

## Commission Members

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

## Executive Director

Patricia Wells

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

## HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA REGULAR MEETING

**Monday, April 26, 2021 at 6:00 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/99244505134?pwd=MFB5bzduc0wwUm1aNmxnTnZUek1Ldz09>

**Meeting ID (access code):** 992 4450 5134      **Meeting Password:** 904890

Closed Caption – provided through the link

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

**Meeting ID (access code):** 992 4450 5134      **Meeting Password:** 904890#

**If you need special assistance to participate in the meetings of the Oakland Housing Authority Board of Commissioners, please contact (510) 874-1517 (TDD: 510-832-0633). Notification 48 hours prior to the meeting will enable the Oakland Housing Authority Board of Commissioners to make reasonable arrangements to ensure accessibility.**

**All public comment on action items will be taken at the public comment portion of the meeting. You may comment via zoom by “raising your hand” or by submitting an e-mail to [publiccomments@oakha.org](mailto:publiccomments@oakha.org) or leave a voicemail at: 510-874-1510 before 5:00PM**

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

**AGENDA**  
**Regular Meeting**  
**April 26, 2021**  
**6:00 pm**

I. Pledge of Allegiance

II. Roll Call

III. Approval of Minutes:

Approval of Minutes of the Regular Meeting of March 22, 2021.

IV. Recognition of people wishing to address the Commission

V. Old or Unfinished Business

VI. Modifications to the agenda

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

VII. New Business:

A. Authorization to execute a contract between The Housing Authority of the City of Oakland and Coda Technology Group to modernize the OHA Board of Commissioners conference room audio visual system and provide technical support services.

B. Consent Agenda:

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

1. Authorization to execute a three-year contract with two one-year option terms with Carahsoft Technology Corp. for Cyber Security Solutions from Arctic Wolf Networks, in an amount not to exceed \$370,000.
2. Authorization to Amend the Services Contract Between the Housing Authority of the City of Oakland and 22nd Century Technologies, Inc, to (i) ratify and approve an increase in the contract amount for the second option term from \$200,000 to \$331,000, and (ii) increase the contract amount for the third option term from \$200,000 to \$370,000

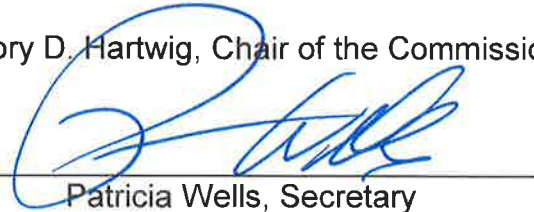
for as needed Information Technologies Consulting Services.

- VIII. Written Communications Departments' Monthly Report.
- IX. Executive Director's report regarding matters of special interest to the Commission occurring since the last meeting of the Commission.
- X. Reports of Commission Committees.
- XI. Announcements by Commissioners.
- XII. Adjournment.

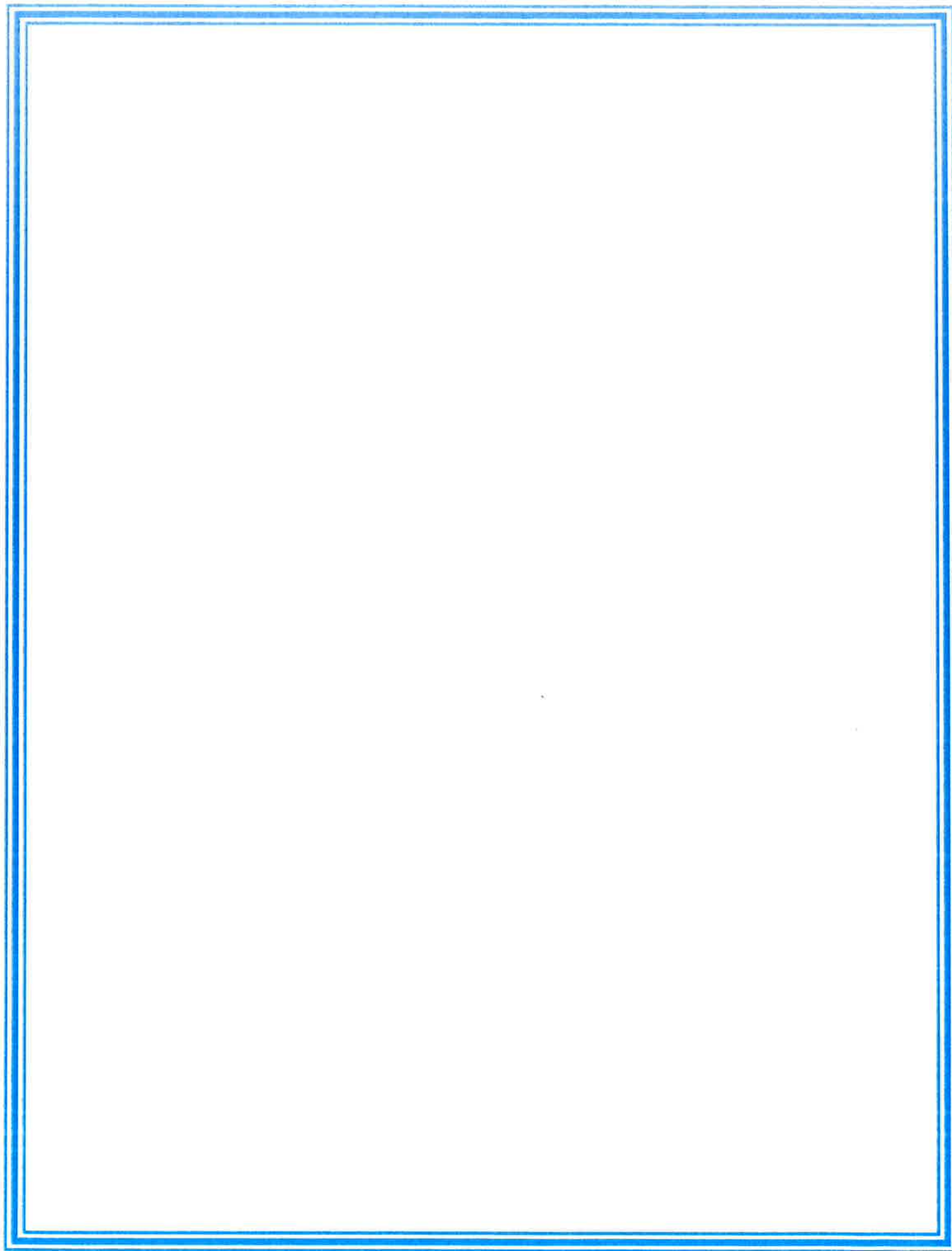
**THE HOUSING AUTHORITY OF THE CITY OF  
OAKLAND, CALIFORNIA**

Gregory D. Hartwig, Chair of the Commission

By



Patricia Wells, Secretary



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

**[Most meetings are recorded.  
A copy of the recorded meetings can be made available  
by contacting the Executive Office at 510-874-1517]**

**Monday, March 22, 2021  
Regular 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.*

The Oakland Housing Authority Board of Commissioners convened a Special Meeting at 1619 Harrison Street, Oakland, California in accordance with the March 17, 2020 Alameda County Shelter in Place Order which limited public gatherings and required social distancing. Attendees in the meeting room were limited to seven (7) persons. The meeting was held through the Zoom software platform online and via teleconference, providing access to the public and enabling submission of public comment by phone and/or by email.

Chair Gregory Hartwig presided and called the meeting to order at 6:00 p.m.

I. Pledge of Allegiance

II. Roll Call

Present 7 – Gregory Hartwig, Anne Griffith, Janny Castillo, Mark Tortorich,  
Bettye Lou Wright, Barbara Montgomery, Lynette Jung Lee – joined  
at 6:06 PM

III. Approval of Minutes

Approval of Minutes of the Regular Meeting of February 22, 2021.

A motion was made by Bettye Lou-Wright, seconded by Barbara Montgomery for the approval of the February 22, 2021 Regular Meeting. The motion carried by the following vote:

**Aye:** 6 – Hartwig, Griffith, Castillo, Lou-Wright, Montgomery, Tortorich

**Excused:** 1 – Jung-Lee

IV. Recognition of people wishing to address the Commission

Mr. Lenard Nordeman with Montgomery Samson addressed the Commission. Mr. Nordeman's virtual microphone was not functioning properly and the Commission was unable to hear the comments of Mr. Nordeman. Commissioner Castillo stated that due to technology difficulties, she suggested that Mr. Nordeman address the Commission at the next board meeting to ensure the Commission can hear him clearly. Legal Counsel, Jennifer Bell stated that as the speaker submitted something in writing, Ms. Bell stated that staff should check-in with Mr. Nordeman to verify that it was sufficient information and determine if Mr. Nordeman should come back to the next meeting. Chair. Hartwig stated that the public is always welcomed back to speak to the Commission at any board meeting.

V. Old or Unfinished Business

None

VI. Modifications to the Agenda

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

There were no modifications to the agenda.

VII. New Business

- A. Authorization of the Executive Director to execute a Memorandum of Understanding with Alameda County Health Care Services Agency, and other entities as necessary, to administer the Building Bridges.

Special Assistant to the Executive Director/Director of PIC, Dominica Henderson provided details

Approval of the Authority's participation in a Memorandum of Understanding with Alameda County Health Care Services Agency to participate in a randomized control trial on short and medium term outcomes for homeless families. The Housing Authority has the available housing resources to assist homeless families with children. The county has a list of approximately 200-500 families that are on the coordinated entry list with a need for stable affordable housing. Alameda County will provide referrals to the Leased Housing Department and OAPHI will conduct property management services.

A motion was made by Anne Griffith, seconded by Bettye Lou-Wright for the approval of item. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

- B. Authorization to submit the FY 2022 Making Transitions Work Annual Plan and Certifications of Compliance to the US Department of Housing and Urban Development.

The public commented period began on February 28, 2021 and remained open until March 10, 2021. Two modifications were recommended to the MTW Annual Plan during the comment period including an amendment to the single fund flexibility: inclusion of a one-time payment of \$200 for property owners and residents as an incentive to enroll in the online portal system; and, the addition of program flexibility to include clinical co-responders during Police Department response to implement harm reduction supportive services alternatives. The action item also approved the submission of the required HUD forms at the conclusion of the public comment period.

A motion was made by Anne Griffith, seconded by Barbara Montgomery for the approval of the item. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

- C. Authorization of the Executive Director to purchase ten (10) electric golf cart vehicles from Turf & Industrial Equipment utilizing OMNIA Partners cooperative agreement with Club Car, LLC in an amount not to exceed \$200,000.

This item requests to replace electric fleet vehicles for Lockwood Gardens and Peralta Village public housing properties in an effort to support OHA's "green" initiatives. A cooperative agreement will be used for pricing and purchase with funds included in the CARES Act budget for the Agency.

A motion was made by Lynette Jung-Lee, seconded by Bettye Lou-Wright for the approval of the item. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

- D. Authorization for the Executive Director to amend the contract with Helen Dunlap Consulting for Real Estate Development Consulting Services to add \$150,000 in hourly consulting services, which will increase the total contract amount to \$350,000.

A resolution was previously passed to procure real estate development and strategic planning consulting services to support ongoing real estate projects. This amendment to the contract will provide an additional 9 months of consulting services to support notable projects such as Mandela Station, Lion Creek Crossing and Harrison Towers. The additional scope will focus on project underwriting as well as coaching and skill-building for the development team and key members who assist with development projects.

A motion was made by Mark Tortorich, seconded by Barbara Montgomery for the approval of the item. The motion carried by the following vote:



**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

- E. Authorization of the Executive Director to execute a legal services contract for up to \$150,000 with BC Davenport.

The legal contact will assist with the Mandela Gateway project which is nearing the end of its tax credit compliance period.

A motion was made by Anne Griffith seconded by Lynette Jung-Lee for the approval of the item. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

- F. Creation of an Ad Hoc Committee of the Board of Commissioners.

Chair Hartwig stated that it is important to establish an additional Ad Hoc Committee that is short-term and related to the financing of Harrison Towers. It was recommended that Commissioners Tortorich, Jung-Lee, and Hartwig be appointed to the Ad Hoc committee.

A motion was made by Barbara Montgomery seconded by Anne Griffith for the approval of the item. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

- G. Consent Agenda:

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

1. Authorization for the Executive Director to execute a contract amendment with A-1 Protective Services Inc., to increase the contract to an amount not to exceed \$320,000 for the duration of the first Option term and \$320,000 per year for each additional Option term, if exercised.
2. Authorization for the Executive Director to continue Services with Nova Commercial Co., Inc. for Janitorial Services for One Year during the COVID-19 Pandemic.
3. Authorization for the Executive Director to continue Services with Nova Commercial Co., Inc. and Able Building Maintenance, Inc. for Day Porter Services for One Year during the COVID-19 Pandemic.

A motion was made by Lynette Jung-Lee seconded by Bettye Lou-Wright for the approval of the item. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

VIII. Written Communications.

Executive Director Wells provided a brief summary on of the Departmental Monthly Report for the month of February 2021.

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

Executive Director noted the following:

- COVID Tracking Dashboard
- Letter to the CDC, HUD, and The White House to prioritize vaccinations for residents and staff.
- Statement of Emergency Rental Assistance
- Bring CA Home Coalition
- OHAPD Camera Purchase
- 2021 NAHRO Agenda
- OHA Vaccination Update for Residents and Staff

X. Reports of Commission Committees

Commissioner Castillo stated that the Special Needs Committee met; however, the Committee did not get a chance to review goals. The Committee will meet again and will report back at the next meeting.

Chair Hartwig provided a summary of the Development Committee that met stating that the purpose is to update the Development policy and produce a development strategy for the Agency. The Committee completed review of the inventory of projects in the pipeline, and these projects will be the launching pad to build the multi-year strategy.

XI. Announcements by Commissioners

There were no announcements by Commissioners.

XII. Adjournment to Closed Session

A motion was made by Lynette Jung-Lee seconded by Barbara Montgomery for the approval of the item. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

The meeting adjourned at 7:17pm.

XIII. Closed Session

A motion was made by Mark Tortorich, seconded by Lynette Jung-Lee for adjournment of closed session and back to public session. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich  
Closed Session adjourned at 8:15pm

XIV. Adjournment of public session

A motion was made by Mark Tortorich, seconded by Lynette Jung-Lee for adjournment of closed session and back to public session. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich  
Public Session adjourned at 8:25pm

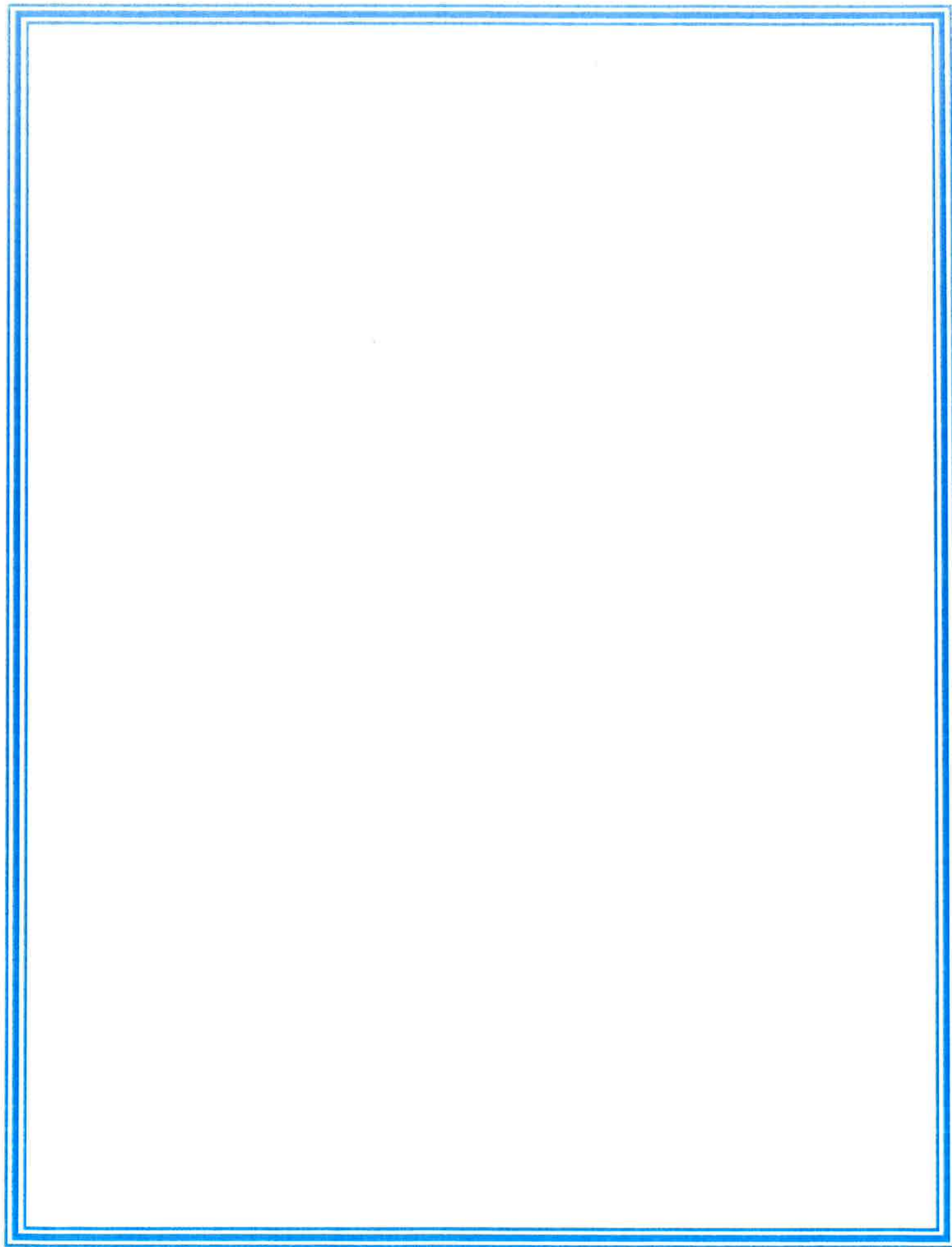
**THE HOUSING AUTHORITY OF THE CITY OF  
OAKLAND, CALIFORNIA**

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Gregory D. Hartwig, Chair of the Commission

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Patricia Wells, Secretary/Executive Director



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

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To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Authorization to execute a contract between The Housing Authority of the City of Oakland and Coda Technology Group to modernize the OHA Board of Commissioners conference room audiovisual system and provide technical support services.

Date: April 22, 2021

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Purpose: To authorize the execution of a three-year contract with two one-year option terms between The Housing Authority of the City of Oakland and Coda Technology Group for the modernization of the audio visual system for the Board of Commissioner's conference room at 1619 Harrison Street and the provision of technical support services for the system.

Funding: Funding for this item is available as follows:  
\$391,000 in CARES Act funding as indicated in budget line item 5510-00-0000, Capital Outlay  
\$29,000 in subsequent IT Department budget line item 4190-10-000, Computer Licenses & Maintenance Contracts

**Background**

On March 5, 2020, the State of California issued a State of Emergency due to the Novel Coronavirus outbreak. The World Health Organization (WHO) on March 11, 2020, declared the Novel Coronavirus outbreak a pandemic. On March 12, 2020, the City of Oakland reinstated a state of emergency. Due to less than 15% availability in hospital Intensive Care Units (ICU), the State of California reissued the Regional Stay at Home Order as of December 5, 2020, and Alameda County reinstated its Shelter-in-Place requirement as of December 7, 2020.

With continued stay-at-home orders and/or tiered requirements for reopening of Alameda County, offices are encouraged to work remotely and to limit the amount of people inside buildings.

The audiovisual system for the Housing Authority of the City of Oakland ("Authority") Board of Commissioners conference room is outdated and unable to support the needs of the Authority to manage and stream live virtual Board meetings using Zoom Meetings and the Granicus Encoding Appliance.

The Authority issued IFB #20-035 in an effort to obtain a vendor that can provide audiovisual renovation services to the Authority and its Affiliates. IFB #21-005 was issued in accordance with the Authority's procurement policy on February 9, 2021.

The IFB was publicly posted on the Authority's website as well as on the Housing Agency Marketplace and Info-Lane sites. Notification of issuance of the IFB #21-005 was also published in the East Bay Times On February 12, and February 19, 2021 and in the Tri Valley Herald on February 15, and February 22, 2021. Five (5) companies submitted bids by the deadline of 10:00 a.m. Wednesday, March 17, 2021.

The Contracts, Compliance and General Services division reviewed all of the bids and determined that Coda Technology Group, Inc. (Coda) was the lowest responsive and responsible bidder capable of renovating the audiovisual technology in the Authority's Board of Commissioners conference room with a bid of \$354,869.94, which was 9% below the in-house cost estimate.

The cost for the first year of technical support service is included in the \$354,869.94 costs. An additional 4 years of technical support at a total cost of \$29,000 is included in the proposed contract.

An additional 10% contingency is included for unexpected occurrences during construction.

The maximum contract amount is \$420,000 over the life of the contract.

The renovation of the Board of Commissioners conference room is expected to be completed by the end of September 2021.

Staff engaged with the residential rehab architect, Mimi Sullivan of Saida + Sullivan Partners and the audiovisual consultant, Ian Hunter of Shalleck Collaboratives, Inc. to perform an assessment of the Boardroom audiovisual renovation, and have determined that the renovation of the Boardroom will not be impacted by proposed renovations to the 1621 Harrison Street residential building.

### **Recommendation**

It is recommended that the Board of Commissioners adopt the attached resolution to authorize the Executive Director to execute a three-year contract with two one-year option terms for a maximum amount of \$420,000 over the life of the contract with Coda Technology Group to renovate the audio visual system in the Board of Commissioners conference room at 1619 Harrison Street, Oakland and provide technical support services up to 5 years.

Attachments: CCGS Memorandum  
Resolution



**CONTRACT COMPLIANCE & GENERAL SERVICES**

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

**INTEROFFICE MEMORANDUM**

**To:** Patricia Wells, Executive Director

**Through:** Kris Warren, Interim Chief Operating Officer <sup>DS</sup> LW  
Duane Hopkins, Chief Officer of Program and Finance Administration <sup>DS</sup> DH  
James Shinagawa, Director of Information Technology <sup>DS</sup> JS  
Daniel Mermelstein, CCGS Manager <sup>DS</sup> DM

**From:** Jeanne Smith, Contract Specialist, CCGS <sup>DS</sup> JS

**Subject:** CCGS Review Memo for IFB #21-005 Boardroom Audio Visual Renovation

**Date:** March 22, 2021

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This memo is to advise you that an Invitation for Bids (IFB) for Boardroom Audio Visual Renovation was issued on February 9, 2021. After a review of all the proposals received on March 17, 2021, CCGS has determined that Coda Technology Group, Inc. was the lowest responsible and responsive bidder capable of providing Audio Visual Renovation to the Oakland Housing Authority's Boardroom.

**Background**

The Authority issued IFB #20-035 in an effort to obtain a vendor that can provide Audio Visual Renovation Services to the Authority and its Affiliates. IFB #21-005 was issued in accordance with the Oakland Housing Authority's Procurement Policy on February 9, 2021. The IFB was publicly posted on the Oakland Housing Authority's website as well as on the Housing Agency Marketplace and InfoLane sites. Notification of issuance of the IFB #21-005 was also published in the East Bay Times On February 12, and February 19, 2021 and in the Tri Valley Herald on February 15, and February 22, 2021. Five (5) companies submitted bids by the deadline of 10:00 a.m. Wednesday, March 17, 2021.

