection was made on or before the effective dates of both the SAFMR designation and OHA administrative plan policy, provided the owner is willing to mutually agree to do so and the application is prospective. OHA and owner may not subsequently choose to revert back to use of the FMRs once the SAFMRs have been adopted, even if OHA subsequently changes its policy. If rents increase as a result of the use of SAFMRs, the rent increase may not be effective until the first anniversary of the HAP contract.

OHA Policy

OHA will not apply SAFMRs to the PBV program.

Redetermination of Rent [24 CFR 983.302]

OHA must re-determine the rent to owner upon the owner's request or when there is a five percent or greater decrease in the published FMR.

Rent Increase

If an owner wishes to request an increase in the rent to owner from OHA, it must be requested at the annual anniversary of the HAP contract (see Section 17-V.D.). The request must be in writing and in the form and manner required by OHA. OHA may only make rent increases in accordance with the rent limits described previously. There are no provisions in the PBV program for special adjustments (e.g., adjustments that reflect increases in the actual and necessary expenses of owning and maintaining the units which have resulted from substantial general increases in real property taxes, utility rates, or similar costs).

OHA Policy

An owner's request for a rent increase must be submitted to OHA 60 days prior to the anniversary date of the HAP contract, and must include the new rent amount the owner is proposing. If a rent increase is approved, the adjusted amount of rent to owner applies for the period of 12 calendar months from the annual anniversary of the HAP contract.

OHA may not approve and the owner may not receive any increase of rent to owner until and unless the owner has complied with requirements of the HAP contract, including compliance with HQS/NSPIRE standards. The owner may not receive any retroactive increase of rent for any period of noncompliance.

Rent Decrease

If there is a decrease in the rent to owner, as established in accordance with program requirements such as a change in the FMR or exception payment standard, or reasonable rent amount, the rent to owner must be decreased regardless of whether the owner requested a rent adjustment, except where OHA has elected within the HAP contract to not reduce rents below the initial rent under the initial HAP contract.

Notice of Rent Change

The rent to owner is re-determined by written notice by OHA to the owner specifying the amount of the re-determined rent. OHA notice of rent adjustment constitutes an amendment of the rent to owner specified in the HAP contract. The adjusted amount of rent to owner applies for the period of 12 calendar months from the annual anniversary of the HAP contract.

OHA Policy

OHA will provide the owner with at least 30 days written notice of any change in the amount of rent to owner.

OHA-owned Units [24 CFR 983.301(g)]

For OHA-owned PBV units, the initial rent to owner and the annual redetermination of rent at the anniversary of the HAP contract are determined by the independent entity approved by HUD. OHA must use the rent to owner established by the independent

17–VIII.C. REASONABLE RENT [24 CFR 983.302]

At the time the initial rent is established and all times during the term of the HAP contract, the rent to owner for a contract unit may not exceed the reasonable rent for the unit as determined by OHA, except where OHA has elected within the HAP contract to not reduce rents below the initial rent under the initial HAP contract.

How to Determine Reasonable Rent

The reasonable rent of a unit receiving PBV assistance must be determined by comparison to rent for other comparable unassisted units. When making this determination, OHA must consider factors that affect market rent. Such factors include the location, quality, size, type and age of the unit, as well as the amenities, housing services maintenance, and utilities to be provided by the owner.

Initial Contract Rents

OHA Policy

The initial contract rents for all PBV HAP contracts will be based on a market rent study performed by an appraiser.

The appraiser's market rent study used to determine initial contract rents for PBV program units may be based on a geographical area covering multiple sites or specific unit types located within that geographical area.

Comparability Analysis

For each unit, the comparability analysis must use at least three comparable units in the private unassisted market. This may include units in the premises or project that is receiving project-based assistance. The analysis must show how the reasonable rent was determined, including major differences between the contract units and comparable unassisted units, and must be retained by OHA. The comparability analysis may be performed by PHA staff or by another qualified person or entity. Those who conduct these analyses or are involved in determining the housing assistance payment based on the analyses may not have any direct or indirect interest in the property.

OHA-owned Units

For OHA-owned units, the amount of the reasonable rent must be determined by an independent agency approved by HUD in accordance with PBV program requirements. The independent entity must provide a copy of the determination of reasonable rent for OHA-owned units to OHA and to the HUD field office where the project is located.

Owner Certification of Reasonable Rent

By accepting each monthly housing assistance payment, the owner certifies that the rent to owner is not more than rent charged by the owner for other comparable unassisted units in the premises. At any time, OHA may require the owner to submit information on rents charged by the owner for other units in the premises or elsewhere.

17–VIII.D. EFFECT OF OTHER SUBSIDY AND RENT CONTROL

In addition to the rent limits discussed in Section 17-VIII.B above, other restrictions may limit the amount of rent to owner in a PBV unit. In addition, certain types of subsidized housing are not even eligible to receive PBV assistance (see Section 17-II.D).

Other Subsidy [24 CFR 983.304]

To comply with HUD subsidy layering requirements, at the discretion of HUD or its designee, a PHA shall reduce the rent to owner because of other governmental subsidies, including tax credits or tax exemptions, grants, or other subsidized funding. For units receiving assistance under the HOME program, rents may not exceed rent limits as required by that program.

For units in any of the following types of federally subsidized projects, the rent to owner may not exceed the subsidized rent (basic rent) or tax credit rent as determined in accordance with requirements for the applicable federal program:

1. An insured or non-insured Section 236 project
2. A formerly insured or non-insured Section 236 project that continues to receive Interest Reduction Payment following a decoupling action
3. A Section 221(d)(3) below market interest rate (BMIR) project
4. A Section 515 project of the Rural Housing Service
5. Any other type of federally subsidized project specified by HUD

Combining Subsidy

Rent to owner may not exceed any limitation required to comply with HUD subsidy layering requirements.

Rent Control [24 CFR 983.305]

In addition to the rent limits set by PBV program regulations, the amount of rent to owner may also be subject to rent control or other limits under local, state, or federal law.

PART IX. PAYMENTS TO OWNER

17–IX.A. HOUSING ASSISTANCE PAYMENTS [24 CFR 983.351]

During the term of the HAP contract, OHA must make housing assistance payments to the owner in accordance with the terms of the HAP contract. During the term of the HAP contract, payments must be made for each month that a contract unit complies with HQS/[NSPIRE standards](#) and is leased to and occupied by an eligible family. The housing assistance payment must be paid to the owner on or about the first day of the month for which payment is due, unless the owner and OHA agree on a later date.

Except for discretionary vacancy payments, OHA may not make any housing assistance payment to the owner for any month after the month when the family moves out of the unit (even if household goods or property are left in the unit).

The amount of the housing assistance payment by OHA is the rent to owner minus the tenant rent (total tenant payment minus the utility allowance).

In order to receive housing assistance payments, the owner must comply with all provisions of the HAP contract. Unless the owner complies with all provisions of the HAP contract, the owner does not have a right to receive housing assistance payments

17-IX.B. VACANCY PAYMENTS [24 CFR 983.352]

If an assisted family moves out of the unit, the owner may keep the housing assistance payment for the calendar month when the family moves out. However, the owner may not keep the payment if OHA determines that the vacancy is the owner's fault.

OHA Policy

If OHA determines that the owner is responsible for a vacancy and, as a result, is not entitled to the keep the housing assistance payment, OHA will notify the landlord of the amount of housing assistance payment that the owner must repay.

At the discretion of the OHA, the HAP contract may provide for vacancy payments to the owner. OHA may only make vacancy payments if:

1. The owner gives the OHA prompt, written notice certifying that the family has vacated the unit and identifies the date when the family moved out (to the best of the owner's knowledge)
2. The owner certifies that the vacancy is not the fault of the owner and that the unit was vacant during the period for which payment is claimed
3. The owner certifies that it has taken every reasonable action to minimize the likelihood and length of vacancy
4. The owner provides any additional information required and requested by the OHA to verify that the owner is entitled to the vacancy payment

The owner must submit a request for vacancy payments in the form and manner required by the OHA and must provide any information or substantiation required by the OHA to determine the amount of any vacancy payment.

OHA Policy

The owner may retain the HAP payment for the month in which the tenant moved out and OHA may make vacancy loss payments to the owner for up to two (2) full calendar months after the month in which the unit becomes vacant. Vacancy loss payments will be made in an amount equal to OHA's HAP for the family that last occupied that unit. The owner is not eligible to receive any vacancy loss payments beyond the second calendar month after the unit becomes vacant.

The owner will only receive the vacancy loss payment if the vacancy is not the owner's fault (e.g., tenant caused HQS/[NSPIRE](#) violations) and the owner has taken every action to minimize the likelihood and length of any vacancy.

If an owner's HAP contract calls for vacancy payments to be made, and the owner wishes to receive vacancy payments, the owner must have properly notified OHA of the vacancy.

In order for a vacancy payment request to be considered, it must be made within 10 business days of the end of the period for which the owner is requesting the vacancy payment. The request must include

the required owner certifications and the PHA may require the owner to provide documentation to support the request. If the owner does not provide the information requested by OHA within 10 business days of OHA's request, no vacancy payments will be made.

17-IX.C. TENANT RENT TO OWNER

The tenant rent is the portion of the rent to owner paid by the family. The amount of tenant rent is determined by OHA. Any changes in the amount of tenant rent will be effective on the date stated in the OHA notice to the family and owner.

The family is responsible for paying the tenant rent (total tenant payment minus the utility allowance). The amount of the tenant rent determined by the OHA is the maximum amount the owner may charge the family for rental of a contract unit. The tenant rent covers all housing services, maintenance, equipment, and utilities to be provided by the owner. The owner may not demand or accept any rent payment from the tenant in excess of the tenant rent as determined by OHA. The owner must immediately return any excess payment to the tenant.

OHA Policy

OHA may elect to utilize rent determination protocols developed under MTW authority for tenant-based voucher assistance for the determination of tenant rent to owner in project-based voucher program assisted units.

Tenant and OHA Responsibilities

The family is not responsible for the portion of rent to owner that is covered by the housing assistance payment and the owner may not terminate the tenancy of an assisted family for nonpayment by OHA.

Likewise, OHA is responsible only for making the housing assistance payment to the owner in accordance with the HAP contract. OHA is not responsible for paying tenant rent, or any other claim by the owner, including damage to the unit.

Utility Reimbursements

If the amount of the utility allowance exceeds the total tenant payment, OHA must pay the amount of such excess to the tenant as a reimbursement for tenant-paid utilities, and the tenant rent to the owner must be zero.

OHA may pay the utility reimbursement directly to the family or to the utility supplier on behalf of the family. If OHA chooses to pay the utility supplier directly, OHA must notify the family of the amount paid to the utility supplier.

OHA Policy

In accordance with MTW Activity #15-02, OHA will not make utility reimbursements to or on behalf of the family.

17-IX.D. OTHER FEES AND CHARGES [24 CFR 983.354]

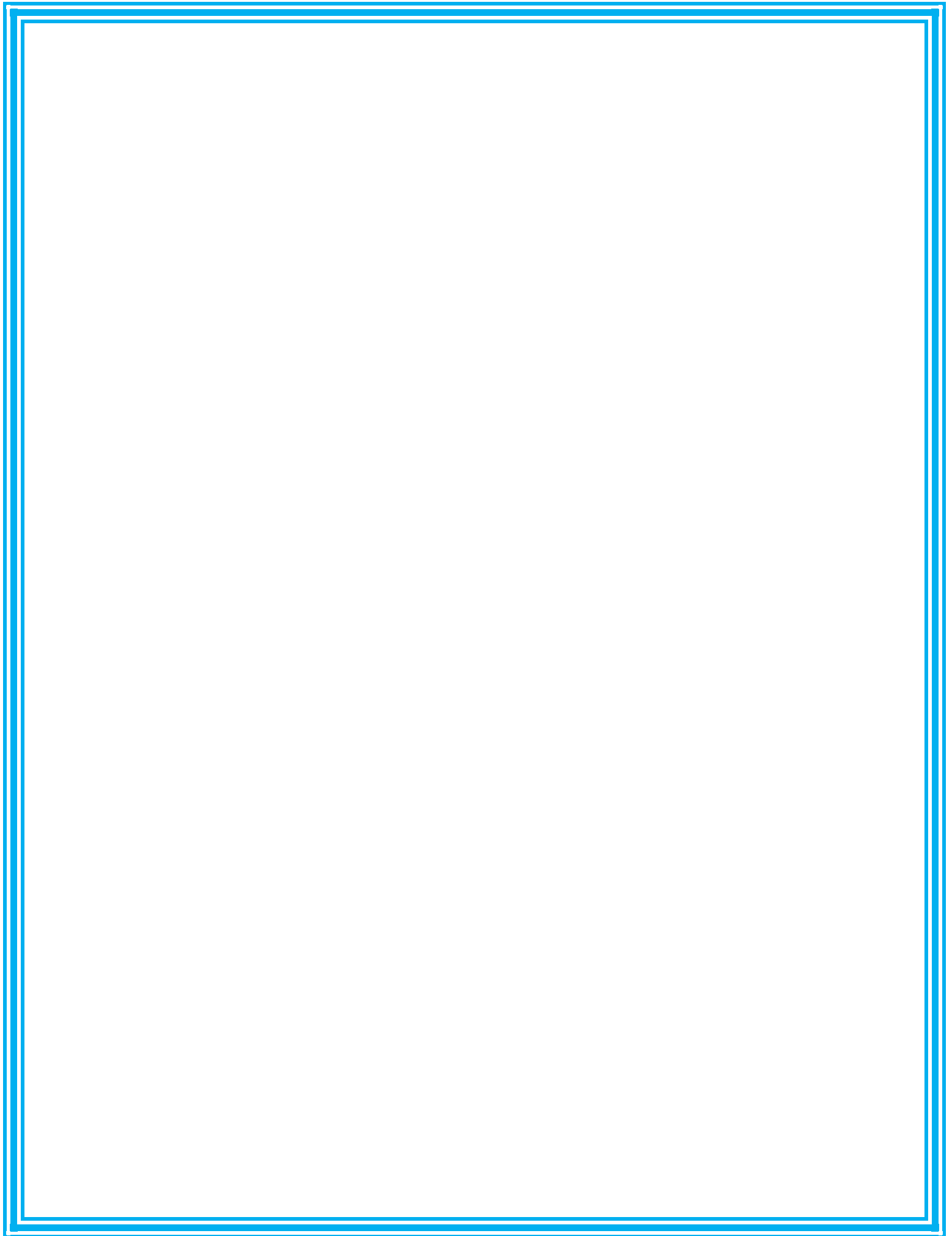
Meals and Supportive Services

With the exception of PBV assistance in assisted living developments, the owner may not require the tenant to pay charges for meals or supportive services. Non-payment of such charges is not grounds for termination of tenancy.

In assisted living developments receiving PBV assistance, the owner may charge for meals or supportive services. These charges may not be included in the rent to owner, nor may the value of meals and supportive services be included in the calculation of the reasonable rent. However, non-payment of such charges is grounds for termination of the lease by the owner in an assisted living development.

Other Charges by Owner

The owner may not charge extra amounts for items customarily included in rent in the locality or provided at no additional cost to unsubsidized tenants in the premises.



ITEM: VII.C.

**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director

^{DS}
PW

Subject: Informational presentation on the annual update on Military Equipment to the Board of Commissioners.

Date: February 27, 2023

Purpose: The Oakland Housing Authority Police Department (OHAPD) is providing an annual update of Military Equipment to the Board of Commissioners in compliance with Government Code 7072(c) et. seq.

Funding: There is no cost associated with this item.

Background

On September 30, 2021, Governor Newsom signed into law a series of policing reform legislation, including Assembly Bill 481 (AB 481). AB 481 requires a Law Enforcement Agency (LEA) to obtain approval from the applicable governing body, via the adoption of a "Military Equipment Use Policy" by ordinance; or, in the case of the Oakland Housing Authority (OHA), by the OHA Board of Commissioner's via a resolution prior to the LEA funding, for acquiring, or using military equipment.

The Oakland Housing Authority Police Department (OHAPD) presented their Military Equipment Policy to the OHA Board of Commissioners in 2022 to meet the newly adopted law. The policy was presented and approved on July 25, 2022.

Summary

The term "military equipment" does not necessarily indicate that the equipment has been used by the military. Pursuant to Government Code 7070(c), items deemed to be "military equipment" include, but are not limited to, unmanned aerial or ground vehicles, armored vehicles, command and control vehicles, pepper balls, and less lethal munitions.

OHAPD is committed to de-escalating volatile situations without military equipment where and when possible. Extensive training continues for the OHAPD to use protocols that are not "tactical" in nature. However, if a situation intensifies, OHAPD may need to respond utilizing equipment to safeguard the families, OHA staff or physical assets of the OHA. If all other options to rectify the situation in a peaceful manner are expended, and the heightened situation still exists or is escalated to a dangerous and/life

Military Equipment Annual Report
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threatening situation, than these may need to be responded to with the most up-to-date tools and equipment. Many of the law's items deemed "military equipment" are possessed and used by LEAs across the country to reduce risk to community members. OHA is in line with appropriate protocols and equipment uses per the public Law and LEA uses.

The Police Department is not adding any new types of equipment with this annual update. Chief Alan Love will provide a presentation to the Board of Commissioners on the current policy and the request to continue with the policy as previously approved.

Attachments: Power Point Compliance with Government Code 7070
 Military Equipment Policy

Annual Policy Review

Government Code 7070 - 7072

Presented by:

Alan Love, Chief of Police

Oakland Housing Authority Police Department

Board of Commissioners Meeting February 27, 2023



Purpose

- ▶ Annual review per California Government Code 7072
 - Report on how the military equipment was used
 - Summary of any complaints
 - The results of any audits or violations of the military equipment use policy
 - Annual cost
 - The quantity possessed
 - Purposed acquisitions/additions



Definitions

Governing Body – Elected or appointed body which oversees a law enforcement agency

Law Enforcement Agency – All Police Departments, Sheriffs Offices, County Probation Departments, and District Attorney's Offices

Military Equipment – Equipment that is militaristic in nature



Equipment List

- Unmanned Vehicles
- Military-style vehicles or Armored Personnel Carriers
- Additional Military – Style vehicles
- Tracked Armored Vehicles
- Command Vehicles
- Weaponized aircraft, vessels, or vehicles
- Explosive Breaching Equipment
- Large Caliber Firearms
- Large Caliber Ammunition
- Specialty Firearms and ammunition
- Projectile Launchers
- Flashbangs & Explosive Breaching Tools
- Acoustic, Microwave, and Water Weapons
- Kinetic Energy Weapons and Munitions



Equipment List

- Unmanned Vehicles
- ~~Military-style vehicles or Armored Personnel Carriers~~
- Additional Military – Style vehicles
- ~~Tracked Armored Vehicles~~
- Command Vehicles
- ~~Weaponized aircraft, vessels, or vehicles~~
- ~~Breeching Equipment~~
- ~~Large Caliber Firearms~~
- ~~Large Caliber Ammunition~~
- Specialty Firearms and ammunition
- ~~Projectile Launchers~~
- ~~Flashbangs & Explosive Breeching Tools~~
- ~~Acoustic, Microwave, and Water Weapons~~
- Kinetic Energy Weapons and Munitions



Additional Military-style vehicles

OHAPD has access to this type of equipment.



Unmanned Vehicles

Unmanned, remotely piloted, powered aerial or ground vehicles.



Command Vehicles

Command vehicles built or modified to facilitate the operational control and direction of public safety units



Specialty Firearms and Ammunition

- Patrol Rifles and ammunition



Kinetic Energy Weapons and Munitions

Less-Lethal kinetic projectiles and specialty impact munition (SIM) weapons.

- **Less Lethal Kinetic Energy Projectiles**
- **Less Lethal FN-303 launchers (3)**
- **Pepperball Munitions**



*Thank
you*



Military Equipment

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, funding, use and reporting requirements of "military equipment", as the term is defined in Government Code Section 7070. This policy is provided to fulfill the obligations set forth in Assembly Bill No. 481. These obligations include but are not limited to seeking approval on specific items deemed to be military equipment and requirements related to compliance, annual reporting, cataloging, and complaints regarding these items.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests. Access to this equipment by sworn members of the OHAPD provides officers options to safeguard lives, ensure safety, and protect civil liberties of all citizens. OHAPD officers must have an understanding of, and true appreciation for, the limitations of their authority, particularly with respect to overcoming unlawful resistance from those with whom they come in official contact. In addition, this policy safeguards the public's welfare, safety, civil rights and civil liberties, and ensures that there are safeguards, including transparency, oversight, and accountability measures in place.

The acquisition of military equipment and its deployment in our communities may impact the public's safety and welfare. The public has a right to know about any funding, acquisition, or use of military equipment by local government officials, as well as a right to participate in any government agency's decision to fund, acquire or use such equipment. Decisions regarding whether and how military equipment is funded, acquired or used should give strong consideration to the public's welfare, safety, civil rights, civil liberties, and should be based on meaningful public input. (Government Code § 7070; Government Code § 7071; Government Code § 7072).

706.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body - means the elected body that oversees a law enforcement agency or, if there is no elected body that directly oversees the law enforcement agency, the appointed body that oversees a law enforcement agency. In the case of a law enforcement agency of a county, including a sheriff's department or a district attorney's office, "governing body" means the board of supervisors of the county.

Oakland Housing Authority (OHA) Board of Commissioners (BOC): – The Oakland Housing Authority BOC is the governing body for the OHAPD.

Military Equipment – Includes but is not limited to the following:

- (1) Wheeled armored vehicles that re either built or modified to provide ballistic protection to their occupants, including a mine-resistant ambush protected (MRAP) vehicle or an armored personnel carrier.

Oakland Housing Authority Police Department

Policy Manual

Military Equipment

- (2) Wheeled tactical vehicles that are either built to operate both onroad and offroad in supporting military operations, such as a high mobility multipurpose wheeled vehicle (HMMWV), commonly referred to as a Humvee, a two and one-half-ton truck, or a five-ton truck, or built with a breaching or entry apparatus attached.
- (3) Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion. (4)
- (4) Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- (5) Weaponized aircraft, vessels, or vehicles of any kind, whether manned or unmanned.
- (6) Breaching apparatus designed to provide rapid entry into a building or through a secured doorway, including equipment that is mechanical, such as a battering ram, ballistic, such as a slug, or that is explosive in nature.
- (7) Firearms of .50 caliber or greater.
- (8) Ammunition of .50 caliber or greater.
- (9) Specialized firearms and ammunition of less than .50 caliber, including assault weapons as defined in Section 30515 of the Penal Code, with the exception of other service weapons and ammunition of less than .50 caliber that are issued to officers, agents, or employees of a law enforcement agency.
- (10) Any firearm or firearm accessory, excluding the service weapons described in paragraph (9), that is designed to launch small projectiles, including, but not limited to, a grenade launcher or a riot gun used to disperse chemical agents.
- (11) Any large knife designed to be attached to the muzzle of a rifle, shotgun, or long gun for purposes of hand-to-hand combat.
- (12) Explosives and pyrotechnics, including grenades referred to as flashbang grenades and explosive breaching tools.
- (13) Riot batons, riot helmets, and riot shields, but excluding service-issued telescopic or fixed-length straight batons.
- (14) Sonic weapons, including the Long Range Acoustic Device sound cannon.
- (15) Any other equipment as determined by the state coordinator pursuant to Section 7074.

706.2 POLICY

It is the policy of the Oakland Housing Authority Police Department that there are legally enforceable safeguards, including transparency, oversight, and accountability measures in place to protect the public's welfare, safety, civil rights and civil liberties before military equipment is funded, acquired, or used. Any military equipment acquired prior to the enactment of this policy shall adhere to all protective measures set forth in this policy and comply with the provisions of Government Code § 7071 with respect to military equipment.

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Military Equipment

706.3 MILITARY EQUIPMENT USE CONSIDERATIONS

The military equipment acquired and authorized by the Department is:

- A. Necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety,
- B. Reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety, and
- C. Military equipment shall only be used by a Department employee after receiving applicable training and demonstrating proficiency in its use.

706.4 MILITARY EQUIPMENT COORDINATOR

The Lieutenant Adjutant will serve as the military equipment coordinator. The responsibilities of the military equipment coordinator include, but are not limited to:

- (a) Acting as liaison to the Chief of Police for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the Board of Commissioners.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Oakland Housing Authority Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 1. Publicizing the details of the meeting.
 2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

706.5 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying military equipment for the Department:

Unmanned Vehicle (Equipment Category 1)

- A. **Description, quantity, capabilities and purchase cost:** **Recon Scout XT-**
Quantity (1) – Cost \$8,000 Battery powered, remote operated micro-robot platform that enables trained officers to obtain instantaneous video and audio reconnaissance

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within hazardous indoor or outdoor environments while not escalating This micro-robot is designed to be able to crawl over a variety of terrain, clearing obstacles up to 2" (5 cm) tall.

- B. **Purpose** – To be used to remotely gain on-scene and real-time visual/audio data allowing officers to quickly make informed decisions.
- C. **Authorized Use** – Only assigned officers who have completed the required training shall be permitted to operate the Recon Scout XT. All applicable State, Federal and Local laws governing police including OHAPD policies apply to the use of the robot.
- D. **Expected Lifespan** – 10-15 years
- E. **Fiscal Impact** – No known annual maintenance cost.
- F. **Training** – All robot operators must complete appropriate officer training on operating the Recon Scout XT. Officers are designated by the Police Department to operate the robot during critical incidents.

Command and Control Vehicle (Equipment Category 5)

- A. **Description, quantity, capabilities and purchase cost:** **Mobile Command Center-** Quantity (1) – Cost \$250,000 The vehicle is a converted 1991 Carlin Recreational Vehicle. The vehicle is affixed with Code 3 lights and siren and OHAPD graphics. The vehicle contains two workspaces including computer monitors, seating, and table tops.
- B. **Purpose** – To be used as an alternate Communications Center in the event of a system failure.
- C. **Authorized Use** – The vehicle is only authorized as a secondary Communications Center and is not driven. The vehicle is parked at the Service Center adjacent to the Communications Center. All applicable State, Federal and Local laws governing police including OHAPD policies apply to the use of the Mobile Command Center.
- D. **Expected Lifespan** – The vehicle has exceeded its lifespan.
- E. **Fiscal Impact** – No known annual maintenance cost.
- F. **Training** –Staff members receive training on the operation of the vehicle to include system and generator start-up.

Specialized Firearms and ammunition (Equipment Category 10)

- A. **Description, quantity, capabilities and purchase cost:**
 - 1. **Patrol Rifle** – Quantity (22) Cost \$1,500 (fully equipped). The Colt AR-15 patrol rifle is a firearm capable of accurately stopping an armed subject at various distances. The rifle is a light weight shoulder fired weapon designed for semi-automatic fire.
 - 2. **.223 cal. / 5.56 mm Ammunition** – Quantity (18,000 rounds) Cost (\$12,000) The .223 cal. / 5.56 mm cartridge is used as a lethal option designed to stop a violent encounter. The round is capable of penetrating soft body armor being worn by armed subjects.

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- B. **Purpose** – In defense of life, officers may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed.
- C. **Authorized Use** – All applicable OHAPD Policies, State, Federal and Local laws governing police apply to the use the patrol rifles. Situations which the rifle may be deployed may include, but are not limited to:
1. Situations where the member reasonably anticipates an armed encounter.
 2. When a member is faced with a situation that may require accurate and effective fire at long range.
 3. Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
 4. When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
 5. When a member reasonably believes that a suspect may be wearing body armor.
- D. **Expected Lifespan** – With proper maintenance and care, there is no expected lifespan of the patrol rifle.
- E. **Fiscal Impact** –
1. Colt AR-15 – Annual Maintenance Cost \$1,500
 2. (Training Ammunition) – Annual Cost \$6,800 **(12,000 Total Rounds)**
 3. (Duty Ammunition) – Annual Cost \$4,000 **(4,500 Total Rounds)**
- F. **Training** – Prior to using a patrol rifle, officers must be certified through the California Peace Officers Standards and Training (POST). Additionally, all officers that operate a rifle are required to pass a range qualification twice a year.

Pepperball Launcher and Ammunition (Equipment Category 12)

- A. **Description, quantity, capabilities and purchase cost:**
1. **FN 303-** Quantity (3) – Cost \$1,500 each - Specialty munitions launcher that uses compressed air to fire .68 cal. fin stabilized projectiles, which are capable of carrying a variety of payloads such as PAVA/OC Powder and Indelible Marking Paints. The launcher is semi-automatic and fires from a 15 round magazine.
 2. **FN 303 INDELIBLE PAINT/ MARKING ROUND** - Cost: \$900 Quantity: 150 rounds. The FN 303 Indelible Paint is a .68 cal round which weighs approximately 8.5 grams. The round works primarily through blunt trauma, similar to other specialty impact munitions. In addition, the round contains a non-washable, indelible, paint. This paint is yellow in color and is designed to allow for the later identification of suspects.
 3. **FN 303 PAVA POWER/ OLEORESIN CAPSICUM ROUND** - Cost: \$900 Quantity: 150 rounds. The FN 303 PAVA Power round is a .68 cal fin stabilized projectile. It weighs approximately 8.5 g. In addition to blunt trauma, the PAVA

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Power round uses a synthetic version of Oleoresin Capsicum (pepper spray) to create a secondary effect on the target.

4. **FN 303 CLEAR IMPACT** - The FN 303 clear impact round is a .68 cal fin stabilized projectile round which weighs approximately 8.5 grams. It contains no payload and shall only be used for training purposes.
- B. **Purpose** – The Specialty Impact Munitions are a means of delivering less-lethal projectiles at an armed or violent subject from safer distances than traditional hand-held impact weapons.
- C. **Authorized Use** – The discharge of the FN 303 Less-Lethal Launcher shall be in accordance with this policy and Departmental Policy 300 - USE OF FORCE and 306 – FN 303 LESS LETHAL LAUNCHER. All applicable OHAPD Policies, State, Federal and Local laws governing police apply to the use of the FN-303 and Munitions.
- D. **Expected Lifespan** – With proper maintenance and care, there is no expected lifespan of the patrol rifle. Air Bottles will need to be replaced as needed.
 1. Fiscal Impact – FN 303 – Annual Cost \$3,000
 2. (Training Ammunition) – Annual Cost \$1,800 **(300 Rounds)**
 3. (Marking Rounds) – Annual Cost \$1,800 **(300 Rounds)**
 4. PAVA / OC Rounds – Annual Cost \$1,800 **(300 Rounds)**
- E. **Training** – Only sworn personnel who have received training in the use of the FN 303 Less-Lethal Launcher and who have demonstrated proficiency with the system are authorized to deploy the FN 303 Less-Lethal Launcher.

Less-Lethal Projectile (Equipment Category 1)

- A. **Description, quantity, capabilities and purchase cost:**

Extended Range Impact Munition- Quantity (300 rounds) – Cost \$3,600

- (b) **Purpose** – The Specialty Impact Munitions are a means of delivering less-lethal projectiles at an armed or violent subject from safer distances than traditional hand-held impact weapons.
- (c) **Authorized Use** – The use of Extended Range Impact Munitions shall be in accordance with this policy and Departmental Policy 300 – DE-ESCALATION and USE OF FORCE and 306 – FN 303 LESS LETHAL LAUNCHER. All applicable OHAPD Policies, State, Federal and Local laws governing police apply to the use of Extended Range Impact Munitions.
- (d) **Expected Lifespan** – There is no expected lifespan on these munitions.
- (e) **Fiscal Impact** – Extended Range Impact Munitions – Annual Cost \$2,000
- (f) **Training** – Only sworn personnel who have received training in the use of the Extended Range Impact Munitions and who have demonstrated proficiency with the system are authorized to deploy the Extended Range Impact Munitions.

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706.6 BOARD OF COMMISSIONER APPROVAL

The Chief of Police shall obtain approval from the Board of Commissioners by way of a resolution adopting the military equipment policy. As part of the approval process, the Chief of Police shall ensure the proposed military equipment policy is submitted to the Board of Commissioners and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the Board of Commissioners prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment be made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the Board of Commissioners.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

706.7 MAINTENANCE OF MILITARY USE SUPPLY LEVELS

When stocks of military equipment ammunition, specifically, Drag Stabilized Flexible Baton rounds, or FN 303 munitions have reached significantly low levels or have been exhausted, the Department may order up to 50% of stock in a calendar year without the Board of Commissioners approval to maintain availability for the Department's needs. All other specified military equipment shall require board authorization to replace.

706.8 COORDINATION WITH OTHER JURISDICTIONS

On occasion, OHAPD may be required to assist or be assisted by other law enforcement agencies in a formal Law Enforcement Mutual Aid Request (LEMA) or support with day to day operational collaboration (i.e. pursuits, investigative unit assistance, joint law enforcement operations, etc.). In certain mutual aid or operational collaboration circumstances, it may be necessary for sworn Department members to utilize military equipment in order to fulfill an assigned mission (i.e. civil unrest, tactical requests, barricaded suspects, etc.).

When sworn Department members utilize military equipment in instances of mutual aid or law enforcement collaboration, the following shall apply:

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- A. Department members are required to adhere to the Department's Military Equipment Procedure and all policies and procedures outlined within the OHAPD's Policy manual regardless of operational jurisdiction.
- B. Should the OHAPD request mutual aid from another law enforcement agency and military equipment is required during the course of the response, the following shall apply:
 - 1. The OHAPD shall remain in charge of the overall incident command.
 - 2. The Incident Commander or designee shall brief the supervisor from the assisting agency and inform them of the mission, enforcement posture, and any pertinent information related to the incident.
 - 3. The assisting agency will be expected to adhere to their respective policies and procedures, particularly those governing the use of military equipment.

Military equipment owned by the OHAPD should not be used by any other law enforcement agency, unless the military equipment is approved for use in accordance with the outside agency's military equipment policy.

706.9 TEMPORARY ACQUISITION OF MILITARY EQUIPMENT

Military equipment owned by the OHAPD shall not be loaned or used by any other law enforcement agency unless the military equipment is approved for use in the outside agency's policy.

At certain times the Department may require the use of military equipment which is maintained agency inventory. This policy authorizes the Chief of Police to temporarily acquire equipment from outside law enforcement agencies in situations which would enhance the safety of the public and officers, and to bring a critical incident to a safe resolution. Equipment authorized for temporary acquisition is limited to;

- A. Unmanned, remotely piloted, powered aerial or ground vehicle (i.e. drones and throw bots), or
- B. Armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.

Instances in which the temporary acquisition of equipment has occurred shall be documented in the annual report.

706.10 TESTING AND EVALUATION OF MILITARY EQUIPMENT FOR POTENTIAL FUTURE ACQUISITION

While the Department's current inventory of military equipment is operationally sufficient advancements in technology, tactics, and operational effectiveness may necessitate the expansion or complete replacement of certain items of military equipment in the current inventory. From time to time, certain equipment vendors and/or manufacturers may loan certain military equipment items for testing to conduct assessments involving feasibility of use, cost analysis, effectiveness, and training efficacy. This process is commonly referred to as "Testing and Evaluation" (T&E).

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During the Testing and Evaluation process, staff conducts assessments of the equipment being tested and opine the viability of whether or not an item of military equipment should be considered for Department use. Military equipment that is being tested shall not be used operationally without express approval from the Office of the Chief of Police, and approval of the Board of Commissioners.

Only similar military equipment within the Department's current military equipment inventory may be used for Testing and Evaluation provided authorization is received from the Office of the Chief of Police. Military equipment that is not similar to the Department's current military equipment inventory must be approved by the Board of Commissioners and the Office of the Chief of the Police, prior to acquisition for the Testing and Evaluation process.

Military equipment items that have been assessed and recommended for final approval after undergoing the Testing and Evaluation process must be approved by the Board of Commissioners and the Office of the Chief of the Police prior to being formally acquired for Department inventory and operational use.

706.11 ANNUAL REPORT

Upon approval of a military equipment policy, the Lieutenant Adjutant should submit a military equipment report to the Board of Commissioners for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Lieutenant Adjutant shall also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

The annual military equipment report shall, at a minimum, include the following information for the immediately proceeding calendar year for each type of military equipment:

- (a) A summary of how the military equipment was used and the purpose of its use.
- (b) A summary of any complaints or concerns received concerning the military equipment.
- (c) The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.
- (d) The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following the submission of the annual military equipment report.
- (e) The quantity possessed for each type of military equipment (in the form of an annual inventory).
- (f) If the Department intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

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706.12 COMMUNITY ENGAGEMENT

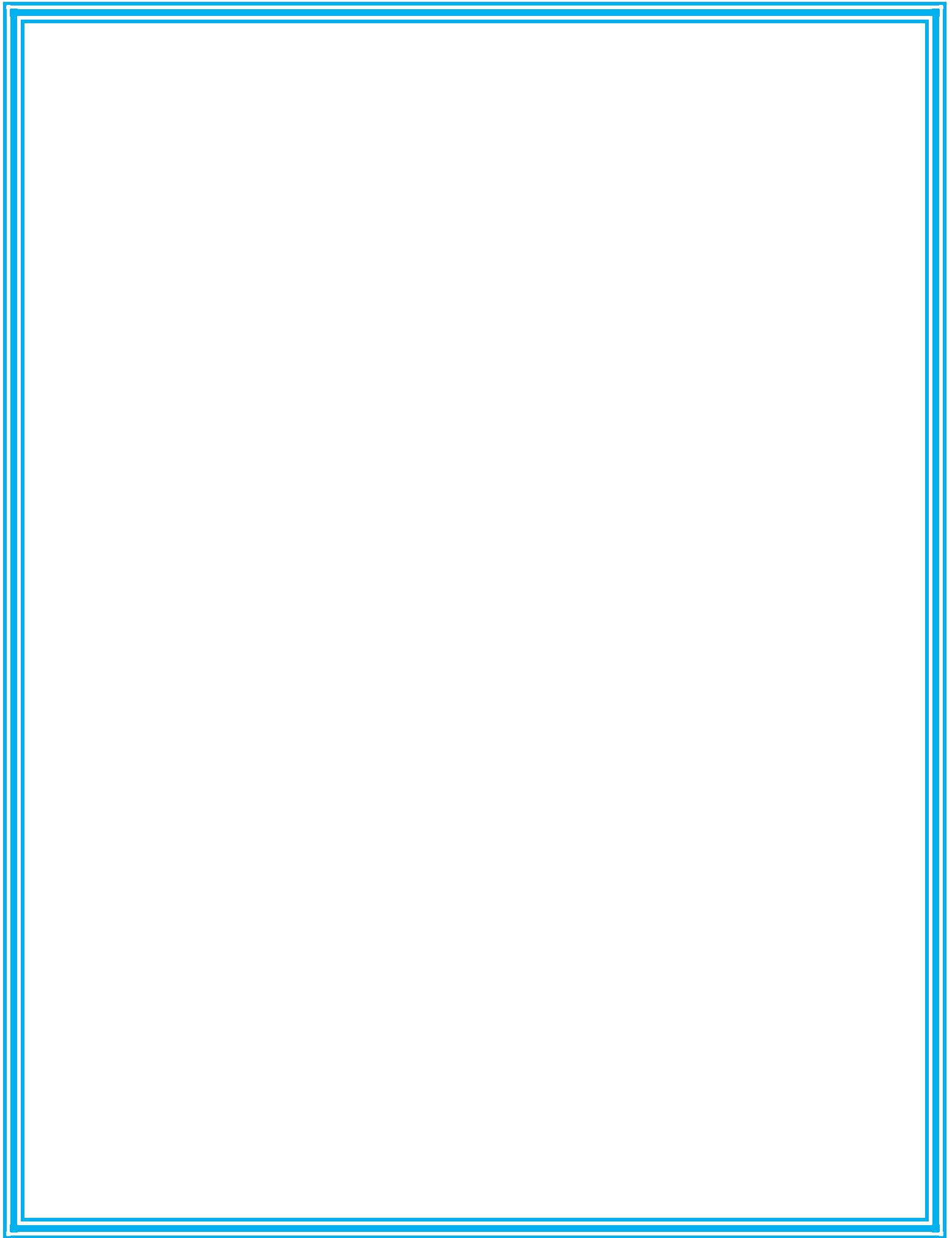
Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment. Any member of the public can submit a complaint to any member of the Department and in any form (i.e. in person, telephone, email, etc.) to the Office of the Chief of Police. The received form will be considered a public records request and handled in accordance to the Oakland Housing Authority's public records policy.

706.13 DIRECTIVE HISTORY AND REVISION(S)

CALEA STANDARD - N/A

Prior Directive - N/A

Revisions - N/A



ITEM: VII.D.

Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

^{DS}
PW

Subject: Adopt a resolution authorizing the Executive Director to purchase of safety equipment as defined in Government Code 7070 et seq., and as approved in FY23 budget, in an amount not to exceed \$20,000.

