

Commission Members

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



Executive Director

Patricia Wells

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

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

Annual Meeting

**Monday, June 26, 2023 at 6:00 PM
1619 Harrison Street
Oakland, CA 94612**



Oakland Housing
Authority

AGENDA
Regular Meeting
June 26, 2023, 6:00 PM

Zoom Information

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

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

Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/87083910177?pwd=WDg4aHI0UWJKODBJRklvNTE5aDBLUT09>

Meeting ID (access code): 870 8391 0177 Meeting Password: 530239

To participate by Telephone: +1 669 219 2599

Meeting ID (access code): 870 8391 0177 Meeting Password: 530239#

1. Pledge of Allegiance

2. Roll Call

(AB 2449 Compliance) The Chair/Clerk of the Board will confirm that there are 4 Commissioners in the same, properly noticed meeting room within the jurisdiction of the City of Oakland, accessible to the public. Each Commissioner who is accessing the meeting remotely must disclose verbally whether they are requesting to meet remotely under AB2449 due to: (1) just cause (notice required), or (2) emergency circumstances. For “emergency circumstances” the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstance to be used as a justification to participate remotely. All Commissioners meeting remotely must provide a general description of the circumstances relating to need to appear remotely at the given meeting. A Commissioner must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member’s relationship with such individuals.

3. Approval of Minutes

3.1 2023-117 May 22, 2023 Regular Meeting - Draft Minutes

Attachment(s)

[May 22 2023 BOC Regular Meeting - Draft Minutes](#)

4. Recognition of people wishing to address the Commission

If you need special assistance to participate in the meetings of the Oakland Housing Authority Board of Commissioners, please contact (510) 874-1510 (TDD: 800-618-4781). Notification 48 hours prior to the meeting will enable the Oakland Housing Authority Board of Commissioners to make reasonable arrangements to ensure accessibility.

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

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

5. Old or Unfinished Business

6. 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.

7. New Business

- 7.1 [2023-88](#) Informational presentation recognizing the Recent Oakland Housing Authority Police Department Promotions.

Attachment(s)
[BOC Promotions](#)

- 7.2 [2023-127](#) Approving the Oakland Housing Authority comprehensive consolidated budget, public housing program Asset Management Project (AMP) budgets, and staffing plan for fiscal year ending June 30, 2024.

Attachment(s)
[HUD 52574](#)
[FY2024 Consolidated OHA Excluding Affiliates with YoY FY24](#)
[FY 2024 Staffing Summary](#)
[FY24 OHA Capital Budget](#)

[FY2024 Budget Resolution](#)

- 7.3 [2023-126](#) Third Quarter Finance Report

Attachment(s)

[3rd QTR FY2023 Presentation](#)

[3rd QTR FY2023 QSR Memo to Commissioners](#)

- 7.4 [2023-71](#) Adopt a resolution authorizing the Executive Director to amend the Memorandum of Understanding with Alameda County Health Care Services Agency to administer State Housing and Disability Advocacy Program and Housing and Homelessness Incentive Program funding for the Local Housing Support Program and increase the total contract amount from \$16,000,000 to \$24,480,649.

Attachment(s)

[Reso 5100 MOU Alameda County HDAP 09.26.2022](#)

[Reso 5168 - HDAP Funding 5.22.23](#)

[Resolution - HDAP and HHIP MOU](#)

- 7.5 [2023-131](#) Adopt a resolution authorizing the Executive Director to issue blanket purchase orders to various vendors with intergovernmental agreements or routine, recurring, low-dollar amount purchases for Fiscal Year 2023-2024 in a total not to exceed amount of \$6,608,655.

Attachment(s)

[FY24 BPO Summary - Contracts and Cooperative Purchasing](#)

[FY 2024 BPO Resolution](#)

- 7.6 [2023-132](#) Adopt a resolution authorizing the Executive Director to issue blanket purchase orders to various vendors for routine, recurring, low-dollar amount materials and services for Fiscal Year 2023-2024.

Attachment(s)

[FY24 OHA BPO Summary - Materials Market Testing](#)

[Low Dollar Routine Recurring BPO Resolution](#)

- 7.7 [2023-116](#) Adopt a resolution authorizing the Executive Director to execute a contract with CDW Government, LLC. For the purchase of the CORTEX XDR and its security services for a two-year term in an amount not to exceed \$650,000.

Attachment(s)

[Approved CCGS Review Memo CDW-G](#)

[CDW Contract Renewal Thru 2-28-2025](#)

[CDW Government LLC Threat Protection Resolution](#)

- 7.8 [2023-122](#) Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Sac ProFloors to provide flooring supply and flooring installation services at Oakland Housing Authority (Authority) owned and managed properties, in an amount not to exceed \$400,000 for the initial term

and up to \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.

Attachment(s)

[OHA 22-038 Flooring CCGS Memo](#)
[Flooring Services Sac Profloors Resolution](#)

- 7.9 **2023-123** Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with RF Contractors to provide flooring supply and flooring installation services at Oakland Housing Authority (Authority) owned and managed properties, in an amount not to exceed \$400,000 for the initial term and up to \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.

Attachment(s)

[OHA 22-038 Flooring CCGS Memo](#)
[Flooring Services RF Contractors Resolution](#)

- 7.10 **2023-128** Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for Oakland Housing Authority (Authority) owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000.

Attachment(s)

[RFP 23-004 CCGS Memo](#)
[UD Attorney Edrington, Schirmer and Murphy Resolution](#)

- 7.11 **2023-129** Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Bill Ford to provide as needed legal services for Oakland Housing Authority (Authority) owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000.

Attachment(s)

[RFP 23-004 CCGS Memo](#)
[UD Attorney The Law Offices of Bill Ford Resolution](#)

- 7.12 **2023-130** Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Charles T. Ramsey to provide as needed legal services for Oakland Housing Authority (Authority) owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000.

Attachment(s)

8. 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.

- 8.1 [2023-111](#) Adopt a resolution ratifying and approving the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care (S+C) Sponsor Based Assistance (SRA) program in an amount not to exceed \$1,300,000.

Attachment(s)
[SPC Sponsor Based Program Resolution](#)

- 8.2 [2023-112](#) Adopt a resolution ratifying and approving the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care (S+C) Tenant Rental Assistance (TRA) in the amount of \$3,000,000.

Attachment(s)
[Shelter Plus Care Resolution](#)

- 8.3 [2023-113](#) Adopt a resolution authorizing the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care (S+C) Home for Wellness program (H4W) in an amount not to exceed \$500,000.

Attachment(s)
[SPC H4W Program Grant Resolution](#)

- 8.4 [2023-114](#) Adopt a resolution authorizing the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care Single-Room Occupancy program grant in an amount not to exceed \$700,000.

Attachment(s)
[SPC Single Room Occupancy Grant Resolution](#)

9. Written Communications Departments' Monthly Report

- 9.1 [2023-120](#) Operational Departments May 2023 Monthly Reports

Attachment(s)
[01 - Family and Community Partnerships](#)

[02 - Leased Housing](#)
[03 - Office of Property Operations](#)
[04 - Capital Improvement](#)
[05 - Office of Real Estate Development](#)
[06 - Asset Management](#)
[08 - Risk Management](#)
[07 - Information Technologies](#)

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

10.1 [2023-121](#) Executive Director's report regarding matters of special interest to the Commission occurring since the last meeting of the Commission

Attachment(s)

[2023 Summer Youth Event - A's Game](#)
[St Mary's Golden Jubilee](#)
[Alameda Bowling](#)
[Palo Vista Health and Wellness Event](#)
[Boomers Summer Youth Event - AllAMPsPM](#)
[Other Events](#)

11. Reports of Commission Committees

12. Announcements by Commissioners

13. Adjournment to Public Session

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

[Meetings are recorded and are accessible through our website: www.oakha.org]

Monday, May 22, 2023

Annual Meeting

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

Secretary Wells called the meeting to order at 6:03 P.M.

1. Pledge of Allegiance

2. Roll Call

(AB 2449 Compliance) The Chair/Clerk of the Board will confirm that there are 4 Commissioners in the same, properly noticed meeting room within the jurisdiction of the City of Oakland, accessible to the public. Each Commissioner who is accessing the meeting remotely must disclose verbally whether they are requesting to meet remotely under AB2449 due to: (1) just cause (notice required), or (2) emergency circumstances. For "emergency circumstances" the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstance to be used as a justification to participate remotely. All Commissioners meeting remotely must provide a general description of the circumstances relating to need to appear remotely at the given meeting. A Commissioner must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals.

Present 6 – Gregory Hartwig, Janny Castillo, Barbara Montgomery, Lynette Jung-Lee, Mark Tortorich and William J. Mayes.

Excused 1 – Anne Griffith

3. Approval of Minutes:

3.1. Approval of Minutes of the Special Meeting of May 8, 2023

Commissioner Tortorich moved to approve the minutes of the Special Meeting of May 8, 2023, which was seconded by Commissioner Mayes. The motion passed by the following vote:

Ayes 6 – Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

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

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

5. Old or Unfinished Business

There were no old or unfinished business items to address.

6. Modifications to the agenda

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

There were no modifications to the agenda.

7. New Business:

7.1. Informational presentation on the Diversity, Equity, Inclusion, and Belonging professional services contract.

Dominica Henderson, Chief of Social Impact, presented an informational item related to a professional services contract for advisory services for a diversity, equity, inclusion, and belonging (DEIB) consultant, which was awarded to Tribes Consulting. The presentation detailed the process the Evaluation Committee conducted to rescind the original award that went to UPD Consulting since the firm was unable/unwilling to perform the full scope and instead select Tribes Consulting. While the amount of the contract fell under the Executive Director's procurement authority, staff found it prudent to provide the Board of Commissioners with a status update of activities that occurred since October 2022 since the initial award was presented to the Commission late last year.

There were no further questions from the Board of Commissioners.

7.2. Adopt a resolution authorizing the Executive Director to amend the Memorandum of Understanding with Alameda County Health Care Services Agency to administer State Housing and Disability Advocacy Program and Housing and Homelessness Incentive Program funding for the Local Housing Support Program and increase the total contract amount from \$9,000,000 to \$16,000,000.

Presented by Dominica Henderson, Chief of Social Impact. In September 2022, the Board of Commissioners authorized the Executive Director to execute a Memorandum of Understanding for \$9,000,000. Since that time, the County received additional funding which it requested that OHA administer and disburse to eligible projects. The action requested amends the MOU to include the full disbursement amount, execute the MOU, and authorizes staff to begin implementation by the County deadline of June 30, 2023.

Commissioner Castillo asked if this effects the OHA budget?

Dominica Henderson responded, The Authority would receive administrative

fee revenue, which will cover expenses incurred by this agreement and impact positively the OHA budget. Staff does not anticipate this agreement requiring supplemental funding from the annual operating budget. Since this is a new funding source, there is no line item available currently.

Does the County have full control over the projects that receive funding?

Dominica Henderson responded, The County will select projects and direct OHA as the Contract Administrator to execute agreements. Those selected projects will be awarded the funds.

Currently there are five projects in the Authority's portfolio.

Having no further questions from the Board, Commissioner Tortorich motioned to approve item 7.2., which was seconded by Commissioner Mayes. The item passed unanimously by the following vote:

Ayes 6 – Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

- 7.3. Adopt a resolution authorizing the Executive Director to execute a conditional commitment for a development loan of MTW Reserve Funds, subject to clearance under the National Environmental Policy Act (NEPA) and authorizing the negotiation and execution of documents related to the provision of the loan for the development of 2700 International Apartments (2700 International Boulevard, Oakland, CA 94601) by The Unity Council in an amount not to exceed \$3,800,000.

Thomas Deloye, Chief of Real Estate Development, presented The Unity Council (TUC) sponsored project. The project includes the following components:

75 units (including manager's unit) for individuals and families with incomes 30% - 60% AMI; 19 units set aside for homeless veterans; 5 additional units for 30% AMI households; resident services by Berkeley Food and Housing and TUC; 3,800 SF ground floor commercial space for a community facility.

Location: International Boulevard at 27th Avenue, 5 blocks from Fruitvale Ave; access to BART and Bus Rapid Transit.

Initial underwriting for Rental Assistance Subsidy (RAS) pivoted from OHA review as an operating subsidy request to OHA to a review and underwriting as a gap loan given that the projects financials included sufficient cash flow to support a permanent mortgage loan.

Development loan request: \$3,800,000. The locally provided loan will increase the competitiveness of the sponsor's funding applications.

Commissioner Tortorich asked what the timeline is to complete the project. Deni Adaniya, Acting Assistant Director responded that the Unity Council staff are

preparing to submit a state application for multi-family and veterans housing from the State of California and the projected construction start will be October 2024 with project completion estimated July 2026.

Chris Iglesias, Unity Council CEO, attended via zoom, thanked the team and expressed appreciation for the partnership with OHA. Mr. Iglesias confirmed the timeline provided by Ms. Adaniya.

Commissioner Castillo asked if the project will be two buildings based off the picture displayed and asked if there will be elevators and internet access.

Mr. Deloye replied that the building is one building but through articulation of design and differing exterior treatments the building is intentionally designed to provide relief to the massing and scale of the building. Paul Schroeder, Project Manager, Unity Council, responded that the building will be ADA compliant and include two elevators. Internet is required with Low Income Housing Tax Credit applications.

Having no further questions from the Board, Commissioner Jung-Lee motioned to approve item 7.3., which was seconded by Commissioner Tortorich. The item passed unanimously by the following vote:

Ayes 6 – Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

- 7.4. Adopt a resolution authorizing the Executive Director to execute a conditional commitment for a rental assistance subsidy of MTW Reserve Funds, subject to clearance under the National Environmental Policy Act (NEPA), and authorizing the negotiation and execution of documents related to the provision of the rental assistance subsidy to facilitate the development of 3050 International (3050 International Boulevard, Oakland, CA 94601) by Satellite Affordable Housing Associates in an amount not to exceed \$2,538,000.

Thomas Deloye, Chief of Real Estate Development, presented the Satellite Affordable Housing Associates (SAHA) & Native American Health Center (NAHC) sponsored projects. The project includes the following components:

76 units (including manager's unit) for individuals and families with incomes 20% - 60% AMI, as well as 31 units set aside for households experiencing homelessness. Resident services will be provided by LifeLong Medical Care and SAHA and will include a neighborhood health clinic and cultural community center with specialized programming for the Native American community that NAHC will finance and build separately (14,000 s.f. total)

Location: International Boulevard, 2 blocks from Fruitvale Ave; courtyard, 5-stories, community gathering space, playground, and gardening area for residence.

Ensuring the Rental Assistance Subsidy (RAS) does not overlap with the No Place Like Home Capitalized Operating Subsidy Reserve program, available through the State of California, the OHA RAS will include the balance of the units and therefore equates to \$2,538,000 in subsidy from OHA.

Vice-Chair Hartwig asked if this is assuring rental income to the property? Chief Deloye responded yes. The Rental Assistance Subsidy will provide sufficiency of rental income to eliminate the operating deficits and ensure operating expenses are paid with long-term continuity to the property operations.

Commissioner Jung-Lee asked how long will the rental assistance subsidy last and what happens after the 15 years are up? Chief Deloye stated that the OHA RAS policy is a 15-year timeframe. We anticipate discussions with the property owner in the future to review the property operating requirements following expiry of the RAS term.

Commissioner Montgomery asked about LifeLong Medical's role and will there be services onsite such as a clinic. Chief Deloye responded that services will be offered; clinic will be onsite.

Having no further questions from the Board, Commissioner Jung-Lee motioned to approve item 7.4., which was seconded by Commissioner Mayes. The item passed unanimously by the following vote:

Ayes 6 – Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

7.5. Informational presentation on Limitation on Public Housing Tenancy for Over-Income Families under Section 103 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA).

Michelle Hasan, Chief of Housing Operations Officer, presented information on Section 103 of HOTMA. Over-Income is determined by multiplying the applicable HUD published income limit for a Very Low Income (VLI) family by a factor of 2.4 (i.e., 120 percent of the Area Median Income). The required over-income family notifications are: first, 30 Days after over income limit; second, 12 months later; and then at 24 months and if still determined still over-income, families will be notified in writing they are now a non-public housing resident and what next steps are. A non-public housing resident will be required to pay an alternative rent - the greater of the Fair Market Rent or per unit monthly subsidy, as determined by HUD. OHA will not terminate a non-public housing family and a 12-month lease is not required. If the non-public housing family elects to terminate participation, the lease will convert to month-to-month term based on flat rent or income based rent, or pro-rated rent for mixed families up to 6 months before termination.

Data Points require to report annually:

- Number of families over income

- Total number of families on Public Housing waiting lists waiting for admission

HUD mandated compliance changes and Yardi has been updated as of May 17, 2023. Staff training has started, which includes HR Department Trauma Informed Programming. Outreach efforts: Presentation to Resident Advisory Board (RAB) on April 12; all public housing tenants will receive a notice regarding changes no later than June 9th, mailed individually – not just in rent statements. After evaluation, there may be 3 families affected by this change.

Commissioner Jung-Lee asked what the tenancy limitations are once tenants pay alternative rent. Chief Hasan responded, tenants will not have time limit and maintain tenancy if they are in compliance with the lease. Over income families will not have the ability to participate in public housing activities.

Commissioner Castillo asked if this program is for public housing tenants, or will it include the Section 8 tenants. Chief Hasan responded, this will not affect the Section 8/Housing Choice Voucher program.

8. Written Communications Departments' Monthly Report.

Monthly Report Highlights:

FCP: Workforce development, Workforce Development

ORD: Oak Groves Rehab - OHA/RAMP Development successfully completed it's cost certification process, which allows final stages in applying for in-service application to Affordable Housing Tax Credit Coalition.

All Departments: OHA will be hosting our National Deputy Assistant Secretary, Dr. Felicia Gaither and HUD Regional Director for Regions 9 and 10, Marcie Vega here at OHA to overview of all activities under MTW and tour properties and Brooklyn Basin, June 2023.

Asset Management: Elder engagement activities, including emergency preparedness and digital equity, fire safety, smart phone training, navigating public transportation; hosting events including Palo Vista Gardens health and wellness fair on June 7, 2023, and Juneteenth Celebration and Campbell Village

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

9.1. Secretary Wells briefed the Commission on the following topics:

85th Anniversary Slideshow

OHAPD Mother's Day BBQ Event

National Police Week, Chief Alan Love Participated and Lead part of the Memorial Services for fallen officers and Secretary Wells had the opportunity to also participate in the National Ceremony on the Mall in Washington DC.

Evidence at Work: Advocating on Capitol Hill. Making sure that projects, funding and timelines were discussed in Washington DC and Sacramento CA

Oakland Undivided/Mayor Press Conference: Announced 1,117 Public Housing Households with free wireless internet access by 2024.

10. Reports of Commission Committees.

There were no reports of the Commission Committees.

11. Announcements by Commissioners.

There were no announcements by the Commissioners.

12. Adjournment of Public Session.

Having no further business to discuss, Commissioner Tortorich motioned to adjourn, which was seconded by Commissioner Mayes. The vote passed unanimously as follows and the meeting adjourned at 9:06 P.M.

Ayes 6 – Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

Anne Griffith, Chair of the Commission

Patricia Wells, Secretary/Executive Director



TO: Board of Commissioners

FROM: Patricia Wells, Executive Director

SUBJECT: Informational presentation recognizing the Recent Oakland Housing Authority Police Department Promotions.

DATE: June 26, 2023

Type: Informational 2023-88

RECOMMENDATION

This is an informational item only.

FISCAL IMPACTS/CONSIDERATION

There are no fiscal impacts associated with this item.

BACKGROUND

Tonight's informational presentation is an opportunity to formally recognize recent promotions and dedicated members of the Oakland Housing Authority formally.

ANALYSIS

Luther DuPree III has served the Oakland Housing Authority as a full-time police officer since 2004. Before being sworn in, he served the Oakland Housing Authority as a voluntary Reserve Police Officer. Luther was promoted to Police Captain and currently oversees the Field Operations Division. Among his amazing work, he provides many anti-bullying presentations to school groups in the East Bay. Captain DuPree has a Bachelor's degree from Sonoma State University and a Master's Degree from Columbia Southern University.

Casey M. Mooningham has served as a full-time police officer since 2007. Before being sworn in as a police officer, he served as a Police Services Aide. Casey was promoted to Police Lieutenant (Lt.) and serves in Field Operations. Lt. Mooningham is a graduate of the Sherman Block Supervisory Leadership Institute and is finishing his Bachelor's degree.

Muang Saeteurn has served the Oakland Housing Authority Police Department as a full-time police officer since 2017. Prior to being sworn in as a police officer, she served as a Police Services Aide for the Authority. Muang was promoted to Police Sergeant (Sgt.) and currently

supervises the officers and staff of Squad 4 in Field Operations. Sgt. Saeteurn has a Bachelor's degree from San Francisco State University and is a recent graduate of the California POST Supervisor's Course.

Manual DeOchoa has served the Oakland Housing Authority Police Department since 2012. Prior to being sworn in as a police officer with OHA, he served as a Stockton Police Officer and as a voluntary Reserve Police Officer with OHAPD. Manuel was promoted to Police Sergeant and currently supervises the officers and staff of Squad 3 in Field Operations. Sgt. DeOchoa attended coursework at San Joaquin Delta College and has served the residents of Oakland Housing Authority as a Field Training Officer and a Detective.

Adam Ward has served the Oakland Housing Authority Police Department since 2005. Adam was promoted to Police Sergeant and currently supervises the officers and staff of Squad 1 in Field Operations. Sgt. Ward is currently completing coursework for his Bachelor's degree at the University of Phoenix and has served the residents of the Oakland Housing Authority as a Field Training Officer and as a canine handler with his partner Lady.

Please join me in congratulating these dedicated members of the Oakland Housing Authority.

ACTION REQUESTED

No action required.

Attachments:

[BOC Promotions](#)



Oakland Housing Authority

Oakland Housing Authority Police Department



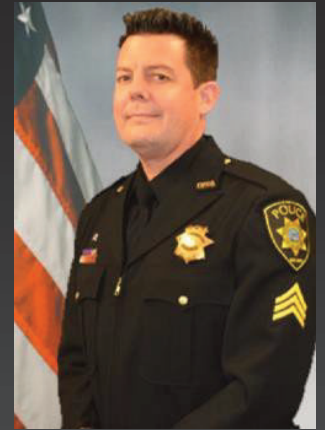
Celebrating the Promotions of OHAPD Staff



SGT. MUANG SAETURN



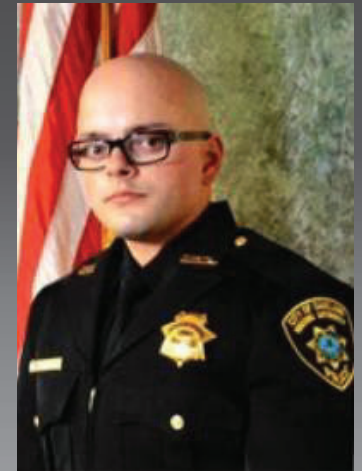
CAPT. LUTHER DUPREE III



LT. CASEY MOONINGHAM



SGT. ADAM WARD



SGT. MANUEL DEOCH



TO: Board of Commissioners

FROM: Patricia Wells, Executive Director

SUBJECT: Approving the Oakland Housing Authority comprehensive consolidated budget, public housing program Asset Management Project (AMP) budgets, and staffing plan for fiscal year ending June 30, 2024.

DATE: June 26, 2023

Type: Action 2023-127

RECOMMENDATION

Consideration and Adoption of the Fiscal Year 2024 Oakland Housing Authority Operating Budget.

FISCAL IMPACTS/CONSIDERATION

Authorizes the approval of the Oakland Housing Authority Comprehensive Budget, Public Housing Program AMP Budgets, and Staffing Plan for the Fiscal Year Ending June 30, 2024.

BACKGROUND

On Monday, May 8, 2023, during the Board of Commissioner's Budget Workshop, the board was presented with materials relating to the Fiscal Year (FY) 2024 Operating Budget for the Oakland Housing Authority (OHA), which included the PHA Comprehensive Consolidated Budget. The Board and staff engaged in considerable discussion on prior year achievements, FY 2024 goals, as well as trends in program and operations metrics that will impact future strategic planning.

In accordance with HUD's New Operating Fund Rule (24 CFR Part 990.255), the Authority should prepare and approve the annual operating budget (Budget) prior to the beginning of the FY (July 1, 2023) and the Chairperson is required to sign the HUD Form HUD-52574 certifying the following:

- All statutory and regulatory requirements have been met;
- The Authority has sufficient operating reserves to meet the working capital needs of its developments;
- Proposed budget expenditures are necessary in the efficient and economical operations of the housing for the purpose of serving low-income residents;

- The budget indicates a source of funds adequate to cover all proposed expenditures;
- The PHA will comply with the wage rate requirements under 24 CFR 968.110(e) and (f); and
- The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

Staff prepared the budget in accordance with all applicable regulatory and policy guidance and based on the following assumptions:

- The FY 2024 Public Housing Operating Subsidy to be awarded by HUD is estimated at \$11,721,062 million with funding expected at 100% proration of eligibility.
- The FY 2024 Public Housing Capital Fund Program (CFP) Grant to be awarded by HUD is estimated at \$4,767,202 million.
- HUD-Held Reserves, both HUD-held cash and unspent budget authority, is \$99.04 million as of calendar year-end 2022.
- The Budget was prepared with an aggressive expenditure plan of existing HUD- Held reserves demonstrating the obligations and commitments the Board and agency have made to utilize the funds to increase housing opportunity and preserve and expand housing choices in Oakland.
- As outlined in our FY 2024 Moving to Work (MTW) Annual Plan approved earlier this year, MTW funds will be utilized to support:
 - Building Bridges Local MTW Programs
 - Capital improvements in OHA public housing and Project-based Voucher units
 - Sponsor Based Housing Assistance Program (SBHAP)/Oakland PATH Rehousing Initiative (OPRI) with the City of Oakland is \$4,209,693 to serve a total of 140 households including 40 cabin exits
 - Support and expand economic opportunities offered through the Family and Community Partnerships Department
 - Fund activities in Police Services to sustain progress made under the Healthy, Safe and Vibrant Communities initiative, and
 - Make significant investments in preservation and development activities by the Authority.
- A Cost-of-Living Adjustment for staff is included in the budget.
- Staffing levels will stay stable at 376 Full Time Equivalents, as the Authority continues to assess its current operations and program structure to maximize efficiencies, address the current needs of the Oakland community, and achieve the vision outlined in the Strategic Goals and MTW Plan.

In FY 2023, the Oakland area Fair Market Rents (FMRs) threatened to reduce the "buying power" of residents from 4-7% across all bedroom sizes. To counter that notion during FY 2023, the Authority published voucher payment standards that slightly exceeded the FY 2023 FMR levels. In this budget and based on rental market conditions, staff proposes to continue that practice and set voucher payment standards at 120% of the FMRs. HUD authorized the Authority to increase payment standards up to 150% through MTW activity (#17-01) in the FY 2024 Annual MTW Plan. Staff will develop the criteria for the 150% payment standards and anticipate considering factors such as but not limited to proximity to award-winning schools and other neighborhood amenities, transportation, and other items that reflect housing stability and support voucher families access to areas of increased opportunity.

The increased payment standards proposed in the FY 2024 Budget will help voucher program participants compete with unassisted tenants in the rental market.

Additionally, staff project the payment standards will have a positive impact by increasing the Authority's ability to retain owners and attract new owners, especially those with units in areas previously unavailable to voucher holders, increasing families' access to transportation, stores, and high-performing schools. Overall, in FY 2024, OHA also expects to use the funding allocated in the Budget to approve 5,400 rent increases, exhaust the Housing Choice Vouchers (HCV) waitlist by issuing approximately 300 vouchers, processing and supporting 700 participant moves, and welcoming over 140 families into newly constructed PBV units.

Commissioner Travel:

Plans for Conferences and training are scheduled for Fiscal Year 2024; the budget includes a travel/conference budget to accommodate some Commissioner related travel to conferences for the fiscal year for \$30,000, not including registration fees.

ACTION REQUESTED

It is recommended that the Board of Commissioners approve the Consolidated Agency Budget, Public Housing Budget by AMP and Staffing Plan for the Fiscal Year ending June 30, 2024

Attachments:

[HUD 52574](#)

[FY2024 Consolidated OHA Excluding Affiliates with YoY FY24](#)

[FY 2024 Staffing Summary](#)

[FY24 OHA Capital Budget](#)

[FY2024 Budget Resolution](#)

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: **Oakland Housing Authority**

PHA Code: **CA003**

PHA Fiscal Year Beginning: **July 1, 2023**

Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: **06/26/2023**
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2024

GL	Account Description	Central Office Cost Center	Security	Development	Family & Community Partnerships, FSS Grants	Capital Improvements Dept & Facilities	Property Management	Asset Management	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	FY2023 OHA Approved Budget	FY2024 OHA Proposed Budget	% Change FY24vsFY23 OHA ONLY
														A	B	(B-A)/A
3000-00-000	OPERATING REVENUE															
3100-00-000	TENANT INCOME															
3101-00-000	Rental Income															
3110-00-000	Tenant Rent	-	-	-	-	-	-	-	5,259,814	-	-	-	64,800	5,013,249	5,324,614	6%
3113-00-000	Less: Vacancies	-	-	-	-	-	-	-	(126,189)	-	-	-	-	(201,199)	(126,189)	-37%
3114-00-000	Less: Concessions	-	-	-	-	-	-	-	(4,000)	-	-	-	-	(12,000)	(4,000)	-67%
3119-00-000	Total Rental Income	-	-	-	-	-	-	-	5,129,625	-	-	-	64,800	4,800,050	5,194,425	8%
3120-00-000	Other Tenant Income															
3120-01-000	Laundry and Vending	-	-	-	-	-	-	-	3,150	-	-	-	-	3,993	3,150	-21%
3120-03-000	Maintenance Charges	-	-	-	-	-	-	-	19,200	-	-	-	-	19,000	19,200	1%
3120-04-000	Late Charges	-	-	-	-	-	-	-	-	-	-	-	-	72	-	-100%
3120-06-000	NSF Charges	-	-	-	-	-	-	-	600	-	-	-	-	600	600	0%
3120-08-000	Tenant Screening	-	-	-	-	-	-	-	120	-	-	-	-	120	120	0%
3120-09-000	Misc. Tenant Income	-	-	-	-	-	-	-	-	-	-	-	-	1,118	-	-100%
3129-00-000	Total Other Tenant Income	-	-	-	-	-	-	-	23,070	-	-	-	-	24,903	23,070	-7%
3199-00-000	NET TENANT INCOME	-	-	-	-	-	-	-	5,152,695	-	-	-	64,800	4,824,953	5,217,495	8%
3400-00-000	GRANT INCOME															
3401-00-000	HUD PHA Operating Grants/Subsidy	-	-	-	-	-	-	-	11,885,915	-	-	-	-	10,241,383	11,885,915	16%
3410-01-000	HCV Subsidy	-	-	-	-	-	-	660,000	-	313,818,177	-	-	-	292,453,474	314,478,177	8%
3410-01-001	EHV Subsidy	-	-	-	-	-	-	-	-	-	-	11,356,430	-	4,372,992	11,356,430	160%
3410-02-000	HCV Subsidy - Admin	-	-	-	-	-	-	-	-	1,620,565	22,378,604	-	-	23,280,296	23,999,169	3%
3410-02-001	EHV Admin Fees	-	-	-	-	-	-	-	-	-	-	927,309	-	254,964	927,309	264%
3410-04-000	Port-In Admin Fees Earned	-	-	-	-	-	-	-	-	-	54,000	-	-	27,000	54,000	100%
3410-06-000	Port In HAP Earned	-	-	-	-	-	-	-	-	-	512,064	-	-	600,000	512,064	-15%
3410-06-001	EHV Port In HAP Earned	-	-	-	-	-	-	-	-	-	-	140,000	-	135,000	140,000	4%
3410-06-002	EHV Preliminary Fees	-	-	-	-	-	-	-	-	-	-	-	-	818,916	-	-100%
3410-06-003	EHV Placement/Issuance Fees	-	-	-	-	-	-	-	-	-	-	-	-	167,426	-	-100%
3410-06-004	EHV Service Fee	-	-	-	-	-	-	-	-	-	-	-	-	1,799,300	-	-100%
3415-00-000	Other Government Grants	-	-	-	1,248,972	-	-	-	-	-	-	-	-	424,283	1,248,972	194%
3420-00-000	Capital Fund Grants	-	-	-	-	-	-	-	4,767,202	-	-	-	-	10,288,343	4,767,202	-54%
3499-00-000	TOTAL GRANT INCOME	-	-	-	1,248,972	-	-	660,000	16,653,117	315,438,742	22,944,668	12,423,739	-	344,863,377	369,369,237	7%
3600-00-000	OTHER INCOME															
3620-00-000	Management Fee Income	6,967	-	-	-	-	-	20,902	-	-	-	-	106,620	27,057	134,489	397%
3640-00-000	Fraud Recovery	-	-	-	-	-	-	-	-	-	150,000	-	-	80,000	150,000	88%
3650-00-000	Miscellaneous Other Income	-	-	-	-	-	-	-	-	-	-	-	234,187	290,966	234,187	-20%
3650-00-001	Parking Lot Income	-	-	-	-	-	-	-	-	-	-	-	69,759	-	69,759	100%
3650-00-002	Ground Lease Income	-	-	-	-	-	-	-	-	-	-	-	74,777	10,000	74,777	648%
3650-00-004	Developer Fees	-	-	-	-	-	-	-	-	-	-	-	960,000	3,099,120	960,000	-69%
3650-00-006	Excess HUD Salary Reimbursements Revenue	379,669	135,803	85,671	13,596	23,574	90,142	23,574	-	-	104,055	-	-	911,390	856,084	-6%
3650-00-007	Affiliates Overhead Allocation Reimbursement to OHA	8,237,124	-	-	-	4,186,503	2,437,734	-	-	-	-	-	-	14,491,176	14,861,361	3%
3650-00-008	Salary Reimbursements from BAHARMA	420,324	-	-	-	-	-	-	-	-	-	-	-	396,901	420,324	6%
3650-00-010	Parking Citation Fees	-	85,000	-	-	-	-	-	-	-	-	-	-	85,000	85,000	0%
3650-00-011	Towing Vehicle Release Fees	-	6,000	-	-	-	-	-	-	-	-	-	-	6,000	6,000	0%
3650-00-012	Security Contract Income	-	99,000	-	-	-	-	-	-	-	-	-	-	99,000	99,000	0%
3650-00-013	Community Facilities	-	-	-	-	-	-	-	130,000	-	-	-	-	130,000	130,000	0%
3650-00-014	Rental Income Commercial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2024