**Evaluation**

CCGS reviewed all of the bids and determined that Coda Technology Group, Inc. was the lowest responsive and responsible bidder capable of renovating the audio visuals in the OHA Boardroom. The table on the next page lists the bids received:

<b>Bidder</b> (Bids below in order of rank)	<b>ICE</b>	<b>Bid Grand Total</b>	<b>Differential between ICE and bid</b>	<b>Differential between lowest bidder</b>
Coda Technology	\$390,000.00	\$354,869.94	-9.01%	0.00%
Avidex Industries	\$390,000.00	\$438,951.09	12.55%	-19.16%
PCD	\$390,000.00	\$488,388.00	25.23%	-10.12%
W. Bradley Electric	\$390,000.00	\$491,910.00	26.13%	-0.72%
EIDIM Group	\$390,000.00	\$498,820.38	27.90%	-1.39%

**Recommendation**

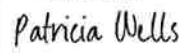
Coda Technology Group, Inc. was determined to be the lowest responsive and responsible bidder and CCGS recommends that the Authority award a contract to Coda Technology Group. They come highly recommended from our Audio Visual Consultant, Ian Hunter.

**Debarment:** Coda Technology Group, 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:  
  
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4/14/2021

Patricia Wells  
 Executive Director

Date

**Not Approved:**

Patricia Wells  
 Executive Director

Date



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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO IMPLEMENT A THREE-  
YEAR CONTRACT WITH TWO ONE-YEAR OPTION TERMS FOR A NOT-TO-  
EXCEED AMOUNT OF \$420,000 WITH CODA TECHNOLOGY GROUP TO  
RENOVATE THE AUDIO VISUAL TECHNOLOGY IN THE OHA BOARDROOM.**

WHEREAS, on March 5, 2020, the State of California issued a State of Emergency due to the Novel Coronavirus outbreak. The World Health Organization (WHO) on March 11, 2020 declared the Novel Coronavirus outbreak a pandemic. On March 12, 2020, the City of Oakland reinstated a state of emergency. Due to less than 15% availability in hospital Intensive Care Units (ICU), the State of California reissued the Regional Stay-at-Home order as of December 5, 2020 and Alameda County reinstated its Shelter-in-Place requirement as of December 7, 2020; and

WHEREAS, with continued Stay-at-Home orders and/or tiered requirements for reopening of Alameda County, offices are encouraged to work remotely and to limit the amount of people inside buildings; and

WHEREAS, The Oakland Housing Authority (OHA) has a need to update the audio visual capabilities in the OHA Boardroom, so that OHA can allow for virtual Board meetings and give access to the meetings through Zoom and Granicus Encoding Appliance; and

WHEREAS, The Authority issued IFB #20-035 in accordance with the Authority's Procurement Policy on February 9, 2021, in an effort to obtain a vendor that can provide audio visual renovation services to the Authority and its Affiliates; and

WHEREAS, Five (5) companies submitted bids by the deadline of 10:00 a.m. Wednesday, March 17, 2021; and

WHEREAS, CCGS reviewed all of the bids and determined that Coda Technology Group, Inc. was the lowest responsive and responsible bidder capable of renovating the audio visual technology in the OHA Boardroom with a bid of \$354,869.94 which was 9% below the in-house cost estimate; and

WHEREAS, Coda Technology included in their bid \$6,304.20 for the first year service agreement. An additional \$29,000, including a 5% increase per year, is needed for service agreements for the remaining 4 years of the contract; and

WHEREAS, A 10% contingency is included in case of any unexpected occurrences during construction; and,

WHEREAS, HUD CARES Act Funding will fund the renovation project, and the annual computer licenses and maintenance contracts will be requested in each year's annual budget requests covered by the contract.

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

THAT, the Board of Commissioners authorizes the Executive Director to implement a three-year contract with two one-year option terms for a not-to-exceed amount of \$420,000 with Coda Technology Group to renovate the audiovisual technology in the OHA boardroom and provide annual technical assistance and maintenance support services; and

THAT, the Executive Director is authorized to take all steps necessary and appropriate that is consistent with the Authority's Purchasing Policy and Procedures Manual 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 the Housing Authority  
of the City of Oakland, California on April 26, 2021.*

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Patricia Wells, Secretary / Executive Director

**ADOPTED:**


**RESOLUTION NO.**

# **CONSENT AGENDA ITEMS**

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

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To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Authorization for the Executive Director to execute a three-year contract with two one-year option terms with Carahsoft Technology Corp. for Cyber Security Solutions from Arctic Wolf Networks, in an amount not to exceed \$370,000.

Date: April 20, 2021

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Purpose: This action will authorize the Executive Director to implement a three-year contract with two one-year option terms with Carahsoft Technology Corporation for cyber security solutions from Arctic Wolf Networks, Inc.

Funding: Authorizing an initial three-year contract for \$212,452.95 with two one-year option terms at an increase of 5% year over year for a total amount not-to-exceed \$370,000 over the life of the contract.

**Background**

The Oakland Housing Authority (Authority) has a continuing need for a Cyber Security Solution. The contract Carahsoft Technology Corp. with the State of Utah through NASPO, offers cyber security and cloud solutions, which include the Arctic Wolf Networks, Inc.

According to HUD 2 CFR 200, "All procurement transactions will be conducted in a manner providing full and open competition". In order to ensure competition, the State of Utah posted RFP#CH16012 on December 21, 2015 to establish a National Cooperative Contract for Cloud Solutions. Notice of the solicitation was posted on the NASPO Value Point website and the State of Utah procurement website for approximately twelve (12) weeks from December 21, 2015 until March 10, 2016 allowing fifty-eight (58) companies to respond.

Six (6) proposals were rejected and determined to be non-responsive for failing to conform to the mandatory minimum requirements of Solicitation #CH16012. Fifty-two (52) proposals were submitted to the evaluation committee for technical scoring. The evaluation committee determined that thirty-eight (38) proposals received technical scores that met or exceeded the minimum technical point requirements outlined in the RFP.

After all evaluations were completed, thirty-eight (38) companies including Carahsoft

Technology Corp. were awarded contracts. The contract is for the term beginning October 14, 2016 and ending on November 15, 2026. Per procurement rules of the United States Department of Housing and Urban Development, the Authority will only be allowed to utilize the Carahsoft contract for a maximum of five (5) years.

Relying on this cooperative agreement will relieve the Authority from the resource consuming process of developing specifications and issuing a solicitation for a cyber-security solution.

### **Recommendation**

It is recommended that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to execute a three-year contract with two one-year option terms with Carahsoft Technology Corporation for Cyber Security Solutions from Arctic Wolf Networks, Inc. with an amount not to exceed Three Hundred and Seventy Thousand Dollars (\$370,000) over the life of the contract.

Attachments:        CCGS 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:** Duane Hopkins, Chief Officer of Program and Finance Administration DS  
 James Shinagawa, Director of Information Technology DS  
 Daniel Mermelstein, Manager of CCGS DM DS

**From:** Jeanne Smith, Contract Specialist, CCGS DS

**Subject:** Request to utilize Carahsoft's contract with the State of Utah through NASPO as a Piggyback for Arctic Wolf Networks, Inc.'s Cyber Security Solution as well as other Cloud Solutions

**Date:** April 6, 2021

This memo is to request permission to utilize the Carahsoft Technology Corporation's Contract with the State of Utah through NASPO Value Point (NASPO) for Cloud Solutions including Arctic Wolf Network's Cyber Security Solution.

#### **Background**

The Oakland Housing Authority (OHA) has a continuing need for a Cyber Security Solution. The contract Carahsoft Technology Corp. has with the State of Utah through NASPO offers Cloud Solutions, which includes the cyber security solution needed by OHA.

According to 2 CFR 200, "All procurement transactions will be conducted in a manner providing full and open competition". In order to ensure competition, the State of Utah posted RFP # CH16012 on December 21, 2015 to establish a National Cooperative Contract for Cloud Solutions. Notice of the solicitation was posted on the NASPO Value Point website and the State of Utah Procurement website for approximately twelve (12) weeks from December 21, 2015 until March 10, 2016 allowing fifty-one (58) companies to respond.

Six proposals were rejected and determined to be non-responsive for failing to conform to the mandatory minimum requirements of Solicitation #CH16012. Fifty-two (52) proposals were submitted to the evaluation committee for technical scoring. The evaluation committee determined that thirty-eight (38) proposals received technical scores that met or exceeded the minimum technical point requirements outlined in the RFP. The companies whose proposals met the minimum point threshold included:

- AT&T
- ATOS Inc
- Carahsoft
- CDW Govt.
- Century Link
- CGI
- Cisco Sys
- CSRA
- Day 1 Solutions
- DLT Solutions
- Emergent
- Environmental Sys. Research (ESRI)
- IBM
- Info Reliance
- Insight Public Sector
- Logicworks
- Oracle America
- SHI
- Smartronix
- Strategic Communication
- TCC Software Solutions
- Unisys
- Vmware Inc
- Cherry Road
- A&T Systems
- EMC Corp.
- IMMX Group
- NTT Data Inc
- Verizon
- Teradata
- Collab9 Inc
- Contact Solutions
- Broadvoice
- FireEye
- GuideSoft
- Quest
- Retarus
- Workday

After all evaluations were completed, thirty-eight (38) companies including Carahsoft Technology Corp. were awarded contracts. The contract is for the term beginning October 14, 2016 and ending on November 15, 2026. Per HUD Procurement Rules, OHA will only be allowed to utilize the Carahsoft contract for a maximum of five (5) years.

### **Conclusion**

Carahsoft Technology Corporation has a current and valid contract with the State of Utah through NASPO Value Point, which covers the services and products needed by OHA for continuing the Arctic Wolf Networks cyber security solution as well as other cloud solutions that OHA may need.

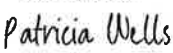
The Request for Proposals issued by the State of Utah was competitively solicited and meets 2 CFR Part 200. The contract with Carahsoft Technology Corp. is current, allowing the Oakland Housing Authority to utilize this agreement.

### **Recommendation**

CCGS recommends that OHA utilize the Cooperative Agreement Carahsoft Technology Corporation has with the State of Utah through NASPO ValuePoint. The use of this Cooperative Agreement will greatly simplify and expedite the procurement process. OHA utilizing this cooperative agreement will relieve the Authority from developing specifications and issuing a solicitation for a cyber-security solution that is already in place, but just needs to be renewed.

Approved:

Not Approved:

DocuSigned by:  
  
 722CF180EE194A1

4/12/2021

Patricia Wells  
 Executive Director

Date

Patricia Wells  
 Executive Director

Date

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO IMPLEMENT A THREE-YEAR CONTRACT WITH TWO ONE-YEAR OPTION TERMS WITH CARAHSOFT TECHNOLOGY CORPORATION FOR CYBER SECURITY SOLUTIONS FROM ARCTIC WOLF NETWORKS, INC. FOR \$212,452.95 FOR THE INITIAL THREE-YEAR TERM AND AN INCREASE OF 5% YEAR OVER YEAR FOR THE TWO ONE-YEAR OPTION TERMS FOR AN AMOUNT NOT-TO-EXCEED \$370,000.**

WHEREAS, The Oakland Housing Authority (Authority) has a continuing need for a Cyber Security Solution; and

WHEREAS, The contract Carahsoft Technology Corp. has with the State of Utah through NASPO offered Cloud Solutions, which includes the Arctic Wolf Networks, Inc. cyber security solution needed by the Authority; and

WHEREAS, According to HUD 2 CFR 200, "All procurement transactions will be conducted in a manner providing full and open competition" and in order to ensure competition, the State of Utah posted RFP#CH16012 on December 21, 2015 to establish a National Cooperative Contract for Cloud Solutions; and

WHEREAS, Notice of the solicitation was posted on the NASPO Value Point website and the State of Utah procurement website for approximately twelve (12) weeks from December 21, 2015 until March 10, 2016 allowing fifty-eight (58) companies to respond; and

WHEREAS, Fifty-two (52) proposals were submitted to the evaluation committee for technical scoring. The evaluation committee determined that thirty-eight (38) proposals received technical scores that met or exceeded the minimum technical point requirements outlined in the RFP; and



WHEREAS, after all evaluations were completed, thirty-eight (38) companies including Carahsoft Technology Corp. were awarded contracts; and

WHEREAS, the contract is for the term beginning October 14, 2016 and ending on November 15, 2026 and per HUD Procurement Rules, Authority will only be allowed to utilize the Carahsoft contract for a maximum of five (5) years ; and

WHEREAS, relying on this cooperative agreement will relieve the Authority from the resource consuming process of developing specifications and issuing a solicitation for a cyber-security solution.

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

THAT, the Board of Commissioners authorizes the Executive Director to implement a three-year contract with two one-year option terms with Carahsoft Technology Corporation for cyber security solutions from Arctic Wolf Networks, Inc. for \$212,452.95 total for the initial three-year contract with two one-year option terms at an increase of 5% year over year for a total amount not-to-exceed \$370,000 over the life of the contract; and

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

*I certify that the foregoing resolution is a full, true and correct  
copy of a resolution passed by the Board of Directors of the Housing Authority  
of the City of Oakland, California on April 26, 2021.*

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*Patricia Wells Secretary / Executive Director*

**ADOPTED:**


**RESOLUTION NO.**



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

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To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Authorization to Amend the Services Contract Between the Housing Authority of the City of Oakland and 22nd Century Technologies, Inc, to (i) ratify and approve an increase in the contract amount for the second option term from \$200,000 to \$331,000, and (ii) increase the contract amount for the third option term from \$200,000 to \$370,000 for as needed Information Technologies Consulting Services

Date: April 26, 2021

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Purpose: To (i) ratify and approve an increase in the contract amount for the second option term for the period January 16, 2020 through January 15, 2021 from \$200,000 to \$331,000 (increase of \$131,000), and (ii) increase the contract amount for the third option term for the period January 16, 2021 through January 15, 2022, from \$200,000 to \$370,000 (increase of \$170,000), for as needed Information Technology Consulting Services.

Funding: Funding for these items is available as follows:

Second Option Term

\$200,000 in the FY 2021 IT Department Budget line item #4182-00-000, Consultants

\$131,000 in the CARES Act Budget line item #4182-00-000, Consultants

Third Option Term

\$200,000 in the proposed FY 2022 IT Department Budget line item #4182-00-000, Consultants

\$170,000 in the CARES Act Budget line item #4182-00-000, Consultants

**Background**

The Housing Authority of the City of Oakland ("Authority") was in need of network and application consulting services to support the IT Department in addressing network and application issues outside of their expertise.

On October 5, 2017, the Authority issued Request for Proposals (RFP) #17-022 in an effort to obtain a vendor that could provide application and network consulting services to the Authority, including the IT Department, and the Authority's affiliates. RFP #17-022 was issued in accordance with the Authority's Procurement Policy. A total of 126

computer software, computer services, consulting services, and temporary staffing companies were solicited. The RFP was advertised in The Oakland Tribune and in The Valley Times on October 13, 2017 October 20, 2017. The solicitation was also publicly posted on the Authority/s website.

The evaluation committee recommended 22<sup>nd</sup> Century Technologies, Inc., a New Jersey corporation, to be placed in the pre-qualified list to provide application and network support to the Authority. 22<sup>nd</sup> Century Technologies had the expertise, special skills, and experience to perform the required systems and network support.

Pursuant to Board Resolution No. 4779 adopted on December 4, 2017, the Authority and 22<sup>nd</sup> Century Technologies, Inc., entered into that certain Services Contract (Contract # C-180001-P17022KL-SER) dated January 16, 2018, as amended by that certain Amendment No. 1 to Contract with 22<sup>nd</sup> Century Technologies, Inc., dated December 12, 2018, and that certain Amendment No. 2 to Contract with 22<sup>nd</sup> Century Technologies, Inc., dated December 27, 2020 (collectively, the "Services Contract"). The maximum amount payable for the initial term and during any one (1) year option period was \$150,000, with a maximum contract amount over the duration of the contract not to exceed a total of \$750,000.

The Services Contract had a one (1) year term commencing on January 16, 2018 and terminating on January 15, 2019, with four (4) options to extend the term as follows: Option 1 (January 16, 2019 to January 15, 2020), Option 2 (January 16, 2020 to January 15, 2021), Option 3 (January 16, 2021 January 15, 2022), and Option 4 (January 16, 2022 to January 15, 2023). The Authority has exercised Options 1 through 3.

In accordance with Board Resolution 4843 adopted December 10, 2018, the parties executed Amendment No. 1 to the Services Agreement which increased the maximum contract amount for the initial one-year term from \$150,000 to \$250,000, and increased the maximum contract amount for each subsequent one-year option term from \$150,000 to \$200,000, if exercised.

In accordance with Board Resolution 4892 adopted on October 28, 2019, the parties executed Amendment No. 2 to the Services Agreement which increased the maximum contract amount for Option 1 from \$200,000 to \$290,000.

The annual contract rate for Options 2 and 3 respectively is the not-to-exceed amount of \$200,000 per year.

In response to California Governor Newsom Executive Order-N33-20 issued on March 19, 2020 related to the COVID-19 Pandemic Order, the California Regional Stay at Home Order and the associated Supplemental Order issued on December 21, 2020, the Authority's IT department has been working on multiple projects to help the Authority sustain its business during the pandemic. In order to meet the technological requirements within a short timeframe, the Authority has engaged 22<sup>nd</sup> Century

Technologies, Inc., in an increased capacity to implement and support many of the Authority projects.

Projects include:

- Reconfiguring network switches, routers and firewalls to support additional remote traffic
- Implementing remote network security monitoring services
- Setting up terminal servers for remote access
- Troubleshooting VoIP telephone system performance issues
- Replacing security surveillance cameras
- Revamping surveillance camera servers and storage systems
- Supporting surveillance video wall project for PD dispatch

As a result of the Authority's unanticipated IT needs related to the pandemic and to ensure the Authority provided safe and uninterrupted services, during Option 2 the Authority utilized services from 22<sup>nd</sup> Century Technologies, Inc., in excess of the annual contract amount of \$200,000 by \$131,000, for a total of \$331,000. Staff recommends the Board ratify and approve the necessary additional expenditures in the total amount of \$131,000, and authorize the Authority to amend the Services Contract to reflect the increase in the contract amount for Option 2 from \$200,000 to \$331,000.

Based on the trend of increased IT needs due to the current environment, expenditures for Option 3 of the Services Contract are anticipated to increase from \$200,000 to \$370,000 (increase of \$170,000). Staff recommends the Board approve an increase in the contract amount for Option 3 from \$200,000 to \$370,000.

Table 1 lists the changes explained above.

Contract Term	Original Contract as Amended	Approved Resolutions	Current 4/2021 Proposed Increase (CARES Act Funds)	Proposed Contract Amounts as of 4/2021
Year 1	\$250,000	4779, 4843		\$250,000
Option 1	\$290,000	4779, 4892		\$290,000
Option 2	\$200,000	4779	\$131,000	\$331,000
Option 3	\$200,000	4779	\$170,000	\$370,000
Option 4	\$200,000	4779		\$200,000
TOTAL	\$1,140,000		\$301,000	\$1,441,000

Table 1.

### **Recommendation**

It is recommended that the Board of Commissioners adopt the attached resolution to (i) ratify, authorize and approve the increase in the maximum contract amount for Option 2

from \$200,000 to \$331,000 (increase of \$131,000), (ii) authorize and approve an increase in the maximum contract amount for Option 3 from \$200,000 to \$370,000 (increase of \$170,000), and (iii) authorize the Executive Director to amend the Services Agreement to reflect such increased contract amounts.

Attachments:       Resolution 4779, 4843, 4892  
                          Resolution

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

On Motion of Commissioner: Anne Griffith

Seconded by Commissioner: Donna Griggs-Murphy

And approved by the following vote:

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

NAYS: 0

ABSTAIN: 0

EXCUSED: Lynette Jung-Lee

ABSENT: 0

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER: 4779**

**AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A ONE-YEAR CONTRACT  
WITH FOUR ADDITIONAL ONE-YEAR OPTION TERMS WITH 22<sup>ND</sup> CENTURY  
TECHNOLOGIES INC. FOR AS-NEEDED INFORMATION TECHNOLOGY  
CONSULTING SERVICES, IN AN AMOUNT NOT TO EXCEED \$150,000 FOR THE  
INITIAL ONE-YEAR TERM, AND \$150,000 FOR EACH SUBSEQUENT ONE-YEAR  
OPTION TERM, IF EXERCISED.**

WHEREAS, the Authority requires as-needed Information Technology Consulting Services to ensure that the IT Department has the professional resources to support all OHA information technology equipment, applications, and network systems to assure up to date quality, effective, and efficient information technology services; and,

WHEREAS, the Oakland Housing Authority ("Authority") issued a Request for Proposals RFP #17-022 on October 5, 2017 for application and network consultants to support the Information Technology (IT) Department with application and network issues outside of the Authority's IT staff expertise; and

WHEREAS, a total of 126 computer software, computer services, consulting services, and temporary staffing companies were solicited and the Request for Proposals was published in the Oakland Tribune and The Valley Times on October 13, and 20, 2017; and

WHEREAS, the solicitation was also publicly posted on the Authority and Housing Agency Marketplace websites, with invitations also sent to various Chambers of Commerce and other local sources; and

WHEREAS, Four (4) consulting firms submitted proposals by the deadline of 10:00 AM on November 13, 2017; and

WHEREAS, the proposals were evaluated based on criteria listed in the RFP by an evaluation panel which convened on Monday, November 20, 2017; and

WHEREAS, the evaluation committee recommends 22<sup>ND</sup> Century Technology Inc. be placed on the pre-qualified list because they meet the standards of the RFP and can provide a variety of network and application consultant expertise to supplement, advise and develop IT solutions to the Authority's Information Technology Department; and,


WHEREAS, the FY 2018 Budget includes \$150,000 for IT consultant services and additional funding will be requested future fiscal year's budget requests for any option term(s) exercised.