Date: February 27, 2023

Purpose: This action seeks authorization of the Executive Director to purchase equipment to supply the Oakland Housing Authority Police Department (OHAPD) with safety items. Government Code 7070, et, seq., requires authorization by the Oakland Housing Authority (OHA) Board of Commissioners to purchase safety equipment as defined under California law Government Code 7072, et, seq.

Funding: The total cost for purchase of this equipment in FY23 shall not exceed \$20,000. This includes the purchase of ammunition, less than lethal equipment and delivery devices.

The funding for these purchases is included in the existing FY23 approved budgets and will be charged to GL line items 4630-03-000 and 4630-05-00.

Definitions

Less Lethal Kinetic Energy Projectile - The Oakland Housing Authority Police Department (OHAPD) uses less-than-lethal drag-stabilized rounds as standard issue. These rounds provide a less-than-lethal alternative to deadly force.

Less Lethal FN-303 Launchers – The FN-303 uses compressed air to less-than-lethal fire projectiles designed to incapacitate the target without causing critical injuries.

Pepperball munitions - This projectile is delivered by the FN-303 and is intended as an irritant for individual suspects. The active ingredient is 0.5% PAVA/OC in powder form.

Specialized Ammunition of less than .50 Cal. – As a part of its standard equipment, the Oakland Housing Authority Police Department deploys Colt AR-15 rifles to those officers who have received California Police Officers Standards and Training (CA POST) approved training. The ammunition associated with these firearms uses .223 Cal. ammunition.

Purchase of Safety Equipment
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Background and Analysis

On September 30, 2021, Governor Newsom signed into law a series of policing reforms legislation, including Assembly Bill 481 (AB 481). AB 481 requires Law Enforcement Agency (LEA) to obtain approval from the applicable governing body, via the adoption of a "Military Equipment Use Policy" by ordinance, or in the case of the Oakland Housing Authority (OHA) via its Board of Commissioners, by resolution prior to the LEA funding, acquiring, or using military equipment.

The term "military equipment" does not necessarily indicate that the equipment has been used by the military. Pursuant to Government Code 7070(c), items deemed to be "military equipment" include:

- (1) Unmanned, remotely piloted, powered aerial or ground vehicles.
- (2) Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers. However, police versions of standard consumer vehicles are specifically excluded from this subdivision.
- (3) High mobility multipurpose wheeled vehicles (HMMWV), commonly referred to as Humvees, two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. However, unarmored all-terrain vehicles (ATVs) and motorized dirt bikes are specifically excluded from this subdivision.
- (4) Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.
- (5) Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- (6) Weaponized aircraft, vessels, or vehicles of any kind.
- (7) Battering rams, slugs, and breaching apparatuses that are explosive in nature. However, items designed to remove a lock, such as bolt cutters, or a handheld ram designed to be operated by one person, are specifically excluded from this subdivision.
- (8) Firearms of .50 caliber or greater. However, standard issue shotguns are specifically excluded from this subdivision.
- (9) Ammunition of .50 caliber or greater. However, standard issue shotgun ammunition is specifically excluded from this subdivision.

Purchase of Safety Equipment

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(10) Specialized firearms and ammunition of less than .50 caliber, including assault weapons as defined in Sections 30510 and 30515 of the Penal Code, with the exception of standard issue service weapons and ammunition of less than .50 caliber that are issued to officers, agents, or employees of a law enforcement agency or a state agency.

(11) Any firearm or firearm accessory that is designed to launch explosive projectiles.

(12) "Flashbang" grenades and explosive breaching tools, "tear gas," and "pepper balls," excluding standard, service-issued handheld pepper spray.

(13) Taser Shockwave, microwave weapons, water cannons, and the Long Range Acoustic Device (LRAD).

(14) The following projectile launch platforms and their associated munitions: 40mm projectile launchers, "bean bag," rubber bullet, and specialty impact munition (SIM) weapons.

(15) Any other equipment as determined by a governing body or a state agency to require additional oversight.

(16) Notwithstanding paragraphs (1) through (15), "military equipment" does not include general equipment not designated as prohibited or controlled by the federal Defense Logistics Agency.

A presentation was provided to the Board of Commissioners on July 25, 2022. The presentation was conducted in accordance with Government Code 7072 and provided an inventory of equipment as designated by Government Code 7070.

The Board of Commissioners authorized the Executive Director to approve OHAPD's Military Equipment Policy by Board Resolution on July 25, 2022.

Based on the inventory, the Oakland Housing Authority Police Department requests the ability to purchase equipment as described below as necessary:

Less Lethal Kinetic Energy Projectile – Based on stock consumption through required training, OHAPD requests to purchase 100 rounds for a total estimated cost of \$500 to maintain operational readiness.

Less Lethal FN-303 Launchers – OHAPD currently possesses three (3) FN-303 Less than Lethal Launchers and are controlled by supervisors in the field. To increase the availability of these less-than-lethal option to more personnel, OHAPD requests to purchase of two additional FN-303 launchers, and

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associated equipment for a total estimated cost of \$5,820.

“Pepperball” munitions - These projectiles are delivered by the FN-303 and are intended as an irritant for individual suspects. The active ingredient is 0.5% PAVA/OC in powder form. Based on stock consumption through the required training, OHAPD requests to purchase a total of 600 balls (PAVA/OC, Indelible Ink, and Inert) for a total estimated cost of \$3,000 to maintain operational readiness.

Specialized Ammunition of less than .50 Cal. – Based on stock consumption through required training, OHAPD requests to purchase an additional 16,500 rounds of .223 Cal. at an estimated cost of \$8,450 to maintain operational readiness. Ammunition stock is generally purchased biennially and this will be used for training for the next two years.

Recommended Action

Staff recommends that the Board of Commissioners adopt the proposed resolution authorizing the Executive Director to purchase safety equipment as defined in Government Code 7070 et seq, and as approved in the FY23 budget, in an amount not to exceed \$20,000.

Attachments: Resolution No. 5093
 Resolution

**THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

On Motion of Commissioner: Greg Hartwig

Seconded by Commissioner: Lynette Jung-Lee

and, approved by the following vote:

AYES: Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

NAYS: 0

ABSTAIN: 0

ABSENT: 0

EXCUSED: 0

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: 5093

**A RESOLUTION OF THE OAKLAND HOUSING AUTHORITY
BOARD OF COMMISSIONERS, AUTHORIZING THE
EXECUTIVE DIRECTOR TO EXECUTE AN APPROVED
POLICE DEPARTMENT MILITARY EQUIPMENT USE POLICY**

WHEREAS, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481 (creating Government Code Section 7070, et seq.), relating to use of military equipment by California law enforcement agencies; and

WHEREAS, AB 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, or used; and

WHEREAS, the Oakland Housing Authority Police Department is in possession of certain items of equipment that qualify under the broad definition of “military equipment” under AB 481; and

WHEREAS, AB 481 requires that a law enforcement agency possessing and using such qualifying equipment prepare a publicly released and written military equipment use policy document covering the inventory, description, purpose, use, acquisition, maintenance, fiscal impacts, procedures, training, oversight, and complaint process, applicable to the Department’s use of such equipment; and

WHEREAS, the policy and supporting information must be approved by the governing body by resolution, and reviewed annually; and

WHEREAS, the Oakland Housing Authority Board of Commissioners, having received the information required under AB 481 regarding the Oakland Housing Authority Police Department's use of "military equipment" as defined in said law, deems it to be in the best interest of the Board to approve the Military Equipment Use Policy as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA:

THAT, the Board of Commissioners hereby decrees:

SECTION 1. The Board of Commissioners finds that the above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. Board of Commissioners hereby approves and adopts the following Military Equipment Policy.

(a) The Board of Commissioners has made the following determinations:

- (1) The military equipment inventoried and presented to the Board of Commissioners is necessary because there is no reasonable alternative that can achieve the same objective of officer and resident/civilian safety; and
- (2) This proposed military equipment use policy attached hereto as Exhibit "A" ("Policy") will safeguard the public's welfare, safety, civil rights, and civil liberties; and
- (3) The equipment described in the Policy is reasonably cost-effective compared to available alternatives that can achieve the same objective of officer and civilian safety (if any); and

(b) The Oakland Housing Authority Department has made the Policy available on the Authority's website for at least 30 days prior to the public hearing concerning the military equipment at issue and described in the Policy.

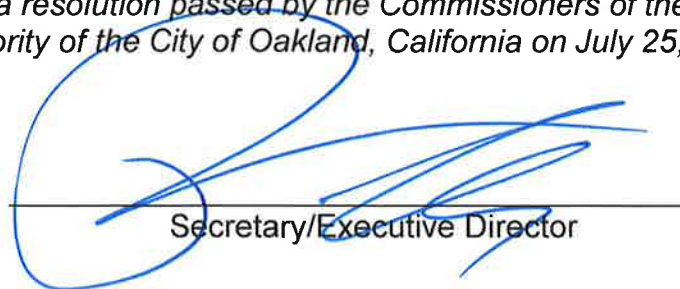
(c) The Policy was considered by the Board of Commissioners as an agenda item in an open session of a regular meeting, noticed in accordance with the Ralph M. Brown Act, at which public comment was permitted.

- (d) The Policy shall be made publicly available on the Police Department's website for as long as the military equipment is available for use.
- (e) The Oakland Housing Authority Department shall submit an annual military equipment report to the Board of Commissioners containing the information required in Government Code Section 7072, and the Board of Commissioners shall determine whether each type of military equipment identified in that report has complied with the standards for approval set forth in (a)(1)-(4) above.
- (f) The Board of Commissioners shall review this Resolution, and vote on whether to renew it, on an annual basis at a regular meeting, in accordance with Government Code Section 7071(e)(2).
- (g) The Board of Commissioners approves the use of the Policy and finds that it satisfies the requirements of Government Code Section 7070(d); and

THAT, the Board of Commissioners hereby authorizes and directs the Executive Director to execute this resolution on behalf of the Oakland Housing Authority forthwith upon its adoption; and

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all necessary actions to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on July 25, 2022.



Secretary/Executive Director

ADOPTED: July 25, 2022

RESOLUTION NO. 5093

**THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

On Motion of Commissioner

Seconded by Commissioner

and, approved by the following vote:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER

**A RESOLUTION OF THE OAKLAND HOUSING AUTHORITY
BOARD OF COMMISSIONERS, AUTHORIZING THE EXECUTIVE DIRECTOR
TO PURCHASE EQUIPMENT AS INDICATED
IN THE POLICE DEPARTMENT MILITARY EQUIPMENT USE POLICY**

WHEREAS, on September 30, 2021, Governor Newsom signed into law a series of policing reforms legislation, including Assembly Bill 481 (AB 481); and

WHEREAS, AB 481 requires Law Enforcement Agency (LEA) to obtain approval from the applicable governing body, via the adoption of a "Military Equipment Use Policy" by ordinance, or in the case of the Oakland Housing Authority (OHA) via its Board of Commissioners, by resolution prior to the LEA funding, acquiring, or using military equipment; and

WHEREAS, the term "military equipment" does not necessarily indicate that the equipment has been used by the military; and

WHEREAS, Pursuant to Government Code 7070(c), items deemed to be "military equipment" include:

- (1) Unmanned, remotely piloted, powered aerial or ground vehicles.

(2) Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers. However, police versions of standard consumer vehicles are specifically excluded from this subdivision.

(3) High mobility multipurpose wheeled vehicles (HMMWV), commonly referred to as Humvees, two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. However, unarmored all-terrain vehicles (ATVs) and motorized dirt bikes are specifically excluded from this subdivision.

(4) Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.

(5) Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.

(6) Weaponized aircraft, vessels, or vehicles of any kind.

(7) Battering rams, slugs, and breaching apparatuses that are explosive in nature. However, items designed to remove a lock, such as bolt cutters, or a handheld ram designed to be operated by one person, are specifically excluded from this subdivision.

(8) Firearms of .50 caliber or greater. However, standard issue shotguns are specifically excluded from this subdivision.

(9) Ammunition of .50 caliber or greater. However, standard issue shotgun ammunition is specifically excluded from this subdivision.

(10) Specialized firearms and ammunition of less than .50 caliber, including assault weapons as defined in Sections 30510 and 30515 of the Penal Code, with the exception of standard issue service weapons and ammunition of less than .50 caliber that are issued to officers, agents, or employees of a law enforcement agency or a state agency.

(11) Any firearm or firearm accessory that is designed to launch explosive projectiles.

(12) "Flashbang" grenades and explosive breaching tools, "tear gas," and "pepper balls," excluding standard, service-issued handheld pepper spray.

(13) Taser Shockwave, microwave weapons, water cannons, and the Long Range Acoustic Device (LRAD).

(14) The following projectile launch platforms and their associated munitions: 40mm projectile launchers, “bean bag,” rubber bullet, and specialty impact munition (SIM) weapons.

(15) Any other equipment as determined by a governing body or a state agency to require additional oversight.

(16) Notwithstanding paragraphs (1) through (15), “military equipment” does not include general equipment not designated as prohibited or controlled by the federal Defense Logistics Agency.

WHEREAS, a presentation was provided to the Board of Commissioners on July 25, 2022, on OHAPD’s Military Equipment Policy.

WHEREAS, the presentation was conducted in accordance with Government Code 7072 and provided an inventory of equipment as designated by Government Code 7070; and

WHEREAS, The Board of Commissioners authorized OHAPD’s Military Equipment Policy by Board Resolution on July 25, 2022; and

WHEREAS, based on the inventory, the Oakland Housing Authority Police Department requests the ability to purchase equipment as described below as necessary:

Less Lethal Kinetic Energy Projectile – Based on stock consumption through required training, OHAPD requests to purchase 100 rounds for a total estimated cost of \$500 to maintain operational readiness.

Less Lethal FN-303 Launchers – OHAPD currently possesses three (3) FN-303 Less than Lethal Launchers and are controlled by supervisors in the field. To increase the availability of these less-than-lethal option to more personnel, OHAPD requests to purchase of two additional FN-303 launchers, and associated equipment for a total estimated cost of \$5,820.

“Pepperball” munitions - These projectiles are delivered by the FN-303 and are intended as an irritant for individual suspects. The active ingredient is 0.5% PAVA/OC in powder form. Based on stock consumption through the required training, OHAPD requests to purchase a total of 600 balls (PAVA/OC, Indelible Ink, and Inert) for a total estimated cost of \$3,000 to maintain operational readiness.

Specialized Ammunition of less than .50 Cal. – Based on stock consumption through required training, OHAPD requests to purchase an additional 16,500 rounds of .223 Cal. at an estimated cost of \$8,450 to maintain operational readiness. Ammunition stock is generally purchased biennially, and this will be used for training for the next two years.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA:**

THAT, the Board of Commissioners authorizes the Executive Director to purchase safety equipment as defined in Government Code 7070(c) et seq, and as approved in the FY23 budget, in an amount not to exceed \$20,000; and

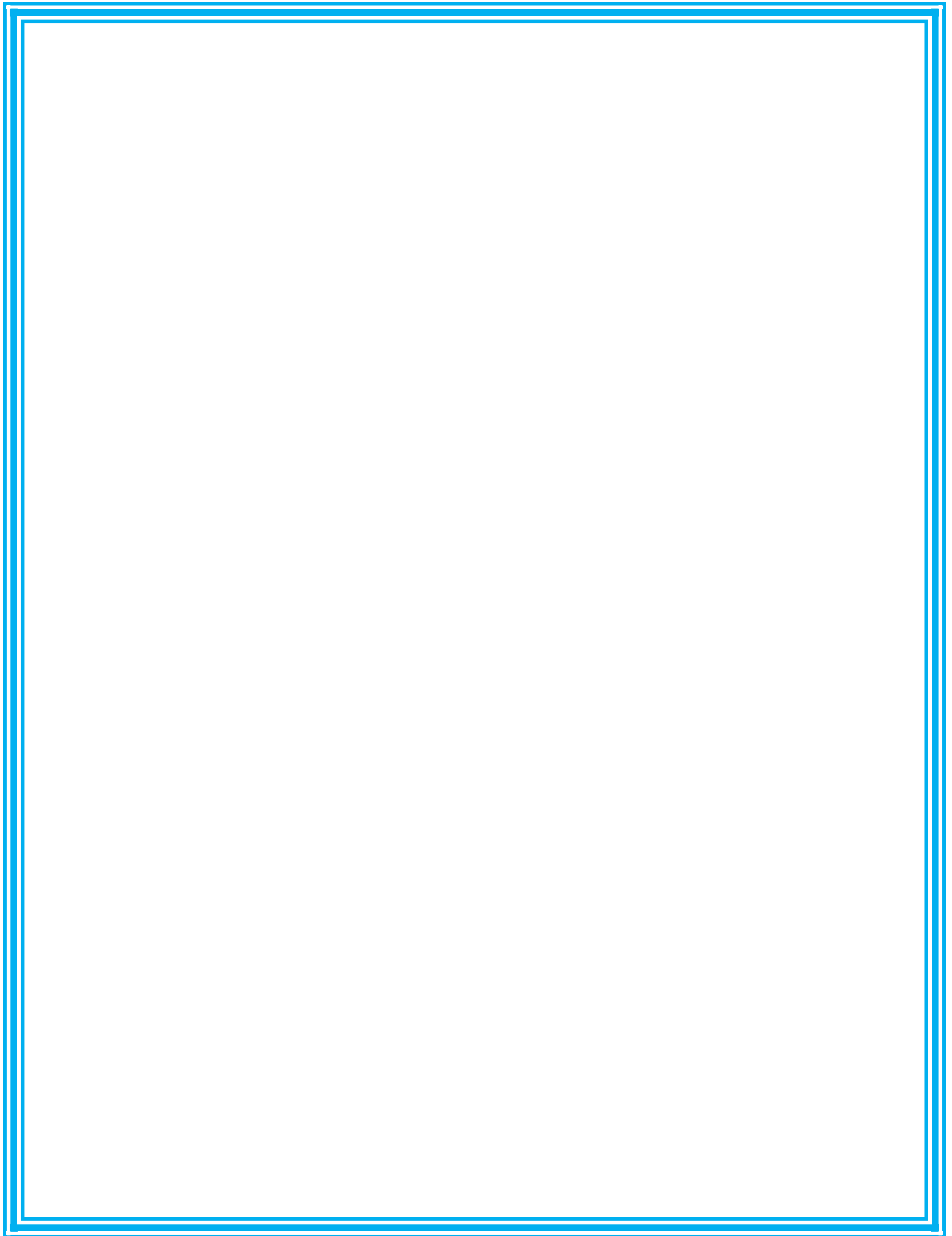
THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution. is hereby authorized to take all necessary actions to implement the foregoing; and

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on February 27, 2023.

Secretary

ADOPTED:

RESOLUTION NO.



ITEM: VII.E.

**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director

^{DS}
PW

Subject: Adopt a resolution authorizing the Executive Director to ratify and approve the execution of an agreement with Alameda County Social Services Agency in an amount not to exceed \$800,000 for an initial one-year term and two one-year option terms at \$800,000 each for an amount up to \$2,400,000 for the total contract amount for housing subsidy for selected CalWORKs participants.

Date: February 27, 2023

Purpose: This correspondence is to transit for the consideration of the Board of Commissioners a resolution authorizing the Executive Director to execute an agreement with Alameda County Social Services Agency (ACSSA) in an amount not to exceed \$800,000 for an initial one-year term and two one year option terms each at \$800,000 for an amount up to \$2,400,000 for the total contract amount to provide local housing subsidy with the goal of stabilizing the households and improving outcomes for children and the families. The program will serve a maximum of thirty (30) CalWORKs participants per month.

Funding: The proposed \$800,000 funding is in the FY2023 Leased Housing Operating Budget Building Bridges CalWORKs budget line item 4715-12-000. Funding for the two one-year option terms will be proposed in future Leased Housing budgets.

BACKGROUND:

On January 22, 2018, the Board of Commissioners reviewed and adopted Resolution Number 4789 which authorized the Executive Director to enter into an agreement with ACSSA for a five year term for an amount not to exceed \$5,000,000. This action adopted the Building Bridges CalWORKs (California Work Opportunity and Responsibility for Kids) Program to serve low income formerly homeless CalWORKs program participants. The CalWORKs program is solely administered by the ACSSA for families who residents in Alameda County. CalWORKs, California Work Opportunity and Responsibility to Kids, is a public assistance program that provides temporary assistance to families with children and expectant mothers. Adults are only eligible to receive CalWORKs for a maximum of 48 countable months. Families enrolled in CalWORKs may also qualify for the following services: financial support for up to 60 months, food assistance (CalFresh), health

Alameda County Social Services Agency
Page 2 of 4

insurance (Medi-Cal), employment services-training, career counseling, job placement, free supportive services such as childcare, mental health counseling and transportation. The Authority is duly created, established and authorized to transact business and exercise powers, all under and pursuant to the provision 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.

Pursuant to the Housing Authorities Law, it is proper public purpose for the Authority to cooperate with state public body, such as the County, in the planning, undertaking, maintenance or operation of housing services with the Housing Authority's jurisdiction.

The Authority also has authority to cooperate with the County pursuant to Moving to Work (MTW) Activity #10-06 Local Housing Assistance (CalWORKs) in the Authority's Making Transitions Work Annual Plan for FY 2023.

Given ACSSA's expertise in administering the CalWORKs program and funding the delivery of supportive services and evaluating the effectiveness of these efforts, the Authority has determined that the most efficient and effective way to provide rental subsidies on behalf of this targeted population is to provide rental subsidies to the County, and for the County to then coordinate the allocation of these funds.

The Authority entered into an agreement with ACSSA on March 27, 2018 for a 5 year term which expires March 27, 2023. During the five-year term the Authority staff have worked closely with ACSSA staff and their partners Alameda County Housing Community Development Department (HCD) and numerous non-profit agencies to assist families enrolled in the CALWORKs and Housing Support Programs to help stabilize families with wrap around services to address employment barriers and assist with access to other needed community services. ACSSA is required to provide quarterly and annual report for the Authority MTW Annual Report.

The goal was to serve up to 50 households a month. The Authority has provided a monthly rental subsidy in an approximate amount of \$1,500 for each housed family to assist in stabilizing their housing. All families live in the City of Oakland in open market units.

The Authority staff conduct a screening for mandatory HUD program eligibility requirements, conduct Housing Quality Inspections, audit and pay invoices from the County and monitor budgeted vs expended funds.

Program Outcomes:

The partnership between the Authority and ACSSA continues to be collaborative and positive. Monthly meetings are held between the parties and include the Housing Support Program County staff and non-profit partners.

Alameda County Social Services Agency
Page 3 of 4

The program has averaged an enrollment of 18-22 households a month. Enrollment was impacted during the period 2020-2022 due to the COVID 19 pandemic and staffing challenges with non-profit partners who provide the case management services. The program will expend 33% or \$1,635,000 of the total \$5,000,000 since its inception with an average \$1,500 per month housing subsidy per household. Families participate in the program for up to 24 months and if a voucher is available, are invited to complete screening for a Housing Choice Voucher.

Feedback from ACSSA and its partners note with increasing rents, the \$1,500 rental subsidy is insufficient to meet the rental costs for two and three bedroom units. Family size in the CalWORKs program average 3-4 person.

Program Changes:

On December 15, 2022, the Authority staff presented program outcomes to ACSSA and its HCD and non-profit partners. The ACSSA staff agreed that based on partner capacity it was reasonable to set a new expectation to serve 30 households over a 3-year period. Feedback was shared that the \$1,500 per month subsidy had not kept up with increasing market rents and the availability of Housing Choice Vouchers would stabilize families over a longer period of time once the Building Bridges Program ends after 2 years. Families are provided information and encouraged to apply to all affordable housing waitlist openings.

On December 19, 2022, the Board of Commissioners Special Needs Ad Hoc committee convened a meeting to review Special Needs Housing Programs. At that meeting the CalWORKs program status and outcomes for the initial 5-year period were presented. Based on program outcomes, a recommendation was made to reduce future funding to serve 30 households over a three-year period for an amount up to \$2,400,000 for the total contract amount.

It is recommended the Authority utilize the HUD published Fair Market Rents to determine subsidy based on the unit size or family size whichever is lesser. This methodology will provide a rental subsidy for a two- and three-bedroom unit at an average of \$2,187 per month with flexibility for larger family sizes and unit sizes.

Additionally, when available the Authority will make available up to 10 “step down” Housing Choice Vouchers per year to graduates of its Building Bridges CalWORKs program to mitigate any risk of homelessness and to provide further HCV program opportunities and also programming offered by our Family and Community Partnerships Department including Family Self Sufficiency and homeownership programs.

The ACSSA staff and its HCD and non-profit partners see the Building Bridges CalWORKs program as a critical factor in stabilizing families in ACSSA employment and cash benefit programs. ACSSA is committed to providing comprehensive strategies to address homelessness, housing insecurity and unemployment.

Alameda County Social Services Agency
Page 4 of 4

Recommendation:

It is recommended that the Board of Commissioners approve the attached resolution ratifying and approving the execution of an agreement with Alameda County Social Services Agency in an amount not to exceed \$800,000 for an initial one-year term and two additional one-year option terms at \$800,000 each for an amount up to \$2,400,000 for the total contract amount to provide housing subsidy for selected CalWORKs participants.

Attachments: Resolution No. 4789
Alameda County Social Services CalWORKs Fact Sheet
Resolution

**THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

On Motion of Commissioner: Anne Griffith

Seconded by Commissioner: Janny Castillo

And approved by the following vote:

AYES: Commissioners Griffith, Castillo, Hartwig, Jung-Lee, Griggs-Murphy, Montgomery

NAYS:

ABSTAIN:

EXCUSED: Marlene Hurd

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: 4789

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A
THREE-YEAR CONTRACT, WITH TWO ADDITIONAL ONE-YEAR OPTION TERMS,
WITH ALAMEDA COUNTY SOCIAL SERVICES AGENCY TO PROVIDE LOCAL
HOUSING ASSISTANCE FOR SELECTED CALWORKS FAMILIES, IN AN AMOUNT
NOT TO EXCEED \$5,000,000 OVER THE FIVE-YEAR TERM**

WHEREAS, consistent with the Authority's status as an MTW agency, the Authority is approved by the US Department of Housing and Urban Development (HUD) to provide housing subsidy assistance outside of the traditional public housing and Section 8 programs and increase housing choice; and

WHEREAS, the Authority has adopted the Building Bridges CalWORKs Program to serve low-income formerly homeless CalWORKs program participants who might not qualify or be successful in either public Housing or Section 8 programs; and

WHEREAS, on January 26, 2015, the Board of Commissioners established a Special Needs Ad Hoc Committee ("Committee"); and

WHEREAS, the Committee identified two pilot programs to implement in partnership with Alameda County Social Services Agency (ACSSA): the first serving CalWORKs (California Work Opportunity and Responsibility to Kids) household participating in a short term housing support program and the second serving Emancipated Foster Youth participating in the THP+ program; and

WHEREAS, on July 1, 2016, the Authority and the Alameda County Department of Social Services entered into a Memorandum of Understanding for Sharing of Information (MOU); and

WHEREAS, during the past year, OHA staff has met with Alameda County Social Services Agency and Housing and Community and Development (HCD) staff to develop the Building Bridges CalWORKs Program; and

WHEREAS, Alameda County Social Services Agency serves residents who are on the path to economic stability through its Housing Support Program; and

WHEREAS, the Housing Support Program provides temporary housing support for families in the CalWORKs program experiencing homelessness; and

WHEREAS, CalWORKs is an employment – based program that requires employable adults to participate in work-related activities to receive aid; and

WHEREAS, CalWORKs assistance is limited to 24 months (with a maximum of 48 months) for parents of eligible minors; and

WHEREAS, in Alameda County the Housing support Program is a collaboration of the ACSSA, Housing and Community Development Department (HCD), and contracted non-profit housing services agencies ; and

WHEREAS, many families in ACSSA employment and cash benefit programs are in need of stable housing; and

WHEREAS, alleviating homelessness and providing support and services to parents will lead to stable employment, and ultimately self-sufficiency for families enrolled in the program; and

WHEREAS, ACSSA and its partners provide wraparound housing stability case management services to address employment barriers and assist with access to other needed community resources; and

WHEREAS, the current ACSSA CalWORKs housing support program can only provide temporary short term housing assistance to participants; and

WHEREAS, under the Authority's MTW CalWORKs Building Bridges Program, the Authority will provide a stable housing subsidy up to 2 years for ACSSA clients who are actively engaged in a plan to achieve self-sufficiency; and

WHEREAS, the average housing subsidy provided by the Authority is being budgeted at \$1,500 per month per family; and

WHEREAS, the Authority will partner with ACSSA and leverage resources to assist up to fifty (50) CalWORKs families a month; and

WHEREAS, all housing units subsidized through the program must meet the Housing Quality Standards (HQS) and be inspected; and

WHEREAS, based on funding availability, families who successfully complete the Building Bridges CalWORKs program and maintain their housing may be referred for eligibility screening for a Housing Choice Voucher; and


WHEREAS, the Board of Commissioners has already approved funding in its Fiscal Year 2018 Budget on May 22, 2017.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF
OAKLAND, CALIFORNIA;**

THAT, the Executive Director is hereby authorized to execute a three-year contract, with two additional one-year Option Terms, with Alameda County Social Services Agency to provide MTW local housing assistance for selected CalWORKs families, in an amount not to exceed \$5,000,000 over the five-year term; and

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on January 22, 2018.



Eric Johnson, Secretary / Executive Director

ADOPTED: January 22, 2018

RESOLUTION NO. 4789



CalWORKs Program Fact Sheet:

PURPOSE AND OBJECTIVES

The California Work Opportunity and Responsibility to Kids (CalWORKs) program is California's version of the federal Temporary Assistance for Needy Families (TANF) program. CalWORKs provides temporary cash assistance to meet basic family needs. It also provides education, employment, and training programs to assist the family's move toward self-sufficiency. Components of CalWORKs include time limits on eligibility, work requirements, supportive services to encourage program participation, and parental responsibility.

ELIGIBILITY

Families must meet income and asset tests and children must be deprived of parental support and care due to the incapacity, death, absence of a parent, or unemployment of the principal wage earner. Also, persons fleeing to avoid prosecution, custody, or confinement after conviction of a felony are not eligible for CalWORKs.

TIME LIMITS

State law provides for a cumulative 48-month lifetime limit on cash aid for adults. Children of adults who exhaust the 48-month time limit may continue to receive cash aid, if otherwise eligible, up to age 18.

SB 1041 (Chapter 47, Statutes of 2012) also established the Welfare-to-Work 24-Month Time Clock (WTW 24-MTC). As a result, adults may receive a total of 24 months of flexible CalWORKs services and activities to address any barriers to employment. These 24 months need not be consecutive and can be used at any time during the adult's 48 months of eligibility. Once the 24 months have been exhausted, adults must meet the federal work participation rate (WPR) requirements (See "Participation Rates"), unless they are exempted or receive an extension. (See "Work Requirements")

WORK REQUIREMENTS

CalWORKs provides a wide array of services and supports for families to enter and remain in the workforce. CalWORKs' "universal engagement" requirement ensures recipients are participating in appropriate WTW activities as soon as possible. Counties are required to develop WTW plans with a recipient within 90 days from the date an individual begins receiving cash aid. Unless exempt from work requirements, parents and caretaker adults are required to participate in Welfare to Work (WTW) activities as a condition of receiving aid.

WTW activities include unsubsidized and subsidized employment, work experience, on-the-job training, grant based on-the-job training, work study, self-employment, community service, adult basic education, job skills training, vocational education, job search/job readiness assistance, mental health counseling, substance abuse treatment, domestic abuse services, and other activities necessary to assist recipients in obtaining employment.

An adult in a one-parent assistance unit (AU) is required to participate in WTW activities for an average of 30 hours per week each month or 20 hours per week each month if he or she has a child under the age of 6. In a two-parent AU, one or both adults must participate in WTW activities for a combined total of an average of 35 hours per week.

However, a client who meets specific criteria may be exempt from WTW participation requirements. Among other reasons, a client may qualify for a WTW exemption if they are disabled, if they are pregnant and cannot work, if they are caring for a young child or if they are caring for an incapacitated household member. Some exempt clients choose to voluntarily participate in WTW activities. A client may also be granted good cause when it has been determined that a condition or circumstance temporarily prevents the client from participating in WTW activities.

PARTICIPATION RATES

State work participation requirements are designed to assist in meeting federal work participation rates in order for California to avoid fiscal penalties. Federal work participation rates are as follows:

50 percent of all families with work-eligible adults (both one- and two-parent) must be working or in a countable work activity for 30 hours per week.

90 percent of families with two work-eligible adults must be working or in a work activity for a combined total of 35 hours each week.

The federal government can assess penalties on the state for not achieving work participation rates. In California, counties that do not achieve the federal participation rates will share in any such fiscal penalties.

SUPPORTIVE SERVICES & SPECIAL PROGRAMS

Supportive services, including child care, transportation, ancillary expenses, and personal counseling are available for families participating in WTW activities. If needed supportive services are not available, the recipient has good cause for not participating.

There are special supportive services and intensive case management services also available for pregnant and parenting teens. These services are provided through the Cal-Learn Program, which is designed to encourage pregnant and parenting teens to return to and/or stay in school. Cal-Learn teens can get bonuses or be sanctioned four times a year depending on the teen's grades. An additional bonus is given to each teen upon earning a high school diploma or equivalent. Participation in Cal-Learn is mandatory for pregnant or parenting teens ages 18 and under and voluntary for specified 19-year old's.

Additionally, the Family Stabilization (FS) program is designed to increase recipient success during the flexible WTW 24-MTC period. FS supports recipients through intensive case management and barrier removal services. Recipients with a "Stabilization Plan" have no minimum hourly participation requirements, and up to six months of WTW 24-MTC stopping is available (if good cause is determined).

Also, in 2014 SB 855 created the CalWORKs Housing Support Program (HSP) to assist homeless CalWORKs recipients to secure permanent housing. HSP assists homeless CalWORKs families to obtain permanent housing and provides wrap-around supports to families to support housing retention.

PARENTAL RESPONSIBILITY

CalWORKs encourages parental responsibility by requiring parents to immunize their aided child(ren) under the age of six, and most must cooperate with the child support enforcement process. Failure to meet these requirements results in a reduction of the adult's portion of the grant. If children age 16 and older do not attend school and are deemed a chronic truant, this may result in a reduction of the child's portion of the grant unless certain conditions apply.

BENEFIT LEVELS

Grant levels are set by the state and amounts vary according to family size, exempt status, and geographic location. Families in high cost-of-living areas (Region 1) receive slightly more money than families in other areas (Region 2). A family in which all adults are disabled or otherwise exempt from work requirements is eligible for the higher exempt grant amount. A non-exempt family of three with no other income, living in Region 1 currently receives a monthly grant of \$714 while the same family living in Region 2 receives \$680. If that family were exempt, they would receive \$799 in Region 1 and \$762 in Region 2.

PROGRAM ADMINISTRATION

The CalWORKs Program is administered by county welfare departments under supervision of the CDSS. Although eligibility requirements and grant levels are uniform throughout the state, counties are given considerable latitude to design WTW programs that will work best for their diverse populations, size, and culture. Each county must have a CalWORKs county plan describing specific program outcomes and how those outcomes would be achieved in their county.

LEGAL AUTHORITY

AB (Assembly Bill) 1542 (Ducheny, Chapter 270, Statutes of 1997), Welfare to Work Act of 1997, established the CalWORKs Program in California. AB 1542 eliminated the Aid to Families with Dependent Children program and the Greater Avenues for Independence program and replaced them with the CalWORKs program.

**THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

AUTHORIZING THE EXECUTIVE DIRECTOR TO RATIFY THE EXECUTION OF AN AGREEMENT WITH THE ALAMEDA COUNTY SOCIAL SERVICES AGENCY IN AN AMOUNT NOT TO EXCEED \$800,000 FOR AN INITIAL ONE-YEAR TERM AND TWO ADDITIONAL ONE-YEAR OPTION TERMS AT \$800,000 EACH FOR AN AMOUNT UP TO \$2,400,000 FOR THE TOTAL CONTRACT AMOUNT FOR HOUSING SUBSIDY FOR SELECTED CALWORKS PARTICIPANTS

WHEREAS, on January 22, 2018, the Board of Commissioners reviewed and adopted Resolution Number 4789 which authorized the Executive Director to enter into an agreement with Alameda County Social Services Agency (ACSSA) for a five-year term for an amount not to exceed \$5,000,000; and

WHEREAS this action adopted the Building Bridges CalWORKs (California Work Opportunity and Responsibility for Kids) Program to serve low income formerly homeless CalWORKs program participants. CalWORKs, California Work Opportunity and Responsibility to Kids, is a public assistance program that provides temporary assistance to families with children and expectant mothers. Adults are only eligible to receive CalWORKs for a maximum of 48 countable months; and

WHEREAS, the CalWORKs program is solely administered by the ACSSA for families who residents in Alameda County; and

WHEREAS, families enrolled in CalWORKs may also qualify for the following services: financial support for up to 60 months, food assistance (CalFresh), health insurance (Medi-Cal), employment services-training, career counseling, job placement, free supportive services such as childcare, mental health counseling and transportation; and

WHEREAS, pursuant to the Housing Authorities Law, it is proper public purpose for the Authority to cooperate with state public body, such as the County, in the planning, undertaking, maintenance or operation of housing services with the Housing Authority's jurisdiction: and

WHEREAS, the Authority also has authority to cooperate with the County pursuant to Moving to Work (MTW) Activity #10-06 Local Housing Assistance (CalWORKs) in the Authority's Making Transitions Work Annual Plan for FY 2023; and

WHEREAS, given ACSSA's expertise in administering the CalWORKs program and funding the delivery of supportive services and evaluating the effectiveness of these efforts, the Authority has determined that the most efficient and effective way to provide rental subsidies on behalf of this targeted population is to provide rental subsidies to the County, and for the County to then coordinate the allocation of these funds; and

WHEREAS, the Authority entered into an agreement with ACSSA on March 27, 2018, for a 5-year term which expires March 27, 2023; and

WHEREAS, during the five-year term the Authority staff have worked closely with ACSSA staff and their partners Alameda County Housing Community Development Department (HCD) and numerous non-profit agencies to assist families enrolled in the CALWORKs and Housing Support Programs to help stabilize families with wrap around services; and

WHEREAS, the goal was to serve up to 50 households a month. The Authority has provided a monthly rental subsidy in an approximate amount of \$1,500 for each housed family to assist in stabilizing their housing. All families live in the City of Oakland in open market units; and

WHEREAS, the Authority staff conduct a screening for mandatory HUD program eligibility requirements, conduct Housing Quality Inspections, audit, and pay invoices received from the County and monitor budgeted vs expended funds; and

WHEREAS, the partnership between the Authority and ACSSA continues to be collaborative and positive. Monthly meetings are held between the parties and include the Housing Support Program County staff and non-profit partners; and

WHEREAS, over the past 5 years, the program has averaged an enrollment of 18-22 households a month. Enrollment was impacted during the period 2020-2022 due to the COVID 19 pandemic and staffing challenges with non-profit partners who provide the case management services: and

WHEREAS, the program will expend 33% or \$1,635,000 of the total \$5,000,000 since its inception with an average \$1,500 per month housing subsidy per household; and

WHEREAS, families participate in the program for up to 24 months and if a voucher is available, are invited to complete screening for a Housing Choice Voucher; and

WHEREAS, feedback from ACSSA and its partners note with increasing rents, the \$1,500 rental subsidy is insufficient to meet the rental costs for two- and three-bedroom units. Family size in the CalWORKs program average 3-4 person; and

WHEREAS, feedback was shared that the availability of Housing Choice Vouchers would stabilize families over a longer period once the Building Bridges Program ends after 2 years; and

WHEREAS, on December 15, 2022, the Authority staff presented program outcomes to ACSSA and its HCD and non-profit partners. The ACSSA staff agreed that based on partner capacity it was reasonable to set a new expectation to serve 30 households at \$2,400,000 over a 3-year period; and

WHEREAS, on December 19, 2022, the Board of Commissioners Special Needs Ad Hoc committee convened a meeting to review Special Needs Housing Programs. At that meeting the CalWORKs program status and outcomes for the initial 5-year period were presented. Based on program outcomes, a recommendation was made to reduce future funding to serve 30 households over a three-year period for an amount up to \$2,400,000 for the total contract amount; and

WHEREAS, it is recommended the Authority utilize the HUD published Fair Market Rents to determine subsidy based on the unit size or family size whichever is lesser. This methodology will provide a rental subsidy for a two- and three-bedroom unit at an average of \$2,187 per month with flexibility for larger family sizes and unit sizes; and

WHEREAS, when available the Authority will make available up to 10 “step down” Housing Choice Vouchers per year to graduates of its Building Bridges CalWORKs program to mitigate any risk of homelessness and to provide further HCV program opportunities and programming offered by our Family and Community Partnerships Department including Family Self Sufficiency and homeownership programs; and

WHEREAS, the ACSSA staff and its HCD and non-profit partners see the Building Bridges CalWORKs program as a critical factor in stabilizing families in ACSSA employment and cash benefit programs. ACSSA is committed to providing comprehensive strategies to address homelessness, housing insecurity and unemployment.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA:**

THAT, the Board of Commissioners authorize the Executive Director to execute an agreement with Alameda County Social Services Agency in an amount not to exceed \$800,000 for an initial one-year term and two additional one-year option terms at \$800,000 each for an amount up to \$2,400,000 for the total contract amount to provide housing subsidy for selected CalWORKs participants; and

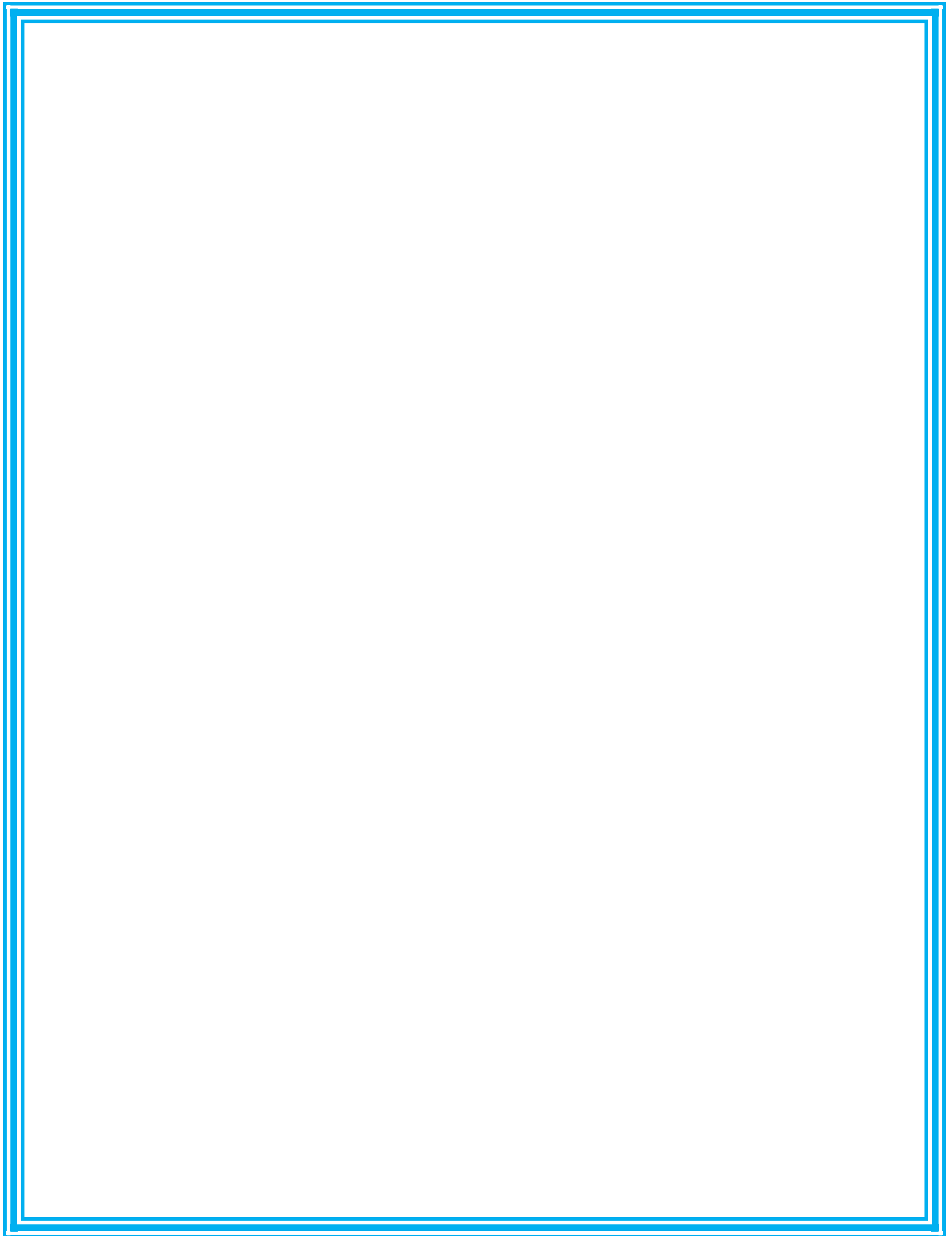
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority Of the City of Oakland, California on February 27, 2023.

