

## Commission Members

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

## Executive Director

Patricia Wells

In accordance with Article III, Section 1 and 2, of the Oakland Housing Authority Bylaws, NOTICE IS HEREBY GIVEN that the **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 27, 2022 at 6:00 p.m.**

**1619 Harrison Street, Oakland, California, Commissioners' Room first floor.**

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

### Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/84012637766?pwd=cFJXbkQvUzZESVM3K2RYV1FkZEUxQT09>

**Meeting ID (access code): 840 1263 7766      Meeting Password: 091889**

Closed Caption – provided through the link

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

**Meeting ID (access code): 840 1263 7766      Meeting Password: 091889#**

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

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

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



**AGENDA**  
**Annual Meeting**  
**June 27, 2022, 6:00 pm**

- I. Pledge of Allegiance
- II. Roll Call
- III. Approval of Minutes:
  - A. Approval of Minutes of the Regular Meeting of May 23, 2022
- IV. Recognition of people wishing to address the Commission
- V. Old or Unfinished Business
  - A. Consideration and Adoption of the Fiscal Year 2023 Oakland Housing Authority Operating Budget.
- VI. Modifications to the agenda  
*(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists.*
- VII. New Business:
  - A. Police Department Promotional Swearing-in Ceremony
  - B. Nomination and Election of Chair and Vice-Chair for the Oakland Housing Authority for a Two-Year Term.
  - C. Nomination and Election of Directors for Oakland Affordable Housing Preservation Initiatives Board for a Two-Year Term.
  - D. Resolution authorizing the Executive Director to enter into a three-year contract with OpenGov, Inc. for the purchase and installation of budget and performance software in an amount not to exceed \$453,675.06.
  - E. Resolution authorizing the Executive Director to amend the contract with Protiviti Government for Temporary Employment by \$100,000 for an amount not to exceed \$245,000.
  - F. Resolution authorizing the Executive Director to execute a commitment letter and conditional award of up to four (4) additional project-based VASH vouchers to 500 Lake Park.

G. Resolution authorizing the Executive Director to execute a commitment letter and conditional award of up to eight (8) project-based VASH vouchers to 285 12<sup>th</sup> Street.

H. Consent Agenda:

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

1. Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.
2. Authorizing the Executive Director to issue Blanket Purchase Orders to various vendors with intergovernmental agreements for routine, recurring, low-dollar amount purchases for Fiscal Year 2022-2023 in a total not to exceed amount of \$6,128,935.
3. Authorizing the Executive Director to issue, Blanket Purchase Orders to the listed vendors for routine, recurring, low-dollar amount materials and services for Fiscal Year 2022-2023.

VIII. Written Communications Departments' Monthly Report.

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

X. Reports of Commission Committees.

XI. Announcements by Commissioners.

XII. Adjournment to Closed Session

A. Threat to Public Services or Facilities pursuant to Government Code Section 54957 (a)

Consultation with: Oakland Housing Authority (OHA) Police Department and Chief of Police, Alan Love and OHA Annuitant Assistant to the Executive Director, Carel Duplessis

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Government Code Section 54956.8

Property Location: 7007 MacArthur Blvd. Oakland, CA 94605

Assessor's Parcel No.: 39-3291-4

Agency Negotiation: Tom Deloye, Chief Officer of Real Estate



Development, Jonathan Young, Development  
Program Manager, and Isabel Brown, Legal Counsel

Negotiating Parties: Wings of Love Maranatha Ministries

Under Negotiation: Price and Terms of Payment

C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to  
Government Code Section 54956.8

Property Location: 6948 Foothill Blvd. Oakland, CA 94605

Assessor's Parcel No.: 39-3291-18

Agency Negotiation: Tom Deloye, Chief Officer of Real Estate  
Development, Jonathan Young, Development  
Program Manager, and Isabel Brown, Legal Counsel

Negotiating Parties: Wings of Love Maranatha Ministries

Under Negotiation: Price and Terms of Payment

Gregory D. Hartwig, Chair of the Commission

By    
Patricia Wells, Secretary

DocuSigned by:

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

**[Meetings are recorded and are accessible through our website: [www.oakha.org](http://www.oakha.org)]**

**Monday, May 23, 2022**

**Regular Meeting**

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

Chair Gregory Hartwig presided and called the meeting to order at 6:05 p.m.

I. Pledge of Allegiance

II. Roll Call

**Present 6** – Gregory Hartwig, Anne Griffith, Janny Castillo, Lynette Jung-Lee, Barbara Montgomery, and Mark Tortorich.

III. Approval of Minutes:

A. Approval of Minutes of the Regular Meeting of April 25, 2022

On approval of the April 25, 2022 minutes moved by Commissioner Tortorich, seconded by Commissioner Montgomery, the motion passed by the following vote:

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

B. Approval of Minutes of the Special Meeting of May 09, 2022

On approval of the May 09, 2022 minutes moved by Commissioner Griffith, seconded by Commissioner Jung-Lee, the motion passed by the following vote:

**Ayes 5** – Hartwig, Griffith, Jung-Lee, Montgomery, Tortorich

**Abstain 1** – Castillo

IV. Recognition of people wishing to address the Commission

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

V. Old or Unfinished Business

- A. Authorizing the Executive Director to execute a three-year contract with two 1-year option terms between the Oakland Housing Authority and ABM Industry Groups, LLC, (formerly Crown Building Maintenance dba Able Building Maintenance) for janitorial and day porter services for \$1,433,401 for the initial term (\$477,800.33 annually), \$570,474 for the first 1-year option term and \$605,147 for the second 1-year option term, in a total amount not to exceed \$2,609,022 for five-years, which includes a 10% contingency for any unforeseen pandemic or janitorial needs.

Director of Capital Improvements, Bruce Brackett and Contracts Compliance and General Services Manager, Daniel Mermelstein co-presented on the item. Mr. Brackett provided an update on the janitorial and day porter services solicitation that was previously brought before the Board at the April Board meeting but placed on hold by the Executive Director for further review due to the Board's concern of the significant increase of the fee rate. Executive Director Wells directed staff to assess the original procurement and increase in fees. Daniel Mermelstein described the thorough assessment of the procurement process, which resulted in the staff entering into negotiations with two vendors that were ranked in the competitive range from the original evaluation committee. Based on the final review, ABM was the highest ranked in all criteria including the best pricing over the course of five-years. Mr. Brackett requested the Commission approve the janitorial services.

Having no further questions from the Commission, a motion was made by Commissioner Castillo, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

VI. Modifications to the agenda

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

Secretary Wells requested a modification prior to New Business Item E, to insert a brief staff presentation by Chief Officer of Real Estate Development, Thomas Deloye, to present a summary on the procurement process and procurement methodology that resulted in the staff recommendations for Items E – S, proposed Real Estate Consultants.

Chair Hartwig and the Commission approved the modification and the meeting proceeded to New Business.

VII. New Business:

- A. Celebration of Mr. Harold Davis on his 90<sup>th</sup> Birthday and recognition of Mr. Davis for his dedication to the Oakland Housing Authority.

Secretary Wells introduced the celebration of Mr. Harold Davis' 90<sup>th</sup> Birthday and provided context on the history of Mr. Davis' dedication to the Oakland Housing Authority. The historical narrative included several milestones beginning with Mr. Davis' initiation as Executive Director in 1972, the achievements throughout the years, as well as his continued guidance and service to the Oakland Housing Authority and Non-Affiliate Boards. Former Executive Director, John Gresley, addressed the Commission and provided an overview of Mr. Davis' involvement in the Oakland Housing Authority as well, noting that Mr. Davis was the founding Chair of Oakland Housing Initiatives (OHI), Keller Housing Initiatives (KHI), and the Oakland Housing Authority Foundation (OHAF). Mr. Gresley presented a plaque to Mr. Davis on behalf of Keller Housing Initiatives and Oakland Housing Initiatives for the dedication and recognition of Mr. Davis service.

Chair Hartwig read the inscription on the Oakland Housing Authority plaque for the public. Mr. Davis thanked the Commission, Executive Director, Staff, and the Oakland Housing Authority for the celebration ceremony.

Having no further comments from the Commission, a motion was made by Commissioner Griffith, and seconded by Commissioner Montgomery. The motion passed by the following vote:

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

**B. Nomination and Election of Directors of Tassafaronga Housing Corporation.**

Chair Hartwig introduced the item noting the current Directors for Tassafaronga are Janny Castillo and Lynette Jung-Lee. Secretary Wells stated that the affiliate requires two Directors to be appointed every two years and noted that the board meets approximately three times a year.

Commissioner Castillo addressed the Commission stating that she is available to continue to serve as Director of Tassafaronga, but she welcomed the leadership of another Commissioner who might be interested in the role.

Commissioner Jung-Lee also stated that she would be happy to continue to serve on the Tassafaronga board.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to accept Commissioners Castillo and Jung-Lee as Director for another term on the Tassafaronga Housing Corporation Board, and seconded by Commissioner Montgomery. The motion passed by the following vote:

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

**C. Public Hearing of proposed changes to the Administrative Plan for the**

## Housing Choice Voucher Program.

Secretary Wells introduced the public hearing for the proposed changes to the Administrative Plan, which sets policy and provides guidance for the administration of the Authority's housing choice voucher program. Director of Policy Implementation and Compliance/ Special Assistant to the Executive Director, Dominica Henderson and Assistant Director of Policy Implementation and Compliance, Julie Christiansen presented on the item.

Ms. Henderson explained that Housing Authorities are required to publish changes to the program for a minimum of thirty-days to provide for public comment. Ms. Henderson noted that staff presented the proposed changes to the Board of Commissioners and the Resident Advisory Board in March. Implementation of changes will be reported in the monthly report to the board to keep the Board and public updated on policy enhancements. The public comment period began May 16<sup>th</sup> and will continue through June 17<sup>th</sup>.

Ms. Christiansen provided a synopsis of the proposed changes noting that the changes were made to ensure compliance with current operating policies that were piloted during COVID-19, as well as CAREs act waivers that were extended through guidance from the Department of Housing and Urban Development (HUD). Ms. Christiansen described the proposed policy changes pertaining to virtual briefings, inspections/verifications, electronic document submissions, voucher extensions that may exceed 180 days with approval, alternative payment standards (recommending up to 120% and 150%), the conflict of interest policy, the Executive Director's procurement authority, as well as the New Chapter 18 on Emergency Housing Vouchers.

Chair Hartwig opened the public hearing for proposed changes to the Administrative Plan at 6:55 p.m. There were no persons wishing to make a comment on the Administrative Plan, Chair Hartwig closed the public hearing at 6:55 p.m.

### D. Presentation of the Third Quarter Financial Status Report for the nine-month period July 1, 2021 through March 31, 2022.

Director of Finance, Victor Madamba led the presentation, which included input from various members of the Leadership team to address the Board's questions and/or comments. Mr. Madamba described the Statements of Revenues, Expenses, and Changes in Net Position. Directors, Mark Schiferl and Anna Kaydanovskaya commented on the operating revenue pertaining to tenant income and operating subsidy for the public housing portfolio.

Director Hasan addressed the Commission regarding the Housing Assistance Payments Revenue and noted that the Oakland Housing Authority is trending higher than last fiscal year. Director Thompson discussed tenant services.

Commissioner Tortorich asked if there are long-term cost savings since some programs have been offered virtually. Ms. Thompson noted that staff

are providing limited on-site services, which hindered a comparison, and thus cost savings were yet to be determined.

There were no further questions from the Commission.

- E. Authorizing the Executive Director to execute a contract with Baker Tilly US, LLP for professional real estate development consulting and advisory services for a total not to exceed amount of \$2,250,000.

Chair Hartwig noted the modification to the agenda and introduced Secretary Wells to present. Secretary Wells noted that Item E-S is a series of fifteen staff recommendations for contracts to acquire on-call professional real estate development and advisory consultants through RFP #21-030.

Chief Officer of Real Estate Development, Thomas Deloye provided detail about the RFP process, which was facilitated to provide real estate consulting and advisory services on an as-needed basis. The recommendation from the staff evaluation committee was that identical contracts be awarded to each proposed vendor on a task order basis for each specialty area. Mr. Deloye noted five specialty areas: Area 1 – Land Use and Zoning, Area 2 – Choice Neighborhoods, Area 3 – Affordable Housing Project Management, Area 4 – Affordable Housing Financial Consulting, and Area 5 – Public Housing Positioning Specialists. Additionally, Mr. Deloye presented a chart with the annual not-to-exceed costs for each vendor.

Commissioner Castillo asked for further understanding as to why the Agency needs fifteen consultants. Secretary Wells stated that technical expertise is required for development projects in a variety of skill areas that are not needed on a full time basis. A list of qualified consultants will supplement staff expertise and bandwidth, which will be beneficial as the agency manages simultaneous projects.

Mr. Deloye provided an example using the specialty area of land use and zoning; explaining that the Agency may want a firm that specializes in entitlements or strategic planning to best assist with one development that may not be required for another.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- F. Authorizing the Executive Director to execute a contract with California Housing Partnership Corporation for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by

Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- G. Authorizing the Executive Director to execute a contract with Collabo, LLC for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- H. Authorizing the Executive Director to execute a contract with CTY Housing, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$2,250,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- I. Authorizing the Executive Director to execute a contract with DCG Strategies, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- J. Authorizing the Executive Director to execute a contract with Dahlin Group, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- K. Authorizing the Executive Director to execute a contract with David Baker Architects, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.



Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- L. Authorizing the Executive Director to execute a contract with Devine & Gong, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- M. Authorizing the Executive Director to execute a contract with Dominion Due Diligence Group, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$2,250,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- N. Authorizing the Executive Director to execute a contract with Economic Consultants Oregon, LTD, DBA Eco Northwest for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- O. Authorizing the Executive Director to execute a contract with EJP Consulting Group, LLC for professional real estate development consulting and advisory services for a total not to exceed amount of \$1,500,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- P. Authorizing the Executive Director to execute a contract with Kobler Development Consulting for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- Q. Authorizing the Executive Director to execute a contract with Recap Advisors LLC, DBA Recap Real Estate Advisors for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- R. Authorizing the Executive Director to execute a contract with TAG Associates, Inc., for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- S. Authorizing the Executive Director to execute a contract with Urban Focus, LLC for professional real estate development consulting and advisory services for a total not to exceed amount of \$1,500,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- T. Authorizing the Executive Director to execute a grant agreement with the City of Oakland for the Sponsor-Based Housing Assistance Program (SBHAP) in a total amount not-to- exceed \$4,209,693 for the initial one-year term and \$4,209,693 for each of the two one-year option terms.

Director of Leased Housing, Michelle Hasan, stated this request would offer

additional services to the homeless community as an extension of the programs funded under the Authority's sponsor-based program that began in 2010. The request for increased funding is included in the FY 2023 operating budget presented on May 9, 2022 and funding for the option terms will be in future FYI budget requests if the Authority decides to exercise the option terms. This MTW initiative establishes service-rich housing programs for a variety of vulnerable communities through partners with services expertise through the Authority's partnership with the City of Oakland department of Human Services for the Permanent Access to Housing (PATH) Strategy. The PATH initiative for homelessness was created and supported by the City of Oakland. The program has evolved since its creation in response to shifting trends in the needs for services and growing barriers to housing. This has also resulted in the Authority's Board approving funding increases over the years to continue the local subsidy program to reduce the number of homeless families. Ms. Hasan was pleased to report that all forty slots for homeless families with children have been filled and the families are exiting cabin communities and filling the units.

