



NOTICE OF BOARD MEETING

Board of Directors

Director Anne Griffith
Director Mark Tortorich
Director Patricia Wells

In accordance with Article IV, Section 4.11, of the Bylaws of the Oakland Affordable Housing Preservation Initiatives, Inc., NOTICE IS HEREBY GIVEN that the **Regular Meeting of the Board of Directors** will be held as follows:

**OAHPI BOARD OF DIRECTORS
REGULAR MEETING**

**Thursday, March 11 2021
12:00 p.m.**

Tele-Conference

NOTE: Pursuant to the Governor's Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to Coronavirus (COVID-19), a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.

Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/93439473601?pwd=UUZpZzQydmFmOW9UNmIET3BxN3Bxdz09>

ID (access code): 934 3947 3601

Meeting Passcode: 688929

To participate by Telephone: 1 (699) 900-9128

Meeting ID (access code): 934 3947 3601

Meeting Passcode: 688929#

If you need special assistance to participate in the meeting, please contact OAHPI at (510) 874-1510 (English TTY 800-735-2929 or Spanish TTY 800-855-3000). Notification at least 48 hours prior to the meeting will allow reasonable accommodations 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 leave a voicemail at: 510-874-1510 before 11:30am the day of the meeting.

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



Oakland Affordable Housing Preservation Initiatives, Inc.

AGENDA

Regular Meeting

March 11, 2021

Time: 12:00 p.m.

I. Roll Call

II. Approval of Minutes:

Approval of Minutes of the Special Board Meeting of February 9, 2021.

III. Recognition of people wishing to address the Directors.

IV. Old or Unfinished Business

V. 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 or a need arose after agenda posting.

VI. New Business

A. Designation of Kris Warren, Acting COO for the Position of Acting Secretary.

B. Consideration of a resolution authorizing OAHPI to partner with Oakland Housing Initiatives (OHI) on a feasibility study of redevelopment options for Foothill Family Apartments and OAHPI sites in the vicinity.

C. Authorization for the Executive Director to execute a Memorandum of Understanding with Alameda County Health Care Services Agency, and other entities as necessary, to participate in and provide housing assistance to formerly homeless families as part of the Building Bridges – JPAL research partnership, sponsored by the Jameel Abdul Latif Poverty Action Lab (JPAL) at the Massachusetts Institute of Technology (MIT).

D. Consent Agenda:

Items on the Consent Agenda are considered routine and do not require separate discussion. If a Director 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 Directors without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

1. Authorization for RAMP Housing, Inc. to make technical amendments to its Articles of Incorporation to confirm that RAMP Housing, Inc. is a supporting organization of the Oakland Housing Authority.



**Oakland Affordable Housing
Preservation Initiatives, Inc.**

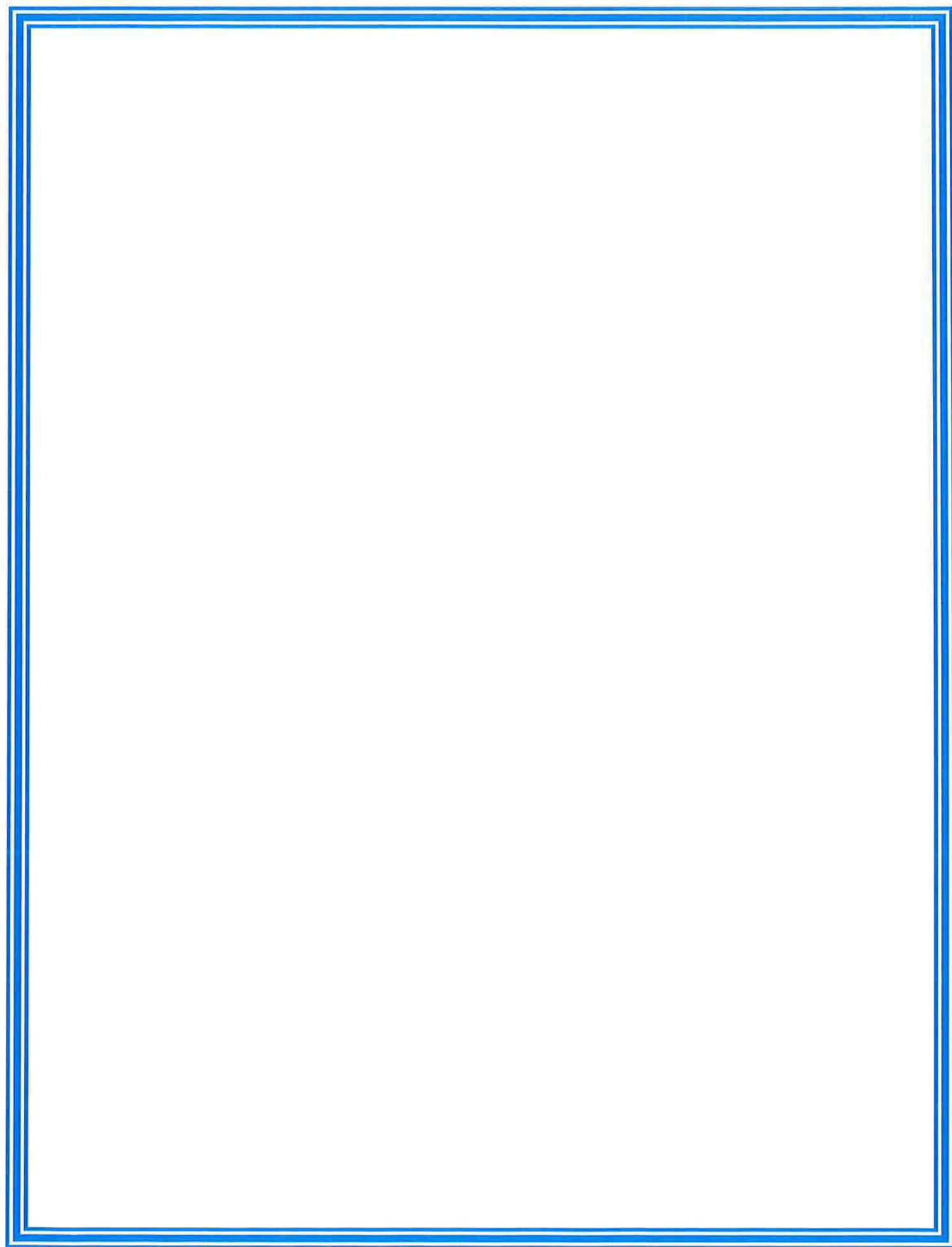
2. Authorization to execute a two-year contract with three one-year option terms with West Coast Arborists, Inc. (WCA) for tree trimming services at OAHPI properties, in an amount not to exceed \$100,000 for the initial term and \$50,000 for each option term.
 3. Authorization to execute a one-year contract with Pure Facilities Solutions for monthly pressure-washing of common areas and trash enclosures at OAHPI properties, in an amount not to exceed \$345,360 for the contract term.
 4. Ratification of a Contract with ADL Construction to Rehabilitate Fire Damaged Units Located at 1733 92nd Avenue, Oakland.
 5. Ratification of a Contract with ADL Construction to Rehabilitate Fire Damaged Units Located at 1900 East 24th Street, Oakland.
 6. Ratification of a Contract with ADL Construction to Rehabilitate Fire Damaged Units Located at 2353 East 24th Street, Oakland.
- E. Staff Briefing on Outreach Efforts to Ensure Access for Minority Owned Businesses during Procurement Opportunities.
- F. Staff Briefing on Ney Avenue Corridor.
- G. Staff Briefing on Harrison Tower Project Update.
- H. Portfolio Performance.

VII. Adjournment

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.



Patricia Wells, Executive Director



**MINUTES OF THE SPECIAL MEETING
BOARD OF DIRECTORS OF THE
OAKLAND AFFORDABLE HOUSING
PRESERVATION INITIATIVES, INC.**

Tuesday, February 9, 2021

Special Meeting

NOTE: In accordance with Governor Newsom's issued Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to Coronavirus (COVID-19), a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.

In accordance with Section 4.13 of the OAHPI Bylaws, a notice was posted 72 hours to the public for the Special Meeting. A copy of the Notice is attached to these minutes as Exhibit A.

Secretary, Andres Manriquez called the meeting to order at 1:33 p.m.

- I. Roll Call
Director Griffith, Director Tortorich, and Director Wells joined the meeting via teleconference.
- II. Approval of the Minutes for the December 15, 2020
Director Griffith motioned to approve the minutes; Director Tortorich seconded the motion. The vote carried unanimously.
- III. Recognition of people wishing to address the Directors.
There were no persons wishing to address the Directors.
- IV. Old or Unfinished Business
There were no old or unfinished business items.
- V. Modifications to the Agenda
There were no modifications to the Agenda.
- VI. New Business
 - A. Unit Rehab Plan Presentation.

Secretary Manriquez introduced the item and Bruce Brackett; Director of Capital Improvements provided further details regarding the

reorganization of staffing, vendor resources and project planning for the CID team. These changes, which include leveraging the skills of OHA BTC staff with the Force Account contractors and third party vendors, should improve the unit rehab completion rate from an average of 4 to 5 units per month to achieving 20 to 25 unit rehab completions in the next 6 months. CID will be issuing an IDIQ RFP to hire the vendors to assist with this effort.

B. Presentation of Quarterly Financial Status Report for the period of July 1, 2020 through December 31, 2020.

Secretary Manriquez introduced the item and Victor Madamba, Director of Finance, provided an overview of the second quarter of the financials. Mr. Madamba stated that the department is working on transparency and areas of improvement. During the presentation, staff provide updates on a variety of subjects including trends for unit leasing and tenant rent income; development of an investment policy; and changes to the method for budgeting multi-year capital improvement projects.

During the discussion, Director Tortorich noted the substantial variance of \$31 million and asked if it was a cash flow issue. Ms. Galka stated that this was a carryover from previous OAHPI budgets in anticipation of issuance of a developer RFQ to develop OAHPI sites. This issuance of this RFQ is on hold pending completion of the OHA and OAHPI multi-year development plan.

There were no further questions from the board.

C. Authorization to implement Indefinite Delivery/Indefinite Quantity Contracts with Contractors to provide Vacant Unit Repairs and Rehabilitation Services.

Mr. Manriquez introduced the item and Mr. Brackett detailed stating that CID is seeking approval to contract with up to seven general contractors to assist with the backlog of completing the rehab of units as described in the Unit Rehab Plan briefing.

Director Wells stated that CID has been creative and nimble to coordinate the completion of these units. Director Griffith asked if there is further information on the contracts or if they are minority owned businesses. Daniel Mermelstein, Manager of CCGS stated that he would research and get back to Director Griffith with this information. There were 3,000 local vendors outreached to for this project; however, further details will be provided at the next board meeting.

Director Tortorich moved to approve, Director Griffith seconded the motion. The vote passed unanimously.

- D. Authorization for the Executive Director to negotiate and enter into a contract with Overland Pacific & Cutler for Harrison Tower for residential relocation consulting services in the amount of \$197,600 and authorizing the Executive Director to further modify the contract scope and/or increase the contract amount by up to 20%, for a maximum amount not to exceed \$237,120, if needed.

Assistant Director of Real Estate Development, Deni Adaniya provided details stating that the contract proposed is part of an ongoing effort to assemble the primary development team of the Section 18 disposition and refinancing of Harrison Towers. On October 2, 2020, staff issued an RFP for relocation consultants to assist with the redevelopment of Harrison Towers. Out of five firms, only one firm submitted a proposal. Staff submitted the RFP to a broader pool of 461 potential candidate firms to obtain additional proposals. Staff will provide a detailed update on the Harrison Tower rehabilitation project at the next board meeting.

Director Griffith moved to approve the item, and, Director Tortorich seconded the motion. The item passed unanimously.

- E. Portfolio Performance.

Secretary Manriquez introduced Mr. Schiferl to present on the portfolio performance. Mr. Schiferl stated that the performance report is for month ending of December 2020. He provided trends on the occupancy rates that had an increase due to Leased Housing providing applicants and Capital Improvements turning over units more quickly.

Director Wells asked for more detail on units that have been vacant for a while. Mr. Schiferl stated that a lack of amenities, the size of the OAHPI units, and location make it difficult to rent out certain apartment units. To address this, OAHPI is working with CID to change some of the units to smaller bedroom sizes to accommodate the smaller families that are on the waiting lists.

Addressing the high tenant accounts receivables is a big project as staff work to engage residents with high balances incurred before and during the pandemic. Director Wells stated that the strategies used at Ney Ave. and Public Housing portfolios, that include connecting residents to supportive services, would be a good presentation to share with the Board at the next meeting for staff in March.

There were no further questions from the board.

VII. Adjournment

Prior to adjournment, Director Wells introduced Helen Dunlap, the consultant assisting with the multi-year development policy; Steve Nolan, the consultant assisting with the assessment of the OAHPI financials and incoming Chief of Program and Finance Administration, Duane Hopkins, and officially welcomed all to the OHA family.

The meeting was moved to adjournment by Director Griffith and seconded by Director Wells. The meeting adjourned at 2:23 PM.

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.

Patricia Wells, Executive Director

EXHIBIT A

NOTICE OF BOARD MEETING

Board of Directors

Director Anne Griffith
Director Mark Tortorich
Director Patricia Wells

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ID (access code): 988 2686 4428

Meeting Passcode: 248475

To participate by Telephone: 1 (699) 900-9128

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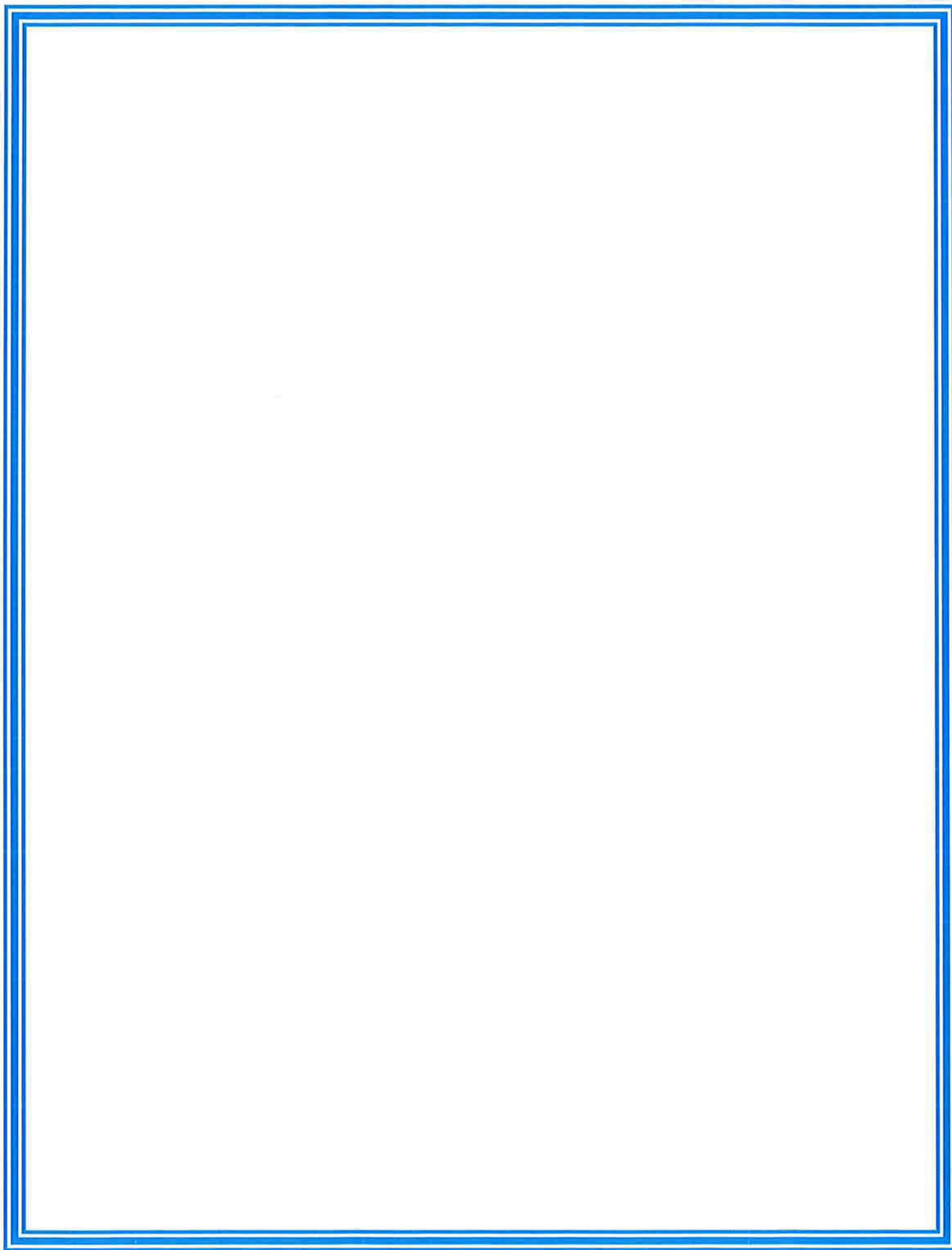
E. Portfolio Performance.

VII. Adjournment

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.




Patricia Wells, Executive Director



Executive Office
Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Designation of Kris Warren, Acting COO, for the Position of Acting Secretary.