Secretary

ADOPTED: February 27, 2023

RESOLUTION NO.



ITEM: VII.F.

**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director

^{DS}
PW

Subject: Adopt a Resolution Authorizing the Executive Director to purchase additional vehicles for Oakland Housing Authority use, up to the not to exceed amount of \$607,510.

Date: February 27, 2023

Purpose: To request authorization for the Executive Director to purchase vehicles for Oakland Housing Authority use, as needed, up to the not to exceed amount of \$607,510.

Funding: Funding for this item is already budgeted under Capital Projects using GL Code 5510-00-000 in a total not to exceed amount of \$745,500 for vehicles. \$137,990 has already been expended under the Executed Director's existing delegation of authority from the Board of Commissioners.

Background

The Oakland Housing Authority (OHA) approved Fiscal Year 2022-23 (FY23) budget included 21 vehicles for purchase across 3 departments. The Oakland Housing Authority's Police Department (OHAPD) has 5 vehicles budgeted for purchase, 2 replacement vehicles and 3 staff vehicles. The Capital Improvement Department (CID) has 13 vehicles budgeted for purchase, 3 will replace vehicles that were a total loss from accidents and the remaining will be purchased for new and existing staff. The Office of Property Operation Department (OPO) has 3 vehicles budgeted for purchase to replace 2 stolen vehicles and a replacement vehicle involved in a total loss from an accident.

To date, 4 vehicles have been purchased in the total amount of \$137,990. Staff recommends the Board of Commissioners authorize the Executive Director to purchase the remaining 17 vehicles.

The total FY23 budget amount approved by the Board of Commissioners for vehicle purchases is \$745,500, as outlined below.

Purchase of Vehicles

FY2023 Capital Outlay Budget – Vehicles				
Department	Vehicle Type	Qty	Budgeted	Purchased
OHAPD	Ford Escape	1	\$25,000	0
	Ford Fusion Hybrid	2	\$52,000 (total for 2 vehicles)	0
	Ford Escape Equipment Pkg	1	\$7,500	0
	Ford Hybrid Equipment Pkg	2	\$15,000	0
	Ford Interceptor	2	\$72,000 (total for 2 vehicles)	0
	Ford Interceptor Equipment Package		\$24,000	0
Subtotal OHAPD		5	\$195,500	

FY2023 Capital Outlay Budget – Vehicles				
Department	Vehicle Type	Qty	Budgeted	Purchased
CID	Vans	10	\$350,000 (total for 10 vehicles)	1
	Truck	1	\$35,000	1
	Truck	1	\$35,000	0
	Van	1	\$35,000	0
Subtotal CID		13	\$455,000	

FY2023 Capital Outlay Budget – Vehicles				
Department	Vehicle Type	Qty	Budgeted	Purchased
OPO	Van	1	\$30,000	1
	Toyota Prius or similar	1	\$35,000	0
	Chevrolet 2500	1	\$35,000	1
Subtotal OPO		3	\$95,000	

To date, OHA has purchased 4 vehicles within the Executive Director's spending authority totaling \$137,990. The Office of Property Operations (OPO) and Capital Improvements Department (CID) have both purchased transit vans in to replace aging fleet vehicles for a total of \$72,994, as well as two 2021 Chevrolet Silverado Trucks for a total of \$64,996. The remaining \$607,510 will be used to purchase vehicles needed by OHA as the inventory becomes available.

Vehicles for sale are currently extremely limited due to supply chain issues caused by the COVID-19 pandemic and microchip shortages worldwide. The lack of supply has not

Purchase of Vehicles

impacted demand which remains high for new and used vehicles, and dealerships are not able to reserve vehicles for the time required to receive OHA internal approvals. The proposed blanket delegation of authority to purchase the fleet of 17 new vehicles for OHA is essential to allow for the expeditious to purchase vehicles as they become available on the market, as an alternative to bringing bulk purchases before the Board of Commissioners for approval. This will allow staff to act quickly when vehicle inventory is available.

If approved, OHA will continue to search for the remaining 17 needed vehicles. OHA will adhere to all HUD procurement requirements, including the regulations set forth in 2 CFR Part 200. Staff will report to the Board at the end of the Fiscal Year to provide an update and summary of all purchases made under this authorization as well as procurement methods used.

Recommendation

Staff recommends that the Board of Commissioners adopt a Resolution Authorizing the Executive Director to purchase additional vehicles for Oakland Housing Authority use, up to the not to exceed amount of \$607,510.

Attachments: Resolution

**THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE NEW AND USED
VEHICLES AS THEY BECOME AVAILABLE ON THE OPEN MARKET, FOR A
TOTAL AMOUNT NOT TO EXCEED \$607,510**

WHEREAS, through the Fiscal Year 2022-23 (FY23) budget 21 vehicles were approved for purchase across 3 departments; and

WHEREAS, the Oakland Housing Authority's Police Department (OHAPD) has 5 vehicles budgeted for purchase, 2 replacement vehicles and 3 staff vehicles; the Capital Improvement Department (CID) has 13 vehicles budgeted for purchase, 3 will replace vehicles that were a total loss from accidents and the remaining will be purchased for new and existing staff; and, the Office of Property Operation Department (OPO) has 3 vehicles budgeted for purchase to replace 2 stolen vehicles and a replacement vehicle involved in a total loss from an accident; and

WHEREAS, The FY23 Board approved amount for agency vehicle purchases is \$745,500; and

WHEREAS, OHA has purchased 4 vehicles within the Executive Director's spending authority totaling \$137,990; and

WHEREAS, the Office of Property Operations (OPO) and Capital Improvements Department (CID) have both purchased Transit Vans in order to replace aging fleet vehicles for a total of \$72,994 as well as two 2021 Chevrolet Silverado Trucks for a total of \$64,996; and

WHEREAS, the remaining \$607,510 of approved budget authority will be used to purchase vehicles needed by the agency when the inventory becomes available; and

WHEREAS, vehicles for purchase are extremely limited due to supply chain issues caused by the COVID-19 pandemic and microchip shortages worldwide; and

WHEREAS, this has made it challenging for OHA to locate and purchase needed vehicles for staff; and

WHEREAS, due to high demand for new and used vehicles, dealerships are not able to reserve vehicles for the time required to receive OHA internal approvals; and

WHEREAS, to effectively purchase vehicles under the current market conditions OHA requires the ability to purchase vehicles as they become available; and

WHEREAS, it is being requested that the Board allow OHA to expend the remaining \$607,510 of approved budget authority for vehicle purchases when individual vehicles are identified and become available, and

WHEREAS, OHA will continue to search for vehicles to acquire the remaining 17 needed vehicles during FY23; and

WHEREAS, OHA will adhere to all HUD procurement requirements, including the regulations set forth in 2 CFR Part 200; and

WHEREAS, staff will report to the Board at the end of the Fiscal Year to provide an update and summary of all purchases made under this authorization as well as the procurement methods used.

.NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA:

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to purchase new and used vehicles in a total not to exceed the remaining authorized budget authority of \$607,510; and

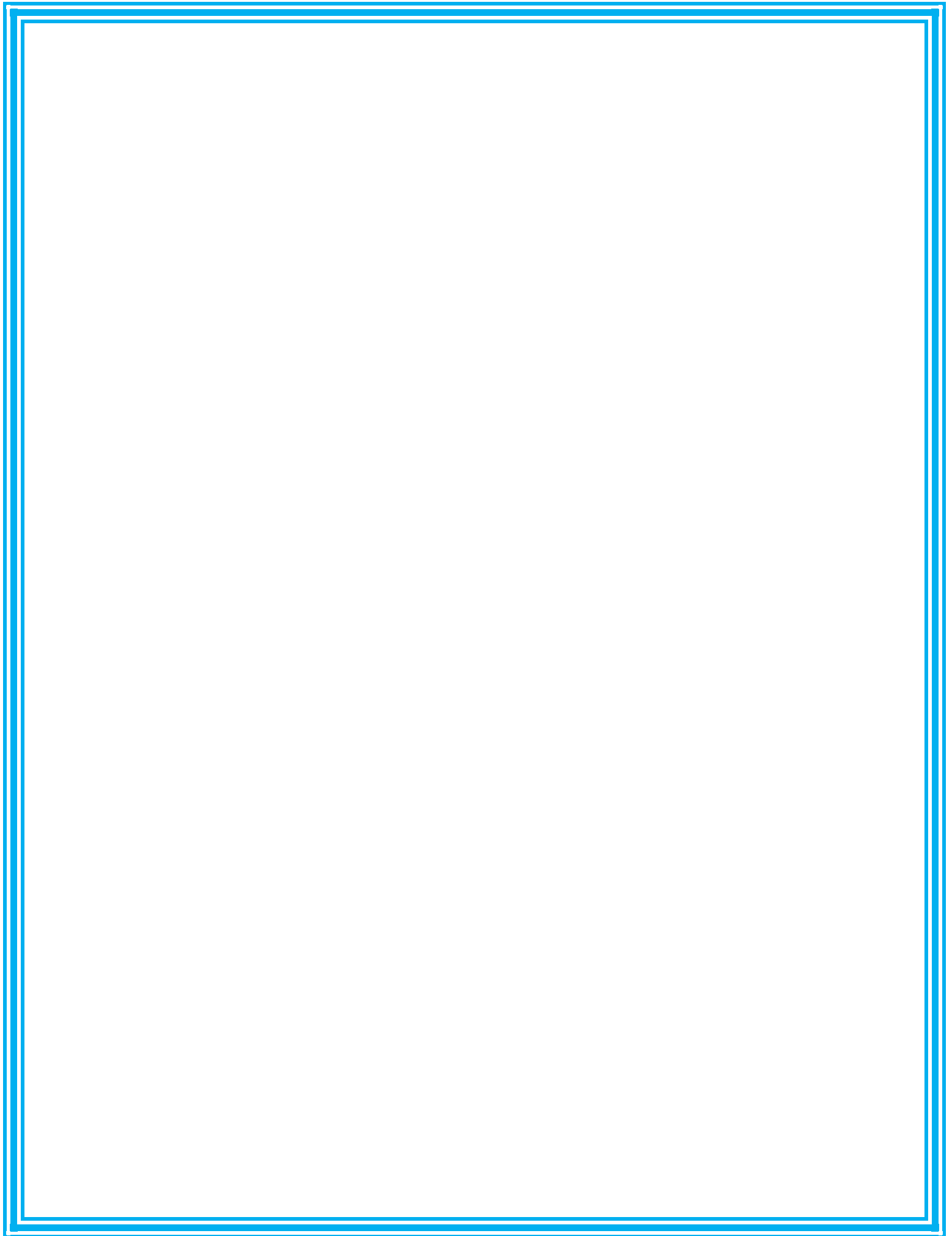
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority Of the City of Oakland, California on February 27, 2023.

Secretary

ADOPTED:

RESOLUTION NO.



ITEM: VII.G.

Executive Office

Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

^{DS}
PW

Subject: Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to two one-year option terms, with FLEETCOR Technologies, Inc. through its subsidiaries: FLEETCOR Technologies Operating Company, LLC and Comdata, Inc. for Fuel Card Services and Related Products, utilizing Region 4 Education Service Center OMNIA Partners cooperative agreement Contract #R211101 in an amount not to exceed \$715,000 for the initial term and \$357,500 per year for each additional option term for a total contract amount not to exceed \$1,430,000.

Date: February 27, 2023

Purpose: This action will authorize the Executive Director to execute a two-year contract, with up to two one-year option terms, with FLEETCOR Technologies, Inc. through its subsidiaries: FLEETCOR Technologies Operating Company, LLC and Comdata, Inc. for Fuel Card Services and Related Products, utilizing Region 4 Education Service Center ("Region 4 ESC") OMNIA Partners cooperative agreement contract #R211101 in an amount not to exceed \$715,000 for the initial term and \$357,500 per year for each additional option term for a total contract amount not to exceed \$1,430,000.

Funding: Funding for the initial contract term is included in the FY 2023 operating budget in account 4413-00-000 Vehicles - Gas. Funding for each subsequent option term will be included in the corresponding fiscal year's operating budget.

Background:

The Oakland Housing Authority (Authority) has a current need for fuel card services for the Authority's fleet and equipment since the Alameda County General Services Agency will decommissioned and permanently closed the Alco Park fueling station on January 12, 2023. This was the location where the Authority purchased fuel for Authority fleet vehicles and equipment. Currently, the authority is utilizing Alameda County issued gas cards as a short term option to ensure operations can continue.

Fuel Card Services and Related Products FLEETCOR Technologies, Inc.

Page 2 of 4

The Authority's Contracts, Compliance and General Services department (CCGS) and the Office of Property Operations (OPO) researched refueling options and determined the best option for refueling cots, fleet management and GPS integration was a OMNIA contract between Region 4 ESC and FLEETCOR Technologies Operating Company, LLC and Comdata, Inc.

OMNIA Partners provides public agencies and non-profits the benefit of national leveraged pricing, with no cost to the OMNIA Partners members. OMNIA Partners competitively solicits proposals and awards contracts for commonly purchased products and services, providing governmental and public entities opportunities for greater efficiency and economy in procuring goods and services.

On July 7, 2021, OMNIA Partners released Request for Proposals (RFP) Number 21-11 in partnership with Region 4 ESC for Fuel Card Services and Related Products, with proposals due Tuesday, August 24, 2021, 2:00 PM Central time. Region 4 ESC made the resultant contract (also known as the "Master Agreement" in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through OMNIA Partners' cooperative purchasing program.

In order to ensure competition, OMNIA Partners posted notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- Region 4 ESC website
- Arizona Business Gazette, AZ
- The Advocate, New Orleans, LA
- Daily Journal of Commerce, OR
- Helena Independent Record, MT
- Houston Community Newspapers, Cy Creek Mirror, TX
- Seattle Daily Journal of Commerce, WA
- OMNIA Partners website
- San Bernardino Sun, CA
- New Jersey Herald, NJ
- The State, SC
- The Herald-News, IL
- USA Today, nationwide
- Honolulu Star-Advertiser, HI
- Times Union, NY
- Richmond Times, VA
- Las Vegas Sun, NV
- Deseret News, UT
- Kennebec ME Journal

On August 24, 2021, proposals were received from FLEETCOR Technologies, Inc. through its subsidiaries: FLEETCOR Technologies Operating Company, LLC and Comdata, Inc.

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in RFP Number 21-11, the committee elected to enter into negotiations with FLEETCOR Technologies, Inc. through its subsidiaries: FLEETCOR Technologies Operating Company, LLC and Comdata, Inc. and proceeding with contract award upon successful completion of negotiations.

Region 4 ESC, OMNIA Partners and FLEETCOR Technologies, Inc. through its subsidiaries: FLEETCOR Technologies Operating Company, LLC and Comdata, Inc. successfully negotiated Contract #R211101. Region 4 ESC executed the agreement with a three (3) year agreement effective January 1, 2022 through December 31, 2024,

Fuel Card Services and Related Products FLEETCOR Technologies, Inc.
Page 3 of 4

with the option to renew for two (2) additional one-year periods through December 31, 2026.

Contract #R211101 includes:

- Fuelman Fleet Card Program
 - Flexible Pricing Plans
 - Online web-based account management
 - Customizable Billing Frequency
 - Track and Monitor Fleet Fuel Expenses

- MasterCard Program
 - Comdata MasterCard – FLEETCOR through its subsidiary company Comdata, Inc.
 - Pricing based on the card accepting merchant's retail price

Benefits to the Authority through with FLEETCOR includes:

- An online fuel purchase monitoring system that integrates with the Authority's upgraded GPS platform for each card issued
- Options to track the amount of fuel purchased in real time and frequency of purchases
- Remote card deactivation
- Proximity fuel control
- Enhanced access to invoices through an online system
- Pre- determined locations for staff to refuel Authority vehicles (Authority defined)

It is also recommended the Authority continue to contract with Alameda County in case of emergencies/disasters as a backup.

CCGS has reviewed the procurement and FleetCor Technologies, Inc. has a current and valid contract with Region 4 ESC through OMNIA Partners and the contract covers the services and materials needed by OHA for fuel card services.

The Request for Proposals issued by Region 4 ESC through OMNIA Partners was competitively solicited and meets 2 CFR Part 200. The contract with FleetCor Industries, Inc. is current and the scope satisfies the needs of OHA, allowing OHA to piggyback on Contract #R211101.

The use of the OMNIA contract will greatly simplify and expedite the procurement process by relieving the Authority of developing specifications and issuing a solicitation for the purchase of Fuel Card Services and Related Products.

Recommended Action:

It is recommended that the Board of Commissioners adopt the attached resolution

Fuel Card Services and Related Products FLEETCOR Technologies, Inc.

Page 4 of 4

authorizing the Executive Director to execute a two-year contract, with up to two one-year option terms, with FLEETCOR Technologies, Inc. through its subsidiaries: FLEETCOR Technologies Operating Company, LLC and Comdata, Inc. for Fuel Card Services and Related Products, utilizing Region 4 Education Service Center ("Region 4 ESC") OMNIA Partners cooperative agreement Contract #R211101 in an amount not to exceed \$715,000 for the initial term and \$357,500 per year for each additional option term for a total contract amount not to exceed \$1,430,000.

Attachments: Region 4 ESC/ OMNIA/ FLEETCOR information
 Contract Compliance and General Services Memorandum
 Resolution

TOGETHER WE CAN DO MORE

ABOUT COMDATA:

As a trusted, independent partner, COMDATA draws upon more than 50 years of industry experience to deliver inventive and adaptable solutions that offer greater insight into your daily business operations. With real-time management, detailed reporting, and comprehensive controls, COMDATA's solutions provide improved productivity and profitability.

COMDATA has a complete understanding of the transportation industry, and that's why we offer an inclusive suite of solutions to help you manage your business. Our products provide innovative technology, comprehensive analytics, and unbiased support so you can focus on moving your business forward.

COMDATA TECHNOLOGY SOLUTIONS ARE BUILT ON HIGH-PERFORMANCE COMPUTING

Our proprietary system allows us to process billions of dollars of transactions in real-time, faster and more reliably than others in the marketplace.

CONTRACT DETAILS

Contract Name:

Fuel Card Services and Related Products

Contract Number:

R211101

Terms:

January 1, 2022 through December 31, 2024





OUR POWERFUL BACK-END TECHNOLOGY ALLOWS US TO SOLVE PROBLEMS OTHERS CAN'T

- We meet the needs of a range of users by providing tools for drivers all the way to top level business leaders
- We work in real-time to reconcile fuel prices and catch potential fraud before the transaction is completed — and not after
- We improve efficiency through an integrated system of solutions that save our customers time and money

WE LEAD SO FLEET CAN DELIVER



750,000+ Customers supported by 8,400 employees



\$1B+ Processed across 500M+ transactions annually



50+ Years of experience



Named one of Forbes most innovative companies Since 2015

For more info on how COMDATA can help you and your fleet, please visit us at [COMDATA.com](https://www.comdata.com) or scan the QR Code >



OMNIA Partners, Public Sector is the nation's largest and most experienced cooperative purchasing organization dedicated to public sector procurement. Our immense purchasing power and industry-leading suppliers have produced a comprehensive portfolio of cooperative contracts and partnerships, making OMNIA Partners the most valued and trusted resource for organizations nationwide.

For more information, visit [OMNIAPartners.com/publicsector](https://www.OMNIAPartners.com/publicsector)



TOOLS TO MANAGE YOUR PUBLIC SECTOR FLEET



ABOUT FUELMAN

Launched in 1985, Fuelman was one of the first proprietary fleet fuel cards offered in the U.S. Our goal has always been to serve the movers and makers that keep our country running.

Fuelman's 35+ year legacy, plus our strong relationships with the stations in our vast network, translates into convenience, security, and savings at the pump.

SPECIAL TREATMENT FOR SPECIAL FLEETS

You work hard to serve and protect the public. Through OMNIA Partners, you benefit from compelling savings from the Fuelman network, plus "contract" status, giving you the preferential treatment government and other public sector fleets deserve.

CONTRACT DETAILS

Contract Name:

Fuel Card Services and Related Products

Contract Number:

R211101

Contract Term:

3 year initial term through December 31, 2024 with option to renew for two (2) additional one-year periods through December 31, 2026






WE MAKE COMPLIANCE, DOCUMENTATION, AND TAX-EXEMPT ACCOUNTING EASY:


- **Simplified reports**
Cut time and administrative hassle with easy-to-use vehicle expense accounting and reporting
- **More control – less fraud**
Help prevent fraud and misuse with customizable spending controls, driver profiles, and exception alerts
- **Tax-exempt billing**
Save money and time with billing statements specially developed for tax-exempt fleets

SAVINGS – FLEXIBLE PRICING OPTIONS


- Wholesale Cost - Plus Pricing which is often the preferred pricing method of government.
- Retail Based pricing, offering volume rebates at preferred network locations¹ of up to 4¢ per gallon on gasoline and 8¢ per gallon on diesel fuel.



9,000+
EMPLOYEES



1.6 BILLION
TRANSACTIONS
PROCESSED PER
YEAR (FLEETCOR)



35+ YEARS
EXPERIENCE
FOR FUELMAN

WE DELIVER FOR THE FLEETS THAT DELIVER FOR US

For more info on how FUELMAN can help you and your fleet, please email us at omniapartners@fleetcor.com.

OMNIA Partners, Public Sector is the nation's largest and most experienced cooperative purchasing organization dedicated to public sector procurement. Our immense purchasing power and industry-leading suppliers have produced a comprehensive portfolio of cooperative contracts and partnerships, making OMNIA Partners the most valued and trusted resource for organizations nationwide.

For more information, visit OMNIAPartners.com/publicsector

1. Fuelman is accepted at Chevron/Texaco, ARCO, Pilot, Love's, TA/Petro, Sinclair, and Buc-ee's (Extended Network locations) but transactions are not eligible for any rebate, and cost-plus pricing is not available at these locations. Transactions at ARCO are subject to pricing surcharge and are not eligible for any rebate. Fuelman reserves the right to never sell Customer at a price below its cost paid to merchant.



THE FUEL CARD FOR PUBLIC SECTOR

Powered by the Fuelman network

THE PUBLIC COUNTS ON YOU, SO GET THE FUEL CARD THAT PUBLIC SECTOR AGENCIES HAVE COUNTED ON FOR DECADES

Track, manage and control fuel expenses across numerous departments, vehicles, and drivers with Fuelman fuel cards

COST CONTROLS

Help prevent fraud & misuse by customizing fuel controls¹

Manage driver profiles and turn cards on/off with just a few clicks

Get prompt exception alerts hourly for potentially fraudulent transactions so you can take immediate action

REPORTING & TRACKING

Track fuel expenses by vehicle and driver

Simplified reports for easy vehicle expense accounting, exempt taxes removed

Product-level data allows you to see exactly what drivers purchase (by fuel type) with exceptions flagged

FUEL SAVINGS (Pricing Options)

Wholesale-based, cost-plus pricing at preferred network locations² with no limit on savings

Retail-based pricing with volume rebates at preferred network locations² - up to 4¢ per gallon on gasoline & 8¢ per gallon on diesel



1. The integration of a fuel card with a telematics solution cannot predict or prevent all fraudulent transactions. Only when a qualified FLEETCOR fuel card is selected. Only when integrated with a partner telematics solution and data is available.
2. Fuelman is accepted at Chevron/Texaco, ARCO, Pilot, Love's, TA/Petro, Sinclair, and Buc-ee's but transactions are not eligible for any rebate, and cost-plus pricing is not available at these locations. Transactions at ARCO are subject to pricing surcharge and are not eligible for any rebate. Fuelman reserves the right to never sell Customer at a price below its cost paid to merchant.

AVAILABLE TERMS & PRICING OVERVIEW

FLEXIBLE BILLING TERMS

Choose from a broad selection of billing frequencies and payment terms. Standard terms incur no adjustment to cost plus markups or retail price, or no additional discount. With extended terms, pricing is slightly increased to accommodate longer terms. With more frequent billing and shorter terms a discount applies. Billing terms subject to FLEETCOR credit approval.

Available Billing Frequencies

- Weekly
- Bi-Weekly
- Monthly

Available Payment Terms

- Net 30
- Net 21
- Net 14
- Net 10
- Net 7 with EFT
- Net 4 with EFT

COST PLUS PRICING PROGRAM

Gasoline and diesel prices at preferred network locations¹ determined by (subject to pricing exceptions):

- **Wholesale cost** tied to third party index (OPIS) for station product/brand where fueling occurs.
- **FLEETCOR contracted markup** (see rates below).
- **Station's freight rate** (includes any dealer rate adjustment).
- **Adder or Discount for non-standard billing frequency or payment terms** (see billing frequency/payment terms pricing matrix).
- **Non-Exempt Tax**

STANDARD COST-PLUS MARKUPS²

- **Unleaded & Premium:** \$0.11 per gal.
- **Unleaded Plus:** \$0.12 per gal.
- **Diesel:** \$0.16 per gal.

RETAIL PRICING WITH REBATE

- Pricing is based on the station's retail price (credit price where applicable), any exempt tax removed.
- For customers on non-standard billing, **retail price is adjusted per the billing frequency/payment terms pricing matrix** (see contract terms on OMNIA Partners website).
- A volume rebate is earned based on invoiced entity's overall volume.
- Tier reached includes all gallons, but the rebate only applies to preferred network gals¹.
- A volume rebate up to **4 cents per gallon on gasoline** and up to **8 cents per gallon on diesel fuel¹** (see contract terms on OMNIA Partners website).



1. Fuelman is accepted at Chevron/Texaco, ARCO, Pilot, Love's, TA/Petro, Sinclair, and Buc-ee's (Extended Network locations) but transactions are not eligible for any rebate, and cost-plus pricing is not available at these locations. Transactions at ARCO are subject to pricing surcharge and are not eligible for any rebate. Fuelman reserves the right to never sell Customer at a price below its cost paid to merchant.

2. The markups shown are for standard Bi-Weekly, Net 14 Day billing terms. The markup is adjusted up for extended terms, or lowered if your agency can be billed more frequently or accept shorter terms. See the billing frequency/payment terms pricing matrix on the OMNIA Partners website.



CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)

1619 Harrison Street, Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Kris Warren, Interim Chief Operating Officer ^{OS} KW
Daniel Mermelstein, Manager of CCGS ^{OS} DM

From: Courtney Sharif, Contract Specialist, CCGS ^{OS} CS

Subject: Request to Recommend to Board of Commissioners to Piggyback on the Region 4 Education Service Center's (ESC) Contract with FleetCor Technologies, Inc. through its subsidiaries: FleetCor Technologies Operating Company, LLC and Comdata, Inc., (OMNIA Partners) for Fuel Card Services

Date: February 14, 2023

This memo is to request the Executive Director recommend to the Board of Commissioners to use the competitive solicitation process conducted by Region 4 Education Service Center, and piggyback on Contract # R211101 for Fuel Card Services and Related Products (herein "Contract #R211101"), dated January 1, 2022, between FleetCor Technologies, Inc. through its subsidiaries: FleetCor Technologies Operating Company, LLC and Comdata, Inc., and Region 4 Education Service Center (OMNIA Partners Master Agreement). The use of the piggyback will maximize efficiency in terms of both time and money.

Background

The Oakland Housing Authority (OHA) needs fuel card services for OHA's fleet and equipment since the Alameda County General Services Agency has been decommissioned and permanently closed the Alco Park fueling station, where OHA fueled all OHA fleet vehicles and equipment.

Currently, OHA is utilizing Alameda County's fleet card system and this system is very expensive and does not have the technical advantages FleetCor Technologies Operating system has which includes an online fuel monitoring system, real-time purchasing tracking, remote card deactivation, additional fueling locations for OHA staff, proximity fuel control, and enhanced online access to invoices.

According to 2 CFR Part 200, "All procurement transactions will be conducted in a manner providing full and open competition". On July 7, 2021, Region 4 Education Service Center ("ESC"), an OMNIA Partner, released Request for Proposals (RFP) Number 21-11 for Fuel Card Services and Related Products, with proposals due Tuesday, August 24, 2021, 2:00 PM Central time. ESC made the resultant contract (also known as the "Master Agreement" in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state

and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through OMNIA Partners’ cooperative purchasing program.

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- Region 4 ESC website
- Arizona Business Gazette, AZ
- The Advocate, New Orleans, LA
- Daily Journal of Commerce, OR
- Helena Independent Record, MT
- Houston Community Newspapers, Cy Creek Mirror, TX
- Seattle Daily Journal of Commerce, WA
- OMNIA Partners website
- San Bernardino Sun, CA
- New Jersey Herald, NJ
- The State, SC
- The Herald-News, IL
- USA Today, nationwide
- Honolulu Star-Advertiser, HI
- Times Union, NY
- Richmond Times, VA
- Las Vegas Sun, NV
- Deseret News, UT
- Kennebec ME Journal

On August 24, 2021, proposals were received by Region 4 from FleetCor Technologies, Inc. through its subsidiaries: FleetCor Technologies Operating Company, LLC and Comdata, Inc.

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to enter into negotiations with FleetCor Technologies, Inc. through its subsidiaries: FleetCor Technologies Operating Company, LLC and Comdata, Inc., and proceeded with contract award upon successful completion of negotiations.

Region 4 ESC and FleetCor Technologies, Inc. through its subsidiaries: FleetCor Technologies Operating Company, LLC and Comdata, Inc. successfully negotiated Contract #R211101, and Region 4 ESC executed the agreement with a contract effective date of January 1, 2022.

Contract #R211101 includes:

- Fuelman Fleet Card Program
 - Flexible Pricing Plans
 - Online web-based account management
 - Customizable Billing Frequency
 - Track and Monitor Fleet Fuel Expenses
- MasterCard Program
 - Comdata MasterCard – FleetCor through its subsidiary company Comdata, Inc.
 - Pricing based on the card accepting merchant’s retail price

Using the competitive solicitation process conducted by Region 4 Education Service Center, and piggybacking on Contract # R211101 for Fuel Card Services and Related Products, as opposed to issuing a new RFP, will result in time savings of approximately two months which is imperative since the County of Alameda fueling station that OHA has been using is closed.

The cost of using the fuel card services from FleetCor Technologies, Inc. is comparable to other retail options, the only difference is that another retailer offered a slightly better rebate on purchases 1% versus .07%. FleetCor Technologies, Inc., however, offers an online fuel purchase monitoring system that integrates with Verizon’s upgraded GPS platform for each card issued to prevent fraudulent fuel card purchases, which is included in the cost analysis provided by the Office of Property Operations. The cost for this additional service is \$2 per vehicle per month for a total cost of \$3,600 per year.

Please see the cost analysis below:

	Oct-22	Nov-22	Oct + Nov 22 Avg	15% Increase	2023-2024 Projected Price*
Alameda County (Fuel Ring) Current option	\$4.77	\$4.88	\$4.83	\$5.55	\$305,181
WEX (Sourcewell contract)	\$5.68	\$5.48	\$5.58	\$6.42	\$352,935
WEX (CA State contract)	\$5.74	\$5.53	\$5.64	\$6.48	\$356,414
Fleetcor Mastercard (Omnia) **	\$5.70	\$5.49	\$5.60	\$6.43	\$357,484
City of Oakland	\$5.42	\$5.56	\$5.79	\$6.66	\$366,218
Alameda County (WEX)	\$6.02	\$5.81	\$5.92	\$6.80	\$374,124

* Projected cost based on the average October and November 2022 price per gallon x 15% x 55,000 gallons/year.

** Proximity fuel control added to the projected price (\$2/vehicle/month). The fuel card will only activate the fuel pump when it is within a specified distance from the vehicle.

Proposed Term:

Initial three (3) year agreement effective January 1, 2022, through December 31, 2024, with the option to renew for two (2) additional one-year periods through December 31, 2026. Since year one of Contract #R211101 has already lapsed, OHA would only be able to contract with FleetCor Technologies, Inc. through its subsidiaries: FleetCor Technologies Operating Company, LLC and Comdata, Inc. for a period of two (2) years, with two (2) one-year options to renew.

Evaluating the cost, service, and available options for OHA's entire fleet, it is recommended the Board of Commissioners approve OHA to purchase fuel by piggybacking on Contract #R211101 for Fuel Card Services and Related Products. This fueling option will require the issuance of individual gas cards to each team member assigned to an OHA vehicle.

Contracting with FleetCor will include:

- An online fuel purchase monitoring system that integrates with Verizon's upgraded GPS platform for each card issued to reduce fraudulent fuel card purchases.
- Options to track the amount of fuel purchased in real time and frequency of purchases.
- Remote card deactivation.
- Proximity fuel control.
- Enhanced access to invoices through an online system.
- Additional locations for staff to refuel OHA vehicles (OHA defined locations only).

It is also recommended OHA continue to contract with Alameda County in case of emergencies/disasters as a back-up.

Conclusion

FleetCor Technologies, Inc. has a current and valid contract with Region 4 ESC through OMNIA Partners and the contract covers the services and materials needed by OHA for fuel card services.

The Request for Proposals issued by Region 4 ESC through OMNIA Partners was competitively solicited and meets 2 CFR Part 200. The contract with FleetCor Industries, Inc. is current and the scope satisfies the needs of OHA, allowing OHA to piggyback on Contract #R211101.

Recommendation

CCGS recommends that the Executive Director requests approval from the Board of Commissioners for OHA to use the competitive solicitation process conducted by Region 4 Education Service Center, and piggyback on Contract #R211101 for Fuel Card Services and Related Products (herein "Contract #R211101"), dated January 1, 2022, between FleetCor Technologies, Inc. through its subsidiaries: FleetCor Technologies Operating Company, LLC and Comdata, Inc., and Region 4 Education Service Center, for a term of two years with 2 one-year option terms for all of OHA's fuel card service purchases. The use of this cooperative agreement will greatly simplify and expedite the procurement process. OHA utilizing this cooperative agreement will relieve OHA from developing specifications and issuing a solicitation for fuel card services resulting in cost-savings.

Approved:

Not Approved:

DocuSigned by:
Patricia Wells 2/14/2023
722CF180EE194A1...

Patricia Wells Date
Executive Director

Patricia Wells Date
Executive Director

**THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER:

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH UP TO TWO ONE-YEAR OPTION TERMS, WITH FLEETCOR TECHNOLOGIES, INC. THROUGH ITS SUBSIDIARIES: FLEETCOR TECHNOLOGIES OPERATING COMPANY, LLC AND COMDATA, INC. FOR FUEL CARD SERVICES AND RELATED PRODUCTS, UTILIZING REGION 4 EDUCATION SERVICE CENTER (“REGION 4 ESC”) OMNIA PARTNERS COOPERATIVE AGREEMENT CONTRACT #R211101 IN AN AMOUNT NOT TO EXCEED \$715,000 FOR THE INITIAL TERM AND \$357,500 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$1,430,000.