Having no further questions from the Commission, a motion was made by Commissioner Jung-Lee, and seconded by Commissioner Tortorich. The motion passed by the following vote:

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

**U. Consent Agenda:**

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

1. Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.
2. Authorizing the Executive Director to renew the commercial general liability insurance policy and to make payment of the annual premium in the amount not to exceed \$323,559.
3. Authorizing the Executive Director to execute a contract with Mikko Design for graphic design services for a total amount not to exceed \$225,000.
4. Authorizing the Executive Director to execute a contract with Percolate for graphic design services for a total amount not to exceed \$225,000.
5. Authorizing the Executive Director to amend the current IT consulting services contract with Cobra Technology by extending the contract for six months and increasing the total amount not to exceed \$440,000.

6. Authorizing the Executive Director to execute an agreement with Sun Ridge Systems, Inc. for the purchase and implementation of a computer-aided dispatch and records management system in an amount not to exceed \$571,000

Having no questions from the Commission, a motion was made by Commissioner Tortorich, and seconded by Commissioner Montgomery. The motion passed by the following vote:

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

VIII. Written Communications Departments' Monthly Report.

Secretary Wells briefed the Commission on the Departmental Monthly Report for the month of April 2022.

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

Secretary Wells provided summary information on the following highlights:

- Bettye Lou Wright Mayor's Proclamation
- Owner's Appreciation Day for Landlords
- Captain Dupree's Anti-Bullying Workshop for St. Leo the Great School
- Mayor's and CEO's meeting with the Deputy Assistant Secretary and other officials in the White House Executive Building
- Swearing-In of Newest Police Officer Justin Nunez
- Reference to the Home Together 2026 Report
- Reference to the Authority's Waiver Request approval from HUD
- Response to Advocacy Efforts by Senator Padilla
- Award Announcement for the Homekey projects
- Acknowledgement of the attendance of RAB Member Mr. William Mayes
- Welcomed New Assistant Director of Property Operations, Tia Ramirez

X. Reports of Commission Committees.

There were no reports by Commission Committees.

XI. Announcements by Commissioners.

There were no announcements by Commissioners.

XII. Adjournment of Public Session.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

The meeting adjourned at 8:43 p.m.

Gregory D. Hartwig, Chair of the Commission


By \_\_\_\_\_  
Patricia Wells, Secretary



**ITEM: V.A.****Executive Office  
Oakland Housing Authority MEMORANDUM**

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To: Board of Commissioners

From: Patricia Wells, Executive Director <sup>DS</sup>

Subject: Consideration and Adoption of the Fiscal Year 2023 Oakland Housing Authority Operating Budget

Date: June 27, 2022

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On Monday, May 9, 2022, during the Board of Commissioner's Budget Workshop, the board was presented with materials relating to the FY 2023 Operating Budget for the Oakland Housing Authority (OHA), which includes the PHA Comprehensive Consolidated Budget. The Board and staff engaged in considerable discussion on prior year achievements, FY 2023 goals, as well as trends in program and operations metrics that will impact future strategic planning. Staff has made some adjustments to the proposed FY 2023 proposal based upon that discussion, and clarification received since that time on annual funding amounts from the Department of Housing and Urban Development (HUD). This revised budget is now being presented for adoption.

In accordance with HUD's New Operating Fund Rule (24 CFR Part 990.255), the Housing Authority should prepare and approve the annual operating budget prior to the beginning of the Fiscal Year (July 1, 2022) and the Chairperson is required to sign the HUD Form HUD-52574 certifying the following:

- All statutory and regulatory requirements have been met;
- The PHA [Public Housing 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.

The Budget is in accordance with all applicable regulatory and policy guidance. The proposed budget was prepared based on the following assumptions:

FY 2023 Operating Budget  
Page 2 of 5

- The Fiscal Year 2023 Public Housing Operating Subsidy to be awarded by HUD is estimated at \$10,241,383 million with funding expected at 97% proration of eligibility.
- The Fiscal Year 2023 Public Housing Capital Fund Program (CFP) Grant to be awarded by HUD is estimated at \$10,288,343 million.
- HUD-Held Reserves, both HUD-held cash and unspent budget authority, is estimated at \$110 million as of calendar year-end 2021.
- The Budget was prepared with an aggressive expenditure of existing HUD held reserves demonstrating the obligations and commitments the Board and agency have made to utilize the funds to increase opportunity and preserve and expand housing choices in Oakland.
- As outlined in our Moving to Work (MTW) Fiscal Year 2023 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 Section 8 units
  - Support and expand economic opportunities offered through the Family and Community Partnerships Department
  - Fund Police Services, and
  - Make significant investments in preservation and development activities by the Authority.
- An estimated salary increase based on the local CPI index to provide funds for the annual Cost of Living Adjustment was included in the budget, as a placeholder pending negotiations with trade union organizations.
- 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.
- 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 homeless families.

The proposed Budget was modified when the MTW HUD Budget Authority for calendar year 2022 was received from HUD. This notice arrived after Board of Commissioner's Budget Workshop meeting on May 9, 2022.

The proposed budget was also modified based on updated projections for changes anticipated in the Housing Choice Voucher program based on Fair Market Rent (FMR) changes. All PHAs determine a payment standard that is between 90-110% of the FMRs. FMRs are regularly published by HUD in October and represent the cost to rent moderately priced units in local housing markets.

In Fiscal Year 2022, the Oakland Area FMRs reduced between 4-7% across all bedroom sizes, while actual rents continue to rise in the Eastbay. Staff is proposing, in this budget, to set certain payment standards at 120% in Fiscal Year 2023, which is



## FY 2023 Operating Budget

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projected to have a positive impact for a number of areas for both OHA and owners including:

- Opportunity to attract owners with units in areas not previously available to our voucher applicants and program participants, increasing the potential for increased access to transportation, stores and schools.
- Owners may request one rent increase annually and will have the ability to increase contract rents to closely align with open market rents, increasing the possibility of maintaining units on our program.
- All new construction project based units owners can request higher rents to assist in the financial sustainability of the project.
- In Fiscal Year 2023, the proposed budget anticipates the approval of 5400 rent increases, 700 participant movers leasing new units and 141 new construction project based voucher units, all MTW.

Our average Housing Assistance Payment (HAP) is \$ 1611 In Fiscal Year 2023, an additional 20% in HAP is added to account for increases from the actions identified above. [Note: OHA is required to conduct rent reasonableness when determining contracts rents for all contract changes.]

Below is a summary of the major budget modifications between the budget presented at the May 9, 2022 Board of Commissioner's Budget Workshop and the current proposed budget. A detailed outline, and comparison, of the changes are included in Attachment A.

- Housing Assistance Payment (HAP) Revenue Subsidy – MTW Per-unit-cost (PUC) rate increased \$ 8,008,155.
- Embedded Administration Fees – HUD Calendar Year 2022 rates increased \$ 1,948,235
- The budget draft presented in the May 9, 2022 Board of Commissioner's Budget Workshop included a test methodology for COCC cost reimbursement. After further review staff is proposing to keep the original COCC cost reimbursement methodology in the final budget version consistent with prior years. This results in a decrease of \$8,382,654 from the workshop version.
- HAP Payments adjusted per HUD Budget Authority and increased of payment standard to 120%.
  - MTW & non-MTW vouchers increased by \$ 9,924,446.
  - Utilization Projection (rent increase & new contracts) \$3,925,574.
- Operating Expenses-(admin & pension expenses) increased by \$ 853,455.

Overall, net change of the Budget Modification to FY23 Budget is (\$13,013,453).

### **Commissioner Travel:**

The impacts of COVID-19 have driven us to the use of technology for on-line engagement. However, the plans for Conferences and training are still scheduled for Fiscal Year 2023; the budget includes a travel/conference budget to accommodate

FY 2023 Operating Budget  
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some Commissioner related travel to conferences for the fiscal year for \$30,000, not including registration fees.

**Recommendation:**

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, 2023

Attachments: OHA Comprehensive Consolidated FY 2023 Operating Budgets:

1. FY2023 Consolidated OHA Only.Final
2. FY2023 YoY FY22 vs. FY 23 OHA only. Final
3. FY2023 Capital Outlay OHA.Final
4. FY2023 Staffing.Final

**Oakland Housing Authority**  
**FY2023 Sources and Uses Budget Summary**

			<u>Final</u>	<u>Workshop</u>	<u>Net Changes</u>
<b>REVENUE</b>					
<b>Total HAP Subsidy</b>			<b>\$ 300,602,072</b>	<b>\$ 292,593,917</b>	<b>\$ 8,008,155</b>
<b>EXPENSES</b>					
HAP (MTW/Non-MTW) Expense		<b># VO</b>			
MTW Vouchers	@ \$1611	11436	221,176,814	211,337,280	9,839,534
Non-MTW			29,576,683	29,491,771.00	84,912.00
<b>Sub-Total</b>			<b>\$ 250,753,497</b>	<b>\$ 240,829,051</b>	<b>\$ 9,924,446</b>
<u>Utilization Projection:</u>					
Assumptions: (6336 household @ 120%)					
Rent Increase	\$323	6100 VO/yr			
contract in place		5400	1,744,200	-	1,744,200
HCV Movers		700	226,100		226,100
New Contracts	\$1,934	236 VO/yr		-	
Project Based Vouchers ( new constructions)		141	910,914		910,914
Foster Youth Ind		45	1,044,360		1,044,360
Foster Youth Independence		49	1,126,080	1,126,080	-
FUP Vouchers		51	1,193,522	1,193,522	-
Local Programs(landlord incentive/owner recognition/bldg bridges)			13,276,431	13,276,431	-
<b>Sub-Total</b>			<b>\$ 19,521,607</b>	<b>\$ 15,596,033</b>	<b>\$ 3,925,574</b>
<b>Total HAP Expenses</b>			<b>\$ 270,275,104</b>	<b>\$ 256,425,084</b>	<b>\$ 13,850,020</b>
<b>Excess Subsidy over HAP Expenses (suplus/(deficit))</b>			<b>\$ 30,326,968</b>	<b>\$ 36,168,833</b>	<b>\$ (5,841,865)</b>
Admin Fee Revenue:			23,307,296	21,359,061	1,948,235
Other Revenue:			45,497,041	53,763,409	(8,266,368)
<b>Gross Margin-(surplus/(deficit))</b>			<b>\$ 99,131,305</b>	<b>\$ 111,291,303</b>	<b>\$ 4,372,738</b>
<b>Total Operating Expenses</b>			<b>\$ 96,621,775</b>	<b>\$ 95,768,320</b>	<b>\$ 853,455</b>
<b>Net Surplus/(Deficit) before Non-operating</b>			<b>\$ 2,509,530</b>	<b>\$ 15,522,983</b>	<b>\$ (13,013,453)</b>
<u>Non-Operating Expenses:</u>					
Depreciation			1,936,464	1,936,464	-
Capitla Outlay			23,367,635	22,869,635	498,000
<b>Sub-Total</b>			<b>\$ 25,304,099</b>	<b>\$ 24,806,099</b>	<b>\$ 498,000</b>
<b>Net Surplus/(Deficit)</b>			<b>\$ (22,794,569)</b>	<b>\$ (9,283,116)</b>	<b>\$ (13,511,453)</b>

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2023

GL	Account Description	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvements Dept & Facilities	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	FY2023 Budget	FY2022 Budget	% Change FY23vsFY22
3000-00-000	OPERATING REVENUE														
3100-00-000	TENANT INCOME														
3101-00-000	Rental Income														
3110-00-000	Tenant Rent	-	-	-	-	-	-	5,013,249	-	-		-	5,013,249	4,736,744	6%
3112-00-000	Tenant Assistance Payments	-	-	-	-	-	-	-	-	-		-	-	117,816	-100%
3113-00-000	Less: Vacancies	-	-	-	-	-	-	(201,199)	-	-		-	(201,199)	(153,640)	31%
3114-00-000	Less: Concessions	-	-	-	-	-	-	(12,000)	-	-		-	(12,000)	(18,000)	-33%
3119-00-000	Total Rental Income	-	-	-	-	-	-	4,800,050	-	-	-	-	4,800,050	4,682,920	3%
3120-00-000	Other Tenant Income														
3120-01-000	Laundry and Vending	-	-	-	-	-	-	3,993	-	-		-	3,993	5,504	-27%
3120-03-000	Maintenance Charges	-	-	-	-	-	-	19,000	-	-		-	19,000	20,610	-8%
3120-04-000	Late Charges	-	-	-	-	-	-	72	-	-		-	72	172	-58%
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	-	-		-	1,118	-	100%
3129-00-000	Total Other Tenant Income	-	-	-	-	-	-	24,903	-	-	-	-	24,903	27,006	-8%
3199-00-000	NET TENANT INCOME	-	-	-	-	-	-	4,824,953	-	-	-	-	4,824,953	4,709,926	2%
3400-00-000	GRANT INCOME														
3401-00-000	HUD PHA Operating Grants/Subsidy	-	-	-	-	-	-	10,241,383	-	-		-	10,241,383	9,006,701	14%
3410-01-000	HCV Subsidy	-	-	-	-	-	-	-	292,453,474	-		-	292,453,474	286,267,745	2%
3410-01-001	EHV Subsidy	-	-	-	-	-	-	-	-	-	7,548,598	-	7,548,598	-	100%
3410-02-000	HCV Subsidy - Admin	-	-	-	-	-	-	-	452,082	22,828,214		-	23,280,296	20,879,979	11%
3410-04-000	Port-In Admin Fees Earned	-	-	-	-	-	-	-	-	27,000		-	27,000	30,000	-10%
3410-06-000	Port In HAP Earned	-	-	-	-	-	-	-	-	600,000		-	600,000	500,000	20%
3415-00-000	Other Government Grants	-	-	424,283	-	-	-	-	-	-		-	424,283	222,079	91%
3420-00-000	Capital Fund Grants	2,415,786	-	-	-	-	-	7,872,557	-	-		-	10,288,343	10,074,617	2%
3499-00-000	TOTAL GRANT INCOME	2,415,786	-	424,283	-	-	-	18,113,940	292,905,556	23,455,214	7,548,598	-	344,863,377	326,981,119	5%
3600-00-000	OTHER INCOME														
3610-00-000	Investment Income - Unrestricted	70,076	-	-	-	-	-	1,200	-	-		20,192	91,467	80,735	13%
3620-00-000	Management Fee Income	6,764	-	-	-	20,293	-	-	-	-		-	27,057	-	100%
3640-00-000	Fraud Recovery	-	-	-	-	-	-	-	-	80,000		-	80,000	80,000	0%
3650-00-000	Miscellaneous Other Income	-	-	-	-	-	-	-	-	-		290,966	290,966	927,997	-69%
3650-00-002	Ground Lease Income	-	-	-	-	-	-	-	-	-		10,000	10,000	10,000	0%
3650-00-004	Developer Fees	-	-	-	-	-	-	-	-	-		3,099,120	3,099,120	75,450	4008%
3650-00-006	Excess Salary Reimbursements from Affiliates	452,880	326,087	14,288	39,333	19,053	19,053	-	-	40,693		-	911,388	862,077	6%
3650-00-007	Affiliates Reimbursement to OHA	6,122,595	-	-	2,207,962	-	6,160,621	-	-	-		-	14,491,177	10,785,777	34%
3650-00-008	Salary Reimbursements from BAHARMA	396,902	-	-	-	-	-	-	-	-		-	396,902	-	100%
3650-00-010	Parking Citation Fees	-	85,000	-	-	-	-	-	-	-		-	85,000	-	100%
3650-00-011	Towing Vehicle Release Fees	-	6,000	-	-	-	-	-	-	-		-	6,000	-	100%
3650-00-012	Security Contract Income	-	99,000	-	-	-	-	-	-	-		-	99,000	-	100%
3650-00-013	Community Facilities	-	-	-	-	-	-	130,000	-	-		-	130,000	-	100%
3699-00-000	TOTAL OTHER INCOME	7,049,217	516,087	14,288	2,247,295	39,346	6,179,674	131,200	-	120,693	-	3,420,278	19,718,078	12,822,035	54%
3999-00-000	TOTAL OPERATING REVENUE	9,465,003	516,087	438,571	2,247,295	39,346	6,179,674	23,070,093	292,905,556	23,575,907	7,548,598	3,420,278	369,406,408	344,513,080	7%

