

## Commission Members

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

## Executive Director

Patricia Wells

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

## HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA

### Virtual Regular Meeting

**Monday, January 23, 2023 at 6:00 p.m.**

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

### Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/86738394704?pwd=M0l1b1BUOTc4c3hML0VWc3RDcjNDUT09>

**Meeting ID (access code): 867 3839 4704      Meeting Password: 302285**

Closed Caption – provided through the link.

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

**Meeting ID (access code): 867 3839 4704      Meeting Password: 302285#**

**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**

**Regular Meeting  
January 23, 2023, 6:00 pm**

- I. Pledge of Allegiance
- II. Roll Call
- III. Approval of Minutes:
  - A. Approval of Minutes of the Special Meeting of November 21, 2022
  - B. Approval of Minutes of the Special Meeting of December 12, 2022
- IV. Recognition of people wishing to address the Commission
- 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 amend the contract with CVR Associates, Inc. to add \$2,649,030 to increase the total not-to-exceed amount to \$3,849,030 for the contract period ending July 20, 2024.
  - B. Adopt a Adopt a resolution authorizing the Executive Director to conditionally award 19 Veterans Affairs Supportive Housing Project Based Vouchers in an amount up to \$5,600,000 to The Unity Council for project, 2700 International Apartments, subject to clearance under the National Environmental Policy Act, and authorizing the Executive Director to execute a Housing Assistance Payment contract for an initial 15-year term with an option to extend for an additional 5 years.
  - C. Adopt a resolution ratifying and approving the prior contract between Oakland Housing Authority and AT&T which utilized the cooperative procurement for IT Services between the State of California's California Network and Telecommunications (CALNET) and AT&T in an amount of \$267,355.45 for FY2022, and to authorize the Executive Director to execute a new agreement with AT&T relying on the CALNET cooperative procurement with AT&T in an amount not to exceed \$350,000 for FY2023, for a total expenditure not to exceed \$617,355.45.
  - D. Adopt a resolution authorizing the Executive Director to approve and adopt

the Harrison Tower Rehabilitation (Oakland, CA) relocation plan.

- E. Adopt a resolution authorizing the Executive Director to execute a two-year contract with up to three one-year option terms with Thumbs Up Rooter and Plumbing, LLC for as needed plumbing services at Oakland Housing Authority owned and managed properties, in an amount not to exceed \$260,000 for the initial term and \$130,000 per year for each additional option term for a total contract amount not-to-exceed \$650,000.
- F. Adopt a resolution authorizing the Executive Director to ratify the execution of a grant agreement with the U.S. Department of Housing and Urban Development for \$2,300,000 for Year 2022 Jobs Plus Initiative program grant funds and authorization of the Executive Director to take all related actions necessary for receipt of the funds, implementation of the program, and authorization to amend the Fiscal Year 2023 Annual Operating Budget to include the grant funds and other necessary budget changes needed to support the award.

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

H. Consent Agenda:

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

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

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.

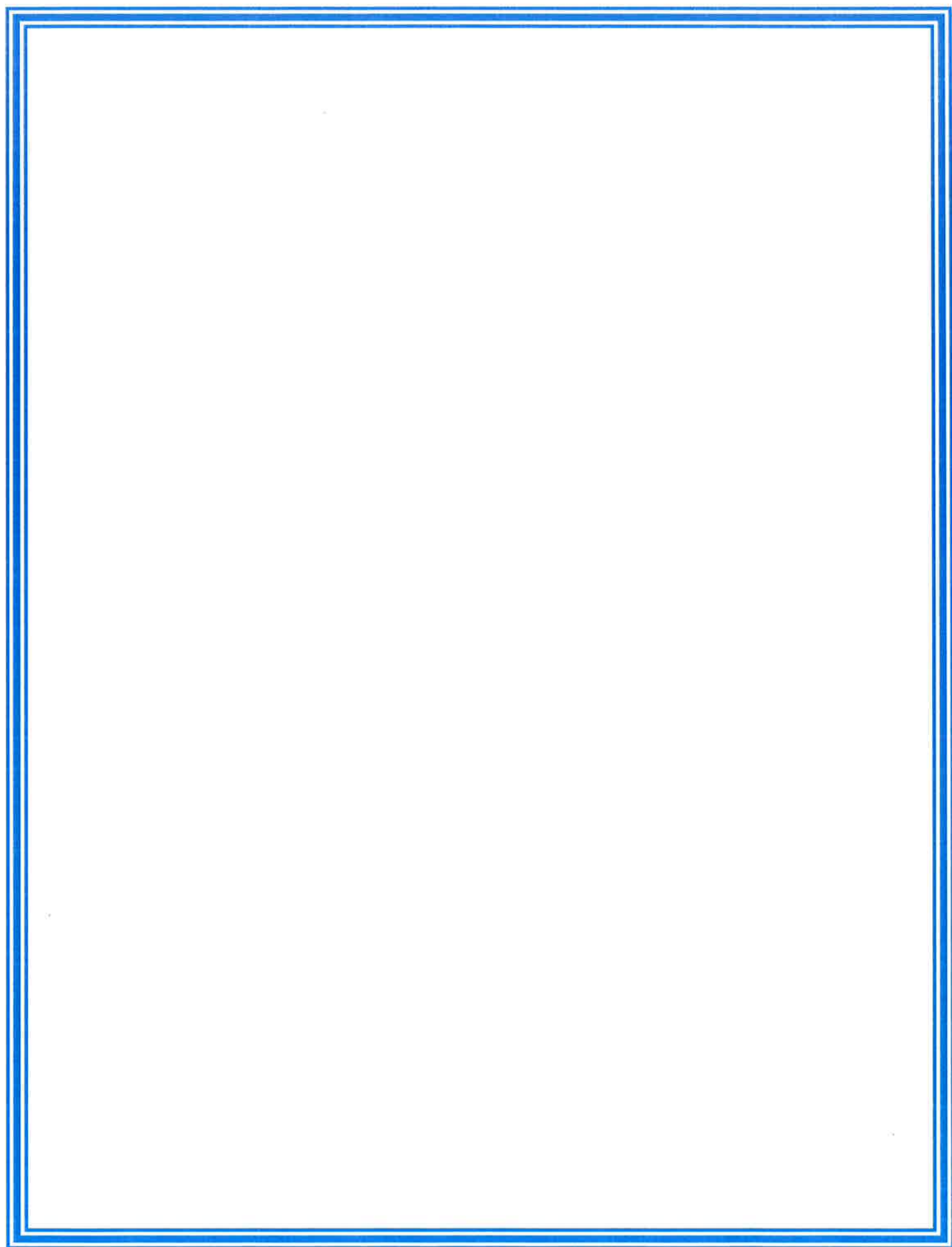
XII. Adjournment of Public Session

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, November 21, 2022**

**Special 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 5:35 p.m.

I. Pledge of Allegiance

II. Roll Call

**Present 6** – Anne Griffith, Barbara Montgomery, Mark Tortorich, and William J. Mayes

Janny Castillo and Lynette Jung-Lee joined at 5:45 p.m.

**Excused 1** – Gregory Hartwig

III. Approval of Minutes:

A. Approval of Minutes of the Regular Meeting of October 24, 2022

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

**Ayes 4** – Griffith, Montgomery, Tortorich, Mayes

IV. Recognition of people wishing to address the Commission

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. Recess to Closed Session

A. **Purpose: Pursuant to Government Code Section 54957.6 – Labor Negotiations.**

**Authority Designated Representatives:** Drew Felder, Director of Human Resources; and Patricia Wells, Executive Director

**Employee Organization(s):** SEIU Local 1021, OPEIU Local 29, Alameda Building and Trades Council, and Unrepresented.

B. **Pursuant to Government Code § 54956.8 a conference with real property negotiators in regard to price and terms of payment:**

**Property:** 7007 MacArthur Boulevard, Oakland, CA 94605 (APN 39-3291-4)  
6948 Foothill Boulevard, Oakland, CA 94605 (APN 39-3291-18)

**Agency Negotiation:** Patricia Wells, Executive Director;; Tom Deloye, Chief Officer of Real Estate Development; Jonathan Young, Senior Development Program Manager; and Isabel Brown, Legal Counsel

**Negotiating Parties:** Wings of Love Maranatha Ministries, a California nonprofit public benefit corporation

**Under Negotiation:** Price and terms of payment.

Chair Griffith called for a recess to closed session. The meeting took a recess at 5:39 p.m. Commissioners Castillo and Jung-Lee joined the meeting and entered closed session at 5:45 p.m.

All Commissioners returned to Public Session and the meeting resumed at 6:47 p.m. Chair Griffith noted that there were no items to report out from Closed Session and the meeting proceeded to New Business.

VIII. New Business:

A. Informational presentation on Assembly Bill 2449 pertaining to future Board of Commissioner meetings.

Legal Counsel, Jhaila Brown with Goldfarb & Lipman, presented on the item detailing that Governor Newsom approved Assembly Bill 2449 (AB2449), which further amends the Brown Act to allow the Agency to continue meeting virtually. AB2449 will supplement for AB361 when there is no longer a State of Emergency. Ms. Brown further noted that AB2449 will provide alternate needs for Commissioners to meet remotely under specific conditions. Ms. Brown noted that AB2449 would commence at the March 20, 2023, board meeting.

There were no further questions from the board.

- B. Adopt a resolution authorizing the Executive Director to execute a Purchase and Sale Agreement, Lease Agreement, and all other documents required to purchase 7007 MacArthur Boulevard (APN 39-3291-4) and 6948 Foothill Boulevard (APN 39-3291-18) from Wings of Love Maranatha Ministries for a purchase price of \$2,325,000, with total expenditure including due diligence and closing costs not to exceed \$2,525,000; CEQA exempt.

Secretary Wells introduced the item and noted that Chief Officer of Real Estate Development, Tom Deloye, would lead the presentation; however, prior to the presentation, Secretary Wells asked Legal Counsel, Jhaila Brown, of Goldfarb & Lipman, to note that there is an amendment to the resolution. Ms. Brown noted that the third from the last recital of the resolution would now read as:

*Amendment 1:* "THAT, the Board of Commissioners authorizes the Executive Director to enter into a Lease Agreement with the Seller to lease back the 7007 MacArthur Boulevard property for a period of up to **twelve thirty** months for a rent of \$2,400 per month; and"

*Amendment 2:* "THAT, the Board of Commissioners authorizes the Executive Director to assume the current Lease Agreement between the Seller and OCCUR for the 6948 Foothill Boulevard property or to execute a new lease with OCCUR incorporating the major provisions of the current Lease Agreement, providing OCCUR with a maximum five (5) year lease term and an additional option to extend for a period to be mutually agreed upon by the Authority and OCCUR; and"

Mr. Deloye proceeded to report on the item stating that the action item is of importance to the Authority due to the location of properties and the opportunity presented to the Authority to consider acquisition and the amendments mentioned by Legal Counsel, which will allow the Authority to be positioned to accommodate requests from the seller.

Having no further questions from the Commissioners, Commissioner Tortorich moved to approve item VIII.B. as amended, which was seconded by Commissioner Jung-Lee, the item passed by the following vote:

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

- C. Consent Agenda:

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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.

Having no questions from the Board on the consent agenda, Commissioner Tortorich moved to approve item VIII.C., which was seconded by Commissioner Montgomery. The item passed by the following vote:

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

IX. Adjournment of Public Session

Having no further business from the Board of Commissioners, the meeting moved to adjournment by Commissioner Tortorich and was seconded by Commissioner Mayes. The motion passed by the following vote:

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

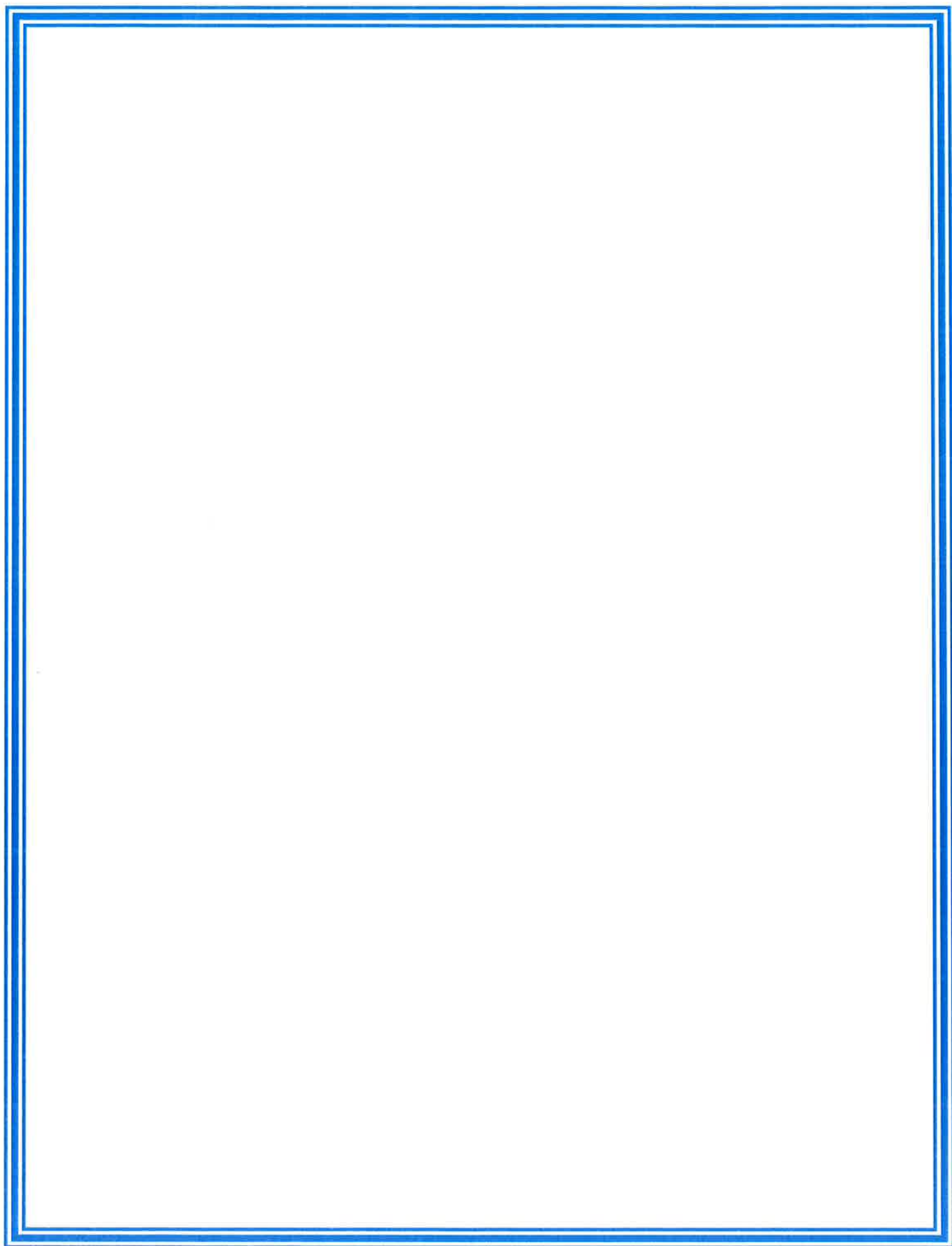
The meeting adjourned at 7:06 p.m.

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Anne Griffith, Chair of the Commission

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Patricia Wells, Secretary/Executive Director



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

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**Monday, December 12, 2022**

**Special Meeting**

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

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

I. Pledge of Allegiance

II. Roll Call

**Present 7** – Anne Griffith, Gregory Hartwig, Janny Castillo, Barbara Montgomery, and William J. Mayes.

Lynette Jung-Lee joined the meeting at 6:47 p.m.

**Excused 2** – Mark Tortorich

III. Approval of Minutes:

A roll-call vote was conducted for the November 21, 2022, meeting minutes; however, Secretary Wells noted that a correction and amendment be made on the vote as the meeting minutes for the Special Meeting of November 21, 2022, will be provided for approval at the January 23, 2023, board meeting. Chair Griffith accepted the amendment and the meeting proceeded to Item IV.

IV. Recognition of people wishing to address the Commission

Amber Lewis, OHA SEIU 1021 Chapter Secretary and a member of the 2022-2025 contract negotiation team, expressed gratitude to the Commissioners regarding the ratification contract vote and noted how the membership team was pleased with the robust contract that Human Resources Director, Drew Felder, helped draft.

There were no further public comments.

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 old or unfinished business items to address.

VII. New Business:

A. Presentation of the Oakland Housing Authority Key Partner Award to Mayor Libby Schaaf.

Secretary Wells introduced and presented a Key Partner award to Mayor Libby Schaaf on behalf of the Oakland Housing Authority and the Board of Commissioners and noted the accomplishments of the Agency from 2015 – 2022, under the leadership of Mayor Schaaf.

Mayor Libby Schaaf spoke expressing her gratitude to the Oakland Housing Authority and the Board of Commissioners and their continued support to the housing issues that are faced in Oakland.

Chair Anne Griffith thanked Mayor Schaaf for being an example for the partnership between the Housing Authority and the City of Oakland.

There were no further comments from the Board of Commissioners.

B. Presentation and Public Hearing on the Harrison Tower Rehabilitation Project (Oakland, CA) Relocation Plan.

Chief Officer of Real Estate Development, Tom Deloye, presented the item. Mr. Deloye specified the purpose of the item is to conduct a public hearing on the Harrison Tower Rehabilitation Project Relocation Plan. Mr. Deloye described that the public hearing will ensure the uniform, fair, and equitable treatment for residents as a result of the rehabilitation. Proper notice was provided to residents in multiple languages and posted on the Oakland Housing Authority (OHA) website, as well as printed in the East Bay Times, which emphasized that the Agency will take comments on the relocation plan through the close of business on December 22, 2022.

Overland Pacific & Cutler, LLC (OPC) Consultant, Brett Paulson, joined the meeting and provided an overview of what OPC will provide to the OHA residents to help them through the rehabilitation process.

Commissioner Castillo thanked the OHA team and OPC for the efforts to assist the residents and asked two questions: 1: Will storage be provided to residents who have more items than room available in their temporary housing unit and 2: further clarity on how many units will be set aside for the residents.



Mr. Paulson noted that the relocation program has a benefit to assist with as-needed storage. The units for residents are offsite on the open market unique to each family based on occupancy size and special needs.

Having no further comments or questions, Chair Griffith requested a motion to open the Public Hearing. Commissioner Montgomery moved to open the public hearing, which was seconded by Commissioner Hartwig. The motion passed by the following vote:

**Ayes 5** – Griffith, Hartwig, Castillo, Montgomery, Mayes  
**Excused 2** – Jung-Lee, Tortorich

Public comment opened at 6:39 p.m.

Secretary Wells noted that there were no persons wishing to make comments on the relocation plan. A motion was made by Commissioner Montgomery to close public comment, which was seconded by Commissioner Mayes. The motion passed by the following vote:

**Ayes 5** – Griffith, Hartwig, Castillo, Montgomery, Mayes  
**Excused 2** – Jung-Lee, Tortorich

Public comment closed at 6:40 p.m.

- C. Authorization to extend the initial term of the Project-Based Voucher Housing Assistance Payment Contract with Slim Jenkins Court II LLC (Slim Jenkins), a partnership owned by the East Bay Asian Local Development Corporation (EBALDC), for an additional five years for a maximum 20-year term for annual housing assistance payments in the amount of \$317,460 and a total contract amount of approximately \$1,587,300.

Director of Leased Housing, Michelle Hasan, presented the item for approval of a five-year extension to the initial fifteen-year term for a maximum term of twenty-years for annual operating subsidy in the amount of \$317,460 for each year. Ms. Hasan provided a background on previously awarded operating subsidy by the Board of Commissioners. Upon the Boards approval, the new contract will extend to the year 2033.

Having no further questions from the board, Commissioner Hartwig moved to approve the item, which was seconded by Commissioner Montgomery, the motion passed by the following vote:

**Ayes 5** – Griffith, Hartwig, Castillo, Montgomery, Mayes  
**Excused 2** – Jung-Lee, Tortorich

Secretary Wells noted that Commissioner Jung-Lee joined the meeting; however, she had technical difficulties and was unable to use her audio.

- D. Authorization of the conditional award of Housing Choice Voucher Reserves to fund a capitalized operating subsidy reserve in an amount up

to \$3,112,566 to Phoenix 801 Pine, LP, for the project, The Phoenix, subject to clearance under the National Environmental Policy Act (NEPA) and authorizing the Executive Director to execute documents evidencing the provision of the capitalized operating subsidy reserve for a 15-year term.

Director of Leased Housing, Michelle Hasan, presented the item detailing that the action will provide a conditional award of Housing Choice Voucher reserves to fund a capitalized operating subsidy reserve in an amount of \$3,112,566 for The Phoenix, subject to NEPA approval, and authorizing the Executive Director to execute documents evidencing the provision of the capitalized operating subsidy reserve for a 15-year term. Ms. Hasan further stated that The Phoenix will have 101 newly constructed units with 49 units set aside for persons who are chronically homeless, and the remainder units set aside for 50% AMI households. It was further noted that this project is subject to Housing Quality Standards and applicable to Section 3 requirements.

Commissioner Castillo asked if there are challenges with the neighbors in West Oakland and this project, and if community benefits are being offered. EBALDC Project Manager, David Chin, was present at the meeting and answered the Commissioner's questions noting there have been no challenges with the neighbors. Mr. Chin stated that residents and the neighborhood are excited for the delivery of new housing. Resident engagement projects such as murals and arts initiatives have been provided and invested within the area.

Having no further questions, Commissioner Hartwig moved to approve item VII.D., which was seconded by Commissioner Mayes. The motion passed by the following vote:

**Ayes 5** – Griffith, Hartwig, Castillo, Montgomery, Mayes  
**Excused 2** – Jung-Lee, Tortorich

- E. Presentation of the unaudited Financial Status Report for the three-month period ending September 30, 2022.

Chief Officer of Program and Finance Administration, Duane Hopkins, and Director of Finance, Victor Madamba, led the presentation on the quarterly financial report for July 1, 2022, through September 30, 2022. Mr. Madamba provided an overview of the operating revenue, operating expenses, and non-operating (revenues) expenses for the Fiscal Year 2023 (FY23). The Department Directors provided an Executive Summary on their financial results and goals for FY23.

There were no further comments from the Board of Commissioners.

It was noted that Commissioner Jung-Lee was able to fix her audio and attended the remainder of the meeting at 7:47 p.m.

- F. Authorization to apply a retroactive Cost of Living Adjustment (COLA) to all

positions represented under SEIU Local 1021 Maintenance effective July 1, 2022, to issue cost of living increases effective July 1, 2023, and July 1, 2024, to issue a signing bonus to all active employees represented under SEIU Local 1021 Maintenance, and to apply a wage equity adjustment for Building and Grounds Workers positions retroactive to July 1, 2022.

Director of Human Resources, Drew Felder presented on items VII.F-H, pertaining to Cost-of-Living Adjustments for SEIU Local 1021 Maintenance, SEIU Local 1021 HAR/APA/HES, and Unrepresented employees, which include a 6% increase retroactive to July 1, 2022, and a 5% increase effective July 1, 2023, and July 1, 2024. Mr. Felder further noted that this action item includes a signing bonus of a one-time payment to represented employees under 1021 and to non-leadership level unrepresented employees.

Having no further questions, Commissioner Hartwig moved to approve item VII.F., which was seconded by Commissioner Jung-Lee, the motion passed by the following vote:

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

- G. Authorization to apply a retroactive Cost of Living Adjustment (COLA) to all positions represented under SEIU Local 1021 HAR/APA/HES effective July 1, 2022, to issue cost of living increases effective July 1, 2023, and July 1, 2024, and to issue a signing bonus to all active employees represented under SEIU Local 1021 HAR/APA/HES.

Having no further questions, Commissioner Montgomery moved to approve item VII.G., which was seconded by Commissioner Hartwig, the motion passed by the following vote:

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

- H. Authorization to apply a retroactive Cost of Living Adjustment (COLA) to all Unrepresented positions effective July 1, 2022, to issue cost of living increases effective July 1, 2023, and July 1, 2024, and to issue a signing bonus to all non-leadership level Unrepresented employees.

Having no further questions, Commissioner Mayes moved to approve item VII.H., which was seconded by Commissioner Montgomery, the motion passed by the following vote:

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

- I. Ratification to renew the commercial property (fire) insurance policy with Housing Authority Property Insurance and to make payment of the annual premium in an amount, not to exceed \$283,524.

Chief Officer of Program and Finance Administration, Duane Hopkins, presented the item and the action to ratify the action previously taken to bind insurance coverage and approve payment of the premium. Mr. Hopkins noted that the commercial property (fire) insurance policy is strictly for the Oakland Housing Authority, whereas it was previously associated with Oakland Affordable Housing Preservation Initiatives (OAHPI). Additionally, Mr. Hopkins stated the reason to ratify this action item is that the annual renewal of the insurance starts in October; however, the insurance carrier required addresses for each unit along with square footage for each unit, which took multi-months for departments to review the data.

Having no further questions, Commissioner Montgomery moved to approve item VII.I., which was seconded by Commissioner Hartwig, the motion passed by the following vote:

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

**J. 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. Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361
2. Authorization to execute a two-year contract with up to three one-year option terms with Castillo Plumbing for plumbing services in an amount not to exceed \$650,000

Having no further questions, Commissioner Jung-Lee moved to approve item VII.J.1-3, which was seconded by Commissioner Montgomery, the motion passed by the following vote:

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

**VIII. Written Communications Departments' Monthly Report.**

Secretary Wells briefed the Commission on the departments monthly report for the month of October 2022.

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

Secretary Wells briefed the Commission on the following topics:

- Direct to You for November
- EBALDC West Grand & Brush Groundbreaking
- NAHRO Advocacy letter to approve the Affordable Housing Credit Improvement Act
- NAHRO Advocacy letter to Finalize FY23 HUD Spending Now
- FY23 OHA Holiday Calendar and Schedule
- Loss of a Resident Leader, Beverley Darensburg, also known as Big Momma

X. Reports of Commission Committees.

Vice-Chair Hartwig reported on the Public Safety Ad Hoc Committee that met on November 15, 2022, Commissioner Hartwig noted that the Committee received a City of Oakland crime trends report and noted the trends as well as shot-spotter reports were declining. Further discussion led to the holistic approach of community safety utilizing the partnership of the OHA Police Department, Office of Property Operations (OPO), Family & Community Partnerships (FCP), Leased Housing (LH), and Capital Improvements (CID).

Chair Griffith reported on the Development Ad Hoc Committee, noting the discussion of the capitalized operating subsidy, which will support the Phoenix project as discussed earlier. Additional discussion took place regarding the acquisition of 1600 Harrison St., Wings of Love properties on McArthur and Foothill, and the rehab plans for Foothill Family. Lastly, the Committee discussed the *Faircloth-to-RAD* opportunity for housing authorities who have fewer units than they did in 1999 and having the opportunity through RAD to bring some of those units back online.

XI. Announcements by Commissioners.

There were no announcements by Commissioners.

XII. Adjournment of Public Session

Having no further business to discuss, Commissioner Hartwig moved to adjourn the public session meeting, which was seconded by Commissioner Montgomery. The motion passed by the following vote:

**Ayes 6** – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Mayes

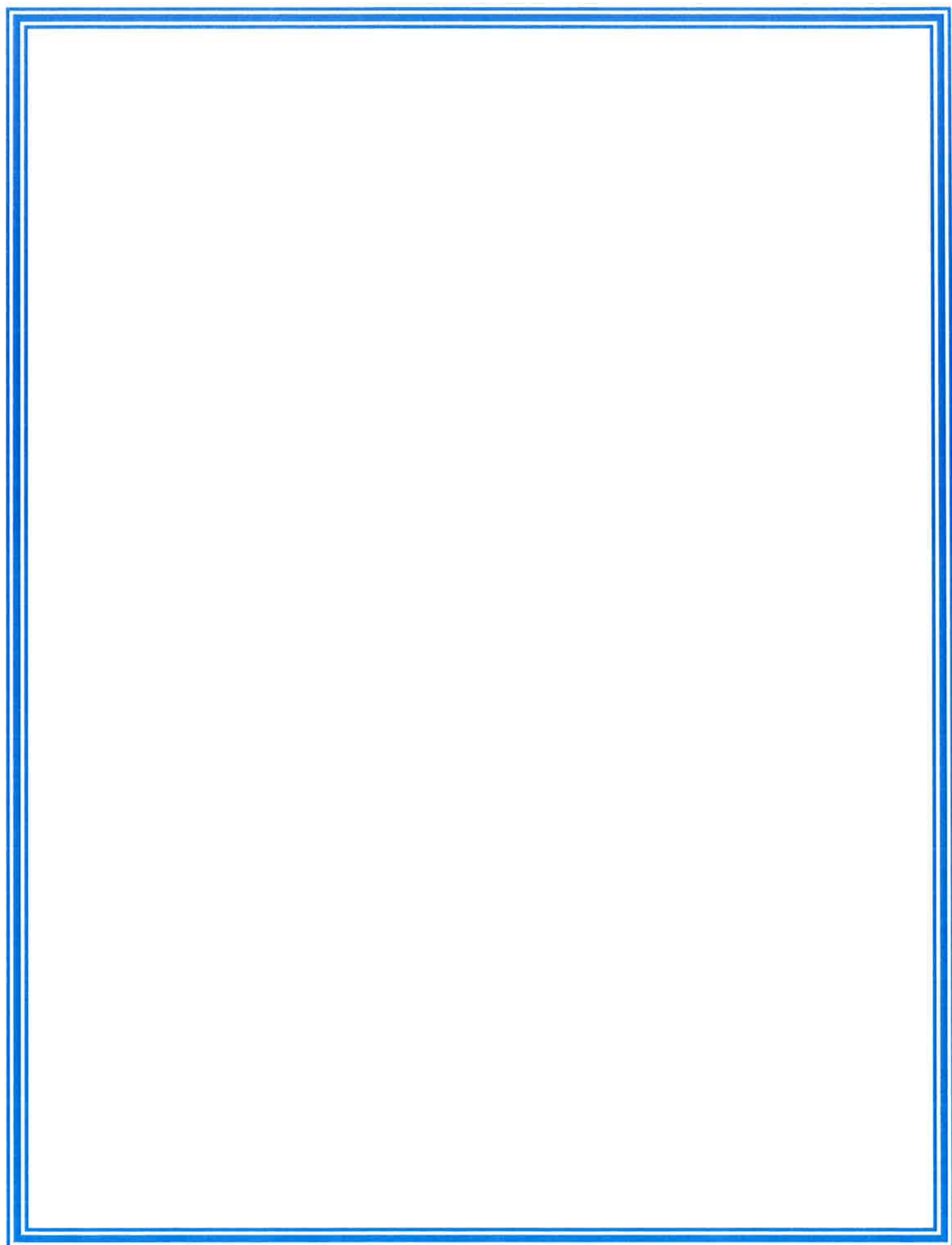
The meeting adjourned at 8:10 p.m.

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

Date: January 23, 2023

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**Purpose:** This action will authorize the Executive Director to increase the contract amount with CVR Associates, Inc. by \$2,649,030 to a total not-to-exceed amount of \$3,849,030. The contract is to provide professional consulting and advisory services in the areas of (1) HUD Programmatic and Regulatory Services, (2) Administrative and Operating Services, and (3) Management Advisory and Consulting Services for the Oakland Housing Authority (OHA). Funds will be utilized as needed across all three Specialty Areas.

**Funding:** Funding for the portion of the increase projected for the current fiscal year is available in the budget in the account 4182-00-000 (Consultants). Funding for the costs projected in fiscal year 2023-24 will be included in the budget for that year.

**Background:**

On June 8, 2021, the OHA Board of Commissioners adopted Resolution No. 4982 authorizing the Executive Director to execute a contract with CVR Associates, Inc. (Contract) to provide consulting services in the following areas: (1) HUD Programmatic and Regulatory Services, (2) Administrative and Operating Services, and (3) Management Advisory and Consulting Services. The Contract has an initial three-year term (July 21, 2021, to July 21, 2024) with two one-year extension options. The Contract currently has a not-to-exceed amount of \$1,200,000 for the initial three-year term.

Expenditures on the contract have exceeded original estimates because of an increased need by OHA for staffing, operational and strategic project management support. This increased need is the result of several significant factors primarily in the areas of vacancies in critical leadership and project management positions combined with the active implementation of multiple initiatives across the property, leased housing and procurement operational departments.

CVR Associates, Inc. has been able to provide consulting and staff augmentation services at these increased levels when requested. The resources provided by CVR Associates, Inc. have been high quality and responsive to the needs of OHA. During this time, the OHA Human Resources Department continues to actively engage in aggressive recruitment efforts to welcome full time staff.

An assessment of the current and projected needs for staffing, operational and strategic project management services required by OHA through the remaining initial three-year term of the Contract indicate the needs as shown in the table below.

<b>Leadership</b>	
Chief Level Support Staff	537,760
Department Level Support Staff	913,420
<b>Operations Projects and Support</b>	
	1,051,850
<b>Strategy Support</b>	
	146,000
<b>TOTAL</b>	<b>2,649,030</b>

Sufficient funding is available for the additional costs projected for the current fiscal year in the account 4182-00-000 (Consultants). Through December 2022 (initial 6 months of the fiscal year) a total of \$621,120, or 10%, of the annual budget of \$6,190,622 for consulting services has been expended. Additional funding is also available, should it be needed, through savings realized because of vacant positions across the organization. For example, through December 2022 (initial 6 months of the fiscal year) a total of \$10,719,146, or 37%, of the annual budget of \$28,093,416 for administrative salaries has been expended.

Funding for the costs projected for this change in fiscal year 2023-24 will be included in the budget for that year.

**Recommended Action:**

It is recommended that the Board of Commissioners adopt the attached resolution to authorize the Executive Director to amend the contract with CVR Associates, Inc. to add \$2,649,030 to increase the total not-to-exceed amount to \$3,849,030 for the contract period ending July 20, 2024.

Attachments: Resolution



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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO AMEND THE  
CONTRACT WITH CVR ASSOCIATES, INC. TO ADD \$2,649,030 TO  
INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT TO \$3,849,030 FOR  
THE CONTRACT PERIOD ENDING JULY 20, 2024**

WHEREAS, the Oakland Housing Authority (OHA Board of Commissioners adopted Resolution No. 4982 on June 28, 2021 authorizing the Executive Director to execute a contract with CVR Associates, Inc. (Contract) to provide consulting services in the following areas: (1) HUD Programmatic and Regulatory Services, (2) Administrative and Operating Services, and (3) Management Advisory and Consulting Services; and

WHEREAS, the Contract has an initial three-year term (July 21, 2021 to July 21, 2024) with two one-year extension options; and

WHEREAS, the Contract currently has a not-to-exceed amount of \$1,200,000 for the initial three-year term; and

WHEREAS, expenditures on the Contract have exceeded original estimates because of an increased need by OHA for staffing, operational and strategic project management support; and

WHEREAS, this increased need is the result of several significant factors primarily in the areas of vacancies in critical leadership and project management positions combined with the active implementation of multiple initiatives across the property, leased housing and procurement operational departments; and

WHEREAS, CVR Associates, Inc. has been able to provide consulting and staff augmentation services at these increased levels when requested; and

WHEREAS, the resources provided by CVR Associates, Inc. have been high quality and responsive to the needs of OHA; and

WHEREAS, an assessment of the current and projected needs for staffing, operational and strategic project management services required by OHA through the remaining initial three-year term of the Contract indicate the need for \$2,649,030 in additional funding for the Contract; and

WHEREAS, sufficient funding is available for the additional costs projected for the current fiscal year in the account 4182-00-000 (Consultants); and

WHEREAS, funding for the costs projected for this change in fiscal year 2023-24 will be included in the budget for that year.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to amend the contract with CVR Associates, Inc. to add \$2,649,030 to increase the total not-to-exceed amount to \$3,849,030 for the contract period ending July 20, 2024; and

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

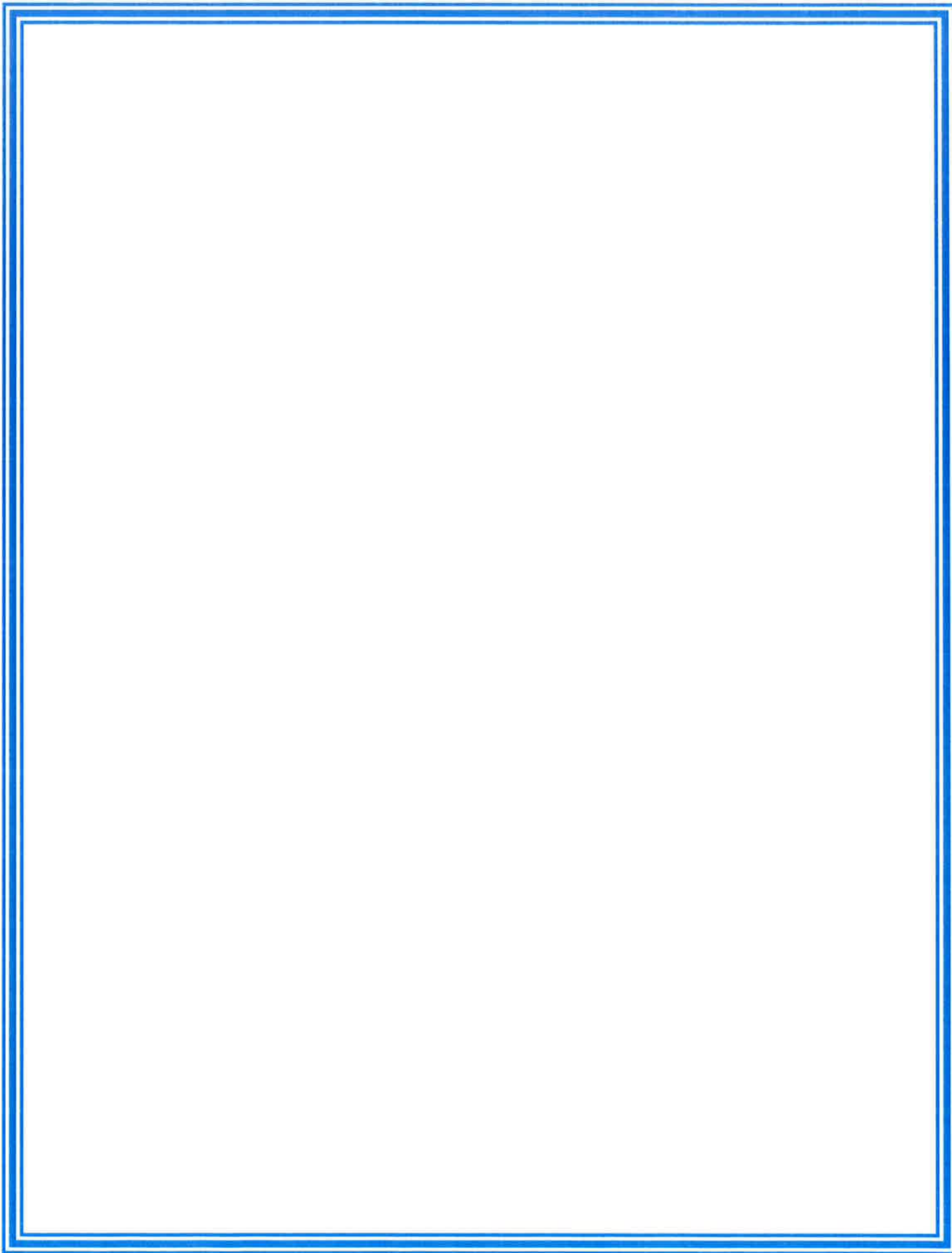
*I hereby certify that the foregoing resolution is a full, true and correct  
copy of a resolution passed by the Commissioners of the Housing Authority  
Of the City of Oakland, California on January 23, 2023.*

---

*Secretary / Executive Director*

**ADOPTED:**

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

Date: January 23, 2023

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**Purpose:** This action will authorize the Executive Director to conditionally award 19 Veterans Affairs Supportive Housing (VASH) Project-Based Vouchers (PBV) in an amount up to \$5,600,000 to The Unity Council (TUC) for project, 2700 International Apartments, subject to clearance under the National Environmental Policy Act (NEPA), and authorizes the Executive Director to execute a Housing Assistance Payment (HAP) contract for an initial 15-year term with an option for an additional 5 years.

**Funding:** Funding for this item is received by the Oakland Housing Authority (Authority) from the US Department of Housing and Urban Development's (HUD) Housing Choice Voucher (HCV) program and budgeted in the Leased Housing budget line item 4715-00-000.

**Background**

On November 16, 2021, the City of Oakland Department of Housing and Community Development (DHCD) issued a Notice of Funding Availability (NOFA) for New Construction of Multifamily Affordable Rental Housing. DHCD staff recommended the 2700 International project for a conditional award, in an amount not to exceed \$7,000,000 and an additional Affordable Housing Development Loan contingent on funding from the 2022 State Local Housing Trust Fund pursuant to City Council Resolution No. 89241 C.M.S.

In accordance with 24 CFR 983.51(b)(2) and the Authority's Moving to Work (MTW) Agreement and activity #06-03, the Authority may award funding to projects using another entity's competition. In this case, DHCD conducted a competitive process and the

Authority will use this competition as the basis for making a funding award to The Unity Council for the 2700 International Apartments project.

### The Unity Council

The Unity Council (TUC) is a California, non-profit public benefit corporation with over 40 years of experience, including developing, owning, and managing affordable housing in Alameda County as well as a 55-year history in the Fruitvale neighborhood of Oakland. The Unity Council specializes in high-density infill development. Additionally, the TUC prides itself on working closely with the local community to plan and design its developments.

The TUC serves 8,000 people per year in both Alameda and Contra Costa County. The Authority has worked closely as a partner with TUC, having awarded project based vouchers to its other affordable housing Fruitvale District projects such as Casa Arabella and currently under construction, Casa Sueños.

### 2700 International Apartments.

The project, 2700 International Apartments, is a new construction 75-unit, multifamily apartment building in the Fruitvale neighborhood. The project will provide affordable housing for extremely low to low-income families and 19 permanent supportive housing units for homeless veterans. The project will have 2,800 square feet of commercial and community serving space. The project is walking distance to the Fruitvale Bart Station and steps away from other transit options. TUC is partnering with Berkeley Food and Housing Project to provide case management services for the 19 formerly homeless veteran households. Other funding sources include the City of Oakland, Federal Home Loan Bank Affordable Housing Program, Veteran's Housing and Homelessness Prevention Program and the Infill Infrastructure Grant Program.

The Unity Council's Resident Services Program serves over 500 residents each year. Program areas include Children and Family Services, (Head Start), Workforce Development, Housing and Financial Access Services, Senior Wellness and Social Enterprise. The project will have on-site property management services as well as on-site laundry, secure car and bike parking, a children's play area and a community garden.

### Project Evaluation

The Authority staff met with TUC staff, and reviewed the proposal on January 6, 2023. The project, 2700 International Apartments, was evaluated against the Authority's threshold funding criteria and priorities established by the Board of Commissioners. The project met the following criteria:

- Population served is 30% AMI and below
- Availability of wraparound services for the duration of the Authority's investment
- Integration into the surrounding community

- Full kitchens and baths
- On-site property management and resident support services

#### Veterans Affairs Supportive Housing (VASH)

The Authority has an allocation of 526 VASH vouchers, with 328 utilized/conditionally awarded. VASH vouchers are tenant-based vouchers and specifically for homeless veterans. VASH vouchers can be project-based upon the approval of the Department of Veterans Affairs (VA). The local VA office has provided a letter of support for 19 VASH PBV at 2700 International. All VASH vouchers include case management services during the term of the tenancy.

#### National Environmental Protection Act (NEPA)

For any projects receiving federal funds, execution of grant documents or other documents legally committing the Authority to fund the project shall be expressly conditioned on compliance with the requirements of NEPA.

#### Davis Bacon Prevailing Wages

Davis Bacon wages will be required as there are 19 PBVs requested for the project.

#### Section 3

Applicable Section 3 requirements will be included in the conditional award letter.

#### Housing Quality Standards

The project must meet Housing Quality Standards prior to any disbursement of voucher funding.

#### **Recommendation**

Staff recommends that the Board of Commissioners adopt the resolution approving the conditional award of 19 VASH PBVs in an amount up to \$5,600,000 for TUC project, 2700 International Apartments, subject to NEPA clearance, and authorizing the Executive Director to execute a HAP contract for an initial 15-year term with an option of an additional 5 years.

Attachments: Request from The Unity Council  
Letter of Support from Department of Veteran Affairs  
City of Oakland NOFA Conditional Loan Commitment  
Resolution



December 15, 2022

Michelle Hasan  
Director of Leased Housing  
1540 Webster Street  
Oakland, CA 94612

RE: 2700 International Application for Funding Request

Dear Director Hasan,

On behalf of The Unity Council (TUC), we are excited to submit the enclosed application for a combination of Project Based Vouchers and capitalized operating subsidies to aid in the development of 2700 International Apartments, a 75-unit multifamily apartment building in the Fruitvale neighborhood of Oakland.

#### The Unity Council Overview

TUC is a non-profit social equity development corporation with over 40 years of experience developing, owning, and managing affordable housing in Alameda County and a 55-year history in the Fruitvale neighborhood of Oakland. The Unity Council's residential portfolio includes affordable and mixed-income housing for families, seniors, and special needs households. We specialize in high-density infill development and work closely with the local community to plan and design buildings that are contextual and that will meet the needs of neighborhood stakeholders as well as future residents. In addition, The Unity Council has developed over 200,000 square feet of commercial, retail, civic, and community serving facilities, including a public library branch, charter high school, senior center, health clinic, early childhood education center, and a career resource center with multi-lingual support.

#### Oakland Housing Authority Funding Request

The project is requesting 19 Project Based Section 8 Vouchers to support 19 permanent supportive housing units, as well as a capitalized operating subsidy to support 18 additional units serving households ranging from 30 to 50% AMI.

#### Consistency with Oakland Housing Authority's Overarching Goals

2700 International will have a lasting positive impact on its future residents, surrounding neighborhood and the broader Fruitvale community, as well help achieve the Oakland Housing Authority's (OHA) sustainability goals in line with OHA's core values. Please see below for a brief summary on how the project addresses OHA's four overarching goals.

The Unity Council  
1900 Fruitvale Avenue, Suite 2A  
Oakland, CA 94601  
Tel: 510-535-6900 Fax: 510-534-4466  
[www.unitycouncil.org](http://www.unitycouncil.org)

### *Overall Impact*

2700 International will provide affordable housing for extremely low to low-income families as well as 19 units set aside for formerly homeless veterans, providing 74 units of much needed affordable housing for Oakland and the Fruitvale area. This vibrant neighborhood was historically home to a predominantly Latinx population and is now a multicultural melting pot and landing point for recent immigrants from around the world. Once known as Oakland's second downtown, the Fruitvale neighborhood has suffered economically as a result of inequitable disinvestment on the part of public entities. Now, as more public funds are being invested in Fruitvale, longtime residents are at risk of displacement. 2700 International is located in the heart of the area at risk of gentrification: it is within walking distance from the Fruitvale Bart station and just steps from the new Rapid Transit bus line which connects directly to downtown. As the cost of housing increases in the neighborhood, the apartments at 2700 International will allow families who might otherwise be displaced to remain in place at an affordable cost of living.