GL	Account Description	Central Office Cost Center	Security	Development	Family & Community Partnerships, FSS Grants	Capital Improvements Dept & Facilities	Property Management	Asset Management	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	FY2023 OHA Approved Budget	FY2024 OHA Proposed Budget	% Change FY24vsFY23 OHA ONLY
3699-00-000	TOTAL OTHER INCOME	9,044,084	325,803	85,671	13,596	4,210,077	2,527,876	44,476	130,000	-	254,055	-	1,445,343	A	B	(B-A)/A
3999-00-000	TOTAL OPERATING REVENUE	9,044,084	325,803	85,671	1,262,568	4,210,077	2,527,876	704,476	21,935,812	315,438,742	23,198,722	12,423,739	1,510,143	369,314,940	392,667,712	6%
4100-00-000	ADMINISTRATIVE															
4100-99-000	Administrative Salaries															
4110-00-000	Administrative Salaries	10,719,118	1,386,689	1,175,565	3,478,044	1,613,273	1,932,206	996,573	1,229,303	-	9,026,328	-	-	28,903,416	31,557,099	9%
4110-01-000	Administrative Rent Free Unit	-	-	-	-	-	-	-	20,184	-	-	-	-	20,184	20,184	0%
4110-02-000	Administrative Overtime	13,653	-	-	107	-	135	-	382	-	85,000	-	-	88,232	99,277	13%
4110-03-000	Employer FICA & Medicare	785,341	97,184	83,216	264,497	134,916	144,377	72,917	97,877	-	693,161	-	-	2,103,374	2,373,486	13%
4110-03-001	State Unemployment Insurance Tax (SUI)	14,000	1,400	1,225	5,075	2,100	2,625	1,225	1,400	-	16,975	-	-	39,929	46,025	15%
4110-03-002	Pension & Retirement Contributions	1,211,307	262,992	132,194	440,397	172,569	241,743	114,497	122,361	-	1,289,345	-	-	3,304,623	3,987,404	21%
4110-03-003	Life Ins Contribution	15,241	1,536	1,344	5,376	2,112	2,638	1,344	1,359	-	17,366	-	-	51,081	48,317	-5%
4110-03-004	Medical Benefits	1,555,229	196,549	90,789	549,274	310,101	340,459	138,453	266,539	-	2,077,766	-	-	5,573,904	5,525,159	-1%
4110-03-005	Employee Benefits Management	107,975	9,775	11,100	39,925	17,200	20,075	10,700	8,350	-	25,650	-	-	304,750	250,750	-18%
4110-03-006	Internet Stipends	37,800	-	3,780	15,660	5,940	7,020	3,240	1,620	-	50,760	-	-	119,343	125,820	5%
4110-03-007	Auto Allowance	29,400	9,600	4,800	4,800	4,800	9,600	4,800	-	-	9,600	-	-	-	77,400	100%
4110-03-008	Dental Benefits	88,746	8,866	8,069	32,463	10,062	19,477	5,428	10,118	-	95,773	-	-	-	279,002	100%
4110-03-009	Vision Benefits	16,484	1,881	1,197	6,024	3,047	3,712	1,299	1,841	-	19,937	-	-	-	55,422	100%
4110-03-010	Medical Reimb Benefits - Admin	63,855	-	18,244	27,366	9,122	18,244	-	-	-	63,855	-	-	-	200,686	100%
4110-03-011	Downtown Parking Reimbursement	10,500	-	-	-	-	-	-	-	-	147,000	-	-	-	157,500	100%
4110-99-000	Total Administrative Salaries	14,668,648	1,976,472	1,531,523	4,869,009	2,285,243	2,742,312	1,350,476	1,761,333	-	13,618,516	-	-	40,508,837	44,803,532	11%
4130-00-000	Legal Expense															
4130-01-000	Unlawful Detainers	-	-	-	-	-	-	-	400,000	-	-	-	-	400,000	400,000	0%
4130-03-000	Grievances and Arbitration	-	-	-	-	-	-	-	36,000	-	-	-	-	36,000	36,000	0%
4130-04-000	General Legal Expense	1,225,000	45,000	950,000	10,000	-	45,000	15,000	38,000	-	120,000	-	10,000	2,389,000	2,458,000	3%
4130-04-001	EHV General Legal Expenses	-	-	-	-	-	-	-	-	-	-	-	-	33,069	-	-100%
4131-00-000	Total Legal Expense	1,225,000	45,000	950,000	10,000	-	45,000	15,000	474,000	-	120,000	-	10,000	2,858,069	2,894,000	1%
4140-00-000	Staff Training	395,966	67,675	1,000	54,000	61,000	25,100	15,840	49,975	-	276,751	-	117,545	903,799	1,064,852	18%
4140-01-000	Tuition Reimbursement	50,000	-	-	-	-	-	-	-	-	-	-	-	50,000	50,000	0%
4140-10-000	Pre Employment Physicals	-	14,000	-	-	-	-	-	-	-	-	-	-	14,000	14,000	0%
4140-20-000	Recruitment Expense	165,000	45,000	-	-	-	-	-	-	-	-	-	-	225,000	210,000	-7%
4150-00-000	Travel	159,720	33,400	3,000	21,500	-	4,000	9,000	14,000	-	53,280	-	157,674	378,731	455,574	20%
4150-05-000	Commissioner Travel	30,000	-	-	-	-	-	-	-	-	-	-	-	30,000	30,000	0%
4150-10-000	Commissioner Stipends	13,200	-	-	-	-	-	-	-	-	-	-	-	13,200	13,200	0%
4160-00-000	Meetings	21,750	-	500	1,500	-	5,000	5,000	5,700	-	10,000	-	92,250	139,400	141,700	2%
4170-00-000	Accounting Fees	424,400	-	-	-	-	-	-	46,662	-	-	-	-	423,200	471,062	11%
4171-00-000	Auditing Fees	245,375	-	-	-	-	-	-	-	-	-	-	-	269,909	245,375	-9%
4173-00-000	Management Fee	-	-	-	-	-	-	-	301,917	-	-	-	-	296,604	301,917	2%
4174-00-000	Marketing	35,000	-	-	-	-	-	-	10,720	-	40,000	-	35,000	113,520	120,720	6%
4180-00-000	Office Rent	21,505	-	-	-	-	-	-	4,860	-	877,016	-	-	885,763	903,381	2%
4181-00-000	Interns	80,000	121,577	-	-	-	-	17,760	-	-	-	-	-	289,975	219,337	-24%
4181-01-000	FICA & Medicare	6,120	9,301	-	-	-	-	1,359	-	-	-	-	-	17,976	16,779	-7%
4181-01-001	State Unemployment Insurance Tax	700	525	-	-	-	-	175	-	-	-	-	-	1,288	1,400	9%
4182-00-000	Consultants	5,917,350	20,000	1,118,500	20,000	-	104,000	35,000	310,000	-	1,281,300	1,000	-	6,190,622	8,807,150	42%
4189-00-000	Total Other Admin Expenses	7,566,086	311,478	1,123,000	97,000	61,000	138,100	84,134	743,834	-	2,538,347	1,000	402,469	10,242,987	13,066,447	28%
4190-01-000	Membership and Fees	43,980	7,220	-	4,200	1,200	2,500	7,155	-	-	6,680	-	75,495	139,735	148,430	6%

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2024

GL	Account Description	Central Office Cost Center	Security	Development	Family & Community Partnerships, FSS Grants	Capital Improvements Dept & Facilities	Property Management	Asset Management	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	FY2023 OHA Approved Budget	FY2024 OHA Proposed Budget	% Change FY24vsFY23 OHA ONLY
														A	B	(B-A)/A
4190-02-000	Publications	8,500	3,000	-	-	-	1,000	500	-	-	-	-	-	19,000	13,000	-32%
4190-03-000	Advertising	17,000	1,000	500	-	-	-	600	5,608	-	-	-	-	14,400	24,708	72%
4190-04-000	Office Supplies	107,972	14,500	1,700	25,000	22,000	6,000	5,700	60,275	-	245,000	-	-	383,457	488,147	27%
4190-06-000	Copier Supplies	7,500	5,000	-	-	6,000	-	-	21,500	-	43,000	-	-	66,800	83,000	24%
4190-07-000	Telephone	322,200	16,300	-	1,000	123,500	-	-	78,395	-	50,000	-	-	549,965	591,395	8%
4190-08-000	Postage	11,300	3,500	250	1,500	300	5,000	1,000	9,600	-	320,000	-	-	309,350	352,450	14%
4190-09-000	Computer Hardware, Software & Supplies	98,409	7,000	5,808	36,000	15,428	11,882	7,334	14,330	-	97,000	-	-	257,954	293,191	14%
4190-09-002	EHV Tenant Incentive \$250	-	-	-	-	-	-	-	-	-	-	-	-	175,021	-	-100%
4190-09-003	EHV Tenant Incentive \$100	-	-	-	-	-	-	-	-	-	-	-	-	171,522	-	-100%
4190-10-000	Computer Licenses & Maintenance Contracts	2,425,532	5,000	1,900	35,750	2,920	1,100	3,300	32,880	-	15,500	-	-	1,098,969	2,523,882	130%
4190-11-000	Utility Transmission Charges	-	-	-	-	600	-	-	1,000	-	100	-	-	1,700	1,700	0%
4190-12-000	Software	-	-	-	-	-	-	-	-	-	-	-	-	8,000	-	-100%
4190-14-000	Storage Unit	10,300	-	300	-	3,000	-	-	-	-	2,000	-	-	10,600	15,600	47%
4190-15-000	Cell Phones/Pagers	88,396	38,700	7,300	62,000	25,500	20,050	5,800	107,126	-	109,550	-	-	431,405	464,421	8%
4190-17-000	Temporary Administrative Labor	75,000	-	-	-	-	50,000	-	41,000	-	119,400	-	-	292,100	285,400	-2%
4190-18-000	Office Equipment Maintenance & Contracts	37,000	20,000	3,600	18,000	9,237	4,000	-	17,955	-	50,000	-	-	136,300	159,792	17%
4190-19-000	Section 8 Inspections Costs	-	-	-	-	-	-	-	-	-	491,090	-	-	476,786	491,090	3%
4190-20-000	Bank Fees	224,000	-	-	-	-	-	-	21,285	-	-	1,000	500	244,599	246,785	1%
4190-21-000	Fees, Taxes & Other Costs	30,000	-	-	-	8,022	-	-	25,454	-	-	-	-	59,745	63,476	6%
4190-22-000	Other Misc Admin Expenses	5,000	5,000	500	31,512	1,000	1,500	-	8,200	-	3,000	-	-	21,806	55,712	155%
4191-00-000	Total Miscellaneous Admin Expenses	3,512,089	126,220	21,858	214,962	218,707	103,032	31,389	444,608	-	1,552,320	1,000	75,995	4,869,213	6,302,179	29%
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	26,971,823	2,459,170	3,626,381	5,190,971	2,564,950	3,028,444	1,480,998	3,423,775	-	17,829,184	2,000	488,464	58,479,106	67,066,158	15%
4200-00-000	TENANT SERVICES															
4210-00-000	Tenant Services Salaries	-	-	-	148,800	-	-	-	191,629	-	-	-	-	377,148	340,429	-10%
4210-01-000	Employer FICA & Medicare	-	-	-	11,383	-	-	-	17,595	-	-	-	-	30,604	28,978	-5%
4210-01-001	State Unemployment Insurance Tax (SUI)	-	-	-	246	-	-	-	-	-	-	-	-	1,127	246	-78%
4210-01-002	Pension & Retirement Contributions	-	-	-	-	-	-	-	1,396	-	-	-	-	777	1,396	80%
4210-01-004	Medical Benefits	-	-	-	-	-	-	-	30,709	-	-	-	-	25,196	30,709	22%
4210-01-005	Employee Benefit Management	-	-	-	-	-	-	-	1,092	-	-	-	-	1,176	1,092	-7%
4220-00-000	Resident Participation	-	-	-	16,000	-	-	-	-	-	-	-	-	30,000	16,000	-47%
4220-01-000	Other Tenant Svcs.	1,500	-	-	35,000	-	-	22,000	84,470	-	-	-	-	97,370	142,970	47%
4220-02-000	Tenant Services - Community Center	-	-	-	-	-	-	-	130,000	-	-	-	-	130,000	130,000	0%
4225-01-000	Printing & Supplies	12,000	-	-	25,000	0	-	-	9,200	-	-	-	-	56,500	46,200	-18%
4225-01-001	Tenant Services - Postage	10,000	-	-	10,000	-	-	-	-	-	-	-	-	20,000	20,000	0%
4225-01-002	Program Supplies	-	-	-	30,000	-	-	-	-	-	-	-	-	60,000	30,000	-50%
4225-02-000	Recreation	-	-	-	-	-	-	-	26,200	-	-	-	-	20,000	26,200	31%
4225-03-000	Special Events	-	-	-	46,000	-	-	-	35,000	-	-	-	29,500	106,000	110,500	4%
4225-04-000	Translation Services	-	-	-	1,500	-	-	1,500	2,000	-	115,000	-	-	120,000	120,000	0%
4225-04-001	EHV Translation Services	-	-	-	-	-	-	-	-	-	-	44,000	-	10,000	44,000	340%
4230-00-000	Children & Youth Programs	-	36,000	-	1,040,315	-	-	-	-	-	-	-	-	1,158,000	1,076,315	-7%
4230-00-001	Special Programs - Residents (Family & Community Prtnshp)	-	-	-	480,565	-	-	-	-	-	-	-	-	360,080	480,565	33%
4230-00-002	Stipends - Leadership Training	-	-	-	-	-	-	3,000	-	-	-	-	-	3,000	3,000	0%
4230-00-003	Employment & Economic Development	-	-	-	729,040	-	-	-	-	-	-	-	-	395,000	729,040	85%

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2024

GL	Account Description	Central Office Cost Center	Security	Development	Family & Community Partnerships, FSS Grants	Capital Improvements Dept & Facilities	Property Management	Asset Management	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	FY2023 OHA Approved Budget	FY2024 OHA Proposed Budget	% Change FY24vsFY23 OHA ONLY
														A	B	(B-A)/A
4230-00-004	Civic Engagement Activity	-	-	-	31,300	-	-	-	-	-	-	-	7,700	45,000	39,000	-13%
4230-01-000	Tenant Relocation	-	-	-	-	-	-	-	99,000	-	-	-	-	46,000	99,000	115%
4230-02-000	Tenant Transportation	-	-	-	52,375	-	-	-	-	-	-	-	-	61,500	52,375	-15%
4230-03-000	Tenant Clothing	-	-	-	-	-	-	-	-	-	-	-	-	25,000	-	-100%
4230-04-000	Tenant Childcare	-	-	-	60,000	-	-	-	-	-	-	-	-	20,000	60,000	200%
4299-00-000	TOTAL TENANT SERVICES EXPENSES	23,500	36,000	-	2,717,524	0	-	26,500	628,291	-	115,000	44,000	37,200	3,199,478	3,628,016	13%
4300-00-000	UTILITIES															
4310-00-000	Water	-	-	-	-	56,766	-	-	1,406,927	-	5,896	-	-	1,406,509	1,469,589	4%
4320-00-000	Electricity	-	-	-	-	402,013	-	-	230,069	-	96,308	-	-	600,842	728,390	21%
4330-00-000	Gas	-	-	-	-	26,777	-	-	58,633	-	3,206	-	-	86,250	88,616	3%
4390-00-000	Sewer	-	-	-	-	-	-	-	76,476	-	-	-	-	93,707	76,476	-18%
4395-00-000	Other Utility Expenses	-	-	-	-	-	-	-	3,200	-	-	-	-	6,200	3,200	-48%
4399-00-000	TOTAL UTILITY EXPENSES	-	-	-	-	485,556	-	-	1,775,306	-	105,410	-	-	2,193,507	2,366,271	8%
4400-00-000	MAINTENANCE AND OPERATIONS															
4400-99-000	General Maint Expense															
4410-00-000	Ordinary Maintenance & Operations Salaries	-	-	-	-	2,377,332	237,897	-	1,971,803	-	-	-	-	5,274,554	4,587,032	-13%
4410-02-000	Ordinary Maintenance & Operations Overtime	-	-	-	-	12,912	-	-	122,712	-	-	-	-	134,132	135,623	1%
4410-03-006	Internet Stipends	-	-	-	-	-	-	-	-	-	-	-	-	1,620	-	-100%
4410-04-000	Maint. Empl. Rent Free Unit	-	-	-	-	-	-	-	15,960	-	-	-	-	15,960	15,960	0%
4410-05-000	Employer FICA & Medicare	-	-	-	-	183,551	18,199	-	165,802	-	-	-	-	423,549	367,553	-13%
4410-05-001	State Unemployment Insurance Tax (SUI)	-	-	-	-	4,025	525	-	3,500	-	-	-	-	8,855	8,050	-9%
4410-05-002	Pension & Retirement Contributions	-	-	-	-	333,430	42,647	-	210,205	-	-	-	-	603,098	586,283	-3%
4410-05-003	Life Ins Contribution	-	-	-	-	4,416	549	-	6,512	-	-	-	-	13,901	11,478	-17%
4410-05-004	Medical Benefits	-	-	-	-	522,037	88,519	-	428,988	-	-	-	-	1,277,670	1,039,545	-19%
4410-05-005	Employee Benefit Management	-	-	-	-	2,650	-	-	2,650	-	-	-	-	6,825	5,300	-22%
4410-05-008	Dental Benefits	-	-	-	-	20,847	2,247	-	12,691	-	-	-	-	-	35,785	100%
4410-05-009	Vision Benefits	-	-	-	-	5,144	828	-	3,526	-	-	-	-	-	9,499	100%
4410-05-010	Medical Reimb Benefits - Maint	-	-	-	-	9,122	-	-	-	-	-	-	-	-	9,122	100%
4411-00-000	Safety Accessories	-	-	-	-	6,000	-	-	7,200	-	-	-	-	21,700	13,200	-39%
4412-00-000	Maintenance Travel/Training	-	-	-	-	-	-	-	6,000	-	-	-	-	6,000	6,000	0%
4413-00-000	Vehicles - Gas	6,400	-	-	6,000	104,034	9,500	1,030	22,336	-	3,000	-	-	91,700	152,300	66%
4413-00-001	Vehicles - Materials & Parts	6,000	-	-	1,000	7,000	5,000	-	13,500	-	-	-	-	25,000	32,500	30%
4413-00-002	Vehicles - GPS Expenses	2,600	-	-	3,000	9,360	900	515	5,200	-	2,500	-	-	21,900	24,075	10%
4419-00-000	Total General Maint Expense	15,000	-	-	10,000	3,601,861	406,812	1,545	2,998,587	-	5,500	-	-	7,926,463	7,039,305	-11%
4420-00-000	Materials															
4420-00-001	Materials - Building	-	-	-	-	23,572	-	-	249,839	-	2,500	-	-	253,250	275,910	9%
4420-00-002	Materials - Electrical	-	-	-	-	15,500	-	-	31,020	-	2,000	-	10,000	30,300	58,520	93%
4420-00-003	Materials - Floor Coverings	-	-	-	-	23,000	-	-	101,200	-	500	-	-	122,000	124,700	2%
4420-00-004	Materials - Hardware	-	-	-	-	4,051	-	-	18,400	-	500	-	-	14,000	22,951	64%
4420-00-005	Materials - Heater Parts	-	-	-	-	1,000	-	-	8,022	-	-	-	-	6,500	9,022	39%
4420-00-006	Materials - Kitchen & Lavatory	-	-	-	-	12,000	-	-	61,200	-	2,000	-	-	76,200	75,200	-1%
4420-00-007	Materials - Locks	-	-	-	-	11,250	-	-	52,390	-	1,000	-	-	61,800	64,640	5%
4420-00-008	Materials - Paint	-	-	-	-	8,000	-	-	27,162	-	500	-	-	30,050	35,662	19%
4420-00-009	Materials - Appliances	-	-	-	-	4,000	-	-	600	-	-	-	-	5,000	4,600	-8%
4420-00-010	Materials - Other	-	-	-	-	3,000	-	-	5,000	-	500	-	5,000	10,500	13,500	29%
4420-00-011	Materials - Doors	-	-	-	-	1,000	-	-	53,192	-	-	-	-	20,000	54,192	171%

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2024

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														A	B	(B-A)/A
4420-00-012	Materials - Windows	-	-	-	-	500	-	-	45,000	-	-	-	-	30,000	45,500	52%
4420-01-000	Supplies-Grounds	-	-	-	-	2,000	-	-	21,000	-	-	-	-	22,500	23,000	2%
4420-02-000	Supplies-Light Fixtures	-	-	-	-	13,500	-	-	15,000	-	500	-	-	27,000	29,000	7%
4420-03-000	Supplies-Decorating	-	-	-	-	6,500	-	-	43,050	-	500	-	-	50,750	50,050	-1%
4420-04-000	Supplies-Electrical	-	-	-	-	-	-	-	2,040	-	-	-	10,000	3,000	12,040	301%
4420-05-000	Supplies-Exterminating	-	-	-	-	-	-	-	2,900	-	-	-	12,000	3,600	14,900	314%
4420-06-000	Supplies-Janitorial/Cleaning	-	-	-	-	9,000	-	-	23,549	-	1,500	-	-	35,500	34,049	-4%
4420-07-000	Supplies-Mechanical	-	-	-	-	-	500	-	-	-	-	-	-	500	500	0%
4420-08-000	Supplies-Plumbing	-	-	-	-	29,750	-	-	84,415	-	2,000	-	15,000	85,850	131,165	53%
4420-09-000	Tools and Equipment	-	-	-	-	20,000	7,500	-	22,899	-	-	-	-	52,100	50,398	-3%
4429-00-000	Total Materials	-	-	-	-	187,622	8,000	-	867,877	-	14,000	-	52,000	940,400	1,129,499	20%
4430-00-000	Contract Costs															
4430-01-000	Contract-Fire Extinguisher	-	-	-	-	16,000	-	-	18,361	-	1,000	-	-	32,100	35,361	10%
4430-02-000	Contract-Appliance	-	-	-	-	-	-	-	17,634	-	-	-	-	8,100	17,634	118%
4430-03-000	Contract-Building Rehab	-	-	-	-	-	-	-	144,327	-	-	-	-	32,500	144,327	344%
4430-04-000	Contract-Responsible Person	-	-	-	-	-	-	-	-	-	-	-	-	7,000	-	-100%
4430-04-000	Services															
4430-05-000	Contract-Decorating/Painting	-	-	-	-	20,000	-	-	82,000	-	-	-	-	95,000	102,000	7%
4430-06-000	Contract-Electrical	-	-	-	-	5,000	-	-	11,900	-	-	-	-	21,900	16,900	-23%
4430-07-000	Contract-Pest Control	-	-	-	-	13,010	-	-	278,438	-	1,620	-	12,000	157,700	305,068	93%
4430-08-000	Contract-Floor Covering	-	-	-	-	-	-	-	115,000	-	-	-	-	123,000	115,000	-7%
4430-09-000	Contract-Grounds	-	-	-	-	-	-	-	321,293	-	-	-	-	303,120	321,293	6%
4430-10-000	Contract-Janitorial/Cleaning	-	-	-	-	744,700	-	-	69,000	-	100,000	-	-	917,430	913,700	0%
4430-11-000	Contract-Plumbing	-	-	-	-	8,000	-	-	225,218	-	1,000	-	5,000	156,002	239,218	53%
4430-12-000	Contract-Garbage Services	-	-	-	-	71,223	2,000	-	1,399,159	-	29,400	-	-	1,161,625	1,501,782	29%
4430-13-000	Contract-HVAC	-	-	-	-	98,000	-	-	45,704	-	-	-	-	127,500	143,704	13%
4430-14-000	Contract-Vehicle Maintenance	10,000	-	-	20,000	55,000	7,500	2,060	39,900	-	26,000	-	-	160,500	160,460	0%
4430-15-000	Contract-Equipment Rental	-	-	-	-	102,500	-	-	10,000	-	1,000	-	-	113,500	113,500	0%
4430-16-000	Contract-Lock Repair	-	-	-	-	5,500	-	-	40,000	-	500	-	-	44,000	46,000	5%
4430-17-000	Contract-Elevator Monitoring	-	-	-	-	50,022	-	-	48,062	-	-	-	-	87,375	98,084	12%
4430-18-000	Contract-Uniforms	-	-	-	-	-	-	-	25,816	-	-	-	-	21,008	25,816	23%
4430-19-000	Contract-Car Wash	2,000	3,000	-	3,000	3,200	700	515	5,000	-	6,000	-	-	15,400	23,415	52%
4430-20-000	Routine Make Ready	-	-	-	-	-	-	-	467,601	-	-	-	-	217,000	467,601	115%
4430-21-000	Roof & Decks Routine	-	-	-	-	35,000	-	-	52,300	-	-	-	-	75,000	87,300	16%
4430-23-000	Contract-Consultants	-	-	-	-	-	5,000	-	-	-	-	-	-	-	5,000	100%
4430-24-000	Contract-Call Center	-	-	-	-	-	-	-	21,000	-	-	-	-	21,000	21,000	0%
4430-25-000	Contract-Doors	-	-	-	-	6,000	-	-	30,000	-	-	-	-	30,000	36,000	20%
4430-26-000	Contract-Windows	-	-	-	-	-	-	-	25,000	-	-	-	-	10,000	25,000	150%
4430-40-000	Contract-Security Guards	-	-	-	-	240,000	-	-	-	-	60,000	-	-	300,000	300,000	0%
4430-41-000	Contract-Alarm Systems	-	-	-	-	127,611	-	-	-	-	8,000	-	-	89,800	135,611	51%
4430-80-000	Contract-Bookkeeping Fees	-	-	-	-	-	-	-	-	-	-	-	-	45,738	-	-100%
4430-90-000	Contract-Fee For Service	-	-	-	-	-	-	-	-	-	-	-	-	5,500	-	-100%
4430-99-000	Contract Costs-Other	-	-	-	-	62,500	500	-	362,877	-	1,000	-	6,000	471,846	432,877	-8%
4439-00-000	Total Contract Costs	12,000	3,000	-	23,000	1,663,267	15,700	2,575	3,855,588	-	235,520	-	23,000	4,850,644	5,833,650	20%
4499-00-000	TOTAL MAINTENANCE EXPENSES	27,000	3,000	-	33,000	5,452,751	430,512	4,120	7,722,052	-	255,020	-	75,000	13,717,508	14,002,455	2%
4500-00-000	GENERAL EXPENSES															
4510-10-000	Property Insurance	-	-	-	-	31,639	-	-	368,351	-	-	-	23,000	379,627	422,990	11%
4510-20-000	Liability Insurance	-	-	-	-	203,001	-	-	172,889	-	-	-	10,000	155,128	385,891	149%
4521-00-000	Misc. Taxes/Licenses/Insurance	-	-	-	-	-	-	-	1,140	-	-	-	-	1,140	1,140	0%

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2024

GL	Account Description	Central Office Cost Center	Security	Development	Family & Community Partnerships, FSS Grants	Capital Improvements Dept & Facilities	Property Management	Asset Management	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	FY2023 OHA Approved Budget	FY2024 OHA Proposed Budget	% Change FY24vsFY23 OHA ONLY
														A	B	(B-A)/A
4540-00-000	Workers Compensation	588,135	314,467	64,118	197,186	210,513	118,285	55,303	172,316	-	494,277	-	-	2,066,810	2,214,599	7%
4550-00-000	All Other Insurance	233,035	-	-	-	-	-	-	-	-	-	-	-	150,000	233,035	55%
4550-02-000	Lead Based Paint Insurance	-	-	-	-	-	-	-	15,324	-	-	-	-	15,750	15,324	-3%
4560-00-000	Auto Insurance	15,318	94,461	-	22,977	79,143	15,318	5,106	53,613	-	20,424	-	-	307,693	306,362	0%
4565-00-000	Employment Practices Liability Insurance	51,770	34,259	5,329	19,033	25,124	12,942	5,329	23,062	-	72,326	-	-	268,550	249,174	-7%
4565-00-001	Insurance Expenses Directors and Officers	39,009	25,815	4,016	14,342	18,931	38,436	4,589	16,063	-	54,498	-	-	-	215,699	100%
4570-00-000	Bad Debt-Tenant Rents	-	-	-	-	-	-	-	295,100	-	-	-	-	235,100	295,100	26%
4590-00-000	Other General Expense	-	-	-	-	-	-	-	2,508,000	-	-	-	-	2,508,000	2,508,000	0%
4590-04-000	Community Facilities Expense	-	-	-	-	-	-	-	130,000	-	-	-	-	130,000	130,000	0%
4599-00-000	TOTAL GENERAL EXPENSES	927,267	469,003	73,463	253,538	568,351	184,981	70,327	3,755,858	-	641,625	-	33,000	6,217,800	6,977,313	12%
4600-00-000	PROTECTIVE SERVICES															
4610-00-000	Protective Services Salaries	-	5,026,108	-	-	-	-	-	-	-	-	-	-	4,879,654	5,026,108	3%
4610-01-000	Protective Services Overtime	-	409,145	-	-	-	-	-	-	-	-	-	-	425,000	409,145	-4%
4610-02-000	Employer FICA & Medicare	-	415,561	-	-	-	-	-	-	-	-	-	-	382,873	415,561	9%
4610-02-001	State Unemployment Insurance Tax (SU)	-	6,475	-	-	-	-	-	-	-	-	-	-	6,118	6,475	6%
4610-02-002	Pension & Retirement Contributions	-	747,936	-	-	-	-	-	-	-	-	-	-	721,582	747,936	4%
4610-02-003	Life Ins Contr & Management Package	-	7,104	-	-	-	-	-	-	-	-	-	-	7,485	7,104	-5%
4610-02-004	Medical & Dental Benefits	-	885,085	-	-	-	-	-	-	-	-	-	-	863,369	885,085	3%
4610-02-006	Uniform Allowance	-	30,000	-	-	-	-	-	-	-	-	-	-	30,000	30,000	0%
4610-02-007	Tuition Reimbursement	-	25,000	-	-	-	-	-	-	-	-	-	-	25,000	25,000	0%
4610-02-008	Dental Benefits	-	28,872	-	-	-	-	-	-	-	-	-	-	-	28,872	100%
4610-02-009	Vision Benefits	-	8,394	-	-	-	-	-	-	-	-	-	-	-	8,394	100%
4610-02-010	Medical Reimb Benefits - Protective	-	18,244	-	-	-	-	-	-	-	-	-	-	-	18,244	100%
4610-03-006	Internet Stipends	-	-	-	-	-	-	-	-	-	-	-	-	540	-	-100%
4620-01-000	Security Alarm Contract Costs	-	-	-	-	-	-	-	5,400	-	2,000	-	-	8,000	7,400	-8%
4620-02-000	Lexis Nexus	-	-	-	-	-	-	-	-	-	-	-	-	5,000	-	-100%
4620-03-000	Protective Services Vehicle Costs	-	70,000	-	-	-	-	-	-	-	-	-	-	50,000	70,000	40%
4620-04-000	Security Sundry Contracts	-	607,550	-	-	-	-	-	-	-	-	-	-	300,000	607,550	103%
4630-01-000	Security Materials	-	143,250	-	-	-	-	-	-	-	-	-	-	121,400	143,250	18%
4630-02-000	Gasoline	-	68,000	-	-	-	-	-	-	-	-	-	-	50,000	68,000	36%
4630-03-000	Security Ammunition	-	15,000	-	-	-	-	-	-	-	-	-	-	20,000	15,000	-25%
4630-04-000	Security Uniforms	-	25,000	-	-	-	-	-	-	-	-	-	-	25,000	25,000	0%
4630-05-000	Security Guns	-	10,000	-	-	-	-	-	-	-	-	-	-	10,000	10,000	0%
4699-00-000	TOTAL PROTECTIVE SERVICES EXPENSES	-	8,546,725	-	-	-	-	-	5,400	-	2,000	-	-	7,931,021	8,554,125	8%
4700-00-000	HOUSING ASSISTANCE PAYMENTS															
4715-00-000	Housing Assistance Payments	-	-	-	-	-	-	-	-	250,358,397	-	-	-	246,236,713	250,358,397	2%
4715-00-001	EHV Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	11,356,430	-	6,382,029	11,356,430	78%
4715-01-000	Tenant Utility Payments-Voucher (NT)	-	-	-	-	-	-	-	-	39,500	-	-	-	38,314	39,500	3%
4715-01-001	EHV Tenant Utility Deposit (NT)	-	-	-	-	-	-	-	-	-	-	-	-	15,000	-	-100%
4715-01-002	EHV Security Deposit (NT)	-	-	-	-	-	-	-	-	-	-	10,000	-	10,000	10,000	0%
4715-01-003	EHV Rental Application Fees (NT)	-	-	-	-	-	-	-	-	-	-	-	-	10,000	-	-100%
4715-01-004	EHV Holding Fees (NT)	-	-	-	-	-	-	-	-	-	-	-	-	1,000	-	-100%
4715-02-000	Portable Out HAP Payments	-	-	-	-	-	-	-	-	2,225,080	-	-	-	3,213,362	2,225,080	-31%
4715-02-001	EHV Portable Out HAP Payments	-	-	-	-	-	-	-	-	-	-	700,000	-	100,000	700,000	600%

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2024

GL	Account Description	Central Office Cost Center	Security	Development	Family & Community Partnerships, FSS Grants	Capital Improvements Dept & Facilities	Property Management	Asset Management	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	FY2023 OHA Approved Budget	FY2024 OHA Proposed Budget	% Change FY24vsFY23 OHA ONLY
														A	B	(B-A)/A
4715-02-002	EHV Port Out Admin Fee (NT)	-	-	-	-	-	-	-	-	-	-	100,000	-	50,000	100,000	100%
4715-03-000	FSS Escrow Payments	-	-	-	-	-	-	-	-	434,000	-	-	-	375,930	434,000	15%
4715-04-000	Housing Assistance - Other	-	-	-	-	-	-	-	-	354,000	-	-	-	348,494	354,000	2%
4715-05-000	Housing Assistance Payments - Sponsor Based	-	-	-	-	-	-	-	-	4,209,693	-	-	-	4,209,693	4,209,693	0%
4715-06-000	Housing Assistance - Portability In	-	-	-	-	-	-	-	-	336,000	-	-	-	68,000	336,000	394%
4715-06-001	EHV Housing Assistance - Portability In	-	-	-	-	-	-	-	-	-	-	-	-	50,000	-	-100%
4715-07-000	HAP Vacancy Loss Incentive	-	-	-	-	-	-	-	-	919,000	-	-	-	869,000	919,000	6%
4715-08-000	Maintenance Loan (NT)	-	-	-	-	-	-	-	-	781,000	-	-	-	781,000	781,000	0%
4715-09-000	New Owner Incentive	-	-	-	-	-	-	-	-	841,000	-	-	-	841,000	841,000	0%
4715-10-000	Owner Recognition (Owner Appreciation Day Event)	-	-	-	-	-	-	-	-	25,000	-	-	-	25,000	25,000	0%
4715-10-002	Application Fee Assistance (NT)	-	-	-	-	-	-	-	-	-	-	50,000	-	50,000	50,000	0%
4715-10-003	EHV - Vacancy Loss	-	-	-	-	-	-	-	-	-	-	-	-	50,000	-	-100%
4715-10-004	EHV - Owner Leasing Bonus	-	-	-	-	-	-	-	-	-	-	250,000	-	250,000	250,000	0%
4715-10-005	Security Deposit Assistance (NT)	-	-	-	-	-	-	-	-	1,500,000	-	-	-	-	1,500,000	100%
4715-10-006	EHV - One Time Repair for Owners (NT)	-	-	-	-	-	-	-	-	-	-	50,000	-	50,000	50,000	0%
4715-10-007	Owner Referral Bonus (NT)	-	-	-	-	-	-	-	-	-	-	-	-	20,000	-	-100%
4715-10-008	Welcome Kits (NT)	-	-	-	-	-	-	-	-	42,000	-	-	-	-	42,000	100%
4715-10-010	EHV - Leasing Agents- Commission for Executed Lease	-	-	-	-	-	-	-	-	-	-	250,000	-	20,000	250,000	1150%
4715-10-011	EHV - Welcome Package	-	-	-	-	-	-	-	-	-	-	100,000	-	100,000	100,000	0%
4715-10-012	Application Fee Assistance (NT)	-	-	-	-	-	-	-	-	160,000	-	-	-	-	160,000	100%
4715-10-013	Owner Referral Bonus (NT)	-	-	-	-	-	-	-	-	25,000	-	-	-	-	25,000	100%
4715-11-000	Building Bridges - SRO	-	-	-	-	-	-	-	-	2,305,848	-	-	-	3,000,000	2,305,848	-23%
4715-12-000	Building Bridges - CalWORKS	-	-	-	-	-	-	-	-	800,000	-	-	-	1,000,000	800,000	-20%
4715-13-000	Building Bridges - THP Plus	-	-	-	-	-	-	-	-	633,333	-	-	-	500,000	633,333	27%
4715-15-000	HAP Portability Out Admin Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
4715-16-000	Building Bridges - Home Key	-	-	-	-	-	-	660,000	-	-	-	-	-	660,000	660,000	0%
4715-10-014	EHV Tenant Incentive \$250	-	-	-	-	-	-	-	-	-	-	200,000	-	-	200,000	100%
4715-10-015	EHV Tenant Incentive \$100	-	-	-	-	-	-	-	-	-	-	180,000	-	-	180,000	100%
4715-17-000	Abatement - Searchers	-	-	-	-	-	-	-	-	560,000	-	-	-	560,000	560,000	0%
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	-	-	-	-	-	-	660,000	-	266,548,851	-	13,246,430	-	269,884,535	280,455,281	4%
	TOTAL OPERATING EXPENSES	27,949,589	11,513,898	3,699,843	8,195,033	9,071,607	3,643,937	2,241,946	17,310,682	266,548,851	18,948,139	13,292,430	633,664	361,622,958	383,049,619	6%
	TOTAL OPERATING REVENUE	9,044,084	325,803	85,671	1,262,568	4,210,077	2,527,876	704,476	21,935,812	315,438,742	23,198,722	12,423,739	1,510,143	369,314,940	392,667,712	6%
	NET OPERATING REVENUE (EXPENSES)	(18,905,506)	(11,188,095)	(3,614,172)	(6,932,465)	(4,861,531)	(1,116,061)	(1,537,470)	4,625,130	48,889,891	4,250,583	(868,691)	876,479	7,691,982	9,618,093	25%
5000-00-000	NON-OPERATING ITEMS															
5100-01-000	Depreciation	571,889	205,001	-	11,996	563,491	87,146	6,214	639,632	-	163,254	-	336,387	1,936,466	2,585,011	33%
5105-01-000	Investment Income - Unrestricted - START FROM FY2024	(4,213,269)	-	-	-	-	-	-	(1,200)	-	-	-	(236,007)	(91,468)	(4,450,476)	4766%
5205-00-000	Allocation Overhead Fee Revenues	(19,712,465)	-	-	-	(4,885,105)	(1,206,203)	(2,241,946)	-	-	(2,099,429)	-	-	(23,793,199)	(30,145,148)	27%
5205-00-001	COCOC Allocated Overhead Expenses	-	4,961,006	679,416	1,858,687	-	-	-	5,745,456	709,502	8,266,323	320,521	-	16,207,514	22,540,911	39%
5205-00-002	Other PM/AM Expenses Allocated	-	-	-	-	-	-	-	3,448,149	1,446,132	-	653,297	-	4,552,222	5,547,578	22%
5205-00-004	CID Expense Allocated	-	-	-	-	-	-	-	2,056,659	-	-	-	-	3,033,463	2,056,659	-32%
5300-00-000	Excess Salary Reimbursement Expense	-	-	-	-	-	-	-	-	-	-	-	310,576	325,482	310,576	-5%
5510-00-000	Capital Outlay	3,431,000	693,019	45,296,000	-	1,585,000	110,000	-	9,824,136	-	139,894	-	400,000	23,367,635	61,479,049	163%
5520-00-000	OPeB & Retirees Medical	452,131	242,197	118,878	13,778	412,678	134,439	-	109,111	-	604,469	-	-	1,948,439	2,087,681	7%
5520-01-000	Pension and Retirement Funding	27,713,000	-	-	-	-	-	-	-	-	-	-	-	3,000,000	27,713,000	824%