WHEREAS, The Oakland Housing Authority (Authority) has a current need for fuel card services and related products to purchase fuel for the Authority’s fleet and equipment; and

WHEREAS, the Alameda County General Services Agency will decommissioned and permanently closed the Alco Park fueling station on January 12, 2023; and

WHEREAS, the Authority currently purchases fuel for fleet vehicles and equipment utilizing Alameda County issued gas cards as a short term option to ensure operations can continue; and

WHEREAS, without fuel, Authority departments will not be able to mobilize staff to locations to perform specific tasks; and

WHEREAS, OMNIA Partners released Request for Proposals (RFP) Number 21-11 on July 7, 2021, in partnership with Region 4 Education Service Center (“ESC”) for Fuel

Card Services and Related Products, with proposals due Tuesday, August 24, 2021, 2:00 PM Central time; and

WHEREAS, the proposals were evaluated by an evaluation committee, and the committee elected to enter into negotiations with FLEETCOR Technologies, Inc. through its subsidiaries: FLEETCOR Technologies Operating Company, LLC and Comdata, Inc.; and

WHEREAS, Region 4 ESC and OMNIA Partners executed cooperative agreement Contract #R211101 with FLEETCOR Technologies, Inc. through its subsidiaries: FLEETCOR Technologies Operating Company, LLC and Comdata, Inc. for Fuel Card Services and Related Products; and

WHEREAS, contract #R211101 is for a three (3) year initial term effective January 1, 2022 through December 31, 2024, with the option to renew for two (2) additional one-year terms through December 31, 2026; and

WHEREAS, the Authority will only be able to contract with FLEETCOR Technologies, Inc. through its subsidiaries: FLEETCOR Technologies Operating Company, LLC and Comdata, Inc. for a period of two (2) years, with up to two (2) one-year options; and

WHEREAS, the Authority's Contracts, Compliance and General Services (CCGS) department has reviewed the procurement and has found that contract #R211101 is valid and meets 2 CFR Part 200 and the Authority's Procurement Policy, allowing the Authority to utilize this Contract; and

WHEREAS, OMNIA Partners provides public agencies and non-profits the benefit of national leveraged pricing, with no cost to the OMNIA Partners members; and

WHEREAS, OMNIA Partners competitively solicits proposals and awards contracts for commonly purchased products and services, providing governmental and public entities opportunities for greater efficiency and economy in procuring goods and services; and

WHEREAS, the use of the OMNIA contract will greatly simplify and expedite the procurement process by relieving the Authority of developing specifications and issuing a solicitation for the purchase of Fuel Card Services and Related Products; and

WHEREAS, CCGS has reviewed the procurement and FLEETCOR Technologies, Inc. has a current and valid contract with Region 4 ESC through OMNIA Partners and the contract covers the services and materials needed by OHA for fuel card services; and

WHEREAS, CCGS evaluated the cost, service and available options for Fuel Card Services and Related Products for the Authority's entire fleet and recommends the Authority purchase fuel card services and related products utilizing the contract between Region 4 ESC, OMNIA Partners and FLEETCOR Technologies, Inc. through its subsidiaries: FLEETCOR Technologies Operating Company, LLC and Comdata, Inc.; and

WHEREAS, funding for the initial contract term is included in the FY 2023 operating budget in account 4413-00-000 Vehicles – Gas; and

WHEREAS, each subsequent option term will be included in the corresponding fiscal year's operating budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA:

THAT, the Board of Commissioners authorizes the Executive Director to execute a two-year contract, with up to two one-year option terms, with FLEETCOR Technologies, Inc. through its subsidiaries: FLEETCOR Technologies Operating Company, LLC and Comdata, Inc. for Fuel Card Services and Related Products, utilizing Region 4 Education Service Center ("Region 4 ESC") OMNIA Partners cooperative agreement contract #R211101 in an amount not to exceed \$715,000 for the initial term and \$357,500 per year for each additional option term for a total contract amount not to exceed \$1,430,000; and

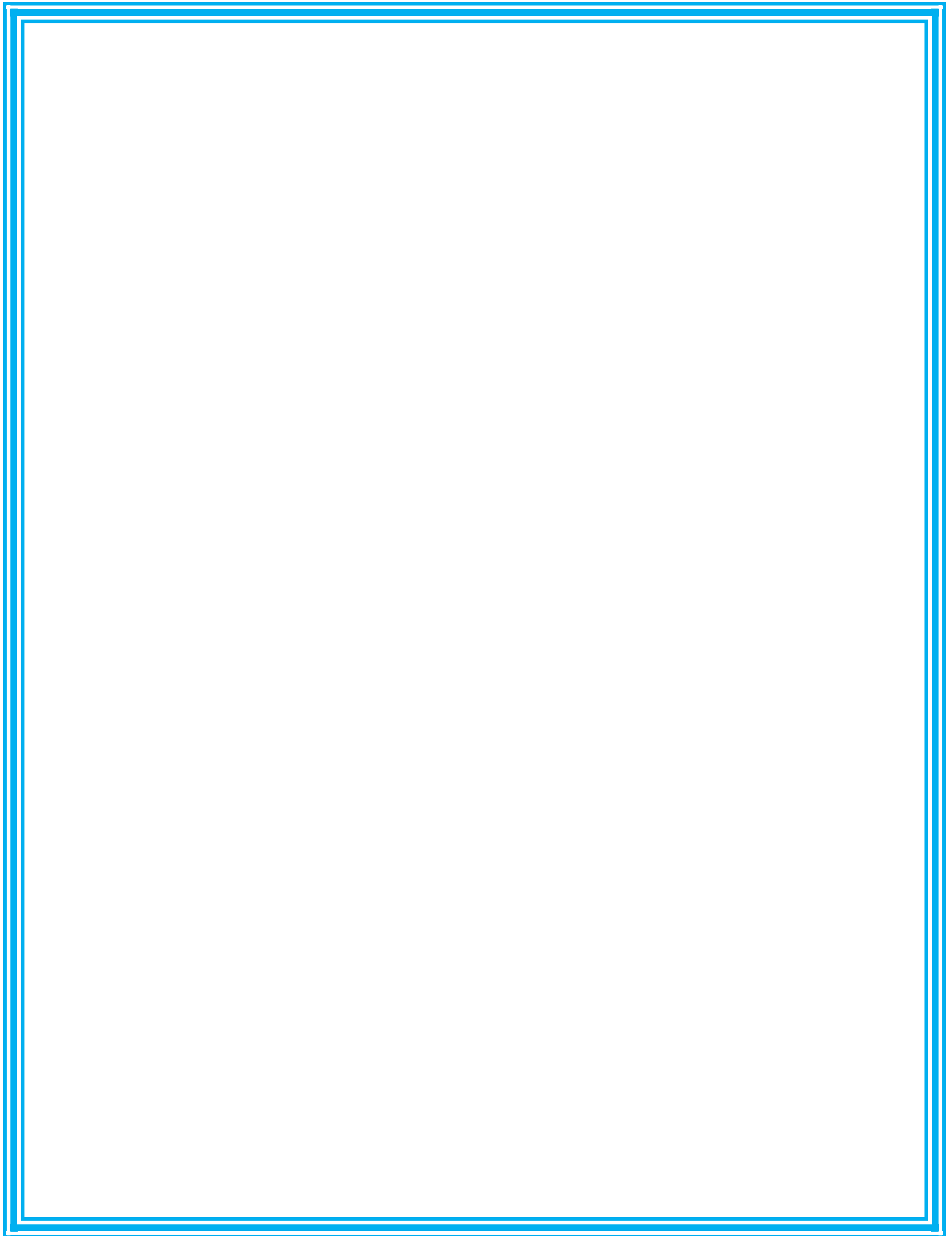
THAT, the Executive Director, on behalf of the Oakland Housing Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on February 27, 2023.

Secretary

ADOPTED: February 27, 2023

RESOLUTION NO.



ITEM: VII.H.

**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director

A blue ink signature of Patricia Wells, consisting of the letters 'PW' in a stylized, cursive font, enclosed within a blue rectangular box. The letters 'DS' are printed in small, blue, sans-serif font above the top right corner of the box.

Subject: Adopt a resolution authorizing the Executive Director to execute a contract with CDW Government, LLC for Information Technology Solutions Services for a two-year term in an amount not to exceed \$450,000

Date: February 27, 2023

Purpose: This action is to authorize the Executive Director to execute a two-year contract with CDW Government, LLC. for Information Technology Solutions Services for the amount not to exceed \$450,000

Funding: Funding for this item is considered in the annual operating budgets for FY 2023 in the amount of \$225,000 for Information Technology Solution Services and funding under GL Code 5510-00-000.

Background

The Oakland Housing Authority has a need for Microsoft Office 365 and Azure AD Licenses, which are covered under the cooperative agreement with the City of Mesa, AZ, through OMNIA Partners.

According to 2 CFR 200, "All procurement transactions will be conducted in a manner providing full and open competition." In order to ensure competition, the City of Mesa, AZ, posted RFP #2018011 on its website for approximately five (5) weeks, from September 20, 2017, to October 23, 2017. The RFP was also sent to 55,803 vendors, and it was also published in several newspapers. Eleven (11) companies responded. CDW Government, LLC was awarded a five (5) year agreement from March 1, 2018, through February 28, 2025. The City of Mesa has extended the contract to February 28, 2025.

The request for proposals issued by the City of Mesa, AZ, was competitively solicited and met HUD 2, CFR 200. The contract with CDW Government, LLC with the city of Mesa, AZ, is valid through February 28, 2025, allowing OHA to utilize this contract for the services needed.

Recommendation

CDW Government, LLC

Staff recommends that the Board of Commissioners adopt the resolution authorizing the Executive Director to execute a contract with CDW Government, LLC. to provide Information Technology Solutions Services for a two-year term in an amount not to exceed \$450,000.

Attachments: Resolution

**THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A
CONTRACT WITH CDW GOVERNMENT, LLC. FOR INFORMATION TECHNOLOGY
SOLUTIONS SERVICES FOR A TWO-YEAR TERM IN AN AMOUNT NOT TO EXCEED
\$450,000**

WHEREAS, the Oakland Housing Authority has a need for Microsoft Office 365 and Azure AD License to access Authority's emails and office application product suite; and

WHEREAS, the CDW Government, LLC has a cooperative agreement with the City of Mesa, AZ, through OMNIA Partners; and

WHEREAS, the City of Mesa, AZ, posted RFP 2018011 on September 20, 2017, through October 23, 2017; and

WHEREAS, eleven (11) companies responded, and CDW was awarded a five-year contract; and

WHEREAS, the cooperative agreement meets HUD 2 CFR 200; and

WHEREAS, the Authority acknowledges the OMNIA contract is valid through February 28, 2025.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA:**

THAT, the Board of Commissioners authorizes the Executive Director to execute a contract

with CDW Government, LLC. for Information Technology Solutions Services for a two-year term in an amount not to exceed \$450,000; and

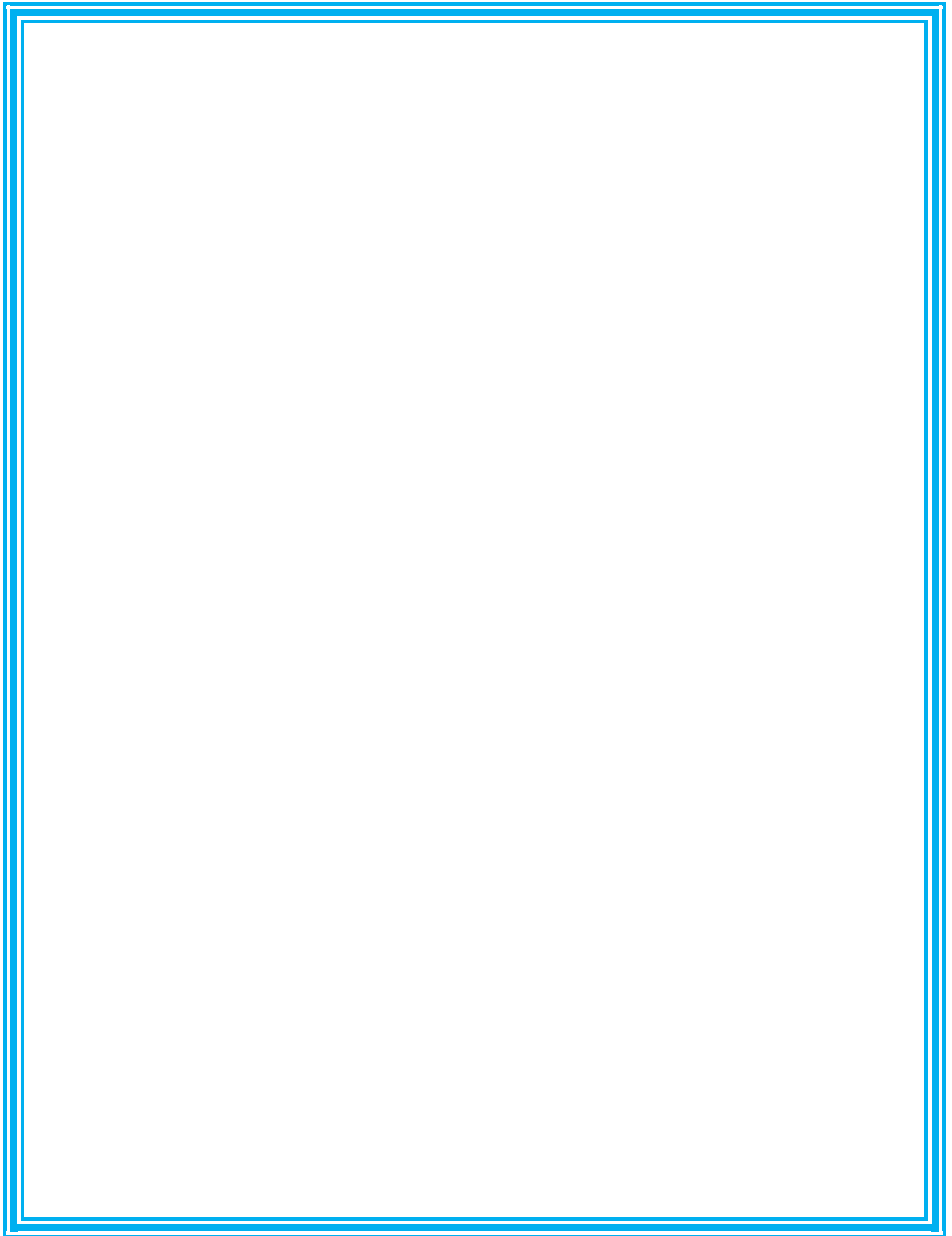
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*I hereby certify that the foregoing resolution is full, true, and correct.
copy of a resolution passed by the Commissioners of the Housing Authority
Of the City of Oakland, California, on February 27, 2023.*

Secretary

ADOPTED: February 27, 2023

RESOLUTION NO.



ITEM: VII.I.

Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Adopt a resolution authorizing the Executive Director to acquire the Limited Partner Interest in Lion Creek Crossings Phase IV for an amount not to exceed \$20,000, and authorization to execute a Continuing Project Operations and Exclusive Negotiation Rights Agreement with the Administrative and Managing General Partners including provisions terminating any rights of the Managing General Partner to purchase the project, providing an option for the Authority to purchase the General Partner interests for a fee of \$100 plus up to \$50,000 to reimburse the General Partners for staff time and third-party costs related to attempting to reposition the project, and agreeing to engage in good faith negotiations before the Authority exercises its rights to purchase the project.

Date: February 27, 2023

Purpose: This action authorizes the Executive Director to execute agreements to acquire the Investor Limited Partner's and Special Limited Partner's interest in Lion Creek Crossings Phase IV for an amount not to exceed \$20,000 and establish an agreement for the continued operation of the project.

Funding: The cost to acquire the Limited Partners' Interest is an amount not to exceed \$20,000. Funds have been set aside in the Fiscal Year 2023-2024 approved Agency budget in budget line-item number 5510-00-000 Capital Outlay, to fund Investor Limited Partner buyouts at Lion Creek Crossings.

Background:

Lion Creek Crossing Phase IV (the Project, LCC Phase IV) is a 72-unit tax-credit affordable housing development with 21 public housing units located in the block bounded by Lion Way, 69th Avenue, Snell Avenue and 70th Avenue. The Project is owned and operated by Village-Side Housing Partners, L.P. (the Partnership).

The following entities serve as partners in the Partnership:

Investor Limited Partner: Bank of America, N.A. (99.98% ownership)

Lion Creek Crossing Phase IV
Page 2 of 4

Special Limited Partner: Banc of America CDC Special Holding Company, Inc.
(0.01%)

Class B Special Limited Partner: OHA Coliseum LLC

Administrative General Partner: Related/Oakland Coliseum IV Development Co. LLC
(0.0048%) (Related)

Managing General Partner: Lion Creek IV, LLC (EBALDC) (0.0051%)

Purchase of Limited Partners' Interests

The Authority holds an option to purchase the Project from the Partnership (Authority Option) pursuant to a Purchase Option Agreement dated November 1, 2010 (Option Agreement), and a right of first refusal pursuant to a Right of First Refusal Agreement dated November 1, 2010. The Authority Option period extends from January 1, 2023 to June 30, 2030. If the Authority does not exercise its option by June 30, 2030, EBALDC has the second option to purchase the Project. The purchase price for the Project under the Option Agreement is the greater of fair market value or the amount of outstanding debt plus the investor's taxes to exit the Project plus any deficiencies in tax credits provided by the Project compared to the amount agreed to be provided to the investor.

Exercising the option to purchase the Project would allow the Authority or EBALDC to own the project outright; however, this action would result in the dissolution of the Limited Partnership and the distribution of the project's operating and replacement reserves to the members of the Partnership. At the end of the 15-year Low Income Housing Tax Credit compliance period, it is common for the sponsor or developer of a tax credit project to buy out the Investor Limited Partner's and Special Limited Partner's (collectively, the "ILPs") interest in the project instead of purchasing the project outright. This is a preferred method for the Authority to assert its right to control the project and allow for the investor to exit after the tax credit compliance period. This method leaves the limited partnership intact with Lion Creek IV, LLC, still in place as the Managing General Partner and prevents the ensuing complications of the dissolution of the Limited Partnership.

The ILPs have agreed to sell their interest to the Authority for a nominal amount not to exceed \$1,000 plus the actual fees from their attorneys to draft and review the transaction documents. The agreed-upon purchase price for the Limited Partners' interest is lower than the estimated cost to purchase the Project under the Option Agreement. The attorney's fees are estimated to be approximately \$7,000. An allowance of up to \$20,000 for the purchase price plus legal fees is included in the proposed resolution because actual attorney fees are unknown at this time.

The Authority will have its affiliate, OHA Development LLC, purchase the ILPs' interests and become a Limited Partner in the Project. OHA Development LLC is controlled directly by the Authority, as the Authority is the sole member of the LLC. Having OHA Development LLC as the limited partner in development projects reduces the Authority's liability related to the developments. OHA Development LLC has participated as a Special

Lion Creek Crossing Phase IV
Page 3 of 4

Limited Partner in some of the Authority's development partnerships, including AveVista and Prosperity Place. OHA Development LLC was also the entity that purchased the limited partner interest in Lion Creek Crossings Phase I in 2020 and Mandela Gateway in 2021.

Continuing Project Operations and Exclusive Negotiation Rights Agreement

While purchasing the ILPs' interest in the partnership will remove the investors from the Partnership, the Authority technically will not have exercised its option to purchase the Project under the Purchase Option Agreement. Since the Authority will not have exercised its option to purchase the Project, EBALDC could still exercise its secondary option.

Under the proposed Continuing Property Operations and Exclusive Negotiating Rights Agreement, the Authority, EBALDC and Related would agree that:

- EBALDC will terminate any claims they may have to exercise any option or first refusal rights to acquire the project.
- The Authority or its affiliate will have an option to purchase EBALDC and Related's General Partner interests for a fee of \$100 each, plus an amount to reimburse EBALDC and Related for staff time and third-party costs related to attempting to reposition the project, up to \$50,000.
- Before the Authority exercises its rights to purchase the General Partner interests, the Authority, EBALDC and Related will engage in a period of good faith and exclusive negotiations to attempt to agree to terms under which they would participate in a new partnership to reposition the project.

It is important to note that, while the Authority is seeking to preserve its right to purchase the General Partner interest in the Project through the Continuing Property Operations and Exclusive Negotiation Rights Agreement, the Authority also seeks to maintain its productive and valued partnership with EBALDC and Related as the manager, operator, and services provider for LCC Phase IV.

The proposed limited partner buyout for LCC Phase IV is very similar to the buyouts that have been completed for LCC Phase I and II. Continuing Property Operations and Exclusive Negotiation Rights Agreements were also executed at the time of the limited partner buyout for those properties. The following is a summary of the status of the investor limited partner buyouts for the other phases of Lion Creek Crossings:

- Phase I: Purchase of investor limited partner interests was completed on January 29, 2021.
- Phase II: Purchase of investor limited partner interests was approved by the Board of Commissioners on April 25, 2022. The buyout transaction was completed on January 20, 2023.
- Phase III: Phase III has the same investor as Phase II. OHA has informally negotiated with the investor in Phase III to complete a buyout in early 2023 for \$5,000. It is anticipated that staff will request Board approval of the buyout for Phase III in spring 2023.

Lion Creek Crossing Phase IV

Page 4 of 4

- Phase V: The tax credit compliance period ends on December 31, 2028. Staff will monitor the status of this project. It is expected that the limited partner buyout will take place after the end of the compliance period.

Recommendation:

It is recommended that the Board of Commissioners authorize the Executive Director to execute agreements to acquire the Investor Limited Partners' interest in LCC Phase IV for an amount not-to-exceed \$20,000, and to execute a Continuing Property Operations and Exclusive Negotiation Rights Agreement with the Administrative and Managing General Partners of Village-Side Housing Partners, L.P. to establish terms for the continued operation of LCC Phase IV including provisions terminating any rights of the Managing General Partner to purchase the project, providing an option for the Authority to purchase the General Partner interests for a fee of \$100 plus up to \$50,000 to reimburse the General Partners for staff time and third-party costs related to attempting to reposition the project, and agreeing to engage in good faith negotiations before the Authority exercises its rights to purchase the project.

Attachment: Resolution

**THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ACQUIRE THE LIMITED PARTNER INTEREST IN LION CREEK CROSSINGS PHASE IV FOR AN AMOUNT NOT TO EXCEED \$20,000, AND AUTHORIZATION TO EXECUTE A CONTINUING PROJECT OPERATIONS AND EXCLUSIVE NEGOTIATION RIGHTS AGREEMENT WITH THE ADMINISTRATIVE AND MANAGING GENERAL PARTNERS INCLUDING PROVISIONS TERMINATING ANY RIGHTS OF THE MANAGING GENERAL PARTNER TO PURCHASE THE PROJECT, PROVIDING AN OPTION FOR THE AUTHORITY TO PURCHASE THE GENERAL PARTNER INTERESTS FOR A FEE OF \$100 PLUS UP TO \$50,000 TO REIMBURSE THE GENERAL PARTNERS FOR STAFF TIME AND THIRD-PARTY COSTS RELATED TO ATTEMPTING TO REPOSITION THE PROJECT, AND AGREEING TO ENGAGE IN GOOD FAITH NEGOTIATIONS BEFORE THE AUTHORITY EXERCISES ITS RIGHTS TO PURCHASE THE PROJECT

WHEREAS, Lion Creek Crossing Phase IV (the "Project") is a 72-unit tax credit affordable housing development with 21 public housing units located in the block bounded by Lion Way, 69th Avenue, Snell Avenue and 70th Avenue; and

WHEREAS, the Project is owned and operated by Village-Side Housing Partners, L.P. (the "Partnership"); and

WHEREAS, the following entities serve as partners in the Partnership: Investor Limited Partner, Bank of America, N.A.; Special Limited Partner, Banc of America CDC Special Holding Company, Inc.; Class B Special Limited Partner, OHA Coliseum LLC;

Administrative General Partner, Related/Oakland Coliseum IV Development Co. LLC (“Related”); Managing General Partner, Lion Creek IV, LLC (“EBALDC”); and

WHEREAS, the Authority holds an option to purchase the Project from the Partnership (Authority Option) pursuant to a Purchase Option Agreement dated November 1, 2010 (Option Agreement), and a right of first refusal pursuant to a Right of First Refusal Agreement dated November 1, 2010; and

WHEREAS, the Authority Option period extends from January 1, 2023, to June 30, 2030; and

WHEREAS, if the Authority does not exercise its option by June 30, 2030, EBALDC has the second option to purchase the Project; and

WHEREAS, exercising the option to purchase the Project would allow the Authority or EBALDC to own the project outright; however, this action would result in the dissolution of the Limited Partnership and the distribution of the project’s operating and replacement reserves to the members of the Partnership; and

WHEREAS, a preferred method for the Authority to assert its right to control the Project, and allow for the Investor to exit the Partnership is for an affiliate of the Authority, OHA Development LLC, to acquire the Investor and Special Limited Partners’ interest in the Partnership; and

WHEREAS, the Investor and Special Limited Partners have agreed to sell their interest to the Authority for a nominal amount \$1,000 plus reimbursement of their legal fees from the transaction; and

WHEREAS, the legal fees are estimated to be approximately \$7,000; and

WHEREAS, an allowance of up to \$20,000 for the purchase price plus legal fees is included in this resolution because actual attorney fees are unknown at this time; and

WHEREAS, the Authority intends to have its affiliate, OHA Development LLC, purchase the Investor and Special Limited Partner interests and become a Limited Partner in the Project; and

WHEREAS, the Authority seeks to enter into a Continuing Project Operations and Exclusive Negotiation Rights Agreement to govern the ongoing roles of the Authority, Related, and EBALDC in Lion Creek Crossings Phase IV.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA:

THAT, the Oakland Housing Authority or its affiliate OHA Development LLC is authorized to acquire the Investor Limited Partner and Special Limited Partner interest

in Lion Creek Crossings Phase IV for an amount not to exceed \$1,000 plus the Investor Limited and Special Limited Partners' actual legal costs, not to exceed a combined total amount of \$20,000; and

THAT, the Executive Director is authorized to execute a Continuing Property Operations and Exclusive Negotiation Rights Agreement with Related and EBALDC to govern the ongoing roles of the Authority, Related, and EBALDC in Lion Creek Crossings Phase IV; and

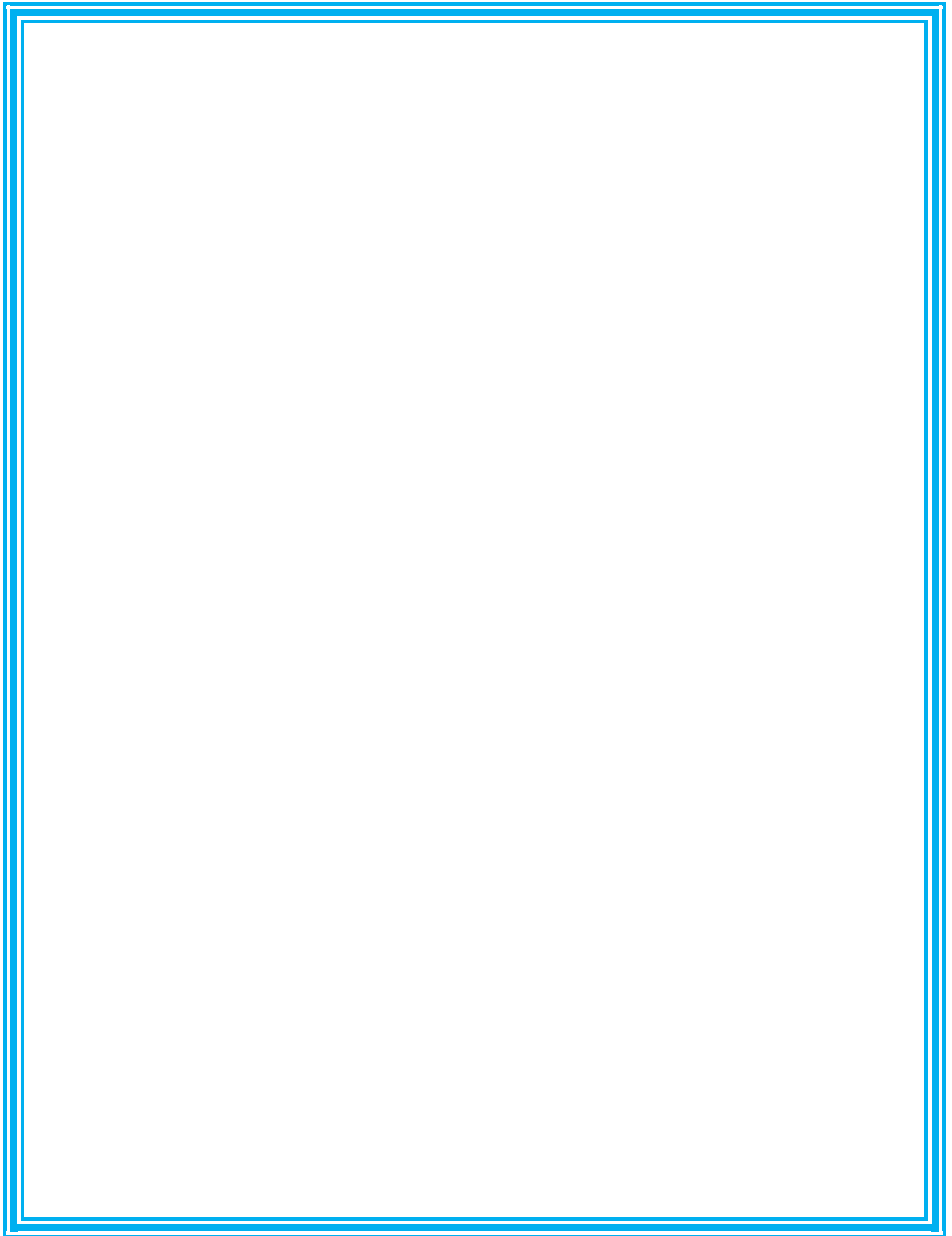
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on February 27, 2023.

Secretary

ADOPTED: February 27, 2023


RESOLUTION NO.



ITEM: VII.J.

**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Informational presentation on the FY 2023 Public Housing Waitlist Opening for Lockwood Gardens and Peralta Village.

Date: February 27, 2023

Purpose: This item provides an overview of the Oakland Housing Authority (Authority) Public Housing Waitlist Opening for Lockwood Gardens and Peralta Village

Funding: No funding is required for this item.

Background:

The Authority has a total of 762 Public Housing Annual Contributions Contract (ACC) units managed by the Authority's Office of Property Operations department. Lockwood Gardens (Lockwood), a 372 unit family property located in East Oakland and Peralta Village (Peralta), a 390 unit family property located in West Oakland. The Authority's Leased Housing Department provides waitlist management and applicant screening services for the Office of Property Operations and the Family and Community Partnerships Department provides families with career and educational opportunities, civic engagement, and community building programs. Additionally, IT and Executive Office departments provided support during this waitlist opening.

The previous waitlist opening for Lockwood and Peralta occurred in 2014. By the end of December 2022, the Authority had contacted all applicants on the 2014 waitlist and started the process to open a new waitlist.

Impact:

The Authority is aware of the overwhelming need for affordable housing in the City of Oakland and the current unhoused crisis. To better meet the needs in our community, all Authority owned, and managed portfolio unit waitlists are active for no more than 12-24 months. This approach supports current updated applicant information, timely applicant selection and referral, ensures matching the need for applicants with available units and provides an opportunity for regular outreach to residents and community partners. The public regularly voices concern regarding old, outdated waitlists and applicants languishing on wait lists for years.

FY 2023 Public Housing Waitlist Opening

Page 2 of 3

Policy:

The Department of Housing and Urban Development (HUD) requires Public Housing Authorities to take all necessary actions to maximize occupancy in Public Housing properties. As of December 2022, the combined occupancy rates for Lockwood and Peralta is 97.30%.

The Oakland Housing Authority's Admission and Occupancy Policy guides OHA's efforts to distribute and accept applications and make preliminary determinations of applicant family eligibility that affect placement of the family on the site-based waitlists for all Public Housing programs. The Public Housing program is a federally subsidized rental subsidy that is attached to an apartment owned by the Authority. Program participants pay up to 30% of their adjusted household income for rent and earn up to 80% of area median income or less as a household. The FY 2022 are median income for Oakland is \$142,800.

Analysis:

A review of occupancy trends during FY 2022 for Lockwood and Peralta confirmed the need for a total of 500 applicant households to meet the anticipated demand for applicants during the 12–24-month period. It was determined the Authority would place a total of 500 applicant households via a computerized random lottery, specifically, 125 applicants for one-bedroom units, 325 applicants for two-bedroom units and 50 applicants for three-bedroom units.

Outreach:

The Authority conducted initial outreach to ensure the community was notified of the waitlist opening. Notifications were sent to City of Oakland Human Services and Alameda County Housing and Community Development and Homeless Care and Coordination offices and numerous non-profit community service providers and housing agencies. We also conducted a second outreach effort at the mid-point of the opening which included adding waitlist information to the public facing affordable housing site, AffordableHousing.com, Eastbay and all community partners. To reach limited English-speaking communities, advertisements were placed in Spanish, Vietnamese, and Chinese language newspapers as well as the Oakland Post and East Bay Times newspapers. All waitlist notices, flyers and instructional materials were translated in Vietnamese, Spanish, and Chinese. The opening was also added to the Authority's website. There was no fees for completing a pre-application.

Waitlist Opening:

In preparation for the 2023 waitlist opening, OHA developed these core guiding principles:

1. Allow for full public access to the pre-application process; and
2. Ensure in person assistance and availability of computers for use by the public at multiple access points; and

FY 2023 Public Housing Waitlist Opening
Page 3 of 3

3. Cross agency collaboration; and
4. Robust public outreach to communities with limited English proficiency.

The Authority's Leased Housing, Office of Property Operations and Family and Community Partnerships departments held monthly planning meeting to identify staffing needs, select locations for community assistance and to finalize informational notices and website updates/announcements. The Authority utilized it's YARDI business system to open a combined waitlist for Peralta and Lockwood.

The opening was held during the period January 17, 2023 – January 31, 2023.

To ensure equitable access, all three operational departments coordinated daily drop-in assistance centers at 1327 65th Ave, 935 Union St and 1540 Webster St for the duration of the opening to assist applicants with the process. Department staff were trained, and instructional materials developed for use by the staff and the public. All sites were equipped with computers for use by the public, and staff assisted applicants with submitting the pre-application online.

Results:

The Lockwood and Peralta Public Housing waitlist opening received a total of 3,348 pre-applications over a 14 day-period. The in-person assistance centers supported 367 applicants with hands on assistance to submit their applications.

Location	Peralta Village	Lockwood Gardens	1540 Webster St.	Total
Totals	116	109	142	367

In comparison with other unit-based assisted waitlist openings during 2021-2022, our non-profit developers received a total application between 2,905-5,886 per site for new construction buildings. As a result of the 2022 OAHPI waitlist opening we received 5,733 pre-applications and assisted 86 visitors at two in-person assistance centers. The OAHPI portfolio added 750 applicants to its waitlist for the 1,533-unit portfolio.

Next Steps:


The Authority will conduct a random computerized lottery in the next 30 days to determine the final 500 applicant families and then notify both non-selected and selected applicant households. Once the waitlist is established, households can be pulled for an intake appointment for available units.

**CONSENT AGENDA
ITEMS**

ITEM: VII.K.1.

**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Resolution Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

Date: February 27, 2023

Purpose: This action will authorize continued remote teleconference meetings of the Board of Commissioners pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

Funding: No funding is required.

Background:

On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which allowed for relaxed provisions of the Ralph M. Brown Act (Brown Act) for legislative bodies to conduct meetings through teleconferencing without having to meet the strict compliance of the Brown Act. All provisions of Executive Order N-29-20 concerning the conduct of public meetings via teleconferencing expired on September 30, 2021. On October 25, 2021 through Resolution Number 4997 and in compliance with Assembly Bill 361 (Chapter 165, Statutes of 2021) (AB 361), the Board of Commissioners ratified the proclamation of a state of emergency and made findings, which authorized continued remote teleconference meetings.

On November 24, 2021, The Board of Commissioners adopted Resolution Number 5009 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On December 6, 2021, The Board of Commissioners adopted Resolution Number 5020, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On December 27, 2021, The Board of Commissioners adopted Resolution Number 5022, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

Assembly Bill Number 361

Page 2 of 3

On January 24, 2022, The Board of Commissioners adopted Resolution Number 5033, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On February 28, 2022, The Board of Commissioners adopted Resolution Number 5034, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On March 21, 2022, The Board of Commissioners adopted Resolution Number 5051, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On April 25, 2022, The Board of Commissioners adopted Resolution Number 5056, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On May 23, 2022, The Board of Commissioners adopted Resolution Number 5079, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On June 27, 2022, The Board of Commissioners adopted Resolution Number 5090, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On July 25, 2022, The Board of Commissioners adopted Resolution Number 5095, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On August 22, 2022, The Board of Commissioners adopted Resolution Number 5099, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On September 26, 2022, The Board of Commissioners adopted Resolution Number 5107, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On October 24, 2022, The Board of Commissioners adopted Resolution Number 5114, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On November 21, 2022, The Board of Commissioners adopted Resolution Number 5125, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

Assembly Bill Number 361

Page 3 of 3

On December 12, 2022, The Board of Commissioners adopted Resolution Number 5132, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On January 23, 2023, The Board of Commissioners adopted Resolution Number 5140, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

AB 361 was signed into law by the Governor on September 16, 2021, and went into effect immediately. It amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology after the September 30, 2021 expiration of the current Brown Act exemptions as long as there is a "proclaimed state of emergency" by the Governor. This allowance also depends on state or local officials imposing or recommending measures that promote social distancing or a legislative body finding that meeting in person would present an imminent safety risk to attendees. Though adopted in the context of the pandemic, AB 361 will allow for virtual meetings during other proclaimed emergencies, such as earthquakes or wildfires, where physical attendance may present a risk. AB 361 will sunset on January 1, 2024.

In light of AB 361, the continuing COVID-19 State of Emergency declared by the Governor, the continuing Local Emergency declared by the City of Oakland, the continuing recommendations by the County of Alameda Health Officer of social distancing as a mechanism for preventing the spread of COVID-19, and the continued threats to health and safety posed by indoor public meetings, staff recommends the Board of Commissioners adopt the proposed Resolution making the findings required to initially invoke AB 361.

The procedures currently set up for Board of Commissioners' meetings, which provide public attendance and comment through a call-in or internet-based service option, satisfy the requirements of AB 361. The Executive Director, or designee, will work with the Board to ensure that meeting procedures for all teleconferenced meetings comply with AB 361. Continued reliance will require the Board of Commissioners to adopt a new resolution making required findings every 30 days.

Recommendation:

It is recommended that the Board of Commissioners adopt a resolution making findings authorizing continued remote teleconference meetings of the Board of Commissioners pursuant to Brown Act provisions, as amended by Assembly Bill Number 361.

Attachments: Resolution

**THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**RESOLUTION MAKING FINDINGS AUTHORIZING CONTINUED REMOTE
TELECONFERENCE MEETINGS OF THE BOARD OF COMMISSIONERS
PURSUANT TO BROWN ACT PROVISIONS, AS AMENDED BY ASSEMBLY BILL
NO. 361**

WHEREAS, the Housing Authority of the City of Oakland ("Housing Authority") is committed to preserving and nurturing public access and participation in meetings of the Board of Commissioners; and

WHEREAS, all meetings of the Housing Authority's Board of Commissioners are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Housing Authority's Board of Commissioners conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist within the jurisdiction of the Housing Authority, specifically, on March 17, 2020 the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19, and such declaration has not been lifted or rescinded; and

WHEREAS, as a result of the COVID-19 pandemic the California Department of Health and the Health Officer of the County of Alameda continue to recommend measures to promote social distancing. Additionally, On March 9, 2020, in response to the COVID-19 pandemic, the City Council of the City of Oakland declared a local emergency as set forth in Resolution No. 898075 C.M.S., which remains in full force and effect to date; and

WHEREAS, the Board of Commissioners does hereby find that the COVID-19 pandemic has caused, and will continue to cause, imminent risk to the health and safety of attendees meeting in person for a Board of Commissioners' meeting, and the COVID-19 pandemic has caused conditions of peril to the safety of persons within the jurisdiction of the Housing Authority that are likely to be beyond the control of services, personnel, equipment, and facilities of the Housing Authority, and desires to ratify the proclamation of a state of emergency by the Governor of the State of California and ratify the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing; and

WHEREAS, Resolution 4997 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on November 24, 2021, Resolution 5009 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on December 06, 2021, Resolution 5020 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on December 27, 2021, Resolution 5022 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on January 24, 2022, Resolution 5033 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on February 28, 2022, Resolution 5034 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on March 21, 2022, Resolution 5051 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on April 25, 2022, Resolution 5056 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on May 23, 2022, Resolution 5079 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on June 27, 2022, Resolution 5090 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on July 25, 2022, Resolution 5095 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on August 22, 2022, Resolution 5099 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on September 26, 2022, Resolution 5107 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on October 24, 2022, Resolution 5114 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on November 21, 2022, Resolution 5125 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on December 12, 2022, Resolution 5132 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on January 23, 2023 Resolution 5140 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, as a consequence of the local emergency and state of emergency the Board of Commissioners shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that the Board of Commissioners shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA:

THAT, Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference; and

THAT, Section 2. Reconsideration. The Board hereby reconsiders the circumstances of the state of emergency; and

THAT, Section 3. Ratification of the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing. The Board hereby finds that state and local officials continue to recommend measures to promote social distancing. The Board further hereby ratifies the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing and finds that, as a result of the state of emergency, meeting in person would present imminent risk to the health or safety of attendees; and

THAT, Section 4. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, which declaration has not been lifted or rescinded, and hereby finds that the state of emergency continues to directly impact the ability of the Board of Commissioners and members of the public to meet safely in person; and

THAT, Section 5. Remote Teleconference Meetings. The Housing Authority's Executive Director, and designee, and the Board of Commissioners are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continued teleconferencing and conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act; and

THAT, Section 6. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from the adoption of this Resolution, or, (ii) such time as the Board of Commissioners adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Commissioners of the Housing Authority may continue to teleconference without compliance with Government Code section 54953(b)(3).