Date: March 2, 2021

The Board of Directors appointed Chief Operating Officer, Andres Manriquez, as Secretary for the Oakland Affordable Housing Preservation Initiatives, Inc. board on October 22, 2019. Mr. Manriquez is currently on leave with the Agency and is therefore unavailable to fulfill the role of Secretary. During Mr. Manriquez leave, Kris Warren, consultant with CVR Associates, has assumed the role of Acting Chief Operating Officer (COO).

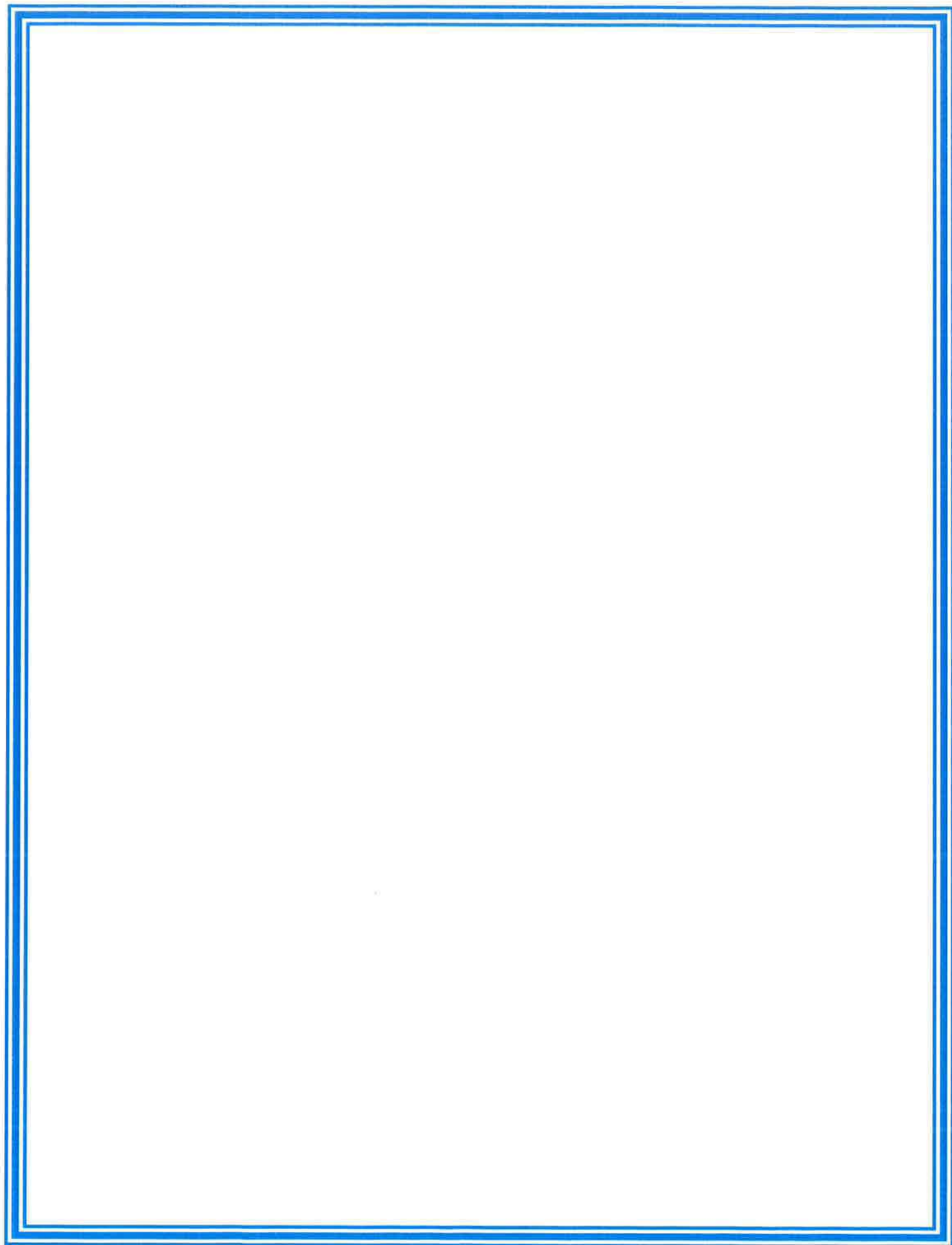
According to the OAHPI Bylaws Article 5, Section 5.2 authorizes the Board of Directors to appoint or give the President the authority to appoint other officers.

Section 5.2 Other Officers states, "The Board may appoint or may authorize the President or other officers of the Corporation for terms of two (2) years or until their successors are designated and qualified."

Section 5.11 Secretary. The Secretary shall have the following duties:

- (a) The Secretary shall keep or cause to be kept, at the Corporation's principal office or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of the meetings shall include the time and place that meeting was held, whether the meeting was annual, regular, or special, and, if special, how authorized and the notice given.
- (b) The Secretary shall keep or cause to be kept at the Corporation's principal office, a copy of the Articles of Incorporation and Bylaws of the Corporation, as amended to date.
- (c) The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board required by these Bylaws to be given. The Secretary shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

It is recommended that Acting Chief Operating Officer, Kris Warren be designated as Secretary during the duration of Mr. Manriquez leave of absence.




Executive Office

Oakland Affordable Housing Preservation Initiatives, Inc.

MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Consideration of a resolution authorizing OAHPI to partner with Oakland Housing Initiatives (OHI) on a feasibility study of redevelopment options for Foothill Family Apartments and OAHPI sites in the vicinity.

Date: March 11, 2021

Purpose: This memorandum forwards for the Board's consideration a resolution authorizing OAHPI to partner with OHI on a feasibility study of redevelopment options for Foothill Family Apartments and OAHPI sites in the vicinity.

Funding: OAHPI's share of the project costs are not to exceed \$51,300 (or 30% of the contract amount). Funding for this project is included in the Consultants line item of the FY2021 OAHPI budget, and funding to complete the project will be included in the FY2022 budget.

Background:

Foothill Family Apartments is a mature and stable property in the Eastmont neighborhood of Oakland. The property contains 65 affordable housing units. The property is owned by a limited partnership consisting of the Oakland Housing Authority (OHA) and Oakland Housing Initiatives (OHI). OHI is an uncontrolled affiliate of OHA.

The OHI board recently approved a contract with Helen Dunlap Consulting (HDC) to conduct a feasibility study of various rehab and redevelopment scenarios for Foothill Family Apartments, along with surrounding properties that are controlled by OHA, OAHPI, CAHI, and other owners. In addition, the study will explore whether there are opportunities to develop affordable housing as a component of potential redevelopment of the Eastmont Mall site. Including other sites could make the redevelopment of Foothill Family Apartments more feasible by leveraging greater economies of scale in both development and operations. It could also produce greater positive impacts on the neighborhood.

The feasibility study will determine the density of development that can be supported on each site based on zoning, neighborhood compatibility, and financial feasibility considerations. It will also include an evaluation of costs and potential financing sources based on the inclusion of these offsite properties into a larger development plan for the Foothill property. Under the proposed contract, HDC can provide ongoing development planning and support if OHI and its partners elect to pursue redevelopment of Foothill Family

Apartment and its environs. These services include assistance with procuring development partners, design professionals, and consultants; financial underwriting; and project management support. The proposed contract is for an amount not to exceed \$142,500, with \$72,500 for the initial feasibility study and \$70,000 available for ongoing development planning and support.

The cost for the feasibility study and ongoing development planning and support is proposed to be shared between the non-profit entities at the rate of 60 percent for OHI, 30 percent for OAHPI, and 10 percent for CAHI. The proposed scope of services, schedule, and budget for the contract is attached. Also attached is a map showing the individual offsite properties to be considered and their ownership.

This effort would support ongoing efforts by OHA and its affiliates to complete a comprehensive evaluation of its properties and create a long-range redevelopment plan. The findings from the feasibility study may provide information to identify feasible options for redeveloping the OAHPI portfolio more broadly.

Recommended Action:

Adopt the proposed resolution authorizing OAHPI support of the OHI contract with Helen Dunlap Consulting in an amount not to exceed \$42,500 for a feasibility study of redevelopment options for Foothill Family Apartments and associated OAHPI owned sites in the vicinity, with the authorization to modify the contract scope and increase the contract amount by up to 20 percent, for a maximum OAHPI contribution not to exceed \$51,300.

Attachments: Resolution
Proposal to OHI Board
Map and list of surrounding properties

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO FUND A PORTION OF THE
FEASIBILITY STUDY TO BE COMPLETED BY HELEN DUNLAP CONSULTING
IN THE AMOUNT NOT TO EXCEED \$42,500 AND AUTHORIZING THE EXECUTIVE
DIRECTOR TO FURTHER MODIFY THE CONTRACT SCOPE AND/OR
INCREASE THE CONTRACT AMOUNT BY UP TO 20%,
FOR A MAXIMUM CONTRIBUTION NOT TO EXCEED \$51,300**

WHEREAS, the Foothill Family Apartments is a mature and stable property in the Eastmont neighborhood of Oakland of 65 affordable housing units and is in need of rehabilitation; and

WHEREAS, Oakland Housing Initiatives, Inc. (OHI), an affiliate of the Oakland Housing Authority, is the General Partner in the limited partnership that owns Foothill Family Apartments; and

WHEREAS, multiple OAHPI and California Affordable Housing Initiatives (CAHI) owned properties near the Foothill property were identified as potential additional components of a redevelopment project including Foothill Family Apartments; and

WHEREAS, Helen Dunlap Consulting proposed to prepare a Feasibility Study to include the Foothill property and multiple OAHPI-owned properties in the vicinity; and

WHEREAS, the OHI Board has approved a contract with Helen Dunlap Consulting in an amount not to exceed \$142,500 to prepare the Feasibility Study and provide additional development planning and support; and

WHEREAS, it is proposed that the cost of the consulting services be shared between the non-profit entities whose sites will be included in the Feasibility Study at the rate of 60 percent for OHI, 30 percent for OAHPI, and 10 percent for CAHI.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, Patricia Wells, Executive Director of the Corporation, shall be authorized to partner with OHI and CAHI on the Foothill Feasibility Study; and

THAT, the Executive Director shall be authorized to contribute OAHPI funds to pay for 30 percent of the costs of the Feasibility Study and additional consulting services; and

THAT, based on the current contract with Helen Dunlap Consulting, OAHPI's contribution shall not exceed \$42,500; and

THAT, the Executive Director shall be authorized to further modify the contract scope and/or increase the contract amount by up to 20 percent, for a maximum OAHPI contribution not to exceed \$51,300; and

THAT, the Executive Director shall be authorized to take any and all other necessary actions on behalf of OAHPI consistent with this resolution.

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Board of Directors of Oakland
Affordable Housing Preservation Initiatives on March 11, 2021.*

Patricia Wells, Executive Director

ADOPTED:

RESOLUTION NO.

**Foothill Family Development Feasibility and Planning Proposal
Oakland Housing Initiative/ Oakland Housing Authority
Helen Dunlap Consulting**

Summary

Foothill Family - Redevelopment Planning

Based on the previous findings and Study, the Oakland Housing Initiative Inc. seeks to focus Board interest on those activities required to be good steward of assets under management while avoiding duplication of effort with OHA or other partners. As part of this effort, the Helen Dunlap Consulting team including Alexandra Stroud with Urban Focus, is assembled a team to provide guidance and support in the development planning of Foothill Family property and its surroundings. The following are considerations for this proposal

- OHA interest (OAHP and CAHI) in promoting and supporting affordable housing in the neighborhoods where they have property;
 - Support a variety of unit production to serve the Oakland population (size, location, AMI, community interface, etc.)
- OHI interest of protecting and supporting the Foothill Family Property;
- Availability of resources to support unit production (OHI, OAHP, CAHI)
- Support neighborhood redevelopment in the Eastmont and surrounding neighborhoods

Below is a summary scope based on next steps related to Foothill Family properties specifically but it is recommended that this be part of a comprehensive evaluation of OHA and its affiliates.

PART I - Foothill Family Feasibility Study

The goal is to evaluate the Foothill Family Property at three scales. This ranges in overall effort and cost from least to most:

- onsite capacity (to redevelop the existing property - smaller units, better configuration
- onsite with adjacent parcels
- onsite, adjacent parcels and inclusive of the Eastmont Shopping Mall site and city site

Update Surrounding Properties map.....through OHA staff contract with OHI

- Identify
 - ownership
 - status (currently for sale)
 - land square footage
 - zoning (if available)
 - current use (existing buildings)
- Understand Eastmont Mall status
 - City and County Goals for the Eastmont Mall
 - Research Eastmont Mall Redevelopment
 - Understand the existing proposed plans for the Eastmont Mall

Density Study (with Pyatok Architects).....\$42,500

- PART 1A: Remedial Work and Potential Retrofit
- PART 1B: Redevelopment Potential for Foothill Family Housing

- PART 1C: Capacity Study for other OHA Sites in the Vicinity
- PART 1: Meetings and Admin

Financial Feasibility.....\$30,000

- Evaluate the development at all three scales to determine overall impact
- High level evaluations of the costs and potential funding sources that can be identified for the site.
 - based on OHI and OHA and its affiliates needs and interests
 - Financial and operational priorities and implications
 - based on public funding viability
 - based on partner potential

Include a proposed timeline for each concept to assist in decision making/ planning.

PART II - Development Planning and Support for OHI as an independent affiliate of OHA....\$40,000 NTE

To provide ongoing support to OHI and OHA in the redevelopment planning of all of OHI (the following is a list of potential efforts) based on additional workplan proposed.

- Support prioritization of OHI/ OHA priorities
 - Availability of resources to support unit production (OHI, OAHPI, CAHI)
 - Support a variety of unit production to serve the Oakland population (size, location, AMI, community interface, etc.)
- Predevelopment Planning (consultant selection, relocation planning, etc.)
- Financial underwriting for proposed development
- Project Management support
- Prepare and Administer RFP for development partnerships (f needed)
- Participate and support any offsite negotiations for additional properties

Capacity Building.....\$30,000 NTE

- Staff and entity support and education
- Increasing and refining asset management capacity
- Assisting in the development of OHI business effort in support of OHA
- OHI Initiatives (outlined in June 2020)
 - a) Seek to focus Board interest on those activities required to be good steward of assets under management while avoiding duplication of effort with OHA or other partners.

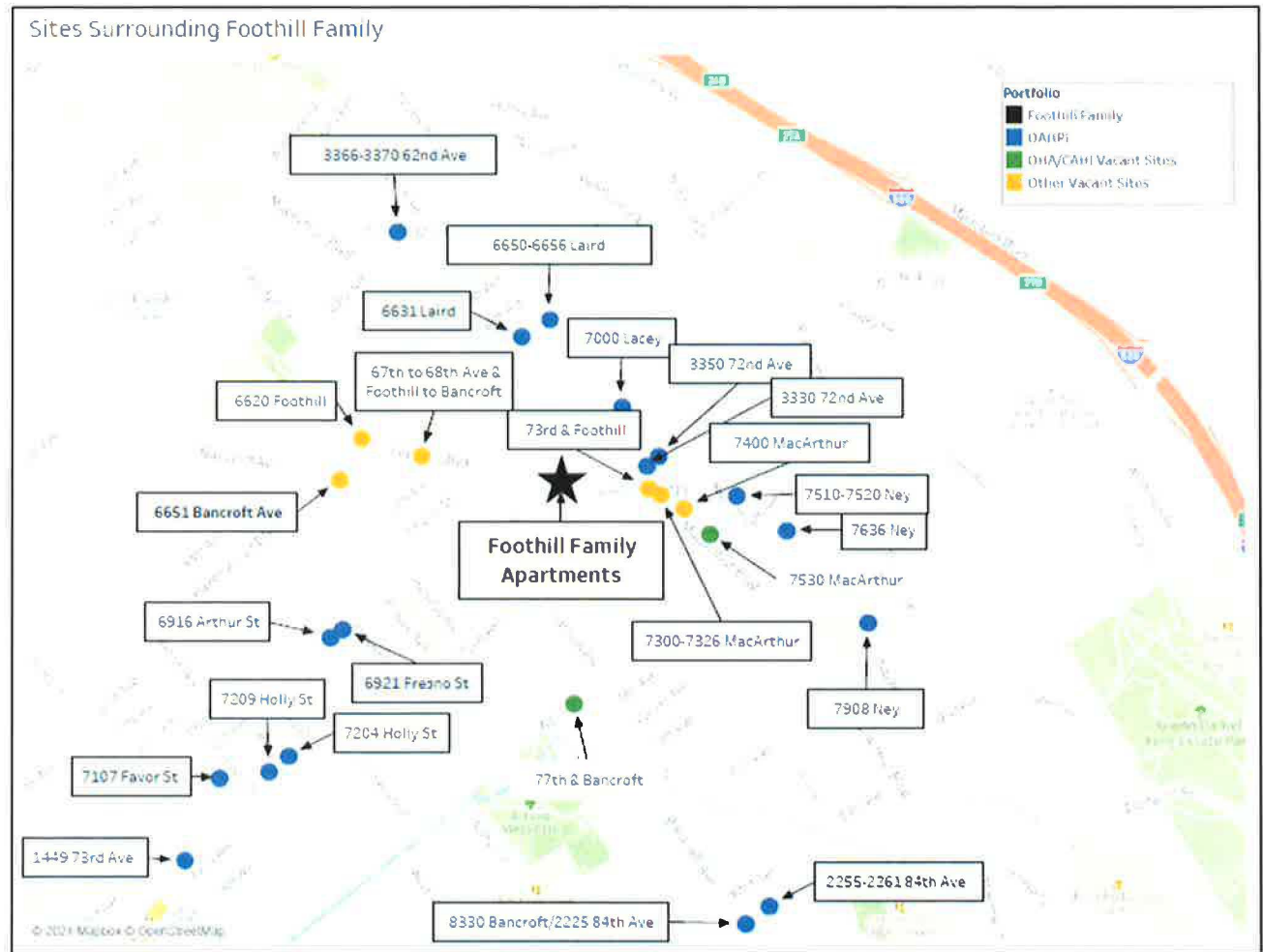
Timeline

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Foothill Family - Proposed Timeline												
PART I - Foothill Family Feasibility Study												
Update Surrounding Properties map												
Density Study (with the architect)												
Financial Feasibility												
PART II - Development Planning and Development Support												
Capacity Building												