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2024

GL	Account Description	Central Office Cost Center	Security	Development	Family & Community Partnerships, FSS Grants	Capital Improvements Dept & Facilities	Property Management	Asset Management	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	FY2023 OHA Approved Budget	FY2024 OHA Proposed Budget	% Change FY24vsFY23 OHA ONLY
														A	B	(B-A)/A
5999-00-000	TOTAL NON-OPERATING ITEMS	8,242,286	6,101,223	46,094,293	1,884,461	(2,323,935)	(874,618)	(2,235,732)	21,821,943	2,155,635	7,074,512	973,817	810,956	30,486,552	89,724,840	194%
9000-00-000	NET REVENUE (EXPENSES) AFTER OPERATING	(27,147,791)	(17,289,318)	(49,708,465)	(8,816,926)	(2,537,595)	(241,443)	698,262	(17,196,813)	46,734,256	(2,823,928)	(1,842,508)	65,523	(22,794,570)	(80,106,747)	251%

Oakland Housing Authority

Approved Staffing for FY 2023 and Requested Staffing for FY 2024

Department	FY 2023 Approved FTEs (1)	FY 2024 Requested FTEs (2)	CHANGE FY 2024 vs FY 2023 FTEs (2-1)
Executive Office	7	9	2
Planning, Implementation, Compliance	7	9	2
Family and Community Partnerships	25	19	-6
Finance	26	26	0
Information Technology	11	11	0
CCGS	7	7	0
Human Resources	8	8	0
Risk Management	2	2	0
CAHI	1	1	0
Office of Real Estate Development	7	7	0
Leased Housing	95	95	0
Office of Property Operations	95	95	0
Asset Management	7	7	0
Capital Improvements Department	33	33	0
Police	45	47	2
TOTAL	376	376	0

Capital Projects Summary - OHA

Fiscal Year 2024

Project Name	Property In Budget	Project Details	Priority	FY24 Budget Request	Job Code
COCC					
CCGS					
Cobblestone	CCGS	Cobblestone Contract Management		20,000	
Total - CCGS				20,000	
FINANCE					
OpenGov	FINANCE	Cloud based Budgeting & Planning Software		21,000	
Workspace	FINANCE	Additional workspace in the Finance Dept. office area		20,000	
Total - Finance				41,000	
HR					
Copier	HR			10,000	
Total - HR				10,000	
INFORMATION TECHNOLOGY					
Network Operations Center - (SEC)	IT	24/7 Network monitoring, Systems monitoring, patching, level one ticket support, backup management and testing		300,000	
Cyber Security Audit - (SEC)	IT	Yearly audit for security policies		50,000	
Router Replacements - (SEC)	IT	Replace (qty. 6) EOL routers	High	240,000	
Switch Replacements - (SEC)	IT	Replace (qty. 34) network switches	High	600,000	
Conference Room Upgrades	IT	Install / Revamp audio/visual systems for (qty. 21) conference rooms	Medium	450,000	
Agency Website migration and redesign	IT	Migration to cloud based hosting service and professional services to redesign site	High	250,000	
Laptop Replacements	IT	100 Laptops	High	290,000	
Cisco Storage expansion 1180 / 1540 sites	IT	Storage expansion for 1619 Harrison and 1180 25th ave sites	Medium	140,000	
Vehicle	IT		High	40,000	
Laserfiche To the Cloud	IT	Move Laserfiche to Laserfiche Cloud	High	400,000	
Security Suite of software -(SEC)	IT	Various software and services needed for security initiative	High	600,000	
Total - IT				3,360,000	
		Subtotal - COCC		3,431,000	
OFFICE OF REAL ESTATE DEVELOPMENT					
500 Lake Park EAH	ORED	Draw remainder of predevelopment budget		1,500,000	
Harrison Tower Admin. Bldg.	ORED	Seismic retrofit A/E; office relocation; office relocation TI's at 1801/1805/1600 Harrison		250,000	
Mandela Station	ORED	Execute Development Agreement, assemble financing; projected construction close: Nov 2024		2,000,000	
Tassafaronga I and II	ORED	LP Buyout, consultant, legal expenses		50,000	
1600 Harrison Street	ORED	Purchase, due diligence and closing costs, design drawings. Build-out, seismic stability, TI, permits & fees, etc.		4,450,000	
1801 Harrison	ORED	Tenant Improvements, Seismic, etc.		875,000	
1805 Harrison	ORED	Tenant Improvements, Seismic, etc.		875,000	
Harrison Tower Rehab	ORED	Continue predevelopment work: architectural / engineering, relocation, city permits/fees, environmental.		2,100,000	

Capital Projects Summary - OHA

Fiscal Year 2024

<u>Project Name</u>	<u>Property In Budget</u>	<u>Project Details</u>	<u>Priority</u>	<u>FY24 Budget Request</u>	<u>Job Code</u>
Foothill Family 6946 Foothill Blvd	ORED	Loan to OHI: Hard costs, A/E, relocation. 65 units.		3,000,000	
Lion Creek III	ORED	Execute investor buyouts		10,000	
15th & Harrison	ORED	Procure development partner; execute development agreement		500,000	
2700 International	ORED	Rental Assistance Subsidy (RAS) Program		5,000,000	
3050 International	ORED	Rental Assistance Subsidy (RAS) Program		2,186,000	
Agnes Memorial	ORED	Rental Assistance Subsidy (RAS) Program		7,500,000	
New TBD Projects	ORED	New TBD Projects via City and OHA NOFA		15,000,000	
TOTAL - ORED				45,296,000	
LEASED HOUSING					
Electric Vehicles (3) NEW	HCV_ADM			114,000	
Projector - LH Briefing Room- For Updates	HCV_ADM			6,000	
2 Ricoh IM C6000 Color Multifunction Copier	HCV_ADM			19,894	
Total - Leased Housing				139,894	
CID & FACILITIES					
CID_GENL					
Murals	CID_GENL	1805 Harrison, 1600 Harriosn & 1180 25th Ave	Medium	200,000	
Sub Total - CID_GENL				200,000	
PM_UNION					
Asphalt reseal/stripe - 935 Union	PM_UNION		High	100,000	
Sub Total - PM_UNION				100,000	
COCCBLDG					
1619 Harrison Power Assist Openers Install	COCCBLDG		High	150,000	
New Boiler	COCCBLDG		Medium	60,000	
Asphalt Reseal - 1538 Harrison	COCCBLDG		High	70,000	
EV Charging Stations - 1538 Harrison	COCCBLDG		Low	25,000	
Sub Total - COCCBLDG				305,000	
1801HARR					
Asphalt Reseal - 1801 Harrison	1801HARR		High	30,000	
Sub Total - 1801HARR				30,000	
1805HARR					
Asphalt Reseal/Stripe - 1805	1805HARR		High	25,000	
Sub Total - 1805HARR				25,000	

Capital Projects Summary - OHA

Fiscal Year 2024

Project Name	Property In Budget	Project Details	Priority	FY24 Budget Request	Job Code
PM_25AVE					
Service Center Parking lots	PM_25AVE		High	200,000	
EV Charging Stations - 1180 25th Ave	PM_25AVE		Low	25,000	
Design Drawings - 1180 25th Ave	PM_25AVE		Medium	500,000	
Sub Total - PM_25AVE				725,000	
PM_65AVE					
Asphalt Repairs, Reseal/Stripe - 1327 65th	PM_65AVE		High	200,000	
Sub Total - PM_65AVE				200,000	
TOTAL - CID & FACILITIES				1,585,000	
Property Management Administration					
Vehicle - 1 Van, 1 Truck & 1 Car	PM_ADMIN		High	110,000	
Sub Total - PM_ADMIN				110,000	
PUBLIC HOUSING					
Lockwood					
Landscape Renovation	PH_LG		High	800,000	cid-686
LG resurface parking lots	PH_LG	Seal and stripe parking lots & address 3 parking lots with drainage challenges	High	300,000	cid-477
LG full property signage replacement	PH_LG	New design for building Identification, address & general property signage	Medium	40,000	
Lockwood Monument Signage	PH_LG	Curb appeal for street sign, replace with new design	Medium	10,000	cid-472
LG FY24 Rehab Holding	PH_LG	20 projected rehabs @ \$50K each	High	1,000,000	cid-688
Physical Needs Assessment Projects	PH_LG	Perform work indentified by the PNA	High	200,000	cid-690
Key Tracking System	PH_LG		Medium	15,000	cid-691
LG Sewer Line Replacement	PH_LG		High	50,000	cid-692
On-Site Wifi Infrastructure in residential buildings	PH_LG	OHA Apartment Wi-Fi performed by the City and EducationSuperHighway with OHA	Medium	279,000	cid-693
Roof replacements	PH_LG	Replace roof and gutters on all 54 residential buildings	Medium	4,050,000	
Sub Total - LOCKWOOD				6,744,000	
Peralta Village					
PV seal & stripe parking lots	PH_PV	Seal and stripe parking lots; All parking lots	High	250,000	cid-485
PV full property signage replacement	PH_PV	New design for building Identification, address & general property signage	Medium	40,000	
PV FY24 Rehab holding	PH_PV	15 projected rehabs	High	750,000	cid-698
Physical Needs Assessment Projects	PH_PV	Perform work indentified by the PNA	High	200,000	cid-700
Key Tracking System	PH_PV	For units & vehicles	Medium	15,000	cid-701
Peralta Sewer Line Replacement	PH_PV		High	50,000	cid-704
On-Site Wifi Infrastructure in residential buildings	PH_PV	OHA Apartment Wi-Fi performed by the City and EducationSuperHighway with OHA	Medium	292,500	cid-703
Sub Total - PERALTA				1,597,500	
TOTAL - OHA MANAGED				8,341,500	

Capital Projects Summary - OHA

Fiscal Year 2024

<u>Project Name</u>	<u>Property In Budget</u>	<u>Project Details</u>	<u>Priority</u>	<u>FY24 Budget Request</u>	<u>Job Code</u>
Campbell Village					
Window Replacements	PH_CV			200,000	
Vacant unit rehab	PH_CV		Medium	60,000	
Bathroom Exhaust Fans	PH_CV		Medium	185,000	
On-Site Wifi Infrastructure in residential buildings	PH_CV	OHA Apartment Wi-Fi performed by the City and EducationSuperHighway with OHA	Medium	115,500	
Common areas	PH_CV	Interior improvements	Medium	38,100	
ADA	PH_CV	ADA Living Spaces & Guestrooms, Visual Bell & Strobe, Hearing-Impaired	High	6,800	
Subtotal - CV				605,400	
Palo Vista Gardens					
Elevator repairs	PH_PVG	As needed emergency equipment replacement	High	10,000	
Boilers	PH_PVG		High	50,000	
Vacant unit rehab	PH_PVG		Medium	50,000	
On-Site Wifi Infrastructure in residential buildings	PH_PVG	OHA Apartment Wi-Fi performed by the City and EducationSuperHighway with OHA	Medium	75,000	
Common areas	PH_PVG	Exterior improvements	Medium	22,700	
ADA	PH_PVG	ADA Living Spaces & Guestrooms, Visual Bell & Strobe, Hearing-Impaired	High	9,100	
Subtotal - PVG				216,800	
Adel Court					
Vacant unit rehab	PH_AC		Medium	40,000	
Heaters	PH_AC		High	220,000	
Video Storage System Server	PH_AC	Server replacement	Medium	6,786	
Elevator	PH_AC		High	150,000	
Common areas	PH_AC	Exterior improvements	High	5,900	
Subtotal - AC				422,686	
Harrison Towers					
On-Site Wifi Infrastructure in residential buildings	PH_HT	OHA Apartment Wi-Fi performed by the City and EducationSuperHighway with OHA		75,000	
Subtotal - HT				75,000	
Foothill Family					
On-Site Wifi Infrastructure in residential buildings	FOOTHILL	OHA Apartment Wi-Fi performed by the City and EducationSuperHighway with OHA		48,750	
Subtotal - Foothill Family				48,750	

Capital Projects Summary - OHA

Fiscal Year 2024

<u>Project Name</u>	<u>Property In Budget</u>	<u>Project Details</u>	<u>Priority</u>	<u>FY24 Budget Request</u>	<u>Job Code</u>
Oak Grove North					
On-Site Wifi Infrastructure in residential buildings	PH_OGN	OHA Apartment Wi-Fi performed by the City and EducationSuperHighway with OHA		57,750	
Subtotal - OGN				57,750	
Oak Grove South					
On-Site Wifi Infrastructure in residential buildings	PH_OGS			56,250	
Subtotal - OGS				56,250	
TOTAL - 3RD PARTY MANAGED PH				1,482,636	
		Subtotal - PUBLIC HOUSING		9,824,136	
OAKLAND HOUSING AUTHORITY POLICE DEPARTMENT					
Vehicles	OHAPD	Ford Interceptors (2)		72,000	
Emergency Equipment	OHAPD	Emergency equipment for Ford Interceptors		24,000	
CAD/RMS System	OHAPD			338,000	
Phone System	OHAPD	Single Centralized Phone System integrating with existing Radio and Phone lines		175,000	
Video Storage System & Server	OHAPD			9,019	
Body-worn cameras	OHAPD			75,000	
TOTAL - OHAPD				693,019	
NON-FED WINGS OF LOVE					
HVAC, electrical panels, concrete, and plumbing	nf_wol			400,000	
TOTAL - NF_WOL				400,000	
TOTAL - OHA				61,479,049	

**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:

**APPROVING THE OAKLAND HOUSING AUTHORITY COMPREHENSIVE
CONSOLIDATED BUDGET, PUBLIC HOUSING PROGRAM AMP BUDGETS, AND
STAFFING PLAN FOR FISCAL YEAR ENDING JUNE 30, 2024**

WHEREAS, the Oakland Housing Authority (the Authority) is required to submit to the U.S. Housing and Urban Development (HUD) a resolution approving the Public Housing Program AMP Budgets in accordance with the New Operating Fund Rule (24 CFP Part 990.255) by June 30, 2023: and

WHEREAS, the Board of Commissioners reviewed the budget and attachments at its May 8, 2023 Special Meeting: and

WHEREAS, the attached Public Housing Program Operating Budget provides a reasonable plan for the project-based operations of the Authority's Asset Management Projects (AMPs) for the coming fiscal year; and

WHEREAS, the attached staffing plan has been used in development of the budget and provides appropriate staffing, given the level or resources available and work required of the Authority.

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

THAT, the Board of Commissioners approves the Oakland Housing Authority Comprehensive Budget, Public Housing Program AMP Budgets, and Staffing Plan for the Fiscal Year Ending June 30, 2024; and

THAT, a copy of the resolution be sent to the U.S. Department of Housing and Urban Development; and

THAT, the Chair of the Board of Commissioners be authorized to certify that the Oakland Housing Authority will comply with all related regulations; and

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

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

Patricia Wells, Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



Oakland Housing Authority

SUBJECT: Third Quarter Finance Report

DATE: June 26, 2023

Type: Informational

2023-126

Attachments:

[3rd QTR FY2023 Presentation](#)

[3rd QTR FY2023 QSR Memo to Commissioners](#)

Executive Office

Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Presentation of the unaudited Financial Status Report for the nine-month period ending March 31, 2023

Date: June 26, 2023

This presentation provides supplemental information to the Fiscal Year (FY) 2023 Financial Report, July 1, 2022, through March 31, 2023.

Financial Highlights are as follows.

Statement of Activities: FY-23 Actuals vs Budget

Operating Revenue:

- Tenant rent income trending slightly over budget due in part to calculated tenant rent adjustments and vacancies.
- Public Housing Operating Subsidy slightly higher based on actual occupancy per HUD calculation during the calendar year.
- The Housing Choice Voucher subsidy disbursed by HUD based on HAP expenses reported in the Voucher Management System.
- Other Government Grants received higher than budget due to higher reimbursement submitted to HUD.
- Central Office Cost Center (COCC) revenue from affiliates was lower due to lower actual expenditure for the quarter and timing of reimbursement settlement from affiliates.

Operating Expenses:

- Administrative expenses were down due to staff vacancies and lower operating expenses incurred during the period, which in turn significantly reduced allocated overhead expenses.
- Actual Housing Assistance Payments to owners are based on actual vouchers leased as reported thru the Voucher Management System.
- Generally, all other operating expenses were lower than expected due to vacant positions.

Overall results show the Authority's operating income (before non-operating expenses) in the 3rd quarter with a surplus of \$31 million. For the nine months

ended March 31, 2023 the Authority's Overall operating results shows a savings of \$ 31M versus Budgeted @ \$ 4.8M.

Non-operating Revenue (expenses)

- Other Postemployment Benefits (OPEB) and employee pension benefits were funded as planned.
- Capital items: (includes development and operating activities)
 - Operating activities are public housing, COCC and administrative building costs.

Attachment: Fiscal Year 2023 3rd Quarter Financial Report



Oakland Housing Authority Quarterly Financial Reports

Board of Commissioners Meeting
June 26, 2023



WORKING TOGETHER TO CREATE HEALTHY COMMUNITIES



Oakland Housing Authority

3rd Quarter FY 2023

Financial Statements

Statement of Revenues, Expenses, and Changes in Net Position

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the Quarter Ended March 31, 2023
(Unaudited)



Oakland Housing
Authority

	FY23 YTD Actual	FY23 YTD Budget	FY23 YTD Variance	% Change	Last Year YTD Actual
OPERATING REVENUE					
Tenant Income	3,821,592	3,618,715	\$ 202,877	6%	3,281,909
Operating Subsidy-Public Housing	8,640,375	7,681,037	\$ 959,338	12%	8,337,495
Housing Assistance Payment Revenues	241,463,337	242,933,026	\$ (1,469,689)	-1%	212,365,163
Other Operating Grants	10,728,218	8,034,469	\$ 2,693,748	34%	10,007,915
COCC Affiliates Reimbursement	6,349,763	10,910,844	\$ (4,561,080)	-42%	-
Miscellaneous Income	968,806	3,857,434	\$ (2,888,628)	-75%	1,879,947
TOTAL OPERATING REVENUE	\$ 271,972,090	\$ 277,035,524	\$ (5,063,434)	-2%	\$ 235,872,429
OPERATING EXPENSES					
Housing Assistance Payments	193,023,440	202,263,417	\$ (9,239,978)	-5%	181,022,576
Administrative	28,666,517	44,697,478	\$ (16,030,961)	-36%	26,460,390
Tenant Services	573,148	2,441,809	\$ (1,868,661)	-77%	621,486
Utilities	1,482,126	1,645,131	\$ (163,004)	-10%	1,298,374
Maintenance and Operations	7,971,529	10,427,888	\$ (2,456,359)	-24%	6,053,819
General Expenses	4,338,811	4,688,655	\$ (349,844)	-7%	3,395,093
Protective Service Expenses	4,912,855	6,095,891	\$ (1,183,036)	-19%	4,349,910
TOTAL OPERATING EXPENSES	\$ 240,968,426	\$ 272,260,268	\$ (31,291,842)	-11%	\$ 223,201,648
NET OPERATING REVENUES (EXPENSES)	\$ 31,003,664	\$ 4,775,256	\$ 26,228,408	549%	\$ 12,670,781
NONOPERATING (REVENUES) EXPENSES					
Depreciation and Amortization	1,966,249	1,452,351	\$ 513,898	35%	1,958,858
Investment (Income) Loss	(2,326,129)	(68,601)	\$ (2,257,528)	3291%	(54,465)
Capital Outlay	7,063,533	17,844,196	\$ (10,780,663)	-60%	5,194,242
Other Nonoperating (Revenues) Expenses	2,074,782	3,956,261	\$ (1,881,479)	-48%	2,390,936
TOTAL NONOPERATING (REVENUES) EXPENSES	\$ 8,778,435	\$ 23,184,207	\$ (14,405,772)	-62%	\$ 9,489,571
Change in Net Position	22,225,229	(18,408,951)	\$ 40,634,180	-221%	3,181,210
Net Position, Beginning of Period	514,195,519	514,195,519	\$ -	0%	458,744,147
Net Position, End of Period	\$ 536,420,748	\$ 495,786,568	\$ 40,634,180	8%	\$ 461,925,356

Statement of Revenues, Expenses, and Changes in Net Position

Tenant Income & Ops Subsidy-PH

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position

For the Quarter Ended March 31, 2023

(Unaudited)

Tenant Income

Operating Subsidy-P



	FY23 YTD Actual	FY23 YTD Budget	FY23 YTD Variance	% Change	Last Year YTD Actual
OPERATING REVENUE					
Tenant Income	3,821,592	3,618,715	\$ 202,877	6%	3,281,909
Operating Subsidy-Public Housing	8,640,375	7,681,037	\$ 959,338	12%	8,337,495
Housing Assistance Payment Revenues	241,463,337	242,933,026	\$ (1,469,689)	-1%	212,365,163
Other Operating Grants	10,728,218	8,034,469	\$ 2,693,748	34%	10,007,915
COCC Affiliates Reimbursement					
Miscellaneous Income					
TOTAL OPERATING REVENUE					
OPERATING EXPENSES					
Housing Assistance Payments					
Administrative					
Tenant Services					
Utilities					
Maintenance and Operations					
General Expenses					
Protective Service Expenses					
TOTAL OPERATING EXPENSES					
NET OPERATING REVENUES (EXPENSES)					
NONOPERATING (REVENUES) EXPENSES					
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Statement of Revenues, Expenses, and Changes in Net Position HAP Revenue & HAP Payments

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the Quarter Ended March 31, 2023
(Unaudited)

HAP Revenue

HAP Payments

	FY23 YTD Actual	FY23 YTD Budget	FY23 YTD Variance	% Change	Last Year YTD Actual
OPERATING REVENUE					
Tenant Income	3,821,592	3,618,715	\$ 202,877	6%	3,281,909
Operating Subsidy-Public Housing	8,640,375	7,681,037	\$ 959,338	12%	8,337,495
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COCC Affiliates Reimbursement	6,349,763	10,910,844	\$ (4,561,080)	-42%	-
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OPERATING EXPENSES					
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Administrative	28,666,517	44,697,478	\$ (16,030,961)	-36%	26,460,390
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Net Position, Beginning of Period	514,195,519	514,195,519	\$ -	0%	458,744,147
Net Position, End of Period	\$ 536,420,748	\$ 495,786,568	\$ 40,634,180	8%	\$ 461,925,356

Leased Housing

Oakland Housing Authority Sources and Uses Report As of March 31, 2023					
	<u>REVENUE</u>	<u>FY23 YTD Actual</u>	<u>FY23 YTD Budget</u>	<u>% Change</u>	<u>Last Year YTD Actual</u>
HAP Subsidy					
MTW Vouchers		209,550,764	208,366,196	1%	177,525,909
VASH Vouchers		3,567,532	3,494,828	2%	3,389,427
Sub-Total		213,118,296	211,861,024	1%	180,915,336
EHV		2,773,307	3,279,744	-15%	4,246,125
SPV-Mainstream		3,022,581	2,376,000	27%	2,231,268
SPV-Mod Rehab		591,040	668,340	-12%	769,545
SP-PRA/SRA/TRA/TRAW		3,702,786	4,535,991	-18%	3,587,993
Port In HAP		673,379	450,000	50%	688,559
Sub-Total		10,763,093	11,310,075	-5%	11,523,490
Total HAP Subsidy		223,881,389	223,171,099	0%	192,438,826
	<u>EXPENSES</u>				
HAP (MTW) Expense					
HCV-Oak		180,449,057	184,677,535	-2%	173,903,614
HCV-Ports		1,314,676	2,881,022	-54%	2,396,357
FSS		226,484	281,948	-20%	246,378
MTW Local Programs		3,036,717	7,317,391	-58%	3,209,351
Owner Incentives		768,733	1,887,000	-59%	564,447
EHV		7,227,773	5,218,522	39%	702,428
Total HAP Expenses		193,023,440	202,263,417	-5%	181,022,576
Excess Subsidy over HAP Expenses (Surplus/(Deficit))		30,857,949	20,907,682	48%	11,416,250
Admin Fee Revenue					
HCV Admin Fees		16,788,817	17,460,222	-4%	19,601,626
EHV Admin Fees		758,544	2,281,455	-67%	289,722
Port In Admin Fees		34,587	20,250	71%	34,989
Total Admin Fee Revenue		17,581,948	19,761,927	-11%	19,926,337
Net Surplus/(Deficit)		48,439,897	40,669,609	19%	31,342,587
Total HAP Revenue		241,463,337	242,933,026	-1%	212,365,163

Other Operating Grants

Statement of Revenues, Expenses and Changes in Net Position
For the Quarter Ended March 31, 2023
(Unaudited)

45

Statement of Revenues, Expenses, and Changes in Net Position

Miscellaneous & Other Revenue

<div>OAKLAND HOUSING AUTHORITY</div> <div>Statement of Revenues, Expenses and Changes in Net Position</div> <div>For the Quarter Ended March 31, 2023</div> <div>(Unaudited)</div>					
	FY23 YTD Actual	FY23 YTD Budget	FY23 YTD Variance	% Change	Last Year YTD Actual
OPERATING REVENUE					
Tenant Income	3,821,592	3,618,715	\$ 202,877	6%	3,281,909
Operating Subsidy-Public Housing	8,640,375	7,681,037	\$ 959,338	12%	8,337,495
Housing Assistance Payment Revenues	241,463,337	242,933,026	\$ (1,469,689)	-1%	212,365,163
Other Operating Grants	10,728,218	8,034,469	\$ 2,693,748	34%	10,007,915
COCC Affiliates Reimbursement	6,349,763	10,910,844	\$ (4,561,080)	-42%	-
Miscellaneous Income	968,806	3,857,434	\$ (2,888,628)	-75%	1,879,947
TOTAL OPERATING REVENUES					
OPERATING EXPENSES					
Housing Assistance					
Administrative					
Tenant Services					
Utilities					
Maintenance and Repairs					
General Expenses					
Protective Services					
TOTAL OPERATING EXPENSES					
NET OPERATING REVENUES					
NONOPERATING REVENUES					
Depreciation and Amortization					
Investment Income					
Capital Outlay					
Other Nonoperating (Revenues) Expenses	2,074,782	3,956,261	\$ (1,881,479)	-48%	2,390,936
TOTAL NONOPERATING (REVENUES) EXPENSES	\$ 8,778,435	\$ 23,184,207	\$ (14,405,772)	-62%	\$ 9,489,571
Change in Net Position	22,225,229	(18,408,951)	\$ 40,634,180	-221%	3,181,210
Net Position, Beginning of Period	514,195,519	514,195,519	\$ -	0%	458,744,147
Net Position, End of Period	\$ 536,420,748	\$ 495,786,568	\$ 40,634,180	8%	\$ 461,925,356

Statement of Revenues, Expenses, and Changes in Net Position

Administrative Expenses

OAKLAND HOUSING AUTHORITY					
Statement of Revenues, Expenses and Changes in Net Position					
For the Quarter Ended March 31, 2023					
(Unaudited)					
	FY23 YTD Actual	FY23 YTD Budget	FY23 YTD Variance	% Change	Last Year YTD Actual
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Miscellaneous Income	968,806	3,857,434	\$ (2,888,628)	-75%	1,879,947
TOTAL OPERATING REVENUE	\$ 271,972,090	\$ 277,035,524	\$ (5,063,434)	-2%	\$ 235,872,429
OPERATING EXPENSES					
Housing Assistance Payments	193,023,440	202,263,417	\$ (9,239,978)	-5%	181,022,576
Administrative	28,666,517	44,697,478	\$ (16,030,961)	-36%	26,460,390
Tenant Services					
Utilities					
Maintenance and Operations					
General Expenses					
Protective Service Expenses					
TOTAL OPERATING EXPENSES					
NET OPERATING REVENUES (EXPENSES)					
NONOPERATING (REVENUES) EXPENSES					
Depreciation and Amortization					
Investment (Income) Loss	(2,326,129)	(68,601)	\$ (2,257,528)	3291%	(54,465)
Capital Outlay	7,063,533	17,844,196	\$ (10,780,663)	-60%	5,194,242
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OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the Quarter Ended March 31, 2023
(Unaudited)

	FY23 YTD Actual	FY23 YTD Budget	FY23 YTD Variance	% Change	Last Year YTD Actual
OPERATING REVENUE					
Tenant Income	3,821,592	3,618,715	\$ 202,877	6%	3,281,909
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Utilities	1,482,126	1,645,131	\$ (163,004)	-10%	1,298,374
Maintenance and Operations	7,971,529	10,427,888	\$ (2,456,359)	-24%	6,053,819
General Expenses					
Protective Service					
TOTAL OPERATING EXPENSES					
NET OPERATING REVENUE					
NONOPERATING REVENUES					
Depreciation and Amortization					
Investment (Income) Loss					
Capital Outlay					
Other Nonoperating Revenues					
TOTAL NONOPERATING REVENUES					
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Statement of Revenues, Expenses, and Changes in Net Position

Maintenance & Ops | Utilities

OAKLAND HOUSING AUTHORITY							
Statement of Revenues, Expenses and Changes in Net Position							
For the Quarter Ended March 31, 2023							
(Unaudited)							
	FY23 YTD Actual	FY23 YTD Budget	FY23 YTD Variance	% Change	Last Year YTD Actual		
OPERATING REVENUE							
Tenant Income	3,821,592	3,618,715	\$ 202,877	6%	3,281,909		
	Capital	Lockwood Gardens	Harrison/Adel Court	Other Mixed Finance	FY23	FY23	Last Year
Maintenance & Operations:	Improvements	Peralta Village	Campbell/Palo Vista	Public Housing	YTD Actual	YTD Budget	YTD Actual
Salaries & Benefits	\$ 1,788,733	\$ 2,422,184	\$ 351,115	\$ 191,493	\$ 4,753,522	\$ 5,959,878	\$ 3,588,138
Operating Exp	\$ 40,399	\$ 10,394	\$ -	\$ 9,813	\$ 60,606	\$ 124,725	\$ 61,678
Material Exp	\$ 35,978	\$ 261,638	\$ 64,990	\$ -	\$ 362,606	\$ 705,301	\$ 340,462
Contract Exp.	\$ 678,579	\$ 1,293,223	\$ 791,021	\$ 31,970	\$ 2,794,793	\$ 3,637,984	\$ 2,063,540
	\$ 2,543,689	\$ 3,987,439	\$ 1,207,126	\$ 233,276	\$ 7,971,529	\$ 10,427,888	\$ 6,053,819
Utilities Expense	\$ 275,732	\$ 725,902	\$ 480,493	\$ (0)	\$ 1,482,128	\$ 1,645,131	\$ 1,298,374
Utilities	1,482,126	1,645,131	\$ (163,004)	-10%	1,298,374		
Maintenance and Operations	7,971,529	10,427,888	\$ (2,456,359)	-24%	6,053,819		
General Expenses	4,338,811	4,688,655	\$ (349,844)	-7%	3,395,093		
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OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the Quarter Ended March 31, 2023
(Unaudited)

	FY23 YTD Actual	FY23 YTD Budget	FY23 YTD Variance	% Change	Last Year YTD Actual
OPERATING REVENUE					
Tenant Income					
Operating Subsidy-Public Housing					
Housing Assistance Payment Revenues					
Other Operating Grants					
COCC Affiliates Reimbursement					
Miscellaneous Income					
TOTAL OPERATING REVENUE					
OPERATING EXPENSES					
Housing Assistance Payments					
Administrative					
Tenant Services					
Utilities	1,482,126	1,645,131	\$ (163,004)	-10%	1,298,374
Maintenance and Operations	7,971,529	10,427,888	\$ (2,456,359)	-24%	6,053,819
General Expenses	4,338,811	4,688,655	\$ (349,844)	-7%	3,395,093
Protective Service Expenses	4,912,855	6,095,891	\$ (1,183,036)	-19%	4,349,910
TOTAL OPERATING EXPENSES	\$ 240,968,426	\$ 272,260,268	\$ (31,291,842)	-11%	\$ 223,201,648
NET OPERATING REVENUES (EXPENSES)	\$ 31,003,664	\$ 4,775,256	\$ 26,228,408	549%	\$ 12,670,781
NONOPERATING (REVENUES) EXPENSES					
Depreciation and Amortization	1,966,249	1,452,351	\$ 513,898	35%	1,958,858
Investment (Income) Loss	(2,326,129)	(68,601)	\$ (2,257,528)	3291%	(54,465)
Capital Outlay	7,063,533	17,844,196	\$ (10,780,663)	-60%	5,194,242
Other Nonoperating (Revenues) Expenses	2,074,782	3,956,261	\$ (1,881,479)	-48%	2,390,936
TOTAL NONOPERATING (REVENUES) EXPENSES	\$ 8,778,435	\$ 23,184,207	\$ (14,405,772)	-62%	\$ 9,489,571
Change in Net Position	22,225,229	(18,408,951)	\$ 40,634,180	-221%	3,181,210
Net Position, Beginning of Period	514,195,519	514,195,519	\$ -	0%	458,744,147
Net Position, End of Period	\$ 536,420,748	\$ 495,786,568	\$ 40,634,180	8%	\$ 461,925,356

Statement of Revenues, Expenses, and Changes in Net Position

Protective Services

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the Quarter Ended March 31, 2023
(Unaudited)

	FY23 YTD Actual	FY23 YTD Budget	FY23 YTD Variance	% Change	Last Year YTD Actual
OPERATING REVENUE					
Tenant Income	3,821,592	3,618,715	\$ 202,877	6%	3,281,909
Operating Subsidy-Public Housing	8,640,375	7,681,037	\$ 959,338	12%	8,337,495
Hou:					
Oth:					
COC					
Misc					
TOTAL					
	Protective Services	FY23 YTD Actual	FY23 YTD Budget		Last Year YTD Actual
OPER:	Salaries & Benefits	\$ 4,627,356	\$ 5,653,841		\$ 4,027,622
Hou:	Operating Expenses	\$ 285,499	\$ 442,050		\$ 322,288
Adm:					
Ten:					
Utilit					
Mair					
General Expenses	4,338,811	4,688,655	\$ (349,844)	-7%	3,395,093
Protective Service Expenses	4,912,855	6,095,891	\$ (1,183,036)	-19%	4,349,910
TOTAL OPERATING EXPENSES	\$ 240,968,426	\$ 272,260,268	\$ (31,291,842)	-11%	\$ 223,201,648
NET OPERATING REVENUES (EXPENSES)	\$ 31,003,664	\$ 4,775,256	\$ 26,228,408	549%	\$ 12,670,781
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Depreciation and Amortization	1,966,249	1,452,351	\$ 513,898	35%	1,958,858
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OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the Quarter Ended March 31, 2023
(Unaudited)

	FY23 YTD Actual	FY23 YTD Budget	FY23 YTD Variance	% Change	Last Year YTD Actual
OPERATING REVENUE					
Tenant Income	3,821,592	3,618,715	\$ 202,877	6%	3,281,909
Operating Subsidy-Public Housing	8,640,375	7,681,037	\$ 959,338	12%	8,337,495
Housing Assistance Payment Revenues	241,463,337	242,933,026	\$ (1,469,689)	-1%	212,365,163
Other Operating Grants	10,728,218	8,034,469	\$ 2,693,748	34%	10,007,915
COCC Affiliates Reimbursement	6,349,763	10,910,844	\$ (4,561,080)	-42%	-
Miscellaneous Income	968,806	3,857,434	\$ (2,888,628)	-75%	1,879,947
TOTAL OPERATING REVENUE	\$ 271,972,090	\$ 277,035,524	\$ (5,063,434)	-2%	\$ 235,872,429
OPERATING EXPENSES					
Housing Assistance					
Administration					
Tenants					
Utilities					
Maintenance					
General					
Public Housing					
TOTAL OPERATING EXPENSES					
NET OPERATING REVENUE					
NON-OPERATING REVENUES AND EXPENSES					
Depreciation and Amortization	1,966,249	1,452,351	\$ 513,898	35%	1,958,858
Investment (Income) Loss	(2,326,129)	(68,601)	\$ (2,257,528)	3291%	(54,465)
Capital Outlay	7,063,533	17,844,196	\$ (10,780,663)	-60%	5,194,242
Other Nonoperating (Revenues) Expenses	2,074,782	3,956,261	\$ (1,881,479)	-48%	2,390,936
TOTAL NONOPERATING (REVENUES) EXPENSES	\$ 8,778,435	\$ 23,184,207	\$ (14,405,772)	-62%	\$ 9,489,571
Change in Net Position	22,225,229	(18,408,951)	\$ 40,634,180	-221%	3,181,210
Net Position, Beginning of Period	514,195,519	514,195,519	\$ -	0%	458,744,147
Net Position, End of Period	\$ 536,420,748	\$ 495,786,568	\$ 40,634,180	8%	\$ 461,925,356

Statement of Revenues, Expenses, and Changes in Net Position Non-Operating (Revenues)/Expenses

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the Quarter Ended March 31, 2023
(Unaudited)

	FY23 YTD Actual	FY23 YTD Budget	FY23 YTD Variance	% Change	Last Year YTD Actual
OPERATING REVENUE					
Tenant Income	3,821,592	3,618,715	\$ 202,877	6%	3,281,909
Operating Subsidy-Public Housing	8,640,375	7,681,037	\$ 959,338	12%	8,337,495
Housing Assistance Payment Revenues	241,463,337	242,933,026	\$ (1,469,689)	-1%	212,365,163
Other Operating Grants					
COCC Affiliates Reimbursements					
Miscellaneous Income					
TOTAL OPERATING REVENUE					
OPERATING EXPENSES					
Housing Assistance Payments					
Administrative					
Tenant Services					
Utilities					
Maintenance and Operations					
General Expenses					
Protective Service Expenses					
TOTAL OPERATING EXPENSES					
NET OPERATING REVENUE					
Other Nonoperating expenses					
	FY23	FY23			Last Year
	YTD Actual	YTD Budget			YTD Actual
Pension & Other Postemployment Benefits	\$ 1,888,957	\$ 3,712,150	\$		2,390,936
Other Non-operating Expenses	\$ 185,826	\$ 244,112	\$		-
	\$ 2,074,783	\$ 3,956,261	\$		\$ 2,390,936
Nonoperating (revenues) expenses:					
Investment Income:					
Interest Income (banks)	\$ (2,326,129)	\$ (68,601)	\$		(54,465)
NONOPERATING (REVENUES) EXPENSES					
Depreciation and Amortization	1,966,249	1,452,351	\$ 513,898	35%	1,958,858
Investment (Income) Loss	(2,326,129)	(68,601)	\$ (2,257,528)	3291%	(54,465)
Capital Outlay	7,063,533	17,844,196	\$ (10,780,663)	-60%	5,194,242
Other Nonoperating (Revenues) Expenses	2,074,782	3,956,261	\$ (1,881,479)	-48%	2,390,936
TOTAL NONOPERATING (REVENUES) EXPENSES	\$ 8,778,435	\$ 23,184,207	\$ (14,405,772)	-62%	\$ 9,489,571
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Statement of Revenues, Expenses, and Changes in Net Position

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position

For the Quarter Ended March 31, 2023

(Unaudited)

	FY23 YTD Actual	FY23 YTD Budget	FY23 YTD Variance	% Change	Last Year YTD Actual
OPERATING REVENUE					
Tenant Income	3,821,592	3,618,715	\$ 202,877	6%	3,281,909
Operating Subsidy-Public Housing	8,640,375	7,681,037	\$ 959,338	12%	8,337,495
Housing Assistance Payment Revenues	241,463,337	242,933,026	\$ (1,469,689)	-1%	212,365,163
Other Operating Grants	10,728,218	8,034,469	\$ 2,693,748	34%	10,007,915
COCC Affiliates Reimbursement	6,349,763	10,910,844	\$ (4,561,080)	-42%	-
Miscellaneous Income	968,806	3,857,434	\$ (2,888,628)	-75%	1,879,947
TOTAL OPERATING REVENUE	\$ 271,972,090	\$ 277,035,524	\$ (5,063,434)	-2%	\$ 235,872,429
OPERATING EXPENSES					
Housing Assistance Payments	193,023,440	202,263,417	\$ (9,239,978)	-5%	181,022,576
Administrative	28,666,517	44,697,478	\$ (16,030,961)	-36%	26,460,390
Tenant Services	573,148	2,441,809	\$ (1,868,661)	-77%	621,486
Utilities	1,482,126	1,645,131	\$ (163,004)	-10%	1,298,374
Maintenance and Operations	7,971,529	10,427,888	\$ (2,456,359)	-24%	6,053,819
General Expenses	4,338,811	4,688,655	\$ (349,844)	-7%	3,395,093
Protective Service Expenses	4,912,855	6,095,891	\$ (1,183,036)	-19%	4,349,910
TOTAL OPERATING EXPENSES	\$ 240,968,426	\$ 272,260,268	\$ (31,291,842)	-11%	\$ 223,201,648
NET OPERATING REVENUES (EXPENSES)	\$ 31,003,664	\$ 4,775,256	\$ 26,228,408	549%	\$ 12,670,781
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Net Position, End of Period	\$ 536,420,748	\$ 495,786,568	\$ 40,634,180	8%	\$ 461,925,356



Oakland Housing
Authority

Thank you for your attention.