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2023

GL	Account Description	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvements Dept & Facilities	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	FY2023 Budget	FY2022 Budget	% Change FY23vsFY22
4000-00-000	OPERATING EXPENSES														
4100-00-000	ADMINISTRATIVE														
4100-99-000	Administrative Salaries														
4110-00-000	Administrative Salaries	9,375,276	2,798,141	2,885,317	1,590,450	923,677	1,533,511	1,075,379	-	8,721,664		-	28,903,416	26,183,253	10%
4110-01-000	Administrative Rent Free Unit	-	-	-	-	-	-	20,184	-	-		-	20,184	20,184	0%
4110-02-000	Administrative Overtime	1,902	-	-	-	-	-	1,331	-	85,000		-	88,232	85,000	4%
4110-03-000	Employer FICA & Medicare	664,402	173,511	213,111	120,630	66,045	111,480	87,498	-	666,696		-	2,103,372	1,757,477	20%
4110-03-001	State Unemployment Insurance Tax (SUI)	11,270	2,576	4,025	2,093	1,127	1,932	1,127	-	15,778		-	39,928	74,856	-47%
4110-03-002	Pension & Retirement Contributions	987,156	342,252	342,109	161,114	98,495	156,484	92,349	-	1,124,665		-	3,304,624	3,270,660	1%
4110-03-003	Life Ins Contr & Management Package	14,761	3,188	5,094	2,703	1,455	2,495	1,351	-	20,033		-	51,080	68,243	-25%
4110-03-004	Medical & Dental Benefits	1,524,349	355,672	626,521	284,731	153,830	296,716	214,141	-	2,117,945		-	5,573,905	5,157,048	8%
4110-03-005	Employee Benefits Management & Others	139,251	40,075	30,475	20,075	15,300	21,400	7,025	-	31,150		-	304,752	207,600	47%
4110-03-006	Internet Stipends	36,181	5,400	11,880	5,400	3,780	4,320	1,620	-	50,762		-	119,344	-	100%
4110-05-000	Excess Salary Reimbursements	-	-	-	-	-	-	-	-	-			-	387,600	-100%
4110-99-000	Total Administrative Salaries	12,754,548	3,720,816	4,118,532	2,187,196	1,263,710	2,128,338	1,502,006	-	12,833,692		-	40,508,838	37,211,920	9%
4130-00-000	Legal Expense														
4130-01-000	Unlawful Detainers	-	-	-	-	-	-	400,000	-	-		-	400,000	250,000	60%
4130-03-000	Grievances and Arbitration	-	-	-	-	-	-	36,000	-	-		-	36,000	36,000	0%
4130-04-000	General Legal Expense	1,225,000	925,000	10,000	45,000	15,000	-	39,000	-	120,000		10,000	2,389,000	2,055,000	16%
4131-00-000	Total Legal Expense	1,225,000	925,000	10,000	45,000	15,000	-	475,000	-	120,000		10,000	2,825,000	2,341,000	21%
4139-00-000	Other Admin Expenses														
4140-00-000	Staff Training	410,850	67,300	27,725	22,500	15,605	11,000	51,715	-	219,194		77,910	903,799	607,532	49%
4140-01-000	Tuition Reimbursement	50,000	-	-	-	-	-	-	-	-		-	50,000	75,000	-33%
4140-10-000	Pre Employment Physicals	-	14,000	-	-	-	-	-	-	-		-	14,000	12,000	17%
4140-20-000	Recruitment Expense	185,000	40,000	-	-	-	-	-	-	-		-	225,000	210,000	7%
4150-00-000	Travel	117,780	35,900	16,500	4,000	3,000	-	11,100	-	44,000		146,451	378,731	278,110	36%
4150-05-000	Commissioner Travel	30,000	-	-	-	-	-	-	-	-		-	30,000	32,000	-6%
4150-10-000	Commissioner Stipends	13,200	-	-	-	-	-	-	-	-		-	13,200	13,200	0%
4160-00-000	Meetings	14,750	500	1,500	5,000	5,000	-	5,400	-	40,000		67,250	139,400	139,150	0%
4170-00-000	Accounting Fees	423,200	-	-	-	-	-	-	-	-		-	423,200	245,400	72%
4171-00-000	Auditing Fees	269,909	-	-	-	-	-	-	-	-		-	269,909	245,372	10%
4173-00-000	Management Fee	-	-	-	-	-	-	296,604	-	-		-	296,604	288,440	3%
4174-00-000	Marketing	46,000	-	-	-	-	-	7,520	-	25,000		35,000	113,520	62,216	82%
4180-00-000	Office Rent	21,083	-	-	-	-	-	4,860	-	859,820		-	885,763	887,977	0%
4181-00-000	Interns	60,000	150,000	55,000	-	24,975	-	-	-	-		-	289,975	305,700	-5%
4181-01-000	FICA & Medicare	4,590	11,475	-	-	1,911	-	-	-	-		-	17,976	19,179	-6%
4181-01-001	State Unemployment Insurance Tax	483	644	-	-	161	-	-	-	-		-	1,288	1,630	-21%
4182-00-000	Consultants	4,008,500	875,750	50,000	104,000	35,000	-	306,000	-	810,700		-	6,189,950	4,245,400	46%
4189-00-000	Total Other Admin Expenses	5,655,346	1,195,569	150,725	135,500	85,652	11,000	683,199	-	1,998,714		326,611	10,242,315	7,668,305	34%

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2023

GL	Account Description	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvements Dept & Facilities	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	FY2023 Budget	FY2022 Budget	% Change FY23vsFY22
4190-01-000	Membership and Fees	45,705	6,820	3,200	3,500	7,155	1,200	-	-	3,500		68,655	139,735	304,255	-54%
4190-02-000	Publications	11,500	3,500	-	3,500	500	-	-	-	-		-	19,000	16,500	15%
4190-03-000	Advertising	12,000	1,500	-	-	600	-	300	-	-		-	14,400	7,400	95%
4190-04-000	Office Supplies	77,472	15,400	49,900	11,000	5,000	21,500	53,185	-	150,000		-	383,457	354,888	8%
4190-06-000	Copier Supplies	10,800	5,000	-	-	-	6,000	15,000	-	30,000		-	66,800	62,550	7%
4190-07-000	Telephone	279,000	14,000	1,000	-	-	153,500	82,465	-	20,000		-	549,965	393,615	40%
4190-08-000	Postage	10,700	5,500	1,500	750	1,000	300	9,600	-	280,000		-	309,350	289,250	7%
4190-09-000	Computer Hardware, Software & Supplies	59,605	12,648	20,190	11,882	6,788	21,885	27,696	-	97,260		-	257,954	250,090	3%
4190-10-000	Computer Licenses & Maintenance Contracts	1,009,759	6,900	42,000	1,100	8,910	7,500	22,800	-	-		-	1,098,969	1,143,843	-4%
4190-11-000	Utility Transmission Charges	-	-	-	-	-	700	1,000	-	-		-	1,700	1,800	-6%
4190-12-000	Software	-	-	-	-	8,000	-	-	-	-		-	8,000	7,900	1%
4190-14-000	Storage Unit	10,300	300	-	-	-	-	-	-	-		-	10,600	15,350	-31%
4190-15-000	Cell Phones/Pagers	90,340	49,200	42,100	15,950	9,800	30,350	84,365	-	109,300		-	431,405	436,984	-1%
4190-17-000	Temporary Administrative Labor	118,200	-	-	20,000	-	-	46,000	-	107,900		-	292,100	27,000	982%
4190-18-000	Office Equipment Maintenance & Contracts	37,000	23,600	18,000	4,000	-	5,000	18,700	-	30,000		-	136,300	109,300	25%
4190-19-000	Section 8 Inspections Costs	-	-	-	-	-	-	-	-	476,787		-	476,787	464,500	3%
4190-20-000	Bank Fees	223,206	-	-	-	-	-	20,608	-	-		500	244,314	275,500	-11%
4190-21-000	Fees, Taxes & Other Costs	40,000	-	-	-	-	6,500	13,245	-	-		-	59,745	47,777	25%
4190-22-000	Other Misc Admin Expenses	5,000	5,500	-	1,500	-	1,000	8,806	-	-		-	21,806	34,500	-37%
4191-00-000	Total Miscellaneous Admin Expenses	2,040,587	149,868	177,890	73,182	47,753	255,435	403,770	-	1,304,747		69,155	4,522,387	4,243,002	7%
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	21,675,480	5,991,253	4,457,147	2,440,878	1,412,115	2,394,773	3,063,975	-	16,257,153		405,766	58,098,540	51,464,227	13%
4200-00-000	TENANT SERVICES														
4210-00-000	Tenant Services Salaries	-	-	178,240	-	-	-	198,908	-	-		-	377,148	366,824	3%
4210-01-000	Employer FICA & Medicare	-	-	13,635	-	-	-	16,969	-	-		-	30,604	11,866	158%
4210-01-001	State Unemployment Insurance Tax (SUI)	-	-	1,127	-	-	-	-	-	-		-	1,127	-	100%
4210-01-002	Pension & Retirement Contributions	-	-	-	-	-	-	777	-	-		-	777	10,603	-93%
4210-01-004	Medical & Dental Benefits	-	-	-	-	-	-	25,196	-	-		-	25,196	17,434	45%
4210-01-005	Employee Benefit Management & Others	-	-	-	-	-	-	1,176	-	-		-	1,176	1,920	-39%
4220-00-000	Resident Participation	-	-	25,000	-	-	-	5,000	-	-		-	30,000	30,500	-2%
4220-01-000	Other Tenant Svcs.	31,500	-	5,000	1,200	22,000	-	37,670	-	-		-	97,370	351,860	-72%
4220-02-000	Tenant Services - Community Center	-	-	-	-	-	-	130,000	-	-		-	130,000	-	100%
4225-01-000	Printing & Supplies	12,000	-	35,000	-	-	-	9,500	-	-		-	56,500	56,500	0%
4225-01-001	Tenant Services - Postage	10,000	-	10,000	-	-	-	-	-	-		-	20,000	20,000	0%
4225-01-002	Program Supplies	-	-	60,000	-	-	-	-	-	-		-	60,000	50,000	20%
4225-02-000	Recreation	-	-	-	-	-	-	20,000	-	-		-	20,000	20,000	0%
4225-03-000	Special Events	-	-	44,000	-	-	-	35,000	-	-		27,000	106,000	110,000	-4%
4225-04-000	Translation Services	-	-	1,500	-	1,500	-	2,000	-	115,000		-	120,000	115,000	4%
4230-00-000	Children & Youth Programs	-	30,000	1,128,000	-	-	-	-	-	-		-	1,158,000	1,100,000	5%
4230-00-001	Special Programs - Residents (Family & Community Prtnshp)	-	-	360,080	-	-	-	-	-	-		-	360,080	300,000	20%
4230-00-002	Stipends - Leadership Training	-	-	-	-	3,000	-	-	-	-		-	3,000	3,000	0%
4230-00-003	Employment & Economic Development	-	-	395,000	-	-	-	-	-	-		-	395,000	395,000	0%
4230-00-004	Civic Engagement Activity	-	-	35,000	-	-	-	-	-	-		10,000	45,000	50,000	-10%
4230-01-000	Tenant Relocation	-	-	-	-	-	-	46,000	-	-		-	46,000	40,000	15%
4230-02-000	Tenant Transportation	-	-	61,500	-	-	-	-	-	-		-	61,500	60,000	3%
4230-03-000	Tenant Clothing	-	-	25,000	-	-	-	-	-	-		-	25,000	35,000	-29%
4230-04-000	Tenant Childcare	-	-	20,000	-	-	-	-	-	-		-	20,000	20,000	0%
4299-00-000	TOTAL TENANT SERVICES EXPENSES	53,500	30,000	2,398,082	1,200	26,500	-	528,196	-	115,000		37,000	3,189,478	3,165,507	1%