Cost

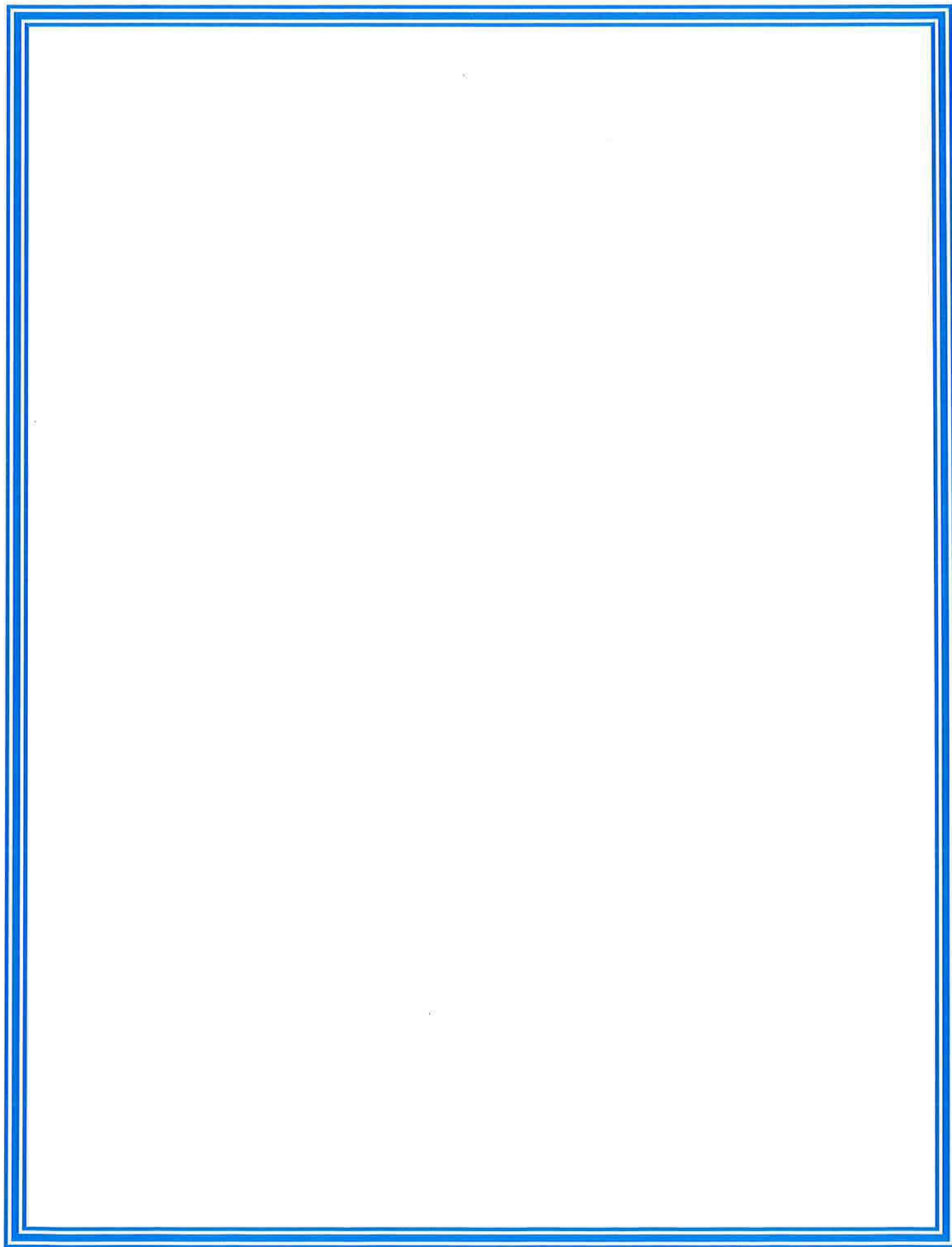
PART I - Foothill Family Feasibility Study.....\$72,500

PART II - Development Planning and Development Support.....\$70,000 NTE




Feasibility Study Breakdown	Total Acreage	Percentage of total parcels
OHI	2.02	22%
OAHPI	4.26	45%
CAHI	0.67	7%
OHA	1.07	11%
Other Properties	0.15	2%
City of Oakland	1.22	13%
Total Project	9.39	

Foothill Family-Area Potential Project Sites									
Site	Ownership	Parcel Size (acres)	Zoning	Existing Units					
				0 BR	1 BR	2 BR	3 BR	4 BR	Total
Foothill Family Apartments	OHI	2.02	RU-4			32	33	65	
6886 Foothill Blvd									
6920-6946 Foothill Blvd									
6968-6982 Foothill Blvd									
2811 69th Ave									
2812 69th Ave									
7015 MacArthur Blvd									
OHA/CAHI Vacant Land									
77th & Bancroft	CAHI	0.67	RM-4						
7530 MacArthur	OHA	1.07	CN-3, RM-3						
OAHPI Sites within 1/2 mile of Foothill or Vacant Land									
3366-3370 62nd Ave	OAHPI	0.21	RD-2				6	6	
7000 Lacey	OAHPI	0.22	RM-3				6	6	
6631 Laird	OAHPI	0.27	RM-3				6	6	
6650-6656 Laird	OAHPI	0.27	RM-3			6	2	8	
3350 72nd Ave	OAHPI	0.21	RM-3				6	6	
3330 72nd Ave	OAHPI	0.30	RM-3				8	8	
7510-7520 Ney	OAHPI	0.35	RM-3			8	2	10	
7636 Ney	OAHPI	0.25	RM-3				6	6	
7908 Ney	OAHPI	0.31	RM-3				6	6	
6921 Fresno St	OAHPI	0.18	RD-2				4	5	
6916 Arthur St	OAHPI	0.23	RD-2				6	6	
7204 Holly St	OAHPI	0.17	RD-2				3	3	
7209 Holly St	OAHPI	0.17	RD-2				5	5	
7107 Favor St	OAHPI	0.20	RD-2				4	4	
1449 73rd Ave	OAHPI	0.14	RD-2				3	3	
8330 Bancroft & 2225 84th Ave	OAHPI	0.30	RM-3				8	8	
2255-2261 84th Ave	OAHPI	0.48	RM-2				12	12	
For Sale Vacant Land									
6651 Bancroft Ave *	Unknown	0.15	RU-4						
Vacant Land - Not on Market									
73rd & Foothill	City of Oakland	1.22	CC-1						
7300-7326 MacArthur	Unknown	0.41	CN-3						
67th/68th/Foothill/Bancroft	Unknown	2.44	CC-2						
6620 Foothill Blvd.	Unknown	0.34	CC-2						
7400 MacArthur	Unknown	0.69	CN-3	9,340 commercial building; remainder of property vacant					
Notes:									
* 6651 Bancroft Ave: Entitled for 21 units with 3 affordable. 5-1 BR Units, 13-2 BR, 3-3BR units. https://www.loopnet.com/Listing/6651-Bancroft-Ave-Oakland-CA/19761216/									



Executive Office
Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Authorization of the Executive Director to execute a Memorandum of Understanding with Alameda County Health Care Services Agency, and other entities as necessary, to participate in and provide housing assistance to formerly homeless families as part of the Building Bridges – JPAL research partnership, sponsored by the Jameel Abdul Latif Poverty Action Lab (JPAL) at the Massachusetts Institute of Technology (MIT)

Date: March 11, 2021

Purpose: This action authorizes the Executive Director to partner and execute a Memorandum of Understanding (MOU) with Alameda County to participate in a randomized control trial (RCT), sponsored by the Jameel Abdul Latif Poverty Action Lab (JPAL) at the Massachusetts Institute of Technology (MIT), which will study the impact of different service delivery models on the short and medium outcomes for formerly homeless families.

Funding: This action does not require funding at this time, but it does allow Oakland Affordable Housing Preservation Initiatives (OAHPI) to move forward with the Oakland Housing Authority (Authority) to allocate the JPAL technical assistance grant award (\$50,000) to the project and to commit existing Project-based Voucher (PBV) assistance to referral families from the Alameda County Health Care Services Agency (ACHCS).

Project Introduction

Building Bridges – J-PAL is a unique opportunity to house homeless families while learning how to serve the most marginalized people in our community. By leveraging local partnerships, technical expertise, and OAHPI and the Authority's vast housing experience, this project serves participating households holistically – pairing social services and available housing resources – in a cost-effective and impactful way.

This project takes advantage of what each partner does best -- aligning public and non-profit agency systems and strengths to serve homeless families. The Authority, through PBV sites, has the available housing resources; Alameda County has an established and tested system to manage referrals and provide intensive services for the treatment group; MIT is providing the technical assistance and funding the study design and evaluation.

This is an opportunity to affect real change for families experiencing homelessness in Oakland and Alameda County.

Project Overview

In August 2020, the Authority was awarded financial and technical assistance to design a RCT testing the impact of social service delivery models on the success of formerly homeless families. This award was won in a competitive process through J-PAL at MIT. The research question being explored through this project is: Do service delivery models predict short and medium term socio-behavioral outcomes in recently homeless families? Put simply – what are the impacts of service delivery models, if any, on outcomes when housing formerly homeless families?

The results of the study will inform Authority decision and policy making in the future and will serve as a model for other MTW authorities to more effectively address the challenge of rehousing those that have experienced periods of homelessness. But perhaps more importantly, the true strength of this project is that the homeless families will be housed, will be receiving services and experiencing stability, while the study is running.

The RCT, expected to begin by September 2021, will house 300 homeless families in available PBV apartments. Enrollment of these families will take place over three years, in 100-family cohorts. A critical component of the project is the random assignment of families to the control or treatment groups. The control group will receive traditional resident services offered by the Family and Community Partnerships Department (FCP) at the Authority. The treatment group will receive more intensive tenancy sustaining services through the Office of Homeless Care and Coordination at Alameda County Health Care Services Agency. None of the families are required to participate in services as a condition of their housing, but the Authority will strongly encourage participation throughout the initial year of tenancy.

The partnership with ACHCS and contributions of all parties will be memorialized through a MOU. The County will agree to complete extensive preliminary data collection. The Authority will collect data on participants' short- and medium-term outcomes as measured by housing stability, educational achievement, employment and income, and socio-behavioral indicators. OAHPI will provide the housing. The results will indicate whether, and for whom, intensive supportive services are necessary.

Project Enrollment

Enrollment of Cohort 1 will begin in September 2021. Eligibility will be determined as a factor of three elements: literal homelessness, family composition, and residency in Oakland.

Participants will be referred through Alameda County's Coordinated Entry (CE) system. All households experiencing homelessness complete a CE housing assessment – a

survey that has been used, tested and refined by the county to determine vulnerability and housing barriers. This assessment provides each household with a score, which then County staff uses to prioritize households on the CE housing queue, from most to least vulnerable.

Participants in the study will not be the most vulnerable on the CE housing queue; these households are eligible for permanent supportive housing (PSH), and have a need that is not readily met by this study. Program participants will be populated through the CE queue of those prioritized for “Designated Affordable” housing. These households are all literally homeless (HUD definition), but have marginally less vulnerability than those on the PSH list. All families are referred from the ACHCSA’s “Dedicated Affordable Housing” queue, which identifies extremely low-income households experiencing homelessness who do not necessarily have a disability or high service need like families on the Permanent Supportive Housing queue. Currently, there are between 200 and 500 families on the CES list that meet minimum study requirements.

All project participants will be informed of the study and provide written consent. Intake data collection will be performed by the County or contracted staff in the form of the vulnerability assessment. Collected data will include indicators such as previous housing stability score, child educational achievement, employment and income, and socio-behavioral indicators.

Service Provisions

Treatment and control groups will experience different service-delivery models. The Control group will use the self-serve model provisioned through FCP. FCP will reach out to all new households, as they do now, and respond to any requests for service with either direct help or service referral. FCP staff members are always available to residents to address immediate needs (e.g. the Authority’s food pantry, transportation support through bus passes, etc.) as well as long-term goals (through job training, educational support for children and adults, etc.). FCP can also provide referrals for social services (such as mental and behavioral health support).

Families in the treatment group will receive tenancy-sustaining services usually designated to households who qualify for Permanent Supportive Housing. These households are not usually eligible for these services, due to a relatively low vulnerability score, however the County agreed to provide these support services, which include meetings with a housing service provider at least monthly, as well as referrals and connections to benefits, medical care, behavioral health supports, employment services and other help as needed.

The study will last for three years, during which time Authority staff will provide program oversight, manage the random assignment of referrals, and maintain compliance with any grant requirements.

Recommended Action:

Staff recommends that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a Memorandum of Understanding with Alameda County Health Care Services Agency, and other entities as necessary, to participate in and provide housing assistance to formerly homeless families as part of the Building Bridges – JPAL research partnership, sponsored by the Jameel Abdul Latif Poverty Action Lab (JPAL) at the Massachusetts Institute of Technology (MIT).

Attachments: Resolution

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Directors:

Seconded by Directors:

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
MEMORANDUM OF UNDERSTANDING WITH ALAMEDA COUNTY HEALTH CARE
SERVICES AGENCY, AND OTHER ENTITIES AS NECESSARY, TO PARTICIPATE
IN AND PROVIDE HOUSING ASSISTANCE TO FORMERLY HOMELESS FAMILIES
AS PART OF THE BUILDING BRIDGES – JPAL RESEARCH PARTNERSHIP,
SPONSORED BY THE JAMEEL ABDUL LATIF POVERTY ACTION LAB AT THE
MASSACHUSETTS INSTITUTE OF TECHNOLOGY**

WHEREAS, in August 2020, the Oakland Housing Authority was awarded financial and technical assistance to design a randomized control trial (RCT) testing the impact of social service delivery models on the success of formerly homeless families; and

WHEREAS, the award was won in a competitive process through the Jameel Abdul Latif Poverty Action Lab (JPAL) at Massachusetts Institute of Technology; and

WHEREAS, the results of the study will inform Authority decision and policy making in the future and will serve as a model for other MTW authorities to more effectively address the challenge of rehousing those that have experienced periods of homelessness; and

WHEREAS, the RCT, expected to begin by September 2021, will house 300 homeless families in available Oakland Affordable Housing Preservation Initiatives (OAHPI) apartments; and

WHEREAS, a critical component of the project is the random assignment of families to the control or treatment groups; and

WHEREAS, the control group will receive traditional resident services offered by the Family and Community Partnerships Department at the Authority and the treatment group will receive more intensive tenancy sustaining services through the Office of Homeless Care and Coordination at Alameda County Health Care Services Agency (ACHCSA); and

WHEREAS, all project participants will be informed of the study and will provide written consent; and

WHEREAS, Building Bridges - JPAL will be memorialized through a Memorandum of Understanding ("MOU") that will specify the range of services that ACHCSA will provide including agreement to complete extensive preliminary data collection, provide referrals to OAHPI from the Coordinated Entry system, and fund intensive case management for families in the treatment group; and

WHEREAS, the MOU will specify the range of the Authority's contribution, which will include the responsibility to collect data on participants' short- and medium-term outcomes as measured by housing stability, educational achievement, employment and income, and socio-behavioral indicators, as well as fund services provided through FCP and housing assistance; and

WHEREAS, OAHPI will provide the housing and property management services; and

WHEREAS, the study will last for approximately three years, during which time the Authority staff will provide program oversight, manage random assignment of referrals, and maintain compliance with reporting requirements.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board hereby authorizes the Executive Director to execute a Memorandum of Understanding with Alameda County Health Care Services Agency, and other entities as necessary, to participate in and provide housing assistance to formerly homeless families as part of the Building Bridges – JPAL research partnership, sponsored by the Jameel Abdul Latif Poverty Action Lab (JPAL) at the Massachusetts Institute of Technology (MIT); and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of Oakland Affordable Housing Preservation Initiatives on March 11, 2021

Patricia Wells, Executive Director


ADOPTED:

RESOLUTION NO.

CONSENT AGENDA ITEMS

**Executive Office
Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Authorization for RAMP Housing, Inc. to make technical amendments to its Articles of Incorporation to confirm that RAMP Housing, Inc. is a supporting organization of the Oakland Housing Authority.

Date: March 11, 2021

Purpose: This memorandum forwards a resolution authorizing RAMP Housing, Inc. to make technical amendments to its Articles of Incorporation dated October 4, 2018 to confirm that RAMP is a supporting organization of the Oakland Housing Authority instead of Oakland Affordable Housing Preservation Initiatives.

Funding: This action does not require funding from Oakland Affordable Housing Preservation Initiatives.