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on February 21, 2023

Secretary

ADOPTED: February 21, 2023

RESOLUTION NO.

ITEM: VII.K.2.

**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director

^{DS}
PW

Subject: Adopt a resolution authorizing for the Executive Director to write off \$8,331 in Tenant Account Receivables for public housing tenants vacated at third party-managed properties during the period of time from July 01, 2022 through December 31, 2022

Date: February 27, 2023

Purpose: This action will authorize the Executive Director to write off \$8,331 in Tenant Account Receivables (TARs) for public housing tenants vacated from third party-managed properties during the six-month period from July 1, 2022 through December 31, 2022. The Authority should not count these delinquent accounts as an asset or potential income.

Funding: This request does not require an expenditure of funds. The write off amount of \$8,331 is included in the approved FY2023 public housing operating budget in account 4570-00-000 Bad Debt - Tenant Rents.

Background

The Department of Housing and Urban Development (HUD) *Financial Management Handbook 7475.1 Revised* states that as a matter of good business practice the Board of Commissioners, on the recommendation of the Executive Director, should periodically write off unpaid rent receivables owed to the Authority and determined to be uncollectable. Best practices of Generally Accepted Accounting Principles (GAAP) recommend that write offs of TARs typically should occur on an annual or semi-annual basis. The amounts written off are still owed to the Authority and the write off process does not hinder future collection activities when appropriate.

The previous request to write off delinquent tenant accounts at third party-managed properties was for the period of time from January 1, 2022, through June 30, 2022 and was approved by the Board of Commissioners on July 25, 2022, under resolution of 5097.

The proposed write offs in the amount of \$8,331 consist of balances from three (3) public housing tenants vacated third party-managed properties from July 1, 2022 through December 31, 2022. Two (2) units were vacated due to the death of a sole household member and one (1) unit was vacated due to the client moving to a higher level of care.

Tenant Accounts Receivables Write Off
Page 2 of 2

Property	Unit	Monthly Rent	Rent Balance	Damages	Garbage	Total Balance	Move Out Date	Move-Out Reason
Campbell Village	302A3-934	\$194.00	\$2,659.00	\$0.00	\$0.00	\$2,659.00	9/20/2022	Death of Sole Family Member
Palo Vista Gardens	1741A-17	\$220.00	\$5,144.00	\$0.00	\$0.00	\$5,144.00	9/13/2022	Death of Sole Family Member
Palo Vista Gardens	17401-64	\$220.00	\$528.00	\$0.00	\$0.00	\$528.00	11/12/2022	Move to Higher Level of Care
Total Balance		\$634.00	\$8,331.00	\$0.00	\$0.00	\$8,331.00		

Recommendation

Staff recommends that the Board of Commissioners approve the attached resolution authorizing the Executive Director to write off \$8,331 in Tenant Accounts Receivables deemed uncollectable for public housing tenants vacated from third party-managed properties during the period of time from July 01, 2022 through December 31, 2022.

Attachment: Resolution

**THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO WRITE OFF \$8,331
IN TENANT ACCOUNT RECEIVABLES DEEMED UNCOLLECTABLE FOR
PUBLIC HOUSING TENANTS VACATED THIRD PARTY-MANAGED
PROPERTIES DURING THE PERIOD OF TIME FROM JULY 1, 2022
THROUGH DECEMBER 31, 2022**

WHEREAS, according to Generally Accepted Accounting Principles (GAAP) it is a good business practice to write off uncollected accounts receivables on a regular basis; and

WHEREAS, from an accounting standpoint, the write offs reflect receivables for tenants who vacated public housing rental units and these receivables are not likely to be collected; therefore, these delinquent rents should not be counts as an asset or potential income by the authority; and

WHEREAS, The previous request to write off delinquent tenant accounts for tenants vacated contract-managed properties during the period of time from January 1, 2022, through June 30, 2022, was approved by the Board of Commissioners on July 25, 2022 under resolution of 5097; and

WHEREAS, this action will authorize Executive Director to write off \$8,331 in Tenant Accounts Receivables for public housing tenants vacated third party-managed properties during the period of time from July 1, 2022 through December 31, 2022; and

WHEREAS, the proposed write offs in the amount of \$8,331.00 consist of balances from three (3) public housing tenants vacated third party-managed properties from July 1, 2022 through December 31, 2022; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA:**

THAT, the Executive Director is authorized to write off \$8,331 in Tenant Account Receivables deemed uncollectible for public housing tenants vacated third party-managed properties during the period of time from July 1, 2022 through December 31, 2022; and

THAT, the Executive Director, on behalf of Oakland Housing Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*I hereby certify that the foregoing is a full, true and
correct copy of a resolution passed by the Commissioners of the
Housing Authority of the City of Oakland, California on February 27, 2023*

Secretary

ADOPTED: February 27, 2023

RESOLUTION NO.

ITEM: VII.K.3.

**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director



Subject: Adopt a resolution authorizing the Executive Director to execute a Blanket Purchase Order in a total not to exceed amount of \$6,278,935, to include an increase of \$150,000 utilizing various GL Codes which are included in the Fiscal Year 2023 Annual Operating Budget.

Date: February 27, 2023

Purpose: Authorizing the Executive Director to update the Blanket Purchase Orders for Fiscal Year 2022-2023 for added fuel costs in the amount of \$150,000 and include Blaisdell's, an office supply vendor, to the office supply vendor list.

Funding: Authorizing a total not to exceed amount from \$6,278,935 increasing the previously approved amount of \$6,128,935 by \$150,000 utilizing various GL Codes which are included in the Fiscal Year (FY) 2023 Annual Operating Budget

Background

Blanket Purchase Orders (BPOs) are used for various vendors with intergovernmental agreements, cooperative agreements, routine and recurring purchases, and low-dollar threshold amount purchases. The Board approved these BPOs during the Board meeting on June 27, 2022.

When the Board approved the FY23 Budget, we projected anticipated fuel costs based on the assumption that fuel would be purchased through Alameda County, specifically the Jackson Street facility in downtown Oakland, until a new fuel supplier could be put in place. Alameda County closed their Jackson Street facility on short notice and sooner than originally anticipated in January. Staff has been working to identify, and procure, a new fuel provider and will be proposing to move the fuel program to a new vendor (FLEETCOR) under a separate request. However, it is estimated the transition to the new program will take up to 90-days to fully implement.

Until a new program is in place fuel is being purchased utilizing gas purchase cards supplied through Alameda County. The change to the use of the gas purchase cards requires the purchase of fuel at retail prices rather than the discounted price previously

Materials & Services Blanket Purchase Orders

Page 2 of 2

available through the Alameda County Jackson Street facility. This combined with the fluctuation in fuel prices in general this year results in the need for additional funding.

The Board previously approved BPOs per Resolution #5091 in the amount of \$6,128,935. Staff is requesting to increase the BPO authorized amount by \$150,000 to be utilized on an as-needed basis for continued fuel purchases through Alameda County. If approved, the BPO total amount for FY23 will be \$6,278,935.

All of the proposed BPOs are for anticipated purchases during Fiscal Year 2022-2023 under current contracts, intergovernmental agreements, non-competitive procurements and cooperative agreements.

Recommendation

It is recommended that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to increase the fuel line item by \$150,000 which in turn increases the total for BPOs from \$6,128,935 to \$6,278,935 for Fiscal Year 2022-23.

Attachments: Attachment A – FY23 BPO Summary
Resolution

FY23 OHA BLANKET PURCHASE ORDERS SUMMARY		
	BPO UPDATED NUMBERS	BOARD APPROVED BPO NUMBERS
CONTRACTS AND COOPERATIVE PURCHASING		
FUEL		
County of Alameda GSA		
Total	\$358,755	\$208,755
MOBILE PHONE SERVICE & VEHICLE GPS		
Verizon Wireless		
Total	\$376,908	\$376,908
OFFICE SUPPLIES		
Office Depot		
Vince's Office Supply		
Total	\$392,272	\$392,272
POSTAGE		
US Postmaster		
Total	\$284,000	\$284,000
SECURITY SYSTEM MONITORING, MAINTENANCE, EQUIPMENT PURCHASE & LEASING		
Sentry Alarm		
Total	\$200,000	\$200,000
GARBAGE COLLECTION AND DISPOSAL		
WM Administrative Offices		
WM Large Complexes (Public Housing)		
Berkeley Transfer Station		
WM Davis Street Transfer Station		
WM Roll-off Containers		
Civicorps Recycling		
Total	\$1,750,000	\$1,750,000
EMPLOYMENT & INCOME VERIFICATION		
Talx Corporation (Equifax Workforce Solutions)		
Total	\$217,000	\$217,000
EQUIPMENT RENTAL		
Herc Rental		
Total	\$400,000	\$400,000
GENERAL BUILDING MATERIALS AND HARDWARE		
HD Supply		
Home Depot		
Markus Supply Ace Hardware		
Total	\$2,000,000	\$2,000,000
IT EQUIPMENT, OFFICE SUPPLIES & OTHER MATERIALS		
Amazon Capital Services, Inc.		
Total	\$300,000	\$300,000
TOTAL	\$6,278,935	\$6,128,935

**THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO UPDATE THE BLANKET PURCHASE
ORDERS FOR FISCAL YEAR 2022-23 FOR ADDED FUEL COSTS IN THE AMOUNT
OF \$150,000**

WHEREAS, the Authority has a need to make repetitive, routine purchases of supplies and services for the Agency; and

WHEREAS, in accordance with HUD's Procurement Handbook for Public Housing Agencies (PHA) (7460.8, Rev. 2): "PHA may avoid making repetitive small purchases by awarding indefinite-delivery contracts, sometimes referred to as 'blanket' or 'open-end' contracts"; and

WHEREAS, the Blanket Purchase Orders are issued to various vendors and in various amounts included in the Fiscal Year 2022-2023 budget request; and

WHEREAS, the purchases made through these Blanket Purchase Orders are either intergovernmental agreement or routine, recurring, low-dollar amount purchases; and

WHEREAS, the Board previously approved BPOs per Resolution #5091 in the amount of \$6,128,935 for Fiscal Year 2022-23; and

WHEREAS, staff is requesting to increase the BPO authorized amount by \$150,000 for additional fuel costs due to the Alameda County closing their Jackson Street fuel facility in January 2023; and

WHEREAS, if approved, the BPO total amount for FY23 will be \$6,278,935.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA:**

THAT the Executive Director, on behalf of the Authority, is hereby authorized to issue Blanket Purchase Orders up to the amounts as listed in Attachment A of this Resolution; and

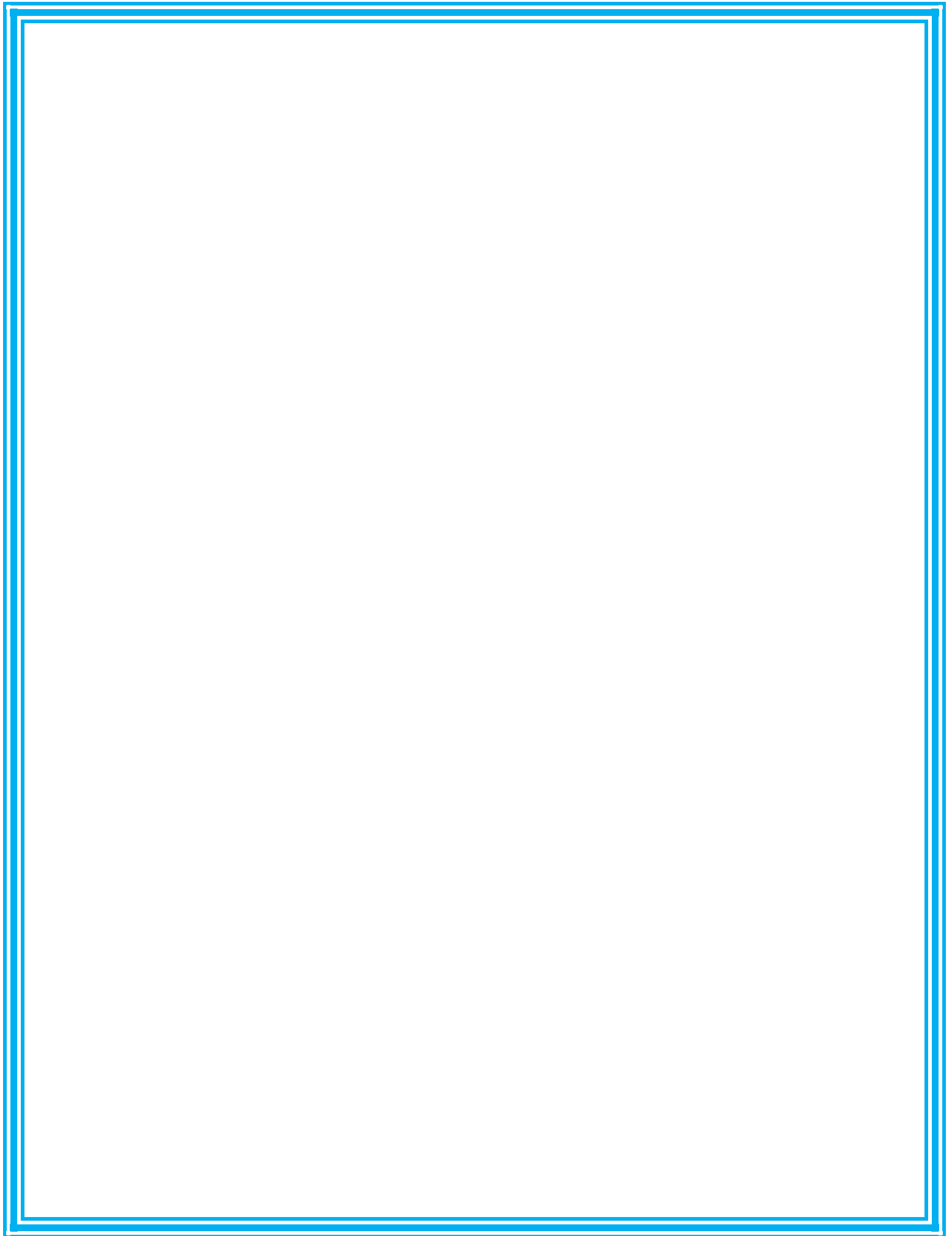
THAT the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority Of the City of Oakland, California on February 27, 2023.

Secretary

ADOPTED:

RESOLUTION NO.



ITEM: VII.L.

**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director



Subject: Adopt a resolution authorizing the Executive Director to implement revisions to the Oakland Housing Authority Travel Policy

Date: February 27, 2023

Purpose: This memorandum transmits for the consideration of the Board of Commissioners a resolution approving changes to the OHA Travel Policy

Funding: No funding impacts.

Background:

As a result of internal discussions regarding the Oakland Housing Authority (OHA) travel activities, specifically the activities of contractors and consultants, a review of the OHA Travel Policy was conducted and changes to the policy were recommended to the Executive Director.

The current Travel Policy was initially adopted on January 21, 2002, and was revised on March 21, 2008, and December 14, 2015. The most recent revision approved on December 14, 2015, was heavily related to the proration of per diem for meals provided at conferences.

The following are some of the more significant proposed changes to the OHA Travel Policy:

- Section II - Travel by Commissioners - Language was added authorizing the chair of the Board of Commissioners to approve Commissioner Travel in the event of an emergency.
- Section II - Travel by Commissioners. C – This proposed change requires the Executive Director to obtain the Chairperson of the Board of Commissioners approval for travel.
- Napa County and Solano County were added to the definition of the “Oakland Area.”

Travel Policy Revision

Page 2 of 2

- Section VII - Non-Reimbursable Expenses was added to the policy for additional guidance.
- Section VIII – Language regarding travel reconciliation was added to the policy.
- Section XI – Language related to “Non-Employee Vendor Travel” was added to the policy, providing provisions for vendors and non-employee operating under contract who are required to travel to conduct OHA business. The provisions of this section will also be included as an addendum in all OHA contracts in circumstances which a non-employee or vendor is required travel.
- Section X. Procedural Responsibilities vests the Executive Director delegated authority to implement and administer this travel policy, as well as provision to amend and modify this policy if necessary.

Recommended Action:

It is recommended that the Board of Commissioners adopt the attached resolution approving the Oakland Housing Authority Travel Policy.

Jhaila Brown, OHA General Counsel will be available to answer any questions.

Attachments: OHA Travel Policy (Changes Tracked)
OHA Travel Policy, (No Changes Tracked)
Resolution



Oakland Housing Authority



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HOUSING AUTHORITY OF THE CITY OF OAKLAND
TRAVEL POLICY

Adoption and Revision History

Initial Adoption: Resolution No. 3515 on January 21, 2002

Revised: March 21, 2008

Revised: Resolution No. 4656 - December 14, 2015

Revised: Resolution No. ???? - February 27, 2023

↓. PURPOSE

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¶

Adopted January 21, 2002¶

Effective: February 1, 2002¶

Revised: March 21, 2008¶

Revised: December 15, 2015¶

Revised: September 26, 2022¶

¶

¶

A

OHA TRAVEL POLICY

The purpose of this policy is to outline the requirements for obtaining authorization for travel and reimbursement of travel expenses incurred by Commissioners, employees and other Housing Authority of the city of Oakland (OHA) representatives in the performance of their duties; to provide guidelines for the limits of such expenses; to define authorizations required to incur such expenses; to ensure uniform and fair payment of expenses; and to outline basis procedures for reimbursement of expenses for authorized travel.

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Travel Policy¶
Page 2 of 9¶

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Reimbursement of expenses of OHA Commissioners, employees, and other OHA representatives in connection with business travel should be reasonable and in accordance with this policy.

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This policy will not apply for commuter (local) training. The governing rule for all OHA travel expenses will be availability, economy, and convenience.

II. AUTHORIZATION FOR TRAVEL

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A. Travel by Commissioners

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1. Members of a the OHA Board of Commissioners may only be reimbursed for actual and necessary expenses incurred in the performance of official duties and their travel claims must be accompanied by the receipts documenting each expense.

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Deleted: Travel outside the Oakland Area by Commissioners must have approval of the Board of Commissioners.¶

2. Travel outside the Oakland Area by Commissioners must be approved by the Board of Commissioners, except in the event of an emergency in which case the written approval of the Chair of the Board of Commissioners shall be required.

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3. For travel on OHA related business inside the Oakland Area, expenses for transportation may be submitted to the Clerk of the Board of Commissioners for reimbursement along with per diem requests.

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4. Unless otherwise defined, the Oakland Area shall mean Alameda, Contra Costa, Marin, San Mateo, Santa Clara, Napa, Solano, and San Francisco counties.

B. Travel by Employee and Others (except Commissioners)

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1. The documentation required for approval shall include a Travel Authorization form indicating an estimated total cost of hotel and transportation. In addition, a memorandum detailing the total expected cost, including conference fees shall be attached to the Travel Authorization form.

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2. Prior to the request being submitted to the Executive Director for final approval the Travel Authorization form shall be sign and approved by

OHA TRAVEL POLICY

the Department Director, or higher authority. If more than one member from a single department are traveling to the same venue the Department Director shall author one memorandum detailing the reason for the travel, who is traveling, the total cost of the travel, as well as if the travel is supported in the current fiscal budget.

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Travel Policy¶
Page 3 of 9¶

3. The Executive Director must approve in writing, in advance, all employee and other OHA representative travel outside the Oakland Area.

C. Executive Director Travel

Executive Director travel shall follow the same provisions stated in the "Travel by Employee and Others" section of this directive. Travel approval shall be obtained from the Chairperson of the Board of Commissioners.

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Deleted: The Executive Director shall keep the Board of Commissioners informed when they travel on authority business.¶

III. TRAVEL ADVANCE

A. Should a Commissioner require a cash advance, a Board of Commissioners Business Trip Request should be completed, signed by the traveler, and approved by the Executive Director. The request should be submitted at least two weeks prior to the need for funds. A copy of the Board of Commissioners Business Trip Request form is attached to this directive.

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B. Should an employee or other OHA representative require a cash advance, a Travel Authorization form should be completed and approved by the Executive Director. The approved form should be submitted to the Finance Department at least two weeks prior to the need for funds.

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C. If the employee is unable to travel funds issued in advance shall be promptly returned to the Finance Department.

IV. TRANSPORTATION

The OHA may reimburse expenses related to an individual's travel on OHA business. Unused portions of travel tickets are subject to refund and all steps necessary to secure refunds shall be taken by the traveler. Refunds shall be returned to OHA.

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A. Economy or an equivalent class shall be the standard for air travel. Travel by business and/or first-class are expressly prohibited.

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2. When transportation is purchased directly by the traveler, receipts shall be secured and presented with the completed and signed Travel Expense Certification form. A copy of the Travel Expense Certification form is attached to this directive.

OHA TRAVEL POLICY

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Travel Policy¶
Page 4 of 9¶

3. Travel to and from airports, including private automobile mileage or transportation by airport shuttle/buses/trains is an allowable expense.

4. Airport parking of OHA or personal vehicles is an allowable expense.

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V. HOTEL, MEALS, LOCAL TRANSPORTATION, AND INCIDENTAL COSTS

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Provided such travel is first approved in writing by the appropriate body or individual as required in this directive, costs for hotel, meals, local transportation, and incidental travel expenses shall be paid by the OHA on behalf of the Commissioners, employees, and other OHA representatives for attendance and participation, in any conference, convention, or meeting held outside the Oakland Area.

Deleted: Reasonable costs for hotel, meals, local transportation, and incidental travel expenses shall be paid by the Authority on behalf of the Commissioners, employees, and other Authority representatives for attendance and participation, in any conference, convention, or meeting held outside the Oakland Area as follows:...

B. A per diem rate to cover meals and incidental expenses ("M&IE") will be paid for each day in attendance at the meeting or day in travel required for attendance at the meeting. The rate shall be based on the schedule published for federal employees for the destination City and will not be pro-rated for travel days which can be found at:

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<https://www.gsa.gov/travel/plan-book/per-diem-rates>

or such other website or schedule used by the federal government to determine such rates in the event the aforementioned website is no longer operative.

C. For trips involving more than one destination, the rate for the higher cost destination shall be used for those dates of transit to/from the higher cost destination. Should the federal government publish a revised rate to become effective on a date included within a travel schedule for a particular destination, the higher rate shall apply for the travel to the destination during the entire period at that destination. No receipts are required.

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D. No adjustments to the per diem rate will be made for any meals provided as part of the registration at conferences or meetings.

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E. Per Diem rates are set by the General Service Administration (GSA), effective October 1, of each year for the continental United States. Please visit the GSA web-site (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) to calculate trip allowed for lodging and per diem.

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2F. The OHA will reimburse the lowest available rate at the hotel providing lodging for the conference or event. If OHA's representative is attending a conference or event where no standard hotel rooms are available, the lowest rate of the available

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OHA TRAVEL POLICY

hotel will be paid. No reimbursement is authorized for overnight accommodations in the counties of Alameda, San Francisco, Contra Costa, Marin, Napa, or Solano except as approved by the Executive Director.

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Travel Policy
Page 5 of 9

3G. Any costs associated with travel including any luggage transfer or storage fees, or additional airline baggage fees are allowable.

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H. Costs for taxi or other necessary ground transportation for business-related activities are allowable.

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J. Rental cars costs are allowable with approval of the Executive Director. When renting cars, all insurance coverage offered by the rental car agency should be taken and is also reimbursable, along with any fuel or other costs associated with the rental of the vehicle.

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J. The costs of other travel-related expenses specifically pre-authorized or approved by the Executive Director.

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VI. USE OF OHA OR PRIVATE VEHICLES

A. The use of personnel vehicles is prohibited without the advanced written approval of the Executive Director. OHA-owned or private vehicles may be used for authorized OHA business, with written concurrence of the Department Director.

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Deleted: With the advanced approval of the Executive Director, Authority-owned or private vehicles may be used for authorized Authority business, with concurrence of the Risk Manager. Expenses shall be limited to mileage, gas reimbursement, parking, and/or bridge tolls, unless payment for other expenses has been specifically approved by the Executive Director.

B. Expenses shall be limited to mileage, gas reimbursement, parking, and/or bridge tolls, unless payment for other expenses has been specifically approved in writing by the Executive Director.

C. When an OHA-owned automobile is used for travel, expenses shall be allowed for gas, oil, parking, and repairs purchased during the travel. Supporting receipts for each such expense must be listed in and attached to the OHA Travel Expense Certification. A copy of the OHA Travel Expense Certification form is attached to this policy.

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D. Commissioners, employees, and other OHA representatives who use their private automobiles on OHA business shall be entitled to reimbursement at the current year standard rate for mileage reimbursement as issued by the IRS for business miles driven which can be found at <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

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E. Persons finding it necessary to drive in excess of 300 miles must have the prior approval of the Executive Director.

F. Bridge tolls and parking fees shall be reimbursed at actual cost as supported by valid receipts.

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OHA TRAVEL POLICY

G. The driver of an OHA vehicle or a privately-owned vehicle being used for OHA business will assume the responsibility for immediately paying any parking citations, regardless of the reason for incurring this liability. If the driver believes that extenuating circumstances caused by job requirements are the primary reasons for receiving the parking citation, reimbursement may be approved by the Executive Director.

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Travel Policy¶
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H. Mileage shall not be reimbursed within the counties of Alameda, Contra Costa, Santa Clara, San Mateo, Marin, Napa, Solano, and San Francisco for those directors receiving a vehicle allowance.

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I. The OHA shall not be responsible for any payments or costs, including repairs or damage to the employee's private automobile, other than at the rate or rates defined above.

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J. Employees are responsible for all fines related to parking or moving violations issued while traveling on OHA business. Absolutely no exceptions will be made.

VII. NON-REIMBURSABLE EXPENSES

Non-reimbursable Expenses include, but are not limited to, the following:

- A. Additional charges for hotel or room upgrades or special "club" floors
- B. Alcoholic beverage(s)
- C. Coat check services
- D. Costs associated with extended stays (including transportation)
- E. Costs associated with ticket changes not pre-approved by the Executive Director.
- F. Entertainment, including but not limited to in-room movies
- G. Late check-out and any guarantee charges
- H. Other expenses of a purely personal nature and not listed as reimbursable in these guidelines
- I. Parking or moving violation tickets
- J. Personal services (e.g. health club, massage, personal maintenance)
- K. Spousal, partner, or other family expenses

Deleted: <#>Insurance Coverage requirement for reimbursement of expenses related to use of a private automobile.¶

¶
Employees furnishing a private automobile for Authority business shall provide evidence, satisfactory to the Authority, of public liability and property damage insurance in the manner and amounts recommended by the Authority's Risk Manager and approved by the Executive Director.¶

¶
To provide such evidence, employees shall request the carrier to furnish the Authority evidence of the insurance coverage in effect. Employees must inform their insurance carrier of the proposed use of the automobile and the carrier shall agree to notify the Director of Human Resources and Risk Manager immediately, in writing, of any change in or cancellation of the insured employee's automobile policy.¶

OHA TRAVEL POLICY

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L. Toiletries

M. Travel accident insurance

VIII. TRAVEL RECONCILEMENT

Within 30 days after completion of travel, the employee shall complete a Travel Voucher form and a Travel Expense Certification form. Both shall be submitted to the Department Director, or higher authority for approval. Approved forms shall be forwarded to the Director of Finance for final processing. Statements that are not turned in within 45 days from the return date will be considered delinquent and may result in the reimbursement being considered taxable income, and the traveler being prohibited from future travel.

IX. NON-EMPLOYEE VENDOR TRAVEL

A. The provisions of this policy shall be followed by all OHA members who are assigned as the contract administrator for vendor services in which non-employees operating under the provisions of a contract are required to travel in order to conduct OHA business. This directive applies to service providers, suppliers, consultants and independent contractors.

B. The following policy is established by the OHA to ensure that all non-employees are subject to a common set of expense guidelines imposed on all employees of the OHA and members of the OHA Board of Commissioners.

C. The OHA will reimburse non-employees for actual, and necessary expenses incurred while conducting OHA business in accordance with the requirements of this policy. Compliance to each individual vendor contract and all OHA vendor policies is required. Any actions outside of this policy are the sole responsibility of the non-employee or their company of employment. The OHA assumes no further responsibility or liability.

D. Non-employees must account for all expenses by submitting a complete and accurate invoice detailing all travel and related expenses on a monthly basis to their respective contract administrator. Less frequent travelers should submit their completed travel expense report upon completion of each trip.

E. Non-employees may not personally arrange to have charges on their behalf direct-billed to the OHA.

F. Non-employees are required to provide detailed information and documentation related to their expenses to their contract administrator. Additional requirements for expense report documentation may be required.

OHA TRAVEL POLICY

- G. Receipts are required for airfare, baggage fees, hotel, car rental, taxi, ride share (Uber – Lyft), and rail tickets, regardless of the amount or method of payment.
- H. Original receipts must be obtained and submitted with the travel expense report for all other expenditures of \$50 or more. Original credit card receipts or itemized register receipts are acceptable forms of documentation. When no receipt is available or the receipt has been lost, a written explanation should be given on the expense report.
- I. Economy or Coach is the approved class of travel for domestic and international flights.
- J. Every effort should be made to qualify for the lowest logical airfare by planning trips and ordering tickets in advance and by allowing flexibility in arrival and departure times.
- K. The cost of any unused tickets must be credited to the OHA. Any change fees and or fare increases incurred by changing flights en-route will not be reimbursed unless justified by a significant business need. A change of itinerary must exceed a time change of four (4) hours.
- L. The first checked bag fee is reimbursable in all cases. A second additional checked bag is reimbursable if the duration of the business trip exceeds four (4) days. Fees for three (3) or more bags are not reimbursable.
- M. Meals or beverages are not reimbursable, and shall remain the responsibility of the non-employee.
- N. Rental cars must be used only when they are clearly the most economical mode of transportation. Prior approval is required from the contract administrator before obtaining a rental car. When reserving a rental car, non-employees must request a compact or intermediate size car and purchase available Loss/Collision Damage (LDW) insurance.
- O. The non-employee shall be responsible for all parking or moving violation tickets.
- P. All travel expenses and costs for accommodations incurred by non-employee vendors shall be reasonable and shall not exceed the fiscal year (FY) travel per diem rates for the applicable year for Oakland, CA, which rates were established along with rates for the lower 48 continental United States (CONUS) and the District of Columbia, currently in effect and adopted by the U.S. General Services Administration (GSA). The rates can be found at gsa.gov.
- Q. Any and all costs incurred by non-employee vendors shall not exceed the contracted amount set forth in the applicable contract with OHA.

OHA TRAVEL POLICY

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R. The provisions of this section shall be reviewed by members of the OHA's Contract Compliance and General Services Department (CCGS), as well as any OHA member assigned to administer a contract for services requiring non-employee travel to ensure the provisions of this directive are specified within the contract.

X. PROCEDURAL RESPONSIBILITIES

The OHA Executive Director is vested with the authority to amend and modify this Policy and to create procedures for OHA staff, contractors, and consultants, if necessary. In addition, the Executive Director shall perform a bi-annual review of this Policy to ensure this Policy complies with applicable law. The Board of Commissioners delegates authority to the OHA Executive Director to draft, implement and administer procedures related to this Travel Policy.

The Executive Director shall not have the right to terminate this Policy without prior written approval of the Board of Commissioners. In the event the Executive Director modifies or amends this Policy, copies of such modification and/or amendment shall be delivered to the Board of Commissioners.

The Executive Director shall have the right, in her discretion, to waive any of the prohibitions set forth in this Travel Policy, to the extent such waiver is necessary to:

- A. provide a reasonable accommodation,
- B. comply with applicable law, or
- C. address unforeseen circumstances.



Oakland Housing Authority

**HOUSING AUTHORITY OF THE CITY OF OAKLAND
TRAVEL POLICY**

Adoption and Revision History

Initial Adoption: Resolution No. 3515 on January 21, 2002
Revised: March 21, 2008
Revised: Resolution No. 4656 - December 14, 2015
Revised: Resolution No. ???? – February ??, 2023

OHA TRAVEL POLICY

I. PURPOSE

The purpose of this Travel Policy is to outline the requirements for obtaining authorization for travel and reimbursement of travel expenses incurred by Commissioners, employees and other Housing Authority of the City of Oakland (OHA) representatives in the performance of their duties; to provide guidelines for the limits of such expenses; to define authorizations required to incur such expenses; to ensure uniform and fair payment of expenses; and to outline basic procedures for reimbursement of expenses for authorized travel.

Reimbursement of expenses of OHA Commissioners, employees, and other OHA representatives in connection with business travel should be in accordance with this directive.

This directive will not apply for commuter (local) training. The governing rule for all OHA travel expenses will be availability, economy, and convenience.

II. AUTHORIZATION FOR TRAVEL

A. Travel by Commissioners

1. Members of the OHA Board of Commissioners may only be reimbursed for actual and necessary expenses incurred in the performance of official duties and their travel claims must be accompanied by the receipts documenting each expense.
2. Travel outside the Oakland Area by Commissioners must be approved by the Board of Commissioners, except in the event of an emergency in which case the written approval of the Chair of the Board of Commissioners shall be required.
3. For travel on OHA related business inside the Oakland Area, expenses for transportation may be submitted to the Clerk of the Board of Commissioners for reimbursement along with per diem requests.
4. Unless otherwise defined, the Oakland Area shall mean Alameda, Contra Costa, Marin, San Mateo, Santa Clara, Napa, Solano, and San Francisco counties.

B. Travel by Employee and Others (except Commissioners)

1. The documentation required for approval shall include a Travel Authorization form indicating an estimated total cost of hotel and transportation. In addition, a memorandum detailing the total expected

OHA TRAVEL POLICY

cost, including conference fees shall be attached to the Travel Authorization form.

2. Prior to the request being submitted to the Executive Director for final approval the Travel Authorization form shall be signed and approved by the Department Director, or higher authority. If more than one member from a single department is traveling to the same venue the Department Director shall author one memorandum detailing the reason for the travel, who is traveling, the total cost of the travel, as well as if the travel is supported in the current fiscal budget.
3. The Executive Director must approve in writing, in advance, all employee and other OHA representative travel outside the Oakland Area.

C. Executive Director Travel

Executive Director travel shall follow the same provisions stated in the "Travel by Employee and Others" section of this directive. Travel approval shall be obtained from the Chairperson of the Board of Commissioners.

III. TRAVEL ADVANCE

- A. Should a Commissioner require a cash advance, a Board of Commissioners Business Trip Request should be completed, signed by the traveler, and approved in writing by the Executive Director. The request should be submitted at least two weeks prior to the need for funds. A copy of the Board of Commissioners Business Trip Request form is attached to this directive.
- B. Should an employee or other OHA representative require a cash advance, a Travel Authorization form should be completed and approved in writing by the Department Director, or higher authority and the Executive Director. The approved form should be submitted to the Finance Department at least two weeks prior to the need for funds.
- C. If the employee is unable to travel funds issued in advance shall be promptly returned to the Finance Department.

IV. TRANSPORTATION

The OHA may reimburse expenses related to an individual's travel on OHA business. Unused portions of travel tickets are subject to refund and all steps necessary to secure refunds shall be taken by the traveler. Refunds shall be returned to OHA.

- A. Economy or an equivalent class shall be the standard for air travel. Travel by business and/or first-class are expressly prohibited.

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- B. When transportation is purchased directly by the traveler, receipts shall be secured and presented with the completed and signed Travel Expense Certification form. A copy of the Travel Expense Certification form is attached to this directive.
 - C. Travel to and from airports, including private automobile mileage or transportation by airport shuttle/buses/trains is an allowable expense.
 - D. Airport parking of OHA or personal vehicles is an allowable expense.
- V. HOTEL, MEALS, LOCAL TRANSPORTATION, AND INCIDENTAL COSTS
- A. Provided such travel is first approved in writing by the appropriate body or individual as required in this directive, costs for hotel, meals, local transportation, and incidental travel expenses shall be paid by OHA on behalf of the Commissioners, employees, and other OHA representatives for attendance and participation, in any conference, convention, or meeting held outside the Oakland Area as follows:
 - B. A per diem rate to cover meals and incidental expenses (“M&IE”) will be paid for each day in attendance at the meeting or day in travel required for attendance at the meeting. The rate shall be based on the schedule published for federal employees for the destination City and will not be prorated for travel days which can be found at:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

or such other website or schedule used by the federal government to determine such rates in the event the aforementioned website is no longer operative.
 - C. For trips involving more than one destination, the rate for the higher cost destination shall be used for those dates of transit to/from the higher cost destination. Should the federal government publish a revised rate to become effective on a date included within a travel schedule for a particular destination, the higher rate shall apply for the travel to the destination during the entire period at that destination. No receipts are required.
 - D. No adjustments to the per diem rate will be made for any meals provided as part of the registration at conferences or meetings.
 - E. Per Diem rates are set by the General Service Administration (GSA), effective October 1, of each year for the continental United States. Please visit the GSA website <https://www.gsa.gov/travel/plan-book/per-diem-rates> to calculate trip allowed for lodging and per diem.

OHA TRAVEL POLICY

- F. The OHA will reimburse the lowest available rate at the hotel providing lodging for the conference or event. If OHA's representative is attending a conference or event where no standard hotel rooms are available, the lowest rate of the available hotel will be paid. No reimbursement is authorized for overnight accommodations in the counties of Alameda, San Francisco, Contra Costa, Marin, Napa, except as approved in writing by the Executive Director.
 - G. Any costs associated with travel including any luggage transfer or storage fees, or additional airline baggage fees are allowable.
 - H. Costs for taxi, ride-share (Uber – Lyft) or other necessary ground transportation for business-related activities are allowable.
 - I. Rental cars costs are allowable with written approval of the Executive Director. When renting cars, all insurance coverage offered by the rental car agency should be taken and is also reimbursable, along with any fuel or other costs associated with the rental of the vehicle.
 - J. The costs of other travel-related expenses specifically pre-authorized or approved in writing by the Executive Director.
- VI. Use of OHA or Private Vehicles
- A. The use of personnel vehicles is prohibited without the advanced written approval of the Executive Director. OHA-owned or private vehicles may be used for authorized OHA business, with written concurrence of the Department Director.
 - B. Expenses shall be limited to mileage, gas reimbursement, parking, and/or bridge tolls, unless payment for other expenses has been specifically approved in writing by the Executive Director.
 - C. When an OHA-owned automobile is used for travel, expenses shall be allowed for gas, oil, parking, and repairs purchased during the travel. Supporting receipts for each such expense must be listed in and attached to the OHA Travel Expense Certification. A copy of the OHA Travel Expense Certification form is attached to this policy.
 - D. Commissioners, employees, and other OHA representatives who use their private automobiles on OHA business shall be entitled to reimbursement at the current year standard rate for mileage reimbursement as issued by the IRS for business miles driven which can be found at <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

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- E. Persons finding it necessary to drive in excess of 300 miles must have the prior written approval of the Executive Director.
- F. Bridge tolls and parking fees shall be reimbursed at actual cost as supported by valid receipts.
- G. The driver of an OHA vehicle or a privately-owned vehicle being used for OHA business will assume the responsibility for immediately paying any parking citations, regardless of the reason for incurring this liability. If the driver believes that extenuating circumstances caused by job requirements are the primary reasons for receiving the parking citation, reimbursement may be approved in writing by the Executive Director.
- H. Mileage shall not be reimbursed within the counties of Alameda, Contra Costa, Santa Clara, San Mateo, Marin, Napa, Solano, and San Francisco for those employees receiving a vehicle allowance.
- I. The OHA shall not be responsible for any payments or costs, including repairs or damage to the employee's private automobile, other than at the rate or rates defined above.
- J. Employees are responsible for all fines related to parking or moving violations issued while traveling on OHA business. Absolutely no exceptions will be made.

VII. NON-REIMBURSABLE EXPENSES

Non-reimbursable Expenses include, but are not limited to, the following:

- A. Additional charges for hotel or room upgrades or special "club" floors
- B. Alcoholic beverage(s)
- C. Room Service, including food, laundry, internet.
- D. Coat check services
- E. Costs associated with extended stays (including transportation)
- F. Costs associated with ticket changes not pre-approved by the Executive Director.
- G. Entertainment, including but not limited to in-room movies
- H. Late check-out and any guarantee charges

OHA TRAVEL POLICY

- I. Other expenses of a purely personal nature and not listed as reimbursable in these guidelines
- J. Parking or moving violation tickets
- K. Personal services (e.g. health club, massage, personal maintenance)
- L. Spousal, partner, or other family expenses
- M. Toiletries
- N. Travel accident insurance

VIII. TRAVEL RECONCILEMENT

Within 30 days after completion of travel, the employee shall complete a Travel Voucher form and a Travel Expense Certification form. Both shall be submitted to the Department Director, or higher authority for approval. Approved forms shall be forwarded to the Director of Finance for final processing. Statements that are not turned in within 45 days from the return date will be considered delinquent and may result in the reimbursement being considered taxable income, and the traveler being prohibited from future travel.