Oakland Housing Authority

TO: Board of Commissioners

FROM: Patricia Wells

SUBJECT: Adopt a resolution authorizing the Executive Director to amend the Memorandum of Understanding with Alameda County Health Care Services Agency to administer State Housing and Disability Advocacy Program and Housing and Homelessness Incentive Program funding for the Local Housing Support Program and increase the total contract amount from \$16,000,000 to \$24,480,649.

DATE: June 26, 2023

Type: Action

2023-71

RECOMMENDATION

Staff recommends adoption of a resolution authorizing the Executive Director to amend the Memorandum of Understanding in partnership with Alameda County Health Care Services Agency to administer State Housing and Disability Advocacy Program and Housing and Homelessness Incentive Program funding for the Local Housing Support Program and increase the total contract to \$24,480,649.

FISCAL IMPACTS/CONSIDERATION

This action increases the total contract amount of the Memorandum of Understanding (MOU) with Alameda County Health Care Services Agency (HCSA) to \$24,480,649. As the Contract Administrator, the Authority would receive a negotiated administrative fee of up to ten percent (10%). Funding will be in the CAHI-NF budget line item 3650-00-000.

BACKGROUND

Alameda County Health Care Services Agency received allocations of Housing and Disability Advocacy Program (HDAP) funds and Housing and Homelessness Incentive Program (HHIP) funding to provide housing supports, disability benefits, application assistance, and advocacy for eligible individuals and families. On September 26, 2022, the Board of Commissioners adopted Resolution Number 5100, which authorized the Executive Director to execute a MOU with HCSA to administer approximately \$9,000,000 in HDAP funding. HCSA and the Authority subsequently executed a MOU on May 4, 2023 to administer the Local Housing Support Program (LHSP). On May 22, 2023, the Board of Commissioners adopted Resolution 5168, which increased the total authorized contract amount from \$9,000,000 to \$16,000,000 to

include HDAP funding as well as HHIP funds.

ANALYSIS

Since that time, HCSA clarified that the County received additional funding and intended to increase the contract amount by \$16,000,000 to \$24,480,649. As such, this action seeks authorization to accept the entire allocation and administer the funds to projects throughout Alameda County. The total funding allocation must be encumbered and under an executed agreement with the Authority by June 30, 2023 or the County risks losing them.

Table 1:

Funding Source	May 4, 2023 MOU	Amended and Restated MOU (proposed)	Total Amount
Housing and Disability Advocacy Program (HDAP)	\$8,480,649	\$7,000,000	\$15,480,649
Housing and Homelessness Incentive Program (HHIP) - Alameda Alliance for Health	0	8,000,000	8,000,000
Housing and Homelessness Incentive Program (HHIP) - Anthem Blue Cross	0	1,000,000	1,000,000
Total	\$8,480,649	\$16,000,000	\$24,480,649

Under the Amended and Restated MOU, the Authority would administer a total of \$24,480,649 in combined HDAP and HHIP funds.

The role of the Authority remains the same. The Authority will disburse funds, except those received as administrative fee, to selected projects on a recurring basis, complete standard reviews of financials and other operating documents, and conduct routine property inspections using an agreed upon inspection protocol. The County will manage the selection of projects, make referrals and vet applicants, as well as complete eligibility and continued occupancy reviews.

Additionally, the amended agreement allows the Authority to assign the MOU and the contract administration responsibilities to another approved entity, such as one of the Authority's non-profit affiliates or instrumentalities. Any contract assignment must be approved by the entity's Board of Directors.

The Alameda County Board of Supervisors approved execution of the amended MOU at its June 6, 2023 Regular Meeting.

ACTION REQUESTED

Adopt a resolution authorizing the Executive Director to amend the Memorandum of Understanding in partnership with Alameda County Health Care Services Agency to administer State Housing and Disability Advocacy Program and Housing and Homelessness Incentive Program funding for the Local Housing Support Program and increase the total contract amount from \$16,000,000 to \$24,480,649.

Attachments:

[Reso 5100 MOU Alameda County HDAP 09.26.2022](#)

[Reso 5168 - HDAP Funding 5.22.23](#)

[Resolution - HDAP and HHIP MOU](#)

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

On Motion of Commissioner: Gregory Hartwig

Seconded by Commissioner: Lynette Jung-Lee

and approved by the following vote:

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

NAYS: 0

ABSTAIN: 0

ABSENT: 0

EXCUSED: 0

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 5100

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A MEMORANDUM OF
UNDERSTANDING IN PARTNERSHIP WITH ALAMEDA COUNTY HEALTH CARE
SERVICES AGENCY TO ADMINISTER APPROXIMATELY \$9 MILLION IN STATE
HOUSING AND DISABILITY ADVOCACY PROGRAM (HDAP) TO SUPPORT A
LOCAL HOUSING PROGRAM INITIATIVE**

WHEREAS, the Health Care Services Agency (HCSA) has received an influx of State Housing and Disability Advocacy Program (HDAP) one-time funds through the Alameda County Social Services Agency to provide housing support and related services to persons and families experiencing homelessness, specifically targeting those who are disabled and eligible for other public benefits; and

WHEREAS, the total amount of the funding is about \$17.4 million which includes \$9.4 million competitively allocated one-time funds. Alameda County anticipates receiving regular allocations of approximately \$6 million annually from future State budgets; and

WHEREAS, as a significant number of Alameda County residents who meet the HDAP criteria reside in Oakland, HCSA is proposing a partnership with the OHA to deploy approximately \$9 million of these funds to implement a tenant, and project-based housing subsidy assistance program. OHA would serve as the administrator of the funds allocated to housing placement contractors or projects selected through a competitive County process; and

WHEREAS, as future funding becomes available, the MOU could be amended to expand and/or continue services accordingly; and

WHEREAS, HDAP funds are allocated for the provision of housing supports, disability benefits application assistance and advocacy for people likely eligible for disability benefits. In compliance with all state-funded housing programs, the use of HDAP funding incorporates the core components of Housing First (in accordance with W&I code section 8255) and participation within the County's Coordinated Entry System (CES); and

WHEREAS, the County is leading a multi-agency stakeholder process to develop a unified Local Housing Program (LHP). The outcome of this process will be a framework of policies, and selection and monitoring procedures for the implementation of supportive housing funding in the County, including this proposed program. This design process is expected to conclude at the end of October 2022; and

WHEREAS, HDAP funds target individuals who are experiencing homelessness to apply for disability benefit programs, while also providing housing assistance and other services to stabilize clients. Utilizing the Coordinated Entry system housing crisis queue, HDAP funding priority is given to individuals (including individuals in families) experiencing chronic homelessness, or who are homeless and rely most heavily on government-funded services; and

WHEREAS, all four core HDAP components are offered concurrently: outreach, case management, disability benefits advocacy and housing assistance; HCSA's partnership with OHA will support housing assistance, while other components are overseen within HCSA-maintained service agreements; and

WHEREAS, the County intends to issue a Solicitation of Intent (SOI) for housing projects and providers to be selected in accordance with the criteria developed in the multi-agency LHP process. OHA would then execute agreements with the awardees; and

WHEREAS, HCSA provided briefing materials to the Alameda County Board of Supervisors (BOS) as part of the August 12th Board packet; and

WHEREAS, HCSA intends to return to the BOS in early October requesting a delegation of authority for the HCSA Director to enter into an MOU with OHA; and

WHEREAS, pending approval, staff from HCSA and OHA plan to execute the MOU by November 2022 after which OHA will begin administering the funds; and


WHEREAS, the desired execution date of the MOU would allow HCSA to transfer the funds to OHA and begin the SOI process.

**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 Memorandum of Understanding with HCSA to administer approximately \$9 million in State HDAP funding; and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on September 26, 2022.



Patricia Wells, Secretary / Executive Director

ADOPTED: September 26, 2022

RESOLUTION NO. 5100

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

On Motion of Commissioner: Mark Tortorich

Seconded by Commissioner: Lynette Jung- Lee

And approved by the following vote:

AYES: Castillo, Hartwig, Montgomery, Mayes, Tortorich, Jung-Lee

NAYS: 0

ABSTAIN: 0

EXCUSED: Chair Anne Griffith

ABSENT: 0

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: 5168

AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE MEMORANDUM OF UNDERSTANDING IN PARTNERSHIP WITH ALAMEDA COUNTY HEALTH CARE SERVICES AGENCY TO ADMINISTER STATE HOUSING AND DISABILITY ADVOCACY PROGRAM AND HOUSING AND HOMELESSNESS INCENTIVE PROGRAM FUNDING FOR THE LOCAL HOUSING SUPPORT PROGRAM AND INCREASE THE TOTAL CONTRACT AMOUNT FROM \$9,000,000 TO AN AMOUNT NOT TO EXCEED \$16,000,000

WHEREAS, the State of California issued Alameda County an allocation of Housing and Disability Advocacy Program (HDAP) funds for the provision of housing supports, disability benefits, application assistance, and advocacy for people likely eligible for disability benefits; and

WHEREAS, HDAP funds target individuals who are experiencing homelessness to help them apply for disability benefit programs, while also providing housing assistance and other services to stabilize clients; and

WHEREAS, on September 26, 2022, the Board of Commissioners adopted Resolution Number 5100, which authorized the Executive Director to execute a MOU with Alameda County Health Care Services Agency (HCSA) to administer approximately \$9 million in HDAP funding; and

WHEREAS, HCSA and the Authority subsequently initiated Local Housing Support Program (LHSP) implementation and executed a MOU with an effective date of April 1, 2023; and

WHEREAS, since that time, HCSA received additional HDAP funds as well as an award of Housing and Homelessness Incentive Program (HHIP) funding; and

WHEREAS, HHIP funds are allocated to 1) reduce and prevent homelessness and 2) ensure Medi-Cal managed care plans (MCPs) develop the necessary capacity and partnerships to connect their members to needed housing services; and

WHEREAS, the new total funding amount to be administered by the Authority, or its designee, for the LHSP program shall be increased from \$9,000,000 to administer a total amount up to \$16,000,000 in combined HDAP funds and HHIP funds; and

WHEREAS, as an Administrator, the Authority and its contractors will disburse funds to the projects on a recurring basis, complete standard reviews of financials and other operating documents, and conduct routine property inspections using an agreed upon inspection protocol; and

WHEREAS, the County will manage the selection of projects, make referrals and vet applicants, as well as complete eligibility and continued occupancy reviews; and

WHEREAS, the County issued a first phase Solicitation of Intent (SOI) for housing projects and providers and selected six projects located throughout Alameda County; and

WHEREAS, HCSA issued each of the projects tentative award letters in March 2023; and

WHEREAS, the Authority initially will execute operating agreements with five projects; and

WHEREAS, as negotiations continue and as HCSA issues future rounds of funding, the Authority may increase the number of properties included in its contract administration portfolio and execute agreements, not to exceed the total authorized funding amount of \$16,000,000; and

WHEREAS, HCSA will present the MOU amendment to the Alameda County Board of Supervisors at the June 11th Board Meeting, and staff seeks to execute the agreements with the phase one project sponsors by June 30, 2023.

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

THAT, the Board of Commissioners authorizes the Executive Director to amend the Memorandum of Understanding in partnership with Alameda County Health Care Services Agency to administer State Housing and Disability Advocacy Program and Housing and Homelessness Incentive Program funding for the Local Housing Support Program and increase the total contract amount from \$9,000,000 to an amount not to exceed \$16,000,000; and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on May 22, 2023.

DocuSigned by:

Patricia Wells

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Patricia Wells, Secretary / Executive Director

ADOPTED: May 22, 2023

RESOLUTION NO. 5168

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE MEMORANDUM OF
UNDERSTANDING WITH ALAMEDA COUNTY HEALTH CARE SERVICES AGENCY
TO ADMINISTER STATE HOUSING AND DISABILITY ADVOCACY PROGRAM AND
HOUSING AND HOMELESSNESS INCENTIVE PROGRAM FUNDING FOR THE
LOCAL HOUSING SUPPORT PROGRAM AND INCREASE THE TOTAL CONTRACT
AMOUNT FROM \$16,000,000 TO \$24,480,649**

WHEREAS, the State of California issued Alameda County an allocation of Housing and Disability Advocacy Program (HDAP) funds for the provision of housing supports, disability benefits, application assistance, and advocacy for people likely eligible for disability benefits; and

WHEREAS, HDAP funds target individuals who are experiencing homelessness to help them apply for disability benefit programs, while also providing housing assistance and other services to stabilize clients; and

WHEREAS, on September 26, 2022, the Board of Commissioners adopted Resolution Number 5100, which authorized the Executive Director to execute a MOU with Alameda County Health Care Services Agency (HCSA) to administer approximately \$9 million in HDAP funding; and

WHEREAS, HCSA and the Authority subsequently initiated Local Housing Support Program (LHSP) implementation and executed a MOU with an effective date of April 1, 2023; and

WHEREAS, HCSA received additional HDAP funds as well as an award of Housing and Homelessness Incentive Program (HHIP) funding; and

WHEREAS, HHIP funds are allocated to 1) reduce and prevent homelessness and 2) ensure Medi-Cal managed care plans (MCPs) develop the necessary capacity and partnerships to connect their members to needed housing services; and

WHEREAS, On May 22, 2023, the Board of Commissioners adopted Resolution 5168, which increased the total authorized contract amount from \$9,000,000 to \$16,000,000 to include HDAP funding as well as HHIP funds.

WHEREAS, since that time, HCSA clarified that the County received additional funding and intended to increase the contract amount by \$16,000,000 to \$24,480,649; and

WHEREAS, as an Administrator, the role of the Authority remains the same and the County will continue to provide oversight; and

WHEREAS, the amended agreement allows the Authority to assign the MOU and the contract administration responsibilities to another approved entity, such as one of the Authority's non-profit affiliates or instrumentalities; and

WHEREAS, one of the Authority's non-profit affiliates or instrumentalities; and

WHEREAS, the Alameda County Board of Supervisors approved execution of the amended MOU at its June 6, 2023 Regular Meeting in time for the MOU to be executed by the June 30, 2023 deadline.

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

THAT, the Board of Commissioners authorizes the Executive Director to amend the Memorandum of Understanding in partnership with Alameda County Health Care Services Agency to administer State Housing and Disability Advocacy Program and Housing and Homelessness Incentive Program funding for the Local Housing Support Program and increase the total contract amount from \$16,000,000 to \$24,480,649; and

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

*I certify that the foregoing resolution is a full, true and correct copy
of a resolution passed by the Commissioners of the Housing Authority
of the City of Oakland, California on June 26, 2023.*

Patricia Wells, Secretary / Executive Director

ADOPTED: June 26, 2023

RESOLUTION NO.



TO: Board of Commissioners

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution authorizing the Executive Director to issue blanket purchase orders to various vendors with intergovernmental agreements or routine, recurring, low-dollar amount purchases for Fiscal Year 2023-2024 in a total not to exceed amount of \$6,608,655.

DATE: June 26, 2023

Type: Action 2023-131

RECOMMENDATION

Authorizing the Executive Director to execute Blanket Purchase Orders (BPOs) to various vendors with intergovernmental agreements or routine, recurring, low-dollar amount purchases for Fiscal Year 2023-2024

FISCAL IMPACTS/CONSIDERATION

Authorizing a total not to exceed amount of \$6,608,655 utilizing various GL Codes which are included in the Fiscal Year (FY) 2024 Annual Operating Budget

BACKGROUND

Blanket Purchase Orders (BPOs) are used to purchase commodities or services of low-dollar value and high volume, or repetitively involving services.

HUD's Procurement Handbook for Public Housing Agencies (7460.8 Rev. 2) states, in part:

PHAs may avoid making repetitive small purchases by awarding indefinite-delivery contracts, sometimes referred to as "blanket" or "open-end" contracts. Indefinite-delivery contracts are used when the PHA has a recurring need (e.g., cleaning supplies), but needs to order supplies and services and have them delivered as needed within a specific time period (e.g., one year). The contract specifics what the PHA may buy and establishes the prices. The PHA then orders the supplies or services from the contractor as needed. This type of contract avoid the administrative cost of making numerous separate purchases.

The Authority has ongoing contracts with numerous vendors for these types of purchases. Some of these contracts were procured directly by the Oakland Housing Authority, while other

were procured by other agencies. The Authority confirms that these procurements must be consistent with the Authority's Procurement Policy and HUD Procurement Guidelines.

This resolution authorizes the BPO for purchases from other government agencies. The Procurement Handbook for Public Housing Agencies (7460.8 Rev. 2) states that, under certain circumstances, Housing Authorities are allowed to purchase supplies and services from other government agencies without a competitive procurement.

All of the proposed BPO are for purchases during Fiscal Year 2023-2024 under ongoing contracts, intergovernmental agreements, and non-competitive procurements.

ANALYSIS

Staff recommends that the Board of Commissioners adopt a resolution authorizing the Executive Director to issue blanket purchase orders to various vendors with intergovernmental agreements or routine, recurring, low-dollar amount purchases for Fiscal Year 2023-2024 in a total not to exceed amount of \$6,608,655.

Attachments:

[FY24 BPO Summary - Contracts and Cooperative Purchasing](#)
[FY 2024 BPO Resolution](#)

FY24 OHA BLANKET PURCHASE ORDERS SUMMARY	
	OHA BPO Request
CONTRACTS AND COOPERATIVE PURCHASING	
FUEL	
County of Alameda GSA	
Total	\$ 322,058
MOBILE PHONE SERVICE & VEHICLE GPS	
Verizon Wireless	
Total	\$ 510,001
OFFICE SUPPLIES	
Office Depot	
Vince's Office Supply	
Total	\$ 522,146
POSTAGE	
US Postmaster	
Total	\$ 387,450
ALARM SYSTEM MONITORING, MAINTENANCE, EQUIPMENT PURCHASE & LEASING	
Sentry Alarm	
Total	\$ 200,000
GARBAGE COLLECTION AND DISPOSAL	
WM Administrative Offices	
WM Large Complexes (Public Housing)	
Berkeley Transfer Station	
WM Davis Street Transfer Station	
WM Roll-off Containers	
Civicorps Recycling	
Total	\$ 1,750,000
EMPLOYMENT & INCOME VERIFICATION	
Talx Corporation (Equifax Workforce Solutions)	
Total	\$ 217,000
EQUIPMENT RENTAL	
Herc Rental	
Total	\$ 400,000
GENERAL BUILDING MATERIALS AND HARDWARE	
HD Supply	
Home Depot	
Markus Supply Ace Hardware	
Total	\$ 2,000,000
IT EQUIPMENT, OFFICE SUPPLIES & OTHER MATERIALS	
Amazon Capital Services, Inc.	
Total	\$ 300,000
TOTAL	\$ 6,608,655

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

On Motion of Commissioner

Seconded by Commissioner

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: Low

**ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO
ISSUE BLANKET PURCHASE ORDERS TO VARIOUS VENDORS WITH
INTERGOVERNMENTAL AGREEMENTS OR ROUTINE, RECURRING,
LOW-DOLLAR AMOUNT PURCHASES FOR FISCAL YEAR 2023-2024 IN A
TOTAL NOT TO EXCEED AMOUNT OF \$6,608,655**

WHEREAS, the Authority has a need to make repetitive, routine purchases of supplies and services for the Agency; and

WHEREAS, in accordance with HUD's Procurement Handbook for Public Housing Agencies (PHA) (7460.8, Rev. 2): "PHA may avoid making repetitive small purchases by awarding indefinite-delivery contracts, sometimes referred to as 'blanket' or 'open-end' contracts"; and

WHEREAS, the Blanket Purchase Orders are issued to various vendors and in various amounts included in the Fiscal Year 2023-2024 budget request; and

WHEREAS, the purchases made through these Blanket Purchase Orders are either intergovernmental agreement or routine, recurring, low-dollar amount purchases.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to issue Blanket Purchase Orders in a total amount not to exceed \$6,608,655 to various vendors with intergovernmental agreements for routine, recurring, low-dollar amount purchases for fiscal year 2023-2024 in the amounts per vendor as listed in Attachments A of this Resolution; 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 June 26, 2023.

Secretary I Executive Director

ADOPTED:

RESOLUTION NO.



TO: Board of Commissioners

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution authorizing the Executive Director to issue blanket purchase orders to various vendors for routine, recurring, low-dollar amount materials and services for Fiscal Year 2023-2024.

DATE: June 26, 2023

Type: Action 2023-132

RECOMMENDATION

This item authorizes the Executive Director to execute Blanket Purchase Orders (BPOs) for various vendors for routine, recurring, low-dollar amount materials and services.

FISCAL IMPACTS/CONSIDERATION

Authorizing a total not to exceed amount of \$5,089,405 utilizing various GL Codes which are included in the Fiscal Year (FY) 2024 Annual Operating Budget.

BACKGROUND

Blanket Purchase Orders (BPOs) are used to purchase commodities or services of low-dollar value and high volume, or repetitively used materials. This type of purchase order authorization avoids the administrative cost of making numerous separate purchases. The purchase orders are for purchases from July 1, 2023 to June 30, 2024.

HUD's Procurement Handbook for Public Housing Agencies (7460.8 Rev. 2) states, in part:

5.11 Use of Indefinite-Delivery Contracts

PHAs may avoid making repetitive small purchases by awarding indefinite-delivery contracts, sometimes referred to as "blanket" or "open-end" contracts. Indefinite-delivery contracts are used when the PHA has a recurring need (e.g., cleaning supplies), but needs to order supplies and services and have them delivered as needed within a specific time period (e.g., one year). The contract specifies what the PHA may buy and establishes the prices. The PHA then orders the supplies or services from the contractor as needed. This type of contract avoid the administrative cost of making numerous separate purchases.

The vendors listed are used for repetitive and routine small dollar value items and materials used for vacancy turnover, repairs, and the rehabilitation of vacant and occupied units and properties. Small dollar purchases are under \$2,000 for any single item purchased.

The total amount requested is \$5,089,405 to be utilized on an as-needed basis for FY 2024. All of the listed vendors have demonstrated the ability to meet the Authority's need for these products and services. The Contract Compliance and General Services Department periodically surveys vendors in the region to ensure that pricing remains reasonable, competitive and within industry standards.

ACTION REQUESTED

Staff recommends that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to issue Blanket Purchase Orders to the vendors listed in the attachment for routine, recurring, low-dollar amount materials purchases for Fiscal Year 2023-2024, in a total not to exceed amount of \$5,089,405.

Attachments:

[FY24 OHA BPO Summary - Materials Market Testing](#)

[Low Dollar Routine Recurring BPO Resolution](#)

FY24 OHA BLANKET PURCHASE ORDERS SUMMARY	
	OHA BPO Request
MATERIALS/MARKET TESTING	OHA BPO Request
LUMBER & DOORS	
Economy Lumber Company	
Golden State Lumber	
San Leandro Door	
Total	\$ 1,244,155
WINDOWS SUPPLIES & COVERINGS	
Tri Star Window Coverings	
P&M Windows	
All Glass Global	
East Bay Glass	
Total	\$ 350,000
CABINETS, COUNTERTOPS & KITCHEN SUPPLIES	
Zhou	
J.C.W. Cabinet Manufacturing	
A-Step Ahead Kitchen & Bath	
Total	\$ 1,250,000
LOCKS	
Consolidated Security Systems	
IDN-Inc./Wilco Inc	
Security Central Inc./Reed Brothers	
Total	\$ 95,250
PLUMBING SUPPLIES	
Rubenstein Supply	
Ferguson/Cal Steam	
Standard Plumbing Supply	
WHCI Plumbing Supply	
Golden State Lumber	
Meyer Plumbing Supply	
Total	\$ 500,000
ELECTRICAL MATERIALS	
Wille Electric/San Leandro Electric	
Total	\$ 50,000
CONCRETE & PUMPING	
Right Away Redi-mix	
Central Concrete	
V Concrete Pumping/Tongvahn	
Total	\$ 200,000
FLOORING MATERIALS	
Sac ProFloors	
Royal Floors	
Total	\$ 450,000
LANDSCAPING & IRRIGATION	
Ewing Irrigation Products	
Clark's Home & Garden	
Total	\$ 150,000
GENERAL BUILDING MATERIALS AND HARDWARE	
Westside Building Materials/Oakland Area Building	
Home Depot	
Markus Supply Ace Hardware	
Walter Mork	
All Glass Global	
American Emperor	
Larms Building Materials	
White Cap	
Emperor Supply	
Y&H Sheet Metal	
Airgas	
Total	\$ 800,000
TOTAL	\$ 5,089,405

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO
ISSUE BLANKET PURCHASE ORDERS TO VARIOUS VENDORS FOR
ROUTINE, RECURRING, LOW-DOLLAR AMOUNT MATERIALS AND
SERVICES FOR FISCAL YEAR 2023-2024, IN A TOTAL NOT TO EXCEED
AMOUNT OF \$5,089,405.**

WHEREAS, the Authority has a need to make repetitive, routine, high volume purchases of materials and services at a low-dollar value; and

WHEREAS, using Blanket Purchases Orders for these purchases avoids the administrative cost of making numerous separate purchases; and

WHEREAS, in accordance with HUD's Procurement Handbook for Public Housing Agencies (PHA) (7460.8, Rev. 2): "PHA may avoid making repetitive small purchases by awarding indefinite-delivery contracts, sometimes referred to as 'blanket' or 'open-end' contracts"; and

WHEREAS, funds for these materials and services were included in the Fiscal Year 2023-2024 budget; and

WHEREAS, all of the vendors shown in Attachment A, have demonstrated the ability to meet the Authority's need for these products during Fiscal Year 2023-2024; and

WHEREAS, the Contract Compliance and General Services Department is periodically surveying vendors in the region to ensure the pricing remains reasonable, competitive and within industry standards.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to issue Blanket Purchase Orders in a total not to exceed amount of \$5,089,405 for routine, recurring, low-dollar amount materials and services for Fiscal Year 2023-2024 up to the amounts per vendor as listed in Attachment A of this Resolution; 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 June 26, 2023.*

Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



TO: Board of Commissioners

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution authorizing the Executive Director to execute a contract with CDW Government, LLC. For the purchase of the CORTEX XDR and its security services for a two-year term in an amount not to exceed \$650,000.

DATE: June 26, 2023

Type: Action 2023-116

RECOMMENDATION

This action will authorize the Executive Director to execute a contract, with CDW Government, LLC., in an amount not to exceed \$650,000 for a two-year-term.

FISCAL IMPACTS/CONSIDERATION

Funding for this item is considered in the annual operating budgets for FY 2024 in the amount of \$325,000 for project security suite of software and implementation services. The funding under GL Code 5510-00-000.

BACKGROUND

The Oakland Housing Authority is seeking to procure Palo Alto CORTEX XDR from CDW Government. We are using a cooperative agreement that has been competitively solicited and meets HUD 2 CFR 200. The contract is with CDW-Government with the City of Mesa, AZ is valid through February 28, 2025, contract agreement number #2018011. Some of the following features are listed below:

- Prevention-oriented platform: Antivirus and Intrusion Detection
- Endpoint protection, detection and response, network analytics, and centralized logging
- Enhanced security while reducing TCO
- Flexible, scalable security architecture
- Breach prevention and swift, automated detection for reduced risk
- Continuous Monitoring & Response: Network operation and incident response 24/7
- Security experts monitor alerts, events and indicators 24x7x365.
- Mix of proprietary processes, infrastructure and enrichment to accelerate detection and response
- Help quickly stop malicious activity most likely to impact OHA.

- Proactive Threat Hunting: Vulnerabilities scanning, penetration testing and malware/ransomware hunting throughout the environment.
- World-class threat hunters search OHA environments for complex attacks using deep knowledge of XDR data sources and the latest threat intelligence from Palo Alto Networks.
- Helps OHA stay ahead of emerging attack campaigns, malware and vulnerabilities including ransomware attacks.

This product also provides Security Posture Optimization during which experts provide periodic health checks of OHA's posture and detailed recommendations on policy changes to help facilitate addressing risks before they become issues.

The Request for Proposal issued by the City of Mesa, AZ was competitively solicited and meets HUD 2 CFR 200. The contract with CDW-Government has with the City of Mesa, AZ is valid through February 28, 2025, allowing OHA to utilize this contract for the services and hardware needed.

ACTION REQUESTED

Staff recommends that the Board of Commissioners adopt the resolution authorizing the Executive Director to execute a contract with CDW Government, LLC. for the purchase of the Cortex XDR Security Services for a Five-Year Term in an amount not to exceed \$650,000.

Attachments:

[Approved CCGS Review Memo CDW-G](#)

[CDW Contract Renewal Thru 2-28-2025](#)

[CDW Government LLC Threat Protection Resolution](#)



CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)

1805 Harrison Street., Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: James Shinagawa, IT Director
Daniel Mermelstein, CCGS Manager ^{DS} *DM*

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

Subject: Request to Utilize CDW Government LLC's Contract with the City of Mesa through OMNIA Partners as a Piggyback for Information Technology Solutions and Services

Date: June 9, 2020

This memo is to request permission to utilize CDW Government LLC's (CDW-G) Contract with the City of Mesa, AZ, through OMNIA Partners, under a cooperative agreement for Information Technology Solutions and Services.

Background

The Oakland Housing Authority (OHA) has a need for Cisco Hardware for the move to 1619 Harrison Street, which is covered under the contract CDW-G has with the City of Mesa, AZ.

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 City of Mesa, AZ posted RFP #2018011 on their website for approximately five (5) weeks from September 20, 2017 to October 23, 2017. The RFP was also sent to 55,803 vendors and it was also published in several newspapers. Eleven (11) companies responded. CDW-G was awarded a five (5) year agreement from March 1, 2018 through February 8, 2023, with an option to renew for two (2) additional one-year periods through February 28, 2025. Per HUD guidelines, OHA can only utilize the agreement for the initial five (5) years through February 8, 2023.

Conclusion

The Request for Proposal issued by the City of Mesa, AZ was competitively solicited and meets HUD 2 CFR 200. The contract with CDW-G has with the City of Mesa, AZ is valid through February 8, 2023, allowing OHA to utilize this contract for the services and hardware needed.

Recommendation

It is recommended that the Oakland Housing Authority utilize the cooperative agreement CDW-G has with the City of Mesa, AZ through OMNIA Partners. The use of this contract will greatly simplify and expedite the procurement process by relieving the Authority of developing specifications and issuing a solicitation for these services.

If approval is obtained to use the cooperative agreement, the Oakland Housing Authority has the intent to purchase hardware, IT solutions and services from CDW-G utilizing the contract with the City of Mesa, AZ through OMNIA Partners.

Approved:

Not Approved:

DocuSigned by:

Patricia Wells

E01045C80406472...

6/10/2020

Patricia Wells

Executive Director

Date

Patricia Wells

Executive Director

Date

Contract Title: Information Technology Solutions

Contract Number: 2018011

MA Number: 19000009

Amendment Number: Two (2)

Description of Change: Contract renewal. Term of contract March 1, 2023 through February 28, 2025.

Effective Date of Change: March 1, 2023

Acceptance: On behalf of the undersigned Contractor, I have given careful consideration to this Contract Amendment and hereby agree to the change(s) and except that as amended herein, all provisions of the Contract remain in full force and effect.

CDW Government LLC:



Signature

Robert F. Kirby, President

Printed Name

05/25/2022

Date

City of Mesa:

Signature

City Manager Designee

Date

Digitally signed by Edward
Quedens
DN: cn=Edward Quedens, o=Ctiy of
Mesa, Arizona, ou=Business
Services,
email=ed.quedens@mesaaz.gov,
c=US
Date: 2022.05.26 06:07:49 -07'00'
Adobe Acrobat version:
2022.001.20117

Reviewed by:



Ted Stallings, Procurement Officer II

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER:

**ADOPT A RESOLUTION TO EXECUTE A TWO-YEAR CONTRACT TERM IN AN
AMOUNT NOT TO EXCEED \$650,000 WITH CDW GOVERNMENT, LLC. FOR THE
PURCHASE OF THE PALO ALTO NETWORKS CORTEX XDR AND THEIR
SECURITY SERVICES**

WHEREAS, the Oakland Housing Authority has a need for Palo Alto Networks CORTEX XDR and its security services; and

WHEREAS, the CDW Government, LLC has a cooperative agreement with the City of Mesa, AZ, through OMNIA Partners; and

WHEREAS, the City of Mesa, AZ, posted RFP 2018011 on September 20, 2017, through October 23, 2017; and

WHEREAS, eleven (11) companies responded, and CDW was awarded an initial five-year contract, with two years remaining on that contract; and

WHEREAS, the cooperative agreement meets HUD 2 CFR 200; and

WHEREAS, the Authority acknowledges the OMNIA Contract is valid through February 28, 2025; and

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to execute a two-year contract in an amount not to exceed \$650,000 with CDW Government, LLC. for the purchase of the Cortex XDR and its security services.

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

THAT, the Board of Directors authorizes the Executive Director to execute a two-year contract in an amount not to exceed \$650,000 with CDW Government, LLC. for the purchase of the Cortex XDR and its security services.

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 full, true, and correct.
copy of a resolution passed by the Commissioners of the Housing Authority
Of the City of Oakland, California, on **June 26, 2023**.*

Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



Oakland Housing Authority

TO: Board of Commissioners**FROM:** Patricia Wells, Executive Director

SUBJECT: Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Sac ProFloors to provide flooring supply and flooring installation services at Oakland Housing Authority (Authority) owned and managed properties, in an amount not to exceed \$400,000 for the initial term and up to \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.

DATE: June 26, 2023**Type:** Action

2023-122

RECOMMENDATION

This action will authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with Sac ProFloors to provide flooring supply and flooring installation services at Authority owned and managed properties, in an amount not to exceed \$400,000 for the initial term and up to \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.

FISCAL IMPACTS/CONSIDERATION

Funding for the first year of the initial contract term is included in the FY 2024 operating budget in accounts 4420-00-003 Floor Coverings, 4430-08-000 Contract Floor Covering and 5510-00-000 Capital Outlay. Funding for the second year of the initial term and for each subsequent option term will be included in the corresponding fiscal year's operating budget in accounts 4420-00-003 Floor Coverings, 4430-08-000 Contract Floor Covering and 5510-00-000 Capital Outlay.

BACKGROUND

The Authority requires a vendor that can provide flooring supply and flooring installation services for the owned and managed properties. The services under this contract will be rendered for vacancy turnover and the interior rehabilitation of vacant and occupied units.

The Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #22-038 on December 19, 2022 in accordance with the Authority's Procurement Policy, soliciting bids from qualified vendors to provide flooring supply

and flooring installation services at Authority owned and managed properties. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Housing Marketplace and Infolane site. A total 455 vendors were notified on the Infolane website and 193 vendors were notified on Housing Agency Marketplace website. Notification of issuance of RFP #23-008 was posted in the Tri-Valley Herald and in the Oakland Tribune. Two (2) companies submitted a proposal by the deadline of 10:00 a.m., on January 23, 2023.

A panel convened on March 8, 2023 to evaluate and rate each of the proposals. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award.

Sac ProFloors was deemed a responsive and responsible bidder and have the capability to meet the Authority's needs to provide flooring supply and flooring installation services at the owned and managed properties.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with Sac ProFloors to provide flooring supply and flooring installation services at Authority owned and managed properties. The total amount authorized under these contracts is an amount not to exceed \$400,000 for the initial term and up to \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.

ACTION REQUESTED

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Sac ProFloors to provide flooring supply and flooring installation services at Authority owned and managed properties, in an amount not to exceed \$400,000 for the initial term and up to \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.

Attachments:

[OHA 22-038 Flooring CCGS Memo](#)

[Flooring Services Sac Profloors 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: Michelle Hasan, Chief of Housing Operations Officer ^{DS}
 Duane Hopkins, Chief Officer of Program and Finance Administration ^{DS}
 Bruce Brackett, Director of Capital Improvements ^{DS}
 Mark Schiferl, Director of Property Management ^{DS}
 Daniel Mermelstein, CCGS Manager ^{DS}

From: Jamie Walters, Contract Specialist, CCGS ^{DS}

Subject: CCGS Review Memo for RFP 22-038 Flooring Services

Date: March 16, 2023

This memo is to advise you that a request for Proposals for Flooring Services was issued on December 19, 2022. After a review of the proposals received on January 23, 2023, the evaluation committee has determined that Sac Profloors and RF Contractors proposals are both responsive and responsible, and capable of providing Flooring Services.

Background

Oakland Housing Authority (OHA) issued RFP #22-038 in an effort to obtain vendors/s that can provide Flooring Services for the Authority.

RFP #23-008 was issued in accordance OHA Procurement Policy on December 19, 2022. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Housing Marketplace and Infolane site. A total 455 vendors were notified on the Infolane website and 193 vendors were notified on Housing Agency Marketplace website. Notification of issuance of RFP #23-008 was posted in the Tri-Valley Herald and in the Oakland Tribune. Two (2) companies submitted a proposal by the deadline of 10:00 a.m., on January 23, 2023. All two responsive proposals were evaluated by the Evaluation Committee on March 8, 2023.

Evaluation

The Evaluation Committee recommended awarding contracts to two firms: Sac Profloors and RF Contractors.

Recommendation

It is recommended that Oakland Housing Authority enters into a contract with both Sac Profloors and RF Contractors.

Debarment: Sac Profloors and RF Contractors have not been debarred or limited from participating in federally funded projects.

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

Section 3: The Oakland Housing Authority expects the selected contractor to make a good faith effort to comply with the Section 3 Policy. Please refer to “**Section 3 Requirements - Oakland Housing Authority Economic Opportunities Policy**”. Contractor must be in compliance with the Section 3 of the Housing Act of 1968, as amended regarding the provision of training and employment opportunities for low-income persons, with priority to residents of the Oakland Housing Authority public housing. The Oakland Housing Authority Project Manager and Labor Compliance/Section 3 Officer will monitor Consultant’s compliance with Section 3 requirements.

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

Approved:

DocuSigned by:

722CF180FE194A1

4/4/2023

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:

ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH SAC PROFLOORS TO PROVIDE FLOORING SUPPLY AND FLOORING INSTALLATION SERVICES AT OAKLAND HOUSING AUTHORITY (AUTHORITY) OWNED AND MANAGED PROPERTIES, IN AN AMOUNT NOT TO EXCEED \$400,000 FOR THE INITIAL TERM AND UP TO \$200,000 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$1,000,000.

WHEREAS, the Oakland Housing Authority (Authority) requires the services of a vendor that can provide flooring supply and flooring installation services for the Authority's owned and managed properties; and

WHEREAS, the Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #22-038 on December 19, 2022 in accordance with the Authority's Procurement Policy, soliciting bids from qualified vendors to provide flooring supply and flooring installation services at Authority owned and managed properties; and

WHEREAS, RFP #22-038 was publicly posted on the Oakland Housing Authority's website, Housing Marketplace, Infolane website and posted in the Tri-Valley Herald and in the Oakland Tribune; and

WHEREAS, a total 455 vendors were notified on the Infolane website and 193 vendors were notified on Housing Agency Marketplace website; and

WHEREAS, two (2) companies submitted a proposal by the deadline of 10:00 a.m., on January 23, 2023; and

WHEREAS, a review panel convened on March 8, 2023 to evaluate and rate each of the proposals. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award; and

WHEREAS, Sac ProFloors was deemed a responsive and responsible bidder and have the capability to meet the Authority's needs to provide flooring supply and flooring installation services at the owned and managed properties; and

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

THAT, the Board of Commissioners authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with Sac ProFloors to provide flooring supply and flooring installation services at Authority owned and managed properties, in an amount not to exceed \$400,000 for the initial term and up to \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000; and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on June 26, 2023.

Patricia Wells, Secretary/ Executive Director

ADOPTED:

RESOLUTION NO.



Oakland Housing Authority

TO: Board of Commissioners

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with SF Contractors to provide flooring supply and flooring installation services at Oakland Housing Authority (Authority) owned and managed properties, in an amount not to exceed \$400,000 for the initial term and up to \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.

DATE: June 26, 2023

Type: Action

2023-123

RECOMMENDATION

This action will authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with SF Contractors to provide flooring supply and flooring installation services at Authority owned and managed properties, in an amount not to exceed \$400,000 for the initial term and up to \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.

FISCAL IMPACTS/CONSIDERATION

Funding for the first year of the initial contract term is included in the FY 2024 operating budget in accounts 4420-00-003 Floor Coverings, 4430-08-000 Contract Floor Covering and 5510-00-000 Capital Outlay. Funding for the second year of the initial term, as well as for each subsequent option term will be included in the corresponding fiscal year's operating budget in accounts 4420-00-003 Floor Coverings, 4430-08-000 Contract Floor Covering and 5510-00-000 Capital Outlay.

BACKGROUND

The Authority requires a vendor that can provide flooring supply and flooring installation services for the owned and managed properties. The services under this contract will be rendered for vacancy turnover and the interior rehabilitation of vacant and occupied units.

The Authority's Contract Compliance and General Services (CCGR) Department issued Sequest for Proposals (SFP) #22-038 on December 19, 2022 in accordance with the Authority's Procurement Policy, soliciting bids from qualified vendors to provide flooring supply

and flooring installation services at Authority owned and managed properties. The SFP was publicly posted on the Oakland Housing Authority's website as well as on the Housing Marketplace and Infolane site. A total 455 vendors were notified on the Infolane website and 193 vendors were notified on Housing Agency Marketplace website. Notification of issuance of SFP #23-008 was posted in the Tri-Valley Herald and in the Oakland Tribune. Two (2) companies submitted a proposal by the deadline of 10:00 a.m., on January 23, 2023.

A panel convened on March 8, 2023 to evaluate and rate each of the proposals. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award.

SF Contractors was deemed a responsive and responsible bidder and have the capability to meet the Authority's needs to provide flooring supply and flooring installation services at the owned and managed properties.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with SF Contractors to provide flooring supply and flooring installation services at Authority owned and managed properties. The total amount authorized under these contracts is an amount not to exceed \$400,000 for the initial term and up to \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.

ACTION REQUESTED

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with SF Contractors to provide flooring supply and flooring installation services at Authority owned and managed properties, in an amount not to exceed \$400,000 for the initial term and up to \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.

Attachments:

[OHA 22-038 Flooring CCGR Memo](#)

[Flooring Services SF Contractors 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: Michelle Hasan, Chief of Housing Operations Officer ^{DS} 
 Duane Hopkins, Chief Officer of Program and Finance Administration ^{DS} 
 Bruce Brackett, Director of Capital Improvements ^{DS} 
 Mark Schiferl, Director of Property Management ^{DS} 
 Daniel Mermelstein, CCGS Manager ^{DS} 

From: Jamie Walters, Contract Specialist, CCGS ^{DS} 

Subject: CCGS Review Memo for RFP 22-038 Flooring Services

Date: March 16, 2023

This memo is to advise you that a request for Proposals for Flooring Services was issued on December 19, 2022. After a review of the proposals received on January 23, 2023, the evaluation committee has determined that Sac Profloors and RF Contractors proposals are both responsive and responsible, and capable of providing Flooring Services.

Background

Oakland Housing Authority (OHA) issued RFP #22-038 in an effort to obtain vendors/s that can provide Flooring Services for the Authority.

RFP #23-008 was issued in accordance OHA Procurement Policy on December 19, 2022. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Housing Marketplace and Infolane site. A total 455 vendors were notified on the Infolane website and 193 vendors were notified on Housing Agency Marketplace website. Notification of issuance of RFP #23-008 was posted in the Tri-Valley Herald and in the Oakland Tribune. Two (2) companies submitted a proposal by the deadline of 10:00 a.m., on January 23, 2023. All two responsive proposals were evaluated by the Evaluation Committee on March 8, 2023.

Evaluation

The Evaluation Committee recommended awarding contracts to two firms: Sac Profloors and RF Contractors.

Recommendation

It is recommended that Oakland Housing Authority enters into a contract with both Sac Profloors and RF Contractors.

Debarment: Sac Profloors and RF Contractors have not been debarred or limited from participating in federally funded projects.

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

Section 3: The Oakland Housing Authority expects the selected contractor to make a good faith effort to comply with the Section 3 Policy. Please refer to “**Section 3 Requirements - Oakland Housing Authority Economic Opportunities Policy**”. Contractor must be in compliance with the Section 3 of the Housing Act of 1968, as amended regarding the provision of training and employment opportunities for low-income persons, with priority to residents of the Oakland Housing Authority public housing. The Oakland Housing Authority Project Manager and Labor Compliance/Section 3 Officer will monitor Consultant’s compliance with Section 3 requirements.

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

Approved:

DocuSigned by:

722CF180FE194A1

4/4/2023

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:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR
CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH RF
CONTRACTORS TO PROVIDE FLOORING SUPPLY AND FLOORING
INSTALLATION SERVICES AT OAKLAND HOUSING AUTHORITY (AUTHORITY)
OWNED AND MANAGED PROPERTIES, IN AN AMOUNT NOT TO EXCEED
\$400,000 FOR THE INITIAL TERM AND UP TO \$200,000 PER YEAR FOR EACH
ADDITIONAL OPTION TERM FOR A TOTAL CONTRACT AMOUNT NOT TO
EXCEED \$1,000,000.**

WHEREAS, the Oakland Housing Authority (Authority) requires the services of a vendor that can provide flooring supply and flooring installation services for the Authority's owned and managed properties; and

WHEREAS, the Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #22-038 on December 19, 2022 in accordance with the Authority's Procurement Policy, soliciting bids from qualified vendors to provide flooring supply and flooring installation services at Authority owned and managed properties; and

WHEREAS, RFP #22-038 was publicly posted on the Oakland Housing Authority's website, Housing Marketplace, Infolane website and posted in the Tri-Valley Herald and in the Oakland Tribune; and

WHEREAS, a total 455 vendors were notified on the Infolane website and 193 vendors were notified on Housing Agency Marketplace website; and

WHEREAS, two (2) companies submitted a proposal by the deadline of 10:00 a.m., on January 23, 2023; and

WHEREAS, a review panel convened on March 8, 2023 to evaluate and rate each of the proposals. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award; and

WHEREAS, RF Contractors was deemed a responsive and responsible bidder and have the capability to meet the Authority's needs to provide flooring supply and flooring installation services at the owned and managed properties; and

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

THAT, the Board of Commissioners authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with RF Contractors to provide flooring supply and flooring installation services at Authority owned and managed properties, in an amount not to exceed \$400,000 for the initial term and up to \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000; and

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

*I certify that the foregoing resolution is a full, true and correct copy
of a resolution passed by the Commissioners of the Housing Authority
of the City of Oakland, California on June 26, 2023.*

Patricia Wells, Secretary/ Executive Director

ADOPTED:

RESOLUTION NO.



TO: Board of Commissioners

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for Oakland Housing Authority (Authority) owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000.

DATE: June 26, 2023

Type: Action 2023-128

RECOMMENDATION

This action will authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for Authority owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000.

FISCAL IMPACTS/CONSIDERATION

Funding for the first year of the initial contract term is included in the FY 2024 operating budget in account 4130-01-000 Unlawful Detainers. Funding for the second year of the initial term and each subsequent option term will be included in the corresponding fiscal year's operating budget in account 4130-01-000 Unlawful Detainers.

BACKGROUND

The Authority has a need for a vendor that can provide as needed legal services for the Authority's owned and managed properties.

As needed legal service contracts provide delivery of legal services for the Office of Property Operations in alignment with the Resident Retention Plan, with policies, procedures and outcomes focused on qualified program participants remaining housed.

Typical services include staff training, updating notices to residents, lease compliance and lease enforcement actions, working with residents for negotiated settlement agreements and

representing the Authority in unlawful detainer actions. The Coronavirus (COVID-19) pandemic increased the need for legal services to assist in staff training to ensure compliance with moratorium requirements and any additional enhancements to the resident retention plan process.

The Authority's Contract Compliance and General Services (CCGS) Department issued Request For Proposals (RFP) #23-004 Unlawful Detainer Services on March 1, 2023, in accordance with the Authority's Procurement Policy in an effort to obtain vendors that can provide as needed legal services. The RFP was publicly posted on the Authority's website as well as on two e-Procurement websites, Housing Marketplace and Infolane. A total of 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website. Notification of issuance of RFP #23-004 was also posted in the Tri-Valley Herald and in the Oakland Tribune. Three (3) law firms submitted a proposal by the deadline of 10:00 a.m. on April 3, 2023.

A panel comprised of three Authority employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals. All panelist scores were averaged, resulting in one final score for each law firm. The Evaluation Committee recommended awarding contracts to Edrington, Schirmer & Murphy, The Law Offices of Charles T. Ramsey, and The Law Offices of Bill Ford.

Edrington, Schirmer & Murphy, LLP was deemed a responsive and responsible bidder and have the capability to meet the Authority's needs to provide as needed legal services for Authority owned and managed properties.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for Authority owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000.

ACTION REQUESTED

It is recommended that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for Authority owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000.

Attachments:

[RFP 23-004 CCGS Memo](#)

[UD Attorney Edrington, Schirmer and Murphy Resolution](#)



CONTRACT COMPLIANCE & GENERAL SERVICES

1619 Harrison Street 2nd Floor, 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} *oh*
 Michelle Hasan, Chief Housing operations Officer ^{DS} *MH*
 Mark Schiferl, Director of Property Management ^{DS} *MS*
 Loretta Lovell, Special Advisor ^{DS} *LL*
 Courtney Sharif, Contract Specialist ^{DS} *CS*

From: Jamie Walters, Contract Specialist, CCGS ^{DS} *JW*

Subject: CCGS Review Memo for RFP #23-004 Unlawful Detainer Services

Date: May 26, 2023

This memo is to advise you that evaluations have been completed for RFP #23-004 Unlawful Detainer Services. After all proposals were reviewed and scored, three firms are being recommended for award: Bill Ford, Charles Ramsey, and Edrington, Schirmer & Murphy.

Background

Oakland Housing Authority (OHA) issued RFP #23-004 in an effort to obtain vendors that can provide Unlawful Detainer Services.

RFP #23-004 was issued in accordance OHA Procurement Policy on March 1, 2023. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Authority's e-Procurement websites, Housing Marketplace and Infolane. A total 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website. Notification of issuance of RFP #23-004 was also posted in two newspapers, the Tri-Valley Herald and the Oakland Tribune. Three (3) companies submitted a proposal by the deadline of 10:00 a.m., on April 3, 2023.

Evaluation

A panel comprised of three OHA Employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals. All panelist scores were averaged, resulting in one final score for each company. The Evaluation Committee recommended awarding contracts to Bill Ford, Charles Ramsey, and Edrington, Schirmer & Murphy.

Recommendation

It is recommended that OHA proceeds with awarding contracts to Bill Ford, Charles Ramsey, and Edrington, Schirmer & Murphy.

Debarment: The recommended companies have not been debarred or limited from participating in federally funded projects.

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

Approved:		Not Approved:	
<div><div>DocuSigned by:</div><div>Patricia Wells</div><div>722CF180EE194A1</div></div>	5/31/2023		
_____ 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:

ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH EDRINGTON, SCHIRMER & MURPHY, LLP TO PROVIDE AS NEEDED LEGAL SERVICES FOR OAKLAND HOUSING AUTHORITY (AUTHORITY) OWNED AND MANAGED PROPERTIES IN AN AMOUNT NOT TO EXCEED \$250,000 FOR THE INITIAL TERM AND UP TO \$125,000 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$625,000.

WHEREAS, the Authority requires a vendor that can provide as needed legal services for their properties; and

WHEREAS, the legal process must follow specific requirements established by state and local laws for providing notice to residents; and

WHEREAS, as needed legal service contracts provide delivery of legal services for the Office of Property Operations in alignment with the Resident Retention Plan, with policies, procedures and outcomes focused on qualified program participants remaining housed; and

WHEREAS, typical services include staff training, updating notices to residents, lease compliance and lease enforcement actions, working with residents for negotiated settlement agreements and representing the Authority in unlawful detainer actions; and

WHEREAS, the Coronavirus (COVID-19) pandemic increased the need for legal services to assist in staff training to ensure compliance with moratorium requirements and any additional enhancements to the resident retention plan process; and

WHEREAS, The Authority's Contract Compliance and General Services (CCGS) Department issued Request For Proposals (RFP) #23-004 Unlawful Detainer Services on

March 1, 2023, in accordance with the Authority's Procurement Policy; and

WHEREAS, the RFP was publicly posted on the Authority's website as well as on two e-Procurement websites, Housing Marketplace and Infolane; and

WHEREAS, a total of 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website and posted in the Tri-Valley Herald and in the Oakland Tribune; and

WHEREAS, three (3) law firms submitted a proposal by the deadline of 10:00 a.m. on April 3, 2023; and

WHEREAS, a panel comprised of three Authority employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals; and

WHEREAS, Edrington, Schirmer & Murphy, LLP was deemed a responsive and responsible bidder and have the capability to meet the Authority's needs to provide as needed legal services for Authority owned and managed properties; and

WHEREAS, the proposed resolution would authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for Authority owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000.

**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 authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for Authority owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000; and

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

*I certify that the foregoing resolution is a full, true and correct copy
of a resolution passed by the Commissioners of the Housing Authority
of the City of Oakland, California on June 26, 2023.*

Patricia Wells, Secretary/ Executive Director



Oakland Housing Authority

TO: Board of Commissioners

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with She &aw Mffices of Bill Lord to provide as needed legal services for MaQand kousing Authority HAuthority(owned and managed properties in an amount not to exceed) \$25,555 for the initial term and up to) 0\$2,555 per year for each additional option term for a total contract amount not to exceed) 1\$2,5556

DATE: . une \$1, \$5\$J

Type: Action

\$5\$J-0\$3

RECOMMENDATION

Shis action will authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with She &aw Mffices of Bill Lord to provide as needed legal services for Authority owned and managed properties in an amount not to exceed) \$25,555 for the initial term and up to) 0\$2,555 per year for each additional option term for a total contract amount not to exceed) 1\$2,5556

FISCAL IMPACTS/CONSIDERATION

Lunding for the first year of the initial contract term is included in the L8 \$5\$T operating Fudget in account T0J5-50-555 Ynlawful Detainers6 Lunding for the first year of the initial contract term and each suFse4uent option term will Fe included in the corresponding fiscal yearls operating Fudget in account T0J5-50-555 Ynlawful Detainers6

BACKGROUND

She Authority has a need for a vendor that can provide as needed legal services for the Authorityls owned and managed properties6

As needed legal service contracts provide delivery of legal services for the Mffice of Property Mperations in alignment with the Uesident Uetention Plan, with policies, procedures and outcomes focused on 4ualified program participants remaining housed6

Sypical services include staff training, updating notices to residents, lease compliance and lease enforcement actions, worOng with residents for negotiated settlement agreements and

representing the Authority in unlawful detainer actions. The Coronavirus pandemic increased the need for legal services to assist in staff training to ensure compliance with moratorium requirements and any additional enhancements to the resident retention plan process.

The Authority's Contract Compliance and Vendor Services (CCVI) Department issued Request for Proposals (ULP 9\$J-55T) for Unlawful Detainer Services on March 10, 2020, in accordance with the Authority's Procurement Policy in an effort to obtain vendors that can provide as needed legal services. The ULP was publicly posted on the Authority's website as well as on two e-Procurement websites, Kousing Marketplace and InfoLane. A total of 15 vendors were notified on the InfoLane website, and 10 vendors were notified on Kousing Agency Marketplace website. Notification of issuance of ULP 9\$J-55T was also posted in the Sri-Galley Herald and in the Macondo and SriFuneshree Herald. Law firms submitted a proposal by the deadline of 05:55 a.m. on April 1, 2020.

A panel comprised of three Authority employees convened on May 10, 2020, to evaluate and rate the three responsive proposals. All panelist scores were averaged, resulting in one final score for each law firm. The Evaluation Committee recommended awarding contracts to Edrington, Litchner & Murphy, The Law Offices of Charles S. Ramsey, and The Law Offices of Bill Lord.

The Law Offices of Bill Lord was deemed a responsive and responsible bidder and have the capability to meet the Authority's needs to provide as needed legal services for Authority owned and managed properties.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Bill Lord to provide as needed legal services for Authority owned and managed properties in an amount not to exceed \$25,555 for the initial term and up to \$2,555 per year for each additional option term for a total contract amount not to exceed \$12,555.

ACTION REQUESTED

It is recommended that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Bill Lord to provide as needed legal services for Authority owned and managed properties in an amount not to exceed \$25,555 for the initial term and up to \$2,555 per year for each additional option term for a total contract amount not to exceed \$12,555.

Attachments:

ULP 9\$J-55T CCVI Memo

YD Attorney The Law Offices of Bill Lord Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES

1619 Harrison Street 2nd Floor, 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}
 Michelle Hasan, Chief Housing operations Officer ^{DS}
 Mark Schiferl, Director of Property Management ^{DS}
 Loretta Lovell, Special Advisor ^{DS}
 Courtney Sharif, Contract Specialist ^{DS}

From: Jamie Walters, Contract Specialist, CCGS ^{DS}

Subject: CCGS Review Memo for RFP #23-004 Unlawful Detainer Services

Date: May 26, 2023

This memo is to advise you that evaluations have been completed for RFP #23-004 Unlawful Detainer Services. After all proposals were reviewed and scored, three firms are being recommended for award: Bill Ford, Charles Ramsey, and Edrington, Schirmer & Murphy.

Background

Oakland Housing Authority (OHA) issued RFP #23-004 in an effort to obtain vendors that can provide Unlawful Detainer Services.

RFP #23-004 was issued in accordance OHA Procurement Policy on March 1, 2023. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Authority's e-Procurement websites, Housing Marketplace and Infolane. A total 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website. Notification of issuance of RFP #23-004 was also posted in two newspapers, the Tri-Valley Herald and the Oakland Tribune. Three (3) companies submitted a proposal by the deadline of 10:00 a.m., on April 3, 2023.

Evaluation

A panel comprised of three OHA Employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals. All panelist scores were averaged, resulting in one final score for each company. The Evaluation Committee recommended awarding contracts to Bill Ford, Charles Ramsey, and Edrington, Schirmer & Murphy.

Recommendation

It is recommended that OHA proceeds with awarding contracts to Bill Ford, Charles Ramsey, and Edrington, Schirmer & Murphy.

Debarment: The recommended companies have not been debarred or limited from participating in federally funded projects.

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

Approved:		Not Approved:	
<div><div>DocuSigned by:</div><div>Patricia Wells</div><div>722CF180EE194A1</div></div>	5/31/2023		
_____ 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:

ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH THE LAW OFFICES OF BILL FORD TO PROVIDE AS NEEDED LEGAL SERVICES FOR OAKLAND HOUSING AUTHORITY (AUTHORITY) OWNED AND MANAGED PROPERTIES IN AN AMOUNT NOT TO EXCEED \$250,000 FOR THE INITIAL TERM AND UP TO \$125,000 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$625,000.

WHEREAS, the Authority requires a vendor that can provide as needed legal services for their properties; and

WHEREAS, the legal process must follow specific requirements established by state and local laws for providing notice to residents; and

WHEREAS, as needed legal service contracts provide delivery of legal services for the Office of Property Operations in alignment with the Resident Retention Plan, with policies, procedures and outcomes focused on qualified program participants remaining housed; and

WHEREAS, typical services include staff training, updating notices to residents, lease compliance and lease enforcement actions, working with residents for negotiated settlement agreements and representing the Authority in unlawful detainer actions; and

WHEREAS, the Coronavirus (COVID-19) pandemic increased the need for legal services to assist in staff training to ensure compliance with moratorium requirements and any additional enhancements to the resident retention plan process; and

WHEREAS, The Authority's Contract Compliance and General Services (CCGS) Department issued Request For Proposals (RFP) #23-004 Unlawful Detainer Services on

March 1, 2023, in accordance with the Authority's Procurement Policy; and

WHEREAS, the RFP was publicly posted on the Authority's website as well as on two e-Procurement websites, Housing Marketplace and Infolane; and

WHEREAS, a total of 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website and posted in the Tri-Valley Herald and in the Oakland Tribune; and

WHEREAS, three (3) law firms submitted a proposal by the deadline of 10:00 a.m. on April 3, 2023; and

WHEREAS, a panel comprised of three Authority employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals; and

WHEREAS, The Law Offices of Bill Ford was deemed a responsive and responsible bidder and have the capability to meet the Authority's needs to provide as needed legal services for Authority owned and managed properties; and

WHEREAS, the proposed resolution would authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Bill Ford to provide as needed legal services for Authority owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000.

**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 authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Bill Ford to provide as needed legal services for Authority owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000; and

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

*I certify that the foregoing resolution is a full, true and correct copy
of a resolution passed by the Commissioners of the Housing Authority
of the City of Oakland, California on June 26, 2023.*

Patricia Wells, Secretary/ Executive Director



TO: Board of Commissioners

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with She &aw Mffices of Charles SLOamsey to provide as needed legal services for Makland Housing Authority (Authority) owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000L

DATE: . une 26, 202J

Type: Action 202J-1J0

RECOMMENDATION

Shis action will authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with She &aw Mffices of Charles SLOamsey to provide as needed legal services for Authority owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000L

FISCAL IMPACTS/CONSIDERATION

3unding for the first year of the initial contract term is included in the 38 202T operating Fudget in account T1J0-01-000 Ynlawful DetainersL3unding for the second year of the initial term and each suFse4uent option term will Fe included in the corresponding fiscal yearLs operating Fudget in account T1J0-01-000 Ynlawful DetainersL

BACKGROUND

She Authority has a need for a vendor that can provide as needed legal services for the AuthorityLs owned and managed propertiesL

As needed legal service contracts provide delivery of legal services for the Mffice of Property Mperations in alignment with the Oesident Oetention Plan, with policies, procedures and outcomes focused on 4ualified program participants remaining housedL

Sypical services include staff training, updating notices to residents, lease compliance and lease enforcement actions, working with residents for negotiated settlement agreements and

representing the Authority in unlawful detainer actions. The Coronavirus (COVID-19) pandemic increased the need for legal services to assist in staff training to ensure compliance with moratorium requirements and any additional enhancements to the resident retention plan process.

The Authority's Contract Compliance and Vendor Services (CCVS) Department issued Request for Proposals (RFP) 22J-001 Unlawful Detainer Services on March 1, 2022, in accordance with the Authority's Procurement Policy in an effort to obtain vendors that can provide as needed legal services. The RFP was publicly posted on the Authority's website as well as on two e-Procurement websites, Housing Marketplace and Qoflane. A total of 60 vendors were notified on the Qoflane website, and 11 vendors were notified on Housing Agency Marketplace website. Notification of issuance of RFP 22J-001 was also posted in the Sri-Valley Herald and in the Midland Sun. Shree (J) law firms submitted a proposal by the deadline of 10:00 a.m. on April 5, 2022.

A panel comprised of three Authority employees convened on May 11, 2022, to evaluate and rate the three (3) responsive proposals. All panelist scores were averaged, resulting in one final score for each law firm. The Evaluation Committee recommended awarding contracts to Edrington, Litchner & Murphy, The Law Offices of Charles S. Oamsey, and The Law Offices of Bill Bord.

The Law Offices of Charles S. Oamsey was deemed a responsive and responsible bidder and have the capability to meet the Authority's needs to provide as needed legal services for Authority owned and managed properties.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Charles S. Oamsey to provide as needed legal services for Authority owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000.

ACTION REQUESTED

It is recommended that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Charles S. Oamsey to provide as needed legal services for Authority owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000.

Attachments:

[RFP 22J-001 CCVS Memo](#)

[YD Attorney The Law Offices of Charles Oamsey Resolution](#)



CONTRACT COMPLIANCE & GENERAL SERVICES

1619 Harrison Street 2nd Floor, 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}
 Michelle Hasan, Chief Housing operations Officer ^{DS}
 Mark Schiferl, Director of Property Management ^{DS}
 Loretta Lovell, Special Advisor ^{DS}
 Courtney Sharif, Contract Specialist ^{DS}

From: Jamie Walters, Contract Specialist, CCGS ^{DS}

Subject: CCGS Review Memo for RFP #23-004 Unlawful Detainer Services

Date: May 26, 2023

This memo is to advise you that evaluations have been completed for RFP #23-004 Unlawful Detainer Services. After all proposals were reviewed and scored, three firms are being recommended for award: Bill Ford, Charles Ramsey, and Edrington, Schirmer & Murphy.

Background

Oakland Housing Authority (OHA) issued RFP #23-004 in an effort to obtain vendors that can provide Unlawful Detainer Services.

RFP #23-004 was issued in accordance OHA Procurement Policy on March 1, 2023. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Authority's e-Procurement websites, Housing Marketplace and Infolane. A total 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website. Notification of issuance of RFP #23-004 was also posted in two newspapers, the Tri-Valley Herald and the Oakland Tribune. Three (3) companies submitted a proposal by the deadline of 10:00 a.m., on April 3, 2023.

Evaluation

A panel comprised of three OHA Employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals. All panelist scores were averaged, resulting in one final score for each company. The Evaluation Committee recommended awarding contracts to Bill Ford, Charles Ramsey, and Edrington, Schirmer & Murphy.

Recommendation

It is recommended that OHA proceeds with awarding contracts to Bill Ford, Charles Ramsey, and Edrington, Schirmer & Murphy.

Debarment: The recommended companies have not been debarred or limited from participating in federally funded projects.

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

Approved:		Not Approved:	
<div><div>DocuSigned by:</div><div>Patricia Wells</div><div>722CF180EE194A1</div></div>	5/31/2023		
_____ 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:

**ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO
EXECUTE A TWO-YEAR CONTRACT, WITH UP TO THREE ONE-YEAR
OPTION TERMS, WITH THE LAW OFFICES OF CHARLES T. RAMSEY TO
PROVIDE AS NEEDED LEGAL SERVICES FOR OAKLAND HOUSING
AUTHORITY (AUTHORITY) OWNED AND MANAGED PROPERTIES IN AN
AMOUNT NOT TO EXCEED \$250,000 FOR THE INITIAL TERM AND UP TO
\$125,000 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL
CONTRACT AMOUNT NOT TO EXCEED \$625,000.**

WHEREAS, the Authority requires a vendor that can provide as needed legal services for their properties; and

WHEREAS, the legal process must follow specific requirements established by state and local laws for providing notice to residents; and

WHEREAS, as needed legal service contracts provide delivery of legal services for the Office of Property Operations in alignment with the Resident Retention Plan, with policies, procedures and outcomes focused on qualified program participants remaining housed; and

WHEREAS, typical services include staff training, updating notices to residents, lease compliance and lease enforcement actions, working with residents for negotiated settlement agreements and representing the Authority in unlawful

detainer actions; and

WHEREAS, the Coronavirus (COVID-19) pandemic increased the need for legal services to assist in staff training to ensure compliance with moratorium requirements and any additional enhancements to the resident retention plan process; and

WHEREAS, The Authority's Contract Compliance and General Services (CCGS) Department issued Request For Proposals (RFP) #23-004 Unlawful Detainer Services on March 1, 2023, in accordance with the Authority's Procurement Policy; and

WHEREAS, the RFP was publicly posted on the Authority's website as well as on two e-Procurement websites, Housing Marketplace and Infolane; and

WHEREAS, a total of 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website and posted in the Tri-Valley Herald and in the Oakland Tribune; and

WHEREAS, three (3) law firms submitted a proposal by the deadline of 10:00 a.m. on April 3, 2023; and

WHEREAS, a panel comprised of three Authority employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals; and

WHEREAS, The Law Offices of Charles T. Ramsey was deemed a responsive and responsible bidder and have the capability to meet the Authority's needs to provide as needed legal services for Authority owned and managed properties; and

WHEREAS, the proposed resolution would authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Charles T. Ramsey to provide as needed legal services for Authority owned and managed properties in an amount not to exceed \$250,000 for the initial term and up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000.

**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 authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Charles T. Ramsey to provide as needed legal services for Authority owned and managed properties in an amount not to exceed \$250,000 for the initial term and

up to \$125,000 per year for each additional option term for a total contract amount not to exceed \$625,000; and

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

*I certify that the foregoing resolution is a full, true and correct copy
of a resolution passed by the Commissioners of the Housing Authority
of the City of Oakland, California on June 26, 2023.*

Patricia Wells, Secretary/ Executive Director

ADOPTED:

RESOLUTION NO.



TO: Board of Commissioners

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution ratifying and approving the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care (S+C) Sponsor Based Assistance (SRA) program in an amount not to exceed \$1,300,000.

DATE: June 26, 2023

Type: Consent 2023-111

RECOMMENDATION

This action authorizes the Executive Director to retroactively execute an agreement with the County of Alameda Department of Housing and Community Development (HCD) to administer the Shelter Plus Care (S+C) Sponsor Based Assistance (SRA) program component in an amount not to exceed \$1,300,000.

FISCAL IMPACTS/CONSIDERATION

As the Contract Administrator, the Authority would receive administrative fee revenue of approximately \$13,950 and an estimated subsidy revenue of \$1,274,429, which is allocated in the annual operating budget line-item number 3410-01-000. Housing assistance subsidy is calculated based on the Fair Market Rent (FMR) for the Oakland-Fremont FMR area. Any increases to the FMR during the contract period will be factored into the calculation and agreed upon by both parties in a contract amendment.

BACKGROUND

Each year, the U.S. Department of Housing and Urban Development (HUD) awards funding to HCD to support quality affordable housing that serves homeless individuals with disabilities and their families under Title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C 11301 et seq. and the Continuum of Care (CoC) Program regulations. The individuals served through this program primarily include those with serious mental illness, chronic problems with alcohol and/or drugs, and HIV/AIDS or related diseases. HCD allocates the funds to the Authority, via an annual agreement, for the Authority to serve as the contracted program administrator and provide rental assistance to eligible families, based on funding availability.

The Authority has administered multiple S+C contracts successfully for the past 15 years. The contract term for this contract is May 1, 2023 to April 30, 2024, and the S+C Sponsor Based Assistance (SRA) program component will be administered by the Authority as tenant-based rental assistance.

ANALYSIS

The Authority received the draft agreement from HCD on May 8, 2023 for execution, one week after the effective date of the agreement. In order to minimize any negative impact program participants and property owners would experience from a lapse in subsidy, the Executive Director, in good faith, proceeded with administering the contract responsibilities.

As the contract administrator and in accordance with Exhibit A of the agreement, the Authority disburses housing assistance and provides program administration services, such as:

- Administering rental assistance for at least fifty-one (51) rental units,
- Conducting initial and annual verification of participant income and family composition for each participant household,
- Conducting housing briefings for referrals and outreach agencies, where participants are informed of their tenant and CoC subsidy responsibilities and are provided housing resources,
- Providing information to the County and property managers on tenancy and occupancy requirements,
- Conducting rent reasonableness, negotiate rents, complete initial and routine inspections for all units,
- Executing Housing Assistance Payment contracts with property managers and process monthly rental assistance subsidy payments to property managers, and
- Collecting and producing occupancy and rental assistance data.

HCD, performing its program oversight role, will initiate any contract amendments, and will assess and evaluate the performance of the Authority on a regular basis.

This contract is contingent upon HCD receiving sufficient funding from HUD and may be terminated by HCD should federal funding for this program be insufficient or become unavailable.

ACTION REQUESTED

Staff recommends adoption of a resolution ratifying and approving the Executive Director to execute an one year agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care (S+C) Sponsor Based Assistance (SRA) program in an amount not to exceed \$1,300,000.