Background:

RAMP Housing, Inc., a California nonprofit public benefit corporation, adopted Articles of Incorporation that were filed with the California Secretary of State on October 4, 2018 (the Articles). The Articles state that the specific charitable and public purposes for which the Corporation is organized are to benefit and support Oakland Affordable Housing Preservation Initiatives (OAHPI) and that all directors of the RAMP shall be members of, or approved by, the OAHPI Board of Directors.

Staff has learned through its attorneys and accountants that the RAMP Articles should show a clearer tie to the Authority to be consistent with its particular tax exemption. These minor amendments will more clearly align the Articles with RAMP's 501(c)(3) tax exemption from the Internal Revenue Service (IRS), which is based in part on RAMP's connection to the Authority. Because RAMP has always indirectly supported the Authority through OAHPI, this is considered only a technical adjustment to the Articles. RAMP's operations will be unaffected by this change and it will not cause the Authority to be responsible for RAMP's operations or to experience any increase in risk.

The Articles are proposed to be clarified and broadened to state that RAMP supports the Oakland Housing Authority instead of OAHPI and that all directors of RAMP shall be members of, or approved by, either the OHA Board of Commissioners or the OAHPI Board of Directors. This language will allow the RAMP bylaws to remain as they are or to

be amended at a later time. Following approval, the amended Articles will be filed with the California Secretary of State along with an officer's certificate signed by the President and Secretary of RAMP. Then the attorneys will file the amended Articles with the IRS using a standard form for reporting changes in the supported organization of a 501(c)(3) nonprofit corporation.

The RAMP Board of Directors approved this amendment of their Articles at its meeting on February 9, 2021. The OHA Board of Commissioners approved the same request on February 22, 2021. After OAHPI authorizes the amendment, the necessary paperwork will be filed with the IRS.

Requested Action:

It is recommended that the Board of Directors authorize the RAMP Board of Directors to file amended Articles with the IRS and take any other actions necessary to clarify RAMP's status as a supporting organization of the Oakland Housing Authority.

Attachments: Resolution

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZATION FOR RAMP HOUSING, INC.
TO MAKE TECHNICAL AMENDMENTS TO ITS ARTICLES OF
INCORPORATION TO CONFIRM THAT RAMP HOUSING, INC.
IS A SUPPORTING ORGANIZATION OF THE OAKLAND HOUSING AUTHORITY**

WHEREAS, RAMP Housing, Inc., a California nonprofit public benefit corporation, adopted Articles of Incorporation that were filed with the California Secretary of State on October 4, 2018 (the Articles); and

WHEREAS, the Articles state that the specific charitable and public purposes for which the Corporation is organized are to benefit and support Oakland Affordable Housing Preservation Initiatives (OAHPI) and that all directors of the RAMP shall be members of, or approved by, the OAHPI Board of Directors; and

WHEREAS, staff has learned through its attorneys and accountants that the RAMP Articles should show a clearer tie to the Oakland Housing Authority (Authority); and

WHEREAS, these minor amendments will more clearly align the Articles with RAMP's 501(c)(3) tax exemption from the Internal Revenue Service (IRS), which is based in part on RAMP's connection to the Authority; and

WHEREAS, because RAMP has always indirectly supported the Authority through OAHPI, this is considered only a technical amendment to the Articles; and

WHEREAS, the Articles are proposed to be clarified and broadened to state that RAMP supports the Oakland Housing Authority instead of OAHPI and that all directors of RAMP

shall be members of, or approved by, either the OHA Board of Commissioners or the OAHPI Board of Directors; and

WHEREAS, this language will allow the RAMP bylaws to remain as they are or to be amended at a later time; and

WHEREAS, following approval, the amended Articles will be filed with the California Secretary of State along with an officer's certificate signed by the President and Secretary of RAMP; and

WHEREAS, then the attorneys will file the amended Articles with the IRS using a standard form for reporting changes in the supported organization of a 501(c)(3) nonprofit.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Directors hereby authorizes RAMP Housing, Inc. to execute an amendment to RAMP's Articles of Incorporation to clarify that RAMP supports the Authority; and

THAT, the Executive Director is hereby authorized to take all actions necessary to clarify that RAMP is a supporting organization of the Authority and to implement the foregoing resolution.

*I hereby certify that the foregoing resolution is a full, true and
correct copy of a resolution passed by the Board of Directors of
Oakland Affordable Housing Preservation Initiatives on March 11, 2021*


Patricia Wells, Executive Director

ADOPTED:

RESOLUTION NO.

Executive Office
Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Authorization to execute a two-year contract with three one-year option terms with West Coast Arborists, Inc. (WCA) for tree trimming services at OAHPI properties, in an amount not to exceed \$100,000 for the initial term and \$50,000 for each option term.

Date: March 11, 2021

Purpose: This action will authorize the Executive Director to execute a two-year contract with up to three one-year option terms with West Coast Arborists, Inc. (WCA) for tree trimming services at Authority-owned and managed properties.

Funding: Funding for the initial two-year term is included in the approved FY 2021 operating budget, in line item 4430-09-000 Contract-Grounds. Funding for each option term will be included in future budget requests for each respective fiscal year.

Background:

OAHPI requires a vendor that can provide tree-trimming and tree maintenance services on an as needed basis for trees as part of preventative maintenance and hazard abatement on OAHPI properties.

Per Section I (C). *Noncompetitive Negotiations* of the OAHPI Procurement Policy, OAHPI may negotiate a contract with a vendor who has been competitively selected through an Oakland Housing Authority (Authority) procurement process, or another competitive procurement process, without having to undergo a duplicate competitive selection process.

On December 16, 2020, the Authority released a bid for tree trimming and maintenance services and received authorization on February 22, 2021 by the Authority's Board of Commissioners to enter into contract with WCA.

The Authority issued a Request for Proposals (RFP) #20-035 in an effort to obtain a vendor that can provide tree-trimming services to the Authority and its affiliates. RFP #20-035 was issued in accordance with the Authority's Procurement Policy on December 16, 2020. The RFP was posted publicly on the Authority's website as well as on the Housing Agency Marketplace site. Notification of issuance of the RFP #20-035 was also published in the East Bay Times and Tri Valley Herald on December 22,

December 25, and December 28, 2020, and in the Oakland Tribune on December 25, 2020. Two (2) companies submitted a proposal by the deadline of 10:00 a.m. Monday, January 11, 2021.

A panel comprised of three (3) individuals convened on Tuesday, January 12, 2021, to evaluate and rate each of the proposals. The three panelists are employees of the Authority. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for recommendation of award.

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

Recommendation Action:

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a contract with West Coast Arborists, Inc. for tree trimming services at OAHPI properties, in an amount not to exceed \$100,000 for the initial two-year term and \$50,000 per year for each one-year option term.

Attachments: OHA CCGS Memorandum
 OAHPI CCGS Memorandum
 Resolution



Oakland Housing
Authority

CONTRACT COMPLIANCE & GENERAL SERVICES

1619 Harrison Street, Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Andres Manriquez, Chief Operating Officer ^{DS} AM
Kris Warren, Interim Chief Administrative Officer ^{DS} KW
Mark Schiferl, Director of Property Management ^{DS} MS
Daniel Mermelstein, CCGS Manager ^{DS} DM

From: Jeanne Smith, Contract Specialist, CCGS ^{DS} JS

Subject: CCGS Review Memo for RFP #20-035 Tree Trimming Services

Date: January 14, 2021

This memo is to advise you that a Request for Proposals (RFP) for Tree Trimming Services was issued on December 16, 2020. After a review of all the proposals received on January 11, 2021, the Evaluation Committee ranked and rated two proposals and determined that West Coast Arborists, Inc. had the highest scoring bid per the RFP scoring criteria. We are recommending award of West Coast Arborists for tree trimming services for Oakland Housing Authority properties.

Background

The Authority issued RFP #20-035 in an effort to obtain a vendor that can provide Tree Trimming Services to the Authority and its Affiliates. RFP #20-035 was issued in accordance with the Oakland Housing Authority's Procurement Policy on December 16, 2020. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Housing Agency Marketplace site. Notification of issuance of the RFP #20-035 was also published in the East Bay Times and Tri Valley Herald on December 22, December 25, and December 28, 2020 and in the Oakland Tribune on December 25, 2020. Two (2) companies submitted a proposal by the deadline of 10:00 a.m. Monday, January 11, 2021.

Evaluation

A panel comprised of three (3) individuals convened on Tuesday, January 12, 2021, to evaluate and rate each of the proposals. The three panelists are employees of the Oakland Housing Authority. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for recommendation of award.

Recommendation

It is recommended that the Authority award a contract to one (1) company, West Coast Arborists, Inc., who scored well above the competitive range of 70.

Debarment: West Costs Arborists, Inc. has not been debarred or limited from participating in federally funded projects.

Insurance Requirement: Copies of General, Automobile, and Worker's Comp Insurance (naming the Oakland Housing Authority as additionally insured) shall be requested and received by CCGS for this project. The contracted firm shall be responsible for collecting and forwarding all insurance documents from its subcontractors to CCGS.

Available Upon Request: **Section 3 Requirements** – *Oakland Housing Authority Economic Opportunities Policy*.

Approved:

DocuSigned by:

722CF180EE194A1...

1/18/2021

Patricia Wells
Executive Director

Date

Not Approved:

Patricia Wells
Executive Director

Date



CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)

1619 Harrison Street, Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Kris Warren, Interim Chief Operating Officer ^{DS} KW
Duane Hopkins, Chief of Program and Finance Administration ^{DS} DH
Mark Schiferl, Director of Property Management ^{DS} MS
Daniel Mermelstein, CCGS Manager ^{DS} DM

From: Jeanne Smith, Contract Specialist, CCGS ^{DS} JS

Subject: Authorization for OAHPI to piggyback off OHA Procurement RFP #20-035 Tree Trimming Services

Date: February 24, 2021

Oakland Affordable Housing Preservations Initiatives (OAHPI) is in need of tree-trimming services. The Oakland Housing Authority (OHA) is executing a contract with West Coast Arborists, Inc. for tree trimming on OHA properties that was procured through RFP #20-035 Tree Trimming Services.

Background

According to OAHPI's procurement policy Section I.C – Noncompetitive Negotiations, "OAHPI may negotiate a contract with a vendor who has been competitively selected through an OHA procurement process, or another competitive procurement process, without having to undergo a duplicate competitive selection process". The Authority issued RFP # 20-035 Tree Trimming Services in accordance with the Oakland Housing Authority's Procurement Policy on December 16, 2020. Two companies submitted a proposal by the deadline of 10:00 a.m. Monday, January 11, 2021. A panel comprised of three (3) individuals convened on Tuesday, January 12, 2021, to evaluate and rate each of the proposals. After a review of all the proposals received the Evaluation Committee recommended to award a contract to the highest ranked vendor, West Coast Arborists, Inc. OHA is currently executing a Contract with West Coast Arborists for an amount not to exceed Two Hundred and Eighty Thousand Dollars (\$280,000) over a five-year term.

OAHPI would like to piggyback off the competitive procurement, RFP #20-035 Tree Trimming Services, which OHA issued in order to execute a Contract with West Coast Arborists, Inc. for an amount not to exceed Two Hundred and Fifty Thousand Dollars (\$250,000) over a five-year term.

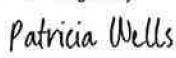
ACTION REQUESTED

In order to provide tree trimming services on OAHPI properties, OAHPI requests your authorization to piggyback onto OHA's procurement for tree trimming services and execute a Contract with West Coast Arborists, Inc.

Note: I have read and reviewed the documents attached, find the items accurate and complete and recommend them for your approval/signature.

Approved:

Not Approved:

DocuSigned by:

722CF180EE194A1

2/25/2021

Patricia Wells
Executive Director

Date

Patricia Wells
Executive Director

Date

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZATION TO EXECUTE A TWO-YEAR CONTRACT WITH THREE ONE-YEAR
OPTION TERMS WITH WEST COAST ARBORISTS, INC. (WCA) FOR TREE
TRIMMING SERVICES AT OAHPI PROPERTIES, IN AN AMOUNT NOT TO EXCEED
\$100,000 FOR THE INITIAL TWO-YEAR TERM AND \$50,000 PER YEAR FOR EACH
ONE-YEAR OPTION TERM**

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

WHEREAS, OAHPI requires tree trimming and maintenance services at properties for preventative maintenance and hazard abatement; and

WHEREAS, Per Section C. *Noncompetitive Negotiations* of the OAHPI Procurement Policy, OAHPI may negotiate a contract with a vendor who has been competitively selected through an OHA procurement process, or another competitive procurement process, without having to undergo a duplicate competitive selection process.

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

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Directors authorizes the Executive Director to execute the contract with West Coast Arborists, Inc. for tree trimming services, in an amount not to exceed \$100,000 for the initial two-year term and \$50,000 per year for each one-year option term for a total not-to-exceed amount of \$250,000; and

THAT, the Executive Director is 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 Board of Directors of the
Oakland Affordable Housing Preservation Initiatives on March 11, 2021.*


Patricia Wells, Executive Director

ADOPTED:

RESOLUTION NO.

Executive Office
Oakland Affordable Housing Preservation Initiatives
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Authorization to execute a one-year contract with Pure Facilities Solutions for monthly pressure-washing of common areas and trash enclosures, in an amount not to exceed \$345,360 for the contract term.

Date: March 11, 2021

Purpose: This action will authorize the Executive Director to execute a one-year contract with Pure Facilities Solutions Incorporated for monthly pressure-washing of common areas and trash enclosures.

Funding: Funding for the contract term is included in the approved FY 2021 operating budget, in line item 4430-09-000 Contract-Grounds.

Background:

Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide pressure-washing services as part of preventative maintenance cleaning of common areas and trash enclosures on OAHPI properties to enhance site conditions for residents and curb appeal at properties.

In October 2020, staff issued a quote for pressure-washing services to obtain a vendor that could provide pressure-washing services for all properties on a monthly basis in the OAHPI portfolio.

The scope requested services from vendors to provide all equipment, labor and materials required to pressure wash common area sidewalks and all trash enclosures once per month at all properties in the OAHPI portfolio.

Quotes were sent to three (3) vendors, which included Bay Area Bin Support, TWS Facilities Services, and Pure Facility Solutions. All three (3) companies submitted proposals and were deemed responsive and qualified bidders.

The Authority's Contracts, Compliance and General Services Department (CCGS) reviewed the bidding process on OAHPI's behalf and issued a recommendation to award the bid to Pure Facilities Solutions as the lowest responsive and responsible vendor.

Recommendation Action:

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a contract with Pure Facilities Solutions for pressure-washing services at OAHPI properties, in an amount not to exceed \$345,360 for the contract term.

Attachments: Contract Compliance and General Services Memorandum
Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)

1619 Harrison Street, Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Andres Manriquez, Chief Operating Officer ^{AM}
 Kris Warren, Interim Chief Administrative Officer ^{KW}
 Mark Schiferl, Director of Property Management ^{MS}
 Faustina Mututa, Resource Conservation Manager, OPO ^{FM}
 Daniel Mermelstein, CCGS Manager ^{DM}

From: Courtney Sharif, Contract Specialist, CCGS ^{CS}

Subject: Quote for Pressure Washing Services

Date: February 2, 2021

This memo is to advise you that OAHPI issued a quote for pressure washing services. After reviewing all quotes, CCGS has determined Pure Facility is the lowest responsive and responsible vendor capable of providing the requested services.

Background

OAHPI issued a quote for pressure washing services to obtain a vendor that could provide pressure washing services for 253 properties. The quote requested services from a vendor who could provide all equipment, labor and materials required to pressure wash all trash enclosures once per month at the 253 locations. The vendor is to remove stains and spills without damaging the surface material. The quote was sent to three (3) vendors, which included Bay Area Bin Support, TWS Facilities Services, and Pure Facility Solutions. All three (3) companies submitted a quote and Pure Facility Solutions was the lowest responsive and responsible vendor.

Evaluation

After all evaluations were complete, Pure Facility Solutions, was deemed the lowest responsive and responsible vendor, the table below lists the quotes received and shows the comparison of costs:

Vendor	OAHPI 253 sites total monthly cost
Pure Facility Solutions	\$28,780.00
TWS	\$29,466.00
Bay Area Bin Support	\$35,420.00

Recommendation

CCGS recommends awarding this quote to the lowest responsive and responsible vendor, Pure Facility Solutions, for providing pressure washing services.

Approved:

Not Approved:

DocuSigned by:

Patricia Wells

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Patricia Wells
Executive Director

2/4/2021
Date

Patricia Wells
Executive Director

Date

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZATION TO EXECUTE A ONE-YEAR CONTRACT WITH PURE
FACILITIES SOLUTIONS FOR MONTHLY PRESSURE-WASHING, IN AN AMOUNT
NOT TO EXCEED \$345,360**

WHEREAS, Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide pressure-washing services as part of preventative maintenance cleaning of common areas and trash enclosures on OAHPI properties on a monthly basis; and

WHEREAS, OAHPI requires pressure-washing to enhance site conditions for residents and curb appeal; and

WHEREAS, Staff issued a RFP in an effort to obtain a vendor that can provide pressure-washing services to OAHPI properties; and

WHEREAS, the RFP was issued in accordance with OAHPI's Procurement Policy; and

WHEREAS, Three (3) vendors submitted proposals by the deadline and were deemed responsive and qualified bidders; and

WHEREAS, The Authority's Contracts, Compliance and General Services Department (CCGS) reviewed the bidding process on OAHPI's behalf and issued a recommendation to award the bid to Pure Facilities Solutions as the lowest responsive and responsible vendor.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Directors authorizes the Executive Director to execute the contract with Pure Facilities Solutions for monthly pressure-washing of common areas and trash enclosures, in an amount not to exceed \$345,360 for the contract term; and

THAT, the Executive Director is 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 Board of Directors of the
Oakland Affordable Housing Preservation Initiatives on March 11, 2021.*

Patricia Wells, Executive Director

ADOPTED:

RESOLUTION NO.