The first floor of 2700 International will accommodate 2,800 square feet of commercial and community-serving space. The occupants of these spaces will be organizations and businesses whose practices are of direct service or benefit to the neighborhood and to the residents of 2700 International. Fruitvale has a disproportionate share of business enterprises that prey on low- and moderate-income customers, such as check-cashing and payday lending operations. The commercial tenants of 2700 International will be selected on the merits of their ability to benefit the community and neighborhood.

TUC is partnering with the Berkeley Food and Housing Project to provide case management services for the 19 formerly homeless veteran households, in partnership with the Veteran's Administration.

The project will be financed using a variety of public and private resources to strengthen the financial viability of the project. This includes committed funds from the City of Oakland and the Federal Home Loan Bank's Affordable Housing Program. Project financing also includes the State's Multifamily Housing Program, Veterans Housing and Homelessness Prevention Program, and the Infill Infrastructure Grant Program, as well as equity from the federal low-income housing tax credits, conventional debt, and increment debt supported by the project-based vouchers and operating subsidy.

### *Neighborhood Impact*

2700 International will increase the supply of affordable housing in a vibrant, diverse neighborhood with access to quality amenities onsite as well as the surrounding area.

The project is situated close to several public transit options and useful amenities. There is a Bus Rapid Transit stop a block from the site and the Fruitvale BART station is a short walk away. 2700 International is also within walking distance of a variety of amenities including: the Jose de la Cruz Park and the Carmen Flores Community Center, the Cesar E Chavez Branch of the Oakland Public Library, the Supermercado Mi Pueblo neighborhood market and La Clinica Pharmacy.

2700 International is located in the Fruitvale area of Oakland, with a population of about 66,000 people. Fruitvale has many thriving local businesses and restaurants based in Fruitvale, specifically along International Boulevard. Fruitvale is a racially diverse neighborhood with roughly 43% of its population of Hispanic Origin, 32% Asian American and Pacific Islander, 13% African American, and 7% White and



speak many languages including English, Spanish, Khmer, Mam, Cantonese, Arabic and more. Fruitvale has lower household incomes as compared to the larger Oakland area, with median household incomes around \$49,777, as compared to \$83,718 for the Oakland area. About 32% of households make less than \$35,000 a year. Fruitvale is a diverse neighborhood in Oakland with a demonstrated need for affordable housing to provide affordable housing for extremely low to low-income households that 2700 International provides.

### *Resident Impact*

For over 50 years, The Unity Council has been providing place-based social and economic development programs for children, youth, adults, and the elderly in the Fruitvale neighborhood of Oakland. We understand the interconnectedness of the multiple factors that impact a family's ability to achieve greater economic, housing, and educational prosperity, and our programs work to address these factors holistically with a client-centered and culturally rooted approach. With an unmatched, intimate understanding of the neighborhood and through the hands-on nature of our work, The Unity Council understands that all affordable properties must have a strong and resident-focused services component. They must go beyond being just "decent, safe and sanitary" and provide comprehensive and dynamic resident services that enrich the lives of individuals and families.

The Unity Council's Resident Services Program serves over 500 residents each year. Resident Services are integrated into the Community Programs Department for improved service delivery and impact. Through other program areas including Children and Family Services (encompassing our Head Start programs), Workforce Development, Housing and Financial Access Services (including free income tax preparation), Senior Wellness, Youth Services, Social Enterprise, Small Business Support and the Latinx Mentorship and Achievement programs, The Unity Council serves 8,000 people a year in both Alameda County and Contra Costa County. All services are free of charge and will be accessible to residents of 2700 International.

In partnership with property management staff, the Resident Services Coordinator will help foster a supportive atmosphere to meet the needs of residents and their families with tailored and culturally appropriate programming. The Unity Council offers a range of on-site services including financial literacy workshops, community building activities like potlucks, holiday and cultural celebrations, and social activities like bingo, exercise classes, educational workshops, and more. Actual services will be tailored to resident needs and desires.

All residents will have access to all building amenities, including on-site laundry, secure car and bike parking, and a spacious community room. The building also features an ample courtyard with a children's play area, a covered seating area, and a community garden to provide safe open space for all families and residents.

Berkeley Food and Housing Project will provide case management services for 19 formerly homeless Veteran households, in partnership with the Veteran's Administration. This will include a full-time Case Manager who will be available to provide intensive case management for Veterans with the goal of housing stability and improvement in health outcomes and quality of life for Veteran households. BFHP

offers a wide range of services including case management, outreach, goal planning, information, and referral, service coordination, and housing retention skills.

### *Sustainability*

The design of the proposed building at 2700 International employs energy-efficient and sustainable practices. The project will comply with GreenPoint rating standards with targeted Platinum certification. This includes a variety of green measures in its design and ongoing management including installation of a rooftop solar PV system, installation of water efficient plumbing fixtures, use of salvaged and reclaimed materials, low emitting resilient flooring, carpeting and exterior / interior paint, increasing natural daylight and ventilation and ongoing collection of recyclables.

With regards to financial sustainability, we are confident that the property's operating budget, which was developed by our experienced property management team, is sufficient to maintain the proposed level of staffing, to address maintenance and repair needs as they arise, and ensure the safety and comfort of the resident community over time.

Thank you for your time and consideration in reviewing this application. With OHA's support, we look forward to transforming a blighted and unsafe block into safe, secure, and affordable housing for 75 families and homeless veterans and to creating a beautiful asset for the community.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Levine'.

Aubra Levine

Vice President of Real Estate Development



**DEPARTMENT OF VETERANS AFFAIRS**  
**San Francisco VA Health Care System**  
**4150 Clement Street**  
**San Francisco, CA 94121**

January 05, 2022

Re: Letter of commitment for 2700 International Blvd, Oakland, CA

To Whom It May Concern:


This letter is to confirm San Francisco VA Health Care System's (SFVAHCS) continued partnership with Berkeley Food and Housing Project (BFHP). SFVAHCS supports the conversion of 19 current Oakland Tenant Based HUD/VASH Vouchers to Project Based HUD/VASH Vouchers (PBVs) for 2700 International Blvd in Oakland. This new development will provide Permanent Support Housing to Veterans in the Fruitvale neighborhood of Oakland.

The SFVAHCS is committed to providing mental health care, physical health care, substance abuse services and linkage to all identified services for those Veterans who are VA healthcare eligible. SFVAHCS further commits to the provision of clinical case management services for HUD/VASH participants at a ratio that is dependent on acuity factors.

2700 International Blvd will ensure housing stability for 19 homeless and formerly homeless low-income Veterans in Oakland. We proudly put our support behind 2700 International Blvd.

If you have any questions, please contact me. My contact information is below.

Sincerely,

  
Nicholas Madsen, LCSW  
HUD/VASH Assistant Director  
San Francisco VA Health Care System  
[Nicholas.Madsen@va.gov](mailto:Nicholas.Madsen@va.gov)  
(415) 650-6198

# CITY OF OAKLAND



DALZIEL BUILDING • 250 FRANK H. OGAWA PLAZA, SUITE 5313 • OAKLAND, CALIFORNIA 94612-2034

Housing & Community Development  
Housing Development Services

(510) 238-3502  
FAX (510) 238-3691  
TDD (510) 238-3254

July 7, 2022

Chris Iglesias  
Chief Executive Officer  
Spanish Speaking Unity Council of Alameda County  
1900 Fruitvale Avenue, Suite 2A  
Oakland, CA 94601

**Re: 2700 International Apartments**  
**2700-2720 International Boulevard and 1409-1415 Mitchell Street,**  
**Oakland, CA 94601**  
**City of Oakland NOFA Conditional Loan Commitment**

Dear Ms. Levine:

The City of Oakland, a municipal corporation (the “**City**”), is pleased to be able to assist Spanish Speaking Unity Council of Alameda County, Inc. dba The Unity Council, a California nonprofit public benefit corporation (“**TUC**”) in the construction of the 2700 International Apartments development (the “**Project**”), to be located at 2700-2720 International Boulevard and 1409-1415 Mitchell Street in the City of Oakland, California (the “**Property**”). This conditional commitment letter (“**Commitment**”) confirms that the City Council has authorized a development loan in the amount of Seven Million Dollars (\$7,000,000) (the “**Loan**”), for the Project, pursuant to Resolution No. 89241 C.M.S., attached hereto as Exhibit A, pending receipt and approval of the outstanding due diligence items listed below.

The following sets forth the terms and conditions under which the City shall provide the Loan for the Project:

## **1. Project Attributes**

This Commitment of financing is for the Project as proposed in TUC’s Application for Funding dated January 7, 2022 (the “**Application**”), in response to the City of Oakland’s 2021-22 Notice of Funding Availability for New Construction of Multifamily Affordable Housing) (the “**NOFA**”), dated November 16, 2021. The Project includes the following attributes:

- Unit Configuration: A total of seventy-five (75) newly-constructed units, consisting of thirty-five (35) one-bedroom units, twenty-one (21) two-bedroom units, and nineteen (19) three-bedroom units, including one (1) unrestricted manager’s unit (a two-bedroom unit).

- **Affordability:** The Project will include twenty-two (22) units for extremely low income households with incomes not more than 30% of Area Median Income (“**AMI**”) and rents not more than 30% of 30% of AMI; thirty-eight (38) units for very low income households with incomes between 30% and 50% of AMI and rents not more than 30% of 50% of AMI; four (4) units for low income households with incomes between 50% and 60% of AMI and rents not more than 30% of 60% of AMI; and ten (10) units for low income households with incomes between 60% and 80% of AMI and rents not more than 30% of 60% of AMI; and one (1) unrestricted manager's unit.
- **Target Population:** The Project will include no fewer than nineteen (19) permanent supportive housing (“**PSH**”) units set aside for formerly homeless veterans. The PSH units have a commitment of Project-Based Veterans Affairs Supportive Housing (“**VASH**”) Vouchers from the San Francisco Office of the Veterans Administration. Seventeen (17) PSH units will support households with incomes at 30% of AMI and two (2) PSH units will support households with incomes at 40% of AMI. The PSH units have a 20-year commitment of supportive services funding from the Alameda County Health Care Services Agency (“**HCSA**”).
- **Previous City Funding:** The Project has not previously been awarded funding for this Project.
- **Developer Fee:** TUC may collect a developer fee no greater than \$3,500,000 for the Project, from all sources. Any project cost overruns must be paid out of the developer fee. Regardless of the date that the Loan closes or Project construction begins, the guidelines set forth in the NOFA as to developer fee shall apply to the Project unless otherwise notified.
- **Leveraging of Other Funds:** The cumulative City commitment of \$7,000,000 to the Project will equal no more than 40% of the residential portion of the Project’s total development costs.
- **Supportive Services:** TUC’s Resident Services team will provide general resident services to all residents of the Project at no cost to residents and paid through building operations. Berkeley Food and Housing Project (“**BFHP**”), a Berkeley-based housing and services provider, has entered into a Memorandum of Understanding with TUC and will provide specialized supportive services to the residents of the nineteen (19) PSH units set aside for formerly homeless veterans, and paid through the supportive services funded by HCSA. The Veterans Administration will provide and fund case management to veterans through the HUD-VASH rental subsidy program. BFHP will employ Housing First, harm reduction, and strengths-based approach to its service delivery, and will provide services such as clinical case management, assistance with accessing and obtaining Veteran benefits, Social Security benefits, employment and income services, legal services, assistance with Medi-Cal access and enrollment, linkage to physical health care, tenancy sustaining services, peer support activities, community mental health services, and individual and group substance abuse recovery programs.
- **Energy Efficiency:** The Project received points on the Application based on a

GreenPoint Rated checklist. Due to the early stage of design at the time of application, developers will not be required to meet all the specific sustainability criteria submitted at initial application, but will be required to achieve at least the same GreenPoint score range as was achieved for NOFA scoring, and to have compliance certified by the appropriate entity at construction completion.

## 2. Terms

**LOAN.** Subject to the terms and conditions to be included in a loan agreement to be executed by TUC and the City (the “*Loan Agreement*”), as well as negotiation and execution of other loan documents, the City preliminarily agrees to make the Loan.

**INTEREST.** The Loan shall bear a maximum simple interest rate of three percent (3%) per year.

**ORIGINATION FEE.** The Project will be assessed an origination fee of two percent (2.0%) of the Loan principal amount. This fee may be waived if the Project’s funding allocation consists entirely of HOME funds or Measure KK bond funds.

**SECURITY AND AFFORDABILITY RESTRICTIONS.** The Loan shall be secured by a Deed of Trust recorded against the Property. In addition, in consideration of the City’s funding, long-term rent and occupancy restrictions in the form of a Regulatory Agreement between TUC and the City will be recorded against the Property.

**TERM OF LOAN.** The principal of the Loan and all accrued interest thereon shall be due and payable fifty-five (55) years from the date of the Loan Agreement. Prior to the end of the Loan term, the Loan shall be repaid from Project surplus cash flow, or from the City’s pro-rata share of such surplus cash flow.

## 3. Length of Funding Reservation

Loan funds will be reserved for no more than twenty-four (24) months from the date of this letter. **The commitment for this Loan will expire if the Project does not have commitments for full project financing by January 7, 2024, and the closing of construction financing has not occurred by July 7, 2024.**

## 4. Source of Funds

Funds for the Project may be reserved from one or more of the following City sources: Affordable Housing Trust Fund, Low and Moderate Income Housing Asset Fund, City’s HOME Investment Partnerships Program Housing Development Fund or Housing Development Grant (HDG or HODAG). If applicable, the Project must comply with all program restrictions in connection with this funding source.

## 5. Property Ownership

Site control of the Property is a requirement of Loan closing. “Site control” means fee ownership or a long-term ground lease. TUC represents that it currently holds site control to the Property per the following representations: The Property was purchased from a third party on March 12, 2020 by 2700 International, L.P., a California limited partnership, of which TUC has managerial control.

## **6. Relocation Plan**

Federal and/or state relocation law will apply for projects that will temporarily or permanently displace current business or residential occupants, and relocation assistance and benefits may be required which can add substantially to the Project's cost. If temporary or permanent relocation of occupants will be required, a relocation plan must be submitted to and approved by the City.

## **7. Reserve Requirements**

The Project must meet the City's requirements for deposits to replacement reserve and operating accounts for the fifty-five (55) year period during which the Property is regulated by the Regulatory Agreement with the City:

- **Replacement Reserve:** Six tenths of one percent (0.6%) of the replacement cost of the structure annually, up to \$500 per unit.
- **Operating Reserve:** Annual deposits of no less than two percent (2%) of annual gross rental income are required until an operating reserve has been capitalized at a level equal to six (6) months operating costs and debt service. The operating reserve must be maintained at the level of six (6) months of operating costs and debt service during the term of the City Regulatory Agreement.

## **8. Accessibility**

TUC must develop the Project and maintain the Property in compliance with all applicable federal, state and local requirements regarding access for disabled persons.

## **9. Marketing Requirements**

All Project units must be marketed in accordance with the City's Affirmative Fair Marketing Guidelines. A final marketing plan and management agreement, as components of the Final Management Plan, must be approved by the City at least 180 days before (a) construction is complete, or (b) the beginning of marketing activities, whichever is first. The City will review the plan within thirty (30) days of receipt. Copies of all marketing materials must be provided to the City as they are distributed to the public.

## **10. Local Contracting and Employment Programs**

The following City contracting and employment programs apply to the Project:

- 50% Local and Small Local For Profit and Not For Profit Business Enterprise Program (L/SLBE)
- 50% Local Employment Program
- 15% Oakland Apprenticeship Program
- Payment of Prevailing Wages
- City of Oakland Living Wage Ordinance
- City of Oakland Equal Benefits Ordinance
- Electronic Certified Payroll Submittals

Additional information and contracting requirements may be found at the City's website at [www.oaklandca.gov/departments/contracts-compliance](http://www.oaklandca.gov/departments/contracts-compliance). It is recommended that developers who receive City funding awards meet with City Contract Compliance staff early in the

predevelopment process to ensure a complete understanding of all the options regarding how the Project may meet the requirements. Submission of documentation regarding the above requirements and a meeting with the contractors and City Contract Compliance staff will also be required prior to construction start.

### **11. Subordination of City Security Interests**

In certain cases, the City may agree to take a subordinate lien position to other financing in regards to its Deed of Trust. Conditions of such an agreement, which must protect the City's right to cure defaults under other loan agreements and, if curing default, the City's right to transfer the Property to an alternate owner without acceleration of other financing, must be negotiated well before other financing is scheduled to close. The City does not subordinate to AHP loans. **In addition, the City does not subordinate its Regulatory Agreement to private lenders.**

### **12. Planning, Zoning, Building Permit Approval**

TUC must give the Housing Development Coordinator assigned to the Project (see below) reasonable notice of all meetings with City Planning, Zoning, and Building staff concerning design and permitting issues.

### **13. Closing the Loan**

To ensure that City documents are signed in a timely manner, final negotiations must be concluded and documents approved by TUC, City staff, and appropriate attorneys **at least four (4) weeks prior** to any deadlines for Loan closing imposed by other lenders or financing programs. Prior to this, TUC **must allow at least three (3) additional months for negotiations** of the Loan documents. Please note that City staff will need to review documents for any other non-City loans prior to the closing of that financing. Please notify the other funders of this requirement and ask them to provide those documents at least a month prior to their closing deadlines. Staff cannot ensure that loans that do not meet this timeline will be closed prior to outside deadlines. TUC must provide a written schedule for negotiations and closing when commitments for full Project financing are achieved.

In addition to approved Loan documents, the following documents (at a minimum) must be approved by City staff prior to Loan closing:

1. Full schematic drawings (if needed)
2. Scope of work
3. Final development budget
4. Final operating budget
5. 30-year proforma
6. Relocation plan (if needed)
7. Firm commitments for full project financing
8. Asbestos survey (if needed)
9. Lead-based paint testing and report (if needed)
10. Evidence of insurance that meets City guidelines, submitted to City at least six (6) weeks prior to the estimated loan closing date
11. California Environmental Quality Act ("**CEQA**") environmental determination
12. Loan documents from the other funding sources closing at the same time
13. If HOME funds are used, identification of "HOME" affordable rental units which



shall contain a mix of bedroom units generally reflecting the overall mix of bedroom units in the Project, if applicable.

14. Sufficient evidence that funds for the supportive services component of the Project will be available at the time of occupancy.

If loans from other funding sources are closing at different times, Housing Development staff must also review those documents prior to their closing.

#### **14. Beginning Construction**

Construction may not begin prior to the Loan closing and the City's issuance of a Notice to Proceed for the Project. At a minimum, approval of the following documents is required to issue the Notice to Proceed:

1. Planning and zoning approvals (if needed)
2. Design review approvals (if needed)
3. Plans and specifications approved by City (Housing Development and Building Services)
4. Construction contract approved by City
5. Payment and performance bonds
6. Evidence of contractor's insurance that meets City guidelines
7. Construction budget and schedule approved by City
8. Approval to proceed issued by Contract Compliance Division. NOTE: A pre-construction conference with Contract Compliance staff is required. Begin this process at least **two (2) months** prior to the desired date of the Notice to Proceed.
9. Lead-based paint hazard risk assessment and abatement plan (if needed)

#### **15. Project Closeout**

In order to release the final administrative fee payment, the following documents must be approved by the City after project completion:

1. Cost certification
2. Demographic and income information of occupants
3. Certification of completion and compliance by Project architect
4. A copy of the recorded Notice of Completion
5. Final rent schedule
6. Lead-based paint certification (if needed)

#### **16. Updates**

TUC is required to provide updates to the assigned Housing Development Coordinator a minimum of once a month regarding relevant progress on the Project including design and permitting, financing, changes to the schedule and budget, and other project issues. Please use the format which will be emailed to your project manager.

#### **17. City Contact Information**

Arlecia Durades, Housing Development Coordinator, is currently assigned to the Project. Please contact Arlecia at (510) 238-6992 to discuss the timeline for the Project to move forward.

Spanish Speaking Unity Council of Alameda County, Inc. dba The Unity Council  
2700 International Apartments  
July 7, 2022

Page 7 of 7

This letter is not intended to be contractual in nature, but is merely a statement of the general terms and conditions upon which the parties are prepared to make this Loan.

To acknowledge your receipt of this award letter, please sign and date the bottom of this page and return within one week of receipt to the attention of Arlecia Durades, Housing Development Services, 250 Frank Ogawa Plaza Suite 5313, Oakland, CA 94612. We look forward to working with you as the Project continues to move forward.

Sincerely yours,



CHRISTIA KATZ MULVEY  
Manager, Housing Development Services

Attachment: Exhibit A: Resolution No. 89241 C.M.S.

cc: Arlecia Durades, Housing Development Coordinator

The foregoing is accepted by Spanish Speaking Unity Council of Alameda County, Inc. dba The Unity Council, a California nonprofit public benefit corporation, on  
7/11/2022, 2022:

By:   
Chris Iglesias  
Chief Executive Officer






# 2700 International\_TUC\_Oakland NOFA Loan Commitment Ltr\_7.7.22\_final

Final Audit Report

2022-07-07

Created:	2022-07-07
By:	Arlecia Durades (ADurades@oaklandca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1RHFAO7U7ZnYzFGwNylCdPVPYO7pMMV

## "2700 International\_TUC\_Oakland NOFA Loan Commitment Ltr\_7.7.22\_final" History

-  Document created by Arlecia Durades (ADurades@oaklandca.gov)  
2022-07-07 - 10:33:33 PM GMT- IP address: 209.232.103.97
-  Document emailed to Christia Mulvey (CMulvey@oaklandca.gov) for signature  
2022-07-07 - 10:33:58 PM GMT
-  Email viewed by Christia Mulvey (CMulvey@oaklandca.gov)  
2022-07-07 - 10:58:17 PM GMT- IP address: 209.232.103.101
-  Document e-signed by Christia Mulvey (CMulvey@oaklandca.gov)  
Signature Date: 2022-07-07 - 11:00:03 PM GMT - Time Source: server- IP address: 209.232.103.101
-  Agreement completed.  
2022-07-07 - 11:00:03 PM GMT

City of  
OaklandPowered by  
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**Media Contact:**

Jean Walsh  
Public Information Officer  
[oaklandPIO@oaklandca.gov](mailto:oaklandPIO@oaklandca.gov)  
510-541-7708 (cell)

News from: **Housing & Community  
Development Department**

**FOR IMMEDIATE RELEASE**

November 10, 2022

**City of Oakland and BIPOC Developers  
Awarded \$50+ Million to Build Nearly 100  
Deeply Affordable Housing Units**

***Of these, approximately 80 units would serve  
unhoused residents***

*Oakland, CA* — To help address the urgent housing affordability crisis, the State of California recently awarded the City of Oakland and its developer partners approximately \$50 million to support the development of deeply affordable rental housing units. The awards came from the California Department of Housing and Community Development (CA HCD) and California Strategic Growth Council (SGC) through the California Housing Accelerator and the Local Housing Trust Fund programs.

The Housing Accelerator program funds shovel-ready affordable housing projects that, despite having received one or more awards from other HCD programs, are unable to move forward due to funding gaps that resulted from their inability to access tax-exempt bond allocations or low-income housing tax credits.

The developments funded by these new awards will serve Oaklanders earning between 20-60% of Area Median Income (AMI) and will include 60+ units of Permanent Supportive Housing and financial literacy, employment counseling, educational and cultural programs provided by Abode Services, Inc.

These projects will start construction within the next six months:

*Friendship Senior Housing (1904 Adeline Street)* - 10 deeply affordable units, one unrestricted manager unit (50 total) - \$19M. Developers: Community Housing Development Corporation & Friendship Community Development Corporation

*The Phoenix (801 Pine Street)* – 52 deeply affordable units, 1 unrestricted manager unit (101 total) - \$26M. Developers: East Bay Asian Local Development Corporation & Allied Housing Inc. "The State's Accelerator program, leveraged by our City dollars, has unlocked our pipeline to meet Oakland's most urgent housing needs," said **Christina Mun**, Oakland's Interim Director of Housing & Community Development. "We are elated to see our experienced

community-oriented housing developers, East Bay Asian Local Development Corporation and Community Housing Development Corporation, moving these important projects forward to provide affordable housing for Oaklanders."

## **LOCAL HOUSING TRUST FUND**

In addition to the State grants provided directly to affordable housing developers, the City of Oakland also received a \$5 million competitive award in the 2022 Local Housing Trust Fund (LHTF) Notice of Funding Availability (NOFA). The City of Oakland will grant the 2022 award to the Spanish Speaking Unity Council to fund the 2700 International project.

2700 International will house 74 households and will serve extremely low income, low income, and homeless individuals with a range of unit sizes, from studios to three bedrooms. Nineteen units will be offered to homeless veterans, and will include mental health, physical health, and substance abuse services, and a rental subsidy provided by San Francisco VA Health Care System in partnership with Berkeley Food and Housing Project.

The City had conditionally awarded the Unity Council \$7 million through the City of Oakland 2022 New Construction NOFA, contingent upon securing the LHTF award. Now that the LHTF funds have been awarded, these funds will be matched with \$2 million from Oakland's Affordable Housing Trust Fund (AHTF) to complete the \$7 million award.

The City of Oakland is required by the State of California to create over 10,000 units of affordable housing by 2030, based on the Regional Housing Needs Allocation (RHNA.) To address this challenge, the City adopted the "3 P's" framework to **protect** Oaklanders from displacement, **preserve** the existing affordable housing stock, and **produce** new, deeply affordable housing units. The City has focused on creating new housing units for unhoused Oaklanders through its robust new construction pipeline. In 2021, Oakland's completed affordable housing projects include 489 affordable housing units: of that, 8 units are for people experiencing homelessness.

###

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO CONDITIONALLY AWARD 19  
VETERAN AFFAIRS SUPPORTIVE HOUSING PROJECT-BASED VOUCHERS IN  
AN AMOUNT UP TO \$5,600,000 TO THE UNITY COUNCIL FOR PROJECT, 2700  
INTERNATIONAL APARTMENTS, SUBJECT TO CLEARANCE UNDER THE  
NATIONAL ENVIRONMENTAL POLICY ACT, AND AUTHORIZING THE  
EXECUTIVE DIRECTOR TO EXECUTE A HOUSING ASSISTANCE PAYMENT  
CONTRACT FOR AN INITIAL 15-YEAR TERM WITH AN OPTION TO EXTEND  
FOR AN ADDITIONAL 5 YEARS**

WHEREAS, On November 16, 2021, the City of Oakland Department of Housing and Community Development (DHCD) issued a Notice of Funding Availability (NOFA) for New Construction of Multifamily Affordable Rental Housing; and

WHEREAS, the DHCD staff recommended the 2700 International project for a conditional award in an amount not to exceed \$7,000,000 and an additional Affordable Housing Development Loan contingent on funding from the 2022 State Local Housing Trust Fund pursuant to City Council Resolution No. 89241 C.M.S; and

WHEREAS, in accordance with 24 CFR 983.51(b)(2) and the Oakland Housing Authority's (Authority) Moving to Work (MTW) Agreement and activity #06-03, the Authority may award funding to projects using another entity's competition. In this case, DHCD conducted a competitive process and the Authority will use this competition as the basis for making a funding award to The Unity Council for the 2700 International Apartments project; and

WHEREAS, The Unity Council (TUC) is a California, non-profit public benefit corporation with over 40 years of experience, including developing, owning, and managing affordable

housing in Alameda County as well as a 55-year history in the Fruitvale neighborhood of Oakland. Additionally, the Unity Council specializes in high-density infill development; and

WHEREAS, TUC prides itself on working closely with the local community to plan and design its developments. The TUC serves 8,000 people per year in both Alameda and Contra Costa County; and

WHEREAS, the Authority has worked closely as a partner with TUC, having awarded project-based vouchers to its other affordable housing Fruitvale District projects such as Casa Arabella and, currently under construction, Casa Sueños; and

WHEREAS, the project, 2700 International Apartments, is a new construction, 75-unit multifamily apartment building in the Fruitvale neighborhood. The project will provide affordable housing for extremely low to low-income families and 19 permanent supportive housing units for homeless veterans; and

WHEREAS, the project will have 2,800 square feet of commercial and community serving space. The project is walking distance to the Fruitvale Bart Station and steps away from other transit options; and

WHEREAS, TUC will partner with Berkeley Food and Housing Project to provide case management services for the 19 formerly homeless veterans households; and

WHEREAS, other funding sources include the City of Oakland, Federal Home Loan Bank Affordable Housing Program, Veteran's Housing and Homelessness Prevention Program and the Infill Infrastructure Grant Program; and

WHEREAS, TUC's Resident Services Program serves over 500 residents each year. Program areas include Children and Family Services, (Head Start), Workforce Development, Housing and Financial Access Services, Senior Wellness and Social Enterprise; and

WHEREAS, the project will have on-site property management services as well as on-site laundry, secure car and bike parking, a children's play area; and

WHEREAS, the Authority staff met with TUC staff, and reviewed the proposal on January 6, 2023. The project, 2700 International Apartments, was evaluated against the Authority's threshold funding criteria and priorities established by the Board of Commissioners; and

WHEREAS, the project met the following criteria: population served is 30% AMI and below; wrap around services for the duration of the Authority's investment; integration into the surrounding community; full kitchens and baths; and on-site property management; and

WHEREAS, the Authority has an allocation of 526 VASH vouchers, with 328 utilized/conditionally awarded; and

WHEREAS, VASH vouchers are tenant-based vouchers and specifically for homeless veterans; and

WHEREAS, VASH vouchers can be project based upon the approval of the Department of Veterans Affairs (VA) and the local VA office has provided a letter of support for 19 VASH PBV at 2700 International Apartments; and

WHEREAS, all VASH vouchers include case management services during the term of the tenancy; and

WHEREAS, the Authority funding to the project shall be expressly conditioned on compliance with the requirements of NEPA; and

WHEREAS, Davis Bacon wages, Section 3 and Housing Quality Standards requirements will be included in the conditional award letter.

**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 conditionally award 19 Veterans Affairs Supportive Housing PBVs in an amount up to \$5,600,000 to TUC for project, 2700 International Apartments, subject to clearance under the NEPA, and authorizes the Executive Director to execute a HAP contract for an initial 15-year term with an option to extend for an additional 5 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 January 23, 2023.*

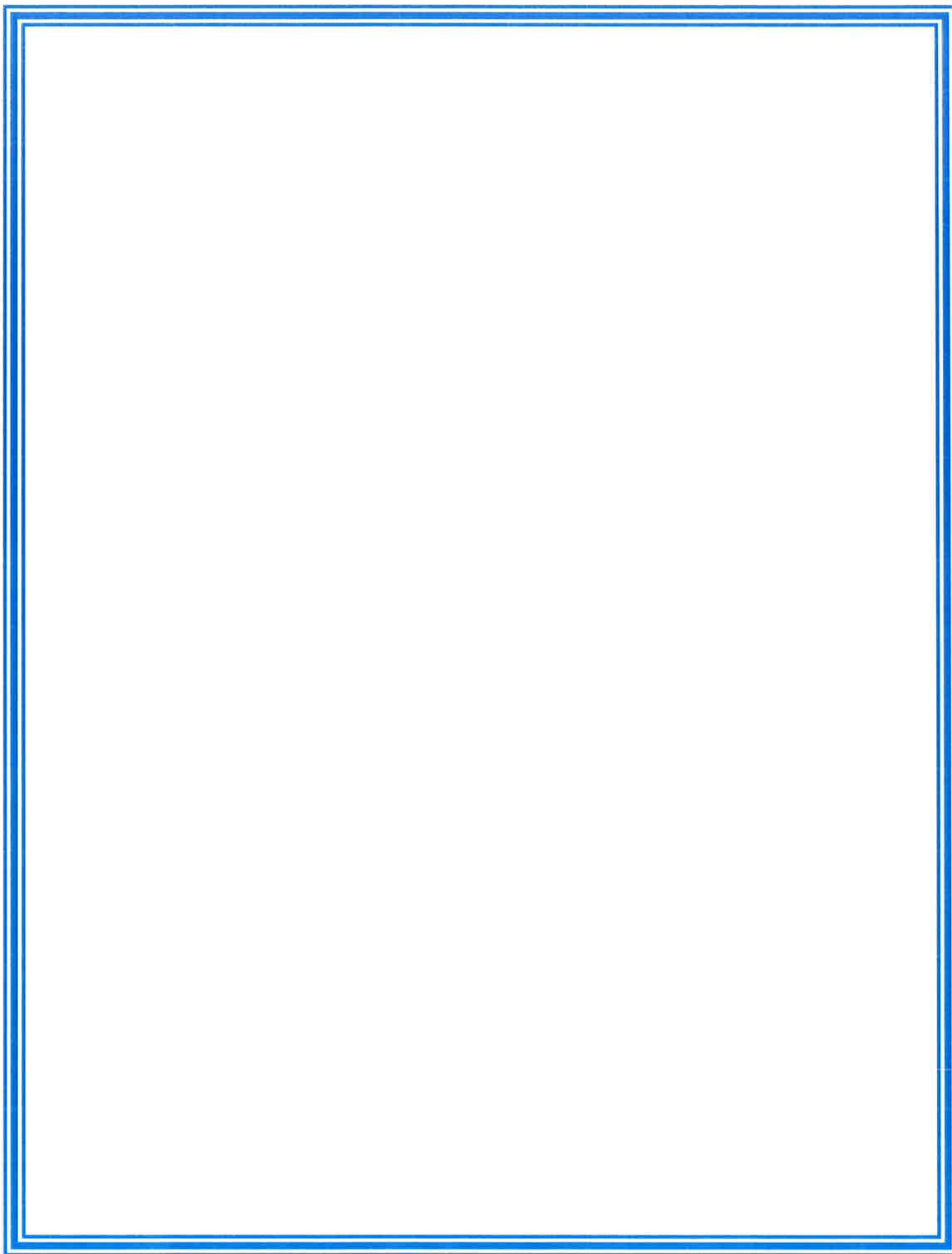
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Secretary

**ADOPTED:**

**RESOLUTION NO.**





**Executive Office  
Oakland Housing Authority MEMORANDUM**

---

To: Board of Commissioners

From: Patricia Wells, Executive Director

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

Date: January 23, 2023

---

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

Funding: Funding for this item is included in the annual operating budgets for Fiscal Year 2022 and Fiscal Year 2023 GL Code 4190-07-000.

**Background**

The Information Technology Department (IT) has utilized the State of California's Network and Telecommunications (CALNET) program on behalf of the Authority for several years with the understanding that AT&T was considered a utility, a procurement that did not require a competitive process. After reviewing the AT&T CALNET agreement and annual expenditures with General Counsel and the Contract Compliance and General Services staff, it was determined that the procurement of AT&T's service required Board approval and the signature of the Executive Director.

Although this service is a utility, HUD has established protocols when there are multiple providers for a particular utility. Chapter 17 Section 17.4 (Utility Purchasing) of the HUD Procurement Handbook 7460.8 REV 2, provides as follows:

“Deregulation and restructuring in the utility industry allows utility providers to operate like other open markets, with greater competition and choices...Where deregulation has occurred and there are multiple providers, PHAs must competitively procure utilities in accordance with 24 CFR 85.36 (now 2 CFR 200).”

Although AT&T is a utility, per the above-stated HUD Guidelines, it is a deregulated industry with competition, requiring a competitive process.

Upon review of the cooperative procurement solicited by the State of California for the CALNET program, it was determined it was procured competitively and satisfies the requirements of 2 CFR Part 200, which allows the Authority to utilize this agreement as a cooperative agreement.

According to the HUD Procurement Handbook 7460.8 REV 2, Section 14, public housing authorities are encouraged to use cooperative and interagency agreements to expedite the procurement process and to obtain substantial discounts as a result of leveraged pricing.

On December 21, 2022, the Executive Director signed the AT&T CALNET Agreement to preserve the expenses already incurred by the Authority in AT&T infrastructure and to prevent an increase in pricing.

It was determined that \$267,355.45 was spent with AT&T in Fiscal Year 2022, and for Fiscal Year 2023 IT estimates that a total of \$350,000 will be spent. These funds will be used for data networks and communications services as well as telecommunications voice and data services.

### **Recommendation**




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


Attachments: CCGS Review Memo  
Resolution



**CONTRACT COMPLIANCE & GENERAL SERVICES**  
1619 Harrison Street, Oakland, CA 94612 \* (510) 587-2166 / (510) 587-2124 FAX  
**INTEROFFICE MEMORANDUM**

**To:** Patricia Wells, Executive Director

**Through:** Duane Hopkins, Chief Officer of Program and Finance Administration   
Brandon White, Director of Information Technology   
Daniel Mermelstein, CCGS Manager 

**From:** Courtney Sharif, Contract Specialist, CCGS 

**Subject:** Request to Utilize Two Contracts the State of California Department of Technology has with AT&T

**Date:** December 15, 2022

---

This memorandum is to inform you that CCGS recommends utilizing the CALNET contract the State of California has with AT&T for Data Networks and Communications Services as well as Telecommunications Voice and Data Services.

**Background**

The Information Technology Department has a need for Data Networks and Communications Services as well as Telecommunications Voice and Data Services. According to the HUD Procurement Handbook 7460.8 REV 2, Section 14, public housing authorities are encouraged to use cooperative and interagency agreements to expedite the procurement process and to obtain substantial discounts as a result of leveraged pricing.

The State of California Department of Technology has a current and valid contract with AT&T. The services under the State of California's contract were competitively solicited and meets HUD Procurement Guidelines for soliciting Request for Proposals. Although the State issued the solicitations as IFBs (IFB C4A1LEG18 and IFB C4DNCS19), the process used is in compliance with the HUD Request for Proposals process.

The State of California solicitation IFB #C4DNCS19 for Categories 20 – 30 was posted on the Statewide Technology Procurement website from October 30, 2019, to July 16, 2020.

Sixteen companies were awarded contracts to the IFB including: Airspring, AT&T, CenturyLink, Granite, NWN, Verizon, Zayo, ENA, NTT, Red River, Charter, Comcast, CrownCastle, Wave, Aspen and Intervision. AT&T was awarded a five-year contract from April 14, 2020, through June 30, 2025, with three (3) one-year option terms to extend.

The State of California solicitation IFB #C4A1LEG18 for Categories 15-18 was posted on the Statewide Technology Procurement Website from March 15, 2018 to August 13, 2018.

Three companies were awarded contracts to the IFB including: AT&T, CenturyLink, and Verizon. AT&T was awarded a five-year contract from January 2, 2019 through June 30, 2024 (Categories 15.2.2, 18.3.1.1, 16, and 17 (Categories 16 and 17 have five one-year option terms). For categories 15 and 18, AT&T was awarded a seven year contract from January 3, 2019 through June 30, 2026 with three one year options to extend.

### **Conclusion**

The State of California has current and valid contracts with AT&T that cover Data Networks and Communications as well as Telecommunications Voice and Data Services. Both contracts were competitively solicited and meet 2 CFR Part 200. The contracts with the State of California are also current, allowing the Authority to utilize these agreements.

### **Recommendation**

CCGS recommends that the Oakland Housing Authority utilize the contracts the State of California has with AT&T. The use of this cooperative agreement will greatly simplify and expedite the procurement process by relieving the Authority of developing specifications and issuing a solicitation for these services.

Approved:

Not Approved:

DocuSigned by:  
  
722CF180EE194A1...

12/21/2022

Patricia Wells  
Executive Director

Date

Patricia Wells  
Executive Director

Date

**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 RATIFYING AND APPROVING THE PRIOR CONTRACT BETWEEN  
OAKLAND HOUSING AUTHORITY AND AT&T WHICH UTILIZED THE COOPERATIVE  
PROCUREMENT FOR IT SERVICES BETWEEN THE STATE OF CALIFORNIA'S  
CALIFORNIA NETWORK AND TELECOMMUNICATIONS (CALNET) AND AT&T IN AN  
AMOUNT OF \$267,355.45 FOR FY2022, AND TO AUTHROIZE THE EXECUTIVE  
DIRECTOR TO EXECUTE A NEW AGREEMENT WITH AT&T RELYING ON THE  
CALNET COOPERATIVE PROCUREMENT WITH AT&T IN AN AMOUNT NOT TO  
EXCEED \$350,000 FOR FY2023, FOR A TOTAL EXPENDITURE NOT TO EXCEED  
\$617,355.45.**

WHEREAS, the Information Technology Department (IT) has utilized the State of California's CALNET program on behalf of the Authority for several years with the understanding that AT&T was considered a utility, a procurement that did not require a competitive process; and

WHEREAS, after reviewing the AT&T CALNET cooperative procurement and annual spend with General Counsel and CCGS, it was determined the procurement required Board approval and the signature of the Executive Director; and

WHEREAS, although this service is a utility, HUD has established protocols when there are multiple providers for the subject utility; and

WHEREAS, Chapter 17 Utility Purchasing, Energy Conservation Loans, and Energy Performance Contracting of the HUD Handbook Section 17.4 Utility Purchasing states "Deregulation and restructuring in the utility industry allows utility providers to operate like other open markets, with greater competition and choices...Where deregulation has

occurred and there are multiple providers, PHAs must competitively procure utilities in accordance with 24 CFR 85.36 (now 2 CFR 200).”; and

WHEREAS, although AT&T is a utility, per the above-stated HUD Guidelines, it is a deregulated industry with competition that requires a competitive process; and

WHEREAS, after reviewing the procurement solicited by the State of California for the CALNET program, it was determined it was procured competitively and satisfies the requirements of 2 CFR Part 200, which allows the Authority to utilize this agreement as a cooperative agreement; and

WHEREAS, according to the HUD Procurement Handbook 7460.8 REV 2, Section 14, public housing authorities are encouraged to use cooperative and interagency agreements to expedite the procurement process and obtain substantial discounts due to leveraged pricing; and

WHEREAS, On December 21, 2022, the Executive Director signed an agreement with AT&T to utilize the CALNET Program to preserve the expenses already incurred by the Authority in AT&T infrastructure and to prevent an increase in pricing; and

WHEREAS, it was determined that \$267,355.45 was spent with AT&T in Fiscal Year 2022 and for Fiscal Year 2023 the Information Technology Department is estimating a total of \$350,000 will be spent. These funds will be used for Data Networks and Communications Services as well as Telecommunications Voice and Data 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 adopt the attached resolution authorizing the Executive Director to ratify the execution of the agreement with AT&T per the State of California’s Network and Telecommunications (CALNET) cooperative agreement for IT services, in the amount of \$267,355.45 for Fiscal Year 2022, as well as to authorize the Executive Director to execute an agreement in an amount not to exceed \$350,000 for Fiscal Year 2023, for a total contract amount not to exceed \$617,355.45; and

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

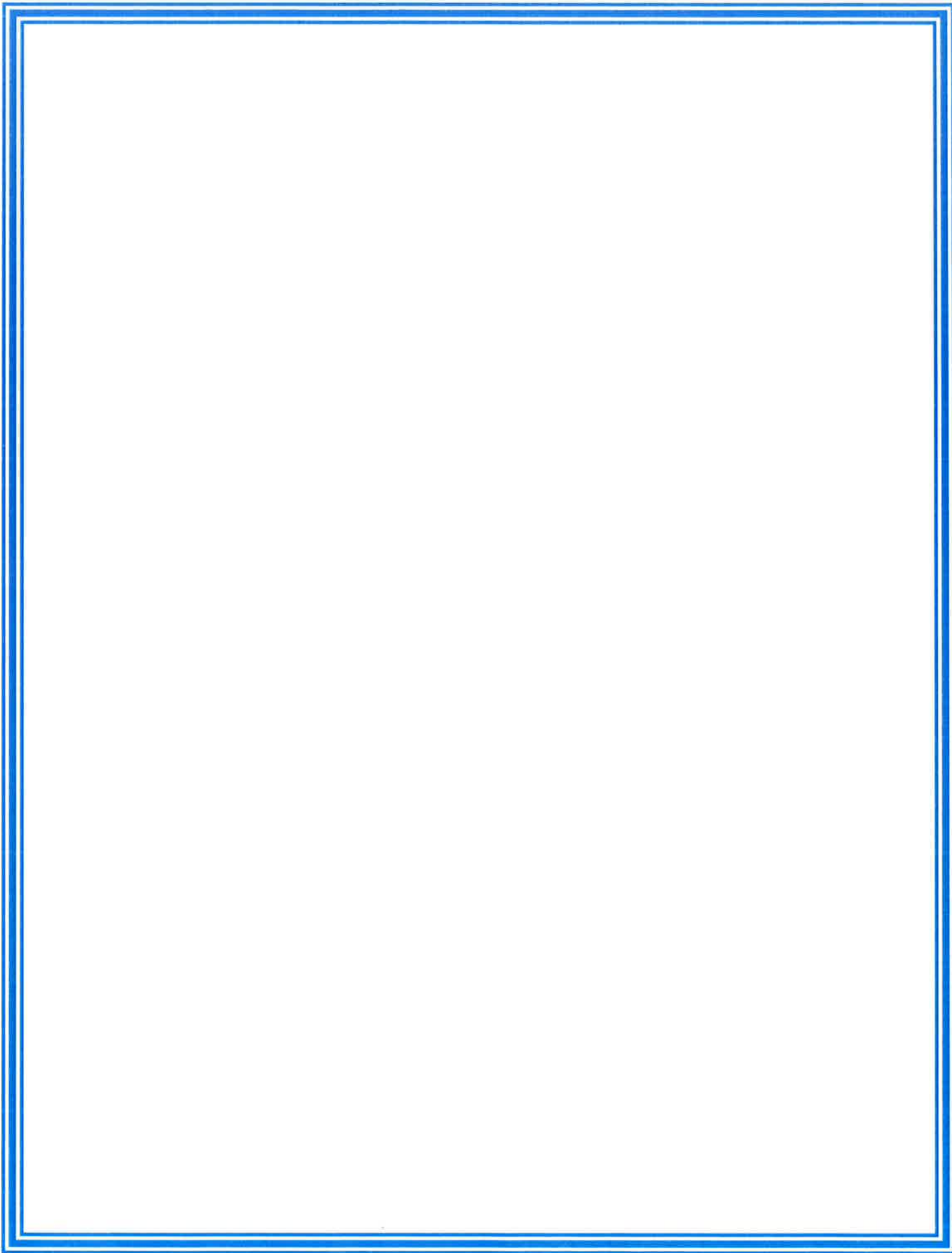
*I hereby certify that the foregoing resolution is a full, true and correct  
copy of a resolution passed by the Commissioners of the Housing Authority  
Of the City of Oakland, California on January 23, 2023.*

---

Secretary

**ADOPTED:**

**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 and adopt the Harrison Tower Rehabilitation Project (Oakland, CA) Relocation Plan.

Date: January 23, 2023

---

Purpose: This action approves and adopts the Harrison Tower Rehabilitation Project (Oakland, CA) Relocation Plan.

Funding: No funding is required for this item.

**Background:**

On October 12, 2017, the Oakland Housing Authority (Authority) submitted a disposition application under Section 18 of the US Housing Act of 1937 and the implementing regulations 24 CFR part 970 to the US Department of Housing and Urban Development for 253 units in three (3) senior public housing properties: Oak Grove North, Oak Grove South and Harrison Tower. The Authority received approval of its application for the three properties on July 5, 2018.

The Authority staff pursued the refinancing and rehabilitation of Oak Grove North and Oak Grove South first and proceeded to close on all financing in December 2019 and start construction in January 2020. Construction was completed on both sites in Summer 2022. Starting in 2019, the Authority staff initiated predevelopment activities for Harrison Tower. The development of the Harrison Towers Rehabilitation Project Relocation Plan was also initiated at that time.

