

Commission Members

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

Executive Director

Patricia Wells

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

HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA REGULAR MEETING

Monday, January 24, 2022 at 6:00 p.m.

Tele-Conference

NOTE: Pursuant to Assembly Bill No.361 [(Chapter 165, Statutes of 2021) approved by the Governor on September 16, 2021]] a local legislative body is authorized to hold public meetings remotely via teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during proclaimed state emergencies, and make public meetings accessible "via a call-in option or an internet-based service option" to all members of the public seeking to access and attend the meeting, offer public comment, and address the legislative body.

Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/92703692254?pwd=NGMyeEViRitoaGo3U1I4ZFhMWGI4Zz09>

Meeting ID (access code): 927 0369 2254 Meeting Password: 526240

Closed Caption – provided through the link

To participate by Telephone: 877 853 5257

Meeting ID (access code): 927 0369 2254 Meeting Password: 526240

If you need special assistance to participate in the meetings of the Oakland Housing Authority Board of Commissioners, please contact (510) 874-1517 (TDD: 800-618-4781). Notification 48 hours prior to the meeting will enable the Oakland Housing Authority Board of Commissioners to make reasonable arrangements to ensure accessibility.

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

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



AGENDA
Regular Meeting
January 24, 2022, 6:00 pm

- I. Pledge of Allegiance
- II. Roll Call
- III. Approval of Minutes:
 - A. Minutes of the Meetings for December 6, 2021, December 27, 2021, and January 24, 2022 will be presented at the February 28, 2022 Board Meeting for review and approval.
- 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. Authorization for the Executive Director to Execute a Cost of Living Adjustment for All Alameda Building and Trades Council Positions, Effective July 1, 2021
 - B. Authorization for the Executive Director to Execute A Cost Of Living Adjustment for All OPEIU Local 29 Positions, Effective July 1, 2021
 - C. Authorization for the Executive Director to Execute A Cost Of Living Adjustment for All SEIU Local 1021 APA/HAR/HES Positions, Effective July 1, 2021
 - D. Authorization for the Executive Director to Execute A Cost Of Living Adjustment for All SEIU Local 1021 Maintenance positions retroactively effective July 1, 2021
 - E. Authorization for the Executive Director to Execute A Cost Of Living Adjustment for All Unrepresented Positions, Effective July 1, 2021
 - F. Staff Briefing on the Oakland Housing Authority Methodology to Support the State of California *Bringing California Home* Program
 - G. Approval of the Conditional Award of Housing Choice Voucher Reserves to Fund Capitalized Operating Reserves for State Homekey Round II applicant Oakland Coliseum Way LP for Homekey Project, Coliseum Way and Authorization of the Executive Director to Execute a Local MTW Capitalized Operating Reserve Agreement for a 15-year term
 - H. Approval of the Conditional Award of Housing Choice Voucher Reserves

to Fund Capitalized Operating Reserves for State Homekey Round II applicant Bay area Community Services Housing Corp. for Homekey project, Piedmont Place and Authorization of the Executive Director to Execute a Local MTW Capitalized Operating Reserve Agreement for a 15-year term Homekey

- I. Approval of the Conditional Award of Housing Choice Voucher Reserves to Fund Capitalized Operating Reserves for State Homekey Round II applicant Phoenix 801 Pine, LP for Homekey project, The Phoenix and Authorization of the Executive Director to Execute a Local MTW Capitalized Operating Reserve Agreement for a 15-year term Homekey
- J. Authorization to Extend the Initial Term of the Project-Based Voucher Housing Assistance Payment Contract for an Additional Five Years for a Maximum 20-Year Initial Term for Westlake Christian Terrace LP, Ratification and Approval the Housing Assistance Payment Contract, and Approval of Assignment of the HAP Contract Executed by Westlake Christian Terrace West LP to Citibank, N.A.
- K. Authorization of the Executive Director to Amend the Contract with Helen Dunlap Consulting for Real Estate Development Consulting Services to Add \$130,000 in Hourly Consulting Services, for a Total Contract Amount Not to Exceed \$480,000.

L. Informational Presentation of the Year in Review: 2021

M. 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

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.

Gregory D. Hartwig, Chair of the Commission

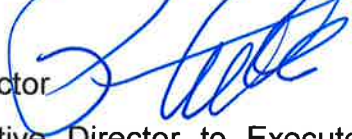
By 
Patricia Wells, Secretary

ITEM VII. NEW BUSINESS

Executive Office

Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Authorization for the Executive Director to Execute a Cost of Living Adjustment for All Alameda Building and Trades Council Positions, Effective July 1, 2021

Date: January 24, 2022

Purpose: This memorandum transmits for consideration and approval, a resolution authorizing the Executive Director to execute a two and one half percent (2.5%) retroactive increase to all Alameda Building and Trades Council positions.

Funding: Funding for this increase was budgeted in the Fiscal Year 2022 annual operating budget, as approved by the Board of Commissioners on June 6, 2021.

Background

The Cost of Living Adjustment (COLA) is an adjustment made to employee salaries with the intent to maintain employee salary value against increases in the cost of purchasing typical life necessities. This adjustment is regularly negotiated as a part of the Memorandums of Understanding (MOUs) with the Authority's four bargaining units; SEIU Local 1021 Maintenance, SEIU Local 1021 APA/HAR/ES, OPEIU Local 29, and the Alameda Building and Trades Council (Unions). It is also the Authority's practice to provide an equivalent COLA to all unrepresented staff.

The Authority endeavored to create a COLA process that is based directly on data that represents the cost of living in the Bay Area. To that end, the Authority proposed a COLA structure that uses a twelve (12) month average of data provided by the Bureau of Labor Statistics Consumer Pricing Index (CPI). In this process, the Authority would review CPI data during the year to project a COLA for budgeting purposes, and in June of each year, the past twelve (12) months of CPI data will be averaged to determine the COLA for July 1 of that year. This process is strongly rooted in data, however, it is also moderately subject to long term market fluctuations, much like those we have seen over the past two years with the impact of COVID-19. For this reason, the Authority negotiated a ceiling of 4.5% and a floor of 2.5%. In the event that the twelve (12) month average is higher than the ceiling, or lower than the floor, a re-opener was agreed to in order for the Authority and the Unions to re-negotiate in the event of an exceptionally high or low CPI.

The CPI calculation for July 1, 2021, if using the agreed to methodology, would have resulted in a 2.2% increase. For this reason a re-opener was initiated for the July 1, 2021 COLA. After thorough and tough negotiations, the Unions and the Authority agreed to a 2.5% COLA. The .3% increase is the result of exceptionally high data in June, and April. Each of these data points showed a CPI of 3.2% or higher and indicated a clear increasing trend in the CPI. August data, showing a CPI of 3.7%, was consistent with the previous data. As a compromise, the Union and the Authority agreed to include the August data point although it would not normally be part of the calculation. This final data point resulted in the CPI average calculating to 2.5%. Each of the Unions tentatively agreed to this 2.5% increase. For equity across the agency as well as to remain in line with Authority past practice, all unrepresented positions receive the same 2.5% increase in wages.

Recommendation:

Staff recommends that the Board of Commissioners authorize the Executive Director to execute a two and one half percent (2.5%) increase across all Alameda Building and Trades Council positions effective July 1, 2021.

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: _____

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO
EXECUTE A TWO AND ONE HALF PERCENT COST OF LIVING
ADJUSTMENT FOR ALL ALAMEDA BUILDING AND TRADES
COUNCIL POSITIONS, EFFECTIVE JULY 1, 2021**

WHEREAS, the Oakland Housing Authority (Authority) seeks to be an employer of choice and provide its employees with a competitive salary and benefit package to encourage retention of current staff and to attract skilled and experienced staff into the agency; and

WHEREAS, the Authority has recognized Alameda Building and Trades Council (Union) as the representative of a discreet group of employees, pursuant to Meyers/Milias Brown; and

WHEREAS, the Authority and the Union embarked on the negotiation process on a Cost of Living Adjustment Re-opener; and

WHEREAS, the parties reached tentative agreement on a Cost of Living Adjustment;

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

THAT, approval is hereby given to apply a two and one half percent (2.5%) Cost of Living Adjustment to all positions represented by the Alameda Building and Trades Council; and

THAT, the Executive Director is hereby authorized to take all necessary action 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 January 24, 2022.*

Patricia Wells, Secretary / Executive Director

ADOPTED: January 24, 2022

RESOLUTION NO. _____

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Executive Office

Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Authorization for the Executive Director to Execute a Cost of Living Adjustment for All OPEIU Local 29 Positions, effective July 1, 2021

Date: January 24, 2022

Purpose: This memorandum transmits for consideration and approval, a resolution authorizing the Executive Director to execute a two and one half percent (2.5%) retroactive increase to all OPEIU Local 29 positions.

Funding: Funding for this increase was budgeted in the Fiscal Year 2022 annual operating budget, as approved by the Board of Commissioners on June 6, 2021.

Background

The Cost of Living Adjustment (COLA) is an adjustment made to employee salaries with the intent to maintain employee salary value against increases in the cost of purchasing typical life necessities. This adjustment is regularly negotiated as a part of the Memorandums of Understanding (MOUs) with the Authority's four bargaining units; SEIU Local 1021 Maintenance, SEIU Local 1021 APA/HAR/ES, OPEIU Local 29, and the Alameda Building and Trades Council (Unions). It is also the Authority's practice to provide an equivalent COLA to all unrepresented staff.

The Authority endeavored to create a COLA process that is based directly on data that represents the cost of living in the Bay Area. To that end, the Authority proposed a COLA structure that uses a twelve (12) month average of data provided by the Bureau of Labor Statistics Consumer Pricing Index (CPI). In this process, the Authority would review CPI data during the year to project a COLA for budgeting purposes, and in June of each year, the past twelve (12) months of CPI data will be averaged to determine the COLA for July 1 of that year. This process is strongly rooted in data, however, it is also moderately subject to long term market fluctuations, much like those we have seen over the past two years with the impact of COVID-19. For this reason, the Authority negotiated a ceiling of 4.5% and a floor of 2.5%. In the event that the twelve (12) month average is higher than the ceiling, or lower than the floor, a re-opener was agreed to in order for the Authority and the Unions to re-negotiate in the event of an exceptionally high or low CPI.

The CPI calculation for July 1, 2021, if using the agreed to methodology, would have resulted in a 2.2% increase. For this reason a re-opener was initiated for the July 1, 2021 COLA. After thorough and tough negotiations, the Unions and the Authority

agreed to a 2.5% COLA. The .3% increase is the result of exceptionally high data in June, and April. Each of these data points showed a CPI of 3.2% or higher and indicated a clear increasing trend in the CPI. August data, showing a CPI of 3.7%, was consistent with the previous data. As a compromise, the Union and the Authority agreed to include the August data point although it would not normally be part of the calculation. This final data point resulted in the CPI average calculating to 2.5%. Each of the Unions have tentatively agreed to this 2.5% increase. For equity across the agency as well as to remain in line with Authority past practice, all unrepresented positions receive the same 2.5% increase in wages.

Recommendation:

Staff recommends that the Board of Commissioners authorize the Executive Director to execute a two and one half percent (2.5%) increase across all OPEIU Local 29 positions effective July 1, 2021.

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: _____

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO
EXECUTE A TWO AND ONE HALF (2.5%) COST OF LIVING
ADJUSTMENT FOR ALL OPEIU LOCAL 29 POSITIONS,
RETROACTIVELY EFFECTIVE JULY 1, 2021**

WHEREAS, the Oakland Housing Authority (Authority) seeks to be an employer of choice and provide its employees with a competitive salary and benefit package to encourage retention of current staff and to attract skilled and experienced staff into the agency; and

WHEREAS, the Authority has recognized OPEIU Local 29 (Union) as the representative of a discreet group of employees, pursuant to Meyers/Milias Brown; and

WHEREAS, the Authority and the Union embarked on the negotiation process on a Cost of Living Adjustment Re-opener; and

WHEREAS, the parties reached tentative agreement on a Cost of Living Adjustment;

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

THAT, approval is hereby given to apply a two and one half percent (2.5%) Cost of Living Adjustment to all positions represented by the OPEIU Local 29; and

THAT, the Executive Director is hereby authorized to take all necessary action 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 January 24, 2022.*

Patricia Wells, Secretary / Executive Director

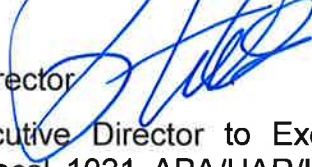
ADOPTED: January 24, 2022

RESOLUTION NO. _____

Executive Office

Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Authorization for the Executive Director to Execute a Cost of Living Adjustment for All SEIU Local 1021 APA/HAR/HES Positions, Effective July 1, 2021

Date: January 24, 2022

Purpose: This memorandum transmits for your consideration and approval, a resolution authorizing the Executive Director to execute a two and one half percent (2.5%) retroactive increase to all SEIU Local 1021 APA/HAR/HES positions.

Funding: Funding for this increase was budgeted in the Fiscal Year 2022 annual operating budget, as approved by the Board of Commissioners on June 6, 2021.

Background

The Cost of Living Adjustment (COLA) is an adjustment made to employee salaries with the intent to maintain employee salary value against increases in the cost of purchasing typical life necessities. This adjustment is regularly negotiated as a part of the Memorandums of Understanding (MOUs) with the Authority's four bargaining units; SEIU Local 1021 Maintenance, SEIU Local 1021 APA/HAR/ES, OPEIU Local 29, and the Alameda Building and Trades Council (Unions). It is also the Authority's practice to provide an equivalent COLA to all unrepresented staff.

The Authority endeavored to create a COLA process that is based directly on data that represents the cost of living in the Bay Area. To that end, the Authority proposed a COLA structure that uses a twelve (12) month average of data provided by the Bureau of Labor Statistics Consumer Pricing Index (CPI). In this process, the Authority would review CPI data during the year to project a COLA for budgeting purposes, and in June of each year, the past twelve (12) months of CPI data will be averaged to determine the COLA for July 1 of that year. This process is strongly rooted in data, however, it is also moderately subject to long term market fluctuations, much like those we have seen over the past two years with the impact of COVID-19. For this reason, the Authority negotiated a ceiling of 4.5% and a floor of 2.5%. In the event that the twelve (12) month average is higher than the ceiling, or lower than the floor, a re-opener was agreed to in order for the Authority and the Unions to re-negotiate in the event of an exceptionally high or low CPI.

The CPI calculation for July 1, 2021, if using the agreed to methodology, would have resulted in a 2.2% increase. For this reason a re-opener was initiated for the July 1, 2021 COLA. After thorough and tough negotiations, the Unions and the Authority agreed to a 2.5% COLA. The .3% increase is the result of exceptionally high data in June, and April. Each of these data points showed a CPI of 3.2% or higher and indicated a clear increasing trend in the CPI. August data, showing a CPI of 3.7%, was consistent with the previous data. As a compromise, the Union and the Authority agreed to include the August data point although it would not normally be part of the calculation. This final data point resulted in the CPI average calculating to 2.5%. Each of the Unions have tentatively agreed to this 2.5% increase. For equity across the agency as well as to remain in line with Authority past practice, all unrepresented positions receive the same 2.5% increase in wages.

Recommendation:

Staff recommends that the Board of Commissioners authorize the Executive Director to execute a two and one half percent (2.5%) increase across all SEIU Local 1021 APA/HAR/HES positions effective July 1, 2021.

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: _____

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO
EXECUTE A TWO AND ONE HALF PERCENT COST OF LIVING
ADJUSTMENT FOR ALL SEIU LOCAL 1021 APA/HAR/HES
POSITIONS, EFFECTIVE JULY 1, 2021**

WHEREAS, the Oakland Housing Authority (Authority) seeks to be an employer of choice and provide its employees with a competitive salary and benefit package to encourage retention of current staff and to attract skilled and experienced staff into the agency; and

WHEREAS, the Authority has recognized SEIU Local 1021 APA/HAR/HES (Union) as the representative of a discreet group of employees, pursuant to Meyers/Milias Brown; and

WHEREAS, the Authority and the Union embarked on the negotiation process on a Cost of Living Adjustment Re-opener; and

WHEREAS, the parties reached tentative agreement on a Cost of Living Adjustment;

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

THAT, approval is hereby given to apply a two and one half percent (2.5%) Cost of Living Adjustment to all positions represented by the SEIU Local 1021 APA/HAR/HES; and

THAT, the Executive Director is hereby authorized to take all necessary action 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 January 24, 2022.*

Patricia Wells, Secretary / Executive Director


ADOPTED: January 24, 2022

RESOLUTION NO. ____

Executive Office

Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Authorization for the Executive Director to Execute a Cost of Living Adjustment for All SEIU Local 1021 Maintenance Positions, Effective July 1, 2021

Date: January 24, 2022

Purpose: This memorandum transmits for consideration and approval, a resolution authorizing the Executive Director to execute a two and one half percent (2.5%) retroactive increase to all SEIU Local 1021 Maintenance positions.

Funding: Funding for this increase was budgeted in the Fiscal Year 2022 annual operating budget, as approved by the Board of Commissioners on June 6, 2021.

Background

The Cost of Living Adjustment (COLA) is an adjustment made to employee salaries with the intent to maintain employee salary value against increases in the cost of purchasing typical life necessities. This adjustment is regularly negotiated as a part of the Memorandums of Understanding (MOUs) with the Authority's four bargaining units; SEIU Local 1021 Maintenance, SEIU Local 1021 APA/HAR/ES, OPEIU Local 29, and the Alameda Building and Trades Council (Unions). It is also the Authority's practice to provide an equivalent COLA to all unrepresented staff.

The Authority endeavored to create a COLA process that is based directly on data that represents the cost of living in the Bay Area. To that end, the Authority proposed a COLA structure that uses a twelve (12) month average of data provided by the Bureau of Labor Statistics Consumer Pricing Index (CPI). In this process, the Authority would review CPI data during the year to project a COLA for budgeting purposes, and in June of each year, the past twelve (12) months of CPI data will be averaged to determine the COLA for July 1 of that year. This process is strongly rooted in data, however, it is also moderately subject to long term market fluctuations, much like those we have seen over the past two years with the impact of COVID-19. For this reason, the Authority negotiated a ceiling of 4.5% and a floor of 2.5%. In the event that the twelve (12) month average is higher than the ceiling, or lower than the floor, a re-opener was agreed to in order for the Authority and the Unions to re-negotiate in the event of an exceptionally high or low CPI.

The CPI calculation for July 1, 2021, if using the agreed to methodology, would have resulted in a 2.2% increase. For this reason a re-opener was initiated for the July 1,

2021 COLA. After thorough and tough negotiations, the Unions and the Authority agreed to a 2.5% COLA. The .3% increase is the result of exceptionally high data in June, and April. Each of these data points showed a CPI of 3.2% or higher and indicated a clear increasing trend in the CPI. August data, showing a CPI of 3.7%, was consistent with the previous data. As a compromise, the Union and the Authority agreed to include the August data point although it would not normally be part of the calculation. This final data point resulted in the CPI average calculating to 2.5%. Each of the Unions tentatively agreed to this 2.5% increase. For equity across the agency as well as to remain in line with Authority past practice, all unrepresented positions receive the same 2.5% increase in wages.

Recommendation:

Staff recommends that the Board of Commissioners authorize the Executive Director to execute a two and one half percent (2.5%) increase across all SEIU Local 1021 Maintenance positions effective July 1, 2021.

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: _____

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO
EXECUTE A TWO AND ONE HALF PERCENT (2.5%) COST OF LIVING
ADJUSTMENT FOR ALL SEIU LOCAL 1021 MAINTENANCE
POSITIONS, EFFECTIVE JULY 1, 2021**

WHEREAS, the Oakland Housing Authority (Authority) seeks to be an employer of choice and provide its employees with a competitive salary and benefit package to encourage retention of current staff and to attract skilled and experienced staff into the agency; and

WHEREAS, the Authority has recognized SEIU Local 1021 Maintenance (Union) as the representative of a discreet group of employees, pursuant to Meyers/Milias Brown; and

WHEREAS, the Authority and the Union embarked on the negotiation process on a Cost of Living Adjustment Re-opener; and

WHEREAS, the parties reached tentative agreement on a Cost of Living Adjustment;

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

THAT, approval is hereby given to apply a two and one half percent (2.5%) Cost of Living Adjustment to all positions represented by the SEIU Local 1021 Maintenance; and

THAT, the Executive Director is hereby authorized to take all necessary action 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 January 24, 2022.*

Patricia Wells, Secretary / Executive Director

ADOPTED: January 24, 2022

RESOLUTION NO. _____

Executive Office

Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Authorization for the Executive Director to Execute a Cost of Living Adjustment for All Unrepresented Positions, Effective July 1, 2021

Date: January 24, 2022

Purpose: This memorandum transmits for consideration and approval, a resolution authorizing the Executive Director to execute a two and one half percent (2.5%) retroactive increase to all unrepresented positions.

Funding: Funding for this increase was budgeted in the Fiscal Year 2022 annual operating budget, as approved by the Board of Commissioners on June 6, 2021.

Background

The Cost of Living Adjustment (COLA) is an adjustment made to employee salaries with the intent to maintain employee salary value against increases in the cost of purchasing typical life necessities. This adjustment is regularly negotiated as a part of the Memorandums of Understanding (MOUs) with the Authority's four bargaining units; SEIU Local 1021 Maintenance, SEIU Local 1021 APA/HAR/ES, OPEIU Local 29, and the Alameda Building and Trades Council (Unions). It is also the Authority's practice to provide an equivalent COLA to all unrepresented staff.

The Authority endeavored to create a COLA process that is based directly on data that represents the cost of living in the Bay Area. To that end, the Authority proposed a COLA structure that uses a twelve (12) month average of data provided by the Bureau of Labor Statistics Consumer Pricing Index (CPI). In this process, the Authority would review CPI data during the year to project a COLA for budgeting purposes, and in June of each year, the past twelve (12) months of CPI data will be averaged to determine the COLA for July 1 of that year. This process is strongly rooted in data, however, it is also moderately subject to long term market fluctuations, much like those we have seen over the past two years with the impact of COVID-19. For this reason, the Authority negotiated a ceiling of 4.5% and a floor of 2.5%. In the event that the twelve (12) month average is higher than the ceiling, or lower than the floor, a re-opener was agreed to in order for the Authority and the Unions to re-negotiate in the event of an exceptionally high or low CPI.

The CPI calculation for July 1, 2021, if using the agreed to methodology, would have resulted in a 2.2% increase. For this reason a re-opener was initiated for the July 1, 2021 COLA. After thorough and tough negotiations, the Unions and the Authority

agreed to a 2.5% COLA. The .3% increase is the result of exceptionally high data in June, and April. Each of these data points showed a CPI of 3.2% or higher and indicated a clear increasing trend in the CPI. August data, showing a CPI of 3.7%, was consistent with the previous data. As a compromise, the Union and the Authority agreed to include the August data point although it would not normally be part of the calculation. This final data point resulted in the CPI average calculating to 2.5%. Each of the Unions tentatively agreed to this 2.5% increase. For equity across the agency as well as to remain in line with Authority past practice, all unrepresented positions receive the same 2.5% increase in wages.

Recommendation:

Staff recommends that the Board of Commissioners authorize the Executive Director to execute a two and one half percent (2.5%) increase across all unrepresented positions effective July 1, 2021.

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: _____

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO
EXECUTE A TWO AND ONE HALF PERCENT COST OF LIVING
ADJUSTMENT FOR ALL UNREPRESENTED POSITIONS, EFFECTIVE
JULY 1, 2021**

WHEREAS, the Oakland Housing Authority (Authority) seeks to be an employer of choice and provide its employees with a competitive salary and benefit package to encourage retention of current staff and to attract skilled and experienced staff into the agency; and

WHEREAS, the Authority and the unions of represented employees embarked on the negotiation process on a Cost of Living Adjustment Re-opener; and

WHEREAS, the parties have reached tentative agreement on a Cost of Living Adjustment; and

WHEREAS, the Authority routinely and consistently issues represented and unrepresented employees the same Cost of Living Adjustment;

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

THAT, approval is hereby given to apply a two and one half percent (2.5%) Cost of Living Adjustment to all unrepresented positions; and

THAT, the Executive Director is hereby authorized to take all necessary action 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 January 24, 2022.*

Patricia Wells, Secretary / Executive Director

ADOPTED: January 24, 2022

RESOLUTION NO. ____

**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Staff Briefing on the Oakland Housing Authority Methodology to Support the State of California *Bringing California Home* Program

Date: January 24, 2022

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

Staff will report on its role, in partnership with the City of Oakland Department of Housing and Community Development, in assessing Homekey projects. Staff also present on the methodology used to ensure OHA resources are used to the highest and greatest good. OHA has an opportunity to use its Moving to Work single fund flexibility and funding to provide subsidy in a number of non-traditional methods to support and create more affordable housing in the City of Oakland.

Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Approval of the conditional award of Housing Choice Voucher Reserves to fund capitalized operating reserves in an amount up to \$4,572,041 for the State of California Homekey Round II applicant Oakland Coliseum Way LP for Homekey project, **Coliseum Way**, subject to clearance under the National Environmental Policy Act (NEPA), and authorizing the Executive Director to execute a Local MTW Capitalized Operating Reserve Agreement for a 15-year term.

Date: January 24, 2022

Purpose: This action will authorize the Executive Director to execute a conditional award of Housing Choice Voucher (HCV) reserves to fund a capitalized operating reserve in an amount up to \$4,572,041 for Homekey project, Coliseum Way, subject to clearance under the National Environmental Policy Act (NEPA), and authorizes the Executive Director to execute a Local Moving to Work (MTW) Capitalized Operating Reserve Agreement for a 15-year term.

Funding: Funding for this item is received by the Oakland Housing Authority (Authority) from the US Department of Housing and Urban Development's HCV program as authorized by the Board of Commissioners on December 6, 2021, Resolution No. 5013 to allocate \$15 million in HCV reserves to support proposals submitted by the City of Oakland to the State of California HomeKey Round II competition.

Background

Homekey Program Background

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

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

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

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. DHCD conducted a competitive process and the Authority will use this competition as the basis for making conditional funding awards to the Coliseum Way "project".

Coliseum Way

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

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

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

Project Evaluation

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

On January 11, 2022, the Authority's project team met with Danco and Operation Dignity. Coliseum Way was evaluated against the Authority's threshold funding criteria and

priorities established by the Board of Commissioners. The project met all criteria except the Authority's standard of including full kitchens and baths in all units.

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

Other evaluation criteria and considerations the team applied were:

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

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

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 projects shall be expressly conditioned on compliance with the requirements of NEPA.

Staff have been advised by the Authority's legal counsel, Goldfarb & Lipman, that the intended use of the Authority's HCV reserves as a capitalized operating subsidy reserve to exclusively support project operating costs should qualify for categorical exclusion under NEPA pursuant to 24 CFR Section 58.35(b)(3), which excludes funds used for "operating costs including maintenance, security, operation, utilities, furnishings, equipment, supplies, staff training and recruitment and other incidental costs." In addition, the execution of the Local MTW Capitalized Operating Reserve Agreement, and the funding of the capitalized reserves will occur following completion of construction.

