

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 **Special Meeting** of the Board of Commissioners has been called. The meeting will be held as follows:

**HOUSING AUTHORITY  
OF THE CITY OF OAKLAND, CALIFORNIA**

**Special Meeting**

**Monday, April 03, 2023 at 6:00 p.m.  
1619 Harrison St., Oakland, CA, Board of Commissioners Rm, First Floor.**

**NOTE:** This meeting is accessible via teleconference pursuant to Assembly Bill 2449 [(Rubio)Open meetings: local agencies; teleconferences) (Chapter 285) (2021-2022)]

To participate via teleconference, please use the zoom link below.

**Join Zoom Meeting Online:**

<https://oakha-org.zoom.us/j/83770474072?pwd=TWlwUkJnK29TV0NsWm96SHpGVTYydz09>

**Meeting ID (access code): 837 7047 4072      Meeting Password: 485557**

Closed Caption – provided through the link.

**To participate by Telephone: 1 (669) 219-2599**

**Meeting ID (access code): 837 7047 4072      Meeting Password: 485557#**

**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](mailto: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

**Special Meeting**  
**April 03, 2023, 6:00 pm**

- I. Pledge of Allegiance
- II. Roll Call  
*(AB 2449 Compliance) The Chair/Clerk of the Board will confirm that there are 4 Commissioners in the same, properly noticed meeting room within the jurisdiction of the City of Oakland, accessible to the public. Each Commissioner who is accessing the meeting remotely must disclose verbally whether they are requesting to meet remotely under AB2449 due to: (1) just cause (notice required), or (2) emergency circumstances. For "emergency circumstances" the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstance to be used as a justification to participate remotely. All Commissioners meeting remotely must provide a general description of the circumstances relating to need to appear remotely at the given meeting. A Commissioner must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals.*
- III. Approval of Minutes:
  - A. Approval of Minutes of the Regular Meeting of February 27, 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. Adopt a resolution authorizing the Executive Director to approve and implement the new Oakland Housing Authority Conflict of Interest Policy.
  - B. Adopt a resolution authorizing and approving amendments to the Oakland Housing Authority Travel Policy.
  - C. Adopt a resolution authorizing the Executive Director to submit the Fiscal Year 2024 Making Transitions Work Annual Plan and Certifications of Compliance to the United States Department of Housing and Urban Development.
  - D. Adopt a resolution authorizing the Executive Director to submit proposed

changes to the Administrative Plan for the Housing Choice Voucher Program.

- E. Adopt a resolution authorizing the Executive Director to purchase from East Bay Regional Communications System Authority radios and radio accessories for the Oakland Housing Authority Police Department Radio Fleet replacement in the amount not to exceed \$475,000.
- F. Adopt a resolution (i) authorizing the Executive Director to execute an amendment to the Services Contract between the Housing Authority of the City of Oakland and West Coast Arborists, Inc. increasing the maximum contract amount for the initial term from \$196,000 to \$274,755, and increasing the maximum contract amount for each option term from \$28,000 to \$100,000, increasing the maximum total Contract amount from \$280,000 to \$574,755, and (ii) ratifying and approving a payment in the amount of \$78,755 during the initial term for emergency tree trimming services stemming from recent storms.
- G. Adopt a resolution authorizing the Executive Director to approve a conditional commitment for a development loan in an amount not to exceed \$2,100,000, subject to clearance under the National Environmental Policy Act (NEPA), and authorizing the negotiation and execution of documents related to the provision of the loan for the development of Friendship Senior Housing (1904 Adeline Street, Oakland, CA 94607) by Friendship Senior Housing, L.P., an affiliate of Community Housing Development Corporation of North Richmond.
- H. Informational presentation on Potential Wi-Fi Project for Oakland Housing Authority residents.
- I. 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 purchase commercial automobile and excess liability insurances from the HAI Group for the period of May 1, 2023, to May 1, 2024 and to make payment of the annual premiums in the amount not to exceed \$600,000.

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.

Anne Griffith, Chair of the Commission

By

  
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](http://www.oakha.org)]**

**Monday, February 27, 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 6:05 p.m.

I. Pledge of Allegiance

II. Roll Call

**Present 7** – Anne Griffith, Gregory Hartwig, Janny Castillo, Barbara Montgomery, Lynette Jung-Lee, Mark Tortorich and William J. Mayes.

III. Approval of Minutes:

A. Approval of Minutes of the Regular Meeting of January 23, 2023

Commissioner Castillo moved to approve the minutes of January 23, 2023, which was seconded by Commissioner Montgomery. The motion passed by the following vote:

**Ayes 7** – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

IV. Recognition of people wishing to address the Board of Commissioners

There were no persons wishing to address the Board of Commissioners.

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

Chief Officer of Social Impact, Dominica Henderson, presented on the Fiscal Year 2024 Making Transitions Work Annual Plan and the proposed changes to the Administrative Plan for the Housing Choice Voucher program. Ms. Henderson provided a background on the Oakland Housing Authority's requirement to publish the Plans for a 30-day public comment period, in accordance with the amended and restated the Moving to Work Agreement with the US Department of Housing and Urban Development. The plan outlines anticipated activities for the fiscal year and how staff intends to meet long-term strategic goals. Upon the conclusion of the public comment period, recommendations and changes would be included and the plan would then be presented and considered for adoption at the April 03, 2023 Board of Commissioners Special Meeting.

Vice Chair Hartwig asked if capitalized subsidy is sufficient to reduce homelessness by 25%. Ms. Henderson noted that 25% goal is national and set by the President. Additionally, she explained that the new subsidy program alone would not be sufficient, but instead is an additional resource and complements the project-based vouchers in the pipeline that will help provide families with stable housing.

There being no further questions from the Board, Chair Griffith opened Public Comment for the Fiscal Year 2024 Making Transitions Work Annual Plan at 6:45 P.M. Having no comments from the public, Chair Griffith closed the Public Comment period at 6:46 P.M.

- B. Informational presentation on the proposed changes to the Administrative Plan for the Housing Choice Voucher program.

Chief Officer of Social Impact, Dominica Henderson, presented on proposed changes to the Administrative Plan along with the Fiscal Year 2024 Making Transitions Work Annual Plan.

There were no further questions from the board.

- C. Informational presentation on the annual update on Military Equipment to the Board of Commissioners.

Chief of Police, Alan Love, provided an informational presentation on the annual update on Military Equipment beginning with a background on previous Board approval on the Military Equipment Policy adopted on July 25, 2022. Chief Love further detailed the items deemed to be "military equipment" and the OHA's Police Departments commitment to de-escalating situations without military equipment when possible. Chief Love further explained that the Police Department would not add any new types of



equipment with the annual plan updated.

There were no further questions from 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.

Chief of Police, Alan Love, presented the item requesting the Boards approval to purchase the following safety equipment to supply the Oakland Housing Authority Police Department: 1) Less Lethal Kinetic Energy Projectile, 2) Less Lethal FN-303 Launchers, 3) Pepperball munitions, and 4) Specialized Ammunition of less than .50 Cal. The equipment requested is to maintain operation readiness and will be used for training for the next two years.

Having no further questions from the Board, Commissioner Hartwig moved to approve item VII.D., Commissioner Jung-Lee seconded the motion. The vote passed unanimously by the following vote:

**Ayes 7** – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

- 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.

Chief Housing Operations Officer, Michelle Hasan, presented background information on the Board of Commissioners previous action adopting a resolution to enter in an agreement with ACSSA. The action further adopted the Building Bridges CalWORKs program to serve low income formerly homeless participants. Ms. Hasan noted that since the initiation of the program and agreement with ACSSA, on December 15, 2022, program outcomes were presented to ACSSA, it was determined that new expectations to serve less households from 50 to a maximum of 30 per month was needed and further recommended that the Authority use the HUD published Fair Market Rents to determine subsidy based on the unit size or family size whichever is less. Ms. Hasan requested that the Board ratify and approve the execution of an agreement with Alameda County Social Services Agency for a total contract amount of \$2,400,000 over 3 years to provide housing subsidy for selected CalWORKs participants.

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

**Ayes 7** – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

- 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.

Chief Officer of Program and Finance Administration, Duane Hopkins, led the presentation by detailing the approved Fiscal Year 2022-23 budget, which included 21 vehicles for purchase across three departments, OHAPD, CID, and OPO. Mr. Hopkins noted that vehicles for sale are currently limited due to supply chain issues caused by the COVID-19 pandemic and microchip shortages worldwide. Due to the lack of supply, it has impacted demand and dealerships are unable to reserve vehicles for the time required to receive OHA internal approvals. Mr. Hopkins recommended that the Board of Commissioners adopt the resolution to purchase additional vehicles for the Authority's use when they become available and noted that the Authority would continue to adhere to all HUD procurement requirements for purchases. He further noted that a final report at the end of the year would be provided to the Board on the expenditures.

Having no further questions from the Board, Commissioner Hartwig moved to approve item VII.F., Commissioner Montgomery seconded the motion. The vote passed unanimously by the following vote:

**Ayes 7** – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

- 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.

Director of the Office of Property Operations, Mark Schiferl, introduced the item noting that the Authority has a current need for fuel card services for the Authority's fleet and equipment since the Alameda County General Services Agency decommissioned and permanently closed the Alco Park fueling station on January 12, 2023. Mr. Schiferl noted that the Authority is currently using Alameda County issued gas cards as a short-term option to ensure operations can continue. Additionally, Mr. Schiferl noted that an RFP was issued through OMNI Partners in order to receive proposals for fuel purchases. It was determined that entering into a contract with FLEETCOR Technologies, Inc. for fuel card services and related products would keep continued operations within the Authority.

Having no further questions from the Board, Commissioner Jung-Lee moved to approve item VII.G., Commissioner Mayes seconded the motion. The vote passed unanimously by the following vote:

**Ayes 7 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes**

- 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.

Director of Information Technology, Brandon White, presented the report. In summary, he noted the 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. Mr. White further stated that the City of Mesa issued an RFP to which CDW Government, LLC was awarded a five-year agreement. It was recommended that the resolution be approved, authorizing the Executive Director of the Authority to execute a contract with CDW Government, LLC in order to have information technology solutions services provided to the Authority.

Having no further questions from the Board, Commissioner Hartwig moved to approve item VII.H., Commissioner Montgomery seconded the motion. The vote passed unanimously by the following vote:

**Ayes 7 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes**

- 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.

Chief Officer of Real Estate Development, Tom Deloye, presented the report. In summary Mr. Deloye noted the background of the Lion Creek Crossing (LCC) Phase IV project as well as the entities who serve as partners. Additionally, it was stated that the Authority holds an option to purchase the project from the partnerships pursuant to a Purchase Option Agreement. The final recommendation is to execute agreements to acquire the Investor Limited Partners interest in LCC Phase IV and to execute a continuing property operations and exclusive negotiation rights agreement with the managing general partners.

Having no further questions from the Board, Commissioner Hartwig moved to approve item VII.H., Commissioner Jung-Lee seconded the motion. The vote passed unanimously by the following vote:

**Ayes 7 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes**

- J. Informational presentation on the FY 2023 Public Housing Waitlist Opening for Lockwood Gardens and Peralta Village.

Chief Housing Operations Officer, Michelle Hasan, provided an overview of the Oakland Housing Authority public housing waitlist opening for Lockwood Gardens and Peralta Village that was held during the period of January 17, 2023 – January 31, 2023. Ms. Hasan noted that a total of 3,348 pre-applications were received over a 14 day-period and that the Authority would conduct a random computerized lottery to determine the final 500 applicant families selected.

There were no further questions from the Board.

- 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.

Having no questions from the Board, Commissioner Tortorich moved to approve item VII.K.1-3, Commissioner Mayes seconded the motion. The vote passed unanimously by the following vote:

**Ayes 7** – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

- L. Adopt a resolution authorizing and approving revisions to the Oakland Housing Authority Travel Policy.

Secretary Wells requested to table Item VII.L. and would speak to it in her written communications report during item IX of the agenda. Chair Griffith approved to table the item to the next meeting.

- VIII. Written Communications Departments' Monthly Report.

Secretary Wells briefed the Commissioners on the Departmental Monthly Report for the month of January 2023.

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

Secretary Wells noted that the resolution was left out of item VII.L., which is why it was requested to be tabled until the next board meeting. Ms. Wells then briefed the Commission on the following topics:

- Assembly Bill 2449: Alternative Teleconference Procedures
- Bigg Mama's Best Foundation Certificate of Achievement Award
- Oakland Unified School District Career Day
- HUD Black History Month Week
- NAHRO New Waiver Delays Building America, Buy America (BABA)
- 2023 Commissioner Travel Calendar
- 2023 Board of Commissioner Meeting Calendar

- X. Reports of Commission Committees.

There were no reports by Commission Committees

- XI. Announcements by Commissioners.

Commissioner Castillo invited all Commissioners and OHA Leadership to attend the March virtual City Council meeting. Secretary Wells noted that the link would be forwarded to the team.

Chair Griffith announced as a reminder that the Form 700 is due April 3<sup>rd</sup>.

- XII. Recess to Closed Session

Chair Griffith called the meeting to recess to Closed Session at 8:10 p.m.

- A. **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: Sr. Director of Human Resources, Drew Felder and Executive Director, Patricia Wells.
- B. **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, Director of Enterprise Risk Management, Cha Yang, General Counsel, Jhaila R. Brown, and Executive Director, Patricia Wells.

Public Session resumed at 9:49 p.m.

Legal Counsel, Jhaila Brown reported out that the Board delegated authority to the Executive Director to expend up to \$500,000 to respond to immediate threats to security of essential public services or public facilities, providing that the Board receives notice of all such expenditures.

Commissioner Jung-Lee motioned for approval. Commissioner Montgomery seconded the motion and the board approved the item unanimously by the following vote:

**Ayes 7** – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

XIII. Adjournment of Public Session

Having no further business to discuss, Commissioner Jung-Lee moved to adjourn the Public Session. Commissioner Mayes seconded the motion and the board approved unanimously by the following vote:

**Ayes 7** – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

The meeting adjourned at 9:50 P.M.

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Anne Griffith, Chair of the Commission

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Patricia Wells, Secretary/Executive Director



**Executive Office  
Oakland Housing Authority MEMORANDUM**

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To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Adopt a resolution authorizing the Executive Director to approve and implement the new Oakland Housing Authority Conflict-of-Interest Policy.

Date: April 3, 2023

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**Purpose:** This action will authorize the attached Oakland Housing Authority (OHA) Conflict-of-Interest Policy. The policy provides clear standards for members who govern, manage, are employed by, or receive income from the OHA, to avoid engaging in conduct that may pose either an actual conflict of interest or the appearance of a conflict of interest.

**Funding:** No funding impacts.

**Background:**

The Political Reform Act (PRA) of 1974 requires that local government agencies adopt and maintain a Conflict-of-Interest Policy. The Oakland Housing Authority (OHA) is presenting the Board of Commissioners with the attached Conflict of Interest Policy prepared by OHA staff and our General Counsel.

The Fair Political Practices Commission and codified in California Code of Regulations Title 2, Section 18730 establishes substantive requirements for the disclosure of financial interests and disqualification of Authority employees, contractors, consultants, and appointed officials (Commissioners) from participation in decisions in which they might have a private, financial interest. The Political Reform Act also requires OHA to review this Policy on at least a biennial basis.

In addition, as required under 2 Code of Federal Regulations (C.F.R.) § 200.318, 24 C.F.R. § 982.161, HUD prohibits a PHA from hiring an employee in connection with a project under the Annual Contributions Contract, if the prospective employee is an immediate family member of:

1. A present or former member or officer of the Board of Commissioners.
2. An employee of the PHA who makes policy or influences decisions; or
3. A public official, member of a local governing body, or state or local legislator who exercises functions or responsibilities with respect to projects or the PHA.



Under the Political Reform Act, the Authority must identify each employee position within OHA, who is involved in the making or participation of governmental decisions which may foreseeably have a material effect on any financial interest of that employee.<sup>1</sup> In addition, certain consultants and contractors for the Authority must also disclose their financial interests, as they make or participate in making governmental decisions on behalf of the local agency.

Designated Employees, according to the policy are defined as:

*“A person holding a position who participates in making of decisions that may have a foreseeable material effect on the financial interests of OHA. These positions include but are not limited to employees, commissioners, board members, contractors, and consultants.”*

The attached Conflict-of-Interest Policy also includes provisions for the acceptance of gifts, outside employment, nepotism, extra compensation, bribery, and potential conflicts of interest, as well as the HUD Field Office waiver process related to PHA or HUD programs, which allows for potential conflicts to be waived for good cause, § 200.318, 24 C.F.R. § 982.161, (c). While the waiver is under consideration by HUD, the person for whom a waiver is requested may not exercise responsibilities or functions related to the waiver request.

The Policy vests the Executive Director with the authority to amend and modify this policy and to create procedures for Authority staff, contractors, and consultants, if necessary. In addition, the Executive Director shall conduct a bi-annual review of this Policy to ensure that the Policy represents the Organization’s staffing. Procedures related to this Conflict-of-Interest policy need not come back to the Board of Commissioners for ratification unless this policy is requested to be canceled. In cases where this policy is amended or modified, the Executive Director will issue a copy of the revision to all members of the Board.

**Recommended Action:**

It is recommended that the Board of Commissioners adopt the attached resolution approving the Oakland Housing Authority Conflict-of-Interest Policy.

Attachments: Conflict of Interest Policy  
Political Reform Act Qualifying List of OHA Positions  
Resolution

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<sup>1</sup> The list is maintained by the Authority’s Human Resource Department.



Oakland Housing Authority

**HOUSING AUTHORITY OF THE CITY OF OAKLAND  
CONFLICT OF INTEREST POLICY**

**Adoption and Revision History**

**Initial Adoption: Resolution No. ####, on April 3, 2023**

# OHA CONFLICT OF INTEREST POLICY

## I. PURPOSE

This Conflict-of-Interest Policy (“Policy”) establishes a standard of conduct to protect the financial well-being, reputation and legal obligations of the Housing Authority of the City of Oakland (“OHA”). This Policy also establishes a method to protect the OHA community from questionable circumstances that might arise and to resolve any real or apparent conflicts.

This Policy shall be used as the criteria for determining conflicts of interest and applying standards of procedures in the event a conflict of interest or a perceived conflict of interest exists.

This Policy applies to members of the Board of Commissioners, Board Members of OHA affiliate boards and instrumentalities, OHA employees, contractors, and consultants, and all programs administered by OHA, all hereafter referred to as a “Designated Member.”

This Policy shall be read in conjunction with the following:

- HUD guidance and requirements for prospective and new Board members
- California Conflict of Interest Laws
- Board policies, by-laws or commissioner’s handbook (if applicable)
- OHA contracts
- Procedures authorized by OHA’s Executive Director
- OHA’s Personnel Policy
- OHA employment forms for new hires

## II. DEFINITIONS

For the purpose of this Policy, the following definitions apply:

**Apparent Conflicts of Interest:** Conflicts exist when there is a perception of conflicts regardless of whether a person is actually influenced by a secondary interest. If the circumstances are reasonably believed (on the basis of past experience and objective evidence) to create a risk that decisions made may be unduly influenced by other interests, then a conflict does exist.

**California Conflict of Interest Laws** – Refers to the Political Reform Act of 1976 (Government Code section 87100, et seq.), as may be amended and modified from time to time, the regulations promulgated by the California Fair Political Practices Commission (FPPC) under California Code of Regulations, title 2, division 6, section 18109, et seq., the anti-self dealing statutes codified at

## OHA CONFLICT OF INTEREST POLICY

Government Code sections 1090 through 1099, and the Housing Authorities Law (Health and Safety Code section 34200 et seq.), as applicable.

**Conflicts of Interest:** Occurs when a person's public duties or actions lack independence or impartiality, either real or perceived and is unduly influenced by a secondary interest such as financial gain, professional advancement, or a wish to do favors for family and friends.

**Designated Members:** This means a person holding a position who participates in making decisions that may have a foreseeable material effect on the financial interests of OHA. These positions include but are not limited to employees, commissioners, Board Members, contractors, and consultants.

**Domestic Partner:** means a registered domestic partner, or an unrelated and unmarried person who shares common living quarters with a designated member and lives in a committed relationship with that designated member.

**HUD:** U.S. Department of Housing and Urban Development.

**Immediate Family Member:** "First-degree" relationships are considered immediate family members under both the public housing and Housing Choice voucher programs – include father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.

For the Housing Choice Voucher ("HCV") Program, "second-degree" relationships, e.g., grandparents, grandchildren including step/half grandparents and step/half grandchildren, are also considered to be immediate family members.

**Nepotism:** The practice of showing favoritism to relatives or close friends through employment or by appointing them to a public position.

**PHA:** Public Housing Agency. The Housing Authority of the City of Oakland is a PHA.

### III. APPLICABLE STATUTES AND GUIDELINES

#### A. HUD Requirements

OHA adopts all HUD provisions for conflicts of interest into its own Policy, including nepotism for the public housing and HCV programs, and additional conflicts of interest requirements for landlords/owners that participate in the HCV program as summarized below.

## OHA CONFLICT OF INTEREST POLICY

### 1. HUD Requirement - Conflicts of Interest for Public Housing and HCV Programs

OHA may not enter into any contract or other arrangement in which any covered individual or immediate family member has a direct or indirect interest while the person is a covered individual and for one (1) year thereafter. Covered individuals include the following:

- Current or former Board member (except for a participant Board member);
- Current or former OHA employee who makes policy or has influence on decisions with respect to the properties
- Current or former public officials, members of a local governing body, state or local legislator, or any public official who exercises functions or responsibilities with respect to the OHA properties/programs.
- Member of U.S. Congress (applies to the Housing Choice Voucher program only).

The conflicts of interest prohibition are in effect during the covered class's tenure and for one (1) year thereafter.

The conflicts of interest prohibition applies to immediate family members for the aforementioned class of people.

A current or prospective conflict of interest must be disclosed to the PHA and HUD.

A conflict of interest may be waived by HUD for good cause if permitted under California Conflict of Interest Laws and local law. While the waiver is under consideration by HUD, the person for whom a waiver is requested may not exercise responsibilities or functions related to the waiver request.

### 2. HUD Requirement – Nepotism

HUD prohibits a PHA from hiring an employee in connection with a project under the Annual Contributions Contract if the prospective employee is an immediate family member of:

- A present or former member or officer of the Board of Commissioners;
- An employee of the PHA who makes policy or influences decisions; or
- A public official, member of a local governing body, or state or

## OHA CONFLICT OF INTEREST POLICY

local legislator who exercises functions or responsibilities with respect to projects or the PHA.

The nepotism prohibition is in effect during the covered class's tenure and for one (1) year thereafter.

The nepotism prohibition applies to immediate family members for the aforementioned class of people.

Waiver – A waiver can be permitted for good cause, provided that a waiver is permitted under California Conflict of Interest Laws and local law. HUD's General Counsel regards nepotism to be a type of conflict of interest. As such, PHAs must seek a waiver request from HUD.

### 3. HUD Requirement – Conflicts of Interest for HCV Owners/Landlords

The following conflicts of interest provisions are applicable to owners and landlords of units under the HCV program.

- Current or former Board members, public officials, members of U.S. Congress, or PHA employees with policy or decision-making authority, and their immediate family members cannot be an owner/landlord in the HCV program.
- The owner/landlord is prohibited from living in the assisted unit.
- The owner/landlord is prohibited from renting to immediate relatives, grandparents, grandchildren, step-family, or in-laws. The exception is for a household member with a disability.

The same HUD requirements are codified into OHA's policy and for ease of understanding; the requirements are further organized into the following two categories: 1) Conflicts of interest requirements that apply to the Board of Commissioners and public officials, and 2) Conflicts of interest requirements that apply to the Executive Director and all other OHA employees.

### B. PHA Policy – Board Members and Public Officials

The following conflicts of interest guidance are applicable to the Board of Commissioners and public officials and are based on the more stringent HUD policies and procedures, California Conflict of Interest Laws, and local law.

During the Board member or public official's term and for one (1) year thereafter,

- The Board member or public official cannot enter into a contract or

## OHA CONFLICT OF INTEREST POLICY

arrangement with the PHA, either as a contractor or a subcontractor (directly or indirectly).

- The **immediate family member** of a Board member or public official cannot enter into a contract or arrangement with the PHA, either as a contractor or a subcontractor (directly or indirectly).
- An **immediate family member** of a Board member or public official cannot be an employee of the PHA.
- The Board member or public official must disclose to the PHA if an immediate family member is or will be a tenant in the PHA's public housing or Housing Choice Voucher program.
- **(HCV Only)** A Board member, public official, or member of U.S. Congress cannot serve as an owner or landlord in the HCV program.
- **(HCV Only)** The **immediate family member** of a Board member, public official, or member of U.S. Congress cannot serve as an owner or landlord in the HCV program.

### C. OHA Policy – Executive Director and PHA Employees

The following guidance applies to the Executive Director and OHA employees that have policy or decision-making duties. In general, OHA employees that have supervisory duties are considered to have policy or decision-making duties and are subject to the provisions of this Policy. A full list of employees is attached hereto as Exhibit A.

The conflicts of interest prohibition are in effect for the duration of the Executive Director or employee's employment at the agency and for one (1) year after and provides that:

- The Executive Director or OHA employee with policy/decision-making duties cannot enter into a contract or arrangement with OHA either as a contractor or a subcontractor (directly or indirectly).
- The **immediate family member** of the Executive Director or OHA employee with policy/decision-making duties cannot enter into a contract or arrangement with OHA, either as a contractor or subcontractor (directly or indirectly).
- An **immediate family member** of the Executive Director or OHA employee with policy/decision-making duties cannot be an employee of OHA.

## OHA CONFLICT OF INTEREST POLICY

- The Executive Director or OHA employee irrespective of whether the employee has policy/decision-making duties, must disclose to OHA if an immediate family member is or will be a tenant in the PHA's public housing or HCV program.
- **(HCV Only)** The Executive Director and any OHA employee, even those without policy/decision-making duties, cannot enter into a HAP contract with OHA.
- **(HCV Only)** The **immediate family member** of the Executive Director or OHA employee, even those without policy/decision-making duties, cannot enter into a HAP contract with OHA.

### D. OHA Policy – Administrative Requirements

OHA will remedy all conflicts of interest, except where OHA has obtained a waiver from HUD for the conflict of interest.

All conflicts of interest, apparent conflicts of interest, and potential conflicts of interest will be brought to the attention of the Board of Commissioners as soon as possible after the discovery is made. To safeguard OHA, in cases where OHA is in the process of determining whether a conflict of interest exists or is requesting a waiver from HUD, OHA will take actions that assume the conflict of interest exists or that the waiver will not be granted.

OHA may only request a waiver from HUD for a conflict of interest when OHA can substantially minimize or remove the risk of the conflict of interest through the implementation of compensating controls and when remedying the conflict of interest itself will not result in undue administrative and financial hardship to OHA and its mission. No HUD waiver shall be effective unless it is in compliance with California Conflict of Interest Laws and local law.

## IV. CONFLICT OF INTEREST PROCEDURES

A copy of the OHA's conflicts of interest policy and procedures should be provided to each Board member upon appointment to the Board. Each Board member should complete a disclosure form upon appointment to the Board and the form should be updated at least annually, and whenever a potential conflict arises, along with the Statements of Economic Interests--Form 700 Fair Political Practices Commission (FPPC) ("Form 700"). Similarly, the conflicts of interest policy and procedures should be included in OHA's Personnel Policy and all OHA staff shall be required to update the disclosure form at least annually, and whenever a potential conflict arises, in addition to the annual Form 700 submission.



## OHA CONFLICT OF INTEREST POLICY

The following procedures relate to OHA's conflicts of interest policy and are provided below.

- Conflicts of Interest Notification and Adjudication
- HUD Notification and Waiver Procedures
- Conflicts of Interest Record-keeping

### A. Conflicts of Interest Notification and Adjudication

On appointment or employment and on an annual basis thereafter, the Board of Commissioners, Executive Director, and all other OHA staff will be required to complete a disclosure form that states that they have no conflicts of interest. If there are any perceived or real conflicts of interest, they must be stated on the disclosure form. This disclosure shall be in addition to the annual submission of Form 700.

At other times during the year, if a potential conflict of interest arises based on the OHA's policy, the conflict of interest must be immediately disclosed. The procedures below must be used to provide notification of a current or prospective conflict of interest.

1. Board members or OHA staff must provide written disclosure of the conflict of interest. The written disclosure will contain the following information:
  - Name and title of the person submitting disclosure.
  - A description of the specific conflict of interest provision that is the subject of the disclosure.
  - Provide the title, position, or other information of the individual, contract, or arrangement that gives rise to the potential conflict of interest.
2. As a general rule, the Executive Director, in consultation with OHA's general counsel, will make the determination on conflicts of interest for OHA staff and Board members. Where the Executive Director is the individual involved in the conflict of interest, the determination on whether there is a conflict of interest is made by the Board of Commissioners, in consultation with OHA's general counsel.
3. For all current or prospective conflicts of interest, the determination of whether a conflict of interest exists will be documented. Where a conflict of interest situation is affirmed to exist, OHA's proposed action to remove

## OHA CONFLICT OF INTEREST POLICY

the conflict of interest, including any safeguards that OHA puts in place to prevent the perception of undue influence or favoritism must be documented.

Determinations made by the Executive Director will be provided to the Board as part of the monthly Board package.

4. Where OHA has determined that a current or prospective conflict of interest exists, as required by HUD, OHA will provide all information associated with the conflict of interest to the HUD field office along with OHA's recommendation on whether a conflict of interest exists and OHA's documentation of how the matter was resolved by OHA.
5. If a conflict of interest was not initially disclosed by the interested party and is later identified by OHA, the interested party may be subject to disciplinary actions as outlined in OHA's personnel policy, the Board's by-laws (applies to Board members), or other penalties that may be associated with procurement actions.

These matters and their resolution must also be disclosed to the HUD field office.

### B. Requests for HUD Waiver from Conflicts of Interest Requirements

Waiver requests from the conflict-of-interest requirements should be submitted to the PHA's HUD field office. The following procedure should be used to submit a HUD waiver request in the form attached hereto as Exhibit B.