The Authority's relocation consultant, Overland, Pacific and Cutler (OPC), has prepared the Relocation Plan ("the Plan") in accordance with all Federal, State and Local regulations. Upon approval by the Board of Commissioners, OPC will implement the Plan which includes giving all required notices to households to be displaced, assisting all households with finding and relocating to comparable replacement housing, processing relocation claims, making any financial assistance payments to displaced households, facilitating the residents' off-site moves, and providing advice and guidance to residents (in their primary language) at each step along the way. The Plan also sets forth an appeals process for disputes about eligibility or other matters and set forth policies and procedures necessary to conform with applicable statutes and regulations.

### **Resident Communications and Outreach**

OPC distributed a relocation "General Information Notice" and a "Relocation FAQ's" to all residents (translated into Chinese and Vietnamese) on October 21, 2021. The Authority hosted three (3) resident community meetings, two including Chinese translation and one including Vietnamese translation, in November 2021 where the renovation project and relocation program were presented. Staff also offered residents the opportunity to voluntarily transfer to the newly renovated apartments at Oak Grove South. To date, thirteen (13) residents have transferred to Oak Grove South during January and July 2022.

In August and September 2022, OPC staff interviewed each of the remaining 65 residents individually to explain the relocation program and ascertain each resident's housing needs. An Updated Informational Letter was distributed on November 14, 2022. The Authority hosted two additional resident community meetings on December 13 and 14, 2022, both of which included live Chinese and Vietnamese translation, to review the relocation program, provide an overview of the Section 8 Tenant Protection Vouchers that all residents are entitled to receive, and answer any questions. The meetings were well attended with approximately 57 residents and family members participating. The Authority staff and OPC will continue to work closely with Harrison Tower residents to ensure that the relocation process goes smoothly and that residents are fully supported during this stressful transition.

The Relocation Plan was made available for public comment for more than the minimum of thirty (30) days. On November 1, 2022, copies of the Plan were distributed to all residents. The Plan was translated into Chinese and Vietnamese upon request. The Plan was also posted on the Authority's website on November 22, 2022, and notice of the availability of the Plan was published in the East Bay Times / Alameda Times Star on December 2, 2022. The Authority held a noticed public hearing on the Plan on December 12, 2022, which included a presentation to the Board and public on the major components of the plan. Staff have considered all comments and public testimony received prior to the December 22, 2022, public comment deadline, and provided responses which are reflected in Exhibit F to the Plan.

The addition of Exhibit F, Public Comments and Responses, is the only update made to the Plan since the public hearing on December 12, 2022.

### **Other Requirements**

California relocation law requires that public agencies approve a written Relocation Plan whenever a substantial number of residential occupants are displaced by government activity. In compliance with State and Federal requirements, (including the California Code of Regulations, Title 25, Section 6000 et seq. hereinafter referred to as the "State Relocation Regulations"), the Authority has facilitated the preparation of the Plan to ensure that uniform, fair, and equitable treatment is afforded to residents displaced from their units as a result of the rehabilitation. The implementation of the Plan will ensure that

residents do not suffer disproportionate injury as a result of a project created to benefit the public as a whole.

Prior to proceeding with any displacement, the Authority must make certain determinations including:

- The preparation of a relocation plan;
- Fair and reasonable relocation payments will be provided to eligible families facing displacement due to the rehabilitation project;
- A relocation assistance program will be provided in conformance with State and Federal relocation laws;
- Families displaced will be adequately informed of the assistance, benefits, policies, practices and procedures, including appeals procedures related to the Plan and its implementation;
- Comparable replacement housing will be available and secured for each family prior to displacement based on the information in the Plan; and
- Adequate provisions have been made to provide orderly, timely and efficient relocation of families to comparable replacement housing without regard to race, color, religion, sex, marital status or national origin; and

The Plan provides evidence necessary for the Authority to make the above determinations, demonstrating that there is adequate replacement housing available for the households to be displaced, that the households will receive relocation assistance to ensure that the displaced households housing costs do not exceed 30% of household income and households will be provided with timely notices and information regarding the relocation program.

**Recommendation:**

It is recommended that the Board of Commissioners authorize the Executive Director to approve and adopt the Harrison Tower Rehabilitation Project (Oakland, CA) Relocation Plan dated December 2022.

Attachments:        Harrison Tower Rehabilitation Project (Oakland, CA) Relocation Plan  
dated December 2022  
Resolution



**Harrison Tower Rehabilitation Project**

**Oakland, CA**

**Relocation Plan**

**For**

**Oakland Housing Authority**

**By**

**Overland Pacific & Cutler, LLC**

**December 2022**

## TABLE OF CONTENTS

INTRODUCTION	4
I. PROJECT DESCRIPTION	4
A. PROPERTY AND NEIGHBORHOOD DESCRIPTION	5
B. PROJECT PHASING	7
C. PROJECT FINANCING	7
D. APPLICABLE RELOCATION REGULATIONS	7
E. OVERVIEW OF RELOCATION REQUIREMENTS	8
II. RELOCATION PLAN	10
A. METHODOLOGY	10
B. IMPACTS	10
C. DEMOGRAPHICS	10
D. REPLACEMENT HOUSING RESOURCES	11
E. CONCURRENT RESIDENTIAL DISPLACEMENTS	13
F. PROGRAM ASSURANCES AND STANDARDS	13
G. RELOCATION ASSISTANCE PROGRAM	14
H. CITIZENSHIP PARTICIPATION/PLAN REVIEW	15
I. RELOCATION ASSISTANCE	15
- ADVISORY ASSISTANCE	16
- RELOCATION BENEFITS	18
1. RESIDENTIAL MOVING EXPENSE PAYMENTS	18
2. TENANT PROTECTION VOUCHERS	19
J. PAYMENT OF RELOCATION BENEFITS	20
K. LAST RESORT HOUSING	21
L. IMMIGRATION STATUS	21
M. RELOCATION TAX CONSEQUENCES	22
N. NOTICES	22
O. PRIVACY OF RECORDS	24
P. EVICTION POLICY	24
Q. APPEALS POLICY	24
R. PROJECTED DATES OF RELOCATION	25
S. ESTIMATED RELOCATION COSTS	25
T. OPC CONTACT INFORMATION	25

## LIST OF TABLES

TABLE 1:	Current Unit Mix	6
TABLE 2:	Tenant Demographics	11
TABLE 3:	Replacement Housing Survey	12
TABLE 4:	Schedule of Fixed Moving Payments	19

## **LIST OF EXHIBITS**

<b>EXHIBIT A:</b>	<b>HUD Income Levels – Alameda County</b>
<b>EXHIBIT B:</b>	<b>Residential Informational Brochure</b>
<b>EXHIBIT C:</b>	<b>Notice of Eligibility</b>
<b>EXHIBIT D:</b>	<b>Notice to Vacate</b>
<b>EXHIBIT E:</b>	<b>Relocation Budget</b>
<b>EXHIBIT F:</b>	<b>Public Comments &amp; Responses</b>

## INTRODUCTION

The Oakland Housing Authority (OHA) is proposing the rehabilitation of Harrison Tower, a public housing property serving seniors near downtown Oakland, California (Project). OHA plans to remove the units from their existing Low-Income Public Housing (LIPH) stock under Section 18 of the U.S. Housing Act of 1937 ("Section 18 disposition") and utilize other financing resources to complete the Project. The planned rehabilitation will require all households to permanently relocate due to the length of time the tenants will need to be off of the Project site. Existing Harrison Tower residents will be offered the right to return to a renovated Harrison Tower unit when ready for re-occupancy.

This Relocation Plan (Plan) provides the necessary details of the required relocation program based on the property, rehabilitation project, project funding, and schedule to satisfy requirements for a relocation plan in accordance with Section 18, the California Relocation Assistance Law, Government Code Section 7260, et seq. (Law), the Relocation Assistance and Real Property Acquisition Guidelines adopted by the Department of Housing and Community Development as in Title 25 and the California Code of Regulations Section 6000, et seq. (Guidelines).

### I. RELOCATION PLAN

It is expected that all 101 residential units within Harrison Tower will undergo a significant level of rehabilitation. The rehabilitation and relocation of the residents are hereinafter referred to collectively as "the Project" within this Plan.

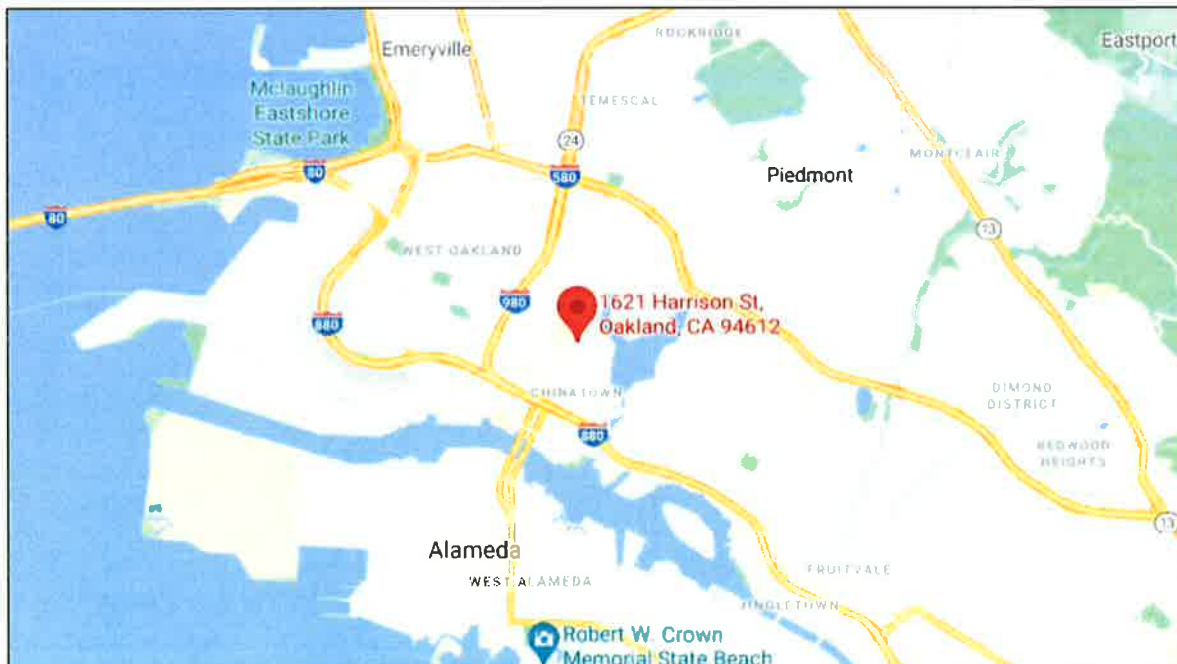
The rehabilitation work will upgrade and modernize this vital affordable housing asset in the City of Oakland. The rehabilitation will include a structural upgrade, the replacement of major building systems including heating and cooling systems, ventilation, plumbing, sewer, electrical, and fire alarm systems, expanded and renovated community rooms and amenities, and accessibility and interior unit upgrades to all unit kitchens, bathrooms, and living areas.

The rehabilitation of Harrison Tower will exceed 12 months, and therefore residents will be offered permanent relocation assistance pursuant to the State Regulations, and the Guidelines. Households will be provided with Tenant Protection Vouchers (TPVs) to assist them with securing replacement housing at no increased cost to the tenant.

Upon completion of the Project, each Project household will be offered the first right to move to a newly renovated unit at the original Harrison Tower site. Households opting to return are expected to be relocated off-site for approximately 28 – 36 months. Some households, particularly those households that will be considered over-income after Project completion, will have the opportunity to permanently move to affordable units in other neighborhoods with their TPV.

#### A. PROPERTY AND NEIGHBORHOOD DESCRIPTION

Harrison Tower consists of a single thirteen-story building located at 1621 Harrison Street, Oakland, CA 94612 (Subject Property or Property). The first two floors consist of office and commercial spaces, followed by one floor of resident community spaces and property management offices and ten floors of residential units. The office and commercial spaces are occupied by Oakland Housing Authority staff. Figure 1 below displays the regional location of the Subject Property. Figure 2 shows the Project site view.



**Figure 1: Regional Location Map**





**Figure 2: Project Site View**

The Property is located in the Lakeside area just east of downtown Oakland and within close proximity to parks, restaurants, shops, museums, and public transportation. The Property is located within walking distance of the 19<sup>th</sup> Street/Oakland Bay Area Rapid Transit (BART) station which is served by three rail lines providing service throughout the Bay Area, including San Francisco. The Alameda-Contra Costa Transit District (AC) operates approximately 20 bus routes within a 0.5-mile radius from the Property, with routes 14, 18, 29, 72, 72M, 88, 611, and 802 serving the bus stops closest to the Property.

Table 1 below provides the current unit mix and occupancy. According to tenant data as of September 2022, the property is 65% occupied, with 35 vacancies. As of the date of this Plan, 66 households are expected to be affected by the relocation, including the on-site manager.

**Table 1: Current Unit Mix**

Harrison Tower		
Unit Size	# of Units	Occupied Residential Units
1 BR	100	65
2 BR	1	1
<b>Total</b>	<b>101</b>	<b>66</b>

## **B. PROJECT PHASING**

Construction is expected to begin in early 2024, and the entire building will be vacated in phases prior to construction to ensure the health and safety of all residents. Thirteen households have already been voluntarily transferred permanently to vacant, comparable units at Oak Groves South, a senior property owned by OHA. A summary of the dates of these relocations is included below:

- January 2022—4 households relocated
- July 2022—9 households relocated

These households received assistance with their relocation from OPC and OHA. The remaining households will be relocated off-site for over 12 months during the next 12-14 months. All households will be offered the option to return to the Property following the rehabilitation.

## **C. PROJECT FINANCING**

The Project will utilize a range of funding sources, Tenant Protection Vouchers (TPVs), 4% Low Income Housing Tax Credits (LIHTC) from the California Tax Credit Allocation Committee (CTCAC), and tax-exempt bonds allocated by the California Debt Limit Allocation Committee (CDLAC).

## **D. APPLICABLE RELOCATION REQUIREMENTS**

The laws, regulations and statutes that are applicable to the relocation of the Harrison Tower households are listed below:

- California Government Code Title 1, Chapter 16, Section 7260-7277 – State of California Relocation Assistance Law (the "State Regulations");
- California Code of Regulations Title 25, Division 1, Chapter 6 - State of California Relocation Assistance and Real Property Acquisition Guidelines (the "Guidelines");
- Section 18 of the Housing Act of 1937 (the Act), 24 CFR part 970 Demolition or Disposition of Public Housing Projects

## **E. Overview of Relocation Requirements**

A relocation plan is a requirement of Section 18, State Regulations and the Guidelines and CTCAC for occupied rehab projects such as this. CTCAC also requires the Plan provide a plan for the permanent relocation of households that may be economically displaced. While residents are expected to be displaced for a period of more than 12 months, households will be provided with TPVs to be used in the private marketplace or a vacant, comparable unit within the OHA portfolio or affiliates/partners ("other") who offer similar subsidized units. Households' will receive a rental assistance gap payment if necessary to ensure that their current rent will not increase as a result of the relocation for a period of 42 months, in accordance with State Regulations and the Guidelines<sup>1</sup>. Therefore, no economic displacements are expected to occur from the Project. All households will be offered the first right to return to Harrison Tower upon completion. Rental Housing Payments are not anticipated due to the utilization of TPVs.

OHA retained the firm Overland Pacific & Cutler, LLC (OPC), a consulting firm specializing in preparing relocation plans and providing relocation consulting and relocation assistance services. OPC prepared this Relocation Plan (Plan) for OHA to satisfy the application requirements and provide the project team with a roadmap for future tenant relocations.

This Plan shall be made available to the residents of the Project and other interested parties for a 30-day review and comment period prior to requesting approval of the Board and adoption of this Plan. Adoption of this Plan is required before any notice to vacate under the State Regulations can be served. The regulatory requirement for the preparation of a relocation plan, 30-day review and comment period, approval, and adoption of the plan by the appropriate local legislative body comes from the State Regulations and the Guidelines.

As this Plan was being prepared, all residents were provided with an Informational Relocation Letter and were personally interviewed to ascertain any special needs to be considered as well as to explain their potential rights to relocation assistance and services to be provided. Upon approval of this Plan, interviews and advisory assistance will continue and the residents will be provided with a Notice of Eligibility and a 90-Day Notice to Vacate as required by the State Regulations and the Guidelines. All eligible households

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<sup>1</sup> Assuming the family is currently within the appropriate sized unit based on the occupancy standards set by OHA policy and that their recertification documents are up to date.

will be provided with TPV's along with a minimum of three referrals to available comparable units to consider for replacement housing.

This Plan includes the policies, procedures and limitations of the relocation assistance program, description of the persons impacted by the Project and the estimated program implementation cost. This Plan satisfies the planning requirements under Section 18, the State Regulations and the Guidelines.

## **II. RELOCATION PLAN**

### **A. METHODOLOGY AND ASSESSMENT OF NEEDS**

OHA provided OPC with a rent roll and tenant data from July 2022. Personal interviews with all households were initiated in August 2022 and completed in September 2022 to ascertain information regarding the households. Information collected included tenant disabilities, language requirements, preferred area to relocate, whether residents would like to accept a TPV or a one-time transfer to another OHA unit or other comparable unit, and any other special needs of the household. Any additional information that will be needed to finalize replacement housing and moving assistance requirements will be determined through follow-up interviews and relocation advisory services.

### **B. IMPACT ANALYSIS**

There is a total of 100 residential units and one management unit to be rehabilitated by the Project, and 66 residential units are currently occupied, including the on-site manager unit. The Project is expected to significantly disrupt the household's daily life; therefore, all households will be relocated for the entirety of construction. It is expected that all households will be permanently relocated off-site using TPVs or transfers to OHA units or other comparable units. All households will be offered the first right to return when construction is complete.

### **C. DEMOGRAPHICS**

There are an estimated 65 senior households to be relocated. There are 41 remaining households with one or more members with a disability. Based on the information provided in interviews, there are multiple households with occupants who have mobility, hearing or sight impairments, and other special needs that will require a higher level of assistance including professional labor to assist with moving household goods. There are Project tenants with mobility challenges or sensory impairment, and these disabilities will be accommodated by offering replacement housing to meet their needs.

There are 97 residents comprising the 65 households at the Property (excluding the resident manager) ranging in age from 69 to 96. The average age is approximately 81. It is unknown at this time what percent of the residents are female and male. The majority



of residents are Asian, with this group making up 83.7% of all residents. Demographic information is provided below in Table 2.

**Table 2: Tenant Demographics**

<b>Category</b>	<b>Percentage</b>
Asian	83.7%
Black/African-American	11.6%
White	3.4%
Other	<1%
Hispanic/Latino	0%
Non-Hispanic/Latino	100%

Information regarding gross household income was provided by Property Management in August 2022. According to income standards for Alameda County (Exhibit A), adjusted for family size as published by the United States Department of Housing and Urban Development (HUD), 64 households are anticipated to qualify as Extremely Low Income (30% or less of AMI), and one household is anticipated to qualify as Low Income (51% - 80% AMI).

Property management and the results of the interviews has indicated that many households require communication in Cantonese, Vietnamese, Mandarin, Russian, and Toisanese.

#### **D. REPLACEMENT HOUSING RESOURCES**

Harrison Tower has a total of 66 occupied households that will need to be relocated for over a 12-month period. OHA has been providing the option of transferring to newly renovated vacant units at Oak Groves South to the Harrison Tower residents, and 15 households have voluntarily elected to permanently transfer in lieu of a TPV and future displacement. Any households not voluntarily transferring to Oak Groves South will be provided with an TPV to secure replacement housing. Households will be provided the first right to return to the Property after approximately 28-36 months.

In addition to the units at Oak Groves South, OPC and OHA have been conducting preliminary searches for off-site housing that will accept TPVs.

OPC conducted a search for available one-bedroom units in the City of Oakland that fall within the Oakland Housing Authority's payment standards for Housing Choice Vouchers. Twenty-three (23) one-bedroom units were identified in the housing search.

**Table 3: Replacement Housing Survey**

Address	# Available	BR	Rent	HCV
697 32nd St, Oakland, CA 94609	1	1	\$1,800.00	Yes
2915 Martin Luther King Jr Way #1, Oakland, CA 94609	1	1	\$1,595.00	Yes
2915 Martin Luther King Jr Way #4, Oakland, CA 94609	1	1	\$1,750.00	Yes
532 30th St, #8, Oakland, CA 94609	1	1	\$2,499.00	Yes
385 Fairmount Ave, 5, Oakland 94611	1	1	\$2,030.00	Yes
2505 San Pablo Ave, 202, Oakland 94612	1	1	\$1,395.00	Yes
2505 San Pablo Ave, 202, Oakland 94612	1	1	\$1,795.00	Yes
854 21st St, Oakland, CA 94607	1	1	\$1,300.00	Yes
824 15th St, 4, Oakland 94607	1	1	\$1,895.00	Yes
1000 18th St #7, Oakland, CA 94607	1	1	\$1,850.00	Yes
964 18th St #3, Oakland, CA 94607	1	1	\$1,850.00	Yes
632 14th St, Oakland CA 94612	1	1	\$1,485.00	Yes
1920 Castro St, 5, Oakland 94612	1	1	\$2,225.00	Yes
1425 Harrison St, Oakland 94612	1	1	\$2,082.00	Yes
1669 12th St, B, Oakland 94607	1	1	\$1,495.00	Yes
776 44th St, Oakland 94609	1	1	\$1,795.00	Yes
710 45th St, B, Oakland 94609	1	1	\$1,395.00	Yes
605 E 17th St, 1, Oakland 94606	1	1	\$1,500.00	Yes
2014 5th Ave, 111, Oakland 94606	1	1	\$1,950.00	Yes
1846 8th Ave, Oakland, CA 94606	1	1	\$2,100.00	Yes
1001 E 23rd St, 1001, Oakland 94606	1	1	\$2,100.00	Yes
2701 Ivy Dr, H, Oakland 94606	1	1	\$1,600.00	Yes
1514 International Blvd, 10, Oakland 94606	2	1	\$1,595.00	Yes

Considering the above-described availability of replacement housing resources gathered, it appears there may be a challenge identifying enough available Section 8 units if all households were to be displaced at the same time within a period of a few months. OHA has incentive programs in place to encourage additional property owners to participate in the Section 8 landlord program, which may help to maximize the amount of available units for relocation, including a \$1,000 signing bonus for property owners who lease through the HCV program, and an apartment repair program that will reimburse up to \$2,250 of repairs for items that failed the Housing Quality Standard during inspection.

For households with disabilities, replacement housing will be identified that either already accommodates the disability (first floor unit, building with an elevator, ADA compliant or barrier-free as applicable), or it will be modified to accommodate the tenant's needs at the time of displacement. In addition, replacement housing within senior communities will be offered as identified, transportation will be arranged or provided for persons unable to drive themselves to view and apply for replacement housing, and the tenant's caregivers and/or guardians will be involved with the relocations as applicable. No tenant will be displaced unless appropriate and Decent, Safe, and Sanitary (DS&S) housing is available to them, including accessible units, as applicable.

While adequate replacement resources exist for the tenants, based on survey results of rental opportunities, some tenants may not be able to secure replacement housing with TPVs, and therefore will have an increase in monthly rent; the tenants are currently paying on average approximately \$400 per month at Harrison Tower. Possible increases, if any, will be met through OHA's obligation under the relocation regulations, including rental assistance and Last Resort Housing (LHR) requirements. (See Section K).

#### **E. CONCURRENT RESIDENTIAL DISPLACEMENT**

Based on the needs and characteristic of the Project population, there are no concurrent displacement activities underway or anticipated in 2023 that would negatively impact the ability to permanently relocate the residents.

#### **F. PROGRAM ASSURANCES AND STANDARDS**

Adequate funds shall be made available for the relocation of all Households within the budget of the Project.

Any assistance provided will not result in different, or separate treatment of households based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and the Unruh Act, as well as any otherwise arbitrary or unlawful discrimination.



The opportunity for review and to provide written comments to this Plan by the residents and other interested stakeholders for a period of no less than 30-days is required before any displacements may occur.

Each Household eligible for relocation assistance must be provided a Notice of Eligibility ("NOE") for relocation assistance prior to, or concurrently with, a 90-Day Notice to Vacate.

Any Household who disagrees with the determination of eligibility for relocation assistance, or the type and amount of relocation assistance that is being offered, is afforded the right to appeal the decision per the process identified in Section Q of this Plan.

## **G. RELOCATION ASSISTANCE PROGRAM**

OHA's relocation specialist will be available to assist all households with questions about the relocation assistance program. Relocation staff contact information will be provided to the residents. Close personal contact will be maintained with each household. Specific activities will include:

1. Distribute the Informational Notice (issued to households in October 2021)
2. Distribute the Notice of Eligibility.
3. Distribute the 90-Day Notice, and other reminder notices related to the vacate date of each Household.
4. Assist residents in completing their TPV applications, as needed.
5. Provide referrals to Section 8 replacement housing as needed.
6. Provide the Households with relocation counseling services to assist them in making good decisions to plan their move and understand the buying power of their TPV.
7. Coordinate moves to the replacement housing unit for each Household.
8. Assist with the completion and filing of any needed relocation claims, rental applications, and appeals forms, if necessary.
9. Provide other assistance that may be appropriate to ensure that each Household receives services and benefits that are reasonably permitted and/or required to ensure that hardships and impacts are reduced as much as possible in the relocation process.

10. Document receipt of all required notices, housing referrals provided, signed claims and receipts of payments, and demonstration of advisory services and relocation assistance provided to Households in the relocation file of each Household.

## **H. CITIZEN PARTICIPATION/PLAN REVIEW**

This Plan will be circulated for a thirty (30)-day public review and comment period, wherein the Relocation Plan will be made available to all Harrison Tower residents. Households will receive an advisory notice of this Plan's availability for public comment. This notice will be provided in English, Chinese, and other languages as needed by residents, if necessary.

Written comments will be collected from the residents and evaluated by OPC. The tenants' comments and associated responses will be included in the final Relocation Plan before it is submitted to the OHA Board for approval (Exhibit C). This Plan shall be presented for approval to the Board in December 2022.

## **I. RELOCATION ASSISTANCE**

Each eligible household affected by the disposition of the units will receive a form of permanent relocation assistance, either in the form of a TPV or a permanent transfer to another OHA property or other comparable unit. All households receiving a TPV will have an opportunity to rent a voucher-accepting unit of their choice. All households will be offered the first right to return to the Property after the renovations are complete.

Households receiving vouchers and needing to relocate will be eligible for advisory assistance, including referrals to voucher-accepting housing, a moving assistance payment, and housing assistance through use of the TPV or other form of permanent relocation assistance (if despite the voucher, the tenant's housing cost increases at the replacement dwelling).

All households will be receiving TPVs, so no rental assistance payments are anticipated. However, OHA will provide the residents with assistance with security deposits for the replacement housing units and with a gap payment for 42 months in accordance with the State Regulations and the Guidelines, if the cost of the tenant's portion of rent and utilities

with the voucher exceeds the lower of the tenants existing rent and utilities at Harrison Tower or 30% of their gross monthly income.

The relocation program consists of two principal constituents: advisory assistance and financial assistance (Relocation Benefits).

### **ADVISORY ASSISTANCE**

Advisory assistance services are intended to:

- inform displacees about the relocation program
- help in the process of finding appropriate replacement accommodations
- facilitate claims processing
- maintain a communication link with OHA
- coordinate the involvement of outside service providers

To follow through on the advisory assistance component of the relocation program and assure that OHA meets its obligations under the law, relocation staff will perform the following functions:

1. Distribute appropriate written information concerning OHA's relocation program;
2. Inform eligible project occupants of the nature of, and procedures for, obtaining available relocation assistance and benefits (Exhibit B);
3. Determine the needs of each tenant eligible for assistance;
4. Provide the residential displacees with at least three referrals to comparable replacement housing within a reasonable time prior to displacement. Generally, a comparable replacement dwelling must satisfy the following criteria:
  - (a) The unit is Decent, Safe, and Sanitary (DS&S) - electrical, plumbing and heating systems are in good repair - no major, observable hazards or defects. The unit is adequate in size and is comparable to the acquired dwelling with respect to number of rooms, habitable living space and type and quality of construction, but not lesser in rooms or living space as necessary to accommodate the displaced person. The unit is functionally equivalent, including principal features.

- (b) The unit is located in an area not subjected to unreasonable adverse environmental conditions from either natural, or man-made sources, and not generally less desirable with respect to public utilities, transportation, public and commercial facilities, including schools and municipal services and reasonably accessible to the displaced person's place of employment.
  - (c) The unit is available both on the private market and to all persons regardless of race, color, sex, marital status, religion or, national origin.
  - (d) The monthly rental rate is within the financial means of the displaced residential tenant.
- 5. Maintain an updated database of available housing resources, and distribute referral information to displacees for the duration of the Project;
  - 6. Provide transportation to the tenant, if necessary, to inspect replacement sites within the local area;
  - 7. Inspect replacement housing to assure it meets DS&S standards as described in the Guidelines and per OHA standards and requirements;
  - 8. Supply information concerning federal and state programs and other governmental programs providing assistance to displaced persons;
  - 9. Assist eligible occupants in the preparation, and submission, of relocation assistance claims;
  - 10. Provide additional reasonable services necessary to successfully relocate occupants;
  - 11. Make benefit determinations and payments in accordance with applicable relocation law and OHA's adopted relocation guidelines;
  - 12. Assure that no occupant is required to move without a minimum of 90 days' written notice to vacate;
  - 13. Inform all persons subject to displacement of the OHA policies with regard to eviction and property management;
  - 14. Establish and maintain a formal grievance procedure as outlined in OHA's 2019 Admissions and Continued Occupancy Policy, Chapter 14, for use by displaced persons seeking administrative review of OHA's decisions with respect to relocation assistance; and
  - 15. Provide assistance that does not result in different or separate treatment based on or due to an individual's sex, marital status, race, color, religion, ancestry, national origin, physical handicap, sexual orientation, and domestic partnership status.

## **RELOCATION BENEFITS**

Specific eligibility requirements and benefit plans will be detailed on an individual basis with all tenants. In the course of a personal interview and follow-up visits, each household will be counseled as to available options and the consequences of any choice with respect to financial assistance.

Relocation benefits will be provided in accordance with the provisions of the State Regulations and Guidelines. Section 18 applies to this Project as well, but the relocation requirements of State Regulations and the Guidelines go above and beyond what is required by Section 18. All benefits outlined below are required by State Regulations and the Guidelines. Benefits will be paid to eligible displaced persons upon submission of required claim forms and documentation in accordance with OHA's normal administrative procedures.

OHA has elected to pay security deposits for households. For households that qualify for relocation assistance gap payments, OHA will process advance payment requests if needed to mitigate hardships for tenants who do not have access to sufficient funds to pay move-in costs. Approved requests will be processed expeditiously to help avoid the loss of desirable, appropriate replacement housing.

Tenants who are permanently displaced will be eligible for the following assistance:

### **1. Residential Moving Expense Payments**

All eligible residential occupants to be permanently relocated will be eligible to receive a payment for moving expenses. Moving expense payments will be made based upon the actual cost of a professional move, or a fixed payment based on a room-count schedule, or a combination of both.

#### **a. Actual Cost (Professional Move)**

Tenants may elect to have a licensed professional mover perform the move. The actual cost of the moving services, based on at least two acceptable bids, will be paid by OHA in the form of a direct payment to the moving company. Transportation costs are limited to a distance of 50 miles. In addition to the actual move, costs associated with utility re-connections (i.e.,

gas, water, electricity, telephone, and cable, if any), are eligible for reimbursement.

b. **Fixed Payment (based on Room Count Schedule)**

An occupant may elect to receive a fixed payment for moving expenses which is based on the number of rooms occupied in the displacement dwelling or ancillary structures on the property. In this case, the person to be relocated takes full responsibility for the move. The fixed payment includes all utility connections as described in (a), above. The current schedule for fixed moving payments is set forth in Table 4.

**TABLE 4: Schedule of Fixed Moving Payments (effective as of 2021)**

<b>Dwelling Furnished by Occupant</b>	
One room	\$780
Two rooms	\$1,000
Three rooms	\$1,250
Four rooms	\$1,475
Five rooms	\$1,780
Six rooms	\$2,065
Seven rooms	\$2,2380
Eight rooms	\$2,690
each additional room	\$285
<b>Dwelling Not Furnished by Occupant</b>	
First Room	\$510
Each additional room	\$100

## 2. **Tenant Protection Vouchers**

All households will be provided with a Tenant Protection Voucher (TPV) under the Section 8 Housing Assistance Payments program. The TPV provides a housing assistance payment to pay for the difference between the Total Tenant Payment and the housing



unit's contract rent. Households may use the TPV to apply as a tenant for other comparable replacement dwellings.

Should any household utilizing a TPV be required to pay more than their current rent or 30% of their gross income, a rental assistance gap payment would be provided pursuant to State Regulations. To be eligible for a replacement housing payment or moving payment described above, a household must rent or purchase and occupy a decent, safe and sanitary replacement dwelling within 12 months, as well as file claims for replacement housing or moving payments within 18 months from the date the household moves from the displacement dwelling. Failure to occupy the replacement dwelling or to submit claims within the above time limits could result in loss of moving and/or replacement housing benefits.

OHA also intends to pay security deposits for relocating households, although this is not a regulatory requirement.

## **J. PAYMENT OF RELOCATION BENEFITS**

Should there be any payment of relocation assistance payments payable to the Household under the State Regulations and the Guidelines, the payment shall be made expeditiously. In order to receive any applicable replacement housing payments, the Household must rent and occupy a decent, safe and sanitary replacement housing within 12 months after they vacate their unit at Harrison Tower. All Households eligible to receive a payment must submit claims and supporting documentation for relocation benefits to OPC Staff no later than eighteen (18) months after the date they vacate the Project in order to remain eligible for payment.

The procedure for the preparation and filing of claims and the processing and delivery of payments shall be as follows:

1. Claimant(s) shall provide all necessary documentation to substantiate eligibility for assistance;
2. OPC Staff shall review all necessary documentation before reaching a determination as to which expenses are eligible for compensation;
3. Required claim forms shall be prepared by OPC Staff and be presented to the claimant for review and signature. Signed claims and supporting documentation shall be returned to OHA Staff for processing of payment;

4. OPC Staff shall review and approve claims for payment or request additional information;
5. OPC Staff shall issue benefit checks to claimants in the most secure, expeditious manner possible;
6. Receipts of payment and all claims materials shall be maintained in the relocation case file;
7. In cases where the household disputes the amount of payment they are awarded in the claim, they may make a written appeal in accordance with the appeals process defined in Section Q of this plan.

## **K. LAST RESORT HOUSING**

Based on housing cost and income data derived from the occupants and costs of replacement housing resources, comparable replacement housing is not available to the households within their financial means. . Because comparable replacement housing within the financial means of the displaced households is not available, the relocation falls within last resort housing. Pursuant to the 25 CCR Section 6124, OHA has determined to use its resources to provide adequate comparable replacement housing by providing all of the displaced households with TPVs which will provide the displaced households with comparable replacement housing within their financial means. OHA has received an initial allocation of 20 TPVs from HUD and expects to receive the remaining TPVs to support the remaining residents in 2023. If any displaced households elects not to accept a TPV, that such household will be entitled to the maximum amount of rental assistance payment of \$5,250, as well as moving assistance and advisory services. State Regulations

In addition, if a tenant needs to move in with friends or family and foregoes a TPV, OHA will provide a payment of \$5,250 as a last resort housing payment.

## **L. IMMIGRATION STATUS**

To receive TPV relocation assistance, it is required that all persons self-certify their lawful present status in the United States. All eligible households shall receive relocation assistance. In cases where a household includes persons not lawfully present in the United States, such household shall receive relocation assistance under State Regulations and the Guidelines.



## **M. RELOCATION TAX CONSEQUENCES**

In general, relocation payments are not considered income for the purpose of Division 2 of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986 (Title 26, U. S. Code), or for the purpose of determining the eligibility or the extent of eligibility of any person for assistance under the Social Security Act (42 U. S. Code 301 et seq.) or the Personal Income Tax Law, Part 10 (commencing with Section 17001) of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part II (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. The above statement on tax consequences is not intended as tax advice by OHA or OPC. Tenants are responsible for consulting with their own tax advisors concerning the tax consequences of relocation payments.

## **N. NOTICES**

Each notice, which OHA is required to provide to a Project site occupant, shall be personally delivered or sent by certified or registered first-class mail, return receipt requested or email with confirmation and documented in the case file. Each notice will be written in plain, understandable language. Each notice will indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help.

There are three principal notices:

- 1) Informational Statement
- 2) Notice of Relocation Eligibility
- 3) Vacate Notice

The Informational Letter provided to the tenants in October 2021 was intended to provide the tenants with a general written description of OHA's temporary relocation program and basic information concerning benefits, conditions of eligibility, and noticing requirements (Exhibit B). (The construction plan has since changed, and short-term temporary relocation is no longer an option).

A Notice of Relocation Eligibility (NOE) will be distributed to each displaced household. The NOE to the tenants contains a determination of eligibility for permanent relocation assistance under specific relocation programs and a computation of maximum entitlements based on information provided by the affected household and the analysis of comparable replacement properties identified by relocation staff.

No lawful occupant will be required to move without having received a 90-Day Notice to Vacate as advance written notice of the earliest date by which the move will be necessary.

In addition to the three principal notices, relocation staff will issue timely written notification in the form of a Reminder Notice, which discusses the possible loss of rights and sets the expiration date for the loss of benefits to those persons who:

- 1) are eligible for monetary benefits,
- 2) have moved from the acquired property, and
- 3) have not filed a claim for benefits.

A Reminder Notice will be issued to all non-responsive displacees no later than within the last six months prior to the filing expiration date.

## **O. PRIVACY OF RECORDS**

All information obtained from tenants is considered confidential and will not be shared without the consent of the tenant or OHA. OHA and relocation staff will comply with federal regulations concerning the safeguarding of relocation files and their contents.

## **P. EVICTION POLICY**

OHA recognizes that eviction is permissible only as a last resort and that relocation records must be documented to reflect the specific circumstances surrounding any eviction. Eviction will only take place in cases of nonpayment of rent, a serious violation of the rental agreement, a dangerous or illegal act in the unit or if the household refuses all reasonable offers to move. Eviction actions will comply with any local eviction moratoriums in effect at the time of an eviction.

## **Q. APPEALS POLICY**

A person who is dissatisfied with a determination as to eligibility for benefits, a payment amount, or OHA's property management practices may file a Relocation Assistance Appeal Form or any other written form of appeal with OHA and have the right of administrative review. OHA's appeal policies will follow the standards described in Article 5, Section 6150 et seq., Title 25, Chapter 6, State of California, Department of Housing and Community Development Program guidelines and the Developer's Relocation Policy and Procedures Plan.

Requests for administrative review and informal hearings will be directed to the OHA's Senior Project Manager. All requests for review will receive written responses from OHA within three weeks of their receipt. If an informal appeal is denied, appellants will be entitled to file a written request for a formal hearing before an impartial and independent hearing officer.

More detail concerning the appeals process will be provided upon request. Appellants will retain their appeal rights for up to 18 months following the date of displacement from the Project premises or receipt of final payment for relocation benefits, whichever is later.

## **R. PROJECTED DATES OF RELOCATION**

The Project is expected to commence in 2024. It is expected that the rehabilitation will be completed in approximately 24-36 months. Delays in construction would extend the time necessary to complete the rehabilitation. OHA's currently proposed relocation schedule is as follows

- Prepare Relocation Plan: July 2021
- Voluntarily transfer interested households to Oak Groves South: December 2021-July 2022
- Conduct Resident Interviews: August/September 2022
- Update Relocation Plan: September 2022
- Serve 90 Day Notice to Vacate and Notices of Eligibility: December 2022
- Relocations (all phases): January 2023 – November 2023

## **S. ESTIMATED RELOCATION COSTS**

The estimated cost of the relocation, including moving cost, replacement housing deposits, is \$448,000. An itemized budget is included in Exhibit E. This includes a 20% contingency due to not having contracts that will formalize the deposit and moving costs.

## **T. OPC CONTACT INFORMATION**

This project will be carried out by the staff of OPC's Alameda office. Business hours are from 8am-5pm, Monday-Friday. (Closed on weekends and holidays).

1101 Marina Village Parkway, Suite 201  
Alameda, CA, 94501  
Sean Kerr  
916-416-1449  
skerr@opcservices.com

## EXHIBIT A

### HUD INCOME LIMITS – ALAMEDA COUNTY

The following figures are approved by the U. S. Department of Housing and Urban Development (HUD) for use in the **County of Alameda** to define and determine housing eligibility by income level.

Area Median - \$142,800

Persons/Household	1	2	3	4	5	6	7	8
Very Low	50,000	57,150	64,300	71,400	77,150	82,850	88,550	94,250
Extremely Low	30,000	34,300	38,600	42,850	46,300	49,750	53,150	56,600
Low	74,200	84,800	95,400	106,000	114,500	123,000	131,450	139,950

Figures are per the Department of Housing and Urban Development (California), **updated in April 2022.**

# **EXHIBIT B**

## **INFORMATIONAL LETTER**

November 1, 2022

Dear Harrison Tower Residents,

As you may know, the Oakland Housing Authority (OHA) plans to substantially rehabilitate Harrison Tower. OHA is excited to be able to undertake this work and improve the apartments and the whole building for our residents. However, in order for the construction to be completed in a safe and efficient manner, residents of Harrison Tower will be required to vacate the property.

**Please be advised, no one is being asked to relocate at this time. You will be contacted well in advance of any requirement to temporarily move from the property.**

Although residents will need to relocate, you will be protected and provided assistance under California and Federal relocation laws. OHA will provide residents with comprehensive relocation assistance services and all out-of-pocket costs associated with your move will be covered by OHA. The relocation assistance services will include, but are not limited to the following:

- Advisory and counseling services in a flexible manner to meet the needs of residents by phone, Zoom, or other remote meeting service, or in person with safety precautions
- Assistance with finding and securing housing, including similar subsidized housing units
- A Section 8 voucher to allow you to continue to pay the same 30% of your income towards rent as you are currently paying
- Packing, unpacking and moving assistance
- Transportation assistance

OHA intends to complete the renovations of Harrison Tower in approximately two years after construction begins. You will have the option of moving permanently with a Section 8 voucher, remaining in another subsidized unit that OHA has assisted you in locating or returning to Harrison Tower. **It will be your choice as to whether you move permanently to a new location or remain in your replacement housing as well as it will be your choice if you choose to return to Harrison Tower upon the completion of construction.**

Again, no relocations associated with the rehabilitation of Harrison Tower are currently required but if you are interested, our relocation consultant, Overland Pacific & Cutler (OPC) will be ready later this month to start presenting new housing opportunities to you. OHA is still finalizing its schedule for construction and the timing of resident relocations. You will be given at least three months' notice before you will have to relocate. For more details about the relocation program, Relocation Plan will be available for your review in the Property Management Office (with copies available that you may take with you) starting Tuesday, November 1, 2022 until Thursday, December 1, 2022.

Each resident will meet with an OPC agent, one on one, to explain the relocation benefits and available housing options. These benefits and housing options will be explained to you prior to the start of the 3 months' notice to relocate.

If you have any other questions, please do not hesitate to contact Sean Kerr with Overland, Pacific and Cutler, our relocation agent, at (916) 416-1449 or [skerr@opcservices.com](mailto:skerr@opcservices.com).

Sincerely yours,

Patricia Wells  
Executive Director



Previous Informational Letter Sent October 2021

October 21, 2021

Dear Harrison Tower Residents,

As you may know, the Oakland Housing Authority (OHA) plans to rehabilitate Harrison Tower within the next year or so. OHA is excited to be able to undertake this work and improve the apartments and the whole building for our residents. However, in order for the construction to be completed in a safe and efficient manner, residents of Harrison Tower will be required to temporarily vacate the property.

**Please be advised, no one is being asked to relocate at this time. You will be contacted well in advance of any requirement to temporarily move from the property.**

Although residents will need to temporarily relocate, you will be protected and provided assistance under federal and state relocation laws. OHA will provide residents with comprehensive relocation assistance services and all out-of-pocket costs associated with your temporary move will be covered by our agency. The relocation assistance services will include, but are not limited to the following:

- Advisory and counseling services in a flexible manner to meet the needs of residents by phone, Zoom, or other remote meeting service, or in person with safety precautions
- Assistance with securing temporary housing, including similar subsidized housing units
- A Section 8 voucher to allow you to continue to pay the same 30% of your income towards rent as you are currently paying
- Packing, unpacking and moving assistance
- Transportation assistance

OHA intends to complete the renovations of Harrison Tower in approximately one year after construction begins. In the event you are required to be out of your Harrison Tower unit for more than one year, you will have the option of moving permanently with a Section 8 voucher or remaining in another subsidized unit that OHA has assisted you in locating. Otherwise, you may remain in temporary housing until your Harrison Tower unit is ready for re-occupancy and then return to Harrison Tower. **It will be your choice as to whether you move permanently to a new location or remain in your temporary housing as well as it will be your choice if you choose to move permanently.**

Again, no relocations associated with the rehabilitation of Harrison Tower are currently required. OHA is still finalizing its schedule for construction and the timing of resident temporary relocations. You will be given at least three months' notice before you will have to relocate.

At this time, however, we would like to let you know that another OHA senior property that is only a few blocks from Harrison Tower, Oak Groves Apartments, is nearing completion of its renovations. As an alternative to moving to temporary housing sometime within the next year,

Harrison Tower residents are being offered the option to **voluntarily** transfer (temporarily or permanently) to a vacant unit, should one become available, at Oak Groves in the coming weeks. The property must be leased and occupied by December 31, 2021.

Oak Groves Apartments is comprised of two buildings located in downtown Oakland at 620 17<sup>th</sup> Street (75 units) and 570 16<sup>th</sup> Street (76 units) one block apart. They have both been completely renovated including new kitchen and bathroom fixtures and finishes (such as cabinets, countertops, and appliances), floor coverings, usable balconies, and upgraded community room and courtyard amenities.

If you elect to take advantage of an available unit at Oak Groves, should one become available, by December and voluntarily transfer, you will be provided with professional movers at no cost to you and reimbursement for any costs associated with transferring your utilities, cable, internet, etc. to the Oak Groves unit. You will also have the right to return to Harrison Tower, once the construction has been completed, although this may not be for another two years or more.

If you are interested in transferring to Oak Groves or have questions about the Oak Groves property, please contact Kathy Tran, your property manager as soon as possible, at (510) 922-1813 or by email at: [harrisontowers@jsco.net](mailto:harrisontowers@jsco.net). She will assist you with the application process and coordinate a viewing of the Oak Groves property for you.

OHA will be hosting a series of resident community meetings in November to give you more information about the temporary relocation process. In addition, OHA has retained the services of a relocation specialist, Overland Pacific & Cutler, LLC (OPC), who will assign staff to provide one-on-one assistance to all Harrison Tower residents and help facilitate the relocation process. OHA understands this information may be concerning, but we assure you that OHA's goal is to provide you with all the assistance you need, and ensure you will not have any out-of-pocket costs associated with your relocations.

Once again, if you are interested in moving to Oak Groves in December, please contact your property manager Kathy Tran at (510) 922-1813 or by email: [harrisontowers@jsco.net](mailto:harrisontowers@jsco.net). If you have any other questions before the November meetings, please do not hesitate to contact Rona Cremer with Overland, Pacific and Cutler, our relocation consultant, at (707) 974-7493 or [rcremer@opcservices.com](mailto:rcremer@opcservices.com).