Attachments:

[SPC Sponsor Based Program Resolution](#)

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**ADOPT A RESOLUTION RATIFYING AND APPROVING THE EXECUTIVE
DIRECTOR TO EXECUTE AN AGREEMENT WITH THE COUNTY OF ALAMEDA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR THE
SHELTER PLUS CARE (S+C) SPONSOR BASED ASSISTANCE (SRA) PROGRAM
IN AN AMOUNT NOT TO EXCEED \$1,300,000.**

WHEREAS, each year, the U.S. Department of Housing and Urban Development (HUD) awards funding to the Alameda County Department of Housing and Community Development (HCD) to support quality affordable housing that serves homeless individuals with disabilities and their families under Title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C 11301 et seq. and the Continuum of Care (CoC) Program regulations; and

WHEREAS, the individuals served through this program primarily include those with serious mental illness, chronic problems with alcohol and/or drugs, and HIV/AIDS or related diseases; and

WHEREAS, HCD allocates the funds to the Authority, via an annual agreement, for the Authority to serve as the contracted program administrator and provide rental assistance to eligible families, based on funding availability; and

WHEREAS, the Authority has administered multiple Shelter Plus Care (S+C) contracts successfully for the past 15 years; and

WHEREAS, the term for this contract is May 1, 2023 to April 30, 2024; and

WHEREAS, the S+C Sponsor Based Assistance (SRA) program component will be administered by the Authority as tenant-based rental assistance; and

WHEREAS, the Authority received the draft agreement from HCD on May 8, 2023 for execution, one week after the effective date of the agreement; and

WHEREAS, in order to minimize any negative impact program participants and property owners would experience from a lapse in subsidy, the Executive Director, in good faith, proceeded with administering the contract responsibilities; and

WHEREAS, with respect to services outlined in Exhibit A of the agreement, the Authority shall exercise due care in carrying out its responsibilities to comply with all HUD statutes, regulations, and standards for the appropriate program component; and

WHEREAS, HCD shall have all the responsibilities for implementation and program oversight as specified in its application to HUD and in the CoC Grant Agreement as executed with HUD; and

WHEREAS, this contract is contingent upon HCD receiving sufficient funding from HUD and may be terminated by HCD should federal funding for this program be insufficient or become unavailable; and

WHEREAS, HCD will present to the Alameda County Board of Supervisors, and staff seeks to execute the agreements by June 30, 2023.

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

THAT, the Board of Commissioners ratifies and approves the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care Sponsor Based Assistance Program in an amount not to exceed \$1,300,000, and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on June 26, 2023.

Patricia Wells, Secretary / Executive Director

ADOPTED: June 26, 2023

RESOLUTION NO.



TO: Board of Commissioners

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution ratifying and approving the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care (S+C) Tenant Rental Assistance (TRA) in the amount of \$3,000,000.

DATE: June 26, 2023

Type: Concent 2023-112

RECOMMENDATION

This action authorizes the Executive Director to retroactively execute an agreement with the County of Alameda Department of Housing and Community Development (HCD) to administer the Shelter Plus Care Tenant Rental Assistance (TRA) in the amount of \$3,000,000.

FISCAL IMPACTS/CONSIDERATION

As the Contract Administrator, the Authority would receive administrative fee revenue of approximately \$20,200.00 and an estimated subsidy revenue of \$2,962,631, which is allocated in the annual operating budget line-item number 3410-01-000. Housing assistance subsidy is calculated based on the Fair Market Rent (FMR) for the Oakland-Fremont FMR area. Any increases to the FMR during the contract period will be factored into the calculation and agreed upon by both parties in a contract amendment.

BACKGROUND

Each year, the U.S. Department of Housing and Urban Development (HUD) awards funding to HCD to support quality affordable housing that serves homeless individuals with disabilities and their families under Title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C 11301 et seq. and the Continuum of Care (CoC) Program regulations. The individuals served through this program primarily include those with serious mental illness, chronic problems with alcohol and/or drugs, and HIV/AIDS or related diseases. HCD allocates the funds to the Authority, via an annual agreement, for the Authority to serve as the contracted program administrator and provide rental assistance to eligible families, based on funding availability.

The Authority has administered multiple S+C contracts successfully for the past 15 years. The contract term for this contract is March 1, 2023 to February 29, 2024, and the S+C Tenant-

Based Rental Assistance (TRA) program component to be administered by the Authority as tenant-based rental assistance.

ANALYSIS

The Authority received the agreement from HCD on May 8, 2023 for execution, two months after the effective date of the agreement. In order to minimize any negative impact program participants and property owners would experience from a lapse in subsidy, the Executive Director, in good faith, proceeded with administering the contract responsibilities.

The Authority has the experience and capacity to administer the S+C contracts on behalf of HCD. As the contract administrator and in accordance with Exhibit A of the agreement, the Authority will disburse housing assistance and provide program administration services, such as:

1. Administer rental assistance for at least one hundred forty-two (142) rental units, Conduct initial and annual verification of participant income and family composition for each participant household,
2. Conduct housing briefings for referrals and outreach agencies, where participants are informed of their tenant and CoC subsidy responsibilities and are provided housing resources,
3. Provide information to the County and property managers on tenancy and occupancy requirements,
4. Conduct rent reasonableness, negotiate rents, complete initial and routine inspections for all units,
5. Execute Housing Assistance Payment contracts with property managers and process monthly rental assistance subsidy payments to property managers, and
6. Collect and produce occupancy and rental assistance data.

HCD will implement the program requirements and perform a program oversight role, initiate any contract amendments, and assess and evaluate the performance of the Authority on a regular basis.

This contract is contingent upon HCD receiving sufficient funding from HUD and may be terminated by HCD should federal funding for this program be insufficient or become unavailable.

ACTION REQUESTED

Staff recommends adoption of a resolution ratifying and approving the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care (S+C) Tenant Rental Assistance (TRA) in the amount of \$3,000,000.

Attachments:

[Shelter Plus Care Resolution](#)

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**ADOPT A RESOLUTION RATIFYING AND APPROVING THE EXECUTIVE
DIRECTOR TO EXECUTE AN AGREEMENT WITH THE COUNTY OF ALAMEDA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR THE
SHELTER PLUS CARE (S+C) TENANT RENTAL ASSISTANCE (TRA) IN THE
AMOUNT OF \$3,000,000.**

WHEREAS, each year, the U.S. Department of Housing and Urban Development (HUD) awards funding to the Alameda County Department of Housing and Community Development (HCD) to support quality affordable housing that serves homeless individuals with disabilities and their families under Title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C 11301 et seq. and the Continuum of Care (CoC) Program regulations; and

WHEREAS, the individuals served through this program primarily include those with serious mental illness, chronic problems with alcohol and/or drugs, and HIV/AIDS or related diseases; and

WHEREAS, HCD allocates the funds to the Authority, via an annual agreement, for the Authority to serve as the contracted program administrator and provide rental assistance to eligible families, based on funding availability; and

WHEREAS, the Authority has administered multiple Shelter Plus Care (S+C) contracts successfully for the past 15 years; and

WHEREAS, the term for this contract is March 1, 2023 to February 29, 2024; and

WHEREAS, the S+C Tenant-Based Rental Assistance (TRA) program component will be administered by the Authority as tenant-based rental assistance; and

WHEREAS, the Authority received the draft agreement from HCD on May 8, 2023 for execution, two months after the effective date of the agreement; and

WHEREAS, in order to minimize any negative impact program participants and property owners would experience from a lapse in subsidy, the Executive Director, in good faith, proceeded with administering the contract responsibilities; and

WHEREAS, with respect to services outlined in Exhibit A of the agreement, the Authority shall exercise due care in carrying out its responsibilities to comply with all HUD statutes, regulations, and standards for the appropriate program component; and

WHEREAS, HCD shall have all the responsibilities for implementation and program oversight as specified in its application to HUD and in the CoC Grant Agreement as executed with HUD; and

WHEREAS, this contract is contingent upon HCD receiving sufficient funding from HUD and may be terminated by HCD should federal funding for this program be insufficient or become unavailable; and

WHEREAS, HCD will present to the Alameda County Board of Supervisors, and staff seeks to execute the agreements by June 30, 2023.

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

THAT, the Board of Commissioners ratifies and approves the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care Tenant-Based Rental Assistance Program in an amount not to exceed \$3,000,000, and

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

*I certify that the foregoing resolution is a full, true and correct copy of a resolution
passed by the Commissioners of the Housing Authority of the City of Oakland,
California on June 26, 2023.*

Patricia Wells, Secretary / Executive Director

ADOPTED: June 26, 2023

RESOLUTION NO.



TO: Board of Commisioners

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution authorizing the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care (S+C) Home for Wellness program (H4W) in an amount not to exceed \$500,000.

DATE: June 26, 2023

Type: Consent 2023-113

RECOMMENDATION

This action authorizes the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development (HCD) to administer the Shelter Plus Care (S+C) Home for Wellness program (H4W) in an amount not to exceed \$500,000.

FISCAL IMPACTS/CONSIDERATION

As the Contract Administrator, the Authority would receive administrative fee revenue of approximately \$15,949 and an estimated subsidy revenue of \$405,803, which is allocated in the annual operating budget line-item number 3410-01-000. Housing assistance subsidy is calculated based on the Fair Market Rent (FMR) for the Oakland-Fremont FMR area. Any increases to the FMR during the contract period will be factored into the calculation and agreed upon by both parties in a contract amendment.

BACKGROUND

Each year, the U.S. Department of Housing and Urban Development (HUD) awards funding to HCD to support quality affordable housing that serves homeless individuals with disabilities and their families under Title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C 11301 et seq. and the Continuum of Care (CoC) Program regulations. The individuals served through this program primarily include those with serious mental illness, chronic problems with alcohol and/or drugs, and HIV/AIDS or related diseases. HCD allocates the funds to the Authority, via an annual agreement, for the Authority to serve as the contracted program administrator and provide rental assistance to eligible families, based on funding availability.

The Authority has administered multiple S+C contracts successfully for the past 15 years. The

contract term for this contract is July 1, 2023 to June 30, 2024, and the S+C Home for Wellness program (H4W) program component to be administered by the Authority as tenant-based rental assistance.

ANALYSIS

The Authority has the experience and capacity to administer the S+C contracts on behalf of HCD. As the contract administrator and in accordance with Exhibit A of the agreement, the Authority will disburse housing assistance and provide program administration services, such as:

1. Administer rental assistance for at least nineteen (19) rental units,
2. Conduct initial and annual verification of participant income and family composition for each participant household,
3. Conduct housing briefings for referrals and outreach agencies, where participants are informed of their tenant and CoC subsidy responsibilities and are provided housing resources,
4. Provide information to the County and property managers on tenancy and occupancy requirements,
5. Conduct rent reasonableness, negotiate rents, complete initial and routine inspections for all units,
6. Execute Housing Assistance Payment contracts with property managers and process monthly rental assistance subsidy payments to property managers, and
7. Collect and produce occupancy and rental assistance data.

HCD will implement the program requirements and perform a program oversight role, initiate any contract amendments, and assess and evaluate the performance of the Authority on a regular basis.

This contract is contingent upon HCD receiving sufficient funding from HUD and may be terminated by HCD should federal funding for this program be insufficient or become unavailable.

ACTION REQUESTED

Staff recommends adoption of a resolution authorizing the Executive Director to execute an agreement with the County of Alameda, Department of Housing and Community Development to administer the S+C H4W program component in an amount not to exceed \$500,000.

Attachments:

[SPC H4W Program Grant Resolution](#)

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH THE COUNTY OF ALAMEDA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR THE SHELTER PLUS CARE (S+C) HOME FOR WELLNESS PROGRAM (H4W) IN AN AMOUNT NOT TO EXCEED \$500,000.

WHEREAS, each year, the U.S. Department of Housing and Urban Development (HUD) awards funding to the Alameda County Department of Housing and Community Development (HCD) to support quality affordable housing that serves homeless individuals with disabilities and their families under Title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C 11301 et seq. and the Continuum of Care (CoC) Program regulations; and

WHEREAS, the individuals served through this program primarily include those with serious mental illness, chronic problems with alcohol and/or drugs, and HIV/AIDS or related diseases; and

WHEREAS, HCD allocates the funds to the Authority, via an annual agreement, for the Authority to serve as the contracted program administrator and provide rental assistance to eligible families, based on funding availability; and

WHEREAS, the Authority has administered multiple Shelter Plus Care (S+C) contracts successfully for the past 15 years; and

WHEREAS, the term for this contract is July 1, 2023 to June 30, 2024; and

WHEREAS, the S+C Home for Wellness (H4W) program component to be administered by the Authority as tenant-based rental assistance; and

WHEREAS, with respect to services outlined in Exhibit A of the agreement, the Authority shall exercise due care in carrying out its responsibilities to comply with all HUD statutes, regulations, and standards for the appropriate program component; and

WHEREAS, HCD shall have all the responsibilities for implementation and program oversight as specified in its application to HUD and in the CoC Grant Agreement as executed with HUD; and

WHEREAS, this contract is contingent upon HCD receiving sufficient funding from HUD and may be terminated by HCD should federal funding for this program be insufficient or become unavailable; and

WHEREAS, HCD will present to the Alameda County Board of Supervisors, and staff seeks to execute the agreements by June 30, 2023.

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 an agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care Home for Wellness program grant in an amount not to exceed \$500,000, and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on June 26, 2023.

Patricia Wells, Secretary / Executive Director

ADOPTED: June 26, 2023

RESOLUTION NO.



TO: Board of Commisioners

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution authorizing the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care Single-Room Occupancy program grant in an amount not to exceed \$700,000.

DATE: June 26, 2023

Type: Consent 2023-114

RECOMMENDATION

This action authorizes the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development (HCD) to administer the Shelter Plus Care (S+C) Single-Room Occupancy (SRO) program in an amount not to exceed \$700,000.

FISCAL IMPACTS/CONSIDERATION

As the Contract Administrator, the Authority would receive administrative fee revenue of approximately \$9,946 and an estimated subsidy revenue of \$616,623, which is allocated in the annual operating budget line item number 3410-01-000. Housing assistance subsidy is calculated based on the Fair Market Rent (FMR) for the Oakland-Fremont FMR area. Any increases to the FMR during the contract period will be factored into the calculation and agreed upon by both parties in a contract amendment.

BACKGROUND

Each year, the U.S. Department of Housing and Urban Development (HUD) awards funding to HCD to support quality affordable housing that serves homeless individuals with disabilities and their families under Title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C 11301 et seq. and the Continuum of Care (CoC) Program regulations. The individuals served through this program primarily include those with serious mental illness, chronic problems with alcohol and/or drugs, and HIV/AIDS or related diseases. HCD allocates the funds to the Authority, via an annual agreement, for the Authority to serve as the contracted program administrator and provide rental assistance to eligible families, based on funding availability.

The Authority has administered multiple S+C contracts successfully for the past 15 years. The

contract term for this contract is November 1, 2023 to October 31, 2024, and the S+C SRO program component to be administered by the Authority is located at the Harrison Hotel .

ANALYSIS

The Authority has the experience and capacity to administer the S+C contract on behalf of HCD. As the contract administrator and in accordance with Exhibit A of the agreement, the Authority will disburse housing assistance and provide program administration services, such as:

1. Administer rental assistance for at least forty-six (46) rental units,
2. Conduct initial and annual verification of participant income and family composition for each participant household,
3. Conduct housing briefings for referrals and outreach agencies, where participants are informed of their tenant and CoC subsidy responsibilities and are provided housing resources,
4. Provide information to the County and property managers on tenancy and occupancy requirements,
5. Conduct rent reasonableness, negotiate rents, complete initial and routine inspections for all units,
6. Execute Housing Assistance Payment contracts with property managers and process monthly rental assistance subsidy payments to property managers, and
7. Collect and produce occupancy and rental assistance data.

HCD will implement the program requirements and perform a program oversight role, initiate any contract amendments, and assess and evaluate the performance of the Authority on a regular basis.

This contract is contingent upon HCD receiving sufficient funding from HUD and may be terminated by HCD should federal funding for this program be insufficient or become unavailable.

ACTION REQUESTED

Staff recommends adoption of a resolution authorizing the Executive Director to execute an agreement with the County of Alameda, Department of Housing and Community Development to administer the S+C SRO program component in an amount not to exceed \$700,000.

Attachments:

[SPC Single Room Occupancy Grant Resolution](#)

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO
EXECUTE AN AGREEMENT WITH THE COUNTY OF ALAMEDA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR THE
SHELTER PLUS CARE SINGLE-ROOM OCCUPANCY PROGRAM GRANT IN
AN AMOUNT NOT TO EXCEED \$700,000.**

WHEREAS, each year, the U.S. Department of Housing and Urban Development (HUD) awards funding to the Alameda County Department of Housing and Community Development (HCD) to support quality affordable housing that serves homeless individuals with disabilities and their families under Title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C 11301 et seq. and the Continuum of Care (CoC) Program regulations; and

WHEREAS, the individuals served through this program primarily include those with serious mental illness, chronic problems with alcohol and/or drugs, and HIV/AIDS or related diseases; and

WHEREAS, HCD allocates the funds to the Authority, via an annual agreement, for the Authority to serve as the contracted program administrator and provide rental assistance to eligible families, based on funding availability; and

WHEREAS, the Authority has administered multiple Shelter Plus Care (S+C) contracts successfully for the past 15 years; and

WHEREAS, the term for this contract is November 1, 2023 to October 31, 2024; and

WHEREAS, the S+C Single Room Occupancy (SRO) program component to be administered by the Authority is located at the Harrison Hotel; and

WHEREAS, with respect to services outlined in Exhibit A of the agreement, the Authority shall exercise due care in carrying out its responsibilities to comply with all HUD statutes, regulations, and standards for the appropriate program component; and

WHEREAS, HCD shall have all the responsibilities for implementation and program oversight as specified in its application to HUD and in the CoC Grant Agreement as executed with HUD; and

WHEREAS, this contract is contingent upon HCD receiving sufficient funding from HUD and may be terminated by HCD should federal funding for this program be insufficient or become unavailable; and

WHEREAS, HCD will present to the Alameda County Board of Supervisors, and staff seeks to execute the agreements by June 30, 2023.

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 an agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care Single-Room Occupancy program grant in an amount not to exceed \$700,000, and

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

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on June 26, 2023.

Patricia Wells, Secretary / Executive Director

ADOPTED: June 26, 2023

RESOLUTION NO.



Oakland Housing Authority

SUBJECT: Operational Departments May 2023 Monthly Reports

DATE: June 26, 2023

Type: Informational

2023-120

Attachments:

- 01 - Family and Community Partnerships
- 02 - Leased Housing
- 03 - Office of Property Operations
- 04 - Capital Improvement
- 05 - Office of Real Estate Development
- 06 - Asset Management
- 08 - Risk Management
- 07 - Information Technologies

Oakland Housing Authority
Monthly Status Report
May 2023



Section 3 Construction and Non-Construction

Twenty-three (23) participants are enrolled in the Section 3 program; sixteen (16) are currently working on construction projects, and seven (7) are seeking employment.

Section 3 List

Trade	# Working	# Seeking Employment	Total
Carpentry	7	3	10
Cement Mason	1	0	1
Electrical	1	0	1
Iron Worker	0	1	1
Laborer	6	1	7
Operating Engineer	0	1	1
Painter	0	1	1
Welder	1	0	1
TOTAL	16	7	23

Section 3 Compliance

FCP received five (5) trades requests for nineteen (19) Section 3 opportunities. Five (5) contractors received compliance reports, as FCP was unable to refer residents for these positions because the current list of unionized workers does not possess the necessary qualifications, or they are already employed.

Section 3 Hires (Construction/Non-Construction)

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
Section 3	1	-	-	Sun Light & Power	Iron Worker
Total	1	0	1		

Section 3 Compliance

Trade	# of Requests	# of Positions	# Referred	# Hired	Compliance Reports Issued
Laborer	1	2	0	0	1
Steamfitter/Pipefitter/Plumber	2	4	0	0	2
Sprinkler Fitters	1	9	0	0	1
Electrical	1	4	0	0	1
Total	5	19	0	0	5

Hiring Events

Event	OHA Participants	Community Participants	Total
Job Fair at Lockwood Gardens	9	4	13
Total	9	4	13

Employment Assistance

Assistance Type	FSS	ROSS	Section 3	General	TOTAL
Resume/Cover Letter Writing	0	0	0	1	1
Career Exploration	0	0	0	1	1
Job Search Assistance	1	0	0	1	2
Job Preparation/Counseling	0	0	0	2	2
Total	1	0	0	5	6

Youth Employment

Provider	Enrolled this month	Enrolled in this contract term	Enrolled in Training	OJT Placements (Month)	OJT Placements (PTD)	College Enrollments
LAO Family	9	160	137	5	79	25
YEP	1	9	9	5	7	NA
TOTAL	10	169	146	10	86	25

A youth employment program participant with LAO Family that's employed at Starlite Childcare left a great impression on their worksite supervisor and was advised that she would like to keep the participant after completing their one hundred (100) hours of paid work experience.

T-Mobile Tablet Distribution

FCP Program	Tablets/Chromebooks Distributed (Month)	Program Total (YTD)
Education Initiative	1	21
FSS	0	2
ROSS	0	0
General Support	0	0
RAB	0	0
Total	1	23

T-Mobile Tablet & Chromebook Distribution

One (1) Chromebook was distributed in May to the Education Ambassador.

Family Self-Sufficiency (FSS) Program

Family Self-Sufficiency

Program	Total	New Enrollees	Escrow Accounts	Graduates	Escrow Disbursed	Termination or Exits	Escrow Forfeited	Escrow Transferred (RHA)
Section 8	137	10	87	0	0	1	\$0	0

PH	14	1	5	0	0	0	\$0	0
FUP-Youth	13	0	6	0	0	0	\$0	0
FYI	9	4	0	0	0	0	\$0	0
Total	173	15	92	0	\$0	1	\$0	0

- FSS coordinators addressed eighty-eight (88) inquiries about the program received through the FSS email account.
- Four (4) FSS Program orientations were conducted in May 2023, resulting in twenty-three (23) registrations and thirty-nine (39) attendees.
- Twelve (12) FSS participants received a quarterly contact to review and update their Individual Training and Services Plan (ITSP) for program graduation. Twenty-one (21) FSS participants are within six (6) months of graduation and eight (8) have met with their Coordinator to prepare for graduation.

Family Unification Program (FUP) Youth

Applicants	Current Participants	New Enrollments (Current Month)	Transitioned to FSS	Program Exits to Date	Program Enrollments to Date
0	7	0	13	11	31

Youth and Education

Promise Plus Program – Enrollment and Engagement

The Education Team concluded the 2022-2023 school year with two hundred and forty-five (245) Promise Plus students enrolled. During this last month of school, the Education Coordinators focused on connecting with Promise Plus families to ensure their children knew about available end of school year activities and upcoming summer programs and activities. The Education Coordinators worked closely with partner schools during the eight-day teacher strike to ensure Promise Plus families/students were informed and supported while their educational instruction was interrupted.

Promise Plus Program

OUSD Schools	Previous Students Enrolled	New Enrollments	Total Enrollment
Prescott Elementary	17	0	17
Martin Luther King, Jr.	18	0	18
Lockwood Steam Academy	33	0	33
Markham Elementary	16	0	16
West Oakland Middle	27	0	27
Westlake Middle	4	0	4
Elmhurst Middle	7	0	7
Frick Impact Middle	21	0	21
McClymonds High	13	0	13
Oakland High	3	0	3
Fremont High	14	0	14
Castlemont High	13	0	13

Non-Partner Schools	59	0	59
Total	245	0	245

Promise Plus Student Highlights

The Education Team attended the promotions and graduations of Promise Plus students at our partner and non-partner schools. FCP gifted the cost of graduation caps and gowns for six (6) Promise Plus students who participated in the College Crunch application days and PHADA application scholarship. Twenty-four (24) high school seniors graduated who are enrolled in Promise Plus.

At the 22nd Annual African American Honor Roll four (4) Promise Plus middle school students and three (3) Promise Plus high school students were honored.

High School Graduations and Graduate Spotlight



McClymond's HS



Fremont HS



Castlemont HS



Oakland HS



Zion Bell, Promise Plus High School Graduate - Skyline High School Received a Certificate of Achievement from the California State Legislature for Educational Achievement and Exemplary Leadership, Natives Give Back Attendance Award for 90% or above attendance, and OUSD African American Honor Roll for his 3.75 GPA. He will be attending San Francisco State University this fall.

Carlyse Quinn, Promise Plus High School Graduate - Castlemont High Received the John H. Makey - Castlemont Alumni Scholarship. She will be attending the University of California Riverside in the fall to earn her degree in English on a full academic scholarship.



Middle School Promotion

During the promotion at West Oakland Middle School, two (2) Promise Plus students received special acknowledgment certificates.



Julius Shipp
(Certificate of Excellence in Arts)



Marcus Wheeler
(Certificate of Achievement)

Elementary School Promotions

During the 5th grade promotion at Prescott Elementary School, Promise Plus students received Student of the Month certificates for improvement in behavioral, attendance or academic outcomes.



Community Events

- The City of Oakland Council Office donated twenty-five (25) tickets to Promise Plus families to attend the UniverSoul Circus. Each family received tickets and a gas card to attend the family event.
- The Education Analyst and FCP Director attended the “CLPHA 2023 Housing Is” conference held in Washington D.C. to learn about public housing best practices in education, health, and housing and to establish new partnerships.
- Thirty (30) youth residents registered to attend the 7-day overnight Camp Mendocino scheduled in June.
- OHA sent families notification of the on-site Summer Lunch Programs, which are scheduled to start the first week of June at Lockwood Gardens and Peralta Village. The youth will receive free lunch meals Monday through Thursday and will be able to participate in on-site activities throughout the summer.

OUSD School Site Meetings and Support Services

- The Education Coordinators and two (2) Education Ambassadors completed the City of Oakland’s Summer Lunch program training.
- The Education Coordinators attended two (2) webinars by Attendance Works on The Face of Homelessness in Alameda County and Literacy & Attendance.
- Thirteen (13) Promise Plus families received supportive services with clothing and transportation.

Resident Opportunities Self Sufficiency (ROSS) Program

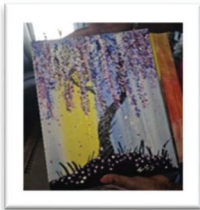
ROSS Program

Program	ROSS Participants	New Enrollees (Month)	YTD (Exits)
Public Housing	145	0	2

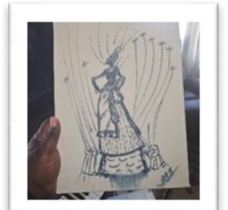
Program Assessments

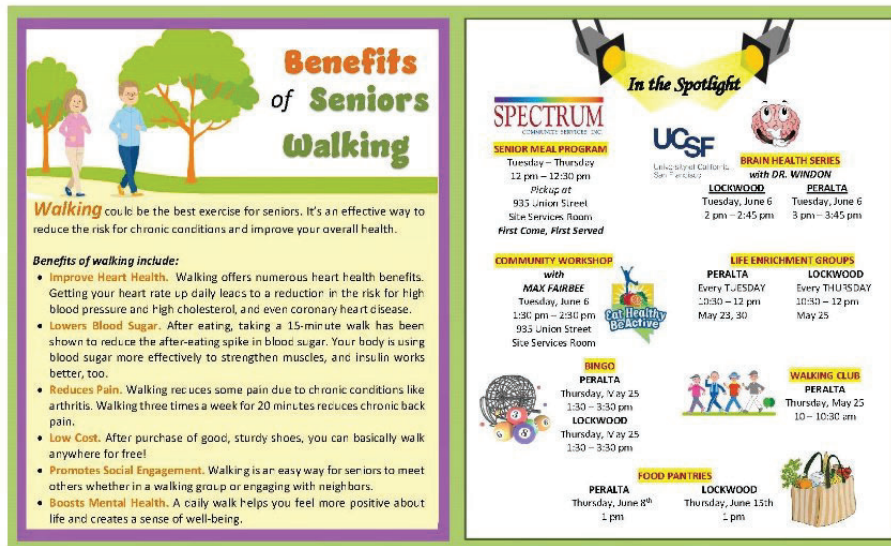
Program	Participants
ROSS	56
General Support	57

Senior Services



One-hundred (100) senior participants from Peralta Village, Lockwood Gardens, Palo Vista Gardens, and Campbell Village received a Seniors Connect newsletter. In addition, the seniors received a floral reusable tote bag with a paint-by-numbers canvas and woodcraft.





Senior Lunch “Grab and Go” Hot meals – Peralta Village

FCP staff distributed two hundred and eighty (280) hot meals to seniors. In addition, each participant received weekly educational materials and resources from Spectrum.

Senior Lunch Delivery Program

	Monthly Total	YTD
“Grab & Go” Hot Meals	280	1483

Senior In-Person Activities

FCP hosted in-person senior activities with Bingo at Peralta Village and Lockwood Gardens. Twenty (20) participants enjoyed refreshments, socialization, several rounds of Bingo, and game prizes, in addition to learning about additional FCP programs. Commissioner Mays volunteered to call out numbers. To increase senior socialization, FCP will continue hosting activities including Karaoke, Senior Canvas Art, Movie Time, and more.

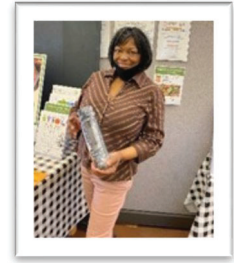


“Positioned 4 Purpose” Life Enrichment Groups

FCP continued its Life Enrichment Groups “Positioned 4 Purpose” a weekly support group offered at Lockwood Gardens and Peralta Village. Led by OHA ROSS Coordinator, Lisha Allen, the group is designed to help residents foster connections, and address trauma and self-care. Ten (10) residents attended the four (4) workshops.

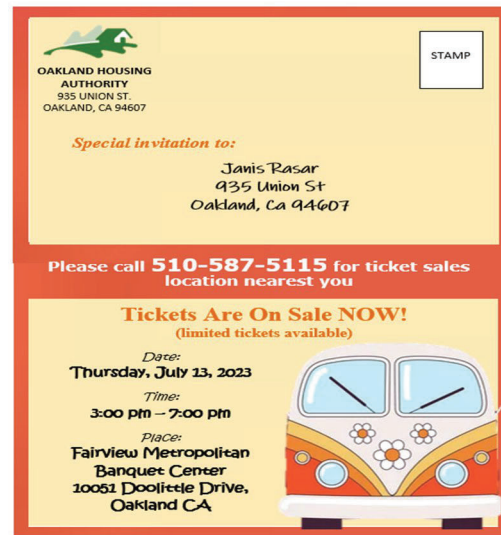
Walking Club at Peralta Village

Walking Club began on Friday, May 26th. The Walking Club was created to get residents outside and more interactive with each other. One (1) resident attended the first Walking Club, and she received a reusable water bottle. The walking club walked around Peralta Village, approximately two-thousand (2,000) steps.



40th Annual Senior Splendor Committee Meetings

FCP continues to plan for this year's 40th Annual Splendor event in celebration of OHA's senior community. Twelve (12) residents from Palo Vista, Lockwood Gardens, Peralta Village, and Campbell Village met bi-weekly to finalize the planning.



Special Programs

Emergency Housing Voucher (EHV) Welcome Kits

FCP issued twenty-four (24) Emergency Housing Voucher (EHV) Welcome Kits.

Foster Youth to Independence (FYI) Program Housing Workshop

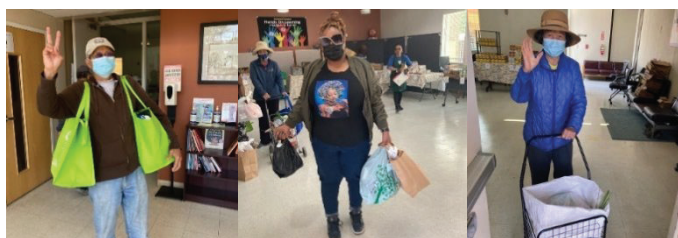
Nineteen (19) FYI participants received housing search assistance and were provided housing listings, application assistance, landlord communication coaching, referrals for credit repair, and security deposit assistance. Three (3) FYI participants attended the housing search assistance workshop.

Health and Wellness

Food Programs – Peralta Village & Lockwood Gardens

FCP, in collaboration with the Alameda County Community Food Bank, conducted three (3) food pantries at Peralta Village, Lockwood Gardens, and facilitated a home delivery pantry in partnership with DoorDash. FCP has moved its onsite pantries to allow participants to now self-select their food to build their own food bag as opposed to receiving a preassembled bag. FCP also received a donation of one-hundred and fifty (150) breads from Semi Freddi's to assist with the pantries.

DoorDash delivered food bags to elderly and disabled residents living in Campbell Village, the OAHPI developments, and participants in the Section 8 program who cannot come to OHA's onsite food pantries. FCP programs flyers were provided in each bag.



Food Assistance

	Spectrum Grab & Go	Peralta Village	Lockwood Gardens	DoorDash Pantry	Total
Food bags provided	0	94	80	66	240
Senior Lunches	280	0	0	0	280
Residents served	22	217	208	118	565

Homeownership

- One (1) homeowner achieved self-sufficiency and has exited OHA's Homeownership program. This homeowner purchased a three (3) bedroom, one (1) bathroom home in 2012 for \$179,370 and it is now estimated value of \$570,000. Since the purchase of her home, she has doubled her annual employment income to over \$75,000 and began paying her full mortgage by herself in 2021 without any subsidy. This month, she officially ended her participation with OHA and is now a Homeowner Graduate! Her future goals include investing in rental property in another state and to visit Africa.
- One (1) OHA participant purchased a three (3) bedroom, two (2) bathroom townhome in a gated community in East Oakland for a purchase price of \$517,000. This single mom of three (3) also graduated from the FSS program in 2022 with homeownership preparation as one of her FSS goals. She used her FSS escrow savings toward the down payment for her purchase. She is looking forward to enjoying her new home with her children!
- Two (2) participants that were referred by the homeownership coordinator, enrolled in the FSS program where they can receive assistance with saving for a down payment and preparing for homeownership.
- The Homeownership coordinator assisted two (2) current homeowners with resolving mortgage payment challenges.
- Twenty-Seven (27) participants received information about the homeownership program.

Participants Pre-qualified for Homeownership (Lender Qualified)

Voucher Size	# Families Searching	Average Household Income	Average Loan Amount
1 Bedroom	-	-	-

2 Bedrooms	2	\$44,600	\$400,000
3 Bedrooms	-	-	-
4 Bedrooms	-	-	-

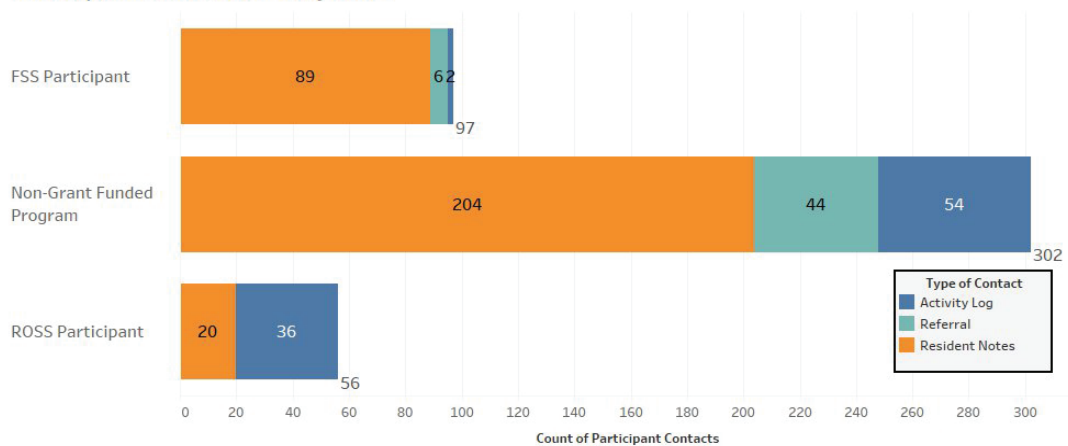
Homeownership Applicants

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

Homeownership Program

Current Homeowners	Total Homes Purchased (Since 2004)	Program Terminations (YTD)	Program Graduates (YTD)	Pending Refinance	Total Homes Refinanced (YTD)
69	123	0	1	0	0

Participant Encounters - May 2023



2023 YTD Participant Encounters

Resident Notes Referrals Activity Log Participants (Unduplicated)

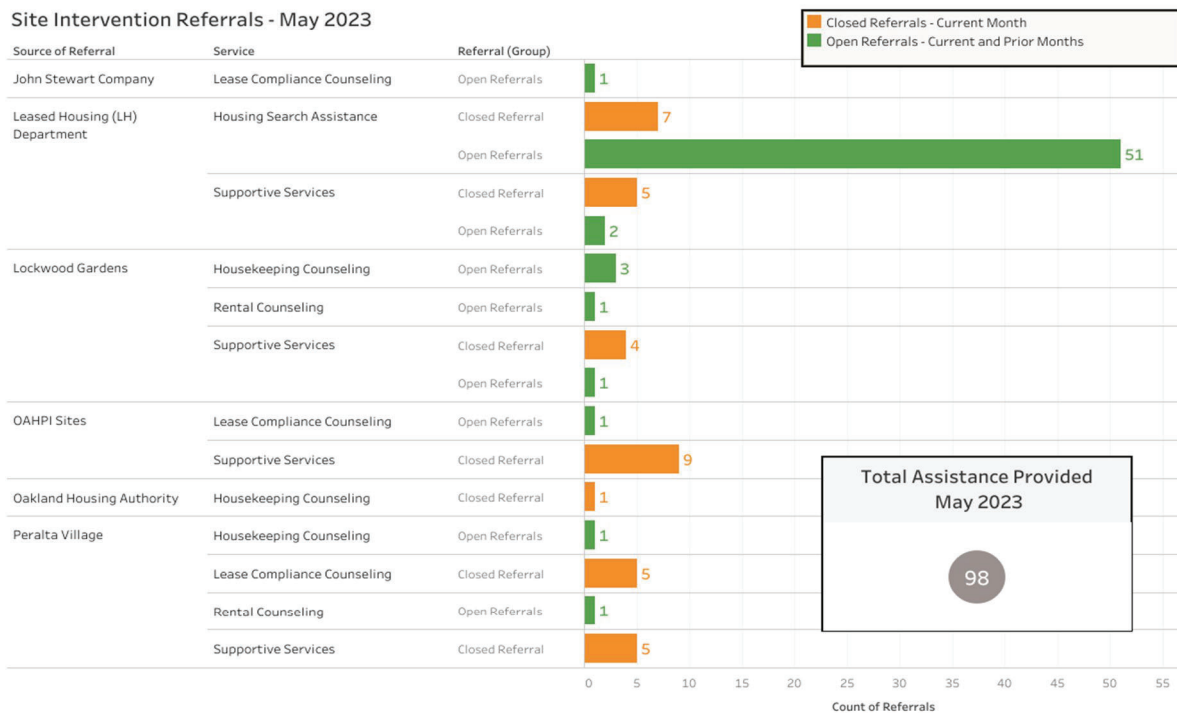


Site Services

Household Cleaning Kits	
Participant Request	Issued
28	28

Site Meetings

Staff from FCP, OAHPI, OHAPD, and OHA's Green Team facilitated five (5) site meetings with twenty-four (24) residents in attendance.