1. Complete the HUD waiver request form which requests information on the following:
  - The title and position of the individual that is involved in the contract or arrangement that gave rise to the conflict of interest.
  - A description of the nature of the conflict of interest and the HUD conflict of interest regulation applicable to the conflict of interest.
  - Information on the date and manner in which the conflict was disclosed to the PHA.
  - Provide a justification of the reason that "good cause" is present for HUD to grant a waiver.
  - Attach documentation that provides evidence of "good cause".

## OHA CONFLICT OF INTEREST POLICY

- Attach supporting documentation, as well as any analysis or other evidence that the contract or arrangement is in compliance with California Conflict of Interest Laws and local law. In addition, the documentation should include a local attorney's legal opinion that the waiver request is in compliance with California Conflict of Interest Laws.
2. The completed form must be reviewed and approved by the Executive Director and OHA's General Counsel. The Executive Director shall notify the Board of any HUD waiver requests.
  3. The completed form, or a similar written request, is submitted to the HUD field office for consideration.

Actions that allow or support the potential conflict of interest must not be taken by OHA until HUD provides a decision regarding the waiver request. Any waiver from HUD's policy on conflicts of interest must also be in compliance with California Conflict of Interest Laws and local law in order to be effective.

### C. Conflicts of Interest Record-keeping

All disclosures should be maintained in the Board and OHA employee files. Similarly, all OHA actions on conflict-of-interest disclosures and actions should be maintained by a designated office or OHA staff person authorized by the Executive Director to maintain such records.

## V. 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 Conflict of Interest Policy.

The Executive Director shall not have the right to terminate this Policy without the 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.

**Form 700 Designated Officials****Senior Management**

Chief Housing Operations Officer  
Chief of Police  
Chief Officer of Program and Finance Administration  
Chief Officer of Real Estate Development  
Chief Social Impacts Officer  
Director of Asset Management  
Director of Asset Management  
Director of Capitol Improvements (R22)  
Director of Enterprise Risk Management  
Director of FCP (R20)  
Director of Finance  
Director of IT (R20)  
Director of Leased Housing (R26)  
Director of Property Management (R26)  
Executive Director  
Senior Director of HR

**Managers/ Supervisors**

Assistant Director for Property Services(R17)  
Assistant Director of Communications  
Assistant Director of Development (R20)  
Assistant Director of Finance Budget & Reporting  
Assistant Director of Finance Operations  
Assistant Director of Human Resources  
Assistant Director of Information Technology  
Assistant Director of Leased Housing (R18)  
Assistant Director of Capital Imprvmnts (R15)  
Captain of Police  
CCGS Manager  
Communications & Records Manager  
Lieutenant of Police  
Training, Compensation, and Compliance Mgr.  
Accounting Supervisor  
Assistant Program Manager

Assistant Property Administrator I (R 39)  
Construction Projects Manager (R7)  
Development Program Manager  
Facilities Manager (R48)  
Housing Assistance Manager (R10)  
Labor & Section 3 Compliance Officer (R50)  
Maintenance Superintendent (R46)  
Manager of FCP  
Property Administrator (R1)  
Senior Development Program Manager  
Senior Human Resources Business Partner (R6)  
Sergeant of Police

### Other Positions

Accounting Officer II (R44)  
Accounting Officer III (R11)  
Accounting Specialist I  
Administrative Assistant (R36)  
Asset Management Specialist  
Asset Manager (R7)  
Collection Officer (R39)  
Construction Inspector (R46)  
Contract Specialist  
Education Program Analyst (R5)  
Financial Analyst (R9)  
Housing Assistance Representative I (R34)  
Housing Assistance Representative II (R 44)  
Landscape Supervisor (R43)  
Lead Housing Assistance Rep (R44)  
Legal Assistant (R44)  
Mixed Finance Accountant (R13)  
Operations Financial Analyst  
Policy Analyst  
Resource Conservation Manager  
Senior Budget Analyst  
Senior Management Analyst (R5)  
Senior Policy Analyst  
Senior Research Associate

Senior Systems Analyst/Programmer (R11)  
Systems Analyst/Programmer (R48)

**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 A RESOLUTION OF THE CITY OF OAKLAND HOUSING  
AUTHORITY ADOPTING THE CONFLICT-OF-INTEREST POLICY FOR  
DESIGNATED MEMBERS AS REQUIRED BY THE POLITICAL REFORM ACT,  
THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND  
REGULATIONS OF THE FAIR POLITICAL PRACTICES COMMISSION**

WHEREAS, the Political Reform Act requires the Authority to adopt a Conflict-of-Interest Policy that enumerates designated members making, or participating in making decisions that have a reasonably foreseeable material effect on an economic interest of OHA; and

WHEREAS, the Conflict of Interest Policy ("Policy") establishes a standard of conduct to protect the financial well-being, reputation, and legal obligations of the Housing Authority; and

WHEREAS, the Political Reform Act requires designated members to file economic disclosure forms ("Form 700") and abstain from making or participating in governmental decisions which have a reasonably foreseeable material effect on an economic interest; and

WHEREAS, pursuant to 2 Code of Federal Regulations (C.F.R.) § 200.318, 24 C.F.R. § 982.161, OHA adopts all HUD provisions for conflicts of interest into its own Policy, including nepotism for the public housing and HCV programs, and additional conflicts of interest requirements for landlords/owners that participate in the HCV program; and

WHEREAS, this Policy applies to members of the Board of Commissioners, Board

Members of OHA affiliate boards and/or instrumentalities, OHA employees, contractors and consultants, and all programs administered by OHA, referred to as Designated Members within the Policy; and

WHEREAS, Designated Members shall avoid anything that constitutes a real or apparent conflict of interest, or exploits their position with OHA or their association with Authority programs for personal or financial gain; and

WHEREAS, 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.

**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 adopts the attached Conflict-of-Interest Policy; and

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to implement the foregoing resolution and approved Policy; and

THAT, the Policy shall take effect immediately.

*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 April 3, 2023.*

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*Secretary*

**ADOPTED: April 03, 2023**

**RESOLUTION NO.**






**Executive Office  
Oakland Housing Authority MEMORANDUM**

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To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Adopt a resolution authorizing and approving amendments to the Oakland Housing Authority Travel Policy.

Date: April 3, 2023

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Purpose: This memorandum transmits for the consideration of the Board of Commissioners a resolution approving changes to the Oakland Housing Authority Travel Policy

Funding No funding impacts.

**Background:**

As a result of internal discussions regarding 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.”

- 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. ???? – April 3, 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¶

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## 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.

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.

This policy will not apply for commuter (local) training. The governing rule for all OHA travel expenses will be availability, economy, and convenience.

The design of this travel policy incorporated Federal travel regulations and adopts the Federal per diem standard for meals and incidental expenses.

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### II. AUTHORIZATION FOR TRAVEL

Training and conferences are important enrichment opportunities to provide authorized members with the skills needed to carry out their duties.

OHA members are responsible for complying with this travel policy, ensuring that both their travel arrangements and claim for reimbursement meet the OHA's rules and have been approved by the Executive Director. Travelers who do not comply with this travel policy may be subject to, delay of withholding of reimbursement, disciplinary action after a significant number of policy exceptions, and/or appropriate management action, up to and including termination.

When approving travel the Executive Director shall consider travel at training events or situations that may be perceived as wasteful, unprofessional, or otherwise not in the best interest of the OHA.

#### A. Travel by Commissioners

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.

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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## OHA TRAVEL POLICY

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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Page 3 of 10¶

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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 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.

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

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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.

**Deleted:** The Executive Director shall keep the Board of Commissioners informed when they travel on authority business.¶

## III. TRAVEL ADVANCE

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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.

B. Should an employee or other OHA representative require a cash advance, a Travel Authorization form should be completed and approved by the

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## OHA TRAVEL POLICY

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.

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

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.

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 United States General Services Agreement (GSA) schedule published for federal employees for the destination City and will not be pro-rated 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.

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## OHA TRAVEL POLICY

- C. For trips involving more than one destination, the per diem 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 web-site (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) to calculate trip allowed for per diem.
- 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 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.
- 3G. Any costs associated with travel including any luggage transfer or storage fees, or additional airline baggage fees are allowable.
- H. Costs for taxi or other necessary ground transportation for business-related activities are allowable.
- 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.
- J. The costs of other travel-related expenses specifically pre-authorized or approved by the Executive Director.

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## VI. COMBINING OFFICIAL AND PERSONAL TRAVEL

When combining official and personal travel, travelers must exercise care to ensure that Government funds are not used for personal benefit. Business travel must be the primary purpose for all travel approved and paid for by the OHA.

Upon receiving prior approval from the Executive Director, members may combine official and personal travel. All costs in excess of those incurred for official travel resulting from personal travel must be borne by the traveler, not the OHA.



## OHA TRAVEL POLICY

The traveler must provide evidence to the Executive Director that the lowest airfare that meets the Department's mission was used to determine the constructive cost of the official travel. This evidence may be screenshots that show the fare options available to the employee, or a signed attestation that the lowest airfare that meets the Department's mission was used.

Comparative travel from other members of OHA shall be used to establish the reasonable total cost to various travel locations.

In addition, when combining personal travel the following provisions will apply;

- A. The OHA will only purchase a ticket to the direct route of the intended business travel.
- B. To determine when business travel begins and ends the date for business travel shall be specified and approved by the Executive Director on the travel voucher.
- C. While on personal leave status, employees who are traveling by air or vehicle, and who are utilizing a ticket purchased by the OHA shall be considered off-duty and shall absorb all liability for their travel. Employees' statutory workers' compensation coverage will not apply to injuries that occur as a result of personal action. Only if the incident is work-related and occurs while conducting official OHA business on the trip will the workers' compensation coverage apply. If the incident occurs during the personal portion of the trip, it would not.
- D. Members of the Board of Commissioners, contractors, and other non-OHA employees are not covered by OHA's workers' compensation or other insurance and shall absorb all liability for their travel.

### VII. 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.

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Page 6 of 10¶

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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.

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## OHA TRAVEL 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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Travel Policy¶  
Page 7 of 10¶

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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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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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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.

## VIII. 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

**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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Travel Policy¶  
Page 8 of 10¶

- 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
- L. Toiletries
- M. Travel accident insurance

### XI. 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.

### X. 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

## OHA TRAVEL POLICY

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.
- 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.

## OHA TRAVEL POLICY

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Travel Policy¶  
Page 10 of 10¶

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.

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. ???? – April 3, 2023**

# OHA TRAVEL POLICY

## I. PURPOSE

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 Oakland 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.

Reimbursement of expenses of Authority OHA Commissioners, employees, and other OHA representatives in connection with business travel should be reasonable and in accordance with this policy.

This policy will not apply to commuter (local) training. The governing rule for all OHA travel expenses will be availability and economy,

The design of this travel policy incorporated Federal travel regulations and adopts the Federal per diem standard for meals and incidental expenses.

## II. AUTHORIZATION FOR TRAVEL

Training and conferences are important enrichment opportunities to provide authorized members with the skills needed to carry out their duties.

OHA members are responsible for complying with this travel policy, ensuring that both their travel arrangements and claim for reimbursement meet the OHA's rules and have been approved by the Executive Director. Travelers who do not comply with this travel policy may be subject to, delay of withholding of reimbursement, disciplinary action after a significant number of policy exceptions, and/or appropriate management action, up to and including termination.

When approving travel the Executive Director shall consider travel at training events or situations that may be perceived as wasteful, unprofessional, or otherwise not in the best interest of the OHA.

### 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

## OHA TRAVEL POLICY

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's 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 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 representatives 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.



## OHA TRAVEL POLICY

- 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 by 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.
- 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 United States General Service Administration (GSA) schedule published for federal employees for the destination City and will not be pro-rated for travel days which can be found at:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

## **OHA TRAVEL POLICY**

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 per diem 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 allowances for the per diem.
- 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, or Solano, 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 are allowable.

## OHA TRAVEL POLICY

### VI. COMBINING OFFICIAL AND PERSONAL TRAVEL

When combining official and personal travel, travelers must exercise care to ensure that Government funds are not used for personal benefit. Business travel must be the primary purpose for all travel approved and paid for by the OHA.

Upon receiving prior approval from the Executive Director, members may combine official and personal travel. All costs in excess of those incurred for official travel resulting from personal travel must be borne by the traveler, not the OHA.

The traveler must provide evidence to the Executive Director that the lowest airfare that meets the Department's mission was used to determine the constructive cost of the official travel. This evidence may be screenshots that show the fare options available to the employee, or a signed attestation that the lowest airfare that meets the Department's mission was used.

Comparative travel from other members of OHA shall be used to establish the reasonable total cost to various travel locations.

In addition, when combining personal travel the following provisions will apply;

- A. The OHA will only purchase a ticket to the direct route of the intended business travel.
- B. To determine when business travel begins and ends the date for business travel shall be specified and approved by the Executive Director on the travel voucher.
- C. While on personal leave status, employees who are traveling by air or vehicle, and who are utilizing a ticket purchased by the OHA shall be considered off-duty and shall absorb all liability for their travel. Employees' statutory workers' compensation coverage will not apply to injuries that occur as a result of personal action. Only if the incident is work-related and occurs while conducting official OHA business on the trip will the workers' compensation coverage apply. If the incident occurs during the personal portion of the trip, it would not.
- D. Members of the Board of Commissioners, contractors, and other non-OHA employees are not covered by OHA's workers' compensation or other insurance and shall absorb all liability for their travel.

### VII. USE OF OHA OR PRIVATE VEHICLES

- A. The use of personal vehicles is prohibited without the advanced written approval of the Executive Director. OHA-owned or private vehicles may be

## OHA TRAVEL POLICY

used for authorized OHA business, with the 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>.
- 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.

## OHA TRAVEL POLICY

### VIII. 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. 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
- L. Toiletries
- M. Travel accident insurance

### IX. 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.

### X. 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-

## OHA TRAVEL POLICY

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.
- 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.
- 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 OHA. Any change fees and or fare increases incurred by changing flights en-route will not be

## OHA TRAVEL POLICY

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](http://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.

## **OHA 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.



**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**

**A RESOLUTION AUTHORIZING THE APPROVAL OF THE AMENDMENTS TO THE  
OAKLAND HOUSING AUTHORITY TRAVEL POLICY**

WHEREAS, the current Oakland Housing Authority (OHA) Travel policy was initially adopted on January 21, 2002, and became in effect on February 1, 2002; and

WHEREAS, the Travel Policy was further revised and amended on March 21, 2008, and on December 14, 2015; and

WHEREAS, upon a recent review of the Travel Policy it was determined that modifications of the Travel Policy were required, up to and including the addition of Policy provisions related to travel by OHA vendors and non-employees; and

WHEREAS, the proposed changes to the Policy were recommended to the Executive Director who delegated that a final draft of the Travel Policy be created; and

WHEREAS, the OHA Travel Policy is now being moved forward to the full Board of Commissioners for approval.

**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 Travel Policy (Exhibit A) is hereby approved and adopted; and

THAT, the Executive Director is hereby authorized to take all actions necessary to implement the foregoing resolution and approved Policy; and

THAT, the Policy shall take effect immediately.

*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 April 3, 2023.*

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Secretary

**ADOPTED: April 03, 2023**

**RESOLUTION NO.**



**Executive Office  
Oakland Housing Authority MEMORANDUM**

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To: Board of Commissioners

From: Patricia Wells, Executive Director

Request: Adopt a resolution authorizing the Executive Director to submit the Fiscal Year 2024 Making Transitions Work Annual Plan and Certifications of Compliance to the US Department of Housing and Urban Development.

Date: April 3, 2023

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Purpose: This action will authorize the Executive Director to submit the Fiscal Year (FY) 2023 Moving to Work/Making Transitions Work (MTW) Annual Plan and the Certifications of Compliance with the MTW Demonstration.

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 adopt and submit 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 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.

OHA added a few additional innovations with intention on humane resident services to the Annual Plan, including a proposal to implement a Community Assessment and Transport Team (CATT) model by OHAPD for responding and assessing to dispatched calls. The model involves a mobile unit staffed with an EMT and a Behavioral Health Clinician that would respond in addition to a police officer to a call for assistance. The purpose would be to assess the situation for behavioral health and substance abuse issue through on scene assessment and triaging of resource needs rather than the traditional model of transporting every client to a local emergency room or mental health facility, often using costly ambulance resources, that are not necessary.

Additionally, OHA proposed to use MTW funds to extend voucher assistance and possibly supportive services as needed, to Emergency Housing Voucher (EHV) applicants that were issued EHV's but may not be able to lease up due to OHA reaching maximum leasing for the original voucher allocation.

Lastly, the Capital Subsidy Fund described in the Single Fund Flexibility section has been renamed to the Rental Assistance Subsidy Fund.

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 Rental Assistance Subsidy (RAS), 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 #9-02**

OHA removed this activity from hold which provides 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. We anticipate that this activity may be used to assist with emergency assistance in partnership with the City of Oakland for properties that have been damaged by weather, fire or other such unanticipated events.

#### **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

#### **Activity #24-01 Development of Local Forms**

This new activity allows the Authority to consolidate changes to standard HUD forms that reflect existing MTW waivers. Staff 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.

#### **Public Outreach:**


The Authority typically conducts a public outreach process beyond the requirements outlined by the Agreement. 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 draft Plan also were made available on the Authority's website ([www.oakha.org](http://www.oakha.org)) and by calling the Executive Office.

Staff presented the draft to the Authority's Resident Advisory Board (RAB) on February 8, 2023 and March 8, 2023 and the discussion and feedback provided by the RAB members was recorded in the final draft. There were no comments submitted by the public during the public comment period.

**Recommended Action:**

Staff requests that the Board of Commissioners authorize the Executive Director to submit the Fiscal Year 2024 Making Transitions Work Annual Plan and Certifications of Compliance to the US Department of Housing and Urban Development by the April 15, 2023 deadline.

Attachments:       FY 2024 MTW Annual Plan Presentation  
                          Draft FY 2024 MTW Annual Plan  
                          Certification of Compliance Draft  
                          Resolution



# Approval of the FY 2024 MTW Annual Plan & Administrative Plan

Presented to the OHA Board of Commissioners  
Presented by Dominica Henderson, Chief Social Impact Officer  
April 3, 2023



# MAKING TRANSITIONS WORK

ANNUAL PLAN



WORKING TOGETHER TO CREATE HEALTHY COMMUNITIES



# What's New?

1. *All In: The Federal Strategic Plan to Prevent and End Homelessness*
2. New Funding Program – Rental Assistance Subsidy
3. New MTW Activity – Development of Local Forms
4. Subsidized Internet Pilot Program
5. New Mobile Health/Dental Van Assistance
6. Match Funding for Jobs Plus
7. New and Expanded Landlord Incentives
8. Community Assessment Transport Team (CATT)
9. Extend voucher assistance for over-leased EHV applicants using MTW funds

# What's New?



## Administrative Plan

Updated and Approved  
July 2022

- 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
- Other Changes:
  - Reflect OHA policies on establishing Project-Based Voucher Program occupancy standards
  - Reflect OHA policy on use of Tenant Protection Vouchers (TPVs) for in-place public housing conversion families
  - Reflect OHA policy on the use of criminal records in tenant screening

# Public Comment

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- Staff received comments from the Resident Advisory Board at two meetings (2/8/23 and 3/8/23)
  - RAB members are very excited about a potential partnership with Alameda Health System to provide a mobile health care and dental care van to travel to OHA communities.
  - RAB members support expanded landlord/tenant incentives.
- The Authority received no other public comments on either Plan document

# Recommendations

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Staff requests that the Board of Commissioners

1. Authorize the Executive Director to submit the FY 2024 Making Transitions Work Annual Plan and Certifications of Compliance to the US Department of Housing and Urban Development by the April 15, 2023 deadline.
2. Adopt the proposed changes to the Administrative Plan for the Housing Choice Voucher Program.

# Questions?

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# MAKING TRANSITIONS WORK

## ANNUAL PLAN



**WORKING TOGETHER TO CREATE HEALTHY COMMUNITIES**



**DRAFT**

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



# Housing Authority of the City of Oakland, California

## Fiscal Year 2024 MTW Annual Plan

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To request interpretation services call (510) 587-2100. TDD number (510) 587-7119.

## 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 Rental Assistance Subsidy (RAS) 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 RAS 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"> <li>• Assist substantially the same total number of eligible low-income families under MTW as would have been served absent the demonstration</li> <li>• Maintain a mix of families (by family size) comparable to those they would have served without the demonstration</li> <li>• Ensure that at least 75 percent of the families assisted are very low-income</li> <li>• Establish a reasonable rent policy to encourage employment and self-sufficiency</li> <li>• Assure that the housing the agencies provide meets HUD’s housing quality standards</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce costs and achieve greater cost effectiveness in Federal expenditures;</li> <li>• 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</li> <li>• Increase housing choices for low income families</li> </ul>

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:

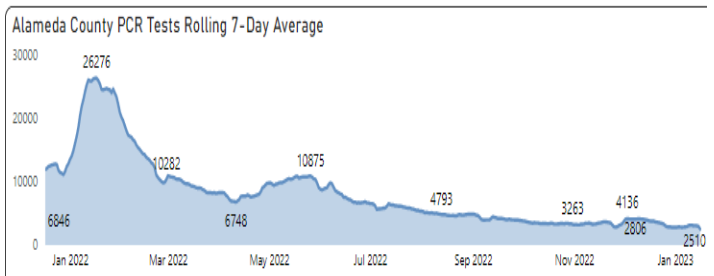
- ❖ Lease any new EHVs and Stability Vouchers awarded to provide emergency housing relief, FYI vouchers to assist Foster Youth and new Mainstream Vouchers awarded in FY 2023
- ❖ Lease all public housing and PBV sites to at least 98%
- ❖ Complete unit rehabilitations and maintenance turns within the prescribed 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.



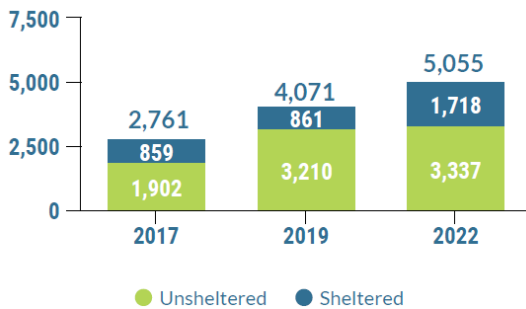
According to the Point-in-Time Homeless Count (PIT), homelessness in Oakland increased from 4,071 people in 2019 to 5,055 people in 2022 with an increase in the number of individuals living in cars/vans, and those dwelling in recreational vehicles.

**POINT-IN-TIME COUNT**

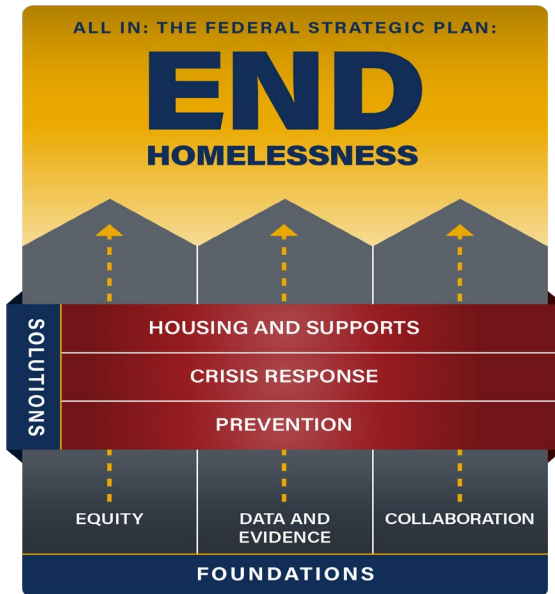
While the number of homeless individuals increased, the growth rate of the homeless population slowed from 47% during 2017 to 2019, to 24% during 2019 to 2022. A decline in the number of people living in tents was recorded, dropping from 1,320 in 2019 to 1,063 in 2022, a 19% decrease. These declines 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.

Count of Unsheltered/Sheltered Individuals for Oakland



Oaklanders face an exceptionally high cost of living, as Oakland is the 11<sup>th</sup> 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 Rental



Assistance Subsidy (RAS) 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 RAS, 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 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.



carefully selected to provide support to all aspects of life from achieving educational and 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.



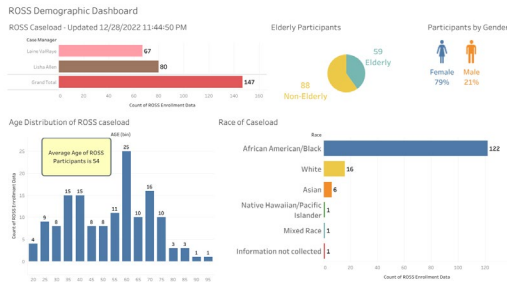
Fostering healthy and safe communities to residents through our award-winning resident services team and police department prove to be critical in addressing the range of challenges that impact communities throughout the city. Staff and officers work to build trust and relationships through community 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 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
<b>Total Public Housing Units to be Added in the Plan Year</b>								<b>0</b>		

#### 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
<b>Total Number of Units to be Removed During Plan Year:</b>		<b>258</b>

### 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 <sup>th</sup> 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 <sup>th</sup> 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.
Embark 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.
<b>Planned Total Existing Project-Based Vouchers:</b>				<b>4740</b>



#### 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.

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

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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.

<b>Table 6:</b>
<b>General Description of All Planned Capital Expenditures During the Plan Year</b>
<b>Narrative of general description of all capital expenditures of MTW funds during the Plan Year</b>
<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>

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.

## **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 ^	19,356	1,613
Local, Non-Traditional: Homeownership ^	0	0
<b>Planned/Actual Totals:</b>	<b>180,384</b>	<b>15,032</b>

\* "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) – RAS projects: Phoenix	1,212	101
Property-Based	Local Housing Assistance Program (10-06) – RAS projects: 3050 International Blvd.	912	76
Property-Based	Local Housing Assistance Program (10-06) – RAS projects: 2700 international Blvd.	660	55
Property-Based	Local Housing Assistance Program (10-06) – RAS projects: Agnes Memorial	408	34
Property-Based	Local Housing Assistance Program (10-06) – RAS projects: 34 <sup>th</sup> and San Pablo	408	34
Property-Based	Local Housing Assistance Program (10-06) – RAS projects: OHA RFP Projects	396	33
Property-Based	Local Housing Assistance Program (10-06) – DHAP: 7 <sup>th</sup> and Campbell	468	39
Property-Based	Local Housing Assistance Program (09-02) – Colisseum Connections	600	50

<b>Planned/Actual Totals:</b>	<b>21,408</b>	<b>1,784</b>
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\* "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.

#### *Rental Assistance Subsidy (RAS)*

OHA plans to create a new rental assistance 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, 34<sup>th</sup> 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	<p>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.</p>
MTW Housing Choice Voucher	<p>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.</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>

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.

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*Homekey*

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*Rental Assistance Subsidy (RAS)*

OHA plans to create a new rental assistance 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 Memorial, 34<sup>th</sup> and San Pablo, and projects anticipated to apply through OHA's RFP process.

### C. Wait List Information

<b>Table 10: Planned Waiting List Information</b>				
<b>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.</b>				
<b>Waiting List Name</b>	<b>Description</b>	<b>Number of Households on Waiting List</b>	<b>Waiting List Open, Partially Open, or Closed?</b>	<b>Will the waitlist be opened during the plan year?</b>
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

<b>Table 11: Planned Changes to the Waiting List In the Plan Year</b>	
<b>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.</b>	
<b>Waiting List Name</b>	<b>Description of Actual Changes to the Waiting List</b>
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.

<p>Housing Choice Voucher: Project-Based- Third Party Managed</p>	<p>Lion Creek Crossings phase 1-5 is a joint waitlist and will be open for all bedroom sizes.</p>
<p>Public Housing - OHA Managed</p>	<p>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.</p>
<p>Public Housing- Third Party Managed</p>	<p>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.</p>
<p>Local Non-Traditional (PACT)</p>	<p>Open for graduates of ASCO MOMs and DADs programs.</p>

## 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.

<b>Standard HUD Metrics</b>			
<b>CE #1: Agency Cost Savings</b>			
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Projected Outcome</b>
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
<b>CE #2: Staff Time Savings</b>			
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Projected Outcome</b>
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

**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	Requesting approval

		and modified the Income-Mixing Requirements to remove PBV Caps. Also adds new exhibits.	
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, d) Added section for Agent information to be included.	Previously approved
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
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## 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).

<b>Table 12: Approved MTW Activities</b>					
<b>HUD Approval Previously Granted</b>					
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	Reduce costs and achieve greater cost effectiveness	Attachment C, Section C.11, D.2.a

			requirements that the household's utility allowance is consistent with the minimum subsidy or occupancy standard and eliminates the utility allowance payment.		
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"> <li>• Total Tenant Payment (TTP) calculated based on 27.5% of gross annual income for seniors and disabled households and 27% for work-eligible households.</li> <li>• Triennial recertification schedule for senior and disabled households, biennial schedule for work-eligible households.</li> <li>• Eliminate all deductions and earned income disallowance.</li> <li>• Recent increases in income excluded in recertification.</li> </ul>	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

			<ul style="list-style-type: none"> <li>• Absolute minimum rent of \$25.</li> </ul>		
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	Provide incentives for families with children to	Attachment D, Use of Funds

			outcomes and leverage MTW funds.	become economically self-sufficient	
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 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	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)

			special needs populations.		
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
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### 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	Reduce costs and achieve greater cost effectiveness	Attachment C, Section C.11, D.2.a

			eliminates the utility allowance payment.		
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 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
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,	Increase housing choices	Attachment D, Use of Funds,



			Section 8, Section 9 and project-based assistance programs to increase housing choices for residents.		
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 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	Allows a single PBV HAP contract to be executed for	Reduce costs and achieve	Attachment C, Section D.1.a, D.7

		Multiple Non-contiguous Sites	non-contiguous scattered site buildings organized by AMP or other logical grouping.	greater cost effectiveness	
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 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 shorten the time period a tenant has to wait to move.	Increase housing choices	Attachment C, Section D.7
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
09-02	2009	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

## MTW Activity #17-01: Owner Incentives Program

*Plan Year Approved: 2017*

*Plan Year Implemented: 2017*

*Plan Year Amended: 2023*

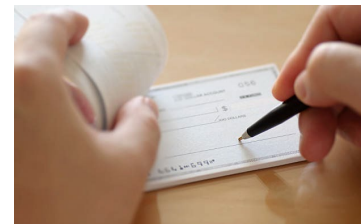
### Description/Update

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.