Sincerely yours,

Patricia Wells  
Executive Director

# **EXHIBIT C**

## **NOTICE OF ELIGIBILITY**



## Notice of Eligibility and Conditional Entitlement

Section 8 Tenant-Occupant

&lt;&lt;DATE&gt;&gt;

&lt;&lt;ALL ELIGIBLE ADULTS&gt;&gt;

&lt;&lt;MAILING ADDRESS&gt;&gt;

&lt;&lt;CITY, STATE ZIP&gt;&gt;

Your OPC Relocation Agent	
Name:	<<AGENT NAME>>
Phone:	<<OFFICE PHONE>>
Your Case ID:	<<CASE ID>>

Dear Occupants:

The **Oakland Housing Authority** (called here the "Displacing Agency") is proceeding with the project known as the **Harrison Tower Rehabilitation Project**. To carry out this project, it will be necessary for you to relocate from your dwelling at <<SITE ADDRESS>>.

**You will not be required to move without at least 90 days advance written notice of the day by which you must vacate. However, you can contact us at any time for assistance with your move and to receive the benefits for which you are eligible.**

**This is a notice of eligibility for relocation assistance.** You are eligible for relocation assistance and benefits under the Displacing Agency's Relocation Assistance Program.

You are eligible to receive the following benefits:

- 1. RELOCATION ADVISORY ASSISTANCE:** provided by **Overland, Pacific & Cutler, LLC (OPC)**, a professional firm hired by the Displacing Agency to provide relocation assistance to you, such as referrals to replacement housing and help with filing for benefits.
- 2. MOVING EXPENSES:** You will receive a payment to assist in moving your personal property, utility/service transfer fees, and other fees associated with your move. You may select one of the following payments:
  - A.** A Fixed Moving Payment based on the number of rooms you occupy (from Informational Statement). Your entitlement under this option for <<ROOM COUNT>> rooms is **\$<<FIXED MOVING AMOUNT>>**; **or**
  - B.** A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; **or**
  - C.** A combination of both (in some cases).
- 3. SECURITY DEPOSIT:** The Displacing Agency may pay the cost of any security deposit required to rent a Section 8 approved replacement dwelling unit.
- 4. REPLACEMENT HOUSING ASSISTANCE:** Based on information OHA has provided us, you are eligible to receive a Tenant Protection Voucher (TPV) under Section 8 Housing Assistance Payments program. The TPV provides to you a housing assistance payment to pay for the difference between your Total Tenant Payment, which is based on your household income,

and the housing unit's contract rent. You may use your HCV to apply as a tenant for other comparable replacement dwellings.

If comparable rentals are not available within the Housing Authority's payment standard for your replacement housing needs, or if there is a difference between your current rent and utilities obligations and your new rent and utilities obligations at a replacement dwelling, or if your new housing costs exceed the lower of 30% of your gross adjusted monthly household income or your current rent and utilities, you will be eligible to receive a gap differential paid to you over a 42-month period.

To be eligible for a replacement housing payment or moving payment described above, you must rent or purchase and occupy a decent, safe and sanitary replacement dwelling **within 12 months**, as well as file claims for replacement housing or moving payments **within 18 months** from the date you move from your displacement dwelling. **Failure to occupy the replacement dwelling or to submit claims within the above time limits could result in loss of moving and/or replacement housing benefits.**

As part of our advisory services, we have also enclosed referrals to available replacement units on the market in your area, which accept Section 8 tenants. Please notify us, if you identify a unit that you would be interested in securing as a replacement dwelling.

You do not have to accept any dwelling referred to you by the Displacing Agency. You may choose your own replacement, but to qualify for relocation assistance payments it must first be inspected to assure that it meets the "decent, safe and sanitary" standards. For this reason, **DO NOT MOVE from your home and DO NOT CONTRACT to rent or purchase a replacement dwelling without first contacting your relocation agent and the Displacing Agency.** The "decent, safe and sanitary" inspection is **not** a substitute for a professional housing inspection.

You must continue to pay your rent to the Displacing Agency for the period of your tenancy until you relocate, as well as meet all other conditions stated in your lease or rental agreement.

The Relocation Assistance Program is very complex. It is important that you carefully read and understand the matters explained in this notice and in the Informational Statement which was provided to you. Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency's Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

If at any time you have questions or need assistance, please contact your OPC relocation agent:

**<<AGENT NAME>>**  
**<<AGENT TITLE>>**  
**Overland, Pacific & Cutler, LLC**  
**<<OFFICE ADDRESS>>**  
**Phone <<OFFICE PHONE>>**

Once the rehabilitation of Harrison Tower has been completed and units are ready for re-occupancy, you may choose to move back to a unit at Harrison Tower. You will have the same

moving options as described previously in this notice. Or you may choose to remain permanently in your replacement unit.

OPC Relocation Specialists will remain available to assist you through the relocation process. If you have any questions about your options or the relocation process, please contact your Relocation Specialist identified on the previous page.

Sincerely,

<<MANAGER NAME>>  
<<MANAGER TITLE>>  
Overland, Pacific & Cutler, LLC

[[**IF REQUIRED:**  
Carbon Copy To:  
<<CC NAME>>  
<<CC ADDRESS>>]]

Attachment (referrals)

**ACKNOWLEDGMENT BY OCCUPANTS**

I was personally contacted by the Relocation Agent for the Displacing Agency. I have been given a copy of this notice and I have had the available services and entitlements explained to me. I have been advised that the Relocation Agent will be available to assist me if any questions arise or assistance is needed.

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
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# **EXHIBIT D**

## **NOTICE TO VACATE**





## Residential 90-Day Notice to Vacate

&lt;&lt;DATE&gt;&gt;

Your OPC Relocation Agent	
Name:	<<AGENT NAME>>
Phone:	<<OFFICE PHONE>>
Case ID:	<<CASE ID>>

&lt;&lt;HEAD-OF-HOUSEHOLD&gt;&gt; and All Other Occupants

&lt;&lt;MAILING ADDRESS&gt;&gt;

&lt;&lt;CITY, STATE ZIP&gt;&gt;

Dear Occupants:

The **Oakland Housing Authority** (called here the "Displacing Agency") is proceeding with the removal of all units at the property which you occupy at <<SITE ADDRESS>> (called here the "Premises") from the Low-Income Public Housing program (LIPH) under Section 18 of the U.S. Housing Act of 1937 and from the rental market. The Displacing Agency has now determined that it will be necessary for you to vacate the Premises.

**Notice is hereby given that the Displacing Agency elects to terminate your tenancy in ninety (90) days beginning <<90DAY START>> and ending <<90DAY END>> and you are hereby to quit and deliver up possession of the property you occupy on or before <<90DAY END>>. If you do not vacate the Premises by that date, the Displacing Agency will initiate legal proceedings to recover possession of the Premises, along with any rents and damages. Your tenancy is being terminated pursuant to City of Oakland Municipal Code Section 8.22.360 A.11 because the Displacing Agency is removing the property from the rental market.**

During this period, **Overland, Pacific & Cutler, LLC** will be available to provide assistance with referrals to replacement sites, coordination with movers and other vendors, the processing of relocation benefit claim forms, and other tasks to help facilitate your relocation. Please contact your relocation agent listed below if you have any questions regarding this notice or the relocation process. Upon vacating your unit, you are responsible for removing all of your personal property, delivering the Premises in satisfactory condition and turning in the keys to your relocation agent. You may also seek advice regarding this notice from the Oakland Rent Board at (510) 238-3721 or by email at rap@oaklandca.gov.

Sincerely,

&lt;&lt;AGENT NAME&gt;&gt;

&lt;&lt;AGENT TITLE&gt;&gt;

**Overland, Pacific & Cutler, LLC**

&lt;&lt;OFFICE ADDRESS&gt;&gt;

Phone &lt;&lt;OFFICE PHONE&gt;&gt;

**[[IF REQUIRED:**

Carbon Copy To:

&lt;&lt;CC NAME&gt;&gt;



<<CC ADDRESS>>]]

\_\_\_\_\_  
*Received by*

X \_\_\_\_\_  
*Recipient's Signature*

\_\_\_\_\_  
*Date*

Delivered on/by: \_\_\_\_/\_\_\_\_

Posted on/by: \_\_\_\_/\_\_\_\_

Mailed/receipt received on: \_\_\_\_/\_\_\_\_

# **EXHIBIT E**

## **RELOCATION BUDGET**

Relocation Budget	
Moving Payments	\$136,950
Security Deposits	\$132,000
Last Resort Housing Payments	\$68,250
Moving costs for transfers	\$36,116.07
Subtotal 1	\$313,316.07
20% contingency	\$74,663.21
Subtotal 2	\$447,979.28
Relocation Consultant and Translation Fees	\$390,780.00
<b>Total</b>	<b>\$838,759.28</b>

# **EXHIBIT F**

## **PUBLIC COMMENTS AND RESPONSES**

All eligible Project households were provided with an Advisory Notice regarding the public comment and Plan review period and access to a draft Relocation Plan and an Advisory Notice on Monday, October 31. Translated materials, both in Chinese and Vietnamese were also made available for review. The public comment and review period was originally scheduled to end on Thursday, December 1, 2022, and was extended to Thursday, December 22, 2022. The comments received and responses to these comments are detailed below. *Note: All comments were addressed to the individuals directly and advised accordingly.*

**Comment/Question No. 1:**

**We received 12 comments regarding the list of comparable properties referenced in the Plan and how they liked or didn't like them. Most specifically requested comparable properties within or near their current neighborhood, specifically the "Chinatown" area and with considerations for elevator or ground floor access.**

**Response to Comment/Question No. 1:**

*"The comparable properties identified in the Plan are provided to address the availability of comparable replacement properties at the time the Plan was prepared, however, individual properties and units will be provided to each displaced household that will provide amenities and, in the location, specifically requested by each household.*

**Comment/Question No. 2:**

**We received 1 comment regarding the option for each household to accept a Tenant Protection Voucher (TPV) or move in with friends and family and what payment is offered under each scenario.**

**Response to Comment/Question No. 2:**

*"Each household may elect the TPV and a moving payment; additional monies may be offered based on the costs associated with the actual replacement unit, utilities and voucher program details.*

*A household may elect to stay with friends or family and a moving payment. A one-time housing assistance payment of \$5,250 is being offered under a claim process to assist families with the increased costs, along with their moving benefit.*

*If a household moves in with friends and family but decides they need to move to their own unit prior to the completion of the project, they may seek a TPV from the Housing Authority, even if they elected the friends and family housing assistance payment.*

*All households will be provided the first right of refusal to return to the Harrison Tower Apartments upon completion of the renovations regardless of the housing option they select."*

**Comment/Question No. 3:**

**We received 1 comment regarding the process or schedule for vacating the Harrison Tower property.**

**Response to Comment/Question No. 3:**

*"Each household will be provided their relocation notices, brochures, comparable properties and 90-Day Vacate Notices in groups to prevent all tenants from seeking replacement properties at the same time and allowing sufficient time to locate and secure the right replacement unit. All notices, including vacate notices will be in writing, translated per the tenant's requested language, and discussed with each household."*

**Comment/Question No. 4:**

**We received 3 comments regarding the moving benefits and additional details.**

**Response to Comment/Question No. 4:**

*"Each household will be able to choose a "fixed schedule moving" amount to perform a self move, or utilize a commercial mover that would be paid directly on their behalf. The household will be provided at least a 90 Day Vacate Notice prior to their move out day and have advisory assistance available to discuss the different options and complete any necessary claim forms."*

**Comment/Question No. 5:**

**We received 2 comments requesting assistance with specific property inquiries for potential replacement sites.**

***Response to Comment/Question No. 5:***

*"Each household was advised that until their vouchers are approved, they will not know what their full eligibility requirements and benefits will be, but we will contact the specific site managers to assess the details and asking prices."*

**Comment/Question No. 6:**

**We received 1 comment requesting a copy of the Relocation Plan sent electronically.**

***Response to Comment/Question No. 6:***

*"Tenant was contact to provide an overview the program and the Plan was emailed to them. "*

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

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

**ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO  
APPROVE AND ADOPT THE HARRISON TOWER REHABILITATION  
(OAKLAND, CA) RELOCATION PLAN**

WHEREAS, the Oakland Housing Authority (the "Authority") owns and operates the Harrison Tower residential development; and

WHEREAS, on July 5, 2018 the Authority received approval from the United States Department of Housing and Urban Development to dispose of three senior housing projects pursuant to Section 18 of the United States Housing Act of 1937 and the implementing regulations, 24 CFR Part 970 with the intent of refinancing and rehabilitating the three senior housing projects, including the Harrison Tower; and

WHEREAS, the Authority initiated predevelopment activities for the Harrison Tower in 2019; and

WHEREAS, implementation of the refinancing and rehabilitation of the Harrison Tower will require the temporary displacement of the residents of Harrison Tower; and

WHEREAS, the Authority's relocation consultant, Overland, Pacific and Cutler ("OPC"), has prepared the Relocation Plan in accordance with all Federal, State and Local regulations; and

WHEREAS, upon approval by the Board of Commissioners, OPC will implement the Relocation Plan which includes giving all required notices to households to be displaced, assisting all households with finding and relocation to comparable replacement housing, processing relocation claims, making an financial assistance payments to displaced households, facilitating the residents' off-site moves, and providing advice and guidance to residents (in their primary languages) at each step along the way; and

WHEREAS, the Authority has hosted five Harrison Tower resident community meetings (with interpretation services) to present and review the relocation program and the Section 8 Tenant Protection Vouchers that will be made available to all residents; and

WHEREAS, three resident community meetings were held in November 2021 and two community meetings were held in December 2022; and

WHEREAS, OPC staff interviewed each of the 65 current residents individually in August and September 2022 to explain the relocation program and ascertain each resident's housing needs; and

WHEREAS, on November 1, 2022, the Relocation Plan was made available for public comment to all residents, including translated versions of the Plan into Chinese and Vietnamese; and

WHEREAS, the Relocation Plan was posted on the Authority's website on November 22, 2022; and

WHEREAS, a notice of the availability of the Relocation Plan was published in the East Bay Times / Alameda Times Star on December 2, 2022; and

WHEREAS, the Authority held a noticed public hearing on the Relocation Plan on December 12, 2022; and

WHEREAS, the Authority has reviewed the Relocation Plan and considered all comments and public testimony received prior to the December 22, 2022, public comment deadline and provided responses which are reflected in Exhibit F of the Relocation Plan; and

WHEREAS, the addition of Exhibit F, Public Comments and Responses, is the only update made to the Relocation Plan since the public hearing on December 12, 2022; and

WHEREAS, the Relocation Assistance and Real Property Acquisition Guidelines (25 California Code of Regulations, Section 6000, et seq. ("State Guidelines") require public agencies to develop and adopt by resolution, a relocation plan prior



to proceeding with any phase of a development which may result in the destruction or removal of dwelling units for low- and moderate-income households; and

WHEREAS, pursuant to the requirements set forth in the State Guidelines, the Authority has caused a relocation plan to be prepared in connection with the Harrison Tower Rehabilitation; and

WHEREAS, the Authority has determined the Relocation Plan complies with the requirements of the State Guidelines, as applicable.

**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, based on the staff report, the information in the Relocation Plan and all other evidence presented that:

- (i) The Relocation Plan provides fair and reasonable relocation payments as required by the State Guidelines;
- (ii) The relocation assistance program offered pursuant to the Relocation Plan meets the requirements of the State Guidelines;
- (iii) All eligible persons will be informed of the assistance, benefits, policies, practices and procedures required in the State Guidelines;
- (iv) Based on the information in the Relocation Plan, comparable replacement housing will be available at the time of displacement;
- (v) Adequate provisions have been made to provide orderly, timely and efficient relocation to eligible persons to comparable replacement housing; and
- (vi) The Relocation Plan meets the requirements of the State Guidelines; and

THAT, the Board of Commissioners authorizes the Executive Director to approve and adopt the Harrison Tower Rehabilitation (Oakland, CA) Relocation Plan as referenced in the attached Staff Report; and

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

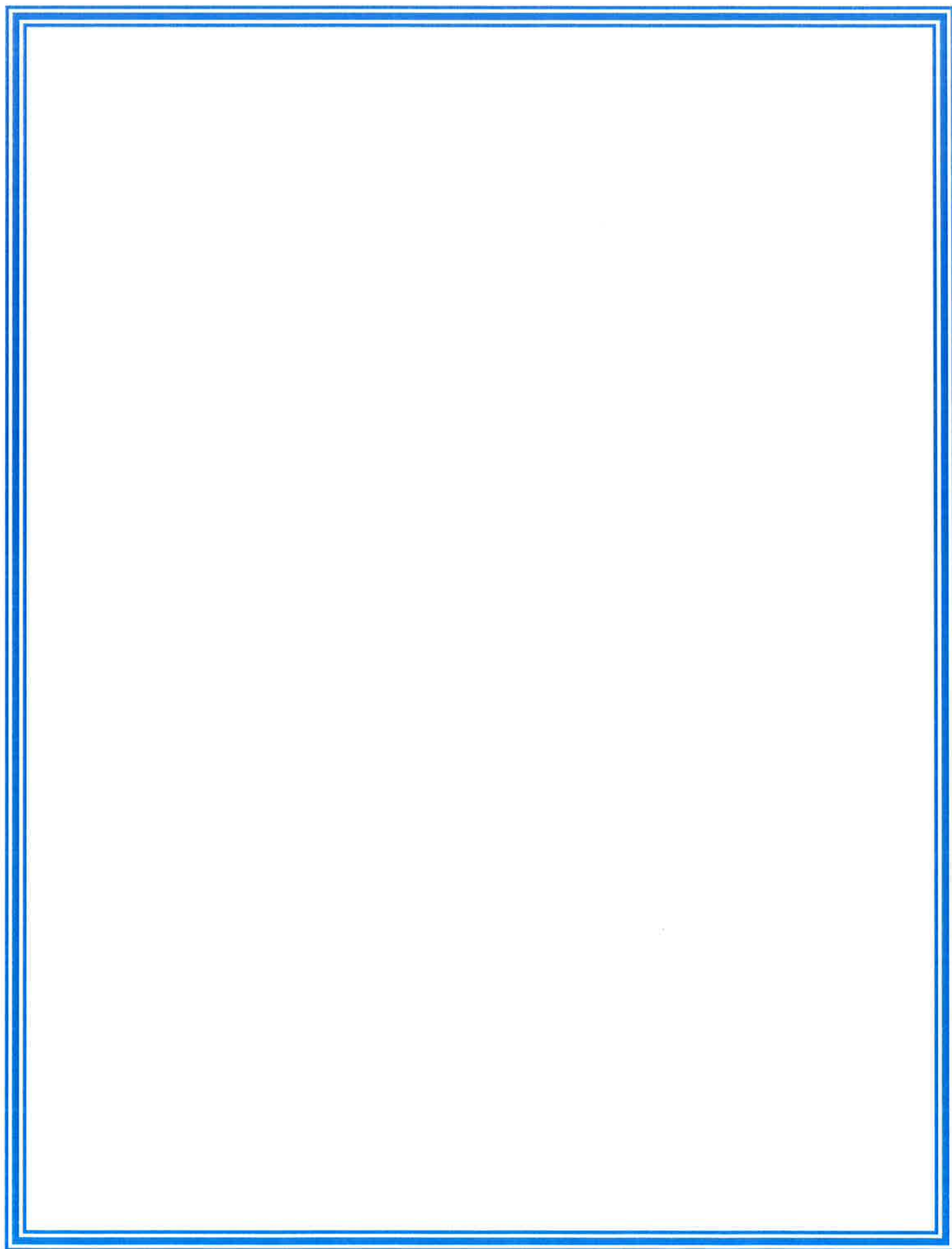
*I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on January 23, 2023.*

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Secretary

**ADOPTED:**

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

Date: January 23, 2023

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

**Funding:** Funding for the initial contract term is included in the Fiscal Year 2023 operating budget in accounts 4430-11-000 Contract-Plumbing, 4430-99-000 Contract Costs-Other 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 4430-11-000 Contract-Plumbing, 4430-99-000 Contract Costs-Other and 5510-00-000 Capital Outlay.

**Background:**

The Oakland Housing Authority (Authority) requires a vendor that can provide as needed plumbing services for the 762 Public Housing units managed by the Office of Property Operations. The services under this contract will be rendered for as-needed plumbing services including emergencies, during and after normal business hours including holidays, in vacant and occupied units. These services will augment our current staffing and provide additional as-needed coverage to ensure timely services to our families.

The Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #22-005 in accordance with the Oakland Housing Authority's Procurement Policy on February 3, 2022. A total of 688 vendors received notification of issuance of the RFP 22-005. The RFP 22-005 was also publicly posted on the Oakland Housing Authority's website. Notification of issuance of the RFP 22-005 also was

published in the East Bay Times on February 25, 2022, and in the Tri-Valley Herald on March 4, 2022. Two (2) companies submitted a proposal by the deadline of 10:00 a.m. March 28, 2022.

After a review of the proposals, CCGS determined that Thumbs Up Rooter and Plumbing, LLC was responsive and responsible and capable of providing the plumbing services including, capital needs plumbing projects, for both the public housing sites and OAHPI sites.

A panel comprised of three (3) individuals convened on July 7, 2022, to evaluate and rate each of the proposals. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award.

The proposed action would authorize the Executive Director to execute a two-year contract, with three one-year option terms, with Thumbs Up Rooter and Plumbing, LLC to provide as needed plumbing services at OHA properties. The total amount authorized under this contract is \$260,000 for the initial term and \$130,000 per year for each additional option term, for a total contract amount not to exceed \$650,000.

**Recommendation Action:**

It is recommended that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to execute a two-year contract with up to three one-year option terms with Thumbs Up Rooter and Plumbing, LLC to provide as needed plumbing services at Authority properties, in an amount not to exceed \$260,000 for the initial term and \$130,000 per year for each additional option term, for a total contract amount not to exceed \$650,000.

Attachments: CCGS Review Memo  
Resolution



**CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)**  
1619 Harrison Street, Oakland, CA 94612 \* (510) 587-2166 / (510) 587-2124 FAX

**INTEROFFICE MEMORANDUM**

**To:** Patricia Wells, Executive Director

**Through:** Kris Warren, Interim Chief of Operations  
Duane Hopkins, Chief Officer of Program and Finance Administration  
Mark Schiferl, Director of Property Management  
Bruce Brackett, Director of Capital Improvements  
Daniel Mermelstein, CCGS Manager

**From:** Jeff Muegge, Contract Specialist, CCGS

**Subject:** CCGS Review Memo for RFP 22-005 As Needed Plumbing Services for public housing sites.

**Date:** September 14, 2022

This memo is to advise you that a Request for Proposals (RFP) for the "As Needed Plumbing Services" was issued on February 3, 2022. After a review of the proposals received on March 28, 2022, CCGS has determined that Castillo Plumbing and Thumbs Up Plumbing proposals are both responsive and responsible and capable of providing the plumbing services including, capital needs plumbing projects, for both the public housing sites and OAHPI sites.

**Background**

The Authority issued RFP 22-005 in an effort to soliciting proposals for contractor/s to provide plumbing services, including capital needs plumbing projects consisting of commercial and residential plumbing repairs of various water lines, gray and black water lines, natural gas lines, and ancillary services that include roofer and drain including waste and vent system services for 1 1/2" to 8" lines; camera, leak detector and locator services for all Authority owned housing properties located throughout the City of Oakland. RFP 22-005 was issued in accordance with the Oakland Housing Authority's Procurement Policy on February 3, 2022. A total of 688 vendors received notification of issuance of the RFP 22-005. The RFP 22-005 was also publicly posted on the Oakland Housing Authority's website. Notification of issuance of the RFP 22-005 was also published in the East Bay Times on February 25, 2022 and in the Tri-Valley Herald on March 4, 2022. Two (2) companies submitted a proposal by the deadline of 10:00 a.m. March 28, 2022.

To accomplish this A panel comprised of three (3) Oakland Housing Authority employees convened on July 7, 2022, to evaluate and rate each of the proposals. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for

recommendation of award. The table shown below lists the results in accordance to the ratings from the evaluation panel:

Rank	Proposer	Location
1	Castillo Plumbing	Burlingame, CA
2	Thumbs Up Plumbing	Oakland CA.

### **Recommendation**

It is recommended that Oakland Housing Authority award contract/s to Castillo Plumbing and Thumbs Up Plumbing for as needed plumbing services including, capital needs projects for Oakland Housing Authority public housing sites for the initial contract term for \$260,000.

**Debarment:** Castillo Plumbing and Thumbs Up Plumbing have not been debarred or limited from participating in federally funded projects.

**Insurance Requirement:** Copies of Commercial, General, Automobile, and Errors and Omissions Liability Insurance (naming the Oakland Housing Authority as additionally insured) along with Workers' Compensation Insurance shall be requested and received by CCGS for this project. The contracted firm shall be responsible for collecting and forwarding all insurance documents from its subcontractors to CCGS.

**Approved:**

**Not Approved:**

DocuSigned by:  
  
 722CF180EE194A1  
 \_\_\_\_\_  
 Patricia Wells  
 Executive Director

9/18/2022

Date

\_\_\_\_\_  
 Patricia Wells  
 Executive Director

Date

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR  
CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH THUMBS UP  
ROOTER AND PLUMBING, LLC TO PROVIDE AS NEEDED PLUMBING SERVICES AT  
OAKLAND HOUSING AUTHORITY OWNED AND MANAGED PUBLIC HOUSING  
PROPERTIES, IN AN AMOUNT NOT TO EXCEED \$260,000 FOR THE INITIAL TERM  
AND \$130,000 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL  
CONTRACT AMOUNT NOT TO EXCEED \$650,000**

WHEREAS, the Oakland Housing Authority (Authority) requires a vendor that can provide as needed plumbing services for the 762 public housing units managed by the Office of Property Operations for as-needed plumbing services including emergency plumbing services, during and after, normal business hours, including holidays in vacant and occupied units; and

WHEREAS, the Authority's Contract and General Services (CCGS) Department issued Request for Proposals (RFP) #22-005 on February 3, 2022 to provide as needed plumbing services; and

WHEREAS, these services will augment our current staffing and provide additional as-needed coverage to ensure timely services to our families; and

WHEREAS, Request for Proposals (RFP) #22-005 was issued in accordance with the OHA's Procurement Policy; and

WHEREAS, Thumbs Up Rooter and Plumbing, LLC submitted a response by the deadline of 10:00 a.m., March 28, 2022; and

WHEREAS, an evaluation panel evaluated and rated each of the proposals, the scores were averaged and resulted in the recommendation of a contract award to Thumbs Up Rooter and Plumbing, LLC; and

WHEREAS, Thumbs Up Rooter and Plumbing, LLC was deemed a responsive and responsible bidder and have the capability to meet OHA's needs to provide as-needed plumbing services including emergency plumbing services, during and after, normal business hours, including holidays in vacant and occupied units at public housing properties; and

WHEREAS, funding for the initial contract term is included in the FY2023 operating budget and will be included in the corresponding fiscal year's operating budget for each subsequent option term.

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

THAT, the Board of Commissioners authorizes the Executive Director to execute a two-year contract, with up to three one-year option terms, with Thumbs Up Rooter and Plumbing, LLC to provide as needed plumbing services at Authority owned and managed public housing properties, in an amount not to exceed \$260,000 for the initial term and \$130,000 per year for each additional option term for a total contract amount not to exceed \$650,000; and

THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

*I hereby certify that the foregoing resolution is a full, true and correct  
copy of a resolution passed by the Commissioners of the Housing Authority  
Of the City of Oakland, California on January 23, 2023.*

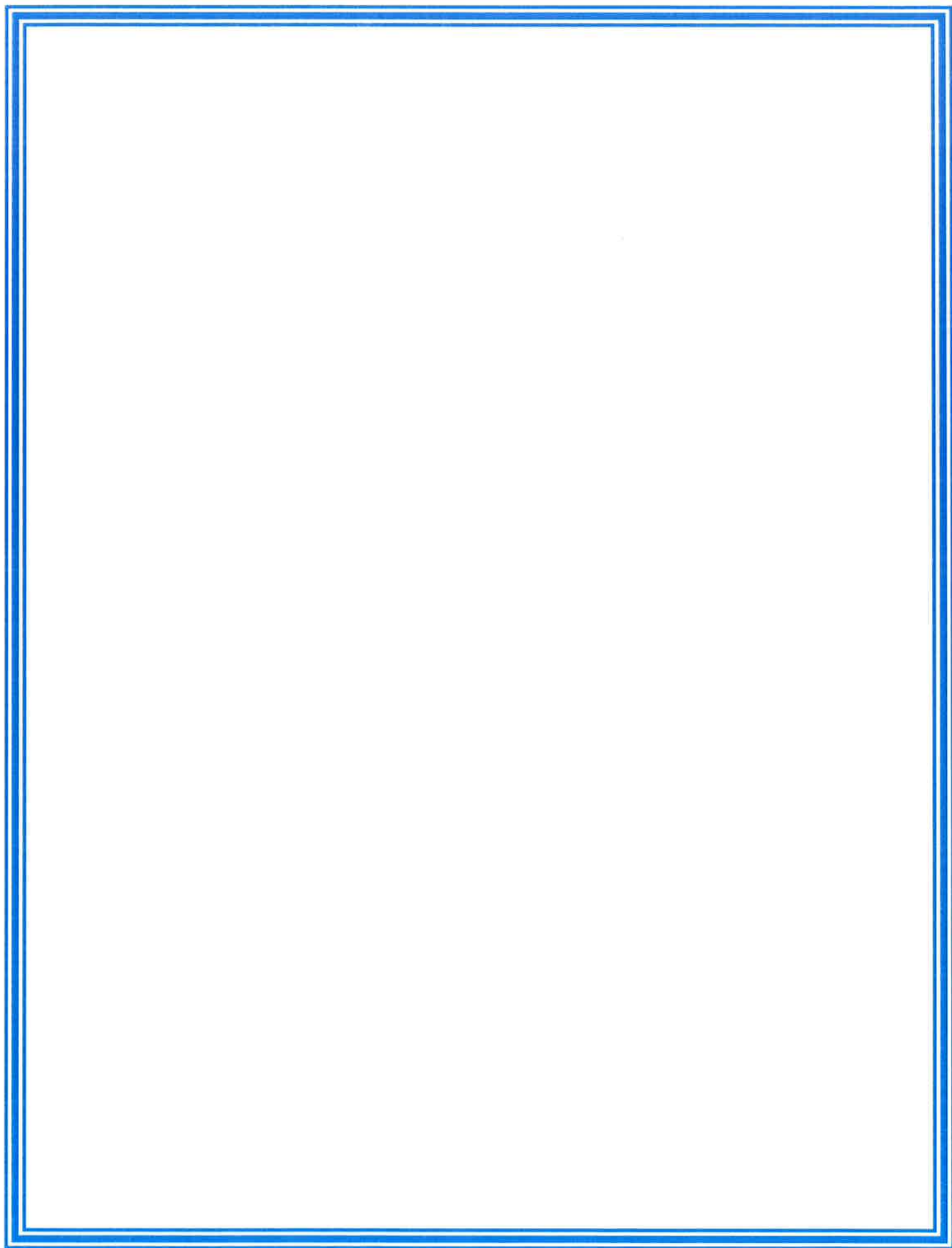
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Secretary

**ADOPTED:**

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

Date: January 23, 2023

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Purpose: This correspondence is to advise the Board of Commissioners that the U.S. Department of Housing and Urban Development (Department) awarded the Oakland Housing Authority (Authority) the 2022 Jobs Plus Initiative program grant and executed the grant agreement in the amount of \$2,300,000 for the 2023-2027 calendar years.

Funding: This item will approve the acceptance and receipt of \$2,300,000 in Jobs Plus funds and its inclusion in the Fiscal Year 2023 Operating Budget to begin implementation of the grant and modify the tenant services budget line item 3415-00-000.

**Background:**

The purpose of the Jobs Plus Initiative (JPI) program is to develop locally-based, job-driven approaches to increase earnings and advance employment outcomes through work readiness, employer linkages, job placement, educational advancement, technology skills, and financial literacy for residents of the Lockwood Gardens public housing site. The place-based JPI program will address poverty among public housing residents by incentivizing and enabling employment through earned income disregards for working families, and a set of services designed to support work including employer linkages, job placement and counseling, educational advancement, and financial counseling. These incentives will support resident employment during the program cycle.

The JPI program consists of the following three core components:

- Employment-Related Services
- Financial/Rent Incentive – Jobs Plus Earned Income Disregard (JPEID)
- Community Support for Work

The Authority applied for the JPI program funding in 2022 to improve the employment opportunities for and outcomes of residents at Lockwood Gardens. This was a competitive grant application and only 4 PHAs from across the nation were awarded. The Authority received the only funding award in California. The award was received December 23, 2022, and required acceptance by the Authority within 2 weeks of receipt, which occurred prior to the January Regular Meeting of the Board of Commissioners. Therefore, the Executive Director executed the grant agreement and seeks ratification of that action from the Board of Commissioners.

The JPI program funds will be released monthly through the Department's Line of Credit Control System (eLOCCS) to cover the program costs and salaries of the staff assigned to the program collaborative which consists of FCP and the Oakland Private Industry Council (OPIC) from January 1, 2023, through July 1, 2027.

The OPIC is a key partner in the application and award. As such, an MOU was developed with OPIC as required per the grant submittal; and, with the award, a contract will be developed that will be forwarded to the Board for approval at a future meeting.

**Recommendation:**

It is recommended that the Board of Commissioners approve the attached resolution ratifying the execution of the JPI grant agreement by the Executive Director and the acceptance of \$2,300,000 in Jobs Plus grant funds, and authorize the Executive Director to take all related actions necessary for receipt of the funds, implementation of the program, and amend the FY 2023 Operating Budget to include the grant funds and other necessary budget changes needed to support the award.

Attachments: East Oakland Works Jobs Plus Program Fact Sheet  
Resolution



## Housing Authority of the City of Oakland – Oakland, CA

<b>Jobs Plus Grant Award:</b>	\$2,300,000
<b>Leveraged Local Match:</b>	\$2,323,124
<b>Public Housing Development:</b>	Lockwood Gardens

### Key Partners

- Oakland Private Industry Council (OPIC) (Workforce Development Board/American Job Center)
- Lao Family Community Development Center
- Oakland Adult and Career Education
- Cypress Mandela Training Center

### Purpose of the Program

Jobs Plus develops locally based, job-driven approaches to increase earnings and advance employment outcomes through work readiness, employer linkages, job placement, educational advancement, skills development, and financial literacy for public housing residents. This place-based program supports economic resilience for residents by incentivizing and enabling employment through income disregards for working families, benefitting the entire community and supporting a culture of work.

### Project Summary

Lockwood Gardens public housing development is comprised of 372 units (353 work-able individuals) and these families are faced with multiple barriers that are preventing gainful employment. Over 60 percent of the work-able adults have no source of earned income, and nearly 17 percent are under-employed. Additionally, the majority of families that report earned income qualify as very low.

The Oakland Housing Authority (OHA) will use its Jobs Plus grant to launch, in collaboration with partners, the East Oakland Works (EOW) initiative, which will respond to employment-related needs and barriers of Lockwood Gardens residents. The most prevalent needs and barriers include lack of computer and internet access, limited digital literacy, lack of income/wages, physical/behavioral health needs, debt reduction and financial counseling and services, lack of transportation, lack of accommodations for disabilities, and lack of education. To address these needs, OHA will provide individualized case management and one-on-one peer support; digital and financial literacy training; a Jobs Plus Earned Income Disregard and system of participant incentives for the achievement of milestones; and access to a variety of resources to address barriers to employment.

Through EOW, participants will experience reduced rates of household poverty and unemployment and under-employment; secure long-term, quality employment with opportunities for growth and family-sustaining wages; and build a culture of work in Lockwood Gardens and the surrounding community.

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RATIFY THE EXECUTION OF A GRANT AGREEMENT WITH THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR \$2,300,000 FOR YEAR 2022 JOBS PLUS INITIATIVE PROGRAM GRANT FUNDS AND AUTHORIZATION OF THE EXECUTIVE DIRECTOR TO TAKE ALL RELATED ACTIONS NECESSARY FOR RECEIPT OF THE FUNDS, IMPLEMENTATION OF THE PROGRAM, AND AUTHORIZATION TO AMEND THE FISCAL YEAR 2023 ANNUAL OPERATING BUDGET TO INCLUDE THE GRANT FUNDS AND OTHER NECESSARY BUDGET CHANGES NEEDED TO SUPPORT THE AWARD.**

WHEREAS, the Oakland Housing Authority (OHA) is committed to ensuring that every individual and family served is healthy, has the skills necessary to be self-sufficient and is able to successfully meet their personal and family goals; and

WHEREAS, the mission of the Family & Community Partnerships Department is to support families in meeting their education, employment and health goals consistent with OHA's mission to promote civic involvement and economic self-sufficiency; and

WHEREAS, the OHA has successfully been awarded the 2022 Jobs Plus Initiative program grant for the Lockwood Gardens Public Housing Development in the amount of \$2,300,000 for the 2023-2027 calendar years; and

WHEREAS, the place-based Jobs Plus Initiative program addresses poverty among public housing residents by incentivizing and enabling employment through earned income disregards for working families, and a set of services designed to support work

including employer linkages, job placement and counseling, educational advancement, and financial counseling, and

WHEREAS, the Agency would benefit from amending and increasing the Family & Community Partnerships (FCP) Department budget to cover the Jobs Plus Initiative program grant program and partnership costs, and

WHEREAS, the Jobs Plus Initiative program grant requires a partnership with the Workforce Development Board and/or American Job Center/One-Stop in the local area to offer multiple employment-related services for residents with a range of employment needs, and

WHEREAS, a partnership and MOU with the Oakland Private Industry Council (OPIC) has been established to carry out the goals of the grant as required by the grant; and

WHEREAS a contract with OPIC is being developed that will be forwarded to the Board for approval at the March Board meeting.

**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 ratifies the execution by the Executive Director of a grant agreement with the U.S. Department of Housing and Urban Development (HUD) and the acceptance of \$2,300,000 for the 2022 Jobs Plus Initiative grant program; and

THAT, the Executive Director, is further authorized to take all related actions necessary for receipt of the funds, implementation of the program, and to amend the FY2023 Operating Budget to include the grant funds and other necessary budget changes needed to support the award; and

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

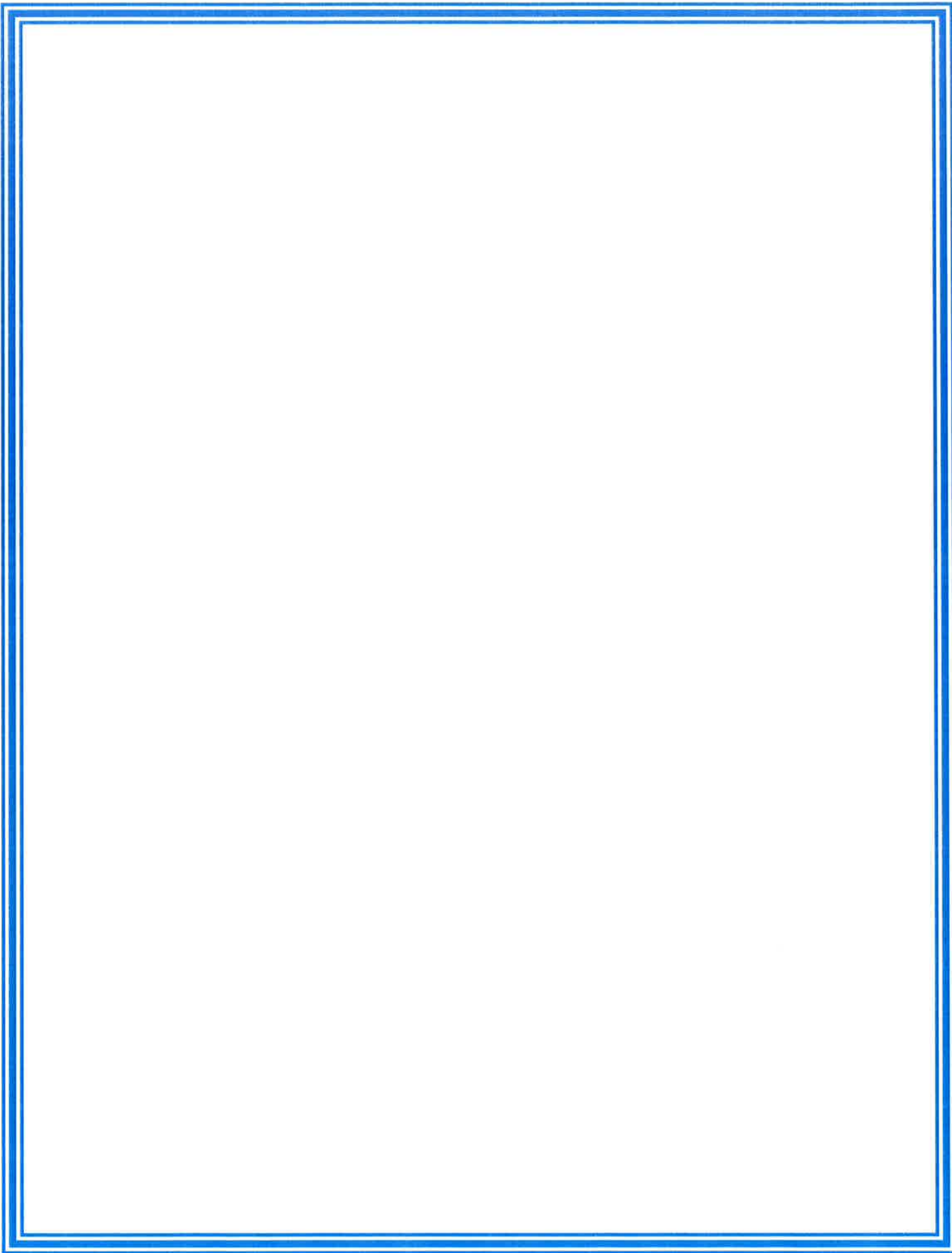
*I certify that the foregoing resolution is a full, true and correct  
copy of a resolution passed by the Commissioners of the Housing  
Authority of the City of Oakland, California on January 23, 2023.*

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Secretary

**ADOPTED:**

**RESOLUTION NO.**



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

---

To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Informational Presentation of the Year In Review: 2022

Date: January 23, 2023

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This past year, the Oakland Housing Authority (Authority) staff demonstrated fortitude and commitment as they served the community in spite of the continued impacts of the COVID-19 pandemic. With a return to in-person events and a gradual reopening of OHA offices, the Authority continued to move forward in alignment with the strategic goals and vision of:

- 1) Sustained High Standards of Customer Service,
- 2) Preservation of Units and Expansion of Affordable Housing,
- 3) Impactful Resident Services and Community Engagement and Safety Programs,  
and
- 4) Expansion of Board Knowledge of OHA and Affiliates.

Under the strategic guidance of the Board of Commissioners, OHA staff worked to achieve the foundational programmatic and operational outcomes of our mission by pursuing and obtaining new funding opportunities, implementing new programs, welcoming additional families into our voucher programs, and strengthening relationships with community partners.

Staff will present an informational presentation of the agency's accomplishments and lessons learned during the year 2022.