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

THAT, the Board of Commissioners authorizes the Executive Director to execute a one-year contract with four additional one-year Option Terms with 22<sup>nd</sup> Century Technologies Inc., for as-needed Information Technology Consulting Services, in an amount not to exceed \$150,000 for the initial one-year term, and \$150,000 for each subsequent one-year Option Term, if exercised; and

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

*I hereby certify that the foregoing resolution is a full, true and  
correct copy of a resolution passed by the Commissioners of the  
Housing Authority of the City of Oakland, California on December 4, 2017.*

  
\_\_\_\_\_  
*Eric Johnson, Secretary/Executive Director*

**ADOPTED: December 4, 2017**

**RESOLUTION NO. 4779**



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

On Motion of Commissioner: Lynette Jung-Lee

Seconded by Commissioner: Barbara Montgomery

And approved by the following vote:

AYES: Commissioners Jung-Lee, Montgomery, Castillo, Griggs-Murphy

NAYS: 0

ABSTAIN: 0

EXCUSED: Commissioners Hartwig, Hurd, Griffith

ABSENT: 0

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER: 4843**

**AUTHORIZE THE EXECUTIVE DIRECTOR TO INCREASE THE FUNDING  
FOR 22<sup>ND</sup> CENTURY TECHNOLOGIES INC. FOR AS-NEEDED  
INFORMATION TECHNOLOGY CONSULTING SERVICES  
FROM THE AMOUNT NOT TO EXCEED \$150,000 TO THE AMOUNT  
NOT TO EXCEED \$250,000, FOR THE INITIAL ONE-YEAR TERM  
AND FROM \$150,000 TO \$200,000 FOR EACH SUBSEQUENT  
ONE-YEAR OPTION TERM, IF EXERCISED**

WHEREAS, the Authority requires as-needed Information Technology Consulting Services to ensure that the IT Department has the professional resources to support all OHA information technology equipment, applications and network systems to assure up to date quality, effective and efficient information technology services; and,

WHEREAS, the Oakland Housing Authority ("Authority") issued a Request for Proposals RFP #17-022 on October 5, 2017 for application and network consultants to support the Information Technology (IT) Department with application and network issues outside of OHA IT expertise; and

WHEREAS, on December 4<sup>th</sup>, 2017, the Board approved Resolution number 4779 authorizing a one - year contract with TSCTI to include four one - year option terms; and

WHEREAS, the Authority has benefited from over 1,380 hours of focused assistance from TSCTI experts including a Senior Applications Support/Project Manager, Senior Systems Analyst, Senior Network Analyst, Senior Routing Engineer, Senior Database

Administrator, and Senior Juniper Engineer, and recently engaged a Cyber Security Engineer and IT Architect & Design Engineer; and

WHEREAS, the TSCTI team supported the completion of a multitude of IT Network improvements, outage abatements, and Authority systems; and

WHEREAS, the additional funding will enable the Authority to continue completion of several outstanding tasks including the upgrade of remaining Authority Police Department systems, as well as development of a multi - dimensional topography of the network and its operating systems, IT systems governance protocol, IT systems security protocol, preventive maintenance plan and service delivery plan ; and,

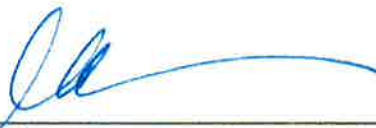
WHEREAS, the FY 2018 Budget includes \$100,000 in salary savings that will be used to fund this increase in contract not to exceed amount and staff will request the appropriate funding in all future budget requests for any option term exercised.

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

THAT, the Board of Commissioners authorizes the Executive Director to increase the funding for 22<sup>nd</sup> Century Technologies Inc. for as-needed Information Technology Consulting Services, from the amount not to exceed \$150,000 to the amount not to exceed \$250,000, for the initial one-year term, and from \$150,000 to \$200,000 for each subsequent one-year option term, if exercised; and

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

*I hereby certify that the foregoing resolution is a full, true and  
correct copy of a resolution passed by the Commissioners of the  
Housing Authority of the City of Oakland, California, on December 10, 2018.*

  
\_\_\_\_\_  
Eric Johnson, Secretary/Executive Director

**ADOPTED: December 10, 2018**

**RESOLUTION NO. 4843**

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

On Motion of Commissioner: Vice-Chair Griffith

Seconded by Commissioner: Mark Tortorich

And approved by the following vote:

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

NAYS: 0

ABSTAIN: 0

EXCUSED: Barbara Montgomery

ABSENT: 0

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER: 4892**

**AUTHORIZE THE EXECUTIVE DIRECTOR TO INCREASE THE FUNDING  
FOR 22<sup>ND</sup> CENTURY TECHNOLOGIES INC. FOR AS-NEEDED  
INFORMATION TECHNOLOGY CONSULTING SERVICES  
FROM THE AMOUNT NOT TO EXCEED \$200,000 TO THE AMOUNT  
NOT TO EXCEED \$290,000, FOR THE CURRENT FIRST YEAR OPTION  
TERM.**

WHEREAS, the Authority requires as-needed Information Technology Consulting Services to ensure that the IT Department has the professional resources to support all OHA information technology equipment, applications and network systems to assure up to date quality, effective and efficient information technology services; and,

WHEREAS, the Oakland Housing Authority ("Authority") issued a Request for Proposals RFP #17-022 on October 5, 2017 for application and network consultants to support the Information Technology (IT) Department with application and network issues outside of OHA IT expertise; and

WHEREAS, on December 4, 2017, the Board approved Resolution number 4779 authorizing a one-year contract with 22<sup>nd</sup> Century Technologies Inc. (TSCTI) to include four one-year option terms; and

WHEREAS, on December 10, 2018, the Board approved Resolution number 4843 authorizing an increase to the TSCTI contract from the amount not to exceed \$150,000 to the amount not to exceed \$250,000, for the initial one-year term, and from \$150,000 to \$200,000 for each subsequent one-year option term, if exercised; and,

WHEREAS, the Authority has several vacant positions in the Information Technology Department that have required an increase in consulting services; and,

WHEREAS, TSCTI has worked alongside Authority staff and business system vendors to complete a variety of tasks and projects including the abatement of network outages; support with hardware replacement; the repair, rebuild and connection of several network interconnections that enable Authority IT systems to link across the various Authority administrative buildings; the identification and resolution of network and facilitate system enhancements for the Authority's Police Department's visual and audio communications systems as well as the police records system; and,

WHEREAS, additional funding to the current option term with TSCTI will provide the resources to maintain daily operations while recruiting for new staff, continue to provide Police Department systems technical support, and move forward on several IT projects; and,

WHEREAS, the FY 2018 Budget includes \$90,000 in salary savings that will be used to fund this increase in the current first option term.

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

THAT, the Board of Commissioners authorizes the Executive Director to increase the funding for 22<sup>nd</sup> Century Technologies Inc. for as-needed Information Technology Consulting Services from the amount not to exceed \$200,000 to the amount not to exceed \$290,000, for the current first year option term; and

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

*I hereby certify that the foregoing resolution is a full, true and  
correct copy of a resolution passed by the Commissioners of the  
Housing Authority of the City of Oakland, California, on October 28, 2019.*

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

**ADOPTED: October 28, 2019**

**RESOLUTION NO. 4892**

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**AUTHORIZE THE EXECUTIVE DIRECTOR TO AMEND THE SERVICES CONTRACT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF OAKLAND AND 22<sup>ND</sup> CENTURY TECHNOLOGIES, INC TO (I) RATIFY AND APPROVE AN INCREASE IN THE CONTRACT AMOUNT FOR THE 2ND OPTION TERM FROM \$200,000 TO \$331,000, AND (II) INCREASE THE CONTRACT AMOUNT FOR THE THIRD OPTION TERM FROM \$200,000 TO \$370,000 FOR AS NEEDED INFORMATION TECHNOLOGIES CONSULTING SERVICES.**

WHEREAS, The Housing Authority of the City of Oakland ("Authority") was in need of network and application consulting services to support the IT Department in addressing network and application issues outside of their expertise; and

WHEREAS, The Authority issued Request for Proposals (RFP) #17-022 in an effort to obtain a vendor that could provide application and network consulting services to the Authority, including the IT Department, and the Authority's affiliates; and

WHEREAS, RFP #17-022 was issued in accordance with the Authority's Procurement Policy on October 13, 2017 October 20, 2017; and

WHEREAS, Pursuant to Board Resolution No. 4779 adopted on December 4, 2017, the Authority and 22nd Century Technologies, Inc., entered into that certain Services Contract (Contract # C-180001-P17022KL-SER) dated January 16, 2018, as amended by that certain Amendment No. 1 to Contract with 22nd Century Technologies, Inc., dated December 12, 2018, and that certain Amendment No. 2 to Contract with 22nd Century Technologies, Inc., dated December 27, 2020 (collectively, the "Services Contract"). The maximum amount payable for the initial term and during any one (1) year option period was \$150,000, with a maximum contract amount over the duration of the contract not to exceed a total of \$750,000; and

WHEREAS, The Services Contract had a one (1) year term commencing on January 16, 2018 and terminating on January 15, 2019, with four (4) options to extend the term as follows: Option 1 (January 16, 2019 to January 15, 2020), Option 2 (January 16, 2020 to January 15, 2021), Option 3 (January 16, 2021 January 15, 2022), and Option 4 (January 16, 2022 to January 15, 2023); and

WHEREAS, In accordance with Board Resolution 4843 adopted December 10, 2018, the parties executed Amendment No. 1 to the Services Agreement which increased the maximum contract amount for the initial one-year term from \$150,000 to \$250,000, and increased the maximum contract amount for each subsequent one-year option term from \$150,000 to \$200,000, if exercised; and

WHEREAS, In accordance with Board Resolution 4892 adopted on October 28, 2019, the parties executed Amendment No. 2 to the Services Agreement which increased the maximum contract amount for Option 1 from \$200,000 to \$290,000; and

WHEREAS, The annual contract rate for Options 2 and 3 respectively is the not-to-exceed amount of \$200,000 per year; and

WHEREAS, In response to California Governor Newsom Executive Order-N33-20 issued on March 19, 2020 related to the COVID-19 Pandemic Order, the California Regional Stay at Home Order and the associated Supplemental Order issued on December 21, 2020, the Authority's IT department has been working on multiple projects to help the Authority sustain its business during the pandemic. In order to meet the technological requirements within a short timeframe, the Authority has engaged 22<sup>nd</sup> Century Technologies, Inc., in an increased capacity to implement and support many of the Authority projects; and

WHEREAS, As a result of the Authority's unanticipated IT needs related to the pandemic and to ensure the Authority provided safe and uninterrupted services, during Option 2 the Authority utilized services from 22<sup>nd</sup> Century Technologies, Inc., in excess of the annual contract amount of \$200,000 by \$131,000, for a total of \$331,000; and

WHEREAS, Based on the trend of increased IT needs due to the current environment, expenditures for Option 3 of the Services Contract are anticipated to increase from \$200,000 to \$370,000 (increase of \$170,000).

**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 ratify, authorize and approve the increase in the maximum contract amount for Option 2 from \$200,000 to \$331,000; and

THAT, the Board of Commissioners authorize and approve an increase in the maximum contract amount for Option 3 from \$200,000 to \$370,000; and

THAT, the Executive Director is authorized to amend the Services Agreement to reflect such increased contract amounts.

*I certify that the foregoing resolution is a full, true and correct  
copy of a resolution passed by the Board of Directors of the  
Housing Authority of the City of Oakland, California on April 26, 2021.*

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Patricia Wells Secretary / Executive Director

**ADOPTED:**

**RESOLUTION NO.**

WRITTEN  
COMMUNICATIONS  
(MONTHLY REPORT)





**Oakland Housing Authority**  
**Monthly Status Report**  
**March 2021**

**Family and Community Partnerships Department (FCP)**

**Employment and Economic Development**

FCP Program	Job Retention	Job Referrals	Job Readiness	Budget	Total
FSS	7	7	5	4	23
General Support	0	13	8	1	22
ROSS	0	0	0	7	7
Section 3	0	1	0	0	1
<b>Total</b>	<b>7</b>	<b>21</b>	<b>13</b>	<b>12</b>	<b>53</b>

**Section 3 Construction and Non-Construction**

- Thirty-two (32) participants are enrolled in the Section 3 program; Twenty (20) are currently working on construction projects and twelve (12) are seeking employment. Five (5) of the twelve (12) participants seeking employment are graduates of the Rising Sun Center for Opportunity pre-apprenticeship program and have not yet been accepted into a union, which must occur before they are eligible for Section 3 employment opportunities.

**Section 3 List**

Number*	Trade	Level	Union Affiliation	Work Status
<b>Currently Working</b>				
1-9	Carpentry	Apprentice (1 <sup>st</sup> ) - Journeyman	Carpenters, Carpenters 713, Millwright	Fruitvale Transit Project, Green St. Station, W.A. Rose Construction, Oliver Company, BBI BGB, James E. Roberts Obayashi,
10	Electrical	Apprentice	Electrical Union	Design Electric
11-14	Laborer	Apprentice (1 <sup>st</sup> ) – Journeyman	Laborers, Laborers Local 304	Brooklyn Basin, James E. Roberts Obayashi, Branagh Inc., Plant Construction, Baines Group, Chevron
15	Painter	Journeyman	Painters	EBMUD

Number*	Trade	Level	Union Affiliation	Work Status
16	Sound and Communications Tech	Apprentice	IBEW 595	HA Bowen Electric
17	Flooring	Apprentice	DC 16	Self-employed
18	Cement Mason	Apprentice (1 <sup>st</sup> )	Local 300	Luminart Concrete
19	Tapers/Drywall	Apprentice (1 <sup>st</sup> )	Drywall – Local 16	Magnum Drywall
20	Laborer	Journey level	Laborers	Ranger Pipelines
<b>Currently Seeking Employment</b>				
21	Carpentry/Drywall	Apprentice (3 <sup>rd</sup> )	Carpenters/Drywall	Not Working
22	Crane Operators	Apprentice (1 <sup>st</sup> )	Laborer/Flagging	Not Working
23	Welder	Journeyman	Boilermakers	Not working
24	Tapers/Drywall	Apprentice (1 <sup>st</sup> )	Drywall Union	Not working
25	Carpenters Union	Apprentice (Rising Sun Graduate)	Carpenters	Not working
26	Cypress Mandela Graduate	Pre-Apprentice	N/A	Not Working
27	Operating Engineers	Journey Level	Operating Engineers – Local 3	Not working
28-32	Rising Sun Graduate	Pre-Apprentice	N/A	Not Working

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

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
Section 3	X	0	X	Magnum Drywall	Drywall
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>YTD Total</b>	<b>2</b>

- One (1) Section 3 participant was referred to Magnum Drywall for an Apprentice level drywall position and was hired for the Alameda Point project.

### Section 3 Compliance

Sixty-seven (67) Section 3 employment opportunity requests were received from eleven (11) employers in March. Twenty-two (22) compliance reports were issued to the contractors and subcontractors, as FCP was unable to refer residents for these positions due to the current list of unionized workers not possessing the necessary qualifications or they are currently working.

### Section 3 Compliance

Employer(s)	Trade	Requests	OHA Referrals	OHA Hires	Compliance Reports Issued
Nibbi & Scaffold Solutions, Nibbi & Nibbi Assoc., Nibbi & Nibbi Concrete, Nibbi & Scaffold Solutions	Carpentry	20	0	0	7
Nibbi Bros & Westates Mechanical	Fire Sprinkler	16	0	0	2

Employer(s)	Trade	Requests	OHA Referrals	OHA Hires	Compliance Reports Issued
Nibbi & Egan Plumbing	Plumber	3	0	0	1
James E Roberts Obayashi & Magnum Drywall	Taper	2	0	0	2
Nibbi Brothers & Nibbi Concrete, Nibbi & Nibbi Brothers; Nibbi & Nibbi Concrete	Laborer	14	0	0	4
James E Roberts Obayashi & Magnum Drywall, Nibbi & Magnum Drywall	Drywall	2	0	0	2
Nibbi & Lias Mechanica, Nibbi & Remark Mechanical	Sheet Metal	9	0	0	3
Nibbi & Coast Building Products	Air Barrier Installer	1	0	0	1
<b>Total</b>	-	<b>67</b>	<b>0</b>	<b>0</b>	<b>22</b>

### General Employment

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
FSS	X		X	Aramark	Stand Worker Engineer
FSS	X		X	A-Paratransit	Driver
General Support	X		X	ABB Optical	Warehouse
General Support	X		X	ABB Optical	ABB Optical
General Support	X		X	Allied Universal	Security Guard
General Support	X		X	Allied Universal	Security Guard
General Support	X		X	Allied Universal	Security Guard
<b>Total</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>YTD Total</b>	<b>22</b>

### Career Development and Training

#### Hiring Events

In partnership with Laney College, OHA hosted five (5) virtual “Winning Wednesdays” hiring events on March 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 25<sup>th</sup>, and 31<sup>st</sup>.

Date	Company	OHA Participants	Community Participants
3/3/21	UC Berkeley	8	13
3/10/21	Waste Management	10	13
3/17/21	Whole Foods	7	5
3/25/21	Human Bees	9	6
3/31/21	Allied Universal	11	4
<b>Total</b>		<b>45</b>	<b>41</b>

### Computer Labs at Peralta Village and Lockwood Gardens

- The computer labs remain closed to residents due to the COVID-19 pandemic.

### Youth Employment Development

To date, one hundred and sixty-six (166) OHA youth have enrolled in the program. One hundred and fifty (150) youth have completed their job readiness training and eighty-two (82) youth have begun working at their job placement.

#### **Youth Employment**

<b>Provider</b>	<b>Enrolled</b>	<b>Enrolled in Training</b>	<b>Completed Training</b>	<b>Job Placements</b>
LAO Family	159	154	143	75
YEP	7	7	7	7
<b>Total</b>	<b>166</b>	<b>161</b>	<b>150</b>	<b>82</b>

### FSS

- One (1) FSS participant enrolled in a six (6) week Optical Assistant training program at Martinez Adult School.
- One (1) FSS participant's household member enrolled at San Francisco State University to pursue a Bachelor's degree in Business.

#### **Education**

<b>Schools</b>	<b>New Enrollment</b>	<b>Continued Enrollment</b>	<b>Graduates</b>
Adult Education (GED/ HS Diploma)	0	38	0
Community Colleges	0	46	0
California State Colleges (CSU)	1	15	0
University of California Colleges (UC)	0	6	0
Private Colleges	0	11	0
Vocational Training	1	13	0
Professional Development	0	0	0
Mandela Entrepreneurship Program	1	0	0
<b>Total</b>	<b>3</b>	<b>129</b>	<b>0</b>

### **Financial Literacy**

- One (1) FSS participant and two (2) ROSS participants completed a Credit Counseling workshop with Operation Hope.
- One (1) FSS participant attended a homebuyer education workshop with Richmond Neighborhood Housing Services.
- Two (2) FSS participants completed an individual financial counseling session.

- Forty-four (44) OHA residents participated in a “Zoom on the Move” Financial Education workshop.

#### **Financial Literacy**

<b>Program</b>	<b>New Enrollment</b>	<b>Cont. Enrollment</b>	<b>Completed</b>
Small Business Program	0	1	0
Individual Credit Counseling	2	0	2
Homebuyer Education Workshop (HUD Certified)	1	0	1
Financial Education workshops	44	0	44
<b>Total</b>	<b>47</b>	<b>1</b>	<b>47</b>

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

One (1) FSS participant graduated from the program with an escrow balance of \$46,054.77. The participant has a full-time job with benefits; she accomplished all of her goals, including obtaining a credit score over 640, opened college savings account for her children, and is attending a first-time homebuyer’s education. The participant plans to use her FSS escrow funds to increase her savings, pay for graduate school, and towards her future home purchase.

One (1) FSS participant graduated from the program with an escrow balance of \$21,287.15. This participant achieved her goal of maintaining full-time stable employment with the Oakland Housing Authority. She plans to use her FSS Escrow funds to purchase a home through Oakland Housing Authority’s Homeownership Program.

One (1) FSS participant graduated from the program with an escrow balance of \$ 17,252.81. This participant achieved her goal of graduating from Carrington College as a Medical Assistant & maintaining full-time stable employment with Camilla McCalmont Doctor’s office. She plans to use her FSS Escrow funds to purchase a home through Oakland Housing Authority Homeownership Program.

One (1) FSS participant graduated from the program with an escrow balance of \$14,929.72. This FSS graduate achieved his goal of becoming a licensed Electrician during his participation in the program. He is now employed full-time as an Electrician with Amtrak. He also serves in the military reserves. He plans to use his FSS escrow funds to purchase a home through OHA’s Homeownership Program

One (1) FSS participant graduated from the program with an escrow balance of \$6,885.97. This participant achieved her goal of graduating with her Bachelor’ of Arts Degree in Psychology and maintaining stable full-time employment at Seneca Family of Agencies. She plans to use her FSS Escrow funds to purchase a home through OHA’s Homeownership Program.

One (1) FSS participant graduated from the program with an escrow balance of \$4,710.78. He is currently employed full-time with Kaiser Permanente as a CNA and is

also currently furthering his education to become an LVN. He plans to use his FSS escrow funds to purchase a home through OHA's Homeownership Program.

One (1) FSS participant graduated from the program with an escrow balance of \$4,365.46. This FSS graduate is already a current OHA homeowner. She works full-time as a security guard for OUSD and plans to use her FSS escrow funds to update her home.

One (1) FSS participant graduated from the FSS program. He received \$3,252.91 in escrow and plans to put his money into a saving account that he will use towards the down payment of a home. The participant is working with OHA's Homeownership program to achieve this goal.

- The FSS team facilitated a Self-Love workshop focused on centering joy, reducing stress, and prioritizing self-care, six (6) FSS participants attended.
- Three (3) FSS participants received assistance applying for a scholarship through Housing Authority Insurance Group.
- Two (2) OHA residents enrolled in the program with an FSS contract start date of March 1, 2021.
- The FSS team facilitated two (2) FSS orientations via Zoom, three (3) residents attended and are in the process of enrolling in the program.
- One (1) FSS participant received an extension due to CV-19. The additional time will allow her to complete their goals.
- FSS coordinators contacted forty-seven (47) FSS participants to review participants' program progress and ITSP goals in preparation for program graduation.
- FSS Coordinators completed twenty-seven (27) FSS Interim Assessments with their caseload.

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

Program	Total	New Enrollees	Escrow Accounts	Graduates	Escrow Disbursed	Termination or Exits	Escrow Accounts Forfeited
Section 8	160	1	107	8	\$107,938.11	1	\$3,059.24
PH	10	0	1	0	0	0	0
FUP – Youth	10	0	3	0	0	0	0

#### **Family Unification Program (FUP) Youth**

- One (1) FUP Youth received housing search assistance and help to coordinate her new inspection with Leased Housing.

#### **Family Unification Program (FUP) Youth**

Current Participants	New Enrollments (Current Month)	Program Exits To Date	Program Enrollments To Date
10	0	8	18

### General Support

- One (1) General Support participant received housing search assistance.
- One (1) General Support participant was provided a letter of recommendation to assist in her job search.

### Parents and Children Together (PACT) Program

- Fourteen (14) PACT families received a PPE bag and fresh loaves of bread from Semifreddi Bakery.

#### Parents and Children Together (PACT) Program

Current Participants	Attending Drug recovery	New Enrollees	Graduates	YTD Exits
14	8	0	0	0

### Resident Opportunities Self Sufficiency (ROSS)

- The ROSS team enrolled seven (7) PH residents into the ROSS program and completed an Individual Training and Services Plan.
- Twenty-nine (29) ROSS participants attended the “Zoom on the Move” virtual workshops on varying topics including financial literacy, healthy living, homeownership, agency updates, and senior programs.
- Six (6) ROSS participants received PPE from the Relief Closet.

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

Program	Participants	New Enrollees	Graduates	YTD Exits
Public Housing	102	7	0	7

### Civic Engagement and Leadership Development Program

#### OHA Volunteer Program

For March there were ten (10) Spectrum Volunteers, all non-residents. The volunteers provided a total of one hundred and sixteen (116) hours of support to our West District offices.

#### OHA Resident Advisory Board (RAB)

The Resident Advisory Board held an all-day virtual retreat on March 18<sup>th</sup> with eleven (11) RAB members in attendance. The RAB members discussed the mission of the RAB and agreed to form committees that will set the future meeting agendas, revise the by-laws, and plan RAB events. There was no regular RAB meeting this month due to the retreat.