<b>Standard OHA Metrics</b>			
<b>Number of Landlords Recruited or Maintained by Payment Incentive</b>			
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Projected Outcome</b>
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)

<b>Standard HUD Metrics</b>			
<b>CE #1: Agency Cost Savings</b>			
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Projected Outcome</b>
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) = %
<b>CE #2: Staff Time Savings</b>			
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Projected Outcome</b>
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
<b>CE #3: Decrease in Error Rate of Task Execution</b>			
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Projected Outcome</b>
	Average error rate of task prior to implementation of the	Expected error rate of task after implementation	Actual error rate of task after implementation of the

Average error rate in completing a task as a percentage (decrease)	activity as a percentage = 20% (decrease)	of the activity as a percentage =15% (decrease)	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.

<b>Standard HUD Metrics</b>		
<b>CE #1: Agency Cost Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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)
<b>CE #2: Staff Time Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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.

<b>Standard HUD Metrics</b>		
<b>CE #1: Agency Cost Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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)
<b>CE #2: Staff Time Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>CE #3: Decrease in Error Rate of Task Execution</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
Average error rate in completing a task as a percentage (decrease).	Average error rate prior to implementation = 10%	Expected error rate after implementation = <.0001%
<b>CE #5: Increase in Agency Rental Revenue</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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.

<b>Standard HUD Metrics</b>		
<b>CE #1: Agency Cost Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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 Public Housing Reexam Calculation	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)
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)
<b>CE #2: Staff Time Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>

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).  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	Expected amount of total staff time dedicated to the task after 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	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: \$14,444	HCV: \$19,938 (38% increase)
<b>SS #3: Increase in Positive Outcomes in Employment Status</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
<b>Report the following information separately for each category:</b>	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.		
<b>SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>SS #8: Households Transitioned to Self Sufficiency</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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.

<b>Standard HUD Metrics</b>		
<b>HC #4: Displacement Prevention</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>



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)
<b>Standard OHA Metrics</b>		
<b>Additional Units of Housing Made Available</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>Units of Housing Preserved</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>Increase in Resident Mobility</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>Households Assisted by Services that Increase Housing Choice</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
		Expected number of households receiving these services after

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	implementation of the activity = 0 households
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**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.

<b>Standard HUD Metrics</b>		
<b>HC #4: Displacement Prevention</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>HC #5: Increase in Resident Mobility</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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.
<b>Standard OHA Metrics</b>		
<b>Additional Units of Housing Made Available</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>Units of Housing Preserved</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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 = Zero (0) units
<b>Households Assisted by Services that Increase Housing Choice</b>		

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.

<b>Standard HUD Metrics</b>		
<b>HC #3: Decrease in Wait List Time</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>HC #4: Displacement Prevention</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>HC #5: Increase in Resident Mobility</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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 = number of inter-program transfers that occur as result (emergencies, RAs) = 7  SBHAP=0
<b>HC #7: Households Assisted by Services that Increase Housing Choice</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
Number of households receiving services aimed to increase housing choice (increase).	Households receiving services aimed to increase housing choice	Expected households receiving services aimed to increase housing

	prior to implementation of the activity = Zero (0) households	choice after implementation of the activity = 7
<b>CE #5: Increase in Agency Revenue</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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.

<b>Standard HUD Metrics</b>		
<b>HC #4: Displacement Prevention</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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)
<b>HC#1: Additional Units of Housing Made Available</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
Number of new housing units made available for households at or below 80% AMI as a result of	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 =



the activity (increase). If units reach a specific type of household, give that type in this box.		Building Bridges - (154) units and Homekey Coliseum Way (24) units  <b>Total Units = 178 units</b>
<b>HC#2: Units of Housing Preserved</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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  <b>Total Units = 178 units</b>
<b>HC#5: Increase in Resident Mobility</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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  <b>Total Units = 178 households</b>
<b>HC#7: Households Assisted by Services that Increase Housing Choice</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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  <b>Total Units = 178 units (households)</b>

## 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. These sub-programs may allow for transition to a housing choice voucher or project-based voucher upon completion of program requirements. These sub-programs may involve providing assistance to special purpose voucher holders where the maximum allocation of vouchers has been leased and over-leasing is not an option or emergency situations where housing has been destroyed and low-income tenants would be rendered homeless.

### **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.

<b>Standard HUD Metrics PACT Program</b>		
<b>HC #5: Increase in Resident Mobility</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>HC #7: Households Assisted by Services that Increase Housing Choice</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>

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
<b>Standard OHA Metrics</b>		
<b>Additional Units of Housing Made Available</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>Increase in Household Income</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>Increase in Household Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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.
<b>Increase in Positive Outcomes in Employment Status</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
Report the following information separately for each category:		

	1) 0 households	1) 0 households
1. Employed Full- Time	2) 0 households	2) 0 household
2. Employed Part- Time	3) Unknown	3) 0 households
3. Enrolled in an Educational Program	4) Unknown	4) 0 household
4. Enrolled in Job Training Program	5) 8 households	5) 0 households
5. Unemployed	6) Unknown	6) 0 households
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	
<b>Households Removed from Temporary Assistance for Needy Families (TANF)</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>Households Assisted by Services that Increase Self Sufficiency</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>Households Transitioned to Self Sufficiency</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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 16<sup>th</sup> 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 8<sup>th</sup> 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.

<b>Standard HUD Metrics</b>		
<b>HC #5: Increase in Resident Mobility</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b><i>HC #7: Households Assisted by Services that Increase Housing Choice</i></b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b><i>Additional Units of Housing Made Available</i></b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b><i>Increase in Household Income</i></b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b><i>Increase in Household Savings</i></b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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.
<b><i>Increase in Positive Outcomes in Employment Status</i></b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>

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	
<b>Households Removed from Temporary Assistance for Needy Families (TANF)</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>Households Assisted by Services that Increase Self Sufficiency</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>Reducing Per Unit Subsidy Costs for Participating Households</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>Households Transitioned to Self Sufficiency</b>		

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.

<b>Standard HUD Metrics</b>		
<b>CE #4: Increase in Resources Leveraged</b>		
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.

<b>Standard HUD Metrics</b>		
<b>SS #1: Increase in Household Income</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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)
<b>SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>

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
<b>SS #6: Reducing Per Unit Subsidy Costs for Participating Households</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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)
<b>SS #7: Increase in Agency Rental Revenue</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>SS #8: Households Transitioned to Self Sufficiency</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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 = 10 households	Number of households transitioned to self-sufficiency after implementation of this activity = 23 households
<b>Standard OHA Metrics</b>		
<b>Households Assisted by Services that Increase Self Sufficiency</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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.

<b>Standard HUD Metrics</b>		
<b>CE #1: Agency Cost Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>CE #2: Staff Time Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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.

<b>Standard HUD Metrics</b>		
<b>CE #1: Agency Cost Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>CE #2: Staff Time Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>HC #2: Units of Housing Preserved</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>HC #4: Displacement Prevention</b>		

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.

<b>Standard HUD Metrics</b>		
<b>HC #2: Units of Housing Preserved</b>		
Unit of Measurement	Baseline	Benchmark
Number of housing units preserved for households at or below 80% AMI that would otherwise not be available	Housing units preserved prior to implementation of the activity = Zero (0)	Expected housing units preserved after implementation of the activity = 0 units preserved



(increase). If units reach a specific type of household, give that type in this box.		
<b>SS #6: Reducing Per Unit Subsidy Costs for Participating Households</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>HC #4: Displacement Prevention</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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 (RAS 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 Rental Assistance Subsidy (RAS) 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 rental assistance 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 manger'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.

34<sup>th</sup> and San Pablo

34<sup>th</sup> 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 12<sup>th</sup> 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.

<b>Standard HUD Metrics</b>		
<b>HC #1: Additional Units of Housing Made Available</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>



Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase) <b>LHAP</b>	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
<b>SBHAP</b>	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
<b>BB-CalWORKs</b>	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
<b>BB-THP+</b>	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
<b>BB-KTH</b>	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
<b>Homekey/COS – Coliseum Way, Additional projects</b>	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
<b>Rental Assistance Subsidy (RAS) Projects –</b> <ul style="list-style-type: none"> <li>- <b>Phoenix</b></li> <li>- <b>3050 International Blvd.</b></li> <li>- <b>2700 International Blvd.</b></li> <li>- <b>Agnes Memorial</b></li> <li>- <b>34th and San Pablo</b></li> <li>- <b>OHA RFP Projects</b></li> </ul>	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"> <li>- <b>Phoenix (101 units)</b></li> <li>- <b>3050 International Blvd. (76 units)</b></li> <li>- <b>2700 International Blvd. (57 units)</b></li> <li>- <b>Agnes Memorial (34 units)</b></li> <li>- <b>34th and San Pablo (34 units)</b></li> <li>- <b>OHA RFP Projects (33 units)</b></li> </ul>
<b>Housing Disability Assistance Program (HDAP) – 7<sup>th</sup> and Campbell</b>	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

<p>Total number of new housing units made available for households at or below 80% AMI as a result of the activity (increase).</p>	<p>Total number of households who would not qualify for an available unit based on household composition = Zero (0)</p>	<p>Total expected housing units of this type after implementation of the activity = 580</p>
<b>HC #5: Increase in Resident Mobility</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
<p>Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase). <b>LHAP</b></p>	<p>Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)</p>	<p>Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity =11</p>
<p>Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase). <b>SBHAP</b></p>	<p>Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)</p>	<p>Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 105</p>
<p>Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase). <b>BB-CalWORKs</b></p>	<p>Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)</p>	<p>Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 30</p>
<p>Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase). <b>BB-THP+</b></p>	<p>Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)</p>	<p>Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity =25</p>
<p>Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase). <b>BB-KTH</b></p>	<p>Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)</p>	<p>Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 23</p>
<p>Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase). <b>Homekey – Coliseum Way and additional projects</b></p>	<p>Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)</p>	<p>Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 12</p>

<b>Rental Assistance Subsidy (RAS) Projects –</b> <ul style="list-style-type: none"> <li>- Phoenix</li> <li>- 3050 International Blvd.</li> <li>- 2700 International Blvd.</li> <li>- Agnes Memorial</li> <li>- 34th and San Pablo</li> <li>- OHA RFP Projects</li> </ul>	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"> <li>- Phoenix (101 HH)</li> <li>- 3050 International Blvd. (76 HH)</li> <li>- 2700 International Blvd. (57 HH)</li> <li>- Agnes Memorial (34 HH)</li> <li>- 34th and San Pablo (34 HH)</li> <li>- OHA RFP Projects (33 HH units)</li> </ul>
<b>Housing Disability Assistance Program (HDAP) – 7<sup>th</sup> and Campbell</b>	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
<b>Total number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).</b>	<b>Total households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)</b>	<b>Total expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 580 households</b>

**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). <b>LHAP</b>	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). <b>SBHAP</b>	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). <b>BB-CalWORKs</b>	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).	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

<b>BB-THP+</b>		
Number of households receiving services aimed to increase housing choice (increase). <b>BB-KTH</b>	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
Number of households receiving services aimed to increase housing choice (increase). <b>Homekey – Coliseum Way and additional projects</b>	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
<b>Rental Assistance Subsidy (RAS) Projects –</b> - <b>Phoenix</b> - <b>3050 International Blvd.</b> - <b>2700 International Blvd.</b> - <b>Agnes Memorial</b> - <b>34th and San Pablo</b> - <b>OHA RFP Projects</b>	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 = - <b>Phoenix (101)</b> - <b>3050 International Blvd. (7)</b> - <b>2700 International Blvd. (54)</b> - <b>Agnes Memorial (34)</b> - <b>34th and San Pablo (34)</b> - <b>OHA RFP Projects (33)</b>
<b>Housing Disability Assistance Program (HDAP) – 7<sup>th</sup> and Campbell</b>	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
<b>Total number of households receiving services aimed to increase housing choice (increase).</b>	<b>Total households receiving this type of service prior to implementation of the activity = Zero (0)</b>	<b>Total expected number of households receiving these services after implementation of the activity = 580</b>

### 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:

<b>Table A: FSS Income/Escrow Table</b>	
\$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.

<b>Standard HUD Metrics</b>		
<b>SS #1: Increase in Household Income</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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)
<b>SS #2: Increase in Household Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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)
<b>SS#3: Increase in Positive Outcomes in Employment Status</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
Report the following information separately for each category:		
1) Employed Full-Time	1) 67 Participants	1) 10 Participants
2) Employed Part-Time	2) 30 Participants	2) 20 Participants
3) Enrolled in an Educational Program	3) 16 Participants	3) 10 Participants
4) Enrolled in Job Training Program	4) 1 Participant	4) 5 Participants
5) Unemployed	5) 92 Participants	5) 10 Participants
6) Other-Drug Rehab Counseling	6) 0 Participants	6) 0 Participants
Percentage of total work-able households in <<category name>> prior to implementation of activity (percent). This number may be zero.	Unknown	
<b>SS#4: Households Removed from Temporary Assistance for Needy Families (TANF)</b>		



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
<b>SS#5: Households Assisted by Services that Increase Self Sufficiency</b>		
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
<b>SS #6: Households Transitioned to Self Sufficiency</b>		
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.

<b>Standard OHA Metrics (applies to increased minimum stay households)</b>		
<b>Number of Requests to Move that are Required to wait two years</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>

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
<b>Number of Vouchers Issued for Move Requests</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>Standard HUD Metrics (applies to decreased minimum stays)</b>		
<b>HC #3: Decrease in Wait List Time</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>HC #4: Displacement Prevention</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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.
<b>HC #5: Increase in Resident Mobility</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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 12<sup>th</sup> 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 15<sup>th</sup> 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:
  - *Rental Assistance Subsidy (RAS)* – 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 RAS 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 Rental Assistance 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 Rental Assistance 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.

<b>Standard HUD Metrics</b>		
<b>HC #1: Additional Units of Housing Made Available</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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.
<b>HC #2: Units of Housing Preserved</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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.
<b>HC #5: Increase in Resident Mobility</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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.

<b>OHA and Standard Metrics</b>		
<b>CE #3: Decrease in Error Rate of Task Execution</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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%
<b>HC #3: Decrease in Wait List Time</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>OHA Metric - Vacancy Rate per public housing site</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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.

<b>Standard HUD Metrics</b>		
<b>CE #1: Agency Cost Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>CE #2: Staff Time Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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.

<b>Standard HUD Metrics</b>		
<b>CE #1: Agency Cost Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>CE #2: Staff Time Savings</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>Standard OHA Metrics</b>		
<b>Additional Units of Housing Made Available</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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
<b>Units of Housing Preserved</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
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

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

*Plan Year Approved:* 2009

*Plan Year Implemented:* 2009

*Plan Year Amended:* None

*Description/Update:* 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. This activity was placed on hold in 2015 and is now being reactivated.

*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.

<b>Standard HUD Metrics</b>		
<b>HC #1: Additional Units of Housing Made Available</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase) <b>Colisseum Connections</b>	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 = 50
<b>Total number of new housing units made available for households at or below 80% AMI as a result of the activity (increase).</b>	<b>Total number of households who would not qualify for an available unit based on household composition = Zero (0)</b>	<b>Total expected housing units of this type after implementation of the activity = 50</b>
<b>HC #5: Increase in Resident Mobility</b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase). <b>Colisseum Connections</b>	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 =50

<b>Total number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).</b>	<b>Total households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = Zero (0)</b>	<b>Total expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 50 households</b>
<b><i>HC #7: Households Assisted by Services that Increase Housing Choice</i></b>		
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>
Number of households receiving services aimed to increase housing choice (increase). <b>Coliseum Connections</b>	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 = 50
<b>Total number of households receiving services aimed to increase housing choice (increase).</b>	<b>Total households receiving this type of service prior to implementation of the activity = Zero (0)</b>	<b>Total expected number of households receiving these services after implementation of the activity = 50</b>

### B. Not Yet Implemented Activities

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

### C. Activities on Hold

<b>Activity # and year approved</b>	<b>Fiscal Year Implemented (Year placed on HOLD)</b>	<b>MTW Activity Name</b>	<b>Description</b>	<b>Statutory Objective(s)</b>	<b>Authorization(s)</b>
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	Attachment C, D.2.b.and c.

				greater cost effectiveness	
13-01	2017	Rent Reform Pilot Program	<p>Creates a pilot program to test rent reform strategies at Campbell Village (Public Housing) and AMP 10 (Section 8 PBV) where:</p> <ul style="list-style-type: none"> <li>• Total Tenant Payment (TTP) calculated based on 27.5% of gross annual income for seniors and disabled households and 27% for work-eligible households</li> <li>• Triennial recertification schedule for senior and disabled households, biennial schedule for work-eligible households</li> <li>• Eliminate all deductions and earned income disallowance</li> <li>• Recent increases in income excluded in recertification</li> <li>• Absolute minimum rent of \$25</li> </ul>	<p>Reduce costs and achieve greater cost effectiveness</p> <p>Provide incentives for families with children to become economically self-sufficient</p>	Attachment C, Section C.4, C.11 Section D.1.c Section D.2.a
10-07	2010	Disposition Relocation and Counseling Services	Provides counseling and relocation assistance to impacted public housing residents in developments approved for disposition.	<p>Provide incentives for families with children to become more economically self-sufficient</p> <p>Increase housing choices</p>	Attachment D, Use of Funds

## 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**

*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

#### **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.

<b>FDS Line Item</b>	<b>FDS Line Item Name</b>	<b>Dollar Amount</b>
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
<b>Total Revenue:</b>		<b>354,478,910</b>

## 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.

<b>Table 16: Estimated Sources of MTW Funding for the Fiscal Year</b>		
<b>FDS Line Item</b>	<b>FDS Line Item Name</b>	<b>Dollar Amount</b>
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
<b>Total Revenue:</b>		<b>377,670,465</b>

## 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.



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- 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 12<sup>th</sup> 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 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 15<sup>th</sup> 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:
  - *Rental Assistance Subsidy (RAS)* – 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 RAS 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 Rental Assistance 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 Rental Assistance 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.

OHA may choose to fund EHV vouchers above the allocation limit. These families would be assisted with existing EHV services fees for supportive services until those funds expire or are



expended and subsequently OHA may assist with any remaining supportive services needs such as but not limited to housing navigation assistance, owner and resident incentives, security deposits and welcome kits using MTW funds.

### **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.

### **Community Assessment and Transport Team (CATT)**

OHAPD plans to create and implement a CATT based model for responding to and assessing dispatched police calls. The model involves a mobile unit staffed with an Emergency Medical Technician and a Behavioral Health Clinician that would respond in addition to a police officer to a call for assistance. The purpose would be to assess the situation for behavioral health and substance abuse issues through on scene assessment and triaging of resource needs rather than the traditional model of transporting every client to a local emergency room or mental health facility, often using costly ambulance resources, that are not necessary. Clients can be transported by the team after assessment to a shelter, sobering center, wellness center, mental health facility or any other designation that is appropriate for client needs. OHA plans to pilot the CATT model and eventually contract with a third party to provide the services beyond police officers and will conduct an evaluation of the program’s effectiveness after a prescribed period.

### **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 15<sup>th</sup> and Harrison, 285 12<sup>th</sup> 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.

### **Rental Assistance Subsidy (RAS)**

#### Description

The Oakland Housing Authority's Rental Assistance Subsidy (RAS) 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 RAS to support projects that will provide long-term affordable housing to Oakland's most vulnerable residents. The RAS 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 RAS 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 RAS funding in conjunction with VASH and PBV awards. Currently, 2700 International Boulevard is under consideration for a VASH and RAS award. OHA would perform any subsidy layering reviews required by funding types and sources for projects that may have both RAS and VASH and/or PBV subsidies.

<b>Table 17: Planned Use of MTW Single Fund Flexibility</b>
<b>Narrative of planned Activities that use only the MTW single fund flexibility.</b>
<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><b><u>Promoting Resident Empowerment and Self-Sufficiency</u></b></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>



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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 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.

**Community Assessment and Transport Team (CATT)**

OHAPD plans to create and implement a CATT based model for responding to and assessing dispatched police calls. The model involves a mobile unit staffed with an Emergency Medical Technician and a Behavioral Health Clinician that would respond in addition to a police officer to a call for assistance. The purpose would be to assess the situation for behavioral health and substance abuse issues through on scene assessment and triaging of resource needs rather than the traditional model of transporting every client to a local emergency room or mental health facility, often using costly ambulance resources, that are not necessary. Clients can be transported by the team after assessment to a shelter, sobering center, wellness center, mental health facility or any other designation that is appropriate for client needs. OHA plans to pilot the CATT model and eventually contract with a third party to provide the services beyond police officers and will conduct an evaluation of the program’s effectiveness after a prescribed period.

**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 15<sup>th</sup> and Harrison, 285 12<sup>th</sup> 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.

**Rental Assistance Subsidy (RAS)**

The Oakland Housing Authority's Rental Assistance Subsidy (RAS) 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 RAS to support projects that will provide long-term affordable housing to Oakland's most vulnerable residents. The RAS 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 RAS 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 RAS funding in conjunction with VASH and PBV awards. Currently, 2700 International Boulevard is under consideration for a VASH and RAS award. OHA would perform any subsidy layering reviews required by funding types and sources for projects that may have both RAS 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
<b>Total Revenue:</b>	<b>\$112,718,304</b>	<b>\$62,940,233</b>
<p>Description:</p> <p>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.</p> <p>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.</p> <p>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.</p>		

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.

**B. Local Asset Management Plan**

<b>Table 20: Local Asset Management Plan</b>		
i.	Did the MTW PHA allocate costs within statute in the plan Year?	<b>Yes</b>
ii.	Did the MTW PHA implement a local asset management plan (LAMP) in the Plan?	<b>No</b>
iii.	Did the MTW PHA provide a LAMP in the appendix?	<b>No</b>
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.	<b>OHA does not plan to make any changes in the Plan Year.</b>

**C. Rental Assistance Demonstration Participation**

<b>Table 21: Rental Assistance Demonstration (RAD) Participation</b>		
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.	<b>No</b>
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?	<b>No</b>



## 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/orders/olp/h/?p=160:216:12243714049895::RP:P216\\_CY:P216\\_PHA\\_CODE.P216\\_ID\\_SF424\\_FK:2023,CA003,41030](https://hudapps.hud.gov/orders/olp/h/?p=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

<b>1. * Type of Federal Action:</b> <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	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<b>4. Name and Address of Reporting Entity:</b> <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"/>		
<b>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</b> <input type="text"/> <input type="text"/> <input type="text"/>		
<b>6. * Federal Department/Agency:</b> <input type="text" value="US Dept. of Housing and Urban Development"/>	<b>7. * Federal Program Name/Description:</b> <input type="text" value="Moving To Work Demonstration"/> CFDA Number, if applicable: <input type="text" value="14.881"/>	
<b>8. Federal Action Number, if known:</b> <input type="text" value="N/A"/>	<b>9. Award Amount, if known:</b> \$ <input type="text"/>	
<b>10. a. Name and Address of Lobbying Registrant:</b> 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>b. Individual Performing Services (including address if different from No. 10a)</b> 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"/>		
<b>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.</b> * Signature: <input type="text" value="Patricia Wells"/> submission to Grants.gov * Name: <input type="text" value="Ms."/> Prefix <input type="text"/> * 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"/>		
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

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

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

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

## Section VII. List of Appendices

**Appendix A. Glossary of Acronyms**

**Appendix B. OHA's Planned Capital Fund Expenditures**

**Appendix C. Approved Project-Based Voucher Allocations**

**Appendix D. OHA Housing Inventory**

**Appendix E. Public Comments Received During Public Comment Period**

**Appendix F. Evidence of Public Process**

**Appendix G: City of Oakland Income Limits for 2020 and Fair Market Rents or 2021**

**Appendix H: Flat Rent Policy for Public Housing**

**Appendix I: Payment Standards**

**Appendix J: Standard HUD Forms Modified for MTW activities**

**Appendix K: DRAFT Designated Housing Plan**

**APPENDIX A**

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**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**

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**OHA's Planned Capital Expenditures**

### FY2024 Capital Fund Expenditure Projections

Public Housing	Development Name	Description of Work	# of Units	FY 2024
<b>Public Housing</b>				
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
<b>Total Public Housing</b>				<b>\$2,629,000</b>
<b>Other Affordable Housing Development &amp; Preservation</b>				
	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
<b>Total Other Affordable Housing Development &amp; Preservation</b>				<b>\$17,500,000</b>

<b>Administrative Buildings</b>		
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
<b>Total Admin</b>		<b>\$2,100,000</b>
<b>COCC and Other Depts.</b>		
IT ,CCGS, Finance & Security	Network equipment, software purchases, emergency vehicle equipment ,security equipment	1,900,000
<b>Total COCC and Other Depts.</b>		<b>\$1,900,000</b>
<b>Total MTW Funds</b>		<b>\$ 24,129,000</b>
<b>Projected Capital Fund Grant Amount</b>		<b>\$ 4,767,202</b>

**APPENDIX C**

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**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
<b>HAP contracts</b>					
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 <sup>th</sup> 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 <sup>th</sup> and Oak)	May 4, 2009	50	June 27, 2012	June 26, 2027	Senior
720 E 11 <sup>th</sup> 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			los income families/special needs
7th and Campbell	July 23, 2018	20			formerly homeless
<i>Additional vouchers awarded</i>	February 1, 2019	19			formerly homeless

	<b>Units under HAP Contract</b>	<b>4,712</b>		
<b>AHAP Contracts</b>	<b>Date of BoC approval</b>	<b># PBV Units</b>	<b>AHAP Contract Date</b>	<b>Population Served</b>
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
	<b>Units under AHAP Contract</b>	<b>150</b>		
<b>Conditional Awards</b>	<b>Date of BoC approval</b>	<b># PBV Units</b>	<b>AHAP Contract Date</b>	<b>Population Served</b>
500 Lake Park Ave	February 3, 2020	14	<i>pending</i>	PBV VASH
additional VASH vouchers	June 27, 2022	4		
	<b>Units with conditional award</b>	<b>18</b>		
<b>Disposition Pending and NOFA Invitations and Pending ORED projects</b>				
OHA Senior Disposition Sites	October 16, 2017	101	TPV award June 2018	Public Housing Disposition
15th and Harrison	TBD	100	<i>pending conditional</i>	low income families

RAD Conversion (Chestnut/Linden/LLC/Foothil I and Mandela Gateway)	CY2019	307	special PBV	low income families
		508		
<b>Total PBV Units Allocated</b>		<b>5,388</b>		

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

**APPENDIX D**

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**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>
	<b>916</b>

**Designated Senior Sites**

Adel Court	30
Palo Vista Gardens	<u>100</u>
	<b>383</b>

**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>
	<b>307</b>

**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

<b>TOTAL OTHER HUD PROGRAMS</b>	<b>474</b>
<b>TOTAL VOUCHERS AND OTHER HUD PROGRAMS</b>	<b>15,271</b>
<b>MTW LOCAL PROGRAMS</b>	
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
<b>TOTAL LOCAL PROGRAMS</b>	<b>1,835</b>
<b>TOTAL</b>	<b>18,560</b>

## APPENDIX E

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### Comments Received During Public Comment Period

## APPENDIX F

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### Evidence of a Public Process



**Oakland Tribune**

1901 Harrison St., Ste. 1100  
Oakland, CA 94612  
510-723-2850

3461119

OAKLAND HOUSING AUTHORITY  
1619 HARRISON STREET  
OAKLAND, CA 94612  
OAKLAND, CA 94612

**PROOF OF PUBLICATION**

**FILE NO. McLitus/Christiansen PIC Dept**

**Oakland Tribune**

The Oakland Tribune

I am a citizen of the United States; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the Legal Advertising Clerk of the printer and publisher of The Oakland Tribune, a newspaper published in the English language in the City of Oakland, County of Alameda, State of California.

I declare that The Oakland Tribune is a newspaper of general circulation as defined by the laws of the State of California as determined by this court's order, dated December 6, 1951, in the action entitled In the Matter of the Ascertainment and Establishment of the Standing of The Oakland Tribune as a Newspaper of General Circulation, Case Number 237798. Said order states that "The Oakland Tribune is a newspaper of general circulation within the City of Oakland, and the County of Alameda, and the State of California, within the meaning and intent of Chapter 1, Division 7, Title 1 [§§ 6000 et seq.], of the Government Code of the State of California." Said order has not been revoked, vacated, or set aside.

I declare that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

02/10/2023

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Rio Vista, California.  
On this 10th day of February, 2023.

*Araceli Loyola*  
Public Notice Advertising Clerk

1BP916-02/17/17

Legal No. 0006730812



**Announcement and Notice of Public Hearing**

The Oakland Housing Authority (OHA) has published a draft Fiscal Year (FY) 2024 Moving to Work (MTW) Annual Plan and a proposed update to Chapter 17 of the Administrative Plan, the section of the policy document used to administer project-based vouchers. OHA will hold a public hearing on **February 27, 2023 at 6 PM** to hear public comments on the draft MTW Annual Plan and Chapter 17 of the Administrative Plan. The public is invited to attend and provide comments.

**Public Hearing Date:** Monday, February 27, 2023

**Time:** 6:00 PM

**Location:** Meeting is in person at conducted both in-person at 1619 Harrison Street, Oakland, California, Commissioners' Room, first floor or via Teleconference using Zoom. To find the link, go to [www.oakha.org](http://www.oakha.org)

**Telephone:** (510) 874-1512 or (510) 874-1517

In addition, written comments will be accepted through **4:30 PM on Thursday, March 9, 2023**. Written comments may be submitted by email to [MTW@oakha.org](mailto:MTW@oakha.org) or mailed to:

Dominica Henderson  
Executive Office  
1619 Harrison Street  
Oakland, CA 94612

OHA's FY 2024 MTW Annual Plan is intended to provide information on OHA's programs and policies, including both approved and proposed MTW activities, operating budgets, and capital investment plans. OHA's Administrative Plan, Chapter 17, is the policy document used to administer project-based vouchers as part of the Housing Choice Voucher program. Copies of the draft documents can be accessed on the Reports and Policies section of the Oakland Housing Authority's website at [www.oakha.org](http://www.oakha.org) or by calling (510) 874-1512.