# 2022 YEAR-END REVIEW





# Making Transitions Work (MTW)

## ▲ Milestones:

- ▲ Foon Lok West completed – 130 new units (65 PBVs)
- ▲ Construction to start on Phase 4 – 124 additional units (61 PBVs)

## ▲ Expanded Local Programs and Activities:

- ▲ SBHAP – serving 40 families exiting Community Cabins
- ▲ HomeKey – to add 180 families
- ▲ FSS re-design in progress
- ▲ Building Bridges – Key to Home served 23 new families in 2022
- ▲ Researched expanding Owner/Tenant incentives

## ▲ New Projects:

- ▲ Capital Operating Subsidy Reserve Fund to fund development projects using Single Fund Flexibility
- ▲ 482 new construction units in pipeline
- ▲ 101 units to be rehabilitated through disposition in pipeline



Oakland Housing  
Authority

**14,265 MTW families served per month ~17,500 total families served**

**EHV – 515 awarded, 394 leased FYI – 49 awarded, 8 leased HCV – 49 additional vouchers**

**2022 Year-end Review**



# Executive Office

## ▲ Events/engagements:

- ▲ Hosted HUD Deputy Secretary Adrienne Todman and Field Office Director Ed Cabrera on a tour of affordable housing throughout Oakland in May – visited Brooklyn Basin and Coliseum Place
- ▲ Toured Casa Sueños with HUD Regional Administrator, Jason Pu
- ▲ Groundbreaking at West Grand Ave. and Brush with EBALDC



## ▲ Emergency Housing Vouchers (EHV): Program Management and Implementation

## ▲ Communication:

- ▲ Supported programs with messaging, including producing over 200 pieces of collateral
- ▲ Designed 30 new webpages and over 100 page updates and postings



## ▲ Interagency Partnerships:

- ▲ Worked with Alameda County Social Services (ACSSA), Beyond Emancipation, and the Lao Family Foundation to launch the Foster Youth to Independence (FYI) Voucher Program
- ▲ Hosted a networking event for the 2022 Annual MTW Conference (Virtual)



2022 Year-end Review





# Asset Management

▲ **Operations:** Oak Groves conversion from Public Housing to Project Based assistance through disposition; 100% occupied

▲ **Services:**

- ▲ Household supplies and food deliveries for 115 seniors
- ▲ Pop-up vaccine clinic for residents
- ▲ Social and holiday events for 1,175 residents
- ▲ Language support for 277 residents
- ▲ Assisted 114 clients with Emergency Rent Relief Applications totaling \$270,000

▲ **Physical Improvements:**

- ▲ Site upgrades at Campbell Village, Foothill Family, Adel Court, Harrison Towers, and Tassafaronga Village





# Capital Improvements

▲ **Education:** Taught 3 Oakland High School classes about seismic retrofit engineering and programs

▲ **Projects:**

- ▲ 43 units completed
- ▲ 28 large sewer projects completed
- ▲ 16 Capital Projects – \$2,536,000
- ▲ 4 Asset Management Projects – \$296,000





# Contract Compliance and General Services (CCGS)

▲ **New programs:** Tested and implemented Cobblestone bidding system, including integrating Cobblestone with Yardi to improve functionality

▲ **Contracts:**

- ▲ 64 contracts signed
- ▲ 34 amendments
- ▲ 49 emergency procurements

▲ **Education and Services:**

- ▲ Procurement training for new staff
- ▲ Assisted with 15 research projects
- ▲ Drafted specifications for CID and OPO
- ▲ Drafted 42 Board Resolutions







# Family and Community Partnerships

## ▲ Grants:

- ▲ Received \$3,325 Community Foundation Grant to expand the Seniors Connect Newsletter and Art & Craft Kit program
- ▲ Finalist for 2022 Jobs Plus employment grant award of \$2.5 million for Lockwood Gardens residents

## ▲ Programs for students:

- ▲ Collaborated with Steph and Ayesha Curry's, Eat, Learn, Play Foundation to house a "Little Town Library" in West District building
- ▲ Technology workshop on website design for OHA high school students who received a Chromebook upon completion
- ▲ Run, Roar, Read Literacy and Fitness Event hosted with the Oakland Literacy Coalition

## ▲ New program:

- ▲ Education Program supporting students from (12) OUSD schools near OHA sites with high chronic truancy rates and academic achievement challenges





# Finance

## ▲ Incentives:

Type of Incentive	Clients Served	Total Amount
EHV Owner Incentives - Security Deposit	7	\$17,193
EHV Owner Incentives - One Time Repair	71	\$73,665
New Owner Incentives - Leasing Bonus	968	\$968,000
MTW Owner Incentives – Vacancy Loss	105	\$373,523
EHV Tenant Supports	10	\$1,450
EHV Welcome Kits	220	\$120,088

## ▲ Checks and Invoices:

- ▲ 18,263 invoices processed
- ▲ 48,560 Landlord HAP checks and EFTs issued
- ▲ 249 new vendors added







# Human Resources

## Operations:

- ▲ Recruited and onboarded 39 new employees
- ▲ Facilitated 37 career developmental training courses
- ▲ Promoted Task Human employee assistance program to over 30% utilization

## New Projects:

- ▲ Began Implementation of comprehensive HRIS Overhaul
- ▲ Completed multiple employee support benefits procurements to be implemented in 2023





# Leased Housing

## ▲ New Properties:

- ▲ 4 properties under AHAP: Brooklyn Basin Phase 4, 7<sup>th</sup> & Campbell, West Grand & Brush, and Ancora Place –159 future PBV units

## ▲ Resident/Owner Services Performed:

- ▲ 222 Confidential Client Requests
- ▲ 2,032 Initial Inspections
- ▲ 1,663 HAP Contracts activated
- ▲ 247 Client Interactives

## ▲ Owner Incentives:

- ▲ 106 Re-Rent Bonuses
- ▲ 650 Leasing Bonuses
- ▲ 61 Apartment Repair Assistance awards

OHA was awarded 50 New Mainstream Vouchers



**214 PBV units leased**



**427 EHV's leased**

2022 Year-end Review



## Office of Real Estate Development (ORED)

### ▲ Housing Preservation and Production:

- ▲ Oak Groves – Rehabilitation completed and 100% Occupied
- ▲ Brooklyn Basin, Foon Lok West – Construction Completed and 100% Occupied
- ▲ Brooklyn Basin, Foon Lok East – Construction began June 2022

### ▲ New Housing Projects:

- ▲ Launched new Capitalized Operating Subsidy Program to assist projects with units below 30% AMI as an alternative to Project Based assistance
- ▲ Issued RFP for development teams to construct affordable senior housing on a CAHI-owned site at 77th and Bancroft

### ▲ Abatement and Demolition:

- ▲ Completed community outreach, hazardous materials abatement, and demolition of structures at 2530 9th Avenue



130 newly completed units



# Office of Property Operations (OPO)

## Resident Support:

- Assisted residents with Emergency Rental Relief Program (ERAP) applications
- 70 OAHPI applicants - \$377,748      29 Public Housing Residents - \$115,538

## Community Events:

- OPO & OHAPD staff participated in the "Paint the Town" mural painting at Parker School
- Hosted 2 block parties in May 2022 with a focus to "Welcome residents back outside"
- OPO's booth was selected "Best Decorated" City of Oakland Trunk or Treat event
- OPO staff is working with the City of Oakland Neighborhood Services Coordinators to ensure residents are connected to each Neighborhood Council meetings

## Resource Conservation Team:

Activity Description	Overall Outcome Summary	Metric Used	Total
Recycling, compost education	Meeting notices mailed & posted at doors	# of meetings	47
Resident participants	Staff taught residents how to recycle, compost & provided tools	# of participants	211
Staff developed/adapted flyers to foster a particular behavior	Flyers mailed with monthly rent statements	# of flyers	9
Staff collects illegally dumped mattresses at OHA properties	OHA reimbursed \$15/mattress/box spring. ~\$4.5K to be reimbursed to OHA in 2023.	# of mattresses collected via trailer	301



Average Occupancy in CY22	Total Leased Units in CY 22
93% OAHPI    97% Public Housing	132 units in OAHPI    65 units in Lockwood/Peralta



OPO finalized the HUD Lead Based Paint testing grant, with full clearance for units tested



OPO staff led the GPS system upgrade for 141 Authority fleet vehicles



2022 Year-end Review





# OHAPD

- ▲ **Leadership Transition:** Chief Alan Love was sworn in after the retirement of former Chief Carel Duplessis
- ▲ **Heroism:** OHAPD Officer Ismael Velasquez awarded Medal of Merit for his valor and courage during a fire emergency in West Oakland
- ▲ **Community Events:** Attended 45 Community Events – doubled 2021 attendance!
  - ▲ OHA Winter Wonderland 2022 served nearly 500 families



**3 Police Officers added**  
**2 Police sergeants promoted**

2022 Year-end Review

# **CONSENT AGENDA ITEMS**

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

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To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Resolution Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

Date: January 23, 2023

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Purpose: This action will authorize continued remote teleconference meetings of the Board of Commissioners pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

Funding: No funding is required.

**Background:**

On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which allowed for relaxed provisions of the Ralph M. Brown Act (Brown Act) for legislative bodies to conduct meetings through teleconferencing without having to meet the strict compliance of the Brown Act. All provisions of Executive Order N-29-20 concerning the conduct of public meetings via teleconferencing expired on September 30, 2021. On October 25, 2021 through Resolution Number 4997 and in compliance with Assembly Bill 361 (Chapter 165, Statutes of 2021) (AB 361), the Board of Commissioners ratified the proclamation of a state of emergency and made findings, which authorized continued remote teleconference meetings.

On November 24, 2021, The Board of Commissioners adopted Resolution Number 5009 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On December 6, 2021, The Board of Commissioners adopted Resolution Number 5020, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On December 27, 2021, The Board of Commissioners adopted Resolution Number 5022, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On January 24, 2022, The Board of Commissioners adopted Resolution Number 5033, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On February 28, 2022, The Board of Commissioners adopted Resolution Number 5034, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On March 21, 2022, The Board of Commissioners adopted Resolution Number 5051, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On April 25, 2022, The Board of Commissioners adopted Resolution Number 5056, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On May 23, 2022, The Board of Commissioners adopted Resolution Number 5079, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On June 27, 2022, The Board of Commissioners adopted Resolution Number 5090, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On July 25, 2022, The Board of Commissioners adopted Resolution Number 5095, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On August 22, 2022, The Board of Commissioners adopted Resolution Number 5099, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On September 26, 2022, The Board of Commissioners adopted Resolution Number 5107, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On October 24, 2022, The Board of Commissioners adopted Resolution Number 5114, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On November 21, 2022, The Board of Commissioners adopted Resolution Number 5125, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.



On December 12, 2022, The Board of Commissioners adopted Resolution Number 5132, within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

AB 361 was signed into law by the Governor on September 16, 2021, and went into effect immediately. It amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology after the September 30, 2021 expiration of the current Brown Act exemptions as long as there is a "proclaimed state of emergency" by the Governor. This allowance also depends on state or local officials imposing or recommending measures that promote social distancing or a legislative body finding that meeting in person would present an imminent safety risk to attendees. Though adopted in the context of the pandemic, AB 361 will allow for virtual meetings during other proclaimed emergencies, such as earthquakes or wildfires, where physical attendance may present a risk. AB 361 will sunset on January 1, 2024.

In light of AB 361, the continuing COVID-19 State of Emergency declared by the Governor, the continuing Local Emergency declared by the City of Oakland, the continuing recommendations by the County of Alameda Health Officer of social distancing as a mechanism for preventing the spread of COVID-19, and the continued threats to health and safety posed by indoor public meetings, staff recommends the Board of Commissioners adopt the proposed Resolution making the findings required to initially invoke AB 361.

The procedures currently set up for Board of Commissioners' meetings, which provide public attendance and comment through a call-in or internet-based service option, satisfy the requirements of AB 361. The Executive Director, or designee, will work with the Board to ensure that meeting procedures for all teleconferenced meetings comply with AB 361. Continued reliance will require the Board of Commissioners to adopt a new resolution making required findings every 30 days.

**Recommendation:**

It is recommended that the Board of Commissioners adopt a resolution making findings authorizing continued remote teleconference meetings of the Board of Commissioners pursuant to Brown Act provisions, as amended by Assembly Bill Number 361.

Attachments:           Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**RESOLUTION MAKING FINDINGS AUTHORIZING CONTINUED REMOTE  
TELECONFERENCE MEETINGS OF THE BOARD OF COMMISSIONERS  
PURSUANT TO BROWN ACT PROVISIONS, AS AMENDED BY ASSEMBLY BILL  
NO. 361**

WHEREAS, the Housing Authority of the City of Oakland ("Housing Authority") is committed to preserving and nurturing public access and participation in meetings of the Board of Commissioners; and

WHEREAS, all meetings of the Housing Authority's Board of Commissioners are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Housing Authority's Board of Commissioners conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist within the jurisdiction of the Housing Authority, specifically, on March 17, 2020 the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19, and such declaration has not been lifted or rescinded; and

WHEREAS, as a result of the COVID-19 pandemic the California Department of Health and the Health Officer of the County of Alameda continue to recommend measures to promote social distancing. Additionally, On March 9, 2020, in response to the COVID-19 pandemic, the City Council of the City of Oakland declared a local emergency as set forth in Resolution No. 898075 C.M.S., which remains in full force and effect to date; and

WHEREAS, the Board of Commissioners does hereby find that the COVID-19 pandemic has caused, and will continue to cause, imminent risk to the health and safety of attendees meeting in person for a Board of Commissioners' meeting, and the COVID-19 pandemic has caused conditions of peril to the safety of persons within the jurisdiction of the Housing Authority that are likely to be beyond the control of services, personnel, equipment, and facilities of the Housing Authority, and desires to ratify the proclamation of a state of emergency by the Governor of the State of California and ratify the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing; and

WHEREAS, Resolution 4997 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on November 24, 2021, Resolution 5009 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on December 06, 2021, Resolution 5020 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on December 27, 2021, Resolution 5022 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on January 24, 2022, Resolution 5033 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on February 28, 2022, Resolution 5034 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on March 21, 2022, Resolution 5051 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on April 25, 2022, Resolution 5056 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on May 23, 2022, Resolution 5079 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on June 27, 2022, Resolution 5090 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on July 25, 2022, Resolution 5095 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on August 22, 2022, Resolution 5099 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on September 26, 2022, Resolution 5107 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on October 24, 2022, Resolution 5114 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on November 21, 2022, Resolution 5125 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, on December 12, 2022, Resolution 5132 made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, as a consequence of the local emergency and state of emergency the Board of Commissioners shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that the Board of Commissioners shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953.

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

THAT, Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference; and

THAT, Section 2. Reconsideration. The Board hereby reconsiders the circumstances of the state of emergency; and

THAT, Section 3. Ratification of the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing. The Board hereby finds that state and local officials continue to recommend measures to promote social distancing. The Board further hereby ratifies the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing and finds that, as a result of the state of emergency, meeting in person would present imminent risk to the health or safety of attendees; and

THAT, Section 4. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, which declaration has not been lifted or rescinded, and hereby finds that the state of emergency continues to directly impact the ability of the Board of Commissioners and members of the public to meet safely in person; and

THAT, Section 5. Remote Teleconference Meetings. The Housing Authority's Executive Director, and designee, and the Board of Commissioners are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continued teleconferencing and conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act; and

THAT, Section 6. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from the adoption of this Resolution, or, (ii) such time as the Board of Commissioners adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Commissioners of the Housing Authority may continue to teleconference without compliance with Government Code section 54953(b)(3).

*I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on January 23, 2023*

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Secretary

**ADOPTED:**

**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 amend the contract with Protiviti Government Services for Temporary Employment Services by \$215,000 for a total contract amount not to exceed \$500,000.

Date: January 23, 2023

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Purpose: This action will approve an amendment to extend and increase the contract with Protiviti Government Services (PGS) for temporary employment services.

Funding: Funding for this contract increase of \$215,000 will be moved from the salaries line item to GL Code 4110-00-000, temporary services.

**Background:**

The Oakland Housing Authority (Authority), like many agencies across the country, continues to face staffing challenges, and is in need of temporary workers to support our efforts. Although the Authority has contracted with multiple temporary worker vendors, obtaining qualified temporary workers across many positions, including but not limited to professional, technical, and administrative positions has been difficult. PGS provides staffing solutions for employers in non-profit, insurance, manufacturing, construction, property management and housing industries. PGS has experience working specifically with housing authorities and consistently has been successful in providing qualified candidates when other agencies are unable.

The Authority and the PGS executed the original agreement on December 1, 2021, in an amount not to exceed \$145,000. A July 6, 2022 amendment increased the contract amount to \$245,000. Due to unprecedented and continued staffing retention and recruitment challenges, staff seeks authorization to add an additional \$215,000, bringing the contract amount to \$500,000. The Authority anticipates this as the last amendment since staff recently initiated a new Request for Proposals process for temporary employment services, which should be completed in the spring. These additional funds will enable the Authority to prevent a disruption in service provided by current temporary workers assigned by PGS who have been fully trained and oriented. Under this contract amendment, current temporary staff can continue their work until new contracts are executed.

### **Recommendation**

Staff recommends that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to amend the contract with Protiviti Government Services for temporary employment services by \$215,000 for a total contract amount not to exceed \$500,000.

Attachments:        Resolution



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

On Motion of Commissioner

Seconded by Commissioner

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE  
CONTRACT WITH PROTIVITI GOVERNMENT SERVICES CONTRACT FOR  
TEMPORARY EMPLOYMENT FOR SIX MONTHS WITH PROTIVITI GOVERNMENT  
SERVICES BY \$215,000, IN A TOTAL AMOUNT NOT TO EXCEED \$500,000**

WHEREAS, the Contractor has provided staffing solutions for employers in non-profit, insurance, manufacturing, construction, property management and housing industries, and has experience working specifically with Housing Authorities; and

WHEREAS, Protiviti Government Services has been successful in providing candidates when other agencies have not; and

WHEREAS, a service contract ("Contract"), was entered into by and between the Authority and the Contractor on December 1, 2021 and ending on December 1, 2022. The contract set the compensation for a not-to-exceed amount of one hundred and forty-five thousand dollars (\$145,000); and

WHEREAS, amendment one was executed July 6, 2022 that set the compensation to a not-to-exceed amount of two hundred and forty-five thousand dollars (\$245,000); and

WHEREAS, the Authority wants to add an additional TWO HUNDRED AND FIFTEEN THOUSAND DOLLARS (\$215,000), bringing the total not to exceed amount to Five Hundred Thousand \$500,000.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to amend the contract Protiviti Government Services by extending the contract by six months and increasing the contract amount for temporary employment services by \$215,000 for a not to exceed amount of \$500,000; and

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

*I hereby certify that the foregoing resolution is a full, true and correct  
copy of a resolution passed by the Commissioners of the Housing Authority  
Of the City of Oakland, California on January 23, 2023.*

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Secretary

**ADOPTED:**

**RESOLUTION NO.**

WRITTEN  
COMMUNICATIONS  
(MONTHLY REPORT)



**Oakland Housing Authority**  
**Monthly Status Report**  
**November 2022**



**Section 3 Construction and Non-Construction**

Twenty-four (24) participants are enrolled in the Section 3 program; fourteen (14) are currently working on construction projects, and ten (10) are seeking employment.

**Section 3 List**

Number	Trade	Level	Union Affiliation	Work Status
<b>Currently Working</b>				
1-5	Carpentry	Apprentice (1st) - Journeyman	Carpenters, Carpenters 713, Millwright	Fruitvale Transit Project, Green St. Station, W.A. Rose Construction, Oliver Company, BBI BGB, James E. Roberts Obayashi, Country Builders
6	Electrical	Apprentice	Electrical Union	Design Electric
7-10	Laborer	Apprentice (1st) – Journeyman	Laborers, Laborers Local 304	Brooklyn Basin, James E. Roberts Obayashi, Branagh Inc., Plant Construction, Baines Group, Chevron, BBI
11	Cement Mason	Apprentice (1st)	Local 300	Luminart Concrete
12	Laborer	Journey level	Laborers	Ranger Pipelines
13	Cypress Mandela Graduate	Pre-Apprentice	N/A	Non-Union – Cement
14	Welder	Journeyman	Boilermakers	Non-Union – Welding
<b>Currently Seeking Employment</b>				
15	Carpenters Union	Apprentice (Rising Sun Graduate)	Carpenters	Not working
16	Operating Engineers	Journey Level	Operating Engineers – Local 3	Not working
17	Laborers	Journey Level	Laborers	Not Working
18-19	Carpenters	Journey Level	Carpenters	Not working

Number	Trade	Level	Union Affiliation	Work Status
20	Iron Workers	Apprentice (1st)	Iron Worker –Local 378	Not Working
21	Laborers	Journey Level	Laborers	Not Working
22	Carpenters	Apprentice	Carpenters	Not Working
23	Carpenters	Journey Level	Carpenters	Not working
24	Painter	Journey Painter	Painters	Not Working

### Section 3 New Hires (Construction & Non-Construction)

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Declined Offer	Company	Position
-	-	-	-	-	-	-
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Hired YTD Total</b>	<b>4</b>

### Section 3 Compliance

FCP received eight (8) employer requests for sixty-five (65) Section 3 opportunities. In addition, eight (8) compliance reports was issued, as FCP was unable to refer residents for these positions because the current list of unionized workers does not possess the necessary qualifications or they are already employed.

One (1) Section 3 participant were referred to Nibbi/Dolan Concrete for a Journey Level Laborer position at the Foon Lok East project.

### Section 3 Compliance

Employer(s)	Trade	Requests	OHA Referrals	OHA Hires	Compliance Reports Issued
J. H. Fitzmaurice & Waterproofing Associates	Roofer	2	0	0	1
Nibbi & Dolan Concrete	Cement Mason	1	0	0	1
Nibbi & Dolan Concrete, Nibbi & Nibbi Concrete, Nibbi & JSS Construction	Laborer	5	0	0	3
Nibbi & Pacific Steel Group	Ironworker	48	0	0	2
Nibbi & Westates Mechanical Corporation	Sprinkler Fitters	9	0	0	1
<b>Total</b>		<b>65</b>	<b>0</b>	<b>0</b>	<b>8</b>

### Employment and Economic Development

FCP Program	Job Referrals	Job Readiness	Total
FSS	7	0	<b>7</b>
General	37	17	<b>54</b>

ROSS	3	1	4
Section 3	3	4	7
Grand Total	50	22	72

### Career Readiness Workshops

The Employment & Economic Development team facilitated several Career Readiness workshops in the Learning Lab at the West District office. Two (2) residents developed their resumes to participate in Winning Wednesday hiring events.

Workshops	OHA Participants Attended
Resume/Cover Letter Writing	2
Computer Literacy & Email Knowledge	1
Pre-Employment & Employment Assessment	1
Career Exploration & Self-Assessment	2
Identifying Transferable Skills	0
<b>Total</b>	<b>6</b>

### Winning Wednesday Hiring Events

Companies	OHA Participants	Community Participants	Total
Safeway, UPS CEWS	13	3	16
Marriot, Amazon, UPS, United Airlines	9	7	16
<b>Total</b>	<b>22</b>	<b>10</b>	<b>32</b>



Job Fair on 11/2/22



Job Fair on 11/16/22

### General Employment

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
General Support	X			UPS	Driver
General Support	X			UPS	Warehouse
FSS	X		X	US Bank	Clerk
FSS	X		X	Stanford Medicine Healthcare	Medical Assistant
<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	2	107	93	50	39
YEP	0	9	0	3	0

### Career Development and Training

Program	New Enrollment	Completed	Total
CPR First-Aid	2	2	2
Guard Card	8	8	8
OSHA 10-General Industry	9	9	9
<b>Total</b>	<b>19</b>	<b>19</b>	<b>19</b>

### Resident Owned Businesses

Raw Christal – Cosmetology	Brown Sisters Speak – Mental Health
Dress Your Mess	Ashby Market
Services by MSWELLS, LLC	H. Butlers Bar B.Q.
Coco Breeze	Designs by Charmeng
MagicallyMe By Dena	
<b>Total</b>	<b>9</b>

### Financial Literacy

Provider	Enrollment	Completed Modules	Workshop Completed
FDIC Money Smart	4	15	----
Richmond Neighborhood Housing Services- Homeownership Education	1	-----	1
Center of Hope Community Church – Winning, Wealthy & Wise Business Course	1	-----	1
Operation Hope	2	----	2
<b>Total</b>	<b>8</b>	<b>19</b>	<b>4</b>

<b>T-Mobile Tablet Distribution</b>		
<b>FCP Program</b>	<b>Chromebooks/Tablets Distributed (Month)</b>	<b>Program Total (YTD)</b>
Education Initiative	0	7
FSS	0	2
ROSS	0	2
General Support	0	10
RAB	1	1
<b>Total</b>	<b>1</b>	<b>22</b>

#### T-Mobile Tablet & Chromebook Distribution

One (1) RAB member received a Chromebook so she could participate in the RAB meeting over Zoom.

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

- One (1) FSS participant graduated from the Family Self-Sufficiency (FSS) program with \$11,884 in escrow funds. The participant is a full-time worker with In-Home Supportive Services and Concessions with the Oakland A's. She plans to enroll in OHA's Homeownership program and use her escrow funds towards a down payment
- One (1) FSS participant received \$11,000 from Clean Cars for All program. As a result, she upgraded her car from a gas to an electric vehicle and now has a reliable and efficient vehicle for work.
- One (1) FSS participant sat for the California Financial Advisor Exam as part of her preparation to certify as a Financial Advisor.
- One (1) FSS participant obtained full-time employment earning \$33/hour as a Patient Care Coordinator at Samuel Merritt Hospital through Stanford Medicine Healthcare. She was accepted into a Registered Nursing program at Samuel Merritt University to join the 13-month Accelerated Bachelor of Science in Nursing Program (ABSN), which begins January 2023.
- One (1) FSS participant obtained a full-time job as a Clerk at US Bank.
- Twenty-six (26) FSS participants 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 their graduation.
- One (1) participant increased their FICO credit score.



### Family Self-Sufficiency

Program	Total	New Enrollees	Escrow Accounts	Graduates	Escrow Disbursed	Termination or Exits	Escrow Forfeited	Escrow Transferred (RHA)
Section 8	129	0	80	1	\$11,884.35	3	\$19,504.09	0
PH	12	0	4	0	0	0	0	0
FUP-Youth	12	0	5	0	0	0	0	0
<b>Total</b>	<b>153</b>	<b>0</b>	<b>89</b>	<b>1</b>	<b>\$11,884.35</b>	<b>3</b>	<b>\$19,504.09</b>	<b>0</b>

#### Family Unification Program – Youth (FUP-Y)

- One (1) FUP-Youth, FSS participant received a \$3,000 scholarship through Oakland Unified School District (OUSD) to explore teaching a Science Technology Engineer Mathematics (STEM) subject in Oakland. He attends Merritt College full-time to complete his general education courses; he plans to transfer to California State University East Bay University (CSUEB) to major in Mathematics.

#### 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

### Youth and Education

#### Promise Plus Program – Enrollment and Engagement

The Education Team enrolled sixteen (16) new students into Promise Plus, and nine (9) have completed their Individual Student Success Plan (ISSP).

#### Promise Plus Program

OUSD Schools	Previous Students Enrolled	New Enrollments	Total Enrollment
Prescott Elementary	16	0	16
Martin Luther King, Jr.	16	0	16
Lockwood Steam Academy	14	6	20
Markham Elementary	8	4	12
West Oakland Middle	20	4	24
Westlake Middle	2	0	2
Elmhurst Middle	5	0	5
Frick Impact Middle	19	0	19
McClymonds High	8	2	10
Oakland High	2	0	2
Fremont High	4	0	4
Castlemont High	12	0	12
Non-Partner Schools	49	0	49

Total	175	16	191
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### OUSD School Site Events

#### *Elementary School*

- Prescott Elementary School hosted a parent and student appreciation dinner to honor the parents of the students. Approximately one hundred (100) parents, students, and staff attended. The families enjoyed a pre-Thanksgiving dinner with all of the trimmings while the school presented students with certificates for Student of the Month and Perfect Attendance, of which five (5) Promise Plus students received a certificate. Several of the parents received Parent Volunteer awards.



#### *Middle School*

- The Education Team tabled at the West Oakland Middle School Harvest Festival community engagement event to market FCP's programs and resources with students' families.



#### *High School*

- The Education team co-sponsored the "College Application Turkey Crunch Day" with Oakland Unified School District (OUSD) and the Eastbay Consortium at Merritt College. Seven (7) OHA high school seniors attended and completed their college applications. OHA provided lunch and some incentives for OHA students to attend; the youth will receive \$250 of support towards their schoolbooks or dorm supplies and cover the cost of their graduation cap/gown upon graduating high school and attending college.
- The Education Team began outreaching the Public Housing Authority of Director Association (PHADA) Scholarship opportunities to families with 17 & 18 years old students. Two (2) PHADA information sessions was facilitated via Zoom for the students and parents interested in applying for the PHADA scholarship. Twenty-three (23) students attended the Zoom orientations.



### OUSD School Site Meetings and Tutoring Services

- The Education Team attended twenty-eight (28) COST/Attendance Team meetings at partner school sites.

### **CEP Tutoring Referrals**

Referrals	In-Progress	Assigned Tutor	Total Assigned Tutor (YTD)
1	0	0	58

### Resident Opportunities Self Sufficiency (ROSS) Program

ROSS Coordinators met with fifty-seven (57) ROSS and general support participants to introduce themselves, assess program participants' needs and provided them with resources.

#### ROSS Program

Program	ROSS Participants	New Enrollees (Month)	YTD (Exits)
Public Housing	149	0	4

### Senior Services

One hundred and one (101) senior participants from Peralta Village, Lockwood Gardens, Palo Vista Gardens, and Campbell Village received a Seniors Connect newsletter. The seniors received a tote bag filled with crafts to make a turkey-themed wreath, picture frame, and placemat.



The November Seniors Connect Newsletter “Thanksgiving” edition included information about relieving stress during the holidays, OHA’s website of resources for Older Adults, and the contact information for their new ROSS Coordinators. The newsletter also showcased seniors who completed their art projects in October.

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-six (26) Peralta Village seniors participated in the “Grab and Go” Spectrum hot meal program. Three-hundred and seventy-six (376) hot meals was provided to seniors. In addition, each participant received weekly educational materials and resources from Spectrum.

#### Senior Lunch Delivery Program

	Monthly Total	YTD
“Grab & Go” Hot Meals	376	3,687

### Special Programs

#### Emergency Housing Voucher Welcome Kits

FCP issued twenty-one (21) Emergency Housing Voucher Welcome Kits in November.

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

Four (4) FYI Participants attended a briefing and housing search workshop. FYI participants received an overview of the rental market, coaching to address housing barriers, effective communication techniques, and other housing search tools. Eleven (11) FYI participants was provided housing search assistance, and one (1) participant activated their HAP contract and moved into their unit.

### District 6 Thanksgiving Food Giveaway

On November 21, 2022, the Oakland Housing Authority collaborated again with District six (6) Councilman, Loren Taylor to provide Thanksgiving food bags to one hundred (100) OHA families onsite at Lockwood Gardens. The holiday food bags included a whole turkey, thanksgiving dinner fixings and roaster pans.



### Site Meetings

Staff from FCP, OAHPI, CID, and OHA's Green Team to conduct a site meeting for 1234/48 E. 34<sup>th</sup> St. with three (3) residents in attendance.

Site	Number of meetings	Participants
1246/1248 E. 34 <sup>th</sup> Street	1	3
<b>Total</b>	<b>1</b>	<b>3</b>

### **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 a home delivery pantry in partnership with Door Dash.

Door Dash delivered food bags to the elderly and disabled residents living in Campbell Village, OAHPI developments, and participants in the Section 8 program who cannot come to an OHA's onsite pantries.

### Food Pantry

Support Items	Lockwood Garden	Peralta Village	Door Dash
Food Bank (Food bags)	60	72	53
Semi Freddi's bread donation	75	75	0

### Food Assistance

	Spectrum Grab & Go	Peralta Village	Lockwood Gardens	Door Dash Pantry	Total
Food bags provided	0	72	60	53	<b>185</b>
Senior Lunches	376	0	0	0	<b>376</b>
Total residents served	26	189	148	98	<b>541</b>

### Zoom on the Move Virtual Workshops

Organizations	Number of Sessions (Month)	Number of Participants (Month)
FCP Homeownership	1	4
<b>Total</b>	<b>1</b>	<b>4</b>

### Homeownership

The homeownership program coordinator assisted five (5) current homeowners with resolving mortgage payment challenges.

### Participants Pre-qualified for Homeownership

Voucher Size	# Families Searching	Average Household Income	Average Loan Amount
1 Bedroom	N/A	N/A	N/A
2 Bedrooms	2	\$44,600	\$400,000
3 Bedrooms	1	\$28,692	\$365,000
4 Bedrooms	N/A	N/A	N/A

### Homeownership Applicants

Homeownership Eligibility	Approved for Mortgage	Executed Purchase Contract/In Escrow	Closings	Homes Purchased (YTD)	Homes Purchased Outside of Oakland (YTD)
23	3	0	0	1	0

#### Homeownership Program

Current Homeowners	Total Homes Purchased (Since 2004)	Program Terminations (YTD)	Program Graduates (YTD)	Pending Refinance	Total Homes Refinanced (YTD)
80	121	0	1	1	1

## Civic Engagement

### OHA Resident Advisory Board (RAB)

The Resident Advisory Board held a virtual meeting on November 9<sup>th</sup> with eight (8) RAB members and two (2) OHA resident guests in attendance. Four (4) RAB members also attended the RAB debrief and agenda planning committee meetings.

	RAB committee meetings	RAB Meetings	Volunteers	Total
OHA Residents	4	10	0	14
Non-OHA Residents	0	0	0	0
<b>Total</b>	<b>4</b>	<b>10</b>	<b>0</b>	<b>14</b>

## Site Services

### Household Cleaning Kits

Participant Request	Issued
25	25

### Site Intervention and Service Referrals

The Site Intervention team engaged with twenty-two (22) referred households and continued providing services to twenty-seven (27) previously referred families. Twenty-four (24) referrals were completed. Referred families received counseling and supportive services in housing search, lease compliance, domestic violence, health, and mental health.

### Site Intervention

Development	Rent	HQS	Lease Comp.	Supportive Services	Housing Search	Completed	Completed YTD
Lockwood	0	0	1	1	0	2	31

Peralta	0	1	1	1	0	3	55
Deep East (9)	1	0	0	2	0	3	7
East (10)	0	0	0	0	0	0	7
Fruitvale (11)	0	0	0	3	0	3	12
San Antonio (12)	0	0	0	0	0	0	2
West (13)	0	1	0	1	1	1	12
North (14)	0	0	1	3	0	4	25
Asset Management	0	0	0	1	0	0	0
Leased Housing	1	1	0	1	27	9	82
OHAPD	0	0	0	0	0	0	1
<b>Total</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>13</b>	<b>28</b>	<b>24</b>	<b>233</b>

## **Leased Housing Department- November 2022 Report**

### **2011 Housing Choice Voucher Wait List**

There are a total of **303** applicants on the waitlist. OHA has reconciled its purged records for a final applicant list.

### **Virtual briefings FY22**

IE Virtual Briefing Dates	# of families invited	# of families attended
July 2021	120	106
August 2021	86	81
September 2021	58	53
October 2021	61	49
November 2021	37	34
December 2021	64	62
January 2022	44	39
February 2022	46	43
March 2022	64	62
April 2022	94	79
May 2022	130	121
June 2022	92	79
July 2022	76	67
August 2022	30	33
September 2022	30	24
October 2022	56	48
November 2022	62	51

### **OAHPI Intake**

Intake date	# of families invited	# of families attended	# of families removed from waitlist	# Referred pending
August 26, 2021	24	14	0	1
October 14, 2021	95	59	7	3
November 18, 2021	30	10	1	7
December 16, 2021	138	77	2	11
January 27, 2022	164	82	39	29



April 2022	N/A	0	0	22
May 2022	N/A	0	0	5
June 2022	0	0	0	5
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

\*Intake appointments scheduled on 8/4

### **PBV to HCV Activity**

- Thirty-Five families remain on the Request List.

### **2014 Public Housing Wait List**

Intake date	# of families invited	# of families attended	# of families removed from waitlist	# Referred pending
July 2021	0	0	0	2
August 2021	0	0	0	1
October 2021	151	38	25	0
Dec 2, 2021	89	7	82*	13
February 10, 2022	100	19	0	0
March 24, 2022	100	29	0	7
April 28, 2022	0	0	0	6
May 2022	154	105	139*	8
June 2022	0	0	0	2
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*	10

\*no show 2<sup>nd</sup> intake appointment

### **Waitlist Openings:**

Leased Housing and Office of Property Operations are planning to open the Public Housing waitlists for Lockwood and Peralta in January 2023.

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## Summary Report

October 2022

November 2022

### Eligibility

#### **Waitlist Activities and Port-in**

• Intake appointments scheduled 2011 waitlist	0	0
• Intake appointments attended 2011 waitlist	0	0
• Briefing and voucher issued for applicants from 2011 wait list and Mainstream	0	0
• Intake, Briefing and voucher issued for Port-In and Survivor vouchers/FUP	0	0

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

• New Move-in Intake and briefing PBV/TPV	2	5
• Relocation vouchers issued for OAHPI Households	0	0

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

Intake, briefing and voucher issued:

• HUD VASH	1	2
• Mod Rehab/S+C to Section 8	2	3
• Intake, briefing: Local Programs/ PACT	0	0

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

• Intake	17
• Processing for Eligibility	121
• Referred Households	24

<b>Total new vouchers issued (tenant &amp; unit based)</b>	27	10
<b>Denial of Admission/Withdrawals</b>	0	96

### Owner Services

#### **Initial Inspections**

• Move-in inspections	163	160
• Passed Inspections	99	82
• New contracts (new, transfer, port-ins)	132	117

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## **Summary Report**

**October 2022**

**November 2022**

### **Rent Increases**

• Rent increases requested	693	869
• Rent increases approved	589	641
• Rent increases denied/declined	48	200
• Rent increases pending review/HQS	24	28

### **Annual Inspections**

• Total number of Annual Inspections performed	464	318
• Number of annual inspections passed	140	93
• Failed with owner and tenant items	186	137
• Inspections rescheduled, vacant, or cancelled	80	50
• No Shows	58	38

### **Reasonable Accommodations**

• Total number of requests received	42	22
• Total number approved	18	13
• Total number pending	15	11
• Total number denied	9	8

### **Occupancy**

• Total annual recertification scheduled	298	278
• Total annual recertification's completed	245	206
• Total interim recertification's completed	197	210
• Transfer voucher within Oakland	40	33
• Portability vouchers issued	13	19
• Total no. of transfer vouchers issued	53	52
• Total no. of Decisions to Terminate Assistance	16	14
• Total Meet & Discuss appointments	0	0
• Resolution cases	99	108

### **Special Programs**

• Interims completed	104	92
• Recertification's completed	167	119
• Field recertification's	2	1
• Transfer port vouchers issued	25	19
• Resolution cases	97	111
• Files to CGI	30	3

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## **Summary Report**

**October 2022**

**November 2022**

### **Program Terminations**

• Informal Hearings held	14	3
• Termination upheld	0	1
• Termination reversed	1	0
• Pending outcome	4	2
• Requests for Executive Review	0	0
• ER Termination upheld	0	0
• ER Termination reversed	0	0
• ER Outcome pending	2	0

### **Customer Service**

• Walk in visitors	0	142
• 1540 Leased Housing main phone line	2,941	2,706
• Avg. calls/day to Customer Service	155	150

### **LEP Calls**

• Cantonese/Mandarin	99	50
• Spanish	24	21
• Vietnamese	10	6

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

### **VASH**

OHA has a total allocation of 526 VASH vouchers and 300 leased. OHA received 4 new referrals. OHA approved a conditional award of 18 vouchers to the Lake Park affordable housing project and 8 vouchers were awarded to 285 12<sup>th</sup> Street.

### **Mainstream**

OHA has a total allocation of 212 Mainstream vouchers (MS5/MS28), 202 utilized and 4 searchers. On July 8<sup>th</sup>, OHA submitted a funding request for 50 additional Mainstream and \$500 per awarded voucher for extraordinary administrative fees.

### **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 HUD's 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 March 15, 2022, President Biden signed the Consolidated Appropriations Act, 2022 (P.L. 117-103) in law. The Act appropriated \$200 million for new incremental vouchers pursuant to a method, as determined by HUD, which may include a formula that may include such factors as severe cost burden, overcrowding, substandard housing for very-low income renters, homelessness, and administrative capacity. The Act further provides HUD with the discretion to specify additional terms and conditions for the use of these vouchers to ensure that PHAs provide vouchers for use by:

- Survivors of domestic violence or
- Individuals and families who are homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act, or at risk of homelessness

**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 12 participant households ported in from other PHA's. OHA is absorbing all port in households except VASH and EHV.

There are 61 unabsorbed OHA participant families living in the jurisdiction of another housing authority. The majority are living in the following jurisdictions: Contra Costa County, Alameda County, City of Alameda, Berkeley, and Richmond.

The Housing Authority of Alameda County and Contra Costa Housing Authority are absorbing all port in program participants. OHA has a MTW activity that restricts portability to neighboring PHA's within 30 miles of OHA unless the receiving PHA is absorbing the voucher or family has one of 11 exceptions. Exceptions include emergency VAWA cases, employment, reasonable accommodations and educational needs.

### **Emergency Housing Vouchers**

The Department of Housing and Urban Development (HUD) allocated \$5 billion in American Rescue Plan (ARP) funds for emergency housing vouchers that will assist individuals and families who are experiencing or at risk of experiencing homelessness. The \$5 billion funding gives communities the resources needed to help eligible households find and remain in housing. HUD estimates that these Emergency Housing Vouchers (EHVs), alongside resources provided by the CARES Act, could help house 130,000 households nationwide.

In May 2021, HUD awarded the Oakland Housing Authority 515 EHVs. OHA will work in partnership with its local Continuum of Care, the Coordinated Entry System and other local Public Housing Authorities to advance and improve the housing outcomes of individuals most impacted in Alameda County.

In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories:

- Homeless;
- At risk of homelessness;
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; and
- 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	351	134	37	37

### **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 are 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.

Prior to FY23, the Department only used data from the U.S. Census Bureau's 5-year American Community Survey (ACS) to estimate mover rents. Last year, the Census Bureau announced it would not publish ACS data due to the impacts of COVID-19 pandemic on data collection and concerns with data integrity.

For FY23, HUD used six private sector data sources to estimate changes in FMRs to address a temporary data availability challenge and to align with market conditions. HUD states this methodological change is only applicable to FY23 FMRs.

Across all bedroom sizes, the FY 2023 FMRs published for the Oakland-Fremont Metro FMR Area increased from the amounts published in the FY 2022 FMRs. The table below details the FMRs and the dollar amount difference from a year ago.

<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 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**

Leased Housing has launched a new owner webinar series.

1st webinar topic: Oakland Housing Authority Owner Benefits Programs

Date: Friday September 30, 2022 at 10:00am

82 owners attended

The 2<sup>nd</sup> workshop is scheduled for October 10, 2022- Project Based Voucher In-Service for owners and property management companies

### **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 \$35,409.53 in vacancy loss to 10 owners. Units had an average vacancy period of 87 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 43 owners a \$1,000 bonus/\$43,000.

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 7 owners a total \$4,617.

### **New Contracts Entered for Owner Payment November 2022**

PBV	38
Section 8	62
HUD VASH	9
TRA/Shelter Plus	7
Mod Rehab	0
Other	1
Contracts Entered for Payment	117

### **Project Based Vouchers**

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

95th and International - Anticipated January 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 20 client interactive/warning meetings, processed 10 owner notification letters,

resolved 10 late rent notices, resolved 129 resolution cases and processed 11 proposed termination notices. Additionally, the team assigned 2 police reports. There were \$17,077.00 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 869 rent increase requests. There were 234 Housing Choice Vouchers completed. A total of 193 were Project Based Vouchers and Mod Rehab completed. A total of 417 for OAHPI. The average rate of increase was 7% and average amount approved was \$161.

### **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/	Abode Services

			Women & Children	
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	17-20	Homeless Youth Ages 18-24 who are homeless or at-risk of homelessness and exiting the foster care or juvenile justice system	First Place for Youth	First Place for Youth
City of Oakland – HSD - CHS	20-40	Families experiencing homelessness, at risk of homelessness or victims of domestic violence	Building Futures for Women & Children	Building Futures for Women & Children

### **Building Bridges**

The Building Bridges Program is a result of recommendations from the Board of Commissioners Ad Hoc Special Needs committee whose purpose was to identify special needs populations who will benefit in securing stable short term local housing assistance. Two pilot programs were implemented: the first serving Emancipated Foster Youth participating in the THP+ program, and the second serving CalWORKs participants participating in County short term housing assistance program. Through systems alignment, Alameda County Social Services Agency and, First Place for Youth in partnership with OHA will ultimately improve the effectiveness of the delivery of assistance programs and services to low-income households by allocating scarce resources more effectively, leveraging other public and private resources, and institutionalizing best practices.

### **CalWORKs**

CalWORKs Building Bridges program, provides a stable shallow housing subsidy (1-2 years) for Social Services Agency clients who are actively engaged in a plan to achieve self-sufficiency, specifically employable, formerly homeless CalWORKs clients.

An average of 50 families per month will receive an average of \$1,500 per month local rental assistance from OHA. Contract term is 5 years. Costs to not exceed \$5,000,000 over the five-year term; with \$1,000,000 budgeted annually. Reasons for denial: Incomplete information, client exited from Housing Support Program by County, client request, non-compliance with CalWORKs program, or no inspection requested or passed.

Available	Referrals received	Households subsidized	Households in eligibility process/inspection
50	38	17	8

### **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	21

## Local Housing Assistance Program/Single Room Occupancy – LHAP/SRO

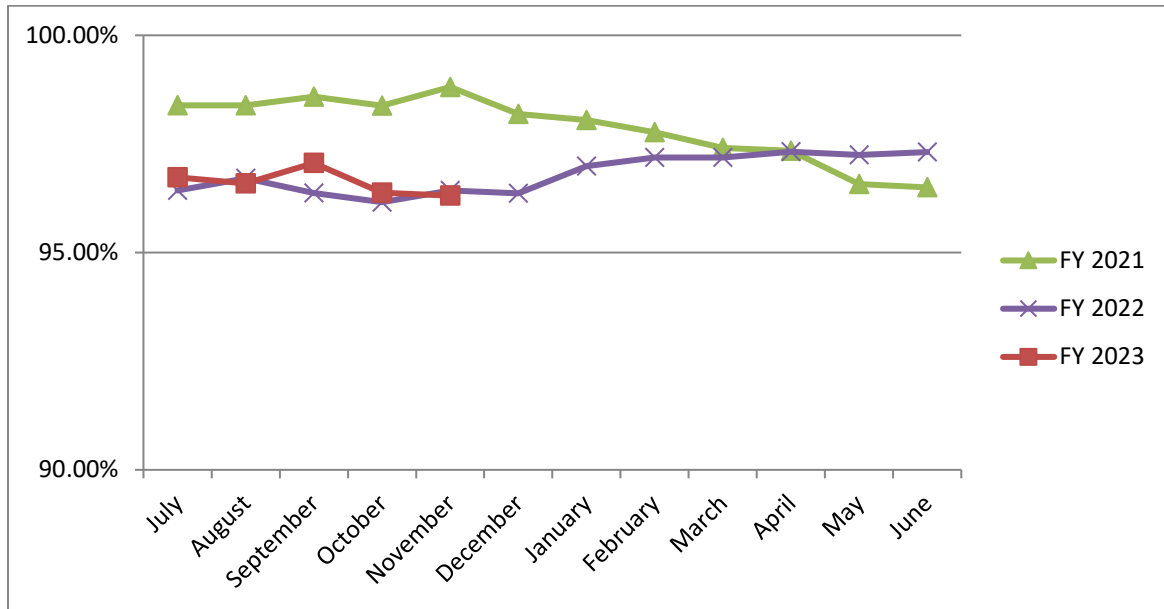
As of October 2022 TOTALS	Total Units	Vacant or Non- Eligible Units	Eligible Units	Subsidy Per Unit
		Units	Units	
	311	120	190	\$897

- All properties will receive subsidy increase based on FY23 HUD Fair Market Rents.

## Property Operations Department

### Occupancy Report

#### Public Housing Occupancy Rates - TOTAL PORTFOLIO 96.31%



#### All Authority Public Housing Units

Month	Occupancy Rate
December 2021	96.36%
January 2022	96.99%
February 2022	97.19%
March 2022	97.19%
April 2022	97.32%
May 2022	97.25%
June 2022	97.31%
July 2022	96.73%
August 2022	96.59%
September 2022	97.06%
October 2022	96.38%
November 2022	96.31%

### 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	351	11	6	1	95.39%	95.12%
Peralta Villa	390	2	388	377	4	5	2	96.39%	97.16%
<b>Total</b>	<b>762</b>	<b>5</b>	<b>757</b>	<b>728</b>	<b>15</b>	<b>11</b>	<b>3</b>	<b>95.90%</b>	<b>96.17%</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	239	7	0	7	15	87.69%	89.18%
East	258	0	258	230	10	3	5	10	89.15%	89.15%
Fruitvale	270	3	267	260	6	0	0	1	96.63%	97.38%
San Antonio	244	4	240	230	8	0	1	1	96.25%	95.83%
West	231	0	231	208	13	6	3	1	90.48%	90.04%
North	239	0	239	229	2	3	3	2	96.23%	95.82%
<b>Total</b>	<b>1,520</b>	<b>17</b>	<b>1,503</b>	<b>1,396</b>	<b>46</b>	<b>12</b>	<b>19</b>	<b>30</b>	<b>92.68%</b>	<b>92.88%</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	11	1	3	1	0	0	4	63.20%	63.20%

### Recertification Report

### Authority Managed Public Housing Units

Development	Completed Annual Recertifications	Recertifications/Outstanding	Recertifications/Legal	Current Month Backlog
Lockwood Gardens	7	5	3	2
Peralta Villa	0	3	2	1
<b>Total</b>	<b>7</b>	<b>8</b>	<b>5</b>	<b>3</b>

## **Tenant Rent Collections**

### **Authority Managed Public Housing Units**

<b>Development</b>	<b>Charged</b>	<b>Collected</b>	<b>Percent Collected</b>
Lockwood Gardens	\$160,412	\$117,597	73.31%
Peralta Village	\$148,105	\$122,665	82.82%

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

<b>Portfolio</b>	<b>Charged</b>	<b>Collected</b>	<b>Percent Collected</b>
Deep East	\$536,200	\$463,155	86.38%
East	\$555,121	\$458,150	82.53%
Fruitvale	\$656,270	\$608,482	92.72%
San Antonio	\$542,897	\$507,912	93.56%
West	\$464,663	\$420,945	90.59%
North	\$574,566	\$573,440	99.80%

## **Tenant Accounts Receivables**

### **Authority Managed Public Housing Units**

<b>Development</b>	<b>0-30 Days</b>	<b>31-60 Days</b>	<b>61-90 Days</b>	<b>90+ Days</b>	<b>Prepays</b>	<b>Total TARs</b>
Lockwood Gardens	\$104,725	\$81,843	\$73,029	\$607,407	(\$74,037)	\$792,968
Peralta Villa	\$89,911	\$60,141	\$46,834	\$348,811	(\$67,661)	\$478,035

\* Includes Current and On-Notice Tenant Rent and Misc. charges.