Executive Office

Oakland Affordable Housing Preservation Initiatives, Inc.

MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Ratification of a Contract with ADL Construction to Rehabilitate Fire Damaged Units Located at 1733 92nd Avenue, Oakland.

Date: March 5, 2021

Purpose: This action will ratify a contract with ADL Construction that the Executive Director executed to provide rehabilitation and construction services at 1733 92nd Avenue in Oakland due to fire damage. These units are part of a new partnership between the Oakland Housing Authority (OHA), Oakland Affordable Housing Preservation Initiatives and Alameda County (referred to internally as "Building Bridges – Key to Home") to provide permanent supportive housing for homeless families who are exiting Project RoomKey hotels that are slated to be imminently returned to commercial hotel use. These units are expected to be completed and delivered to the County by March 31, 2021.

Funding: Ratify a contract in the amount of Two Hundred Seven Thousand One Hundred and Nineteen Dollars and Fifty-Three Cents (\$207,119.53) of which One Hundred Seven Thousand and One Hundred Nineteen Dollars and Fifty-Three Cents (\$107,119.53) will be paid for by insurance and One Hundred Thousand Dollars (\$100,000) will be paid by OAHPI for the deductible, plus an additional Thirty Thousand Dollars (\$30,000) for contingency items. The total to be paid by OAHPI is \$130,000.

Background:

1733 92nd Avenue was damaged by a fire, which necessitated an insurance claim. The scope of work and repair costs were generated in coordination with the insurance adjuster, Douglas Blakely from Koning and Associates. Three bids were received: ADL Construction (\$207,119.53), Giuliani Construction and Restoration (\$270,728) and Koning, who provided their own in-house cost estimate of \$195,772. While Koning's cost estimate is lower, it neglected to include the required repairs to Unit #1 that were included in the ADL and Giuliani bids. Koning acknowledges this oversight and recognizes this would increase their cost above and beyond the two bids acquired by OHA. Thus, ADL Construction was selected by Koning, as they were the lowest bid.

The contract with ADL Construction was prepared and approved by Garret Murai, Attorney from Nomos LLP, OAHPI's construction law firm.

The Oakland Housing Authority's insurance policy currently insures this property since the Authority owns the property; however, OAHPI will be purchasing its own property insurance in the future.

Ratification Request and Noncompetitive Procurement:

The Executive Director executed this contract based on the emergency nature of this work. This site is one of five properties that have been offered to Alameda County as part of the Authority's partnership to house homeless families. All units are expected to be delivered in March 2021. It is imperative that these units are rehabilitated and delivered to the County to house the families who are temporarily residing in the hotels as quickly as possible.

OHA Board of Commissioners' Resolution No. 4907 authorizes the Executive Director, or her designee, to make critical, emergency decisions regarding operations, resident and employee safety, and regulatory compliance issues in timely manner during the COVID-19 public health crisis as well as to bring these decisions to the board for ratification after-the-fact. The essence of this Resolution also carries forward to these OAHPI units, as OHA is the property owner. Due to the significant public health concerns brought about by COVID-19, the emergency nature of housing currently homeless families, and the imminent closure of their temporary hotel facilities, the Executive Director has signed the ADL contracts to expedite the construction completion of these OAHPI fire units as quickly as possible.

Recommendation Action:

It is recommended that the Board of Directors adopt the attached resolution ratifying a Contract with ADL Construction for \$207,119.53 that was previously executed by the Executive Director, of which \$107,119.53 will be paid for by insurance and \$100,000 will be paid by OAHPI for the deductible, plus an additional \$30,000 for contingency items. The total to be paid by OAHPI is a maximum amount not to exceed \$130,000.

Attachments: Resolution No. 4907
 Resolution

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

On Motion of Commissioner: Lynette Jung-Lee

Seconded by Commissioner: Barbara Montgomery

And approved by the following vote:

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

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 4907

**AUTHORIZE THE EXECUTIVE DIRECTOR OR HER DESIGNEE TO MAKE
CRITICAL, EMERGENCY DECISIONS REGARDING OPERATIONS, RESIDENT AND
EMPLOYEE SAFETY, AND REGULATORY COMPLIANCE ISSUES IN A TIMELY
MANNER DURING THE COVID-19 PUBLIC HEALTH CRISIS**

WHEREAS, the Oakland Housing Authority (Authority) serves some of the most vulnerable members of the Oakland community; and

WHEREAS, the current Corona Virus (COVID-19) pandemic has limited the availability of a wide range of local services, further placing these vulnerable groups such as elderly and disabled people that the Authority serves at additional risk; and

WHEREAS, the crisis has imposed significant pressure on the Authority's daily operational environment, requiring quick decision-making and rapid responses to Federal, State, and local orders; and

WHEREAS, the Executive Director appointed the COVID-19 Incident Command Team (CICT), which is closely monitoring and developing responses to the crisis that reduce exposure for staff and tenants; and

WHEREAS, the Authority continues to provide critical essential services; and

WHEREAS, in leading the work of the CICT, the Executive Director deployed a multilayered strategy in response to the pandemic to address personnel management as well as public health and safety; and

WHEREAS, part of this strategy includes implementation of quick-response, agency-wide actions, some of which typically require Board approval prior to implementation; and

WHEREAS, in order to continue to present nimble solutions to a fluid challenge, the Executive Director needs to be empowered with the authority to make decisions regarding the direction and response of the Authority in real-time; and

WHEREAS, the Executive Director will communicate with the Board of Commissioners regarding any action taken using this authorization via email within 24 hours; and

WHEREAS, whenever possible, she will also discuss pending decisions with the Board Chair, Vice Chair and General Council prior to taking any action; and

WHEREAS, any actions taken using this authority will be presented to the board at the following board meeting for ratification; and

WHEREAS, all decisions made by the Executive Director under this authorization will be made to provide resolution to time sensitive issues, and focus on risk reduction and avoidance, operational and program sustainability, funding availability, and comply with all applicable local, state and federal laws and regulations.

**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 or her designee to make critical, emergency purchases regarding operations, resident and employee safety, and regulatory compliance issues only related to COVID-19 and to include a cap of \$100,000 for emergency purchases without requiring the typical procedures to obtain such authorizations; and

THAT, the Executive Director will communicate with the Board of Commissioners regarding any action taken using this authorization via email within 24 hours; and

THAT, whenever possible, she will also discuss pending decisions with the Board Chair, Vice Chair and General Council prior to taking any action; and

THAT, any actions taken using this authority will be presented to the board at the following board meeting for ratification; and

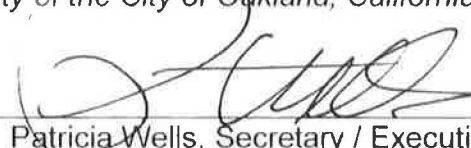
THAT, all decisions made by the Executive Director under this authorization will be made to provide resolution to time sensitive issues, and focus on risk reduction and

avoidance, operational and program sustainability, funding availability, and comply with all applicable local, state and federal laws and regulations.

THAT, during the Special Meeting on May 11, 2020, the Board of Commissioners will review the actions taken during the COVID-19 period to determine if an extension of the executive authorizations is merited; and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on April 14, 2020.



Patricia Wells, Secretary / Executive Director

ADOPTED: April 14, 2020

RESOLUTION NO. 4907

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**RATIFICATION OF A CONTRACT WITH ADL CONSTRUCTION FOR
REHABILITATION FROM FIRE DAMAGE FOR 1733 92ND AVENUE IN OAKLAND IN
THE AMOUNT OF \$207,119.53**

WHEREAS, 1733 92nd Avenue was damaged by fire, which necessitated an insurance claim; and

WHEREAS, 1733 92nd Avenue is one of five (5) OAHPI properties that have been offered to Alameda County as part of our joint partnership to house homeless families who are exiting Project RoomKey hotels (a program that is internally referred to "Building Bridges – Key to Home") that are slated to be imminently returned to commercial hotel use thus potentially making the families homeless again; and

WHEREAS, the scope of work and repair costs were generated in coordination with the insurance adjuster, Douglas Blakely from Koning and Associates; and

WHEREAS, two bids and a separate cost estimate from Koning were received and ADL Construction's bid was lower and therefore, the company was awarded the contract; and

WHEREAS, the contract with ADL Construction in the amount of Two Hundred and Seven Thousand and One Hundred Nineteen Dollars and Fifty-Three Cents (\$207,119.53) was prepared and approved by Garret Murai, Attorney from Nomos LLP, OAHPI's construction law firm; and

WHEREAS, One Hundred Seven Thousand and One Hundred Nineteen dollars (\$107,119.53) will be paid for by insurance and the One Hundred Thousand Dollar (\$100,000) deductible, plus an additional Thirty Thousand Dollars (\$30,000) for contingency items, will be paid by OAHPI; and

WHEREAS, the Executive Director has executed this Contract based on the emergency nature of the work and Oakland Housing Authority's Board of Commissioners' Resolution No. 4907, which authorizes the Executive Director or her designee to make critical, emergency decisions regarding operations, resident and employee safety, and regulatory compliance issues in timely manner during the COVID-19 public health crisis as well as bring these decisions to the Board for ratification after-the-fact; and

WHEREAS, the essence of this Resolution No. 4907 also carries forward to these OAHPI units as OHA maintains property ownership; and

WHEREAS, due to the significant public health concerns brought about by COVID-19, the emergency nature of housing currently homeless families, and the imminent closure of their temporary hotel facilities by Alameda County, the Executive Director has signed the ADL contracts in order to expedite the rehabilitation completion of these OAHPI fire units.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Directors adopt this resolution ratifying a contract with ADL Construction in the amount of \$207,119.53 to provide rehabilitation services at 1733 92nd Avenue in Oakland due to fire damage; and

THAT, \$107,119.53 will be paid for by insurance and the \$100,000 deductible will be paid by OAHPI; and

THAT, the Executive Director shall be authorized to further modify the contract scope and/or increase the contract amount by up to \$30,000 for contingency items; and

THAT, the Executive Director shall be authorized to take any and all other necessary actions on behalf of OAHPI consistent with this resolution and OAHPI's procurement policies.

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Board of Directors of Oakland
Affordable Housing Preservation Initiatives on March 11, 2021*

Patricia Wells, Executive Director

ADOPTED:

RESOLUTION NO.

Executive Office

Oakland Affordable Housing Preservation Initiatives, Inc.

MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Ratification of a Contract with ADL Construction to Rehabilitate Fire Damaged Units Located at 1900 East 24th Street, Oakland.

Date: March 5, 2021

Purpose: This action will ratify a contract with ADL Construction that the Executive Director executed to provide rehabilitation and construction services at 1900 East 24th Street in Oakland due to fire damage. These units are part of a new partnership between the Oakland Housing Authority (OHA), Oakland Affordable Housing Preservation Initiatives (OAHPI), and Alameda County (referred to internally as "Building Bridges – Key to Home") to provide permanent supportive housing for homeless families who exiting Project RoomKey hotels that are slated to be imminently returned to commercial hotel use. These units are expected to be completed and delivered to the County by March 31, 2021.

Funding: Ratify a contract in the amount of Two Hundred Thirty-Five Thousand Five Hundred Fifty-One Dollars and Thirty-Nine Cents (\$235,551.39) of which One Hundred Thirty- Five Thousand Five Hundred Fifty-One Dollars and Thirty-Nine Cents (\$135,551.39) will be paid for by insurance and One Hundred Thousand Dollars (\$100,000) will be paid by OAHPI for the deductible, plus an additional Thirty Thousand Dollars (\$30,000) for contingency items. The total to be paid by OAHPI is \$130,000.

Background:

1900 East 24th Street was damaged by a fire, which necessitated an insurance claim. The scope of work and repair costs were generated in coordination with the insurance adjuster, Douglas Blakely from Koning and Associates. Three bids were received: ADL Construction (\$235,551.39), Giuliani Construction and Restoration (\$345,278), and Koning who also provided their own in-house cost estimate of \$256,965. ADL Construction was selected by Koning as they were the lowest bid.

The contract with ADL Construction was prepared and approved by Garret Murai, Attorney from Nomos LLP, OAHPI's construction law firm.

The Oakland Housing Authority's insurance policy currently insures this property since the Authority owns the property; however, OAHPI will be purchasing its own property insurance in the future.

Ratification Request and Noncompetitive Procurement:

The Executive Director executed this contract based on the emergency nature of this work. This site is one of five properties that have been offered to Alameda County as part of the Authority's partnership to house homeless families. All units are expected to be delivered in March 2021. It is imperative that these units are rehabilitated and delivered to the County to house the families who are temporarily residing in hotels as quickly as possible.

OHA Board of Commissioners' Resolution No. 4907 authorizes the Executive Director, or her designee, to make critical, emergency decisions regarding operations, resident and employee safety, and regulatory compliance issues in timely manner during the COVID-19 public health crisis as well as to bring these decisions to the board for ratification after-the-fact. The essence of this Resolution also carries forward to these OAHPI units, as OHA is the property owner. Due to the significant public health concerns brought about by COVID-19, the emergency nature of housing currently homeless families, and the imminent closure of their temporary hotel facilities, the Executive Director has signed the ADL contracts to expedite the construction completion of these OAHPI fire units as quickly as possible.

Recommendation Action:

It is recommended that the Board of Directors adopt the attached resolution ratifying a Contract with ADL Construction for \$235,551.39 that was previously executed by the Executive Director, of which \$135,551.39 will be paid for by insurance and \$100,000 will be paid by OAHPI for the deductible, plus an additional \$30,000 for contingency items. The total to be paid by OAHPI is a maximum amount not to exceed \$130,000.

Attachments: Resolution No. 4907
 Resolution

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

On Motion of Commissioner: Lynette Jung-Lee

Seconded by Commissioner: Barbara Montgomery

And approved by the following vote:

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

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 4907

**AUTHORIZE THE EXECUTIVE DIRECTOR OR HER DESIGNEE TO MAKE
CRITICAL, EMERGENCY DECISIONS REGARDING OPERATIONS, RESIDENT AND
EMPLOYEE SAFETY, AND REGULATORY COMPLIANCE ISSUES IN A TIMELY
MANNER DURING THE COVID-19 PUBLIC HEALTH CRISIS**

WHEREAS, the Oakland Housing Authority (Authority) serves some of the most vulnerable members of the Oakland community; and

WHEREAS, the current Corona Virus (COVID-19) pandemic has limited the availability of a wide range of local services, further placing these vulnerable groups such as elderly and disabled people that the Authority serves at additional risk; and

WHEREAS, the crisis has imposed significant pressure on the Authority's daily operational environment, requiring quick decision-making and rapid responses to Federal, State, and local orders; and

WHEREAS, the Executive Director appointed the COVID-19 Incident Command Team (CICT), which is closely monitoring and developing responses to the crisis that reduce exposure for staff and tenants; and

WHEREAS, the Authority continues to provide critical essential services; and

WHEREAS, in leading the work of the CICT, the Executive Director deployed a multilayered strategy in response to the pandemic to address personnel management as well as public health and safety; and

WHEREAS, part of this strategy includes implementation of quick-response, agency-wide actions, some of which typically require Board approval prior to implementation; and

WHEREAS, in order to continue to present nimble solutions to a fluid challenge, the Executive Director needs to be empowered with the authority to make decisions regarding the direction and response of the Authority in real-time; and

WHEREAS, the Executive Director will communicate with the Board of Commissioners regarding any action taken using this authorization via email within 24 hours; and

WHEREAS, whenever possible, she will also discuss pending decisions with the Board Chair, Vice Chair and General Council prior to taking any action; and

WHEREAS, any actions taken using this authority will be presented to the board at the following board meeting for ratification; and

WHEREAS, all decisions made by the Executive Director under this authorization will be made to provide resolution to time sensitive issues, and focus on risk reduction and avoidance, operational and program sustainability, funding availability, and comply with all applicable local, state and federal laws and regulations.

**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 or her designee to make critical, emergency purchases regarding operations, resident and employee safety, and regulatory compliance issues only related to COVID-19 and to include a cap of \$100,000 for emergency purchases without requiring the typical procedures to obtain such authorizations; and

THAT, the Executive Director will communicate with the Board of Commissioners regarding any action taken using this authorization via email within 24 hours; and

THAT, whenever possible, she will also discuss pending decisions with the Board Chair, Vice Chair and General Council prior to taking any action; and

THAT, any actions taken using this authority will be presented to the board at the following board meeting for ratification; and

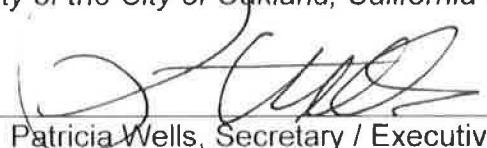
THAT, all decisions made by the Executive Director under this authorization will be made to provide resolution to time sensitive issues, and focus on risk reduction and

avoidance, operational and program sustainability, funding availability, and comply with all applicable local, state and federal laws and regulations.