Language translation services are available in 151 languages at all offices at no cost.

Please call (510) 587-2100 for assistance.

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Los servicios de traducción en 151 idiomas están disponibles en todas las oficinas sin ningún costo. Truong chinh thông dịch đầy đủ cho tới 151 tiếng nói miễn phí cho quý vị đang có tay nhiều vãng phòng gần đây.

OHA provides the following TDD number for persons with hearing impairments, please call (510) 587-7119

OT 6730812; Feb. 10, 2023



# Oakland Housing Authority

Resident Advisory Board Monthly Meeting Agenda  
Wednesday, February 8<sup>th</sup>, 2023  
5:00 p.m. – 7:00 p.m.

<b>Agenda Item</b>	<b>Speaker</b>
1. Call to Order <ul style="list-style-type: none"><li>• Roll Call</li><li>• Reading of Meeting Agreements</li></ul>	<i>Dawn Pipkins, FCP</i>
2. Announcements <ul style="list-style-type: none"><li>• OHA Announcements</li><li>• Commissioner Announcements</li><li>• Community Announcements</li></ul>	<i>Dawn Pipkins, FCP</i>
3. OHA Foundation Presentation	<i>Casey Mooningham, OHAPD &amp; OHA Foundation</i>
4. OHA Annual Plan Presentation	<i>Julie Christiansen, Senior Policy Analyst PIC</i>
5. Q&A with the OHA Executive Director	<i>Patricia Wells, Executive Director</i>
6. Adjourn	<i>All</i>

Join Zoom Meeting:

<https://tinyurl.com/RABmeeting>

Meeting ID: 945 8905 9767

Passcode: 427882

\*Please note this meeting may be recorded for quality tracking purposes

*RAB Mission Statement: To ensure that Public Housing Residents and Section 8 Participants of the Oakland Housing Authority actively participate in the decision making process regarding OHA policies and procedures, are actively engaged in their community and are building leadership skills.*

**Resident Advisory Board Teleconference Meeting Minutes – February 8<sup>th</sup>, 2023, 5-7 PM**

**RAB members in attendance:**

Barbara Montgomery, Luwana Evans, Jessifer Johnson, Sharon Montgomery, Marlene Hurd, London Outlaw, Amparo Salmeron, Bill Mayes, KaRinn Goodlow

**OHA staff in attendance:**

Patricia Wells, OHA Executive Director  
Dominica Henderson, PIC Director,  
Michelle Hasan, Director of Leased Housing  
Mark Schiferl, Director of Property Management  
Anna Kaydanovskaya, Director of Asset Management  
Tom Deloye, Chief Officer of Real Estate Development  
Duane Hopkins, COPFA  
Krinzia Lopez, Assistant Director FCP  
Dawn Pipkins, Manager FCP  
Hanan Albabtain, Manager FCP  
Casey Mooningham, OHAPD,  
Luther Dupree, OHAPD  
Erika McLitus, Policy Analyst PIC  
Deborah Butler, Legal Assistant  
Araceli Tellez, Resident Services Portfolio Administrator  
Erica Glotzer, Assistant Property Administrator

**Guests:**

None

**MTW presentation questions and comments:**

Jessifer Johnson, RAB:

I just have a question in regards to the mobile health mobile - is that in effect now? Or will that be in the future like a couple of months from now? Or is that happening now?

Dominica Henderson, PIC Director:

That is the initiative right now. We're trying to launch an initiative in a partnership with Alameda Health System. So it isn't in place now. We've had a couple of meetings, and really do want to figure out what would work best for our communities at the actual sites, but also the surrounding neighborhood, because we realize we are a strong public agency partner and neighbor. We don't have it in existence now. I wouldn't even say that it'll be in the next couple of months.

But, what we have to do with the MTW Plan, is anytime we intend to launch something where we're spending housing assistance funds on non-typical housing related costs, we need to put it in the plan in order to get that approved. And so this is the description of it, is in the plan for approval.

We hope to launch something during fiscal year 24. But I would say it would be probably towards the second half of the fiscal year, so between January and July we will get something launched. So not quite yet, but I'm glad that you're interested in it, and once we know more, then I will be sure to come back to the RAB and discuss it, and then get your ideas and feedback.

Barbara Montgomery, RAB:

I want to ask Dominica- Could you give me a little bit more on the capitalized subsidy? And could you just explain it a little bit more?

Dominica Henderson, PIC Director:

Over the past, I would say 10 years, OHA has increased its commitment to actual property-based assistance, usually through project-based vouchers. We've increased our assistance in that way a lot. I

think we initially had probably about less than 10% of our vouchers were project based, and now we are closer to 30% and can go all the way up to 50%. And that's happened really, in a short amount of time. But those contracts are for 15 and 20 years, and so what the capitalized subsidy will do is really an alternative property based subsidy. It provides projects that are deemed eligible with a capital live subsidy. Capitalized means the money is gonna come upfront basically and the rents that are then paid by the residents are lower, because in order for the property to operate, they can charge lower rents, because we provided the subsidy upfront, and so the operating costs will be covered by the subsidy. It's a huge sort of undertaking in terms of a financial transaction and a land and legal transaction between potential projects and potential project owners or property owners and OHA. What this gives us is an opportunity to take buildings, take properties, that are in need of assistance, and provide that assistance upfront and secure for 15 years of affordable housing for many residents. It is a different type of property-based subsidy so it's not a project-based voucher. It is essentially using our voucher funds to do this, but it gives us a way of creating something new and different, and securing those units up front, and instead of having to wait for the HAP and all these contracts and the property has to get built and it takes many years. We really want to operationalize it more quickly. So the capitalized subsidy, the lead team on that is, the Office of Real Estate Development. But it is it is something where we look to, it likely will be used for existing projects, meaning buildings that are already built so that we can secure those units very quickly.

Barbara Montgomery, RAB:

And does that mean? It moves it to speed up things fast upon to place people, tenants there?

Dominica Henderson, PIC Director:

And so, we have typically with project-based vouchers, we have a whole eligibility process that the leased housing team has to conduct, so this will have a more streamlined eligibility process. We do not intend to displace any residents, so if there are residents that are existing, and they are eligible for our program, then we, of course, would offer that to them in place, as well as any new residents that would come from a referral or wait list. And what I would say is that the expectation really is that we will be able to move this much quicker than we typically are able to move project-based vouchers just because it takes so long to get those PBV sites up and running and built, and then leased up.

So we will streamline the source of funding, but also streamline the eligibility process so that it's just the requirements and nothing additional. Basically, it's if you make a certain amount or less, then you pay a certain rent. The calculations will be much more simplified in terms of the rent payment from the participant, and we really hope that all this work that we put into it for about a year will pay off. And that we can have many, tens, hundreds of residents very quickly.

Barbara Montgomery, RAB:

Thank you so much. That sounds very good. Looks like it took a lot of work, put a lot of work in it, but you know, yeah, I like that capitalize subsidy. So thank you so much for that.

Dominica Henderson, PIC Director:

Definitely, and you'll see these projects come before the Board, if we are approved to use this, the properties would come before the Board for approval. Presumably because of the amount of funding, so you will see the properties come on and we'll be able to talk about it a little bit more in in detail.

Barbara Montgomery, RAB:

Yeah, we need to be able to take the lead - we are large housing authority. And you know, to take the lead to show the country that what we can do, what can be done. Thank you for that.

Dominica Henderson, PIC Director:  
I like that. Take the lead.

Barbara Montgomery, RAB:  
That's right, that's what you're doing. And that impresses me that with this situation that we're in, the homelessness and with housing, that we can't stay dormant, we have to lead, do some research on what works and what does not work. So I appreciate the way you do your presentation. It's easy to understand. Thank you a lot.

Jessifer Johnson, RAB:  
The program for the landlords, let me do an example: You have 2 tenants that may have moved out of a complex, so does that landlord, in regards to incentive, do they receive incentive for each unit? Or is it just like maybe, like once, a lump sum of an amount for that landlord because I heard something about \$500? Was I incorrect there?

Erika McLitus, Policy Analyst PIC:  
So the \$500 would be a new program that we may launch if the research supports it. It would be \$500 if an existing owner refers a new owner. But if you're thinking of the leasing bonus, that is \$1,000 and right now it is per unit.  
And, as Patricia had indicated, we will be evaluating that quite frequently to make sure that it's impactful. And if we aren't seeing what we're looking for, or if the program is oversubscribed, then we would change the criteria.

Patricia Wells, OHA Executive Director:  
And so Jessie, I got a question for you and the rest of the Resident Advisory Board and Michelle Hassan, who helped initiate the launch of this is also on the call - we all know that the success of our housing choice voucher program is because the partnerships with the landlords right? And so, the incentive is per unit, because we want every precious unit to be available once somebody moves out to the next family who has a voucher, and even to move in. And Michelle can talk about, kind of at the front end, what kind of impact we've seen it have. But I'm curious, since you asked the question, are there any thoughts about the fact that we're putting so much effort into doing incentives to help landlords appreciate how important we see them as? And also to keep them in our program?

Jessifer Johnson, RAB:  
Well, I like that there is the incentive. Also, you're not losing any residents that's also on the waiting list. They're on a waiting list, and when someone moved out is like another person that come right on in. And that's helping that person become a resident is also helping the landlord. It is also having a landlord and a housing bond there. So I do appreciate that. That's good to have that incentive.

Patricia Wells, OHA Executive Director:  
I thank you, and it is about the bond. I had the amazement, and I think you were there, actually, several of you were there, at the landlord incentive day, and just see how landlords were interested to be a part of us, and had real hard questions for us to answer, and how we can help them be great landlords. It's so important, so thank you for your support of that. If you've watched the news, the city of Oakland submitted our Housing Element Plan, which is the plan that establishes the goals for the next 5 to 10

years that the city collectively will embark on. Mayor Sheng Thao pledged that Oakland will help to build 30,000 additional affordable units here in the city.

That's a huge number, and OHA through support of our Board of Commissioners, has been one of the biggest supporters of that. But with all resources, we were kind of tapped out on Project Based Vouchers so this capitalized operating subsidy that you heard the discussion on, as well as these landlord incentive bonuses, is our efforts to try to meet that 30,000 new units, because units could be units that are in Oakland and now made available to our incentive program in partnership with landlords.

And so right now the city's working with the State to try to fix some challenges in the Housing Element. But OHA, as you heard from our Commissioner Montgomery, has a really important role in that effort, and we take it seriously. So these incentives that you see, the staff team that that you see here working after hours to be part of this meeting, have put in tons of hours and ingenuity and creativity to come up with these. So Commissioner Montgomery, I just wanted to give a shout out to Real Estate, Finance, Leased Housing, Policy Team, as well as our Services Team, and our Legal team, trying to figure out how to do the next thing, because there's more than one solution and we want to help bring more.

Barbara Montgomery, RAB:

Yeah, I want to thank you too for mentioning that about the 30,000. I haven't seen them, they didn't really say where some of them would be. You know, the land of where they would? I think they still have a lot to do on that, but I was just overwhelmed with that happening.

Patricia Wells, OHA Executive Director:

Part of the idea is to start with government land that exists. How many properties are on that list? Dominica? Michelle? Tom? It was a list of government land, and they're including in that I believe land owned by Caltrans, and then, looking at other opportunity sites that are throughout the city, so there's no one place. We look at the map, and I'll be showing it a in little bit, there's just different opportunity sites everywhere, and under the leadership of Tom Deloye, Michelle Hasan, Dominica, Mark Schiferl - they're looking at even opportunity sites that OHA can be a part of. We currently, through one of our nonprofit affiliates, have a request for proposals out for the land on 77 and Bancroft to build 90 units of senior housing. So we're trying to be part of that, too. It's anywhere they can find an opportunity is what the Housing Element is looking at. But they're starting with what's known as public land.



# Oakland Housing Authority

Resident Advisory Board Monthly Meeting Agenda  
Wednesday, March 8<sup>th</sup>, 2023  
5:00 p.m. – 7:00 p.m.

<b>Agenda Item</b>	<b>Speaker</b>
1. Call to Order <ul style="list-style-type: none"><li>• Roll Call</li><li>• Reading of Meeting Agreements</li></ul>	<i>Dawn Pipkins, FCP</i>
2. Announcements <ul style="list-style-type: none"><li>• OHA Announcements</li><li>• Commissioner Announcements</li><li>• Community Announcements</li></ul>	<i>Dawn Pipkins, FCP</i>
3. OHA MTW Plan	<i>Julie Christiansen, Senior Policy Analyst PIC</i>
4. RAB Senior First Aid Kit proposal	<i>Jessifer Johnson, RAB &amp; KaRinn Goodlow, RAB</i>
5. Property Management presentation	<i>Mark Schiferl, Director of Property Management</i>
6. Adjourn	<i>All</i>

Join Zoom Meeting:

<https://tinyurl.com/RABmeeting>

Meeting ID: 945 8905 9767

Passcode: 427882

*\*Please note this meeting may be recorded for quality tracking purposes*

*RAB Mission Statement: To ensure that Public Housing Residents and Section 8 Participants of the Oakland Housing Authority actively participate in the decision making process regarding OHA policies and procedures, are actively engaged in their community and are building leadership skills.*

**Resident Advisory Board Teleconference Meeting Minutes – March 8<sup>th</sup>, 2023, 5-7 PM**

**RAB members in attendance:**

Barbara Montgomery, Bill Mayes, Luwana Evans, Carol Crooks, Jessifer Johnson, KaRinn Goodlow, Marlene Hurd

**OHA staff in attendance:**

Patricia Wells, OHA Executive Director  
Julie Christiansen, Assistant Director of PIC  
Michelle Hasan, Chief Housing Operations Officer  
Mark Schiferl, Director of Property Management  
Tom Deloye, Chief Officer of Real Estate Development  
Duane Hopkins, COPFA  
Nicole Thompson, Director of FCP  
Krinzia Lopez, Assistant Director FCP  
Dawn Pipkins, Manager FCP  
Hanan Albabtain, Manager FCP  
Casey Mooningham, OHAPD  
Erika McLitus, Policy Analyst, PIC  
Araceli Tellez, Resident Services Portfolio Administrator  
Faustina Mututa, Resource Conservation Manager, OPO  
Martha Jimenez, OPO  
Connie Burgin, Property Administrator for OAHPI  
Erica Glotzer, Assistant Property Administrator  
Steven Eason, Property Administrator for Lockwood Gardens

**Guests:**

None

**MTW presentation questions and comments:**

Jessifer Johnson, RAB:

The new mobile health and dental van assistance – to me, that’s awesome to have for the residents to take care of their health. You know, dental is hard to come by for anyone, so I appreciate that. Also, Expanding Landlord Incentives – I don’t know how you went about expanding that but that was a great idea there and I hope you’re able to do so. That would keep a lot of residents housed.

Patricia Wells, Executive Director:

Thank you so much Ms. Jessifer, and anyone else who weighs in. You know, when you talk about expanded landlord incentives, Erika went over it quickly but Erika, if you talk a little more about the two new incentives? And this comes right after UC Berkeley did a national survey of housing authorities with the emergency housing vouchers, using that as a pilot, and the incentives include not just monetary incentives where the landlord signs on for the first time and they receive a bonus, but also making sure that landlords have access to services to help them manage and work with their tenants who might



move into the units with initial challenges but with the right kind of support can become great tenants. So those are the two that I can think of – Erika, am I forgetting anything else?

Erika McLitus, Policy Analyst, PIC:

I don't believe so. We do have two incentives that would benefit both landlords and tenants (kind of a two-for-one deal). For example, security deposit assistance, sometimes a security deposit can be a barrier to leasing and no one leaves happy, so this could help bridge that gap. And also, with application fee assistance, the landlord can feel comfortable that they were able to complete the processing and any screening that they felt was necessary, but the tenant doesn't feel like they are facing a large, upfront cost to try to be housed.

Patricia Wells, Executive Director:

Right on. Does that make sense, Ms. Jessifer?

Jessifer Johnson, RAB:

Yes, it does. It does.

Patricia Wells, Executive Director:

Awesome, thank you. Any other comments or questions about incentives?

Commissioner Barbara Montgomery, RAB:

Yes, I meant to ask this question, what's the difference between the forms in the new MTW activity with the local forms, what's the difference between those two forms?

Erika McLitus, Policy Analyst, PIC:

Yes, absolutely, so it does vary from form to form but one thing is that we have local non-traditional programs which is what our flexibility under MTW allows us to create, to experiment with new solutions and to tailor our programs to the needs of our community rather than following HUD's prescription. And because of that, some of our partners don't operate their programs the way the Section 8 voucher program would operate for example, so we need to customize forms for them. So we want to make sure that those differences in standards are accurately reflected and before, any time we would make that type of change it would have had to be sent separately to HUD for approval and this activity would give us authority to make those changes and better serve our local programs if it's approved by HUD (since this is a draft).

Patricia Wells, Executive Director:

So I'm going to put in plain speak, because this was a difficult one for me too, Commissioner Montgomery. HUD has standard forms that they've been using for many years and because of MTW we have local programs like our BRIDGE program and some of our programs under CalWORKS that we have to have families add information that's not on the traditional HUD forms, so we are tailoring the forms to fit OHA's MTW activities so that when families come in we can report where they're placed in these programs that don't exist anywhere else in the nation. And because we do so much social service, economic development, workforce development, and community service programs, the team is adding some of those checkboxes so that when we enter it into the computer and report it to the board, those

reports reflect in real time the different programs that are MTW that our residents participate in. It's a way for us to collect data without making it a huge bureaucratic process. They've been very thoughtful about making it efficient, but that's what it means. We have to get HUD's approval to change their forms, so to speak.

Commissioner Barbara Montgomery, RAB:

Oh, I understand. I paid attention to where it said local forms, so thank you so much for that. And that makes it so much easier, I think, and a little clearer. Thank you. I'd like to see the forms to get an idea of what they look like when they're done.

Julie Christiansen, Assistant Director of PIC:

Absolutely. We actually have the draft forms included in the appendix because in order to get HUD's approval, we actually have to submit the modified forms to them and I'll just say, this is a new activity in that we're making an activity now, but we have in the past submitted modified forms to HUD. We're trying to be more organized and consolidate the forms under one activity so that anyone who wants to see the forms that we modified can. So if you want to look at them right now, they're in the very last appendix.

Commissioner Barbara Montgomery, RAB:

Okay, thank you!

Jessifer Johnson, RAB:

Yes, I had another question. So, the subsidized internet pilot program, is that focused in West Oakland or North Oakland? Is this for residents? How will this be available to us?

Erika McLitus, Policy Analyst, PIC:

Yes, it is for residents. First and foremost, you have to be signed up for the federal affordable connectivity program. You have to be receiving your internet through the ACP to be eligible. In terms of our eligibility requirements for the pilot program, Julie, did you want to speak more on that?

Julie Christiansen, Assistant Director of PIC:

I would say that this is a really good question. The pilot is being proposed at this time and not all of the specifics on how it will be rolled out have been worked out. I'll have to get back to you, but right now it's in the early stages. We do have to wait for HUD to approve this sort of thing and we wouldn't be defining the specifics until the beginning of our fiscal year, but we will come back to you with more specifics.

Erika McLitus, Policy Analyst, PIC:

We do have resources on our website on how to apply for the ACP. After my presentation I can share that with you so that you have it and can share it with anyone who may need it.

KaRinn Goodlow, RAB:

My question was on the matching funds for Jobs Plus. I know that since it's in east Oakland, Lockwood is the gen site, but will Section 8 residents be eligible?

Nicole Thompson, Director of FCP:

I can take that. So for the Jobs Plus grant, the program is only for our Lockwood Gardens residents for this application. We still have employment services that we offer to all sites, but we'll also be having different job fairs that we'll invite community members to come to. But most of these Jobs Plus programs will be geared toward Lockwood Gardens families; that's what the application was for, to support that development.

KaRinn Goodlow, RAB

Got it, understood. Thank you.

## APPENDIX G

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### Alameda County 2022 Income Limits and HUD Fair Market Rents for FY 2023

**Section 6932. 2022 Income Limits**

<b>Number of Persons in Household:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
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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
	<b>Median Income</b>	99950	114250	128500	<b>142800</b>	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	<a href="#">Efficiency</a>	<a href="#">One-Bedroom</a>	<a href="#">Two-Bedroom</a>	<a href="#">Three-Bedroom</a>	<a href="#">Four-Bedroom</a>
FY 2023 FMR	\$1,658	\$1,969	\$2,405	\$3,144	\$3,706
<a href="#">FY 2022 FMR</a>	\$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**

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**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.

<b>Effective Date: Jan 1, 2023</b>	
<b>Public Housing Flat Rent</b>	
<b>Efficiency</b>	\$1,326
<b>One Bedroom</b>	\$1,575
<b>Two Bedroom</b>	\$1,924
<b>Three Bedroom</b>	\$2,515
<b>Four Bedroom</b>	\$2,965
<b>Five Bedroom</b>	\$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

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## 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**

<b>Bedroom Size</b>	<b>HUD Fair Market Rents</b>	<b>Payment Standard 110% of the Fair Market Rents</b>
<b>0</b>	<b>\$1,409</b>	<b>\$1,545</b>
<b>1</b>	<b>\$1,706</b>	<b>\$1,875</b>
<b>2</b>	<b>\$2,126</b>	<b>\$2,335</b>
<b>3</b>	<b>\$2,925</b>	<b>\$3,215</b>
<b>4</b>	<b>\$3,587</b>	<b>\$3,945</b>
<b>5</b>	<b>\$4,125</b>	<b>\$4,537</b>
<b>6</b>	<b>\$4,663</b>	<b>\$5,125</b>

## APPENDIX J

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### 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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Oakland Housing Authority

**Project-Based Voucher Program  
HAP Contract for New Construction/Rehab**

HUD 52530A (07/2019)

**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

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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.

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Oakland Housing Authority

Project-Based Voucher Program  
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

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Oakland Housing Authority

**Project-Based Voucher Program  
HAP Contract for New Construction/Rehab**

HUD 52530A (07/2019)



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,

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Oakland Housing Authority Project-Based Voucher Program  
HAP Contract for New Construction/Rehab  
HUD 52530A (07/2019)

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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Oakland Housing Authority

Project-Based Voucher Program  
HAP Contract for New Construction/Rehab

HUD 52530A (07/2019)

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following number of contract units shall be rented to families eligible for supportive services:

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9. The PHA and owner must comply with all HUD requirements regarding income mixing.

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Oakland Housing Authority Project-Based Voucher Program  
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:

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**Oakland Housing Authority**

**Project-Based Voucher Program  
HAP Contract for New Construction/Rehab**

**HUD 52530A (07/2019)**

**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

Previous editions are obsolete

**Project-Based Voucher Program  
HAP Contract for Existing Housing**

**HUD 52530B Page - 1 of Part 1  
(07/2019)**

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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Previous editions are obsolete

**Project-Based Voucher Program  
HAP Contract for Existing Housing**

**HUD 52530B Page - 2 of Part 1  
(07/2019)**

\_\_\_\_\_.

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**

Previous editions are obsolete

**Project-Based Voucher Program  
HAP Contract for Existing Housing**

**HUD 52530B Page - 3 of Part 1  
(07/2019)**

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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Previous editions are obsolete

**Project-Based Voucher Program  
HAP Contract for Existing Housing**

**HUD 52530B Page - 4 of Part 1  
(07/2019)**



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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**Project-Based Voucher Program  
HAP Contract for Existing Housing**

Previous editions are obsolete

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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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Previous editions are obsolete

**Project-Based Voucher Program  
HAP Contract for Existing Housing**

**HUD 52530B Page - 6 of Part 1  
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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.

Previous editions are obsolete

**Project-Based Voucher Program  
HAP Contract for Existing Housing**

**HUD 52530B Page - 7 of Part 1  
(07/2019)**

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**EXECUTION OF HAP CONTRACT FOR EXISTING HOUSING**

<b>PUBLIC HOUSING AGENCY (PHA)</b> <b>Name of PHA (Print)</b>
By:
Signature of authorized representative
Name and official title (Print)
Date
<b>OWNER</b> <b>Name of Owner (Print)</b>
By:
Signature of authorized representative
Name and official title (Print)
Date

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Previous editions are obsolete

**Project-Based Voucher Program  
HAP Contract for Existing Housing**

**HUD 52530B Page - 8 of Part 1  
(07/2019)**

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.

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**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)

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Previous Editions are obsolete

Agreement to Enter into a PBV HAP Contract  
HUD 52531A, Part 1 of 2  
(07/2019)  
Page 2 of 17

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.

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Previous Editions are obsolete

Agreement to Enter into a PBV HAP Contract  
HUD 52531A, Part 1 of 2  
(07/2019)  
Page 3 of 17



**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

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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

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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 to 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**

<b>PUBLIC HOUSING AGENCY (PHA)</b>
By: _____ Date: _____
<b>OWNER</b>
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:**

- o 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:**
- o Complete the interim goals, final goals, and any other activities by the completion dates contained in each ITSP.

**All family members must:**

- o Comply with the terms of the lease.
- o If receiving welfare assistance, become independent of welfare assistance by the end of this Contract term.
- o 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.



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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.

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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.

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## 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)

Previous editions are obsolete

Page 4 of 5

HUD form -52650

**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
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Comments \_\_\_\_\_

## **Appendix A**

\$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	
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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**

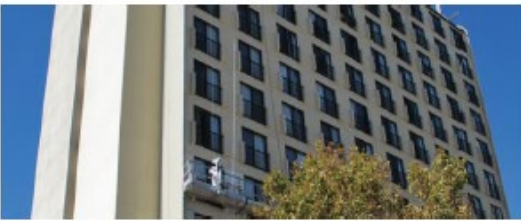
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**DRAFT Designated Housing Plan**

# Designated Housing Plan for the Oakland Housing Authority



**Date of Submission: February 2, 2023**



## **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

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## 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 families<sup>1</sup>:

	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

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<sup>1</sup> 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.”<sup>2</sup>

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).

<sup>2</sup> 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.

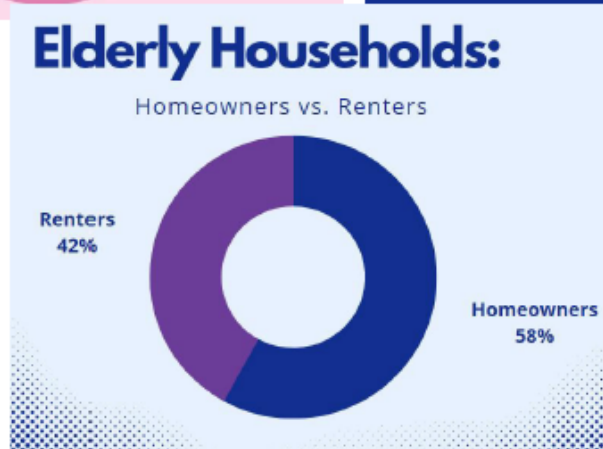
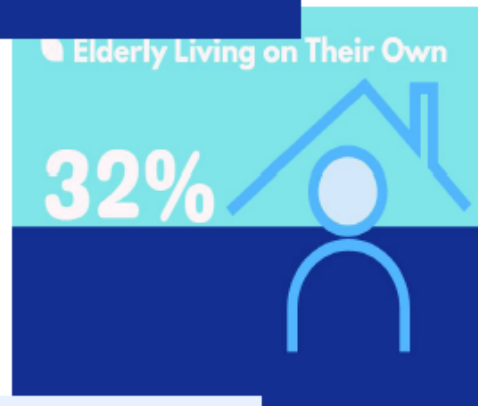
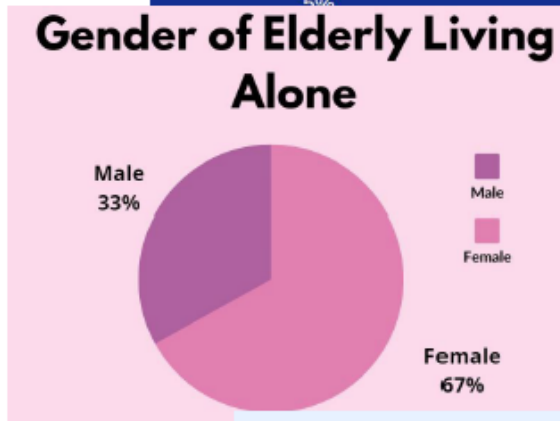
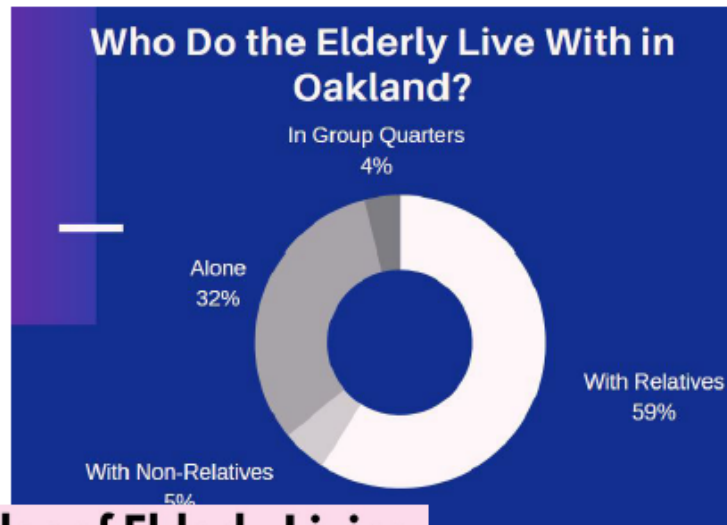
#### **A. Oakland’s Elderly Population**

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.<sup>3</sup> 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.<sup>4</sup> The below charts provide an additional breakdown of the elderly demographic residing in Oakland:

<sup>3</sup> 2010 United States Census (census.gov)

<sup>4</sup> 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..."<sup>5</sup>

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.