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2023

GL	Account Description	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvements Dept & Facilities	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	FY2023 Budget	FY2022 Budget	% Change FY23vsFY22
4300-00-000	UTILITIES														
4310-00-000	Water	-	-	-	-	-	53,784	1,352,725	-	-		-	1,406,509	1,343,516	5%
4320-00-000	Electricity	-	-	-	-	-	375,200	225,642	-	-		-	600,842	611,028	-2%
4330-00-000	Gas	-	-	-	-	-	21,571	64,679	-	-		-	86,250	76,622	13%
4390-00-000	Sewer	-	-	-	-	-	-	93,707	-	-		-	93,707	73,333	28%
4395-00-000	Other Utility Expenses	-	-	-	-	-	-	6,200	-	-		-	6,200	6,200	0%
4399-00-000	TOTAL UTILITY EXPENSES	-	-	-	-	-	450,555	1,742,953	-	-		-	2,193,507	2,110,700	4%
4400-00-000	MAINTENANCE AND OPERATIONS														
4400-99-000	General Maint Expense														
4410-00-000	Ordinary Maintenance & Operations Salaries	-	-	-	347,188	-	2,691,553	2,235,813	-	-		-	5,274,553	4,808,496	10%
4410-02-000	Ordinary Maintenance & Operations Overtime	-	-	-	519	-	9,617	123,995	-	-		-	134,131	73,000	84%
4410-03-006	Internet Stipends	-	-	-	1,080	-	540	-	-	-		-	1,620	-	100%
4410-04-000	Maint. Empl. Rent Free Unit	-	-	-	-	-	-	15,960	-	-		-	15,960	15,960	0%
4410-05-000	Employer FICA & Medicare	-	-	-	30,969	-	206,922	185,658	-	-		-	423,549	381,991	11%
4410-05-001	State Unemployment Insurance Tax (SUI)	-	-	-	644	-	4,347	3,864	-	-		-	8,855	12,768	-31%
4410-05-002	Pension & Retirement Contributions	-	-	-	50,664	-	333,043	219,391	-	-		-	603,097	587,108	3%
4410-05-003	Life Ins Contr & Management Package	-	-	-	832	-	5,613	7,456	-	-		-	13,901	15,506	-10%
4410-05-004	Medical & Dental Benefits	-	-	-	109,221	-	663,415	505,035	-	-		-	1,277,672	1,318,163	-3%
4410-05-005	Employee Benefit Management & Others	-	-	-	1,525	-	2,650	2,650	-	-		-	6,825	-	100%
4411-00-000	Maintenance Uniforms	-	-	-	-	-	8,700	13,000	-	-		-	21,700	18,700	16%
4412-00-000	Maintenance Travel/Training	-	-	-	-	-	-	6,000	-	-		-	6,000	6,000	0%
4413-00-000	Vehicle - Gas	5,700	-	2,500	9,500	1,000	52,000	18,000	-	3,000		-	91,700	74,000	24%
4413-00-001	Vehicles - Materials & Parts	5,000	-	1,000	5,000	-	7,000	7,000	-	-		-	25,000	19,500	28%
4413-00-002	Vehicles - GPS Expenses	2,300	-	3,000	900	500	5,000	5,200	-	5,000		-	21,900	27,400	-20%
4419-00-000	Total General Maint Expense	13,000	-	6,500	558,042	1,500	3,990,400	3,349,022	-	8,000		-	7,926,463	7,358,593	8%
4420-00-000	Materials														
4420-00-001	Materials - Building	-	-	-	-	-	22,250	231,000	-	-		-	253,250	255,750	-1%
4420-00-002	Materials - Electrical	-	-	-	-	-	12,000	18,300	-	-		-	30,300	35,300	-14%
4420-00-003	Materials - Floor Coverings	-	-	-	-	-	18,500	103,500	-	-		-	122,000	122,000	0%
4420-00-004	Materials - Hardware	-	-	-	-	-	4,500	9,500	-	-		-	14,000	13,000	8%
4420-00-005	Materials - Heater Parts	-	-	-	-	-	-	6,500	-	-		-	6,500	5,500	18%
4420-00-006	Materials - Kitchen & Lavatory	-	-	-	-	-	13,000	63,200	-	-		-	76,200	76,200	0%
4420-00-007	Materials - Locks	-	-	-	-	-	9,250	52,550	-	-		-	61,800	60,800	2%
4420-00-008	Materials - Paint	-	-	-	-	-	7,500	22,550	-	-		-	30,050	31,050	-3%
4420-00-009	Materials - Appliances	-	-	-	-	-	2,000	3,000	-	-		-	5,000	4,400	14%
4420-00-010	Materials - Other	-	-	-	-	-	3,500	7,000	-	-		-	10,500	11,000	-5%
4420-00-011	Materials - Doors	-	-	-	-	-	-	20,000	-	-		-	20,000	20,000	0%
4420-00-012	Materials - Windows	-	-	-	-	-	-	30,000	-	-		-	30,000	30,000	0%
4420-01-000	Supplies-Grounds	-	-	-	-	-	2,500	20,000	-	-		-	22,500	14,000	61%
4420-02-000	Supplies-Light Fixtures	-	-	-	-	-	12,000	15,000	-	-		-	27,000	19,000	42%
4420-03-000	Supplies-Decorating	-	-	-	-	-	6,000	44,750	-	-		-	50,750	51,750	-2%
4420-04-000	Supplies-Electrical	-	-	-	-	-	-	3,000	-	-		-	3,000	3,000	0%
4420-05-000	Supplies-Exterminating	-	-	-	-	-	-	3,600	-	-		-	3,600	3,600	0%
4420-06-000	Supplies-Janitorial/Cleaning	-	-	-	-	-	11,500	24,000	-	-		-	35,500	33,600	6%
4420-07-000	Supplies-Mechanical	-	-	-	500	-	-	-	-	-		-	500	500	0%
4420-08-000	Supplies-Plumbing	-	-	-	-	-	9,750	76,100	-	-		-	85,850	84,350	2%
4420-09-000	Tools and Equipment	-	-	-	7,500	-	20,000	24,600	-	-		-	52,100	53,100	-2%
4429-00-000	Total Materials	-	-	-	8,000	-	154,250	778,150	-	-		-	940,400	927,900	1%

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2023

GL	Account Description	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvements Dept & Facilities	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	FY2023 Budget	FY2022 Budget	% Change FY23vsFY22
4430-00-000	Contract Costs														
4430-01-000	Contract-Alarm/Extinguisher	-	-	-	-	-	15,000	17,100	-	-		-	32,100	29,600	8%
4430-02-000	Contract-Appliance	-	-	-	-	-	-	8,100	-	-		-	8,100	4,700	72%
4430-03-000	Contract-Building Rehab	-	-	-	-	-	-	32,500	-	-		-	32,500	48,000	-32%
4430-04-000	Contract-Responsible Person Services	-	-	-	-	-	-	7,000	-	-		-	7,000	-	100%
4430-05-000	Contract-Decorating/Painting	-	-	-	-	-	15,000	80,000	-	-		-	95,000	91,014	4%
4430-06-000	Contract-Electrical	-	-	-	-	-	5,000	16,900	-	-		-	21,900	28,900	-24%
4430-07-000	Contract-Pest Control	-	-	-	-	-	11,000	146,700	-	-		-	157,700	160,600	-2%
4430-08-000	Contract-Floor Covering	-	-	-	-	-	-	123,000	-	-		-	123,000	123,000	0%
4430-09-000	Contract-Grounds	-	-	-	-	-	-	303,120	-	-		-	303,120	297,120	2%
4430-10-000	Contract-Janitorial/Cleaning	-	-	-	-	-	846,930	70,500	-	-		-	917,430	802,500	14%
4430-11-000	Contract-Plumbing	-	-	-	-	-	7,000	149,002	-	-		-	156,002	146,400	7%
4430-12-000	Contract-Garbage Services	-	-	-	1,750	700	74,595	1,084,580	-	-		-	1,161,625	1,072,984	8%
4430-13-000	Contract-HVAC	-	-	-	-	-	88,000	39,500	-	-		-	127,500	127,000	0%
4430-14-000	Contract-Vehicle Maintenance	10,000	-	20,000	7,500	2,000	55,000	40,000	-	26,000		-	160,500	159,760	0%
4430-15-000	Contract-Equipment Rental	-	-	-	-	-	103,500	10,000	-	-		-	113,500	33,500	239%
4430-16-000	Contract-Lock Repair	-	-	-	-	-	4,000	40,000	-	-		-	44,000	44,000	0%
4430-17-000	Contract-Elevator Monitoring	-	-	-	-	-	40,000	47,375	-	-		-	87,375	87,375	0%
4430-18-000	Contract-Uniforms	-	-	-	-	-	-	21,008	-	-		-	21,008	14,898	41%
4430-19-000	Contract-Car Wash	1,000	3,000	2,000	700	500	3,200	4,500	-	500		-	15,400	15,400	0%
4430-20-000	Routine Make Ready	-	-	-	-	-	-	217,000	-	-		-	217,000	247,000	-12%
4430-21-000	Roof & Decks Routine	-	-	-	-	-	30,000	45,000	-	-		-	75,000	75,000	0%
4430-24-000	Contract - Call Center	-	-	-	-	-	-	21,000	-	-		-	21,000	21,000	0%
4430-25-000	Contract - Doors	-	-	-	-	-	-	30,000	-	-		-	30,000	10,000	200%
4430-26-000	Contract - Windows	-	-	-	-	-	-	10,000	-	-		-	10,000	10,000	0%
4430-40-000	Contract-Security Guards	-	-	-	-	-	300,000	-	-	-		-	300,000	300,000	0%
4430-41-000	Contract-Alarm Systems	-	-	-	-	-	89,800	-	-	-		-	89,800	65,500	37%
4430-80-000	Contract-Bookkeeping Fees	-	-	-	-	-	-	45,738	-	-		-	45,738	43,890	4%
4430-90-000	Contract-Fee For Service	5,500	-	-	-	-	-	-	-	-		-	5,500	30,200	-82%
4430-99-000	Contract Costs-Other	-	-	500	-	-	64,500	401,846	-	5,000		-	471,846	505,846	-7%
4439-00-000	Total Contract Costs	16,500	3,000	22,500	9,950	3,200	1,752,525	3,011,469	-	31,500		-	4,850,644	4,595,187	6%
4499-00-000	TOTAL MAINTENANCE EXPENSES	29,500	3,000	29,000	575,992	4,700	5,897,175	7,138,641	-	39,500		-	13,717,508	12,881,680	6%
4500-00-000	GENERAL EXPENSES														
4510-10-000	Property Insurance	-	-	-	-	-	29,436	350,192	-	-		-	379,628	313,991	21%
4510-20-000	Liability Insurance	-	-	-	-	-	88,822	66,306	-	-		-	155,128	154,960	0%
4521-00-000	Misc. Taxes/Licenses/Insurance	-	-	-	-	-	-	1,140	-	-		-	1,140	1,140	0%
4540-00-000	Workers Compensation	499,415	375,195	164,515	103,017	50,251	226,657	175,996	-	471,765		-	2,066,811	2,291,328	-10%
4550-00-000	All Other Insurance	-	-	-	150,000	-	-	-	-	-		-	150,000	162,269	-8%
4550-02-000	Lead Based Paint Insurance	-	-	-	-	-	-	15,750	-	-		-	15,750	-	100%
4560-00-000	Auto Insurance	15,385	94,872	23,077	15,385	5,128	79,487	53,846	-	20,513		-	307,693	235,219	31%
4565-00-000	Employment Practices Liability Insurance	56,829	42,828	20,645	14,001	5,765	27,179	23,061	-	78,243		-	268,551	182,890	47%
4570-00-000	Bad Debt-Tenant Rents	-	-	-	-	-	-	235,100	-	-		-	235,100	230,340	2%
4590-00-000	Other General Expense	-	-	-	-	-	-	2,508,000	-	-		-	2,508,000	2,340,000	7%
4590-04-000	Community Facilities Expense	-	-	-	-	-	-	130,000	-	-		-	130,000	-	100%
4599-00-000	TOTAL GENERAL EXPENSES	571,629	512,895	208,236	282,403	61,145	451,581	3,559,390	-	570,521		-	6,217,800	5,912,137	5%



Oakland Housing Authority (Excluding Affiliates)

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GL	Account Description	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvements Dept & Facilities	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	FY2023 Budget	FY2022 Budget	% Change FY23vsFY22
4600-00-000	PROTECTIVE SERVICES														
4610-00-000	Protective Services Salaries	-	4,879,654	-	-	-	-	-	-	-		-	4,879,654	4,850,459	1%
4610-01-000	Protective Services Overtime	-	425,000	-	-	-	-	-	-	-		-	425,000	425,000	0%
4610-02-000	Employer FICA & Medicare	-	382,873	-	-	-	-	-	-	-		-	382,873	370,158	3%
4610-02-001	State Unemployment Insurance Tax (SUI)	-	6,118	-	-	-	-	-	-	-		-	6,118	8,736	-30%
4610-02-002	Pension & Retirement Contributions	-	721,582	-	-	-	-	-	-	-		-	721,582	743,954	-3%
4610-02-003	Life Ins Contr & Management Package	-	7,484	-	-	-	-	-	-	-		-	7,484	7,722	-3%
4610-02-004	Medical & Dental Benefits	-	863,369	-	-	-	-	-	-	-		-	863,369	930,570	-7%
4610-02-006	Uniform Allowance	-	30,000	-	-	-	-	-	-	-		-	30,000	30,000	0%
4610-02-007	Tuition Reimbursement	-	25,000	-	-	-	-	-	-	-		-	25,000	25,000	0%
4610-03-006	Internet Stipends	-	540	-	-	-	-	-	-	-		-	540	-	100%
4620-01-000	Security Alarm Contract Costs	-	-	-	-	-	-	6,000	-	2,000		-	8,000	7,347	9%
4620-02-000	Lexis Nexus	-	-	-	-	-	-	-	-	5,000		-	5,000	2,000	150%
4620-03-000	Protective Services Vehicle Costs	-	50,000	-	-	-	-	-	-	-		-	50,000	60,000	-17%
4620-04-000	Security Sundry Contracts	-	300,000	-	-	-	-	-	-	-		-	300,000	262,700	14%
4630-01-000	Security Materials	-	121,400	-	-	-	-	-	-	-		-	121,400	81,650	49%
4630-02-000	Gasoline	-	50,000	-	-	-	-	-	-	-		-	50,000	65,000	-23%
4630-03-000	Security Ammunition	-	20,000	-	-	-	-	-	-	-		-	20,000	20,000	0%
4630-04-000	Security Uniforms	-	25,000	-	-	-	-	-	-	-		-	25,000	30,000	-17%
4630-05-000	Security Guns	-	10,000	-	-	-	-	-	-	-		-	10,000	15,000	-33%
4699-00-000	TOTAL PROTECTIVE SERVICES EXPENSES	-	7,918,021	-	-	-	-	6,000	-	7,000		-	7,931,021	7,935,296	0%
4700-00-000	HOUSING ASSISTANCE PAYMENTS														
4715-00-000	Housing Assistance Payments	-	-	-	-	-	-	-	246,236,714	-		-	246,236,714	224,163,224	10%
4715-00-001	EHV Housing Assistance Payments	-	-	-	-	-	-	-	-		7,548,598	-	7,548,598	-	100%
4715-01-000	Tenant Utility Payments-Voucher	-	-	-	-	-	-	-	38,314	-		-	38,314	12,000	219%
4715-02-000	Portable Out HAP Payments	-	-	-	-	-	-	-	3,213,362	-		-	3,213,362	3,480,000	-8%
4715-03-000	FSS Escrow Payments	-	-	-	-	-	-	-	375,930	-		-	375,930	450,000	-16%
4715-04-000	Housing Assistance - Other	-	-	-	-	-	-	-	348,494	-		-	348,494	300,000	16%
4715-05-000	Housing Assistance Payments - Sponsor Based	-	-	-	-	-	-	-	4,209,693	-		-	4,209,693	3,083,091	37%
4715-06-000	Housing Assistance - Portability In	-	-	-	-	-	-	-	68,000	-		-	68,000	40,000	70%
4715-07-000	HAP Vacancy Loss Incentive	-	-	-	-	-	-	-	869,000	-		-	869,000	720,000	21%
4715-08-000	Maintenance Loan	-	-	-	-	-	-	-	781,000	-		-	781,000	385,000	103%
4715-09-000	New Landlord Incentive	-	-	-	-	-	-	-	841,000	-		-	841,000	72,000	1068%
4715-10-000	Owner Recognition	-	-	-	-	-	-	-	25,000	-		-	25,000	25,000	0%
4715-11-000	Building Bridges - SRO	-	-	-	-	-	-	-	3,000,000	-		-	3,000,000	3,000,000	0%
4715-12-000	Building Bridges - CalWORKS	-	-	-	-	-	-	-	1,000,000	-		-	1,000,000	1,000,000	0%
4715-13-000	Building Bridges - THP Plus	-	-	-	-	-	-	-	500,000	-		-	500,000	500,000	0%
4715-15-000	HAP Portability Out Admin Fee	-	-	-	-	-	-	-	560,000	-		-	560,000	560,000	0%
4715-16-000	Building Bridges - Home Key	-	-	-	-	660,000	-	-	-	-		-	660,000	640,000	3%
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	-	-	-	-	660,000	-	-	262,066,507	-	7,548,598	-	270,275,104	238,430,315	13%