THAT, during the Special Meeting on May 11, 2020, the Board of Commissioners will review the actions taken during the COVID-19 period to determine if an extension of the executive authorizations is merited; and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on April 14, 2020.



Patricia Wells, Secretary / Executive Director

ADOPTED: April 14, 2020

RESOLUTION NO. 4907

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director

Seconded by Director

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**RATIFICATION OF A CONTRACT WITH ADL CONSTRUCTION FOR
REHABILITATION FROM FIRE DAMAGE FOR 1900 EAST 24TH STREET IN
OAKLAND IN THE AMOUNT OF \$235,551.39**

WHEREAS, 1900 East 24th Street was damaged by fire, which necessitated an insurance claim; and

WHEREAS, 1900 East 24th Street is one of five (5) OAHPI properties that have been offered to Alameda County as part of our joint partnership to house homeless families who are exiting Project RoomKey hotels (a program that is internally referred to as "Building Bridges – Key to Home") that are imminently slated to be returned to commercial hotel use thus potentially making the families homeless again; and

WHEREAS, the scope of work and repair costs were generated in coordination with the insurance adjuster, Douglas Blakely from Koning and Associates; and

WHEREAS, two bids and a separate cost estimate from Koning were received and ADL Construction's bid was lower and therefore, the company was awarded the contract; and

WHEREAS, the contract with ADL Construction in the amount of Two Hundred Thirty-Five Thousand Five Hundred Fifty-One Dollars and Thirty-Nine Cents (\$235,551.39) was prepared and approved by Garret Murai, Attorney from Nomos LLP, OAHPI's construction law firm; and

WHEREAS, One Hundred Thirty-Five Thousand Five Hundred Fifty-One Dollars and Thirty-Nine Cents (\$135,551.39) will be paid for by insurance and the One Hundred Thousand Dollars (\$100,000) deductible, plus an additional Thirty Thousand Dollars (\$30,000) for approved contingency items, will be paid by OAHPI; and

WHEREAS, the Executive Director has executed this Contract based on the emergency nature of the work and Oakland Housing Authority's Board of Commissioners' Resolution No. 4907, which authorizes the Executive Director or her designee to make critical, emergency decisions regarding operations, resident and employee safety, and regulatory compliance issues in timely manner during the COVID-19 public health crisis as well as bring these decisions to the Board for ratification after-the-fact; and

WHEREAS, the essence of this Resolution No. 4907 also carries forward to these OAHPI units as OHA maintains property ownership; and

WHEREAS, due to the significant public health concerns brought about by COVID-19, the emergency nature of housing currently homeless families, and the imminent closure of their temporary hotel facilities by Alameda County, the Executive Director has signed the ADL contracts in order to expedite the rehabilitation completion of these OAHPI fire units.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Directors adopt this resolution ratifying a contract with ADL Construction in the amount of \$235,551.39 to provide rehabilitation services at 1900 East 24th Street in Oakland due to fire damage; and

THAT, \$135,551.39 will be paid for by insurance and the \$100,000 deductible, will be paid by OAHPI; and

THAT, the Executive Director shall be authorized to further modify the contract scope and/or increase the contract amount by up to \$30,000 for contingency items; and

THAT, the Executive Director shall be authorized to take any and all other necessary actions on behalf of OAHPI consistent with this resolution and OAHPI's procurement policies.

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Board of Directors of Oakland
Affordable Housing Preservation Initiatives on March 11, 2021*

Patricia Wells, Executive Director

ADOPTED:

RESOLUTION NO.

Executive Office
Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Ratification of a Contract with ADL Construction to Rehabilitate Fire Damaged Units Located at 2353 East 24th Street, Oakland.

Date: March 5, 2021

Purpose: This action will ratify a contract with ADL Construction that the Executive Director executed to provide rehabilitation and construction services at 2353 East 24th Street in Oakland due to fire damage. These units are part of a new partnership between the Oakland Housing Authority (OHA), Oakland Affordable Housing Preservation Initiatives (OAHPI), and Alameda County (referred to internally as "Building Bridges – Key to Home") to provide permanent supportive housing for homeless families who are exiting Project RoomKey hotels that are imminently slated to be returned to commercial hotel use. These units are expected to be completed and delivered to the County by March 31, 2021.

Funding: Ratify a contract in the amount of One Hundred Five Thousand Five Hundred Eighty-Nine Dollars and Eighty-Five Cents (\$105,589.85) of which Five Thousand Five Hundred Eighty-Nine Dollars and Eighty-Five Cents (\$5,589.85) will be paid for by insurance and One Hundred Thousand Dollars (\$100,000) will be paid by OAHPI for the deductible, plus an additional Thirty Thousand Dollars (\$30,000) for contingency items. The total to be paid by OAHPI is \$130,000.

Background:

2353 East 24th Street was damaged by a fire, which necessitated an insurance claim. The scope of work and repair costs were generated in coordination with the insurance adjuster, Douglas Blakely from Koning and Associates. Three bids were received: ADL Construction (\$105,589.85), Giuliani Construction and Restoration (\$128,260), and Koning who provided their own in-house cost estimate of \$111,011. ADL Construction was selected by Koning as they were the lowest bid.

The contract with ADL Construction was prepared and approved by Garret Murai, Attorney from Nomos LLP, OAHPI's construction law firm.

The Oakland Housing Authority's insurance policy currently insures this property since the Authority owns the property, however OAHPI will be purchasing its own property insurance in the future.

Ratification Request and Noncompetitive Procurement:

The Executive Director executed this contract based on the emergency nature of this work. This site is one of five properties that have been offered to Alameda County as part of the Authority's partnership to house homeless families. All units are expected to be delivered in March 2021. It is imperative that these units are rehabilitated and delivered to the County to house the families who are temporarily residing in the hotels as quickly as possible.

OHA Board of Commissioners' Resolution No. 4907 authorizes the Executive Director, or her designee, to make critical, emergency decisions regarding operations, resident and employee safety, and regulatory compliance issues in timely manner during the COVID-19 public health crisis as well as to bring these decisions to the board for ratification after-the-fact. The essence of this Resolution also carries forward to these OAHPI units, as OHA is the property owner. Due to the significant public health concerns brought about by COVID-19, the emergency nature of housing currently homeless families, and the imminent closure of their temporary hotel facilities, the Executive Director has signed the ADL contracts to expedite the construction completion of these OAHPI fire units as quickly as possible.

Recommendation Action:

It is recommended that the Board of Directors adopt the attached resolution ratifying a Contract with ADL Construction for \$105,589.85 that was previously executed by the Executive Director, of which \$5,589.85 will be paid for by insurance and \$100,000 will be paid by OAHPI for the deductible, plus an additional \$30,000 for contingency items. The total to be paid by OAHPI is a maximum amount not to exceed \$130,000.

Attachments: Resolution No. 4907
 Resolution

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

On Motion of Commissioner: Lynette Jung-Lee

Seconded by Commissioner: Barbara Montgomery

And approved by the following vote:

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

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 4907

**AUTHORIZE THE EXECUTIVE DIRECTOR OR HER DESIGNEE TO MAKE
CRITICAL, EMERGENCY DECISIONS REGARDING OPERATIONS, RESIDENT AND
EMPLOYEE SAFETY, AND REGULATORY COMPLIANCE ISSUES IN A TIMELY
MANNER DURING THE COVID-19 PUBLIC HEALTH CRISIS**

WHEREAS, the Oakland Housing Authority (Authority) serves some of the most vulnerable members of the Oakland community; and

WHEREAS, the current Corona Virus (COVID-19) pandemic has limited the availability of a wide range of local services, further placing these vulnerable groups such as elderly and disabled people that the Authority serves at additional risk; and

WHEREAS, the crisis has imposed significant pressure on the Authority's daily operational environment, requiring quick decision-making and rapid responses to Federal, State, and local orders; and

WHEREAS, the Executive Director appointed the COVID-19 Incident Command Team (CICT), which is closely monitoring and developing responses to the crisis that reduce exposure for staff and tenants; and

WHEREAS, the Authority continues to provide critical essential services; and

WHEREAS, in leading the work of the CICT, the Executive Director deployed a multilayered strategy in response to the pandemic to address personnel management as well as public health and safety; and

WHEREAS, part of this strategy includes implementation of quick-response, agency-wide actions, some of which typically require Board approval prior to implementation; and

WHEREAS, in order to continue to present nimble solutions to a fluid challenge, the Executive Director needs to be empowered with the authority to make decisions regarding the direction and response of the Authority in real-time; and

WHEREAS, the Executive Director will communicate with the Board of Commissioners regarding any action taken using this authorization via email within 24 hours; and

WHEREAS, whenever possible, she will also discuss pending decisions with the Board Chair, Vice Chair and General Council prior to taking any action; and

WHEREAS, any actions taken using this authority will be presented to the board at the following board meeting for ratification; and

WHEREAS, all decisions made by the Executive Director under this authorization will be made to provide resolution to time sensitive issues, and focus on risk reduction and avoidance, operational and program sustainability, funding availability, and comply with all applicable local, state and federal laws and regulations.

**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 or her designee to make critical, emergency purchases regarding operations, resident and employee safety, and regulatory compliance issues only related to COVID-19 and to include a cap of \$100,000 for emergency purchases without requiring the typical procedures to obtain such authorizations; and

THAT, the Executive Director will communicate with the Board of Commissioners regarding any action taken using this authorization via email within 24 hours; and

THAT, whenever possible, she will also discuss pending decisions with the Board Chair, Vice Chair and General Council prior to taking any action; and

THAT, any actions taken using this authority will be presented to the board at the following board meeting for ratification; and

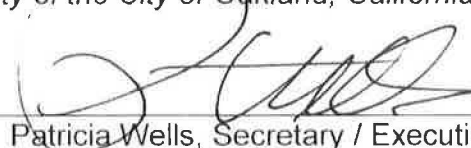
THAT, all decisions made by the Executive Director under this authorization will be made to provide resolution to time sensitive issues, and focus on risk reduction and

avoidance, operational and program sustainability, funding availability, and comply with all applicable local, state and federal laws and regulations.

THAT, during the Special Meeting on May 11, 2020, the Board of Commissioners will review the actions taken during the COVID-19 period to determine if an extension of the executive authorizations is merited; and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on April 14, 2020.



Patricia Wells, Secretary / Executive Director

ADOPTED: April 14, 2020

RESOLUTION NO. 4907

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER:

**RATIFICATION OF A CONTRACT WITH ADL CONSTRUCTION FOR
REHABILITATION FROM FIRE DAMAGE FOR 2353 EAST 24TH STREET IN
OAKLAND IN THE AMOUNT OF \$105,589.85**

WHEREAS, 2353 East 24th Street was damaged by fire, which necessitated an insurance claim; and

WHEREAS, 2353 East 24th Street is one of five (5) OAHPI properties that have been offered to Alameda County as part of our joint partnership to house homeless families who are exiting Project RoomKey hotels (a program that is internally referred to as "Building Bridges – Key to Home") that are imminently slated to be returned to commercial hotel use thus potentially making the families homeless again; and

WHEREAS, the scope of work and repair costs were generated in coordination with the insurance adjuster, Douglas Blakely from Koning and Associates; and

WHEREAS, two bids and a separate cost estimate from Koning were received and ADL Construction's bid was lower and therefore, the company was awarded the contract; and

WHEREAS, the contract with ADL Construction in the amount of One Hundred Five Thousand Five Hundred Eighty-Nine Dollars and Eighty-Five Cents (\$105,589.85) was prepared and approved by Garret Murai, Attorney from Nomos LLP, OAHPI's construction law firm; and

WHEREAS, Five Thousand Five Hundred Eighty-Nine Dollars and Eighty-Five Cents (\$5,589.85) will be paid for by insurance and the One Hundred Thousand Dollars (\$100,000) deductible, plus an additional Thirty Thousand Dollars (\$30,000) for contingency items, will be paid by OAHPI; and

WHEREAS, the Executive Director has executed this Contract based on the emergency nature of the work and Oakland Housing Authority's Board of Commissioners' Resolution No. 4907, which authorizes the Executive Director or her designee to make critical, emergency decisions regarding operations, resident and employee safety, and regulatory compliance issues in timely manner during the COVID-19 public health crisis as well as bring these decisions to the Board for ratification after-the-fact; and

WHEREAS, the essence of this Resolution No. 4907 also carries forward to these OAHPI units as OHA maintains property ownership; and

WHEREAS, due to the significant public health concerns brought about by COVID-19, the emergency nature of housing currently homeless families, and the imminent closure of their temporary hotel facilities by Alameda County, the Executive Director has signed the ADL contracts in order to expedite the rehabilitation completion of these OAHPI fire units.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Directors adopt this resolution ratifying a contract with ADL Construction in the amount of \$105,589.85 to provide rehabilitation services at 2535 East 24th Street in Oakland due to fire damage; and

THAT, \$5,589.85 will be paid for by insurance and the \$100,000 deductible will be paid by OAHPI; and

THAT, the Executive Director shall be authorized to further modify the contract scope and/or increase the contract amount by up to \$30,000 for contingency items; and

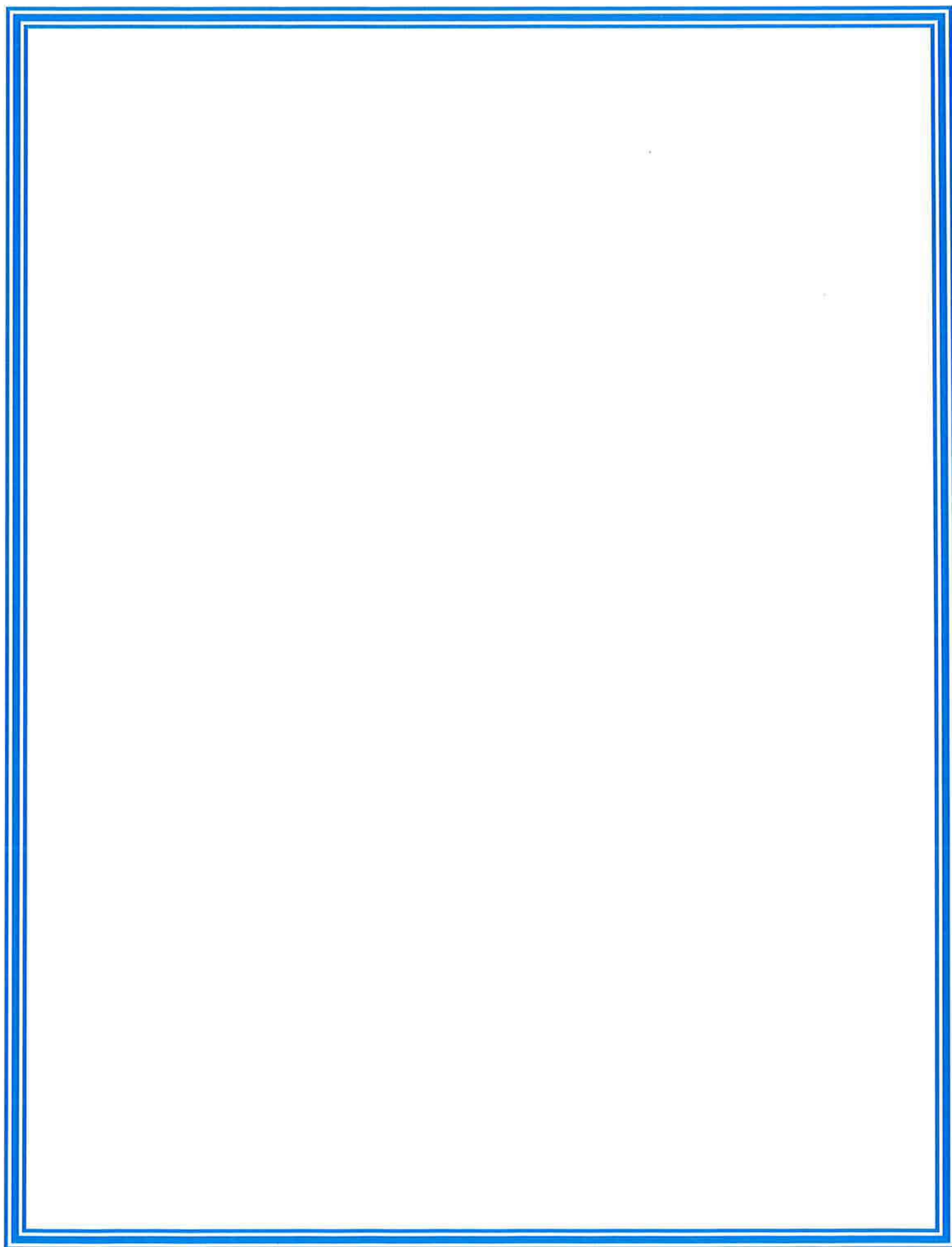
THAT, the Executive Director shall be authorized to take any and all other necessary actions on behalf of OAHPI consistent with this resolution and OAHPI's procurement policies.

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Board of Directors of Oakland
Affordable Housing Preservation Initiatives on March 11, 2021*

Patricia Wells, Executive Director

ADOPTED:

RESOLUTION NO.



**Executive Office
Oakland Affordable Housing Preservation Initiatives
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Staff Briefing on Outreach Efforts to Ensure Access for Minority Owned Businesses during Procurement Opportunities.