### **OAHPI Project Based Section 8 Units Tenant Rent**

<b>Portfolio</b>	<b>0-30 Days</b>	<b>31-60 Days</b>	<b>61-90 Days</b>	<b>90+ Days</b>	<b>Prepays</b>	<b>Total TARs</b>
Deep East	\$102,997	\$112,914	\$88,526	\$1,216,318	(\$41,508)	\$1,479,248
East	\$106,168	\$91,433	\$85,689	\$1,594,232	(\$58,747)	\$1,818,775
Fruitvale	\$101,753	\$81,143	\$77,381	\$906,160	(\$64,367)	\$1,102,069
San Antonio	\$62,230	\$44,163	\$37,676	\$541,065	(\$92,195)	\$592,939
West	\$85,342	\$64,809	\$51,286	\$626,319	(\$68,261)	\$759,495
North	\$80,306	\$75,389	\$56,681	\$537,712	(\$144,457)	\$605,631

\* Includes Current and On-Notice Tenant Rent and Misc. charges.

### **OAHPI Project Based Section 8 Units Housing Assistance Payments (HAP)**

<b>Portfolio</b>	<b>0-30 Days</b>	<b>31-60 Days</b>	<b>61-90 Days</b>	<b>90+ Days</b>	<b>Prepays</b>	<b>Total HAP Owed</b>
Deep East	\$44,250	\$48,302	\$39,782	\$466,930	\$0	\$599,264
East	\$38,020	\$40,844	\$39,298	\$500,969	\$0	\$619,131
Fruitvale	\$28,857	\$23,088	\$23,730	\$517,395	(\$202)	\$592,868
San Antonio	\$33,948	\$36,561	\$35,858	\$499,608	(\$6,945)	\$599,030
West	\$38,331	\$36,854	\$36,918	\$595,567	(\$1,665)	\$706,005
North	\$46,468	\$33,417	\$40,939	\$571,535	(\$1,443)	\$690,917

\* 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	\$877	\$3,105	\$2,249	\$94,697	(\$5,352)	\$95,576
Peralta Villa	\$2,023	\$3,743	\$2,300	\$49,819	(\$3,831)	\$54,054

\*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	\$2,376	\$2,911	\$2,911	\$416,552	(\$18,439)	\$406,311
East	\$4,586	\$6,018	\$6,863	\$283,372	(\$20,711)	\$280,128
Fruitvale	\$0	\$582	\$861	\$161,129	(\$19,821)	\$142,751
San Antonio	\$2,164	\$1,677	\$5,628	\$216,008	(\$8,194)	\$217,283
West	\$3,563	\$3,180	\$3,165	\$77,057	(\$26,829)	\$60,135
North	\$1,881	\$3,953	\$4,190	\$409,374	(\$18,399)	\$400,998

\*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	\$2,232	\$2,232	\$292,230	(\$7,848)	\$288,847
East	\$0	\$1,609	\$6,906	\$294,266	(\$13,171)	\$289,610
Fruitvale	\$0	\$0	\$0	\$132,039	(\$3,379)	\$128,659
San Antonio	\$3,937	\$1,575	\$0	\$137,999	(\$7,114)	\$136,397
West	\$2,948	\$4,259	\$2,948	\$154,519	(\$2,806)	\$161,868
North	\$5,337	\$7,293	\$7,927	\$173,930	(\$3,994)	\$190,493

\* 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	246	213	191	268
Peralta Villa	390	59	182	199	42
<b>Total</b>	<b>762</b>	<b>305</b>	<b>395</b>	<b>390</b>	<b>310</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	299	142	141	300
East	278	266	172	195	243
Fruitvale	270	143	162	186	119
San Antonio	244	116	130	133	113
West	231	193	138	111	220
North	239	209	160	123	246
<b>Total</b>	<b>1,540</b>	<b>1,226</b>	<b>904</b>	<b>889</b>	<b>1,241</b>

### Legal Report

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

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Dec-21	0	0	0	\$ -
Jan-22	0	0	0	\$ -
Feb-22	0	0	0	\$ -
Mar-22	0	0	0	\$ -
Apr-22	0	0	0	\$ -
May-22	0	0	0	\$ -
Jun-22	0	0	0	\$ -
Jul-22	0	0	0	\$ -
Aug-22	0	0	0	\$ -
Sep-22	0	0	0	\$ -
Oct-22	0	0	0	\$ -
Nov-22	0	0	0	\$ -

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

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Dec-21	0	0	0	\$ -
Jan-22	0	0	0	\$ -
Feb-22	0	0	0	\$ -
Mar-22	1	0	0	\$ 4,024.00
Apr-22	0	0	0	\$ -
May-22	1	0	1	\$ 51,975.52
Jun-22	0	0	0	\$ -
Jul-22	0	0	0	\$ -
Aug-22	0	1	1	\$ 12,020.70
Sep-22	0	0	0	\$ -
Oct-22	0	0	0	\$ -
Nov-22	1	0	1	\$ 21,655.00

## **Resource Conservation Community Engagement and Outreach**

### **Authority Managed Public Housing Units**

Development	Site Assessments	Resident Contact	Flyer Outreach
Lockwood Gardens	4	0	351
Peralta Villa	5	0	377
<b>Total</b>	<b>9</b>	<b>0</b>	<b>728</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	28	32	5	239	2
East	30	39	0	230	0
Fruitvale	12	12	0	260	0
San Antonio	38	69	3	230	2
West	31	61	0	208	0
North	36	74	0	229	0
<b>Total</b>	<b>175</b>	<b>287</b>	<b>8</b>	<b>1,396</b>	<b>4</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	6	\$35,745	\$35,745
San Antonio	35	\$0	20	\$126,241	\$126,241
West	23	\$0	15	\$127,436	\$127,436
North	28	\$0	18	\$112,043	\$112,043

### Emergency Rental Assistance – Authority Managed Public Housing Units

Portfolio	Number of Residents Processed to Date	Assistance Processing	Number of Residents Paid to date	Assistance Received	Total Dollars
Lockwood Gardens	77	\$6,676	17	\$95,966	\$102,642
Peralta Village	54	\$0	39	\$132,243	\$132,243

### Additional Rental Assistance Resources - OAHPI Project Based Section 8 Units

Portfolio	Alameda County	BACS	City of Oakland	EDC	Total Dollars
Deep East	\$0	\$3,233	\$3,146	\$10,512	\$16,891
East	\$0	\$10,467	\$0	\$6,648	\$17,115
Fruitvale	\$0	\$0	\$1,623	\$15,563	\$17,186
San Antonio	\$4,785	\$0	\$10,789	\$14,473	\$30,047
West	\$2,604	\$32,290	\$2,062	\$47,167	\$84,123
North	\$0	\$10,796	\$7,238	\$0	\$18,034

### Additional Rental Assistance Resources –Authority Managed Public Housing Units

Portfolio	Alameda County	BACS	City of Oakland	EDC	Total Dollars
Lockwood Gardens	\$0	\$0	\$9,937	\$0	\$9,937
Peralta Village	\$0	\$562	\$7,238	\$0	\$7,800

# Capital Improvement Department

## Unit Renovations

	OHA	OAHP
Units Completed and Returned to OPO in November	4	5
Units Received From OPO in November	1	4
Units Completed in Fiscal Year 2022-23 To Date	19	39

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/OAHP Completed in November:**

- 2226 94th #1
- 6534 Fenham
- 6540 Fenham
- 845 Union St. Unit B
- 817 Poplar Way
- 2820 35th Ave # 1
- 1900 E 24th #A
- 1900 E 24th #C
- 1323 McArthur #6
- 6650 Laird Ave. exterior, site, and landscape repairs

### **In the Preconstruction/Construction Process:**

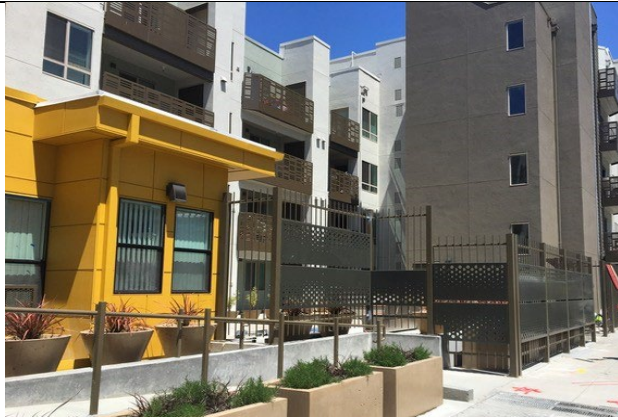
- 1248 34th Avenue soft story seismic retrofit
- 950 40<sup>th</sup> Street concrete repairs
- 1125 65<sup>th</sup> Ave. Unit A fire repairs
- 9514 Birch St. exterior, site, and landscape rehab
- Lockwood Gardens Nspire prep
- Lockwood Gardens exterior rehab

### **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:

<b>Project Address:</b>	620 17 <sup>th</sup> St. & 570 16 <sup>th</sup> St.	<b>Affordability Targeting:</b>	30-60% of AMI
<b>Project Type:</b>	Acquisition/Rehabilitation	<b>Architect:</b>	Okamoto-Saijo Arch.
<b>Number of Units:</b>	151	<b>General Contractor:</b>	BBI Construction Inc.
<b>PBVs:</b>	149	<b>Property Management:</b>	John Stewart Co.
<b>Target Population:</b>	Low-Income Seniors	<b>Total Development Cost:</b>	\$86.4MM

## Permanent Funding Sources:

• Tax Exempt Perm Loan:	\$23,600,000	• OHA Ground Lease Loan	\$599,901
• Seller Carryback Loan:	\$34,400,000	• Release of Forward Commit. Fee:	\$472,000
- Accrued/Deferred Interest:	\$1,729,173	• Deferred Developer Fee:	\$5,449,437
• OHA Sponsor Loan	\$15,000,000	• GP Equity	\$100
		• Tax Credit (LP) Equity	\$44,967,088

## OHA Board Authorizing Resolutions:

- No. 4696, 07/25/16: Okamoto-Saijo Architecture Contract
- No. 4728, 07/27/17: BBI General Contractor Contract
- No. 4743, 04/03/17: Overland Pacific & Cutler Relocation Contract
- No. 4767, 08/28/17: HUD Section 18 Disposition and PBV Award
- No. 4801, 04/09/18: Okamoto-Saijo Architecture Budget Increase
- No. 4803, 06/04/18: BBI General Contractor Contract Amendment
- No. 4837, 09/24/18: OHA as Development Partner and Option to Lease Land & Improvements
- No. 4838, 09/24/18: Creation of New OAHPI Development Corporation
- No. 4848, 02/11/19: Section 18 Disposition and Financing and Withdrawal of OHA Development LLC from Partnership
- No. 4869, 05/13/19: Substitute RAMP for OAHPI in RHI Oak Groves LLC and Execute County Environmental Land Use Covenants
- No. 4880, 07/22/19: Amend Resolution 4848 to Update Financing
- No. 4890, 10/14/19: OHA as Co-Guarantor with RAMP and Unit Count Confirmation
- No. 4898, 12/09/19: Add California Bank & Trust as Co-lender
- No. 4899, 12/19/19: Amend Resolution 4898 to Remove California Bank and Trust as Co-lender and Reapprove US Bank as Sole Lender

**Affiliate Board Authorizing Resolutions:**

- No. 19-001, 07/09/19: Secure Financing
- No. 19-002, 07/09/19: Secure Financing, Implement Rehabilitation, and Act as Guarantor-Developer
- No. 19-003, 10/22/19: Amendment to Resolution No. 19-001 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson, and to Confirm the Unit Count
- No. 19-004, 10/22/19: Amendment to Resolution No. 19-002 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson
- No. 19-005, 10/22/19: Enter into Assignment & Assumption Agreement with OHA for Relocation Contract and Amend Contract to Add Moving Services
- No. 19-006, 10/09/19: Partnership Co-lender Bifurcation
- No. 19-007, 10/09/19: Add California Bank & Trust as Co-Lender and Bifurcate Construction/Permanent Loan Using Two Promissory Notes - one Recourse to RAMP and the Partnership and one Non-recourse
- No. 19-008, 12/09/19: Amend No. 19-005: Amend Relocation Contract, Secure Temporary Housing with Extended Stay America, and Contract with Chipman Movers
- No. 19-009, 12/19/19: Amend No. 19-006: Re-approve US Bank as Sole Lender and Remove California Bank & Trust as Co-lender
- No. 19-010, 12/19/19: Amend No. 19-007: Re-approve US Bank as Sole Lender and Remove California Bank & Trust as Co-lender

**Approved OHA/Affiliate Funding:**

RAMP: \$100 GP Equity

**Disbursements to Date:**

\$100 GP Equity

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

% Complete on 2/28/22: 100%

% Complete last Month: 100%

Scheduled Completion Date: 6/2022

**New Hires:**

Number of New Hires: 161

Number of Section 3 Hires: 47

% Section 3: 29.19%

**Construction Contract Status:**

Original Contract Amount	\$44,117,725.00	Pending Change Orders (PCOs)	\$0.00
Approved Change Orders	\$ 5,113,762.60	Potential Future Changes	\$0.00
<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:

**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:**

\$877,612

**Current Project Status:**

Predevelopment: Staff have restarted predevelopment work including architectural / engineering plan development, relocation planning, and environmental assessments.

**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.*

*Photo credit: David Wakely*

### Project Description:

<b>Project Address:</b>	255-285 8 <sup>th</sup> Avenue	<b>Affordability Targeting:</b>	30-60%
<b>Project Type:</b>	New Construction	<b>Other Uses:</b>	None
<b>Number of Units:</b>	211	<b>Architect:</b>	HKIT Architects
<b>PBVs:</b>	132	<b>General Contractor:</b>	Nibbi Brothers
<b>Target Population:</b>	Paseo Estero - families Vista Estero - seniors	<b>Property Management:</b>	MidPen
		<b>Total Development Cost:</b>	\$137.2M

### Permanent Funding Sources:

• OHA Acquisition Funds (included in City Loan)	• City of Oakland	\$12,670,000
\$5,000,000	• Tax Credits – Wells Fargo	\$70,076,353
• Federal Home Loan Bank AHP	• General Partner Equity	\$580,507
\$1,690,000	• Permanent Mortgage –	
• Deferred Dev. Fee	Wells Fargo/Freddie Mac	\$37,111,000
\$9,623,545		
• Parcel T Reimb.		
\$455,798		

### 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% occupied in July 2021. All construction period financing was converted to permanent financing on January 14, 2022.

#### Construction Progress:

% Complete on 1/31/21:	100%
% Complete last Month:	100%
Start Date	12/20/18
Projected Completion Date	1/31/21
Actual Completion Date	12/30/20

#### New Hires:

Number of New Hires:	767
Number of Section 3 Hires:	65
% Section 3:	8.47%
% Local Residents:	31.55%
% Local Apprentices:	27.12%

### Milestones Completed Past Month:

Project is a finalist for a Pacific Coast Builders 2022 Gold Nugget Award for “Best Affordable Housing Community – 60 Units / Acre or More”.

**If 100% construction completion has been achieved, was the project delivered On Time? Was the project delivered Within Budget? If not, please explain.**

Both Paseo Estero and Vista Estero were completed early and within budget.

## Brooklyn Basin, Project 3

### Partnership with MidPen Housing Corp.



*Project 3 (named **Foon Lok West**) on Parcel A will include 130 units for very low-income families and formerly homeless persons.*

*Photo: Main entrance to Foon Lok West with newly installed public art bike racks designed by Civic Design Studio.*

#### Project Description:

<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	• Tax Credits – Wells Fargo	\$50,907,000
• CA HCD – No Place Like Home	• General Partner Equity	\$110,000
• City of Oakland	• Permanent Mortgage – CA Community Reinvestment Corporation	\$19,970,000
\$1,290,000		
\$5,500,000		
\$12,442,000		

#### OHA Board Authorizing Resolutions:

- No. 4765, 8/28/17: CEQA
- No. 4766, 8/28/17: Purchase and Sale Agreement; Joint Ownership Agmt.; Master Housing Agmt.
- No. 4792, 2/26/18: Lease Disposition and Development Agreement for Projects 1 and 2; 258 PBVs
- No. 4868, 5/13/19: Lease Disposition and Development Agreement for Projects 3 and 4

#### Affiliate Board Authorizing Resolutions – Not applicable

#### Approved OHA/Affiliate Funding:

MTW: \$10,000,000 Land Acquisition

#### Disbursements to Date:

\$10,000,000

#### Current Project Status:

Construction is 100% complete. The Temporary Certificate of Occupancy was issued on 5/9/22. As of August 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. The Final Certificate of Occupancy is still pending and is not expected to be received for 8-12 months. MidPen has initiated the final stages of the permanent conversion process including bi-weekly meetings with all lenders, the investor, and all general counsel.

#### If 100% construction completion has been achieved, was the project delivered On Time? Was the project delivered Within Budget? If not, please explain.

Project was completed within the approved contract completion date but nine (9) days later than the original schedule. As of 8/1/22, project is within budget.



## Brooklyn Basin, Project 4 Partnership with MidPen Housing Corp.



*Project 4 (named **Foon Lok East**) on Parcel A will include 124 units for very low-income families and formerly homeless persons.*

*Photo: Foon Lok East, taken 9/29/22*

### 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:

Structural concrete shoring, decking, edge forms, deck layout, MEP cans and inserts, bottom mat rebar and PT cables and in slab MEP's continuing in stages in different site sectionals on levels 1 and 2. Nibbi reports that there have been no new hires thus far because the site prep, concrete and MEP subcontractors have been using existing crews and/or workers who were previously hired for Foon Lok West.

### Construction Progress:

% Complete: 13.79%  
 % Complete last Month: 10.73%  
 Start Date: 6/6/22  
 Projected Completion Date: February 2024  
 Actual Completion Date: TBD

### New Hires:

Number of New Hires: 0  
 Number of Section 3 Hires: 0  
 % Section 3: 0%  
 % Local Residents: 0%  
 % Local Apprentices: 0%

**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:

<b>Project Address:</b>	285 12 <sup>th</sup> Street	<b>Affordability Targeting:</b>	20%-70% AMI
<b>Project Type:</b>	New Construction	<b>Other Uses:</b>	3,500 sq. ft. commercial
<b>Number of Units:</b>	65	<b>Architect:</b>	David Baker Architects
<b>PBVs:</b>	16 regular PBVs, 8 HUD-VASH PBVs	<b>General Contractor:</b>	Roberts-Obayashi Corp.
<b>Target Population:</b>	Low-income families, 7 special needs units	<b>Property Management:</b>	EBALDC
		<b>Total Development Cost:</b>	\$61.7M
		<b>Placed in Service Date:</b>	

### 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> | <b>Soft Loans &amp; Grants</b> <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:

\$6,874,259.22

### 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 California Department of Housing and Community Development Super NOFA. Awards are expected to be announced in December. If the project receives these awards, it would have all of the sources of financing it needs to be able to apply for tax exempt bonds and 4% low income housing tax credits.

### Milestones Completed Past Month:

Architecture and engineering team began work to advance the drawings from Schematic Design to Design Development.

**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:

<b>Project Address:</b>	500 Lake Park	<b>Affordability Targeting:</b>	20%-60% AMI
<b>Project Type:</b>	New Construction	<b>Other Uses:</b>	2,900 sq. ft. commercial
<b>Number of Units:</b>	53	<b>Architect:</b>	Lowney Architecture
<b>PBVs:</b>	18 VASH Vouchers	<b>General Contractor:</b>	JH Fitzmaurice
<b>Target Population:</b>	Low-income families; 20 units for homeless or at-risk veterans	<b>Property Management:</b>	EAH
		<b>Total Development Cost:</b>	\$75.2 M
		<b>Placed in Service Date:</b>	

### 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>	<b>Soft Loans &amp; Grants</b> <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>
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### OHA Board Authorizing Resolutions:

- Reso. No. 4900, 2/3/20: Land purchase and soft loan in combined amount not to exceed \$7,500,000. Conditionally awarded 14 HUD-VASH Project-Based Vouchers.
- Reso. No. 5088, 6/27/22: Conditional award of 4 additional HUD-VASH Project-Based Vouchers.

### Affiliate Board Authorizing Resolutions – Not applicable.

### Approved OHA/Affiliate Funding:

MTW: \$7,500,000 for land purchase and loan

### Disbursements to Date:

\$6,499,291

**Current Project Status:** Predevelopment – EAH is continuing architecture and engineering design, refining construction cost estimates, and applying for funding. EAH submitted an application for MHP and IIG funding through the California Department of Housing and Community Development Super NOFA. Awards are expected to be announced in December. If the project receives these awards, it would have all of the sources of financing it needs to be able to apply for tax exempt bonds and 4% low income housing tax credits.

### Milestones Completed Past Month:

Completed permit set of drawings for submission for City of Oakland Plan Check.

**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- November 2022

### 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	35	1	65	0	0	0	65	100.00%	100.00%
Adel Court	30	0	0	0	30	0	1	1	29	93.33%	96.67%
Campbell Village	154	2	0	1	151	0	6	6	145	94.70%	96.03%
Palo Vista	100	0	0	1	99	0	4	4	95	97.98%	95.96%
Linden Court	38	0	0	0	38	0	3	3	35	92.11%	92.11%
Mandela Gateway	46	0	0	0	46	0	0	0	44	95.65%	95.65%
Chestnut Court	45	0	0	0	45	0	7	7	38	93.33%	84.44%
Foothill Family	21	0	1	1	19	0	0	0	19	100.00%	100.00%
Lion Creek I & II	99	0	0	0	99	0	0	0	99	100.00%	100.00%
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>36</b>	<b>4</b>	<b>650</b>	<b>0</b>	<b>21</b>	<b>21</b>	<b>627</b>	<b>96.90%</b>	<b>96.46%</b>

### Recertification Report - Contract Managed Public Housing Units

Development	Completed Annual Re-certifications	Re-certifications/ Outstanding	Re-certifications/ Legal	Total Backlog
Harrison Towers	3	0	0	0
Adel Court	0	0	0	0
Campbell Village	8	5	0	5
Palo Vista Gardens	2	0	0	0
Linden Court	3	0	0	0
Mandela Gateway	4	0	0	0
Chestnut Court	0	3	0	3
Lion Creek Crossings	5	2	0	2
Foothill Family	0	0	0	0
<b>Total</b>	<b>25</b>	<b>10</b>	<b>0</b>	<b>10</b>



### TARs - Contract Managed Public Housing Units

Development	Charged	Collected	Current Month Uncollected	TAR	1- 30 Days	31- 60 Days	61 and Over	Total Balance
Harrison Towers	\$26,669	\$21,819	\$4,850	18.19%	-\$4,339	\$537	\$0	\$1,048
Adel Court	\$11,008	\$10,570	\$438	3.98%	\$2,215	\$970	\$11,989	\$15,612
Campbell Village	\$52,198	\$54,585	-\$2,387	-4.57%	\$14,382	\$7,905	\$47,988	\$67,888
Palo Vista Gardens	\$32,891	\$31,291	\$1,601	5%	\$271	\$1,720	\$9,277	\$12,868

### 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
Harrison Towers	101	0	0	0	0
Adel Court	30	0	3	3	0
Campbell Village	154	1	54	53	2
Palo Vista Gardens	100	0	0	0	0
Chestnut Court	38	1	12	4	9
Linden Court	45	3	4	3	4
Mandela Gateway	46	3	9	5	7
Lion Creek Crossings	157	25	98	93	30
Foothill Family	21	2	0	1	1
<b>Total</b>	<b>692</b>	<b>35</b>	<b>180</b>	<b>235</b>	<b>53</b>

### Senior Site Activities

Outreach Efforts/Social Activities	Harrison Towers	Adel Court	Palo Vista Gardens	Total
Wellness Phone Calls	130	20	80	<b>230</b>
Mercy Brown Bags	65	30	35	<b>130</b>
Case Management	2	N/A	N/A	<b>2</b>
Home Management	3	N/A	N/A	<b>3</b>
Home Visits	2	N/A	N/A	<b>2</b>
Benefits/Insurance/Language Support	36	N/A	N/A	<b>36</b>
Birthday Cards	12	4	10	<b>26</b>
Laundry Card Refill	N/A	N/A	22	<b>22</b>
Bingo / Dominoes	42	N/A	0	<b>42</b>

Fun Fridays- Card Games	27	N/A	N/A	27
ESL Classes	7	N/A	N/A	7
iPad Learning Class	7	N/A	N/A	7
Arts & Craft	6	N/A	N/A	6
USOAC Walk Club	N/A	N/A	19	19
Movie Day	9	N/A	N/A	9
OHAPD Brunch(+Bingo)	N/A	N/A	30	30
Thanksgiving Decorations	2	N/A	N/A	2
Thanksgiving Meals(Boston Market)	71	20	23	114
Thanksgiving Food Bag Distribution	N/A	15	30	45
Resident Advisory Committee Meeting	N/A	N/A	12	12

## Food Resources

- Mercy Brown Bags/Produce Bags:** In November, the Mercy Brown Bag program provided sixty-five (65) produce bags to Harrison Towers residents, thirty (30) bags to Adel Court residents, and thirty-five (35) bags to Palo Vista residents. Each Mercy Brown Bag contained a variety of fresh and canned food items as well as protein and baked goods, such as ground beef, pork chops, eggs, cereal, bread, potatoes, celery, mustard greens, tomatoes, apples, strawberries, and oranges. The management team continues to bag groceries and deliver them to residents with mobility issues.





- Thanksgiving Food Bag Distribution:** In November, the Mom & Pop Organization in partnership with City of Refuge in Oakland provided Thanksgiving Food Bags to fifteen (15) seniors at Adel Court and thirty (30) seniors at Palo Vista. The Thanksgiving food bags distributed contained a whole chicken, a dozen eggs, milk, fresh fruits and vegetables, bread, and dry goods.





## Health & Wellness

- **Wellness Checks:** The property management team at Harrison Towers continues to walk the floors every Tuesday of the week to ensure notices left at residents' doors were 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 further check-in on them. In November, the respective management team was able to get in touch with each household, making one hundred thirty (130) wellness calls to Harrison Towers residents, twenty (20) wellness calls to Adel Court residents and eighty (80) 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 would require additional support and/or assistance. This month, residents informed the staff that they were fine and were not in need of any assistance at the time of the call, but knew that if they required additional support, they could reach out to the management office.
- **Birthday Celebrations:** In November, twelve (12) Harrison Towers residents, four (4) Adel Court resident, and ten (10) 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 and Palo Vista Gardens were also provided with a birthday goodie bag and a phone call wishing them a happy birthday. The celebration also consisted of a lunch party with cupcakes. Those celebrating their birthdays expressed much gratitude and appreciation for the phone call and the birthday recognition.





- **Social Activities:** Several social activities were scheduled at Harrison Towers where seniors had the opportunity to socialize. During the month of November, an average of fourteen (14) residents played Bingo three (3) times. Six (6) seniors participated in arts & craft activities, and nine (9) watched a movie in the community center. An average of nine (9) residents gathered three (3) times during the month



for Fun Friday/Mahjong/card games. Seven (7) residents attended the ESL classes and seven (7) attended an iPad Learning class.

At Adel Court, for the month of November there were no attendees for the social activities. Residents expressed interest in resuming the Resident Advisory Meetings to discuss with management their interest in in-person activities, events and fieldtrips.

At Palo Vista, for the month of November, there were four (4) USOAC walk sessions of nineteen (19) participants total.













- **Thanksgiving Celebrations and Decorating Event:** In the spirit of Thanksgiving, two (2) Harrison Towers' residents signed up for a Thanksgiving Decoration event. The seniors decorated the community room with images of pumpkins, turkey and cornucopias as they placed centerpieces on the tables of the Community Room. Six (6) senior residents also painted various Thanksgiving pictures during art and craft class to celebrate Thanksgiving. A Thanksgiving holiday meal was provided to seniors who expressed interest in receiving one; seventy-one (71) meals were passed out for seniors to enjoy.

For Adel Court twenty (20) residents received a Thanksgiving meal from Boston Market in the comfort of their homes.

At Palo Vista, thirty (30) residents were treated to a delicious brunch by the OHAPD. As they enjoyed their food they also had a chance to play Bingo and win prizes. To celebrate Thanksgiving, twenty-three (23) seniors at Palo Vista enjoyed a warm holiday meal, provided by Boston Market. Seven (7) seniors enjoyed their meals in the community center and participated in a raffle. Three (3) winners received a gift card to local fast food restaurants.































- **Resident Advisory Committee Meeting:** on November 14, Palo Vista seniors held a Resident Advisory Committee (RAC) meeting in the Palo Vista Community Room. There were twelve (12) seniors who participated in the meeting. The agenda included a presentation of the Oakland based Senior Fusion 6-month pilot project to help 10 (ten) low-income seniors in Alameda and Contra Costa Counties increase social connectivity to family members and friends using a simple monitor for photo streaming and video calls. The seniors at Palo Vista expressed interest in the program and eight (8) seniors enrolled in the pilot program. Upon the completion of the program, seniors who have reached the program goal will receive up to \$300. OHAPD also attend the meeting and provided insight to seniors regarding the service provided through United States Postal Service to track US mail deliveries. OHAPD provided information on the process for seniors to go online and sign up for the program.





- **Supplementary Services:** This month at Harrison Towers, through appointment-only meetings, the management staff was able to provide thirty-six (36) 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.
- **Resource Guide Booklet:** This month, all sites received the 2023 Oakland Resource Guide printed and passed out by the Asset Management Resident Services Portfolio Administrator. The guide has many resources available to Oakland residents pertaining to Employment, Food Programs, Utility Assistance & Financial Literacy, Legal Assistance, Health, Mental Health, Child Care and Parent Resources, Domestic Violence, Substance Abuse, as well as senior specific resources.
- **Partner Roundtable Discussion:** On November 15, Asset Management resumed the Partner Roundtable Discussion meetings. There were sixteen (16) participants from John Stewart, Acta Non Verba, Project Access, Asian Health Services, and East Bay Asian Local Development Corporation. The meeting allowed all partners to introduce themselves, provide site updates, share resources, and upcoming holiday events. Partners received information from OHA regarding computer upgrades that will occur at Tassafaronga and Keller Plaza. Partners received 2023 Oakland Resource Guide Booklets to provide to residents. The Partner Roundtable Discussions will be held the second (2<sup>nd</sup>) Tuesday of every month in 2023.

### Campbell Village Community Center

Outreach Efforts/Activities	Total
Computer Lab	1
Thanksgiving Meal Distribution	200

- **Computer Lab:** During this month, one (1) Campbell Village resident received assistance in the computer lab to print out documents to apply for unemployment benefits.
- **Thanksgiving Meal Distribution:** For the month of November, Campbell Village hosted their annual Thanksgiving Feed. There were two-hundred (200) attendees. The food consisted of turkey, mashed potatoes, cranberry sauce, greens, bread, pie and more. To spotlight the meal distribution, the local news network, KPIX News Chanel 5, produced a story detailing the successful event at Campbell Village.













### Key to Home Activities

Outreach Efforts/Activities	1242 95 <sup>th</sup>	1733 92 <sup>nd</sup>	2353 E. 24 <sup>th</sup>	2349 83 <sup>rd</sup>	1900 E. 24 <sup>th</sup>	Key to Home Total
Wellness Phone Calls	8	3	4	8	1	<b>24</b>
Socially Distanced Wellness Checks	9	3	3	7	1	<b>23</b>
Services Matching	3	2	2	4	1	<b>12</b>
Conflict Resolution/Mediation	0	0	0	2	0	<b>2</b>
Green Team	2	0	0	0	0	<b>2</b>
Thanksgiving Goodie Bags	6	2	3	6	1	<b>18</b>
Welcome Packet	1	0	0	0	0	<b>1</b>

### Health & Wellness

- Wellness Calls/In-person:** For the month of November, twenty-four (24) residents received wellness calls and twenty-three (23) residents received in-person wellness checks. The wellness checks made by the resident service coordinator and case manager help to alleviate residents' anxiety pertaining to various challenges such as unemployment, mental health, and food support.

- **Services Matching:** During general wellness checks and outreach, the resident service coordinator collaborated with twelve (12) residents to prioritize specific needs and brainstorm on services that fit their mental, physical and social well-being.
- **Conflict Resolution:** the resident service coordinator has been providing mediation to two (2) tenants from the 83<sup>rd</sup> Street property. The property management team has been collaborating with the tenants to assist with conflict resolution around noise complaints, verbal threats, vehicle tampering, and harassing messages.

### Green Team

- **Garbage, Recycle and Compost Training:** On November 2, OHA's Conservation Team, "Green Team", provided a training to residents at the 1242 95<sup>th</sup> Street property where two (2) residents attended. Residents received a training on how to dispose of trash, recycled items, and compost. The two (2) residents that attended the training each received a compost bin and recycling bag. On November 9, 2022, a training for tenants was also scheduled at 2349 83<sup>rd</sup> Street but none of the residents participated.

All tenants at both of the properties received a reminder notice of the following information: the compost, garbage, and recycling pick-up days, what should be disposed in each bin, and contact information for waste management as well as CA Waste Solutions.









### Thanksgiving Event

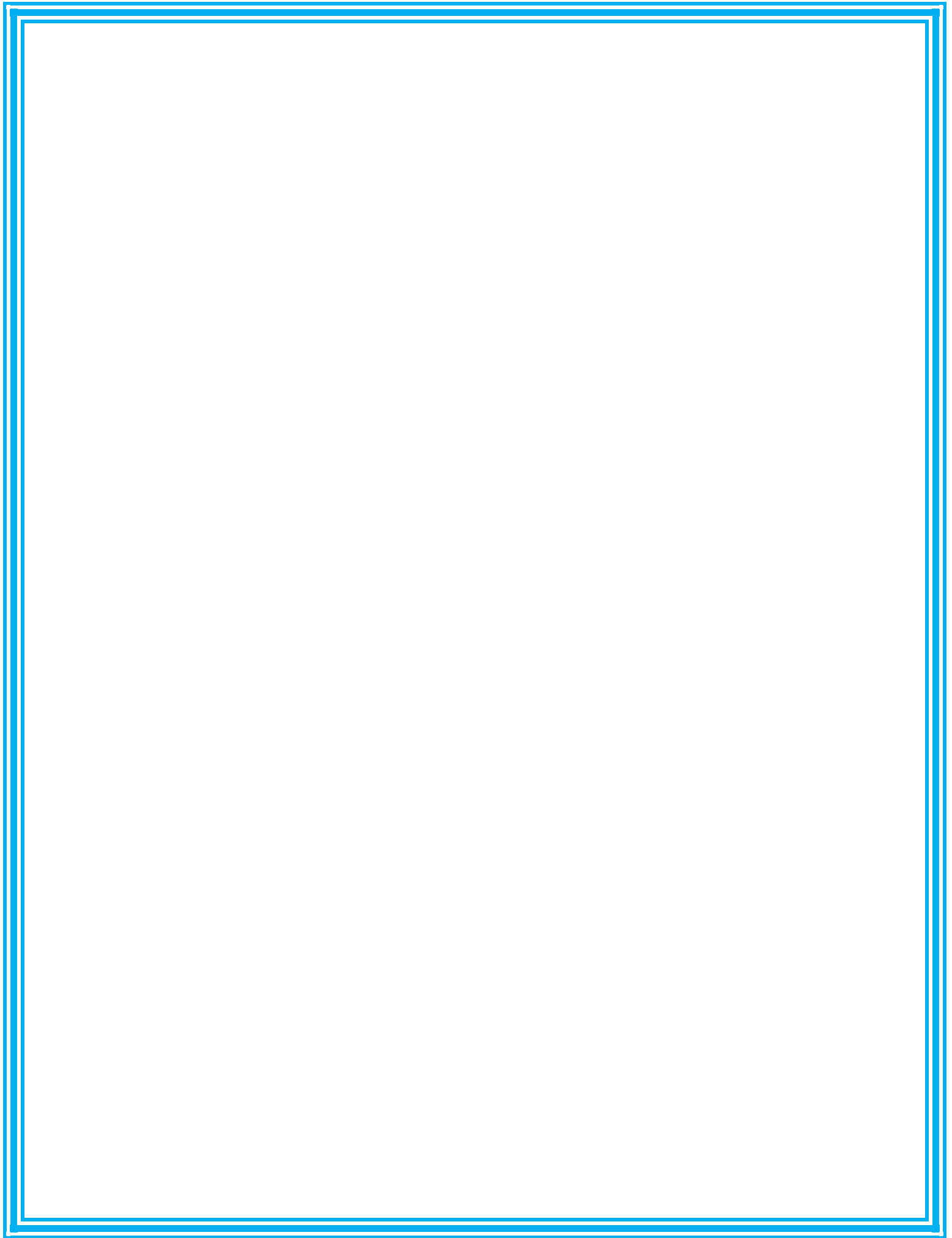
- **Thanksgiving Goodie Bags:** On November 21, the service coordinator and property management team provided eighteen (18) Thanksgiving food bags, throughout the five properties. The Thanksgiving food bags contained a 10-20 pound turkey, two bunches of greens, several canned vegetables, cranberry sauce, boxes of stuffing, scallop potatoes, two gravy packets, dinner rolls, and a pie. All the families were grateful and displayed much gratitude.



### Welcome Packet

- **New Resident:** On November 18, the service coordinator delivered one (1) welcome packet to a newly housed resident. The welcome packet included, among other things: paper towels; bath tissue; dish liquid; laundry detergent; a broom and dustpan; disinfecting wipes; a trash can with bags; hand soap; a 12-piece dish set; and, a 48- piece flatware set amongst other items. The resident was appreciative of the useful supplies he received.









**Oakland Housing Authority**  
**Monthly Status Report**  
**December 2022**



**Section 3 Construction and Non-Construction**

Twenty-four (24) participants are enrolled in the Section 3 program; fourteen (14) are currently working on construction projects and ten (10) are seeking employment.

**Section 3 List**

Number	Trade	Level	Union Affiliation	Work Status
<b>Currently Working</b>				
1-5	Carpentry	Apprentice (1st) - Journeyman	Carpenters, Carpenters 713, Millwright	Fruitvale Transit Project, Green St. Station, W.A. Rose Construction, Oliver Company, BBI BGB, James E. Roberts Obayashi, Country Builders
6	Electrical	Apprentice	Electrical Union	Design Electric
7-10	Laborer	Apprentice (1st) – Journeyman	Laborers, Laborers Local 304	Brooklyn Basin, James E. Roberts Obayashi, Branagh Inc., Plant Construction, Baines Group, Chevron, BBI
11	Cement Mason	Apprentice (1st)	Local 300	Luminart Concrete
12	Laborer	Journey level	Laborers	Ranger Pipelines
13	Cypress Mandela Graduate	Pre-Apprentice	N/A	Non-Union – Cement
14	Welder	Journeyman	Boilermakers	Non-Union – Welding
<b>Currently Seeking Employment</b>				
15	Carpenters Union	Apprentice (Rising Sun Graduate)	Carpenters	Not working
16	Operating Engineers	Journey Level	Operating Engineers – Local 3	Not working
17	Laborers	Journey Level	Laborers	Not Working
18-19	Carpenters	Journey Level	Carpenters	Not working

Number	Trade	Level	Union Affiliation	Work Status
20	Iron Workers	Apprentice (1st)	Iron Worker –Local 378	Not Working
21	Laborers	Journey Level	Laborers	Not Working
22	Carpenters	Apprentice	Carpenters	Not Working
23	Carpenters	Journey Level	Carpenters	Not working
24	Painter	Journey Painter	Painters	Not Working

### Section 3 New Hires (Construction & Non-Construction)

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Declined Offer	Company	Position
Section 3	1	----	----	----	Scaffold Solutions	Journeyman Carpenter
Section 3	1	----	----	----	Dolan Concrete	Journey level Laborer
General Support	4	----	----	----	OHA	Food Prep Assistants
<b>Total</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Hired YTD Total</b>	<b>4</b>

### Section 3 Compliance

FCP received seven (7) employer requests for twenty-five (25) Section 3 opportunities. In addition, five (5) contractors received compliance reports. FCP could not refer residents for these positions because the current list of unionized workers does not possess the necessary qualifications or they are already employed.

One (1) Section 3 participant interviewed with Scaffold Solutions for a Journey Level Carpentry position at the Foon Lok East project.

One (1) Section 3 participant interviewed with Dolan Concrete for a Journey Level Laborer position at the Foon Lok East project.

### Section 3 Compliance

Employer(s)	Trade	Requests	OHA Referrals	OHA Hires	Compliance Reports Issued
J. H. Fitzmaurice & Air Systems Inc	Sheet Metal	9	0	0	1
Nibbi & Dolan Concrete	Cement Mason	2	0	0	1
Nibbi & Dolan Concrete, Nibbi & Nibbi Construction	Laborer	3	1	0	1
Nibbi & Scaffold Solutions	Carpenter	1	1	0	0
Nibbi & PMN Design	Electrician	1	0	0	1
Nibbi & Westates Mechanical Corporation	Sprinkler Fitters	9	0	0	1
<b>Total</b>		<b>25</b>	<b>2</b>	<b>0</b>	<b>5</b>

### Employment and Economic Development

FCP Program	Job Referrals	Job Readiness	Total
FSS	3	0	3
General	16	2	18
ROSS	2	0	2
Section 3	2	0	2
Grand Total	23	2	25

#### Career Readiness Workshops

The Employment Team facilitated several Career Readiness workshops in the Learning Lab at the West District office. Four (4) residents developed their resumes to participate in Winning Wednesday hiring event and one (1) resident completed the Computer Literacy workshop.

Workshops	OHA Participants Attended
Resume/Cover Letter Writing	4
Computer Literacy & Email Knowledge	1
<b>Total</b>	<b>5</b>

### Winning Wednesday Hiring Events

Company	OHA Participants	Community Participants	Total
Job Fair	20	42	<b>62</b>



Job Fair 12/14/22

### General Employment

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
FSS	X	-----	X	Target	Executive Lead
FSS	X	-----	X	Allied Universal Security	Security Officer
<b>Total</b>	<b>2</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	2	109	97	55	39
YEP	1	6	4	7	0

### Career Development and Training

Program	New Enrollment	Completed	Total
Guard Card	2	2	2
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Resident Owned Businesses

Raw Christal – Cosmetology	Brown Sisters Speak – Mental Health
Dress Your Mess	Ashby Market
Services by MSWELLS, LLC	H. Butlers Bar B.Q.
Coco Breeze	Designs by Charmeng
MagicallyMe By Dena	
<b>Total</b>	<b>9</b>

### Financial Literacy

Provider	Enrollment	Completed Modules	Workshop Completed
FDIC Money Smart	3	14	-
Operation Hope	2	-	2
<b>Total</b>	<b>5</b>	<b>14</b>	<b>2</b>

### T-Mobile Tablet Distribution

FCP Program	Chromebooks/Tablets Distributed (Month)	Program Total (YTD)
Education Initiative	0	7
FSS	0	2
ROSS	0	2
General Support	102	112
RAB	1	3
<b>Total</b>	<b>103</b>	<b>126</b>

### T-Mobile Tablet & Chromebook Distribution

One (1) RAB member received a tablet so she could participate in the RAB meeting over Zoom. FCP distributed one hundred and two (102) Chromebooks at the 8<sup>th</sup> Annual Winter Wonderland celebration.

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

- One (1) FSS participant graduated from the Family Self-Sufficiency (FSS) program with \$14,783 in escrow funds. The participant is a full-time building maintenance worker with the Avanath Company. This year he increased his earnings from \$21.00 to \$23.50 per hour. He plans to use \$10,000 to pay off his car loan and deposit the balance into his saving account.
- Three (3) FSS participants increased their credit scores.
- One (1) FSS participant was promoted from District Lead to Executive Lead at Target.
- One (1) FSS participant who has been working towards completing her GED has passed several of her tests and has three (3) more exams to take to obtain her GED.
- One (1) FSS participant completed a HUD-certified Homeownership Training at Operation Hope.
- One (1) FSS participant was referred to Family Paths for mental health counseling support. The participant shared with the FSS coordinator her struggle with depression and raising her children.
- Twenty-two (22) FSS participants received a quarterly contact to review and update their Individual Training Service Plans (ITSP) for program graduation. In addition, three (3) FSS participants are within six (6) months of graduation and have met with their Coordinator to prepare for their graduation.
- Five (5) FSS participants received a holiday food bag through the pantry.



### **Family Self-Sufficiency**

Program	Total	New Enrollees	Escrow Accounts	Graduates	Escrow Disbursed	Termination or Exits	Escrow Forfeited	Escrow Transferred (RHA)
Section 8	127	0	82	1	\$14,783.56	1	\$0	0
PH	12	0	4	0	0	0	0	0
FUP-Youth	12	0	5	0	0	0	0	0
<b>Total</b>	151	0	91	1	\$14,783.56	1	\$0	0

### Family Unification Program (FUP) Youth

Applicants	Current Participants	New Enrollments (Current Month)	Transitioned to FSS	Program Exits To Date	Program Enrollments To Date
0	7	0	12	11	30

### Youth and Education

#### Promise Plus Program – Enrollment and Engagement

The Education Team enrolled eighteen (18) new students into Promise Plus, and thirteen (13) have completed their Individual Student Success Plan (ISSP).

#### Promise Plus Program

OUSD Schools	Previous Students Enrolled	New Enrollments	Total Enrollment
Prescott Elementary	16	0	16
Martin Luther King, Jr.	16	0	16
Lockwood Steam Academy	20	0	20
Markham Elementary	12	2	14
West Oakland Middle	24	0	24
Westlake Middle	2	2	4
Elmhurst Middle	5	1	6
Frick Impact Middle	19	0	19
McClymonds High	10	3	13
Oakland High	2	1	3
Fremont High	4	3	7
Castlemont High	12	1	13
Non-Partner Schools	49	5	54
<b>Total</b>	<b>191</b>	<b>18</b>	<b>209</b>

#### Promise Plus Family Holiday Celebration

On December 14, 2022, the Education team hosted an in-person Promise Plus Family Holiday Celebration with the enrolled families to encourage their program participation throughout the school year and to celebrate the youth success. In addition, families enjoyed a catered meal, a family Christmas portrait and they got to make Christmas cards together as family.

This semester, forty-three (43) Promise Plus students achieved perfect attendance and ten (10) of them attended the holiday celebration event where they were recognized for their perfect attendance. The students received a certificate and a gift card for their accomplishments while the parents got the opportunity to be enter into a raffle to win a prize. Forty (40) residents attended.





### Promise Plus Student Highlight

A senior at Castlemont High School was acknowledged for achieving perfect attendance and increasing her GPA from 1.87 to 3.24 since enrolling into the Promise Plus Program.



### OUSD School Site Events

#### *Elementary School*

- On December 13, 2022, Prescott Elementary School hosted its monthly family appreciation event with a holiday meal served. Each student received a holiday toy and parent volunteers were recognized for their service dedication at the school. The students with perfect attendance, student of the month and most congenial students received awards from the school principal. In addition, FCP provided the school with colored printed certificates to issue to the students.



#### *High School*

- Eight (8) graduating high school seniors submitted a Public Housing Authorities Directors Association (PHADA) scholarship application. The education team assisted students in the computer lab with completing the PHADA scholarship application and editing their essay.
- FCP staff served on a review panel to select the top two (2) applications to be entered into the national scholarship competition.

### OUSD School Site Meetings and Tutoring Services

- The Education team attended fourteen (14) weekly COST/Attendance team meetings at partner school sites.