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<sup>5</sup> City of Oakland Housing Element 2015 – 2023 (adopted December 9, 2014), p. 2

Over 80% of extremely low-income (ELI)<sup>6</sup> households pay more than 30% of their income towards rent, with 46% paying over 50% of their income towards rent.<sup>7</sup>

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.<sup>8</sup> 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 (3<sup>rd</sup> party managed);
4. public housing (OHA managed); and,
5. public housing (3<sup>rd</sup> 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-

<sup>6</sup> ELI households are those earning 30% or less of the area median income (AMI)

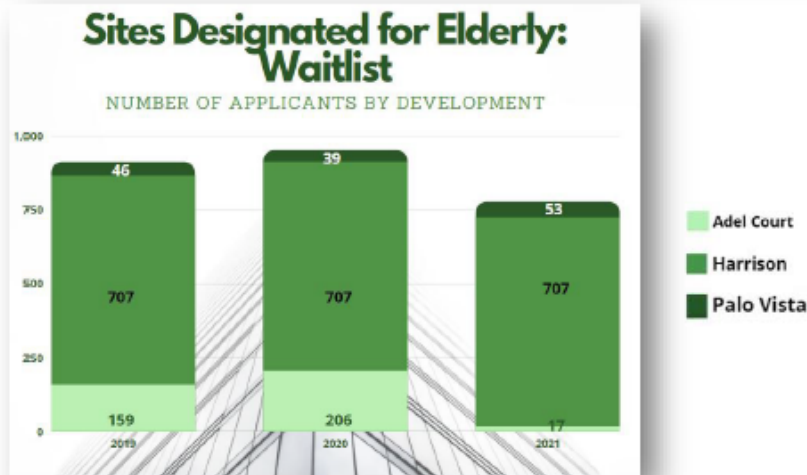
<sup>7</sup> City of Oakland Housing & Community Development Department 2021 – 2023 Strategic Action Plan

<sup>8</sup> 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.<sup>9</sup>

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



<sup>9</sup> [California Affordable Housing Map \(chpc.net\)](https://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.<sup>10</sup>

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.<sup>11</sup>

OHA will therefore use the following preferences to select families from the waiting list:

<sup>10</sup> Ibid., p. 102

<sup>11</sup> 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.<sup>12</sup>

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.

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<sup>12</sup> 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.<sup>13</sup>

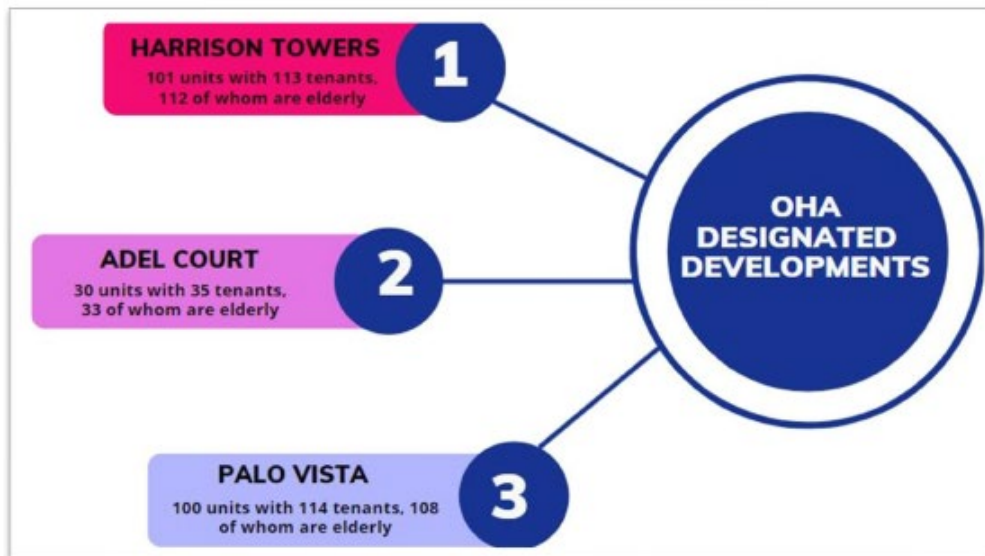
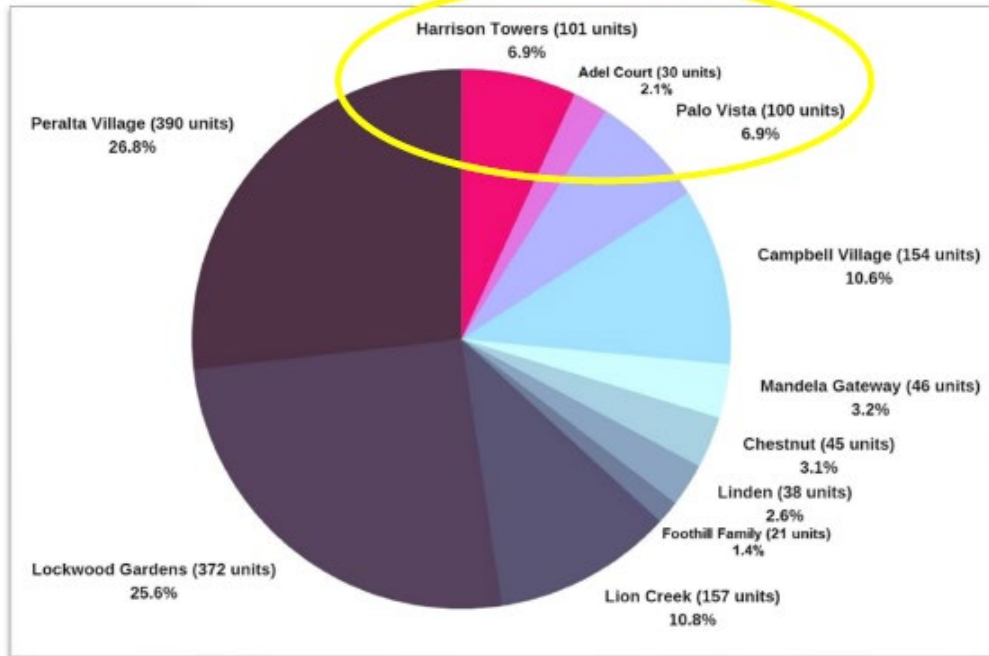
#### **F. Overview of OHA's Current Public Housing Portfolio**

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:

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<sup>13</sup> 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 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 4<sup>th</sup>, 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  
Executive Office  
Attn: Dominica Henderson, Director of Planning, Implementation, and Compliance  
[executiveoffice@oakha.org](mailto:executiveoffice@oakha.org)

## CERTIFICATIONS OF COMPLIANCE

### **U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF PUBLIC AND INDIAN HOUSING**

#### **Certifications of Compliance with Regulations: Board Resolution to Accompany the Annual Moving to Work Plan**

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chairman or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the MTW PHA Plan Year beginning (07/01/2023), hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

- (1) The MTW PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the MTW PHA conducted a public hearing to discuss the Plan and invited public comment.
- (2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
- (3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).
- (4) The MTW PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
- (5) The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- (6) The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the MTW PHA's jurisdiction and a description of the manner in which the Plan is consistent with the applicable Consolidated Plan.
- (7) The MTW PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15(d), which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3). Until such time as the MTW PHA is required to submit an AFH, and that AFH has been accepted by HUD, the MTW PHA will address impediments to fair housing choice identified in the Analysis of Impediments to fair housing choice associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.
- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
- (10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- (11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
- (13) The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

- (14) The MTW PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
- (17) With respect to public housing and applicable local, non-traditional development the MTW PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- (18) The MTW PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- (19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (20) The MTW PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 200.
- (21) The MTW PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
- (22) All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its Plan and will continue to be made available at least at the primary business office of the MTW PHA.

Oakland Housing Authority  
**MTW PHA NAME**

CA003  
**MTW PHA NUMBER/HA CODE**

*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).*

Anne Griffith  
**Name of Authorized Official**

Chair, OHA Board of Commissioners  
**Title**

\_\_\_\_\_  
**SIGNATURE**

3 April 2023  
**DATE**

\* *Must be signed by either the Chairman or Secretary of the Board of the MTW PHA's legislative body. This certification cannot be signed by an employee unless authorized by the MTW PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.*

**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 AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT  
THE FISCAL YEAR 2024 MAKING TRANSITIONS WORK ANNUAL  
PLAN AND CERTIFICATIONS OF COMPLIANCE TO THE US  
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

WHEREAS, the Oakland Housing Authority Board of Commissioners is required to submit to the U.S. Department of Housing and Urban Development (Department) a "Moving to Work" (MTW) Annual Plan; and

WHEREAS, the Oakland Housing Authority (Authority) named its local MTW Program "Making Transitions Work"; and

WHEREAS, the Fiscal Year (FY) 2024 MTW Annual Plan provides Authority residents, the public and the Department with baseline information on Authority programs, previously approved MTW activities, and a budget for FY 2024; and

WHEREAS, the FY 2024 MTW Annual Plan identifies the areas in which the Authority intends to use its participation in MTW to explore and test new and innovative methods to reduce costs and achieve greater cost effectiveness, provide incentives for families with children to become economically self-sufficient, and increase housing choices for low-income families in Oakland; and

WHEREAS, the Authority gathered resident and community input during a 30-day written comment period and a public hearing held on February 27, 2023; and

WHEREAS, the FY 2024 MTW Annual Plan was finalized after giving consideration to comments received from the Resident Advisory Board in meetings held on February 8 and March 8, 2023 and comments received from the public; and

WHEREAS, the Board of Commissioners must adopt a FY 2024 MTW Annual Plan prior to submission to the Department; and

WHEREAS, the Certifications of Compliance with the MTW requirements must be included with the MTW Annual Plan; and

WHEREAS, the Certification states that the FY 2024 MTW Annual Plan will be carried out in compliance with all applicable MTW regulations and requirements of the Department; and

WHEREAS, the FY 2024 MTW Annual Plan is in compliance with all Department regulations.

**NOW, THEREFORE, BE IT RESOLED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA;**

THAT, the Board of Commissioners adopts the FY 2024 MTW Annual Plan; and

THAT, the Chair of the Board of Commissioners is authorized to certify that the Oakland Housing Authority will comply with all regulations as stated in the Certifications of Compliance; and

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to submit the FY 2024 MTW Annual Plan and Certifications of Compliance to the US Department of Housing and Urban Development, and 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 April 03, 2023.*

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Secretary

**ADOPTED: April 03, 2023**

**RESOLUTION NO.**



**Executive Office  
Oakland Housing Authority MEMORANDUM**

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To: Board of Commissioners

From: Patricia Wells, Executive Director

Request: Adopt a resolution authorizing the Executive Director to submit proposed changes to the Administrative Plan for the Housing Choice Voucher Program.

Date: April 03, 2023

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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 ended on March 9, 2023.

Funding: No funding is required for this item.

**Background**

The Authority's Admin 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 Admin 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 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*:

- 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 for 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.B. Update section to reflect the Authority’s policies on the usage of Tenant Protection Vouchers (TPVs) for in-place public housing conversion families. These families will be provided 120 days to utilize the TPV in an open market unit. If the TPV is not utilized during the maximum search period the family’s assistance will convert to PBV program rules and the unused tenant based voucher will be forfeited.
- 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 Admin Plan also were made available on the Authority’s website ([www.oakha.org](http://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 and again on March 8, 2023 to solicit feedback.

**Recommended Action:**

Staff recommends that the Board of Commissioners authorize the Executive Director to submit proposed changes to the Administrative Plan for the Housing Choice Voucher Program.

Attachment: Chapter 17 of the Authority's Administrative Plan (redlined)  
Resolution

## 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](http://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](http://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](http://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](http://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 overarching goals (see [www.oakha.org](http://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](http://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 tenant protection 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 Simarashé 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.



**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:**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ADOPT AND  
SUBMIT PROPOSED CHANGES TO THE ADMINISTRATIVE PLAN  
HOUSING CHOICE VOUCHER PROGRAM**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires housing authorities to adopt a written Administrative Plan (Admin Plan) for the administration of the Housing Choice Voucher Program; and

WHEREAS, the Oakland Housing Authority (Authority) Admin Plan serves as the core document to establish the policies and procedures for the Authority's administration of the Housing Choice Voucher Program, including policies implemented under MTW authority; and

WHEREAS, any substantive changes to the Admin Plan require a 30-day public comment period; and

WHEREAS, the proposed changes to the Admin Plan were available for review during a 30-day public comment period that began on February 8, 2023 and ended on March 9, 2023; and

WHEREAS, the Authority held a Public Hearing during the Board of Commissioners meeting on February 27, 2023, at 6:00 p.m. to hear comments on the proposed changes to the Admin Plan; and

WHEREAS, no oral comment was provided at the public hearing; and

WHEREAS, the proposed policy changes were presented to the Resident Advisory Board (RAB) on February 8, 2023; and

WHEREAS, no oral comment from the RAB was received; and

WHEREAS, the Authority received no written comments that were provided during the public comment period in response to the proposed revisions to the Admin Plan; and

WHEREAS, the amended policy has been finalized after the close of the 30-day comment period with consideration of comments received from the public.

**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 adopts the proposed changes to the Administrative Plan effective immediately; 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 April 3, 2023.*

---

Secretary

**ADOPTED: April 03, 2023**

**RESOLUTION NO.**



**Executive Office**

**Oakland Housing Authority MEMORANDUM**

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To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Adopt a resolution authorizing the Executive Director to purchase East Bay Regional Communications System Authority radios and radio accessories for the Oakland Housing Authority Police Department Radio Fleet replacement in the amount not to exceed \$475,000.

Date: April 3, 2023

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Purpose: This action will direct the Executive Director to purchase radios, mobile radios, and radio accessories for the Oakland Housing Authority Police Department Radio Fleet replacement.

Funding: Authorizing the expenditure of an amount not to exceed \$475,000 for portable radios, mobile radios, and radio accessories. Funds are included in the Authority's Capitol Budget 5510-00-000.

**Background:**

The Oakland Housing Authority Police Department (OHAPD) uses P25-compliant mobile and portable radios for communication between field operations and communication staff as well as between other agencies on the East Bay Regional Communications System Authority (EBRCSA) system. P25 is a suite of standards and specifications which enable interoperability among digital two-way land mobile radio (LMR) communications products provided by multiple manufacturers to support mission-critical public safety requirements. These standards provide several technical specifications for emergency communications equipment designed to ensure that equipment is interoperable, regardless of manufacturer.

In 2015 the Oakland Housing Authority and the City of Oakland migrated to EBRCSA Radio System to maintain radio communication for Public Safety operations. The EBRCSA Radio System is being used by agencies in Alameda County, Contra Costa, San Mateo as well as other cities as it continues to expand to provide law enforcement agency radio and inoperability capabilities.

In 2020 the California Department of Justice Information (CA DOJ) released a Bulletin 20-09-CJIS regarding the confidentiality of information that is obtained from the California Law Enforcement Telecommunications System (CLETS). This Bulletin referenced CLETS Policy, Practices, and Procedures (PPP) 1.6.4 which requires law enforcement

agencies to ensure that personally identifiable information (PII) obtained through CLETS is protected and not broadcasted in a manner that is accessible to the public. This requires the EBRCSA frequencies which share PII to be encrypted. This function is currently not supported by OHAPD's radio fleet.

EBRCSA is taking the necessary steps and establishing a timeline to transition to encrypted channels for approximately 14,000 agency radios and 208 consoles that compromise the EBRCSA Radio System. The complex project required several upgrades, encryption keys, and changes to the radio fleet map and is now approaching the final phase. OHAPD's radio consoles were recently encrypted as a phase of the transition.

OHAPD's current radio fleet is comprised of Motorola APX 6000 AN Mobile and Portable Radios. These models have limitations on technology such as encryption and they will no longer be supported by Motorola after June 2023. As such, Motorola will no longer inventory replacement parts.

If the purchase is approved, the purchased radios (APX6500), will come standard with the necessary Advanced Encryption Standard (AES) configuration to comply with CLETS Policy, Practice, and Procedures 1.6.4. The purchase includes five years of support for the radios.

Funding was allocated in OHAPD's Fiscal Year 2023 Budget for the replacement of the Motorola radio equipment. The purchase will include 40 portable radios, 25 mobile vehicle radios, 5 charging systems, and miscellaneous radio accessories.

**Recommended Action:**

It is recommended the Board of Commissioners adopt the attached resolution authorizing the Executive Director to direct the purchase of EBRCSA radios and radio accessories in the amount not to exceed \$475,000.

Attachments:            Resolution



**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 Board of Commissioners is authorized to execute the documents necessary for the Oakland Housing Authority Police Department to purchase and implement EBRCSA-compatible radios and radio accessories in an amount not to exceed \$475,000, and

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all necessary actions to implement the foregoing effective immediately.

*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 April 03, 2023*

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*Secretary*

**ADOPTED: April 03, 2023**

**RESOLUTION NO.**





**Executive Office**  
**Oakland Housing Authority MEMORANDUM**

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To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Adopt a resolution (i) authorizing the Executive Director to execute an amendment to the Services Contract between the Housing Authority of the City of Oakland and West Coast Arborists, Inc. increasing the maximum contract amount for the initial term from \$196,000 to \$274,755, and increasing the maximum contract amount for each option term from \$28,000 to \$100,000, increasing the maximum total Contract amount from \$280,000 to \$574,755, and (ii) ratifying and approving a payment in the amount of \$78,755 during the initial term for emergency tree trimming services stemming from recent storms.

Date: April 03, 2023

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**Purpose:** This action will authorize the Executive Director to execute an amendment to the Services Contract (Contract ) between the Housing Authority of the City of Oakland and West Coast Arborists, Inc. increasing the maximum contract amount for the initial term from \$196,000 to \$274,755, and increasing the maximum contract amount for each option term from \$28,000 to \$100,000, increasing the maximum total Contract amount from \$280,000 to \$574,755, and (ii) ratifying and approving a payment in the amount of \$78,755 during the initial term for emergency tree trimming services stemming from recent storms.

**Funding:** Funding for the initial contract term is included in the FY 2023 operating budget in accounts 4430-09-000 for Contract Grounds and 5510-00-000 Capital Outlay. Funding for each subsequent option term will be included in the corresponding fiscal year's operating budget in accounts 4430-09-000 for Contract Grounds and 5510-00-000 Capital Outlay.

**Background:**

The Oakland Housing Authority (Authority) Board of Commissioners Adopted Resolution Number 4962 on February 22, 2021, authorizing a contract with West Coast Arborists, Inc. (WCA) to provide tree trimming services for Authority owned and managed properties. Contract C-21005-P20035JS-SER was signed on March 02, 2021 in an amount not-to-exceed \$196,000 for the initial term and \$28,000 for each additional option term for a total not-to-exceed amount of \$280,000.

The Initial Term of Contract C-21005-P20035JS-SER started on March 01, 2021 and ended on February 28, 2023. The Authority is currently in the first option term of the contract with WCA.

The services under this contract are for full range of tree trimming services and related activities at Authority owned and managed properties to include, but not limited to, providing all labor, materials and equipment necessary to provide the service.

To date, the Authority has expended \$274,755 in payments to WCA for tree trimming services at Authority owned and managed properties in the initial term of the contract. With the recent storms, reports from staff and resident work orders for hazardous trees at the properties, additional funds are needed to cover costs for emergency tree trimming services and removal at the properties, which exceeded board authorization for the initial term.

The Authority has paid the invoices related to emergency services stemming from the recent storms and is requesting ratification of the payment made to WCA for tree trimming services provided at Authority owned and managed properties and to increase the board authorization for the initial term by \$78,755.

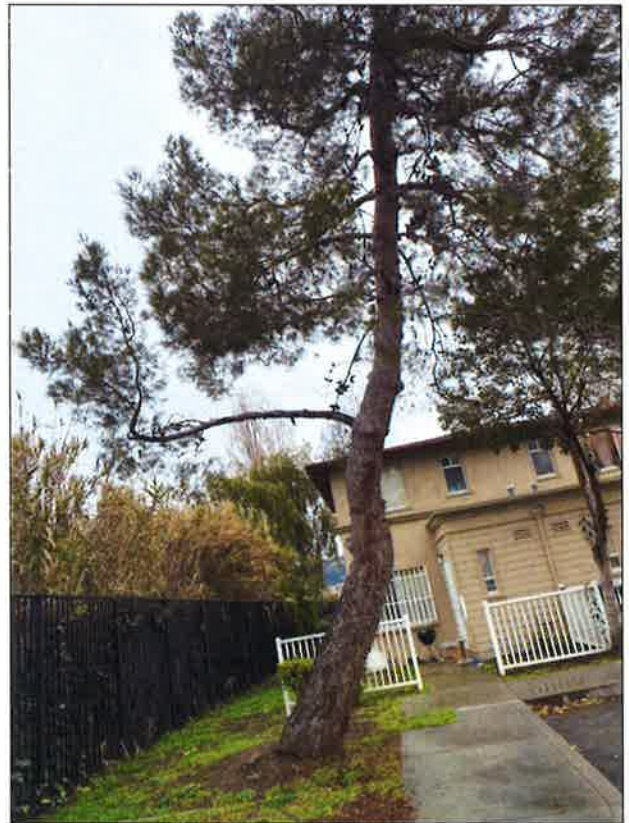
The proposed resolution would authorize the Executive Director to amend the contract with West Coast Arborists, Inc. to provide tree-trimming services at Authority owned and managed properties, in an amended not to exceed amount of \$274,755 for the initial term and \$100,000 per year for each additional option term for a total contract not to exceed amount to \$574,755.

**Recommended Action:**

It is recommended that the Board of Commissioners adopt the attached resolution execute an amendment to the Services Contract (Contract ) between the Housing Authority of the City of Oakland and West Coast Arborists, Inc. increasing the maximum contract amount for the initial term from \$196,000 to \$274,755, and increasing the maximum contract amount for each option term from \$28,000 to \$100,000, increasing the maximum total Contract amount from \$280,000 to \$574,755, and (ii) ratifying and approving a payment in the amount of \$78,755 during the initial term for emergency tree trimming services stemming from recent storms.

Attachments:           Trees impacted by the recent storms  
                              Resolution 4962  
                              Resolution

Trees impacted by the recent storms (December 2022- February 2023)



**THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

On Motion of Commissioner: Anne Griffith

Seconded by Commissioner: Bettye Lou-Wright

and approved by the following vote:

AYES: Griffith, Wright, Hartwig, Montgomery, Tortorich, Jung-Lee, Castillo

NAYS: 0

ABSTAIN: 0

ABSENT: 0

EXCUSED: 0

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER: 4962**

**AUTHORIZATION TO EXECUTE A TWO-YEAR CONTRACT WITH THREE ONE-YEAR OPTION TERMS WITH WEST COAST ARBORISTS, INC. (WCA) FOR TREE TRIMMING SERVICES AT AUTHORITY OWNED AND MANAGED PROPERTIES, IN AN AMOUNT NOT TO EXCEED \$196,000 FOR THE INITIAL TERM AND \$28,000 FOR EACH OPTION TERM**

WHEREAS, the Oakland Housing Authority requires the services of a vendor that can provide tree trimming and maintenance on an as needed basis for all of the trees on OHA's properties; and

WHEREAS, the Authority issued RFP #20-035 in an effort to obtain a vendor that can provide tree trimming services to Authority owned and managed properties; and

WHEREAS, RFP #20-035 was issued in accordance with the Authority's Procurement Policy on December 16, 2020; and

WHEREAS, notification of issuance of the RFP #20-035 was published in the East Bay Times and Tri Valley Herald on December 22, December 25, and December 28, 2020 and in the Oakland Tribune on December 25, 2020; and

WHEREAS, Two (2) companies submitted a proposal by the deadline of 10:00 a.m. Monday, January 11, 2021; and

WHEREAS, an evaluation panel evaluated and rated each of the proposals, the scores were averaged and resulted in the recommendation of award of contract to West Coast Arborists; and

WHEREAS, West Coast Arborists, Inc has a 48-year track record working with over 300 California and Arizona municipalities and other agencies providing gold standard tree care services.

**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 the contract with West Coast Arborists, Inc. for tree-trimming services, in an amount not to exceed \$196,000 for the initial two-year term and \$28,000 per year for each one-year option term for a total not-to-exceed amount of \$280,000.

THAT, the Executive Director is authorized to take all steps necessary and appropriate that is consistent with the Authority's Purchasing Policy and Procedures Manual.

*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 22, 2021.*



\_\_\_\_\_  
Patricia Wells Secretary / Executive Director

**ADOPTED: February 22, 2021**

**RESOLUTION NO. 4962**

**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 (I) EXECUTE AN AMENDMENT TO THE SERVICES CONTRACT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF OAKLAND AND WEST COAST ARBORISTS, INC. INCREASING THE MAXIMUM CONTRACT AMOUNT FOR THE INITIAL TERM FROM \$196,000 TO \$274,755, AND INCREASING THE MAXIMUM CONTRACT AMOUNT FOR EACH OPTION TERM FROM \$28,000 TO \$100,000, INCREASING THE MAXIMUM TOTAL CONTRACT AMOUNT FROM \$280,000 TO \$574,755, AND (II) RATIFYING AND APPROVING A PAYMENT IN THE AMOUNT OF \$78,755 DURING THE INITIAL TERM FOR EMERGENCY TREE TRIMMING SERVICES STEMMING FROM RECENT STORMS.**

WHEREAS, the Oakland Housing Authority (Authority) requires the services of a vendor that can provide tree trimming on an as needed basis for the Authority's owned and managed properties; and

WHEREAS, the Board of Commissioners Adopted Resolution Number 4962 on February 22, 2021, authorizing a contract with West Coast Arborists, Inc. (WCA) to provide tree trimming services for Authority owned and managed properties; and

WHEREAS, Contract C-21005-P20035JS-SER was signed on March 2, 2021 in an amount not-to-exceed \$196,000 for the initial term and \$28,000 for each additional option term for a total not-to-exceed amount of \$280,000; and

WHEREAS, With the recent storms, reports from staff and resident work orders for hazardous trees at the properties, additional funds are needed to cover costs for emergency tree trimming services and removal at the properties, which exceeded board authorization for the initial term; and

WHEREAS, the Authority has expended \$274,755 in payments to WCA for tree trimming services at Authority owned and managed properties in the initial term of the contract; and

WHEREAS, the Authority has paid the invoices related to the recent storms and is requesting the Board of Commissioners to ratify and approve the payment made to WCA for tree trimming services provided at Authority owned and managed properties in the amount of \$78,755; and

WHEREAS, to address reports from staff and resident work orders for trees at the properties, additional funds are needed to ensure Authority staff can continue to abate safety issues and beautification commitments to the properties; and

WHEREAS, WCA has demonstrated the capability to meet the Authority's needs to provide tree trimming services at Authority owned and managed properties; and

WHEREAS, staff is seeking authorization for the Executive Director to amend the contract with WCA to provide tree-trimming services at Authority owned and managed properties, in an amended not to exceed amount of \$274,755 for the initial term and \$100,000 per year for each additional option term for a total contract not to exceed amount to \$574,755.

**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 amendment to the Services Contract between the Housing Authority of the City of Oakland and West Coast Arborists, Inc. increasing the maximum contract amount for the initial term from \$196,000 to \$274,755, and increasing the maximum contract amount for each option term from \$28,000 to \$100,000, increasing the maximum total Contract amount from \$280,000 to \$574,755; and

THAT, the Board of Commissioners ratify and approve the \$78,755 payment made to WCA for tree trimming services provided at Authority owned and managed properties; 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 April 03, 2023.*

---

Secretary

**ADOPTED: April 03, 2023**

**RESOLUTION NO.**





**Executive Office  
Oakland Housing Authority MEMORANDUM**

---

To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Adopt a resolution authorizing the Executive Director to approve a conditional commitment for a development loan in an amount not to exceed \$2,100,000, subject to clearance under the National Environmental Policy Act (NEPA), and authorizing the negotiation and execution of documents related to the provision of the loan for the development of Friendship Senior Housing (1904 Adeline Street, Oakland, CA 94607) by Friendship Senior Housing, L.P., an affiliate of Community Housing Development Corporation of North Richmond.

Date: April 3, 2023

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**Purpose:** This action will authorize the Executive Director to execute a conditional commitment for a development loan in an amount not to exceed \$2,100,000, subject to clearance under the National Environmental Policy Act (NEPA), to facilitate the development and construction of Friendship Senior Housing located at 1842, 1846, and 1904 Adeline Street in Oakland.

**Funding:** This action seeks to conditionally commit an amount not to exceed \$2,100,000 in MTW funding for the purposes of developing and newly constructing 50 units of affordable housing at Friendship Senior Housing. The funding for Friendship Senior is available for this Project through a reallocation of \$2,500,000 of unused funds that were originally allocated for the Harrison Street Administrative Building (1619 Harrison Street) predevelopment work in FY2023 under #5510-00-000. The Harrison Street Administrative Building predevelopment work did not occur in FY23 and is included in the draft FY 2024 budget.

**Background**

Friendship Senior (the "Project") will provide a total of 50 units of affordable apartments to seniors (62 years and older) whose incomes are at or below 40% of the Area Median Income (AMI). Ten (10) of the fifty (50) units will be set aside for seniors whose incomes are at or below at 20% AMI who are currently or at risk of homelessness and who are diagnosed with mental illness. Abode Services will be contracted to provide resident case management and services coordination.

The Project sponsor is a joint venture between Community Housing Development Corporation of North Richmond (CHDC) and Gerald Agee Ministries from the Friendship

Christian Center which also owns the site. CHDC is a minority-controlled, community-based nonprofit corporation with a 29-year history of developing affordable housing and providing services that support and revitalize low-income, under-served communities in Alameda, Contra Costa and Solano Counties. Friendship Christian Center (dba Gerald Agee Ministries) is a well-established Oakland church with a strong reputation for providing community services and political advocacy for the West Oakland residents it serves. The organizations have formed a limited partnership, Friendship Senior Housing, L.P. (the “Partnership”) to develop, own and operate the Project. The managing general partner of the Partnership is CHDC Friendship Senior, whose sole member is CHDC. The administrative general partner of the Partnership is FCDC Friendship Senior, whose sole member is Friendship Community Development Corporation, an entity associated with Gerald Agee Ministries. The Partnership intends to enter into a long term ground lease with Gerald Agee Ministries to lease the property and construct the Project.

On April 29, 2019, the Board of Commissioners of the Oakland Housing Authority (Authority) approved Resolution No. 4859 authorizing the Executive Director to conditionally award 34 Housing Choice Vouchers to Community Housing Development Corporation (CHDC) for Friendship Senior Housing.