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2023

GL	Account Description	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvements Dept & Facilities	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	FY2023 Budget	FY2022 Budget	% Change FY23vsFY22
	TOTAL OPERATING EXPENSES	22,330,109	14,455,169	7,092,465	3,300,472	2,164,460	9,194,084	16,039,156	262,066,507	16,989,174	7,548,598	442,766	361,622,958	321,899,863	12%
	TOTAL OPERATING REVENUE	9,465,003	516,087	438,571	2,247,295	39,346	6,179,674	23,070,093	292,905,556	23,575,907	7,548,598	3,420,278	369,406,408	344,513,080	7%
	EXCESS OPERATING REVENUE (EXPENSES)	(12,865,106)	(13,939,082)	(6,653,894)	(1,053,178)	(2,125,114)	(3,014,410)	7,030,937	30,839,049	6,586,733	-	2,977,512	7,783,450	22,613,217	-66%
5000-00-000	NON-OPERATING ITEMS														
5100-01-000	Depreciation	402,915	213,346	15,320	130,693	6,214	365,957	639,830	-	162,189		-	1,936,464	-	100%
5205-00-000	Allocation Overhead Fee Revenues	(16,207,514)	-	-	(1,092,511)	(2,164,460)	(3,033,463)	-	-	(1,295,251)		-	(23,793,198)	-	100%
5205-00-001	COCC Allocated Overhead Expenses	-	3,770,018	1,812,509	-	-	-	3,737,453	525,104	6,362,430		-	16,207,514	(3,026,435)	-636%
5205-00-002	Other Property Mgt/Asset Mgt Expenses Allocated	-	-	-	-	-	-	3,256,971	1,295,251	-		-	4,552,221	(2,352,955)	-293%
5205-00-004	CID Expense Allocated	-	-	-	-	-	-	3,033,463	-	-		-	3,033,463	(5,406,389)	-156%
5510-00-000	Capital Outlay	2,217,200	10,856,534	40,000	65,000	-	2,316,344	7,872,557	-	-		-	23,367,635	12,341,500	89%
5520-00-000	OPEB & Retirees Medical	460,078	324,823	13,835	123,620	-	438,338	117,363	-	470,382		-	1,948,438	2,071,402	-6%
5520-01-000	Pension and Retirement Funding	3,000,000	-	-	-	-	-	-	-	-		-	3,000,000	3,000,000	0%
5300-00-000	Excess Salary Reimbursements	-	-	-	-	-	-	-	-	-		325,482	325,482		100%
5999-00-000	TOTAL NON-OPERATING ITEMS	(10,127,320)	15,164,721	1,881,663	(773,198)	(2,158,246)	87,176	18,657,637	1,820,355	5,699,750	-	325,482	30,578,019	6,627,123	361%
5210-00-010	Operating Transfers Out	-	-	-	-	-	-	-	-	-		-	-	34,411,800	-100%
5210-00-020	Operating Transfers In	-	-	-	-	-	-	-	-	-		-	-	(34,411,800)	-100%
6299-00-000	TOTAL TRANSFERS	-	-	-	-	-	-	-	-	-	-	-	-	-	
9000-00-000	NET INCOME (LOSS) AFTER OPERATING	(2,737,786)	(29,103,803)	(8,535,557)	(279,980)	33,132	(3,101,586)	(11,626,699)	29,018,694	886,983	-	2,652,030	(22,794,569)	15,986,093	-243%

## Proposed OHA Capital Projects FY 2023

Site/Item	Property in Budget	Job Code (If applicable)	Qty	Project Detail	Priority	FY2023 Budget Amount
<b>COCC</b>						
<b>IT</b>						
Microsoft O365	IT			Additional implementation of licenses	HIGH	\$ 50,000
Switch Replacements	IT			Replace (qty. 34) network switches	MED	\$ 600,000
Domain Controller Upgrades	IT			Server hardware replacements (qty. 2)	MED	\$ 20,000
Agency Website migration and redesign	IT			Migration to cloud based hosting service and professional services to redesign site. (updated estimate)	HIGH	\$ 250,000
Laptop Replacements	IT			Replace (qty. 10) laptops greater than 4 years old	HIGH	\$ 24,000
Dual Factor Authentication	IT			Increase remote security through implementing secondary authentication	HIGH	\$ 105,000
Single Sign-on	IT			Improve user experience through single login for all services	HIGH	\$ 90,000
Network Performance Monitoring	IT			Monitor agency data traffic and infrastructure performance	HIGH	\$ 80,000
Emergency Phones	IT			Install emergency analog phones at all 7 sites	MED	\$ 13,200
Router Replacements	IT			Replace (qty. 6) EOL routers	HIGH	\$ 140,000
Anti-Spam (Barracuda) Replacement	IT			Replace outdated anti-spam appliance with cloud-based service	MED	\$ 100,000
Conference Room Upgrades	IT			Install / Revamp audio/visual systems for (qty. 25) conference rooms	MED	\$ 450,000
Revamp Payscan Workflows	IT			Yardi Professional Services	MED	\$ 50,000
<b>IT</b>				Subtotal - IT		\$ 1,972,200
<b>FINANCE</b>						
OpenGov Cloud Based Budget Software	FINANCE			Professional services, implementation, software subscription fee	HIGH	\$ 180,000
<b>FINANCE</b>				Subtotal - FINANCE		\$ 180,000
<b>CCGS</b>						
Contract Management Software	CCGS			Cobblestone contract management software automates the creation, tracking and monitoring of contracts and agreements. FY23 Year 2 costs per contract.	HIGH	\$ 65,000
<b>CCGS</b>				Subtotal - CCGS		\$ 65,000
				<b>Subtotal - COCC</b>		<b>\$ 2,217,200</b>

## Proposed OHA Capital Projects FY 2023

Site/Item	Property in Budget	Job Code (If applicable)	Qty	Project Detail	Priority	FY2023 Budget Amount
<b>SECURITY</b>						
<b>OHAPD</b>						
Vehicles	OHAPD			2 Ford Interceptors. For Investigations: 1 Ford Escape, 2 Ford Fusion Hybrids		\$ 149,000
Emergency Equipment	OHAPD			Emergency vehicle equipment for new vehicles		\$ 46,500
CAD/RMS System	OHAPD			Active RFP	HIGH	\$ 600,000
Dual authentication Software System	OHAPD			Needed to log on Police computers	HIGH	\$ 15,000
Mobile Motorola Radios	OHAPD			Replacement of aging equipment	HIGH	\$ 520,000
Phone Recording and Playback	OHAPD			Replacement of aging equipment	HIGH	\$ 15,000
Video Storage System & Server	OHAPD			Video Storage System & Server - Allocated (Total cost \$290K); \$271,933 OHA, \$18,067 OAHPI		\$ 9,019
<b>OHAPD</b>				<b>Subtotal - OHAPD</b>		<b>\$ 1,354,519</b>
<b>FCP</b>						
Fleet Van	FCP			Wheelchair, ADA		\$ 40,000
<b>FCP</b>				<b>Subtotal - FCP</b>		<b>\$ 40,000</b>
<b>Property Management</b>						
Chevrolet 2500 or similar with lift gate	PM_ADMIN			Chevrolet 2500 or similar with a lift gate, to be used in OAHPI-W	HIGH	\$ 35,000
Toyota Prius or Similar	PM_ADMIN			Toyota Prius or similar (possibly full electric vehicle) to replace the stolen vehicle, to be used in OAHPI-FV	HIGH	\$ 30,000
<b>Property Management</b>				<b>Subtotal - Property Management</b>		<b>\$ 65,000</b>
<b>CID &amp; Facilities</b>						
1801 Harrison Design	1801HARR			Design work for modernization improvements	HIGH	\$ 250,000
1801 Harrison HVAC replacement	1801HARR	cid-460	1	HVAC replacement	MED	\$ 36,000
1805 Harrison Design	1805HARR			Design work for modernization improvements	HIGH	\$ 250,000
1805 Harrison HVAC replacement	1805HARR	cid-459	1	HVAC replacement	MED	\$ 36,000
Video Storage System & Server	1805HARR			Video Storage System & Server - Allocated (Total cost \$290K); \$271,933 OHA, \$18,067 OAHPI		\$ 6,786
Murals	CID_GENL		2		MED	\$ 100,000
Trucks	CID_GENL		2			\$ 70,000
Vans	CID_GENL		11			\$ 385,000
1619 Harrison Power Assist Openers Install	COCCBLDG		6	Add power assist openers at 6 door locations and increase the lobby door to a double door unit	HIGH	\$ 150,000

## Proposed OHA Capital Projects FY 2023

Site/Item	Property in Budget	Job Code (If applicable)	Qty	Project Detail	Priority	FY2023 Budget Amount
New boiler	COCBBLDG			2nd new boiler to separate offices from residential	MED	\$ 60,000
Video Storage System & Server	COCBBLDG			Video Storage System & Server - Allocated (Total cost \$290K); \$271,933 OHA, \$18,067 OAHPI		\$ 12,006
CID Office space renovation	PM_25AVE	cid-315			MED	\$ 500,000
Electrical Engineering/Upgrades to Building	PM_25AVE				MED	\$ 100,000
Entry Intercom System	PM_25AVE			Replacement	MED	\$ 10,000
EV Charging Stations	PM_25AVE		4	Install 4 Charging stations in service center	LOW	\$ 25,000
Roll-up Door	PM_25AVE				MED	\$ 50,000
Service Center HVAC Replacement	PM_25AVE	cid-461	1	HVAC replacement	MED	\$ 36,000
Service Center Parking Lots	PM_25AVE	cid-462			MED	\$ 100,000
Video Storage System & Server	PM_25AVE			Video Storage System & Server - Allocated (Total cost \$290K); \$271,933 OHA, \$18,067 OAHPI		\$ 18,763
East District Office HVAC replacement	PM_65AVE	cid-457	1	HVAC replacement	MED	\$ 36,000
Video Storage System & Server	PM_65AVE			Video Storage System & Server - Allocated (Total cost \$290K); \$271,933 OHA, \$18,067 OAHPI		\$ 6,786
Union St. HVAC replacements	PM_UNION	cid-458	2	HVAC replacement	MED	\$ 72,000
Video Storage System & Server	PM_UNION			Video Storage System & Server - Allocated (Total cost \$290K); \$271,933 OHA, \$18,067 OAHPI		\$ 6,003
<b>CID &amp; Facilities</b>				<b>Subtotal - CID &amp; Facilities</b>		<b>\$ 2,316,344</b>
<b>Public Housing</b>						
<b>AMP 101-Harrison Tower</b>						
On-Site Wifi Infrastructure in residential buildings	PH_HT					\$ 166,667
Video Storage System & Server	PH_HT			Video Storage System & Server - Allocated (Total cost \$290K); \$271,933 OHA, \$18,067 OAHPI		\$ 6,003
<b>Harrison Tower: 101 units</b>				<b>Subtotal-Harrison Tower</b>		<b>\$ 172,670</b>
<b>AMP 102-Adel Court</b>						
Roof Replacement	PH_AC	cid-464		Roof Repair	LOW	\$ 50,000
Vacant unit rehab	PH_AC	cid-465		Vacant unit rehab	MED	\$ 40,000
Heaters	PH_AC	cid-466		Heater replacements	HIGH	\$ 180,000
On-Site Wifi Infrastructure in residential buildings	PH_AC					\$ 166,667
Video Storage System & Server	PH_AC			Video Storage System & Server - Allocated (Total cost \$290K); \$271,933 OHA, \$18,067 OAHPI		\$ 6,786
<b>Adel Court: 30 units</b>				<b>Subtotal-Adel Court</b>		<b>\$ 443,453</b>

## Proposed OHA Capital Projects FY 2023

Site/Item	Property in Budget	Job Code (If applicable)	Qty	Project Detail	Priority	FY2023 Budget Amount
<b>AMP 103-Campbell Village</b>						
Window Replacements	PH_CV	cid-467			HIGH	\$ 200,000
Vacant unit rehab	PH_CV	cid-468		Vacant unit rehab	MED	\$ 60,000
Bathroom Fans	PH_CV	cid-469			HIGH	\$ 185,000
Siding Replacement/Repair	PH_CV	cid-470				
On-Site Wifi Infrastructure in residential buildings	PH_CV					\$ 166,667
Video Storage System & Server	PH_CV			Video Storage System & Server - Allocated (Total cost \$290K); \$271,933 OHA, \$18,067 OAHPI		\$ 18,009
<b>Campbell Village: 154 units</b>				Subtotal-Campbell Village		<b>\$ 629,676</b>
<b>AMP 104-Lockwood Gardens</b>						
Exterior Painting	PH_LG			43 Buildings in total, Avg cost @ 58k each	HIGH	\$ 2,500,000
Van	PH_LG				HIGH	\$ 30,000
LG resurface parking lots	PH_LG	cid-477		Seal and stripe parking lots Q1	HIGH	\$ 140,000
LG renovate playground	PH_LG	cid-475		Renovate playground	MED	\$ 75,000
LG Building ID Numbers	PH_LG	cid-471		New design for building Identification	LOW	\$ 10,000
Lockwood Street Signage	PH_LG	cid-472		Curb appeal for street sign, replace with new design	LOW	\$ 10,000
LG FY23 Rehab Holding	PH_LG	cid-476	15	15 projected rehabs @ \$50K each	AS NEEDED	\$ 750,000
FY23 Unforeseen NSPIRE Prep	PH_LG	cid-478		Inspection prep as needed	AS NEEDED	\$ 100,000
Physical Needs Assessment Projects	PH_LG				AS NEEDED	\$ 500,000
Key Tracking System	PH_LG				MED	\$ 15,000
Video Storage System & Server	PH_LG			Video Storage System & Server - Allocated (Total cost \$290K); \$271,933 OHA, \$18,067 OAHPI		\$ 54,085
LG Sewer Line Replacement	PH_LG					\$ 50,000
On-Site Wifi Infrastructure in residential buildings	PH_LG					\$ 166,667
LG pumps/membrane assessment and replacement under the buildings	PH_LG			Pumps/membrane assessment and replacement under some of the buildings		\$ 100,000
<b>Lockwood Gardens: 372 units</b>				Subtotal-Lockwood Gardens		<b>\$ 4,500,752</b>
<b>AMP 107-Palo Vista Gardens</b>						
Elevator repairs	PH_PVG	cid-479			LOW	\$ 50,000
Boilers	PH_PVG	cid-480			MED	\$ 20,000
Vacant unit rehab	PH_PVG				MED	\$ 50,000
Replace motors on parking lot gates	PH_PVG	cid-481				\$ -
On-Site Wifi Infrastructure in residential buildings	PH_PVG					\$ 166,667
Video Storage System & Server	PH_PVG			Video Storage System & Server - Allocated (Total cost \$290K); \$271,933 OHA, \$18,067 OAHPI		\$ 22,562
<b>Palo Vista: 100 units</b>				Subtotal - Palo Vista Gardens		<b>\$ 309,229</b>