	RAB Committee Meetings	RAB Meetings	Volunteers	Total
OHA Residents	11	0	0	11
Non OHA Residents	0	0	10	10

	<b>RAB Committee Meetings</b>	<b>RAB Meetings</b>	<b>Volunteers</b>	<b>Total</b>
OHA Residents	11	0	0	11
<b>Total</b>	<b>11</b>	<b>0</b>	<b>10</b>	<b>21</b>

## Youth and Education

### Promise Plus Program

There are currently one-hundred and nine (109) students attending partner schools and sixty-eight (68) students attending non-partner schools. The current enrollment for the program is one-hundred and seventy-seven (177) participants.

<b>School</b>	<b>Current Enrollment</b>	<b>Program Enrollment to Date</b>
CUES	6	22
Futures	25	55
Markham	6	21
MLK Jr.	26	54
Parker	22	35
Prescott	7	21
WOMS	17	30
Non-Partner School	68	70
<b>Total</b>	<b>177</b>	<b>308</b>

- The Education Team contacted fifteen (15) Promise Plus families to conduct wellness checks and to inquire about their student's attendance and academics. Based on the information provided the team offered tutoring referrals.
- The Success Coordinator provided six (6) COVID-19 CARE bags to Promise Plus families.
- The Success Coordinator provided support to two (2) Promise Plus families with mental health and social service needs.
- The Success Coordinator contacted thirty-six (36) Promise Plus families to remind them that they must accept their students' school placement by March 25<sup>th</sup> if they participated in the school options process.
- The Success Coordinator sent out notifications to Promise Plus families regarding the Mandela Entrepreneurship Program. The Coordinator enrolled one (1) parent in the program.
- The Success Coordinator contacted fifty-nine (59) non-partner school Promise Plus families to provide support.
- The Success Coordinator assisted a resident with getting her re-certification paperwork turned into leased housing.



- The Success Coordinator assisted one (1) parent to enroll in a Health Clinic program and assisted her two (2) children to receive tutoring from CEP.
- The Success Coordinator conducted a home visit and provided the family with a tablet to enroll their six-year-old child into kindergarten and to support the child's learning.
- The Success Coordinator responded to an OHAPD referral to conduct a wellness check to encourage a family to support their third-grade student who had not logged in to school for two weeks.

#### Tutoring & Academic Support

The Education Program Analyst verified residency and completed referral forms for thirteen (13) OHA students in March. Six (6) students have been assigned a tutor.

<b>Tutoring Referrals</b>			
<b>Referrals</b>	<b>In-Progress</b>	<b>Assigned Tutor</b>	<b>Total Assigned Tutor (YTD)</b>
<b>13</b>	<b>16</b>	<b>6</b>	<b>20</b>

#### **Promise Plus Events and Activities**

##### Acta Non-Verba

The Education Program Analyst collaborated with Acta Non-Verba a community organization in East Oakland that provides after-school programming to host weekly zoom meetings within our FCP "Zoom on the move" workshop series. Because of the information session, six (6) OHA students enrolled in the afterschool program. Acta Non-Verba hosted an additional information session on March 30, 2021, for the recruitment of their spring break program.

##### Youth Needs Survey

In March, the Education team sent a survey to all OHA school-age families, over three thousand (3000) households to assess the needs of OHA youth as they prepare to return to school and plan for the summer.

##### Brilliant Baby and K2C

The Oakland Promise team trained FCP Coordinators on how to enroll OHA families in their Brilliant Baby and Kindergarten to College (K2C) programs. The two-part training concluded on March 22, 2021.

##### HAIG Scholarship

The Education Team provided sixteen (16) OHA residents with housing verification forms for the Housing Authority Insurance (HAIG) Group Scholarship. The education team assisted three (3) residents with their applications.

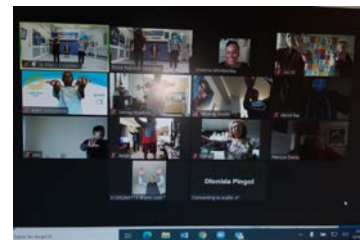
### Zoom Meetings with OUSD

- The Education Team attended the partner schools' COST Team, Student Success Team, and Attendance meetings via Zoom. The schools focused is getting referrals for students to participate in the learning pods.
- The Education Team worked with OUSD COST teams to triaged eleven (11) Promise Plus families to resolve their attendance challenges be developing a success plan over the phone and by home visits.
- The Success Coordinator attended two (2) Student Success Team Meetings and two (2) Student Attendance Review Team meetings with four (4) Promise Plus families.
- The Success Coordinator is working to re-enroll a family with four (4) school-aged children back into OUSD for failure to attend school.

### **Health and Wellness**

#### “Zoom on the Move” Virtual Workshops

FCP continued their virtual workshop series called “Zoom on the Move”. Seventeen (17) zoom sessions were held with two-hundred and four (204) residents in attendance during March. The sessions provided virtual exercise and cooking classes, financial training and much more. The program operates every Tuesday, Wednesday, and Thursday with two (2) sessions a day and on Thursday afternoons are the Tai Chi exercise activity.



Thirteen (13) organizations presented this month including Comcast, CalFresh, OHA-Homeownership program, Alameda County Public Health-Nutrition, OHA-Recycling Conservation, OHAPD, OHA-Financial Literacy, A Safe Place, St Mary's Center, the West Oakland Health Council, and US Bank. Kaiser Hospital - Senior Advantage Medicare will be joining next month in April. This programming will continue through July 2021.

#### Senior Lunch Meals Delivery Program- Peralta Village residents

Eighty-two (82) Peralta Village seniors received chilled meals from the Spectrum lunch program in March. Ten (10) Spectrum volunteers donated one hundred and sixteen (116) hours of their time to deliver one-thousand seven-hundred and sixty (1,760) meals in March.

The meal delivery program also serves as a wellness check Monday through Friday for Peralta Village seniors. The seniors received weekly educational materials and resources provided by Spectrum.



### Senior Lunch Delivery Program

	<i>Monthly Total</i>	<i>YTD</i>
Seniors	82	86
Lunches delivered	1760	4797

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

While OHA facilities remain closed to the public due to COVID-19, FCP has collaborated with several agencies to provide food to OHA families at our large Public Housing developments Peralta Village and Lockwood Gardens. In March, we conducted one (1) food pantry delivery to Peralta Village and two (2) deliveries to Lockwood Gardens senior residents. The Pantry deliveries includes a food box with dry goods bags, PPE, an Art & Craft bag, and an emergency food box with a five (5) day non-perishable food supply.



In partnership with Cal Fresh Healthy Living, UCCE-Alameda County Community Educator, Max Fairbee provided resources on nutrition, flu prevention, COVID-19 vaccinations, healthcare, tips on avoiding scams, exercises, free legal services, financial assistance, March calendar for “Zoom on the Move”, and a senior newsletter. Seniors continue to express their gratitude for the food pantry delivery program.

### Food Pantry Assistance

<b>Support Items</b>	<b>Lockwood Gardens Households</b>	<b>Peralta Village Households</b>
Food Bank (Food bags)	0	0
Food to Families (Produce boxes)	216	0
Life ElderCare (Food boxes)	180	100
Life ElderCare (Dry Good)	0	90
Numi Foundation (Produce)	0	0
Semi Freddi's bread donation	100	0
Paper Towels	100	90
Face Mask	200	200
Toilet Paper Rolls	200	180
Hand Sanitizer (2oz bottles)	100	0
Disinfectant Wipes	0	0
Emergency Food Boxes (Spectrum)	0	90

#### OBAR Grant- “Seniors Connect “ Newsletter and Art & Craft kits

For the second consecutive year, the Oakland Housing Foundation was awarded the OBAR grant for thirty-two hundred dollars (\$3,200). The grant supports Peralta Village senior residents to remain engaged and active while staying at home during the COVID-19 pandemic. As large group activities are restricted due to the pandemic, OHAF provided

art activity kits to the seniors to work at home as an alternative to providing on-site activities.

Once a month, the senior residents will receive an activity kit. Each kit have a variety of items focused on a specific project or event/holiday. Activities may include canvas painting, adult coloring, scrapbooking, gardening, beading, knitting and crocheting, card making, or puzzles, to promote imagination and to improve their mental and emotional well-being all to boost their morale.

#### Senior Socialization Program - “Seniors Connect” Newsletter

For March, ninety (90) Peralta Village senior residents received a “Seniors Connect” newsletter. Seniors also received their arts & crafts bags delivered to their homes during the food pantry on March 4, 2021. The art and craft kits were St. Patrick’s Day-themed and included: a canvas, mosaic stepping stone, pot of gold ornament kit, St. Patrick’s stickers, and a St Patrick’s wooden ornament.



The Seniors Connect Newsletter, Spring edition included information on the COVID-19 vaccination clinic at Peralta Village, scheduled for March 17<sup>th</sup> along with the application. It also included the March calendar for our “Zoom on the Move” workshop series. The newsletter also included a few pictures of the artwork submitted by seniors from the previous month.

#### Wellness Checks

In response to the shelter in place order issued by the Alameda County Public Health department, FCP conducted wellness checks to our most vulnerable population and current participants. In March, FCP contacted two hundred and thirty-two (232) residents.

FCP Program	Monthly Total	YTD
FSS	77	198
General Support	25	74
Homeownership	0	6
Jobs Plus	0	38
OHA Seniors	100	283
PACT	14	14
Promise Plus	15	18
RAB	0	0
Resident Leaders	0	0
ROSS	41	60
Section 3	3	13
Youth ROCK participants	0	0

FCP Program	Monthly Total	YTD
FUP Youth	1	2
Resident Owned Business	2	12
<b>Total</b>	<b>278</b>	<b>719</b>

### COVID-19 Relief Closet

- In response to COVID-19, FCP set up a relief closet to provide emergency supplies for OHA residents. Items include, but are not limited to toilet paper, paper towels, hand soap, dish soap, sponges, all-purpose cleaner, PPE, etc.
- The COVID-19 Relief closet also filled two (2) large bulk orders to serve the residents of the Lockwood and Peralta food pantries.

<b>COVID-19 Relief Closet</b>				
	Individual Resident Orders	Lockwood Food Pantry Bulk Order	Peralta Food Pantry Bulk Order	Total
Residents served	238	90	90	<b>418</b>

### Senior Socialization Program

The onsite senior socialization program remains suspended to protect the seniors against COVID-19. The seniors have received wellness checks by phone from their FCP Coordinator at least twice a week

### **Technology Assistance**

#### T-Mobile tablet distribution

- One (1) tablet was distributed to a Promise Plus family in March.

<b>T-Mobile Tablet Distribution</b>		
FCP Program	Tablets Distributed	YTD Total
FSS	0	8
FUP Youth	0	9
PACT	0	12
Promise Plus	1	3
RAB	0	5
Jobs Plus	0	2
<b>Total</b>	<b>1</b>	<b>39</b>

## Homeownership

- Four (4) residents are searching for a home and fifty-seven (57) residents have met the minimum income, savings, and credit requirements for enrollment into the homeownership program.
- On March 11<sup>th</sup> and 16<sup>th</sup>, six (6) residents attended a virtual OHA Homeownership program Q&A session.
- On March 16<sup>th</sup>, two (2) OHA residents attended the monthly “Zoom on the Move” Homeownership virtual presentation.
- The homeownership team responded to thirty-one (31) resident inquiries regarding the program.
- The homeownership team assisted two (2) homeowners with working with their mortgage company to resolve a past-due mortgage balance.
- The homeownership team provided information on refinancing options to four (4) current homeowners.
- The homeownership team assisted one (1) current homeowner who is in the process of selling her home to relocate of the area.

### Residents Pre-qualified for Homeownership

Voucher Size	# Families Searching	Average Household Income	Average Loan Amount
1 Bedroom	0	N/A	N/A
2 Bedrooms	3	\$43,257	\$333,333
3 Bedrooms	0	N/A	N/A
4 Bedroom	1	\$18,306	\$575,000

### Homeownership Applicants

Homeownership Requirements Met	Approved for Mortgage	Executed Purchase Contract/In Escrow	Closings	Homes Purchased (YTD)	Homes Purchased Outside of Oakland (YTD)
57	4	0	0	0	0

### Homeownership Program

Current Homeowners	Total Homes Purchased (Since 2004)	Program Terminations (YTD)	Program Graduates (YTD)	Pending Refinance	Total Homes Refinanced (YTD)
80	119	0	0	4	0

## Property Management Referrals, Site Intervention, and Housing Search

FCP staff closed forty-three (43) referrals for housing resources, supportive service, community referrals, delinquent rent, housekeeping, and lease compliance issues

including neighbor disputes, noise, fighting, drugs, and unauthorized occupancy. Residents were counseled and received resources to become compliant with their lease.

### Site Intervention, Property Management Referrals, and Housing Search

Development	Rent	HQS	Lease Comp.	Support Services	DV	Housing Search	Continued	Completed	Completed YTD
Lockwood	1	0	1	0	3	0	1	5	9
Peralta	9	0	3	0	0	1	1	16	46
Deep East (9)	0	0	0	0	1	1	1	1	1
East (10)	2	3	1	0	3	0	3	11	15
Fruitvale (11)	0	0	0	0	0	1	1	0	0
San Antonio (12)	0	0	0	0	1	0	0	1	1
West (13)	1	0	0	0	2	0	3	2	5
North (14)	1	0	0	0	0	0	0	2	7
Asset Management	0	0	0	0	0	0	0	0	0
Leased Housing	1	0	0	0	0	1	1	5	10
<b>Total</b>	<b>15</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>10</b>	<b>4</b>	<b>11</b>	<b>43</b>	<b>94</b>

### Peralta Site Meetings

FCP CARES team participated in eight (8) Peralta phone site meetings with a total of ten (10) residents in attendance.

### Resident Owned Businesses

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

### Transportation

	OHA	Taxi	Lyft	Bus Pass	BART Pass	Gas Card	Total
Adults	0	0	0	0	0	0	<b>0</b>
Youth	0	0	0	0	0	0	<b>0</b>

### Clothing Assistance

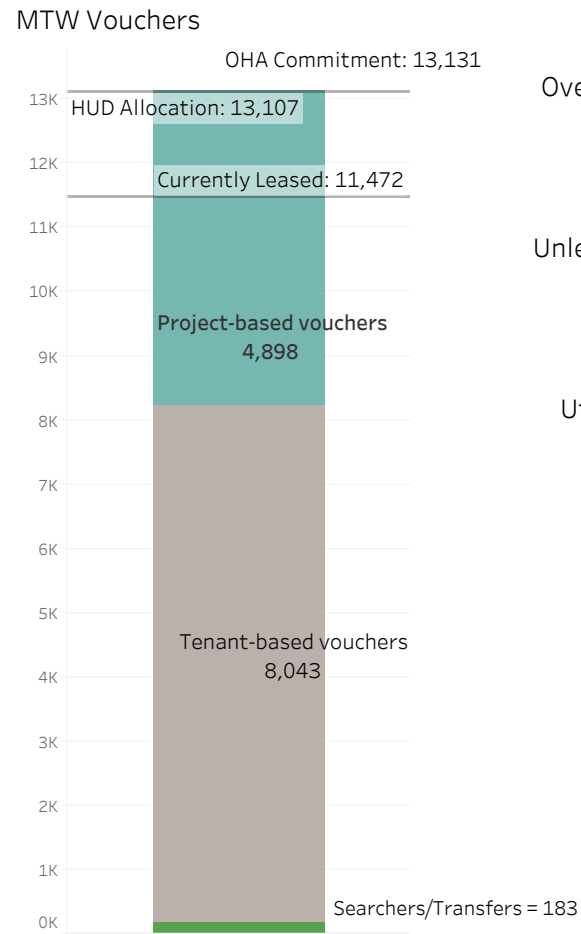
	Target	Burlington	Walmart	Old Navy	Foot Locker	WFO	Uniform Assistance	FCP Closet	Total
Adults	0	0	0	0	0	0	0	0	<b>0</b>
Youth	0	0	0	0	0	0	0	0	<b>0</b>

### Food Assistance

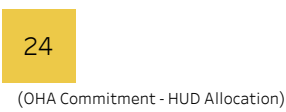
	Senior Lunch Food Delivery	Food Pantry	Food Bank	Total
Meals Delivered	1760	316	0	<b>2076</b>
Households	82	208	0	<b>290</b>



February Voucher Management Tool



Over Commitment



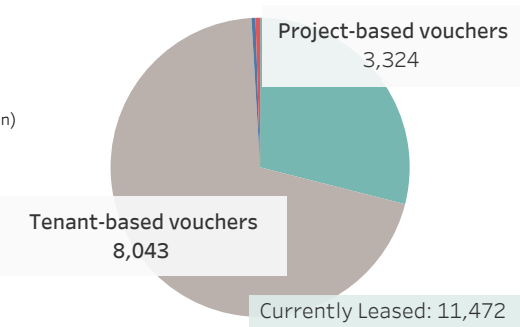
Unleased PBVs



Utilization Rate



Current MTW Voucher Utilization (Leased)



Voucher Utilization Table

			February Utilization	HUD Allocation	Utilization Rate
MTW	Tenant-based vouchers	HCV	6,986		
		Port In	104		
		TPV	953		
	Project-based vouchers		3,324	4,898	67.9%
	FUP 2008		51	48	106.3%
	NED		54	85	63.5%
Non-MTW	Searchers and Transfers			183	
	Total		11,472		
	Homeownership		77	74	104.1%
	FUP 2018		15	51	29.4%
	Mainstream		155	212	73.1%
	VASH		291	526	55.3%
	Total		538		

February Special Purpose Voucher Allocation

FUP Allocation

		February Utilization	HUD Allocation	Utilization Rate
FUP	#1	51	48	106%
	#2	15	51	29%
	Grand Total	66	99	57.5%

Mainstream Allocation

		February Utilization	HUD Allocation	Utilization Rate
Mainstream	#1	155	175	89%
	#2		28	
	#3		9	
Grand Total		155	212	60%

NED Allocation

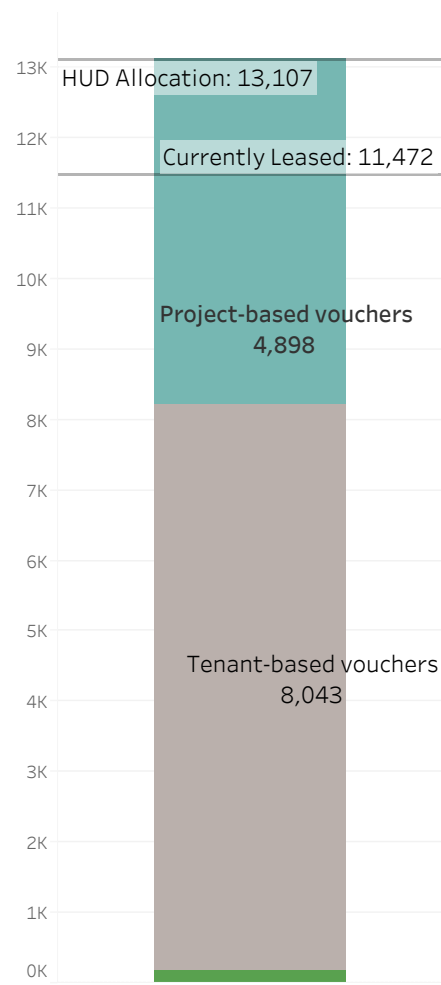
		February Utilization	HUD Allocation	Utilization Rate
NED	#1	54	85	63.5%

VASH Allocation

		February Utilization	HUD Allocation	Utilization Rate
VASH	V00251	105	105	100.0%
	V00254	60	60	100.0%
	V00253	50	50	100.0%
	V00252	50	50	100.0%
	V00255	26	61	42.6%
	V00257		70	
	V00292		130	
Grand Total		291	526	54%

# PBV Breakdown

## MTW Vouchers



## PBV Details

Currently Leased	3,324
Conditional Awards	456
AHAP Contracts	470
Vacant, Unconverted, LNT, etc.	648
Grand Total	4,898

## PBV Awards (Not Yet Leased)

Status	Project Name	BOC Approval	Vouchers Awarded
Conditional Awards	285 12th St	7/22/2019	16
	34th and San Pablo	7/23/2018	25
	3801 MLK Family Housing	7/23/2018	16
	7th and Campbell	7/23/2018	20
	95th and International	4/29/2019	27
	Additional vouchers awarded	2/1/2019	19
	Ancora Place	4/29/2019	31
	Aurora Apartments	7/23/2018	0
	Brooklyn Basin 4	2/26/2018	61
	Friendship Senior Housing	4/29/2019	34
	Fruitvale Transit Village Phase IIB	6/25/2018	75
	Kenneth Henry Court	2/27/2017	15
	Oak Street Apts	12/5/2016	25
	Sylvester Rutledge Manor	12/5/2016	64
	W Grand and Brush	7/23/2018	28
	Total		456
AHAP Contracts	3268 San Pablo	6/25/2018	50
	Aurora Apartments	7/23/2018	43
	Coliseum Place	5/23/2016	37
	Foon Lok East (formerly Brooklyn Basin 3)	2/26/2018	65
	Fruitvale Studios	6/25/2018	12
	Nova Apartments	7/23/2018	56
	Oak Grove North	8/28/2017	75
	Paseo Estero (formerly Brooklyn Basin 1)	2/1/2018	50
	Vista Estero (formerly Brooklyn Basin 2)	2/1/2018	82
	Total		470

## **Leased Housing Department- March 2021 Report**

### **2011 Housing Choice Voucher Wait List**

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

### **Virtual briefings**

IE Virtual Briefing Dates	# of families invited	# of families attended
April 10 - 30, 2020	30	30
May 2020	104	104
June 2020	75	63
July 2020	36	31
August 2020	50	42
September 2020	25	25
October 2020	47	46
November 2020	43	43
December 2020	106	103
January 2021	37	36
February 2021	31	31
March 2021	49	47

### **OAHPI**

Referred Date	# of families	# of families accepted unit	Pending Move in
May 18, 2020	28	20	0
June 25, 2020	1	0	0
June 30, 2020	3	3	0
July 1, 2020	4	3	0
August 13, 2020	8	7	0
September 8, 2020	10	8	0
October 19, 2020	3	3	0
November 13, 2020	6	4	0
November 24, 2020	7	3	4
December 9, 2020	4	0	4

## **OAHPI Intake**

- October 1, 2020- 156 families invited, 51 attended.
- November 17, 2020- 103 families invited, 11 attended
- December 22, 2020- 92 families invited, 26 attended
- January 16, 2021- 64 applicant families, 13 attended

## **PBV to HCV Activity**

- Thirty-Five families remain on the Request List.

## **2014 Public Housing Wait List**

No intake. No families referred.