The Authority has conferred with the City of Oakland, as the Responsible Entity (RE) under NEPA, who is in the process of confirming this determination.

Davis Bacon Prevailing Wages

Staff have been advised by the Authority's legal counsel, Goldfarb & Lipman, that because the Authority's funds will not be used for development or construction activities but will be used exclusively to fund a capitalized operating subsidy reserve following the completion of construction, Davis Bacon wages will not be triggered under Section 12 of the U.S. Housing Act of 1937.

Section 3

Applicable Section 3 requirements will be included in the capitalized operating subsidy reserve agreement to be executed following the completion of construction.

Housing Quality Standards

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

Recommendation

Staff recommends that the Board of Commissioners adopt the resolution approving the conditional award of HCV Reserves to fund a capitalized operating reserve in an amount up to \$4,572,041 for State Homekey Round II applicant Oakland Coliseum Way LP for Homekey project, Coliseum Way, subject to NEPA clearance, and authorizing the Executive Director to execute a Local MTW Capitalized Operating Reserve Agreement for a 15-year term subject to the project securing a State of California Homekey Program award.

Attachments: Board of Commissioner Resolution No.5013
Resolution

WHEREAS, the DHCD also highlighted the City's commitment to advancing racial equity and desire to expand deeply affordable apartments as priority criteria for project selection; and

WHEREAS, the deadline for teams to submit proposals to DHCD was November 18, 2021. DHCD will make awards by mid-December; and

WHEREAS, 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; and

WHEREAS, DHCD conducted a competitive process and the Authority will use this competition as the basis for potential funding awards to Homekey Round II projects; and

WHEREAS, OHA Staff will assess each project request to determine whether they meet the Authority's threshold criteria for funding; and

WHEREAS, the State will accept applications until May 2, 2022, or until the available funds are exhausted, whichever occurs first; and

WHEREAS, the City of Oakland is an eligible applicant and through DHCD plans to submit applications before January 31; and

WHEREAS, this action will approve the use of HCV reserves to subsidize the City's Homekey Round II projects; and

WHEREAS, final awards of funding for any project will occur after a thorough review of the proposals against the Authority's funding criteria and priorities; and

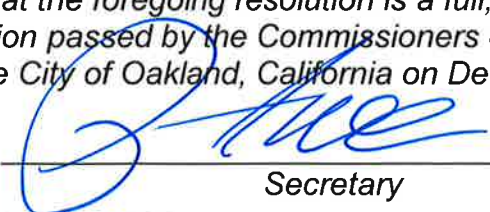
WHEREAS, in accordance with the HCV Administrative Plan Chapter 16, Part I any recommended expenditure of HCV reserves above \$50,000 must be presented to the Board of Commissioners for approval.

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

THAT, the Board of Commissioners authorizes the Executive Director to allocate \$15 million in Housing Choice Voucher reserves to support project proposals submitted by the City of Oakland in response to the State Homekey Round II competition; and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on December 06, 2021.



Secretary

ADOPTED: December 06, 2021

RESOLUTION NO. 5013

**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
CONDITIONAL AWARD OF HOUSING CHOICE VOUCHER RESERVES
TO FUND A CAPITALIZED OPERATING RESERVE IN AN AMOUNT UP
TO \$4,572,041 FOR THE STATE OF CALIFORNIA HOMEKEY
PROJECT, COLISEUM WAY, SUBJECT TO CLEARANCE UNDER THE
NATIONAL ENVIRONMENTAL POLICY ACT (NEPA), AND
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A LOCAL
MTW CAPITALIZED OPERATING RESERVE AGREEMENT FOR A 15
YEAR TERM**

WHEREAS, pursuant to Board of Commissioners Resolution No. 5013 which authorized the Executive Director to allocate \$15 million in Housing Choice Voucher Reserves to support project proposals submitted by the City of Oakland to the State Homekey Round II competition; and

WHEREAS, on September 9, 2021, the State of California Department of Housing and Community Development (State) issued a Notice of Funding Availability (NOFA) for the second round of its Homekey Program, making approximately \$1.45 billion in grant funding available to local public entities, including cities, counties, or other local public entities; and

WHEREAS, to sustain and rapidly expand housing for persons experiencing homelessness or at-risk of homelessness or at increased risk for medical diseases or conditions due to the COVID-19 pandemic; and

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

WHEREAS, on December 21, 2021 the Oakland City Council approved Coliseum Way "the project" to immediately move forward as co-applicant; and

WHEREAS, the DHCD intends to jointly submit an application with project sponsors Danco Communities and Operation Dignity for the project as soon as possible prior to January 31, 2022; and

WHEREAS, the State is accepting applications on a rolling basis until May 2022 or until funds are exhausted; and

WHEREAS, 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; and

WHEREAS, the DHCD conducted a competitive process and the Authority will use this competition as the basis for making a conditional funding award to the "project"; and

WHEREAS, the project will be located at 4801 Coliseum Way and will entail the conversion of the Inn by Coliseum motel into 36 Homekey units as permanent supportive housing targeting persons who are experiencing homelessness and who are chronically homeless, plus one manager's unit; and

WHEREAS, at least twelve units will be upgraded to include full kitchenettes that will include a sink, refrigerator/freezer, and a cooktop with the potential of upgrading all units with similar appliances;

WHEREAS, all units will target households earning no more than 30% AMI with 6 reserved for those experiencing homelessness and 6 reserved for those who are chronically homeless; and

WHEREAS, referrals shall be made through the Coordinated Entry System (CES); and

WHEREAS, the "project" will newly create a lounge area, community kitchen, office spaces for onsite support services and property management, a laundry room, and an outdoor dog walk and other landscape improvements area utilizing DHCD and Homekey funds; and

WHEREAS, on January 12, 2022 the OHA project team met with Danco Communities and Operation Dignity; and

WHEREAS, staff reviewed Coliseum Way applying a risk-based approach to underwriting in order to ensure long term financial stability and alignment with OHA mission; and

WHEREAS, a primary underwriting objective was to create positive net operating income which is sufficient to sustain the project through uncertainty in the long term over 15 years; and

WHEREAS, the “project” was evaluated against the Authority’s threshold funding criteria and priorities established by the Board of Commissioners and the project met all Criteria except the Authority’s standard of including full kitchens and baths in all units due to funding and scheduling constraints; and

WHEREAS, the sponsors are evaluating the potential of adding full kitchenettes to all units; and

WHEREAS, other evaluation criteria were applied such as long term stability, overall project needs and alignment with the Authority mission; and

WHEREAS, the Authority conditional funding is contingent on the “project” receiving an award of Homekey funding from the State; and

WHEREAS, for any project 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 requirements of NEPA; and

WHEREAS, because the Authority’s funds will not be used for development or construction activities but will be used exclusively to fund a capitalized operating subsidy reserve following completion of construction, Davis Bacon wages will not be triggered under Section 12 of the U.S. Housing Act of 1937; and

WHEREAS, applicable Section 3 requirements will be included in the capitalized operating reserve agreement to be executed following the completion of construction; and

WHEREAS, the project must meet Housing Quality Standards prior to execution of the capitalized operating reserve agreement and any disbursement of capitalized operating reserves.

**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 approves the conditional award of Housing Choice Voucher Reserves to fund capitalized operating reserves in an amount up to \$4,572,041 for State Homekey Round II applicant Oakland Coliseum Way LP for Homekey project, **Coliseum Way**, subject to clearance under the National Environmental Policy Act (NEPA), and authorizing the Executive Director to execute a Local MTW Capitalized

Operating Reserve Agreement for a 15-year term; and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on January 24, 2022.

Secretary

ADOPTED: January 24, 2022

RESOLUTION NO.

Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Approval of the conditional award of Housing Choice Voucher Reserves to fund capitalized operating reserves for State Homekey Round II applicant Bay Area Community Services Housing Corp. for Homekey project, **Piedmont Place**, subject to clearance under the National Environmental Policy Act (NEPA), and authorizing the Executive Director to execute a Local MTW Capitalized Operating Reserve Agreement for a 15-year term.

Date: January 24, 2022

Purpose: This action will authorize the Executive Director to execute a conditional award of Housing Choice Voucher (HCV) reserves to fund a capitalized operating reserve in an amount up to \$4,905,755 for Homekey project, Piedmont Place, subject to clearance under the National Environmental Policy Act (NEPA), and authorizes the Executive Director to execute a Local Moving to Work (MTW) Capitalized Operating Reserve Agreement for a 15-year term.

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 as authorized by the Board of Commissioners on December 6, 2021, Resolution No. 5013 to allocate \$15 million in HCV reserves to support project proposals submitted by the City of Oakland to the State Homekey Round II competition.

Background

Homekey Program Background

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

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

On December 21, 2021, the City Council approved Piedmont Place to immediately move forward as co-applicant. The State is accepting applications on a rolling basis until May 2, 2022 or until funds are exhausted, whichever occurs first. The DHCD intends to jointly submit an application with project sponsors, Memar Properties, Inc. and Bay Area Community Services (BACS) as soon as possible prior to January 3, 2022.

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 conditional funding award to Piedmont Place.

Piedmont Place

Piedmont Place, a 45-room motel is located at 55 MacArthur Boulevard. The affordable housing unit mix includes 38 Single Room Occupancy (SROs), 5 one-bedrooms and 1 two-bedroom unit at 10% AMI and one manager unit. The property will be converted into permanent housing for people who are chronically homeless. The project joint sponsors are Memar Properties, Inc. and Bay Area Community Services (BACS).

The property consists of two buildings that include 44 proposed affordable units and one manager's unit, five of which have full kitchens and all other remaining units are equipped with full bathrooms, a microwave, cooktop and refrigerator but without a separate sink for food preparation. The property is located between the Uptown and Piedmont Avenue neighborhoods, with immediate access to these neighborhoods' food, shopping, transportation, parks, and medical resources. Project sponsors BACS and Memar Properties, Inc. are under contract to purchase the property by March 31, 2022. BACS will provide comprehensive, wrap-around supportive services on site. The property is in excellent condition, and project sponsors are eager to engage with the community in preparation for this project.

Project Evaluation

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

On January 11, 2022, the Authority's project team met with Memar Properties, Inc. and Bay Area Community Services (BACS) staff. Piedmont Place was evaluated against the Authority's threshold funding criteria and priorities established by the Board of

Commissioners. The project met all criteria except the Authority's standard of including full kitchens and baths. There are 38 Single Room Occupancy units without a separate sink for food preparation.

- Population served is 30% AMI and below
- Wrap around services are available for the duration of the Authority's investment
- Integration into the surrounding community.
- Safety and security
- Units meet the Authority's standard of including full kitchens and baths for only 6 units
- On site property management and resident support services
- Ability to meet Homekey timeline requirements

Other evaluation criteria and considerations the team applied were:

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

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

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 projects shall be expressly conditioned on compliance with the requirements of NEPA.

Staff have been advised by the Authority's legal counsel, Goldfarb & Lipman, that the intended use of the Authority's HCV reserves as a capitalized operating subsidy reserve to exclusively support project operating costs should qualify for categorical exclusion under NEPA pursuant to 24 CFR Section 58.35(b)(3), which excludes funds used for "operating costs including maintenance, security, operation, utilities, furnishings, equipment, supplies, staff training and recruitment and other incidental costs". In addition, the execution of the Local MTW Capitalized Operating Reserve Agreement and the funding of the capitalized operating reserves will occur following the completion of construction.

The Authority has conferred with the City of Oakland, as the Responsible Entity under NEPA, who is in the process of confirming this determination.

Davis Bacon Prevailing Wages

Staff have been advised by the Authority's legal counsel, Goldfarb & Lipman, that because the Authority's funds will not be used for development or construction activities

but will be used exclusively to fund a capitalized operating subsidy reserve following the completion of construction, Davis Bacon wages will not be triggered under Section 12 of the U.S. Housing Act of 1937.

Section 3

Applicable Section 3 requirements will be included in the capitalized operating subsidy reserve agreement to be executed following the completion of construction.

Housing Quality Standards

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

Recommendation

Staff recommends that the Board of Commissioners adopt the resolution approving the conditional award of CV Reserves to fund a capitalized operating reserve in an amount up to \$4,905,755 for State Homekey Round II applicant Bay Area Community Services Housing Corp. for Homekey project, **Piedmont Place**, subject to NEPA clearance, and authorizing the Executive Director to execute a Local MTW Capitalized Operating Reserve Agreement for a 15-year term subject to the project securing a State of California Homekey Program award.

Attachments: Board of Commissioner Resolution No.5013
Resolution

WHEREAS, the DHCD also highlighted the City's commitment to advancing racial equity and desire to expand deeply affordable apartments as priority criteria for project selection; and

WHEREAS, the deadline for teams to submit proposals to DHCD was November 18, 2021. DHCD will make awards by mid-December; and

WHEREAS, 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; and

WHEREAS, DHCD conducted a competitive process and the Authority will use this competition as the basis for potential funding awards to Homekey Round II projects; and

WHEREAS, OHA Staff will assess each project request to determine whether they meet the Authority's threshold criteria for funding; and

WHEREAS, the State will accept applications until May 2, 2022, or until the available funds are exhausted, whichever occurs first; and

WHEREAS, the City of Oakland is an eligible applicant and through DHCD plans to submit applications before January 31; and

WHEREAS, this action will approve the use of HCV reserves to subsidize the City's Homekey Round II projects; and

WHEREAS, final awards of funding for any project will occur after a thorough review of the proposals against the Authority's funding criteria and priorities; and

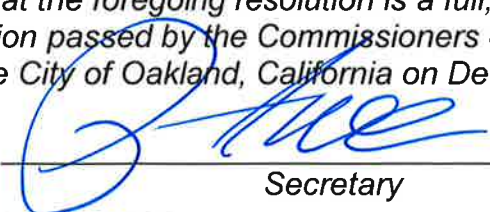
WHEREAS, in accordance with the HCV Administrative Plan Chapter 16, Part I any recommended expenditure of HCV reserves above \$50,000 must be presented to the Board of Commissioners for approval.

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

THAT, the Board of Commissioners authorizes the Executive Director to allocate \$15 million in Housing Choice Voucher reserves to support project proposals submitted by the City of Oakland in response to the State Homekey Round II competition; and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on December 06, 2021.


Secretary

ADOPTED: December 06, 2021

RESOLUTION NO. 5013

**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
CONDITIONAL AWARD OF HOUSING CHOICE VOUCHER RESERVES
TO FUND A CAPITALIZED OPERATING RESERVE IN AN AMOUNT UP
TO \$4,905,755 FOR HOMEKEY PROJECT, THE PIEDMONT, SUBJECT
TO CLEARANCE UNDER THE NATIONAL ENVIRONMENTAL POLICY
ACT (NEPA), AND AUTHORIZING THE EXECUTIVE DIRECTOR TO
EXECUTE A LOCAL MTW CAPITALIZED OPERATING RESERVE
AGREEMENT FOR A 15 YEAR TERM**

WHEREAS, pursuant to Board of Commissioners Resolution No. 5013 which authorized the Executive Director to allocate \$15 million in Housing Choice Voucher Reserves to support project proposals submitted by the City of Oakland to the State Homekey Round II competition; and

WHEREAS, on September 9, 2021, the State of California Department of Housing and Community Development(state) issued a Notice of Funding Availability (NOFA) for the second round of its Homekey Program, making approximately \$1.45 billion in grant funding available to local public entities, including cities, counties, or other local public entities; and

WHEREAS, to sustain and rapidly expand housing for persons experiencing homelessness or at-risk of homelessness; and

WHEREAS, on October 18, 2021, the City of Oakland Department of Housing and Community Development (DHCD) issued a Homekey Request for Proposals (RFP) to

solicit proposals from prequalified project sponsors as prospective joint applicants for Homekey funding with DHCD; and

WHEREAS, on December 21, 2021 the Oakland City Council approved Piedmont Place “the project” to immediately move forward as co-applicant; and

WHEREAS, the DHCD intends to jointly submit an application with project sponsor, Memar Properties, Inc. and Bay Area Community Services (BACS) for Piedmont Place as soon as possible prior to January 31, 2022; and

WHEREAS, the State is accepting applications on a rolling basis until May 2022 or until funds are exhausted; and

WHEREAS, 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; and

WHEREAS, the DHCD conducted a competitive process and the Authority will use this competition as the basis for making a conditional funding award to Piedmont Place “project”; and

WHEREAS, the Piedmont Place is located at 55 MacArthur Boulevard, will be converted into permanent housing for people who are chronically homeless; and

WHEREAS, the affordable housing unit mix includes 38 Single Room Occupancy (SROs), 5 one-bedrooms and 1 two bedroom unit at 10% AMI and one manager unit; and

WHEREAS, the “project” consists of two buildings that include 44 proposed affordable units and one manager’s unit, five of which have full kitchens and all other remaining units are equipped with kitchenettes that contain a sink, microwave, and fridge; and

WHEREAS, the Piedmont Place is located between the Uptown and Piedmont Avenue neighborhoods, with immediate access to these neighborhoods’ food, shopping, transportation, parks, and medical resources; and

WHEREAS, the Piedmont Place sponsors BACS and Memar Properties, Inc. are under contract to purchase the property by March 31; and

WHEREAS, BACS will provide comprehensive, wrap-around supportive services on site; and

WHEREAS, the property is in excellent condition, and project sponsors are eager to engage with the community in preparation for this project; and

WHEREAS, on January 11, 2022 the OHA project team met with Memar Properties, Inc. and Bay Area Community Services (BACS) staff; and

WHEREAS, staff reviewed Piedmont Place applying a risk-based approach to underwriting in order to ensure long term financial stability and alignment with OHA mission; and

WHEREAS, a primary underwriting objective was to create positive net operating income which is sufficient to sustain the project through uncertainty in the long term over 15 years; and

WHEREAS, the “project” was evaluated against the Authority’s threshold funding criteria and priorities established by the Board of Commissioners and the project met all criteria except only 6 units have full kitchens; and

WHEREAS, there are 38 Single Room Occupancy units with full bathrooms, a microwave, cooktop and a refrigerator but without a separate sink for food prep; and

WHEREAS, other evaluation criteria were applied such as long term stability, overall project needs and alignment with OHA mission; and

WHEREAS, OHA conditional funding is contingent on the “project” receiving an award of HomeKey funding from the State, and

WHEREAS, for any project 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 requirements of NEPA; and

WHEREAS, because the Authority’s funds will not be used for development or construction activities but will be used exclusively to fund a capitalized operating subsidy reserve following completion of construction, Davis Bacon wages will not be triggered under Section 12 of the U.S. Housing Act of 1937; and

WHEREAS, applicable Section 3 requirements will be included in the capitalized operating reserve agreement to be executed following the completion of construction; and

WHEREAS, the project must meet Housing Quality Standards prior to execution of the capitalized operating reserve agreement and any disbursement of capitalized operating reserves.

**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 approves the conditional award of Housing Choice Voucher Reserves to fund capitalized operating reserve in an amount up to \$4,905,755 for State Homekey Round II applicant Bay Area Community Services Housing Corp. for Homekey project, Piedmont Place, subject to clearance under the National Environmental Policy Act (NEPA), and authorizing the Executive Director to execute a Local MTW Capitalized Operating Reserve Agreement for a 15 year term; and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on _____, 2022.

Secretary

ADOPTED:

RESOLUTION NO.

Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Approval of the conditional award of Housing Choice Voucher Reserves to fund capitalized operating reserves for the State of California Homekey Round II applicant Phoenix 801 Pine, LP for Homekey project, **The Phoenix**, subject to clearance under the National Environmental Policy Act (NEPA), and authorizing the Executive Director to execute a Local MTW Capitalized Operating Reserve Agreement for a 15-year term.

Date: January 24, 2022

Purpose: This action will authorize the Executive Director to execute a conditional award of Housing Choice Voucher (HCV) reserves to fund a capitalized operating reserve in an amount up to \$3,226,453 for Homekey project, The Phoenix, subject to clearance under the National Environmental Policy Act (NEPA), and authorizes the Executive Director to execute a Local Moving to Work Capitalized Operating Reserve Agreement for a 15-year term.

Funding: Funding for this item is received by the Oakland Housing Authority (Authority) from the US Department of Housing and Urban Development's HCV program as authorized by the Board of Commissioners on December 6, 2021, Resolution No. 5013 to allocate \$15 million in HCV reserves to support proposals submitted by the City of Oakland to the State of California Homekey Round II competition.

Background

Homekey Program Background

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

On October 18, 2021, the City of Oakland Department of Housing and Community Development (DHCD), as the eligible applicant for the State's funding, issued a Homekey

Request for Proposals (RFP) to solicit proposals from prequalified project sponsors as prospective joint applicants for Homekey funding with DHCD.

On December 21, 2021, the Oakland City Council approved The Phoenix to immediately move forward as co-applicant. The State is accepting applications on a rolling basis until May 2, 2022, or until funds are exhausted, whichever occurs first. The DHCD intends to jointly submit an application with “project” sponsor East Bay Asian Local Development Corporation (EBALDC) and Allied/Abode as soon as possible prior to January 31, 2022.

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. DHCD conducted a competitive process and the Authority will use this competition as the basis for making conditional funding awards to The Phoenix “project”.

The Phoenix

The Phoenix will be located at 801 Pine Street in the West Oakland Prescott neighborhood and will be comprised of 101 total newly constructed modular units, with 52 Homekey units targeting persons who are chronically homeless. Referrals to Homekey units shall be made through the local Coordinated Entry System (CES) for persons who are experiencing homelessness. The remainders of the units are designated for 50% and 60% AMI households. The affordable housing unit mix includes 82 studios, 3 one-bedroom, 15 two-bedroom units and 1 manager unit that range from 10% - 60% AMI.

The Phoenix will also include a 7,000 square foot community building which will be home to a robust resident services program. The Phoenix is proposed to be constructed from Factory_OS manufactured modules that will be installed more expeditiously than is typically possible for new construction projects. The Phoenix is fully entitled, in the building permitting process, and is scheduled to be ready for occupancy at the end of 2022.

The Phoenix is an integral part of a 316-unit mixed-income, mixed-use master plan. The entire master-planned site is approximately 4.65 acres in size; the Phoenix affordable site is 0.90 acres of that total, and will be owned by the applicant team, East Bay Asian Local Development Corporation (EBALDC) and Allied Housing / Abode. The site is currently vacant except for a concrete slab, with no structures or occupants. The master developer, Holliday Development, will construct the project and EBALDC / Allied Housing will acquire the “project” fully completed and ready for occupancy. The Phoenix has already secured funding through DHCD’s 2020 New Construction NOFA that can be counted towards the Homekey match requirements. The Phoenix also has secured capital and operating funds through the Housing for a Healthy California (HHC) Program funds.

Project Evaluation

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

On January 12, 2022, the Authority's team met with EBALDC and Allied Housing / Abode. The Phoenix was evaluated against the Authority's threshold funding criteria and priorities established by the Board of Commissioners. The project met all criteria:

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

Other evaluation criteria and considerations the team applied were:

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

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

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 projects shall be expressly conditioned on compliance with the requirements of NEPA.

Staff have been advised by the Authority's legal counsel, Goldfarb & Lipman, that the intended use of the Authority's HCV reserves as a capitalized operating subsidy reserve to exclusively support project operating costs should qualify for categorical exclusion under NEPA pursuant to 24 CFR Section 58.35(b)(3), which excludes funds used for "operating costs including maintenance, security, operation, utilities, furnishings, equipment, supplies, staff training and recruitment and other incidental costs". In addition, the execution of the Local MTW Capitalized Operating Reserve Agreement and the funding of the capitalized reserves will occur following completion of construction. The Authority has conferred with the City of Oakland, as the Responsible Entity (RE) under NEPA, who is in the process of confirming this determination.

Davis Bacon Prevailing Wages

Staff have been advised by the Authority's legal counsel, Goldfarb & Lipman, that because the Authority's funds will not be used for development or construction activities but will be used exclusively to fund a capitalized operating subsidy reserve following the completion of construction, Davis Bacon wages will not be triggered under Section 12 of the U.S. Housing Act of 1937.

Section 3

Applicable Section 3 requirements will be included in the capitalized operating subsidy reserve agreement to be executed following the completion of construction.

Housing Quality Standards

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

Recommendation

Staff recommends that the Board of Commissioners adopt the resolution approving the conditional award of HCV Reserves to fund a capitalized operating reserve in an amount up to \$3,226,453 for State Homekey Round II applicant Phoenix 801 Pine, LP for Homekey project, The Phoenix, subject to NEPA clearance, and authorizing the Executive Director to execute a Local MTW Capitalized Operating Reserve Agreement for a 15-year term subject to the project securing a State of California Homekey Program award.

Attachments: Board of Commissioner Resolution No.5013
 Resolution

WHEREAS, the DHCD also highlighted the City's commitment to advancing racial equity and desire to expand deeply affordable apartments as priority criteria for project selection; and

WHEREAS, the deadline for teams to submit proposals to DHCD was November 18, 2021. DHCD will make awards by mid-December; and

WHEREAS, 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; and

WHEREAS, DHCD conducted a competitive process and the Authority will use this competition as the basis for potential funding awards to Homekey Round II projects; and

WHEREAS, OHA Staff will assess each project request to determine whether they meet the Authority's threshold criteria for funding; and

WHEREAS, the State will accept applications until May 2, 2022, or until the available funds are exhausted, whichever occurs first; and

WHEREAS, the City of Oakland is an eligible applicant and through DHCD plans to submit applications before January 31; and

WHEREAS, this action will approve the use of HCV reserves to subsidize the City's Homekey Round II projects; and

WHEREAS, final awards of funding for any project will occur after a thorough review of the proposals against the Authority's funding criteria and priorities; and

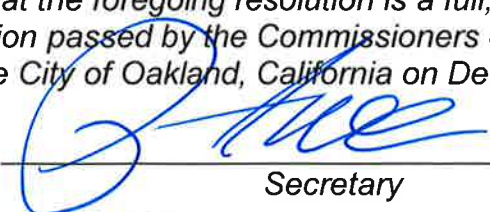
WHEREAS, in accordance with the HCV Administrative Plan Chapter 16, Part I any recommended expenditure of HCV reserves above \$50,000 must be presented to the Board of Commissioners for approval.

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

THAT, the Board of Commissioners authorizes the Executive Director to allocate \$15 million in Housing Choice Voucher reserves to support project proposals submitted by the City of Oakland in response to the State Homekey Round II competition; and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on December 06, 2021.