2023 YTD Summary

Referrals Opened

175

Referrals Closed

142

Civic Engagement

OHA Resident Advisory Board (RAB)

The Resident Advisory Board agreed to not hold a meeting in May and opt to replace the meeting to assemble the emergency kits for the senior residents.

Leased Housing Department- June 2023 Report

2011 Housing Choice Voucher Wait List

There are a total of **303** applicants on the waitlist. OHA has reconciled its purged records for a final applicant list.

Virtual briefings FY23

IE Virtual Briefing Dates	# of families invited	# of families attended
July 2022	76	67
August 2022	30	33
September 2022	30	24
October 2022	56	48
November 2022	62	51
December 2022	36	35
January 2023	62	55
February 2023	44	46
March 2023	38	39
April 2023	48	40
May 2023	56	55

OAHPI Intake FY23

Intake date	# of families invited	# of families attended	# of families removed from Waitlist	# Referred pending TSV/leasing
July 2022	210*	0	0	43
August 2022	0	128	0	38
September 2022	0	0	0	21
October 2022	0	0	6	1
November 2022	0	0	1	14
December 2022	83	21	63	5
January 2023	0	0	0	6
February 2023	205	104	25	27
March 2023	0	0	0	4
April 2023	91	19	72	4
May 2023	0	0	0	0

*Intake appointments scheduled on 8/4

PBV to HCV Activity

- Thirty-Five families remain on the Request List.

2014 Public Housing Wait List

Intake date	# of families invited	# of families attended	# of families removed from waitlist	# Referrals pending TSV/leasing
July 2022	0	0	0	0
August 2022	0	0	0	3
Sept 2022	0	0	0	4
October 2022	99	11	36	3
November 2022	121	17	95*	12
December 2022	0	0	0	4
January 2023	0	0	0	4
February 2023	0	0	0	7
March 2023	0	0	0	3
April 2023	0	0	0	17
May 2023	0	0	0	0

*no show 2nd intake appointment

Waitlist Openings:

OHA opened the Public Housing Waitlist for Lockwood Gardens and Peralta Village for the period January 17, 2023-January 31, 2023. The lottery has been completed. The OHA Public Housing Waitlist has been established with the 500 applicant households.

Summary Report

April 2023

May 2023

Eligibility

Waitlist Activities and Port-in

• Intake appointments scheduled 2011 waitlist	0	0
• Intake appointments attended 2011 waitlist	0	0
• Briefing and voucher issued for applicants from 2011 wait list and Mainstream	0	0
• Intake, Briefing and voucher issued for Port-In and Survivor vouchers/FUP	12	9

Project Based Voucher and Tenant Protection Vouchers

• New Move-in Intake and briefing PBV/TPV incl OAHPI	9	15
• Relocation vouchers issued for OAHPI Households	0	0

Special Programs (including non-MTW)

Intake, briefing and voucher issued:

• HUD VASH	1	5
• Mod Rehab/S+C	6	1
• Intake, briefing: Local Programs/ PACT	0	0

Public Housing and OAHPI Eligibility:

• Intake	91	0
• Processing for Eligibility	20	12
• Referred Households	15	0

Total new vouchers issued (tenant & unit based) 28 30

Denial of Admission/Withdrawals 57 0

Owner Services**Initial Inspections**

• Move-in inspections	142	167
• Passed Inspections	70	80
• New contracts (new, transfer, port-ins)	52	150

Rent Increases

• Rent increases requested	717	391
• Rent increases approved	647	298
• Rent increases denied/declined	45	24
• Rent increases pending review/HQS	25	60

Annual Inspections

• Total number of Annual Inspections performed	730	795
• Number of annual inspections passed	299	292
• Failed with owner and tenant items	250	280
• Inspections rescheduled, vacant, or cancelled	84	92
• No Shows	96	131

Reasonable Accommodations

• Total number of requests received	13	54
• Total number approved	10	8
• Total number pending	0	34
• Total number denied	3	12

Occupancy

• Total annual recertification scheduled	304	510
• Total annual recertification's completed	311	252
• Total interim recertification's completed	163	282
• Transfer voucher within Oakland	92	65
• Portability vouchers issued	53	30
• Total no. of transfer vouchers issued	145	95
• Total no. of Decisions to Terminate Assistance	2	24
• Total Meet & Discuss appointments	0	1
• Resolution cases	154	195

Special Programs

• Interims completed	101	128
• Recertification's completed	168	199
• Field recertification's	0	0
• Transfer port vouchers issued	11	21
• Resolution cases	0	117
• Files to CGI		

Program Terminations

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

Customer Service

• Walk in visitors	1,061	1031
• 1540 Leased Housing main phone line	2,624	2657

• Avg. calls/day to Customer Service	164	221
<u>LEP Calls</u>		
• Cantonese/Mandarin	26	58
• Spanish	0	27
• Vietnamese	4	7

Leased Housing Department Special Programs and Initiatives:

VASH

OHA has a total allocation of 526 VASH vouchers and 281 leased. OHA received 3 new referrals. OHA approved a conditional award of 18 vouchers to the Lake Park/EAH affordable housing project, 8 vouchers were awarded to 285 12th Street/EBALDC and 19 vouchers to 2700 International Blvd/Unity Council.

Mainstream

OHA has a total allocation of 262 Mainstream vouchers (MS5/MS28), 184 utilized and 7 searchers.

On December 19, 2022, OHA was awarded 50 additional vouchers and \$957,456 voucher funding and \$131,000 in Extraordinary Administrative fees. The Effective date is February 1, 2023.

Confidential Client Request (CCR) Policy

The purpose of this policy is to ensure OHA and OAHPI are in compliance with the provisions of the Violence Against Women's Act (VAWA) and to describe the procedures for processing VAWA and the Threat of Physical Harm requests, timely, effectively, fairly, and to maintain confidentiality. OAHPI PBV is recommending amending its transfer policy to allow a 5 to 1 ratio. For every five applicants housed, one transfer will be approved. If determined an imminent threat exists, OHA will offer transfer to vacant and available 3rd party PBV unit or if available a Housing Choice Voucher. The goal is to fill vacant available units with applicants in need of affordable housing on the existing OAHPI waitlist and not simply transfer internal housed residents.

The Leased Housing Department received 10 CCR's for review and processing.

Portability

A total of 15 participant households ported in from other PHA's. OHA is absorbing all port in households except VASH and EHV.

There are 45 unabsorbed OHA participant families living in the jurisdiction of another housing authority. The majority are living in the following jurisdictions: Contra Costa County, Alameda County, City of Alameda, Berkeley, and Richmond.

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

Emergency Housing Vouchers

The Department of Housing and Urban Development (HUD) allocated \$5 billion in American Rescue Plan (ARP) funds for emergency housing vouchers that will assist individuals and families who are experiencing or at risk of experiencing homelessness. The \$5 billion funding gives communities the resources needed to help eligible households find and remain in housing. HUD estimates that these Emergency Housing Vouchers (EHVs), alongside resources provided by the CARES Act, could help house 130,000 households nationwide.

In May 2021, HUD awarded the Oakland Housing Authority 515 EHV's. OHA will work in partnership with its local Continuum of Care, the Coordinated Entry System and other local Public Housing Authorities to advance and improve the housing outcomes of individuals most impacted in Alameda County.

In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories:

- Homeless
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

The EHV program is a direct referral program. Alameda County Coordinated Entry will send direct applicant referrals for Emergency Housing Vouchers to OHA. OHA will conduct eligibility screening and inspect all units. OHA also received Administrative fees for activities related to assisting EHV applicants with leasing units. OHA is working closely with Alameda County PHAs and the Continuum of Care to finalize a joint Memorandum of Understanding. OHA has convened an EHV work team who are collaborating with other local PHAs, County staff and a community partner to prepare a standardized application, workflow and SOP's. HUD has also provided administrative fee funding for a number of activities to assist with leasing such as landlord incentives, security deposits, "speed" leasing bonus and care packages for new residents. The program launched late July 2021. The EHV dashboard is available on the website www.oakha.org.

Total Award	Total Leased/Utilized	Total Searching	Contracts Pending Activation	Applicants in Eligibility Screening/CBS
515	561	30	15	2

Owner Incentives

Per OHA's MTW plan, Leased Housing has launched four owner incentives: Vacancy Loss (Re-Rent Bonus), Pre-Qualifying inspections, Signing Bonus, and Owner Recognition and Unit Repair.

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

OHA paid \$30,788 in vacancy loss to 10 owners. Units had an average vacancy period of 86 days.

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

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

Signing Bonus - For new landlords who sign a contract with OHA allowing a voucher family to move into one of their available units, OHA will pay the owner a \$1,000 signing bonus. This is for all owners who sign a contract with OHA.

OHA paid 114 owners a \$1,000 bonus/\$114,000.

Apartment Repair Loan –OHA will reimburse owners up to \$2,250 for repairs made to fix Housing Quality Standard fail items on units that have never received HUD subsidy. The repairs must be verified by OHA. Once the Housing Assistance Payment (HAP) contract is signed and repairs are verified, OHA will reimburse the owner requests received within 30 days of HAP contract execution. This incentive launched November 2021.

OHA paid 7 owners for a total of \$12,934.

New Contracts Entered for Owner Payment May 2023

PBV	26
HCV	108

HUD VASH	6
TRA/Shelter Plus	7
Mod Rehab	1
FYI/FUPF	2
Contracts Entered for Payment	150

Project Based Vouchers

Projects in the pipeline

95th and International - The project sponsor anticipates receiving the Certificate of Occupancy by June 2023. Staff will share information about the grand opening event once it is available.

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 8 client interactive/warning meetings, processed 26 owner notification letters, resolved 9 late rent notices, resolved 80 resolution cases and processed 21 proposed termination notices. Additionally, the team assigned 0 police reports. There were \$2,361 calculated in subsidy overpayments. The team is developing an owner notice explaining the status of state/federal emergency moratorium and City of Oakland eviction moratorium and resources for non-payment of rent to limit potential evictions and interim income adjustments.

Rent Increases

Leased Housing received 391 rent increase requests. There were 193 Housing Choice Vouchers completed. The average rate of increase was 8% and average amount approved was \$148.

Special Needs Housing

The Harrison Hotel is part of the County's Shelter Plus Care program subsidizing 46 units, reported 100% lease up for formerly homeless disabled residents. The County refers applicants to OHA for intake and unit inspections.

Local Programs

Sponsor Based Housing Assistance Program (SBHAP)

The SBHAP initiative is a partnership with the City of Oakland to provide housing assistance to up to 180 households experiencing homelessness. This initiative leverages funding for supportive services as the City of Oakland funds providers who offer a variety of housing navigation and tenancy sustaining supports. The total FY 2023 budget is \$4,209,693.

The program can serve up to 180 households in FY23.

- a) Program Details - Services, Funders, Service Providers and Target Population

Total number of households to be served: **Minimum: 100, Maximum: 180**

2)

Oakland Housing Authority - OPRI Units			Min: 87 HH	Max: 180 HH
Services/ Funder	# of HH Served Min - Max.	Target Population	Supportive Services Provider	Housing Services Provider
PATH: Community Housing Services	27-30	Encampments/ Shelter	Lifelong Medical St. Mary's Center Building Futures w/ Women & Children	Abode Services
Behavioral Health Care Services	18 - 20	Encampments/ Shelter: Homeless. Serious Mental Illness	Lifelong Medical	Abode Services
TBD	20-40	Community Cabins	ROOTS	ROOTS
Oakland Department of Violence Prevention (Formally known as Oakland Unite): Dept. of Human Services	25-30	Re-entry: Adult Probation & Parole	Abode Services	Abode Services

PATH: ESG & THP+ Funding	17-20	Homeless Youth Ages 18-24 who are homeless or at-risk of homelessness and exiting the foster care or juvenile justice system	First Place for Youth	First Place for Youth
City of Oakland – HSD - CHS	20-40	Families experiencing homelessness, at risk of homelessness or victims of domestic violence	Building Futures for Women & Children	Building Futures for Women & Children

Building Bridges/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. The BOC approved a new Contract term is 5 years. Costs to not exceed \$2,400,000 over the five-year term; with \$,480,000 budgeted annually. Contract execution is in process. Invoices are billed quarterly.

An average of 30 families per month will receive a rental subsidy equal to the fair market rent based on unit size from OHA. Reasons for denial: Incomplete information, client exited from Housing Support Program by County, client request, non-compliance with CalWORKs program, or no inspection requested or passed.

Available	Referrals received	Households subsidized	Households in eligibility process/inspection
50	17	9	8

First Place for Youth (FPFY)

FPFY Building Bridges program is a short-term five-year program for up to 50 participants. The current contract expires July 31, 2023, staff are in discussion with the current vendor.

Staff will work with our Contract Compliance and General Service team to prepare a new solicitation.

Available	Referrals received	Households Subsidized	Households in eligibility process and inspection
50	4	9	3

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

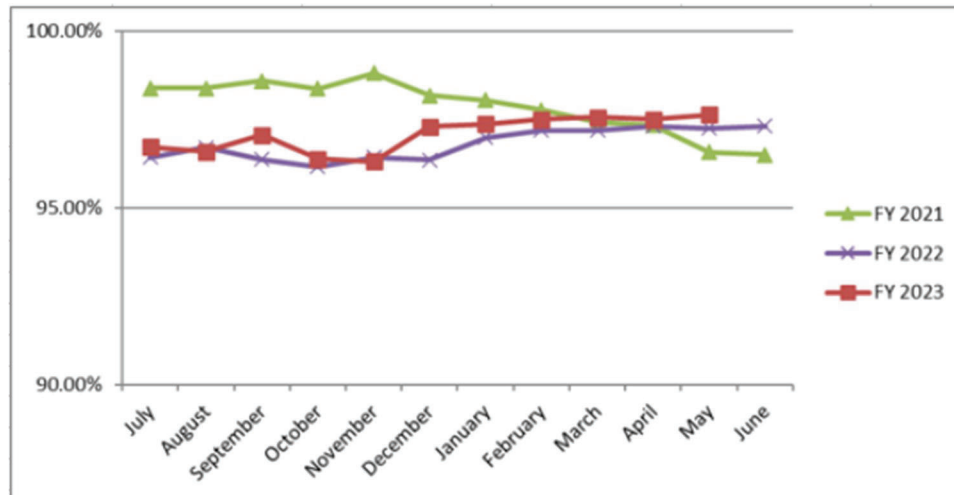
As of April 2023 TOTALS	Total Units	Vacant or Non-Eligible Units	Eligible Units	Subsidy Per Unit
	311	128	183	\$933

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

Property Operations Department

Occupancy Report

Public Housing Occupancy Rates - TOTAL PORTFOLIO 97.64%



All Authority Public Housing Units

Month	Occupancy Rate
May 2022	97.25%
June 2022	97.31%
July 2022	96.73%
August 2022	96.59%
September 2022	97.06%
October 2022	96.38%
November 2022	96.31%
December 2022	97.30%
January 2023	97.38%
February 2023	97.51%
March 2023	97.56%
April 2023	97.51%
May 2023	97.64%

Authority Managed Public Housing Units

Development	Total Units	Non-Dwelling Units/Exempt	Available Units	Occupied Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Lockwood Gardens	372	3	369	358	9	0	2	97.83%	97.02%
Peralta Village	390	2	388	382	4	1	1	98.45%	98.45%
Total	762	5	757	740	13	1	3	98.15%	97.75%

OAHPI Project Based Section 8 Units

Portfolio	Total Units	Excluded Units (HCEB)	Available Units	Occupied Units	Down Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Deep East	278	10	268	248	5	5	4	6	94.40%	92.54%
East	258	0	258	239	10	3	4	2	96.51%	92.64%
Fruitvale	270	3	267	255	8	1	0	3	96.25%	95.51%
San Antonio	244	4	240	222	8	1	4	5	94.17%	92.50%
West	231	0	231	212	9	3	2	5	92.21%	91.77%
North	239	0	239	227	9	1	0	2	91.63%	94.98%
Total	1,520	17	1,503	1,403	49	14	14	23	94.28%	93.35%

OAHPI – PACT Program

Portfolio	Total Units	Office Admin Purposes	Program Units	Program Occupied Units	Employee Occupied Units	Down Units/CID	Units in Turnover	Application in process from ACSO	Reserved/Preleased Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
East	20	1	19	3	0	2	8	0	0	6	15.79%	15.79%

Recertification Report

Authority Managed Public Housing Units

Development	Completed Annual Recertifications	Recertifications/ Outstanding	Recertifications/ Legal	Current Month Backlog
Lockwood Gardens	4	13	0	13
Peralta Village	36	6	2	4
Total	40	19	2	17

Tenant Rent Collections

Authority Managed Public Housing Units

Development	Charged	Collected	Percent Collected
Lockwood Gardens	\$166,052	\$120,394	72.50%
Peralta Village	\$150,661	\$129,810	86.16%

OAHPI Project Based Section 8 Units (Includes HAP)

Portfolio	Charged	Collected	Percent Collected
Deep East	\$589,682	\$465,771	78.99%
East	\$576,138	\$450,771	78.24%
Fruitvale	\$659,211	\$576,659	87.48%
San Antonio	\$659,211	\$576,659	87.48%
West	\$525,296	\$442,323	84.20%
North	\$613,672	\$529,395	86.27%

Tenant Accounts Receivables

Authority Managed Public Housing Units

Development	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Lockwood Gardens	\$102,110	\$84,273	\$0	\$917,143	(\$63,155)	\$1,103,527
Peralta Village	\$87,593	\$69,907	\$0	\$600,994	(\$51,096)	\$758,494

* Includes Current and On-Notice Tenant Rent and Misc. charges.

OAHPI Project Based Section 8 Units Tenant Rent

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$124,875	\$101,135	\$2,699	\$1,630,621	(\$48,109)	\$1,859,329
East	\$123,415	\$105,810	(\$480)	\$2,007,097	(\$62,193)	\$2,235,842
Fruitvale	\$101,814	\$91,157	\$0	\$1,177,880	(\$66,617)	\$1,370,851
San Antonio	\$39,985	\$52,244	\$3,294	\$665,467	(\$85,050)	\$760,991
West	\$92,150	\$69,799	(\$2,395)	\$836,841	(\$74,158)	\$996,394
North	\$73,784	\$81,999	\$0	\$1,006,720	(\$151,041)	\$1,162,502

* Includes Current and On-Notice Tenant Rent and Misc. charges.

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

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total HAP Owed
Deep East	\$57,719	\$59,358	\$0	\$751,853	\$0	\$868,930
East	\$50,055	\$47,477	\$0	\$771,579	\$0	\$869,111
Fruitvale	\$33,642	\$22,549	\$0	\$674,991	(\$202)	\$731,182
San Antonio	\$67,250	\$29,506	\$76	\$716,507	(\$6,945)	\$813,339
West	\$58,932	\$54,714	\$3,065	\$886,624	(\$1,665)	\$1,001,670
North	\$55,888	\$40,864	\$0	\$851,864	(\$1,443)	\$948,616

* Current and On-Notice tenants only

Authority Managed Public Housing Units

Development	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Lockwood Gardens	\$973	\$728	\$0	\$110,606	(\$4,808)	\$112,307
Peralta Village	\$549	\$860	\$1,103	\$65,287	(\$3,581)	\$67,799

*Past and Evicted tenants

OAHPI Project Based Section 8 Units Tenant Rent

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$50	\$50	\$0	\$421,891	(\$25,159)	\$421,991
East	\$2,981	\$3,645	\$0	\$296,763	(\$21,100)	\$303,389
Fruitvale	\$319	\$1,073	\$0	\$219,036	(\$23,907)	\$220,428
San Antonio	(\$388)	\$1,903	\$0	\$302,619	(\$15,236)	\$304,134
West	\$59	\$1,440	(\$196)	\$138,804	(\$26,065)	\$140,107
North	\$0	\$0	\$0	\$202,519	(\$22,044)	\$202,519

*Past and Evicted tenants

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

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total HAP Owed
Deep East	\$2,675	\$0	\$0	\$309,488	(\$7,848)	\$312,163
East	\$0	\$2,557	(\$2,226)	\$306,769	(\$13,171)	\$307,100
Fruitvale	\$0	\$0	\$0	\$160,942	(\$3,379)	\$160,942
San Antonio	\$1,648	\$2,750	\$0	\$165,627	(\$7,114)	\$170,025
West	\$0	\$1,165	\$0	\$163,887	(\$2,806)	\$165,052
North	\$0	\$0	\$0	\$196,206	(\$3,994)	\$196,206

* Past and Evicted tenants

Work Order Report

Work Order Report - Authority Managed Public Housing Units

Development	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Lockwood Gardens	372	210	206	196	220
Peralta Village	390	68	241	263	46
Total	762	278	447	459	266

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	428	189	241	376
East	278	405	155	226	334
Fruitvale	270	138	145	173	110
San Antonio	244	127	139	156	110
West	231	343	224	181	386
North	239	327	180	191	316
Total	1,540	1,768	1,032	1,168	1,632

Legal Report

Legal Report – Authority Managed Public Housing Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
22-Jun	0	0	0	-
22-Jul	0	0	0	-
22-Aug	0	0	0	-
22-Sep	0	0	0	-
22-Oct	0	0	0	-
22-Nov	0	0	0	-
22-Dec	0	0	0	-
23-Jan	0	0	0	-
23-Feb	0	0	0	-
23-Mar	0	0	0	-
23-Apr	0	0	0	-
23-May	0	0	0	-

Legal Report – OAHPI Project Based Section 8 Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
22-Jun	0	0	0	-
22-Jul	0	0	0	-
22-Aug	0	1	1	12,020.70
22-Sep	0	0	0	-
22-Oct	0	0	0	-
22-Nov	1	0	1	21,655.00
22-Dec	0	0	0	-
23-Jan	0	0	0	-
23-Feb	3	0	3	153430.24
23-Mar	2	0	2	36682.23
23-Apr	0	0	0	-
23-May	1	0	1	8,765.19

Resource Conservation Community Engagement and Outreach

Authority Managed Public Housing Units

Development	Site Assessments	Resident Contact	Flyer Outreach
Lockwood Gardens	4	0	362
Peralta Village	6	0	374
Total	10	0	736

OAHPI Project Based Section 8 Units

Portfolio	# of Sites Visited	Site Assessments (includes multiple visits)	Resident In-Person Contact	Flyer Outreach	In-Person Site Meetings
Deep East	21	29	7	222	0
East	9	9	1	219	0
Fruitvale	9	11	32	252	4
San Antonio	26	29	5	231	1
West	23	31	3	218	0
North	22	22	0	222	0
Total	110	131	48	1,364	5

Emergency Rental Assistance Program

*Emergency Rental Assistance Program information is a cumulative summary of payments received

Emergency Rental Assistance - OAHPI Project Based Section 8 Units

Portfolio	Number of Residents Processed to Date	Assistance Processing	Number of Residents Paid to date	Assistance Received	Total Dollars
Deep East	31	\$0	20	\$194,304	\$194,304
East	13	\$0	6	\$49,368	\$49,368
Fruitvale	12	\$0	7	\$42,054	\$42,054
San Antonio	35	\$0	20	\$126,241	\$126,241
West	23	\$0	15	\$127,436	\$127,436
North	28	\$2,712	18	\$112,043	\$114,755

Emergency Rental Assistance – Authority Managed Public Housing Units

Portfolio	Number of Residents Processed to Date	Assistance Processing	Number of Residents Paid to date	Assistance Received	Total Dollars
Lockwood Gardens	77	\$0	17	\$95,966	\$95,966
Peralta Village	54	\$2,771	39	\$132,243	\$135,014

Additional Rental Assistance Resources - OAHPI Project Based Section 8 Units

Portfolio	Alameda County	BACS	City of Oakland	EDC	Total Dollars
Deep East	\$0	\$3,233	\$3,146	\$10,512	\$16,891
East	\$0	\$10,467	\$0	\$6,648	\$17,115
Fruitvale	\$0	\$0	\$1,623	\$15,563	\$17,186
San Antonio	\$4,785	\$0	\$10,789	\$14,473	\$30,047
West	\$2,604	\$32,290	\$2,062	\$47,167	\$84,123
North	\$0	\$10,796	\$7,238	\$0	\$18,034

Additional Rental Assistance Resources –Authority Managed Public Housing Units

Portfolio	Alameda County	BACS	City of Oakland	EDC	Total Dollars
Lockwood Gardens	\$0	\$0	\$9,937	\$0	\$9,937
Peralta Village	\$0	\$562	\$7,238	\$0	\$7,800

Capital Improvement Department

Unit Renovations

	OHA	OAHP
Units Completed and Returned to OPO in May	0	6
Units Received from OPO in May	3	13
Units Completed in Fiscal Year 2022-23 to Date	40	81

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

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

OHA/OAHP Completed in April:

- 2126 High St. #2
- 3716 Allendale #2
- 2170 E. 28th St. #5
- 2005 E. 21st St. #204
- 1227 E. 17th St. #7
- 755 Alcatraz Unit E
- 1248 E. 34th Ave. exterior rehab
- 950 40th St. sidewalk concrete replacement

In the Preconstruction/Construction Process:

- 1125 65th Ave. Unit A fire repairs
- 9514 Birch St. exterior, site, and landscape rehab
- Lockwood Gardens exterior rehab
- 3287 Lynde St. tree into building
- 9506 Birch St. fire repairs

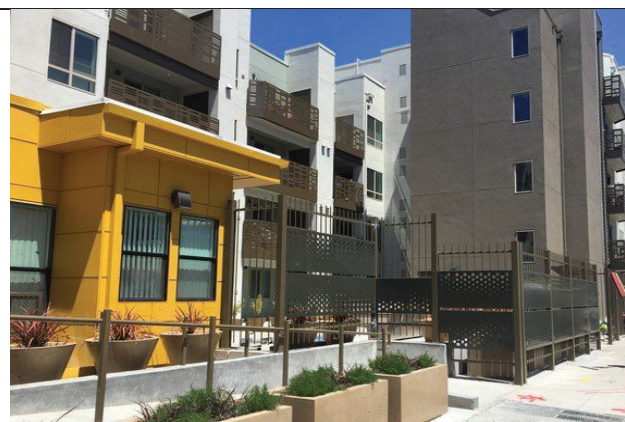
Administrative Buildings

- Service Center Driveway asphalt R&R, reseal, and stripe
- Additional card reader locations
- 1619 Harrison rooftop HVAC unit sound attenuation
- 1619 Harrison automatic doors

1248 E 34th St. Exterior Rehab



Oak Groves Rehab - OHA/RAMP Development



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

Project Description:

Project Address:	620 17 th St. & 570 16 th St.	Affordability Targeting:	30-60% of AMI
Project Type:	Acquisition/Rehabilitation	Architect:	Okamoto-Saijo Arch.
Number of Units:	151	General Contractor:	BBI Construction Inc.
PBVs:	149	Property Management:	John Stewart Co.
Target Population:	Low-Income Seniors	Total Development Cost:	\$86.4MM

Permanent Funding Sources:

• Tax Exempt Perm Loan:	\$23,600,000	• OHA Ground Lease Loan	\$599,901
• Seller Carryback Loan:	\$34,400,000	• Release of Forward Commit. Fee:	\$472,000
• - Accrued/Deferred Interest:	\$1,729,173	• Deferred Developer Fee:	\$7,878,529
• OHA Sponsor Loan	\$15,000,000	• GP Equity	\$100
		• Tax Credit (LP) Equity	\$46,003,264

OHA Board Authorizing Resolutions:

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

Affiliate Board Authorizing Resolutions:

- No. 19-001, 07/09/19: Secure Financing
- No. 19-002, 07/09/19: Secure Financing, Implement Rehabilitation, and Act as Guarantor-Developer
- No. 19-003, 10/22/19: Amendment to Resolution No. 19-001 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson, and to Confirm the Unit Count
- No. 19-004, 10/22/19: Amendment to Resolution No. 19-002 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson
- No. 19-005, 10/22/19: Enter into Assignment & Assumption Agreement with OHA for Relocation Contract and Amend Contract to Add Moving Services
- No. 19-006, 10/09/19: Partnership Co-lender Bifurcation
- No. 19-007, 10/09/19: Add California Bank & Trust as Co-Lender and Bifurcate Construction/Permanent Loan Using Two Promissory Notes - one Recourse to RAMP and the Partnership and one Non-recourse
- No. 19-008, 12/09/19: Amend No. 19-005: Amend Relocation Contract, Secure Temporary Housing with Extended Stay America, and Contract with Chipman Movers
- No. 19-009, 12/19/19: Amend No. 19-006: Re-approve US Bank as Sole Lender and Remove California Bank & Trust as Co-lender
- No. 19-010, 12/19/19: Amend No. 19-007: Re-approve US Bank as Sole Lender and Remove California Bank & Trust as Co-lender
- No. 20-003, 05/05/20: Barbara Sanders Project Management Services Contract
- No. 22-011, 07/22/22: Amend No. 20-003: Increase Budget of Barbara Sanders Project Management Services Contract
- No. 23-003, 04/24/23: Amend No. 22-011: Increase Budget and Extend Term of Barbara Sanders Project Management Services Contract

Approved OHA/Affiliate Funding:

RAMP: \$100 GP Equity

Disbursements to Date:

\$100 GP Equity

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

% Complete: 100%

New Hires:

Number of New Hires: 161

Number of Section 3 Hires: 47

% Section 3: 29.19%

Construction Contract Status:

Original Contract Amount \$44,117,725

Approved Change Orders \$ 5,803,671

Final Contract Amount \$49,921,396**Milestones Completed:**

- Project converted to permanent financing on 3/16/23.
- Project audited cost certification completed on 5/4/23.

Oak Grove North

- The building is complete and fully occupied

Oak Grove South

- The building is complete and fully occupied

Harrison Tower – OHA/RAMP Development



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

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

Project Description:

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

Targeted Permanent Funding Sources:

- Conventional Mortgage
- Project Based Section 8
- Tax Credit (LP) Equity
- GP Equity
- OHA Loan
- OHA Seller Carryback Loan
- Deferred Developer Fee

OHA Board Authorizing Resolutions – None to date

Affiliate Board Authorizing Resolutions:

- OAHPI No. 19-006, 5/31/19: Arch. and Engineering Contract with Saida + Sullivan Design Partners
- OAHPI No. 20-001, 5/5/20; Construction Manager contract with Buis Construction Services, Inc.
- OAHPI No. 20-009, 10/19/20; First Amendment to Saida + Sullivan Design Partners Contract
- OAHPI No. 21-002, 2/9/21; Relocation Consultant Contract with Overland Pacific & Cutler

Approved OHA/Affiliate Funding:

\$4,840,000 for Total Predevelopment. in FY21 OAHPI Budget
\$1,700,000 for Predevelopment spending in FY23

Disbursements to Date:

\$992,510

Current Project Status:

Predevelopment: Resident relocations are ongoing. As of June 9, 2023, seven residents have completed their relocations and six additional residents are pending final processing and are anticipated to move by month's end. The nonlinear structural engineering analysis and coordination with the design and engineering team continues.

Milestones Completed Past Month: Predevelopment activities are ongoing.

Partnerships with Nonprofit Developers

Brooklyn Basin Master Plan

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

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

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

The City of Oakland acquired Parcels A and F from ZOHP for the purpose of developing the 465 affordable units of affordable housing. The Authority acquired a 50% share of Parcels A and F on October 19, 2017 for \$10 million. Four distinct projects are planned for these properties. Projects 1, 2 and 3 are described in detail below. Project 4 is expected to break ground in the second quarter of 2022.



BROOKLYN BASIN ILLUSTRATIVE PLAN

Brooklyn Basin, Project 3 Partnership with MidPen Housing Corp.



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

Photo: Main entrance to Foon Lok West with newly installed public art bike racks designed by Civic Design Studio.

Project Description:

Project Address:	311 9 th Avenue	Affordability Targeting:	20-60%
Project Type:	New Construction	Other Uses:	None
Number of Units:	130	Architect:	HKIT Architects
PBVs:	65	General Contractor:	Nibbi Brothers
Target Population:	Very low-income families and formerly homeless individuals and couples	Property Management:	MidPen
		Total Development Cost:	\$102.3M

Permanent Funding Sources:

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

OHA Board Authorizing Resolutions:

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

Affiliate Board Authorizing Resolutions – Not applicable

Approved OHA/Affiliate Funding:

MTW: \$10,000,000 Land Acquisition

Disbursements to Date:

\$10,000,000

Current Project Status:

The Temporary Certificate of Occupancy was issued on 5/9/22. As of August 17th, the project is 100% leased and MidPen successfully converted all financing to permanent on March 24, 2023.

Construction Progress:

% Complete:	100.00%
% Complete last Month:	100.00%
Start Date	7/30/20
Scheduled Completion Date	4/30/22
Actual Completion Date:	5/9/22

New Hires:

Number of New Hires:	316
Number of Section 3 Hires:	35
% Section 3:	11.08%
% Local Residents:	43.99%
% Local Apprentices:	48.18%

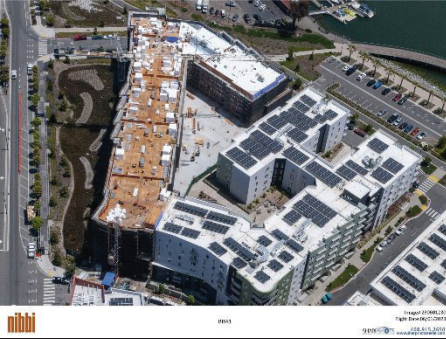
Milestones Completed Past Month:

TCO received on 5/9/22 and the final permit card sign off was received on 7/6/22. MidPen received the Final Certificate of Occupancy on 12/8/22. MidPen successfully converted all construction financing to permanent and closed on the CA HCD No Place Like Home funding on March 24, 2023. The LIHTC Placed in Service and 8609 approvals are pending.

If 100% construction completion has been achieved, was the project delivered On Time? Was the project delivered Within Budget? If not, please explain.

Project was completed within the approved contract completion date but nine (9) days later than the original schedule. As of 8/1/22, project is within budget.

Brooklyn Basin, Project 4 Partnership with MidPen Housing Corp.



*Project 4 (named **Foon Lok East**) on Parcel A will include 124 units for very low-income families and formerly homeless persons.*

Photo: Foon Lok East, taken 6/1/23

The completed Foon Lok West on the right of the photograph; the Embarcadero and 880 Freeway are on the left.

Project Description:

Project Address: 389 9 th Avenue	Affordability Targeting: 20-60%
Project Type: New Construction	Other Uses: None
Number of Units: 124	Architect: HKIT Architects
PBVs: 61	General Contractor: Nibbi Brothers
Target Population: Very low-income families, formerly homeless individuals and couples	Property Management: MidPen
	Total Development Cost: \$109.7M

Permanent Funding Sources:

- OHA Acquisition Funds (included in City loan)
- City of Oakland
- CA HCD – No Place Like Home (homeless funding)
- CA HCD – Cal Housing Accelerator Program
- General Partner Equity
- Permanent Mortgage – Century Housing

OHA Board Authorizing Resolutions:

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

Affiliate Board Authorizing Resolutions – Not applicable

Approved OHA/Affiliate Funding:

MTW: \$10,000,000 Land Acquisition

Disbursements to Date:

\$10,000,000

Current Project Status:

Framing for all levels is now complete. Roof construction began on May 22nd. Nibbi is on schedule for the tower crane to be removed on 6/30/23. Over 90% of windows have been delivered and installation is in progress. The off sites permit has been approved. Nibbi is in the process of pulling a sewer lateral permit so installation of wet utilities will begin shortly.

Construction Progress:

% Complete: 54.46%
 % Complete last Month: 41.3%
 Start Date: 6/6/22
 Projected Completion Date: February 2024
 Actual Completion Date: TBD

New Hires:

Number of New Hires: 132
 Number of Section 3 Hires: 26
 % Section 3: 19.7%
 % Local Residents: 26.52%
 % Local Apprentices: 45.0%

Milestones Completed Past Month: Closed all construction financing on 5/27/22. Contractor mobilized and started site work on 6/6/22.

If 100% construction completion has been achieved, was the project delivered On Time? Was the project delivered Within Budget? If not, please explain.

Project is still under construction.