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## **Summary Report**

**February 2021**

**March 2021**

### **Eligibility**

#### **Waitlist Activities and Port-in**

	0	0
• Intake appointments scheduled 2011 waitlist	0	0
• Intake appointments attended 2011 waitlist	0	0
• Briefing and voucher issued for applicants from 2011 wait list	0	0
• Intake, Briefing and voucher issued for Port-In and Survivor vouchers/FUP	12	3

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

• New Move-in Intake and briefing PBV/TPV	9	28
• Relocation vouchers issued for OAHPI Households		

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

Intake, briefing and voucher issued:

• HUD VASH	1	1
• Mod Rehab/S+C/Mainstream to Section 8	0	0
• Intake, briefing: Local Programs/ PACT	0	0

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

• Intake	0
• Processing for Eligibility	12
• Referred Households	0
• Withdrawn	0

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## **Summary Report**

	<b>February 2021</b>	<b>March 2021</b>
<b>Total new vouchers issued (tenant &amp; unit based)</b>	16	32
<b>Denial of Admission/Withdrawals</b>	11	13

## **Owner Services**

### **Initial Inspections**

• Move-in inspections	161	164
• Passed Inspections	78	87
• New contracts (new, transfer, port-ins)	93	148

### **Rent Increases**

• Rent increases requested	765	706
• Rent increases approved	565	442
• Rent increases denied/declined	150	258
• Rent increases pending review/HQS	50	6

### **Annual Inspections**

• Total number of Annual Inspections performed	539	674
• Number of annual inspections passed	188	179
• Failed with owner and tenant items	193	354
• Inspections rescheduled, vacant, or cancelled	103	82
• No Shows	55	59

## **Reasonable Accommodations**

• Total number of requests received	12	15
• Total number approved	6	8
• Total number pending	3	4
• Total number denied	3	3

## **Occupancy**

• Total annual recertification appointments scheduled	304	306
• Total recertifications to CGI	68	0
• Total annual recertifications completed	253	317
• Total interim recertifications completed	159	199
• Abatement vouchers issued	7	0
• Transfer voucher within Oakland	43	71
• Portability vouchers issued	23	20
• Total no. of transfer vouchers issued	52	91
• Total no. of Decisions to Terminate Assistance	16	11
• Total Meet & Discuss appointments	0	0
• Resolution cases	28	35

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## **Summary Report**

**February 2021**

**March 2021**

### **Special Programs**

• Total recertifications by CGI	56	0
• Interims completed	148	124
• Recertifications completed	118	168
• Field recertifications	0	0
• Transfer port vouchers issued	16	22
• Resolution cases	45	26

### **Program Terminations**

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

### **Customer Service**

• Walk in visitors	0	0
• 1540 Leased Housing main phone line	4,015	3,993
• Avg. calls/day to Customer Service	236	190

### **LEP Calls**

• Cantonese/Mandarin	62	32
• Spanish	30	20
• Vietnamese	16	7

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

### **VASH**

OHA has a total allocation of 526 VASH vouchers. OHA received a new allocation of 130 VASH vouchers with an effective date of January 1, 2021. A total of 291 are leased, 9 searching. OHA issued 1 vouchers, and OHA received 5 referrals from the Veterans Administration Medical Center (VAMC). OHA approved a conditional award of 14 vouchers to the Lake Park affordable housing project. OHA is working with Operation Dignity, a non-profit, and the Veterans Administration to lease 22 SRO units at the Temescal Inn to VASH eligible veterans. The Temescal Inn, a former motel, was

purchased by the City of Oakland as part of the Home Key program administered by the State. The property is located at 3720 Telegraph Avenue.

### **Mainstream**

OHA has a total allocation of 212 Mainstream vouchers and 154 utilized. OHA is processing twenty-three applications.

### **Vouchers Searching**

There are currently 44 new voucher holders searching for units.

Program	Searchers
Housing Choice Voucher	44
VASH-veterans	9
Mainstream	14
<b>Total</b>	<b>67</b>

### **Confidential Client Request (CCR) Policy**

The purpose of this policy is to ensure OHA and OAHPI are in compliance with the provisions of the Violence Against Women's Act (VAWA) and to describe the procedures for processing VAWA and the Threat of Physical Harm requests, timely, effectively, fairly, and to maintain confidentiality.

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

### **Portability**

A total of 10 participant households ported in from other PHA's. OHA is absorbing all port in households except VASH. One family leased up.

There are 101 unabsorbed OHA participant families living in the jurisdiction of another housing authority. The majority are living in the following jurisdictions: Contra Costa County, Alameda County, City of Alameda, Berkeley, and Richmond.

The Housing Authority of Alameda County notified OHA it is immediately absorbing all port in program participants. OHA has a MTW activity that restricts portability to neighboring PHA's within 30 miles of OHA unless the receiving PHA is absorbing the voucher or family has one of 11 exceptions. Exceptions include emergency VAWA cases, employment, reasonable accommodations and educational needs.

### **Owner Incentives**



Per OHA's MTW plan, Leased Housing has launched four owner incentives: Vacancy Loss (Re-Rent Bonus), Pre-Qualifying inspections, Signing Bonus, and Owner Recognition. The incentive for the Maintenance Repair Loan will launch in first quarter 2021.

Vacancy Loss (Re-Rent Bonus)- Payment for up to two months HAP is offered to existing HCV owners if they re-rent a unit previously occupied by an HCV tenant to another HCV participant within two months of contract cancellation.

OHA paid \$39,280.73 in vacancy loss to 10 owners. Units had an average vacancy period of 95 days.

Pre-Qualifying Unit Inspections- A pre-qualifying unit inspection is offered to all HCV program owners to expedite the lease up process, and minimize delays or losses due to inspections. Inspections are not be linked to a participant. Once a unit has passed, the owners will have up to 60 days to find a tenant for the unit..

OHA conducted 0 initial pre-inspections. FY21, OHA has conducted 81 pre-qualifying inspections for HCV units.

Signing Bonus - For new landlords who sign a contract with OHA allowing a Section 8 family to move into one of their available units; OHA will pay the owner a \$500 signing bonus. This is for new owners who have not contracted with us prior to March 2015.

OHA paid 7 new owners a \$500 bonus/\$3,500.

Maintenance Repair Loan -To ensure a home is maintained, each apartment must pass a Housing Quality Standards Inspection. We know this can be particularly difficult for older properties and for smaller property owners who may not have capital repair funds available. Using a small advance on the owner's Housing Assistance Payments, up to \$2,500, owners will have the funds needed to make those repairs, and complete the inspection process. Owners will repay OHA by having a small deduction out the first six rental assistance payments. This incentive will launch third quarter 2021.

### **Waitlist Openings:**

1. Mainstream waitlist opened for the period February 16-19th, 2021
  - 3,063 applications were received
  - 300 applicant households are added to the 2011 HCV Waitlist
2. Preparation for the OAHPI waitlist is in process.

### **CARES Act funding**

## **Owner and Resident Incentives:**

### New Contract Lease ups:

- Leased Housing and the Finance team have worked together to create a seamless process to pay a \$250 incentive payment to owners who lease units to program participants and applicants. Total funding approved to date \$63,500. An additional \$90,000 has been budgeted for this incentive.

### Owner Direct Deposit

- Finance and Leased Housing Departments are working together to launch this incentive during March 2021-May 2021. Total budget \$285,000
- Every owner who shifts to direct deposit for HAP check will receive \$200
- Focus is on 1,400 Owners who receive paper checks
- Campaign includes mailing, email blast and Drive up/Drop service day

### Security Deposit Assistance

- Security Deposit incentive to remove barriers to leasing units during the pandemic when family resources and incomes have reduced.
- Leased Housing has budgeted \$90,000 to assist applicants and program participants with security deposits. Tenants request security deposits assistance and the incentive is paid directly to the owner upon execution of the HAP contract.
- A total of (11) eleven tenants qualified for assistance for a total of \$14,900.

### New Contracts Entered for Owner Payment December

PBV	72
Section 8	62
HUD VASH	5
TRA/Shelter Plus	5
Mod Rehab	3
Other	1
Contracts Entered for Payment	148

### Project Based Vouchers

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

- **Nova Apartments (56 units): Expected lease-up in May 2021**
- **Fruitvale Studios (12 units): Expected lease-up in May 2021**
- **Aurora Apartments (43 units): Expected lease-up in August 2021**

- **Coliseum Place (37 units): Expected lease-up in October 2021**

- **The Monarch- (Satellite Affordable Housing Associates)**

- Located at 3268 San Pablo Avenue
- 50 units of Project Based Vouchers serving seniors
- 13 studios and 38 one bedrooms including the manager unit
- 13 of 50 for low income veteran seniors
- 13 of 50 for ELI and formerly homeless or at risk of homelessness

A total of 1,040 applications were submitted. Two hundred and forty (240) were placed on the wait list.

- Families referred in eligibility screening: 30

- **Paseo Estero Family Apartments (Mid Penn Housing)**

- Located at 255 8<sup>th</sup> Ave, Oakland 94606
- 100 total Family units
- 50 units subsidized by OHA Project voucher
- Community features include: Garage parking, children's play area, elevator, On-site resident services and events and on-site professional management

- **Vista Estero Senior Apartments (Mid Penn Housing)**

- Located at 285 8<sup>th</sup> Ave, Oakland, 94606
- 109 Total units for Seniors
- 82 units subsidized by OHA Project based voucher
- Families referred: 3

### **Phone Blitz Project**

In an effort to ensure all families with earned income are aware of their options to report income decreases which may lead to a reduction in their rent portions- Leased Housing has developed a team of 8 staff person who will contact 4,500 families by phone and/or email. Staff track each interaction and update YARDI contact information and provide the families the required fillable documents to report reductions in any earned income and a link to the team email box. Stephanie Hawke with the Program Implementation and Compliance team assisted with setting up the report used by the team.

Update- The Blitz team called and/or emailed 2,624 households:

- 578 households requested the interim income change forms

- 720 had already submitted interim forms or income change was completed
- 354 recently completed an income re-examination

### **Yardi – Participant Portal – Online Interim and Applicant Submission tool**

Online Interim Recertification in YARDI launched on July 13<sup>th</sup>.

As part of our on-going effort to increase accessibility and find alternatives options for our program participants to report changes in income OHA residents can submit documentation directly to their case worker for review through the Rent Cafe portal.

Leased Housing has completed a mailing and email notification to program participants and will continue to include an informational flyer in recertification packets. Additionally, notification about the new online option is on the OHA website.

Online Applicant Intake Tool launched in February 2021-

Applicants can submit intake packets via the Rent Café online portal.

### **Program Compliance Team**

Program Compliance team is focused on the analysis, prevention or remedial action, if necessary, to prevent or correct program noncompliance by participants and owners. Program Compliance staff works with all the Leased Housing teams as well as the Oakland Housing Authority Police Department and the Executive Office. The team conducted 41 client interactive/warning meetings, processed 11 owner notification letters, resolved 2 late rent notices, resolved 70 resolution cases and processed 11 proposed termination notices. Additionally, the team assigned 0 police reports and calculated \$1,662 in subsidy overpayments. The team developed an owner notice explaining the eviction moratorium and HUD supported actions to limit potential evictions. Leased Housing program Compliance Team notified owners via email regarding the Eviction Moratorium and CDC guidelines.

### **Rent Increases**

Leased Housing received 706 rent increase requests. There were 144 Housing Choice Vouchers completed. One hundred and fifty-six (156) for Project Based Vouchers and Mod Rehab and four-hundred and six (406) for OAHPI were completed. The average rate of increase was 8% and average amount approved was \$139.

### **Existing Units PBV 16-008 project update**

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

There are a total of 636 project based vouchers in 22 projects which received an award through the Existing Project Based Voucher program. OHA has executed Housing Assistance Payment contracts for eighteen (18) projects.

### **Projects pending :**

- Sylvester Rutledge Manor (CCH) awarded 64 PBV units: expected lease up May 2021. Thirty-one families were referred for eligibility screening and thirteen have finished and are deemed eligible.
- Northgate Apartments (RCD) was awarded 14 PBVs. Ten families moved forward for final screening. Eight have completed eligibility screening.
- Oak Street was awarded 25 PBV. Twenty –five families referred, 18 deemed eligible.
- Kenneth Henry Court (SAHA) is on hold at the Owner's request. Satellite Affordable Housing reports the lease up team is working through six projects and KHC is on the list. It takes six months per project to complete inspections and leasing. They have prioritized other projects due to tax credit and financing deadlines.

### **Special Needs Housing**

The Harrison Hotel is part of the County's Shelter Plus Care program subsidizing 59 units, reported 100% lease up for formerly homeless disabled residents. The County refers applicants to OHA for intake and unit inspections.

### **Local Programs**

#### **Sponsor Based Housing Assistance Program (SBHAP)**

On June 22, 2020, the Board of Commissioners passed resolution 4915 approving funding in the amount of \$3,081,093 for FY21 to serve an additional 40 homeless families with children.

The program can serve up to 140 households in FY21.

<b>Services/ Funder</b>	<b>HH Served Min - Max.</b>	<b>Target Population</b>	<b>Supportive Services Provider</b>	<b>Housing Services Provider</b>
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PATH: Community Housing Services	27-30	Encampments/ Shelter	Lifelong Medical St. Mary's Center Building Futures w/ Women & Children	Abode Services
Behavioral Health Care Services	18 - 20	Encampments/ Shelter: Homeless. Serious Mental Illness	Lifelong Medical	Abode Services
Oakland Unite: Dept. of Human Services	25-30	Re-entry: Adult Probation & Parole	Abode Services	Abode Services
PATH: ESG & THP+ Funding	17-20	Homeless Youth Ages 18-24 who are homeless or at-risk of homelessness and exiting the foster care or juvenile justice system	First Place for Youth	First Place for Youth
City of Oakland – HSD - CHS	20-40	Families experiencing homelessness, at risk of homelessness or victims of domestic violence	Building Futures for Women & Children	Building Futures for Women & Children

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### **Building Bridges**

The Building Bridges Program is a result of recommendations from the Board of Commissioners Ad Hoc Special Needs committee whose purpose was to identify special needs populations who will benefit in securing stable short term local housing assistance. Two pilot programs were implemented: the first serving Emancipated Foster Youth participating in the THP+ program, and the second serving CalWORKs participants participating in County short term housing assistance program. Through systems alignment, Alameda County Social Services Agency and, First Place for Youth in partnership with OHA will ultimately improve the effectiveness of the delivery of assistance programs and services to low-income households by allocating scarce resources more effectively, leveraging other public and private resources, and institutionalizing best practices.

### **CalWORKs**

CalWORKs Building Bridges program, provides a stable shallow housing subsidy (1-2 years) for Social Services Agency clients who are actively engaged in a plan to achieve self-sufficiency, specifically employable, formerly homeless CalWORKs clients.

An average of 50 families per month will receive an average of \$1,500 per month local rental assistance from OHA. Contract term is 5 years. Costs to not exceed \$5,000,000 over the five year term; with \$1,000,000 budgeted annually. Reasons for denial: Incomplete information, client exited from Housing Support Program by County, client request, non-compliance with CalWORKs program, or no inspection requested or passed.

Available	Referrals received	Households admitted	Households in eligibility process/inspection
50	38	29	1

### **First Place for Youth (FPFY)**

FPFY Building Bridges program is a short-term five-year program for up to 50 participants. The short-term assistance payment will phase down funding in year four and year five. Roommate living arrangements are allowed. The service provider will be responsible for ensuring that participants and units meet program eligibility requirements and submitting required reports and periodic invoices. OHA Board of Commissioners on April 9, 2018 approved funding for the project up to \$5,000,000 over a five year term. Reasons for denial: unit not located in Oakland, no inspection passed or requested, incomplete or missing documentation

Available	Referrals received	Households Admitted	Households in eligibility process and inspection
50	57	27	23

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

<b>As of March 2020 TOTALS</b>	<b>Total Units</b>	<b>Vacant or Non- Eligible Units</b>	<b>Eligible Units</b>	<b>Subsidy Per Unit</b>
	<b>311</b>	<b>135</b>	<b>176</b>	<b>\$897</b>

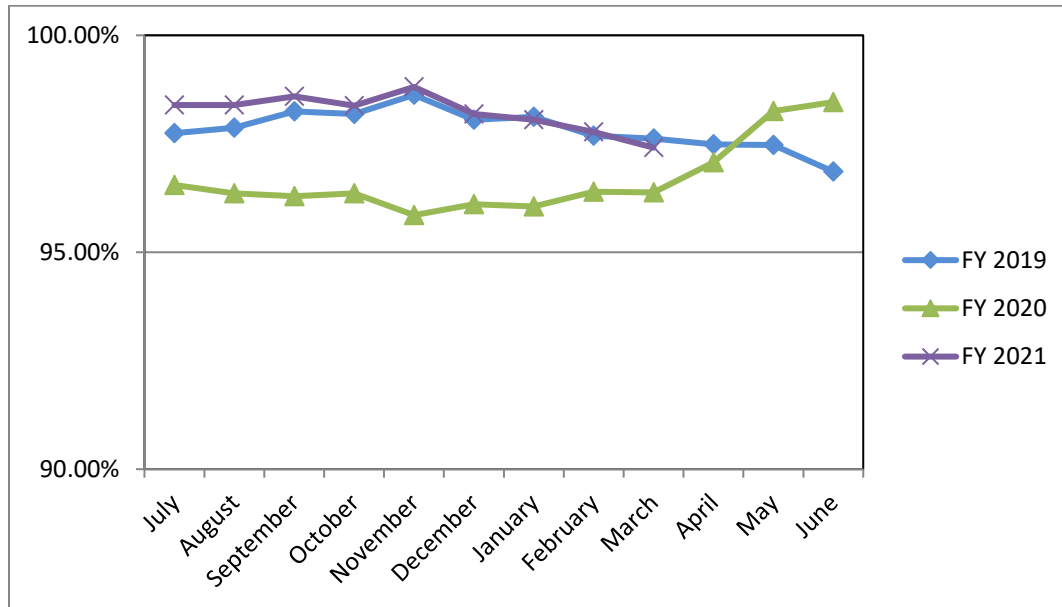
- All properties received subsidy increase with FY21 HUD Fair Market Rent.



## Property Operations Department

### Occupancy Report

#### Public Housing Occupancy Rates - TOTAL PORTFOLIO 97.41%



#### All Authority Public Housing Units

Month	Occupancy Rate
April 2020	97.07%
May 2020	98.25%
June 2020	98.46%
July 2020	98.39%
August 2020	98.39%
September 2020	98.59%
October 2020	98.38%
November 2020	98.81%
December 2020	98.19%
January 2021	98.05%
February 2021	97.77%
March 2021	97.41%

### Authority Managed Public Housing Units

Development	Total Units	Non-dwelling Units/Exempt	Available Units	Occupied Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Lockwood Gardens	372	2	370	359	7	0	4	97.03%	97.03%
Peralta Villa	390	3	387	376	4	0	7	97.16%	97.16%
<b>Total</b>	<b>762</b>	<b>5</b>	<b>757</b>	<b>735</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>97.10%</b>	<b>97.09%</b>

### OAHPI Project Based Section 8 Units

Portfolio	Total Units	Non-dwelling Units/Exempt	Available Units	Occupied Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Deep East	278	44	234	226	3	3	2	97.01%	96.58%
East	258	26	232	221	5	2	4	97.82%	95.26%
Fruitvale	270	16	254	251	0	3	0	98.43%	98.82%
San Antonio	244	9	235	235	0	0	0	100.00%	100.00%
West	230	5	225	222	0	3	0	98.66%	98.67%
North	239	19	220	218	0	2	0	99.10%	99.09%
<b>Total</b>	<b>1,519</b>	<b>119</b>	<b>1,400</b>	<b>1,373</b>	<b>8</b>	<b>13</b>	<b>6</b>	<b>98.50%</b>	<b>98.07%</b>

### OAHPI – PACT Program

Portfolio	Total Units	Non-dwelling Units/Exempt	Available Units	Occupied Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
East	20	2	18	15	0	1	3	88.33%	88.33%

### Recertification Report

### Authority Managed Public Housing Units

Development	Completed Annual Recertifications	Recertifications/ Outstanding	Recertifications/ Legal	Current Month Backlog
Lockwood Gardens	0	142	4	138
Peralta Villa	0	131	6	125
<b>Total</b>	<b>0</b>	<b>273</b>	<b>10</b>	<b>263</b>

## **Tenant Rent Collections**

### **Authority Managed Public Housing Units**

Development	Charged	Collected	Percent Collected	Budgeted Rent	Collect to Budget
Lockwood Gardens	\$122,501	\$130,495	106.5%	\$142,851	91.4%
Peralta Village	\$128,874	\$121,302	94.1%	\$116,578	104.0%

### **OAHPI Project Based Section 8 Units**

Portfolio	Charged	Collected	Percent Collected	Budgeted Rent	Collect to Budget
Deep East	\$515,034	\$517,139	100.4%	\$617,031	83.8%
East	\$557,946	\$542,698	97.3%	\$584,615	92.8%
Fruitvale	\$623,094	\$615,211	98.7%	\$613,743	100.2%
San Antonio	\$537,534	\$538,007	100.1%	\$522,640	102.9%
West	\$489,704	\$494,887	99.2%	\$494,233	100.1%
North	\$539,690	\$537,433	99.6%	\$542,276	99.1%

## **Tenant Accounts Receivable**

### **Authority Managed Public Housing Units**

Development	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Lockwood Gardens	\$74,335	\$57,356	\$43,533	\$240,614	(\$41,743)	\$374,095
Peralta Villa	\$54,287	\$34,891	\$25,352	\$91,702	(\$45,599)	\$160,633

\* Includes Current Tenant Rent and Misc. charges.

### **OAHPI Project Based Section 8 Units Tenant Rent**

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$75,394	\$67,339	\$59,087	\$773,677	(\$59,052)	\$916,445
East	\$70,528	\$64,284	\$57,469	\$835,927	(\$57,750)	\$970,457
Fruitvale	\$80,900	\$64,904	\$51,100	\$423,055	(\$61,683)	\$558,276
San Antonio	\$61,082	\$43,147	\$36,433	\$236,591	(\$100,716)	\$276,537
West	\$73,501	\$50,165	\$41,553	\$397,403	(\$107,502)	\$455,120
North	\$61,767	\$50,131	\$33,739	\$398,611	(\$162,894)	\$381,353

\* Includes Current Tenant Rent and Misc. charges.