Secretary

ADOPTED: December 06, 2021

RESOLUTION NO. 5013

**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
CONDITIONAL AWARD OF HOUSING CHOICE VOUCHER RESERVES
TO FUND A CAPITALIZED OPERATING RESERVE IN AN AMOUNT UP
TO \$3,226,453 FOR HOMEKEY PROJECT, THE PHOENIX, SUBJECT
TO CLEARANCE UNDER THE NATIONAL ENVIRONMENTAL POLICY
ACT (NEPA), AND AUTHORIZING THE EXECUTIVE DIRECTOR TO
EXECUTE A LOCAL MTW CAPITALIZED OPERATING RESERVE
AGREEMENT FOR A 15-YEAR TERM**

WHEREAS, pursuant to Board of Commissioners Resolution No. 5013, which authorized the Executive Director to allocate \$15 million in Housing Choice Voucher Reserves to support project proposals submitted by the City of Oakland to the State Homekey Round II competition; and

WHEREAS, on September 9, 2021, the State of California Department of Housing and Community Development (State) issued a Notice of Funding Availability (NOFA) for the second round of its Homekey Program, making approximately \$1.45 billion in grant funding available to local public entities, including cities, counties, or other local public entities; and

WHEREAS, to sustain and rapidly expand housing for persons experiencing homelessness or at-risk of homelessness; and

WHEREAS, on October 18, 2021, the City of Oakland Department of Housing and Community Development (DHCD) issued a Homekey Request for Proposals (RFP) to

solicit proposals from prequalified project sponsors as prospective joint applicants for Homekey funding with DHCD; and

WHEREAS, on December 21, 2021, the Oakland City Council approved The Phoenix to immediately move forward as co-applicant; and

WHEREAS, the DHCD intends to jointly submit an application with project sponsor East Bay Asian Local Development Corporation (EBALDC) and Allied/Abode for The Phoenix as soon as possible prior to January 31, 2022; and

WHEREAS, the State is accepting applications on a rolling basis until May 2022 or until funds are exhausted; and

WHEREAS, 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; and

WHEREAS, the DHCD conducted a competitive process and the Authority will use this competition as the basis for making a conditional funding award to The Phoenix; and

WHEREAS, the Phoenix will be located at 801 Pine Street in the West Oakland Prescott neighborhood and will be comprised of 101 total newly constructed modular units with 52 Homekey units targeting persons who are chronically homeless and the remainder designated for 50-60% AMI households; and

WHEREAS, the affordable housing unit mix includes 82 studios, 3 one-bedrooms, two 15 bedroom units and one-manager unit that range from 10% - 60% AMI; and

WHEREAS, the Phoenix will include a 7,000 square foot community building, which will be home to a robust resident services program, and

WHEREAS, the Phoenix is an integral part of a 316-unit mixed-income, mixed-use master plan; and

WHEREAS, the Phoenix site is .90 acres and will be owned by applicant team, East Bay Asian Local Development Corporation (EBALDC) and Allied/Abode; and

WHEREAS, the Phoenix site is currently vacant except for a concrete slab, with no structures or occupants; and

WHEREAS, the master developer, Holliday Development, will construct the Phoenix and EBALDC/ Allied Housing will acquire the property fully completed and ready for occupancy; and

WHEREAS, on January 12, 2022, the Oakland Housing Authority (OHA) team met with EBALDC and Allied Housing/ Abode; and

WHEREAS, staff reviewed the Phoenix applying a risk-based approach to underwriting in order to ensure long term financial stability and alignment with OHA mission; and

WHEREAS, a primary underwriting objective was to create positive net operating income which is sufficient to sustain the Phoenix through uncertainty in the long term over 15 years; and

WHEREAS, the Phoenix was evaluated against the Authority's threshold funding criteria and priorities established by the Board of Commissioners and the Phoenix met all criteria; and

WHEREAS, other evaluation criteria were applied such as long term stability, overall project needs and alignment with OHA mission; and

WHEREAS, OHA conditional funding is contingent on the Phoenix receiving an award of HomeKey funding from the State; and

WHEREAS, for any project 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 requirements of NEPA; and

WHEREAS, because the Authority's funds will not be used for development or construction activities but will be used exclusively to fund a capitalized operating subsidy reserve following completion of construction, Davis Bacon wages will not be triggered under Section 12 of the U.S. Housing Act of 1937; and

WHEREAS, applicable Section 3 requirements will be included in the capitalized operating reserve agreement to be executed following the completion of construction; and

WHEREAS, the Phoenix must meet Housing Quality Standards prior to execution of the capitalized operating reserve agreement and any disbursement of capitalized operating reserves.

**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 approves the conditional award of HCV Reserves to fund capitalized operating reserves in an amount up to \$3,226,453 for State Homekey Round II applicant Phoenix 801 Pine, LP for Homekey "project", **The Phoenix**, subject to clearance under the National Environmental Policy Act (NEPA), and authorizing the Executive Director to execute a Local MTW Capitalized Operating Reserve Agreement for a 15-year term; and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on _____, 2022.


Secretary

ADOPTED:

RESOLUTION NO.

Executive Office**Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Authorization to Extend the Initial Term of the Project-Based Voucher Housing Assistance Payment Contract for an Additional Five Years for a Maximum 20-Year Initial Term for Westlake Christian Terrace LP, Ratification and Approval the Housing Assistance Payment Contract, and Approval of Assignment of the HAP Contract Executed by Westlake Christian Terrace West LP to Citibank, N.A.

Date: January 24, 2022

Purpose: This action will 1) amend the Board of Commissioners' Resolution number 4731, adopted on February 27, 2017, which approved an initial 15-year Project-based Voucher (PBV) Housing Assistance Payment (HAP) contract term for Westlake Christian Terrace West LP, and 2) approve a five-year extension to the initial 15-year term for a maximum initial term of 20 years, with the option to extend for an additional 20 years, based on Housing Opportunity Through Modernization Act of 2016 (HOTMA), and 3) ratify and approve the Housing Assistance Payment Contract executed February 27, 2017; and approve assignment of the of the HAP contract executed by Westlake Christian Terrace WEST, LP.

Funding: Approval for the approximately \$2.3million of operating subsidy for each year of the contract, including the funding for the five-year extension, will be proposed in the Authority's corresponding annual operating budget in the Leased Housing Department's budget line item number 4715-05-000 HAP Expense.

Background:

On February 27, 2017, the Board of Commissioners adopted Resolution No. 4731 authorizing the Executive Director to execute a Housing Assistance Payment contract for 121 PBVs for Westlake Christian Terrace West, LP.

At the time of the conditional award by the Board of Commissioners, the maximum initial term of 15 years and any optional term of PBV Housing Assistance Payment Contract was based on Section 8(0)(13)(F) & (G) of the Housing Act of 1937.

On October 30, 2017, the United States Department of Housing and Urban Development ("Department") issued Notice PIH 2017-21, which provided guidance to public housing agencies ("PHAs") regarding changes to the PBV program made by HOTMA. HOTMA amended Section 8(0)(13)(F) & (G) of the 1937 Act to provide that both the initial PBV HAP contract and any extension of the contract may have a term of up to 20 years, increased from 15 years.

On February 25, 2019, the Executive Director, based on HOTMA, executed a Housing Assistance Payment Contract for 121 PBVs for Westlake Christian Terrace West, LP, for an initial 20-year term, with an additional 20-year option term. This action also seeks Board ratification and approval of this HAP contract executed February 25, 2019 and approval for assignment of the HAP contract to Citibank, N.A.

Recommended Action:

Staff recommends that the Board of Commissioners adopt the attached resolution to amend Resolution 4731, adopted on February 27, 2017, approve a five-year extension to the initial 15-year term for a maximum initial term of 20 years, with an additional 20-year option term for the awarded 121 PBVs to Westlake Christian Terrace West, LP, and ratify and approve the Housing Assistance Payment contract executed on February 25, 2019, and approve assignment of the Housing Assistance Payment contract from Westlake Christian Terrace West LP to Citibank, N.A.

Attachments: Resolution 4731
 WCTW LP Assignment Request

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

On Motion of Commissioner: Marlene Hurd

Seconded by Commissioner: Barbara Montgomery

and approved by the following vote:

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

NAYS: 0

ABSTAIN: 0

ABSENT: 0

EXCUSED: 0

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 4731

**RESOLUTION AUTHORIZING THE AWARD OF ONE-HUNDRED AND TWENTY ONE
(121) PROJECT-BASED SECTION 8 VOUCHERS TO CHRISTIAN CHURCH HOMES
FOR WESTLAKE CHRISTIAN TERRACE WEST**

WHEREAS, The primary goal of the Authority's Section 8 Project-based Voucher (PBV) program is the creation and preservation of affordable housing units; and

WHEREAS, the Authority seeks to preserve units and prevent displacement within Oakland, and the award of PBV to existing units will accomplish both goals; and

WHEREAS, the Authority issued RFQ #16-008 to invite qualified owners, property managers, and developers servicing the residents within the City of Oakland to solicit proposals for the award of Project Based Voucher Rental Assistance for existing units; and

WHEREAS, the solicitation was issued in accordance with the Oakland Housing Authority's Procurement Policy on July 8, 2016, with approximately 380 agencies and vendors receiving notification of issuance of the RFQ; and

WHEREAS, the RFQ was also publicly posted on the Oakland Housing Authority's website and was published in the Oakland Tribune and the Tri-Valley Herald newspapers; and

WEREAS, the RFQ allowed for submission of proposals in two Rounds, with seven (7) companies submitting a proposal by the Round I deadline of 10:00 a.m. Wednesday, September 14, 2016; and

WHEREAS, from the seven (7) organizations that responded, twenty (20) properties were submitted for consideration, and a total of 490 units were conditionally awarded Project-based Vouchers by the Board on December 5, 2017; and

WHEREAS, two (2) organizations submitted a proposal by the Round II deadline of Wednesday, October 26, 2016, with three (3) properties submitted for consideration; and

WHEREAS, an evaluation panel met on Wednesday, November 16, 2016 and evaluated and ranked each of the proposals based on criteria listed in the RFQ; and

WHEREAS, based on the panel's recommendations, one CCH project, Westlake Christian Terrace West at 275 28th Street for one-hundred and twenty-one (121) PBV's was recommended for award; and

WHEREAS, the Westlake Christian Terrace serves low-income families and provides a safe and secure living environment for seniors in Oakland; and

WHEREAS, the award of the one-hundred and twenty-one (121) PBV's to the project will help reduce occupant families' rent burden, for seniors on a fixed income; and.

WHEREAS, the award of the one-hundred and twenty-one (121) PBV's to the Project will help CCH preserve existing affordable housing in Oakland; give residents more impactful resident services and programs through increased operating revenue and position the property with better financial footing for future renovation; and

WHEREAS, the Project-based Vouchers awarded to the project are conditioned upon the project receiving their environmental clearances and the contract units pass Housing Quality Standard (HQS); and

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

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

THAT, the Board of Commissioners approves the conditional award of one-hundred and twenty-one (121) Section 8 Project-Based Vouchers to the following owner of a property

sponsored by Christian Church Homes: Westlake Christian Terrace West, LLC, a California limited liability company for Westlake Christian Terrace West, and authorizes the Executive Director to execute a 15-year Project Based Section Award, with the option to extend for an additional 15 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 February 27, 2017.

A handwritten signature in blue ink, appearing to read 'Eric Johnson', is written over a horizontal line.

Eric Johnson, Secretary / Executive Director

ADOPTED: February 27, 2017

RESOLUTION NO. 4731



December 3rd, 2021

Patricia Wells
Executive Director
Oakland Housing Authority
1619 Harrison Street
Oakland, CA 94612

RE: Westlake Christian Terrace West LP
HAP Contract # CA003-PBV-079
Consent to Assignment of HAP Contract

Dear Ms. Wells,

In CCH's continued efforts of creating, as well as, sustaining affordable housing for the senior community, we are working towards completing the refinancing terms of Westlake Christian Terrace West with Citi Community Capital and its Multifamily Affordable Housing finance product. Securing this funding will infuse direct capital to maintain it's safe and comfortable living conditions for many years to come as well as provide means of supporting its affordability and standards.

CCH asks that OHA provides consent to assignment of HAP for this project, so that we may proceed with the terms of the refinancing and secure interest with the lender. We have included the owner signed copy of the form.

Sincerely,

Syd Najeeb
CCH President & CEO
On behalf of Westlake Christian Terrace West LP

Enclosures

U.S. Department of Housing and Urban Development (HUD)
Project-based Section 8 Contract Administration

**CONSENT TO ASSIGNMENT
OF HAP CONTRACT
AS SECURITY FOR FINANCING**

I. IDENTIFICATION OF ACC AND HAP CONTRACT

Annual Contributions Contract Number: _____

Section 8 HAP Contract Number: CA003-PBV-079

Section 8 Project Number: _____

Project Name: Westlake Christian Terrace West

Project Location: 275 28th Street, Oakland, CA 94611

II. NAMES

Contract administrator: Oakland Housing Authority

Contract administrator address: 1619 Harrison St. Oakland, CA 94612

Owner: Westlake Christian Terrace West LP, a California limited partnership

Owner Address:

c/o Christian Church Homes
303 Hegenberger Road, Suite 201
Oakland, CA 94621
Attention: President/CEO

Lender: Citibank, N.A.

Lender Address:

388 Greenwich Street, Trading 4th Floor
New York, New York 10013
Attention: Transaction and Asset Management
Group/Documentation

III. DEFINITIONS

ACC. Annual Contributions Contract.

ASSIGNMENT AS SECURITY. The creation of a security interest in the owner's interest pursuant to the HAP Contract, and a transfer of such security interest to a successor secured party.

CONTRACT ADMINISTRATOR. HUD or a PHA acting as contract administrator under an ACC with HUD.

FULL ASSIGNMENT. An assignment of the HAP contract other than an assignment as security. "Full Assignment" includes a sale, conveyance or other transfer of the HAP Contract, voluntary or involuntary, to a successor in interest.

HAP CONTRACT. The Housing Assistance Payments Contract for units in the project. The HAP Contract was entered between the owner and the contract administrator pursuant to Section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f).

PHA. Public Housing Agency.

PROJECT. The project identified in section I of the consent to assignment.

SECURED PARTY. A party that holds a security interest in the owner's interest pursuant to the HAP contract, including the lender, and successors to the lender's security interest.

SUCCESSOR. The term "successor" includes an assignee.

IV. BACKGROUND

Pursuant to the terms of the HAP Contract, the HAP Contract (including any interest in the HAP Contract or any payments under the HAP Contract) may not be assigned without the prior written consent of the contract administrator.

The owner has advised the contract administrator that the owner wants to grant the lender a security interest in the HAP Contract, as security for a loan by the lender to the owner with respect to the project.

V. CONSENT TO ASSIGNMENT AS SECURITY

By execution of this consent to assignment as security, the contract administrator consents to the assignment as security of the HAP Contract by the owner to the lender as security for a loan by the lender to the owner with respect to the project.

The contract administrator consents to transfer of the lender's security interest to successor secured parties.

VI. EFFECT OF CONSENT TO ASSIGNMENT

The contract administrator is not a party to the loan or the loan documents, nor to any assignment of the HAP Contract by the owner to the lender as security for the loan, nor to any transfer of the HAP contract or the loan by the lender. Issuance of the consent to assignment does not signify that HUD or the contract administrator has reviewed, approved or agreed to the terms of any financing or refinancing; to any term of the loan documents; or to the terms of any assignment of the HAP contract by the owner to the lender as security for the loan, or by the lender to any transferee of the loan.

The consent to assignment of the HAP Contract as security for the loan does not change the terms of the HAP Contract in any way, and does not change the rights or obligations of HUD, the contract administrator or the owner under the HAP Contract.

The creation or transfer of any security interest in the HAP Contract is limited to amounts payable under the HAP Contract in accordance with the terms of the HAP Contract.

VII. EXERCISE OF SECURITY INTEREST - ASSIGNEE ASSUMPTION OF HAP CONTRACT OBLIGATIONS

Notwithstanding the contract administrator's grant of consent to assignment by the owner of a security interest in the HAP Contract to the lender as security for the loan, and to further transfer of such security interest to successor secured parties, the contract administrator's execution of this consent does not constitute consent to a full assignment of the HAP contract to any entity, including the lender or any successor secured party.

A secured party may not exercise any rights or remedies against the contract administrator or HUD under the HAP Contract, and shall not have any right to receive housing assistance payments that may be payable to the owner under the HAP Contract, until and unless:

-
- The contract administrator has approved the secured party as successor to the owner pursuant to the HAP contract, and
 - The secured party seeking to exercise such rights or remedies, or to receive such payments, has executed and delivered, in a form acceptable to the contract administrator in accordance with HUD requirements, an agreement by the assignee to comply with all the terms of the HAP Contract, and to assume all obligations of the owner under the HAP Contract.

VIII. PAYMENT TO SECURED PARTY

When a secured party notifies the contract administrator, in writing, that housing assistance payments payable pursuant to the HAP Contract should be directed to the secured party (in accordance with paragraph VII above), the contract administrator may make such payments to the secured party instead of the owner. In making such payments, the contract administrator is not required to consider or make any inquiry as to the existence of a default under the loan documents, but may rely on notice by the secured party; and any payments by the contract administrator to the secured party shall be credited against amounts payable by the contract administrator to the owner pursuant to the HAP Contract.

IX. WHEN ASSIGNMENT IS PROHIBITED

The consent to assignment as security shall be void ab initio if HUD determines that any assignee, or any principal or interested party of the assignee, is debarred, suspended or subject to a limited denial of participation under 24 CFR part 24, or is listed on the U.S. General Services Administration list of parties excluded from Federal procurement or nonprocurement programs.

CONTRACT ADMINISTRATOR (PHA)

The Housing Authority of the City of OAKLAND

By: _____

Name: Patricia Wells

Title: Executive Director

Date _____

OWNER AGREEMENT TO ASSIGNMENT AS SECURITY

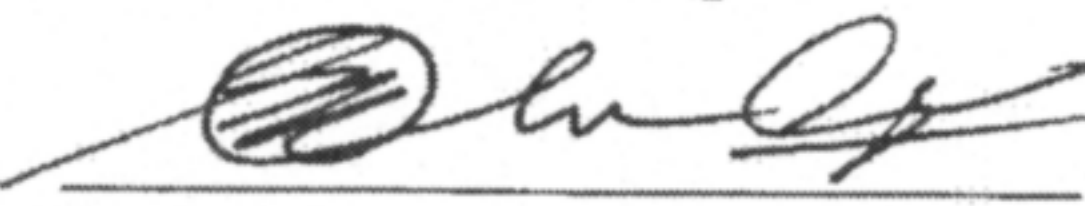
The owner has read the terms of the contract administrator's consent to assignment by the owner of a security interest in the HAP Contract to the lender as security for the loan, and to further transfer of such security interest to successor secured parties. In consideration for the contract administrator's grant of such consent to assignment, the owner agrees to all the terms of the consent to assignment, and agrees that any assignment by the owner is subject to all such terms.

OWNER

WESTLAKE CHRISTIAN TERRACE WEST LP,
a California limited partnership

By: WCTW Housing LLC,
a California limited liability company,
its general partner

By: Christian Church Homes,
a California nonprofit public benefit corporation,
its sole member and manager

By: 
Syd Najeeb
President and CEO

Date 12-03-, 2021

**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 EXTEND THE INITIAL
TERM OF THE PROJECT-BASED VOUCHER HOUSING ASSISTANCE
PAYMENT CONTRACT FOR AN ADDITIONAL 5 YEARS FOR A
MAXIMUM 20-YEAR INITIAL TERM FOR WESTLAKE CHRISTIAN
TERRACE LP; AND RATIFY AND APPROVE THE HOUSING
ASSISTANCE PAYMENT CONTRACT (HAP) EXECUTED FEBRUARY
27, 2017; AND APPROVE ASSIGNMENT OF THE HAP CONTRACT
EXECUTED BY WESTLAKE CHRISTIAN TERRACE WEST LP TO
CITIBANK, N.A.**

WHEREAS, on February 27, 2017, the Board of Commissioners adopted Resolution No. 4731 authorizing the Executive Director to execute a Housing Assistance Payment for 121 Section 8 Project-Based Vouchers for Westlake Christian Terrace West, LP; and

WHEREAS, at the time of the conditional award by the Board of Commissioners, the maximum initial term of 15 years and optional term of Project-Based Voucher Housing Assistance Payment Contract was based on Section 8(0)(13)(F) & (G) of the Housing Act of 1937; and

WHEREAS, on October 30, 2017, the United States Department of Housing and Urban Development ("HUD") issued Notice PIH 2017-21, which provided guidance to public housing agencies ("PHAs") regarding changes to the Project -Based Voucher ("PBV") program made by ("HOTMA"); and

WHEREAS, HOTMA amended Section 8()(13)(F) & (G) of the 1937 Act to provide that both the initial PBV HAP contract and any extension of the contract may have a term of up to 20 years, up from 15 years; and

WHEREAS, on February 25, 2019, the Executive Director, based on HOTMA, executed a Housing Assistance Payment Contract for 121 Section 8 Project-Based Vouchers for Westlake Christian Terrace West, LP, for an initial 20-year term, with optional 20-year term; and

WHEREAS, this action is also seeking Board ratification and approval of the HAP contract executed February 25, 2019 and approval for assignment of the HAP contract to Citibank, N.A.

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

THAT, the Board of Commissioners authorize the Executive Director to amend Resolution 4731, adopted on February 27, 2017, and approve a 5-year extension to the initial 15-year term for a maximum initial term of 20 years, with an optional 20 year term for the awarded 121 Section 8 Project-Based Vouchers to Westlake Christian Terrace West, LP; and ratify and approve the Housing Assistance Payment contract executed on February 25, 2019; and approve assignment of the Housing Assistance Payment contract from Westlake Christian Terrace West to Citibank, NA.

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 24, 2022.

Secretary

ADOPTED: January 24, 2022

RESOLUTION NO.

Executive Office

Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Authorization of the Executive Director to Amend the Contract with Helen Dunlap Consulting for Real Estate Development Consulting Services to Add \$130,000 in Hourly Consulting Services, for a Total Contract Amount Not to Exceed \$480,000

Date: January 24, 2022

Purpose: This action will authorize the Executive Director to amend the contract with Helen Dunlap Consulting for real estate development consulting services to increase the amount for Part 2 of the contract for hourly consulting services from \$ \$220,000 to \$ 350,000 for a total contract amount not to exceed \$480,000.

Funding: Funds are included in the Authority's adopted FY 2022 Annual Operating Budget in account 4182-00-000, Consultants.

Background:

The Oakland Housing Authority (Authority) Board of Commissioners passed Resolution 4934 authorizing a contract for real estate development consulting services including the development of a five-year strategic plan for real estate development with Helen Dunlap Consulting on August 24, 2020. The contract was for a not-to-exceed amount of \$200,000 of which \$10,000 is for direct expenses and the balance is either deliverable-based (Part 1) or hourly (Part 2).

Part 1 of the contract is for a fixed fee of \$120,000 to research, conduct interviews, and facilitate the creation of a plan for real estate development that will guide Authority operations going forward. The proposed action of this resolution does not change the fee or the scope for this part of the contract. The consultant team completed the framework for real estate development. Much of the more specific strategy work such as the system for resource allocation has been incorporated into the ongoing efforts of the Commission.

Part 2 of the contract was designated for hourly consulting services to assist Authority staff with targeted analysis and strategic planning initiatives in areas including but not limited to allocation of housing vouchers, policies on the use of financial reserves, and the preservation and redevelopment of the OAHPI scattered site portfolio. The hourly consulting work was expanded in April 2021 to support the capacity of the Authority's real

estate development staff and enabling the Authority to explore new initiatives while existing staff continues to work on real estate transactions and partnerships that were active in the pipeline before Helen Dunlap Consultants commenced their work in August 2020.

Staff is now seeking authorization for the Executive Director to amend Part 2 of the contract to add \$130,000 to continue the support work for Oakland Housing Authority. If approved the total for Part 2 hourly consulting services will be \$350,000, which includes \$70,000 approved at the inception of the contract plus \$150,000 approved in March 2021. The scope of work for Part 2 will include the following tasks:

- A. Continued support of staff in project evaluation, determining next steps, economic analysis and education of staff and board regarding possible options and next steps.
- B. Continued support of staff and leadership in developing and utilizing tools for program and project implementation which will include, but not be limited to:
 - a. Lions Creek (LCC)
 - i. Baseline underwriting – establishing forward projections on LCC phases as currently financed/structured
 - ii. Rental Assistance Demonstration program (RAD) – underwriting and analysis of issues with recommendations toward RAD processing/recapitalization, inclusive of initial presentations / approvals
 - iii. RAD processing assistance (as requested)
 - iv. Analysis of RAD, Right of First Refusal (ROFR) and exit purchase options.
 - b. Mandela Station Affordable
 - i. Ongoing efforts involving analysis, negotiations and development strategy.
 - c. Project-based Voucher (PBV) commitment strategy, toolsets and policy advice.
 - d. Asset Management strategy, toolsets, policies and practices.
 - e. Support in developing Faircloth to RAD tool utilization analysis and strategy advice.
 - f. Neighborhood development
 - i. Oakland Affordable Housing Preservations Initiatives (OAHPI) site development
 - 1. Development feasibility (disposition, reconfiguration, redevelopment)
 - ii. Request for Proposal (RFP) for developers for small-scale development (as requested).
 - g. Harrison Towers
 - i. Assist with RFP for development.
 - ii. Assist with partner and project management (as requested)
 - h. Design RFP and/or Notice of Funding Availability (NOFA) for new development proposals.
 - i. Continued support in OHA strategic plan integration.

- j. Assist in the transition for new leadership as desired.
 - k. Ongoing interface on policy development work within OHA as directed.
 - l. Real estate development project management (as requested).
- C. Coaching and support of staff and leadership in representing OHA and ORED plans for real estate.
- D. Direct guidance in developing product and program plans consistent with the strategic plan discussion as this work commences.

The work relating to Foothill Family and related neighborhood efforts such as 77th and Bancroft development for OHI, CAHI and OAHPI is a separate contract.

Recommended Action:

Staff recommends that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to amend the contract with Helen Dunlap Consulting by increasing the contract amount for hourly consulting services by \$130,000, for a total contract amount not to exceed \$480,000, including \$10,000 for direct expenses.

Attachment: Resolution 4934
 Resolution

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

On Motion of Commissioner: Janny Castillo

Seconded by Commissioner: Vice-Chair Anne Griffith

and approved by the following vote:

AYES: Commissioners Castillo, Griffith, Castillo, Montgomery, Wright, Jung-Lee

NAYS: 0

ABSTAIN: 0

ABSENT: 0

EXCUSED: Mark Tortorich

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 4934

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT
WITH HELEN DUNLAP CONSULTING FOR REAL ESTATE
DEVELOPMENT CONSULTING SERVICES FOR
AN AMOUNT NOT TO EXCEED \$200,000**

WHEREAS, Oakland Housing Authority intends to develop and adopt a five-year real estate development plan to guide its development activities; and

WHEREAS, the Authority can benefit from the expertise of knowledgeable real estate development consultants as it creates its five-year development plan; and

WHEREAS, real estate development consultants are also needed to assist the Authority with targeted analysis and strategic planning initiatives in areas including but not limited to allocation of housing choice vouchers, development of policies on the use of financial reserves, and the preservation and redevelopment of the OAHPI scattered site portfolio; and

WHEREAS, in accordance with the OHA Procurement Policy, the Authority issued Request for Quotes #20-024 to procure real estate development consulting services; and

WHEREAS, Helen Dunlap has over 45 years of experience related to affordable housing development, including launching affordable housing development and technical assistance nonprofits, working in banking, serving as a Deputy Assistant

Secretary of HUD, working in lending, and extensive consulting for nonprofits, local governments, Community Development Financial Institutions, and foundations; and

WHEREAS, Helen Dunlap Consulting had the lowest average hourly rates of all of the quotes that were submitted.