IX. NON-EMPLOYEE VENDOR TRAVEL

- A. The provisions of this policy shall be followed by all OHA members who are assigned as the contract administrator for vendor services in which non-employees operating under the provisions of a contract are required to travel in order to conduct OHA business. This directive applies to service providers, suppliers, consultants and independent contractors.
- B. The following policy is established by OHA to ensure that all non-employees are subject to a common set of expense guidelines imposed on all employees of the OHA and members of the OHA Board of Commissioners.
- C. The OHA will reimburse non-employees for actual, and necessary expenses incurred while conducting OHA business in accordance with the requirements of this policy. Compliance to each individual vendor contract and all OHA vendor policies is required. Any actions outside of this policy are the sole responsibility of the non-employee or their company of employment. The OHA assumes no further responsibility or liability.
- D. Non-employees must account for all expenses by submitting a complete and accurate invoice detailing all travel and related expenses on a monthly basis to their respective contract administrator. Less frequent travelers should submit their completed travel expense report upon completion of each trip.

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- E. Non-employees may not personally arrange to have charges on their behalf direct billed to OHA.
- F. Non-employees are required to provide detailed information and documentation related to their expenses to their contract administrator. Additional requirements for expense report documentation may be required.
- G. Receipts are required for airfare, baggage fees, hotel, car rental, taxi, ride share (Uber – Lyft), and rail tickets, regardless of the amount or method of payment.
- H. Original receipts must be obtained and submitted with the travel expense report for all other expenditures of \$50 or more. Original credit card receipts or itemized register receipts are acceptable forms of documentation. When no receipt is available or the receipt has been lost, a written explanation should be given on the expense report.
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- J. Every effort should be made to qualify for the lowest logical airfare by planning trips and ordering tickets in advance and by allowing flexibility in arrival and departure times.
- K. The cost of any unused tickets must be credited to OHA. Any change fees and or fare increases incurred by changing flights en-route will not be reimbursed unless justified by a significant business need. A change of itinerary must exceed a time change of four (4) hours.
- L. The first checked bag fee is reimbursable in all cases. A second additional checked bag is reimbursable if the duration of the business trip exceeds four (4) days. Fees for three (3) or more bags are not reimbursable.
- M. Meals or beverages are not reimbursable and shall remain the responsibility of the non-employee.
- N. Rental cars must be used only when they are clearly the most economical mode of transportation. Prior approval is required from the contract administrator before obtaining a rental car. When reserving a rental car, non-employees must request a compact or intermediate size car and purchase available Loss/Collision Damage (LDW) insurance.
- O. The non-employee shall be responsible for all parking or moving violation tickets.

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- P. All travel expenses and costs for accommodations incurred by non-employee vendors shall be reasonable and shall not exceed the fiscal year (FY) travel per diem rates for the applicable year for Oakland, CA, which rates were established along with rates for the lower 48 continental United States (CONUS) and the District of Columbia, currently in effect and adopted by the U.S. General Services Administration (GSA). The rates can be found at gsa.gov.
- Q. Any and all costs incurred by non-employee vendors shall not exceed the contracted amount set forth in the applicable contract with OHA.
- R. The provisions of this section shall be reviewed by members of OHA's Contract Compliance and General Services Department (CCGS), as well as any OHA member assigned to administer a contract for services requiring non-employee travel to ensure the provisions of this directive are specified within the contract.

XI. PROCEDURAL RESPONSIBILITIES

The OHA Executive Director is vested with the authority to amend and modify this Policy and to create procedures for OHA staff, contractors, and consultants, if necessary. In addition, the Executive Director shall perform a bi-annual review of this Policy to ensure this Policy complies with applicable law. The Board of Commissioners delegates authority to the OHA Executive Director to draft, implement and administer procedures related to this Travel Policy.

The Executive Director shall not have the right to terminate this Policy without prior written approval of the Board of Commissioners. In the event the Executive Director modifies or amends this Policy, copies of such modification and/or amendment shall be delivered to the Board of Commissioners.

The Executive Director shall have the right, in her discretion, to waive any of the prohibitions set forth in this Travel Policy, to the extent such waiver is necessary to;

- A. provide a reasonable accommodation,
- B. comply with applicable law, or
- C. address unforeseen circumstances.

**WRITTEN
COMMUNICATIONS
(MONTHLY REPORT)**

Oakland Housing Authority
Monthly Status Report
January 2023



Section 3 Construction and Non-Construction

Twenty-three (23) participants are enrolled in the Section 3 program; fourteen (14) are currently working on construction projects, and nine (9) are seeking employment.

Section 3 List

Trade	# Working	# Seeking Employment	Total
Carpentry	5	5	10
Cement Mason	1	0	1
Electrical	1	0	1
Iron Worker	0	1	1
Laborer	6	1	7
Operating Engineer	0	1	1
Painter	0	1	1
Welder	1	0	1
TOTAL	14	9	23

Section 3 New Hires (Construction & Non-Construction)

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Job Title
Section 3	1	0	1	Largo Concrete	Laborer
General Support	3	3	0	Oakland Housing Authority	Resident Intern

Section 3 Compliance

FCP received nine (9) trades request for Section 3 opportunities. In addition, eight (8) contractors received compliance reports, as FCP could not refer residents for these positions because the current list of unionized workers does not possess the necessary qualifications or they are already employed.

One (1) Section 3 participant interviewed and was hired full-time with Baines & Nibbi JV for a Journey Level Laborer position at the 7th & Campbell project.

Section 3 Compliance

Trade	Requests	OHA Referrals	OHA Hires	Compliance Reports Issued
Sheet Metal	1	0	0	1
Cement Mason	1	0	0	1

Laborer	3	1	1	2
Plumber	1	0	0	1
Electrician	1	0	0	1
Sprinkler Fitters	1	0	0	1
Concrete Pump Operator	1	0	0	1
Total	9	1	1	8

Employment and Economic Development

FCP Program	Job Referrals	Job Readiness	Total
FSS	4	0	4
General	17	1	18
ROSS	1	0	1
Section 3	1	0	1
Grand Total	23	1	24

Winning Wednesday Hiring Events

Company	OHA Participants	Community Participants	Total
City-to-City Job Fair 1-31-2023	19	500	519*

*Estimate, doesn't include people who attended and didn't sign-in.



*City-to-City Job Fair 1/31/23

General Employment

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
FSS	1		1	ELodee Inc.	Delivery Driver
Total	1	0	1		

Youth Employment

Provider	Enrolled this month	Enrolled in this contract term	Enrolled in Training	Job Placements	College Enrollments
LAO Family	15	124	107	1	39
YEP	1	13	6	3	0

Career Development and Training

Program	New Enrollment	Completed	Total
Guard Card	1	1	1
Total	1	1	1

Financial Literacy

Provider	Enrollment	Workshop Completed
FDIC Money Smart	7	20
Habitat for Humanity	1	1
Total	8	21

T-Mobile Tablet Distribution

FCP Program	Tablets/Chromebooks Distributed (Month)	Program Total (YTD)
Education Initiative	0	0
FSS	1	1
ROSS	0	0
General Support	0	0
RAB	0	0
Total	1	1

T-Mobile Tablet & Chromebook Distribution

One (1) FSS participant received a tablet so she could take an online financial education training required for her FSS graduation.

Family Self-Sufficiency (FSS) Program

- Three (3) FSS participants have increased their hourly earned income from \$15.51 to \$20.00; the second has increased from \$17.50 to \$22.25, and the third has increased from \$19.00 to \$22.00.
- One (1) FSS participant started a new job and received his firearm permit for his guard card.
- Nineteen (19) FSS participants received a quarterly contact to review and update their Individual Training Service Plans (ITSP) for program graduation.

- Four (4) FSS participants are within six (6) months of graduation and have met with their Coordinator to prepare for their graduation.
- One (1) FSS participant completed a HUD certified Homeownership Training at Habitat for Humanity.

Family Self-Sufficiency

Program	Total	New Enrollees	Escrow Accounts	Graduates	Escrow Disbursed	Termination or Exits	Escrow Forfeited	Escrow Transferred (RHA)
Section 8	126	0	80	0	0	1	\$0	0
PH	12	0	4	0	0	0	0	0
FUP-Youth	12	0	5	0	0	0	0	0
Total	150	0	89	0	0	1	\$0	0

Family Unification Program (FUP) Youth

Applicants	Current Participants	New Enrollments (Current Month)	Transitioned to FSS	Program Exits To Date	Program Enrollments To Date
0	7	0	12	11	30

- FCP Coordinator contacted seven (7) FUP youth and provided employment and supportive service resources.

Youth and Education

Promise Plus Program – Enrollment and Engagement

The Education Team enrolled twenty-four (24) new students. Coordinators completed ten (10) Student Success Plans.

Promise Plus Program

OUSD Schools	Previous Students Enrolled	New Enrollments	Total Enrollment
Prescott Elementary	16	1	17
Martin Luther King, Jr.	16	0	16
Lockwood Steam Academy	20	13	33
Markham Elementary	14	2	16
West Oakland Middle	24	0	24
Westlake Middle	4	0	4
Elmhurst Middle	6	0	6
Frick Impact Middle	19	0	19
McClymonds High	13	0	13
Oakland High	3	0	3
Fremont High	7	4	11
Castlemont High	13	0	13
Non-Partner Schools	54	4	58
Total	209	24	233

Basic Needs/Support Services

- Education Coordinators contacted one-hundred and ninety-seven (197) Promise Plus families to assess support services needs (i.e., clothing, food, transportation). The information gathered ensures that all Promise Plus families' needs are addressed.

OUSD School Site Community Outreach

Education Coordinators distributed OHA Waitlist information to the twelve (12) partner schools. In addition, they worked closely with each school site's Community School Manager to ensure that the waitlist information was disseminated widely to families.

OUSD OPTIONS School Selection

Elementary and Middle School Coordinators contacted Promise Plus families regarding the OUSD's OPTIONS School selection process which allows families to pre-select the school they would like their child to attend as opposed to their assigned school. The Education Coordinators assisted twenty-one (21) Promise Plus families with the online application process.

OUSD School Site Events

Elementary School

- Education Coordinator supported the Student of the Month and Attendance Awards at Prescott Elementary. Certificates were delivered to the classrooms of students receiving awards.

Middle School

- Education Coordinator kicked off the Middle School Eye Exam Program developed in collaboration with West Oakland Health Council (WOHC) for the four (4) Promise Plus partner middle schools. West Oakland Middle School (WOMS) was the first to participate in the eye exam program. As a result, four (4) OHA youth received free eye exams at WOHC.

High School

- Education Coordinator outreached to approximately eleven hundred (1,100) 12th-grade OHA youth to invite them to attend the OHA-sponsored field trip to the Black Expo on February 4, 2022.

OUSD School Site Meetings and Tutoring Services

- Education Coordinators attended eleven (11) weekly COST/Attendance Team meetings at partner school sites.

Resident Opportunities Self Sufficiency (ROSS) Program

- ROSS Coordinators met with thirty (30) ROSS participants to assess program participants' needs and to provide them with supportive services and community resources.

ROSS Program

Program	ROSS Participants	New Enrollees (Month)	YTD (Exits)
Public Housing	146	0	1

*Reconciliation completed; number confirmed at 146.

Senior Services

One hundred (100) senior participants from Peralta Village, Lockwood Gardens, Palo Vista Gardens, and Campbell Village received a Seniors Connect newsletter. The seniors received a tote bag with a Mandala coloring book and a 2023 monthly calendar.

The January Seniors Connect Newsletter “Winter” edition included health and wellness tips for seniors and examples of positive affirmations. The newsletter also showcased seniors who completed their art projects in December.

This program allows senior participants to expand their creative growth, promote stress relief, bolster memory, and stimulate an optimistic attitude. Seniors have expressed gratitude for the Art & Craft kits and the Seniors Connect Newsletter.



Senior Lunch “Grab and Go” Hot meals – Peralta Village

Twenty-five (25) Peralta Village seniors participated in the “Grab and Go” Spectrum hot meal program. Three-hundred and eighteen (318) hot meals were provided to seniors. In addition, each participant received weekly educational materials and resources from Spectrum.

Senior Lunch Delivery Program

	<i>Monthly Total</i>	<i>YTD</i>
“Grab & Go” Hot Meals	318	318

Special Programs

Emergency Housing Voucher Welcome Kits

FCP issued eight (8) Emergency Housing Voucher Welcome Kits during the month of January.

Foster Youth to Independence (FYI) Program Housing Workshop

Sixteen (16) FYI participants received housing search assistance and were provided housing listings, application assistance, landlord communication coaching, referrals for credit repair, and security deposit assistance.

Health and Wellness

Food Programs – Peralta Village & Lockwood Gardens

FCP collaborated with the Alameda County Community Food Bank and conducted three (3) food pantries at Peralta Village, Lockwood Gardens, and facilitated a home delivery pantry in partnership with DoorDash.

DoorDash delivered food bags to elderly and disabled residents living in Campbell Village, the OAHPI developments, and participants in the Section 8 program who cannot come to OHA's onsite pantries. FCP resources were provided in each bag.

Food Pantry

Support Items	Lockwood Garden	Peralta Village	DoorDash
Food Bank (Food bags)	61	62	65
Semi Freddi's bread donation	75	75	75

Food Assistance

	Spectrum Grab & Go	Peralta Village	Lockwood Gardens	DoorDash Pantry	Total
Senior Lunches	318	0	0	0	318
Food Bags Distributed	0	62	61	65	188
Residents served	25	140	147	123	435

Homeownership

- One (1) disabled homeownership participant went into a contract to purchase a three-bedroom, one-bathroom home in East Oakland. She receives down payment assistance from Alameda County Boost and her Section 8 subsidy. She has passed inspections and is waiting for her loan to be finalized.
- The homeownership program coordinator assisted three (3) current homeowners with resolving mortgage payment challenges. In the wrong amount being paid for January's mortgage.
- The homeownership program coordinator assisted one (1) disabled homeownership participant with applying for a mortgage loan and preparing his application for Alameda County's down payment assistance program (AC Boost).
- The homeownership program coordinator completed an audit of the current number of homeowners in the program. The audit showed there are sixty-eight (68) homeowners in the program. Twelve (12) participants exited that were previously unaccounted for due to the following reasons: six (6) voluntarily self-

terminated, five (5) were zero HAP and graduated from the program, one (1) passed away, and one (1) was terminated by OHA.

- Two (2) participants attended the Homeownership Program Monthly Q&A session, and one (1) participant received a one-on-one homeownership program orientation.
- Forty-four (44) participants received information about the homeownership program.

Participants Pre-qualified for Homeownership (Lender Qualified)

Voucher Size	# Families Searching	Average Household Income	Average Loan Amount
1 Bedroom	-	-	-
2 Bedrooms	2	\$44,600	\$400,000
3 Bedrooms	1	\$28,692	\$365,000
4 Bedrooms	-	-	-

Homeownership Applicants

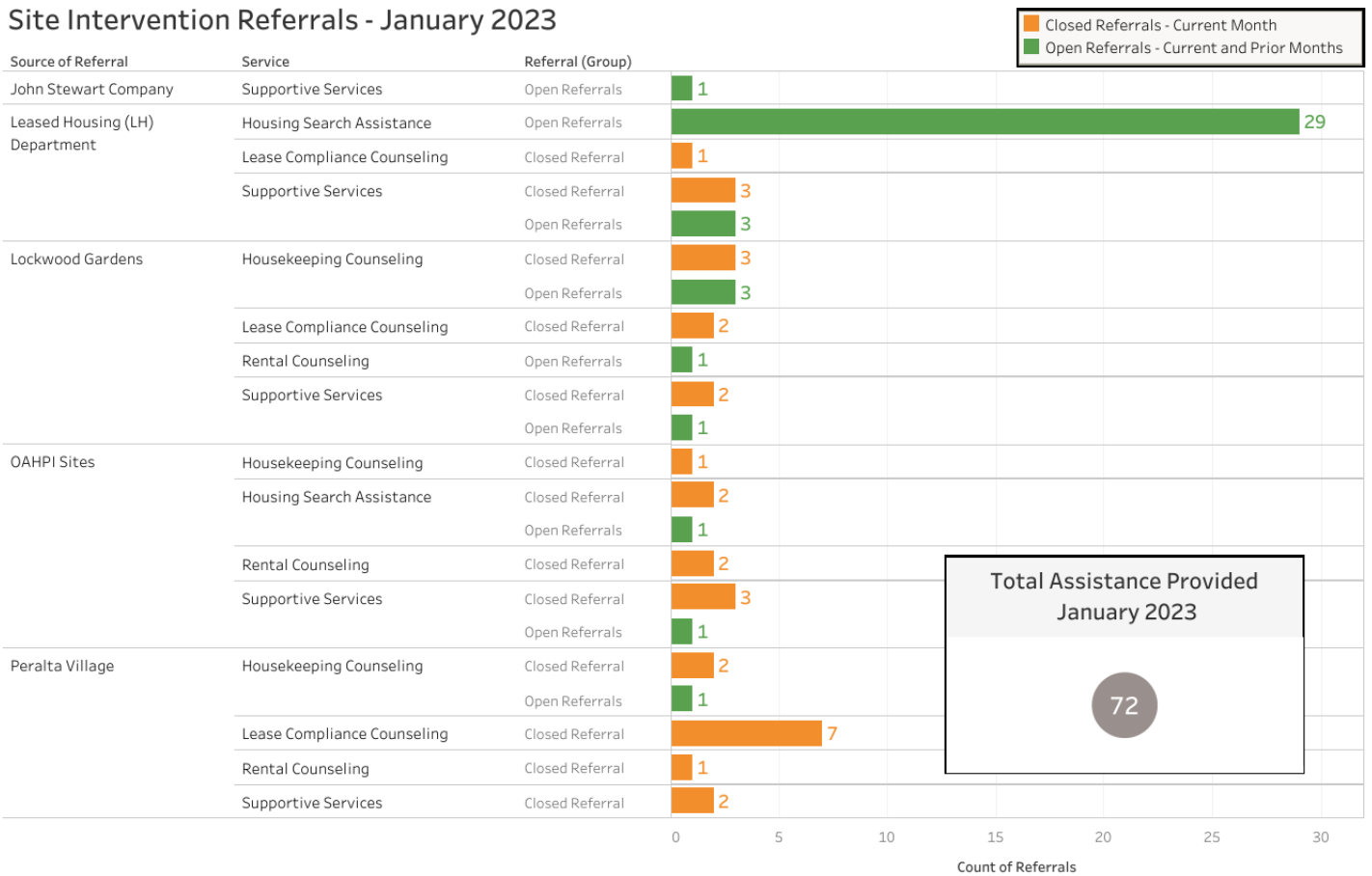
Homeownership Eligibility	Approved for Mortgage	Executed Purchase Contract/In Escrow	Closings	Homes Purchased (YTD)	Homes Purchased Outside of Oakland (YTD)
21	3	1	0	0	0

Homeownership Program

Current Homeowners	Total Homes Purchased (Since 2004)	Program Terminations (YTD)	Program Graduates (YTD)	Pending Refinance	Total Homes Refinanced (YTD)
68	121	0	0	0	0

*Reconciliation completed; number confirmed at 68.

Site Intervention Referrals - January 2023



2023 YTD Summary

Referrals Opened

40

Referrals Closed

31

Site Services

Household Cleaning Kits

Participant Request	Issued
7	7

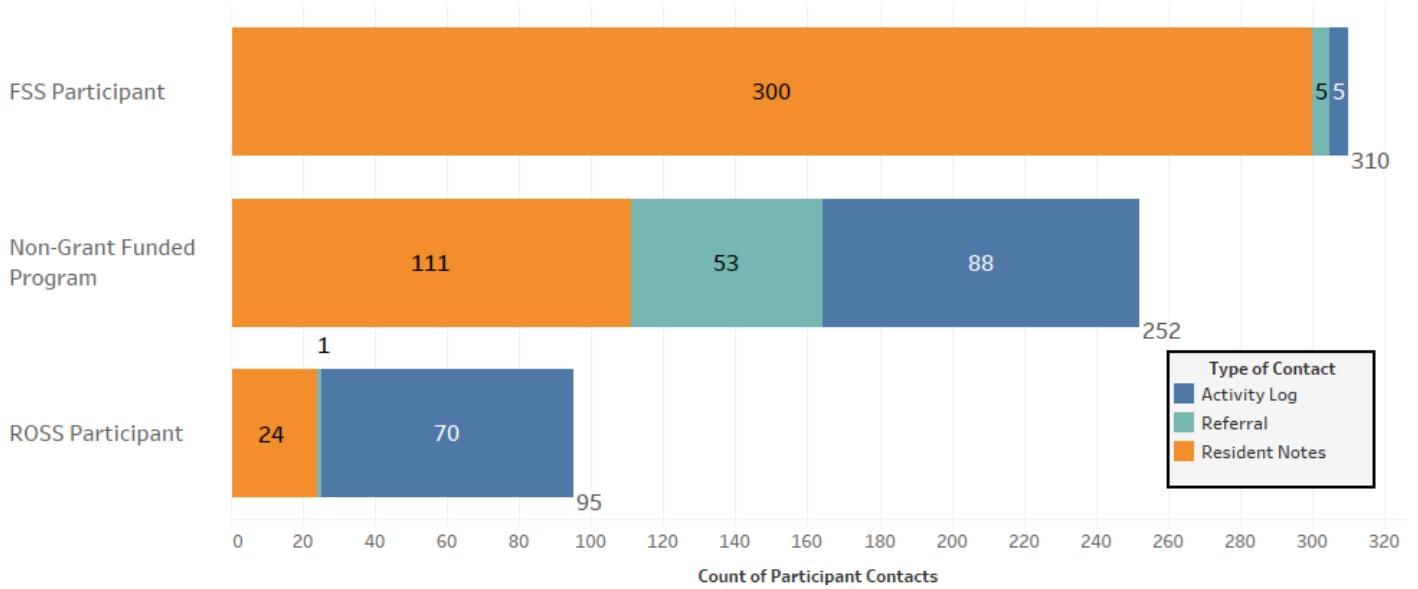
Civic Engagement

OHA Resident Advisory Board (RAB)

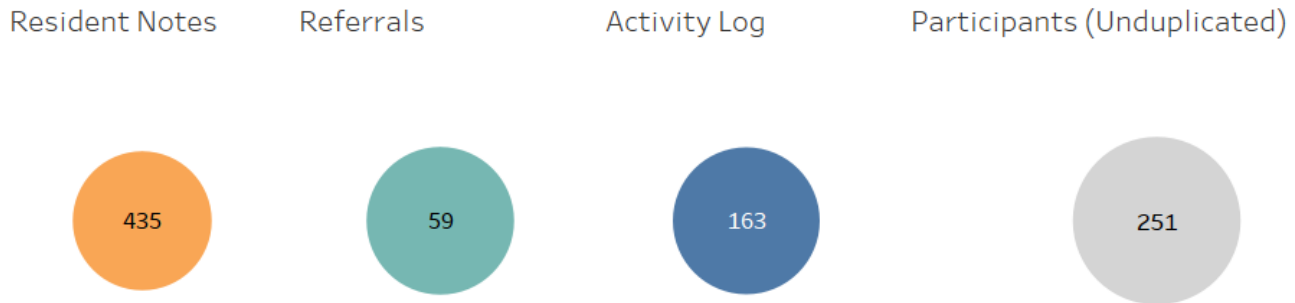
The Resident Advisory Board held a virtual meeting on January 11th with seven (7) RAB members in attendance. Four (4) RAB members attended the RAB debrief and agenda planning committee meeting.

Status	RAB committee meetings	RAB Meetings	Volunteers	Total
OHA Residents	4	7	0	11
Non-OHA Residents	0	0	0	0
Total	4	7	0	11

Participant Contacts - January 2023



2023 YTD Participant Contacts



Leased Housing Department- January 2022 Report

2011 Housing Choice Voucher Wait List

There are a total of **303** applicants on the waitlist. OHA has reconciled its purged records for a final applicant list.

Virtual briefings FY23

IE Virtual Briefing Dates	# of families invited	# of families attended
July 2022	76	67
August 2022	30	33
September 2022	30	24
October 2022	56	48
November 2022	62	51
December 2022	36	35
January 2023	62	55

OAHPI Intake FY23

Intake date	# of families invited	# of families attended	# of families removed from waitlist	# Referred pending
July 2022	210*	0	0	43
August 2022	0	128	0	38
September 2022	0	0	0	21
October 2022	0	0	6	1
November 2022	0	0	1	14
December 2022	83	21	63	5
January 2023	0	0	0	6

*Intake appointments scheduled on 8/4

PBV to HCV Activity

- Thirty-Five families remain on the Request List.

2014 Public Housing Wait List

Intake date	# of families invited	# of families attended	# of families removed from waitlist	# Referred pending
July 2022	0	0	0	0
August 2022	0	0	0	3
Sept 2022	0	0	0	4
October 2022	99	11	36	3
November 2022	121	17	95*	12
December 2022	0	0	0	4
January 2023	0	0	0	4

*no show 2nd intake appointment

Waitlist Openings:

OHA opened the Public Housing Waitlist for Lockwood Gardens and Peralta Village for the period January 17, 2023-January 31, 2023. A total of 3,348 pre-applications were submitted. OHA also provided in-person assistance to 367 applicants with hands on assistance to submit their pre-applications.

Summary Report

December 2022

January 2023

Eligibility

Waitlist Activities and Port-in

• Intake appointments scheduled 2011 waitlist	0	0
• Intake appointments attended 2011 waitlist	0	0
• Briefing and voucher issued for applicants from 2011 wait list and Mainstream	0	1
• Intake, Briefing and voucher issued for Port-In and Survivor vouchers/FUP	4	9

Project Based Voucher and Tenant Protection Vouchers

• New Move-in Intake and briefing PBV/TPV	6	13
• Relocation vouchers issued for OAHPI Households	0	0

Special Programs (including non-MTW)

Intake, briefing and voucher issued:

• HUD VASH	4	9
• Mod Rehab/S+C to Section 8	0	0
• Intake, briefing: Local Programs/ PACT	11	2

Summary Report

December 2022

January 2023

Public Housing and OAHPI Eligibility:

- | | | |
|------------------------------|----|--|
| • Intake | 0 | |
| • Processing for Eligibility | 18 | |
| • Referred Households | 10 | |

Total new vouchers issued (tenant & unit based)

23

33

Denial of Admission/Withdrawals

96

0

Owner Services

Initial Inspections

- | | | |
|---|-----|-----|
| • Move-in inspections | 160 | 157 |
| • Passed Inspections | 82 | 71 |
| • New contracts (new, transfer, port-ins) | 117 | 97 |

Rent Increases

- | | | |
|-------------------------------------|-----|-----|
| • Rent increases requested | 856 | 551 |
| • Rent increases approved | 790 | 465 |
| • Rent increases denied/declined | 54 | 43 |
| • Rent increases pending review/HQS | 25 | 43 |

Annual Inspections

- | | | |
|---|-----|-----|
| • Total number of Annual Inspections performed | 444 | 364 |
| • Number of annual inspections passed | 152 | 88 |
| • Failed with owner and tenant items | 171 | 117 |
| • Inspections rescheduled, vacant, or cancelled | 77 | 125 |
| • No Shows | 44 | 34 |

Reasonable Accommodations

- | | | |
|-------------------------------------|----|----|
| • Total number of requests received | 24 | 10 |
| • Total number approved | 7 | 10 |
| • Total number pending | 10 | 4 |
| • Total number denied | 7 | 7 |

Occupancy

- | | | |
|---|-----|-----|
| • Total annual recertification scheduled | 303 | 293 |
| • Total annual recertification's completed | 152 | 239 |
| • Total interim recertification's completed | 134 | 141 |
-

Summary Report

	December 2022	January 2023
• Transfer voucher within Oakland	34	40
• Portability vouchers issued	14	22
• Total no. of transfer vouchers issued	48	62
• Total no. of Decisions to Terminate Assistance	29	17
• Total Meet & Discuss appointments	0	5
• Resolution cases	77	162

Special Programs

• Interims completed	41	54
• Recertification's completed	85	76
• Field recertification's	0	0
• Transfer port vouchers issued	8	9
• Resolution cases	114	138
• Files to CGI	0	

Program Terminations

• Informal Hearings held	3	1
• Termination upheld	3	0
• Termination reversed	0	0
• Pending outcome	2	1
• Requests for Executive Review	0	1
• ER Termination upheld	0	0
• ER Termination reversed	0	0
• ER Outcome pending	0	2

Customer Service

• Walk in visitors	387	451
• 1540 Leased Housing main phone line	2,554	4,489
• Avg. calls/day to Customer Service	134	214

LEP Calls

• Cantonese/Mandarin	32	35
• Spanish	13	31
• Vietnamese	1	6

Leased Housing Department Special Programs and Initiatives:

VASH

OHA has a total allocation of 526 VASH vouchers and 302 leased. OHA received 9 new referrals. OHA approved a conditional award of 18 vouchers to the Lake Park/EAH affordable housing project, 8 vouchers were awarded to 285 12th Street/EBALDC and 19 vouchers to 2700 International Blvd/Unity Council.

Mainstream

OHA has a total allocation of 262 Mainstream vouchers (MS5/MS28), 190 utilized and 6 searchers.

On December 19, 2022, OHA was awarded 50 additional vouchers and \$957,456 voucher funding and \$131,000 in Extraordinary Administrative fees. The Effective date is February 1, 2023.

Newly Awarded Vouchers

On August 26, 2022, HUD issued PIH Notice 2022-29 Allocation and Special Administrative Fee for New Incremental Housing Choice Vouchers. The notice explained HUDs process for awarding approximately 19,700 new Housing Choice Vouchers (HCVs) to Public Housing Agencies. These new HCVs are not special purpose vouchers, rather, they are regular HCVs.

On August 29, 2022, OHA received notification of an award of 46 vouchers effective October 1, 2022, which includes \$916,233.28 in HCV funding and \$33,000 in voucher special fees (\$750 per voucher).

Confidential Client Request (CCR) Policy

The purpose of this policy is to ensure OHA and OAHPI are in compliance with the provisions of the Violence Against Women's Act (VAWA) and to describe the procedures for processing VAWA and the Threat of Physical Harm requests, timely, effectively, fairly, and to maintain confidentiality. OAHPI PBV is recommending amending its transfer policy to allow a 5 to 1 ratio. For every five applicants housed, one transfer will be approved. If determined an imminent threat exists, OHA will offer transfer to vacant and available 3rd party PBV unit or if available a Housing Choice Voucher. The goal is to fill vacant available units with applicants in need of affordable housing on the existing OAHPI waitlist and not simply transfer internal housed residents.

The Leased Housing Department received 29 CCR's for review and processing.

Portability

A total of 9 participant households ported in from other PHA's. OHA is absorbing all port in households except VASH and EHV.

There are 57 unabsorbed OHA participant families living in the jurisdiction of another housing authority. The majority are living in the following jurisdictions: Contra Costa County, Alameda County, City of Alameda, Berkeley, and Richmond.

The Housing Authority of Alameda County and Contra Costa Housing Authority are absorbing all port in program participants. OHA has a MTW activity that restricts portability to neighboring PHA's within 30 miles of OHA unless the receiving PHA is absorbing the voucher or family has one of 11 exceptions. Exceptions include emergency VAWA cases, employment, reasonable accommodations and educational needs.

Emergency Housing Vouchers

The Department of Housing and Urban Development (HUD) allocated \$5 billion in American Rescue Plan (ARP) funds for emergency housing vouchers that will assist individuals and families who are experiencing or at risk of experiencing homelessness. The \$5 billion funding gives communities the resources needed to help eligible households find and remain in housing. HUD estimates that these Emergency Housing Vouchers (EHVs), alongside resources provided by the CARES Act, could help house 130,000 households nationwide.

In May 2021, HUD awarded the Oakland Housing Authority 515 EHVs. OHA will work in partnership with its local Continuum of Care, the Coordinated Entry System and other local Public Housing Authorities to advance and improve the housing outcomes of individuals most impacted in Alameda County.

In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories:

- Homeless
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

The EHV program is a direct referral program. Alameda County Coordinated Entry will send direct applicant referrals for Emergency Housing Vouchers to OHA. OHA will conduct eligibility screening and inspect all units. OHA also received Administrative fees for activities related to assisting EHV applicants with leasing units. OHA is working closely with Alameda County PHAs and the Continuum of Care to finalize a joint Memorandum of Understanding. OHA has convened an EHV work team who are collaborating with other local PHAs, County staff and a community partner to prepare a standardized application, workflow and SOP's. HUD has also provided administrative fee funding for a number of

activities to assist with leasing such as landlord incentives, security deposits, “speed” leasing bonus and care packages for new residents. The program launched late July 2021. The EHV dashboard is available on the website www.oakha.org.

Total Award	Total Leased/Utilized	Total Searching	Contracts Pending Activation	Applicants in Eligibility Screening
515	476	80	20	12

FY 23 Fair Market Rents

The FMRs are used to determine voucher payment standard amounts for the Housing Choice Voucher (HCV) program, other Housing and Community Development Department programs, and the flat rent levels for public housing. The FMR is the basis to determine the maximum monthly subsidy for an assisted family. The Department annually establishes FMRs for defined metropolitan areas. The FMRs are posted at least 30 days before they are effective, and they are effective at the start of the FY, which is October 1st.

The FY 2023 notice of updated FMRs was published in the Federal Register on September 1, 2022 with a 30-day public comment deadline. The revised FMRs were effective on October 1, 2022.

In general, the FMR for an area is the amount that would be needed to pay the gross rent (shelter rent plus utilities) of privately owned, decent and safe rental housing of modest nature with suitable amenities. The FMR is also typically set at the 40th percentile of the range of gross rents paid by recent movers into standard quality units in each FMR area.

# of Bedrooms	2022 Department FMRs	2023 Department FMRs	Difference/%
0	\$1,538	\$1,658	+ \$120/7%
1	\$1,854	\$1,969	+ \$115/6%
2	\$2,274	\$2,405	+ \$131/5%
3	\$3,006	\$3,144	+ \$138/4%
4	\$3,578	\$3,706	+ \$128/3%
5	\$4,115	\$4,262	+ \$147/3%
6	\$4,732	\$4,901	+ \$169/3%

OHA has set its Payment Standards at 120% of the FMR which supports our continued effort to increase voucher holder’s success in finding units, to attract more owners to our program and to keep up with rent increases in the private market.

On September 26, 2022, HUD published Notice PIH 2022-30 extending a waiver allowing PHAs to establish payment standards up to 120% of the FMR, instead of 110%, which is the maximum allowed in most scenarios. OHA received waiver approval to set its FMRs at 120% of the FMR through December 31, 2023.

OHA FY 2023 MTW Plan includes an exception payment standard up to 150% of the Fair Market Rents without HUD approval for owners and units that are in areas with low voucher presence or low concentration of poverty.

New Owner Workshop Series

No workshops held in January.

Owner Incentives

Per OHA's MTW plan, Leased Housing has launched four owner incentives: Vacancy Loss (Re-Rent Bonus), Pre-Qualifying inspections, Signing Bonus, and Owner Recognition and Unit Repair.

Vacancy Loss (Re-Rent Bonus)- Payment for up to two months HAP is offered to existing HCV owners if they re-rent a unit previously occupied by an HCV tenant to another HCV participant within two months of contract cancellation.

OHA paid \$16,769.33 in vacancy loss to 4 owners. Units had an average vacancy period of 85 days.

Pre-Qualifying Unit Inspections- A pre-qualifying unit inspection is offered to all HCV program owners to expedite the lease up process and minimize delays or losses due to inspections. Inspections are not being linked to a participant. Once a unit has passed, the owners will have up to 60 days to find a tenant for the unit.

OHA conducted 0 initial pre-inspections. OHA has conducted 81 pre-qualifying inspections for HCV units.

Signing Bonus - For new landlords who sign a contract with OHA allowing a Section 8 family to move into one of their available units; OHA will pay the owner a \$1,000 signing bonus. This is for all owners who sign a contract with OHA.

OHA paid 79 owners a \$1,000 bonus/\$79,000.

Apartment Repair Loan -OHA will reimburse owners up to \$2,250 for repairs made to fix Housing Quality Standard fail items on units that have never received HUD subsidy. The repairs must be verified by OHA. Once the Housing Assistance Payment (HAP) contract is signed and repairs are verified, OHA will reimburse the owner requests received within 30 days of HAP contract execution. This incentive launched November 2021.

OHA paid 0 owners in January 2023.

New Contracts Entered for Owner Payment January 2023

PBV	20
Section 8	70
HUD VASH	1
TRA/Shelter Plus	4
Mod Rehab	0
FYI	2
Contracts Entered for Payment	97

Project Based Vouchers

Projects in the pipeline

95th and International - Anticipated March2023

Program Compliance Team

Program Compliance team is focused on the analysis, prevention or remedial action, if necessary, to prevent or correct program noncompliance by participants and owners. Program Compliance staff works with all the Leased Housing teams as well as the Oakland Housing Authority Police Department and the Executive Office. The team conducted 17 client interactive/warning meetings, processed 10 owner notification letters, resolved 1 late rent notices, resolved 94 resolution cases and processed 16 proposed termination notices. Additionally, the team assigned 0 police reports. There were \$15,203 calculated in subsidy overpayments. The team is developing an owner notice explaining the status of state/federal emergency moratorium and City of Oakland eviction moratorium and resources for non-payment of rent to limit potential evictions and interim income adjustments.

Rent Increases

Leased Housing received 551 rent increase requests. There were 175 Housing Choice Vouchers completed. A total of 376 were Project Based Vouchers and Mod Rehab completed. The average rate of increase was 8% and average amount approved was \$138.

Special Needs Housing

The Harrison Hotel is part of the County’s Shelter Plus Care program subsidizing 46 units, reported 100% lease up for formerly homeless disabled residents. The County refers applicants to OHA for intake and unit inspections.

Local Programs

Sponsor Based Housing Assistance Program (SBHAP)

On May 23, 2022, the Board of Commissioners passed Resolution 5078 approving funding in the amount of \$4,209,693 for FY23 to serve an additional 40 homeless families with children. The BOC further approved expansion for an additional 40 Community Cabin exits in FY23. The total FY 23 budget is \$4,209,693.

The program can serve up to 180 households in FY23.

- a) Program Details - Services, Funders, Service Providers and Target Population
Total number of households to be served: **Minimum: 100, Maximum:180**

Oakland Housing Authority - OPRI Units			Min: 87 HH	Max: 180 HH
Services/ Funder	# of HH Served Min - Max.	Target Population	Supportive Services Provider	Housing Services Provider
PATH: Community Housing Services	27-30	Encampments/ Shelter	Lifelong Medical St. Mary's Center Building Futures w/ Women & Children	Abode Services
Behavioral Health Care Services	18 - 20	Encampments/ Shelter: Homeless. Serious Mental Illness	Lifelong Medical	Abode Services
TBD	20-40	Community Cabins	ROOTS	ROOTS
Oakland Department of Violence Prevention (Formally known as Oakland	25-30	Re-entry: Adult Probation & Parole	Abode Services	Abode Services

Unite): Dept. of Human Services				
PATH: ESG & THP+ Funding	17-20	Homeless Youth Ages 18-24 who are homeless or at-risk of homelessness and exiting the foster care or juvenile justice system	First Place for Youth	First Place for Youth
City of Oakland – HSD - CHS	20-40	Families experiencing homelessness, at risk of homelessness or victims of domestic violence	Building Futures for Women & Children	Building Futures for Women & Children

Building Bridges

The Building Bridges Program is a result of recommendations from the Board of Commissioners Ad Hoc Special Needs committee whose purpose was to identify special needs populations who will benefit in securing stable short term local housing assistance. Two pilot programs were implemented: the first serving Emancipated Foster Youth participating in the THP+ program, and the second serving CalWORKs participants participating in County short term housing assistance program. Through systems alignment, Alameda County Social Services Agency and, First Place for Youth in partnership with OHA will ultimately improve the effectiveness of the delivery of assistance programs and services to low-income households by allocating scarce resources more effectively, leveraging other public and private resources, and institutionalizing best practices.

CalWORKs

CalWORKs Building Bridges program, provides a stable shallow housing subsidy (1-2 years) for Social Services Agency clients who are actively engaged in a plan to achieve self-sufficiency, specifically employable, formerly homeless CalWORKs clients.

An average of 50 families per month will receive an average of \$1,500 per month local rental assistance from OHA. Contract term is 5 years. Costs to not exceed \$5,000,000 over the five-year term; with \$1,000,000 budgeted annually. Reasons for denial: Incomplete information, client exited from Housing Support Program by County, client request, non-compliance with CalWORKs program, or no inspection requested or passed.