### **OAHPI Project Based Section 8 Units Housing Assistance Payments (HAP)**

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total HAP Owed
Deep East	\$18,387	\$16,446	\$11,610	\$288,453	\$0	\$334,896
East	\$16,765	\$14,700	\$9,999	\$190,851	\$0	\$232,315
Fruitvale	\$11,628	\$15,076	\$11,247	\$260,207	\$0	\$298,158
San Antonio	\$19,921	\$12,981	\$9,220	\$165,349	\$0	\$207,472
West	\$13,088	\$30,691	\$7,907	\$273,752	\$0	\$325,438
North	\$14,021	\$13,638	\$6,522	\$330,689	\$0	\$364,870

\* Current tenants only

### OAHPI Project Based Section 8 Units Tenant Rent

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$1,148	\$1,216	\$1,207	\$643,130	(\$21,099)	\$625,602
East	\$2,247	\$2,247	\$4,142	\$274,268	(\$29,704)	\$253,201
Fruitvale	\$1,027	\$3,172	\$312	\$194,720	(\$20,121)	\$179,110
San Antonio	\$342	\$100	\$100	\$143,563	(\$12,467)	\$131,638
West	\$0	\$0	\$1,130	\$90,988	(\$13,481)	\$78,637
North	\$91	\$91	\$2,691	\$195,256	(\$12,975)	\$185,154

\*Past tenants

### OAHPI Project Based Section 8 Units Housing Assistance Payments (HAP)

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total HAP Owed
Deep East	\$2,050	\$0	\$0	\$194,123	\$0	\$196,173
East	\$1,672	\$1,672	\$1,672	\$115,643	\$0	\$120,659
Fruitvale	\$0	\$1,701	\$0	\$119,559	\$0	\$121,260
San Antonio	(\$342)	\$2,400	\$37	\$94,008	\$0	\$96,103
West	\$0	\$4,912	\$0	\$47,188	\$0	\$52,100
North	\$0	\$0	\$0	\$60,028	\$0	\$60,028

\* Past tenants

## Work Order Report

### Work Order Report - Authority Managed Public Housing Units

Development	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Lockwood Gardens	372	191	165	201	155
Peralta Villa	390	90	248	253	85
<b>Total</b>	<b>762</b>	<b>281</b>	<b>413</b>	<b>454</b>	<b>240</b>

### Work Order Report – OAHPI Project Based Section 8 Units

Portfolio	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Deep East	278	266	182	109	339
East	278	343	188	171	360
Fruitvale	270	280	201	191	290
San Antonio	244	219	183	231	171
West	271	221	223	293	151
North	239	186	181	191	176
<b>Total</b>	<b>1,539</b>	<b>1,515</b>	<b>1,158</b>	<b>1,186</b>	<b>1,487</b>

## Legal Report

### Legal Report – Authority Managed Public Housing Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Apr-20	2	0	2	\$ -
May-20	0	0	0	\$ -
Jun-20	1	0	1	\$ -
Jul-20	1	0	1	\$ -
Aug-20	1	0	1	\$ -
Sep-20	1	1	2	\$ 653.00
Oct-20	3	0	3	\$ 125.00
Nov-20	5	0	5	\$ 3,059.00
Dec-20	2	0	2	\$ 2,027.00
Jan-21	4	0	4	\$ 637.00
Feb-21	0	0	0	\$ -
Mar-21	0	0	0	\$ -

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

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
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	\$ -
Feb-21	0	0	0	\$ -
Mar-21	0	0	0	\$ -

## Resource Conservation Community Engagement and Outreach

### Authority Managed Public Housing Units

Development	Site Assessments	Resident Contact	Flyer Outreach	In-Person Site Meetings	Virtual Meetings	# of Virtual Meeting Participants
Lockwood Gardens	6	0	359	0	1	8
Peralta Villa	5	0	376	0	8	11
<b>Total</b>	<b>11</b>	<b>0</b>	<b>735</b>	<b>0</b>	<b>9</b>	<b>19</b>

### OAHPI Project Based Section 8 Units

Portfolio	# of Sites Visited	Site Assessments (includes multiple visits)	Resident In-Person Contact	Resident Phone Outreach	Flyer Outreach	In-Person Site Meetings	Virtual Meetings
Deep East	41	100	9	0	226	0	0
East	46	84	2	0	221	0	0
Fruitvale	25	41	0	0	251	0	0
San Antonio	40	112	4	0	235	0	0
West	35	95	6	0	222	0	0
North	32	82	2	0	218	0	0
<b>Total</b>	<b>219</b>	<b>514</b>	<b>23</b>	<b>0</b>	<b>1,373</b>	<b>0</b>	<b>0</b>

## Capital Improvement Department

### Rehabilitation Team:

#### Unit Renovations

Units Completed and Returned to OPO in March	17
Units Received From OPO in March	19
Units Completed in Fiscal Year 2020-21 To Date	49

These unit renovations are complete turns, typically stripped down to the sheetrock. They include:

- Asbestos abatement in walls and flooring if present
- Kitchen and bathroom cabinet replacements including granite countertops
- New bathtubs and new plumbing fixtures
- All the mill work gets replaced i.e. doors, frames, floor molding, closet doors etc.
- Electrical panels are moved to new, code approved locations
- All smoke and carbon monoxide detectors are rewired to the main panel
- Installation of new, always on, bath fans to improve indoor air quality
- Replacement of all flooring and carpeting
- Re-textured and painted
- Added light fixtures on the ceilings of living and bedroom areas

OHA has begun orderly hiring Force Account crews in October to ramp up capital project work. We will be hiring in small increments as we start individual projects.

Due to increases in Covid cases throughout Alameda County, OHA has further tightened policies to protect our employees and tenants. The number of completed units was reduced this period due to holiday time off, as well as the reduction of multiple staff in a single unit.

We are now making our best effort to limit single tradespersons in a unit at any given time. While we would typically have 8-10 units under construction, we are currently working on 27 units across the portfolio. This has temporarily reduced construction completions, but we expect normal numbers of turns by our crews to return this month. There are 8 units that should complete in the next week.

Due to some discrepancies in pricing by contractors, the IDIQ work has been delayed. We are working to resolve these issues and expect to have contractors working by the end of April. This delay, as well as a particularly heavy number of new units from OPO over the past 5 months, has pushed back the elimination of the backlog by a month and a half.

**Recently Completed:**

- 1422 47<sup>th</sup> Ave. #4
- 1430 Seminary #1
- 6650 Laird #B
- 7209 Holly #2
- 6130 Hilton #7
- 1911 Seminary #12
- 7000 Lacey #6
- 368 62<sup>nd</sup> Ave #3
- 1121 Poplar
- 919 Kirkham
- 912 Kirkham
- 1035 Kirkham
- 1252 65<sup>th</sup>
- 826 Mandela Pkwy.
- 2353 E24th St. #3
- 1733 92<sup>nd</sup> Ave. 2
- 1733 92<sup>ns</sup> Ave. #4
- 1248 E. 34<sup>th</sup> Street, 676 Fairmount, 541 29<sup>th</sup> St., 368 62<sup>nd</sup> St. soft story structural drawings
- Plexiglas dividers in Commissioner's Room

**In the Preconstruction/Construction Process:****Housing**

- 6645 Brann Street full building envelope replacement
- 1130 62<sup>nd</sup> Street re-pipe and exterior paint
- 357, 361, 365 49<sup>th</sup> full rehab
- Various (17) sewer lateral issues across the portfolio
- 2001 MacArthur entry ramp repairs
- Lockwood Gardens exterior repairs and paint
- 7107 Favor Street fencing replacement
- 3330 72<sup>nd</sup> Street fencing replacement
- 59 Pearl deck repairs
- 1951 E 24<sup>th</sup> St. deck repairs
- 2212-2216 E 21<sup>st</sup> St. deck repairs
- 4527 Bond St. deck repairs
- Peralta AT&T below grade wiring failure—Covid delayed
- 3532 Pierson St. roofing, painting, and sidewalk repairs
- 1900 Commerce Way, stairs, landing, deck
- 1853 38<sup>th</sup> Ave., stairs and landing repairs
- 2102 E 17th landings and deck repairs
- 9506-9514 Birch St., stairs, landings, and dry rot
- 2212-2216 E 21<sup>st</sup> Roof



- 7908 Ney St. deck repairs
- 1248 E. 34<sup>th</sup>, 676 Fairmount, 541 29<sup>th</sup> St., 368 62<sup>nd</sup> St. soft story structural construction

#### **Administrative Buildings**

- Exterior paint at 935 Union
- Service Center Driveway asphalt R&R, reseal, and stripe
- Lockwood Entry ADA Improvements
- Touchless Plumbing Fixtures
- Bio polar ionization units for HVAC systems

## Oak Groves Rehab - OHA/RAMP Development



*Oak Groves is an acquisition/rehabilitation low-income housing tax credit, tax exempt bond project for 151 units of formerly public housing for low-income seniors in two buildings in downtown Oakland.*

### Project Description:

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

### Permanent Funding Sources:

• Tax Exempt Perm Loan:	\$23,600,000	• OHA Ground Lease Loan	\$599,901
• Seller Carryback Loan:	\$34,400,000	• Release of Forward Commit. Fee:	\$472,000
• - Accrued/Deferred Interest:	\$1,729,173	• Deferred Developer Fee:	\$5,449,437
• OHA Sponsor Loan	\$15,000,000	• GP Equity	\$100
		• Tax Credit (LP) Equity	\$44,967,088

### OHA Board Authorizing Resolutions:

- No. 4696, 07/25/16: Okamoto-Saijo Architecture Contract
- No. 4728, 07/27/17: BBI General Contractor Contract
- No. 4743, 04/03/17: Overland Pacific & Cutler Relocation Contract
- No. 4767, 08/28/17: HUD Section 18 Disposition and PBV Award
- No. 4801, 04/09/18: Okamoto-Saijo Architecture Budget Increase
- No. 4803, 06/04/18: BBI General Contractor Contract Amendment
- No. 4837, 09/24/18: OHA as Development Partner and Option to Lease Land & Improvements
- No. 4838, 09/24/18: Creation of New OAHPI Development Corporation
- No. 4848, 02/11/19: Section 18 Disposition and Financing and Withdrawal of OHA Development LLC from Partnership
- No. 4869, 05/13/19: Substitute RAMP for OAHPI in RHI Oak Groves LLC and Execute County Environmental Land Use Covenants
- No. 4880, 07/22/19: Amend Resolution 4848 to Update Financing
- No. 4890, 10/14/19: OHA as Co-Guarantor with RAMP and Unit Count Confirmation
- No. 4898, 12/09/19: Add California Bank & Trust as Co-lender
- No. 4899, 12/19/19: Amend Resolution 4898 to Remove California Bank and Trust as Co-lender and Reapprove US Bank as Sole Lender

<b>Affiliate Board Authorizing Resolutions:</b>			
<ul style="list-style-type: none"><li>No. 19-001, 07/09/19: Secure Financing</li><li>No. 19-002, 07/09/19: Secure Financing, Implement Rehabilitation, and Act as Guarantor-Developer</li><li>No. 19-003, 10/22/19: Amendment to Resolution No. 19-001 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson, and to Confirm the Unit Count</li><li>No. 19-004, 10/22/19: Amendment to Resolution No. 19-002 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson</li><li>No. 19-005, 10/22/19: Enter into Assignment &amp; Assumption Agreement with OHA for Relocation Contract and Amend Contract to Add Moving Services</li><li>No. 19-006, 10/09/19: Partnership Co-lender Bifurcation</li><li>No. 19-007, 10/09/19: Add California Bank &amp; Trust as Co-Lender and Bifurcate Construction/Permanent Loan Using Two Promissory Notes - one Recourse to RAMP and the Partnership and one Non-recourse</li><li>No. 19-008, 12/09/19: Amend No. 19-005: Amend Relocation Contract, Secure Temporary Housing with Extended Stay America, and Contract with Chipman Movers</li><li>No. 19-009, 12/19/19: Amend No. 19-006: Re-approve US Bank as Sole Lender and Remove California Bank &amp; Trust as Co-lender</li><li>No. 19-010, 12/19/19: Amend No. 19-007: Re-approve US Bank as Sole Lender and Remove California Bank &amp; Trust as Co-lender</li></ul>			
<b>Approved OHA/Affiliate Funding:</b>		<b>Disbursements to Date:</b>	
RAMP: \$100 GP Equity		\$100 GP Equity	
<b>Current Project Status:</b> Work has been substantially completed at Oak Grove North and all residents have moved back. Some work is continuing on the exterior and in the courtyard and is expected to be completed by May 2021. All residents at Oak Grove South have been temporarily relocated and construction has begun at the site.			
<b>Construction Progress:</b>		<b>New Hires:</b>	
% Complete on 3/31/21:	58.64%	Number of New Hires:	60
% Complete last Month:	48.65%	Number of Section 3 Hires:	18
Scheduled Completion Date:	12/2021	% Section 3:	30.00%
<b>Construction Contract Status:</b>			
Original Contract Amount	\$44,117,725.00	Pending Change Orders (PCOs)	\$297,368.82
Approved Change Orders	<u>\$1,444,067.35</u>	Potential Future Changes	<u>\$13,000.00</u>
<b>Current Contract Amount</b>	<b>\$45,561,792.35</b>	<b>Potential Contract Amount</b>	<b>\$45,872,161.17</b>
<b>Milestones Completed Past Month:</b>			
<b>Oak Grove North</b>			
<ul style="list-style-type: none"><li>Work on unit interiors is substantially complete</li><li>The building is fully occupied</li><li>Work continues in some of the common areas and on the exterior of the building</li><li>Weather delayed some of the exterior work that is expected to be completed in May 2021</li><li>Some punch list items will be completed after all COVID restrictions have been lifted</li></ul>			
<b>Oak Grove South</b>			
<ul style="list-style-type: none"><li>All residents have been temporarily relocated</li><li>Interior units and common areas have been demolished</li><li>Exterior stucco demolition is 90% complete and repairs to the sheathing under that stucco has begun</li></ul>			

## Harrison Tower – OHA/RAMP Development



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

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

### Project Description:

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

### Targeted Permanent Funding Sources:

- Permanent Hard Loan
- Tax Credit (LP) Equity
- GP Equity
- OHA Loan
- OAHPI Seller Carryback Loan
- Deferred Developer Fee

### OHA Board Authorizing Resolutions – None to date

### Affiliate Board Authorizing Resolutions:

- OAHPI No. 19-006, 5/31/19: Arch. and Engineering Contract with Saida + Sullivan Design Partners
- OAHPI No. 20-001, 5/5/20; Construction Manager contract with Buis Construction Services, Inc.

### Approved OHA/Affiliate Funding:

\$2,000,000 for Predev. in FY21 OAHPI Budget

### Disbursements to Date (2/8/21):

\$545,284.67

### Current Project Status:

Predevelopment: Staff are continuing their review of project phasing and financing options in response to significant program changes to the CA tax-exempt bond financing program. The relocation consultant is drafting the relocation plan.

### Milestones Completed Past Month:

Predevelopment activities are ongoing.

## Partnerships with Nonprofit Developers

### Brooklyn Basin Master Plan

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

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

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

The City of Oakland acquired Parcels A and F from ZOHP for the purpose of developing the 465 affordable units of affordable housing. The Authority acquired a 50% share of Parcels A and F on October 19, 2017 for \$10 million. Four distinct projects are planned for these properties. Projects 1, 2 and 3 are described in detail below. Project 4 is expected to break ground in the third quarter of 2021.



BROOKLYN BASIN ILLUSTRATIVE PLAN



## Brooklyn Basin Projects 1 and 2 – Partnership with MidPen



*Brooklyn Basin Projects 1 and 2 are currently under construction on Parcel F for a total of 211 units. Project 1 (named **Paseo Estero**) will provide 101 units for very low-income families and larger households and Project 2 (named **Vista Estero**) will provide 110 units for very low-income seniors.*

### Project Description:

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

### Permanent Funding Sources:

• OHA Loan	\$5,000,000	• City of Oakland	\$12,670,000
• AHP	\$1,690,000	• Tax Credit Equity	\$70,076,353
• Deferred Dev. Fee	\$9,623,545	• GP Equity	\$580,507
• Parcel T Reimb	\$455,798	• Permanent Hard Loan	\$37,111,000

### OHA Board Authorizing Resolutions:

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

### Affiliate Board Authorizing Resolutions – Not applicable

### Approved OHA/Affiliate Funding:

MTW: \$5,000,000 Land Acquisition

### Disbursements to Date:

\$5,000,000

### Current Project Status:

Construction is 100% complete. All construction work has been approved and signed off by Building Department inspectors. The final Certificate of Occupancy is pending and is expected in April. Vista Estero (senior) is 8.18% leased and Paseo Estero (family) is 7.92% leased.

### Construction Progress:

% Complete:	100%
% Complete last Month:	99.20%
Scheduled Completion Date	1/31/21

### New Hires:

Number of New Hires:	767
Number of Section 3 Hires:	65
% Section 3:	8.47%
% Local Residents:	31.55%
% Local Apprentices:	27.12%

### Milestones Completed Past Month:

## Brooklyn Basin, Project 3 Partnership with MidPen Housing Corp.



*Project 3 (named **Foon Lok West**) on Parcel A will include 130 units for very low-income families and formerly homeless individuals and couples.*

### Project Description:

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

### Permanent Funding Sources:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• OHA Loan</li> <li>• AHP</li> <li>• CA HCD – No Place Like Home (homeless funding)</li> <li>• City of Oakland</li> <li>• Deferred Developer Fee</li> </ul> | <ul style="list-style-type: none"> <li>• Alameda County A1</li> <li>• Accrued Deferred Interest</li> <li>• Tax Credit Equity</li> <li>• GP Equity</li> <li>• Permanent Mortgage</li> </ul> |
|--|--|

### OHA Board Authorizing Resolutions:

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

### Affiliate Board Authorizing Resolutions – Not applicable

<b>Approved OHA/Affiliate Funding:</b>	<b>Disbursements to Date:</b>
MTW: \$5,000,000 Land Acquisition	\$5,000,000

### Current Project Status:

Final concrete pour on level 3 completed; structural concrete complete; framing begun on level 3; steel beams installation on level 3 has begun; and personnel hoist installed.

<b>Construction Progress:</b>		<b>New Hires:</b>	
% Complete:	28.69%	Number of New Hires:	54
% Complete last Month:	21.62%	Number of Section 3 Hires:	2
Scheduled Completion Date	May 2022	% Section 3:	3.70%
		% Local Residents:	35.19%
		% Local Apprentices:	35.29%

**Milestones Completed Past Month:** Construction is ongoing.

## Empyrean – Partnership with RCD



*Rehabilitation of a formerly market-rate single room occupancy hotel into 66 studio apartments.*

### Project Description:

<b>Project Address:</b>	344 13 <sup>th</sup> Street	<b>Affordability Targeting:</b>	20-60%
<b>Project Type:</b>	Rehabilitation	<b>Other Uses:</b>	2,000 SF retail space
<b>Number of Units:</b>	66	<b>Architect:</b>	Gelfand Partners
<b>PBVs:</b>	32	<b>General Contractor:</b>	Fineline Construction
<b>Target Population:</b>	Low-income individuals and small households	<b>Property Management:</b>	John Stewart Co
		<b>Total Development Cost:</b>	\$50.8M

### Permanent Funding Sources:

• OHA Loan	\$4,570,000	• City of Oakland	\$4,988,000
• AHP	\$1,450,000	• County A1	\$4,685,000
• AHSC	\$15,631,118	• LIHTC equity	\$26,833,268

### OHA Board Authorizing Resolutions:

- No. 4704, 10/24/16: Predevelopment loan, commitment letter and award of 32 PBVs
- No. 4753, 06/26/17: Modifications to deal terms and execution of Acquisition Conditions Agreement
- No. 4842, 10/22/18: Increase of \$1.8M in construction and permanent financing
- No. 4793, 02/26/18: Increase in predevelopment loan to \$1.410M
- No. 4883, 08/26/19: New source of County funding and subordination of OHA loan

### Affiliate Board Authorizing Resolutions: – Not applicable.

### Approved OHA/Affiliate Funding:

MTW: \$2,215,753 to Acquire Land  
\$4,570,000 Construction/Permanent Loan  
 Total: \$6,785,753

### Disbursements to Date:

\$2,215,753 to Acquire Land  
\$4,434,514 Construction/Permanent Loan  
 \$5,546,669 Total

### Current Project Status: Under Construction

### Construction Progress:

% Complete on 12/28/20: 100%  
 % Complete last Month: 100%  
 Completion Date: 12/28/20

### New Hires:

Number of New Hires: 40  
 Number of Section 3 Hires: 11  
 % Section 3: 27.5%

**Milestones Completed Past Month:** The Project reached 100% occupancy and received a Certificate of Completion on 12/28/2020. The permanent conversion will occur in April 2021 in order to take out the construction loan by its May 1<sup>st</sup> term. There is \$135,486 in undisbursed OHA loan funds. The remainder of the OHA loan funds will be disbursed at permanent conversion in April.



## 285 12<sup>th</sup> Street – Partnership with EBALDC



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

### Project Description:

<i>Project Address:</i>	285 12 <sup>th</sup> Street	<i>Affordability Targeting:</i>	20%-60% AMI
<i>Project Type:</i>	New Construction	<i>Other Uses:</i>	3,500 sq. ft. commercial
<i>Number of Units:</i>	65	<i>Architect:</i>	David Baker Architects
<i>PBVs:</i>	25	<i>General Contractor:</i>	TBD
<i>Target Population:</i>	Low-income families, 7 special needs units	<i>Property Management:</i>	EBALDC
		<i>Total Development Cost:</i>	\$53.6M

### Targeted Permanent Funding Sources:

<ul style="list-style-type: none"> <li>• Tax Credit Investor Equity</li> <li>• Permanent Hard Loan</li> <li>• OHA Land Purchase</li> <li>• General Partner Equity</li> <li>• Deferred Developer Fee</li> </ul>	<i>Soft Loans &amp; Grants</i> <ul style="list-style-type: none"> <li>• OHA Loan</li> <li>• Transit Oriented Dev. Housing Program</li> <li>• Affordable Housing &amp; Sustainable Communities</li> <li>• Infill Infrastructure Grant</li> </ul>
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### OHA Board Authorizing Resolutions:

- Reso. No. 4881, 09/22/19: Land purchase and soft loan in combined amount not to exceed \$12,000,000. Conditionally awarded 25 Project-Based Section 8 Vouchers.

### Affiliate Board Authorizing Resolutions – Not applicable.

### Approved OHA/Affiliate Funding:

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

### Disbursements to Date:

None

### Current Project Status:

Predevelopment – EBALDC is pursuing NEPA clearance, continuing architecture and engineering design, refining construction cost estimates, applying for funding, selecting a general contractor. OHA is conducting due diligence in preparation for the purchase of the property.

### Milestones Completed Past Month:

Continued predevelopment work.

## 500 Lake Park – Partnership with EAH



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

### Project Description:

<b>Project Address:</b>	500 Lake Park	<b>Affordability Targeting:</b>	20%-60% AMI
<b>Project Type:</b>	New Construction	<b>Other Uses:</b>	2,900 sq. ft. commercial
<b>Number of Units:</b>	53	<b>Architect:</b>	Lowney Architecture
<b>PBVs:</b>	14 VASH Vouchers	<b>General Contractor:</b>	TBD
<b>Target Population:</b>	Low-income families, up to 16 special needs units	<b>Property Management:</b>	EAH
		<b>Total Development Cost:</b>	\$56.0M

### Targeted Permanent Funding Sources:

<ul style="list-style-type: none"> <li>• Tax Credit Investor Equity</li> <li>• Permanent Hard Loan</li> <li>• OHA Land Purchase</li> <li>• General Partner Equity</li> <li>• Deferred Developer Fee</li> </ul>	<b>Soft Loans &amp; Grants</b> <ul style="list-style-type: none"> <li>• OHA Loan</li> <li>• Calif. HCD Veterans Housing &amp; Homelessness Prevention Program (VHHP)</li> <li>• Calif. HCD Multifamily Housing Program (MHP)</li> <li>• Calif. HCD Infill Infrastructure Grant (IIG)</li> </ul>
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### OHA Board Authorizing Resolutions:

- Reso. No. 4900, 02/03/20: Land purchase and soft loan in combined amount not to exceed \$7,500,000. Conditionally awarded 14 Project-Based VASH Vouchers.

### Affiliate Board Authorizing Resolutions – Not applicable.

### Approved OHA/Affiliate Funding:

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

### Disbursements to Date:

None

**Current Project Status:** Predevelopment – EAH is continuing architecture and engineering design, refining construction cost estimates, and applying for funding. OHA expects to complete due diligence and close on the land acquisition and predevelopment loan in April or May.