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

THAT, the Board of Commissioners authorizes the Executive Director to execute a contract with Helen Dunlap Consulting for real estate development consulting services; and

THAT, contract shall have an initial two-year term with three, one-year option terms; and

THAT, contract shall be for an amount not to exceed \$200,000; and

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

*I certify that the foregoing resolution is a full, true and correct copy
of a resolution passed by the Commissioners of the Housing Authority
of the City of Oakland, California on August 24, 2020.*

DocuSigned by:

Patricia Wells

722CF180EE194A1

Patricia Wells, Secretary / Executive Director

ADOPTED: August 24, 2020

RESOLUTION NO. 4934

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE CONTRACT WITH
HELEN DUNLAP CONSULTING FOR REAL ESTATE DEVELOPMENT
CONSULTING SERVICES TO ADD \$130,000 IN HOURLY CONSULTING SERVICES,
WHICH WILL INCREASE THE TOTAL CONTRACT AMOUNT TO \$480,000**

WHEREAS, Oakland Housing Authority (Authority) intends to develop and adopt a plan to guide its real estate development activities; and

WHEREAS, the Authority can benefit from the expertise of knowledgeable real estate development consultants as it creates its plan to develop and invest in real estate; and

WHEREAS, the Oakland Housing Authority Board of Commissioners passed Resolution 4934 authorizing a contract for real estate development Consulting Services including the development of a five-year strategic plan for real estate development with Helen Dunlap Consulting on August 24, 2020; and

WHEREAS, the contract is for a not-to-exceed amount of \$200,000 and has two Parts; and

WHEREAS, part one of the contract is for a fixed fee of \$130,000 to research, conduct interviews and facilitate the creation of a plan to guide the Authority's real estate development; and

WHEREAS, part two of the contract, for \$70,000, was designated for hourly consulting services to assist Authority staff with targeted analysis and strategic planning initiatives

in areas including but not limited to allocation of housing vouchers, policies on the use of financial reserves, and the preservation and redevelopment of the OAHPI scattered site portfolio; and

WHEREAS, the Oakland Housing Authority Board of Commissioners passed Resolution 4967 authorizing an increase of \$150,000 to the Helen Dunlap Consulting contract on March 22, 2021; and

WHEREAS, staff is seeking authorization for the Executive Director to amend Part two of the contract to add \$130,000 for work to assist Authority staff with projects in the pipeline; and

WHEREAS, if approved the total for Part two hourly consulting services will be \$350,000 and the scope of work for Part two will include continued support of staff and leadership and the provision of direct guidance in developing product and program plans consistent with the strategic plan.

**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 amend the contract with Helen Dunlap Consulting by increasing the part two contract amount for hourly consulting services by \$130,000; and

THAT, if authorized the total contract amount is not to exceed \$480,000; and

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

*I certify that the foregoing resolution is a full, true and correct copy
of a resolution passed by the Commissioners of the Housing Authority
of the City of Oakland, California on January 24, 2022.*

Patricia Wells, Secretary / Executive Director

ADOPTED: January 24, 2022

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: 2021

Date: January 24, 2022

This past year, the Oakland Housing Authority (OHA) staff demonstrated fortitude and commitment as they served the community in spite of the impacts of the COVID 19 pandemic. Facing challenges shared by every industry, OHA staff persevered to ensure achievement of foundational programmatic and operational outcomes; and working alongside the Board of Commissioners, to strategize and implement new methods for achieving our mission.


Staff will present an informational presentation of the agency's accomplishments of a multitude of the Authority's Moving to Work (MTW) and Board approved Multi-Year Strategic Goals during the year 2021.

CONSENT AGENDA ITEMS

Executive Office

Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director 

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

Date: January 24, 2022

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.

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, 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 24, 2022.*

Secretary

ADOPTED:

RESOLUTION NO.

WRITTEN
COMMUNICATIONS
(MONTHLY REPORT)



Oakland Housing Authority
Monthly Status Report
November 2021

Family and Community Partnerships Department (FCP)

Section 3 Construction and Non-Construction

- Twenty-seven (27) participants are enrolled in the Section 3 program; Nineteen (19) are currently working on construction projects, and three (3) are seeking employment while the other five (5) have not yet been accepted into a union, which must occur before they are eligible for Section 3 employment opportunities.

Section 3 List

Number*	Trade	Level	Union Affiliation	Work Status
Currently Working				
1-8	Carpentry	Apprentice (1 st) - 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
9	Electrical	Apprentice	Electrical Union	Design Electric
10-13	Laborer	Apprentice (1 st) – Journeyman	Laborers, Laborers Local 304	Brooklyn Basin, James E. Roberts Obayashi, Branagh Inc., Plant Construction, Baines Group, Chevron, BBI
14	Flooring	Apprentice	DC 16	Self-employed
15	Cement Mason	Apprentice (1 st)	Local 300	Luminart Concrete
16	Laborer	Journey level	Laborers	Ranger Pipelines
17	Cypress Mandela Graduate	Pre-Apprentice	N/A	Non Union – Cement
18	Welder	Journeyman	Boilermakers	Non-Union – Welding
19	Painter	Journey Level	Painters	Non Union – ProGroup Painting
Currently Seeking Employment				
20	Crane Operators	Apprentice (1 st)	Laborer/Flagging	Not Working
21	Carpenters Union	Apprentice (Rising Sun Graduate)	Carpenters	Not working
22	Operating Engineers	Journey Level	Operating Engineers – Local 3	Not working

Number*	Trade	Level	Union Affiliation	Work Status
23-27	Rising Sun Graduate	Pre-Apprentice	N/A	Not Working

Section 3 New Hires (Construction & Non-Construction)

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
Total	0	0	0	YTD Total	7

Section 3 Compliance

In November, twenty-eight (28) Section 3 employment opportunity requests were received from seven (7) employers. Additionally, nine (9) compliance reports were issued to the contractors and subcontractors, as FCP was unable to refer residents to these positions due to the current list of unionized workers not possessing the necessary qualifications or are currently working.

Section 3 Compliance

Employer(s)	Trade	Requests	OHA Referrals	OHA Hires	Compliance Reports Issued
Nibbi Bros & Country Builders, Nibbi & Nibbi Concrete	Carpentry	5	0	0	2
Nibbi Brothers & Nibbi Brothers Associates, Nibbi & Nibbi Concrete	Laborer	9	0	0	3
Nibbi & Air Systems Inc., Nibbi & Bay City Mechanical	Sheet Metal	10	0	0	2
Nibbi & Egan Plumbing, JH Fitzmaurice & Paul's Plumbing	Plumber	4	0	0	2
Total	-	28	0	0	9

Employment and Economic Development

FCP Program	Job Retention	Job Referrals	Job Readiness	Budget	Total
FSS	0	2	0	0	2
General Support	1	6	1	0	8
Homeownership	0	1	1	0	2
ROSS	0	0	0	15	15
Section 3	2	1	1	0	4
Total	3	10	3	15	31

Winning Wednesday Hiring Events

In partnership with Laney College, OHA hosted two (2) hiring/career events in November on 11/3/21 and 11/17/2021. Each event was followed by an employment workshop consisting of Interview Skills or Resume Writing Tips.

Winning Wednesday Hiring Events

Date	Company	OHA Participants	Community Participants	Employment Workshop Participants
11/3/2021	Berkeley Bowl	4	2	3
11/17/2021	Frito Lay	4	3	3
Total		8	5	6

PepsiCo Recruitment

In addition to Winning Wednesdays, OHA partnered with Pepsico to coordinate an on-site recruitment event in the parking lot at PepsiCo on November 18th to hire for full-time Merchandisers at \$23.14 an hour.



General Employment

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
FSS	X		X	Rites of Passage	Caregiver
FSS	X	X		CA Department of Health	Flu Wellness Administrative Assistant
General Support	X		X	CA Cereal Products Co.	Admin Assistant
General Support	X	X		UPS	Warehouse
Total	4	2	2	YTD Total	45

Youth Employment Development

To date, one-hundred and forty-one (142) youths have enrolled in the program, one-hundred and twelve (112) have completed their job readiness training, and sixty-two (62) have begun working at their job placement.

Youth Employment Program

Provider	Enrolled	Enrolled in Training	Completed Training	Completed Resume	Job Placements
LAO Family	130	125	106	83	56
YEP	12	3	6	6	6
Total	142	128	112	89	62

* Three (3) youth dropped out and are no longer enrolled in training.

College Enrolled Youth

Twenty-three (23) youth participating in the youth employment program have enrolled in college.

Youth Enrolled in Post-Secondary Education

Provider	Community College	California State University	University of California	Private College	Total
LAO Family	9	7	4	3	23
YEP	0	0	0	0	0

Education

Schools	New Enrollment	Continued Enrollment	Graduates
Adult Education (GED/ HS Diploma)	0	38	0
Community Colleges	0	46	0
California State Colleges (CSU)	0	16	0
University of California Colleges (UC)	0	6	0
Private Colleges	0	12	0
Vocational Training	0	15	0
Professional Development	0	0	0
Entrepreneurship Program	0	1	0
Total	0	134	0

Financial Literacy

- One (1) FSS participant completed six (6) financial literacy workshops utilizing the FDIC – Money Smart online program.
- One (1) FSS participant attended a "Car Buying Basics" Financial Literacy Workshop hosted by Provident Credit Union.

Financial Literacy

Programs	New Enrollment	Cont. Enrollment	Completed
Financial Literacy Workshop	2	0	2
Total	2	0	2

Family Self-Sufficiency Program (FSS)

One (1) FSS participant graduated from the program and received her FSS escrow check on November 4th for \$34,212.83. She completed all of her ITSP goals within six (6) years. She plans to enroll in Oakland Housing Authority's Homeownership Program and use the escrow monies towards her down payment.

Throughout her time in the program, the participant has worked hard to complete her goals. She attended all required workshops and works for AC Transit as a full-time bus driver with benefits to provide for her two (2) children.

- Seven (7) OHA residents enrolled in the FSS program with a contract start date of November 1, 2021.
- Eight (8) FSS participants received a quarterly contact to review and update their Individual Training Service Plans (ITSP) for program graduation. Fifteen (15) FSS participants are within six (6) months of graduation and have met with their Coordinator to prepare for their graduation.
- One (1) FSS participant received a COVID-19 care bag with PPE supplies.
- Two (2) FSS participants received a COVID-19 contract extension.

Family Self-Sufficiency (FSS)

Program	Total	New Enrollees	Escrow Accounts	Graduates	Escrow Disbursed	Termination or Exits	Escrow Forfeited	Escrow Transferred (RHA)
Section 8	151	7	99	1	\$34,212.83	0	\$0	\$0
PH	11	0	0	0	\$0	0	\$0	\$0
FUP-Youth	9	0	4	0	\$0	0	\$0	\$0
Total	171	7	103	0	\$0	0	\$0	\$0

Family Unification Program (FUP) Youth

- The FUP Youth participants received informational resources and referrals to employment opportunities, parenting training, and financial education.

Family Unification Program (FUP) Youth

Current Participants	New Enrollments (Current Month)	Applicants	Program Exits To Date	Transitioned to FSS	Program Enrollments To Date
11	0	1	5	11	27

Parents and Children Together (PACT) Program

- Nine (9) PACT families attended the weekly small group therapy sessions facilitated by the PACT program.
- Six (6) individuals are receiving drug rehabilitation services.
- Nine (9) families attended the parenting workshop.
- All PACT families received informational resources and referrals to employment opportunities, parenting training, and financial education.

Parents and Children Together (PACT) Program

Current Participants	Attending Drug recovery	New Enrollees	Graduates	YTD Exits
11	6	0	0	4

* Two (2) participants remain on-site pending their termination

Resident Opportunities Self Sufficiency (ROSS)

- Four (4) ROSS participants attended a combined four (4) "Zoom on the Move" virtual workshops in financial literacy, healthy living, homeownership, and senior programs.
- One (1) ROSS participant is received assistance to get his unit cleaned and decluttered to pass his OHA inspection.
- FCP assisted one (1) Campbell Village, ROSS participant with her Emergency Rental Assistance Program (ERAP) application and was awarded \$4,200 to pay her rent balance.
- One (1) ROSS participant received assistance setting up her tablet to begin her participation in FCP's Digital Literacy sessions.
- Two (2) ROSS participants attended the West Oakland Health Council's senior dental resources and insurance session. The session was held at Palo Vista.

Resident Opportunities Self Sufficiency (ROSS) Program

Program	Participants	New Enrollees	YTD Exits
Public Housing	157	0	8

Civic Engagement and Leadership Development Program

OHA Resident Advisory Board (RAB)

The Resident Advisory Board held a virtual meeting on November 10th with nine (9) RAB members in attendance. Erica Hilton gave a presentation on the services provided by Family Paths, Nicol Jacob & Jonathan Adler gave an overview of the Asset Management department, and Omar Ronquillo showed a slideshow detailing the RAB discretionary funds used for the Halloween giveaway.

Four (4) RAB members also attended the RAB debrief & agenda planning committee meeting.

OHA Volunteer Program

One (1) OHA resident and one (1) general public volunteer provided twelve (12) volunteer hours to support FCP programs this month.

	RAB Committee Meetings	RAB Meetings	Volunteers	Total
OHA Residents	4	9	1	14
Non OHA Residents	0	0	1	1
Total	4	9	2	15

Youth and Education

Promise Plus Program

The total enrollment for the program is one-hundred and seventy-four (174) participants. One-hundred and seven (107) students attend non-partner schools, and sixty-seven (67) students attend partner schools.

School	Current Enrollment	Program Enrollment to Date
Lockwood Steam Academy	25	80
Markham	3	21
MLK Jr.	13	54
Parker	8	35
Prescott	1	21
WOMS	17	30
Non-Partner School	107	107
Total	174	348

- FCP made contact with thirteen (13) Promise Plus families to confirm their participation and provide them with resources. Those contacted included participants in the partner school who have severe attendance issue and those at non-partner schools.

Tutoring & Academic Support

Thirty-three referrals have been assigned a tutor in 2021.

Tutoring Referrals

Referrals	In-Progress	Assigned Tutor	Total Assigned Tutor (YTD)
0	5	28	33

PHADA Scholarship

FCP outreached to over seven hundred (700) OHA youth to apply for the Public Housing Authorities Director Association (PHADA) Scholarship. Information sessions were held on October 27th and November 3rd. On November 3rd, thirteen (13) students were in attendance to learn how to apply for the scholarship and answer any questions.

Health and Wellness

"Zoom on the Move" Virtual Workshops

FCP continued their virtual workshop series called "Zoom on the Move." However, due to the Thanksgiving holiday, the number of sessions in November was reduced to eleven (11) sessions, with twenty-three (23) unduplicated residents in attendance.

Zoom on the Move Attendance Table

Organizations	Number of Sessions (Month)	Number of Participants (Month)
FCP Homeownership	1	7
Family Paths-Positive Parenting	1	4
St Mary's Senior Exercise	5	12
FCP-Financial Literacy	1	3
ACPHD-Cooking 4 Health	1	2
West Oakland Health Council	1	0
Cal Fresh	1	2
Total	11	30*

*Contains Duplicate Participants

Senior Services

Senior Lunch "Grab and Go" Hot Meal Distribution - Peralta Village

Twenty-five (25) Peralta Village senior residents received a hot meal from the Spectrum meal program and one hundred and ninety-nine (199) meals were issued or delivered. Spectrum brought FCP a new partnership with Area Agency on Aging to provide twenty-five (25) seniors with a \$35.00 voucher to attend the Farmers Market in Oakland.



The program also serves as a wellness check Tuesday through Thursday; they also receive weekly educational materials and resources provided by Spectrum for Peralta seniors.

Senior Lunch Delivery Program

	<i>Monthly Total</i>	<i>YTD</i>
Seniors (Unduplicated)	25	86
Lunches delivered	0	2,025
Lunches 'Grab &Go'	199	1,373

Food Programs - Peralta Village & Lockwood Gardens

While OHA facilities remain closed to the public due to COVID-19, FCP collaborated with the Alameda County Community Food Bank, OHAPD, and City Councilman Taylor's office to provide food to OHA families at our large Public Housing developments, Peralta Village and Lockwood Gardens. In addition, in November, we conducted two (2) regular food pantries and two (2) holiday food pantries which included turkeys.

Food Pantry Assistance

Support Items	Lockwood Gardens	Peralta Village	Total
Food Bank (Food bags)	173	121	294
Semi Freddi's bread donation	100	100	200
Turkeys/Chickens	100	73	173
Households Served	173	121	294
People Served	297	265	562

OBAR Grant- "Seniors Connect" Newsletter and Art & Craft kits

One hundred and fifty (150) Peralta Village, Lockwood Gardens, and Campbell Village senior residents received a "Seniors Connect" newsletter for November. Seniors received the following arts and crafts items: Thanksgiving placemats coloring activity, Thanksgiving turkey stickers, Thanksgiving wreath kit, and fall coloring book.



The November "Thanksgiving" edition included information regarding Flu Season, flu symptoms, tips for flu prevention, as well as who is eligible for CV-19 vaccine boosters and vaccination sites. It also included the November *Zoom on the Move* schedule. In addition, the *Seniors Connect Newsletter* is a platform where seniors can share their artwork with their senior community members at Lockwood Gardens, Campbell Village, and Peralta Village.

This program allows senior residents to expand their creative growth, promote stress relief, bolster memory, and stimulate an optimistic attitude. Seniors have expressed their gratitude for the Art & Craft kit and the *Seniors Connect Newsletter*.

Wellness Checks

FCP continues to conduct wellness checks to ensure residents are okay throughout this pandemic. In addition, residents learn about what services and resources are available. In November, FCP contacted two-hundred and eighty-three (283) residents.

FCP Program	Monthly Total	YTD
FSS	4	274
Education Initiative	13	13
General Support	80	245
Interns	1	4
OHA Seniors	160	1079
PACT	1	34
ROSS	30	275
Section 3	4	44

FCP Program	Monthly Total	YTD
FUP Youth	3	14
Total	283	1982

COVID-19 Relief Closet

- In response to COVID-19, FCP set up a relief closet to provide emergency supplies for OHA residents. The COVID-19 Relief closet filled seventy-two (72) orders for residents in need.

COVID-19 Relief Closet				
	Individual Resident Orders	ROSS Bulk Order	Education Initiative Bulk Order	Total
Residents served	72	0	0	72

Technology Assistance

T-Mobile tablet distribution

No new tablets were issued this month.

T-Mobile Tablet Distribution		
FCP Program	Tablets Distributed (Month)	YTD Total
FSS	0	12
FUP Youth	0	9
Jobs Plus	0	2
PACT	0	12
Promise Plus	0	4
RAB	0	5
ROSS	0	29
Total	0	73

AB1299 Digital Literacy Program

Tech Exchange facilitated two (2) virtual sessions to assist seven (7) participants to complete their required computer learning hours.

Homeownership

- One (1) former FSS graduate reported that she recently purchased a home in Stockton, CA, without subsidized assistance. She was initially referred to OHA's homeownership program in 2019 by her FSS coordinator in which time she was still working on building her credit. We are pleased to share that she successfully improved her credit and realized her dream of homeownership.
- Two (2) homeownership program participants continue to search for a home.
- Seven (7) OHA residents participated in the "Zoom on the Move" Homeownership Q & A session facilitated by the Homeownership Coordinator on November 16th.
- Twenty-one (21) residents that have met the minimum income, savings, and credit requirements for the homeownership program. The status of the twenty-one (21) residents are: Seventeen (17) residents are going through the Section 8 Eligibility process; three (3) residents are working on obtaining loan approval, and two (2) residents are waiting for additional down payment assistance funding from AC Boost.
- The Homeownership Coordinator responded to thirty-one (31) program inquiries by phone and email.
- The Homeownership Coordinator assisted one (1) current homeowner with an ongoing mortgage payment issue.
- The Homeownership Coordinator assisted two (2) current homeowners with the information needed to refinance their homes.
- The Homeownership Coordinator assisted one (1) current homeowner seeking employment at FCP's weekly job fair. The homeowner has requested a tablet from FCP because she did not have a computer which hindered her from submitting employment applications online.



Residents Pre-qualified for Homeownership

Voucher Size	# Families Searching	Average Household Income	Average Loan Amount
1 Bedroom	0	N/A	N/A
2 Bedrooms	2	\$44,600	\$377,500
3 Bedrooms	0	N/A	N/A
4 Bedrooms	0	N/A	N/A

Homeownership Applicants

Homeownership Requirements Met	Approved for Mortgage	Executed Purchase Contract/In Escrow	Closings	Homes Purchased (YTD)	Homes Purchased Outside of Oakland (YTD)
21	2	0	1	1	2

Homeownership Program

Current Homeowners	Total Homes Purchased (Since 2004)	Program Terminations (YTD)	Program Graduates (YTD)	Pending Refinance	Total Homes Refinanced (YTD)
80	120	0	1	2	1

Site Intervention and Service Referrals

FCP staff closed forty-one (41) resident referrals and provided counseling, supportive services, or resources.

Site Intervention & Services Referrals

Development	Rent	HQS	Lease Comp.	DV	Supportive Services	Housing Search	Continued	Completed	Completed YTD
Lockwood	0	1	3	0	0	0	0	4	66
Peralta	0	0	3	0	1	0	1	12	138
Deep East (9)	0	0	0	0	1	0	0	1	25
East (10)	0	0	0	0	0	0	0	1	66
Fruitvale (11)	0	1	1	0	0	0	1	1	8
San Antonio (12)	0	0	0	0	2	0	0	2	12
West (13)	0	1	3	0	0	0	0	8	36
North (14)	0	0	0	0	0	0	0	0	26
Asset Management	0	0	0	0	0	0	0	0	0
Leased Housing	1	0	0	0	5	2	2	12	59
OHAPD	0	0	0	0	0	0	0	0	0
Total	1	3	10	0	9	2	4	41	436

Site Meetings

FCP staff participated in four (4) site meetings with a total of seventeen (17) residents in attendance. FCP conducted the site meetings in coordination with the OPO Green Team.

Site Meetings

Site Meetings	Resident Attendance	Site Meetings (YTD)	Resident Attendance (YTD)
4	17	76	289

Resident Owned Businesses

Business	Business
Raw Christal – Cosmetology	Brown Sisters Speak – Mental Health
Dress Your Mess	Ashby Market
Services by MSWELLS, LLC	H. Butlers Bar BQ.
Coco Breeze	Designs by Charmeng
Total	8

Leased Housing Department- November 2021 Report

2011 Housing Choice Voucher Wait List

There are a total of **1,917** applicants on the waitlist.

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

Mainstream Section 8

<u>Intake Date</u>	<u># of Families invited</u>	<u># of Families attended</u>
September 21, 2021	87	30

OAHPI Intake

Intake date	# of families invited	# of families attended	# of families removed from waitlist	# Referred
August 26, 2021	24	14	0	1
October 14, 2021	95	59	7	3
November 18, 2021	30	10	1	7

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
July 2021	0	0	0	2
August 2021	0	0	0	1
October 2021	151	38	25	0

*no show 2nd intake appointment

Summary Report

October 2021

November 2021

Eligibility

Waitlist Activities and Port-in

• Intake appointments scheduled 2011 waitlist	0	0
• Intake appointments attended 2011 waitlist	0	0
• Briefing and voucher issued for applicants from 2011 wait list and Mainstream	1	41
• Intake, Briefing and voucher issued for Port-In and Survivor vouchers/FUP	10	14

Project Based Voucher and Tenant Protection Vouchers

• New Move-in Intake and briefing PBV/TPV	6	18
• Relocation vouchers issued for OAHPI Households	0	0

Special Programs (including non-MTW)

Intake, briefing and voucher issued:

• HUD VASH	2	0
• Mod Rehab/S+C to Section 8	2	0
• Intake, briefing: Local Programs/ PACT	0	0

Public Housing and OAHPI Eligibility:

• Intake	30
• Processing for Eligibility	34
• Referred Households	7

Summary Report

October 2021

November 2021

Total new vouchers issued (tenant & unit based)	20	73
Denial of Admission/Withdrawals	17	49

Owner Services

Initial Inspections

• Move-in inspections	203	151
• Passed Inspections	76	68
• New contracts (new, transfer, port-ins)	192	143

Rent Increases

• Rent increases requested	489	771
• Rent increases approved	343	622
• Rent increases denied/declined	72	47
• Rent increases pending review/HQS	74	102

Annual Inspections

• Total number of Annual Inspections performed	740	517
• Number of annual inspections passed	273	138
• Failed with owner and tenant items	273	144
• Inspections rescheduled, vacant, or cancelled	130	199
• No Shows	84	36

Reasonable Accommodations

• Total number of requests received	32	28
• Total number approved	17	15
• Total number pending	8	6
• Total number denied	7	7

Occupancy

• Total annual recertification appointments scheduled	250	304
• Total annual recertifications completed	265	289
• Total interim recertifications completed	226	212
• Transfer voucher within Oakland	51	62
• Portability vouchers issued	37	28
• Total no. of transfer vouchers issued	88	90
• Total no. of Decisions to Terminate Assistance	2	18
• Total Meet & Discuss appointments	0	0

Summary Report

- Resolution cases

October 2021

149

November 2021

207

Special Programs

- | | | |
|---------------------------------|-----|-----|
| • Interims completed | 164 | 137 |
| • Recertifications completed | 169 | 164 |
| • Field recertifications | 0 | 0 |
| • Transfer port vouchers issued | 19 | 12 |
| • Resolution cases | 46 | 33 |

Program Terminations

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

Customer Service

- | | | |
|---------------------------------------|-------|-------|
| • Walk in visitors | 0 | 0 |
| • 1540 Leased Housing main phone line | 4,047 | 4,100 |
| • Avg. calls/day to Customer Service | 193 | 216 |

LEP Calls

- | | | |
|----------------------|----|----|
| • Cantonese/Mandarin | 79 | 89 |
| • Spanish | 21 | 7 |
| • Vietnamese | 11 | 13 |
-

Leased Housing Department Special Programs and Initiatives:

VASH

OHA has a total allocation of 526 VASH vouchers and 291 leased. OHA received a new allocation of 130 new vouchers effective January 1, 2021. OHA issued 1 vouchers, and OHA received 3 referrals from the Veterans Administration Medical Center (VAMC). OHA approved a conditional award of 14 vouchers to the Lake Park affordable housing project. OHA is working with Operation Dignity, a non-profit, and the Veterans Administration to lease 22 SRO units at the Temescal Inn to VASH eligible veterans. All

units passed HQS. The Temescal Inn, a former motel, was purchased by the City of Oakland as part of the Home Key program administered by the State. The property is located at 3720 Telegraph Avenue. Currently 12 units are leased to VASH voucher holders.