#### **CEP Tutoring Referrals**

Referrals	In-Progress	Assigned Tutor	Total Assigned Tutor (YTD)
0	0	15	59

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

ROSS Coordinators met with fifty-four (54) ROSS and general support participants to assess program participants' needs and provide them with supportive services and community resources.

## ROSS Program

Program	ROSS Participants	New Enrollees (Month)	YTD (Exits)
Public Housing	149	0	4

### Senior Services

One hundred (100) senior participants from Peralta Village, Lockwood Gardens, Palo Vista Gardens, and Campbell Village received a Seniors Connect newsletter. The seniors received a tote bag filled with crafts to make color-your-own Christmas decorations, which included a stocking, ornament, and snowman.



The December Seniors Connect Newsletter “Christmas” edition included tips for seniors to keep safe in this inclement weather, OHA’s website on resources for Older Adults, and the contact information for their ROSS Coordinators. The newsletter also showcased seniors who completed their art projects in November.

This program allows senior participants to expand their creative growth, promote stress relief, bolster memory, and stimulate an optimistic attitude. Seniors have expressed gratitude for the Art & Craft kits and the Seniors Connect Newsletter.

### Senior Lunch “Grab and Go” Hot meals – Peralta Village

Twenty-five (25) Peralta Village seniors participated in the “Grab and Go” Spectrum hot meal program. Three-hundred and eight (308) hot meals were provided to seniors. In addition, each participant received weekly educational materials and resources from Spectrum.

### Senior Lunch Delivery Program

	Monthly Total	YTD
“Grab & Go” Hot Meals	308	3,995

### Special Programs

#### Emergency Housing Voucher Welcome Kits

FCP issued twenty-two (22) Emergency Housing Voucher Welcome Kits in December.

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

Six (6) FYI Participants attended a briefing and housing search workshop. The workshop participants received an overview of the rental market, coaching to address housing barriers, effective landlord communication techniques, and other housing search tools.

### OHA Foundation 8<sup>th</sup> Annual Toy Drive

On December 21, 2022, the Oakland Housing Authority Foundation hosted our 8<sup>th</sup> Annual Winter Wonderland Celebration at the Service Center. This event was a collaborative effort with OHAPD, FCP, and Property Operations. OHA Commissioner, William Mayes and three (3) RAB member volunteered at the event. Over three hundred (300) youth received a toy, and one hundred and two (102) youth over the age of twelve (12), received a Chromebook. Families enjoyed the festive winter wonderland atmosphere with games, raffles, arts and crafts, movies, and light refreshments. Some families took advantage of the selecting a coat from the coat donation from Clorox company.



### **Health and Wellness**

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

In partnership 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 Door Dash.

Door Dash 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.

#### **Food Pantry**

Support Items	Lockwood Garden	Peralta Village	Door Dash
Food Bank (Food bags)	61	75	53
Semi Freddi's bread donation	75	75	0

#### **Food Assistance**

	Spectrum Grab & Go	Peralta Village	Lockwood Gardens	Door Dash Pantry	Total
Food bags provided	0	75	61	53	<b>189</b>
Senior Lunches	308	0	0	0	<b>308</b>
Total residents served	25	151	159	98	<b>433</b>

### Zoom on the Move Virtual Workshops

Organizations	Number of Sessions (Month)	Number of Participants (Month)
FSS Orientation	2	1
<b>Total</b>	<b>2</b>	<b>1</b>

### Homeownership

The homeownership program coordinator assisted two (2) current homeowners with resolving mortgage payment challenges.

### Participants Pre-qualified for Homeownership

Voucher Size	# Families Searching	Average Household Income	Average Loan Amount
1 Bedroom	N/A	N/A	N/A
2 Bedrooms	2	\$44,600	\$400,000
3 Bedrooms	1	\$28,692	\$365,000
4 Bedrooms	N/A	N/A	N/A

### Homeownership Applicants

Homeownership Eligibility	Approved for Mortgage	Executed Purchase Contract/In Escrow	Closings	Homes Purchased (YTD)	Homes Purchased Outside of Oakland (YTD)
21	3	0	0	1	0

### Homeownership Program

Current Homeowners	Total Homes Purchased (Since 2004)	Program Terminations (YTD)	Program Graduates (YTD)	Pending Refinance	Total Homes Refinanced (YTD)
80	121	0	1	1	1

### Civic Engagement

#### OHA Resident Advisory Board (RAB)

- There was no scheduled Resident Advisory Board meeting this month due to the holidays.
- Two (2) RAB members attended the RAB agenda planning committee meetings.
- Three (3) RAB members volunteered for the OHA's Winter and Wonderland

	RAB committee meetings	RAB Meetings	Volunteers	Total
OHA Residents	2	0	3	5
Non-OHA Residents	0	0	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>5</b>

## Site Services

### Household Cleaning Kits

Participant Request	Issued
13	13

### Site Intervention and Service Referrals

The Site Intervention team engaged with fifty (50) referred households and continued providing services to twenty-seven (23) previously referred families. Forty-three (43) referrals were completed. Referred families received counseling and supportive services in housing search, lease compliance, domestic violence, health, and mental health.

### Site Intervention

Development	Rent	HQS	Lease Comp.	Supportive Services	Housing Search	Completed	Completed YTD
Lockwood	0	0	9	2	0	11	42
Peralta	2	2	2	5	0	9	64
Deep East (9)	0	0	0	2	0	0	7
East (10)	0	0	0	0	0	0	7
Fruitvale (11)	2	0	0	0	0	2	14
San Antonio (12)	0	0	0	1	0	1	3
West (13)	1	1	0	1	1	1	13
North (14)	0	1	2	1	0	4	29
Asset Management	0	0	0	1	0	0	0
Leased Housing	1	4	0	11	27	15	97
OHAPD	0	0	0	0	0	0	1
<b>Total</b>	<b>6</b>	<b>7</b>	<b>13</b>	<b>24</b>	<b>28</b>	<b>43</b>	<b>277</b>

## **Leased Housing Department- December 2022 Report**

### **2011 Housing Choice Voucher Wait List**

There are a total of **303** applicants on the waitlist. OHA has reconciled its purged records for a final applicant list.

### **Virtual briefings FY22**

IE Virtual Briefing Dates	# of families invited	# of families attended
July 2021	120	106
August 2021	86	81
September 2021	58	53
October 2021	61	49
November 2021	37	34
December 2021	64	62
January 2022	44	39
February 2022	46	43
March 2022	64	62
April 2022	94	79
May 2022	130	121
June 2022	92	79
July 2022	76	67
August 2022	30	33
September 2022	30	24
October 2022	56	48
November 2022	62	51
December 2022	36	35

### **OAHPI Intake**

Intake date	# of families invited	# of families attended	# of families removed from waitlist	# Referred pending
August 26, 2021	24	14	0	1
October 14, 2021	95	59	7	3
November 18, 2021	30	10	1	7
December 16, 2021	138	77	2	11
January 27, 2022	164	82	39	29



April 2022	N/A	0	0	22
May 2022	N/A	0	0	5
June 2022	0	0	0	5
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	62	5

\*Intake appointments scheduled on 8/4

### **PBV to HCV Activity**

- Thirty-Five families remain on the Request List.

### **2014 Public Housing Wait List**

Intake date	# of families invited	# of families attended	# of families removed from waitlist	# Referred pending
July 2021	0	0	0	2
August 2021	0	0	0	1
October 2021	151	38	25	0
Dec 2, 2021	89	7	82*	13
February 10, 2022	100	19	0	0
March 24, 2022	100	29	0	7
April 28, 2022	0	0	0	6
May 2022	154	105	139*	8
June 2022	0	0	0	2
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

\*no show 2<sup>nd</sup> intake appointment

### **Waitlist Openings:**

Leased Housing and Office of Property Operations are planning to open the Public Housing waitlists for Lockwood and Peralta in January 17-32, 2023. OHA staff from OPO, LH and FCP will provide drop in

assistance at our operation offices at 65<sup>th</sup> Ave, Union Street and 1540 Webster. Computers will be available for use and staff available to assist the public.

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## **Summary Report**

**November 2022**

**December 2022**

### **Eligibility**

#### **Waitlist Activities and Port-in**

• Intake appointments scheduled 2011 waitlist	0	0
• Intake appointments attended 2011 waitlist	0	0
• Briefing and voucher issued for applicants from 2011 wait list and Mainstream	0	0
• Intake, Briefing and voucher issued for Port-In and Survivor vouchers/FUP	0	4

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

• New Move-in Intake and briefing PBV/TPV	5	6
• Relocation vouchers issued for OAHPI Households	0	0

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

Intake, briefing and voucher issued:

• HUD VASH	2	4
• Mod Rehab/S+C to Section 8	3	0
• Intake, briefing: Local Programs/ PACT	0	11

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

• Intake	21
• Processing for Eligibility	116
• Referred Households	9

<b>Total new vouchers issued (tenant &amp; unit based)</b>	<b>10</b>	<b>23</b>
<b>Denial of Admission/Withdrawals</b>	<b>0</b>	<b>96</b>

### **Owner Services**

#### **Initial Inspections**

• Move-in inspections	163	160
• Passed Inspections	99	82
• New contracts (new, transfer, port-ins)	132	117

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## **Summary Report**

**November 2022**

**December 2022**

### **Rent Increases**

• Rent increases requested	869	856
• Rent increases approved	641	790
• Rent increases denied/declined	200	54
• Rent increases pending review/HQS	28	25

### **Annual Inspections**

• Total number of Annual Inspections performed	318	444
• Number of annual inspections passed	93	152
• Failed with owner and tenant items	137	171
• Inspections rescheduled, vacant, or cancelled	50	77
• No Shows	38	44

### **Reasonable Accommodations**

• Total number of requests received	22	24
• Total number approved	13	7
• Total number pending	11	10
• Total number denied	8	7

### **Occupancy**

• Total annual recertification scheduled	278	303
• Total annual recertification's completed	206	152
• Total interim recertification's completed	210	134
• Transfer voucher within Oakland	33	34
• Portability vouchers issued	19	14
• Total no. of transfer vouchers issued	52	48
• Total no. of Decisions to Terminate Assistance	14	29
• Total Meet & Discuss appointments	0	0
• Resolution cases	108	77

### **Special Programs**

• Interims completed	92	41
• Recertification's completed	119	85
• Field recertification's	1	0
• Transfer port vouchers issued	19	8

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## **Summary Report**

- Resolution cases
- Files to CGI

### **November 2022**

111  
3

### **December 2022**

114

## **Program Terminations**

- Informal Hearings held
- Termination upheld
- Termination reversed
- Pending outcome
- Requests for Executive Review
- ER Termination upheld
- ER Termination reversed
- ER Outcome pending

4  
0  
1  
4  
0  
0  
0  
2

3  
3  
0  
2  
0  
0  
0  
0

## **Customer Service**

- Walk in visitors
- 1540 Leased Housing main phone line
- Avg. calls/day to Customer Service

142  
2,706  
150

387  
686  
134

## **LEP Calls**

- Cantonese/Mandarin
- Spanish
- Vietnamese

99  
24  
10

31  
13  
1

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

### **VASH**

OHA has a total allocation of 526 VASH vouchers and 306 leased. OHA received 4 new referrals. OHA approved a conditional award of 18 vouchers to the Lake Park affordable housing project and 8 vouchers were awarded to 285 12<sup>th</sup> Street.

### **Mainstream**

OHA has a total allocation of 212 Mainstream vouchers (MS5/MS28), 183 utilized and 6 searchers. On July 8<sup>th</sup>, OHA submitted a funding request for 50 additional Mainstream and \$500 per awarded voucher for extraordinary administrative fees.

On December 19, 2022, OHA received notification its application per PIH Notice 2022-19: Mainstream Vouchers – Non-Competitive Opportunity for Additional Vouchers

Authorized by the CARES Act and Extraordinary Administrative Funding 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 HUD's 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 March 15, 2022, President Biden signed the Consolidated Appropriations Act, 2022 (P.L. 117-103) in law. The Act appropriated \$200 million for new incremental vouchers pursuant to a method, as determined by HUD, which may include a formula that may include such factors as severe cost burden, overcrowding, substandard housing for very-low -income renters, homelessness, and administrative capacity. The Act further provides HUD with the discretion to specific additional terms and conditions for the use of these vouchers to ensure that PHAs provide vouchers for use by:

- Survivors of domestic violence or
- Individuals and families who are homeless, as defined in section 103(a) of the McKinney Vento Homeless Assistance Act, or at risk of homelessness

**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 58 unabsorbed OHA participant families living in the jurisdiction of another housing authority. The majority are living in the following jurisdictions: Contra Costa County, Alameda County, City of Alameda, Berkeley, and Richmond.

The Housing Authority of Alameda County and Contra Costa Housing Authority are absorbing all port in program participants. OHA has a MTW activity that restricts portability to neighboring PHA's within 30 miles of OHA unless the receiving PHA is absorbing the voucher or family has one of 11 exceptions. Exceptions include emergency VAWA cases, employment, reasonable accommodations and educational needs.

### **Emergency Housing Vouchers**

The Department of Housing and Urban Development (HUD) allocated \$5 billion in American Rescue Plan (ARP) funds for emergency housing vouchers that will assist individuals and families who are experiencing or at risk of experiencing homelessness. The \$5 billion funding gives communities the resources needed to help eligible households find and remain in housing. HUD estimates that these Emergency Housing Vouchers (EHVs), alongside resources provided by the CARES Act, could help house 130,000 households nationwide.

In May 2021, HUD awarded the Oakland Housing Authority 515 EHVs. OHA will work in partnership with its local Continuum of Care, the Coordinated Entry System and other local Public Housing Authorities to advance and improve the housing outcomes of individuals most impacted in Alameda County.

In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories:

- Homeless
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

The EHV program is a direct referral program. Alameda County Coordinated Entry will send direct applicant referrals for Emergency Housing Vouchers to OHA. OHA will conduct eligibility screening and inspect all units. OHA also received Administrative fees for activities related to assisting EHV applicants with leasing units. OHA is working closely with Alameda County PHAs and the Continuum of Care to finalize a joint Memorandum of Understanding. OHA has convened an EHV work team who are collaborating with other local PHAs, County staff and a community partner to prepare a standardized application, workflow and SOP's. HUD has also provided administrative fee funding for a number of



activities to assist with leasing such as landlord incentives, security deposits, “speed” leasing bonus and care packages for new residents. The program launched late July 2021. The EHV dashboard is available on the website [www.oakha.org](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	427	105	47	23

### **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 are 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.

Prior to FY23, the Department only used data from the U.S. Census Bureau’s 5-year American Community Survey (ACS) to estimate mover rents. Last year, the Census Bureau announced it would not publish ACS data due to the impacts of COVID-19 pandemic on data collection and concerns with data integrity.

For FY23, HUD used six private sector data sources to estimate changes in FMRs to address a temporary data availability challenge and to align with market conditions. HUD states this methodological change is only applicable to FY23 FMRs.

Across all bedroom sizes, the FY 2023 FMRs published for the Oakland-Fremont Metro FMR Area increased from the amounts published in the FY 2022 FMRs. The table below details the FMRs and the dollar amount difference from a year ago.

<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 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**

Leased Housing has launched a new owner webinar series.

1st webinar topic: Oakland Housing Authority Owner Benefits Programs

Date: Friday September 30, 2022 at 10:00am

82 owners attended

The 2<sup>nd</sup> workshop is scheduled for October 10, 2022- Project Based Voucher In-Service for owners and property management companies

### **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 \$39,471.70 in vacancy loss to 3 owners. Units had an average vacancy period of 90 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 56 owners a \$1,000 bonus/\$56,000.

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 66 owners a total \$72,567. Total includes 12 HCV and 54 EHV owners.

#### **New Contracts Entered for Owner Payment December 2022**

PBV	26
Section 8	56
HUD VASH	2
TRA/Shelter Plus	4
Mod Rehab	0
Other	0
Contracts Entered for Payment	88

#### **Project Based Vouchers**

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

95th and International - Anticipated January 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 16 client interactive/warning meetings, processed 10 owner notification letters, resolved 10 late rent notices, resolved 76 resolution cases and processed 20 proposed termination notices. Additionally, the team assigned 3 police reports. There were \$9,242.00 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 856 rent increase requests. There were 387 Housing Choice Vouchers completed. A total of 457 were Project Based Vouchers and Mod Rehab completed. The average rate of increase was 8% and average amount approved was \$150.

### **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	17-20	Homeless Youth Ages 18-24 who are homeless or at-risk of homelessness and exiting the foster care or juvenile justice system	First Place for Youth	First Place for Youth
City of Oakland – HSD - CHS	20-40	Families experiencing homelessness, at risk of homelessness or victims of domestic violence	Building Futures for Women & Children	Building Futures for Women & Children

## **Building Bridges**

The Building Bridges Program is a result of recommendations from the Board of Commissioners Ad Hoc Special Needs committee whose purpose was to identify special needs populations who will benefit in securing stable short term local housing assistance. Two pilot programs were implemented: the first serving Emancipated Foster Youth participating in the THP+ program, and the second serving CalWORKs participants participating in County short term housing assistance program. Through systems alignment, Alameda County Social Services Agency and, First Place for Youth in partnership with OHA will ultimately improve the effectiveness of the delivery of assistance programs and services to low-income households by allocating scarce resources more effectively, leveraging other public and private resources, and institutionalizing best practices.

## **CalWORKs**

CalWORKs Building Bridges program, provides a stable shallow housing subsidy (1-2 years) for Social Services Agency clients who are actively engaged in a plan to achieve self-sufficiency, specifically employable, formerly homeless CalWORKs clients.

An average of 50 families per month will receive an average of \$1,500 per month local rental assistance from OHA. Contract term is 5 years. Costs to not exceed \$5,000,000 over the five-year term; with \$1,000,000 budgeted annually. Reasons for denial: Incomplete information, client exited from Housing Support Program by County, client request, non-compliance with CalWORKs program, or no inspection requested or passed.

Available	Referrals received	Households subsidized	Households in eligibility process/inspection
50	38	17	8

## **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	21



### Local Housing Assistance Program/Single Room Occupancy – LHAP/SRO

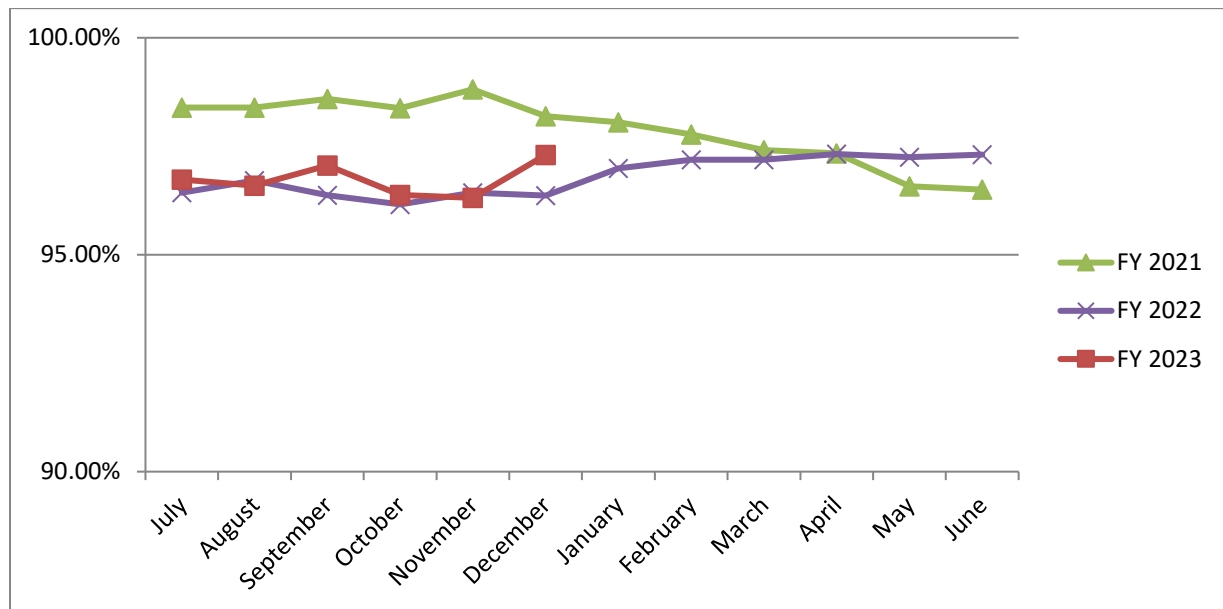
As of November 2022 TOTALS	Total Units	Vacant or Non- Eligible Units	Eligible Units	Subsidy Per Unit
	311	120	190	\$897

- All properties will receive subsidy increase based on FY23 HUD Fair Market Rents.

## Property Operations Department

### Occupancy Report

#### Public Housing Occupancy Rates - TOTAL PORTFOLIO 97.3%



#### All Authority Public Housing Units

Month	Occupancy Rate
January 2022	96.99%
February 2022	97.19%
March 2022	97.19%
April 2022	97.32%
May 2022	97.25%
June 2022	97.31%
July 2022	96.73%
August 2022	96.59%
September 2022	97.06%
October 2022	96.38%
November 2022	96.31%
December 2022	97.30%

### Authority Managed Public Housing Units

Development	Total Units	Non-dwelling Units/Exempt	Available Units	Occupied Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Lockwood Gardens	372	3	369	356	10	0	3	95.12%	96.48%
Peralta Villa	390	2	388	380	4	1	3	97.16%	97.94%
<b>Total</b>	<b>762</b>	<b>5</b>	<b>757</b>	<b>736</b>	<b>14</b>	<b>1</b>	<b>6</b>	<b>96.17%</b>	<b>97.23%</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	240	7	1	6	14	89.18%	89.55%
East	258	0	258	232	10	5	4	7	89.15%	89.92%
Fruitvale	270	3	267	260	6	0	0	1	97.38%	97.38%
San Antonio	244	4	240	230	8	0	1	1	95.83%	95.83%
West	231	0	231	209	12	8	1	1	90.04%	90.48%
North	239	0	239	231	4	2	0	2	95.82%	96.65%
<b>Total</b>	<b>1,520</b>	<b>17</b>	<b>1,503</b>	<b>1,402</b>	<b>47</b>	<b>16</b>	<b>12</b>	<b>26</b>	<b>92.88%</b>	<b>93.26%</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	10	1	3	2	0	0	4	63.16%	57.89%

### Recertification Report

### Authority Managed Public Housing Units

Development	Completed Annual Recertifications	Recertifications/ Outstanding	Recertifications/ Legal	Current Month Backlog
Lockwood Gardens	13	5	3	2
Peralta Villa	3	4	2	2
<b>Total</b>	<b>16</b>	<b>9</b>	<b>5</b>	<b>4</b>

## **Tenant Rent Collections**

### **Authority Managed Public Housing Units**

<b>Development</b>	<b>Charged</b>	<b>Collected</b>	<b>Percent Collected</b>
Lockwood Gardens	\$157,703	\$116,138	73.64%
Peralta Village	\$148,049	\$113,816	76.88%

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

<b>Portfolio</b>	<b>Charged</b>	<b>Collected</b>	<b>Percent Collected</b>
Deep East	\$517,337	\$458,296	88.59%
East	\$564,780	\$488,293	86.46%
Fruitvale	\$651,370	\$583,396	89.56%
San Antonio	\$533,899	\$485,763	90.98%
West	\$480,072	\$400,717	83.47%
North	\$568,703	\$481,925	84.74%

## **Tenant Accounts Receivables**

### **Authority Managed Public Housing Units**

<b>Development</b>	<b>0-30 Days</b>	<b>31-60 Days</b>	<b>61-90 Days</b>	<b>90+ Days</b>	<b>Prepays</b>	<b>Total TARs</b>
Lockwood Gardens	\$95,778	\$81,511	\$0	\$733,023	(\$75,774)	\$834,538
Peralta Villa	\$79,352	\$65,121	\$0	\$426,414	(\$53,525)	\$517,361

\* Includes Current and On-Notice Tenant Rent and Misc. charges.

### **OAHPI Project Based Section 8 Units Tenant Rent**

<b>Portfolio</b>	<b>0-30 Days</b>	<b>31-60 Days</b>	<b>61-90 Days</b>	<b>90+ Days</b>	<b>Prepays</b>	<b>Total TARs</b>
Deep East	\$76,949	\$87,927	\$21,542	\$1,348,550	(\$46,268)	\$1,488,699
East	\$103,487	\$92,257	\$1,381	\$1,716,849	(\$60,350)	\$1,853,624
Fruitvale	\$99,340	\$87,629	(\$5,290)	\$1,027,333	(\$72,311)	\$1,136,702
San Antonio	\$59,981	\$52,089	(\$4,728)	\$598,818	(\$95,297)	\$610,863
West	\$91,955	\$69,581	(\$4,119)	\$713,745	(\$70,737)	\$800,426
North	\$82,499	\$74,640	(\$3,430)	\$644,950	(\$142,685)	\$655,974

\* Includes Current and On-Notice Tenant Rent and Misc. charges.

### **OAHPI Project Based Section 8 Units Housing Assistance Payments (HAP)**

<b>Portfolio</b>	<b>0-30 Days</b>	<b>31-60 Days</b>	<b>61-90 Days</b>	<b>90+ Days</b>	<b>Prepays</b>	<b>Total HAP Owed</b>
Deep East	\$44,143	\$41,917	\$1,966	\$546,241	\$0	\$634,267
East	\$40,730	\$38,005	\$0	\$580,431	\$0	\$659,166
Fruitvale	\$28,977	\$28,857	\$2,453	\$561,454	(\$202)	\$621,539
San Antonio	\$26,784	\$33,948	\$2,131	\$570,132	(\$6,945)	\$626,051
West	\$45,557	\$35,514	\$2,787	\$669,339	(\$1,665)	\$751,532
North	\$42,662	\$46,397	\$2,201	\$643,655	(\$1,443)	\$733,473

\* 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	\$506	\$223	\$25	\$98,992	(\$5,352)	\$94,394
Peralta Villa	\$1,127	\$1,127	\$1,284	\$59,065	(\$3,831)	\$58,772

\*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	\$2,376	\$2,376	\$0	\$417,626	(\$18,439)	\$403,938
East	\$0	\$4,586	\$0	\$296,253	(\$20,711)	\$280,128
Fruitvale	\$818	\$0	\$575	\$162,572	(\$19,821)	\$144,144
San Antonio	\$1,463	\$1,591	\$0	\$219,872	(\$8,194)	\$214,732
West	\$3,294	\$3,563	(\$1,311)	\$83,516	(\$26,829)	\$62,233
North	\$3,370	\$1,881	\$0	\$417,516	(\$18,399)	\$404,368

\*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	\$296,694	(\$7,848)	\$288,847
East	\$0	\$0	\$516	\$302,265	(\$13,171)	\$289,610
Fruitvale	\$0	\$0	\$1,173	\$132,039	(\$3,379)	\$129,832
San Antonio	\$6,416	\$3,937	\$2,672	\$137,336	(\$7,114)	\$143,247
West	\$2,948	\$2,948	\$1,311	\$159,440	(\$2,806)	\$163,841
North	\$297	\$5,337	\$586	\$188,564	(\$3,994)	\$190,790

\* Past and Evicted tenants

## Work Order Report

### Work Order Report - Authority Managed Public Housing Units

Development	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Lockwood Gardens	372	269	215	204	280
Peralta Villa	390	43	214	205	52
<b>Total</b>	<b>762</b>	<b>312</b>	<b>429</b>	<b>409</b>	<b>332</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	300	173	152	321
East	278	243	210	139	314
Fruitvale	270	119	191	171	139
San Antonio	244	113	165	157	121
West	231	220	125	110	235
North	239	244	167	114	297
<b>Total</b>	<b>1,540</b>	<b>1,239</b>	<b>1,031</b>	<b>843</b>	<b>1,427</b>

### Legal Report

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

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Jan-22	0	0	0	\$ -
Feb-22	0	0	0	\$ -
Mar-22	0	0	0	\$ -
Apr-22	0	0	0	\$ -
May-22	0	0	0	\$ -
Jun-22	0	0	0	\$ -
Jul-22	0	0	0	\$ -
Aug-22	0	0	0	\$ -
Sep-22	0	0	0	\$ -
Oct-22	0	0	0	\$ -
Nov-22	0	0	0	\$ -
Dec-22	0	0	0	\$ -

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

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Jan-22	0	0	0	\$ -
Feb-22	0	0	0	\$ -
Mar-22	1	0	0	\$ 4,024.00
Apr-22	0	0	0	\$ -
May-22	1	0	1	\$ 51,975.52
Jun-22	0	0	0	\$ -
Jul-22	0	0	0	\$ -
Aug-22	0	1	1	\$ 12,020.70
Sep-22	0	0	0	\$ -
Oct-22	0	0	0	\$ -
Nov-22	1	0	1	\$ 21,655.00
Dec-22	0	0	0	\$ -



## **Resource Conservation Community Engagement and Outreach**

### **Authority Managed Public Housing Units**

Development	Site Assessments	Resident Contact	Flyer Outreach
Lockwood Gardens	4	0	356
Peralta Villa	6	0	380
<b>Total</b>	<b>10</b>	<b>0</b>	<b>736</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	19	24	10	240	1
East	20	22	0	242	0
Fruitvale	22	24	0	260	0
San Antonio	31	48	0	230	0
West	18	24	0	209	0
North	29	47	2	231	0
<b>Total</b>	<b>139</b>	<b>189</b>	<b>12</b>	<b>1,412</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	6	\$35,745	\$35,745
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	Assistance Processing	Number of Residents	Assistance Received	Total Dollars
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	<b>Processed to Date</b>		<b>Paid to date</b>		
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**

<b>Portfolio</b>	<b>Alameda County</b>	<b>BACS</b>	<b>City of Oakland</b>	<b>EDC</b>	<b>Total Dollars</b>
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**

<b>Portfolio</b>	<b>Alameda County</b>	<b>BACS</b>	<b>City of Oakland</b>	<b>EDC</b>	<b>Total Dollars</b>
Lockwood Gardens	\$0	\$0	\$9,937	\$0	\$9,937
Peralta Village	\$0	\$562	\$7,238	\$0	\$7,800

# Capital Improvement Department

## Unit Renovations

	OHA	OAHPI
Units Completed and Returned to OPO in December	7	4
Units Received From OPO in December	1	4
Units Completed in Fiscal Year 2022-23 To Date	26	43

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 December:

- 1119 66th Ave.
- 1263 65th Unit D
- 6536 Fenham St.
- 1254 65th Ave.
- 6514 Eastlawn
- 1228 65th Ave.
- 843 Poplar Way
- 1486 77th Ave. #3
- 1323 McArthur #5
- 2219 E. 22nd St. #1
- 3025 MLK #3
- 1248 E. 34th St. under slab sewer line replacement
- 11 double cleanout installations
- 11 cold water valve installations

### In the Preconstruction/Construction Process:

- 1248 34th Avenue soft story seismic retrofit
- 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 Nspire prep
- Lockwood Gardens exterior rehab

#### 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:

<b>Project Address:</b>	620 17 <sup>th</sup> St. & 570 16 <sup>th</sup> St.	<b>Affordability Targeting:</b>	30-60% of AMI
<b>Project Type:</b>	Acquisition/Rehabilitation	<b>Architect:</b>	Okamoto-Saijo Arch.
<b>Number of Units:</b>	151	<b>General Contractor:</b>	BBI Construction Inc.
<b>PBVs:</b>	149	<b>Property Management:</b>	John Stewart Co.
<b>Target Population:</b>	Low-Income Seniors	<b>Total Development Cost:</b>	\$86.4MM

## Permanent Funding Sources:

• Tax Exempt Perm Loan:	\$23,600,000	• OHA Ground Lease Loan	\$599,901
• Seller Carryback Loan:	\$34,400,000	• Release of Forward Commit. Fee:	\$472,000
- Accrued/Deferred Interest:	\$1,729,173	• Deferred Developer Fee:	\$5,449,437
• OHA Sponsor Loan	\$15,000,000	• GP Equity	\$100
		• Tax Credit (LP) Equity	\$44,967,088

## OHA Board Authorizing Resolutions:

- No. 4696, 07/25/16: Okamoto-Saijo Architecture Contract
- No. 4728, 07/27/17: BBI General Contractor Contract
- No. 4743, 04/03/17: Overland Pacific & Cutler Relocation Contract
- No. 4767, 08/28/17: HUD Section 18 Disposition and PBV Award
- No. 4801, 04/09/18: Okamoto-Saijo Architecture Budget Increase
- No. 4803, 06/04/18: BBI General Contractor Contract Amendment
- No. 4837, 09/24/18: OHA as Development Partner and Option to Lease Land & Improvements
- No. 4838, 09/24/18: Creation of New OAHPI Development Corporation
- No. 4848, 02/11/19: Section 18 Disposition and Financing and Withdrawal of OHA Development LLC from Partnership
- No. 4869, 05/13/19: Substitute RAMP for OAHPI in RHI Oak Groves LLC and Execute County Environmental Land Use Covenants
- No. 4880, 07/22/19: Amend Resolution 4848 to Update Financing
- No. 4890, 10/14/19: OHA as Co-Guarantor with RAMP and Unit Count Confirmation
- No. 4898, 12/09/19: Add California Bank & Trust as Co-lender
- No. 4899, 12/19/19: Amend Resolution 4898 to Remove California Bank and Trust as Co-lender and Reapprove US Bank as Sole Lender

**Affiliate Board Authorizing Resolutions:**

- No. 19-001, 07/09/19: Secure Financing
- No. 19-002, 07/09/19: Secure Financing, Implement Rehabilitation, and Act as Guarantor-Developer
- No. 19-003, 10/22/19: Amendment to Resolution No. 19-001 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson, and to Confirm the Unit Count
- No. 19-004, 10/22/19: Amendment to Resolution No. 19-002 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson
- No. 19-005, 10/22/19: Enter into Assignment & Assumption Agreement with OHA for Relocation Contract and Amend Contract to Add Moving Services
- No. 19-006, 10/09/19: Partnership Co-lender Bifurcation
- No. 19-007, 10/09/19: Add California Bank & Trust as Co-Lender and Bifurcate Construction/Permanent Loan Using Two Promissory Notes - one Recourse to RAMP and the Partnership and one Non-recourse
- No. 19-008, 12/09/19: Amend No. 19-005: Amend Relocation Contract, Secure Temporary Housing with Extended Stay America, and Contract with Chipman Movers
- No. 19-009, 12/19/19: Amend No. 19-006: Re-approve US Bank as Sole Lender and Remove California Bank & Trust as Co-lender
- No. 19-010, 12/19/19: Amend No. 19-007: Re-approve US Bank as Sole Lender and Remove California Bank & Trust as Co-lender

**Approved OHA/Affiliate Funding:**

RAMP: \$100 GP Equity

**Disbursements to Date:**

\$100 GP Equity

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

% Complete on 2/28/22: 100%

% Complete last Month: 100%

Scheduled Completion Date: 6/2022

**New Hires:**

Number of New Hires: 161

Number of Section 3 Hires: 47

% Section 3: 29.19%

**Construction Contract Status:**

Original Contract Amount \$44,117,725.00

Approved Change Orders \$ 5,113,762.60

**Current Contract Amount \$49,231,487.60**

Pending Change Orders (PCOs) \$0.00

Potential Future Changes \$0.00

**Potential Contract Amount \$49,231,487.60**

Milestones Completed:

**Oak Grove North**

- The building is complete and fully occupied

**Oak Grove South**

- The building is complete and fully occupied



# Harrison Tower – OHA/RAMP Development



*Harrison Tower, a 101-unit senior public housing development, was approved for a Section 18 Disposition by HUD in July 2018. This approval will allow the property to be refinanced utilizing tax-exempt bonds, conventional debt, and low income housing tax credits to modernize all building systems and renovate the 100 senior apartments and one (1) manager's unit.*

*In addition to substantially rehabilitating all residential units, the 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:

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

\$976,979

## Current Project Status:

Predevelopment: Staff have restarted predevelopment work including architectural / engineering plan development, relocation planning, and environmental assessments.

## 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.*

*Photo credit: David Wakely*

### Project Description:

<b>Project Address:</b>	255-285 8 <sup>th</sup> Avenue	<b>Affordability Targeting:</b>	30-60%
<b>Project Type:</b>	New Construction	<b>Other Uses:</b>	None
<b>Number of Units:</b>	211	<b>Architect:</b>	HKIT Architects
<b>PBVs:</b>	132	<b>General Contractor:</b>	Nibbi Brothers
<b>Target Population:</b>	Paseo Estero - families Vista Estero - seniors	<b>Property Management:</b>	MidPen
		<b>Total Development Cost:</b>	\$137.2M

### Permanent Funding Sources:

• OHA Acquisition Funds (included in City Loan)	• City of Oakland	\$12,670,000
\$5,000,000	• Tax Credits – Wells Fargo	\$70,076,353
• Federal Home Loan Bank AHP	• General Partner Equity	\$580,507
\$1,690,000	• Permanent Mortgage –	
• Deferred Dev. Fee	Wells Fargo/Freddie Mac	\$37,111,000
\$9,623,545		
• Parcel T Reimb.		
\$455,798		

### 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% occupied in July 2021. All construction period financing was converted to permanent financing on January 14, 2022.

### Construction Progress:

% Complete on 1/31/21:	100%
% Complete last Month:	100%
Start Date	12/20/18
Projected Completion Date	1/31/21
Actual Completion Date	12/30/20

### New Hires:

Number of New Hires:	767
Number of Section 3 Hires:	65
% Section 3:	8.47%
% Local Residents:	31.55%
% Local Apprentices:	27.12%

### Milestones Completed Past Month:

Project is a finalist for a Pacific Coast Builders 2022 Gold Nugget Award for “Best Affordable Housing Community – 60 Units / Acre or More”.

**If 100% construction completion has been achieved, was the project delivered On Time? Was the project delivered Within Budget? If not, please explain.**

Both Paseo Estero and Vista Estero were completed early and within budget.

## Brooklyn Basin, Project 3

### Partnership with MidPen Housing Corp.



*Project 3 (named **Foon Lok West**) on Parcel A will include 130 units for very low-income families and formerly homeless persons.*

*Photo: Main entrance to Foon Lok West with newly installed public art bike racks designed by Civic Design Studio.*

#### Project Description:

<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	• Tax Credits – Wells Fargo	\$50,907,000
• CA HCD – No Place Like Home	• General Partner Equity	\$110,000
• City of Oakland	• Permanent Mortgage – CA Community Reinvestment Corporation	\$19,970,000
\$1,290,000		
\$5,500,000		
\$12,442,000		

#### OHA Board Authorizing Resolutions:

- No. 4765, 8/28/17: CEQA
- No. 4766, 8/28/17: Purchase and Sale Agreement; Joint Ownership Agmt.; Master Housing Agmt.
- No. 4792, 2/26/18: Lease Disposition and Development Agreement for Projects 1 and 2; 258 PBVs
- No. 4868, 5/13/19: Lease Disposition and Development Agreement for Projects 3 and 4

#### Affiliate Board Authorizing Resolutions – Not applicable

#### Approved OHA/Affiliate Funding:

MTW: \$10,000,000 Land Acquisition

#### Disbursements to Date:

\$10,000,000

#### Current Project Status:

Construction is 100% complete. The Temporary Certificate of Occupancy was issued on 5/9/22. As of August 17<sup>th</sup>, the project is 100% leased. The project team is targeting a March 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. The Final Certificate of Occupancy is still pending and is not expected to be received for 8-12 months. MidPen has initiated the final stages of the permanent conversion process including bi-weekly meetings with all lenders, the investor, and all general counsel.

#### If 100% construction completion has been achieved, was the project delivered On Time? Was the project delivered Within Budget? If not, please explain.

Project was completed within the approved contract completion date but nine (9) days later than the original schedule. As of 8/1/22, project is within budget.



## Brooklyn Basin, Project 4 Partnership with MidPen Housing Corp.



*Project 4 (named **Foon Lok East**) on Parcel A will include 124 units for very low-income families and formerly homeless persons.*

*Photo: Foon Lok East, taken 9/29/22*

### 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:

The general contractor, Nibbi, is currently preparing to start pouring concrete on level 3. The 1<sup>st</sup> of 3 concrete pours for level 3 is scheduled to start on 12/12/22. The final concrete pour on level 3 is scheduled to take place on 1/6/23. Once each concrete pour takes place, Nibbi will stress the post-tension cables to increase the structural strength of the floors. Meanwhile, 1<sup>st</sup> floor concrete shoring is being removed throughout the 2<sup>nd</sup> half of December.

There are technical issues with the City software that tracks the payment of local prevailing wages and local hiring requirements. It is currently showing that there are no Section 3 hires but that number is likely incorrect. Nibbi is actively working with the City and the software provider to resolve the technical problems.

### Construction Progress:

% Complete:	19.76%
% Complete last Month:	13.79%
Start Date:	6/6/22
Projected Completion Date:	February 2024
Actual Completion Date:	TBD

### New Hires:

Number of New Hires:	57
Number of Section 3 Hires:	0
% Section 3:	0%
% Local Residents:	15.79%
% Local Apprentices:	31.82%

**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> | <i>Soft Loans &amp; Grants</i> <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:

\$6,992,416.61

### 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 California Department of Housing and Community Development Super NOFA. Awards are expected to be announced in December. If the project receives these awards, it would have all of the sources of financing it needs to be able to apply for tax exempt bonds and 4% low income housing tax credits.

### Milestones Completed Past Month:

Submitted environmental remediation workplan to California Department of Toxic Substances Control.

**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:

<b>Project Address:</b>	500 Lake Park	<b>Affordability Targeting:</b>	20%-60% AMI
<b>Project Type:</b>	New Construction	<b>Other Uses:</b>	2,900 sq. ft. commercial
<b>Number of Units:</b>	53	<b>Architect:</b>	Lowney Architecture
<b>PBVs:</b>	18 VASH Vouchers	<b>General Contractor:</b>	JH Fitzmaurice
<b>Target Population:</b>	Low-income families; 20 units for homeless or at-risk veterans	<b>Property Management:</b>	EAH
		<b>Total Development Cost:</b>	\$75.2 M
		<b>Placed in Service Date:</b>	

### 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>	<b>Soft Loans &amp; Grants</b> <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>
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### OHA Board Authorizing Resolutions:

- Reso. No. 4900, 2/3/20: Land purchase and soft loan in combined amount not to exceed \$7,500,000. Conditionally awarded 14 HUD-VASH Project-Based Vouchers.
- Reso. No. 5088, 6/27/22: Conditional award of 4 additional HUD-VASH Project-Based Vouchers.

### Affiliate Board Authorizing Resolutions – Not applicable.

### Approved OHA/Affiliate Funding:

MTW: \$7,500,000 for land purchase and loan

### Disbursements to Date:

\$6,499,291

**Current Project Status:** Predevelopment – EAH is continuing architecture and engineering design, refining construction cost estimates, and applying for funding. EAH submitted an application for MHP and IIG funding through the California Department of Housing and Community Development Super NOFA. Awards are expected to be announced in December. If the project receives these awards, it would have all of the sources of financing it needs to be able to apply for tax exempt bonds and 4% low income housing tax credits.

### Milestones Completed Past Month:

Submitted construction drawings to City of Oakland for Plan Check.

**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- December 2022

### 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	35	1	65	0	0	0	65	100.00%	100.00%
Adel Court	30	0	0	0	30	0	0	0	30	96.67%	100.00%
Campbell Village	154	2	0	1	151	0	3	3	148	96.03%	98.01%
Palo Vista	100	0	0	1	99	0	4	4	96	96.97%	96.97%
Linden Court	38	0	0	0	38	0	2	2	36	92.11%	94.74%
Mandela Gateway	46	0	0	0	46	0	2	2	44	95.65%	95.65%
Chestnut Court	45	0	0	0	45	0	6	6	39	84.44%	86.67%
Foothill Family	21	0	1	0	20	0	0	0	20	100.00%	100.00%
Lion Creek I & II	99	0	0	0	99	0	1	0	98	100.00%	98.99%
Lion Creek III	37	0	0	0	37	0	0	0	37	100.00%	100.00%
Lion Creek IV	21	0	0	0	21	0	0	0	21	100.00%	100.00%
<b>Total</b>	<b>692</b>	<b>2</b>	<b>36</b>	<b>3</b>	<b>651</b>	<b>0</b>	<b>18</b>	<b>17</b>	<b>634</b>	<b>96.62%</b>	<b>97.39%</b>

### Recertification Report - Contract Managed Public Housing Units

Development	Completed Annual Re-certifications	Re-certifications/ Outstanding	Re-certifications/ Legal	Total Backlog
Harrison Towers	2	0	0	0
Adel Court	1	0	0	0
Campbell Village	4	2	0	2
Palo Vista Gardens	0	0	0	0
Linden Court	3	0	0	0
Mandela Gateway	4	0	0	0
Chestnut Court	0	3	0	3
Lion Creek Crossings	5	2	0	2
Foothill Family	0	0	0	0
<b>Total</b>	<b>19</b>	<b>7</b>	<b>0</b>	<b>7</b>

### TARs - Contract Managed Public Housing Units

Development	Charged	Collected	Current Month Uncollected	TAR	1- 30 Days	31- 60 Days	61 and Over	Total Balance
Harrison Towers	\$26,669	\$28,386	-\$1,567	-5.88%	\$1,048	\$0	\$1,033	\$514
Adel Court	\$11,192	\$10,552	\$640	5.72%	\$1,002	\$760	\$10,887	\$13,289
Campbell Village	\$53,630	\$37,460	\$16,171	30.15%	-\$6,326	\$5,428	\$62,110	\$77,383
Palo Vista Gardens	\$32,891	\$31,423	\$1,468	4%	\$1,342	\$1,747	\$30,426	\$34,982

### 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
Harrison Towers	101	0	17	17	0
Adel Court	30	1	1	2	2
Campbell Village	154	3	30	33	0
Palo Vista Gardens	100	5	23	28	0
Chestnut Court	38	4	14	12	4
Linden Court	45	4	6	6	4
Mandela Gateway	46	4	9	11	2
Lion Creek Crossings	157	25	98	93	30
Foothill Family	21	0	5	1	4
<b>Total</b>	<b>692</b>	<b>46</b>	<b>203</b>	<b>203</b>	<b>46</b>

### 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	65	30	37	<b>132</b>
Case Management	2	N/A	N/A	<b>2</b>
Home Management	1	N/A	N/A	<b>1</b>
Home Visits	2	N/A	N/A	<b>2</b>
Benefits/Insurance/Language Support	30	N/A	N/A	<b>30</b>
Birthday Cards	9	4	8	<b>21</b>
Laundry Card Refill	N/A	N/A	2	<b>2</b>
Bingo / Dominoes	8	N/A	N/A	<b>8</b>
Fun Fridays- Card Games	18	N/A	N/A	<b>18</b>

iPad Learning Class	6	N/A	N/A	<b>6</b>
Arts & Craft	6	N/A	N/A	<b>6</b>
USOAC Walk Club	N/A	N/A	13	<b>13</b>
Meditation	N/A	N/A	9	<b>9</b>
CalFresh Workshop	N/A	N/A	10	<b>10</b>
Movie Day	6	N/A	N/A	<b>6</b>
Field Trip (Milpitas Great Mall)	N/A	N/A	12	<b>12</b>
Christmas Decorations	3	N/A	N/A	<b>3</b>
Christmas Meals	77	30	40	<b>147</b>
Resident Advisory Committee Meeting	N/A	N/A	12	<b>12</b>
Resident Relocation Meeting	59	N/A	N/A	<b>59</b>

### Food Resources

- Mercy Brown Bags/Produce Bags:** In December, the Mercy Brown Bag program provided sixty-five (65) produce bags to Harrison Towers residents, thirty (30) bags to Adel Court residents, and thirty-seven (37) bags to Palo Vista residents. Each Mercy Brown Bag contained a variety of fresh and canned food items as well as protein and baked goods, such as ground beef, pork chops, eggs, cereal, bread, potatoes, celery, mustard greens, tomatoes, apples, strawberries, and oranges. The management team continues to bag groceries and deliver them to residents with mobility issues.