Date: March 5, 2021

Purpose: Staff will present information on outreach and diversity efforts for ID/IQ #20-030 for Vacant Unit Rehabilitation.


Funding: This action does not require funding



Attachments: CCGS Review Memo regarding outreach and diversity classification for ID/IQ # 20-030 Vacant Unit Repairs and Rehabilitation


**CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)**

1619 Harrison Street, Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director 

Through: Kris Warren, Interim Chief of Program and Finance Administration/Chief Operating Officer 
Daniel Mermelstein, Manager of CCGS 

From: Jeanne Smith, Contract Specialist, CCGS 

Subject: CCGS Memo Regarding Outreach and Diversity Classification for ID/IQ #20-030 Vacant Unit Repairs or Rehabilitation

Date: February 22, 2021

This memo is to advise you of the outreach and the diversity classification for ID/IQ #20-030 Vacant Unit Repairs and Rehabilitation.

Outreach:

The solicitation was sent to four hundred and ninety (490) vendors through Housing Authority Marketplace and six hundred and ninety-eight (698) vendors through Infolane. An e-mail regarding the bid opportunity was sent to twenty-six (26) Bay Area Contractors including the National Association of Minority Contractors. Also, in order to ensure that competitive solicitations and contracting opportunities are made available to as many vendors as possible, including MBE/WBEs, CCGS added the e-mails for the following organizations to the InfoLane mailing list:

- a. West Oakland Job Resource Center
- b. Oakland Chamber of Commerce
- c. Oakland Vietnamese Chamber of Commerce
- d. Oakland African American Chamber of Commerce
- e. Oakland Chinatown Chamber of Commerce

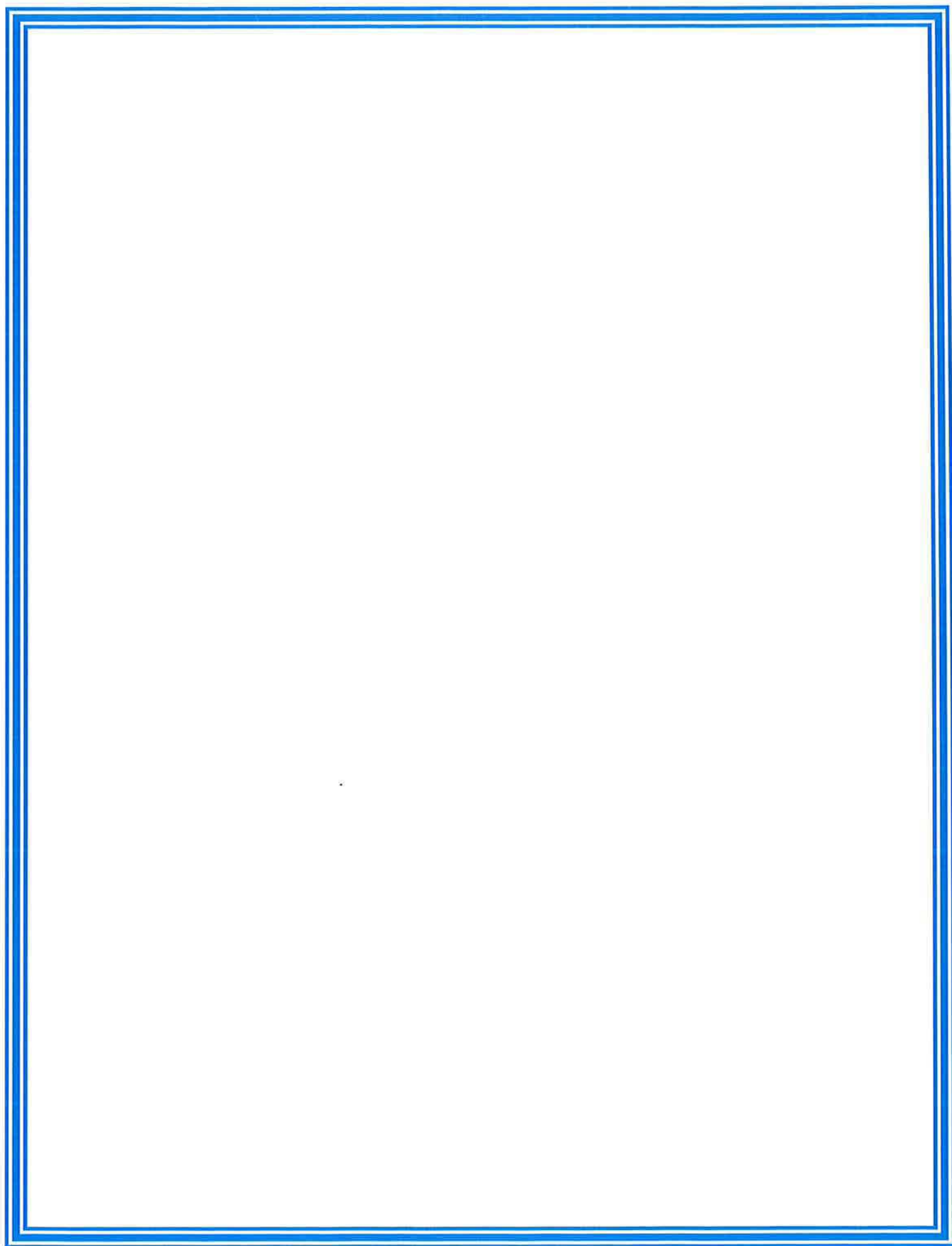
Diversity Classification by Solicitation Posting Channel:

Posting Channel	MBE	WBE	Section 3	Comments
Housing Agency Marketplace	138	76	35	
Infolane	1			Firms did not choose to provide this info

Diversity Classification of Respondents:


	Contractor	MBE	WBE	Small Business	Section 3
1	Agbayani	X		X	
2	Campbell and Campbell				
3	Castillo Plumbing	X			
4	Freestone Reconstruction				
5	Gallaher Construction				
6	JE Williams	X			
7	Pinnacle				

Ten (10) contractors submitted to the IDIQ solicitation, of which five (5) were small, or minority-owned, or both businesses. Three (3) contractors did not respond to these classifications. Of the ten (10) submittals, seven (7) were deemed responsible and responsive. Of the seven (7) contractors awarded, one (1) is small, minority-owned business, and two (2) contractors are minority owned businesses. CCGS will continue to expand the outreach to a diverse vendor base when reissuing this procurement in order to expand the vendor base.



Executive Office
Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Staff Briefing on the Ney Avenue Corridor Initiatives

Date: March 11, 2021

Background:

In October 2020, the Eastmont Neighborhood association reached out via e-mail to the Oakland Housing Authority (as management agent for the OAHPI properties located in the Ney Avenue corridor), Oakland Housing Authority Police Department, City of Oakland staff and officials and neighborhood homeowners to engage in a dialogue and come up with solutions regarding the subject of *Keeping Ney Avenue Safe by Addressing Gun Violence in The Neighborhood and Across Oakland*.

OAHPI properties in the Ney Avenue Corridor include:

- 7510/ 7520 Ney Avenue
- 7636 Ney Avenue
- 7908 Ney Avenue
- 7950 Ney Avenue

The Eastmont Neighborhood Association requested OAHPI to be a part of the change in the neighborhood, improving the Ney Ave corridor and adjacent neighborhoods in the process. As part of our commitment, OHA made site assessments and listened to proposed changes to properties.

On October 20, 2020 the Oakland Housing Authority Police Department (OHAPD) completed a Crime Prevention Through Environmental Design (CPTED) assessment and made recommendations of how to improve properties.

As a result of the feedback from the Eastmont Neighborhood Association and the CPTED report, the Office of Property Operations, Capital Improvements Department and OHAPD have completed the following improvements to date:

- Updated current lighting and added more fixtures, converting existing fixtures to LED at the front of the properties and common areas

- Removed landscaping at the front of 7510/7520 Ney Ave, 7908, 7950 Ney Ave. to start the process to renovate the curb appeal of the properties
- Installed exterior cameras at 7908 & 7950 Ney avenue, which are being monitored by staff.

Improvement projects in process:

- Bids in process to add pedestrian and vehicle gates to 7908 Ney Avenue & 7950 Ney avenue.
- Proposed updates to the trash areas at all of the Ney Avenue properties
- Memo and Resolution submitted for review and approval to have a vendor pressure wash the common areas and trash enclosures at the properties on a monthly basis starting in March 2021

Community Engagement:

The Eastmont Neighborhood Association started a neighborhood cleanup initiative the first Saturday of each month; OHA has participated in the events by providing staff to assist when available, garbage bags and OHAPD dropped off refreshments to the participants at the February 2021 event.

Resident engagement via flyers, phone calls and meetings via zoom continue to discuss site improvements, address resident concerns and promote involvement/ participation in the Eastmont Neighborhood Association monthly cleanup. As the COVID restrictions are lifted, on site meetings will be coordinated for in person engagement.

Ney Ave. Cleanup
February 6, 2021



Site Update Photos:
7510/ 7520 Ney Avenue Lighting upgrade

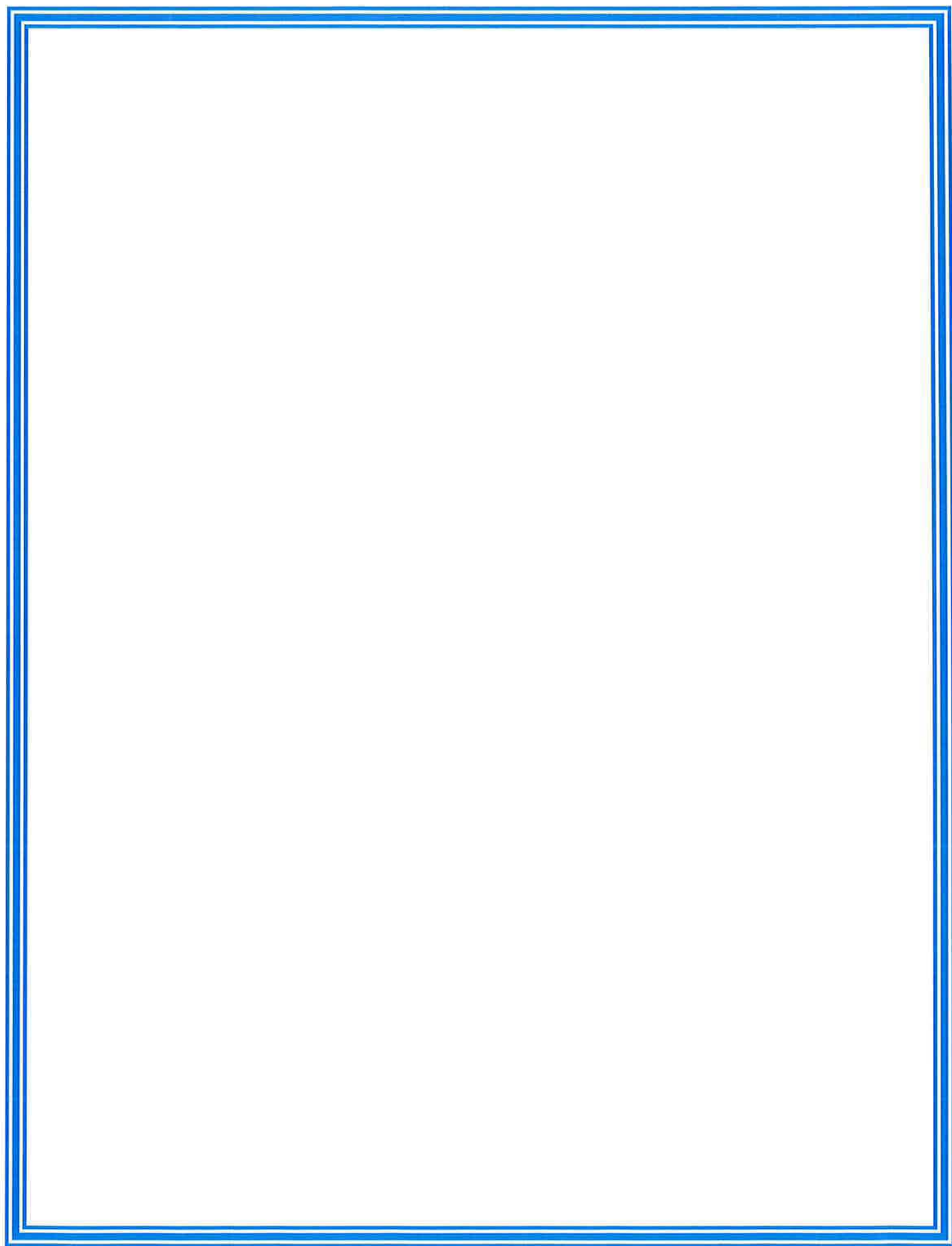


7908 Ney Avenue Lighting upgrade




7636 Ney Avenue Lighting Upgrade





Executive Office
Oakland Affordable Housing Preservation Initiatives
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Staff Briefing on Harrison Tower – Project Update

Date: March 11, 2021

Purpose: To provide this Board with a Harrison Tower project update and discuss the schedule and financing implications of recent major changes.

Funding: No funding is requested for this item.

Background:

Staff have been asked to explore the option of phasing the rehabilitation work needed at Harrison Tower due to two recent major changes that are impacting the project: uncertainty around the availability of tax exempt bond financing and 4% tax credits, and the need for extensive seismic upgrades.

The Authority received approval for Section 18 disposition for Harrison Tower on July 5, 2018. Our justification to HUD for the demolition and disposition of both Harrison Tower and Oak Groves and a third property was as follows:

OHA has stated that the three developments are physically obsolete and require substantial rehabilitation in order to ensure the buildings remain viable as an affordable housing resource. OHA will transfer control of the three properties via a minimum 30-year ground lease to newly created partnerships in which OHA controls the general partner, with the low-income housing affordability restrictions in place for 55 years. The transfer will be for a nominal sum, or \$1 per property. OHA plans to utilize 4 percent low-income housing tax credits (LIHTC) and other financing opportunities to leverage these resources. An initial analysis indicates that use of LIHTC along with already designated MTW funds in conjunction with project-based vouchers, could raise all the capital needed for full rehabilitation and preservation of the properties. The Authority plans

As with most acquisition / rehab affordable projects in California, Harrison Tower was proposed to be structured as a 4% tax credit / tax-exempt bonds transaction as these sources are typically the most readily available and present the most expeditious path to closing. However, significant recent increases in the demand for tax-exempt bond financing for affordable housing have resulted in the CA Debt Limit Allocation Committee

(CDLAC) employing a new competitive allocation methodology starting in 2020. On December 21, 2020, CDLAC approved new regulations and scoring criteria to address the significant increase in demand for bonds and 4% credits and selectively allocate the resources. These changes have created uncertainty as to when a rehab project such as Harrison Tower would be able to secure an allocation of bonds and 4% tax credits.

Also in 2020, as engineering and architectural plans were being developed, the team gained a more detailed understanding of the implications of the seismic upgrades needed to bring the building to present day code for life safety.

Given the uncertainty of the timing of eventually securing an allocation bonds and 4% credits and the need to undertake the seismic upgrades, staff have begun to identify the implications to the timing and scope of the project and examined the feasibility of phasing the seismic work in two potential scenarios (detailed in the attached matrix).

Scenario 1 assumes the project is undertaken as a single phase with all seismic and residential rehab work completed at the same time. It also assumes an allocation of bonds and 4% credits as the primary sources of financing as originally anticipated. The out of pocket costs to OHA (the financing gap) is estimated to be approximately \$7.3M.

Scenario 2 would complete the work in two phases. The first phase would consist of a portion of the seismic work related to strengthening the building's soft stories. This phase would be funded with OHA or affiliate reserves, and would not require an allocation of tax-exempt bonds. The second phase in this scenario would include the remaining seismic scope including the foundation work and tower improvements as well as replacement of all building systems and rehabilitation of the unit interiors utilizing bonds and tax credit equity, once the project is able to secure an allocation. The out of pocket costs to OHA in this scenario are anticipated to be less than \$10.9M.

In each scenario, we evaluated the pros and cons and identified unknowns focused on the following critical factors.

- Timeframe – Schedule implications to the seismic work depending on whether bonds/credits are assumed.
- Funding and Cost – Out of pocket costs to OHA depending on whether bonds/credits are assumed; implications to HUD Section 18 approval and how the agency will regard phasing the work.
- CDLAC Competitiveness – Evaluating the environment, both the overall market as well as pending legislation, that may affect how Harrison Tower would fare; and discussion of changes we could make to improve our project's as well as OAHPI's competitive position.