Mainstream

OHA has a total allocation of 212 Mainstream vouchers (MS5/MS28), 166 utilized and 28 searchers.

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 amending its transfer policy to allow a 5 to 1 ratio. For every five applicants housed, one transfer will be approved. If determined an imminent threat exists, OHA will offer transfer to vacant and available 3rd party PBV unit or if available a Housing Choice Voucher. The goal is to fill vacant available units with applicants in need of affordable housing on the existing OAHPI waitlist and not simply transfer internal housed residents.

The Leased Housing Department received 8 CCR's for review and processing.

Portability

A total of 14 participant households ported in from other PHA's. OHA is absorbing all port in households except VASH. One family leased up.

There are 43 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.

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. The incentive for the Maintenance Repair Loan will launch in first quarter 2021.

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 \$69,279 in vacancy loss to 24 owners. Units had an average vacancy period of 94 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 be 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 59 new owners a \$500 bonus/\$59,000.

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.

CARES Act funding

Owner and Resident Incentives:

New Contract Lease ups:

- Leased Housing and the Finance team have collaborated to create a seamless process to pay a \$250 incentive payment to owners who lease units to program participants and applicants. Total paid to date \$104,000 to 416 owners.

Owner Direct Deposit

- Every owner who shifted to direct deposit for HAP check received \$200.
- Finance and Leased Housing Departments are worked together to launch this incentive during March 2021-May 2021. Total of \$88,600 to 443 owners.

Security Deposit Assistance

- Security Deposit incentive to remove barriers to leasing units during the pandemic when family resources and incomes have reduced.
- Tenants request security deposits assistance and the incentive is paid directly to the owner upon execution of the HAP contract.

- A total of 251 families have utilized security deposit assistance for a total of \$357,599.

Owner Portal Sign up

- OHA is offering \$100 incentive to owners who register on the portal
- The portal is one-stop for owner information: inspections, HAP deposits, resident rent portion changes.
- 151 owners have utilized this incentive for total expense of \$15,100.

New Contracts Entered for Owner Payment November 2021

PBV	52
Section 8	76
HUD VASH	5
TRA/Shelter Plus	4
Mod Rehab	0
Other	6
Contracts Entered for Payment	143

Project Based Vouchers

Projects in the pipeline/leasing

- **Fruitvale Studios (12 units): Expected lease-up in February 2022**
- **Foon Lok West (Brooklyn Basin)- May 2022**

	Project	Awarded PBVs	Families submitted	Families in Process	Eligible Families	Denied/Declined
1	Oak Grove South	27	21	9	12	0
2	Coliseum Place	37	16	6	10	0

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 31 client interactive/warning meetings, processed 14 owner notification letters, resolved 14 late rent notices, resolved 78 resolution cases and processed 16 proposed termination notices. Additionally, the team assigned 0 police reports and calculated \$3,408 in subsidy overpayments. The team is developing an owner notice explaining the federal eviction moratorium end and in place City of Oakland moratorium and State resources for non-payment of rent to limit potential evictions.

Rent Increases

Leased Housing received 771 rent increase requests. There were 196 Housing Choice Vouchers completed. A total of 428- OAHPI PBV and 147 other Project Based Vouchers and Mod Rehab. The average rate of increase was 6% and average amount approved was \$113.

Existing Units PBV 16-008 project update

The Oakland Housing Authority issued RFQ #16-008 to invite qualified owners, property managers, and developers servicing the residents within the City of Oakland to solicit proposals for the award of Project Based Voucher Rental Assistance for existing units.

There are a total of 636 project based vouchers in 21 projects which received an award through the Existing Project Based Voucher program. OHA has executed Housing Assistance Payment contracts for twenty (20) projects.

Projects in process :

	Project	Awarded PBVs	Families submitted	Families in Process	Eligible Families	Denied/Declined
1	Kenneth Henry Court	15	13	0	12	1
2	Sylvester Rutledge	64	14	1	41	7

Special Needs Housing

The Harrison Hotel is part of the County's Shelter Plus Care program subsidizing 59 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 June 22, 2020, the Board of Commissioners passed resolution 4915 approving funding in the amount of \$3,081,093 for FY21 to serve an additional 40 homeless families with children.

The program can serve up to 140 households in FY22.

Services/ Funder	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
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	Building Futures for Women & Children	Building Futures for Women & Children

domestic
violence

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 admitted	Households in eligibility process/inspection
50	38	27	4

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: unit not located in Oakland, no inspection passed or requested, incomplete or missing documentation

Available	Referrals received	Households Admitted	Households in eligibility process and inspection
50	57	27	21

Local Housing Assistance Program/Single Room Occupancy – LHAP/SRO

As of October 2021 TOTALS	Total Units	Vacant or Non-Eligible Units	Eligible Units	Subsidy Per Unit
	311	139	172	\$897

- All properties received subsidy increase with FY21 HUD Fair Market Rent.

Asset Management Department

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	16	1	84	0	0	0	84	100.00%	100.00%
Adel Court	30	0	0	0	30	0	2	2	28	93.33%	93.33%
Campbell Village	154	2	0	1	151	0	10	5	141	94.70%	93.38%
Palo Vista	100	0	0	1	99	0	2	2	97	96.97%	97.98%
Linden Court	38	0	0	0	38	0	4	0	34	92.11%	89.47%
Mandela Gateway	46	0	0	0	46	0	1	1	45	97.83%	97.83%
Chestnut Court	45	0	0	0	45	0	3	0	42	93.33%	93.33%
Foothill Family	21	0	0	0	21	0	0	0	21	100.00%	100.00%
Lion Creek I & II	99	0	0	0	99	0	1	1	98	98.99%	98.99%
Lion Creek III	37	0	0	0	37	0	0	0	37	100.00%	100.00%
Lion Creek IV	21	0	0	0	21	0	0	0	21	100.00%	100.00%
Total	692	2	16	3	671	0	23	11	648	96.87%	96.57%

Recertification Report - Contract Managed Public Housing Units

Development	Completed Annual Re-certifications	Re-certifications/ Outstanding	Re-certifications/ Legal	Total Backlog
Harrison Towers	4	0	0	0
Adel Court	0	0	0	0
Campbell Village	10	2	0	2
Palo Vista Gardens	0	0	0	0
Linden Court	2	2	0	0
Mandela Gateway	3	4	0	4
Chestnut Court	2	2	0	2
Lion Creek Crossings	4	3	0	3
Foothill Family	0	0	0	0
Total	25	13	0	11

TARs - Contract Managed Public Housing Units

Development	Charged	Collected	Current Month Uncollected	TARs	1- 30 Days	31- 60 Days	61 and Over	Total Balance
Harrison Towers	\$33,027	\$31,298	\$1,729	5.24%	\$3,841	\$20	\$0	\$5,590
Adel Court	\$10,954	\$7,855	\$3,099	28.29%	\$2,388	\$1,721	\$6,601	\$13,809
Campbell Village	\$53,244	\$43,817	\$9,427	17.71%	\$2,709	\$4,659	\$16,189	\$32,984
Palo Vista Gardens	\$31,668	\$23,119	\$8,549	27.00%	\$3,891	\$2,985	\$11,266	\$26,690

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	2	23	25	0
Adel Court	30	1	0	0	1
Campbell Village	154	0	75	65	10
Palo Vista	100	14	0	14	0
Chestnut Court	38	10	10	20	0
Linden Court	45	2	1	3	0
Mandela Gateway	46	13	16	11	18
Lion Creek Crossings*	157	194	81	90	185
Foothill Family	21	1	17	15	3
Total	692	237	223	243	217

Legal Report – Contract Managed Public Housing Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
July 2020	0	0	0	\$0
August 2020	0	0	0	\$0
September 2020	0	0	0	\$0
October 2020	0	0	0	\$0
November 2020	0	0	0	\$0
December 2020	0	0	0	\$0
January 2021	0	0	0	\$0
February 2021	0	0	0	\$0
March 2021	1	0	1	\$552
April 2021	0	0	0	\$0
May 2021	0	0	0	\$0
June 2021	0	0	0	\$0
July 2021	0	0	0	\$0

August 2021	0	0	0	\$0
September 2021	0	0	0	\$0
October 2021	0	0	0	\$0
November 2021	0	0	0	\$0
Total	1	0	1	\$552

Senior Site Activities

Outreach Efforts/Activities	Harrison Towers	Adel Court	Palo Vista Gardens	Total
Wellness Phone Calls	170	10	15	195
Mercy Brown Bags	75	N/A	40	115
Home Visits	2	N/A	N/A	2
Spectrum Senior Lunches Served	N/A	N/A	672	672
Case Management	4	N/A	N/A	4
Home Management	4	N/A	N/A	4
Benefits/Insurance Support	24	N/A	N/A	24
Birthday Cards	16	4	10	30
Laundry Card Refill	N/A	N/A	17	17
ESL Classes	12	N/A	N/A	12
Thanksgiving Meals Served	97	28	75	200
Tai Chi	20	N/A	N/A	20
USOAC Walk Club	N/A	N/A	22	22
Meditation Classes	N/A	N/A	10	10
Bingo	39	N/A	10	49
Mahjong/Game Hour	15	N/A	N/A	15
Fun Friday	12	N/A	60	72
Police Safety Meeting	N/A	N/A	20	20

Food Resources

- Mercy Brown Bags:** During the month of November, Mercy Brown Bag program provided seventy-five (75) bags to Harrison Towers residents and forty (40) bags to Palo Vista Gardens residents. Staff continued to help package the bags and provide contactless delivery to residents facing mobility concerns. Each Mercy Brown Bag contained a variety of protein, fresh produce and baked goods, such as ground beef, pork chops, eggs, cereal, bread, potatoes, celery, mustard greens, tomatoes, apples, strawberries, and oranges.



- **Spectrum Lunch Program:** Each month, from Monday to Friday, Spectrum Foods provides hot meals to residents of Palo Vista Gardens. During November, six hundred seventy-two (672) hot lunches were served. Residents were able to pick up their hot lunches from the community room and property management staff provided lunch delivery to those residents with mobility issues.

Health & Wellness

- **Wellness Checks:** Property management staff continues to conduct outreach to each household at Harrison Towers. Staff walks the floors every Tuesday of the week to ensure that the notices left at residents' doors have been 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. In November, the management team was able to directly get in touch with each household. Staff made a total of one hundred-seventy (170) wellness calls to Harrison Towers residents, ten (10) calls to Adel Court residents and fifteen (15) calls to Palo Vista residents. Property management staff called each household to conduct a check-up and assessed residents' wellness with a series of questions that were designed to determine whether the residents required additional support and assistance.
- **Birthday Celebrations:** Sixteen (16) Harrison Towers residents, four (4) Adel Court residents and ten (10) Palo Vista residents had their birthdays in November. To celebrate, property management staff continued the tradition of delivering birthday cards and gift bags to each resident. Celebrants expressed gratitude and excitement over their birthday wishes and gifts.
- **Game Activities:** The management team at Harrison Towers has been able to resume in-person game activities for residents in the Community Room as of October 2021. Management continues to encourage social distancing in the

common areas with a maximum capacity of twenty (20) people in the Community Room at a time. Residents are encouraged to sign-up for and participate in activities, including Bingo and mahjong. During the month of November, thirty-nine (39) residents had the opportunity to play Bingo while another fifteen (15) residents got together to play mahjong. Similarly, at Palo Vista Gardens, ten (10) residents were able to enjoy each other's company by participating in in-person Bingo.



- Physical Activities:** The residents of Harrison Towers were also able to enjoy Tai Chi in their Community Room organized by the management staff. In November, twenty (20) residents participated in Tai Chi classes. Furthermore, a total of twenty-two (22) Palo Vista residents participate in their weekly walk club.



- Supplementary Services:** Based on the additional needs of the residents, Harrison Towers property management continued to provide supplementary services in November. As many of the residents prefer to stay-at-home due to

concerns over Covid-19, the management team provide these supplementary services through a drop-box where tenants request assistance by dropping their documents in this drop-box in the lobby and once received, a management team member schedules a phone appointment with the respective resident, and then returns the document(s) by dropping it back off at the resident's door. This month, twenty-four (24) residents received language translation services, which included assistance reading social security letters, food stamp benefits increase letters, bank statement letters, filling out applications for food stamp renewal, filling out applications for paratransit, helping tenants write the dollar amount in English for their checks, reading medical prescription statement letters, and scheduling appointments for booster shots.

- **Thanksgiving Celebration Meals:** For November, the management team at Harrison Towers prepared ninety-seven (97) Thanksgiving lunches to all tenants who signed up for a holiday meal. At Adel Court and Palo Vista Gardens, twenty-eight (28) residents and seventy-five (75) residents, respectively, were given Thanksgiving lunches that were catered by Boston Market. The holiday meal included roasted turkey, mac and cheese and mashed potatoes. Everyone expressed sincere appreciation for the meals.



Campbell Village Community Center

Outreach Efforts/Activities	Total
Contactless Food & Supply Delivery (Seniors only)	8
Phone Calls	31
Auto-dialer Resident Phone Calls	31
Resident Text Messages	360
Food Pantry	360

Hope 4 the Heart	120
Garden Club	24
Birthday Cards	30
Computer Lab	8
Ross Program (Zoom on the Move)	10
Coffee Hour	6
Senior Bingo	14
Thanksgiving Meals Served	300

Food Resources

- **Food Pantry:** Each week, the resident services coordinator sends out text reminders to Campbell Village residents that the community room pantry is open for food distribution. Through the partnership with the Alameda County Food Bank, this pantry distributed three hundred sixty (360) fresh food boxes this month. The pantry contains fresh produce, milk, eggs, hot dogs, frozen meats, and other food staples and is open every Tuesday. In order to follow social distance protocols, residents are allowed in one-at-a-time to pick up their food.
- **Senior Meal & Supply Delivery:** Eight (8) senior households had boxes containing food, water, toilet paper, and hand sanitizer brought to their household's door through contactless delivery.
- **Hope 4 the Heart:** In partnership with Hope 4 the Heart, Campbell Village management staff were able to provide 120 food boxes to residents. The boxes contained baked goods such as bread, cakes, and cookies. Household members are able to procure their food box from the Community Room while observing social-distancing protocols.

Health & Wellness

- **Wellness Checks:** In the month of November, the resident service coordinator reached out to thirty-one (31) households. During the phone conversations, the resident services coordinator assessed the needs of the residents and provided them with information about the programs currently running at Campbell Village including the ROSS program, various food programs, and opportunities to work in the garden. The calls also gave residents an opportunity to provide feedback about programs they would like to see at Campbell Village.
- **Garden club:** During the month, twenty-four (24) residents participated in the Garden Club and harvested a round of herbs and greens. The harvested produce was then distributed and made available to residents at the Community Produce Stand.

- **Computer Lab:** Eight (8) residents used the computer lab to print documents and apply for unemployment benefits during the November month. Each time, the computer lab was utilized by only one person through an appointment and was thoroughly cleaned in between uses.
- **Birthday Celebrations:** In November, thirty (30) residents celebrated their birthdays and the property management acknowledged each one of them with a birthday card.
- **Thanksgiving Celebration Meals:** In coordination with the catering service, Regina's Helping Hands, the resident service coordinator was able to provide a Thanksgiving lunch to 300 people, all of whom were very thankful for the meal.

Key to Home Activities

Outreach Efforts/Activities	1242 95 th	1733 92 nd	1900 E. 24 th	2353 E. 24 th	2349 83 rd	Key to Home Total
Wellness Phone Calls	14	7	2	5	6	34
Socially Distanced Wellness Checks	5	2	1	3	0	11
Conflict Resolution	1	2	0	0	N/A	3
Harbor House Ministries Food Bag	1	0	0	0	1	2
Services Matching	3	2	0	1	1	7
Covid-related Gift Baskets	5	2	2	2	3	14

Food Resources

- **Harbor House Ministries Food Supply:** Every Tuesday and Thursday, households can choose to receive a three-day supply of food from the Harbor House Ministries. A total of two (2) three-day food supplies were delivered to Key to Home residents during the month of November. The food options provided by the Harbor House Ministries program included a variety of healthy food options including fresh fruit, vegetables, grains, eggs and dairy.

Health & Wellness

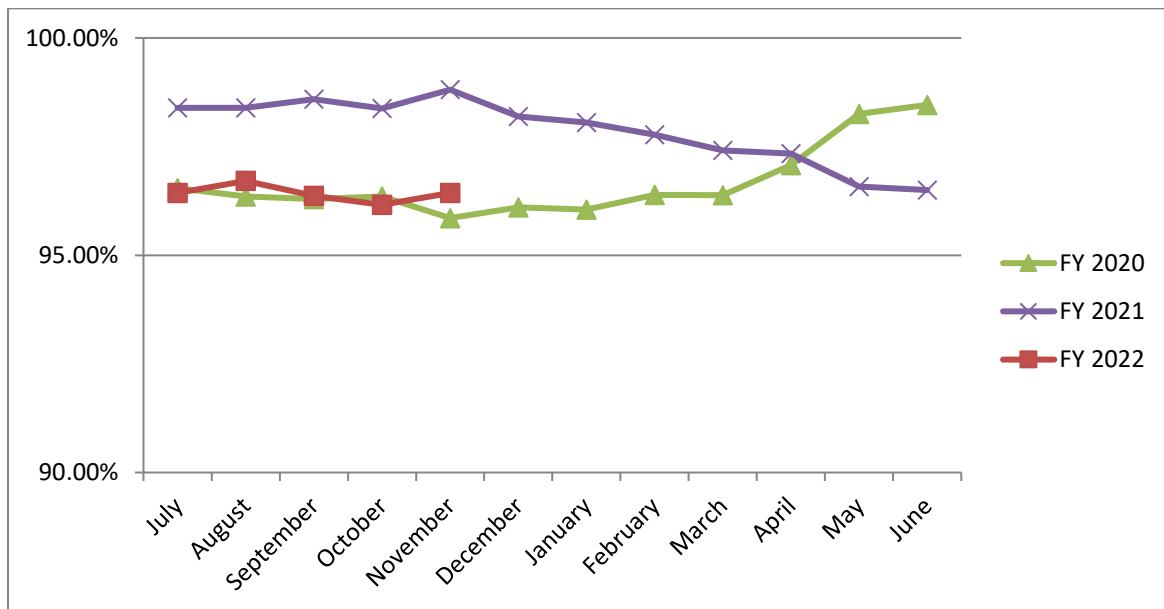
- **Employment and Service Matching:** The resident services coordinator worked with two (2) elderly residents who were interested in obtaining low-impact manufacturing jobs to help their families get more financially secure. Additionally, the coordinator supported five (5) other residents with service matching to support them in finding additional opportunities to improve their quality of life.
- **Covid-related Gift Baskets:** The resident service coordinator distributed a Covid-related gift basket that contained cleaning supplies, including disinfectant cleaner,

bottles of bleach, dish soap, and hand sanitizer. Everyone was very appreciative and thankful of the gift basket.

Property Operations Department

Occupancy Report

Public Housing Occupancy Rates - TOTAL PORTFOLIO 96.43%



All Authority Public Housing Units

Month	Occupancy Rate
December 2020	98.19%
January 2021	98.05%
February 2021	97.77%
March 2021	97.41%
April 2021	97.34%
May 2021	96.58%
June 2021	96.50%
July 2021	96.43%
August 2021	96.71%
September 2021	96.37%
October 2021	96.16%
November 2021	96.43%

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	2	370	359	3	2	6	95.95%	97.03%
Peralta Villa	390	2	388	371	3	3	11	95.10%	95.62%
Total	762	4	758	730	6	5	17	95.51%	96.31%

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	220	26	2	2	18	82.46%	82.09%
East	258	0	258	221	32	1	1	3	86.05%	85.66%
Fruitvale	270	3	267	248	12	1	1	5	92.88%	92.88%
San Antonio	244	4	240	231	6	0	0	3	96.25%	96.25%
West	230	0	230	218	8	4	0	0	96.09%	94.78%
North	239	0	239	215	13	4	0	7	90.38%	89.96%
Total	1,519	17	1,502	1,353	97	12	4	36	90.48%	90.08%

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	13	1	3	1	0	0	2	73.70%	73.70%

Recertification Report

Authority Managed Public Housing Units

Development	Completed Annual Recertifications	Recertifications/Outstanding	Recertifications/Legal	Current Month Backlog
Lockwood Gardens	4	158	6	152
Peralta Villa	33	68	4	64
Total	37	226	10	216

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	436	570	214	792
Peralta Villa	390	225	219	361	83
Total	762	661	789	575	875

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	398	211	244	365
East	278	478	182	143	517
Fruitvale	270	125	239	238	126
San Antonio	244	98	181	157	122
West	271	266	145	209	202
North	239	193	136	149	180
Total	1,539	1,558	1,094	1,140	1,512

Legal Report

Legal Report – Authority Managed Public Housing Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Dec-20	2	0	2	\$ 2,027.00
Jan-21	4	0	4	\$ 637.00
Feb-21	0	0	0	\$ -
Mar-21	0	0	0	\$ -
Apr 21	0	0	0	\$ -
May-21	0	0	0	\$ -
Jun-21	0	0	0	\$ -
Jul-21	0	0	0	\$ -
Aug-21	0	0	0	\$ -
Sep-21	0	0	0	\$ -
Oct-20	0	1	1	\$ 600.00
Nov-21	0	0	0	\$ -

Legal Report – OAHPI Project Based Section 8 Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Dec-20	1	1	2	\$ 57,571.00
Jan-21	0	0	0	\$ -
Feb-21	0	0	0	\$ -
Mar-21	0	0	0	\$ -
Apr-21	0	0	0	\$ -
May-21	1	0	1	\$ 21,564.00
Jun-21	0	0	0	\$ -
Jul-21	4	0	4	\$ 64,805.41
Aug-21	2	0	2	\$ 251.00
Sep-21	0	0	0	\$ -
Oct-21	0	0	0	\$ -
Nov-21	0	0	0	\$ -

Resource Conservation Community Engagement and Outreach

Authority Managed Public Housing Units

Development	Site Assessments	Resident Contact	Flyer Outreach	In-Person Site Meetings	Virtual Meetings	# of Virtual Meeting Participants
Lockwood Gardens	5	2	359	1	0	0
Peralta Villa	4	0	371	0	0	0
Total	9	2	730	1	0	0

OAHPI Project Based Section 8 Units

Portfolio	# of Sites Visited	Site Assessments (includes multiple visits)	Resident In-Person Contact	Resident Phone Outreach	Flyer Outreach	In-Person Site Meetings
Deep East	15	21	2	0	220	0
East	15	24	0	0	221	0
Fruitvale	16	32	11	0	248	2
San Antonio	40	84	15	0	231	2
West	31	60	0	0	218	0
North	31	62	4	0	215	0
Total	148	283	32	0	1,353	4



Oakland Housing Authority
Monthly Status Report
December 2021

Family and Community Partnerships Department (FCP)

Section 3 Construction and Non-Construction

- Twenty-eight (28) participants are enrolled in the Section 3 program; Eighteen (18) are currently working on construction projects; five (5) are seeking employment; and the other five (5) have not yet been accepted into a union, which must occur before they are eligible for Section 3 employment opportunities.

Section 3 List

Number*	Trade	Level	Union Affiliation	Work Status
Currently Working				
1-7	Carpentry	Apprentice (1 st) - 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
8	Electrical	Apprentice	Electrical Union	Design Electric
9-12	Laborer	Apprentice (1 st) – Journeyman	Laborers, Laborers Local 304	Brooklyn Basin, James E. Roberts Obayashi, Branagh Inc., Plant Construction, Baines Group, Chevron, BBI
13	Flooring	Apprentice	DC 16	Self-employed
14	Cement Mason	Apprentice (1 st)	Local 300	Luminart Concrete
15	Laborer	Journey level	Laborers	Ranger Pipelines
16	Cypress Mandela Graduate	Pre-Apprentice	N/A	Non Union – Cement
17	Welder	Journeyman	Boilermakers	Non-Union – Welding
18	Painter	Journey Level	Painters	Cal Trans
Currently Seeking Employment				
19	Crane Operators	Apprentice (1 st)	Laborer/Flagging	Not Working
20	Carpenters Union	Apprentice (Rising Sun Graduate)	Carpenters	Not working
21	Operating Engineers	Journey Level	Operating Engineers – Local 3	Not working
22	Laborers	Journey Level	Laborers	Not Working
23	Carpenters	Journey Level	Carpenters	Not working

Number*	Trade	Level	Union Affiliation	Work Status
24-28	Rising Sun Graduate	Pre-Apprentice	N/A	Not Working

Section 3 New Hires (Construction & Non-Construction)

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
Total	0	0	0	YTD Total	7

Section 3 Compliance

In December, FCP received twenty-two (22) Section 3 employment opportunity requests from seven (7) employers. Additionally, five (5) compliance reports were issued to the contractors and subcontractors, as FCP could not refer residents to these positions due to the current list of unionized workers not possessing the necessary qualifications or they are currently working.

- One (1) FSS/Section 3 participant was referred to Nibbi Brothers for a Journey level Carpentry position at the BB Parcel A-1-Foon Lok West work site.
- One (1) FSS/Section 3 participant was referred to Nibbi/Unistrut Construction for a Journey Level Carpentry position at the BB Parcel A-1-Foon Lok West work site.

Section 3 Compliance

Employer(s)	Trade	Requests	OHA Referrals	OHA Hires	Compliance Reports Issued
Nibbi & Westates Mechanical Corp.	Sprinkler Fitter	2	0	0	1
Nibbi Brothers Assoc., Nibbi Brothers & Unistrut Construction	Carpentry	7	2	0	0
Nibbi Bros Assoc. & Nibbi Concrete	Laborer	1	0	0	1
Nibbi & Magnum Drywall	Taper	3	0	0	1
Nibbi & Anderson Commercial Flooring	Floor Installer	8	0	0	1
Nibbi Bros Associates & PMN Design Electric, Inc.	Electrician	1	0	0	1
Total	-	22	2	0	5

Employment and Economic Development

FCP Program	Job Retention	Job Referrals	Job Readiness	Budget	Total
FSS	1	2	1	0	4
General Support	5	5	2	0	12
ROSS	0	0	0	10	10
Section 3	0	0	1	0	1

Total	6	7	4	10	27
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Winning Wednesday Hiring Events

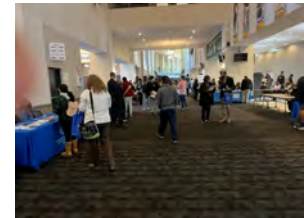
OHA hosted one (1) virtual hiring/career event in December in partnership with Laney College on 12/5/2021. The recruitment was followed by an employability workshop on Interview Skills.