Available	Referrals received	Households subsidized	Households in eligibility process/inspection
50	38	17	9

The CalWORKs contract expires March 19, 2023. A new recommendation will be presented to the BOB in February 2023 for a new contract to serve up to 30 households at \$2,400,000 over 5 year term.

First Place for Youth (FPFY)

FPFY Building Bridges program is a short-term five-year program for up to 50 participants. The short-term assistance payment will phase down funding in year four and year five. Roommate living arrangements are allowed. The service provider will be responsible for ensuring that participants and units meet program eligibility requirements and submitting required reports and periodic invoices. OHA Board of Commissioners on April 9, 2018 approved funding for the project up to \$5,000,000 over a five-year term. Reasons for denial: no HQS passed inspection and incomplete or missing documentation

Available	Referrals received	Households Subsidized	Households in eligibility process and inspection
50	57	16	10

Local Housing Assistance Program/Single Room Occupancy – LHAP/SRO

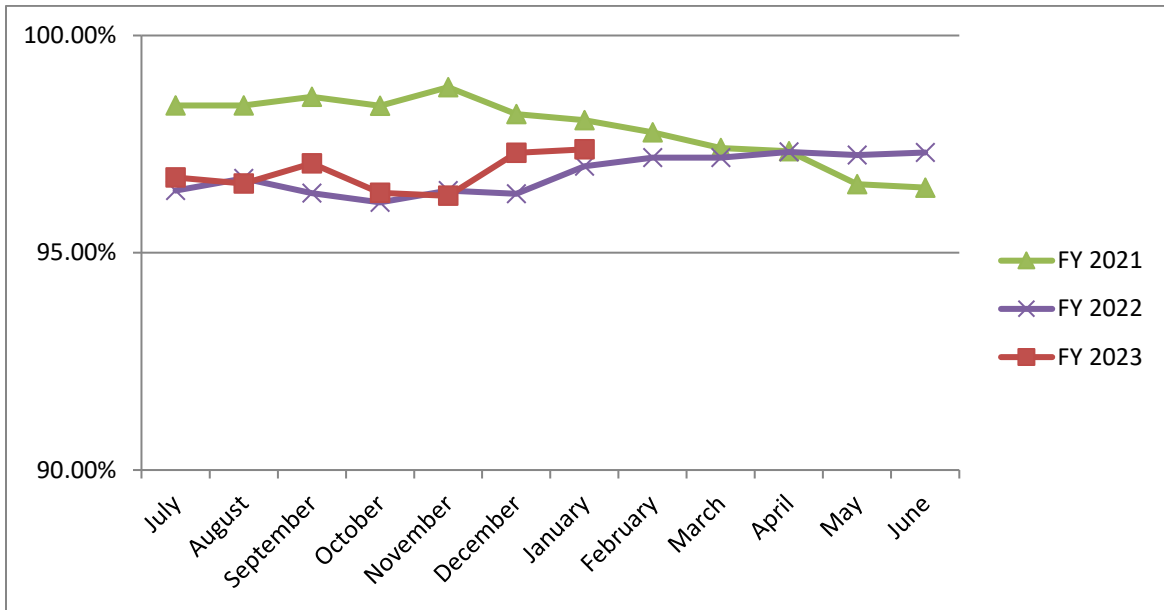
As of December 2022 TOTALS	Total Units	Vacant or Non-Eligible Units	Eligible Units	Subsidy Per Unit
	311	138	172	\$897

- All properties received subsidy increase based on FY23 HUD Fair Market Rents effective January 1, 2023.

Property Operations Department

Occupancy Report

Public Housing Occupancy Rates - TOTAL PORTFOLIO 97.38%



All Authority Public Housing Units

Month	Occupancy Rate
February 2022	97.19%
March 2022	97.19%
April 2022	97.32%
May 2022	97.25%
June 2022	97.31%
July 2022	96.73%
August 2022	96.59%
September 2022	97.06%
October 2022	96.38%
November 2022	96.31%
December 2022	97.30%
January 2023	97.38%

Authority Managed Public Housing Units

Development	Total Units	Non-dwelling Units/Exempt	Available Units	Occupied Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Lockwood Gardens	372	3	369	356	8	2	3	96.48%	96.48%
Peralta Villa	390	2	388	379	2	1	6	97.94%	97.68%
Total	762	5	757	735	10	3	9	97.23%	97.09%

OAHPI Project Based Section 8 Units

Portfolio	Total Units	Excluded Units (HCEB)	Available Units	Occupied Units	Down Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Deep East	278	10	268	243	7	3	7	8	89.55%	90.67%
East	258	0	258	235	9	6	3	5	89.92%	91.09%
Fruitvale	270	3	267	257	7	2	1	0	97.38%	96.25%
San Antonio	244	4	240	229	8	0	2	1	95.83%	95.42%
West	231	0	231	209	12	8	1	1	90.48%	90.48%
North	239	0	239	231	4	2	0	2	96.65%	96.65%
Total	1,520	17	1,503	1,404	47	21	14	17	93.28%	93.41%

OAHPI – PACT Program

Portfolio	Total Units	Office Units for Admin Purposes	Program Units	Program Occupied Units	Employee Occupied Units	Down Units/CID	Units in Turnover	Application in process from ACSO	Reserved/Preleased Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
East	20	1	19	9	1	3	3	0	0	4	57.89%	52.63%

Recertification Report

Authority Managed Public Housing Units

Development	Completed Annual Recertifications	Recertifications/Outstanding	Recertifications/Legal	Current Month Backlog
Lockwood Gardens	2	7	3	4
Peralta Villa	6	7	2	5
Total	8	14	5	9

Tenant Rent Collections

Authority Managed Public Housing Units

Development	Charged	Collected	Percent Collected
Lockwood Gardens	\$161,952	\$126,812	78.30%
Peralta Village	\$152,103	\$117,924	77.53%

OAHPI Project Based Section 8 Units (Includes HAP)

Portfolio	Charged	Collected	Percent Collected
Deep East	\$554,481	\$456,295	82.29%
East	\$571,983	\$472,469	82.60%
Fruitvale	\$652,680	\$572,622	87.73%
San Antonio	\$536,402	\$474,942	88.54%
West	\$474,127	\$406,398	85.72%
North	\$591,989	\$531,055	89.71%

Tenant Accounts Receivables

Authority Managed Public Housing Units

Development	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Lockwood Gardens	\$102,298	\$0	\$80,015	\$766,662	(\$70,969)	\$878,007
Peralta Villa	\$87,951	\$0	\$64,723	\$452,990	(\$55,422)	\$550,242

* Includes Current and On-Notice Tenant Rent and Misc. charges.

OAHPI Project Based Section 8 Units Tenant Rent

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$106,490	(\$27,308)	\$95,079	\$1,414,920	(\$42,504)	\$1,546,677
East	\$106,415	(\$4,907)	\$93,073	\$1,775,129	(\$57,465)	\$1,912,245
Fruitvale	\$101,087	\$0	\$91,103	\$1,072,861	(\$65,327)	\$1,199,724
San Antonio	\$62,623	(\$1,759)	\$52,922	\$584,145	(\$97,746)	\$600,184
West	\$84,537	\$1,604	\$66,208	\$718,678	(\$65,497)	\$805,530
North	\$74,546	\$348	\$70,830	\$680,843	(\$146,416)	\$680,150

* Includes Current and On-Notice Tenant Rent and Misc. charges.

OAHPI Project Based Section 8 Units Housing Assistance Payments (HAP)

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total HAP Owed
Deep East	\$38,916	\$4,143	\$40,000	\$576,528	\$0	\$659,587
East	\$41,890	\$2,809	\$35,728	\$620,629	\$0	\$701,056
Fruitvale	\$22,264	\$0	\$27,428	\$592,795	(\$202)	\$642,285
San Antonio	\$30,170	(\$1,796)	\$33,105	\$598,276	(\$6,945)	\$652,810
West	\$42,242	\$0	\$39,631	\$713,319	(\$1,665)	\$793,527
North	\$43,142	\$0	\$40,745	\$686,067	(\$1,443)	\$768,511

* Current and On-Notice tenants only

Authority Managed Public Housing Units

Development	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Lockwood Gardens	\$0	\$0	(\$699)	\$99,014	(\$5,485)	\$92,830
Peralta Villa	\$523	\$0	\$1,912	\$59,736	(\$3,348)	\$58,823

*Past and Evicted tenants

OAHPI Project Based Section 8 Units Tenant Rent

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$0	\$0	\$2,376	\$427,054	(\$23,549)	\$405,880
East	\$0	\$0	\$51	\$30,907	(\$20,711)	\$281,247
Fruitvale	\$2,146	\$0	\$368	\$162,947	(\$23,409)	\$142,062
San Antonio	\$10,672	\$0	\$3,449	\$257,429	(\$6,529)	\$265,020
West	\$1,800	\$0	\$4,552	\$106,773	(\$28,394)	\$84,731
North	\$3,143	\$0	\$870	\$392,431	(\$18,399)	\$378,045

*Past and Evicted tenants

OAHPI Project Based Section 8 Units Housing Assistance Payments (HAP)

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total HAP Owed
Deep East	\$0	\$0	\$0	\$310,290	(\$7,848)	\$302,443
East	(\$572)	\$0	\$0	\$302,781	(\$13,171)	\$289,038
Fruitvale	\$0	\$0	\$0	\$133,212	(\$3,379)	\$129,832
San Antonio	\$2,385	\$2,479	\$3,970	\$147,322	(\$7,114)	\$149,042
West	\$2,258	(\$4,079)	\$2,948	\$163,946	(\$2,806)	\$162,267
North	\$0	\$0	\$297	\$194,487	(\$3,994)	\$190,790

* Past and Evicted tenants

Work Order Report

Work Order Report - Authority Managed Public Housing Units

Development	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Lockwood Gardens	372	280	280	249	311
Peralta Villa	390	53	299	256	96
Total	762	333	579	505	407

Work Order Report – OAHPI Project Based Section 8 Units

Portfolio	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Deep East	278	321	217	170	368
East	278	297	216	132	381
Fruitvale	270	142	204	187	159
San Antonio	244	121	175	151	145
West	231	235	197	143	289
North	239	297	204	148	353
Total	1,540	1,413	1,213	931	1,695

Legal Report

Legal Report – Authority Managed Public Housing Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Feb-22	0	0	0	\$ -
Mar-22	0	0	0	\$ -
Apr-22	0	0	0	\$ -
May-22	0	0	0	\$ -
Jun-22	0	0	0	\$ -
Jul-22	0	0	0	\$ -
Aug-22	0	0	0	\$ -
Sep-22	0	0	0	\$ -
Oct-22	0	0	0	\$ -
Nov-22	0	0	0	\$ -
Dec-22	0	0	0	\$ -
Jan-23	0	0	0	\$ -

Legal Report – OAHPI Project Based Section 8 Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Feb-22	0	0	0	\$ -
Mar-22	1	0	0	\$ 4,024.00
Apr-22	0	0	0	\$ -
May-22	1	0	1	\$ 51,975.52
Jun-22	0	0	0	\$ -
Jul-22	0	0	0	\$ -
Aug-22	0	1	1	\$ 12,020.70
Sep-22	0	0	0	\$ -
Oct-22	0	0	0	\$ -
Nov-22	1	0	1	\$ 21,655.00
Dec-22	0	0	0	\$ -
Jan-23	0	0	0	\$ -

Emergency Rental Assistance Program

*Emergency Rental Assistance Program information is a cumulative summary of payments received

Emergency Rental Assistance - OAHPI Project Based Section 8 Units

Portfolio	Number of Residents Processed to Date	Assistance Processing	Number of Residents Paid to date	Assistance Received	Total Dollars
Deep East	31	\$0	20	\$194,304	\$194,304
East	13	\$0	6	\$49,368	\$49,368
Fruitvale	12	\$6,309	6	\$35,745	\$42,054
San Antonio	35	\$0	20	\$126,241	\$126,241
West	23	\$0	15	\$127,436	\$127,436
North	28	\$0	18	\$112,043	\$112,043

Emergency Rental Assistance – Authority Managed Public Housing Units

Portfolio	Number of Residents Processed to Date	Assistance Processing	Number of Residents Paid to date	Assistance Received	Total Dollars
Lockwood Gardens	77	\$6,676	17	\$95,966	\$102,642
Peralta Village	54	\$0	39	\$132,243	\$132,243

Additional Rental Assistance Resources - OAHPI Project Based Section 8 Units

Portfolio	Alameda County	BACS	City of Oakland	EDC	Total Dollars
Deep East	\$0	\$3,233	\$3,146	\$10,512	\$16,891
East	\$0	\$10,467	\$0	\$6,648	\$17,115
Fruitvale	\$0	\$0	\$1,623	\$15,563	\$17,186
San Antonio	\$4,785	\$0	\$10,789	\$14,473	\$30,047
West	\$2,604	\$32,290	\$2,062	\$47,167	\$84,123
North	\$0	\$10,796	\$7,238	\$0	\$18,034

Additional Rental Assistance Resources –Authority Managed Public Housing Units

Portfolio	Alameda County	BACS	City of Oakland	EDC	Total Dollars
Lockwood Gardens	\$0	\$0	\$9,937	\$0	\$9,937
Peralta Village	\$0	\$562	\$7,238	\$0	\$7,800

Capital Improvement Department

Unit Renovations

	OHA	OAHPI
Units Completed and Returned to OPO in January	6	11
Units Received From OPO in January	4	6
Units Completed in Fiscal Year 2022-23 To Date	32	54

These unit renovations are complete turns, typically stripped down to the sheetrock. They include:

- Asbestos abatement in walls and flooring if present
- Re-textured and painted
- Kitchen and bathroom cabinet replacements including granite countertops
- New bathtubs and new plumbing fixtures
- All the mill work gets replaced i.e. doors, frames, floor molding, closet doors etc.
- Electrical panels are moved to new, code approved locations
- All smoke and carbon monoxide detectors are rewired to the main panel
- Installation of new, always on, bath fans to improve indoor air quality
- Replacement of all flooring and carpeting
- Added light fixtures on the ceilings of living and bedroom areas

OHA/OAHPI Completed in January:

- 1120 65th Ave.
- 1341 66th Ave.
- 1263 65th Unit H
- 6541 E. 14th St.
- 905 Kirkham Way
- 1128 Kirkham Way
- 1763 82nd Ave. #3
- 4068 Allendale #1
- 4068 Allendale #3
- 4068 Allendale #4
- 541 29th St. #1
- 541 29th St. #2
- 541 29th St. #3
- 541 29th St. #4
- 624 Apgar #5
- 3017 West St. #6
- 1126 62nd St. #14
- 1248 34th Ave. soft story seismic retrofit

In the Preconstruction/Construction Process:

- 1248 34th Avenue exterior rehab
- 950 40th Street concrete repairs
- 1125 65th Ave. Unit A fire repairs
- 9514 Birch St. exterior, site, and landscape rehab
- Lockwood Gardens exterior rehab
- 3287 Lynde St. tree into building
- 9506 Birch St. fire repairs

Administrative Buildings

- Service Center Driveway asphalt R&R, reseal, and stripe
- Additional card reader locations
- 1619 Harrison rooftop HVAC unit sound attenuation
- 1619 Harrison automatic doors

Oak Groves Rehab - OHA/RAMP Development



Oak Groves is an acquisition/ rehabilitation low-income housing tax credit, tax exempt bond project for 151 units of formerly public housing for low-income seniors in two buildings in downtown Oakland.

Project Description:

<i>Project Address:</i> 620 17 th St. & 570 16 th St.	<i>Affordability Targeting:</i> 30-60% of AMI
<i>Project Type:</i> Acquisition/Rehabilitation	<i>Architect:</i> Okamoto-Saijo Arch.
<i>Number of Units:</i> 151	<i>General Contractor:</i> BBI Construction Inc.
<i>PBVs:</i> 149	<i>Property Management:</i> John Stewart Co.
<i>Target Population:</i> Low-Income Seniors	<i>Total Development Cost:</i> \$86.4MM

Permanent Funding Sources:

• Tax Exempt Perm Loan: \$23,600,000	• OHA Ground Lease Loan \$599,901
• Seller Carryback Loan: \$34,400,000	• Release of Forward Commit. Fee: \$472,000
- Accrued/Deferred Interest: \$1,729,173	• Deferred Developer Fee: \$5,449,437
• OHA Sponsor Loan \$15,000,000	• GP Equity \$100
	• Tax Credit (LP) Equity \$44,967,088

OHA Board Authorizing Resolutions:

- No. 4696, 07/25/16: Okamoto-Saijo Architecture Contract
- No. 4728, 07/27/17: BBI General Contractor Contract
- No. 4743, 04/03/17: Overland Pacific & Cutler Relocation Contract
- No. 4767, 08/28/17: HUD Section 18 Disposition and PBV Award
- No. 4801, 04/09/18: Okamoto-Saijo Architecture Budget Increase
- No. 4803, 06/04/18: BBI General Contractor Contract Amendment
- No. 4837, 09/24/18: OHA as Development Partner and Option to Lease Land & Improvements
- No. 4838, 09/24/18: Creation of New OAHPI Development Corporation
- No. 4848, 02/11/19: Section 18 Disposition and Financing and Withdrawal of OHA Development LLC from Partnership
- No. 4869, 05/13/19: Substitute RAMP for OAHPI in RHI Oak Groves LLC and Execute County Environmental Land Use Covenants
- No. 4880, 07/22/19: Amend Resolution 4848 to Update Financing
- No. 4890, 10/14/19: OHA as Co-Guarantor with RAMP and Unit Count Confirmation
- No. 4898, 12/09/19: Add California Bank & Trust as Co-lender
- No. 4899, 12/19/19: Amend Resolution 4898 to Remove California Bank and Trust as Co-lender and Reapprove US Bank as Sole Lender

Affiliate Board Authorizing Resolutions:

- No. 19-001, 07/09/19: Secure Financing
- No. 19-002, 07/09/19: Secure Financing, Implement Rehabilitation, and Act as Guarantor-Developer
- No. 19-003, 10/22/19: Amendment to Resolution No. 19-001 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson, and to Confirm the Unit Count
- No. 19-004, 10/22/19: Amendment to Resolution No. 19-002 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson
- No. 19-005, 10/22/19: Enter into Assignment & Assumption Agreement with OHA for Relocation Contract and Amend Contract to Add Moving Services
- No. 19-006, 10/09/19: Partnership Co-lender Bifurcation
- No. 19-007, 10/09/19: Add California Bank & Trust as Co-Lender and Bifurcate Construction/Permanent Loan Using Two Promissory Notes - one Recourse to RAMP and the Partnership and one Non-recourse
- No. 19-008, 12/09/19: Amend No. 19-005: Amend Relocation Contract, Secure Temporary Housing with Extended Stay America, and Contract with Chipman Movers
- No. 19-009, 12/19/19: Amend No. 19-006: Re-approve US Bank as Sole Lender and Remove California Bank & Trust as Co-lender
- No. 19-010, 12/19/19: Amend No. 19-007: Re-approve US Bank as Sole Lender and Remove California Bank & Trust as Co-lender

Approved OHA/Affiliate Funding:

RAMP: \$100 GP Equity

Disbursements to Date:

\$100 GP Equity

Current Project Status: Work is complete on Oak Grove North and Oak Grove South.**Construction Progress:**

% Complete on 2/28/22: 100%
 % Complete last Month: 100%
 Scheduled Completion Date: 6/2022

New Hires:

Number of New Hires: 161
 Number of Section 3 Hires: 47
 % Section 3: 29.19%

Construction Contract Status:

Original Contract Amount	\$44,117,725.00	Pending Change Orders (PCOs)	\$0.00
Approved Change Orders	\$ 5,113,762.60	Potential Future Changes	\$0.00
Current Contract Amount	\$49,231,487.60	Potential Contract Amount	\$49,231,487.60

Milestones Completed:

Oak Grove North

- The building is complete and fully occupied

Oak Grove South

- The building is complete and fully occupied

Harrison Tower – OHA/RAMP Development



Harrison Tower, a 101-unit senior public housing development, was approved for a Section 18 Disposition by HUD in July 2018. This approval will allow the property to be refinanced utilizing tax-exempt bonds, conventional debt, and low income housing tax credits to modernize all building systems and renovate the 100 senior apartments and one (1) manager's unit.

In addition to substantially rehabilitating all residential units, the 3rd floor residential amenities and property management/ services offices will be reconfigured and updated, and seismic upgrades will be performed throughout the building which will include the garage and the Authority's offices on the 1st and 2nd floors.

Project Description:

Project Address: 1621 Harrison Street	Affordability Targeting: 50% AMI or less
Project Type: Rehabilitation	Other Uses: OHA Headquarters
Number of Units: 101	Architect: Saida +Sullivan Architects
PBVs: 100	General Contractor: To be determined
Target Population: Seniors	Property Management: To be determined
	Total Development Cost: \$86.4M (includes \$30.1M Seller Carryback Loan)

Targeted Permanent Funding Sources:

- Conventional Mortgage
- Project Based Section 8
- Tax Credit (LP) Equity
- GP Equity
- OHA Loan
- OHA Seller Carryback Loan
- Deferred Developer Fee

OHA Board Authorizing Resolutions – None to date

Affiliate Board Authorizing Resolutions:

- OAHPI No. 19-006, 5/31/19: Arch. and Engineering Contract with Saida + Sullivan Design Partners
- OAHPI No. 20-001, 5/5/20; Construction Manager contract with Buis Construction Services, Inc.
- OAHPI No. 20-009, 10/19/20; First Amendment to Saida + Sullivan Design Partners Contract
- OAHPI No. 21-002, 2/9/21; Relocation Consultant Contract with Overland Pacific & Cutler

Approved OHA/Affiliate Funding:

\$4,840,000 for Total Predevelopment. in FY21 OAHPI Budget
\$1,700,000 for Predevelopment spending in FY23

Disbursements to Date:

\$992,510

Current Project Status:

Predevelopment: Staff have restarted predevelopment work including architectural / engineering plan development, relocation planning, and environmental assessments. The relocation consultant has met with each resident individually to ascertain their housing needs. The Authority conducted a public hearing on the draft Relocation Plan on 12/12/22 and staff are preparing to present the final Plan to the Board of Commissioners on 1/23/23.

Milestones Completed Past Month:

Predevelopment activities are ongoing.

Partnerships with Nonprofit Developers

Brooklyn Basin Master Plan

The Authority, in partnership with the City of Oakland and MidPen Housing, is engaged in developing 465 units of affordable housing for low-income families and seniors as part of the Brooklyn Basin master planned community.

The Brooklyn Basin project (formerly known as “Oak to Ninth”) is a large scale, master planned community on a formerly-industrial site along Oakland’s waterfront. The site is approximately 64 acres of waterfront property off Embarcadero Road and 10th Ave.

When complete, the project will include up to 3,100 residential units (including the 465 affordable rental units), 200,000 square feet of commercial space, approximately 32 acres of parks and public open space, two renovated marinas (170 boat slips), and an existing wetlands restoration area. The master developer is Zarsion-OHP I, LLC (ZOHP) whose principal local partner is the Signature Development Group.

The City of Oakland acquired Parcels A and F from ZOHP for the purpose of developing the 465 affordable units of affordable housing. The Authority acquired a 50% share of Parcels A and F on October 19, 2017 for \$10 million. Four distinct projects are planned for these properties. Projects 1, 2 and 3 are described in detail below. Project 4 is expected to break ground in the second quarter of 2022.



BROOKLYN BASIN ILLUSTRATIVE PLAN

Brooklyn Basin Projects 1 and 2 – Partnership with MidPen



Brooklyn Basin Projects 1 (Paseo Estero) and 2 (Vista Estero) include a total of 211 units on Parcel F. Both projects were completed in January 2021.

Paseo Estero includes 101 units for very low-income families and Vista Estero includes 110 units for very low-income seniors.

Photo: Front view of Vista Estero.

Photo credit: David Wakely

Project Description:

<i>Project Address:</i> 255-285 8 th Avenue	<i>Affordability Targeting:</i> 30-60%
<i>Project Type:</i> New Construction	<i>Other Uses:</i> None
<i>Number of Units:</i> 211	<i>Architect:</i> HKIT Architects
<i>PBVs:</i> 132	<i>General Contractor:</i> Nibbi Brothers
<i>Target Population:</i> Paseo Estero - families Vista Estero - seniors	<i>Property Management:</i> MidPen
	<i>Total Development Cost:</i> \$137.2M

Permanent Funding Sources:

• OHA Acquisition Funds (included in City Loan) \$5,000,000	• City of Oakland \$12,670,000
• Federal Home Loan Bank AHP \$1,690,000	• Tax Credits – Wells Fargo \$70,076,353
• Deferred Dev. Fee \$9,623,545	• General Partner Equity \$580,507
• Parcel T Reimb. \$455,798	• Permanent Mortgage – Wells Fargo/Freddie Mac \$37,111,000

OHA Board Authorizing Resolutions:

- No. 4765, 8/28/17: CEQA
- No. 4766, 8/28/17: Purchase and Sale Agreement; Joint Ownership Agmt.; Master Housing Agmt.
- No. 4792, 2/26/18: Lease Disposition and Development Agreement for Projects 1 and 2; 258 PBVs
- No. 4868, 5/13/19: Lease Disposition and Development Agreement for Projects 3 and 4

Affiliate Board Authorizing Resolutions – Not applicable

Approved OHA/Affiliate Funding: MTW: \$10,000,000 Land Acquisition	Disbursements to Date: \$10,000,000
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Current Project Status:

Construction is 100% complete and achieved 100% occupied in July 2021. All construction period financing was converted to permanent financing on January 14, 2022.

Construction Progress:

% Complete on 1/31/21:	100%
% Complete last Month:	100%
Start Date	12/20/18
Projected Completion Date	1/31/21
Actual Completion Date	12/30/20

New Hires:

Number of New Hires:	767
Number of Section 3 Hires:	65
% Section 3:	8.47%
% Local Residents:	31.55%
% Local Apprentices:	27.12%

Milestones Completed Past Month:

Project is a finalist for a Pacific Coast Builders 2022 Gold Nugget Award for “Best Affordable Housing Community – 60 Units / Acre or More”.

If 100% construction completion has been achieved, was the project delivered On Time? Was the project delivered Within Budget? If not, please explain.

Both Paseo Estero and Vista Estero were completed early and within budget.

Brooklyn Basin, Project 3 Partnership with MidPen Housing Corp.



*Project 3 (named **Foon Lok West**) on Parcel A will include 130 units for very low-income families and formerly homeless persons.*

Photo: Main entrance to Foon Lok West with newly installed public art bike racks designed by Civic Design Studio.

Project Description:

Project Address: 311 9 th Avenue	Affordability Targeting: 20-60%
Project Type: New Construction	Other Uses: None
Number of Units: 130	Architect: HKIT Architects
PBVs: 65	General Contractor: Nibbi Brothers
Target Population: Very low-income families and formerly homeless individuals and couples	Property Management: MidPen
	Total Development Cost: \$108.7M

Permanent Funding Sources:

• OHA Acquisition Funds (included in City loan)	• Alameda County A1 Funds	\$9,698,000
• SF Federal Home Loan Bank AHP	• Tax Credits – Wells Fargo	\$50,907,000
• CA HCD – No Place Like Home	• General Partner Equity	\$110,000
• City of Oakland	• Permanent Mortgage – CA Community Reinvestment Corporation	\$19,970,000
\$1,290,000		
\$5,500,000		
\$12,442,000		

OHA Board Authorizing Resolutions:

- No. 4765, 8/28/17: CEQA
- No. 4766, 8/28/17: Purchase and Sale Agreement; Joint Ownership Agmt.; Master Housing Agmt.
- No. 4792, 2/26/18: Lease Disposition and Development Agreement for Projects 1 and 2; 258 PBVs
- No. 4868, 5/13/19: Lease Disposition and Development Agreement for Projects 3 and 4

Affiliate Board Authorizing Resolutions – Not applicable

Approved OHA/Affiliate Funding:

MTW: \$10,000,000 Land Acquisition

Disbursements to Date:

\$10,000,000

Current Project Status:

Construction is 100% complete. The Temporary Certificate of Occupancy was issued on 5/9/22. As of August 17th, the project is 100% leased. The project team is targeting an April 2023 conversion.

Construction Progress:

% Complete:	100.00%
% Complete last Month:	100.00%
Start Date	7/30/20
Scheduled Completion Date	4/30/22
Actual Completion Date:	5/9/22

New Hires:

Number of New Hires:	316
Number of Section 3 Hires:	35
% Section 3:	11.08%
% Local Residents:	43.99%
% Local Apprentices:	48.18%

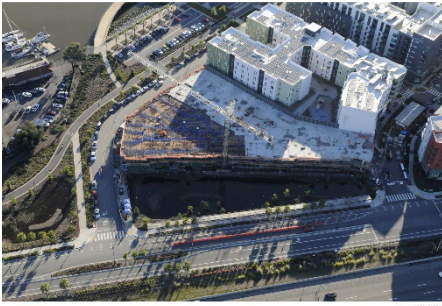
Milestones Completed Past Month:

TCO received on 5/9/22 and the final permit card sign off was received on 7/6/22. MidPen received the Final Certificate of Occupancy on 12/8/22. The sponsor has initiated the final stages of the permanent conversion process including bi-weekly meetings with all lenders, the investor, and all general counsel. The conversion target date is March, 2023.

If 100% construction completion has been achieved, was the project delivered On Time? Was the project delivered Within Budget? If not, please explain.

Project was completed within the approved contract completion date but nine (9) days later than the original schedule. As of 8/1/22, project is within budget.

Brooklyn Basin, Project 4 Partnership with MidPen Housing Corp.



*Project 4 (named **Foon Lok East**) on Parcel A will include 124 units for very low-income families and formerly homeless persons.*

Photo: Foon Lok East, taken 1/1/23

Project Description:

Project Address: 389 9 th Avenue	Affordability Targeting: 20-60%
Project Type: New Construction	Other Uses: None
Number of Units: 124	Architect: HKIT Architects
PBVs: 61	General Contractor: Nibbi Brothers
Target Population: Very low-income families, formerly homeless individuals and couples	Property Management: MidPen
	Total Development Cost: \$109.7M

Permanent Funding Sources:

- OHA Acquisition Funds (included in City loan)
- City of Oakland
- CA HCD – No Place Like Home (homeless funding)
- CA HCD – Cal Housing Accelerator Program
- General Partner Equity
- Permanent Mortgage – Century Housing

OHA Board Authorizing Resolutions:

- No. 4765, 8/28/17: CEQA
- No. 4766, 8/28/17: Purchase and Sale Agreement; Joint Ownership Agmt.; Master Housing Agmt.
- No. 4792, 2/26/18: Lease Disposition and Development Agreement for Projects 1 and 2; 258 PBVs
- No. 4868, 5/13/19: Lease Disposition and Development Agreement for Projects 3 and 4

Affiliate Board Authorizing Resolutions – Not applicable

Approved OHA/Affiliate Funding:

MTW: \$10,000,000 Land Acquisition

Disbursements to Date:

\$10,000,000

Current Project Status:

First floor work: Installation of fire sprinklers, stairs, elevator beams,
 Second floor: Completing installation of prefab walls, CMU, fire sprinklers
 Third floor: Continue installation of prefab walls, plumb and lines, joists/beams, skim coat on concrete floors
 Full construction security system installed and operational

Construction Progress:

% Complete: 26.45%
 % Complete last Month: 22.40%
 Start Date: 6/6/22
 Projected Completion Date: February 2024
 Actual Completion Date: TBD

New Hires:

Number of New Hires: 75
 Number of Section 3 Hires: 3
 % Section 3: 4.00%
 % Local Residents: 18.67%
 % Local Apprentices: 39.29%

Milestones Completed Past Month: Closed all construction financing on 5/27/22. Contractor mobilized and started site work on 6/6/22.

If 100% construction completion has been achieved, was the project delivered On Time? Was the project delivered Within Budget? If not, please explain.

Project is still under construction.

285 12th Street – Partnership with EBALDC



Construction of a new 65-unit affordable housing building on a former parking lot at 12th and Harrison Street Downtown Oakland.

Project Description:

<i>Project Address:</i>	285 12 th Street	<i>Affordability Targeting:</i>	20%-70% AMI
<i>Project Type:</i>	New Construction	<i>Other Uses:</i>	3,500 sq. ft. commercial
<i>Number of Units:</i>	65	<i>Architect:</i>	David Baker Architects
<i>PBVs:</i>	16 regular PBVs, 8 HUD-VASH PBVs	<i>General Contractor:</i>	Roberts-Obayashi Corp.
<i>Target Population:</i>	Low-income families, 7 special needs units	<i>Property Management:</i>	EBALDC
		<i>Total Development Cost:</i>	\$61.7M
		<i>Placed in Service Date:</i>	

Targeted Permanent Funding Sources:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Tax Credit Investor Equity • Permanent Hard Loan • OHA Land Purchase • General Partner Equity • Deferred Developer Fee | <p><i>Soft Loans & Grants</i></p> <ul style="list-style-type: none"> • OHA Loan • Multifamily Housing Program (MHP) • Infill Infrastructure Grant (IIG) |
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OHA Board Authorizing Resolutions:

- Reso. No. 4881, 9/22/19: Land purchase and soft loan in combined amount not to exceed \$12,000,000. Conditionally awarded 16 Project-Based Section 8 Vouchers.
- Reso. No. 4992, 8/23/21: Acquisition bridge loan not to exceed \$7,265,880.
- Reso. No. 5089, 6/27/22: Conditional award of 8 HUD-VASH Project-Based Vouchers.

Affiliate Board Authorizing Resolutions – Not applicable.

Approved OHA/Affiliate Funding:

MTW: \$12,000,000 for land purchase and loan

Disbursements to Date:

\$7,012,611.82

Current Project Status:

Predevelopment – EBALDC is continuing architecture and engineering design, refining construction cost estimates, and applying for funding. EBALDC is considering an application for Catalytic Qualifying Infrastructure Area IIG funding, exploring value engineering, and evaluating other funding sources to allow it to move forward to a 9% tax credit or 4% tax credit/tax exempt bond application.

Milestones Completed Past Month:

A Catalytic Infrastructure Area IIG concept proposal for this project was submitted by the City of Oakland.

If 100% construction completion has been achieved, was the project delivered on time? Was the project delivered on budget? If not, please explain: Project is in predevelopment phase.

500 Lake Park – Partnership with EAH



OHA is partnering with EAH on the development of a 53-unit affordable housing building on the former site of the Kwik-Way Drive-In, in the Grand Lake Neighborhood of Oakland.

Project Description:

Project Address: 500 Lake Park	Affordability Targeting: 20%-60% AMI
Project Type: New Construction	Other Uses: 2,900 sq. ft. commercial
Number of Units: 53	Architect: Lowney Architecture
PBVs: 18 VASH Vouchers	General Contractor: JH Fitzmaurice
Target Population: Low-income families; 20 units for homeless or at-risk veterans	Property Management: EAH
	Total Development Cost: \$75.2 M
	Placed in Service Date:

Targeted Permanent Funding Sources:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Tax Credit Investor Equity • Permanent Hard Loan • OHA Land Purchase • General Partner Equity • Deferred Developer Fee | <p>Soft Loans & Grants</p> <ul style="list-style-type: none"> • OHA Loan • Calif. HCD Veterans Housing & Homelessness Prevention Program (VHHP) • Calif. HCD Multifamily Housing Program (MHP) • Calif. HCD Infill Infrastructure Grant (IIG) • City of Oakland |
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OHA Board Authorizing Resolutions:

- Reso. No. 4900, 2/3/20: Land purchase and soft loan in combined amount not to exceed \$7,500,000. Conditionally awarded 14 HUD-VASH Project-Based Vouchers.
- Reso. No. 5088, 6/27/22: Conditional award of 4 additional HUD-VASH Project-Based Vouchers.

Affiliate Board Authorizing Resolutions – Not applicable.

Approved OHA/Affiliate Funding:

MTW: \$7,500,000 for land purchase and loan

Disbursements to Date:

\$6,973,435.83

Current Project Status: Predevelopment – EAH is continuing architecture and engineering design, refining construction cost estimates, and applying for funding. EAH submitted an application for MHP and IIG funding through the California Department of Housing and Community Development Super NOFA. Awards are expected to be announced in February. If the project receives these awards, it would have all of the sources of financing it needs to be able to apply for tax exempt bonds and 4% low income housing tax credits.

Milestones Completed Past Month:

None.

If 100% construction completion has been achieved, was the project delivered on time? Was the project delivered on budget? If not, please explain: Project is in predevelopment phase.

Asset Management Department- January 2023

Occupancy Report - Contract Managed Public Housing Units

Development	Total Units	Non-dwelling units/ Exempt	Offline	Units Occupied by Employee	Available Units	Units In Rehab	Vacant and Available	Reserved Units	Occupied Units	Previous Month Occupancy Rate	Current Month Occupancy Rate
Harrison Towers	101	0	36	1	64	0	0	0	64	100.00%	100.00%
Adel Court	30	0	0	0	30	0	0	0	30	100.00%	100.00%
Campbell Village	154	2	0	0	151	0	3	3	148	98.01%	98.01%
Palo Vista Gardens	100	0	0	0	100	0	3	3	96	96.97%	96.00%
Linden Court	38	0	0	0	38	0	1	1	37	94.74%	97.37%
Mandela Gateway	46	0	0	0	46	0	2	2	44	95.65%	95.65%
Chestnut Court	45	0	0	0	45	0	4	4	41	86.67%	91.11%
Foothill Family	21	0	1	0	20	0	0	0	20	100.00%	100.00%
Lion Creek I & II	99	0	0	0	99	0	1	0	98	98.99%	98.99%
Lion Creek III	37	0	0	0	37	0	0	0	37	100.00%	100.00%
Lion Creek IV	21	0	0	0	21	0	0	0	21	100.00%	100.00%
Total	692	2	37	1	651	0	14	13	636	97.39%	97.70%

Recertification Report - Contract Managed Public Housing Units

Development	Completed Annual Re-certifications	Re-certifications/ Outstanding	Re-certifications/ Legal	Total Backlog
Harrison Towers	0	0	0	0
Adel Court	0	0	0	0
Campbell Village	7	1	0	1
Palo Vista Gardens	0	0	0	0
Linden Court	1	0	0	0
Mandela Gateway	4	0	0	0
Chestnut Court	0	1	0	1
Lion Creek Crossings	4	7	0	7
Foothill Family	0	2	0	2
Total	16	11	0	11

TARs - Contract Managed Public Housing Units

Development	Charged	Collected	Current Month			1- 30 Days	31- 60 Days	61 and Over	Total Balance
			Uncollected	TAR					
Harrison Towers	\$26,669	\$26,627	\$42	0.16%	\$456	\$0	\$0	\$498	
Adel Court	\$11,343	\$9,123	\$2,220	19.57%	\$2,734	\$0	\$12,730	\$17,684	
Campbell Village	\$54,917	\$50,866	\$4,051	7.38%	\$11,336	\$30	\$65,996	\$81,413	
Palo Vista Gardens	\$33,250	\$32,219	\$1,031	3%	\$4,116	\$0	\$15,506	\$20,653	

Work Order Report - Contract Managed Public Housing Units

Development Name	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Remaining Open WO's
Adel Court	30	0	4	4	0
Campbell Village*	154	0	49	49	0
Palo Vista Gardens*	100	1	28	29	0
Chestnut Court*	38	0	14	9	5
Linden Court*	45	0	9	4	5
Mandela Gateway	46	1	17	9	8
Lion Creek Crossings*	157	0	0	0	0
Foothill Family	21	0	5	1	4
Total	692	2	126	105	22

*BP data did not match the PM report

Senior Site Activities

Outreach Efforts/Social Activities	Harrison Towers	Adel Court	Palo Vista Gardens	Total
Wellness Phone Calls	130	42	105	277
Mercy Brown Bags	130	5	42	177
Case Management	2	N/A	N/A	2
Home Management	2	N/A	N/A	2
Home Visits	2	N/A	N/A	2
Benefits/Insurance/Language Support	35	N/A	N/A	35
Birthday Cards	7	3	4	14
Bingo / Dominoes	27	N/A	N/A	27
Fun Fridays- Card Games	36	N/A	N/A	36

iPad Learning Class	7	N/A	N/A	7
ESL Learning Class	7	N/A	N/A	7
Arts & Craft	5	N/A	N/A	5
USOAC Walk Club	N/A	N/A	22	22
CalFresh Workshop	N/A	N/A	5	5
Movie Day	6	N/A	8	14
Field Trip (Emeryville Shopping Center/Public Market)	N/A	N/A	12	12
Lunar New Year/New Year Decorations	3	N/A	10	13
New Year/Lunar New Year Meals	79	37	40	156
Resident Advisory Committee Meeting	N/A	8	14	22

Food Resources

- Mercy Brown Bags/Produce Bags:** In January, the Mercy Brown Bag program provided one-hundred and thirty (130) produce bags to Harrison Towers residents, five (5) bags to Adel Court residents, and forty-two (42) bags to Palo Vista residents. Each Mercy Brown Bag contained a variety of fresh and canned food items as well as protein and baked goods, such as ground beef, pork chops, eggs, cereal, bread, potatoes, celery, mustard greens, tomatoes, apples, strawberries, and oranges. The management team continues to bag groceries and deliver them to residents with mobility issues.