- Relocation and Tenant Impacts – How tenants would be affected; how many times they may need to be moved.
- Staff Capacity (Resources and Internal Capabilities) – Staffing resources needed in each scenario; OHA internal readiness and challenges to executing the project

Attachments: Final Harrison Tower Rehab Scenarios Matrix
 Final Phasing Timeline – 2 Scenarios

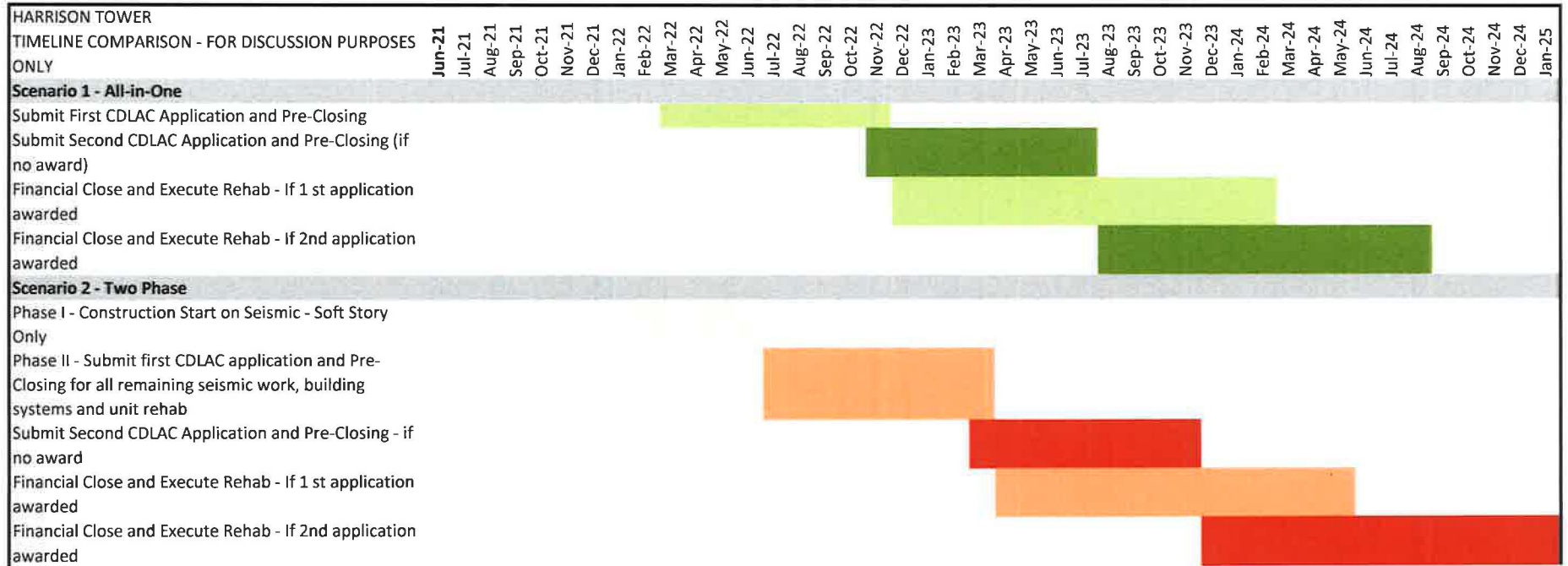
Harrison Tower
Rehabilitation / Financing Scenarios
3/1/21

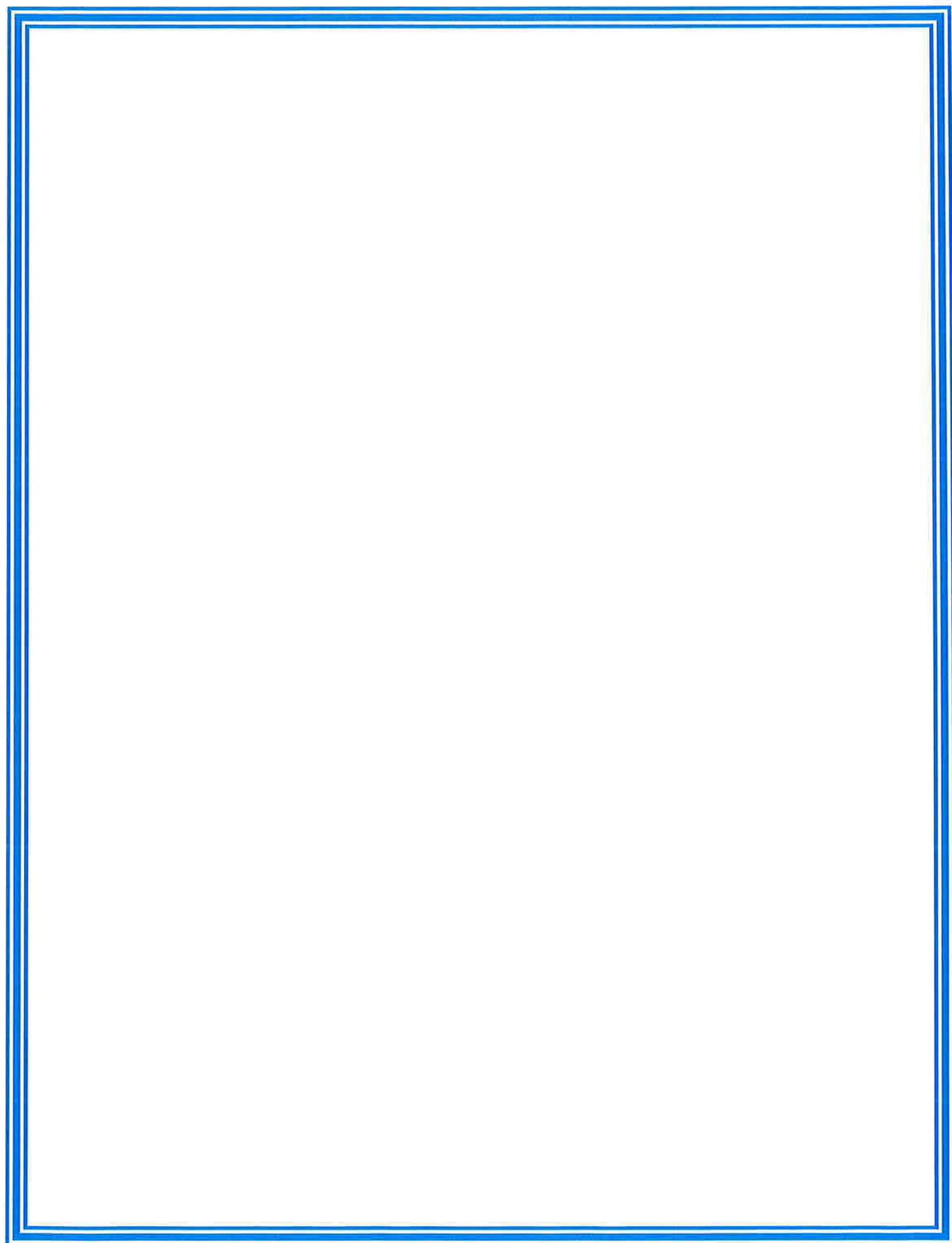
	Factor	Pros	Cons
Scenario 1: Single Phase Seismic, Building Systems, and Unit Rehab all Completed in One Phase	Timeframe (see Timeline Comparison)	<p>Shortest and most efficient path to completing 100% of the disposition and full rehab</p> <p>If given clear direction and allowed to proceed in earnest by June 1st, staff could be ready to submit 1st application (contingent on CDLAC schedule): April 2022</p> <p>If successful, projected date to close and start rehab: December 2022</p>	<p>Shortest path assumes award in first or second submission to CDLAC funding; may have to submit multiple applications to secure allocation.</p> <p>Delayed start for seismic work depending on when a CDLAC allocation is secured.</p>
	Funding & Cost	<p>Leverages greatest amount of outside financing from tax credit equity (\$28.9M)</p> <p>Total OHA out of pocket (gap) projected to be \$7.3M</p> <p>Consistent with original dialogue with HUD although will still need approval for a schedule extension</p>	None
	CDLAC Competitiveness	<p>“Preservation Pool” is much bigger than “Other Rehab” pool and in 2021, HT qualifies as a Preservation Project.</p> <p>Reviewing scores from Feb 2021 round, HT would have likely secured an allocation in Jan 2021 round but uncertain for future rounds.</p>	<p>May have to submit multiple applications to secure allocation; delayed start for seismic work.</p> <p>Challenges or Unknowns:</p> <ol style="list-style-type: none"> 1) How long will it take to secure an allocation? 2) What will it take to make our project and ourselves as

		Federal legislation to reduce 50% min bond test is gaining traction; may be on the horizon for 2021 or 2022; this will relieve some demand pressure, if it passes.	competitive as possible? - Joint venture with more experienced developer - Subdivide or master lease
	Relocation & Tenant Impacts	Single relocation of tenants. Provides full rehab of all units and building systems as a single project.	None
	Staff Capacity – Resources and Internal Capabilities	A single phase is the most efficient path to completion of full disposition and rehab. OHA will need to continue to invest in a series of capacity building efforts.	OHA will need to continue to invest in a series of capacity building efforts.
	Factor	Pros	Cons
Scenario 2: Two Phases Phase I – Partial Seismic Scope – Soft Story Work Only Phase II – Seismic Upgrades to Tower and Foundations; All Building Systems & Unit Rehab	Timeframe (see Timeline Comparison)	Undertake and complete some or all of the seismic work sooner. Staff could be ready to start seismic work (contingent upon permitting) as early as February 2022 if given clear direction and allowed to proceed with the work in earnest by June 1st . Work may go more quickly due to reduced scope.	Longer overall project duration by splitting into two phases; Phase I must be complete before Phase II can begin.
	Funding & Cost	None	Phase I undertaken with OHA/MTW funds only; no projection of costs at this time but expected to be less than \$10.9M (this figure was calculated for a now shelved

			<p>scenario that assumed the full seismic scope in Phase I and only residential rehab in Phase II). Still, this option will likely cost at least \$1M - \$2M more than Scenario 1.</p> <p>Phase II relies on an allocation of bonds and credits for primary financing.</p> <p>Delays Section 18 conversion to PBV rents; based on discussion with attorney HUD would delay disposition conversion until Phase II tax credit/bond construction closing.</p> <p>Challenges or Unknowns</p> <ol style="list-style-type: none"> 1) Define scope with A/E and contractor team and sort through complex implications of separating work 2) Ascertain and quantify seismic benefits of installing soft story improvements only 3) Examine potential impacts to the aged existing MEP system 4) Examine impacts to residents and whether some or all must be relocated 5) Further refine budget implications 6) Secure HUD approval to bifurcate scope and defer syndication
--	--	--	--

	CDLAC Competitiveness	Soft story seismic work not contingent on a bond allocation.	Tower retrofit, foundation, and all residential rehab are reliant on bonds/credits.
	Relocation & Tenant Impacts		<p>Some tenants may need to be relocated twice: For approximately 5 months for seismic work. 10 - 11 months for remaining seismic, building systems and unit rehab work.</p> <p>Challenges or Unknowns</p> <ul style="list-style-type: none"> • What would the levels of noise and vibration impacts upon residents? Up to what floor? • The potential that all residents should be relocated during any seismic work for safety reasons. <p>OHA employees at 1619 may be impacted twice with relocations as well as construction nuisance and temporary utility shut off's during system replacement in Phase II.</p>
	Staff Capacity – Resources and Internal Capabilities	OHA will need to continue to invest in a series of capacity building efforts.	<p>Greater burden on staff over much longer period of time to execute two phases.</p> <p>OHA will need to continue to invest in a series of capacity building efforts.</p>






Executive Office
Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director

Subject: Portfolio Performance

Date: March 11, 2021



Purpose: Staff will present information on the portfolio operations and performance data.

Funding: This action does not require funding

Attachments: OAHPI portfolio operations report and Performance Data report for the month ending January 2021

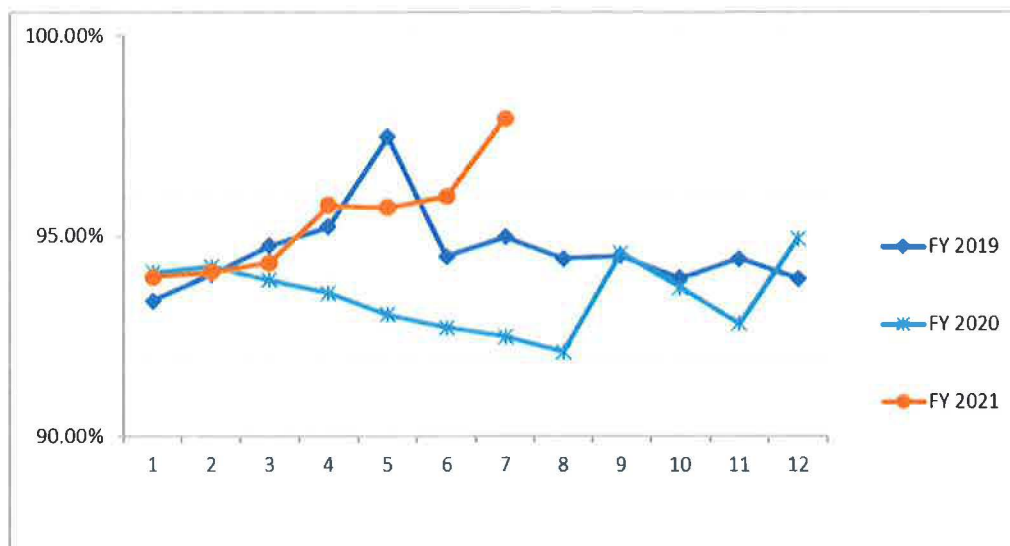


Oakland Affordable Housing Preservation Initiatives

Property Operations Report For the Month Ending January 2021

Occupancy Report

OAHPI Occupancy Rates - TOTAL PORTFOLIO 97.94%



OAHPI			
Month	FY 2019	FY 2020	FY 2021
July	93.39%	94.10%	93.97%
August	94.05%	94.25%	94.10%
September	94.77%	93.90%	94.34%
October	95.24%	93.59%	95.76%
November	97.48%	93.04%	95.71%
December	94.50%	92.73%	95.98%
January	94.98%	92.51%	97.94%
February	94.44%	92.11%	
March	94.51%	94.58%	
April	93.96%	93.72%	
May	94.44%	92.82%	
June	93.95%	94.95%	



Oakland Affordable Housing Preservation Initiatives

OAHPI Project Based Section 8 Units

Portfolio	Total Units	Non-dwelling Units/Exempt	Available Units	Occupied Units	Units in Turnover	Pre-Leased	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Deep East	278	39	239	230	6	0	3	95.45%	96.23%
East	258	29	229	224	4	0	1	94.62%	97.82%
Fruitvale	270	14	256	252	1	2	1	98.05%	98.44%
San Antonio	244	8	236	235	0	1	0	97.03%	99.58%
West	230	4	226	220	1	3	2	93.81%	97.35%
North	239	17	222	218	1	3	0	96.83%	98.20%
Total	1519	111	1408	1379	13	9	7	95.98%	97.94%

OAHPI – PACT Program

Portfolio	Total Units	Non-dwelling Units/Exempt	Available Units	Occupied Units	Units in Turnover	Pre-Leased	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
East	20	2	18	15	1	0	2	88.89%	88.33%

Leasing Report

Unit Availability Breakdown

Bedroom size	# of units to lease
2	1
3	4
4	2
5	0

*Applicants on the waiting list applied for 3 bedroom units. Approved bedroom sizes may change during the eligibility process

Rent Collection Report

OAHPI Project Based Section 8 Units TARs

Portfolio	Charged	Collected	Percent Unpaid	0-60 Days	61 and Over	Prepays	Total TARs
Deep East	\$517,181.00	\$480,548.40	7.08%	\$70,309.68	\$1,484,892.01	(\$74,447.25)	\$1,480,754.44
East	\$551,610.00	\$515,253.99	6.59%	\$76,139.41	\$1,186,621.74	(\$73,474.08)	\$1,189,287.07
Fruitvale	\$616,566.00	\$614,243.50	0.38%	\$74,279.29	\$695,582.14	(\$90,343.86)	\$679,517.57
San Antonio	\$536,378.71	\$514,752.58	4.03%	\$56,694.41	\$445,480.15	(\$104,963.37)	\$397,211.19
West	\$476,261.64	\$462,851.74	2.82%	\$66,563.80	\$550,820.51	(\$101,907.68)	\$515,476.63
North	\$532,608.68	\$502,772.00	5.60%	\$58,630.58	\$629,549.79	(\$151,837.54)	\$536,342.83



Oakland Affordable Housing Preservation Initiatives

Work Order Report

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	278	199	190	287
East	278	371	204	174	401
Fruitvale	270	260	179	176	263
San Antonio	244	249	163	155	257
West	230	251	184	164	271
North	239	337	169	208	298
Total	1,539	1,746	1,098	1,067	1,777

Legal Report

Legal Report – OAHPI Project Based Section 8 Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Feb-20	0	1	1	\$20,910.69
Mar-20	0	0	0	\$ -
Apr-20	0	0	0	\$ -
May-20	0	0	0	\$ -
Jun-20	0	0	0	\$ -
Jul-20	0	0	0	\$ -
Aug-20	0	0	0	\$ -
Sep-20	0	0	0	\$ -
Oct-20	1	0	1	\$ -
Nov-20	0	0	0	\$ -
Dec-20	1	1	2	\$57,571.00
Jan-21	0	0	0	\$ -

Resource Conservation Community Engagement and Outreach

OAHPI Project Based Section 8 Units

Portfolio	Site Assessments	Home Visit/Res.	Flyer Outreach	In-Person Site Meetings	Virtual Meetings
Deep East	56	0	0	0	0
East	62	0	0	0	0
Fruitvale	38	0	0	0	0
San Antonio	33	1	0	0	0
West	7	0	0	0	0
North	22	1	0	0	0



Oakland Affordable Housing Preservation Initiatives

Portfolio	Site Assessments	Home Visit/Res.	Flyer Outreach	In-Person Site Meetings	Virtual Meetings
Total	218	2	0	0	0