Since that time, CHDC has successfully secured financing to construct and operate the Project which includes funding from the City of Oakland, the State of California’s Department of Housing and Community Development (through its Multifamily Housing, No Place Like Home, and CA Housing Accelerator programs), and the CA Debt Limit Allocation Committee (CDLAC) and CA Tax Credit Allocation Committee (TCAC) for allocations of tax exempt bonds and 4% tax-credits respectively. With the tax-exempt bond allocation from CDLAC, all construction financing must close, and a notice to proceed for construction to start must be issued, no later than June 12, 2023. Unfortunately, current market trends, including significant increases in interest rates, Builders Risk insurance premiums, and construction costs have created a significant financing shortfall thus creating a \$2,100,000 gap in the sources and uses budget for the Project.

### **Project Information**

The Project is located in West Oakland on land owned by Gerald Agee Ministries, one block from DeFremery Park and the West Oakland Senior Center. The neighborhood is comprised primarily of single-family homes and multi-family housing. The site offers easy access to the 29, 36 and 88 bus lines and is a 20-minute walk to downtown Oakland and the West Oakland BART station. K & D Market, a mid-sized neighborhood grocer, is a six minute walk and Sunbeam Market, a smaller neighborhood market, is a five minute walk on Adeline Street. The nearest full service grocery store is the Pak ‘N Save Foods 1.3 miles away, accessible by the 29 and 88 bus lines.

The Project is a four-story development with 50 residential units constructed on a podium over 38 parking spaces. The building consists of 15 studios at 385 square feet, 34 one-bedroom units averaging 540 square feet, and one two-bedroom manager’s unit.

Amenities will include a large community/activity room with a kitchen, computer lounge, lounge/social areas on each floor to promote resident interaction, laundry facilities, and a landscaped open courtyard. CHDC is seeking a GreenPoint Rating certification to promote a healthy living environment for residents and minimize environmental impacts related to construction.

### **Project Evaluation**

The Project was reviewed against the evaluation criteria and priorities established by the Board of Commissioners including the provision of adequate resident support services, integration into the surrounding community, proximity to public transportation and grocery services, a sound financing plan, and alignment with the Authority's mission.

The total development cost is \$49,135,981. This includes \$31.7 million in construction costs as well as site acquisition, design and engineering, legal, building permits, developer fee (\$2,200,000), financing costs, and builders risk insurance. The total development cost per unit is \$982,719 which is comparable to other projects in Oakland, when adjusted for project size. The City of Oakland reported that the average total development cost per unit of the new construction projects that submitted applications under the City's 2021 – 2022 Notice of Funding Availability (NOFA) was \$856,000 but the average project size was 86 units compared to Friendship Senior's 50 units. Should the Authority approve this request, its contribution would be \$42,000 per unit, in addition to the 34 Project-Based Section 8 Vouchers approved in April 2019.

When evaluating this request, staff's primary underwriting objective was to determine financial need. As mentioned previously, CHDC has seen significant increases in interest rates, construction period insurance premiums, and construction costs since they submitted their joint CDLAC and TCAC application in August 2022. As of December 2022, CHDC reports that costs have increased as follows:

- Construction: +8%
- Interest rates
  - Tax exempt construction: +27%
  - Taxable construction: +15%
  - Permanent mortgage: +11%
- Builders Risk insurance: +414%

As a result of these significant cost increases, especially construction insurance, the Project now has an approximately \$2,100,000 financing shortfall. Faced with a mandatory closing deadline of June 12, 2023, CHDC has indicated there is an insufficient amount of time to submit additional financing applications to the State or the City of Oakland. If the Partnership is unable to close the construction loan and equity with Citibank and CREA, LLC respectively and start construction by June 12<sup>th</sup>, the tax-exempt bonds and 4% credits will be rescinded. CHDC has indicated that the rescission of the allocations would be devastating to its organization because CHDC, as the applicant, would be assigned "negative points" from the allocating agencies for two years rendering them ineligible to

receive another allocation for the Project (or any other project) in that timeframe. The proposed \$2,100,000 development loan provides the Project crucial gap funding to pay for all development costs and allow the Project to close the construction period financing and start construction.

### **Documentation of the Loan.**

The proposed \$2,100,000 financing will be structured as a loan, accruing 3% simple interest, repayable from project excess cash flow, with a term of 55 years. The loan will be documented by a Loan Agreement, Promissory Note, Deed of Trust, and Regulatory Agreement. The Regulatory Agreement will require a percentage of the units to remain affordable for the term of the loan, consistent with MTW requirements.

In past deals where the Authority has provided financing, it has also had an ownership interest in the project through a long-term ground lease to the project developer in order to control the site and ensure long term affordability. This Project has come to the Authority on an emergency basis, already structured with a ground lease as noted above, where Gerald Agee Ministries is the landowner and the Partnership is the lessee. Given this, it does not appear likely that the Authority could have an ownership interest in this land.

As of the date of this Memorandum, it is staff's understanding that Citibank, as the commercial construction and permanent lender, will secure its financing to the Project with a Deed of Trust recorded against the land. It is also staff's understanding that other lenders to the Project – the City of Oakland and the State – to date have indicated that their deeds of trust and regulatory agreements will be recorded only against the Partnership's leasehold interest and not against the land.

Without land ownership by the Authority, the Regulatory Agreement becomes the mechanism to ensure long term affordability. The power of a regulatory agreement to impose affordability restrictions depends on what ownership interest it encumbers and whether it can be superseded by the rights of any other party. A regulatory agreement is strongest if recorded on a fee-simple (land) ownership interest, senior to the rights of others. (For example, senior to a lender's right to foreclose through a deed of trust.) A regulatory agreement's effectiveness will be limited by such circumstances as: (1) holding a position junior to another lender's deed of trust, which could allow any rights of the junior party to be eliminated in foreclosure; and (2) encumbering a leasehold interest, which would be eliminated if the ground lease is terminated, thereby also terminating any rights encumbering the leasehold.

The Board of Commissioners could choose to set specific requirements for the position of the Authority's Regulatory Agreement, but strict requirements may be incompatible with the requirements of other funders and the current project underwriting. Another approach would be to set guidelines within which the Executive Director could negotiate, with the advice of counsel, with the landowner and other funders for the best possible position for the recordation of the Authority's Regulatory Agreement, understanding that the City's,

the State's, and the Authority's requirements for affordability are aligned. Such negotiations could require an initial proposal that the Authority Regulatory Agreement be recorded on the land, and if that is incompatible with Project financing to be recorded against the leasehold interest.

#### California Environmental Quality Act (CEQA)

The City of Oakland filed a Notice of Exemption finding the Project exempt from CEQA pursuant to CEQA Guidelines Section 15183 for projects consistent with a community plan, general plan, or zoning. The Authority, as a lender to the Project will be required to adopt the City's CEQA's exemption as a condition to providing the financing.

#### MTW Requirements

The award of MTW funding is consistent with the Authority's mission to "further the expansion of affordable housing in Oakland". Any award of MTW funds will be conditioned based upon the Project's receipt of clearances and authorizations to use federal funds.

#### National Environmental Protection Act (NEPA)

The execution of grant documents or other documents legally committing the Authority to fund shall be expressly conditioned on compliance with the requirements of NEPA.

#### Davis Bacon Prevailing Wages

The Authority's funds are expected to be used for project development and construction purposes and as such, Davis Bacon wages are required under Section 12 of the U.S. Housing Act of 1937.

#### Section 3

Applicable Section 3 requirements will be included in the loan agreement to be executed.

#### **Recommendation**

Staff recommends that the Board of Commissioners adopt a resolution authorizing the Executive Director to approve a conditional commitment for a development loan subject to clearance under the National Environmental Policy Act (NEPA), and authorizing the negotiation and execution of documents related to the provision of the loan for the development of Friendship Senior Housing (1904 Adeline Street, Oakland, CA 94607) by Friendship Senior Housing, L.P., an affiliate of Community Housing Development Corporation of North Richmond in an amount not to exceed \$2,100,000, with the advice of counsel, and take all actions necessary to implement this resolution.

Attachments:        Friendship Senior PPT  
                             Resolution No. 4859  
                             Resolution

# Friendship Senior Housing



Oakland Housing  
Authority

*April 3, 2023*

# Emergency Funding Request

## Friendship Senior Housing

- Project sponsors: Community Housing Development Corporation of No. Richmond and Gerald Agee Ministries (Friendship Christian Center)
  - Friendship Senior Housing, L.P., with CHDC Managing GP and GAM Administrative General Partner
- 50 units (including manager's unit) for seniors with incomes at or below 40% AMI, (10) units set aside for seniors who are currently or at risk of homelessness with mental illness
- West Oakland, one block from DeFremery Park
- Emergency funding request: \$2,100,000
  - Construction: +8%
  - Interest rates: +11% - 27%
  - Builders Risk insurance: +414%

# Emergency Funding Request Friendship Senior Housing

- \$2,100,000 structured as a loan
  - 3% simple interest
  - Repayable from excess cash flow on residual receipts basis
  - 55 year term
- Loan Agreement, Promissory Note, Deed of Trust and Regulatory Agreement
- Key Difference – Gerald Agee Ministries currently owns and will continue to own the land; ground lease to the Partnership
  - Will seek to have DT and Regulatory Agreement recorded against fee but currently City and State of CA have agreed to record against leasehold
- Firm closing deadline: 6/12/23



# Emergency Funding Request

## Friendship Senior Housing



S2.3



Oakland Housing  
Authority



KODAMA  
DISTRICT  
Architects & Planners  
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FRIENDSHIP SENIOR HOUSING  
1904 Adeline Street, Oakland, CA 94607

JANUARY 5, 2023

BIRD'S EYE  
VIEW

S2.3

**THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

On Motion of Commissioner: Lynette Jung-Lee

Seconded by Commissioner: Barbara Montgomery

And approved by the following vote:

AYES: Commissioners Jung-Lee, Montgomery, Hurd, Hartwig, Griffith, Griggs-Murphy

NAYS:

ABSTAIN:

EXCUSED: Janny Castillo

ABSENT:

**THE FOLLOWING RESOLUTION WAS ADOPTED:                    NUMBER: 4859**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO CONDITIONALLY  
AWARD 34 PROJECT BASED SECTION 8 VOUCHERS TO  
COMMUNITY HOUSING DEVELOPMENT CORPORATION FOR THE  
FRIENDSHIP SENIOR HOUSING PROJECT**

WHEREAS, the primary goal of the Authority's Project-Based Voucher (PBV) program is the preservation and expansion of affordable housing units in Oakland; and

WHEREAS, the Board of Commissioners approved provisions in the Moving to Work Plan relating to project-based voucher assistance on June 27, 2005 which allow the Authority to utilize other affordable housing competitions for selecting projects to be awarded Project Based Voucher assistance; and

WHEREAS, the Authority will limit per project awards to 25% of the total units in a project, but may consider a greater percentage for projects that seek to provide service enriched housing for special needs populations; and

WHEREAS, Friendship Senior Housing is a new construction of 50 units of an affordable senior housing project located at 1904 Adeline Street; and

WHEREAS, the Project, selected for affordable housing development funding by the City of Oakland in the competition for 2017/19 funding and to be developed by CHDC, has requested thirty-four (34) Project Based Vouchers; and

WHEREAS, the Project is a 100% senior housing development targeting homeless and veterans at 30% AMI or below; and

WHEREAS, CHDC will partner with Abode Services and East Bay Innovations to provide case management services; and

WHEREAS, Project-Based Voucher subsidy will provide much needed rental subsidies to low income residents and is essential to the financial feasibility of the project; and

WHEREAS, the Project-Based Vouchers awarded to the project is conditioned upon the project securing all necessary financing, receiving HUD approval of a Subsidy Layering Review and an Environmental Review; and

WHEREAS, upon project completion, OHA will enter into PBV Housing Assistance Payments (HAP) contract with the project owner for a 20-year initial term to provide rental assistance to Section 8 eligible families that reside in 34 PBV units at the project; and

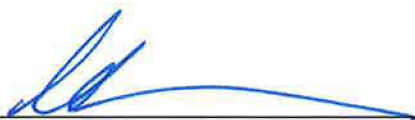
WHEREAS, this proposal is in accordance with the Authority's mission to "further the expansion of affordable housing within Oakland" and; the Authority's MTW goal of "increasing housing choice for low-income households".

**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 conditionally award 34 Project Based Section 8 Vouchers to the project owner sponsored by the Community Housing Development Corporation – Friendship Senior Housing, L.P. for Friendship Senior Housing, and authorizes the Executive Director to execute a 20-year Project Based Section 8 Award, with the option to extend for an additional 20 years; 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 April 29, 2019.*

  
Eric Johnson, Secretary/ Executive Director

**ADOPTED: April 29, 2019**

**RESOLUTION NO. 4859**

**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 APPROVAL OF A CONDITIONAL COMMITMENT FOR A DEVELOPMENT LOAN OF MTW FUNDS IN AN AMOUNT NOT TO EXCEED \$2,100,000, SUBJECT TO CLEARANCE UNDER THE NATIONAL ENVIRONMENTAL POLICY ACT (NEPA), AND AUTHORIZING THE NEGOTIATION AND EXECUTION OF DOCUMENTS RELATED TO THE PROVISION OF THE LOAN FOR THE DEVELOPMENT OF FRIENDSHIP SENIOR HOUSING (1842, 1846 AND 1904 ADELINE STREET, OAKLAND, CA 94607) BY FRIENDSHIP SENIOR HOUSING, L.P., AN AFFILIATE OF COMMUNITY HOUSING DEVELOPMENT CORPORATION OF NORTH RICHMOND.**

WHEREAS, Gerald Agee Ministries, a California nonprofit religious corporation ("Land Owner") owns that certain real property located at 1842, 1846 and 1904 Adeline Street, in the City of Oakland, California (the "Property");

WHEREAS, Community Housing Development Corporation of North Richmond, a California nonprofit public benefit corporation ("CHDC") has formed a limited partnership known as Friendship Senior Housing, L.P. in which a limited liability company controlled by CHDC is the managing general partner (the "Developer");

WHEREAS, CHDC intends that Developer will enter into a long term ground lease with the Land Owner to lease the Property and construct on the Property fifty (50) units of affordable housing (including the manager's unit) available to seniors 62 years and older whose incomes are at or below 40% of the Area Median Income (AMI) to be known as Friendship Senior Housing (the "Project"); and

WHEREAS, ten (10) of the 50 units in the Project will be set aside for seniors whose incomes are at or below 20% AMI who are currently or at risk of homelessness with mental illness; and

WHEREAS, Abode Services will be contracted to provide resident case management and services coordination; and

WHEREAS, on April 29, 2019, the Board of Commissioners approved Resolution No. 4859 which authorized the Executive Director to conditionally award 34 Housing Choice Vouchers to CHDC for the benefit of the Project; and

WHEREAS, CHDC has successfully secured financing to construct and operate the Project which includes funding from the City of Oakland, the State of California's Department of Housing and Community Development (through its Multifamily Housing, No Place Like Home, and CA Housing Accelerator programs), and the CA Debt Limit Allocation Committee (CDLAC) and CA Tax Credit Allocation Committee (TCAC) for allocations of tax-exempt bonds and 4% tax credits respectively; and

WHEREAS, California Municipal Finance Authority will issue the tax exempt bonds which will be purchased and loaned to the Project by Citibank N.A., and CREA, LLC will purchase the low income housing tax credits and provide an equity investment to the Project; and

WHEREAS, significant increases in interest rates, builders risk insurance premiums, and construction costs have created a financing shortfall, creating a \$2,100,000 gap in the sources and uses budget for the Project, and staff has reviewed the Project financing as set forth in more detail in the Board Memorandum accompanying this resolution; and

WHEREAS, as a condition to receiving the tax-exempt bond allocation from CDLAC, all construction financing for the Project must close, and a notice to proceed for construction to start be issued, no later than June 12, 2023; and

WHEREAS, given this deadline, CHDC as the Project sponsor has indicated that there is insufficient time to submit additional financing applications to the State or the City of Oakland; and

WHEREAS, if CHDC is not able to close the financing gap by June 12<sup>th</sup> the Project will not be able to go forward and the tax-exempt bonds and 4% credits will be rescinded; and

WHEREAS, the Authority desires to assist the Project with a conditional commitment of a loan of Moving to Work (MTW) funds in an amount not to exceed \$2,100,000 to fill the Project's financing gap and allow the Project to move forward; and

WHEREAS, the proposed \$2,100,000 development loan will be offered as a 55 year loan, with 3% simple interest, and deferred repayments from residual receipts, and evidenced by a Loan Agreement, Promissory Note secured by a recorded Deed of Trust, and also evidenced by a recorded Regulatory Agreement requiring a percentage of the units to be affordable for the term of the loan (collectively, the "Loan Documents"); and

WHEREAS, the funding for the Project is available through a reallocation of \$2,500,000 of unused MTW funds that were originally allocated for the Harrison Street Administrative Building Predevelopment Work in Fiscal Year 2023 under GL code #5510,00-000; and

WHEREAS, the Harrison Street Administrative Building Predevelopment Work did not occur in Fiscal Year 2023 and is instead included in the draft Fiscal Year 2024 budget; and

WHEREAS, this award of MTW funding is consistent with the Authority's mission to "further the expansion of affordable housing in Oakland" as set forth in the Authority's MTW Plan; and

WHEREAS, this commitment of federal funds is conditioned upon compliance with the requirements of the National Environmental Protection Act (NEPA) and the California Environmental Quality Act (CEQA); and

WHEREAS, the City of Oakland filed a Notice of Exemption finding the Project exempt from CEQA pursuant to CEQA Guidelines Section 15183 for projects consistent with a community plan, general plan, or zoning; and

WHEREAS, the Authority's funds are expected to be used for Project development and construction purposes and as such, Davis Bacon wages will be required under Section 12 of the U.S. Housing Act of 1937; and

WHEREAS, all applicable Section 3 requirements will be included in the loan documents.

**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 finds and determines that the above recitals are true and correct, and serve, together with the Board Memorandum, as the basis of the actions of the Board of Commissioners set forth below; and

THAT, consistent with findings by the City of Oakland, the Project is exempt under Section 15183 of the CEQA Guidelines for projects that are consistent with a community plan, general plan, or zoning; and

THAT, the Executive Director is authorized to file a Notice of Exemption from CEQA pursuant to Section 15062 of the CEQA Guidelines; and

THAT, the Board of Commissioners approves the conditional commitment of a development loan in an amount not to exceed \$2,100,000 to the Project, subject to clearance under the National Environmental Policy Act (NEPA); and

THAT, the Executive Director on behalf of the Authority, is hereby authorized to negotiate and execute the Loan Documents, with the advice of counsel, and that such negotiation will include securing the recordation of the Authority Regulatory Agreement in a position that is most beneficial to the Authority taking into consideration existing Project financing and underwriting and the emergency nature of this funding request; and

THAT, the Executive Director on behalf of the Authority, is hereby authorized to negotiate and execute any other necessary documents evidencing the loan, with the advice of counsel, and 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 April 03, 2023.*

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Secretary

**ADOPTED: April 03, 2023**

**RESOLUTION NO.**






**Executive Office  
Oakland Housing Authority MEMORANDUM**

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To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Informational presentation on Potential Wi-Fi Project for Oakland Housing Authority Residents.

Date: April 3, 2023

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Purpose: This is an informational presentation; no Board of Commissioner action is required.

Funding: No funding is required for this item.

**Background:**

The Oakland Housing Authority (OHA) has been working on an initiative with the City of Oakland, and the EducationSuperHighway, a national non-profit organization dedicated to closing the digital divide for households that cannot afford internet, to bring no-cost, quality internet service to OHA residents.

According to the City of Oakland assessment, an estimated 94,000 Oakland residents do not have internet service, which is more than 20% of the city's population of approximately 434,000. Though no comprehensive study has been conducted related to confirm the number of families in the OHA portfolio who have access to high-speed wireless internet, ongoing conversations and services provided by the OHA Family and Community Partnerships Department (FCP), underscored by lessons learned during the COVID-19 pandemic, have shown that many OHA families do not have high-speed wireless internet. This information was determined during the covid years as children engaged in distanced learning while schools conducting remote classroom sessions. In addition, of those families who do have basic internet access, many do not have access to high-speed internet and struggle to pay the monthly costs of basic internet access supplied by internet service providers (ISP).

These issues of residential internet access and digital equity have gathered national attention. During 2022, the Executive Director joined a Mayor's Office briefing to the FCC Chairman and was able to provide input into language that broadened eligibility to all HUD subsidized households for newly available internet subsidies. Most recently HUD Secretary Marsha L. Fudge pledged her support and full commitment to making sure every home has access to high-speed internet and issued guidance to housing authorities to connect residents to internet service.

To achieve the goal of providing residents with high-speed internet, the OHA has issued a Request for Proposals (RFP) to obtain an ISP provider who will build, maintain, service, support, and provide high-speed internet to OHA residents at eight (8) locations, serving a total of 1,333 households. The initial locations selected are:

- **Lockwood Gardens**, a 372-unit multi-family development located at 1327 65<sup>th</sup> Ave.
- **Palo Vista Gardens**, a 100-unit senior development located at 6400 Fenham Street.
- **Campbell Village**, a 154-unit multi-family development located at 800 Willow Street.
- **Peralta Village**, a 390–unit multi-family development located at 935 Union Street.
- **Foothill Family**, a 65–unit multi-family development located at 6900 Foothill Blvd.
- **Oak Grove North** is an enclosed four-story, 77-unit senior citizen property located at 620 17<sup>th</sup> Street.
- **Oak Grove South** is an enclosed five-story 75-unit senior property located at 570 16<sup>th</sup> Street.
- **Harrison Towers**, a 13- floor 100–unit senior development located at 1621 Harrison Street

Upon completion of the project, it is the intent of OHA to provide high-speed internet access to every household at these listed locations at no cost to the household.

At the February 27, 2023, Board of Commissioners meeting, staff informed the Board of Commissioners during the Annual Plan presentation of the intent to use Moving to Work single fund flexibility to pay for equipment and operating costs related to high-speed internet. Staff also indicated that the Executive Director may return to the Board of Commissioners and request the use of MTW funds to provide this critical service.

The cost for this project are outlined in two categories-- the initial build out rendering the system operational and the ongoing cost of paying the monthly fee to the selected ISP provider for each resident.

The City of Oakland and the EducationSuperHighway assisted the OHA in costing out the project build, including all capital costs for the deployment of a high-speed internet system. From similar projects, both local and out-of-state, the team estimated the initial capital costs will be approximately \$650-\$750 per unit, leading to a one-time total cost of \$730,000 to \$840,000. To assist in paying some or all the costs related to the project build, the City of Oakland in will apply for a grant the state of California Advanced Services Fund (CASF) which has authorized \$15 million for the building and the deployment of broadband services in underserved areas of the state of California. Through the work of the City of Oakland, all properties owned and operated by the Authority had been deemed underserved and qualified for the grant. Again, it is not

known whether the Authority will receive all, some, or any other grant funding to assist in the project build.

The second component of the project will be the ongoing monthly costs. Again, the City of Oakland and the EducationSuperHighway has assisted OHA in forecasting the cost of ongoing expenses. The estimate for high-speed internet service to OHA residents is estimated to cost between \$10 and \$20 per month or \$13,330-\$26,660 per month. This leaves an annual cost to the Authority of approximately \$159,960 to \$319,920 annually. The estimated cost to provide high-speed internet access to these 1,333 households is estimated not to exceed \$1,600,000 over the course of the next five (5) years.

Access to high-speed, reliable internet is not a convenience, but rather a necessity to participating in basic information sharing and access to services. Residents need internet access to apply for jobs, attend virtual school, meet with healthcare professionals, and participate in our increasingly digital society. Broadband internet connectivity is a basic need, not a luxury, for all household types for fostering social connections and to level the digital playing field. For those reasons, this project is being proposed in both senior and family developments since both communities of people have faced significant challenges with remote connection and isolation.

This is a first step toward achieving OHA's long-term goals of bringing digital equity to our communities.

**Recommended Action:**


No action is required, this presentation is informational only.

# **CONSENT AGENDA ITEMS**

**Executive Office  
Oakland Housing Authority MEMORANDUM**

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To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Adopt a resolution authorizing the Executive Director to purchase commercial automobile and excess liability insurance from the HAI Group for the period of May 1, 2023, to May 1, 2024, and to make payment of the annual premiums in the amount not to exceed \$600,000.

Date: April 03, 2023

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Purpose: Adopt a resolution authorizing the Executive Director to purchase insurance policies for Commercial Automobile and Excess Liability with HAI Group (Housing Authority Insurance Group underwritten by Travelers Insurance and Housing Authority Risk Retention Group), and to make the payment of the annual premium in the amount not to exceed \$600,000.

Funding: Authorizing \$600,000 for the one-year term, included in the Authority's approved Fiscal Year 2023 annual operation budget, budget line item #4560-00-000.

**Background**

The Authority is renewing its Commercial Automobile insurance effective on May 1, 2023. The base automobile policies contain a maximum of \$300,000 in liability coverage through Travelers. There are two additional excess liability coverages through the Housing Authority Insurance Retention Group. The first layer provides \$700,000 per occurrence in excess of \$300,000. The second excess layer provides \$3,000,000 per occurrence in liability coverage in excess of \$1,000,000. These are recommendations of the risk management consulting firm we have engaged to advise on coverage limits. Quotes were requested with a \$1,000 deductible per physical damage incident.

\*The Authority is not required to solicit quotes from other brokers based on the HUD Waiver.

The current projected annual premium for the base automobile policy is as follows:

**Renewal Policy – Liability (HARRG Preferred Direct)**

(Coverage for 152 vehicles)

- \$1,000,000 owned automobile limits
- \$300,000 non-owned and hired limits
- \$1,000 medical payments per incident
- \$1,000 comprehensive/collision deductible

**Total Projected Premium:                     \$514,722**

This represents an increase in auto insurance premiums for the agency from \$398,270 in the previous year to the projected amount of \$514,722 or \$116,452 (29%) for the current renewal. This is primarily driven by market forces in the automobile insurance sector. Since these costs are not yet been finalized, the request for funding not to exceed \$600,000 is believed to be sufficient to obtain sufficient coverage limits for this renewal period while also providing flexibility to ensure coverage can be placed for any new replacement vehicle purchases.

**Recommendation**

It is recommended that the Board of Commissioners approve the resolution authorizing the Executive Director to purchase Commercial Automobile and Excess Liability Insurance from the HAI Group for the period of May 1, 2023, to May 1, 2024, and to make payment of the annual premium in amounts not to exceed \$600,000.

\*U.S. Department of Housing and Urban Development dated: August 22, 2019 24 CFR 965.205(a)(b) Waiving bidding requirements of the Annual Contributions Contract are hereby waived...

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:**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE COMMERCIAL  
AUTOMOBILE AND EXCESS LIABILITY INSURANCE FROM THE HAI GROUP FOR  
THE PERIOD OF MAY 1, 2023 TO MAY 1, 2024 AND TO MAKE PAYMENT OF THE  
ANNUAL PREMIUMS IN THE AMOUNT NOT TO EXCEED \$600,000**

WHEREAS, the Oakland Housing Authority's ("Authority") Commercial Automobile Liability Insurance Policy is due for renewal for the period of May 1, 2023 to May 1, 2024; and

WHEREAS, the Authority is a member of the Housing Authority Insurance Group (HAI Group), a nonprofit, tax-exempt risk retention group owned by public housing authorities; and

WHEREAS, HAI Group is qualified under HUD regulations as being substantially equivalent to a "financially sound and responsible insurance company"; and

WHEREAS, HUD permits public housing authorities to select HAI Group for insurance coverage without following the normal bidding requirements; and

WHEREAS, the Authority received an initial indication that the base automobile insurance coverage premium will be \$514,722.

**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 the Commercial Automobile and Excess Liability Insurance from the HAI Group and to make the payment of the premiums in the amount not to exceed \$600,000; and

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*I 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 April 03, 2023.*

---

*Secretary*

**ADOPTED: April 03, 2023**

**RESOLUTION NO.**



**WRITTEN  
COMMUNICATIONS  
(MONTHLY REPORT)**

**Oakland Housing Authority**  
**Monthly Status Report**  
**February 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	<b>10</b>
Cement Mason	1	0	<b>1</b>
Electrical	1	0	<b>1</b>
Iron Worker	0	1	<b>1</b>
Laborer	6	1	<b>7</b>
Operating Engineer	0	1	<b>1</b>
Painter	0	1	<b>1</b>
Welder	1	0	<b>1</b>
<b>TOTAL</b>	<b>14</b>	<b>9</b>	<b>23</b>

Section 3 Compliance

FCP received six (6) trades request for Section 3 opportunities. In addition, six (6) 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.

**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	1	0	0	1
Plumber	1	0	0	1
Steamfitter/Pipefitter/Plumber	1	0	0	1
Sprinkler Fitters	1	0	0	1
<b>Total</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

### Employment and Economic Development

FCP Program	Job Referrals	Job Readiness	Total
FSS	4	0	4
General	17	6	23
ROSS	1	0	1
Section 3	1	0	1
<b>Grand Total</b>	<b>23</b>	<b>6</b>	<b>29</b>

Workshops	OHA Participants	Community Participants
Resume/Cover Letter Writing	2	0
Computer Literacy & Email Knowledge	0	0
Employment Assessment & Application	2	0
Career Exploration	1	0
<b>Total</b>	<b>5</b>	<b>0</b>

### Winning Wednesday Hiring Events

Event	OHA Participants	Community Participants	Total
Resource & Career Training Event	10	13	23
Job Fair	4	14	18
<b>Total</b>	<b>14</b>	<b>27</b>	<b>41</b>

### General Employment

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
FSS	3	0	1	IHSS	Ca
General Support	1	0	1	United Airlines	Baggage Handler
<b>Total</b>	<b>4</b>	<b>0</b>	<b>2</b>		

### Youth Employment

Provider	Enrolled this month	Enrolled in this contract term	Enrolled in Training	Job Placements	College Enrollments
LAO Family	11	135	11	7	21
YEP	0	4	3	4	0

### Financial Literacy

Provider	Participants	Workshop Completed
FDIC Money Smart	2	11
<b>Total</b>	<b>2</b>	<b>11</b>

### T-Mobile Tablet Distribution

FCP Program	Tablets/Chromebooks Distributed (Month)	Program Total (YTD)
Education Initiative	1	2
FSS	1	2
ROSS	0	0
General Support	0	0
RAB	0	0
<b>Total</b>	<b>2</b>	<b>4</b>

#### T-Mobile Tablet & Chromebook Distribution

One (1) FSS participant received a Chromebook so she could take an online financial education training required for her FSS graduation. In addition, one (1) Education Initiative participant received a Chromebook to assist with his High School homework.