### Health & Wellness

- Wellness Checks:** The property management team at Harrison Towers walks the floors every Tuesday of the week to ensure that notices left at residents' doors are received. If management observes that notices have been left out for a few days and/or residents do not answer their doors, the team calls the resident and their emergency contacts to check-in on them. In December, the respective management team was able to get in touch with each household, making one hundred thirty (130) wellness calls to Harrison Towers residents, forty (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 assistance at the time of the call, but knew that if they required additional support, they could reach out to the management office.
- Birthday Celebrations:** In December, nine (9) Harrison Towers residents, four (4) Adel Court resident, and eight (8) 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 and a phone call wishing them a happy birthday. Those celebrating their birthdays expressed much appreciation for the phone call and the birthday recognition. At Palo Vista Gardens, celebrants received a birthday goodie bag with trinkets, candy, and a party hat. The birthday celebration also consisted of a lunch party where seniors received Subway sandwiches as well as donuts filled with jelly.





- **Social Activities:** There were several social activities scheduled at Harrison Towers, providing the residents many opportunities to socialize with one another. In December, eight (8) residents came together to play Bingo, while six (6) participated in arts & craft activities, and another six (6) watched a movie in the community room. Nine (9) residents gathered during the month for Fun Friday/Mahjong/Card Games and six (6) attended an iPad Learning Class. Unfortunately, the Harrison Towers community room was closed for two (2) weeks in the middle of December due to a repair of the main drain line to fix a water leak, which limited the use of the room.

At Palo Vista Garden, for the month of December, there were three (3) USOAC walk sessions of thirteen (13) participants total. There were two (2) meditation classes with nine (9) participants total. Twelve (12) Palo Vista seniors took a fieldtrip to Milpitas Great Mall to walk around and do some holiday shopping. It was a great experience as the residents had never been to this shopping mall. Ten (10) seniors attended a CalFresh Workshop in English, Vietnamese and Mandarin Chinese. The presenter, Max Fairbee, brought interpreters to assist with translation.



- **Christmas Celebrations, Meals and Decorating Event:** In the spirit of Christmas, three (3) Harrison Towers residents signed up for the Christmas Decoration event. The seniors decorated the community room with a Christmas tree, ornaments, wreathes and stockings. Christmas lights and Santa ornaments were also hung around the community room. Seniors painted Christmas artwork to wish all a Merry Christmas. All seventy-seven (77) seniors who expressed interest in receiving a holiday meal, received and enjoyed a Christmas holiday meal. The management team also provided a holiday gift bag to the seniors who received a meal. The holiday gift bags consisted of a warm knit scarf, gloves, soap, and sanitizing wipes.

For Adel Court, thirty (30) residents received Christmas holiday meals from Harry's Hofbrau. Each meal consisted of half of a grilled chicken with mashed potatoes and gravy, a side salad, as well as a fresh roll of bread. Seniors expressed their gratitude for the meals received.

At Palo Vista, in celebration of the Christmas holiday, forty (40) seniors enjoyed steak and chicken tacos, with chips, guacamole, juice and Mexican pan dulce. A raffle was conducted and three (3) winners received a gift card to a local fast food restaurant.











- Resident Advisory Committee Meeting:** On December 12<sup>th</sup>, Palo Vista seniors held a Resident Advisory Committee (RAC) meeting in the Community Room. There were twelve (12) seniors who participated in the meeting. The agenda included a presentation on waste management and residents received a flyer in English and Chinese, reminding them of the following information: composting, garbage, and recycling pick-up days; what should be disposed in each bin; and, contact information for waste management as well as CA Waste Solutions. Residents also received small green containers for their composting needs.



- Supplementary Services:** This month at Harrison Towers, through appointment- only meetings, the management staff was able to provide thirty (30) 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.

- Harrison Towers Relocation Meeting:** In December 2022, OHA, OPC and Harrison Towers Management held a mandatory relocation meeting on two dates, December 13 and December 14, so that residents had the option to attend on the day they were available. During each meeting, OHA and OPC provided a presentation regarding the upcoming Harrison Towers rehabilitation project, which included the relocation plan and a Question & Answer session. Management offered a video recording of the meeting to tenants and their families who were not able to attend either meeting. There were fifty-nine (59) total attendees for both dates, thirty (30) residents on December 13 and twenty-nine (29) residents on December 14.



### Campbell Village Community Center

Outreach Efforts/Activities	Total
Computer Lab	3



Resume Assistance	3
Wellness Checks (Phone calls)	5
Rental Assistance	1
Christmas Event	41

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- **Computer Lab/Resume Assistance:** In December, staff assisted three (3) Campbell Village residents with using computers at the computer lab to print out documents to apply for unemployment benefits. Three (3) additional residents received assistance with updating their resume as well as creating an email account.
- **Wellness Checks:** During this month, five (5) Campbell Village residents received wellness checks to ensure they were doing well and they noted that they did not need any additional services.
- **Rental Assistance:** In December, one (1) Campbell Village resident received assistance in filling out their rental assistance application.



- **Christmas Holiday Party and Toy Giveaway:** On December 22, forty-one (41) residents enjoyed a Christmas Holiday Party. Lena's Café catered the event, which consisted of baked and fried chicken, mashed potatoes, collard greens, mac and cheese, garden side salad, Hawaiian rolls, 7-up cake, pound cake, and sweet potato pie. Residents had an opportunity to engage with their new service coordinator, socialize with neighbors, and play a variety of games, including Bingo and Scrabble. Children and adults who attended received gifts that included, among other things, toys, tablets, watches, tools, and purses. Those in attendance expressed gratitude for the wonderful holiday party.





## Key to Home Activities

Outreach Efforts/Activities	1242 95 <sup>th</sup>	1733 92 <sup>nd</sup>	2353 E. 24 <sup>th</sup>	2349 83 <sup>rd</sup>	1900 E. 24 <sup>th</sup>	Key to Home Total
Wellness Phone Calls	9	4	8	3	2	26
Socially Distanced Wellness Checks	12	4	12	5	3	36
Services Matching	3	1	4	1	1	10
Conflict Resolution/Mediation	0	0	0	2	0	2
Santa Gift Bags	12	5	18	5	5	45
Shop with a Cop	0	1	0	1	0	2
Mom & Pop Green Organization	1	0	0	0	1	2

### Health & Wellness

- Wellness Calls/In-person:** For the month of December, twenty-six (26) residents received wellness calls and thirty-six (36) residents received in-person wellness checks. The wellness checks made by the resident service coordinator and case manager help to alleviate residents' anxiety pertaining to various challenges such as unemployment, lack of transportation, lack of knowledge about resources, mental health, and budgeting support.
- Services Matching:** During general wellness checks and outreach, the resident service coordinator collaborated with ten (10) residents to prioritize specific needs and brainstorm on services that fit their mental, physical and sociological well-being.

One of the residents at 1242 95<sup>th</sup> has continuously struggled with mental health, hoarding and grief over the loss of loved ones. Starting in January 2023, the resident has agreed to take online Wellness Recovery Action Plan group intervention sessions, once a week for six months, until June 2023.

Resident at another unit at 1242 95<sup>th</sup> applied for a full-time position with the vehicle company, Tesla. His employment was contingent on completing a ten-day training, which he completed. The resident is very excited to start his full time position on January 7, 2023.

- Conflict Resolution:** The service coordinator has been continuously providing mediation to two (2) tenants from the 83<sup>rd</sup> Street property. The management team has been collaborating with the tenants to assist with conflict resolution around noise complaints, verbal threats, vehicle tampering, and harassing messages.



## Social and Holiday Activities

- **Toys for Tots:** On December 14, the service coordinator collected forty-nine (49) gift items from the Marine Toys for Tots Foundation. Items collected included various toys, jewelry boxes, basketballs, and soccer balls.
- **Our Youth Matters:** On December 17, the service coordinator collaborated with staff from Our Youth Matter at Rainbow Recreation Center Park to collect the generous donation of twenty-eight (28) gifts along with eighteen (18) books.
- **City of Oakland Mayor's Toy Drive:** On December 17, the service coordinator met with city staff to collect eighty-seven (87) items, which included over sixty (60) toys, stuffed animals, hair clips, and twenty (20) single books for various age groups. In addition, six (6) \$15 gift cards were provided to households with teenagers.

Due to the generosity of all the above-mentioned organizations (Toys for Tots, Our Youth Matter and City of Oakland Mayor's Toy Drive) a total of forty-five (45) children from nineteen (19) households were provided with gifts on December 22 and 23.

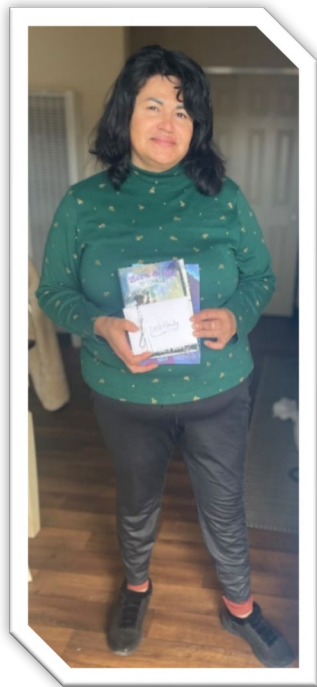




- Shop with a Cop:** On December 15, the eighth annual Shop with a Cop program provided three (3) Key to Home children an opportunity to receive and spend \$100 at Walmart while being paired with a Bay Area Rapid Transit police employee. The service coordinator entered all children from Key to Home into the lottery, which resulted in three (3) children chosen from the following properties in Oakland: 1733 92<sup>nd</sup> Ave, 2353 E. 24<sup>th</sup> St., and 2349 83<sup>rd</sup> Ave. Each child received \$100 to shop with a cop at the San Leandro Walmart. Each child shopped for one (1) school item, one (1) clothing item, and one (1) item of their choice.







• **Mom & Pop Green Organization:** Mom and Pop Green Foundation was founded on the premise of showing love with action to the lives of children in Oakland. Due to the organization's donation of two (2) \$75.00 Visa gift cards, two (2) families from the Key to Home program were able to benefit from their generosity. The two (2) families were selected due to their overwhelming financial challenges and both families were overcome with joy and gratitude.

WRITTEN  
COMMUNICATIONS  
(Executive Director's Report)



## ADELINE LOFTS

# Waiting List Opening Soon

The waiting list for 1-, 2- and 3-bedroom units at Adeline Lofts opens on January 25, 2023 at 9:00 AM.

Applications will be available to submit online. Please visit [www.sahahomes.org/apply](http://www.sahahomes.org/apply) for more information. Online applications must be **submitted by 5:00 PM on February 1, 2023.**

Paper applications will also be available to pick up at 1131 24th St, Oakland, CA 94607 at the following times:

- Wednesday, January 25, 2023, 10am - 1 pm
- Monday, January 30, 2023, 10am - 1pm

Paper applications will also be available online to print. Paper applications must be mailed to the address listed on the application. Paper applications must be **postmarked by February 1, 2023** AND received by the manager's office by 5:00 PM on February 8, 2023.

A lottery will be conducted for all applications received by the deadline. The top 400 applications will be placed on the waiting list for consideration. The 24-hour support phone line will open on January 25, 2023 at 9:00 AM and close on February 1, 2023 at 5:00 PM. Please call the number below for assistance.

Persons with disabilities have the right to request reasonable accommodations to participate in the application process. If you need a reasonable accommodation, please email [Adeline@sahahomes.org](mailto:Adeline@sahahomes.org) or call the number below.

### Property Address:

1131 24th Street,  
Oakland, CA 94607

Head of household must be at least 18 years or older, or legally emancipated at the time of application.

Please see attached pages for minimum and maximum income limits.

There are units subsidized by Project Based Section 8 rental assistance through the Oakland Housing Authority.

## AMENITIES

- On-site Property Management
- Business support services for residents enabling them to build their businesses and work from home
- Spacious units with high ceilings, skylights, large windows, granite countertops and maple cabinets
- Community room with full kitchen
- Short distance to Emeryville shopping centers

### ADELINE LOFTS

1131 24th Street, Oakland, CA 94607

Phone: (866) 856-0271      California Relay Service (CRS): 711

[www.sahahomes.org/properties/adeline-lofts](http://www.sahahomes.org/properties/adeline-lofts)

Satellite Affordable Housing Associates Property Management, CA License 00951367

APPLICATIONS AVAILABLE STARTING 1/25/2023

Apply at [www.sahahomes.org/apply](http://www.sahahomes.org/apply)





# Adeline Lofts

1131 24<sup>th</sup> Street, Oakland, CA 94607

Phone: (866) 856-0271

California Relay Service (CRS): 711

Dear Applicant,

Thank you for your interest in becoming a resident of Satellite Affordable Housing Associates. Below is some important information you should know about the process before applying.

- **The waiting list for 1-, 2-, and 3-bedroom units at Adeline Lofts opens on January 25, 2023 at 9:00 AM.** Applications will be available to submit online. Please visit [www.sahahomes.org/apply](http://www.sahahomes.org/apply) for more information. A valid email address is required to apply online. Online applications must be **submitted by 5:00 PM on February 1, 2023.**
- Applications will also be available online to print. Paper applications will be available to pick up at 1131 24<sup>th</sup> St, Oakland, CA 94607 at these times: Wednesday, January 25, 2023, 10am – 1pm; Monday, January 30, 2023, 10am – 1pm. Paper applications must be mailed to the address listed on the application. Applications submitted by mail **must be postmarked by February 1, 2023** AND received by the manager's office by 5:00 PM on February 8, 2023.
- A lottery will be conducted for all applications received by the deadline. The top 400 applications will be placed on the waiting list for consideration. If additional applications are needed, we reserve the right to process the next applications in lottery order.
- Only complete and original applications will be accepted. **Only one application per household. Duplicate applications will not be entered into the lottery.** The 24-hour support phone line will open on January 25, 2023 at 9:00 AM and close on February 1, 2023 at 5:00 PM. Please call the phone number above or email [adeline@sahahomes.org](mailto:adeline@sahahomes.org) for assistance.
- We will evaluate the individual circumstances of each application, will consider additional information submitted by the applicant, and will provide reasonable accommodations when requested, verified, and necessary. Persons with disabilities are encouraged to apply.
- If your household is over-income, or otherwise unqualified, your application will be denied. You will receive written notification and instructions on the appeal process. Persons with disabilities have the right to request reasonable accommodations to participate in the appeal process. In addition, we will consider extenuating circumstances and may make exceptions to policy as a reasonable accommodation to afford persons with disabilities equal access to our housing. For details, see attached Denial and Appeal Process.
- It is your responsibility to notify management of address or telephone number changes. If we are unable to contact you, your name will be removed from the waiting list.
- It is our policy to update the waiting list annually by sending all applicants a Waiting List Update Letter and removing the names of those who are no longer interested in or no longer qualify for housing.
- If you turn down two opportunities for housing, your application will be removed from the waiting list. You may reapply for housing when the waiting list is open.
- Federal regulations require that management recertify each household's income and assets annually. Management must also regularly inspect apartments to ensure that they are suitable for occupancy.





All applicants are subject to the following Resident Selection Criteria:

### **Background Checks**

The City of Oakland's Fair Chance Access to Housing Ordinance and the City of Berkeley's Fair Chance Access to Housing Ordinance restrict criminal background screening (Ordinance No. 13581 CMS., Oakland Municipal Code Section 8.25; Ordinance No. 7,692-N.S., Berkeley Municipal Code 13.106). In compliance with these regulations, the following screening will be conducted.

Management will review eviction and unlawful detainer records and landlord references to determine applicant suitability. No screening fees will be charged to the applicant. If an applicant is denied due to any of the following criteria, the applicant will receive written notification and instructions on the appeal process.

### **Evictions and Unlawful Detainers**

Applicants with an eviction or unlawful detainer judgment date within the last five (5) years will be denied. Stipulations, dismissals, and cases without a final disposition are not a reason for denial.

### **Landlord Reference Checks**

Management will verify residency with current and prior landlords for the past two (2) years. Management is specifically looking at payment history, incidents of damage and/or housekeeping issues, lease violations and eviction proceedings. If a negative landlord reference is received, the application will be denied. Lack of residential history does not necessarily disqualify you.

### **Applicant Conduct**

If, during the course of processing an application, it becomes evident that an applicant has falsified or otherwise misrepresented any facts about his/her current situation, history, or behavior in a manner that would affect eligibility, applicant selection criteria qualification, allowances, household composition, or rent, the application will be denied.

If an applicant or guest of an applicant exhibits blatant disrespect, or disruptive behavior towards management, the property, or other residents any time prior to move-in, the application will be denied.

Management will deny a household if there is reasonable cause to believe that a member's behavior from 1) abuse or a pattern of abuse of alcohol and/or 2) illegal use or pattern of illegal use of drugs may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

## 2022 Minimum & Maximum Income Limits for Alameda County

<b>1-Bedroom</b> Rent: \$890 - \$1,560			
<b>Number of People in Household</b>	1 Person	2 Persons	3 Persons
<b>Minimum Yearly Income</b>	\$21,360	\$21,360	\$21,360
<b>Maximum Yearly Income</b>	\$60,000	\$68,580	\$77,160

<b>1-Bedroom with Project-Based Section 8 Assistance through Oakland Housing Authority</b> Rent: Approximately 30% of monthly income			
<b>Number of People in Household</b>	1 Person	2 Persons	3 Persons
<b>Minimum Yearly Income</b>	No Minimum Income		
<b>Maximum Yearly Income</b>	\$50,000	\$57,150	\$64,300

<b>2-Bedroom</b> Rent: \$1,055 - \$1,859				
<b>Number of People in Household</b>	2 Persons	3 Persons	4 Persons	5 Persons
<b>Minimum Yearly Income</b>	\$25,320	\$25,320	\$25,320	\$25,320
<b>Maximum Yearly Income</b>	\$68,580	\$77,160	\$85,680	\$92,580

<b>2-Bedroom with Project-Based Section 8 Assistance through Oakland Housing Authority</b> Rent: Approximately 30% of monthly income				
<b>Number of People in Household</b>	2 Persons	3 Persons	4 Persons	5 Persons
<b>Minimum Yearly Income</b>	No Minimum Income			
<b>Maximum Yearly Income</b>	\$57,150	\$64,300	\$71,400	\$77,150

## 2022 Minimum & Maximum Income Limits for Alameda County

<b>3-Bedroom</b> Rent: \$1,205 - \$2,134				
Number of People in Household	4 Persons	5 Persons	6 Persons	7 Persons
Minimum Yearly Income	\$28,920	\$28,920	\$28,920	\$28,920
Maximum Yearly Income	\$85,680	\$92,580	\$99,420	\$106,260

<b>3-Bedroom with Project-Based Section 8 Assistance through Oakland Housing Authority</b> Rent: Approximately 30% of monthly income				
Number of People in Household	4 Persons	5 Persons	6 Persons	7 Persons
Minimum Yearly Income	No Minimum Income			
Maximum Yearly Income	\$71,400	\$77,150	\$82,850	\$88,550

*Minimum income figures are subject to change. There is no minimum income requirement for households with Section 8 assistance.*

*Rent amounts are subject to change. Income Limits are subject to change.*

### Eligibility

Head of household must be at least 18 years or older, or legally emancipated at the time of application.

### Admission Preferences

As required by the Oakland Housing Authority (OHA) and the City of Oakland, this property has an admissions preference for households live or work in the City of Oakland, have been displaced from the City of Oakland, or qualify for OHA's family preference, veteran preference, homeless preference, or are transitioning out of institutional settings. Preferences will be verified.

# Frequently Asked Questions

## **How do I complete an application?**

Applications will be available to submit online. Please visit [www.sahahomes.org/apply](http://www.sahahomes.org/apply) for more information. A valid email address is required to apply online. Online applications can be completed on a computer, tablet or mobile smartphone. Paper applications will also be available to pick up at the times listed on page one of the flyer. The 24-hour support phone line will be open when applications are available. Please contact us by phone or email for assistance.

## **When will I be contacted after submitting my application?**

Once your name reaches the top of the waiting list, and a unit is available, we will contact you to schedule a certification interview. It is our policy to invite multiple households to start the qualification process. Housing will be offered to qualified households in waiting list order.

## **What is my waiting list number?**

It is our policy not to disclose to applicants their specific positions on the waiting list.

## **How long do I have to wait before I am contacted?**

Waiting times vary, as it depends on waiting list size, and when current tenants move out.

## **What other properties are accepting applications?**

Please visit our website at [www.sahahomes.org/apply](http://www.sahahomes.org/apply) for the most up-to-date information on which properties are accepting applications.

## **What are the move-in costs?**

The move-in costs include a security deposit and first month's rent. The security deposit is equal to one month of rent.

## **Is smoking allowed in the building?**

Smoking is not allowed. For more detailed information, request to see a copy of SAHA's Agreement Regarding No Smoking Policy.

## **Are residents permitted to have pets?**

Certain pets are allowed. Residents must apply, the animal must be approved, and there is a \$200 pet deposit. For more detailed information, request to see a copy of SAHA's pet policy.

## **Is there off-street parking?**

Off-street parking is limited, and is not guaranteed. If you are not assigned a parking space, you may request to be added to the parking lot waiting list.

## **What documents will I need for a certification interview?**

Your household will need to bring state-issued picture identification/driver's license for all adult household members, Social Security cards for all household members, if a social security number has been issued, proof of age for all adult household members (such as but not limited to: birth certificate, valid passport, naturalization certificate, Social Security letter verifying date of birth), Birth certificates or custody agreement for all minor household members (17 years and under), proof of income, and proof of assets.

## Denial and Appeal Process

Applicants will be denied due to selection criteria outlined in the Resident Selection Policy. If an application is denied, then a denial letter specifying the reason(s) for the denial will be mailed to the applicant along with instructions on the appeal process. The applicant must respond in writing within fourteen (14) days from the date of the denial letter. Any requests for a review of the decision must be accompanied by supporting information and/or documentation not previously submitted. If the applicant does not respond within 14 days, the applicant will waive their right to appeal. If the applicant appeals and is dissatisfied with the resolution of that appeal ("Initial Appeal Decision"), then the applicant may request a final appeal ("Final Appeal") within ten (10) business days (excluding national holidays) of receipt of the Initial Appeal Decision. If the applicant requests a Final Appeal, the following shall occur:

- i. Satellite Affordable Housing Associates Property Management ("SAHA PM") shall confer with the applicant to find a mutually agreeable impartial third party to conduct a hearing on the grievance (the "Hearing"). This could be a Rent Board staff person, a professional mediator, or another person that is acceptable to both parties. If SAHA PM and the applicant are not able to agree on an impartial third party within five (5) business days (excluding national holidays) of SAHA PM's receipt of a written request for a Final Appeal, SAHA PM shall select the impartial third party.
- ii. SAHA PM will use best efforts to schedule the Hearing as soon as possible after selection of the impartial third party. At the Hearing, the applicant will be required to present her/his side of the dispute and desired outcome. The applicant may bring as much evidence to the hearing as she/he desires. The applicant may bring someone to represent her/him at the Hearing, but the applicant must also be present. Those present at the Hearing must conduct themselves in an orderly fashion.
- iii. SAHA PM will send appropriate staff to the hearing and will deal fairly with the applicant to come to a final resolution of the issue.
- iv. The impartial third party will make a final decision regarding the grievance and will issue a written decision detailing their determination within seven (7) business days (excluding national holidays) of the Hearing. This will be the final decision on the issue and there shall be no more appeals.

Due to regulatory requirements and/or the financial needs of the Property, units will not be held for applicants who are appealing a denial of a housing application. For Continuum of Care (CoC) units, the unit must be held during the 14-day appeal period, until the appeal process is closed. For all units we will continue to process applications for units during the appeal process. While a successful appeal may result in the applicant being returned to the wait list in his or her original position, the original unit for which the applicant was applying may no longer be available at the conclusion of the appeal.

Persons with disabilities have the right to request reasonable accommodations to participate in the appeal process. In addition, we will consider extenuating circumstances and may make exceptions to policy as a reasonable accommodation to afford persons with disabilities equal access to our housing.







<b>English:</b>	This is an important document. If you require interpretation, please call (510) 647-0700 or e-mail <a href="mailto:info@sahahomes.org">info@sahahomes.org</a> .
<b>Arabic:</b>	هذا هو وثيقة هامة. إذا كنت بحاجة إلى ترجمة فورية ، فيرجى الاتصال بـ <a href="mailto:info@sahahomes.org">info@sahahomes.org</a> أو إرسال بريد إلكتروني إلى (510) 647-0700.
<b>Chinese:</b>	這是一份重要的文件。如果您需要口譯，請致電 (510) 647-0700 或發送電子郵件至 <a href="mailto:info@sahahomes.org">info@sahahomes.org</a> 。
<b>Farsi:</b>	این یک سند مهم است. در صورت نیاز به تفسیر ، لطفاً با (510) 647-0700 یا <a href="mailto:info@sahahomes.org">info@sahahomes.org</a> ایمیل تماس بگیرید.
<b>Korean:</b>	이것은 중요한 문서입니다. 통역이 필요한 경우 (510) 647-0700으로 전화하거나 <a href="mailto:info@sahahomes.org">info@sahahomes.org</a> 로 이메일을 보내주십시오.
<b>Spanish:</b>	Este es un documento importante. Si usted requiere interpretación, por favor llame al (510) 647-0700 o envíe un correo electrónico a <a href="mailto:info@sahahomes.org">info@sahahomes.org</a>
<b>Tagalog:</b>	Ito ay isang mahalagang dokumento. Kung nangangailangan ka ng interpretasyon, mangyaring tawagan ang (510) 647-0700 o e-mail <a href="mailto:info@sahahomes.org">info@sahahomes.org</a> .
<b>Russian:</b>	Это важный документ. Если вам требуется устный перевод, позвоните по телефону (510) 647-0700 или по электронной почте <a href="mailto:info@sahahomes.org">info@sahahomes.org</a> .
<b>Vietnamese:</b>	Đây là một tài liệu quan trọng. Nếu bạn yêu cầu thông dịch, vui lòng gọi (510) 647-0700 hoặc e-mail <a href="mailto:info@sahahomes.org">info@sahahomes.org</a> .



## 2023 WAIT LIST OPENING FOR OAKLAND HOUSING AUTHORITY PUBLIC HOUSING UNITS AT LOCKWOOD GARDENS AND PERALTA VILLAGE

### Frequently Asked Questions and Answers

1. **Q. What is the Public Housing Program?**  
A. The Public Housing program is a rental subsidy that is attached to the unit owned by the Oakland Housing Authority. Program participants will pay up to 30% of their adjusted household income for rent and earn 80 percent of area median income or less as a household. Participants also receive a utility allowance, which is factored into the calculation of the monthly tenant rent. Program participants have access to OHA's Family and Community Partnership Department for services including employment assistance, children's activities and financial literacy.
2. **Q. What is the size of the available Public Housing units?**  
A. This waiting list is for one, two, and three-bedroom units only.
3. **Q. What are the occupancy standards for the available one, two, and three-bedroom Public Housing units?**  
A. The unit size for which an applicant family qualifies depends on their household size and composition, and any verifiable special needs. To be eligible for this waiting list, an applicant family must meet the below occupancy standards:

	Minimum # of family members <small>Head of household and <u>no</u> spouse/significant other</small>	Maximum # of family members <small>Head of household with a spouse/significant other</small>
1 bedroom		
2 bedroom		
3 bedroom		

**OHA will assign one bedroom for each two persons within the household, regardless of age or gender.**

- The Head of Household, if single, will be assigned their own bedroom and then one bedroom will be assigned for each remaining two persons within the household.
- Single person families will be allocated one bedroom.

4. **Q. Where are the Public Housing units located in Oakland?**  
**A.** The Public Housing Units are in Oakland in the following areas:

East Oakland
<p><b>Lockwood Gardens</b></p> <p>1327 65<sup>th</sup> Avenue Oakland, CA 94621</p> <p>For more info: <a href="http://www.oakha.org/Residents/Pages/Lockwood-Gardens.aspx">http://www.oakha.org/Residents/Pages/Lockwood-Gardens.aspx</a></p>
West Oakland
<p><b>Peralta Village</b></p> <p>935 Union St. Oakland, CA 94607</p> <p>For more info: <a href="http://www.oakha.org/Residents/Pages/Peralta-Village.aspx">http://www.oakha.org/Residents/Pages/Peralta-Village.aspx</a></p>

5. **Q. How do I apply?**  
**A.** Easy access is available to submit your pre-applications. You may fill out a pre-application on-line or utilize a paper application to submit your request. If you choose a paper application, you may request an OHA staff person to assist you in filling out the pre-application or you may request assistance entering your information into the online portal. Please visit 1327 65<sup>th</sup> Ave., Oakland, CA 94621 (Lockwood Gardens), 935 Union Street, Oakland, CA 94607 (Peralta Village) or 1540 Webster St. Oakland, CA 94612 (Leased Housing) January 17-20, 23-26 and 30, 31, between 10am-3pm or call (510) 587-2100.

**Pre-applications are being accepted as of Tuesday, January 17, 2023 starting at 8:00AM through Tuesday, January 31, 2023 ending at 4:00PM**

For registration instructions see the [MyOHAPortal Registration Instructions](http://www.oakha.org/AffordableHousing/Pages/Wait-Lists.aspx) at <http://www.oakha.org/AffordableHousing/Pages/Wait-Lists.aspx>

- 1) Go to [www.oakha.org](http://www.oakha.org) or <https://myohaportal.oakha.org/> to submit a pre-application. You must have a valid email address to submit a pre-application. If you do not have an email, you will have the opportunity to create an email address in the portal. There is no fee for completing the pre-application. THIS IS NOT A FIRST COME, FIRST SERVE PROCESS.
- 2) Applicants can submit a pre-application for **only one** of the Public Housing communities listed above.
- 3) **You must complete and submit your pre-application prior to Tuesday, January 31, 2023, 4:00PM**
- 4) You will receive an email confirming when you successfully complete and submit the pre-application. SAVE YOUR CONFIRMATION EMAIL.



**6. Q. What is needed and what information must I submit to complete the pre-application?**

**A.** To complete the pre-application online, you will need a computer, smart phone or other device with internet access.

To complete a paper pre-application, please contact us at (510) 587-2100 or visit us at one of the property locations. Please refer to the Answer to 5 above.

The following is the minimum, mandatory information needed to complete the pre-application:

- 1) Current address
- 2) Names, date of birth, and gender of all members of the household ("household" is all members, including minors, that will live in the assisted unit)
- 3) Income information

**7. Q. Is the pre-application available in other languages?**

**A.** Yes. The pre-application is available in English, Chinese, Spanish, and Vietnamese. The flyer and the Frequently Asked Questions are also available in these languages. Go to <http://oakha.org/AffordableHousing/Pages/Wait-Lists.aspx>; or, if you need a paper version in your preferred language, you can also contact OHA for assistance. Please refer to the Answer to Question 5 above.

**8. Q. What if I need help with or have questions about my pre-application?**

**A.** For instructions on how to register and apply, see the [MyOHAPortal Registration Instructions](http://oakha.org/AffordableHousing/Pages/Wait-Lists.aspx) at <http://oakha.org/AffordableHousing/Pages/Wait-Lists.aspx>; or, you can also contact OHA for assistance. Please refer to the Answer to Question 5 above.

**9. Q. How do I correct a mistake on or update my pre-application?**

**A.** Once submitted, you may only change or update your contact information in the applicant portal. <http://myohaportal.oakha.org/>. **Do not submit another pre-application.** You can also contact OHA for assistance. Please refer to the Answer to Question 5 above.

**10. Q. How will OHA determine who will be added to the waiting list?**

**A.** OHA will place applicants onto the waiting list based on a computerized random lottery selection process. OHA will place **125** applicants on the one-bedroom waiting list, **325** on the two-bedroom waiting list, and **50** applicants on the three-bedroom waiting list. Notification of the lottery selection will happen within 120 calendar days.

**11. Q. Will my chances be better if I apply more than once?**

**A.** No. Every household has the opportunity to apply only once. OHA will remove the duplicate pre-applications.

**12. Q. What is the process once my pre-application is submitted?**

**A.** A computerized random lottery will determine which eligible applicants will be added to the 2023 Public Housing waiting list and in which order. You'll receive an email notification from OHA if you have been selected for the waiting list or not.



13. **Q. If I am added to the waiting list, what happens next?**  
**A.** When your name comes to the top of the waiting list you will be contacted by OHA to begin the intake process to determine if you are eligible at that time. Once established, this waiting list will be active for 12 to 18 months.
14. **Q. How long will it take my name to reach the top of the waiting list?**  
**A.** OHA cannot predict how long you will be on the waiting list.
15. **Q. Are there any admissions preferences?**  
**A.** Yes. Public Housing has the following admission preferences:
- 1) 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.
  - 2) 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.
  - 3) A Literal Homeless preference - Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
    - a) Has a primary nighttime residence that is a public or private place not meant for human habitation; **or**
    - b) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); **or**
    - c) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
16. **Q. How do I inform OHA if my address changes after I submit my pre-application?**  
**A.** Always inform OHA of changes to your address or contact information via OHA online applicant portal. Keep your username and password so that you can make changes in the portal. <http://myohaportal.oakha.org/> ; or, you can also contact OHA for assistance. Please refer to the Answer to Question 5 above.
17. **Q. Will households with undocumented family members be eligible?**  
**A.** Yes. One family member must have eligible residency or legal citizenship status.
18. **Q. I previously applied for an OHA Public Housing waiting list. Do I still need to apply?**  
**A.** Yes. If you want to be considered for the 2023 Public Housing waiting list, you will need to reapply. For instructions on how to register and apply, see the MyOHAPortal Registration Instructions at <http://oakha.org/AffordableHousing/Pages/Wait-Lists.aspx> ;or, you can also contact OHA for assistance. Please refer to the Answer to Question 5 above.



**19. Q. Are there household income limits?**

**A.** Yes. The total income of all the persons listed on the pre-application must not exceed the HUD 2022 income limits. Income includes, but is not limited to, wages, Social Security benefits, pensions, child support, unemployment benefits, CalWin (TANF), or net income from a business, etc.

2022 Annual Income Limits							
1	2	3	4	5	6	7	8
\$74,200	\$84,800	\$95,400	\$106,000	\$114,500	\$123,000	\$131,450	\$139,950

**20. Q. Are there other eligibility requirements?**

**A.** Yes.

- 1) At least one household member must be a U.S. citizen or eligible immigrant; and
- 2) No household member can be subject to a lifetime registration requirement under any of the 50 states' sex offender registration program; and
- 3) No household member can have been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally-assisted housing;

Persons with disabilities have the right to request reasonable accommodations to participate in the application process. If you need assistance to apply online and require a paper application, or if you need another type of reasonable accommodation, please contact Leased Housing at (510) 587-2100.

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

The City of Oakland prohibits rental discrimination based on criminal history per the Ronald V. Dellums and Simarashe Sherry Fair Chance Access to Housing Ordinance No 13581 C.M.S. (O.M.C. 8.25). Visit <http://oakha.org/AffordableHousing/HowDoIApplyForHousing/Documents/Fair-Chance-Ordinance.Tenant-Notice.10.5.2020.pdf> for more information.

Language translation services are available in 151 languages at all offices at no cost.  
Please call (510) 587-2100 for assistance.

所有办事处均免费提供 151 种语言的语言翻译服务

Los servicios de traducción en 151 idiomas están disponibles en todas las oficinas sin ningún costo.

Trương chinh thông dịch đầy đủ cho tới 151 tiếng nói miễn phí cho quý vị đang có tị nạn nhiều vắng phòng gần đây.



## 2023 WAIT LIST OPENING FOR OAKLAND HOUSING AUTHORITY PUBLIC HOUSING UNITS AT LOCKWOOD GARDENS AND PERALTA VILLAGE

The 2023 Waiting List for Oakland Housing Authority (OHA) Public Housing Units at Lockwood Gardens and Peralta Village is open and pre-applications are being accepted.

**This waiting list is for one, two, and three-bedroom units only.** OHA will place **125** applicants on the one-bedroom waiting list, **325** applicants on the two-bedroom waiting list, and **50** applicants on the three-bedroom waiting list based on a computerized random lottery selection process. If you are selected in the random computerized lottery, the **one** Public Housing property you selected is where you may be offered a unit. Once established, this waiting list will be active for 12 to 18 months.

### How do I apply?

Easy access is available to submit your pre-application. You may fill out a pre-application online or utilize a paper application.

If you choose a paper application, you may request an OHA staff person to assist you in filling out the pre-application or you may request assistance with entering your information into the online portal. Please visit 1327 65<sup>th</sup> Ave., Oakland, CA 94621 (Lockwood Gardens), 935 Union Street, Oakland, CA 94607 (Peralta Village) or 1540 Webster St. Oakland, CA 94612 (Leased Housing) January 17-20, 23-26 and 30, 31, between 10am-3pm or call (510) 587-2100.

Pre-applications are being accepted as of **Tuesday, January 17, 2023 starting at 8:00 AM through Tuesday, January 31, 2023 ending at 4:00PM.**

1. Go to [www.oakha.org](http://www.oakha.org) or <https://myohaportal.oakha.org/> to submit a pre-application. You must have a valid email address to submit a pre-application. If you do not have an email, you will have the opportunity to create an email address in the portal. There is no fee for completing the pre-application. THIS IS NOT A FIRST COME, FIRST SERVE PROCESS.
2. Applicants can submit a pre-application for **only one** of the Public Housing communities listed below.
3. **You must complete and submit your pre-application prior to Tuesday, January 31, 2023, 4:00 PM.**
4. You will receive an email confirming when you successfully complete and submit the pre-application. SAVE YOUR CONFIRMATION EMAIL.
5. If you cannot apply online, please visit one of the sites noted above January 17-20, 23-26 and 30, 31, between 10am-3pm or call (510) 587-2100 for assistance.

### What is the Public Housing Program?

The Public Housing program is a rental subsidy that is attached to an apartment unit owned by the Oakland Housing Authority. Program participants will pay up to 30% of their adjusted household income for rent and earn 80 percent of area median income or less as a household. Participants also receive a utility allowance, which is factored into the calculation of the monthly tenant rent. Program participants have access to OHA's Family and Community Partnership Department for services including employment assistance, children's activities and financial literacy.

### Occupancy Standards

The unit size for which an applicant family qualifies depends on their household size and composition, and any verifiable special needs. OHA will assign one - bedroom for each two persons regardless of sex or age, based on the below household composition.

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**This waiting list is for one, two, and three-bedroom units only.** To be eligible for this waiting list, an applicant family must meet the below occupancy standards:

Minimum # of family members

Head of household and no spouse/significant other

Maximum # of family members

Head of household with a spouse/significant other

1 bedroom		
2 bedroom		
3 bedroom		

**OHA will assign one bedroom for each two persons within the household, regardless of age or gender.**

- The Head of Household, if single, will be assigned their own bedroom and then one bedroom will be assigned for each remaining two persons within the household.
- Single person families will be allocated one bedroom.

**The Public Housing locations are in following areas in Oakland:**

East Oakland
<b>Lockwood Gardens</b> 1327 65 <sup>th</sup> Avenue Oakland, CA 94621 For more info: <a href="http://www.oakha.org/Residents/Pages/Lockwood-Gardens.aspx">http://www.oakha.org/Residents/Pages/Lockwood-Gardens.aspx</a>
West Oakland
<b>Peralta Village</b> 935 Union St. Oakland, CA 94607 For more info: <a href="http://www.oakha.org/Residents/Pages/Peralta-Village.aspx">http://www.oakha.org/Residents/Pages/Peralta-Village.aspx</a>

**Other eligibility requirements**

1. At least one household member must be a U.S. citizen or eligible immigrant; and
2. No household member can be subject to a lifetime registration requirement under any of the 50 states’ sex offender registration programs; and
3. No household member can have been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally-assisted housing; and
4. The total income of all the persons listed on the pre-application must not exceed the 2022 income limits. Income includes, but is not limited to wages, Social Security benefits, pensions, child support, unemployment benefits, CalWin (TANF), or net income from a business, etc.

2022 Income Limits by # of Persons in Family							
1	2	3	4	5	6	7	8
\$74,200	\$84,800	\$95,400	\$106,000	\$114,500	\$123,000	\$131,450	\$139,950





Persons with disabilities have the right to request reasonable accommodations to participate in the application process. If you need assistance to apply online and require a paper application, or if you need another type of reasonable accommodation, please contact Leased Housing at (510) 587-2100.

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

December 19 , 2022

CA003  
OAKLAND HOUSING AUTHORITY  
1619 HARRISON ST  
OAKLAND, CA 94612-0000

Dear Executive Director:

I am pleased to notify you that your public housing agency (PHA) is eligible for new Mainstream vouchers and funding as authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (Public Law 116-136). The CARES Act allowed the Department of Housing and Urban Development (HUD) to allocate additional vouchers to PHAs non-competitively to help them prevent, prepare for, and respond to coronavirus in their communities. Your PHA submitted an application requesting Mainstream vouchers using the criteria identified in PIH Notice 2022-19: "Mainstream Vouchers – Non-Competitive Opportunity for Additional Vouchers Authorized by the CARES Act and Extraordinary Administrative Funding, Correction."  
<https://www.hud.gov/sites/dfiles/PIH/documents/PIH2022-19.pdf>

The enclosed table (see last page) shows the number of units and the associated budget authority awarded along with extraordinary administrative fees awarded, as applicable. The default effective date of your award will be January 1, 2023, unless you contact [MainstreamFunding@hud.gov](mailto:MainstreamFunding@hud.gov) by Friday, December 30, 2022, to request an alternative effective date. Your effective date may be the first of any month beginning December 2022 through April 2023.

Please remember that, as with the regular voucher program, the awarded budget authority and number of units both serve as a cap. Your PHA may only lease until it has reached the lower of its Mainstream budget authority or the total number of Mainstream units awarded. If your PHA still has Mainstream funding available after leasing all awarded units, this extra funding will go into your PHA's Mainstream Housing Assistance Payment (HAP) reserves. If your PHA is on track to spend all awarded funding but still has units left, stop leasing before all funds are exhausted.

The FMC will provide your PHA with an amended Annual Contributions Contract that reflects the obligation of funds and monthly disbursements amount to be scheduled. Initially, the first three months of disbursements will be automatically scheduled. Each disbursement will equal 1/12th of your award amount. Thereafter, monthly disbursements will be scheduled based on monthly Mainstream expenses reported in the Voucher Management System (VMS). If your PHA has not leased any vouchers by month three, you will not receive additional disbursements until VMS data shows you are incurring HAP expenses. If at any time such disbursements are not sufficient to cover your monthly expenses, your PHA should contact your Financial Analyst at the FMC.

Your PHA must follow all HCV program requirements when administering the Mainstream Voucher Program, including the regulations at 24 CFR part 982, and the requirements in PIH Notice 2022-19 and *PIH Notice 2020-01: Revised Policies and Procedures for the Mainstream Voucher Program*. Your PHA is required to follow relevant statutes, regulations, and HUD guidance.

To ensure that Mainstream families are recorded properly, you must record MS5 on line 2n of the form HUD-50058 (Family Report). Remember to accurately record families who are homeless at admission on line 4c of the HUD-50058. Mainstream vouchers and corresponding HAP expenses must also be accurately reported in VMS. The Mainstream Voucher Program is reported separately in FASS-PH under the CFDA code 14.879.

Extraordinary administrative fees awarded through PIH Notice 2022-19 can be used for two purposes: (1) any currently eligible voucher administrative costs, including activities to support housing search and lease up of eligible applicants; and (2) costs related to the retention, recruitment, and support of participating owners in the form of security deposits, signing bonuses, vacancy payments, and damage mitigation. Note that the uses of extraordinary administrative funding for retention, recruitment and support of participating owners described in this notice are unique to these amounts and include specific uses that regular, ongoing administrative fees cannot cover. Additional information about use of extraordinary administrative fees, including reporting and eligible expenses, is available in the Extraordinary Administrative Fees FAQ.

<https://www.hud.gov/sites/dfiles/PIH/documents/EAF%20Mainstream%20FAQs%20FINAL.docx>

Additional information regarding the Mainstream Voucher Program can be found at:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/mainstream](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/mainstream).

Please contact [MainstreamVouchers@hud.gov](mailto:MainstreamVouchers@hud.gov) if you have any questions.

Sincerely

*Steven R. Durham*

for  
Danielle Bastarache  
Deputy Assistant Secretary for  
Public Housing and Voucher Programs



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

Number of Vouchers	Voucher Funding	Extraordinary Administrative Fee Funding
50	\$957,456	\$131,000



## INTER-OFFICE MEMORANDUM

**January 12, 2023**

**TO:** Patricia Wells, Executive Director

**THROUGH:** Dominica Henderson, Special Assistant to the ED and Director of PIC

**FROM:** Julie Christia <sup>DS</sup> Assistant Director of Policy, Implementation and Compliance

**SUBJECT: Payment Standard Regulatory Waivers Approved**

The Oakland Housing Authority (Authority) submitted a request pursuant to Notice PIH 2022-30, “*Extension of Certain Regulatory Waivers for the Housing Choice Voucher (including Mainstream and Mod Rehab) Program and Streamlined Review Process*,” offering waivers to increase payment standards. The Authority received approval from the United States Department of Housing and Urban Development (Department) to extend an existing previously approved waiver, approved in April 2022, and to implement a new waiver. Both waivers are effective until December 31, 2023.

The approved waivers are as follows:

- **Extended:** The Voucher Tenancy: New Payment Standard Amount waiver allows the Authority to establish payment standards from 111% to 120% of the Fair Market Rent (FMR). The extension of the waiver, for 24 CFR 982.503(b), will allow the Authority to continue to ensure residents are competitive applicants in Oakland’s competitive rental market. As a reminder, based on lessons learned from this waiver, staff plans to include a request in the FY 2024 MTW Annual Plan to allow the Authority to establish its voucher payment standard at 120 percent at the Executive Director's discretion and 150 percent based on specific criteria such as age of construction, amenities, etc.
- **New:** Increase in Payment Standard During Housing Assistance Payment (HAP) Contract Term. This waiver, which waives 24 CFR 982.505(c)(4), allows the Authority the option to increase the voucher payment standard for the family at any time (i.e. interim re-exam, owner rent increase) after the effective date of the increase, rather than waiting for the next

<sup>DS</sup>  
*ym*  
Completed by Executive Office staff only:  
Approved/Recorded  
Executive Assistant



Voucher Payment Standard Regulatory Waivers  
January 12, 2023

reexamination. This waiver will provide the Authority with the flexibility needed to secure one- and two-bedroom apartments, and the ability to maintain healthy relationships with owners and families.



## Commission Meeting Schedule Calendar 2023

Monday, January 23 - Regular Meeting

Monday, February 27 – Regular Meeting

Monday, March 20 – Special Meeting

~~Monday, March 27 – Regular Meeting~~ (Cancelled) Holiday Observed

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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