### Milestones Completed Past Month:

Continued predevelopment work.

## Asset Management Department

### Occupancy Report - Contract Managed Public Housing Units

Development	Total Units	Non-dwelling units/ Exempt	Offline	Units Occupied by	Available Units	Units In Rehab	Vacant and Available	Reserved Units**	Occupied Units	Previous Month Occupancy Rate	Current Month Occupancy Rate
Harrison Towers	101	0	15	1	85	0	0	0	85	100.00%	100.00%
Adel Court	30	0	0	0	30	0	1	1	29	96.67%	96.67%
Campbell Village	154	2	0	1	151	0	8	6	143	96.03%	94.70%
Palo Vista	100	0	0	1	99	0	1	1	98	100.00%	98.99%
Linden Court	38	0	0	0	38	0	2	0	36	97.37%	94.74%
Mandela Gateway	46	0	0	0	46	0	1	1	45	97.83%	97.83%
Chestnut Court	45	0	0	0	45	0	2	0	43	97.78%	95.56%
Foothill Family	21	0	0	0	21	0	0	0	21	100.00%	100.00%
Lion Creek I & II	99	0	0	0	99	0	0	0	99	100.00%	100.00%
Lion Creek III	37	0	0	0	37	0	0	0	37	100.00%	100.00%
Lion Creek IV	21	0	0	0	21	0	0	0	21	100.00%	100.00%
<b>Total</b>	<b>692</b>	<b>2</b>	<b>15</b>	<b>3</b>	<b>672</b>	<b>0</b>	<b>15</b>	<b>9</b>	<b>657</b>	<b>98.51%</b>	<b>97.77%</b>

### Recertification Report - Contract Managed Public Housing Units

Development	Completed Annual Re-certifications	Re-certifications/ Outstanding	Re-certifications/ Legal	Total Backlog
Harrison Towers	2	0	0	0
Adel Court	0	0	0	0
Campbell Village	9	1	0	1
Palo Vista Gardens	0	0	0	0
Linden Court	0	1	0	1
Mandela Gateway	0	0	0	0
Chestnut Court	0	1	0	1
Lion Creek Crossings	1	8	0	8
Foothill Family	1	3	0	3
<b>Total</b>	<b>13</b>	<b>14</b>	<b>0</b>	<b>14</b>

### TARs - Contract Managed Public Housing Units

Development	Charged	Collected	Current Month Uncollected	TARs	1- 30 Days	31- 60 Days	61 and Over	Total Balance
Harrison Towers	\$34,011	\$42,097	-\$8,086	-23.77%	\$1,591	\$301	\$2,408	-\$3,786
Adel Court	\$11,143	\$12,692	-\$1,549	-13.90%	\$2,114	\$1,046	\$3,637	\$5,248
Campbell Village	\$51,550	\$53,888	-\$2,338	-4.54%	\$2,545	\$3,299	\$15,736	\$19,241
Palo Vista Gardens	\$31,823	\$32,235	-\$412	-1.29%	-\$4	-\$375	\$3,339	\$2,549

### Work Order Report - Contract Managed Public Housing Units

Development Name	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Remaining Open WO's
Harrison Towers	101	1	24	25	0
Adel Court	30	2	7	9	0
Campbell Village	154	6	47	51	2
Palo Vista	100	2	33	35	0
Chestnut Court	38	6	13	13	6
Linden Court	45	0	5	0	5
Mandela Gateway	46	3	13	6	10
Lion Creek Crossings*	157	0	0	0	0
Foothill Family	21	0	5	3	2
<b>Total</b>	<b>692</b>	<b>20</b>	<b>147</b>	<b>142</b>	<b>25</b>

\*The work order data from Lion Creek Crossing was not received by the report submission deadline

### Legal Report – Contract Managed Public Housing Units

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

## Senior Site Activities

Outreach Efforts/Activities	Harrison Towers	Adel Court	Palo Vista Gardens	Total
Wellness Phone Calls	170	30	100	300
Mercy Brown Bags	150	38	64	252
Spectrum Senior Lunches Served	N/A	N/A	680	680
Spectrum Food Boxes	N/A	N/A	200	200
RAC Meeting	N/A	N/A	3	3
Benefits/Insurance Support	7	N/A	N/A	7
Birthday Cards	9	N/A	9	18
Laundry Card Refill	N/A	N/A	21	21
Socially Distanced St. Patrick's Day Party	N/A	16	29	45
COVID-19 Vaccinations	54	11	53	531
USOAC Walk Club	N/A	N/A	16	16

## COVID-19 Vaccinations

- COVID-19 Senior Site Vaccinations:** OHA partnered with local pharmacies to offer on-site vaccinations to the senior residents. Fifty (50) Palo Vista residents, eleven (11) Adel Court residents, and fifty-four (54) Harrison Towers residents received the second dose of the vaccine. Three (3) residents at Palo Vista received their first dose in March and will be getting their second dose in April. After vaccinations property management staff followed up with residents to monitor for adverse reactions and no adverse reactions were reported.

## Food Resources

- Mercy Brown Bags:** Residents continue to receive bags of fresh produce on the bi-weekly basis as part of the Mercy Brown Bag program. Thirty-eight (38) bags were delivered to Adel Court, sixty-four (64) bags were delivered to Palo Vista Gardens, and one hundred and fifty (150) bags were delivered to Harrison Towers in March. The food bags provided by Mercy Brown Bags program included a variety of fresh and canned items such as potatoes, eggs, tilapia, canned tuna, cereal, milk, rice, oranges, pears, apples, plums, cucumbers, tomatoes, onions, celery, mustard greens, pork chops, chicken breast, and ground beef.
- Spectrum Food Box:** Spectrum Foods provided two hundred (200) prepared bags of fresh produce at Palo Vista Gardens. The bags contained various fresh

vegetables and fruit including collard greens, beets, green beans, corn, and grapes, and were distributed at the same time as the Spectrum hot lunches.

- **St. Patrick's Day Celebration:** Twenty-nine (29) residents at Palo Vista and thirteen (13) at Adel Court participated in the St. Patrick's Day luncheon. Food was provided by Boston Market and the menu consisted of herb & garlic chicken, mashed potatoes, and corn. Residents were encouraged to wear green for the socially distanced photo shoot. To create a celebratory mood, music was played in the courtyard while the residents were picking up the food. Many residents danced a bit on their way to receive lunch.

### **Health & Wellness**

- **Resident Advisory Committee (RAC) Meeting:** The members of the RAC met with the on-site Resident Service Coordinator and Asset Management Resident Service Coordinator to discuss issues related to Palo Vista. During the meeting residents discussed the vaccination event and suggested increasing the number of days where music was played in the courtyard for their enjoyment. The Resident Service Coordinator agreed to implement this change and started playing music for residents to enjoy from their homes three days a week, which lifted their spirits.
- **Wellness Checks:** Property management continues to conduct wellness check phone calls to each household. Staff made one hundred and seventy (170) calls to Harrison Towers residents, thirty (30) calls to Adel Court residents, one hundred and fifty (150) at Oak Grove North & South, and one hundred (100) calls to Palo Vista Gardens residents in the month of March.
- **Birthday Celebrations:** Nine (9) Palo Vista Gardens and nine (9) Harrison Towers residents celebrated birthdays in March. Property management staff acknowledged residents' birthdays by delivering birthday cards and goodie bags containing cookies, socks, masks, hand sanitizer, and soap.
- **Laundry Card Refills:** As a way to ensure that the senior residents of Palo Vista can maintain social distancing protocols, the Resident Services Coordinator collected funds from residents to load their laundry cards. This month twenty-one (21) residents utilized this service.
- **Miscellaneous Support Services:** Harrison Towers property management implemented a system for residents to request support for various needs. Seven (7) residents utilized the remote translation services to assist with the completion of medical forms, applications for benefits, reading letters from IHSS, calling health care providers to schedule appointments, and explain the process for activating federal stimulus benefit cards.

## **Campbell Village Community Center**

<b>Outreach Efforts/Activities</b>	<b>Total</b>
Auto-dialer Resident Phone Calls	<b>64</b>
Resident Text Messages	<b>450</b>
Contactless Food & Supply Delivery (Seniors only)	<b>17</b>
Hope for the Heart Food Box	<b>450</b>
Food Pantry	<b>450</b>
Garden Club	<b>15</b>
Birthday Cards	<b>23</b>
Wellness Checks	<b>64</b>
Computer Lab	<b>4</b>

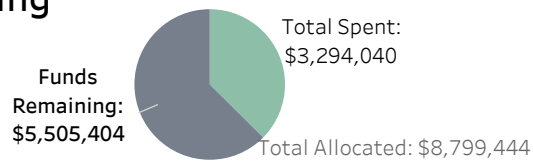
- **Wellness Checks:** The resident service coordinator reached out to sixty-four (64) households via phone during the month of March. During the phone calls, the resident services coordinator assessed the needs of the household and provided the residents with information about the programs currently running at Campbell Village including the opportunity to get a Covid-19 Vaccine. The calls gave the residents an opportunity to provide feedback about existing programs and the programs they want to be implemented at Campbell Village. In addition to regular calls, sixty-four (64) auto-dialer calls and four hundred-fifty (450) text messages were sent to residents to inform them about the food program, site updates, and holiday celebrations.
- **Hope for the Heart Food Boxes:** Campbell Village's property management staff partnered with Hope for the Heart to provide four hundred-fifty (450) food boxes to the residents. This month boxes contained milk, cheese, hotdogs, sour cream, yogurt, potatoes, carrots, and apples. Households were notified about distribution times via text message and the auto-dialer calls, and were able to designate a household member to retrieve the meals from the Community Room while observing social distancing protocols and wearing mandated PPE. The resident services volunteer delivered meals to the clients with mobility constraints.
- **Food Pantry:** The partnership with the Alameda County Food Bank allowed to set up a food pantry that has been used four hundred fifty (450) times in the month of March. The pantry is open every Tuesday and residents are able to shop for fresh produce, milk, eggs, frozen meats, and other food staples.
- **Senior Meal & Supply Delivery:** Seventeen (17) senior residents continue to receive boxes containing food, water, toilet paper, and hand sanitizer via contactless delivery on a monthly basis.

- **Rent Assistance:** Three (3) residents indicated they were having difficulties with paying rent. The Resident Service Coordinator connected them with resources that could assist them in meeting their rental obligations.
- **Computer Lab:** Four (4) residents used the computer lab to print documents to complete their applications for unemployment assistance. The residents used the computer lab one at the time and the lab was sanitized in between uses.
- **Birthday Celebrations:** Twenty-three (23) residents celebrated birthdays in the month of March and each person received a birthday card from the property management staff to acknowledge their birthday.
- **Garden club:** Fifteen (15) resident volunteers worked in the garden to plant herbs and vegetables. Once the plants mature, the produce will be harvested and distributed to community members by garden volunteers.

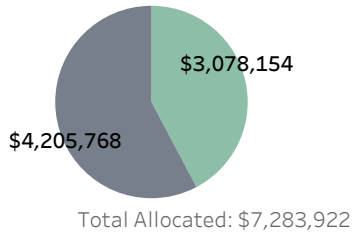


**WRITTEN  
COMMUNICATIONS**  
(Executive Director's Report)

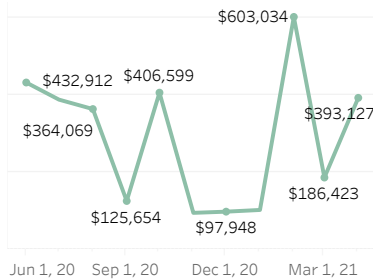
# COVID Expenditure Tracking



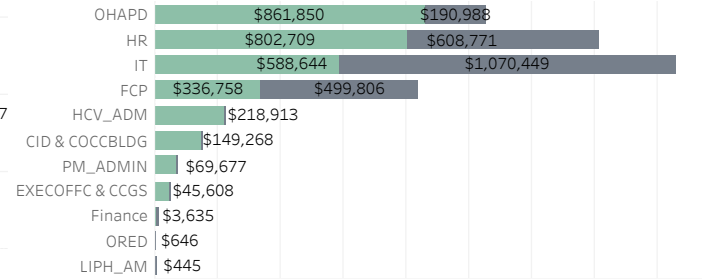
CARES Act Admin Fee Expenditure



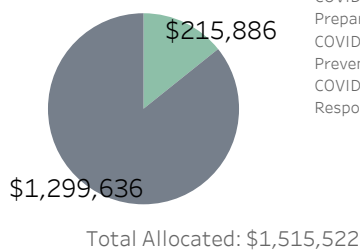
HCV COVID Spending over Time



HCV COVID Expenditure v Budget Remaining



PH Operating Fund Expenditure



PH Operating Fund Expenditure v Budget Remaining



PH Operating Fund by Building

COVID Preparation	Adel Court	\$348
	Administrative Buildings	\$500
	Campbell Village	\$400
	Harrison Tower	\$1,360
	HCV - COVID-19 Related Activities	\$0
	Palo Vista Gardens	\$520
	<b>Total</b>	<b>\$3,128</b>
COVID Prevention	Adel Court	\$7,435
	Administrative Buildings	\$2,128
	Campbell Village	\$13,060
	Harrison Tower	\$7,084
	HCV - COVID-19 Related Activities	\$29,599
	Lockwood Gardens	\$1,602
	Palo Vista Gardens	\$8,374
	Peralta Village	\$3,047
	<b>Total</b>	<b>\$72,330</b>
COVID Response	Adel Court	\$2,027
	Campbell Village	\$1,390
	Harrison Tower	\$0
	Lockwood Gardens	\$62,312
	Palo Vista Gardens	\$7,907
	Peralta Village	\$66,792
	<b>Total</b>	<b>\$140,428</b>
<b>Grand Total</b>		<b>\$215,886</b>

## OHA's COVID Actions Tracking

### Individuals served by...

FCP	COVID Assessment Surveys		0
	Employment Assistance	Employment Referrals	21
		Job Readiness Assistance	13
		Job Retention Assistance	7
	FSS Contract Extensions		1
	Mediation		0
	Technology Support	Devices (tablets, laptops, etc)	1
		Device Accessories (earbuds, etc)	0
		Technology Education	0
	Transportation assistance		0
	Wellness Checks		278
	<b>Grand Total</b>		<b>321</b>

321  
Individuals

### Households served by...

FCP	Childcare Assistance		0
	Homeownership Alternative Inspections		0
	Rental Assistance Requests		15
	Technology Support	Internet Access	1
<b>Grand Total</b>			<b>16</b>

16  
Households

### Landlords served by...

LH	Alternative Briefings	47
	Delayed QC Rexams/Inspections	3
	Delayed rent increases	6
	Interims using Alternative Methods	12
	Interims verified by Self Certification	2
	Payment standard increases	0
	Rental assistance requests	5
	Repayment Plans Initiated	2
	Voucher Extensions	3
Grand Total		80

96  
Landlords

OPO	Delayed re-exams	8
	EIV standard report document extensions	0
	Interim Self Certification	0
	Reexam Self Certification	0
	Rental Assistance Requests	7
	Repayment Plans	1
Grand Total		16

### Resources Distributed

FCP	Health and Wellness	Food Pantry Delivery	316
		Senior Lunch delivery	1,760
		World Central Kitchen	0
	Relief Closet	Food	0
		Household Supplies (Cleaning Su...	2,054
		PPE	335
Grand Total			4.465

4,465  
Items

## Operations/Internal Dashboard

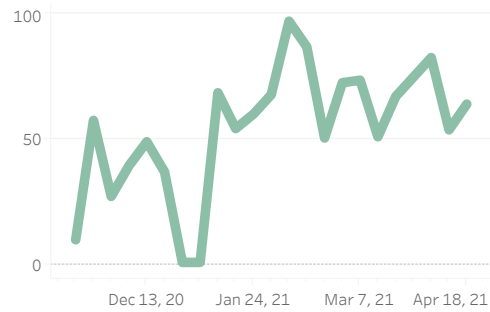
Avg Employees Working from Home each Day

100

IT: Average time spent on Remote HelpDesk Activities

11.05

IT: Time in Remote Helpdesk



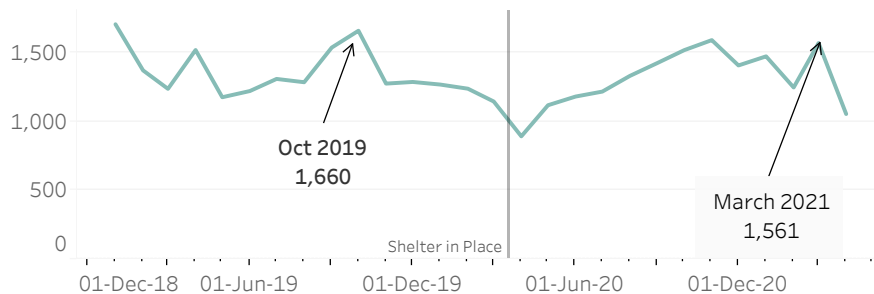
IT Procurement

Hardware	Monitors	160
	Laptops	155
	Mobile Phones	89
	Webcams	70
Software	Zoom	162
	Tableau	100

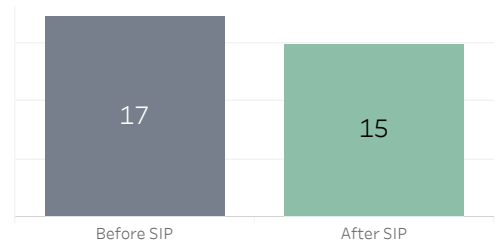
IT Deployment

Hardware	Laptops	157
	Mobile Phones	84
	Monitors	144
	Webcams	46
Software	Tableau	63
	Zoom	146

OPO - Number of Work Order Calls



OPO - Average Days to Work Order Completion





## National Association of Housing and Redevelopment Officials

630 Eye Street NW, Washington DC 20001-3736  
(202) 289-3500 Toll Free: (877) 866-2476 Fax: (202) 289-8181

March 26, 2021

Department of Housing and Urban Development  
451 7<sup>th</sup> Street, SW  
Washington, DC 20410-0500

To Whom It May Concern:

On behalf of the National Association of Housing and Redevelopment Officials (NAHRO), I would like to offer the following comments to the United States Department of Housing and Urban Development (HUD or the Department) regarding the creation of emergency housing vouchers by the American Rescue Plan Act of 2021.<sup>1</sup>

Formed in 1933, NAHRO represents over 20,000 housing and community development individuals and agencies. Collectively, our members manage over 970,000 public housing units, 1.7 million Housing Choice Vouchers (HCVs), and receive over \$1.5 billion in Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Program funding to use in their communities. The National Association of Housing and Redevelopment Officials has the unique ability to represent public housing agencies, local redevelopment agencies, and other HUD grantees of all sizes and geography.

Earlier this month, the American Rescue Plan Act of 2021 became law. One of the provisions of this law includes \$5 billion in funding for emergency housing vouchers for certain groups of people:

- people who are homeless;
- people who are at risk of homelessness;
- people who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; and
- people who are recently homeless and for whom providing rental assistance will prevent the family's homelessness or have a high-risk of housing instability.

The Department must inform PHAs of the number of vouchers they will receive within 60 days of enactment of the law.

This letter offers several suggestions on how the Emergency Housing Voucher program should be structured.

### **Minimum Voucher Allocation**

The Department should require a reasonable minimum allocation of vouchers (e.g., between 15 and 25 vouchers per agency), but should ensure that the minimum allocation is appropriately sized so that agencies serving smaller communities can utilize them.

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<sup>1</sup> All citations are informal.

President: **Sunny Shaw**, CME, C-PHM; Senior Vice President: **Patricia S. Wells**, CME; VP-Housing: **Lisa Ann Garcia**, CME, CMVO;  
VP-Member Services: **Denita Johnson**; VP-Budget and Administration: **Clif Martin**, CME, CMPO, SPHM, PHM; VP-Commissioners: **Karina Mason Rorris**, NCC;  
VP-Community Revitalization and Development: **Stacy L. Spann**; VP-Professional Development: **Sally Stang**, CMVO, CRPBV;  
VP-International Research and Global Exchange: **Alan Zais**, SPHM, PHM; Chief Executive Officer: **Adrianne Todman**

## **Partnerships**

The Department should encourage partnerships. The Department should also offer technical assistance through webinars, guidance, and other technical assistance. Partnerships may be critical in finding and administering housing stabilization services, which may be required for the populations served by these vouchers. In the webinars and guidance, HUD should highlight case studies of PHAs that have formed partnerships and the steps that they took to create those partnerships.

Partnerships should not be mandatory. The statute does not require that partnerships be formed. In some areas, partners are not available or unable to commit the resources necessary. As one member noted, “[p]otential partners have good intentions up front but it’s hard to get them to fulfill promises.” Additionally, the Department should note that PHAs may enter into partnerships through the least restrictive means possible.

## **Funding Allocation and Reallocation**

The statute requires that funding be allocated based on “capacity” and “geographic diversity.” Beyond this, NAHRO believes that HUD should use a need-based formula that allocates vouchers to PHAs based on where the need is greatest.

We are appreciative that Congress has appropriated these funds. This administration has expressed serious interest in a universal voucher program. We strongly believe that this voucher program be renewed beyond 2030 and that these vouchers remain part of the permanent inventory.

The term “reasonable period of time” in which to use the voucher should be at least one year, but ideally longer (e.g., 18 months).

## **Fees to Facilitate the Use of Vouchers**

There should be three funding pots for this voucher program including the following:

- **HAP** – this is the portion of the fees to be given to landlords;
- **Administrative Fees** – these fees should be used for the costs of operating the program and should be fully funded at full eligibility; and
- **Supportive Fees** – this should be an additional amount per voucher for additional activities like housing stabilization, housing search services, emergency assistance, application fees, security deposits, utility deposits, purchasing furniture, additional staff time, and any other services that may be necessary.

Agencies should have early access to their administrative fees so they can stand up the internal capacity they need to administer the program effectively and quickly.

## **Waivers**

Section 3202, subsection (5) of the American Rescue Plan Act of 2021 states that HUD “may waive or specify alternative requirements for any provision of the United States Housing Act of 1937 . . . or regulation applicable to such statute other than requirements related to fair housing, nondiscrimination, labor standards, and the environment, upon a finding that the waiver or alternative requirement is necessary to expedite or facilitate the use of amounts made available in this section.” This language affords HUD broad latitude to implement these vouchers effectively. The following waivers fall within the scope of this statutory language and should be included. All of these waivers should be elective and implemented at the discretion of the PHA.

**All Current COVID-19 Waivers** – the currently available COVID-19 waivers should be applicable to the new emergency housing vouchers.

**Landlord incentives** – although these emergency housing vouchers differ from a normal voucher in the HCV program in some respects, in one way they do not differ is in the need to attract landlords to serve the population. To ensure landlord participation, waivers should allow PHAs the option to use supportive fees or administrative fees for landlord incentives (currently, only CARES act administrative fees may be used for landlord incentives).

**Security Deposits** – like landlord incentives, security deposits are critical to ensure that these vouchers are leased-up. This is especially important for the populations these vouchers serve, which may not have the ability to meet security deposit demands on their own. Waivers should allow PHAs to use supportive fees and administrative fees for security deposits. One of our members stated that “security deposits should equal two months rent, which is typical for hard to house populations.”