#### Family Self-Sufficiency (FSS) Program

- One (1) FSS participant nearing retirement has updated her goals to align with her new life goals and is preparing to return to school post-graduation.
- One (1) FSS participant received an \$800 award from her employer, Telecare, to assist her while she continues her education to become a nurse.
- One (1) FSS participant had two (2) job interviews this month.
- The FSS team outreached to one hundred and twenty-five (125) OHA residents on the FSS interest list and facilitated four (4) FSS program orientations which resulted in seven (7) new program participants enrollment.
- Nine (9) FSS participant(s) received a quarterly contact to review and update their Individual Training Service Plans (ITSP) for program graduation. In addition, two (2) FSS participants are within six (6) months of graduation and have met with their Coordinator to prepare for graduation.

#### 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	0	\$0	0
PH	12	0	4	0	0	0	\$0	0
FUP-Youth	12	0	5	0	0	0	\$0	0
<b>Total</b>	<b>150</b>	<b>0</b>	<b>89</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>

#### 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 seven (7) new students. In addition, coordinators completed seven (7) Student Success Plans.

#### **Promise Plus Program**

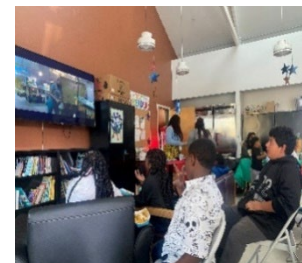
<b>OUSD Schools</b>	<b>Previous Students Enrolled</b>	<b>New Enrollments</b>	<b>Total Enrollment</b>
Prescott Elementary	17	0	<b>17</b>
Martin Luther King, Jr.	16	0	<b>16</b>
Lockwood Steam Academy	33	0	<b>33</b>
Markham Elementary	16	0	<b>16</b>
West Oakland Middle	24	0	<b>24</b>
Westlake Middle	4	0	<b>4</b>
Elmhurst Middle	6	1	<b>7</b>
Frick Impact Middle	19	2	<b>21</b>
McClymonds High	13	0	<b>13</b>
Oakland High	3	0	<b>3</b>
Fremont High	11	3	<b>14</b>
Castlemont High	13	0	<b>13</b>
Non-Partner Schools	58	1	<b>59</b>
<b>Total</b>	<b>233</b>	<b>7</b>	<b>240</b>

### Basic Needs/Support Services

- Education Coordinators contacted one-hundred and ninety-seven (197) Promise Plus families to assess support service needs (i.e., clothing, food, transportation). The information gathered ensures that all Promise Plus families' needs are addressed.

### Black History Month – Movie Celebration

In celebration of Black History Month, two movie nights were held at Peralta Village and Lockwood Gardens. OHA families were invited to watch “Wakanda Forever” while enjoying refreshments. In addition, each OHA youth received an African American History book provided by our partner, Steve Gardner. Twenty-one (21) OHA youth between both sites attended the movie nights



### Cocoa and Crafts at Lockwood Gardens

In partnership with Oakland Natives Give Back (ONGB) and Tandem, FCP hosted a Coco and Crafts event at Lockwood Gardens for families with children ages three (3) to five (5) years old. The event families with and fun event to educate them about the preschool registration process and the importance of early childhood education. Each parent participated in an individual session with ONGB staff to discuss their child's educational needs. Tandem issued each family a set of early reader books. Fifteen (15) parents and children participated in the event.

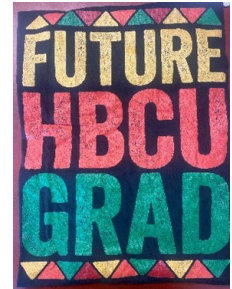


### Annual Black College Expo

The Education Team coordinated took twenty-two (22) high school seniors to the Annual Black College Expo and seven (7) received onsite acceptances into the following colleges: (1) Grambling University, (2) Morgan State, (2) Virginia State University, (1) Jackson State, and (1) Monroe University.



The Oakland Chapter of the NAACP donated the Black Expo tickets to OHA. In addition, each OHA youth received a “Future HBCU Grad” t-shirt, bag, breakfast, and lunch.



### OUSD School Site Community Outreach

Education Coordinators distributed OHA Waitlist information to the twelve (12) partner schools.

### OPTIONS School Selection

The Education team contacted Promise Plus Families regarding the Oakland Unified School District (OUSD) OPTIONS School selection process. Through this process families can pre-request which school they would like their child to attend for the upcoming school year outside of their assigned school. The coordinators supported twenty-one (21) families with their online application.

### Promise Plus Student Highlight

Amanda Pham is a high school Promise Plus is a finalist in a number of scholarships, such as Quest Bridge National, the University of Pennsylvania Early Exploration, Discover Swarthmore Fly-In and the Gates Scholarship (out of 36,000 Gates scholarship applicants). In addition, Amanda has received acceptance into San Francisco State University and San Diego State University.

### OUSD School Site Events

#### *Elementary School*

- The Education Coordinator supported the Student-of-the-Month and Valentine’s Day events at Prescott Elementary School, providing snacks and the Perfect Attendance awards.
- Two (2) Elementary School families received supportive services. One (1) family received transportation assistance, and the other received one (1) PPE Bag.

- The Education Coordinator completed six (6) Wellness Checks to determine the needed support services for the household.

### *Middle School*

- The Education Coordinator completed eight (8) support services assessments with Middle School families.

### *High School*

- The Education Coordinator sent Youth Employment program applications to 11<sup>th</sup> and 12<sup>th</sup> Grade OHA youth.
- The Education Coordinator sent the National Leased Housing Association (NHLA) scholarship and the National Affordable Housing Management (NAHMA) calendar contest to OHA high school youth.

### OUSD School Site Meetings

- Education Coordinators attended nine (9) weekly COST/Attendance Team meetings at partner school sites.

### **Resident Opportunities Self Sufficiency (ROSS) Program**

- ROSS Coordinators met with sixty (60) ROSS participants to assess program participants' needs and provide them with supportive services and community resources.

### **ROSS Program**

<b>Program</b>	<b>ROSS Participants</b>	<b>New Enrollees (Month)</b>	<b>YTD (Exits)</b>
Public Housing	145	0	2

### **Senior Services**

One hundred (100) senior participants from Peralta Village, Lockwood Gardens, Palo Vista Gardens, and Campbell Village received a Seniors Connect newsletter. In addition, the seniors received a tote bag with a heartstring craft.



The January Seniors Connect Newsletter “Valentine’s” edition included health and wellness tips for seniors and ways to stay socially connected. The newsletter also showcased seniors who completed their art projects in January.

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. FCP staff distributed three-hundred and thirty (330) hot meals 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	330	648

### Special Programs

#### Emergency Housing Voucher Welcome Kits

FCP issued eleven (11) Emergency Housing Voucher Welcome Kits.

#### Foster Youth to Independence (FYI) Program Housing Workshop

Eighteen (18) FYI participants received housing search assistance and were provided housing listings, application assistance, landlord communication coaching, referrals for credit repair, and security deposit assistance.

#### Site Meetings

FCP partnered with OAHPI, OHAPD, and OHA’s Green Team to conduct a site meeting. The twelve (12) residents who attended received a PPE bag and information about recycling and FCP programs.

### Health and Wellness

#### Food Programs – Peralta Village & Lockwood Gardens

FCP, in collaboration with the Alameda County Community Food Bank, 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 Gardens	Peralta Village	DoorDash
Food Bank (Food bags)	52	72	62
Semi Freddi’s bread donation	75	75	75

#### Food Assistance

	Spectrum Grab & Go	Peralta Village	Lockwood Gardens	DoorDash Pantry	Total
Food bags provided	0	72	52	62	<b>186</b>
Senior Lunches	330	0	0	0	<b>330</b>
Residents served	25	148	109	113	<b>395</b>



## Homeownership

- One (1) disabled single mom with three (3) children became a homeowner this month thanks to OHA and \$210,000 in mortgage assistance from the Alameda County Boost (AC Boost) program. She purchased a three (3) bedroom, one (1) bathroom home in East Oakland for \$573,000.
- The homeownership program coordinator assisted three (3) current homeowners with resolving mortgage payment challenges. All three (3) payment challenges were caused by the mortgage company's process and handling of the two separate payments they received to cover OHA's and the homeowner's portion.
- Five (5) participants attended the Homeownership Program Monthly Q&A session.
- Nineteen (19) 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	-	-	-
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	2	0	1	1	0

### Homeownership Program

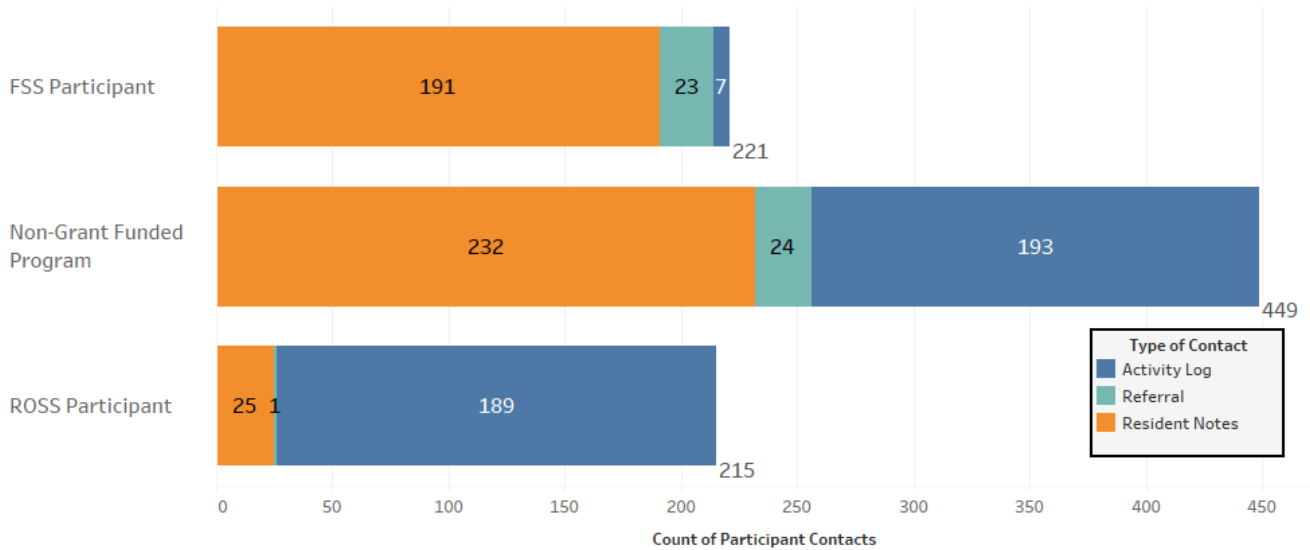
Current Homeowners	Total Homes Purchased (Since 2004)	Program Terminations (YTD)	Program Graduates (YTD)	Pending Refinance	Total Homes Refinanced (YTD)
69	122	0	0	0	0

## Site Services

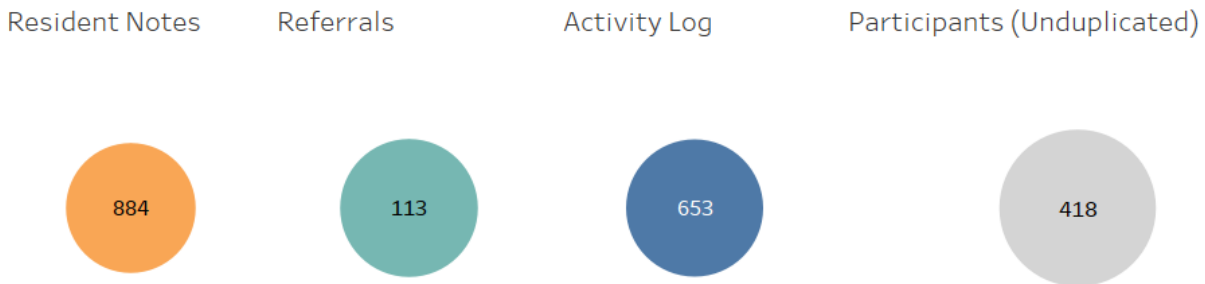
### Household Cleaning Kits

Participant Request	Issued
28	28

### Participant Encounters - February 2023



### 2023 YTD Participant Encounters



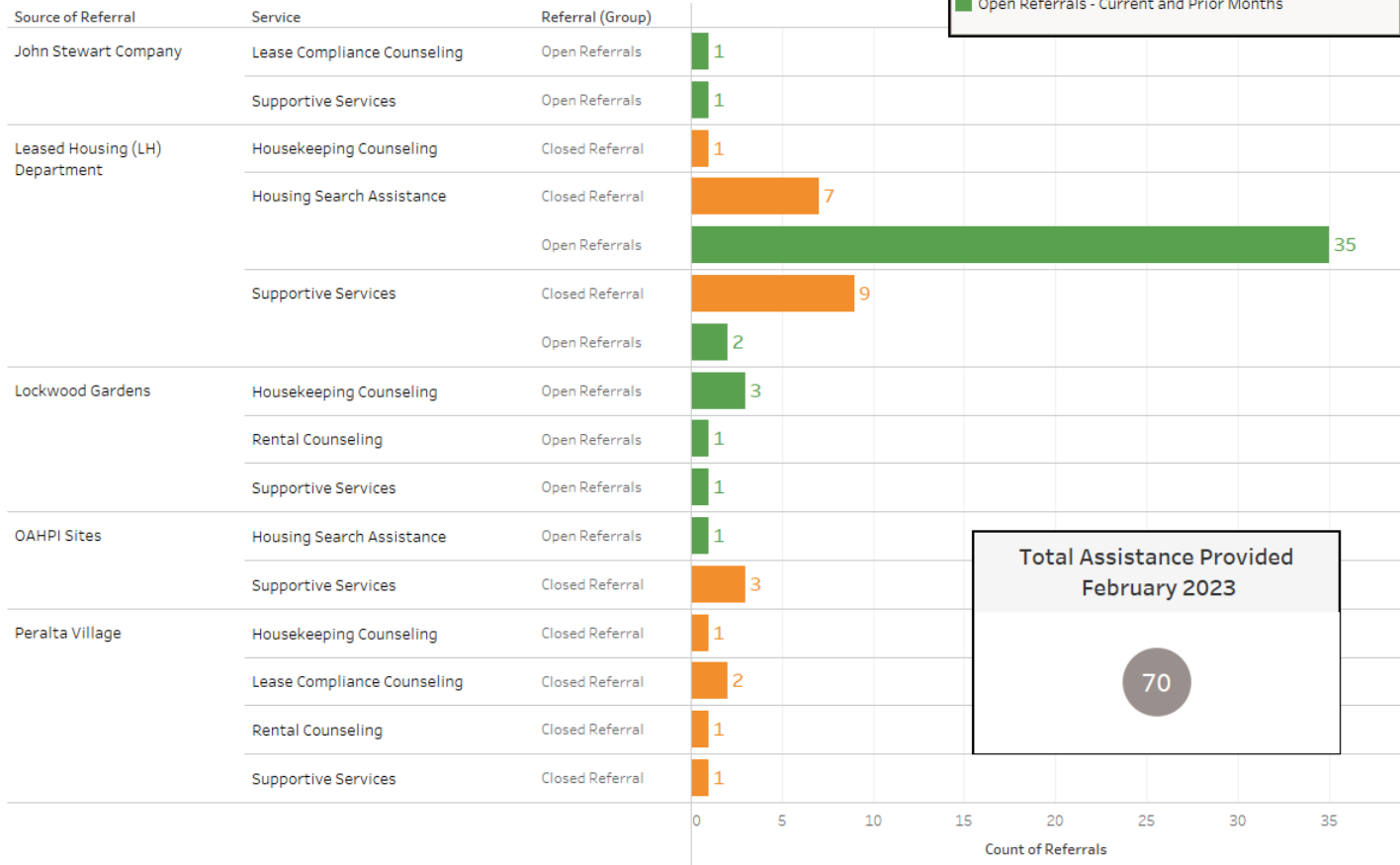
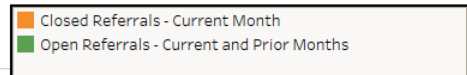
### Civic Engagement

#### OHA Resident Advisory Board (RAB)

The Resident Advisory Board held a virtual meeting on February 8<sup>th</sup> with nine (9) RAB members in attendance. In addition, seven (7) RAB members attended the RAB debrief committee meetings.

Status	RAB committee meetings	RAB Meetings	Volunteers	Total
OHA Residents	7	9	0	16
Non-OHA Residents	0	0	0	0
<b>Total</b>	<b>7</b>	<b>9</b>	<b>0</b>	<b>16</b>

### Site Intervention Referrals - February 2023



### 2023 YTD Summary

Referrals Opened



Referrals Closed



## Leased Housing Department- February 2023 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
February 2023	44	46

### 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
February 2023	205	104	25	27

\*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	# Referrals 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
February	0	0	0	7

\*no show 2<sup>nd</sup> 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. There will be 500 applicant households placed on the waitlist. The lottery process is pending completion.

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## **Summary Report**

**January 2023**

**February 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	1	1
• Intake, Briefing and voucher issued for Port-In and Survivor vouchers/FUP	9	7

#### **Project Based Voucher and Tenant Protection Vouchers**

• New Move-in Intake and briefing PBV/TPV incl OAHPI	13	31
• Relocation vouchers issued for OAHPI Households	0	0

#### **Special Programs (including non-MTW)**

Intake, briefing and voucher issued:

• HUD VASH	9	0
• Mod Rehab/S+C to Section 8	0	0

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## **Summary Report**

	<b>January 2023</b>	<b>February 2023</b>
• Intake, briefing: Local Programs/ PACT	2	0

### **Public Housing and OAHPI Eligibility:**

• Intake	104
• Processing for Eligibility	74
• Referred Households	27

<b>Total new vouchers issued (tenant &amp; unit based)</b>	33	39
<b>Denial of Admission/Withdrawals</b>	0	27

## **Owner Services**

### **Initial Inspections**

• Move-in inspections	157	112
• Passed Inspections	71	49
• New contracts (new, transfer, port-ins)	97	89

### **Rent Increases**

• Rent increases requested	551	331
• Rent increases approved	465	264
• Rent increases denied/declined	43	16
• Rent increases pending review/HQS	43	51

### **Annual Inspections**

• Total number of Annual Inspections performed	364	466
• Number of annual inspections passed	88	112
• Failed with owner and tenant items	117	235
• Inspections rescheduled, vacant, or cancelled	125	76
• No Shows	34	43

## **Reasonable Accommodations**

• Total number of requests received	24	10
• Total number approved	7	10
• Total number pending	10	4
• Total number denied	7	7

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## Summary Report

January 2023

February 2023

### Occupancy

• Total annual recertification scheduled	293	323
• Total annual recertification's completed	239	250
• Total interim recertification's completed	141	137
• Transfer voucher within Oakland	40	58
• Portability vouchers issued	22	16
• Total no. of transfer vouchers issued	62	64
• Total no. of Decisions to Terminate Assistance	17	8
• Total Meet & Discuss appointments	5	7
• Resolution cases	162	148

### Special Programs

• Interims completed	54	77
• Recertification's completed	76	105
• Field recertification's	0	0
• Transfer port vouchers issued	9	19
• Resolution cases	138	144
• Files to CGI		

### Program Terminations

• Informal Hearings held	1	2
• Termination upheld	0	0
• Termination reversed	0	0
• Pending outcome	1	1
• Requests for Executive Review	1	0
• ER Termination upheld	0	0
• ER Termination reversed	0	0
• ER Outcome pending	2	2

### Customer Service

• Walk in visitors	451	451
• 1540 Leased Housing main phone line	4,489	3,582
• Avg. calls/day to Customer Service	214	179

### LEP Calls

• Cantonese/Mandarin	35	4
• Spanish	31	0
• Vietnamese	6	3

## **Leased Housing Department Special Programs and Initiatives:**

### **VASH**

OHA has a total allocation of 526 VASH vouchers and 302 leased. OHA received 1 new referrals. OHA approved a conditional award of 18 vouchers to the Lake Park/EAH affordable housing project, 8 vouchers were awarded to 285 12<sup>th</sup> Street/EBALDC and 19 vouchers to 2700 International Blvd/Unity Council.

### **Mainstream**

OHA has a total allocation of 262 Mainstream vouchers (MS5/MS28), 192 utilized and 4 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 3<sup>rd</sup> 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 EHV's. 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](http://www.oakha.org).

<b>Total Award</b>	<b>Total Leased/Utilized</b>	<b>Total Searching</b>	<b>Contracts Pending Activation</b>	<b>Applicants in Eligibility Screening</b>
515	498	71	18	2

### **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 40<sup>th</sup> percentile of the range of gross rents paid by recent movers into standard quality units in each FMR area.

<b># of Bedrooms</b>	<b>2022 Department FMRs</b>	<b>2023 Department FMRs</b>	<b>Difference/%</b>
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 \$34,817.13 in vacancy loss to 10 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 65 owners a \$1,000 bonus/\$65,000.

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 3 owners for a total of \$6,095 in February 2023.

### **New Contracts Entered for Owner Payment February 2023**

PBV	21
HCV	62
HUD VASH	3
TRA/Shelter Plus	2
Mod Rehab	2
FYI	2
Contracts Entered for Payment	89

### **Project Based Vouchers**

#### **Projects in the pipeline**

95th and International - Anticipated May 2023

### **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 30 client interactive/warning meetings, processed 13 owner notification letters, resolved 1 late rent notices, resolved 125 resolution cases and processed 22 proposed termination notices. Additionally, the team assigned 0 police reports. There were \$16,181 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 331 rent increase requests. There were 188 Housing Choice Vouchers completed. A total of 143 were Project Based Vouchers and Mod Rehab

completed. The average rate of increase was 7% and average amount approved was \$264.

**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 Unite): Dept. of Human Services	25-30	Re-entry: Adult Probation & Parole	Abode Services	Abode Services
PATH: ESG & THP+ Funding  City of Oakland – HSD - CHS	17-20  20-40	Homeless Youth Ages 18-24 who are homeless or at-risk of homelessness and exiting the foster care or juvenile justice system Families experiencing homelessness, at risk of homelessness or victims of domestic violence	First Place for Youth  Building Futures for Women & Children	First Place for Youth  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 January 2023 TOTALS	Total Units	Vacant or Non-	Eligible Units	Subsidy Per Unit
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<b>Eligible Units</b>			
<b>311</b>	<b>136</b>	<b>166</b>	<b>\$897</b>

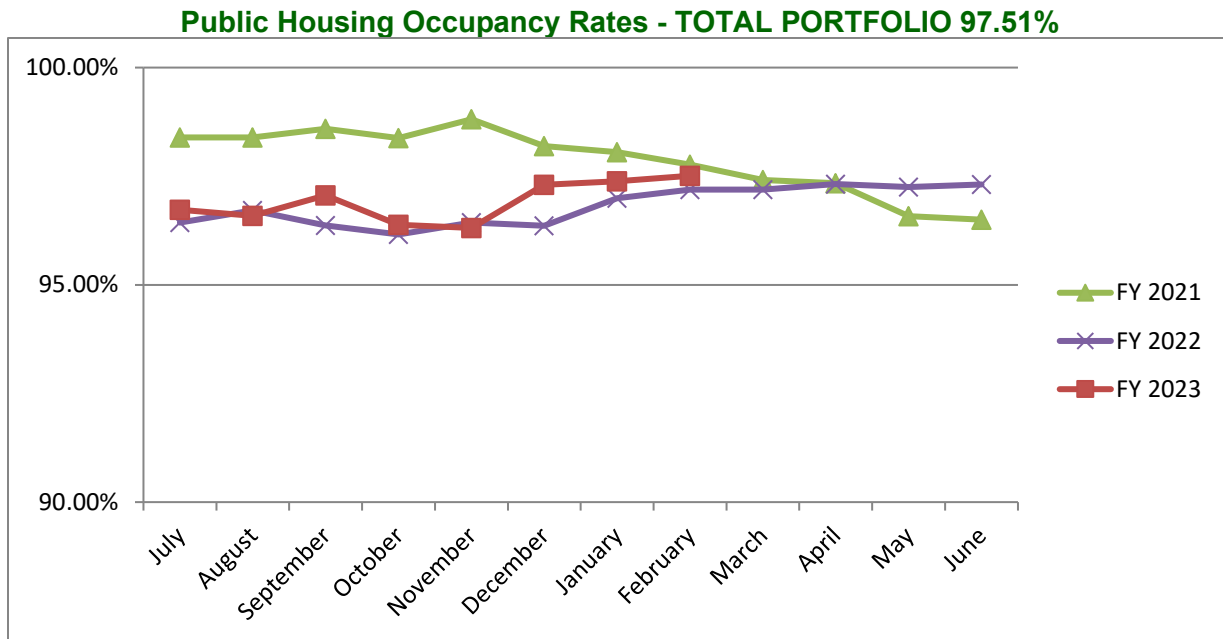
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- All properties received subsidy increase based on FY23 HUD Fair Market Rents effective January 1, 2023.



## Property Operations Department

### Occupancy Report



### All Authority Public Housing Units

Month	Occupancy Rate
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%
February 2023	97.51%

### 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	358	8	2	1	96.48%	97.02%
Peralta Villa	390	2	388	379	2	3	4	97.68%	97.68%
<b>Total</b>	<b>762</b>	<b>5</b>	<b>757</b>	<b>737</b>	<b>10</b>	<b>5</b>	<b>5</b>	<b>97.09%</b>	<b>97.36%</b>

### 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	244	6	3	8	7	90.67%	91.04%
East	258	0	258	236	5	6	4	7	91.09%	91.47%
Fruitvale	270	3	267	255	9	0	2	1	96.25%	95.51%
San Antonio	244	4	240	226	8	0	3	3	95.42%	94.17%
West	231	0	231	207	6	4	6	8	90.48%	89.61%
North	239	0	239	230	6	1	0	2	96.65%	96.23%
<b>Total</b>	<b>1,520</b>	<b>17</b>	<b>1,503</b>	<b>1,398</b>	<b>40</b>	<b>14</b>	<b>23</b>	<b>28</b>	<b>93.41%</b>	<b>93.01%</b>

### 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	8	1	2	4	0	0	5	52.63%	47.37%

## Recertification Report

### Authority Managed Public Housing Units

Development	Completed Annual Recertifications	Recertifications/Outstanding	Recertifications/Legal	Current Month Backlog
Lockwood Gardens	1	8	3	5
Peralta Villa	2	9	2	7
<b>Total</b>	<b>3</b>	<b>17</b>	<b>5</b>	<b>12</b>

## Tenant Rent Collections

### Authority Managed Public Housing Units

Development	Charged	Collected	Percent Collected
Lockwood Gardens	\$161,394	\$105,593	65.65%
Peralta Village	\$146,983	\$107,454	73.11%

### OAHPI Project Based Section 8 Units (Includes HAP)

Portfolio	Charged	Collected	Percent Collected
Deep East	\$557,760	\$463,629	83.12%
East	\$567,519	\$485,180	85.49%
Fruitvale	\$649,755	\$604,456	93.03%
San Antonio	\$541,110	\$491,796	90.89%
West	\$486,903	\$402,894	82.75%
North	\$598,317	\$533,737	89.21%

## 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	\$104,841	\$84,584	\$73,495	735,355	(\$72,028)	\$926,246
Peralta Villa	\$85,754	\$67,172	\$59,084	\$431,368	(\$49,999)	\$593,379

\* 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	\$101,901	\$97,046	\$61,075	\$1,390,811	(\$43,201)	\$1,607,633
East	\$110,883	\$91,635	\$80,039	\$1,737,326	(\$57,625)	\$1,962,258
Fruitvale	\$96,452	\$87,978	\$82,067	\$1,011,096	(\$63,383)	\$1,214,210
San Antonio	\$62,295	\$53,120	\$42,329	\$549,104	(\$84,415)	\$622,434
West	\$103,039	\$66,689	\$62,572	\$692,072	(\$61,995)	\$862,377
North	\$79,857	\$69,177	\$63,358	\$656,051	(\$145,726)	\$722,715

\* 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	\$50,524	\$35,528	\$44,143	\$576,528	\$0	\$706,723
East	\$41,875	\$37,820	\$40,730	\$618,305	\$0	\$738,730
Fruitvale	\$29,961	\$22,194	\$27,459	\$589,328	(\$202)	\$668,740
San Antonio	\$36,295	\$28,324	\$24,114	\$525,033	(\$6,945)	\$606,821
West	\$43,714	\$45,106	\$45,557	\$707,393	(\$1,665)	\$840,105
North	\$49,441	\$37,133	\$34,558	\$691,570	(\$1,443)	\$811,259

\* 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	(\$827)	\$99,142	(\$5,352)	\$92,963
Peralta Villa	\$317	\$317	\$971	\$60,079	(\$4,253)	\$57,431

\*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	\$293,657	(\$20,773)	\$272,935
Fruitvale	\$50	\$2,578	\$790	\$185,384	(\$23,409)	\$165,392
San Antonio	\$12,617	\$7,049	\$4,259	\$268,000	(\$14,118)	\$277,806
West	\$0	\$1,800	\$4,552	\$106,773	(\$27,365)	\$85,760
North	\$3,436	\$3,436	\$3,370	\$392,102	(\$18,399)	\$383,945

\*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	\$0	(\$572)	\$0	\$302,781	(\$13,171)	\$289,038
Fruitvale	\$1,750	\$0	\$0	\$136,648	(\$3,379)	\$135,018
San Antonio	\$3,077	\$2,670	\$9,086	\$225,124	(\$7,114)	\$232,843
West	\$0	\$2,258	(\$1,131)	\$163,300	(\$2,806)	\$161,621
North	\$0	\$0	\$297	\$195,171	(\$3,994)	\$191,474

\* 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	312	302	315	299
Peralta Villa	390	97	221	242	76
<b>Total</b>	<b>762</b>	<b>409</b>	<b>523</b>	<b>557</b>	<b>375</b>

**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	369	143	105	407
East	278	380	157	126	411
Fruitvale	270	159	224	256	127
San Antonio	244	145	133	141	137
West	231	288	154	152	290
North	239	354	157	200	311
<b>Total</b>	<b>1,540</b>	<b>1,695</b>	<b>968</b>	<b>980</b>	<b>1,683</b>

**Legal Report**

**Legal Report – Authority Managed Public Housing Units**

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
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	\$ -
Feb-23	0	0	0	\$ -

**Legal Report – OAHPI Project Based Section 8 Units**

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
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	\$ -
Feb-23	3	0	3	\$ 153,430.24

**Resource Conservation Community Engagement and Outreach**

**Authority Managed Public Housing Units**

Development	Site Assessments	Resident Contact	Flyer Outreach
Lockwood Gardens	4	0	358
Peralta Villa	4	0	379
<b>Total</b>	<b>8</b>	<b>0</b>	<b>737</b>

**OAHPI Project Based Section 8 Units**

Portfolio	# of Sites Visited	Site Assessments (includes multiple visits)	Resident In-Person Contact	Flyer Outreach	In-Person Site Meetings
Deep East	32	32	4	244	0
East	31	38	1	236	0
Fruitvale	27	43	2	255	0
San Antonio	36	47	13	226	1
West	25	35	0	207	0
North	25	36	0	230	0
<b>Total</b>	<b>176</b>	<b>231</b>	<b>20</b>	<b>1,398</b>	<b>1</b>

**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	\$0	7	\$42,054	\$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

### Property Updates

#### 9500/ 9510 Sunnyside St.

On October 8, 2022, the Oakland Affordable Housing Preservation Initiatives (OAHPI) property located at 9500/ 9510 Sunnyside St. was damaged as a result of a fire from a private home next door to the 9500 Sunnyside building. The property has sixteen (16) 3-bedroom units, however only two (2) occupied units were impacted in the 9500 Sunnyside St. building. There was a quick response from the Oakland Housing Authority Police Department (OHAPD), Oakland Fire Department (OFD), and Oakland Police Department (OPD). We are grateful to report there were no injuries during this incident. Tenant relocation was not needed.