Winning Wednesday Hiring Events

Date	Company	OHA Participants	Community Participants	Employment Workshop Participants
12/5/2021	Fed Ex Express	3	2	2
Total		3	2	2

East Bay Job Fair & Expo – Oakland Coliseum

OHA partnered with the Oakland PIC & Alameda County Social Services to host the East Bay Job Fair Expo at the Oakland Coliseum on 12/2/2022. Over five hundred (500+) job seekers and approximately thirty-five (35) employers were in attendance.



General Employment

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
General Support	X			Securitas	Security Guard
General Support	X			Securitas	Security Guard
ROSS	X	X		Instawork	Warehouse Worker
Section 3	X			Alameda Unified School District	Painter
Section 3	X		X	CalTrans	Laborer
Total	5	1	1	YTD Total	47

Youth Employment Development

To date, one-hundred and forty-five (145) youths have enrolled in the program, one-hundred and twenty-one (121) have completed their job readiness training, and seventy-two (72) have begun working at their job placement. FCP is currently accepting applications for the 2021 – 2022 youth employment program.

Youth Employment Program

Provider	Enrolled	Enrolled in Training	Completed Training	Completed Resume	Job Placements
LAO Family	131	130	112	83	63
YEP	14	2	9	6	9
Total	145	132	121	89	72

* Three (3) youth dropped out and are no longer enrolled in training.

College Enrolled Youth

Twenty-three (23) youth participating in the youth employment program have enrolled in college.

Youth Enrolled in Post-Secondary Education

Provider	Community College	California State University	University of California	Private College	Total
LAO Family	9	7	4	3	23
YEP	0	0	0	0	0

Education

Schools	New Enrollment	Continued Enrollment	Graduates
Adult Education (GED/ HS Diploma)	0	38	0
Community Colleges	0	46	0
California State Colleges (CSU)	0	16	0
University of California Colleges (UC)	0	6	0
Private Colleges	0	12	0
Vocational Training	0	15	0
Professional Development	0	0	0
Entrepreneurship Program	0	1	0
Total	0	134	0

Financial Literacy

- One (1) FSS participant completed five (5) financial literacy workshops utilizing the FDIC – Money Smart online program.

Financial Literacy

Programs	New Enrollment	Cont. Enrollment	Completed
Financial Literacy Workshop	1	0	1
Total	1	0	1

Family Self-Sufficiency Program (FSS)

- One (1) FSS participant graduated from the program with an escrow balance of \$34,468.18 and plans to use to increase her savings to purchase a future home. She works full-time at Spectrum Community Services, a local non-profit. Before working for Spectrum, the participant was a volunteer at FCP assisting with events at Lockwood Gardens.
- One (1) FSS participant graduated from the program with an escrow balance of \$53,841.06 and plans to use her funds for a future home. The participant works

full-time as an Administrative Assistant at Transamerica Engineers. While in the program, she completed Urban Fire Entrepreneur training and created a business plan.

- One (1) FSS participant graduated from the program with an escrow balance of \$4,474.58 and plans to use her funds to increase her savings and towards a security deposit when she ports to Sacramento. The participant works full-time as a receptionist at Robert Half. While in the program, she was able to renew her cosmetology license, purchased a vehicle and enrolled into an entrepreneurship class.
- Seven (7) OHA residents enrolled in the FSS program with a contract start date of December 1, 2021.
- Eight (8) FSS participants received a quarterly contact to review to update their Individual Training Service Plans (ITSP) for program graduation. Fifteen (15) FSS participants are within six (6) months of graduation and have met with their Coordinator to prepare for their graduation.
- One (1) FSS participant received a COVID-19 care bag with PPE supplies.

Family Self-Sufficiency (FSS)

Program	Total	New Enrollees	Escrow Accounts	Graduates	Escrow Disbursed	Termination or Exits	Escrow Forfeited	Escrow Transferred (RHA)
Section 8	150	4	97	3	\$92,783.82	1	\$3,300.11	\$0
PH	13	2	0	0	\$0	0	\$0	\$0
FUP-Youth	10	1	4	0	\$0	0	\$0	\$0
Total	173	7	101	3	\$92,783.82	1	\$3,300.11	\$0

Family Unification Program (FUP) Youth

- The FUP Youth participants received informational resources and referrals to employment opportunities, parenting training, and financial education.
- Three (3) FUP youth attended an FSS Orientation and one (1) enrolled in the FSS program.

Family Unification Program (FUP) Youth

Applicants	Current Participants	New Enrollments (Current Month)	Transitioned to FSS	Program Exits To Date	Program Enrollments To Date
2	11	1	10	7	28

Parents and Children Together (PACT) Program

- Ten (10) PACT families attended the weekly small group therapy sessions facilitated by the PACT program.
- Eight (8) PACT families received a holiday food pantry bag.
- Six (6) PACT participants are receiving drug rehabilitation services.

- All PACT families received informational resources and referrals to employment opportunities, parenting training, and financial education.

Parents and Children Together (PACT) Program

New Enrollments (Month)	Program Participants	Pending Terminations	Enrollments (YTD)	Exits (YTD)
0	11	2	0	0

PACT Holiday Party

The Alameda County Sheriff's office along with Alameda County Mental Health counselors and the Family and Community Partnership Department held a festive holiday party with ten (10) PACT families at the site. Santa and Mrs. Claus handed out gifts and took a photo with each family. The families received a \$100 Safeway gift card, table top Christmas trees, and a family fun activity packet with a health and safety pack. From under the Christmas tree, each child also received an age appropriate book and stuffed animals. Families received individually packed meals under the two spacious tents where the gathering was held on site.

Resident Opportunities Self Sufficiency (ROSS)

- One (1) ROSS participant received assistance with getting his unit cleaned and decluttered to pass OHA inspection.
- One (1) ROSS participant was referred to Community Education Partnerships (CEP) for tutoring services and was assigned a tutor in December.

Resident Opportunities Self Sufficiency (ROSS) Program

Program	Participants	New Enrollees (Month)	YTD (Exits)
Public Housing	155	0	8

Civic Engagement and Leadership Development Program

OHA Volunteer Program

One (1) Non-OHA volunteer provided eight (8) volunteer hours to support FCP programs this month.

	RAB Committee Meetings	RAB Meetings	Volunteers	Total
OHA Residents	0	0	0	0
Non OHA Residents	0	0	1	1
Total	0	0	1	1

Youth and Education

Promise Plus Program

The total enrollment for the program is one-hundred and seventy-four (174) participants. One-hundred and seven (107) students attend non-partner schools, and sixty-seven (67) students attend partner schools.

School	Current Enrollment	Program Enrollment to Date
Lockwood Steam Academy	25	80
Markham	3	21
MLK Jr.	13	54
Parker	8	35
Prescott	1	21
WOMS	17	30
Non-Partner School	107	107
Total	174	348

- Twenty-eight (28) of the severely absent Promise Plus families with students in the partner schools were contacted to confirm their participation and provided them with resources.

Tutoring & Academic Support

Thirty-three referrals were assigned a tutor in 2021.

Tutoring Referrals

Referrals	In-Progress	Assigned Tutor	Total Assigned Tutor (YTD)
1	5	30	34

PHADA Scholarship

FCP followed-up with seventy-three (73) OHA youth who attended the PHADA orientations to encourage them to apply for the Public Housing Authorities Director Association (PHADA) Scholarship and to remind them of the application deadline. In December, two (2) youth submitted a full application.

Senior Services

Holiday Chicken Dinner

The Stephen & Ayesha Curry Eat Learn Play Foundation donated one hundred and thirteen (113) free bbq chicken dinners for OHA families. FCP staff distributed sixty (60) dinners to twenty-seven (27) Peralta Village families and fifty-three (53) dinners to eighteen (18) Lockwood Gardens families.

2021 Holiday gifts to OHA Seniors:

FCP provided sixty (60) holiday gifts box filled with meat, cheese, crackers and treats to Oakland Housing Authority (OHA) seniors who attended the 2019 Holiday Splendor. The gifts were provided as OHA could not have its annual Holiday Splendor event for seniors due to CV-19. The seniors were appreciative of the gifts and looked forward to the possibility of attending the *Holiday Splendor* event in 2022.



OBAR Grant- "Seniors Connect" Newsletter and Art & Craft kits

One hundred and fifty (150) senior residents from Peralta Village, Lockwood Gardens, Palo Vista, and Campbell Village received a "Seniors Connect" newsletter. Seniors received the following arts and crafts items: Christmas coloring book, Christmas chimney pop-up card, Christmas wooden ornament, Christmas stickers, markers, color card stock, envelopes, and a pen to create Holiday cards and their own Christmas Stocking.



The Seniors Connect Newsletter, December "Christmas Holiday" edition, included information regarding flu season, flu symptoms, tips for flu prevention, as well as information on those who are eligible for COVID-19 vaccine boosters and a list of vaccination sites. It also contained the December *Zoom on the Move* schedule. In addition, the *Seniors Connect Newsletter* is a platform where seniors can share their artwork with their senior community at Lockwood Gardens, Palo Vista, Campbell Village, and Peralta Village.

This program allows senior residents to expand their creative growth, promote stress relief, bolster memory, and stimulate an optimistic attitude. Seniors have expressed their gratitude for the Art & Craft kit and the *Seniors Connect Newsletter*.

Senior Lunch "Grab and Go" Hot Meal Distribution - Peralta Village

Twenty-five (25) Peralta Village senior residents received a hot meal from the Spectrum meal program, and one hundred and eighty-five (185) meals were issued. In addition, to reduce trash and help the environment, Spectrum collaborated with *Sparkle Reusable* to provide Peralta Village seniors with reusable food containers. As a result, the senior residents have been doing a great job returning their containers.



The program also serves as a wellness check Tuesday through Thursday; seniors also receive weekly educational materials and resources provided by Spectrum.

Senior Lunch Delivery Program

<i>Monthly Total</i>		<i>YTD</i>
Seniors (Unduplicated)	25	86

	Monthly Total	YTD
Lunches delivered	0	11,844
Lunches 'Grab &Go'	185	1,558

Bay Area Agency on Aging- Food Basket Donation

In collaboration with Spectrum, the Bay Area Agency on Aging provided four (4) Peralta Village senior residents with a Holiday Basket that included: food, toiletries and Christmas Santa stockings items. They also received a gift bag that included a \$35 Walmart gift card and a \$10 bill. The holiday basket was delivered on Friday, December 17, 2021 with the total donation value of five hundred dollars \$500.00.



Food Programs - Peralta Village & Lockwood Gardens

While OHA facilities remain closed to the public due to COVID-19, FCP collaborated with the Alameda County Community Food Bank to provide food to OHA families at our large Public Housing developments, Peralta Village and Lockwood Gardens. As a result, we conducted one (1) food pantry at Peralta Village and one (1) at Lockwood Gardens in December.

Residents received a bag containing dry goods, produce, eggs, frozen meat, and fresh bread. In addition, as part of the COVID-19 re-opening transition, FCP used a Grab-and-Go style pantry, where residents picked up a food bag at the office. FCP resources are provided in each bag, including the calendar for *Zoom on the Move*, job fair notices, COVID-19 vaccination updates, healthcare resources, exercises, free legal and financial services.

Food Pantry Assistance

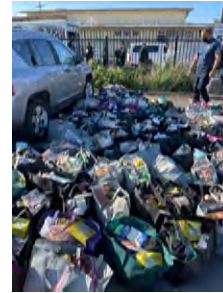
Support Items	Lockwood Gardens	Peralta Village	Total
Food Bank (Food bags)	48	60	108
Semi Freddi's bread donation	100	100	200
Households Served	48	60	108
People Served	112	119	231

Life ElderCare Grocery Program

Life ElderCare did not have enough funding to continue the groceries delivery program in Oakland. They were unable to recruit volunteer drivers for the Oakland region. The applications have been put on hold until further information.

Oakland Black Firefighters Association (OBFFA)

In partnership with Oakland Black Firefighters Association (OBFFA), 120 OHA residents received Holiday Food bags with a turkey and all of the holiday trimmings.



Health and Wellness

Zoom on the Move Virtual Workshops

There was no "Zoom on the Move" sessions held in December.

Wellness Checks

FCP continues to conduct wellness checks to ensure residents are okay throughout this pandemic. In addition, residents learn about what services and resources are available. In December, FCP contacted two hundred and thirty-one (231) residents.

FCP Program	Monthly Total	YTD
FSS	10	288
General Support	16	341
Homeownership	0	8
Intern	2	7
Jobs Plus	0	38
OHA Seniors	150	1389
PACT	9	44
Promise Plus	15	60
RAB	0	0
Resident Leaders	0	0
ROSS	21	326
Section 3	4	52
Youth Rock Participants	0	0
FUP	4	21
Resident Owned Business	0	20
Total	231	2594

COVID-19 Relief Closet

- In response to COVID-19, FCP set up a relief closet to provide emergency supplies for OHA residents. The COVID-19 Relief closet filled two (2) orders for residents in need.

COVID-19 Relief Closet				
	Individual Resident Orders	ROSS Bulk Order	Education Initiative Bulk Order	Total
Residents served	2	0	0	2

Technology Assistance

T-Mobile tablet distribution

Three (3) new chromebooks were issued this month.

T-Mobile Tablet Distribution		
FCP Program	Chromebook Tablets Distributed (Month)	YTD Total
FSS	0	12
FUP Youth	0	9
Jobs Plus	0	2
PACT	0	12
Promise Plus	0	4
RAB	0	5
ROSS	0	29
OHAPI	3	3
Total	0	76

Homeownership

- Two (2) homeownership program participants continue to search for a home.
- FCP did not have a *Zoom on the Move* Homeownership Q & A session in December.
- Twenty (20) residents have met the homeownership program's minimum income, savings, and credit requirements. Fifteen (15) residents are going through the Section 8 eligibility process, three (3) residents are working on obtaining loan approval, and two (2) residents are waiting for additional down payment assistance funding from AC Boost.
- The Homeownership Coordinator assisted one (1) current homeowner with a mortgage payment issue.

Residents Pre-qualified for Homeownership

Voucher Size	# Families Searching	Average Household Income	Average Loan Amount
1 Bedroom	0	N/A	N/A
2 Bedrooms	2	\$44,600	\$377,500
3 Bedrooms	0	N/A	N/A
4 Bedrooms	0	N/A	N/A

Homeownership Applicants

Homeownership Requirements Met	Approved for Mortgage	Executed Purchase Contract/In Escrow	Closings	Homes Purchased (YTD)	Homes Purchased Outside of Oakland (YTD)
20	2	0	1	1	2

Homeownership Program

Current Homeowners	Total Homes Purchased (Since 2004)	Program Terminations (YTD)	Program Graduates (YTD)	Pending Refinance	Total Homes Refinanced (YTD)
80	120	0	1	2	1

Site Intervention and Service Referrals

FCP staff closed twenty-nine (29) resident referrals and provided counseling, supportive services, or resources.

Site Intervention & Services Referrals

Development	Rent	HQS	Lease Comp.	DV	Supportive Services	Housing Search	Continued	Completed	Completed YTD
Lockwood	6	0	0	0	0	0	0	6	72
Peralta	5	1	2	0	2	0	0	10	153
Deep East (9)	0	0	0	0	0	1	0	1	26
East (10)	0	0	0	0	0	0	0	0	66
Fruitvale (11)	0	0	0	0	0	0	0	0	9
San Antonio (12)	0	0	2	0	0	0	0	2	14
West (13)	2	0	0	0	0	0	0	2	38
North (14)	0	0	0	0	0	1	0	1	27
Asset Management	0	0	0	0	0	0	0	0	0
Leased Housing	0	0	0	0	1	3	3	7	66

Development	Rent	HQS	Lease Comp.	DV	Supportive Services	Housing Search	Continued	Completed	Completed YTD
OHAPD	0	0	0	0	0	0	0	1	1
Total	13	1	4	0	3	5	3	29	472

Site Meetings

FCP staff participated in two (2) site meetings with a total of seven (7) residents in attendance. FCP conducted the site meetings in coordination with the OPO Green Team.

Site Meetings

Site Meetings	Resident Attendance	Site Meetings (YTD)	Resident Attendance (YTD)
2	7	78	296

Resident Owned Businesses

Business	Business
Raw Christal – Cosmetology	Brown Sisters Speak – Mental Health
Dress Your Mess	Ashby Market
Services by MSWELLS, LLC	H. Butlers Bar BQ.
Coco Breeze	Designs by Charmeng
Total	8

Asset Management Department

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	17	1	83	0	0	0	83	100.00%	100.00%
Adel Court	30	0	0	0	30	0	2	2	28	93.33%	93.33%
Campbell Village	154	2	0	1	151	0	8	8	143	93.38%	94.70%
Palo Vista	100	0	0	1	99	0	2	2	97	97.98%	97.98%
Linden Court	38	0	0	0	38	0	4	4	34	89.47%	89.47%
Mandela Gateway	46	0	0	0	46	0	1	1	45	97.83%	97.83%
Chestnut Court	45	0	0	0	45	0	4	4	41	93.33%	91.11%
Foothill Family	21	0	0	0	21	0	0	0	21	100.00%	100.00%
Lion Creek I & II	99	0	0	0	99	0	2	2	97	98.99%	97.98%
Lion Creek III	37	0	0	0	37	0	0	0	37	100.00%	100.00%
Lion Creek IV	21	0	0	0	21	0	0	0	21	100.00%	100.00%
Total	692	2	17	3	670	0	23	23	647	96.57%	96.42%

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	0	0	0	0
Campbell Village	4	1	0	1
Palo Vista Gardens	0	0	0	0
Linden Court	2	1	0	0
Mandela Gateway	0	13	0	13
Chestnut Court	0	0	0	0
Lion Creek Crossings	11	12	0	12
Foothill Family	0	0	0	0
Total	19	27	0	26

TARs - Contract Managed Public Housing Units

Development	Charged	Collected	Current Month Uncollected	TARs	1- 30 Days	31- 60 Days	61 and Over	Total Balance
Harrison Towers	\$32,794	\$29,455	\$3,339	10.18%	-\$3,060	\$0	\$0	\$279
Adel Court	\$10,954	\$5,372	\$5,582	50.96%	-\$439	\$1,886	\$7,253	\$14,282
Campbell Village	\$54,011	\$52,037	\$1,975	3.66%	\$5,128	\$7,217	\$19,194	\$33,513
Palo Vista Gardens	\$31,732	\$22,424	\$9,308	29.33%	\$2,205	\$3,618	\$11,398	\$26,529

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	3	23	26	0
Adel Court	30	0	14	14	0
Campbell Village	154	11	54	61	4
Palo Vista	100	4	41	44	1
Chestnut Court	38	23	8	31	0
Linden Court	45	6	3	9	0
Mandela Gateway	46	113	10	112	11
Lion Creek Crossings	157	0	0	0	0
Foothill Family	21	0	3	3	0
Total	692	160	156	300	16

Legal Report – Contract Managed Public Housing Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
July 2020	0	0	0	\$0
August 2020	0	0	0	\$0
September 2020	0	0	0	\$0
October 2020	0	0	0	\$0
November 2020	0	0	0	\$0
December 2020	0	0	0	\$0
January 2021	0	0	0	\$0
February 2021	0	0	0	\$0
March 2021	0	1	0	\$0
April 2021	0	0	0	\$0
May 2021	0	0	0	\$0

June 2021	0	0	0	\$0
July 2021	0	0	0	\$0
August 2021	0	0	0	\$0
September 2021	0	0	0	\$0
October 2021	0	0	0	\$0
November 2021	0	0	0	\$0
December 2021	0	0	0	\$0
Total	0	1	0	\$0

Senior Site Activities

Outreach Efforts/Activities	Harrison Towers	Adel Court	Palo Vista Gardens	Total
Wellness Phone Calls	168	10	15	193
Mercy Brown Bags	75	20	34	129
Home Visits	3	N/A	N/A	3
Spectrum Senior Lunches Served	N/A	N/A	704	704
Case Management	4	N/A	N/A	4
Home Management	4	N/A	N/A	4
Benefits/Insurance Support	24	N/A	N/A	24
Birthday Cards	12	4	8	24
ESL Classes	10	N/A	N/A	10
Tai Chi	5	N/A	N/A	5
USOAC Walk Club	N/A	N/A	18	18
Meditation Classes	N/A	N/A	8	8
Coffee Hour	0	2	N/A	2
Bingo	44	0	0	44
Mahjong/Game Hour	15	N/A	N/A	15
Fun Friday	N/A	N/A	60	60
Arts & Crafts	4	N/A	N/A	4
Community Meeting	N/A	N/A	8	8
COVID-19 Vaccine Clinic	47	N/A	20	67
Christmas Celebration	103	15	75	193

Food Resources

- **Mercy Brown Bags:** During the month of December, Mercy Brown Bag program provided seventy-five (75) bags to Harrison Towers residents, twenty (20) to Adel Court residents, thirty-four (34) bags to Palo Vista Gardens residents. The food

bags provided by Mercy Brown Bags included a variety of fresh and canned items such as potatoes, eggs, tilapia, canned tuna, cereal, milk, rice, strawberries, pears, apples, plums, celery, mustard greens, and ground beef. Management team continues to help in bagging the groceries and delivering the bags directly to the residents' units for those who have mobility constraints.

- **Senior Lunch Program:** Each month, from Monday to Friday, Spectrum Foods provides hot meals to residents of Palo Vista Gardens. During December, seven hundred and four (704) hot lunches were served. Residents were able to pick up their hot lunches from the community room and property management staff provided lunch delivery to the residents with mobility issues.

Health & Wellness

- **Wellness Checks:** At Harrison Towers, the property management team continues to conduct outreach to each household in the building. In December, the management team was able to directly get in touch with each household. Staff made a total of one hundred and sixty-eight (168) wellness calls to Harrison Towers residents, ten (10) calls to Adel Court residents and fifteen (15) calls to Palo Vista residents. Property management staff called each household to conduct a check-up and assessed residents' wellness with a series of questions that were designed to determine whether the residents required additional support and assistance.
- **Birthday Celebrations:** Twenty-four (24) Harrison Towers residents, four (4) Adel Court residents and eight (8) Palo Vista residents had their birthdays in December. Property management staff continued the tradition of delivering birthday cards and gift bags to each celebrant.



- Game Activities:** By fall, the management team at Harrison Towers had resumed in-person game activities for residents in the Community Room, while ensuring that participants were abiding by social distance protocols in the common areas with a maximum capacity of twenty (20) people in the Community Room at a time. Residents have been encouraged to sign-up for and participate in activities, including bingo and mahjong. During December, forty-four (44) residents came together to play bingo while another twelve (12) residents got together to play mahjong. Residents at Adel Court also have the opportunity to come together for in-person bingo but the property management team has noticed that residents are still hesitant to gather in-person and prefer to remain socially-distant out of COVID-19 concerns.



- Physical Activities:** In December, five (5) Harrison Towers' residents participated in Tai Chi classes, while a total of eighteen (18) Palo Vista residents participated in their weekly walk club.
- Supplementary Services:** This month at Harrison Towers, twenty-four (24) residents received language translation services, which included assistance reading social security letters, food stamp benefits increase letters, bank statement letters, filling out applications for food stamp renewal, filling out applications for paratransit, helping tenants write the dollar amount in English for their checks, reading medical prescription statement letters, and scheduling appointments for booster shots.
- Christmas/Holiday Celebration:** For December, the management team at Harrison Towers prepared one hundred and three (103) holiday lunches for all residents who signed up for a holiday meal. At Adel Court and Palo Vista Gardens, fifteen (15) and seventy-five (75) residents, respectively, received Christmas lunches catered by Lena's Soul Food, which consisted of barbecue ribs, fried chicken, collard greens, red beans, rice and cornbread muffins.

- COVID-19 Vaccine Clinic:** Wellspring Pharmacy set-up an onsite COVID-19 vaccine clinic for residents at Harrison Towers so that those who wanted it, could receive their booster shot of the Moderna vaccine. A total of forty-seven (47) Harrison Towers' residents received their booster vaccine in December. Furthermore, at Palo Vista Gardens, the property management team helped twenty (20) residents receive their booster shot.



Campbell Village Community Center

Outreach Efforts/Activities	Total
Contactless Food & Supply Delivery (Seniors only)	3
Phone Calls	56
Auto-dialer Resident Phone Calls	56
Resident Text Messages	360
Food Pantry	360
Hope 4 the Heart	120
Garden Club	3
Birthday Cards	30
Computer Lab	2
Coffee Hour	2
Senior Bingo	7
Rent Assistance	2

Food Resources

- **Food Pantry:** Through the partnership with the Alameda County Food Bank, the food pantry distributed three hundred sixty (360) fresh food boxes in December. The pantry is open every Tuesday of the month and the residents are able to stop by to receive fresh produce, milk, eggs, frozen meats, and/or other food staples.
- **Senior Meal & Supply Delivery:** Three (3) senior households had boxes containing food, water, toilet paper, and hand sanitizer brought to their household's door through contactless delivery.
- **Hope 4 the Heart:** In partnership with Hope 4 the Heart, Campbell Village management staff were able to provide one hundred twenty (120) food boxes to residents. Households were notified about distribution times via text message and the auto-dialer calls, and were able to designate a household member to retrieve the meals from the Community Room while observing social distancing protocols and wearing mandated masks. The resident services volunteer delivered food boxes to the clients with mobility concerns.

Health & Wellness

- **Wellness Checks:** The resident service coordinator reached out to fifty-six (56) households via phone during the month of December. During the phone calls, the resident services coordinator assessed the needs of the household and provided the residents with information about the programs currently running at Campbell Village. The wellness calls provide residents an opportunity to give their feedback about existing programs and the programs they want to be implemented at Campbell Village. In addition to these regular calls, fifty-six (56) auto-dialer calls were made to residents to inform them about the food program, site updates, and social events.
- **Garden club:** During this month, three (3) residents participated in the Garden Club and harvested a round of herbs and greens. The harvested produce was then distributed and made available to residents at the Community Produce Stand.
- **Computer Lab:** Two (2) Campbell Village residents used the computer lab to print documents and apply for unemployment benefits during the December month. Each time, the computer lab was utilized by only one person at the time and was thoroughly cleaned in between uses.
- **Senior Bingo:** The resident service coordinator organizes a bingo event, where seniors are welcomed to come play bingo, receive small prizes and enjoy a free brunch as well as one another's company. This month, a total of seven (7) seniors participated in bingo.

- **Rent Assistance:** Two (2) residents indicated they were having difficulties with paying rent; therefore, the resident service coordinator connected them with resources available to assist in meeting rent obligations.
- **Birthday Celebrations:** In December, thirty (30) residents celebrated their birthdays and the property management acknowledged each one of them with a birthday card.