Health & Wellness

- Wellness Checks:** The property management team at Harrison Towers walks the floors every Tuesday of the week to ensure that notices left at residents' doors are received. If management observes that notices have been left out for a few days and/or residents do not answer their doors, the team calls the resident and their emergency contacts to check-in on them. In January, the respective management team was able to get in touch with each household, making one hundred thirty (130) wellness calls to Harrison Towers residents, forty-two (42) wellness calls to Adel Court residents and one-hundred and five (105) wellness calls to Palo Vista residents.

When calling each household, the property management staff assess residents' wellness with a series of questions to determine whether the residents require additional support and/or assistance. This month, residents informed staff that they were fine and were not in need of any supplementary assistance at the time of the call, but knew that if they required it, they could reach out to the management office.

- **Samuel Merritt Student Nurses:** OHA has partnered with Samuel Merritt University to resume the Community Health program at OHA sites. The student nurses will provide health workshops and services to Harrison Towers and Palo Vista residents. Both sites will have four (4) student nurses on-site from February 1, 2023 to April 12, 2023. The Samuel Merritt University student nurses will be providing health services based on the needs assessment they will perform. On January 25th, the student nurses were on-site to take a tour and introduce themselves to the staff and seniors.
- **Birthday Celebrations:** In January, seven (7) Harrison Towers residents, three (3) Adel Court resident, and four (4) Palo Vista residents celebrated their birthdays. To commemorate the birthdays, property management staff at Harrison Towers continued the tradition of delivering a birthday gift bag and a birthday card to each celebrant. Each gift bag included snacks, hand soap, laundry detergent, household cleaning products, a birthday cupcake, and a birthday card.

Celebrants at Adel Court received a birthday goodie bag, a phone call wishing them a happy birthday and were invited to the birthday pizza party celebration in the community room. For those who could not make it the food was delivered to them. Those celebrating their birthdays expressed much appreciation for the birthday recognition. At Palo Vista Gardens, celebrants received a birthday goodie bag with trinkets, candy, and a party hat. The birthday celebration also consisted of a lunch party where seniors received pizza, cupcakes, fruit ice cream bars and sweet peach tea.



- **Social Activities:** In January, there were several social activities scheduled at Harrison Towers, providing the residents many opportunities to socialize with one another. During the month, twenty-seven (27) residents came together to play Bingo, while five (5) participated in arts & craft activities, and another six (6) watched a movie in the community room. Thirty-six (36) residents gathered for Fun Friday/Mahjong/Card Games and seven (7) attended an iPad Learning Class.

At Palo Vista Garden, for the month of January, there were five (5) USOAC walk sessions of twenty-two (22) participants total. Movie day was a success, with eight (8) seniors in attendance to watch the movie, Woman King. While watching the movie, attendees were provided with popcorn and other snacks. Twelve (12) Palo Vista seniors took a fieldtrip to the Emeryville Shopping Center. After shopping, the seniors were picked up and driven to Emeryville's Public Market where they could pick from a selection of cuisines to enjoy a meal. Five (5) seniors attended a CalFresh Workshop to discuss gardening tips. The brief presentation will be provided again in March 2023, where additional participants can attend.





- **New Year/Lunar New Year Celebrations:** To get in the spirit for the New Year and the Lunar New Year, three (3) Harrison Towers residents signed up for the New Year/Lunar New Year decorating event. The senior volunteers decorated the front entry door with a nice red banner that were marked with messages of good fortune, happiness, prosperity, and long life. Seniors painted Lunar New Year pictures in their painting class to wish everyone a nice holiday. All seventy-nine (79) seniors who expressed interest in receiving a Lunar New Year meal, received and enjoyed a meal. The management team also provided red envelopes for tenants, which included a message of good fortune and a chocolate coin to all households at Harrison Towers.

For Adel Court, thirty-seven (37) residents received a Lunar New Year lunch, provided by the restaurant, Flower Lounge. The lunch consisted of chow mein, Kung Pao chicken, beef and broccoli stir fry, and veggie rolls. The meals were distributed individually to the resident's home.

At Palo Vista, ten (10) residents signed up for the New Year/Lunar New Year decorating event of the Community Center. In celebration of the Lunar New Year, forty (40) seniors enjoyed a meal consisted of chow mein, Kung Pao chicken, beef and broccoli stir fry, and veggie rolls. The seniors enjoyed their meals in the Community Center and enjoyed socializing with one another.





- **Resident Advisory Committee Meeting:** On January 9th, Palo Vista seniors held a Resident Advisory Committee (RAC) meeting in the Community Room. There were fourteen (14) seniors who participated in the meeting. The agenda included an update on the new mailboxes installed at Palo Vista, their locations and next steps to getting new keys to their mailboxes. A presentation was held by Libertana Home Health regarding the Assisted Living Waiver program. The program provides an onsite staff available 24/7 and 365 days of the year at the senior sites where seniors are enrolled in the program. In order for seniors to participate and enroll they must be a Medi-Cal recipient. Outreach material will be provided in other languages in order to conduct a mass outreach and for the resident service team to gain a better sense of how many seniors are interested in moving ahead with this program.
- **Community Meeting:** On January 17th, Adel Court Senior residents held their first community meeting of the year in their Community Room. There were eight (8)

seniors who participated in the meeting. As residents have not had a community meeting in several months, the meeting was used as a platform for participants to express their concerns as well as suggestions for changes they would like to see at their site. Both the JSCO Service Coordinator and the AM Resident Services Portfolio Administrator were present at the meeting to provide feedback and answers as well as to take note of all that was mentioned so that they could properly address residents' concerns. For next month's community meeting, JSCO staff and AM staff will continue to attend to ensure there is continued communication between all parties.

- **Supplementary Services:** This month at Harrison Towers, through appointment-only meetings, the management staff was able to provide thirty-five (35) residents with supplemental services. These services included language translation, such as assistance reading bank statements, social security letters, and medical prescription, filling out forms, as well as calling the social security office with the tenants to inquire about benefits, scheduling medical appointments, filling out relocation packets, assisting in translation regarding relocation questions, and reasonable accommodation request forms.
- **Partner Roundtable Discussion:** On January 10th, the OHA's Asset Management team held the first Partner Roundtable Discussion meeting of the year. There were seventeen (17) participants from the John Stewart Company, Acta Non Verba, Project Access, Asian Health Services, and East Bay Asian Local Development Corporation. The meeting allowed all partners to introduce themselves, provide site updates, share resources, and provide information regarding their upcoming events.

During the meeting, partners received an update stating that the Samuel Merritt student nurses would resume the Community Health Program at seven (7) OHA sites. There will be a total of 4 (four) student nurses on site at: Harrison Towers, Oak Grove-North and South, Campbell Village, Lockwood Gardens, Palo Vita, and Peralta Village. Every Wednesday, starting February 1, 2023 until April 12, 2023, student nurses will be providing health workshops and services to residents based on a needs assessment they will perform.

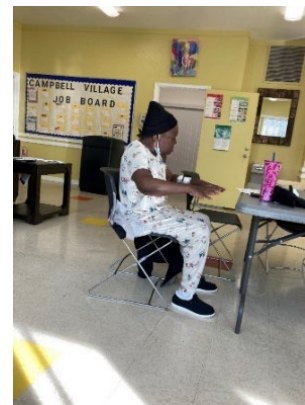
Furthermore, it was discussed that upon request, OHA will provide the 2023 Oakland Resource Guide Booklets in Vietnamese, Cantonese, Chinese and Spanish. An update was also provided regarding the 2022 Resident Satisfaction Survey conducted at the following sites: Tassafaronga Village, Keller Plaza, Adel Court, Palo Vista, Foothill Family, and Campbell Village. It was mentioned that the services part of the survey will be shared with the Resident Services Coordinator of each site, to see what programs and services are being requested by the respective residents. For next month's Partner Roundtable meeting, as requested by partners, OHAPD will provide a presentation on Safety and Security. The Partner Roundtable Discussions will continue on the second (2nd) Tuesday of every month in 2023.

Campbell Village Community Center

Outreach Efforts/Activities	Total
Computer Lab	8
Resume Assistance	8
Wellness Checks (Phone calls)	7
Case Management Meetings	3
Rental Assistance	3
Spectrum LIHEAP Program	3
Coffee/Tea Hour	1
Art Class	1
Chair Exercise	2
Meditation Class	1
Homework Club	1
Birthday Cards Distributed	29

- **Computer Lab/Resume Assistance:** In January, eight (8) Campbell Village residents received assistance in the computer lab to search and print out documents to apply for unemployment benefits. Additionally, the eight (8) residents received assistance with updating their resumes.
- **Wellness Checks:** In January, seven (7) Campbell Village residents received wellness checks to ensure they were doing fine, and during the checks, they noted that they did not need any additional services.
- **Case Management Meetings:** In January, three (3) residents met with the service coordinator to discuss their situation and needs for themselves and their families. The service coordinator will continue to meet with the residents to make referrals as needed.
- **Rental Assistance:** In January, two (2) Campbell Village resident received assistance in filling out their rental assistance application. The two (2) residents were also assisted in filling out the application for the LIHEAP (low income home energy assistance program) that helps residents pay their PG&E bills.
- **Coffee/Tea Hour:** For the month of January, a Coffee/Tea social was provided for residents at Campbell Village to get to know their neighbors and the new service coordinator on site. One (1) resident attended the event and was excited to know the service coordinator on site will be bringing more programs to the residents.

- **Art Class:** In January, one (1) resident attended an art class provided to Campbell Village residents so that they have an outlet to express their creative side. The attendee mentioned that she enjoyed herself and will work on letting other Campbell Village residents know it is fun and that they should also start attending.
- **Chair Exercise:** For the month of January, an Exercise Chair class was provided, that included upper and lower body stretches. It was a relaxing class, at a slow pace for the two (2) residents who attended. Both residents expressed the need to continue the class as they had been inactive for some time due to the pandemic.
- **Meditation Class:** For the month of January, one (1) resident attended the Meditation Class held in the Community Center. Relaxing music was in the background while breathing techniques were conducted.
- **Homework Club:** For the month of January, one (1) student stopped in to get assistance with math and English as the Community Center was open to assist Campbell Village students with their homework.
- **Birthday Cards:** To celebrate the January Campbell Village residents, birthday cards were distributed to twenty-nine (29) residents of all ages. Residents expressed a sincere gratitude for the card.
- **Samuel Merritt Student Nurses:** OHA has partnered with Samuel Merritt University to resume the Community Health program at OHA sites. The student nurses will provide health workshops and services to Campbell Village residents. There will be four (4) student nurses on-site from February 1, 2023 to April 12, 2023. The Samuel Merritt University student nurses will be providing health services tailored to the needs of the community they are serving based on the needs assessment conducted. On January 25, 2023, the student nurses were on-site to take a tour and introduce themselves to staff and residents.



Key to Home Activities

Outreach Efforts/Activities	1242 95 th	1733 92 nd	2349 83 rd	2353 E. 24 th	1900 E. 24 th	Key to Home Total
Wellness Phone Calls	6	4	6	2	3	21
Socially Distanced Wellness Checks	8	4	6	3	5	26
Services Matching	2	2	3	1	2	10
Education (in progress)	0	0	1	0	0	1
Conflict Resolution/Mediation	0	0	2	0	0	2
Welcome Pack	0	0	0	0	1	1
San Rafael Police Dept. Donations	1	0	2	0	0	3

- One (1) resident at 1242 95th interviewed with and then received a full-time position at Tesla Vehicle Manufacturing Company as a Car Assembly worker, earning \$21.50 per hour. He started on January 7th. After a ninety (90) day probationary period, he will be offered the position with full medical and dental benefits.
- One (1) resident at 2349 83rd, interviewed with and then received an offer letter for a full-time position at the United States Postal Service as a city carrier worker, earning \$41,832 per year. The position was contingent upon the resident having a clean record. The resident consulted a Clean Slate Clinic on January 20th and was able to confirm that past offenses were removed from her record which allowed her to accept the position. Her start of date is being negotiated.

Health & Wellness

- **Wellness Calls/In-person:** For the month of January, twenty-one (21) residents received wellness calls and twenty-six (26) residents received in-person wellness checks. The services coordinator noted residents concerns that pertain to various challenges regarding lack of transportation, lack of employment, and mental health.
- **Services Matching:** During general wellness checks and outreach, the resident service coordinator collaborated with ten (10) residents to brainstorm and prioritize specific needs and services that correspond with each person's needs considering physical and mental state, and sociological well-being. One resident has continuously struggled with mental health, hoarding and grief over the loss of loved ones. In January, with the support of the resident service coordinator, the resident agreed to and started attending an online Wellness Recovery Action Plan Group.

The intervention sessions are once a week for six months with an end date scheduled in June 2023.

- **Education:** One resident, who is the mother of three (3) children, is diligently working towards the completion of nursing school. She is set to complete her degree by April 2023.



- **Welcome Pack:** On January 30th, the management team put together and delivered Welcome Packets to a new resident at one of the sites. The Welcome Pack included a pack of paper towels, three (3) packs of toilet paper, a twelve (12) piece dish set, forty-eight (48) piece flatware set, dish soap, laundry detergent, garbage cans for kitchen and bathroom, trash bags, and disinfectant wipes.

- **San Rafael Police Department Donation:** While attending an out-of-county event, the property management service staff received information regarding donations of clothing for young girls. On January 21st, staff picked up the clothing donations from the San Rafael Police Department and distributed them to three (3) families with young children.



**WRITTEN
COMMUNICATIONS
(Executive Director's Report)**

Executive Office

Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Assembly Bill 2449: Alternative Teleconference Procedures

Date: February 27, 2023

Purpose: This memorandum is informational regarding alternative teleconference procedures per Assembly Bill 2449.

Funding: No funding is required.

Background:

Assembly Bill 2449 (“AB 2449” or the “Bill”) which was approved by the Governor on September 13, 2023, amends provisions of the Brown Act relating to remote participation by members of legislative bodies in meetings open to the public. The Board of Commissioners of the Housing Authority of the City of Oakland (“OHA”) will need to pivot to AB2449 to continue using the alternative teleconference procedures once the COVID-19 State of Emergency ends on February 28, 2023¹. AB2449 does not apply to OHA staff, including the Executive Director, and members of the public, who can continue to meet remotely without any limitations.

The Bill addresses procedural challenges that members of local agencies have experienced while complying with the Brown Act in the wake of the COVID-19 pandemic. More specifically, AB 2449 provides for alternative teleconference procedures by no longer requiring that remote meeting locations be identified and open to the public. Additionally, the 30-day noticing requirement under Assembly Bill 361 (“AB 361”) is no longer required. The sections below explain AB 2449’s requirements, benefits, and how it differs from the previous remote participation alternative, AB 361.

I. AB 2449 General Requirements; No Action During Disruption of Technology

To take advantage of AB 2449’s benefits, *a majority (4) of the members of the legislative body must participate in-person from the same location, clearly identified on the agenda, which location must be open to the public, and within the City of Oakland.* This means

¹ <https://www.gov.ca.gov/2022/10/17/governor-newsom-to-end-the-covid-19-state-of-emergency/>

that only a minority of members may participate remotely for a planned meeting. Additionally, under AB 2449, an agency must prepare a two-way audiovisual platform online that gives remote participants the ability to interact via videoconference in real-time, and/or a live webcasting of the meeting with a two-way telephonic service that allows participants to dial-in and contribute verbally. OHA currently utilizes the Zoom platform which satisfies this requirement.

Please note, under AB2449, if there is a technical disruption in the videoconference that prevents the Board from broadcasting the meeting or prevents the public from offering public comments, the Board shall take no action until access is restored. Actions taken during a disruption may be challenged under Government Code section 54960.1.

II. Just Cause and Emergency Circumstances for Meeting Remotely

Any Commissioner opting to participate remotely must provide one of two specific reasons for doing so: (1) just cause, or (2) emergency circumstances. In addition, as discussed more specifically below, notwithstanding the Brown Act prohibitions against taking action on items of business not appearing on the posted agenda, AB 2449 permits the discussion of just cause and emergency circumstances if they do not appear on the posted agenda.

A. A member of the Board of Commissioners shall only participate in a meeting remotely if all of the following requirements are met:

One of the following circumstances applies:

(i) “Just Cause”²

1. The Bill defines “just cause” as (1) childcare or caregiving need of a child, parent, grandparent, sibling, spouse or domestic partner; (2) contagious illness that prevents a member from attending in person; (3) a need related to a physical or mental disability as defined in Government Code sections 12926 and 12926.1 not otherwise accommodated by a reasonable accommodation request; and (4) travel while on official business of the legislative body or another state or local agency.

2. Procedure:

- a. A Commissioner *notifies* the entire Board of Commissioners at the earliest opportunity possible, including at the start of the meeting, of their need to participate remotely for just cause.
- b. Notice can be provided to Executive Director via email who will deliver to the Board of Commissioners.

² See Government Code section 54953(f)(2)(A)(i).

- d. Must include a general description of the circumstances relating to need to appear remotely at the given meeting.

3. No action or vote of the Board of Commissioners is required. Just acknowledge receipt of notice and general description of circumstances.

4. Just cause circumstance cannot be used by any Commissioner for more than two meetings per calendar year³.

(ii) "**Emergency Circumstances**"⁴

1. The Bill defines "emergency circumstances" as a physical or family medical emergency that prevents a member from attending in person.

2. Procedure:

- a. A commissioner *requests* the Board of Commissioners allows them to participate in the meeting remotely due to emergency circumstances and the Board of Commissioners takes action to approve the request⁵.

- b. The Board of Commissioners shall request a general description of the circumstances relating to the Commissioner's need to meet remotely at the given meeting.

- i. A general description of an item need not exceed twenty words and shall not require the Commissioner to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under existing law⁶.

- c. A Commissioner shall make a request to participate remotely at a meeting in connection with emergency circumstances as soon as possible.

- d. A Commissioner shall make a separate request for each meeting in which they seek to participate remotely.

³ Please note, this limitation conflicts with the limitation in Government Code Section 54953(f)(3) which, provides that Board members cannot teleconference for a period of more than three consecutive months or 20% of the regular meetings for the local agency within a calendar year, or more than two meetings if the legislative body regularly meets fewer than 10 times per calendar year.

⁴ See Government Code section 54953(f)(2)(A)(ii).

⁵ As opposed to the "just cause" option for remote participation, this alternative requires that the Commissioner request the Board of Commissioner's approval to participate remotely.

⁶ See Government Code section 54953(f)(2)(A)(ii).

- e. The Board of Commissioners may take action on a request to participate remotely at the earliest opportunity. The request will be placed on the meeting agenda.
- f. If the request does not allow sufficient time to place proposed action on such a request on the posted agenda for the meeting for which the request is made, the Board of Commissioners may take action at the beginning of the meeting in accordance with Government Code section 54954.2(b)(4).
 - i. *The request must be approved by a majority vote of the Board of Commissioners for the emergency circumstances to be used as a justification to participate remotely.*
- g. A Commissioner cannot participate in meetings of the Board of Commissioners solely by teleconference from a remote location for a period of more than 3 consecutive months or 20% of the regular meetings for OHA within a calendar year, or more than 2 meetings if the Board of Commissioners regularly meets fewer than 10 times per calendar year.

(iii) Under both scenarios, the following requirements also apply:

1. Any member participating remotely shall do so through both audio and video technology. (i.e., must have camera on and sound on)
2. Remote members must publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals.

III. AB 2449 Benefits Compared to AB 361

AB 2449 is meant to adopt the benefits of teleconferencing in a post-pandemic world while addressing some obstacles created by its predecessor, AB 361. Hence, unlike AB 361, AB 2449 does not require a legislative body to make specified findings within 30 days of the first teleconference meeting pursuant to the provisions and continue to make those findings every 30 days thereafter to continue to meet under its procedures. AB 2449 is not limited in its application to when a state of emergency has been declared, but a Commissioner is limited in the number of times the just cause and emergency circumstances rationale can be used to participate in meetings remotely. AB 2449 also contains a sunset clause that means these new provisions are set to expire on January 1, 2026. Although the implementation of each bill differs, AB 2449's benefits are similar to AB 361 in the sense that it allows members to participate remotely without meeting traditional agenda posting and location requirements and does not require members to make remote locations accessible to the public.

Since AB2449 is a new bill, implementation of the requirements may change if the legislature provides clarification and/or direction on how the just cause and emergency circumstances should be used.

BIGG MAMA'S BEST FOUNDATION

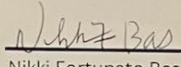
Jan 11, 2023

Certificate of Achievement

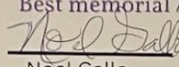
Oakland Housing Authority
Patricia Wells

This certificate is presented to you and your agency as an official member of the Bigg Mama's Best Foundation. For participation contributing to the Bigg Mama's

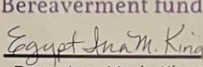
Best memorial / Bereavement fund



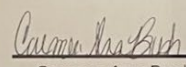
Nikki Fortunato Bas
District 2 Council Member



Noel Gallo
District 5 Council Member



Egypt Ina-Marie King
Foundation Officer



Carmen Ann Bush
Foundation Officer



BIGG MAMA'S BEST
FOUNDATION

GOLD RECOGNITION

Jan 11, 2023

This certificate acknowledges your agency's commitment for serving community and recognizing your amplified leadership & outstanding outreach throughout the city of Oakland and surrounding cities

"YOUR ONLY AS GOOD, AS YOU SHOW A PERSON YOU ARE"
-BIGG MAMA-



BIGG MAMA'S BEST
FOUNDATION

OUSD Career Day

January 20, 2023

Thank you all so much for taking the time to share your career path with students. We appreciate the insight you all shared and look forward to seeing you again in the future. Below are pictures and quotes from students about career day:

- "I wanna thank them for coming and having their time with us and it was very nice meeting them. I hope that we have more career day."
- "I learned never stop believing in yourself and always bet on yourself cus who will"
- "I liked hearing about people's majors and how their major didn't mean that that was the industry they were going to be a part of. You don't always have to follow your major, follow your heart."
- "The most important thing I learned was, when all said keep trying it's not easy and it's hard but the most important part is where you don't give up and keep trying and do what you want to do."
- "They were all cool, I thought they would be like serious but they were really nice"
- "I see what challenges they have to face, and how successful they are now, that teach me a lot."
- "I liked listening to them be passionate about they careers."
- "I learned everybody can get a stable and good career, despite the background you came from."



HUD BHM Week



A Message From the Committee

This Week's Theme is: Black Resistance - Healthcare and Housing

“Historically and today in the 21st century, Black people have worked the political angle to seek their rightful space in the country. Where race is concerned, legislative or judicial action to deal with controversial issues has often come late. The historic Executive Orders 8802 and 9346 were responses to A. Phillip Randolph and the all-Black March on Washington Movement’s threat to lead a 50,000-strong Black worker’s march into Washington, D.C. And all three of the Civil Rights Act, the Voting Rights Act and the Fair Housing Act were concessions to the Civil Rights and Black Power movements. Every advance, improvement in our quality of life and access to the levers of power to determine our destiny has been achieved through struggle. John Lewis advised, “Do not get lost in a sea of despair. Be hopeful, be optimistic. Our struggle is not the struggle of a day, a week, a month, or a year, it is the struggle of a lifetime. Never, ever be afraid to make some noise and get in good trouble, necessary trouble.”

Black medical professionals worked with others to establish nursing schools, hospitals, and clinics in order to provide spaces for Black people to get quality health care, which they often did (and do not) receive at mainstream medical institutions. For economic and financial independence businesses, such as Binga Bank, Johnson Publishing Company, Parker House Sausage Company, Soft and Sheen, etc., were developed to keep funds within the community. In order to resist inequality and to advocate for themselves Black men and women formed labor unions based on trades and occupations, some examples, include the Colored National Labor Union, Colored Musicians Club, Coalition of Black Trade Unionists, and Negro American Labor Council.”

Our Committee would like to thank you for taking the time to participate in our event and hold space to uplift black voices not only during Black History Month but all year.

Best Regards,

The HUD San Francisco Black History Committee

HUD BHM Week

Celebrating Black History:

Happening Today: Guest Speaker Patricia Wells, CEO/Executive Director of the Oakland Housing Authority

The 2023 theme, Black Resistance evokes a kaleidoscope of imagery when we consider the experience of Brown and Black families as they seek the basic human right to a safe place to call home. In consideration of the Webster definition of resist: “to exert oneself so as to counter act or defeat”, Patricia has chosen to discuss this topic through a lens of interiority. Patricia will explore the many aspects of Black resistance through her lens as an African American Woman and as a servant leader in the affordable housing industry. Patricia hopes to challenge us to see the power, influence and beauty of Black Resistance – yesterday, today and in the promise of tomorrow.

Today at 11:30am to 12:30pm

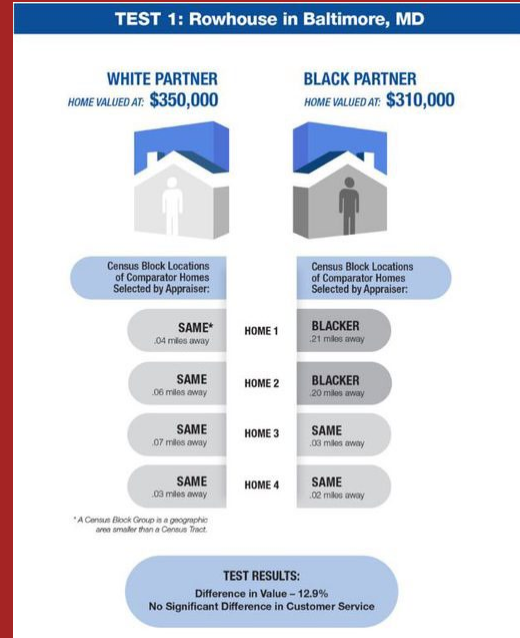
[Click Here to Join](#)

Mystery-Shopper Testing In Home Appraisals Exposes Racial Bias Undermining Black Wealth

Written By: **Jake Lilien**, *Counsel for Fair Housing Enforcement, NCRC*

HUD BHM Week

The consequences of an appraiser's mistakes are far more serious than most people's workaday errors, however. A store clerk who rings something up wrong can charge it back. A bartender who pours the wrong beer can turn around and serve the right one. But an appraiser's mistakes, misjudgments or prejudices can derail generations of work to build wealth within a family. The treatment a homeowner receives during the process of selling their home can have serious impacts, especially if outright discrimination is involved. And an undervaluation of a home is rarely corrected. Discriminatory treatment is harmful (and should be prevented) in any setting; in the context of home appraisals, it often comes with severe economic consequences.



With racial wealth and homeownership gaps continuing and even widening^[1] despite decades of public policy changes and private sector promises, NCRC asked a simple question: Are appraisers treating Black and White homeowners differently? To find out, we recruited Baltimore-area homeowners to participate in a series of seven “mystery shopper” tests to probe for racial bias in home appraisals.

In Babcock’s influential 1932 textbook on appraisal practices, titled *The Valuation of Real Estate*, he instructed that racial integration in a neighborhood should be seen as a negative influence on the value of its homes, and even encouraged northern states to adopt the segregationist policies of southern states.^[3] There remains to this day a considerable homeownership gap between Black and White Americans. A 2016 study estimated that if the financial benefits of homeownership were equalized, the Black-White wealth gap would be reduced by 16%, and the Latino-White wealth gap would be reduced by 41%.^[4] Census Bureau data for the first quarter of 2022 shows a Black homeownership rate of 44.7%, and a Latino homeownership rate of 49%, compared with 74% among the non-Hispanic White Census category.^[5]

A 2018 report by the Brookings Institution compared appraisals of similar homes in neighborhoods that have similar amenities but different racial demographics. The report showed that a home in a neighborhood in which half of the residents are Black will be assigned an appraisal value that is 23% lower on average than a home in a neighborhood that has few or no Black residents – even if the homes *and* the neighborhoods have the same features and qualities. This difference in valuation is estimated to result in \$156 billion in cumulative losses for Black neighborhoods.^[7]

[Read Full Article](#)

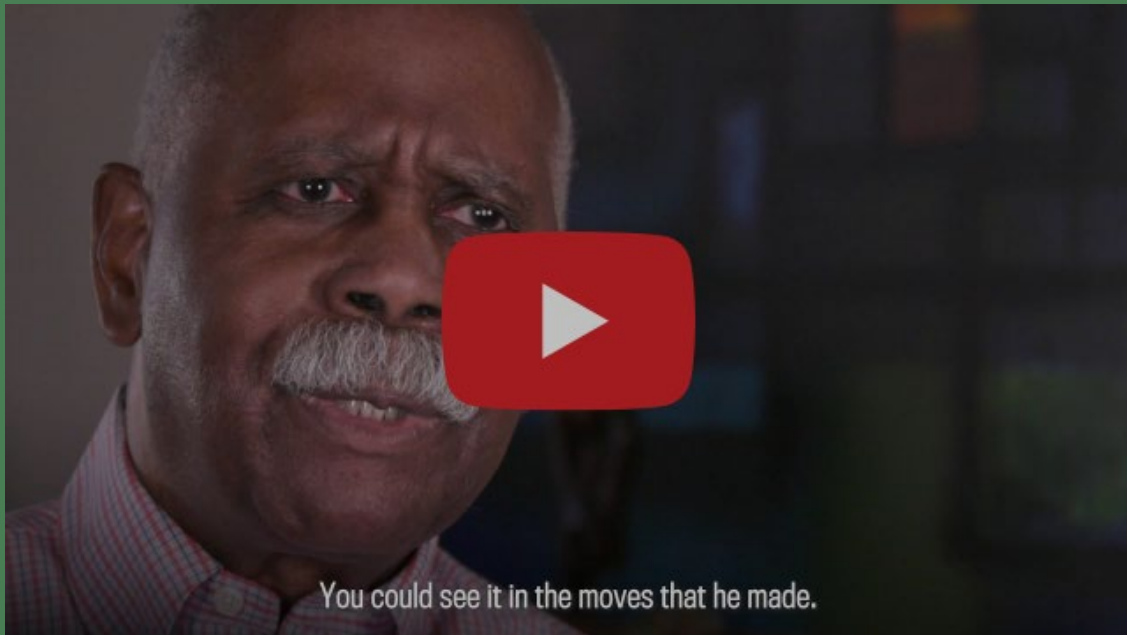
[The Legacy of Seneca Village](#)

HUD BHM Week

Written by: The Central Park Conservancy

The settlement of Seneca Village began in 1825 when **Andrew Williams**, a 25-year-old African-American shoeshiner, bought three lots from John and Elizabeth Whitehead. The Whiteheads owned farmland in the west 80s and 90s but decided to divide up their land into individual lots for sale. Epiphany Davis, a store clerk, was the second person to purchase land—12 lots—and African Methodist Episcopal Zion Church (AME Zion) purchased several lots. From there, a community was born. From 1825 to 1832, the Whiteheads sold about half of their land parcels to other African-Americans. By the early 1830s, there were approximately 10 homes in the Village.

Through eminent domain (the power of the government to take private property for public use), the City bought the land for Central Park. Those who owned property were compensated for its value and residents were required to leave, a long process that ended in the fall of 1857. The construction of Central Park began in 1858 with the clearing of the land, including the demolition of buildings and removal of those interred in the burial grounds. Records show that some burials were relocated to a cemetery in Queens. By the time this section of the Park was completed in the early 1860s, no clear traces of Seneca Village remained. Watch the video below to learn more.



Infants' race influences quality of hospital care in California

Written By: Erin Digitale

Infants' racial and ethnic identities influence the quality of medical care they receive in California's neonatal intensive care units, a study from the [Stanford University School of Medicine](#) has found. [The](#)

HUD BHM Week

[study](#), which examined medical care of more than 18,000 of the state's smallest babies at 134 California hospitals, was published Aug. 28 in *Pediatrics*. The disparities were not uniform: At some California hospitals, infants from vulnerable populations received worse care than white infants, while at others, they received better care than whites. In general, however, the hospitals with the best outcomes for their patients also delivered better care to white infants. In addition, the study found that black and Hispanic infants were more likely than white infants to receive care in poor-quality NICUs. "There's a long history of disparity in health care delivery, and our study shows that the NICU is really no different," said the study's senior author, [Jochen Profit](#), MD, associate professor of pediatrics. "Unconscious social biases that we all have can make their way into the NICU. We would like to encourage NICU caregivers to think about how these disparities play out in their own units and how they can be reduced."

The study used data from the [California Perinatal Quality Care Collaborative](#), which has collected information on 95 percent of premature births in the state. The study included 18,616 babies whose birth weights were less than 3.3 pounds, a category known as very low birth weight, and who were born between the beginning of 2010 and the end 2014. The research excluded infants born extremely premature (before 24 weeks of pregnancy), those who died before 12 hours of age and those with severe congenital abnormalities. The analysis then adjusts scores to account for the length of the mother's pregnancy, whether the mother received prenatal care, whether the baby was from a single or multiple birth, the baby's 5-minute Apgar score (a quick assessment of the infant's physical health at birth) and whether delivery was by cesarean section.

Scores were also statistically adjusted to reflect the fact that some hospitals cared for sicker babies, on average, than others. The final score for each hospital, and for each group of patients within a hospital, reflects whether the hospital did the same, better or worse than would be expected in addressing their patients' medical problems. Scores were calculated separately for white, black, Hispanic, Asian and "other" infants and referenced for each subgroup against whites. When researchers analyzed the population of very low birth weight infants in their study, Hispanic infants and those with "other" ethnicity had lower Baby-MONITOR scores than white infants, while black and Asian infants did not have significantly different scores than whites. However, across the state, white infants scored higher on measures of whether standard medical practices were being followed. For instance, 89 percent of white infants and 88 percent of Asian infants in the study received steroids before birth to mature their lungs, while 87 percent of Hispanic infants and 85 percent of black infants got the same treatment. The difference remained statistically significant after adjusting for possible confounding factors.

[Read Full Article Here](#)

Impact of Race on Healthcare

HUD BHM Week



Discovered Truth: A Health Care Journey discusses black barriers to healthcare due to racism, distrust, and slavery and how that effects racial health disparities now. Historically the African American community has been under and uninsured. The historic road to health insurance is rooted in isolation but changes in society and the Affordable Care Act itself carries some surprises for consideration and action. Produced with MNSure and the Stairstep Initiative.

Try This at Home: Okra Summer Salad

HUD BHM Week

Ingredients

- 1 lb okra chopped in 1/2 inch pieces
- 1 15 oz can black beans rinsed and drained
- 1 ear corn or use frozen
- 1 onion diced
- 1 lb cherry tomatoes halved (about 15-20)
- 3 Tbsp olive oil
- 1 avocado
- coarse salt and freshly ground black pepper



Instructions

In a large pot of salted boiling water, blanch the okra until it's bright green, about 30 seconds. Drain well and allow to cool to room temperature. Cut the okra into 1/2 inch pieces, and discard the stems.

Add the okra, beans, corn, onion, olive oil, sea salt, and pepper to a large mixing bowl, and toss gently until the olive oil is evenly distributed.

Chill for 30 minutes or more. Before serving, cut the avocado into 1/4-inch pieces and gently toss with the salad. Add more salt and pepper to taste if necessary.

[View this email in your browser](#)



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New Waiver Delays BABA Implementation Until 2024

In a huge win for NAHRO members, HUD released **a new waiver** delaying the implementation of Build America, Buy America (BABA) requirements for most HUD programs until 2024. The waiver covers funding used for maintenance projects related to Public Housing, the HOME program, or the Housing Trust Fund through August 23, 2024, and funding used for non-maintenance projects for these programs through February 22, 2024. The waiver does not cover funding from CDBG, Choice Neighborhoods, Lead Hazard Reduction, and Healthy Homes Production Grants for iron and steel purchases.

HUD's current BABA implementation waiver will expire next week, and this new waiver will not go into effect until the public comment period ends on March 2. This means there will be a gap between the end of the current waiver and the effective date for this new waiver. HUD has informed NAHRO that the Department will not allocate funding to agencies during this gap to ensure funds do not fall under BABA requirements. HUD is currently in the process of putting together additional BABA guidance, and NAHRO has been in close communication with the Department to help shape a workable implementation.

Comments on the waiver are due on or before March 2, 2023. The waiver can be found on the **HUD website**.

Apply for NAHRO's Awards of Merit - Last day for Early Bird Rates!

AWARDS OF MERIT 2023

About the program:



The NAHRO Agency Awards Program gives national recognition to the achievement and innovation of NAHRO agency/organizational members. Since 1989, NAHRO has honored more than 6,000 programs.

The Agency Awards Program is a two-tiered program consisting of the Awards of Merit and the Awards of Excellence. Up to 24 Awards of Excellence winners are selected each year and are chosen from the Award of Merit nominees.

1 Award Categories

- Resident and client services
- Community revitalization
- Administrative innovation
- Affordable housing
- Project design

2 Eligibility Standards

All entries must comply with the following standards:

- The program must be in operation/ construction after Jan. 1, 2019, and produced demonstrable results by Oct. 31, 2022.
- The nominated program may not be a previous Award of Merit winner.
- Programs may be entered in more than one category, but a separate application and fee must be submitted for each entry.
- NAHRO agency/organization members must play a significant role in developing, implementing, or financing the program.
- The agency/organization must be a current NAHRO member to receive an award.

3 Deadline for Submission

Applications must be submitted electronically by the following dates:

- Early Bird: Feb. 17 \$50 (app fee)
- Regular: March 17 \$75 (app. fee)
- Late: April 14 \$150 (app. fee)

4 For more information

- Phone: 877-866-2476
- Email: meritawards@nahro.org
- Website: www.nahro.org



For detailed information on eligibility standards & application requirements, visit: www.nahro.org/AOM2023 via this QR code!

Apply Now

Upcoming Training: NAHRO's ABCs of Affordable Housing

Whether you're new to the job or a veteran, being a housing agency worker or commissioner requires true understanding of public housing agencies and the programs they provide.

On **Feb. 22, from 1:30-4 p.m. ET.** join us for join us for the **ABCs of Affordable Housing** course!

We'll help translate the alphabet soup of industry acronyms and explain the differences between public housing, voucher, and tax credit programs. This condensed interactive session will walk both commissioners and staff through the basics of the key programs that housing agencies manage.

Course objectives include:

- Recognizing common housing programs and acronyms
- Identifying basic information about Public Housing, Housing Choice Voucher, and Tax Credit Programs
- Describing basic housing roles and responsibilities for housing staff, Executive Directors, and Commissioners

Register today and put your career into high gear! For more information on upcoming courses, check our **training calendar**. For other inquiries, please contact us at **professionaldevelopment@nahro.org**.

Register Now

Commissioner Travel & Training Calendar Year 2023

Below is a list of Regional, State and National workshops and conferences that will be presented to the board for approval for Calendar Year 2023, dates and locations have been provided if known.

National Association of Housing and Redevelopment Officials

2023 Legislative Conference - Washington DC Conference - March 22 - 24

2023 Summer Conference – Summer Conference – Washington, DC - July 14-15

2023 National Conference – National Conference – New Orleans, LA - October 06-08

NAHRO - Northern California/Nevada Chapter

2023 Annual Conference – Napa, CA, Monday, January 23-24 (Commissioners track is on Sunday, the 22nd)

NAHRO - Pacific Southwest Regional Council

2023 Annual Conference – Anaheim, CA – May 22 - 25

Other Conferences:

Housing and Development Law Institute

2023 Commissioner Conference – TBD – Date TBD

Oakland Housing Authority

2023 Board of Commissioners Retreat – Oakland, CA – November TBD



Commission Meeting Schedule Calendar 2023

Monday, January 23 - Regular Meeting

Monday, February 27 – Regular Meeting

Monday, March 20 – Special Meeting (Cancelled)

~~Monday, March 27 – Regular Meeting (Cancelled) Holiday Observed~~

Monday, April 03 – Special Meeting

Monday, April 24 - Regular Meeting

Monday, May 08 – Special Meeting (Budget Workshop)

Monday, May 22 – Regular Meeting

Monday, June 26 - Annual Meeting

Monday, July 24- Regular Meeting

Monday, August 28 - Regular Meeting

Monday, September 25 - Regular Meeting

Monday, October 23 - Regular Meeting

~~Monday, November 27 – Regular Meeting (Cancelled) Holiday Observed~~

Monday, December 04 – Special Meeting

~~Monday, December 25 – Regular Meeting (Cancelled) Holiday Observed~~

Additional Workshop sessions and Special meetings may be added as needed.