The Office of Property Operations night duty staff responded and boarded up the two windows. Belfor Restoration responded and cleaned up the fire debris for our residents, pressure washed concrete areas and added plywood to secure the area.

The Housing Authority Insurance Group (HAIG), OAHPI's insurance company, was notified to make contact with the neighbor's insurance company to provide reimbursement to OAHPI for the restoration process.

### **3291/3293/3295 Lynde St.**

On January 4, 2023, the Oakland Affordable Housing Preservation Initiatives (OAHPI) property located at 3291/3293/3295 Lynde St. was damaged as a result of a tree falling on a unit and severing a Pacific Gas & Electric (PG&E) power line. The property has eight 3-bedroom units and is 100% leased. Two occupied units were damaged by the tree, and all units were impacted by the loss of power.

The Authority's Family & Community Partnerships department provided resources for families while staying in the hotel, and upon returning home. FCP provided food support by providing bags of food, signing them up for our re-occurring food pantry, and gift cards to purchase food. FCP provided families who needed transportation assistance with Clipper cards, AC Transit cards or gas cards. For those who lost clothing, toiletries or household goods in the events, FCP provided gift cards to replace needed items.

On January 20, 2023 PG&E restored power to the property, and six families returned home. Both families impacted by the tree have been permanently relocated to alternate units. The Authority's Office of Property Operations, Risk Management and Capital Improvements departments are working with the insurance company to begin the restoration of the units damaged by the tree.

### **9506 Birch St.**

On January 28, 2023, the Oakland Affordable Housing Preservation Initiatives (OAHPI) property located at 9506/ 9514 Birch St. was damaged as a result of a fire in a unit. The property has ten (10) 3-bedroom units, however only two (2) occupied units were damaged in the 9506 Birch St. building. There was a quick response from the Oakland Housing Authority Police Department (OHAPD), Oakland Fire Department (OFD), and Oakland Police Department (OPD). We are grateful to report there were no injuries during this incident.

One unit sustained extensive damage and the other unit sustained moderate damage. Both families are being relocated to alternate units. The cause is still unknown.

The Authority's Family & Community Partnerships department provided resources for families while staying in the hotel, and upon returning home. FCP provided food support by providing bags of food, signing them up for our re-occurring food pantry, and gift cards to purchase food. FCP provided families who needed transportation assistance with Clipper cards, AC Transit cards or gas cards. For those who lost clothing, toiletries or household goods in the events, FCP has offered gift cards to replace needed items.

The Authority's Office of Property Operations, Risk Management and Capital Improvements departments are working with the insurance company to begin the restoration of the units damaged by the fire.



# Capital Improvement Department

## Unit Renovations

	OHA	OAHPI
Units Completed and Returned to OPO in January	4	5
Units Received From OPO in January	2	6
Units Completed in Fiscal Year 2022-23 To Date	36	59

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:

- 1135 66th #A
- 1101 65th #B
- 1326 65th Ave
- 1126 Poplar Way
- 1905 Seminary #2
- 1815 28th Ave #10
- 2925 E 16th St. #8
- 1227 E 17th St. # 2
- 1610 11th Ave #2

### In the Preconstruction/Construction Process:

- 1248 34th Avenue exterior rehab
- 950 40<sup>th</sup> Street concrete repairs
- 1125 65<sup>th</sup> 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 <sup>th</sup> St. & 570 16 <sup>th</sup> 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

<b>Approved OHA/Affiliate Funding:</b>	<b>Disbursements to Date:</b>
RAMP: \$100 GP Equity	\$100 GP Equity

**Current Project Status:** Work is complete on Oak Grove North and Oak Grove South.

<b>Construction Progress:</b>		<b>New Hires:</b>	
% Complete on 2/28/22:	100%	Number of New Hires:	161
% Complete last Month:	100%	Number of Section 3 Hires:	47
Scheduled Completion Date:	6/2022	% Section 3:	29.19%

<b>Construction Contract Status:</b>			
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
<b>Current Contract Amount</b>	<b>\$49,231,487.60</b>	<b>Potential Contract Amount</b>	<b><u>\$49,231,487.60</u></b>

- Milestones Completed:
- Project converted to permanent financing on 03/16/23.
- 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 3<sup>rd</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> floors.*

**Project Description:**

<i>Project Address:</i> 1621 Harrison Street	<i>Affordability Targeting:</i> 50% AMI or less
<i>Project Type:</i> Rehabilitation	<i>Other Uses:</i> OHA Headquarters
<i>Number of Units:</i> 101	<i>Architect:</i> Saida +Sullivan Architects
<i>PBVs:</i> 100	<i>General Contractor:</i> To be determined
<i>Target Population:</i> Seniors	<i>Property Management:</i> To be determined
	<i>Total Development Cost:</i> \$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:**

\$1,221,184

**Current Project Status:**

Predevelopment: The final Relocation Plan was approved by the Board of Commissioners on 1/23/23. The first group of 20 residents are actively looking for replacement housing, with the assistance of the relocation consultant, Overland Pacific and Cutler, and many are in the process of applying for new units.

**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 10<sup>th</sup> 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.*

### Project Description:

<i>Project Address:</i> 255-285 8 <sup>th</sup> 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

### Current Project Status:

Construction is 100% complete and achieved 100% occupancy 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?** 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:

<b>Project Address:</b> 311 9 <sup>th</sup> Avenue	<b>Affordability Targeting:</b> 20-60%
<b>Project Type:</b> New Construction	<b>Other Uses:</b> None
<b>Number of Units:</b> 130	<b>Architect:</b> HKIT Architects
<b>PBVs:</b> 65	<b>General Contractor:</b> Nibbi Brothers
<b>Target Population:</b> Very low-income families and formerly homeless individuals and couples	<b>Property Management:</b> MidPen
	<b>Total Development Cost:</b> \$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 \$1,290,000	• Tax Credits – Wells Fargo	\$50,907,000
• CA HCD – No Place Like Home \$5,500,000	• General Partner Equity	\$110,000
• City of Oakland \$12,442,000	• Permanent Mortgage – CA Community Reinvestment Corporation	\$19,970,000

### 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 17<sup>th</sup>, 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. MidPen is in the final stages of converting the project's construction financing to permanent with the final closing scheduled for 3/24/23.

**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. Project is within budget (8/21/22).



## 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:

<b>Project Address:</b> 389 9 <sup>th</sup> Avenue	<b>Affordability Targeting:</b> 20-60%
<b>Project Type:</b> New Construction	<b>Other Uses:</b> None
<b>Number of Units:</b> 124	<b>Architect:</b> HKIT Architects
<b>PBVs:</b> 61	<b>General Contractor:</b> Nibbi Brothers
<b>Target Population:</b> Very low-income families, formerly homeless individuals and couples	<b>Property Management:</b> MidPen
	<b>Total Development Cost:</b> \$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:

All structural concrete work was completed in February; wood framing up to level 4 is 50% complete; metal stud framing on levels 1 and 2; off site permit approved, work will begin to install wet and dry utilities in early March.

### Construction Progress:

% Complete: 32.78%  
 % 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: 64  
 Number of Section 3 Hires: 3  
 % Section 3: 4.40%  
 % Local Residents: 18.75%  
 % Local Apprentices: 45.83%

**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 12<sup>th</sup> Street – Partnership with EBALDC



*Construction of a new 65-unit affordable housing building on a former parking lot at 12<sup>th</sup> and Harrison Street Downtown Oakland.*

### Project Description:

<i>Project Address:</i>	285 12 <sup>th</sup> 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"> <li>• Tax Credit Investor Equity</li> <li>• Permanent Hard Loan</li> <li>• OHA Land Purchase</li> <li>• General Partner Equity</li> <li>• Deferred Developer Fee</li> </ul> | <p><i>Soft Loans &amp; Grants</i></p> <ul style="list-style-type: none"> <li>• OHA Loan</li> <li>• Multifamily Housing Program (MHP)</li> <li>• Infill Infrastructure Grant (IIG)</li> </ul> |
|--|--|

### 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 submitted an application for \$19.3 million in MHP and \$4.5 million in IIG funding through the 2022 California Department of Housing and Community Development Super NOFA, but they did not receive an award of funding. EBALDC is evaluating options for value engineering in an effort to reduce the project's financing gaps and improve the cost containment components of the SuperNOFA and CDLAC tax exempt bond tiebreaker scores.

### 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.

## 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:**

<i>Project Address:</i> 500 Lake Park	<i>Affordability Targeting:</i> 20%-60% AMI
<i>Project Type:</i> New Construction	<i>Other Uses:</i> 2,900 sq. ft. commercial
<i>Number of Units:</i> 53	<i>Architect:</i> Lowney Architecture
<i>PBVs:</i> 18 VASH Vouchers	<i>General Contractor:</i> JH Fitzmaurice
<i>Target Population:</i> Low-income families; 20 units for homeless or at-risk veterans	<i>Property Management:</i> EAH
	<i>Total Development Cost:</i> \$75.2 M
	<i>Placed in Service Date:</i>

**Targeted Permanent Funding Sources:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Tax Credit Investor Equity</li> <li>• Permanent Hard Loan</li> <li>• OHA Land Purchase</li> <li>• General Partner Equity</li> <li>• Deferred Developer Fee</li> </ul> | <p><i>Soft Loans &amp; Grants</i></p> <ul style="list-style-type: none"> <li>• OHA Loan</li> <li>• Calif. HCD Veterans Housing &amp; Homelessness Prevention Program (VHHP)</li> <li>• Calif. HCD Multifamily Housing Program (MHP)</li> <li>• Calif. HCD Infill Infrastructure Grant (IIG)</li> <li>• City of Oakland</li> </ul> |
|--|---|

**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 2022 California Department of Housing and Community Development Super NOFA. The project was awarded \$4.2M in IIG, but it did not receive \$11.2M MHP it requested.

**Milestones Completed Past Month:**

IIG award from 2022 SuperNOFA.

**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 – February 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	1	1	29	100.00%	96.67%
Campbell Village	154	2	0	0	151	0	3	3	148	98.01%	98.01%
Palo Vista Gardens	100	0	3	0	97	0	0	0	96	96.00%	98.97%
Linden Court	38	0	0	0	38	0	1	1	37	97.37%	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	3	0	96	98.99%	96.97%
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%
<b>Total</b>	<b>692</b>	<b>2</b>	<b>40</b>	<b>1</b>	<b>648</b>	<b>0</b>	<b>14</b>	<b>11</b>	<b>633</b>	<b>97.39%</b>	<b>97.69%</b>

### 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	9	1	0	1
Palo Vista Gardens**	0	0	0	0
Linden Court	1	0	0	0
Mandela Gateway	7	4	0	4
Chestnut Court	0	1	0	1
Lion Creek Crossings	3	5	0	5
Foothill Family***	0	2	0	2
<b>Total</b>	<b>20</b>	<b>13</b>	<b>0</b>	<b>13</b>

\*Harrison Towers and Adel Court are on the tri-annual recertification schedule.

\*\*Palo Vista Gardens conducts re-certifications in October.

\*\*\*Foothill Family conducts annual re-certifications in August.

### 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	\$26,484	\$28,188	-\$1,704	-6.43%	-\$2,351	\$0	\$0	-\$4,055	
Adel Court	\$11,162	\$11,660	-\$498	-4.46%	\$3,872	\$752	\$10,725	\$14,851	
Campbell Village	\$54,592	\$52,968	\$1,625	2.98%	\$4,289	\$6,214	\$59,913	\$72,041	
Palo Vista Gardens	\$33,243	\$32,156	\$1,087	3.27%	\$1,576	\$2,382	\$11,302	\$16,347	

### 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	43	43	0
Palo Vista Gardens*	100	0	20	20	0
Chestnut Court*	38	0	5	5	0
Linden Court*	45	0	4	1	3
Mandela Gateway*	46	1	27	27	1
Lion Creek Crossings*	157	0	0	0	0
Foothill Family	21	0	22	0	22
<b>Total</b>	<b>692</b>	<b>1</b>	<b>145</b>	<b>105</b>	<b>26</b>

\*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	40	100	<b>270</b>
Mercy Brown Bags	130	7	87	<b>224</b>
Case Management	6	N/A	N/A	<b>6</b>
Home Management	6	N/A	N/A	<b>6</b>
Benefits/Insurance/Language Support	27	N/A	N/A	<b>27</b>
Laundry Card Refill	N/A	N/A	1	<b>1</b>
Birthday Cards	3	4	7	<b>14</b>
Bingo / Dominoes	18	N/A	N/A	<b>18</b>
Fun Fridays- Card Games	29	N/A	N/A	<b>29</b>

iPad Learning Class	7	N/A	N/A	7
ESL Learning Class	6	N/A	N/A	6
Arts & Craft	8	N/A	N/A	8
Health & Wellness- SMU Student Nurses	13	N/A	24	37
USOAC Walk Club	N/A	N/A	16	16
CalFresh Workshop	N/A	N/A	12	12
Movie Day	0	N/A	7	7
Field Trip (Alameda Shopping Center)	N/A	0	13	13
Valentine's Day Decorations	6	N/A	13	19
Valentine's Day Goodie Bags Distributed	N/A	37	N/A	37
Valentine' Day -Tea Party	N/A	N/A	10	10
Black History Month Meal Celebration	N/A	37	40	77
Resident Advisory Committee Meeting	N/A	2	3	5
OUSD (11 <sup>th</sup> graders) at Palo Vista	N/A	N/A	17	17

### Food Resources

- Mercy Brown Bags/Produce Bags:** In February, the Mercy Brown Bag program provided one-hundred and thirty (130) produce bags to Harrison Towers residents, seven (7) bags to Adel Court residents and eighty-seven (87) 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 challenges.

### Health & Wellness

- Wellness Checks:** The property management team at Harrison Towers walks the floors each 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 February, the respective management team at each site was able to get in touch with each household, making one hundred thirty (130) wellness calls to Harrison Towers residents, forty (40) wellness calls to Adel Court residents and one hundred (100) 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:** The Samuel Merritt student nurses resumed the Community Health Program at Harrison Towers and Palo Vista. In February, four (4) Samuel Merritt student nurses were onsite three (3) Wednesdays out of the month, for two hours each time. The first Wednesday was utilized to conduct a needs assessment to ask resident what activities and workshops they would like to see provided by the student nurses. The student nurses will do their best to tailor their on-site health and wellness services/workshops based on the data collected.

At Harrison Towers, the collected feedback demonstrated the following interests: health screenings such as blood pressure and blood sugar checks, Bingo, nutritional cooking classes, and wellness classes. There were two (2) health screening and blood pressure check sessions where thirteen (13) residents participated, and each participation also received hand sanitizer pack. The student nurses will continue to provide classes based on residents' feedback.

At Palo Vista, the collected feedback demonstrated the following interests: Zumba classes, Bingo, and nutrition classes. There were two (2) Zumba classes provided and twenty-four (24) residents participated. The student nurses will continue to provide classes based on residents' feedback.

- **Birthday Celebrations:** In February, three (3) Harrison Towers residents, four (4) Adel Court resident, and seven (7) 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 a birthday celebration in the community room, where Subway sandwich meals were provided. 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. A birthday celebration was held in the community room and consisted of a lunch where seniors received fried chicken, mashed potatoes, mac & cheese, and a biscuit. For dessert they enjoyed ice cream and cupcakes.







- **Social Activities:** In February, there were several social activities scheduled at Harrison Towers, providing the residents many opportunities to socialize with one another. During the month, eighteen (18) residents came together to play Bingo, while eight (8) participated in arts & craft activities. Twenty-nine (29) residents gathered for Fun Friday/Mahjong/card games, seven (7) attended an iPad Learning Class and six (6) attended the ESL classes.

At Palo Vista Garden, for the month of February, there were three (3) USOAC walk sessions of sixteen (16) participants total. Movie day was a success, with seven (7) seniors in attendance to watch the drama movie, *Till*. While watching the movie, attendees were provided with popcorn and other snacks. Thirteen (13) Palo Vista seniors took a fieldtrip to the Alameda Shopping Center Southshore. Twelve (12) seniors attended the CalFresh Workshop, *Making Healthy Eating Part of Your Lifestyle*. Residents noted that they enjoyed the class as the instructor provided his personal experiences pertaining to his struggle in learning how to eat healthy.





- **Valentine's Day Celebrations:** To get in the Valentine's Day spirit, six (6) Harrison Towers residents signed up for the Valentine's Day decorating event. They decorated the front entry door, lobby and community room with hanging hearts and a pink banner that were marked with messages celebrating love, friendship, and kinship. Tenants also painted Valentine's Day pictures in a painting class to wish everyone a nice holiday.

For Adel Court, thirty-seven (37) residents received Valentine's Day goodie bags filled with trinkets and home decorations delivered to their door. The residents also received a Valentine's card, and they all expressed gratitude for their Valentine's gift.

At Palo Vista, in the spirit of Valentine's Day, thirteen (13) residents signed up to decorate the community room for the Valentine's Day theme. On February 14, ten (10) residents participated in the Valentine's Day Tea Party. The residents were served various kinds of tea and finger foods such as sandwiches and cheeses were provided. Residents also had an opportunity to decorate sugar cookies.





- **Black History Month Celebration:** To celebrate Black History Month, thirty-seven (37) Adel Court residents received a box meal from Famous Dave's. The meal included three types of meat (brisket, BBQ chicken and hotlinks) with two sides. The services coordinator received many compliments from residents who expressed the food was delicious. At Palo Vista, to celebrate Black History Month, forty (40) residents were provided with meals catered by Touch of Soul Kitchen. The meals consisted of catfish, chicken, collard greens, mac & cheese, yams, cornbread, and peach cobbler.

- **Y Plan Project at Palo Vista:** On February 28, 2023, sixty (60) 11<sup>th</sup> grade Oakland High School students visited Palo Vista to work on their project, which was to develop a culturally appropriate, multi-generational emergency response communications strategy that would be used by all senior residents at Palo Vista Gardens in the event of an emergency. In preparation for their visit, the Asset Management team and OHAPD met with the high school students the day before the visit, to answer questions they had regarding the site configuration, demographics of seniors, and existing emergency plans at Palo Vista.

During their visit, the 11<sup>th</sup> grade students went on a guided tour of Palo Vista led the Asset Management Director, OHAPD and by the Assistant Manager of The John Stewart Property Management Company (JSCO). Students were also able to view a vacant unit and, more importantly, they had an opportunity to interview senior residents in the community room. There were two interview sessions onsite, with a total of seventeen (17) senior residents participating, where they were asked twelve questions all related to emergency preparedness.

Senior residents were provided breakfast for the morning session and lunch for the

afternoon session. The residents conveyed how much they enjoyed having the students onsite and appreciated being asked for their insight. The senior residents look forward to the proposal that will be provided by the students next month.



- **Resident Advisory Committee Meeting:** On February 13, Palo Vista seniors held a Resident Advisory Committee (RAC) meeting in the community room where

three (3) senior residents participated in the meeting. Oakland Housing Authority (OHA) staff in attendance included, Executive Director, Patricia Wells, Lieutenant Luther Dupree, Sergeant Kenneth Nielsen and Resident Service Portfolio Administrator, Araceli Tellez. Also in attendance was William Mayes, a RAB member and Commissioner for OHA Board of Commissioners. The agenda included an update on the new mailboxes, the upcoming Valentine's Tea Party, Student Nurses Weekly Agenda, and information on the February outing location to South Shore Shopping Center in Alameda as well as outcomes of the 2022 Resident Satisfaction Survey that had been compiled by Araceli Tellez.

- **Community Meeting:** On February 21, Adel Court Senior residents held their second community meeting of the year in their community room. There were two (2) senior residents who participated in the meeting. In attendance were staff from JSCO, Property Manager, Walter Hernandez and Service Coordinator, Sylvina Flores. OHA staff included Asset Manager Mark Misleng, Asset Management Specialist Tracey Leggett, and Resident Service Portfolio Administrator, Araceli Tellez. The agenda included updates from the Property Manager regarding staff changes as well as outcomes of the the 2022 Resident Satisfaction Survey. Updates were provided regarding upcoming services, programs, and on-site events. Residents were given time to ask questions and express any additional concerns.
- **Supplementary Services:** This month at Harrison Towers, through appointment-based meetings, the management staff was able to provide twenty-seven (27) 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 February 14, OHA's Asset Management team held the monthly Partner Roundtable Discussion meeting. There were seven (7) participants from the John Stewart Company, Acta Non Verba, Project Access, Asian Health Services, and the Housing Consortium of the East Bay. The roundtable meetings allow all partners to provide site updates, share resources, and provide information regarding their upcoming events.

Per a request from last month's Partner Roundtable meeting, OHAPD provided a Safety Tips presentation, which included information regarding the OHAPD text alerts available to partners. Due to the presentation, all seven (7) participants signed up to receive OHAPD text alerts based on their corresponding OHA work site. OHAPD will be providing safety presentations at various OHA sites in the coming months.

During the meeting, partners also received updates of upcoming programs and

trainings, including the upcoming Health & Wellness Classes that will begin in mid-March at seven (7) OHA sites. Participants were also informed that Fire Safety Presentations would be provided by the Oakland Fire Marshall to OHA residents in March. The partners were informed that two Splendor events for OHA senior residents were planned for this year, one on June 15 and another one on December 14.

An update was also provided regarding the 2022 Resident Satisfaction Survey conducted at six (6) OHA sites. Asset Management’s Resident Services Portfolio Administrator and the Services Coordinator at Palo Vista plan to meet to discuss a plan of action to enhance resident services at Palo Vista.

All participants were informed that the OHA 2023 Oakland Resource Guide Booklets will be available in Vietnamese, Chinese and Spanish by the first week of March.

### Campbell Village Community Center

Outreach Efforts/Activities	Total
Resident Phone Auto Dialer/One Call	154
Computer Open Lab	13
Computer Class	8
Homework Club	5
Wellness Checks (Phone calls)	13
Rental Assistance	9
Spectrum LiHEAP Program	9
Coffee/Tea Social	4
Health and Wellness Classes-SMU nurses	13
Art Class- Valentine’s Day & Black History Month	4
BINGO for Seniors	4
Chair Exercise	3
Meditation Class	2
Valentine’s Day Goodie Bag Distribution	35
Birthday Cards Distributed	22
Get Well Cards Distributed	2

- Resident Phone Auto Dialer/One Call:** In February, one hundred and fifty-four (154) Campbell Village residents were contacted during the month via the resident phone auto dialer to remind them of scheduled events and services onsite in the community room. Campbell Village residents confirmed that this is a great way for

them to get updates on site events.

- **Computer Lab:** In February, thirteen (13) Campbell Village residents stopped by to utilize the computer lab to print out documents and to conduct online searches.
- **Computer Class:** In February, there were three (3) computer classes attended by a total of eight (8) residents. Residents received assistance in applying for unemployment benefits, learning how to create an email account and send emails.
- **Homework Club:** During this month, there were five (5) homework club sessions, which provided a safe, supportive and productive meetup out of school hours to assist students in completing their homework. There were five (5) students that stopped by the Community Center and received assistance with math, English, and special projects.
- **Wellness Checks:** In February, thirteen (13) 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.
- **Rental Assistance:** For this month, nine (9) Campbell Village resident received assistance in filling out their rental assistance application.
- **Spectrum LIHEAP program:** In February, nine (9) residents received assistance in filling out the LIHEAP (low income home energy assistance program) application which helps residents pay their PG&E bills.
- **Coffee/Tea Hour:** This month, a coffee/tea and donut social was provided for residents at Campbell Village to get to know their neighbors and the services and events available to them for the month. There were four (4) resident who attended and all were excited to know that more services, trainings, and events will be available on-site.
- **Health and Wellness Classes:** The Samuel Merritt student nurses resumed the Community Health Program at Campbell Village. During this month, four (4) Samuel Merritt student nurses came onsite for three (3) Wednesdays out of the month, from 1pm to 3pm each time. The first Wednesday was utilized to conduct door to door needs assessment to ask residents what activities and workshops they would like to see provided by the student nurses. The data collected demonstrated the following interest: blood pressure checks, fitness classes such as yoga, nutrition classes involving cooking, healthy lifestyle tips and Bingo. The nurses held two (2) blood pressure check sessions where thirteen (13) residents participated. The residents also received printouts of exercises they can do at home to help with a healthier lifestyle. The student nurses will continue to provide classes based on the feedback provided by residents.
- **Art Class- Valentine's Day and Black History Month:** In February, there were



two (2) art classes provided to residents where four (4) residents attended. The first art class included a tie dye activity to celebrate Valentine's Day. The second art class included making a wall board of Black historic leaders and inventors to celebrate Black History Month. The attendees mentioned they enjoyed having a space where they can be creative through their art.

- **BINGO for Seniors:** A Bingo event was held for Senior residents at Campbell Village where four (4) seniors participated and enjoyed socializing, eating brunch and winning prizes.
- **Chair Exercise:** During this month, two (2) chair exercise classes were provided, that included upper and lower body stretches. It was a relaxing class, at a slow pace for the three (3) residents who attended.
- **Meditation Class:** Two (2) meditation classes were provided, where two (2) residents attended. Relaxing music was in the background while breathing techniques were taught and conducted.
- **Valentine's Day Goodie bag Distribution:** In celebration of Valentine's Day, the Service Coordinator went door to door and provided residents who were home with a goodie bag filled with trinkets and a cupcake/cookie. A total of thirty-five (35) goodie bags were passed out.
- **Birthday Cards:** Twenty-two (22) birthday cards were distributed to Campbell Village residents who had their birthdays in the month of February. Residents expressed a sincere gratitude for the card.
- **Get Well Cards:** To offer support, empathy and well wishes during a time of illness or personal hardship, get well cards were distributed to two (2) Campbell Village residents. The residents expressed gratitude for the wishes.









### Key to Home Activities

Outreach Efforts/Activities	1242 95 <sup>th</sup>	1733 92 <sup>nd</sup>	2349 83 <sup>rd</sup>	2353 E. 24 <sup>th</sup>	1900 E. 24 <sup>th</sup>	Key to Home Total
Wellness Phone Calls	14	4	14	4	9	45
Socially Distanced Wellness Checks	5	2	6	3	3	19
Services Matching	3	1	1	0	1	6
Black History Month Game Day	0	0	0	4	0	4
Conflict Resolution/Mediation	2	0	2	0	0	4

### Health & Wellness

- **Wellness Calls/In-person:** During the month of February, twenty-two (22) residents received a total of forty-five (45) wellness calls and nineteen (19) received in-person wellness checks. The wellness checks include a review of transportation needs, environmental safety, employment, and mental health needs.
- **Services Matching:** This month, the Resident Services Coordinator worked with six (6) residents to assist them with prioritizing specific needs and planning services that could help with the identified needs. Services included assistance with filling out required paperwork, as well as providing information for free DMV service, and employment resources.
- **Conflict Resolution:** The property management team continues to assist and guide residents who have concerns regarding other residents and/or staff. This month, the resident service coordinator helped four (4) residents come to a conflict resolution around issues of property damage, noise complaints, and/or verbal threats.

- **Black History Month Game Day:** On February 27, the Resident Service Coordinator organized a Black History Month Game Day for the residents' children. Four (4) children participated and were greeted with a day of crafts and activities, which included learning about the importance of Black History Month. The children were provided with arts and crafts materials to express "What is Black History?" to them. Residents noted that they appreciated the activity.



**WRITTEN  
COMMUNICATIONS  
(Executive Director's Report)**



**NAHRO**

*building communities together*

NATIONAL ASSOCIATION OF  
HOUSING AND REDEVELOPMENT OFFICIALS

*Agency Award of Excellence*

*in*

*Administrative Innovation*

*to*

**OAKLAND HOUSING AUTHORITY**

*for*

*PPE Distribution Project*

*Patricia Wells*

Patricia S. Wells, MPA, CME  
NAHRO President

*Mark Thiele*

Mark Thiele  
Chief Executive Officer





**NAHRO**

*building communities together*

NATIONAL ASSOCIATION OF  
HOUSING AND REDEVELOPMENT OFFICIALS

*Agency Award of Excellence*

*in*

*Resident and Client Services*

*to the*

**OAKLAND HOUSING AUTHORITY**

*for*

*Seniors Connect Art Kit Program*

*Patricia Wells*

Patricia S. Wells, MPA, CME  
NAHRO President

*Mark Thiele*

Mark Thiele  
Chief Executive Officer



## 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.*

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