Key to Home Activities

Outreach Efforts/Activities	1242 95 th	1733 92 nd	1900 E. 24 th	2353 E. 24 th	2349 83 rd	Key to Home Total
Wellness Phone Calls	12	10	5	7	7	41
Socially Distanced Wellness Checks	6	5	2	3	3	19
Conflict Resolution	0	0	0	0	0	0
Harbor House Ministries Food Bag	1	0	0	1	1	3
Services Matching	3	2	0	1	1	7
Christmas Toy Drive	5	2	2	2	3	14

Food Resources

- **Harbor House Ministries Food Supply:** Each Tuesday and Thursday of the month, households can choose to receive a three-day supply of food from the Harbor House Ministries. A total of three (3) three-day food supplies were delivered to Key to Home residents in the month of December. The food provided by the Harbor House Ministries program included a variety of healthy options including fresh fruit, vegetables, grains, eggs and dairy.

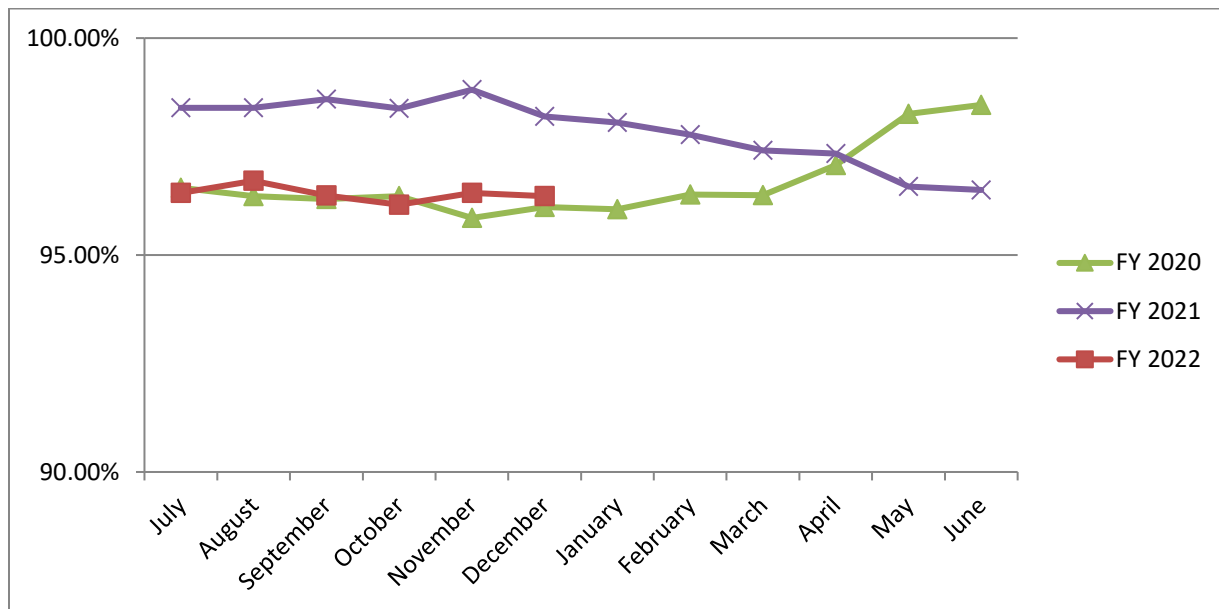
Health & Wellness

- **Services Matching:** Two (2) residents specified they were having difficulties with paying rent; therefore, the resident service coordinator connected them with resources that could assist in meeting rent obligations. Additionally, the coordinator supported five (5) other residents with service matching to support them in finding additional opportunities in their job searches.
- **Christmas Toy Drive:** The resident service coordinator collaborated with the non-profit organization, Joey's Toy Drive, to set up a toy distribution to interested residents. A total of fourteen (14) wrapped toys for children aged three (3) to fifteen (15) years old were distributed. Some residents were happy to have their children pick their own gift while others preferred to select the gift for their children. The participating children and families expressed gratitude and appreciation for the toy drive event.

Property Operations Department

Occupancy Report

Public Housing Occupancy Rates - TOTAL PORTFOLIO 96.36%



All Authority Public Housing Units

Month	Occupancy Rate
January 2021	98.05%
February 2021	97.77%
March 2021	97.41%
April 2021	97.34%
May 2021	96.58%
June 2021	96.50%
July 2021	96.43%
August 2021	96.71%
September 2021	96.37%
October 2021	96.16%
November 2021	96.43%
December 2021	96.36%

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	2	370	359	5	1	5	97.03%	97.03%
Peralta Villa	390	2	388	370	5	1	12	95.62%	95.36%
Total	762	4	758	729	10	2	17	96.31%	96.17%

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	217	21	6	6	18	82.09%	80.97%
East	258	0	258	222	26	1	0	9	85.66%	86.05%
Fruitvale	270	3	267	248	11	2	4	2	92.88%	92.88%
San Antonio	244	4	240	231	6	0	0	3	96.25%	96.25%
West	230	0	230	217	8	5	0	0	94.78%	94.35%
North	239	0	239	215	9	4	3	8	89.96%	89.96%
Total	1,519	17	1,502	1,350	81	18	13	40	90.08%	89.88%

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	13	1	2	0	1	1	3	73.70%	73.70%

Recertification Report

Authority Managed Public Housing Units

Development	Completed Annual Recertifications	Recertifications/ Outstanding	Recertifications/ Legal	Current Month Backlog
Lockwood Gardens	0	179	7	172
Peralta Villa	39	55	5	50
Total	39	234	12	222

Tenant Rent Collections

Authority Managed Public Housing Units

Development	Charged	Collected	Percent Collected	Budgeted Rent	Collect to Budget
Lockwood Gardens	\$122,927	\$99,731	81.13%	\$134,591	74.10%
Peralta Village	\$118,732	\$107,154	90.25%	\$122,377	87.56%

OAHP Project Based Section 8 Units

Portfolio	Charged	Collected	Percent Collected	Budgeted Rent	Collect to Budget
Deep East	\$128,515	\$74,480	57.95%	\$151,111	49.29%
East	\$136,779	\$75,699	55.34%	\$173,141	43.72%
Fruitvale	\$137,220	\$112,214	81.78%	\$155,824	72.01%
San Antonio	\$126,217	\$102,939	81.56%	\$136,062	75.66%
West	\$145,368	\$99,286	68.30%	\$147,222	67.44%
North	\$123,794	\$81,733	66.02%	\$137,343	59.51%

Tenant Accounts Receivable

Authority Managed Public Housing Units

Development	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Lockwood Gardens	\$72,473	\$62,703	\$250	\$493,141	(\$37,843)	\$590,723
Peralta Villa	\$53,054	\$40,491	\$0	\$240,976	(\$64,998)	\$269,523

* Includes Current Tenant Rent and Misc. charges.

OAHP Project Based Section 8 Units Tenant Rent

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$88,847	\$73,020	(\$2,551)	\$940,625	(\$39,205)	\$1,060,736
East	\$89,024	\$79,361	\$876	\$1,186,173	(\$48,360)	\$1,307,075
Fruitvale	\$88,873	\$71,067	\$0	\$688,425	(\$56,202)	\$792,163
San Antonio	\$63,633	\$50,675	\$0	\$446,063	(\$97,299)	\$463,072
West	\$83,884	\$62,078	(\$6,628)	\$504,957	(\$93,152)	\$551,139
North	\$74,613	\$67,466	\$0	\$566,545	(\$143,706)	\$564,919

* Includes Current Tenant Rent and Misc. charges.

OAHP 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	\$26,679	\$6,878	\$2,754	\$337,690	\$0	\$374,001
East	\$38,359	\$37,089	(\$876)	\$305,031	\$0	\$379,602
Fruitvale	\$26,634	\$21,035	\$0	\$385,397	\$0	\$433,066
San Antonio	\$28,928	\$32,458	\$0	\$362,216	\$0	\$423,602
West	\$27,861	\$30,416	\$5,452	\$417,330	\$0	\$481,059
North	\$10,783	\$10,885	\$359	\$398,402	\$0	\$420,429

December 2021

24

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* Current tenants only

Authority Managed Public Housing Units

Development	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Lockwood Gardens	\$437	\$254	\$82	\$75,694	(\$574)	\$75,894
Peralta Villa	\$2,880	\$2,345	\$166	\$65,066	(\$2,208)	\$68,249

*Past 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	(\$2,903)	\$1,396	\$0	\$762,680	(\$22,022)	\$739,150
East	\$0	\$0	\$0	\$351,665	(\$28,194)	\$323,471
Fruitvale	\$2,750	\$1,654	\$0	\$230,350	(\$20,121)	\$214,633
San Antonio	\$342	\$0	\$0	\$169,232	(\$14,121)	\$155,453
West	\$0	\$742	\$0	\$148,182	(\$34,830)	\$114,095
North	\$0	\$0	\$0	\$267,651	(\$20,772)	\$246,879

*Past 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	\$1,387	\$4,015	\$0	\$324,769	\$0	\$330,171
East	\$0	\$0	\$0	\$202,296	\$0	\$202,296
Fruitvale	\$0	\$0	\$0	\$137,285	\$0	\$137,285
San Antonio	(\$342)	\$0	\$0	\$108,333	\$0	\$107,991
West	\$0	\$0	\$0	\$112,637	\$0	\$112,637
North	\$0	\$1,409	\$0	\$115,251	\$0	\$116,300

* Past 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	793	202	387	608
Peralta Villa	390	84	190	187	87
Total	762	877	392	575	695

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	368	191	171	388
East	278	511	187	135	563
Fruitvale	270	125	252	227	150
San Antonio	244	122	152	155	119
West	271	202	174	116	260
North	239	181	210	128	263
Total	1,539	1,509	1,166	932	1,743

Legal Report

Legal Report – Authority Managed Public Housing Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Jan-21	4	0	4	\$ 637.00
Feb-21	0	0	0	\$ -
Mar-21	0	0	0	\$ -
Apr-21	0	0	0	\$ -
May-21	0	0	0	\$ -
Jun-21	0	0	0	\$ -
Jul-21	0	0	0	\$ -
Aug-21	0	0	0	\$ -
Sep-21	0	0	0	\$ -
Oct-20	0	1	1	\$ 600.00
Nov-21	0	0	0	\$ -
Dec-21	0	0	0	\$ -

Legal Report – OAHPI Project Based Section 8 Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Jan-21	0	0	0	\$ -
Feb-21	0	0	0	\$ -
Mar-21	0	0	0	\$ -
Apr-21	0	0	0	\$ -
May-21	1	0	1	\$ 21,564.00
Jun-21	0	0	0	\$ -
Jul-21	4	0	4	\$ 64,805.41
Aug-21	2	0	2	\$ 251.00
Sep-21	0	0	0	\$ -
Oct-21	0	0	0	\$ -
Nov-21	0	0	0	\$ -
Dec-21	0	26	0	\$ -

Resource Conservation Community Engagement and Outreach

Authority Managed Public Housing Units

Development	Site Assessments	Resident Contact	Flyer Outreach	In-Person Site Meetings	Virtual Meetings	# of Virtual Meeting Participants
Lockwood Gardens	4	50	359	0	0	0
Peralta Villa	5	0	370	0	0	0
Total	9	50	729	0	0	0

OAHPI Project Based Section 8 Units

Portfolio	# of Sites Visited	Site Assessments (includes multiple visits)	Resident In-Person Contact	Resident Phone Outreach	Flyer Outreach	In-Person Site Meetings
Deep East	35	76	4	0	217	1
East	33	56	0	0	222	0
Fruitvale	15	20	7	0	248	2
San Antonio	38	62	0	0	231	0
West	29	54	0	0	217	0
North	14	41	4	0	215	0
Total	164	309	15	0	1,350	3

Emergency Rental Assistance Program

Emergency Rental Assistance - OAHPI Project Based Section 8 Units

Portfolio	# of Residents Outreach	# Residents Processed	Assistance Processing	# of Residents Paid	Assistance Received	Total Dollars
Deep East	72	26	\$0	11	\$132,398	\$132,398
East	75	10	\$10,215	2	\$16,522	\$26,737
Fruitvale	80	11	\$0	4	\$22,883	\$22,883
San Antonio	122	30	\$25,416	9	\$72,826	\$98,242
West	100	21	\$6,185	11	\$116,471	\$122,656
North	50	21	\$4,426	11	\$80,260	\$84,686

Emergency Rental Assistance – Authority Managed Public Housing Units

Portfolio	# of Residents Outreach	# Residents Processed	Assistance Processing	# of Residents Paid	Assistance Received	Total Dollars
Lockwood Gardens	142	72	\$0	8	\$45,139	\$45,139
Peralta Villa	61	46	\$5,478	26	\$97,155	\$102,633

Additional Rental Assistance Resources - OAHPI Project Based Section 8 Units

Portfolio	# of Residents Applied	Alameda County	BACS	City of Oakland	EDC	Assistance Received
Deep East	0	\$0	\$0	\$0	\$0	\$0
East	0	\$0	\$0	\$0	\$0	\$0
Fruitvale	1	\$0	\$0	\$0	\$15,563	\$15,563
San Antonio	2	\$4,785	\$0	\$0	\$14,473	\$19,258
West	4	\$2,604	\$17,290	\$0	\$367	\$20,261
North	2	\$0	\$10,320	\$0	\$0	\$10,320

Additional Rental Assistance Resources –Authority Managed Public Housing Units

Portfolio	# of Residents Applied	Alameda County	BACS	City of Oakland	EDC	Assistance Received
Lockwood Gardens	3	\$0	\$0	\$8,078	\$0	\$8,078
Peralta Village	0	\$0	\$0	\$0	\$0	\$0

Leased Housing Department- December 2021 Report

2011 Housing Choice Voucher Wait List

There are a total of **1,917** applicants on the waitlist.

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

Mainstream Section 8

<u>Intake Date</u>	<u># of Families invited</u>	<u># of Families attended</u>
September 21, 2021	87	30

OAHPI Intake

Intake date	# of families invited	# of families attended	# of families removed from waitlist	# Referred
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

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
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

*no show 2nd intake appointment

Waitlist Openings:

Leased Housing is preparing to open the OAHPI PBV waitlist for 2bdm and 3bdm units during the period February 1-3, 2022. Additionally, we expect to open the Public Housing waitlists for Lockwood and Peralta in March 2022.

Summary Report

November 2021

December 2021

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	41	0
• Intake, Briefing and voucher issued for Port-In and Survivor vouchers/FUP	14	0

Project Based Voucher and Tenant Protection Vouchers

• New Move-in Intake and briefing PBV/TPV	18	9
• Relocation vouchers issued for OAHPI Households	0	0

Special Programs (including non-MTW)

Summary Report

November 2021

December 2021

Intake, briefing and voucher issued:

- HUD VASH
- Mod Rehab/S+C to Section 8
- Intake, briefing: Local Programs/ PACT

0

1

0

0

0

0

Public Housing and OAHPI Eligibility:

- Intake 30 /84
- Processing for Eligibility 34/60
- Referred Households 7 /24

Total new vouchers issued (tenant & unit based)

20

73

Denial of Admission/Withdrawals

17

49

Owner Services

Initial Inspections

- Move-in inspections
- Passed Inspections
- New contracts (new, transfer, port-ins)

151

202

68

110

143

122

Rent Increases

- Rent increases requested
- Rent increases approved
- Rent increases denied/declined
- Rent increases pending review/HQS

771

683

622

521

47

49

102

113

Annual Inspections

- Total number of Annual Inspections performed
- Number of annual inspections passed
- Failed with owner and tenant items
- Inspections rescheduled, vacant, or cancelled
- No Shows

517

829

138

345

144

301

199

88

36

95

Reasonable Accommodations

- Total number of requests received
- Total number approved
- Total number pending
- Total number denied

28

26

15

14

6

5

7

7

Summary Report

November 2021

December 2021

Occupancy

• Total annual recertification appointments scheduled	304	326
• Total annual recertifications completed	289	229
• Total interim recertifications completed	212	203
• Transfer voucher within Oakland	62	41
• Portability vouchers issued	28	25
• Total no. of transfer vouchers issued	90	66
• Total no. of Decisions to Terminate Assistance	18	19
• Total Meet & Discuss appointments	0	0
• Resolution cases	207	157

Special Programs

• Interims completed	137	113
• Recertifications completed	164	108
• Field recertifications	0	0
• Transfer port vouchers issued	12	9
• Resolution cases	33	63

Program Terminations

• Informal Hearings held	1	1
• Termination upheld	1	1
• Termination reversed	0	0
• Pending outcome	0	0
• Requests for Executive Review	0	1
• ER Termination upheld	0	0
• ER Termination reversed	0	0
• ER Outcome pending	2	3

Customer Service

• Walk in visitors	0	0
• 1540 Leased Housing main phone line	4,100	3,780
• Avg. calls/day to Customer Service	216	252

LEP Calls

• Cantonese/Mandarin	89	74
• Spanish	7	4
• Vietnamese	13	10

Leased Housing Department Special Programs and Initiatives:

VASH

OHA has a total allocation of 526 VASH vouchers and 291 leased. OHA received a new allocation of 130 new vouchers effective January 1, 2021. OHA issued 1 vouchers, and OHA received 2 referrals from the Veterans Administration Medical Center (VAMC). OHA approved a conditional award of 14 vouchers to the Lake Park affordable housing project. OHA is working with Operation Dignity, a non-profit, and the Veterans Administration to lease 22 SRO units at the Temescal Inn to VASH eligible veterans. All units passed HQS. The Temescal Inn, a former motel, was purchased by the City of Oakland as part of the Home Key program administered by the State. The property is located at 3720 Telegraph Avenue. Currently 12 units are leased to VASH voucher holders.

Mainstream

OHA has a total allocation of 212 Mainstream vouchers (MS5/MS28), 178 utilized and 16 searchers.

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 amending its transfer policy to allow a 5 to 1 ratio. For every five applicants housed, one transfer will be approved. If determined an imminent threat exists, OHA will offer transfer to vacant and available 3rd party PBV unit or if available a Housing Choice Voucher. The goal is to fill vacant available units with applicants in need of affordable housing on the existing OAHPI waitlist and not simply transfer internal housed residents.

The Leased Housing Department received 9 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. One family leased up.

There are 43 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.

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. The incentive for the Maintenance Repair Loan will launch in first quarter 2021.

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 \$12,927 in vacancy loss to 4 owners. Units had an average vacancy period of 85 days.

Pre-Qualifying Unit Inspections- A pre-qualifying unit inspection is offered to all HCV program owners to expedite the lease up process, and minimize delays or losses due to inspections. Inspections are not be 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 61 new owners a \$500 bonus/\$61,000.

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.

CARES Act funding

Owner and Resident Incentives:

New Contract Lease ups:

- Leased Housing and the Finance team have collaborated to create a seamless process to pay a \$250 incentive payment to owners who lease units to program participants and applicants. Total paid to date \$104,000 to 416 owners.

Owner Direct Deposit

- Every owner who shifted to direct deposit for HAP check received \$200.
- Finance and Leased Housing Departments are worked together to launch this incentive during March 2021-May 2021. Total of \$88,600 to 443 owners.

Security Deposit Assistance

- Security Deposit incentive to remove barriers to leasing units during the pandemic when family resources and incomes have reduced.
- Tenants request security deposits assistance and the incentive is paid directly to the owner upon execution of the HAP contract.
- A total of 251 families have utilized security deposit assistance for a total of \$357,599.

Owner Portal Sign up

- OHA is offering \$100 incentive to owners who register on the portal
- The portal is one-stop for owner information: inspections, HAP deposits, resident rent portion changes.
- 151 owners have utilized this incentive for total expense of \$15,100.

New Contracts Entered for Owner Payment December 2021

PBV	30
Section 8	74
HUD VASH	12
TRA/Shelter Plus	3
Mod Rehab	1
Other	2
Contracts Entered for Payment	122

Project Based Vouchers

Projects in the pipeline/leasing

- **Fruitvale Studios (12 units): Expected lease-up in February 2022**
- **Foon Lok West (Brooklyn Basin)- May 2022**

	Project	Awarded PBVs	Families submitted	Families in Process	Eligible Families	Denied/Declined
1	Oak Grove South	27	21	9	12	0
2	Coliseum	37	24	16	10	2

	Place					
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Program Compliance Team

Program Compliance team is focused on the analysis, prevention or remedial action, if necessary, to prevent or correct program noncompliance by participants and owners. Program Compliance staff works with all the Leased Housing teams as well as the Oakland Housing Authority Police Department and the Executive Office. The team conducted 17 client interactive/warning meetings, processed 14 owner notification letters, resolved 14 late rent notices, resolved 63 resolution cases and processed 16 proposed termination notices. Additionally, the team assigned 0 police reports and calculated \$2,710 in subsidy overpayments. The team is developing an owner notice explaining the federal eviction moratorium end and in place City of Oakland moratorium and State resources for non-payment of rent to limit potential evictions.

Rent Increases

Leased Housing received 771 rent increase requests. There were 196 Housing Choice Vouchers completed. A total of 428- OAHPI PBV and 147 other Project Based Vouchers and Mod Rehab. The average rate of increase was 6% and average amount approved was \$113.

Existing Units PBV 16-008 project update

The Oakland Housing Authority issued RFQ #16-008 to invite qualified owners, property managers, and developers servicing the residents within the City of Oakland to solicit proposals for the award of Project Based Voucher Rental Assistance for existing units.

There are a total of 636 project based vouchers in 21 projects which received an award through the Existing Project Based Voucher program. OHA has executed Housing Assistance Payment contracts for twenty (20) projects.

Projects in process :

	Project	Awarded PBVs	Families submitted	Families in Process	Eligible Families	Denied/Declined
1	Kenneth Henry Court	15	13	0	12	1
2	Sylvester Rutledge	64	14	1	41	7

Special Needs Housing

The Harrison Hotel is part of the County's Shelter Plus Care program subsidizing 59 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 June 22, 2020, the Board of Commissioners passed resolution 4915 approving funding in the amount of \$3,081,093 for FY21 to serve an additional 40 homeless families with children.

The program can serve up to 140 households in FY22.

Services/ Funder	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
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	First Place for Youth	First Place for Youth

		foster care or juvenile justice system		
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 admitted	Households in eligibility process/inspection
50	38	29	4

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: unit not located in Oakland, no inspection passed or requested, incomplete or missing documentation

Available	Referrals received	Households Admitted	Households in eligibility process and inspection
50	57	25	20

Local Housing Assistance Program/Single Room Occupancy – LHAP/SRO

As of October 2021 TOTALS	Total Units	Vacant or Non-Eligible Units	Eligible Units	Subsidy Per Unit
	311	126	185	\$897

- All properties received subsidy increase with FY21 HUD Fair Market Rent.

Capital Improvement Department

Rehabilitation Team:

Unit Renovations

	OHA	OAHP
Units Completed and Returned to OPO in December	1	9
Units Received From OPO in December	1	0
Units Completed in Fiscal Year 2021-22 To Date	12	46

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 Recently Completed:

- 1323 66th Ave.
- 6121 Harmon, #1
- 6121 Harmon, #2
- 933 46th St., #1
- 9320 Sunnyside, #4
- 9711 Sunnyside, Unit A
- 9711 Sunnyside, Unit E
- 2139 Seminary, #102
- 2139 Seminary, #105
- 5945 Bromley, Unit A
- 59 Pearl decks, dry rot, stucco and siding
- 541 29th Street windows, dry rot, sewer repairs
- 3532 Pierson Street full paint and hardscape repairs
- 9506 & 9514 Birch St. dry rot repairs and deck/stair assemblies
- 1900 Commerce Way dry rot repairs and deck/stair assemblies
- Lockwood Office ADA improvements

In the Preconstruction/Construction Process:

- 541 29th Street soft story seismic retrofit

- 1248 34th Avenue soft story seismic retrofit
- 676 Fairmount Avenue soft story seismic retrofit
- 368 62nd Street soft story seismic retrofit
- 6645 Brann Street window replacement and reside
- 2126 High Street, #9 deck repairs

Administrative Buildings

- Service Center Driveway asphalt R&R, reseal, and stripe
- Additional card reader locations and infrastructure for future kiosks
- Palo Vista ADA entry 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:

Project Address:	620 17 th St. & 570 16 th St.	Affordability Targeting:	30-60% of AMI
Project Type:	Acquisition/Rehabilitation	Architect:	Okamoto-Saijo Arch.
Number of Units:	151	General Contractor:	BBI Construction Inc.
PBVs:	149	Property Management:	John Stewart Co.
Target Population:	Low-Income Seniors	Total Development Cost:	\$126.2M

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 completed on Oak Grove North and continuing at Oak Grove South.**Construction Progress:**

% Complete on 11/30/21: 98.16%

% Complete last Month: 96.95%

Scheduled Completion Date: 3/2022

New Hires:

Number of New Hires: 158

Number of Section 3 Hires: 37

% Section 3: 23.42%

Construction Contract Status:

Original Contract Amount \$44,117,725.00

Approved Change Orders \$ 3,869,451.97

Current Contract Amount \$47,987,176.97

Pending Change Orders (PCOs) \$60,079.62

Potential Future Changes \$0.00**Potential Contract Amount \$48,047,256.59****Milestones Completed Past Month:****Oak Grove North**

- The building is fully occupied and residents are utilizing the courtyard
- City sidewalk work, including street trees, has been completed

Oak Grove South

- All residents have been temporarily relocated
- Exterior stucco is complete
- Exterior painting is complete
- Punch work on floors 2 through 5 is complete
- Water intrusion repairs from the storm is complete
- 97% of courtyard concrete has been poured

Harrison Tower – OHA/RAMP Development



Harrison Tower, a 101-unit senior public housing development, was approved for a Section 18 Disposition by HUD in July 2018. This approval will allow the property to be refinanced utilizing tax-exempt bonds, conventional debt, and low income housing tax credits to modernize all building systems and renovate the 100 senior apartments and one (1) manager's unit.

In addition to substantially rehabilitating all residential units, the 3rd floor residential amenities and property management/ services offices will be reconfigured and updated, and seismic upgrades will be performed throughout the building which will include the garage and 1st and 2nd floor Authority offices.

Project Description:

Project Address:	1621 Harrison Street	Affordability Targeting:	50% AMI
Project Type:	Rehabilitation	Other Uses:	OHA Headquarters
Number of Units:	101	Architect:	Saida +Sullivan Architects
PBVs:	100	General Contractor:	To be determined
Target Population:	Seniors	Property Management:	To be determined
		Total Development Cost:	\$86.4M (includes \$30.1M Seller Carryback Loan)

Targeted Permanent Funding Sources:

- Permanent Hard Loan
- Tax Credit (LP) Equity
- GP Equity
- OHA Loan
- OAHPI 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 Predev. in FY21 OAHPI Budget

Disbursements to Date:

\$667,623

Current Project Status:

Predevelopment: Approximately six residents have taken the early relocation option and will be transferring from Harrison Tower to Oak Groves South in January. Staff continue to work through rehab phasing and related financing options in response to significant program changes to the CA tax-exempt bond program.