285 12th Street – Partnership with EBALDC



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

Project Description:

Project Address:	285 12 th Street	Affordability Targeting:	20%-70% AMI
Project Type:	New Construction	Other Uses:	3,500 sq. ft. commercial
Number of Units:	65	Architect:	David Baker Architects
PBVs:	16 regular PBVs, 8 HUD-VASH PBVs	General Contractor:	Roberts-Obayashi Corp.
Target Population:	Low-income families, 7 special needs units	Property Management:	EBALDC
		Total Development Cost:	\$69.3M
		Placed in Service Date:	

Targeted Permanent Funding Sources:

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

OHA Board Authorizing Resolutions:

- Reso. No. 4881, 9/22/19: Land purchase and soft loan in combined amount not to exceed \$12,000,000. Conditionally awarded 16 Project-Based Section 8 Vouchers.
- Reso. No. 4992, 8/23/21: Acquisition bridge loan not to exceed \$7,265,880.
- Reso. No. 5089, 6/27/22: Conditional award of 8 HUD-VASH Project-Based Vouchers.

Affiliate Board Authorizing Resolutions – Not applicable.

Approved OHA/Affiliate Funding:

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

Disbursements to Date:

\$7,091,979

Current Project Status:

Predevelopment – EBALDC is continuing architecture and engineering design, refining construction cost estimates, and applying for funding. EBALDC submitted an application for \$19.3 million in MHP and \$4.5 million in IIG funding through the 2022 California Department of Housing and Community Development Super NOFA, but they did not receive an award of funding. They plan to apply again in the 2023 HCD Super NOFA. EBALDC is evaluating options for value engineering in an effort to reduce the project's financing gaps and improve the cost containment components of the SuperNOFA and CDLAC tax exempt bond tiebreaker scores.

Milestones Completed Past Month:

If 100% construction completion has been achieved, was the project delivered on time? Was the project delivered on budget? If not, please explain: Project is in predevelopment phase.

500 Lake Park – Partnership with EAH



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

Project Description:

Project Address:	500 Lake Park	Affordability Targeting:	20%-60% AMI
Project Type:	New Construction	Other Uses:	2,900 sq. ft. commercial
Number of Units:	53	Architect:	Lowney Architecture
PBVs:	18 VASH Vouchers	General Contractor:	JH Fitzmaurice
Target Population:	Low-income families; 20 units for homeless or at-risk veterans	Property Management:	EAH
		Total Development Cost:	\$75.2 M
		Placed in Service Date:	

Targeted Permanent Funding Sources:

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

OHA Board Authorizing Resolutions:

- Reso. No. 4900, 2/3/20: Land purchase and soft loan in combined amount not to exceed \$7,500,000. Conditionally awarded 14 HUD-VASH Project-Based Vouchers.
- Reso. No. 5088, 6/27/22: Conditional award of 4 additional HUD-VASH Project-Based Vouchers.

Affiliate Board Authorizing Resolutions – Not applicable.

Approved OHA/Affiliate Funding:

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

Disbursements to Date:

\$6,973,435.83

Current Project Status: Predevelopment – EAH is continuing architecture and engineering design, refining construction cost estimates, and applying for funding. EAH submitted an application for MHP and IIG funding through the 2022 California Department of Housing and Community Development Super NOFA. The project was awarded \$4.2M in IIG, but it did not receive \$11.2M MHP it requested. EHA plans to apply for MHP again in the 2023 Super NOFA.

Milestones Completed Past Month:

If 100% construction completion has been achieved, was the project delivered on time? Was the project delivered on budget? If not, please explain: Project is in predevelopment phase.

Asset Management Department – May 2023 Draft

Occupancy Report - Contract Managed Public Housing Units

Development	Total Units	Non-dwelling units/ Exempt	Offline	Units Occupied by Employee	Available Units	Units In Rehab	Vacant and Available	Reserved Units	Occupied Units	Previous Month Occupancy Rate	Current Month Occupancy Rate
Harrison Towers	101	0	42	1	61	0	0	0	58	100.00%	95.08%
Adel Court	30	0	0	0	30	0	3	3	27	93.33%	90.00%
Campbell Village	154	2	0	1	151	0	6	6	146	96.69%	96.69%
Palo Vista Gardens	100	0	0	1	100	0	4	4	95	94.00%	95.00%
Linden Court	38	0	0	0	38	0	2	2	36	94.74%	94.74%
Mandela Gateway	46	0	0	0	46	0	2	2	44	95.65%	95.65%
Chestnut Court	45	0	0	0	45	0	4	4	41	91.11%	91.11%
Foothill Family	21	0	1	0	20	0	1	1	19	95.00%	95.00%
Lion Creek I & II	99	0	0	0	99	0	1	0	98	100.00%	98.99%
Lion Creek III	37	0	0	0	37	0	0	0	37	100.00%	100.00%
Lion Creek IV	21	0	0	0	21	0	0	0	21	100.00%	100.00%
Total	692	2	43	3	642	0	23	23	622	97.51%	97.51%

Recertification Report - Contract Managed Public Housing Units

Development	Completed Annual Re-certifications	Re-certifications/ Outstanding	Re-certifications/ Legal	Total Backlog
Harrison Towers*	0	0	0	0
Adel Court	0	0	0	0
Campbell Village	15	0	0	0
Palo Vista Gardens**	0	0	0	0
Linden Court	0	3	0	3
Mandela Gateway	4	13	0	13
Chestnut Court	1	9	0	9
Lion Creek Crossings	4	3	0	3
Foothill Family***	0	0	0	0
Total	24	28	0	28

*Harrison Towers and Adel Court are on the tri-annual recertification schedule.

**Palo Vista Gardens conducts re-certifications in October.

***Foothill Family conducts annual re-certifications in August.

TARs - Contract Managed Public Housing Units

Development	Charged	Collected	Current Month Uncollected	TAR	1- 30 Days	31- 60 Days	61 and Over	Total Balance
Harrison Towers	\$23,957	\$25,788	-\$1,831	8%	\$3,835	\$0	\$0	\$2,004
Adel Court	\$9,999	\$7,911	\$2,088	\$0	\$1,072	\$1,072	\$11,784	\$15,226
Campbell Village	\$58,013	\$53,222	\$4,792	8.26%	\$3,808	\$5,240	\$65,613	\$79,453
Palo Vista Gardens	\$33,365	\$18,602	\$14,763	44.25%	\$2,030	\$2,690	\$8,083	\$27,566

Work Order Report - Contract Managed Public Housing Units

Development Name	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Remaining Open WO's
Harrison Towers	101	0	35	35	0
Adel Court	30	0	2	2	0
Campbell Village	154	1	25	26	0
Palo Vista Gardens	100	0	25	25	0
Chestnut Court	38	4	11	7	4
Linden Court	45	4	11	7	4
Mandela Gateway	46	0	7	6	1
Lion Creek Crossings	157	13	97	103	7
Foothill Family	21	0	1	1	0
Total	692	22	214	212	16

Senior Site Activities

Outreach Efforts/Social Activities	Harrison Towers	Adel Court	Palo Vista Gardens	Total
Wellness Phone Calls/Phone Contacts	130	40	60	230
Mercy Brown Bags	130	14	58	202
Mandela Partners- Organic Produce	N/A	N/A	40	40
Case Management	5	N/A	N/A	5
Home Management	5	N/A	N/A	5
Benefits/Insurance/Language Support	43	N/A	N/A	43
Birthday Cards/Gifts	5	1	6	12
Birthday Celebration Party	5	1	6	12
Bingo / Dominoes	14	N/A	N/A	14
Fun Fridays- Card Games	37	N/A	N/A	37
iPad Learning Class	6	N/A	N/A	6
ESL Learning Class	6	N/A	N/A	6
Arts & Craft	6	N/A	N/A	6
UCSF Brain Health Series	N/A	N/A	11	11
USOAC Walk Club	10	N/A	6	16
Mental Health Awareness Activity	N/A	N/A	2	2
Fire Safety Training - OFD	N/A	N/A	1	1
Mini Travel Training (short presentation)	25	4	N/A	29
Hong Food Center Presentation	16	N/A	N/A	16
Harrison Towers Relocation Welcome Package	3	N/A	N/A	3
Laundry Card Refill	N/A	N/A	2	2
Fieldtrip Lake Merritt and Sizzlers	N/A	N/A	11	11
Social Hour	N/A	6	7	13
Mother's Day Celebration with food	51	7	35	93
Mother's Day Decorations	7	N/A	N/A	7
Cinco de Mayo Celebration	N/A	7	30	37
Resident Advisory Committee Meeting	N/A	4	11	15

Food Resources

- **Mercy Brown Bags/Produce Bags:** The Mercy Brown Bag program provided one-hundred and thirty (130) produce bags to Harrison Towers residents, (14) bags to Adel Court residents and fifty-eight (58) bags to Palo Vista residents during the month of May. Each Mercy Brown Bag contained a variety of fresh and canned food items as well as protein and baked goods, such as ground beef, pork chops, eggs, cereal, bread, potatoes, celery, mustard greens, tomatoes, apples, strawberries, and oranges. The management team continues to bag groceries and deliver them to residents with mobility challenges.



- **Mandela Partners:** On May 11, 2023, Mandela Partners provided forty (40) Palo Vista seniors with produce bags from local Black, Indigenous, and People of Color (BIPOC) farmers. The produce bags consisted of organic produce such as cabbage, kale, red potatoes, and strawberries. Mandela Partners used this opportunity to also speak with senior residents to collect information on the types of produce they are interested in receiving. The feedback collected noted that residents are interested in receiving greens, such as kale, collards, chard and lettuce.

Health and Wellness

- **Wellness Checks:** The property management team at Harrison Towers walks the floors each Tuesday of the week to ensure that notices left at residents' doors are received. If management observes that notices have been left out for a few days and/or residents do not answer their doors, the team calls the resident and their emergency contacts to check-in on them. In May, the respective management team at each site was able to get in touch with all households, making one hundred thirty (130) wellness calls to Harrison Towers residents, forty (40) wellness calls to Adel Court residents and sixty (60) wellness calls to Palo Vista residents.

When calling each household, the property management staff assess residents' wellness with a series of questions to determine whether the residents require additional support and/or assistance. This month, residents informed staff that they were fine and were not in need of any supplementary assistance at the time of the call, but knew that if they required it, they could reach out to the management office.

- **Brain Health Series Workshops:** Oakland Housing Authority has partnered with the UCSF Memory and Aging Center to provide a Brain Health Series workshop

once a month from March to July by Dr. Charles Windon, a neurologist from the Center. On May 2, Dr. Windon provided a workshop for Palo Vista residents on the topic, "Good Food, Good Sleep: The Importance of Nutrition & Sleep for Brain Health. Eleven (11) residents attended and enjoyed the workshop. Residents mentioned that they are looking forward to next month's educational workshop.

- **Birthday Celebrations:** In May, five (5) Harrison Towers residents, one (1) Adel Court and six (6) Palo Vista residents celebrated their birthdays. To commemorate the birthdays, property management staff at Harrison Towers delivered a birthday gift bag and a birthday card to each celebrant. Each gift bag included snacks, hand soap, laundry detergent, household cleaning products, a birthday cupcake, and a birthday card. Tenants expressed their appreciation for the birthday wishes and gifts. Going forward, the management team will send gift bags to each tenant for their birthday.



At Adel Court, the celebrant received a birthday goodie bag and celebrated at a social gathering with pizza from Costco. During the celebration the residents socialized with one another while listening to music.

At Palo Vista Gardens, celebrants received a birthday goodie bag with trinkets, candy, and a party hat. A birthday lunch celebration was held in the community room, where residents celebrated with pizza from Costco and root beer floats as well as cupcakes for dessert. There were six (6) residents who attended the celebration.

- **Social Activities:** In May, there were several social activities scheduled at Harrison Towers, providing the residents numerous opportunities to socialize with one another. During this month, fourteen (14) residents came together to play Bingo two (2) times, while six (6) participated in arts and craft activities. Thirty-seven (37) residents gathered for Fun Friday/Mahjong/card games four (4) times, and six (6) attended an iPad Learning Class while another six (6) attended an ESL class. Ten (10) residents also participated in a walk club session to and from Lake Merritt. Management staff made sure to assist the residents in being safe during their walk.

At Adel Court, there were many organized social activities to provide residents an opportunity to socialize with one another. The residents had a social lunch hour in the community room, where six (6) residents participated and enjoyed coffee, tea and pastries. In celebration of Cinco De May, a taco party was held, where seven (7) residents participated. The tacos were catered by "Tijuana Restaurant" and participants enjoyed eating and mingling with their neighbors.

At Palo Vista Gardens, there were four (4) USOAC walk sessions, where due to the cold weather, only six (6) residents total were able to join. A social hour was also coordinated to provide seniors an opportunity to mingle with one another. Seven (7) seniors participated and enjoyed a cup of coffee and/or tea with pastries. In celebration of Cinco De May, a taco party was held, with thirty (30) residents participating in the event. The tacos were catered by “Tijuana Restaurant” and many participants conveyed that they enjoyed the food. Based on a request from the seniors who mentioned that they enjoyed cooking for people, a potluck event was held where seven (7) residents signed up to cook various main courses for everyone. Beverages and dessert were provided by the property management team. Additionally, during this month, a field trip to Lake Merritt was organized where eleven (11) seniors attended and enjoyed lunch together at the restaurant, Sizzler.





- Mother's Day Decoration and Celebrations:** To get in the spirit of celebrating Mother's Day, seven (7) Harrison Towers residents signed up for a decorating event. They decorated the front entryway door, lobby, and community room with flowers, hearts and banners. Additionally, six (6) residents painted Mother's Day pictures in a painting class to wish all a great holiday. A Mother's Day party was held on May 12 with fifty-one (51) attendees. All attendees received a meal, beverages, and dessert. During the party, participants sang songs, danced, and played card games. The party was also an opportunity to introduce the new property manager, Kin Sin and the new assistant property manager, Keisler Nunez.

At Adel Court and Palo Vista, in honor of Mother's Day, a brunch was held that was catered by IHOP. The brunch consisted of eggs, sausage, French toast, country potatoes, and beverages. At Adel Court, seven (7) residents participated while fifteen (15) residents participated at Palo Vista. Residents mentioned that they enjoyed the brunch and the opportunity to socialize with their neighbors.





- Fire Safety Presentation:** The Oakland Fire Department provided a fire safety presentation on May 24 to Palo Vista Gardens residents. One (1) resident attended and received tips on how to stay safe during a fire, how to avoid fires, and how to escape from fires from Edgar Molina-Perez, an Oakland Fire Department staff member. Due to the low turnout of attendees, the presentation will be offered again in July.



- Hong Fook Center Presentation:** On May 18, residents at Harrison Towers received a presentation from Hong Fook Center, so that they could learn about the services and programs available at the center. All tenants were notified of the presentation and a total of sixteen (16) residents attended. The services include nursing care, assistance with medications, personal care (e.g., assistance with toileting and grooming), health education, and liaising with personal physicians. Residents also learned how to become a member of the center and there were some residents who signed up after the presentation. Snacks and beverages were provided by the management team.

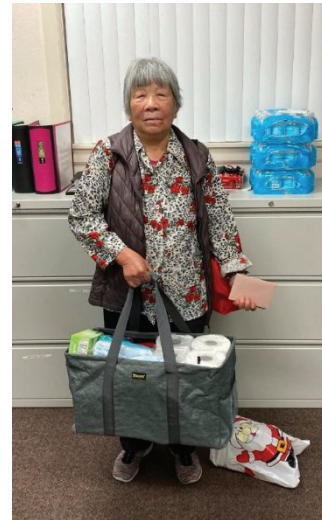


- Mini-Travel Training:** A Mini-Travel Training by Chonita Chew from United Seniors of Oakland and Alameda County (USOAC) was held on May 10 and May 16 at Harrison Towers and Adel Court, respectively. The mini-trainings were used to gauge how many residents would be interested in the two-day travel training sessions. The two-day session would teach seniors how to use public transportation and to provide guidance while learning the necessary skills to ride

AC Transit, BART, and other Bay Area forms of public transit. There were twenty-five (25) residents who attended at Harrison Towers and four (4) who attended at Adel Court. All who attended the mini-training expressed interest in having Chonita return in June to provide a full two-day training which would include a field trip.



- **Harrison Towers Relocation Packages:** For the month of May there were three (3) Harrison Towers residents who relocated to other units due to the upcoming renovation at Harrison Towers. Each of them received a greeting card and welcome package provided by the Oakland Housing Authority as well as the Oakland Resource Guide Booklet (in their primary language). The welcome package included the following items: paper towels, toilet paper, disinfecting wipes, garbage bags, sponges, hand soap, dish soap, hand sanitizer, a first aid kit, masks, flashlight, LED rechargeable lantern, tea bags, gluten and sugar free cookies, and a tote bag. They also received and completed a post-move survey.



- Resident Advisory Committee Meeting:** On May 8, Palo Vista seniors held a Resident Advisory Committee (RAC) meeting in their community room where eleven (11) senior residents participated in the meeting. The agenda included an update from the Services Coordinator and OHA Resident Portfolio Administrator on upcoming May and June events. Residents communicated that they appreciate all the onsite programs and events that are being held at Palo Vista.



- Community Meeting:** On May 16, Adel Court residents held their monthly community meeting in their community room where four (4) residents participated. In attendance were staff from the property management team, including Walter Hernandez and Service Coordinator, Sylvina Flores as well as OHA Residents Services Portfolio Administrator, Araceli Tellez.



The agenda included updates on upcoming trainings, events, and workshops in the next few months. Residents said that they appreciated the consistency of the meetings as it provides a platform to stay in communication with staff regarding updates and programs on site.

- Supplementary Services:** This month at Harrison Towers, through appointment-based meetings, the management staff was able to provide thirty-seven (37) residents with supplemental services. These services included language translation, such as assistance reading bank statements, social security letters, and medical prescription, filling out forms, as well as calling the social security office with tenants to inquire about benefits, scheduling medical appointments, filling out relocation packets, and reasonable accommodation request forms.
- Partner Roundtable Discussion:** On May 9, OHA's Asset Management team held the monthly Partner Roundtable Discussion meeting. There were eighteen (18) participants from The John Stewart Company, Acta Non Verba, Project Access, Asian Health Services, East Bay Asian Local Development Corporation and the Housing Consortium of the East Bay. The roundtable meetings allow all partners to provide site updates, share resources, and provide information regarding their upcoming events.

Updates provided by the OHA Resident Services Portfolio Administrator included the following:

- Emergency Preparedness starter kits for senior residents include mini-first aid kit, whistle, flashlight, mylar thermal blanket, and an emergency medical ID card. The kits are courtesy of RAB members and CAHI, and they will be provided in two phases. Phase I OHA sites will include distribution to Campbell Village, Palo Vista Gardens, Adel Court, Tassafaronga and Lockwood Gardens. Phase II OHA sites will include distribution to Oak Grove North, Oak Grove South, and Peralta Village. Services Coordinators and staff will distribute to the seniors at their corresponding site.
- Fire Safety Presentation, by the Oakland Fire Department are being provided to all Asset Management sites in May and June.
- Mini Travel Trainings by United Seniors of Oakland and Alameda County are being provided to all OHA sites for the month of May and will continue into June.
- Smartphone trainings are being provided by California Connect, all Asset Management sites will have a training by the end of June. Smartphone trainings are available for both Android and iPhone users.
- National Night out for 2023 is on calendar for August 1, 2023. Online registration through the city of Oakland will start on June 1, 2023. Property Managers will sign up their own site and outreach to the residents.
- Healthy Living Festival event is a free health and wellness resource event held at the Oakland Zoo provided by United Seniors of Oakland and Alameda County. The event will be on September 28, 2023. There will be free transportation, free lunch, free exercise classes, free live music, and many resources to seniors. Registration is open and services coordinators will start outreaching for seniors to sign up.

Partners were also informed that at the next Partner Roundtable meeting, St. Mary's Center will provide a presentation on the program and services for seniors.

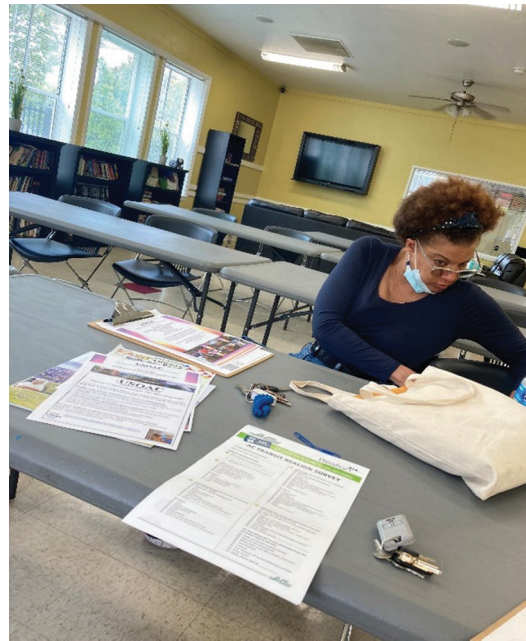
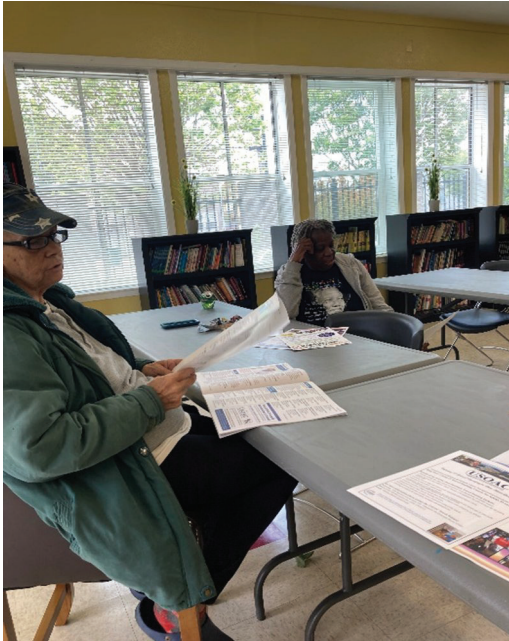
Campbell Village Community Center

Outreach Efforts/Activities	Total
Resident Phone Auto Dialer/One Call	154
Wellness Checks (Phone Calls)	16
Walk In/Visitors	13
Computer Open Lab	47
Computer Class	2
Phone/Tablet Assistance	4
Residents Day	12
Art Class	1
BINGO for Seniors	8
Coffee with A Cop	9
Afterschool Program for kids	12
Kid's A's Game with OHAPD	3
Mini-Travel Training for Seniors	4
Mother's Day Brunch	21
Birthday Cards	18

- **Resident Phone Auto Dialer/One Call:** In May, one hundred and fifty-four (154) Campbell Village residents were contacted, seventeen (17) times throughout the month via the resident phone auto dialer. The calls were to remind residents of scheduled events and services onsite in the community room. Campbell Village residents confirmed that this is a great way for them to get updates and reminders about onsite events.
- **Wellness Checks:** During this month, sixteen (16) Campbell Village residents received wellness checks to ensure they were doing fine, and during the checks, they noted that they did not need any additional services.
- **Walk In/Visitors:** In May, thirteen (13) residents came to the Community Center to learn more about the programs and services provided onsite. They received the May events calendar and expressed that they were excited about the upcoming events.
- **Computer Class:** During this month, there were two (2) computer classes attended by a total of two (2) residents. Residents received assistance in applying for unemployment benefits, learning how to create an email account and send emails.

- **Open Computer Lab:** In addition to the computer classes, forty-seven (47) Campbell Village residents stopped by to utilize the computer lab to print out documents and to conduct online searches.
- **Phone and Tablet Assistance:** In May, there were four (4) residents who received assistance in setting up their new smartphones and tablets.
- **Residents Day:** To encourage residents to come in and utilize the services in the community room and computer lab, the services coordinator hosted a Residents Day. For this month, three (3) Campbell Village residents received assistance in printing out their AR statements and searching for employment.
- **Art Class:** In May, one (1) resident participated in an art class that included painting, laminating photos and cards.
- **Bingo for Seniors:** During this month, there were two (2) Bingo game days for residents of Campbell Village. Eight (8) seniors participated and enjoyed socializing, eating snacks and winning prizes.
- **Coffee with A Cop:** On May 24, OHAPD hosted Coffee with A Cop and played three rounds of Bingo with the nine (9) residents and four (4) staff members in attendance. Three (3) residents won a \$25 Target gift card each, courtesy of OHAPD. This was a great platform for residents to get to know OHAPD Sergeant Ward, Officer Arias, and Officer Kate.
- **After School Program for kids:** The 2022-2023 Oakland Unified School year ended on May 25. There were twelve (12) Campbell Village children who stopped by to participate in indoor and outdoor activities. The children participated in the following activities: basketball, jump rope, board games, as well as arts and crafts activities. Children were provided with lunch and healthy snacks.
- **Kids A's game with OHAPD:** On May 31, three (3) Campbell Village kids joined the fun with OHAPD to see an A's baseball game at the Oakland Coliseum. The kids enjoyed themselves on this outing and are looking forward to more field trips with the OHAPD officers this summer.
- **Mini-Travel Training:** On May 19, Campbell Village senior residents had a Mini-Travel Training by Chonita Chew from United Seniors of Oakland and Alameda County (USOAC). The mini-training was used to gauge how many residents would be interested in the two-day travel training sessions. The two-day session would teach seniors how to use public transportation and to provide guidance while learning the necessary skills to ride AC Transit, BART, and other Bay Area forms of public transit. There were four (4) residents who attended and expressed interest in having Chonita return in July.

- **Mother's Day Brunch:** On May 11, twenty-one (21) Campbell Village residents joined the Mother's Day Brunch celebration. The brunch was catered by a local restaurant and the Brunch menu consisted of scrambled eggs, French toast, bacon, hashbrowns, pancakes, ham and cheese croissants, and beverages. All mothers received a rose as a gift from the property management team.
- **Birthday Cards:** Eighteen (18) birthday cards were distributed to Campbell Village residents who had their birthdays during this month.







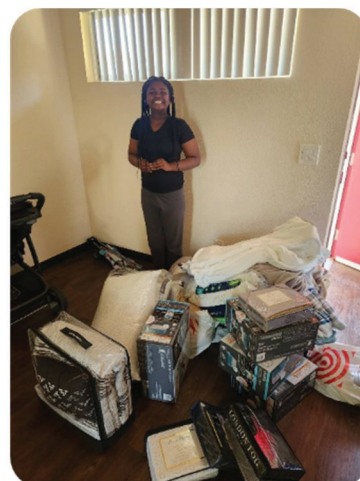


Key to Home Activities

Outreach Efforts/Activities	1242 95 th	1733 92 nd	2349 83 rd	2353 E. 24 th	1900 E. 24 th	Key to Home Total
Wellness Phone Calls	9	7	7	4	6	33
Socially Distanced Wellness Checks	5	3	4	3	4	19
Services Matching	3	3	2	0	0	8
Conflict Resolution/Mediation	3	4	0	0	0	7
Welcome Pack	0	0	1	0	0	1
Mother's Day Gift Cards	6	4	5	3	4	22

Health & Wellness

- **Wellness Calls/In-person:** During the month of May, twenty-three (23) households received a total of twenty-eight (28) wellness calls and a total of nineteen (19) in person wellness checks. Wellness checks conducted by the Resident Service Coordinator during this month resulted in observations of various challenges pertaining but not limited to: mental health, childcare, emotional discomfort, transportation, and social anxiety.
- **Services Matching:** In May, during general wellness checks and outreach, the Resident Service Coordinator supported eight (8) households by assisting them with future planning and prioritizing specific needs or services that corresponded with each person's abilities while considering physical limitation, mental health conditions, and scheduling conflicts. Services also included assistance with clothing and shoes, personal hygiene items, employment resources, filling out HCEB housing documents, and communications with property management as well as Alameda County officials.
- **Welcome Packages:** On May 24, property management staff put together the first part of a two-part welcome package containing, among other things: four (4) air mattresses, four (4) sheet sets, six (6) pillows, and four (4) comforters. On May 31, the Resident Services Coordinator put together and delivered the second half of the welcome package to the newest resident at 2349 83rd Avenue. This portion included but was not limited to, toilet paper, paper towels, disinfectant wipes, sponges, a garbage can with bags, a 48 (forty-eight)-piece set of silverware, as well as hand and laundry soap.
- **Mother's Day Gift Card:** The property management team ordered twenty-two (22) Visa Gift cards with a value of \$25 for each card, and throughout the month, the resident service coordinator arranged to deliver gift cards to each property. The head of each household received one (1) gift card.





Oakland Housing
Authority

Oakland Housing Authority

**May 2023 Report
Risk Management Department
OHA Properties**

The Risk Management Department is pleased to present this monthly report to the Board of Commissioners reflecting activities for the month of May 2023. Below are new claims reported to OHA's insurers during the month. Total claims opened are the total number of claims currently opened and include the new claims. This report also provides summaries of workers' compensation and safety functions. The Risk Management Department works diligently across all departments to ensure that all risks are identified and mitigated appropriately.

Summary

The OHA Risk Management Department is committed to preventing, controlling, and minimizing OHA's risk while providing optimal service to its customers through loss control, claims administration, insurance program administration, and safety. OHA continues to experience low to no claims related to auto liability, OHA-owned property, directors and officers, and worker's compensation. The Risk Management Department will continue to work collaboratively with all departments to identify and manage its risks.

Insurance

- Renewed auto insurance for 05/01/2023 to 05/01/2024
- Renewed General Liability (GL) for OHA 06/01/23 to 06/01/2024
- Renewed Directors & Officers (D&O) for OHA for 06/01/23 to 06/01/2024
- Bound property and GL for 7007 MacArthur Blvd.
- Bound property and GL for 6948 Foothill

Auto Liability

Auto liability insurance was renewed through HAI Group, effective May 1, 2023, and carries \$4M in total liability limit.

- New auto liability claim opened: 0
- Total auto liability claims opened: 5
- Auto liability claims closed: 0

Property

Property insurance is purchased to protect OHA buildings and assets from damage or loss caused by perils such as fire, theft, wind, and flood. The below statistics reflect property loss reported to the OHA's insurer HAI Group.

- New property claim opened: 0
- Total property claims opened: 1
- Property claims closed: 1

General Liability (GL)

OHA carries general liability insurance through HAI Group to protect OHA from catastrophic incidents, including coverage for claims involving bodily injuries and property damages to third parties. The following are tort claims and litigation cases against OHA.

- New GL claim opened: 2
- Total GL claims opened: 21
- GL claims closed: 2

Directors and Officers (D&O)

OHA renewed its \$5 million D&O insurance policy effective June 1, 2023. The policy provides protection for the personal assets of OHA's directors and officers in the event that they are personally sued for actual or alleged wrongful acts in managing OHA. There is currently no claim related to D&O.

- New D&O claim opened: 0
- Total D&O claims opened: 0
- D&O claims closed: 0

Worker's Compensation (WC)

OHA is committed to providing a safe working environment for all its employees. If an employer is injured, a worker's compensation claim is processed by the Human Resources Department. Risk Management is involved in providing preventative resources and training to departments. Employee injury is very low, and May was the only month since the beginning of 2023 that where we experienced new claims. All three reported WC claims below are minor injuries.

- New WC claim opened: 3
- Total WC claims opened: 11
- WC claims closed: 0

Occupational Health and Safety

The Risk Management Department provides oversight of federal, state, and local safety regulations, programs, and policies. The department collaborates with all OHA departments to provide loss prevention resources such as training, ergonomic assessments, and site safety inspections.

- Number of ergonomic assessments conducted: 3
- Number of safety site inspections conducted: 8

Should there be anything the Board is interested in, please do not hesitate to ask.

Information Technologies Teams Monthly Status Report

The Information Technology Department (IT) is currently focusing on six primary goals, which are:

- Goal 1 – Staffing / Training / Retention
- Goal 2 – Security Services
- Goal 3 – **IT Service Desk (ITSD)**
- Goal 4 – Increase Uptime and Availability
- Goal 5 – Business Application and Reporting Team
- Goal 6 – **Oakland Housing Authority Police Department (OHAPD)**

This initial status report focuses on the **IT Service Desk (ITSD)** operation. We will expand this status report to include all six goals over the next few months.

The ITSD provides the first point of contact to exceed our user's expectations and embraces the following Mission and Vision:

Mission

To provide OHA users with quality service, focusing on consistent and efficient support through

- Communication
- Continuous improvement of processes and tools.
- User engagement, addressing current and future needs.
- Professional development of ITSD staff

Vision Statement

- ITSD is recognized as a single point of contact for providing best-in-class support services.

Monthly Performance Indicators for the IT Service Desk Goal Alinement

The ITSD endeavors to deliver exceptional support and customer service. We seek to be the trusted and reliable point of contact for all things related to technology within the Oakland Housing Authority (OHA.)

As a team, we strive for the following:

1. Prompt and Responsive Support
2. First Call/Contact Resolutions
3. Excellent Customer experience

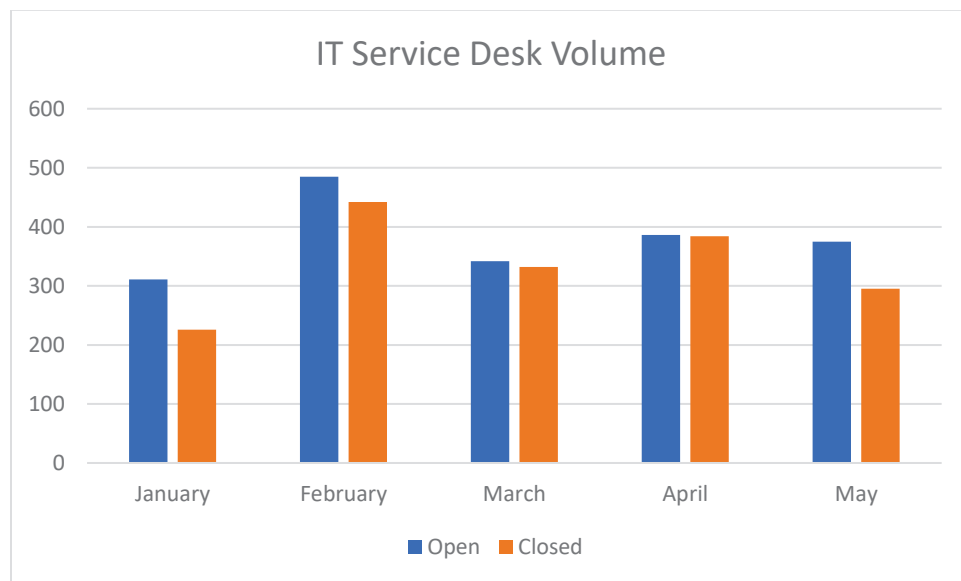
To monitor the ITSD, the IT Department moved to a new service request ticketing platform in early 2023. This system allows tracking **Key Performance Indicators (KPIs)** on requests received.

MONTHLY SERVICE REQUEST Volume

In January 2023, the ITSD launched a new ticketing system/customer service portal. The graph below indicates the volume of tickets received and closed since that time. February shows a spike in ticket

submissions to the Service Desk due to migrating to the Office 365 platform across the entire OHA user base.

The ITSD goal is to complete customer service requests, and close the service ticket, within the same business day they are submitted. However, for more complex issues, the team had a goal of exceeding 30 days for a complete resolution.



Customer Service

The new system encourages OHA users who open a service desk ticket to rating the agent on their customer service. This process is voluntary. In May, we found that 37% of the customers the ITSD team assisted provided a rating on the ticket. Our goal is to increase the number of rated responses over time. While 94% of the tickets rated gave the ITSD a 5 out of 5, we recognize the volume of tickets that were not rated, which could cause a skew in the actual performance of the IT Service Desk Agents. Below are the statistics for the service requests received and rated for May 2023.

Customer Service Ratings	Total Closed	# of Closed Tickets with Rating	% of completed tickets Rated	Rated >= 4	Rated 5
Customer Service Ratings 1 to 5	295	108	36.61%	6%	94%

Service Level Agreement (SLA)

The ITSD operates with an internal Service Level Agreement (SLA) that calls for an initial response to service requests within 2 hours. The new system provides reliable data to report on this **First Contact SLA** KPI. We can now reliably assess the overall service level performance provided to the OHA users.

For May, ITSD received 375 service requests opened through the system. The Table below indicates the number of tickets that met the two-hour SLA for First Contact and how many expired.

2-hour First Contact SLA	Expired SLA	Without SLA
74	54	247

From the 375 tickets received, 247 had no SLA attached. This indicates a system issue, and we will be investigated the problems. Additionally, it suggests that the Service Desk Team may have only made their SLA 20% of the time.

Infrastructure Activities

- Data Protection
 - Met with backups offered by vendors to resolve infrastructure backup issues.
 - OHAPD RIM's project is moving forward. Audit and grant access to PD.
- Infrastructure outages
 - 1619 Harrison Office network switch failure around 9 a.m. March 29th, 2023. The team performed a reboot of the switch.
- AT&T
 - To cut over the IP flex for better redundancy and flexibility of our phone services.
 - OHAPD phone circuits have been stable for several weeks now. We're close and wrapping up the IP flex cutover for the Police Department.
- Application Support
 - Complete single sign-on (SSO) Integration with our procurement application
 - Start implementation of RMM support software



Oakland Housing Authority

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

DATE: June 26, 2023

Type: Informational

2023-121

Attachments:

[2023 Summer Youth Event - A's Game](#)

[St Mary's Golden Jubilee](#)

[Alameda Bowling](#)

[Palo Vista Health and Wellness Event](#)

[Boomers Summer Youth Event - AllAMPsPM](#)

[Other Events](#)



2023 Summer Youth Event - A's Game







OHAPD Alameda Bowling





Palo Vista Health and Wellness Event









Summer Youth Event- Boomers - AllAMPsPM





CLPHA

Council of Large Public Housing Authorities