## Proposed OHA Capital Projects FY 2023

Site/Item	Property in Budget	Job Code (If applicable)	Qty	Project Detail	Priority	FY2023 Budget Amount
<b>AMP 108-Peralta Village</b>						
PV seal & stripe parking lots	PH_PV	cid-485		Seal and stripe parking lots	HIGH	\$ 100,000
838 & 914 Mandela telecom	PH_PV	cid-483		Repair and replace phone line from street (12 units ea. Building)	MED	\$ 50,000
PB Building ID Numbers	PH_PV	cid-484		New design for building identification	MED	\$ 10,000
PV FY23 Rehab holding	PH_PV	cid-486	15	15 projected rehabs @ \$50K each	AS NEEDED	\$ 750,000
FY23 Unforeseen NSPIRE Prep	PH_PV	cid-487		Inspection prep as needed	AS NEEDED	\$ 100,000
Physical Needs Assessment Projects	PH_PV				AS NEEDED	\$ 500,000
Key Tracking System	PH_PV				MED	\$ 15,000
Video Storage System & Server	PH_PV			Video Storage System & Server - Allocated (Total cost \$290K); \$271,933 OHA, \$18,067 OAHPI		\$ 75,110
On-Site Wifi Infrastructure in residential buildings	PH_PV					\$ 166,667
Peralta Sewer Line Replacement	PH_PV					\$ 50,000
<b>Peralta Villa: 390 units</b>				<b>Subtotal - Peralta Village</b>		<b>\$ 1,816,777</b>
				<b>Subtotal - Public Housing</b>		<b>\$ 7,872,557</b>
				<b>OHA CAPITAL OUTLAY SUB-TOTAL</b>		<b>\$ 13,865,620</b>
<b>Real Estate Development</b>						
285 12th Street EBALDC	ORED			Assemble financing, advance design		\$ 1,200,000
500 Lake Park EAH	ORED			Assemble financing, advance design		\$ 730,000
Harrison Tower Admin. Bldg.	ORED	dev-16		Harrison Tower Predevelopment (Admin. Bldg.)		\$ 2,500,000
Mandela Station	ORED			Predevelopment funding		\$ 3,000,000
Foothill Family	ORED			Determine rehab scope and financing; begin rehab work		\$ 500,000
Lion Creek II	ORED			Year 15 Buyout		\$ 32,000
Lion Creek III	ORED			Year 15 Buyout		\$ 10,000
15th & Harrison	ORED			Procure development partner; execute Development Agreement		\$ 1,500,000
Video Storage System & Server	ORED	OGN/S		Video Storage System & Server - Allocated (Total cost \$290K); \$271,933 OHA, \$18,067 OAHPI; OGN/S Senior Housing		\$ 30,015
				<b>OHA REAL ESTATE DEVELOPMENT SUB-TOTAL</b>		<b>\$ 9,502,015</b>
<b>TOTAL OHA CAPITAL OUTLAY</b>						<b>\$ 23,367,635</b>

# Oakland Housing Authority

Approved Staffing for FY 2022 and Requested Staffing for FY 2023

Department	FY 2022 Approved FTEs (1)	FY 2023 Requested FTEs (2)	CHANGE FY 2023 vs FY 2022 FTEs (2-1)
Executive Office	14	14	0
Family and Community Partnerships	25	25	0
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 (incl.Legal)	95	95	0
Asset Management	7	7	0
Capital Improvements Dept.	33	33	0
Police	45	45	0
<b>TOTAL</b>	<b>376</b>	<b>376</b>	<b>0</b>



Oakland Housing Authority (Including Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2023

GL	Account Description	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvements Dept & Facilities	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	OHA	OAHPI	CAHI-NF & CAHI-F	FY2023 Budget	FY2022 Budget	% Change FY23vsFY22
3000-00-000	OPERATING REVENUE																	
3100-00-000	TENANT INCOME																	
3101-00-000	Rental Income																	
3110-00-000	Tenant Rent	-	-	-	-	-	-	5,013,249	-	-		-	5,013,249	11,524,580	-	16,537,829	15,545,153	6%
3112-00-000	Tenant Assistance Payments	-	-	-	-	-	-	-	-	-		-	-	35,407,971	-	35,407,971	34,312,445	3%
3113-00-000	Less: Vacancies	-	-	-	-	-	-	(201,199)	-	-		-	(201,199)	(1,110,600)	-	(1,311,799)	(1,264,240)	4%
3114-00-000	Less: Concessions	-	-	-	-	-	-	(12,000)	-	-		-	(12,000)	(3,352,317)	-	(3,364,317)	(3,090,036)	9%
3117-00-000	Less: Admin/Employee Unit	-	-	-	-	-	-	-	-	-		-	-	(225,600)	-	(225,600)	(225,600)	0%
3119-00-000	Total Rental Income	-	-	-	-	-	-	4,800,050	-	-	-	-	4,800,050	42,244,034	-	47,044,084	45,277,722	4%
3120-00-000	Other Tenant Income																	
3120-01-000	Laundry and Vending	-	-	-	-	-	-	3,993	-	-		-	3,993	-	-	3,993	5,504	-27%
3120-03-000	Maintenance Charges	-	-	-	-	-	-	19,000	-	-		-	19,000	-	-	19,000	20,610	-8%
3120-04-000	Late Charges	-	-	-	-	-	-	72	-	-		-	72	-	-	72	172	-58%
3120-06-000	NSF Charges	-	-	-	-	-	-	600	-	-		-	600	600	-	1,200	1,200	0%
3120-08-000	Tenant Screening	-	-	-	-	-	-	120	-	-		-	120	-	-	120	120	0%
3120-09-000	Misc. Tenant Income	-	-	-	-	-	-	1,118	-	-		-	1,118	18,000	-	19,118	18,000	6%
3129-00-000	Total Other Tenant Income	-	-	-	-	-	-	24,903	-	-	-	-	24,903	18,600	-	43,503	45,606	-5%
3199-00-000	NET TENANT INCOME	-	-	-	-	-	-	4,824,953	-	-	-	-	4,824,953	42,262,634	-	47,087,587	45,323,328	4%
3400-00-000	GRANT INCOME																	
3401-00-000	HUD PHA Operating Grants/Subsidy	-	-	-	-	-	-	10,241,383	-	-		-	10,241,383	-	-	10,241,383	9,006,701	14%
3410-01-000	HCV Subsidy	-	-	-	-	-	-	-	292,453,474	-		-	292,453,474	-	806,173,063	1,098,626,537	1,061,323,362	4%
3410-01-001	EHV Subsidy	-	-	-	-	-	-	-	-	-	7,548,598	-	7,548,598	-	-	7,548,598	-	100%
3410-02-000	HCV Subsidy - Admin	-	-	-	-	-	-	-	452,082	22,828,214		-	23,280,296	-	21,680,069	44,960,365	43,075,226	4%
3410-04-000	Port-In Admin Fees Earned	-	-	-	-	-	-	-	-	27,000		-	27,000	-	-	27,000	30,000	-10%
3410-06-000	Port In HAP Earned	-	-	-	-	-	-	-	-	600,000		-	600,000	-	-	600,000	500,000	20%
3415-00-000	Other Government Grants	-	-	424,283	-	-	-	-	-	-		-	424,283	-	-	424,283	222,079	91%
3420-00-000	Capital Fund Grants	2,415,786	-	-	-	-	-	7,872,557	-	-		-	10,288,343	-	-	10,288,343	10,074,617	2%
3499-00-000	TOTAL GRANT INCOME	2,415,786	-	424,283	-	-	-	18,113,940	292,905,556	23,455,214	7,548,598	-	344,863,377	-	827,853,132	1,172,716,509	1,124,231,985	4%
3600-00-000	OTHER INCOME																	
3610-00-000	Investment Income - Unrestricted	70,076	-	-	-	-	-	1,200	-	-		20,192	91,467	73,920	37,568	202,956	161,813	25%
3620-00-000	Management Fee Income	6,764	-	-	-	20,293	-	-	-	-		-	27,057	-	-	27,057	-	100%
3640-00-000	Fraud Recovery	-	-	-	-	-	-	-	-	80,000		-	80,000	-	-	80,000	80,000	0%
3650-00-000	Miscellaneous Other Income	-	-	-	-	-	-	-	-	-		290,966	290,966	-	-	290,966	1,792,480	-84%
3650-00-002	Ground Lease Income	-	-	-	-	-	-	-	-	-		10,000	10,000	-	-	10,000	10,000	0%
3650-00-004	Developer Fees	-	-	-	-	-	-	-	-	-		3,099,120	3,099,120	-	-	3,099,120	75,450	4008%
3650-00-006	Excess Salary Reimbursements from Affiliates	452,880	326,087	14,288	39,333	19,053	19,053	-	-	40,693		-	911,388	-	-	911,388	862,077	6%
3650-00-007	Affiliates Reimbursement to OHA	6,122,595	-	-	2,207,962	-	6,160,621	-	-	-	-	-	14,491,177	-	-	14,491,177	10,785,777	34%
3650-00-008	Salary Reimbursements from BAHARMA	396,902	-	-	-	-	-	-	-	-		-	396,902	-	-	396,902	-	100%
3650-00-009	Rental Income Commercial (1540 Webster)	-	-	-	-	-	-	-	-	-		-	-	-	881,773	881,773	-	100%
3650-00-010	Parking Citation Fees	-	85,000	-	-	-	-	-	-	-		-	85,000	-	-	85,000	-	100%
3650-00-011	Towing Vehicle Release Fees	-	6,000	-	-	-	-	-	-	-		-	6,000	-	-	6,000	-	100%
3650-00-012	Security Contract Income	-	99,000	-	-	-	-	-	-	-		-	99,000	-	-	99,000	-	100%
3650-00-013	Community Facilities	-	-	-	-	-	-	130,000	-	-		-	130,000	-	-	130,000	-	100%
3699-00-000	TOTAL OTHER INCOME	7,049,217	516,087	14,288	2,247,295	39,346	6,179,674	131,200	-	120,693	-	3,420,278	19,718,078	73,920	919,342	20,711,340	13,767,598	50%
3999-00-000	TOTAL OPERATING REVENUE	9,465,003	516,087	438,571	2,247,295	39,346	6,179,674	23,070,093	292,905,556	23,575,907	7,548,598	3,420,278	369,406,408	42,336,554	828,772,474	1,240,515,436	1,183,322,909	5%

Oakland Housing Authority (Including Affiliates) Annual Budget for the Fiscal Year Ending June 30, 2023																		
GL	Account Description	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvements Dept & Facilities	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	OHA	OAHP	CAHI-NF & CAHI-F	FY2023 Budget	FY2022 Budget	% Change FY23vsFY22
4000-00-000	OPERATING EXPENSES																	
4100-00-000	ADMINISTRATIVE																	
4100-99-000	Administrative Salaries																	
4110-00-000	Administrative Salaries	9,375,276	2,798,141	2,885,317	1,590,450	923,677	1,533,511	1,075,379	-	8,721,664		-	28,903,416	1,254,624	140,943	30,298,983	27,375,122	11%
4110-01-000	Administrative Rent Free Unit	-	-	-	-	-	-	20,184	-	-		-	20,184	-	-	20,184	20,184	0%
4110-02-000	Administrative Overtime	1,902	-	-	-	-	-	1,331	-	85,000		-	88,232	-	-	88,232	85,000	4%
4110-03-000	Employer FICA & Medicare	664,402	173,511	213,111	120,630	66,045	111,480	87,498	-	666,696		-	2,103,372	96,314	11,264	2,210,950	1,847,099	20%
4110-03-001	State Unemployment Insurance Tax (SUI)	11,270	2,576	4,025	2,093	1,127	1,932	1,127	-	15,778		-	39,928	2,415	161	42,504	77,992	-46%
4110-03-002	Pension & Retirement Contributions	987,156	342,252	342,109	161,114	98,495	156,484	92,349	-	1,124,665		-	3,304,624	157,263	12,809	3,474,696	3,439,248	1%
4110-03-003	Life Ins Contr & Management Package	14,761	3,188	5,094	2,703	1,455	2,495	1,351	-	20,033		-	51,080	3,015	208	54,302	73,165	-26%
4110-03-004	Medical & Dental Benefits	1,524,349	355,672	626,521	284,731	153,830	296,716	214,141	-	2,117,945		-	5,573,905	278,139	10,094	5,862,138	5,424,565	8%
4110-03-005	Employee Benefits Management & Others	139,251	40,075	30,475	20,075	15,300	21,400	7,025	-	31,150		-	304,752	12,525	1,525	318,802	222,075	44%
4110-03-006	Internet Stipends	36,181	5,400	11,880	5,400	3,780	4,320	1,620	-	50,762		-	119,344	3,780	540	123,665	-	100%
4110-05-000	Excess Salary Reimbursements	-	-	-	-	-	-	-	-	-		-	-	-	-	-	682,560	-100%
4110-99-000	Total Administrative Salaries	12,754,548	3,720,816	4,118,532	2,187,196	1,263,710	2,128,338	1,502,006	-	12,833,692		-	40,508,838	1,808,075	177,544	42,494,456	39,247,010	8%
4130-00-000	Legal Expense																	
4130-01-000	Unlawful Detainers	-	-	-	-	-	-	400,000	-	-		-	400,000	500,000	-	900,000	750,000	20%
4130-03-000	Grievances and Arbitration	-	-	-	-	-	-	36,000	-	-		-	36,000	-	-	36,000	36,000	0%
4130-04-000	General Legal Expense	1,225,000	925,000	10,000	45,000	15,000	-	39,000	-	120,000		10,000	2,389,000	35,000	150,000	2,574,000	2,240,000	15%
4131-00-000	Total Legal Expense	1,225,000	925,000	10,000	45,000	15,000	-	475,000	-	120,000		10,000	2,825,000	535,000	150,000	3,510,000	3,026,000	16%
4139-00-000	Other Admin Expenses																	
4140-00-000	Staff Training	410,850	67,300	27,725	22,500	15,605	11,000	51,715	-	219,194		77,910	903,799	60,000	3,275	967,074	670,207	44%
4140-01-000	Tuition Reimbursement	50,000	-	-	-	-	-	-	-	-		-	50,000	-	-	50,000	75,000	-33%
4140-10-000	Pre Employment Physicals	-	14,000	-	-	-	-	-	-	-		-	14,000	-	-	14,000	12,000	17%
4140-20-000	Recruitment Expense	185,000	40,000	-	-	-	-	-	-	-		-	225,000	-	-	225,000	210,000	7%
4150-00-000	Travel	117,780	35,900	16,500	4,000	3,000	-	11,100	-	44,000		146,451	378,731	12,000	3,250	393,981	290,160	36%
4150-05-000	Commissioner Travel	30,000	-	-	-	-	-	-	-	-		-	30,000	-	-	30,000	32,000	-6%
4150-10-000	Commissioner Stipends	13,200	-	-	-	-	-	-	-	-		-	13,200	-	-	13,200	13,200	0%
4160-00-000	Meetings	14,750	500	1,500	5,000	5,000	-	5,400	-	40,000		67,250	139,400	21,000	400	160,800	160,550	0%
4170-00-000	Accounting Fees	423,200	-	-	-	-	-	-	-	-		-	423,200	-	-	423,200	245,400	72%
4171-00-000	Auditing Fees	269,909	-	-	-	-	-	-	-	-		-	269,909	30,000	45,000	344,909	320,372	8%
4173-00-000	Management Fee	-	-	-	-	-	-	296,604	-	-		-	296,604	-	-	296,604	288,440	3%
4174-00-000	Marketing	46,000	-	-	-	-	-	7,520	-	25,000		35,000	113,520	-	-	113,520	62,216	82%
4180-00-000	Office Rent	21,083	-	-	-	-	-	4,860	-	859,820		-	885,763	-	-	885,763	887,977	0%
4181-00-000	Interns	60,000	150,000	55,000	-	24,975	-	-	-	-		-	289,975	-	-	289,975	305,700	-5%
4181-01-000	FICA & Medicare	4,590	11,475	-	-	1,911	-	-	-	-		-	17,976	-	-	17,976	19,179	-6%
4181-01-001	State Unemployment Insurance Tax	483	644	-	-	161	-	-	-	-		-	1,288	-	-	1,288	1,630	-21%
4182-00-000	Consultants	4,008,500	875,750	50,000	104,000	35,000	-	306,000	-	810,700		-	6,189,950	50,000	130,000	6,369,950	4,420,400	44%
4189-00-000	Total Other Admin Expenses	5,655,346	1,195,569	150,725	135,500	85,652	11,000	683,199	-	1,998,714		326,611	10,242,315	173,000	181,925	10,597,240	8,014,430	32%
4190-01-000	Membership and Fees	45,705	6,820	3,200	3,500	7,155	1,200	-	-	3,500		68,655	139,735	-	-	139,735	304,255	-54%
4190-02-000	Publications	11,500	3,500	-	3,500	500	-	-	-	-		-	19,000	-	-	19,000	16,500	15%
4190-03-000	Advertising	12,000	1,500	-	-	600	-	300	-	-		-	14,400	-	-	14,400	7,400	95%
4190-04-000	Office Supplies	77,472	15,400	49,900	11,000	5,000	21,500	53,185	-	150,000		-	383,457	22,313	1,500	407,270	377,638	8%
4190-06-000	Copier Supplies	10,800	5,000	-	-	-	6,000	15,000	-	30,000		-	66,800	12,250	-	79,050	74,800	6%
4190-07-000	Telephone	279,000	14,000	1,000	-	-	153,500	82,465	-	20,000		-	549,965	4,500	-	554,465	398,115	39%
4190-08-000	Postage	10,700	5,500	1,500	750	1,000	300	9,600	-	280,000		-	309,350	15,000	-	324,350	304,250	7%
4190-09-000	Computer Hardware, Software & Supplies	59,605	12,648	20,190	11,882	6,788	21,885	27,696	-	97,260		-	257,954	38,803	2,250	299,007	275,790	8%
4190-10-000	Computer Licenses & Maintenance Contracts	1,009,759	6,900	42,000	1,100	8,910	7,500	22,800	-	-		-	1,098,969	2,400	580	1,101,949	1,147,363	-4%
4190-11-000	Utility Transmission Charges	-	-	-	-	-	700	1,000	-	-		-	1,700	7,500	-	9,200	9,300	-1%
4190-12-000	Software	-	-	-	-	8,000	-	-	-	-		-	8,000	-	-	8,000	7,900	1%
4190-14-000	Storage Unit	10,300	300	-	-	-	-	-	-	-		-	10,600	-	-	10,600	15,350	-31%
4190-15-000	Cell Phones/Pagers	90,340	49,200	42,100	15,950	9,800	30,350	84,365	-	109,300		-	431,405	61,279	1,200	493,884	474,452	4%
4190-17-000	Temporary Administrative Labor	118,200	-	-	20,000	-	-	46,000	-	107,900		-	292,100	120,000	-	412,100	27,000	1426%
4190-18-000	Office Equipment Maintenance & Contracts	37,000	23,600	18,000	4,000	-	5,000	18,700	-	30,000		-	136,300	13,000	8,500	157,800	122,300	29%
4190-19-000	Section 8 Inspections Costs	-	-	-	-	-	-	-	-	476,787		-	476,787	-	-	476,787	464,500	3%