**Application Fees** – similar to security deposits, application fees are critical to ensure that these vouchers are leased-up. Again, this is especially important for populations that may not be able to make these payments on their own. Waivers should allow PHAs to use supportive fees and administrative fees for application fees.

**Utility Deposits** – similar to security deposits and applications fees, funding for the payment of utility deposits is crucial for the populations that these vouchers will serve that may be unable to pay this cost. Waivers should allow PHAs to use supportive fees and administrative fees for utility deposits.

**Purchase Furniture** – the Department should allow PHAs to use supportive fees and administrative fees to purchase furniture, which is a crucial expense for these vulnerable populations.

**Waive Initial Inspections** – the Department should allow PHAs to permanently waive HQS initial inspections for all units that have met at least one of the following conditions:

1. The unit has passed any federal inspection (e.g., LIHTC, HOME, etc.) or any similarly stringent inspection in the last three years;
2. The unit is less than five years old (self-certified by the landlord); or
3. The unit passed a HQS inspection in the last three years.

The program participant should still be able to request an interim inspection at their discretion.

**Enhanced Payment Standards** – this waiver will help ensure that families that receive these vouchers will be able to lease-up. The PHA should be able to set custom payment standards within the following parameters: either 90% to 120% of the Fair Market Rent (FMR) or 90% to 150% of the Small Area FMR. Since the waiver does not include additional flexibility to lower a payment standard, there will be no harm to voucher recipients of receiving a voucher less than they normally would. Additionally, since no voucher recipient will receive less than they normally would, there is no need to require an impact study.<sup>2</sup>

**Moving To Work (MTW) Waivers** – MTW agencies should be able to use their current regulatory flexibilities to help ensure that they can lease-up these vouchers.

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<sup>2</sup> The Department’s own qualitative research has shown that “financially focused activities, in the form of increased payment standards, have the greatest influence on landlord participation.” See U.S. Department of Housing and Urban Development “Landlord Participation Study,” p. 45, <https://www.hud.gov/sites/dfiles/PIH/documents/Landlord-Participation-Study-Final-Report.pdf>.

**Self-certification of Documentation** – people served by these vouchers should be able to self-certify necessary documentation to allow them to enter the program. Access to documentation for this vulnerable population may be difficult and self-certifying will allow people to be able to find homes. This self-certification should be permanent (i.e., not requiring additional documentation) absent evidence of fraud.

**Enhanced Income Verification** – housing authorities should be allowed to use documents for income verification that are up to six months old from the date of voucher issuance.

**Waiting Lists and Referrals** – we recommend that HUD provide maximum flexibility in allowing housing authorities to create a waiting list and/or referral system that best suits their ability to operate the program quickly and effectively.

#### **Administrative Fees**

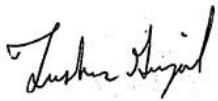
As previously mentioned, administrative fees should be funded at full eligibility and should not be prorated. The increased costs of serving homeless families require that this account be fully funded.

#### **People Who are at Risk of Homelessness**

Although statutorily defined, HUD should provide guidance of acceptable evidence demonstrating this status (e.g., an eviction notice).

The National Association of Housing and Redevelopment Officials thanks the Department for the opportunity to share its comments. Questions or concerns on this topic may be addressed to [tgurjal@nahro.org](mailto:tgurjal@nahro.org).

Sincerely,

A handwritten signature in black ink, appearing to read 'Tushar Gurjal', is written over a light gray circular stamp.

Tushar Gurjal,  
Policy Analyst



March 23, 2021

Joe Carlile, Senior Advisor to the Secretary  
Peggy Bailey, Senior Advisor to the Secretary  
Dominique Blom, General Deputy Assistant Secretary for Public and Indian Housing  
Lopa P. Kolluri, Principal Deputy Assistant Secretary for Housing  
Ethan Handelman, Deputy Assistant Secretary for Multifamily Housing  
U.S. Department of Housing and Urban Development  
451 7th Street SW  
Washington, DC 20410

Dear Mr. Carlile, Ms. Bailey, Ms. Blom, Ms. Kolluri, and Mr. Handelman,

In light of Congress' action in December 2020 to increase funding for the Family Self-Sufficiency (FSS) program to \$105 million, from a previously enacted level of \$80 million, the undersigned organizations and individuals would like to take this opportunity to share our recommendations for HUD's implementation of this increased funding. Several of these recommendations were previously submitted as part of a broader set of joint comments regarding FR-6114-P-01 (Streamlining and Implementation of Economic Growth, Regulatory Relief, and Consumer Protection Act Changes to Family Self-Sufficiency Program) in November 2020.

The group of undersigned organizations and individuals includes FSS service providers in both public housing authority and multifamily FSS programs, national and regional organizations of public housing authorities and of multifamily owners, individual multifamily owners, and a broad range of other organizations and individuals with an interest in and commitment to the FSS program. Above all, we share in a commitment to expanding access to the FSS program for the benefit of all eligible assisted households.

We encourage HUD, consistent with the Joint Explanatory Statement accompanying the FY21 Consolidated Appropriations Act, to distribute the funding made available for FY21 first to renew the full costs of the same number of full-time and part-time coordinators as were funded by FSS funding awards for FY20 at each eligible entity with an existing FSS program, with appropriate adjustments for local staffing costs and for year-to-year cost-of-living increases.

Then, the balance of funding provided for awards should be distributed to previously unfunded, new, or growing programs, and to entities that are eligible for additional coordinator funding based on their enrollment. This "second priority" funding should be apportioned approximately equally between programs administered by public housing agencies and by owners or sponsors

of a multifamily property receiving project-based rental assistance under section 8, unless there are insufficient qualifying programs in either category to allow for equal apportionment. **It is critical that a significant portion of the increased funding be allocated to previously unfunded and growing programs in order to expand access to the FSS program for eligible households.** With an increase of \$25 million in funding for the program, more families ought to be served.

Finally, we encourage HUD to utilize its authority provided in the Economic Growth Act to reserve up to 5 percent of FSS funding for use as “incentives for innovation and high performance.” Furthermore, we recommend that the authorized incentives for innovation and high performance be incorporated within a competitive funding process for allocation of funding to the “second priority” requests for new or incremental coordinator funding as described above. We note “incentive” funding under this section is not specifically restricted to use for FSS coordinators, but is more flexibly defined as “to provide support or to reward” FSS programs; and we urge HUD to employ this authority to provide support to innovative or high-performing FSS programs for costs other than coordinator costs, which could include the costs of IT systems, participant incentives, program outreach, staff training, or other costs.

Thank you for your continued support of the FSS program and for your department’s efforts in recent years to expand the program’s scope and impact. Please contact Jimmy Stuart at [jstuart@compassworkingcapital.org](mailto:jstuart@compassworkingcapital.org) or 857-317-3283 if you have any questions or would like to discuss these recommendations further.

Sincerely,

American Association of Service Coordinators  
Baltimore Regional Housing Partnership  
Beacon Communities  
Boston Housing Authority  
Cambridge Housing Authority  
Caribou Housing Agency  
Closing the Women's Wealth Gap  
Community Health Councils  
Council of Large Public Housing Authorities  
Enterprise Community Partners  
Evansville Housing Authority  
Flint Housing Commission  
Hallkeen Management  
Housing Assistance Council

Housing Authority of the City of Old Town, ME  
Housing Authority of the County of San Mateo  
Housing Authority of Thurston County  
Housing Partnership Network  
Housing Solution for North Texas  
Inclusiv  
Local Initiatives Support Corporation  
Low Income Investment Fund  
MACDC  
Mercy Housing, Inc  
Metro Housing Boston  
MTW Collaborative  
Muskogee Housing Authority  
NAHRO  
National Affordable Housing Management Association  
National Association of Local Housing Finance Agencies  
National Council of State Housing Agencies  
National Housing & Rehabilitation Association  
National Housing Conference  
National Housing Trust  
National Leased Housing Association  
National Low Income Housing Coalition  
National NeighborWorks Association  
Native Women Lead  
New Directions Housing Corporation  
Perth Amboy Housing Authority  
Piedmont Housing Alliance  
POAH  
Public Housing Authorities Directors Association  
Related  
RIHousing  
Ripley County Public Housing Agency  
Rockville Housing Enterprises  
SAHF  
Springboard To Opportunities  
The Caleb Group  
The New York Women's Foundation  
Western Carolina Community Action

## WinnCompanies

Jerethia Blake, FSS Coordinator, Jefferson County Housing Authority  
Janet Boguslaw, Senior Scientist, Brandeis University  
Joni Boissoneault, Self Sufficiency Program Manager, Portland Housing Authority  
Kimberly Bronnbauer, Maintenance Coordinator, New Directions Housing Corp  
Matt Clark, FSS coach, Bangor Housing  
Reid Cramer, Senior Fellow, New America  
Sharon Fletcher-Jackson, Family Self Sufficiency Caseworker, Tacoma Housing Authority  
Loren Francis, FSS Coordinator, Housing Authority of the City of Hot Springs  
Shundra Gichuru, FSS Coordinator, HABD  
Rodrigo Guillen, FSS Coordinator, Daytona Beach Housing Authority  
Taylor Guy, Director of Resident Services, New Directions Housing Corporation  
Jasmine Henry, FSS Coordinator, Housing Authority of the City of Wilmington  
Client Services Manager, Salem Housing Authority  
Cathy Kent, Family Self-Sufficiency Coordinator, Wilson Housing Authority  
Dorothy M. Maddox, FSS Coordinator, Daytona Beach Housing Authority  
Jennifer Maynor, FSS Coordinator, Western Carolina Community Action  
Matt McGee, Project Manager, New Directions  
Joshua McKie, FSS Coordinator, Housing Authority of the City of Fort Myers  
Telesha Mervin, Director, Community Schools/City of Cambridge  
Karen Netter, PH FSS Coordinator, Chillicothe Metropolitan Housing Authority  
Sophia Pedraza, Family Self Sufficiency and Homeownership Coordinator, TCOG  
Sharrell Price-White, FSS/ROSS Manager , Housing Authority of the City of Pittsburgh  
George Sanders, Chief Impact Officer, New Directions Housing Corp  
Heidi Semenek, Director of FSS & Special Programs, Lake County Housing Authority  
Cindy Showalter, FSS coordinator, Union County Housing Authority  
Natalie Smith-Wells, COO, Housing Authority of the City of Daytona Beach  
David Snyder, Chief Development Officer, New Directions  
Cherie Storey, HCV FSS Coordinator, Beaumont Housing Authority  
Madeligne Tena, Financial Coaching Manager, Compass Working Capital  
Derek Turner, Director of Maintenance, New directions  
Christine Welton, FSS Coordinator, Housing Authority City of Fort Myers  
Shanike R. Williams, First time homebuyer, Boston housing

CC: Anice Chenault, Toby Halliday, Jen Lavorel, Bob Mulderig

# MTW Collaborative

455 Massachusetts Avenue, NW, Suite 425  
Washington DC 20001-2621



March 25, 2021

The Office of Public and Indian Housing  
Department of Housing and Urban Development  
451 7<sup>th</sup> Street SW  
Washington DC 20410-0500

## Re: \$5 Billion Emergency Voucher Assistance under ARPA

To PIH Leadership:

As HUD considers the allocation of the \$5 billion emergency voucher assistance provided under the American Rescue Plan Act (ARPA), the MTW Collaborative urges the Department to provide maximum flexibility and streamlined processes for PHAs. Doing so will ensure full utilization and that families served by these vouchers can quickly and successfully find housing. Given the waiver authority provided to HUD under ARPA, we also strongly encourage the Department to use this unique opportunity to apply the lessons learned from the MTW program in the deployment of these emergency vouchers. After all, one of the originating goals of the MTW program was to test innovative strategies that can be expanded to all PHAs. We appreciate the opportunity to offer input, our recommendations are below.

### Minimum voucher allocation

- **Opt-in system:** HUD should employ an opt-in system that requires PHAs to indicate their interest in receiving these emergency vouchers. This would also serve to reduce the potential for reallocation, as only agencies who have indicated interest would be eligible to receive them.
- **Sized-based allocation:** A single minimum voucher allocation does not make sense given PHAs varying sizes and capacity to issue new vouchers. HUD should instead set minimum allocation categories based on size. One approach may be to use the Admin Fee study size categories of 1) PHAs with 250 units or less, 2) those with between 251 and 750 units, and 3) those with 751 units or more. We would also suggest that larger agencies receive a minimum allocation of 100 vouchers.

### Partnerships/CoCs

- **Providing maximum flexibility:** Research<sup>1</sup> has shown that MTW agencies are more likely to develop formal partnerships with local service providers to serve targeted households. Many of the original 39 MTW agencies have developed local, non-traditional programs, including sponsor-based housing programs, to address homelessness in their communities. Key to the success of these programs is the flexibility for agencies to pursue and develop partnerships based on their discretion, as well as local need and conditions. HUD should not mandate partnerships with CoCs or MOUs with homeless provider partners but allow PHAs maximum flexibility, whether through referrals from existing partner service agencies and non-profit organizations, who may not be part of their CoC, or by issuing vouchers to families from their own waitlists.

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<sup>1</sup> "Testing Performance Measures of the Moving to Work (MTW) Program". Abt Associates (2017).

# MTW Collaborative

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- **Expanding the sponsor-based housing model:** HUD should consider allowing PHAs to use a certain percentage of their authorized vouchers/HAP funding for sponsor-based rental assistance. As of 2017, at least 10 MTW agencies have used their MTW flexibilities to create successful sponsor-based housing programs to serve homeless and hard-to-house populations.
- **Encouraging partnerships:** HUD can further promote partnerships through formal technical assistance, webinars, and written guidance. We would strongly encourage HUD to look to best practices and policies from MTW agencies as resource in this regard.

## Eligibility

- **Streamline and simplify:** We urge HUD to simplify & streamline how PHAs determine eligibility by using a metric of any family at or below 30% of Area Median Income. Given the broad eligibility criteria provided in the statute, PHAs should be able to use these vouchers for any extremely low-income (ELI) households on their waiting list, as they meet the criteria “for whom providing rental assistance will prevent the family’s homelessness or having high risk of housing instability.”

## Allocation and reallocation

- **Allocation:** HUD should consider unmet need through factors such as homeless counts and the percentage of renters who are cost-burdened.
- **Regional Need:** Some PHAs operate regionally, for instance, over 50% of Cambridge Housing Authority’s vouchers are utilized outside of the city of Cambridge. Past voucher allocation formulas (such as under the VASH program) have only taken more limited “local need” into consideration, resulting in skewed and inaccurate determinations of need for these PHAs. To address this issue, HUD should use a regional metric of unmet need.
- **Reallocation:** Any reallocation schedule needs to consider the extended “shopping times” allowed by PHAs in very expensive markets where voucher holders often struggle to find units and the reality of additional barriers that many families exiting homelessness face in leasing up. Given these factors, we propose that HUD require agencies to issue their vouchers within one year, but also provide agencies in markets with rapidly increasing rents and low vacancy rates to receive extensions on this requirement if the agency can demonstrate incremental success in leasing. HUD could also consider establishing benchmarks to identify vouchers at PHAs that may go underutilized in certain areas, followed by a mechanism to recapture and redistribute to high need areas that have better leasing success.

## Waivers/Flexibilities

- **Expanding MTW waivers:** MTW agencies have utilized their waiver authority under MTW to better ensure that voucher families can successfully find affordable units through the development of landlord incentive programs, as well as streamlined income, inspection, and other leasing and admissions policies. Given the waiver authority provided to HUD under ARPA, we strongly encourage the Department to use this opportunity to apply the lessons learned from the MTW program in the deployment of these emergency vouchers.

# MTW Collaborative

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Washington DC 20001-2621



- **MTW waivers to implement:**

- Local voucher payment standards: HUD should allow PHAs to set voucher payment standards outside of the current 90%-110% range at their discretion. This will broaden the supply of units and enable faster lease-up for families, especially those in expensive rental markets.
- Self-certification of initial inspections & income: HUD should extend or make permanent the waivers for self-certification of initial inspections and income. Under the CARES Act, non-MTW PHAs across the country have greatly benefitted from the use of these waivers.
- Self-certification of identity: Allowing for self-certification of identity (such as SSN) at the time of initial screening would be very useful for PHAs and would help get families, especially those experiencing homelessness who often face additional barriers when it comes to documentation, into units more quickly. Families could have until lease up to provide acceptable documentation per the PHA's policies. Additionally, flexibility on initial acceptable forms of ID would be helpful. For instance, our members report that individuals are often more likely to have state IDs than a birth certificate or passport.
- Fungibility between HAP & administrative fees: MTW agencies have successfully used their funding flexibility to employ lease-up strategies and landlord incentives such as: paying upfront costs, unit holding fees, damage & vacancy payment guarantees, utility and security deposits, broker's fees; landlord liaisons to help recruit landlords; landlord customer service portals and phone lines, and other landlord engagement programs.
- Waitlist flexibilities: MTW agencies can create multiple waiting lists, waitlist preferences, as well as allow partner service agencies and non-profit organizations to manage their own waiting lists.

Additional MTW waivers to implement:

- Self-certification of childcare subsidies under certain threshold
- Self-certification of membership in a family
- Simplifying income calculations by excluding calculations for assets under \$50,000
- Initial HQS flexibility on households leasing-in-place

Admin fee/structure

- **Extraordinary admin fees:** We urge HUD to make extraordinary admin fees available for these vouchers in recognition of the fact that people experiencing homelessness require additional staff time to support them through the issuance and leasing process. According to HUD's 2015 admin fee study, homeless families with more volatile income makes income certification more complex and these families likely need additional search assistance and support as they face other barriers to leasing up, including poor credit or eviction history. To help families address these additional barriers, PHAs need to be able to provide landlord incentives, including signing bonuses, broker's fees, vacancy loss payments, and security or utility deposit assistance. We encourage HUD to consider increased funding fungibility between HAP and admin fees, however this could also be achieved through permitting PHAs to use a certain percentage of HAP on landlord incentives or building into the admin fee formula a dedicated funding source for these critical activities.



***Keep Oakland Housed  
Emergency Rental Assistance Program  
FACT SHEET***

- ***Struggling to pay rent?***
- ***Have past due utility bills?***
- ***Are you a property owner who is owed rent?***

*You may be eligible for the City of Oakland's  
Keep Oakland Housed Emergency Rental Assistance Program*

Keep Oakland Housed (KOH), a partnership of nonprofit organizations will be administering Federal emergency rental assistance funds. The funding will provide financial assistance to low-income tenants impacted by COVID-19 and can cover past rent due, prospective rent (up to three months), and utility expenses. Funding is provided to the property owners or utility service providers.

Funding is limited to covering the lesser of: 1) a period of no more than twelve months or 2) \$15,000 per household.

The application period opens on **April 1, 2021** and will close March 31, 2022 or upon expenditure of funds.

**Eligibility:**

- Oakland resident; *and*
- A household of one or more individuals obligated to pay rent on a residential dwelling; *and*
- At least one or more individuals living in the household has:
  - qualified for unemployment **OR**
  - experienced a reduction in household income, incurred significant costs, or experienced a financial hardship due to COVID-19; *and*
- At least one or more individuals living in the household can demonstrate a risk of experiencing homelessness or housing instability<sup>1</sup>; *and*
- Household income at or below 50% of Area Median Income (AMI); see below:

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<sup>1</sup> Demonstration of “at risk of housing instability or homelessness” may include: past due utility or rent notice or eviction notice; unsafe or unhealthy living conditions; or other evidence as determined by City.



Keep Oakland Housed  
Emergency Rental Assistance Program

	Household Size							
	One Person	Two Person	Three Person	Four Person	Five Person	Six Person	Seven Person	Eight Person
Low Income	\$45,700	\$52,200	\$58,750	\$65,250	\$70,500	\$75,700	\$80,950	\$86,150

Household income is based on HUD's definition of "annual income" in 24 CFR 5.609 and is determined based on monthly income at the time of application.

**Program Priorities:**

The KOH program will prioritize households and individuals who are:

- 30% of Area Median Income or below (\$39,150 for a four-person household)
- Have previously experienced homelessness
- Reside in a zip code with high rates of COVID-19 infection
- Other priorities include: seniors, families with children, households with a member with disabilities

**TO APPLY:**

- **Visit:** <https://hpp.bayareacs.org/> to apply online
- **Or you may call one of the following agencies to apply:**
  - Bay Area Community Services (BACS): (510) 899-9289
  - Catholic Charities East Bay: (510) 860-4985
  - Eviction Defense Center: (510) 452-4541

**All applicants must provide:**

- Proof of Oakland residency
- Evidence of obligation to pay rent
- Verification of income
- Verification of COVID-19 impact
- Verification of being at risk of experiencing homelessness or housing instability

**Selection Process:**

Applications will be prioritized based on need, severity of COVID-19 impact, and funding availability.

**For more information contact:**

City of Oakland Housing and Community Development Department

Call: (510) 238-6182

Email: [HousingAssistance@oaklandca.gov](mailto:HousingAssistance@oaklandca.gov)

Visit: [www.oaklandca.gov/resources/housing-resources-erap-emergency-rental-assistance](http://www.oaklandca.gov/resources/housing-resources-erap-emergency-rental-assistance)

# COVID-19 RENT RELIEF

Struggling to pay rent?

Have past due utility bills?

Are you a housing provider who is owed rent?

You may be eligible for the

## Emergency Rental Assistance Program

- Income is no greater than \$65,250 for a 4-person household
- Qualify for unemployment or experiencing financial hardship
- At risk of experiencing housing instability or homelessness

## TO APPLY

Visit: [hpp.bayareacs.org](http://hpp.bayareacs.org)

Or call one of our partners:

Bay Area Community  
Services

**510-899-9289**

Catholic Charities  
East Bay

**510-860-4985**

Eviction Defense  
Center

**510-452-4541**

For more information visit:


[oaklandca.gov/emergencyrent](http://oaklandca.gov/emergencyrent)

Email: [HousingAssistance@oaklandca.gov](mailto:HousingAssistance@oaklandca.gov)

Call: 510-238-6182



**CITY OF  
OAKLAND**

**Keep Oakland  
HOUSED** 

## BROOKLYN BASIN:

***Celebrating*** the official move in day for the families of the Paseo & Vista Estero Communities at Brooklyn Basin!

One of the resounding themes of the speakers was the incredible partnership between the City and OHA staff who worked diligently and creatively together.

A HUGE thank you and appreciation for the OHA Team members who represented OHA, working with our partners from the City of Oakland, MidPen Housing, Oak to 9<sup>th</sup> Community Benefits Coalition and Civic Design Studio, to staff this amazing effort.

A special shout out to our team leaders:

***Bridget Galka \* Deni Adaniya \* Michelle Hasan \* Teela Carpenter \* Ahmed Karimi \* Carmella Farr***



### Tweet



**Oakland Housing Auth** @oaklandhousing · 6m

...

OHA is pleased to be a part of this amazing project that moves us a step closer to solving the affordable housing challenges in our community. Transforming this site into a beautiful, vibrant community is what OHA works to achieve every day. #BrooklynBasin @MidPenHousing



**MidPen Housing** @MidPenHousing · Apr 19

Celebrating Paseo & Vista Estero - our newest @Oakland community @Brooklyn\_basin! Thank you to our partners who made this dream of 211 new affordable homes possible 🙌