Milestones Completed Past Month:

Predevelopment activities are ongoing.

Partnerships with Nonprofit Developers

Brooklyn Basin Master Plan

The Authority, in partnership with the City of Oakland and MidPen Housing, is engaged in developing 465 units of affordable housing for low-income families and seniors as part of the Brooklyn Basin master planned community.

The Brooklyn Basin project (formerly known as “Oak to Ninth”) is a large scale, master planned community on a formerly-industrial site along Oakland’s waterfront. The site is approximately 64 acres of waterfront property off Embarcadero Road and 10th Ave.

When complete, the project will include up to 3,100 residential units (including the 465 affordable rental units), 200,000 square feet of commercial space, approximately 32 acres of parks and public open space, two renovated marinas (170 boat slips), and an existing wetlands restoration area. The master developer is Zarsion-OHP I, LLC (ZOHP) whose principal local partner is the Signature Development Group.

The City of Oakland acquired Parcels A and F from ZOHP for the purpose of developing the 465 affordable units of affordable housing. The Authority acquired a 50% share of Parcels A and F on October 19, 2017 for \$10 million. Four distinct projects are planned for these properties. Projects 1, 2 and 3 are described in detail below. Project 4 is expected to break ground in the secondquarter 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:

Project Address:	255-285 8 th Avenue	Affordability Targeting:	30-60%
Project Type:	New Construction	Other Uses:	None
Number of Units:	211	Architect:	HKIT Architects
PBVs:	132	General Contractor:	Nibbi Brothers
Target Population:	Paseo Estero - families Vista Estero - seniors	Property Management:	MidPen
		Total Development Cost:	\$137.2M

Permanent Funding Sources:

• OHA Land Loan	\$5,000,000	• City of Oakland	\$12,670,000
• Federal Home Loan Bank AHP	\$1,690,000	• Tax Credits – Wells Fargo	\$70,076,353
• Deferred Dev. Fee	\$9,623,545	• General Partner Equity	\$580,507
• Parcel T Reimb.	\$455,798	• Permanent Mortgage – CCRC	\$37,111,000

OHA Board Authorizing Resolutions:

- No. 4765, 8/28/17: CEQA
- No. 4766, 8/28/17: Purchase and Sale Agreement; Joint Ownership Agmt.; Master Housing Agmt.
- No. 4792, 2/26/18: Lease Disposition and Development Agreement for Projects 1 and 2; 258 PBVs
- No. 4868, 5/13/19: Lease Disposition and Development Agreement for Projects 3 and 4

Affiliate Board Authorizing Resolutions – Not applicable

Approved OHA/Affiliate Funding:

MTW: \$5,000,000 Land Acquisition

Disbursements to Date:

\$5,000,000

Current Project Status:

Construction is 100% complete and achieved 100% occupied in July 2021. The project is on schedule to convert its construction financing to a permanent mortgage in mid-January 2022.

Construction Progress:

% Complete on 1/31/21:	100%
% Complete last Month:	100%
Completion Date	1/31/21

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: 100% lease up achieved as of July 31st.

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 individuals and couples.*

Photo: Foon Lok West and remainder of Parcel A where Foon Lok East (Project 4) will be built. Vista Estero is on the bottomright corner; the market rate property, The Orion, is on the top of the photo. Photo is dated October 28, 2021

Project Description:

Project Address:	311 9 th Avenue	Affordability Targeting:	20-60%
Project Type:	New Construction	Other Uses:	None
Number of Units:	130	Architect:	HKIT Architects
PBVs:	65	General Contractor:	Nibbi Brothers
Target Population:	Very low-income families and formerly homeless individuals and couples	Property Management:	MidPen
		Total Development Cost:	\$108.7M

Permanent Funding Sources:

• OHA Land Loan (included in City loan)	• Alameda County A1 Funds	\$9,698,000
• SF Federal Home Loan Bank AHP \$1,290,000	• Tax Credits – Wells Fargo	\$50,907,000
• CA HCD – No Place Like Home \$5,500,000	• General Partner Equity	\$110,000
• City of Oakland \$12,442,000	• Permanent Mortgage – CA Community Reinvestment Corporation	\$19,970,000

OHA Board Authorizing Resolutions:

- No. 4765, 8/28/17: CEQA
- No. 4766, 8/28/17: Purchase and Sale Agreement; Joint Ownership Agmt.; Master Housing Agmt.
- No. 4792, 2/26/18: Lease Disposition and Development Agreement for Projects 1 and 2; 258 PBVs
- No. 4868, 5/13/19: Lease Disposition and Development Agreement for Projects 3 and 4

Affiliate Board Authorizing Resolutions – Not applicable

Approved OHA/Affiliate Funding:

MTW: \$5,000,000 Land Acquisition

Disbursements to Date:

\$5,000,000

Current Project Status:

Roof installation is near complete pending the installation of the coping cap, solar panels and walk off mats; landscaping has begun; common area cabinetry installation to start on 1/7/22; final clearances with PGE are pending, property energization expected to begin on 1/18/22. The developer is still pushing for an early substantial completion in April 2022 rather than the original completion date in mid-May 2022.

Construction Progress:

% Complete:	85.23%
% Complete last Month:	78.0%
Scheduled Completion Date	May 2022

New Hires:

Number of New Hires:	248
Number of Section 3 Hires:	34
% Section 3:	13.71%
% Local Residents:	44.76%
% Local Apprentices:	47.56%

Milestones Completed Past Month: Construction is ongoing.

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 individuals and couples.*

Project Description:

Project Address:	389 9 th Avenue	Affordability Targeting:	20-60%
Project Type:	New Construction	Other Uses:	None
Number of Units:	124	Architect:	HKIT Architects
PBVs:	61	General Contractor:	Nibbi Brothers
Target Population:	Very low-income families, formerly homeless individuals and couples	Property Management:	MidPen
		Total Development Cost:	\$104.5M

Targeted Permanent Funding Sources:

- | | |
|--|--|
| <ul style="list-style-type: none"> • OHA Land Loan • CA HCD – No Place Like Home (homeless funding) • City of Oakland | <ul style="list-style-type: none"> • Tax Credit Equity – Wells Fargo Bank • General Partner Equity • Permanent Mortgage – CA Community Reinvestment Corporation |
|--|--|

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: \$5,000,000 Land Acquisition

Disbursements to Date:

\$5,000,000

Current Project Status:

Foon Lok East is fully entitled and the Oakland Building Department plan check review is 100% complete. After being denied three times for an allocation of tax exempt bonds (and 4% credits) from CDLAC, MidPen restructured the financing and submitted an application for CA Housing Accelerator Program funds in October. The project received a top score so the developer still expects to receive a commitment though CA HCD has experienced delays in processing. Once the commitment is secured, the developer is targeting to close on all construction financing and break ground within 90 days.

Construction Progress:

% Complete: 0%

% Complete last Month: 0%

Scheduled Completion Date

New Hires:

Number of New Hires:

Number of Section 3 Hires:

% Section 3: %

% Local Residents: %

% Local Apprentices: %

Milestones Completed Past Month: Submitted application to CA HCD for California Housing Accelerator Program funding.

285 12th Street – Partnership with EBALDC



Construction of a new 65-unit affordable housing building on a former parking lot at 12th and Harrison Street Downtown Oakland.

Project Description:

<i>Project Address:</i>	285 12 th Street	<i>Affordability Targeting:</i>	20%-70% AMI
<i>Project Type:</i>	New Construction	<i>Other Uses:</i>	3,500 sq. ft. commercial
<i>Number of Units:</i>	65	<i>Architect:</i>	David Baker Architects
<i>PBVs:</i>	16	<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>	\$53.6M

Targeted Permanent Funding Sources:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Tax Credit Investor Equity • Permanent Hard Loan • OHA Land Purchase • General Partner Equity • Deferred Developer Fee | <i>Soft Loans & Grants</i> <ul style="list-style-type: none"> • OHA Loan • Multifamily Housing Program • Infill Infrastructure Grant |
|--|---|

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.

Affiliate Board Authorizing Resolutions – Not applicable.

Approved OHA/Affiliate Funding:

MTW: \$12,000,000 for land purchase and loan

Disbursements to Date:

\$6,843,286.11

Current Project Status:

Predevelopment – EBALDC is continuing architecture and engineering design, refining construction cost estimates, and applying for funding.

An application for Multifamily Housing Program (MHP) funding was submitted on September 20, 2021. Based on self-scoring information that has been released, it is likely that 285 12th Street will receive an allocation of funding.

EBALDC plans to partner with the Alameda County Food Bank to distribute fresh produce bags to residents of other EBALDC buildings in Chinatown from 285 12th Street until construction starts on the property.

500 Lake Park – Partnership with EAH



OHA is partnering with EAH on the development of a 53-unit affordable housing building on the former site of the Kwik-Way Drive-In, in the Grand Lake Neighborhood of Oakland.

Project Description:

<i>Project Address:</i>	500 Lake Park	<i>Affordability Targeting:</i>	20%-60% AMI
<i>Project Type:</i>	New Construction	<i>Other Uses:</i>	2,900 sq. ft. commercial
<i>Number of Units:</i>	53	<i>Architect:</i>	Lowney Architecture
<i>PBVs:</i>	14 VASH Vouchers	<i>General Contractor:</i>	JH Fitzmaurice
<i>Target Population:</i>	Low-income families; 20 units for homeless or at-risk veterans	<i>Property Management:</i>	EAH
		<i>Total Development Cost:</i>	\$57.2 M

Targeted Permanent Funding Sources:

<ul style="list-style-type: none"> • Tax Credit Investor Equity • Permanent Hard Loan • OHA Land Purchase • General Partner Equity • Deferred Developer Fee 	<i>Soft Loans & Grants</i> <ul style="list-style-type: none"> • OHA Loan • Calif. HCD Veterans Housing & Homelessness Prevention Program (VHHP) • Calif. HCD Multifamily Housing Program (MHP) • Calif. HCD Infill Infrastructure Grant (IIG)
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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 Project-Based VASH Vouchers.

Affiliate Board Authorizing Resolutions – Not applicable.

Approved OHA/Affiliate Funding:

MTW: \$7,500,000 for land purchase and loan

Disbursements to Date:

\$6,321,157

Current Project Status: Predevelopment – EAH is continuing architecture and engineering design, refining construction cost estimates, and applying for funding.

Milestones Completed Past Month:

Continued predevelopment work.

**WRITTEN
COMMUNICATIONS
(Executive Director's Report)**

Executive Office

Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Executive Director Written Communications Update on Leasing of
Emergency Housing Vouchers

Date: January 24, 2022

Purpose: To provide an update on the leasing status of the 515 Emergency Housing Vouchers (EHV) awarded through the American Rescue Plan Act of 2021.

Funding: No funding is required.

Background:

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (P.L. 117-2, ("the ARP") into law, which provides over \$1.9 trillion in relief to address the continued impact of the COVID-19 pandemic on the economy, public health, state and local governments, individuals, and businesses.

The Authority initially was awarded 504 EHV's on May 10, 2021, which were accepted by the deadline of May 24, 2021. The Department subsequently awarded the Authority 11 additional EHV's bringing the total award to 515 EHV's, which equates to approximately \$10.1million in HAP funding. The Authority was required to enter into a Memorandum of Understanding (MOU) with the Alameda County Continuum of Care to supply referrals for the EHV's and outline roles and responsibilities. The MOU was executed per resolution 4979.

The Authority formed a special, interdepartmental team to facilitate leasing of the entire award as quickly as possible. The team administers the vouchers, provides housing navigation services to participants where needed, collaborates with County and local PHA partners, conducts outreach to recruit new landlord partners, provides and markets incentives, and completes and submits to the The U.S. Department of Housing and Urban Development all required reports and forms.

Accomplishments:

To date, the Authority has accomplished the following:

Referrals Identified:	472
Applications Received:	372 (324 applications in the eligibility process)
Vouchers Issued and Searching:	214
Vouchers leased:	36
Port Ins:	4
Port Out Requests:	11
Emergency VAWA Transfers:	7 (in progress)

Items of Note:

- To date, the majority of families leased “in place” and challenges with securing reliable housing navigation assistance are delaying faster progress.
- The Authority continues to explore options to supplement housing navigation Assistance efforts using Authority staff and paid partners.
- In December, the Authority hosted the Mayor of Oakland, the Honorable Libby Schaff, who gave a press conference on the voucher program and highlighted the benefits and new incentives for owners to participate. One Authority owner and resident were interviewed and highlighted.
- The first amendment to the MOU clarifies that PHAs can provide security deposit assistance to gender-based violence and transitional aged youth referrals, who are not eligible for ESG County funding for this assistance.
- EHV information was consolidated onto a single page on the website. See www.oakha.org under “Affordable Housing” – “Emergency Housing”.
- Staff released an updated version of the EHV dashboard, which is accessible via the website. It includes additional metrics such as average household size (requested by the Mayor) and demographics on the EHV population.

Attachments:

EHV Dashboard

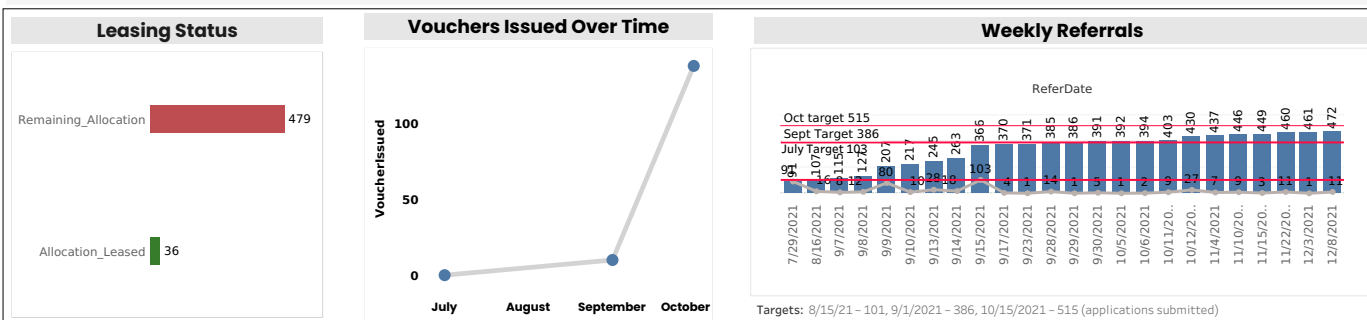
January 18, 2022

Emergency Housing Vouchers

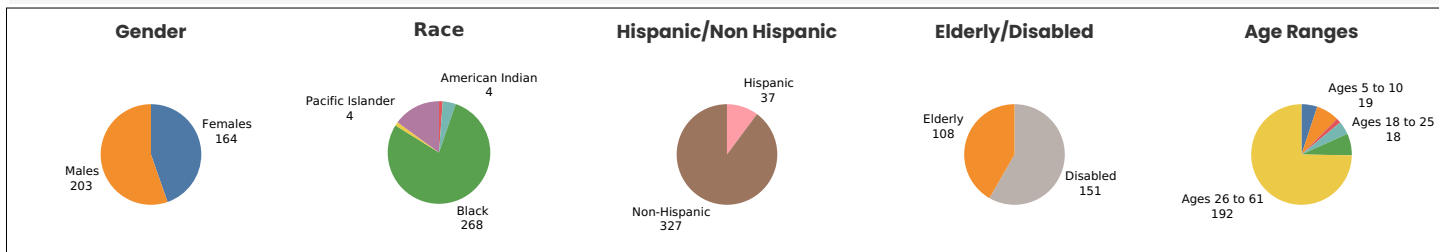
A dashboard to show information related to OHA's leasing efforts to utilize 515 Emergency Housing Vouchers awarded through the American Recovery Plan in 2021...

Number of Vouchers Allocated to OHA 515	Voucher Holders Searching for an Apartment 214	Percentage of Vouchers Leased or Issued 49%	Voucher Turnover 0	Applications Sent to OHA 371	Applications Processed by OHA 324
Vouchers Leased 36				Number of Households Identified for Referral 472	

Port Info	Search Info	Owner Incentives	Tenant Incentives
Immediate Portouts: 0	Average Search Time(days) 54	Landlord Incentive - Existing Landlord Bonus 32,000	Tenant Incentive - Lease by 10/31/2021 0
Portouts after leasing in Oakland: 0	Number Searching 214	Landlord Incentive - HQS Fail Fixes 0	Tenant Incentive - Lease by 12/31/2021 0
Data reflects ports leased at destination		Landlord Incentive - Lease By Oct31 0	Tenant Incentive - Lease Renewal 0
		Landlord Incentive - Lease Renewal 0	Tenant Incentive - Pay 1st 3 months 0
		Landlord Incentive - New Owner Bonus 0	Tenant Incentive - Welcome Kits 8,663
		Landlord Incentive - Speed Lease Bonus 0	Remaining Balance of Service Fee Funds 1,770,500



Leased in Place vs Ne..	City or County Program So..	Average Household..	Eligibility Criteria
Lease in Place 27	Domestic Violence Program 23	Average Household Size 1.6	<p>VAWA Emergency Transfer At Risk of Homeless 7</p> <p>Recently/High Risk of Homeless 115</p> <p>Homeless 174</p> <p>At Risk of Homeless 3</p> <p>Domestic Violence/Transition Age Youth</p> <p>Violence Against Women Act (VAWA) transfers</p>
Lease New Unit 7	Housing Navigation-HHS/HTSS 178		
	Other 19		
	Project Roomkey/Safer Ground Staff 101		





December 10, 2021

The Honorable Janet Yellen
 Secretary
 U.S. Department of the Treasury
 1500 Pennsylvania Avenue, NW
 Washington, D.C. 20220

Dear Secretary Yellen,

The undersigned organizations, including representatives from state and local governments and the affordable housing industry, strongly urge the U.S. Department of the Treasury (Treasury) to modify existing guidance on the Coronavirus State and Local Fiscal Recovery Fund to provide more flexibility in the use of these funds in developments financed with Low Income Housing Tax Credits (Housing Credits).

The Housing Credit is our nation's most important program for the production of affordable rental housing. Nearly all affordable rental housing built or preserved today relies on the Housing Credit as its primary financing source. This program is simply the backbone of affordable rental housing finance.

Unfortunately, Housing Credit production has faced significant challenges since the onset of the pandemic due to heightened construction costs caused by supply chain disruptions and labor shortages. These cost increases have widened financing gaps in Housing Credit developments, threatening their feasibility.

The unprecedented nature of the surge in construction material prices due to the pandemic cannot be overstated. Earlier this year, the National Association of Home Builders estimated that higher lumber prices added nearly \$13,000 to the cost of every multifamily unit under construction, and the Bureau of Labor Statistics reported building material price increases of nearly 15 percent year-to-date, led by increases in iron, steel, and asphalt.

For this reason, states, local governments, and their development partners are eager to use Fiscal Recovery Funds to help fill the gaps in properties primarily financed with the Housing Credit. In fact, since passage of the American Rescue Plan Act (ARPA) in March, nearly half of the states and numerous localities have committed to use significant amounts of Fiscal Recovery Funds for affordable housing purposes, primarily for use with the Housing Credit. This is precisely the type of use we would argue Congress intended for the program.

By leveraging Fiscal Recovery Funds with the private equity invested in Housing Credit developments, states and local governments would be able to maximize the impact of the Fiscal Recovery Fund for affordable housing. Leveraging these funds will allow construction to resume, generate additional economic activity, and enable greater housing affordability for families disproportionately impacted by the pandemic.

Affordable housing developers typically structure gap financing sources as loans rather than grants, as grants typically reduce Housing Credit qualified basis. Unfortunately, Fiscal Recovery Fund guidance outlined in the Treasury Interim Final Rule and the Frequently Asked Questions document complicate the gap financing structuring approach when these resources are used as loans.

While the guidance clarifies that loans with maturities before December 31, 2026, may use Fiscal Recovery Funds to cover the principal cost of a loan, the requirement that all funds must be expended by December 31, 2026, means that loans with maturities after 2026 are essentially infeasible.

For loans with maturities longer than December 31, 2026, the funds can be used only “for the projected cost of the loan” which Treasury defines as the effective present value subsidy provided by the loan, based on the cost of funds for similar borrowing. This interpretation complicates typical financial structuring approaches that involve long-term loan maturities, presents unnecessary obstacles for the expedient use of Fiscal Recovery Funds by states and local governments, and greatly reduces the effectiveness of leveraging ARPA funding with other affordable housing finance tools.

Given the limitations imposed by these rules, states and local governments are exploring alternative financial structuring models to use Fiscal Recovery Funds in

Housing Credit developments. But these alternative structuring models are likely to have limited applicability. Thus, more flexibility in the use of Fiscal Recovery Funds in general is needed to expedite use of the funding as Congress intended.

There are two ways we believe Treasury could modify its guidance to allow states and local governments to maximize the efficacy of Fiscal Recovery Funds used with the Housing Credit.

- First, we recommend that Treasury publish guidance to clarify that Fiscal Recovery Funds structured as grants do not result in an eligible basis reduction in Housing Credit developments regardless of sponsor type, consistent with treatment of Tax Credit Exchange funds administered by the Treasury during the 2009 economic recovery. At that time, like now, there was an imperative that stimulus dollars be deployed quickly to make an immediate impact on the economy while also serving households in need.
- Second, we recommend that Treasury provide authority to use Fiscal Recovery Funds for principal amounts on loans with maturities beyond 2026—not just for the “cost of the loan” as currently outlined in the Interim Rule—and to allow repayments of funds to be used for similar affordable housing purposes, even after the 2026 deadline.

Lack of additional flexibility in using Fiscal Recovery Funds to support Housing Credit developments puts significant state and local commitments to use such funds for affordable housing at risk.

We greatly appreciate your consideration of our comments as you work to provide additional guidance on the Fiscal Recovery Fund. Please let us know if we can answer any questions or provide additional information on these matters.

Sincerely,

Affordable Housing Investors Council
Affordable Housing Tax Credit Coalition
Council of Development Finance Agencies
Council of Large Public Housing Authorities
Council of State Community Development Agencies
Government Finance Officers Association
Housing Advisory Group
National Association of Counties
National Association of Home Builders
National Association of Housing and Redevelopment Officials
National Association of Local Housing Finance Agencies

National Association of State and Local Equity Funds
National Council of State Housing Agencies
National Housing Conference
National Housing & Rehabilitation Association
National League of Cities
National Multifamily Housing Council
Public Housing Authorities Directors Association
Stewards of Affordable Housing for the Future

cc:

Wally Adeyemo

Jacob Leibenluft

Katharine Richards



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

January 18, 2022

Dear Executive Director,

CY 2022 Housing Choice Voucher Program (HCV) Program Renewal Awards:

The purpose of this letter is to communicate to public housing agencies (PHAs) administering the Housing Choice Voucher (HCV) Program the current status of program funding, projections for calendar year (CY) 2022 renewal funding, and the steps PHAs must take to support the funding process. This letter also provides important information about your PHAs monthly Housing Assistance Payments (HAP), Administrative Fee (AF) disbursements, and the projected HAP and AF proration based on the Draft Fiscal Year (FY) 2022 Senate and House of Representatives Appropriations Bills, for the HCV Program and Mainstream Vouchers.

The Department is currently operating under the Continuing Resolution (CR) H.R. 6119 – *Further Extending Government Funding Act*, which is effective until February 18, 2022. Under the CR, HUD has obligated funding to PHAs as follows:

- January and February 2022 HAP obligations at 98.5% proration of estimated CY 2022 eligibility,
- January and February 2022 AF obligations at 84% proration of estimated CY 2022 eligibility, and
- For PHAs administering Mainstream Vouchers, both HAP and AF for January and February 2022 have been obligated at 100% and 84%, respectively.

Accordingly, PHAs should expect timely HAP and AF disbursements for the HCV Program and Mainstream Vouchers for February 2022. PHAs will receive notification from the Financial Management Center when March 2022 funds have been obligated.

CY 2022 Estimated HAP and Administrative Fee Prorations:

The Department has evaluated CY 2022 funding possibilities per the draft [Senate](#) and [House](#) Bills that most recently passed committee. **Both the draft Senate and House Bills would provide funding at an estimated 100% HAP proration,** with the House Bill providing funding for an estimated 90% AF proration and the draft Senate Bill providing funding for an estimated 93% AF proration. As for budget authority for new vouchers, the House bill proposes approximately \$1.3 billion in new special purpose vouchers including funding for Tenant Protection actions and \$1 billion to assist approximately 130,000 households at risk of homelessness, victims of domestic violence and human trafficking. The draft Senate bill proposes \$255 million for new special purpose vouchers including Tenant Protection actions and \$75 million in new incremental vouchers for families with young children.

As always, the proration levels described above are at the national level, and they were calculated by estimating the full HCV program renewal need for CY 2022 and comparing the program renewal need to the available funding as proposed by the Senate and House of Representative Bills. To estimate the program renewal need, HUD considered HAP costs reported in the Voucher Management System (VMS) through August 2021 extrapolated through December 2021, adjusted for first time renewals and applied a national average inflation factor (3.73%). However, the local inflation factors that will be used to calculate

each individual PHA's CY 2022 eligibility may significantly differ from the national average. PHAs' preliminary CY 2022 inflation factors are already set in the Two-Year Forecasting Tool (TYT), and the HAP proration factor is set to 100%. For this reason, it is recommended that PHAs consider the projections in the TYT, while assessing desired leasing levels in CY 2022. PHAs should plan for CY 2022 by also looking at the impact in CY 2023. The TYT can be accessed directly by downloading a spreadsheet from this [forecasting tool link](#), entering the PHA number and launching a forecasting populated with VMS data and funding information.

HUD staff will be evaluating budget and leasing utilization considering the above proration assumptions. Consequently, some PHAs may hear from HUD staff if, given those assumptions, a shortfall or significant leasing potential is projected. For information on budget and leasing trends, reserve balances, program admissions, attrition, per unit cost (PUC), and more, PHAs may access the [HCV Data Dashboard](#).

VMS Costs and Leasing Review Period:

The Department anticipates that the CY 2022 renewal eligibility for non-Moving to Work (non-MTW) PHAs will continue to be based on actual and eligible HAP costs incurred and reported in VMS during CY 2021. Therefore, all PHAs should begin reviewing the completeness and accuracy of their CY 2021 costs and leasing reported in VMS at this time. The deadline to submit CY 2021 costs and leasing adjustments in VMS, if needed, is **January 28, 2022**. As for MTW PHAs, their HAP renewal eligibilities will continue to be in accordance with the terms of their individual MTW agreements.

Should you have any questions about the TYT, please do not hesitate to contact your Field Office representative. Otherwise, please reach out to your FMC Financial Analyst for any HCV Program funding related inquiries.

Sincerely,

Danielle L. Bastarache
Digitally signed by Danielle L. Bastarache:
DN: CN = Danielle L. Bastarache,
C = US,
Reason: I am approving this document

Danielle Bastarache
Deputy Assistant Secretary
Office of Public Housing and Voucher
Programs

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