Oakland Housing Authority (Including Affiliates)  
Annual Budget for the Fiscal Year Ending June 30, 2023

GL	Account Description	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvements Dept & Facilities	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	OHA	OAHI	CAHI-NF & CAHI-F	FY2023 Budget	FY2022 Budget	% Change FY23vsFY22
4190-20-000	Bank Fees	223,206	-	-	-	-	-	20,608	-	-		500	244,314	54,570	92,823	391,707	441,888	-11%
4190-21-000	Fees, Taxes & Other Costs	40,000	-	-	-	-	6,500	13,245	-	-		-	59,745	18,000	-	77,745	66,777	16%
4190-22-000	Other Misc Admin Expenses	5,000	5,500	-	1,500	-	1,000	8,806	-	-		-	21,806	6,000	4,000	31,806	40,500	-21%
4191-00-000	Total Miscellaneous Admin Expenses	2,040,587	149,868	177,890	73,182	47,753	255,435	403,770	-	1,304,747		69,155	4,522,387	375,615	110,853	5,008,855	4,576,078	9%
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	21,675,480	5,991,253	4,457,147	2,440,878	1,412,115	2,394,773	3,063,975	-	16,257,153		405,766	58,098,540	2,891,689	620,322	61,610,551	54,863,517	12%
4200-00-000	TENANT SERVICES																	
4210-00-000	Tenant Services Salaries	-	-	178,240	-	-	-	198,908	-	-		-	377,148	-	-	377,148	366,824	3%
4210-01-000	Employer FICA & Medicare	-	-	13,635	-	-	-	16,969	-	-		-	30,604	-	-	30,604	11,866	158%
4210-01-001	State Unemployment Insurance Tax (SUI)	-	-	1,127	-	-	-	-	-	-		-	1,127	-	-	1,127	-	100%
4210-01-002	Pension & Retirement Contributions	-	-	-	-	-	-	777	-	-		-	777	-	-	777	10,603	-93%
4210-01-004	Medical & Dental Benefits	-	-	-	-	-	-	25,196	-	-		-	25,196	-	-	25,196	17,434	45%
4210-01-005	Employee Benefit Management & Others	-	-	-	-	-	-	1,176	-	-		-	1,176	-	-	1,176	1,920	-39%
4220-00-000	Resident Participation	-	-	25,000	-	-	-	5,000	-	-		-	30,000	-	-	30,000	30,500	-2%
4220-01-000	Other Tenant Svcs.	31,500	-	5,000	1,200	22,000	-	37,670	-	-		-	97,370	18,000	-	115,370	372,360	-69%
4220-02-000	Tenant Services - Community Center	-	-	-	-	-	-	130,000	-	-		-	130,000	-	-	130,000	-	100%
4225-01-000	Printing & Supplies	12,000	-	35,000	-	-	-	9,500	-	-		-	56,500	-	-	56,500	56,500	0%
4225-01-001	Tenant Services - Postage	10,000	-	10,000	-	-	-	-	-	-		-	20,000	-	-	20,000	20,000	0%
4225-01-002	Program Supplies	-	-	60,000	-	-	-	-	-	-		-	60,000	-	-	60,000	50,000	20%
4225-02-000	Recreation	-	-	-	-	-	-	20,000	-	-		-	20,000	-	-	20,000	20,000	0%
4225-03-000	Special Events	-	-	44,000	-	-	-	35,000	-	-		27,000	106,000	21,000	-	127,000	131,000	-3%
4225-04-000	Translation Services	-	-	1,500	-	1,500	-	2,000	-	115,000		-	120,000	6,000	-	126,000	121,600	4%
4230-00-000	Children & Youth Programs	-	30,000	1,128,000	-	-	-	-	-	-		-	1,158,000	-	-	1,158,000	1,100,000	5%
4230-00-001	Special Programs - Residents (Family & Community Prtnsh	-	-	360,080	-	-	-	-	-	-		-	360,080	-	-	360,080	300,000	20%
4230-00-002	Stipends - Leadership Training	-	-	-	-	3,000	-	-	-	-		-	3,000	-	-	3,000	3,000	0%
4230-00-003	Employment & Economic Development	-	-	395,000	-	-	-	-	-	-		-	395,000	-	-	395,000	395,000	0%
4230-00-004	Civic Engagement Activity	-	-	35,000	-	-	-	-	-	-		10,000	45,000	-	-	45,000	50,000	-10%
4230-01-000	Tenant Relocation	-	-	-	-	-	-	46,000	-	-		-	46,000	600,000	-	646,000	140,000	361%
4230-02-000	Tenant Transportation	-	-	61,500	-	-	-	-	-	-		-	61,500	-	-	61,500	60,000	3%
4230-03-000	Tenant Clothing	-	-	25,000	-	-	-	-	-	-		-	25,000	-	-	25,000	35,000	-29%
4230-04-000	Tenant Childcare	-	-	20,000	-	-	-	-	-	-		-	20,000	-	-	20,000	20,000	0%
4299-00-000	TOTAL TENANT SERVICES EXPENSES	53,500	30,000	2,398,082	1,200	26,500	-	528,196	-	115,000		37,000	3,189,478	645,000	-	3,834,478	3,313,607	16%
4300-00-000	UTILITIES																	
4310-00-000	Water	-	-	-	-	-	53,784	1,352,725	-	-		-	1,406,509	2,224,251	-	3,630,760	3,342,126	9%
4320-00-000	Electricity	-	-	-	-	-	375,200	225,642	-	-		-	600,842	203,775	-	804,618	783,719	3%
4330-00-000	Gas	-	-	-	-	-	21,571	64,679	-	-		-	86,250	571,830	-	658,079	606,095	9%
4390-00-000	Sewer	-	-	-	-	-	-	93,707	-	-		-	93,707	-	-	93,707	73,333	28%
4395-00-000	Other Utility Expenses	-	-	-	-	-	-	6,200	-	-		-	6,200	-	-	6,200	6,200	0%
4399-00-000	TOTAL UTILITY EXPENSES	-	-	-	-	-	450,555	1,742,953	-	-		-	2,193,507	2,999,856	-	5,193,364	4,811,474	8%
4400-00-000	MAINTENANCE AND OPERATIONS																	
4400-99-000	General Maint Expense																	
4410-00-000	Ordinary Maintenance & Operations Salaries	-	-	-	347,188	-	2,691,553	2,235,813	-	-		-	5,274,553	2,991,719	-	8,266,273	7,107,056	16%
4410-02-000	Ordinary Maintenance & Operations Overtime	-	-	-	519	-	9,617	123,995	-	-		-	134,131	337,942	-	472,073	233,000	103%
4410-03-006	Internet Stipends	-	-	-	1,080	-	540	-	-	-		-	1,620	540	-	2,160	-	100%
4410-04-000	Maint. Empl. Rent Free Unit	-	-	-	-	-	-	15,960	-	-		-	15,960	-	-	15,960	15,960	0%
4410-05-000	Employer FICA & Medicare	-	-	-	30,969	-	206,922	185,658	-	-		-	423,549	239,317	-	662,867	570,109	16%
4410-05-001	State Unemployment Insurance Tax (SUI)	-	-	-	644	-	4,347	3,864	-	-		-	8,855	5,796	-	14,651	21,280	-31%
4410-05-002	Pension & Retirement Contributions	-	-	-	50,664	-	333,043	219,391	-	-		-	603,097	306,450	-	909,547	891,674	2%
4410-05-003	Life Ins Contr & Management Package	-	-	-	832	-	5,613	7,456	-	-		-	13,901	7,328	-	21,229	21,644	-2%
4410-05-004	Medical & Dental Benefits	-	-	-	109,221	-	663,415	505,035	-	-		-	1,277,672	789,992	-	2,067,663	1,990,210	4%
4410-05-005	Employee Benefit Management & Others	-	-	-	1,525	-	2,650	2,650	-	-		-	6,825	3,975	-	10,800	-	100%
4411-00-000	Maintenance Uniforms	-	-	-	-	-	8,700	13,000	-	-		-	21,700	18,000	-	39,700	36,700	8%
4412-00-000	Maintenance Travel/Training	-	-	-	-	-	-	6,000	-	-		-	6,000	18,000	-	24,000	24,000	0%
4413-00-000	Vehicle - Gas	5,700	-	2,500	9,500	1,000	52,000	18,000	-	3,000		-	91,700	71,055	-	162,755	145,055	12%
4413-00-001	Vehicles - Materials & Parts	5,000	-	1,000	5,000	-	7,000	7,000	-	-		-	25,000	18,000	-	43,000	37,500	15%
4413-00-002	Vehicles - GPS Expenses	2,300	-	3,000	900	500	5,000	5,200	-	5,000		-	21,900	11,200	-	33,100	38,600	-14%
4419-00-000	Total General Maint Expense	13,000	-	6,500	558,042	1,500	3,990,400	3,349,022	-	8,000		-	7,926,463	4,819,314	-	12,745,778	11,132,788	14%

Oakland Housing Authority (Including Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2023

GL	Account Description	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvements Dept & Facilities	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	OHA	OAHPI	CAHI-NF & CAHI-F	FY2023 Budget	FY2022 Budget	% Change FY23vsFY22
4420-00-000	Materials																	
4420-00-001	Materials - Building	-	-	-	-	-	22,250	231,000	-	-		-	253,250	305,000	35,000	593,250	560,750	6%
4420-00-002	Materials - Electrical	-	-	-	-	-	12,000	18,300	-	-		-	30,300	32,500	-	62,800	67,800	-7%
4420-00-003	Materials - Floor Coverings	-	-	-	-	-	18,500	103,500	-	-		-	122,000	270,000	-	392,000	392,000	0%
4420-00-004	Materials - Hardware	-	-	-	-	-	4,500	9,500	-	-		-	14,000	15,500	-	29,500	28,500	4%
4420-00-005	Materials - Heater Parts	-	-	-	-	-	-	6,500	-	-		-	6,500	30,000	-	36,500	35,500	3%
4420-00-006	Materials - Kitchen & Lavatory	-	-	-	-	-	13,000	63,200	-	-		-	76,200	42,500	-	118,700	118,700	0%
4420-00-007	Materials - Locks	-	-	-	-	-	9,250	52,550	-	-		-	61,800	16,500	-	78,300	75,800	3%
4420-00-008	Materials - Paint	-	-	-	-	-	7,500	22,550	-	-		-	30,050	26,500	1,000	57,550	58,550	-2%
4420-00-009	Materials - Appliances	-	-	-	-	-	2,000	3,000	-	-		-	5,000	336,000	-	341,000	176,150	94%
4420-00-010	Materials - Other	-	-	-	-	-	3,500	7,000	-	-		-	10,500	8,500	-	19,000	17,500	9%
4420-00-011	Materials - Doors	-	-	-	-	-	-	20,000	-	-		-	20,000	8,500	-	28,500	26,500	8%
4420-00-012	Materials - Windows	-	-	-	-	-	-	30,000	-	-		-	30,000	7,500	-	37,500	36,000	4%
4420-01-000	Supplies-Grounds	-	-	-	-	-	2,500	20,000	-	-		-	22,500	60,000	-	82,500	74,000	11%
4420-02-000	Supplies-Light Fixtures	-	-	-	-	-	12,000	15,000	-	-		-	27,000	23,500	-	50,500	42,500	19%
4420-03-000	Supplies-Decorating	-	-	-	-	-	6,000	44,750	-	-		-	50,750	14,000	-	64,750	65,750	-2%
4420-04-000	Supplies-Electrical	-	-	-	-	-	-	3,000	-	-		-	3,000	-	-	3,000	3,000	0%
4420-05-000	Supplies-Exterminating	-	-	-	-	-	-	3,600	-	-		-	3,600	6,000	-	9,600	9,600	0%
4420-06-000	Supplies-Janitorial/Cleaning	-	-	-	-	-	11,500	24,000	-	-		-	35,500	30,000	-	65,500	63,600	3%
4420-07-000	Supplies-Mechanical	-	-	-	500	-	-	-	-	-		-	500	3,000	-	3,500	3,500	0%
4420-08-000	Supplies-Plumbing	-	-	-	-	-	9,750	76,100	-	-		-	85,850	137,000	-	222,850	161,350	38%
4420-09-000	Tools and Equipment	-	-	-	7,500	-	20,000	24,600	-	-		-	52,100	60,000	-	112,100	113,100	-1%
4429-00-000	Total Materials	-	-	-	8,000	-	154,250	778,150	-	-		-	940,400	1,432,500	36,000	2,408,900	2,130,150	13%
4430-00-000	Contract Costs																	
4430-01-000	Contract-Alarm/Extinguisher	-	-	-	-	-	15,000	17,100	-	-		-	32,100	14,500	-	46,600	43,600	7%
4430-02-000	Contract-Appliance	-	-	-	-	-	-	8,100	-	-		-	8,100	-	-	8,100	4,700	72%
4430-03-000	Contract-Building Rehab	-	-	-	-	-	-	32,500	-	-		-	32,500	-	-	32,500	48,000	-32%
4430-04-000	Contract-Responsible Person Services	-	-	-	-	-	-	7,000	-	-		-	7,000	90,000	-	97,000	90,000	8%
4430-05-000	Contract-Decorating/Painting	-	-	-	-	-	15,000	80,000	-	-		-	95,000	215,000	-	310,000	301,014	3%
4430-06-000	Contract-Electrical	-	-	-	-	-	5,000	16,900	-	-		-	21,900	90,000	-	111,900	118,900	-6%
4430-07-000	Contract-Pest Control	-	-	-	-	-	11,000	146,700	-	-		-	157,700	450,000	10,000	617,700	620,600	0%
4430-08-000	Contract-Floor Covering	-	-	-	-	-	-	123,000	-	-		-	123,000	270,000	-	393,000	393,000	0%
4430-09-000	Contract-Grounds	-	-	-	-	-	-	303,120	-	-		-	303,120	1,760,000	-	2,063,120	1,567,120	32%
4430-10-000	Contract-Janitorial/Cleaning	-	-	-	-	-	846,930	70,500	-	-		-	917,430	100,000	-	1,017,430	902,500	13%
4430-11-000	Contract-Plumbing	-	-	-	-	-	7,000	149,002	-	-		-	156,002	355,000	-	511,002	381,400	34%
4430-12-000	Contract-Garbage Services	-	-	-	1,750	700	74,595	1,084,580	-	-		-	1,161,625	2,619,706	-	3,781,331	3,567,942	6%
4430-13-000	Contract-HVAC	-	-	-	-	-	88,000	39,500	-	-		-	127,500	27,500	40,000	195,000	194,500	0%
4430-14-000	Contract-Vehicle Maintenance	10,000	-	20,000	7,500	2,000	55,000	40,000	-	26,000		-	160,500	45,000	-	205,500	204,760	0%
4430-15-000	Contract-Equipment Rental	-	-	-	-	-	103,500	10,000	-	-		-	113,500	281,000	-	394,500	313,500	26%
4430-16-000	Contract-Lock Repair	-	-	-	-	-	4,000	40,000	-	-		-	44,000	-	250	44,250	44,250	0%
4430-17-000	Contract-Elevator Monitoring	-	-	-	-	-	40,000	47,375	-	-		-	87,375	-	6,000	93,375	93,375	0%
4430-18-000	Contract-Uniforms	-	-	-	-	-	-	21,008	-	-		-	21,008	3,000	-	24,008	17,898	34%
4430-19-000	Contract-Car Wash	1,000	3,000	2,000	700	500	3,200	4,500	-	500		-	15,400	7,200	-	22,600	22,600	0%
4430-20-000	Routine Make Ready	-	-	-	-	-	-	217,000	-	-		-	217,000	850,000	5,000	1,072,000	1,552,000	-31%
4430-21-000	Roof & Decks Routine	-	-	-	-	-	30,000	45,000	-	-		-	75,000	180,000	-	255,000	255,000	0%
4430-24-000	Contract - Call Center	-	-	-	-	-	-	21,000	-	-		-	21,000	17,100	-	38,100	38,000	0%
4430-25-000	Contract - Doors	-	-	-	-	-	-	30,000	-	-		-	30,000	21,000	-	51,000	31,000	65%
4430-26-000	Contract - Windows	-	-	-	-	-	-	10,000	-	-		-	10,000	25,500	-	35,500	31,000	15%
4430-40-000	Contract-Security Guards	-	-	-	-	-	300,000	-	-	-		-	300,000	-	-	300,000	300,000	0%
4430-41-000	Contract-Alarm Systems	-	-	-	-	-	89,800	-	-	-		-	89,800	-	-	89,800	65,500	37%
4430-80-000	Contract-Bookkeeping Fees	-	-	-	-	-	-	45,738	-	-		-	45,738	-	-	45,738	43,890	4%
4430-90-000	Contract-Fee For Service	5,500	-	-	-	-	-	-	-	-		-	5,500	-	-	5,500	30,200	-82%
4430-99-000	Contract Costs-Other	-	-	500	-	-	64,500	401,846	-	5,000		-	471,846	225,000	-	696,846	739,346	-6%
4439-00-000	Total Contract Costs	16,500	3,000	22,500	9,950	3,200	1,752,525	3,011,469	-	31,500		-	4,850,644	7,646,506	61,250	12,558,400	12,015,595	5%
4499-00-000	TOTAL MAINTENANCE EXPENSES	29,500	3,000	29,000	575,992	4,700	5,897,175	7,138,641	-	39,500		-	13,717,508	13,898,320	97,250	27,713,078	25,278,532	10%

Oakland Housing Authority (Including Affiliates)  
Annual Budget for the Fiscal Year Ending June 30, 2023

GL	Account Description	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvements Dept & Facilities	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	OHA	OAHP	CAHI-NF & CAHI-F	FY2023 Budget	FY2022 Budget	% Change FY23vsFY22
4500-00-000	GENERAL EXPENSES																	
4510-10-000	Property Insurance	-	-	-	-	-	29,436	350,192	-	-		-	379,628	623,959	12,000	1,015,587	836,885	21%
4510-20-000	Liability Insurance	-	-	-	-	-	88,822	66,306	-	-		-	155,128	244,318	25,000	424,446	300,850	41%
4521-00-000	Misc. Taxes/Licenses/Insurance	-	-	-	-	-	-	1,140	-	-		-	1,140	-	-	1,140	1,140	0%
4540-00-000	Workers Compensation	499,415	375,195	164,515	103,017	50,251	226,657	175,996	-	471,765		-	2,066,811	227,169	7,491	2,301,471	2,548,139	-10%
4550-00-000	All Other Insurance	-	-	-	150,000	-	-	-	-	-		-	150,000	-	-	150,000	430,226	-65%
4550-01-000	Fidelity Bond Insurance	-	-	-	-	-	-	-	-	-		-	-	-	361,563	361,563	-	100%
4550-02-000	Lead Based Paint Insurance	-	-	-	-	-	-	15,750	-	-		-	15,750	21,132	-	36,882	-	100%
4560-00-000	Auto Insurance	15,385	94,872	23,077	15,385	5,128	79,487	53,846	-	20,513		-	307,693	92,308	-	400,000	318,467	26%
4565-00-000	Employment Practices Liability Insurance	56,829	42,828	20,645	14,001	5,765	27,179	23,061	-	78,243		-	268,551	41,180	824	310,555	207,748	49%
4570-00-000	Bad Debt-Tenant Rents	-	-	-	-	-	-	235,100	-	-		-	235,100	406,600	-	641,700	636,940	1%
4590-00-000	Other General Expense	-	-	-	-	-	-	2,508,000	-	-		-	2,508,000	-	-	2,508,000	17,567,283	-86%
4590-04-000	Community Facilities Expense	-	-	-	-	-	-	130,000	-	-		-	130,000	-	-	130,000	-	100%
4590-05-000	Contract Administration Services	-	-	-	-	-	-	-	-	-		-	-	-	15,684,101	15,684,101	-	100%
4599-00-000	TOTAL GENERAL EXPENSES	571,629	512,895	208,236	282,403	61,145	451,581	3,559,390	-	570,521		-	6,217,800	1,656,667	16,090,979	23,965,446	22,847,679	5%
4600-00-000	PROTECTIVE SERVICES																	
4610-00-000	Protective Services Salaries	-	4,879,654	-	-	-	-	-	-	-		-	4,879,654	-	-	4,879,654	4,850,459	1%
4610-01-000	Protective Services Overtime	-	425,000	-	-	-	-	-	-	-		-	425,000	-	-	425,000	425,000	0%
4610-02-000	Employer FICA & Medicare	-	382,873	-	-	-	-	-	-	-		-	382,873	-	-	382,873	370,158	3%
4610-02-001	State Unemployment Insurance Tax (SUI)	-	6,118	-	-	-	-	-	-	-		-	6,118	-	-	6,118	8,736	-30%
4610-02-002	Pension & Retirement Contributions	-	721,582	-	-	-	-	-	-	-		-	721,582	-	-	721,582	743,954	-3%
4610-02-003	Life Ins Contr & Management Package	-	7,484	-	-	-	-	-	-	-		-	7,484	-	-	7,484	7,722	-3%
4610-02-004	Medical & Dental Benefits	-	863,369	-	-	-	-	-	-	-		-	863,369	-	-	863,369	930,570	-7%
4610-02-006	Uniform Allowance	-	30,000	-	-	-	-	-	-	-		-	30,000	-	-	30,000	30,000	0%
4610-02-007	Tuition Reimbursement	-	25,000	-	-	-	-	-	-	-		-	25,000	-	-	25,000	25,000	0%
4610-03-006	Internet Stipends	-	540	-	-	-	-	-	-	-		-	540	-	-	540	-	100%
4620-01-000	Security Alarm Contract Costs	-	-	-	-	-	-	6,000	-	2,000		-	8,000	-	-	8,000	7,347	9%
4620-02-000	Lexis Nexus	-	-	-	-	-	-	-	-	5,000		-	5,000	-	-	5,000	2,000	150%
4620-03-000	Protective Services Vehicle Costs	-	50,000	-	-	-	-	-	-	-		-	50,000	-	-	50,000	60,000	-17%
4620-04-000	Security Sundry Contracts	-	300,000	-	-	-	-	-	-	-		-	300,000	-	-	300,000	262,700	14%
4630-01-000	Security Materials	-	121,400	-	-	-	-	-	-	-		-	121,400	-	-	121,400	81,650	49%
4630-02-000	Gasoline	-	50,000	-	-	-	-	-	-	-		-	50,000	-	-	50,000	65,000	-23%
4630-03-000	Security Ammunition	-	20,000	-	-	-	-	-	-	-		-	20,000	-	-	20,000	20,000	0%
4630-04-000	Security Uniforms	-	25,000	-	-	-	-	-	-	-		-	25,000	-	-	25,000	30,000	-17%
4630-05-000	Security Guns	-	10,000	-	-	-	-	-	-	-		-	10,000	-	-	10,000	15,000	-33%
4699-00-000	TOTAL PROTECTIVE SERVICES EXPENSES	-	7,918,021	-	-	-	-	6,000	-	7,000		-	7,931,021	-	-	7,931,021	7,935,296	0%
4700-00-000	HOUSING ASSISTANCE PAYMENTS																	
4715-00-000	Housing Assistance Payments	-	-	-	-	-	-	-	246,236,714	-		-	246,236,714	-	806,173,063	1,052,409,777	999,218,841	5%
4715-00-001	EHV Housing Assistance Payments	-	-	-	-	-	-	-	-	-	7,548,598	-	7,548,598	-	-	7,548,598	-	100%
4715-01-000	Tenant Utility Payments-Voucher	-	-	-	-	-	-	-	38,314	-		-	38,314	-	-	38,314	12,000	219%
4715-02-000	Portable Out HAP Payments	-	-	-	-	-	-	-	3,213,362	-		-	3,213,362	-	-	3,213,362	3,480,000	-8%
4715-03-000	FSS Escrow Payments	-	-	-	-	-	-	-	375,930	-		-	375,930	-	-	375,930	450,000	-16%
4715-04-000	Housing Assistance - Other	-	-	-	-	-	-	-	348,494	-		-	348,494	-	-	348,494	300,000	16%
4715-05-000	Housing Assistance Payments - Sponsor Based	-	-	-	-	-	-	-	4,209,693	-		-	4,209,693	-	-	4,209,693	3,083,091	37%
4715-06-000	Housing Assistance - Portability In	-	-	-	-	-	-	-	68,000	-		-	68,000	-	-	68,000	40,000	70%
4715-07-000	HAP Vacancy Loss Incentive	-	-	-	-	-	-	-	869,000	-		-	869,000	-	-	869,000	720,000	21%
4715-08-000	Maintenance Loan	-	-	-	-	-	-	-	781,000	-		-	781,000	-	-	781,000	385,000	103%
4715-09-000	New Landlord Incentive	-	-	-	-	-	-	-	841,000	-		-	841,000	-	-	841,000	72,000	1068%
4715-10-000	Owner Recognition	-	-	-	-	-	-	-	25,000	-		-	25,000	-	-	25,000	25,000	0%
4715-11-000	Building Bridges - SRO	-	-	-	-	-	-	-	3,000,000	-		-	3,000,000	-	-	3,000,000	3,000,000	0%
4715-12-000	Building Bridges - CalWORKS	-	-	-	-	-	-	-	1,000,000	-		-	1,000,000	-	-	1,000,000	1,000,000	0%
4715-13-000	Building Bridges - THP Plus	-	-	-	-	-	-	-	500,000	-		-	500,000	-	-	500,000	500,000	0%
4715-15-000	HAP Portability Out Admin Fee	-	-	-	-	-	-	-	560,000	-		-	560,000	-	-	560,000	-	100%
4715-16-000	Building Bridges - Home Key	-	-	-	-	660,000	-	-	-	-		-	660,000	-	-	660,000	640,000	3%
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	-	-	-	-	660,000	-	-	262,066,507	-	7,548,598	-	270,275,104	-	806,173,063	1,076,448,167	1,013,485,932	6%

Oakland Housing Authority (Including Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2023

GL	Account Description	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvements Dept & Facilities	ALL PH Properties	HAP	Non-HAP	EHV	NonFederal	OHA	OAHP	CAHI-NF & CAHI-F	FY2023 Budget	FY2022 Budget	% Change FY23vsFY22
	TOTAL OPERATING EXPENSES	22,330,109	14,455,169	7,092,465	3,300,472	2,164,460	9,194,084	16,039,156	262,066,507	16,989,174	7,548,598	442,766	361,622,958	22,091,533	822,981,614	1,206,696,105	1,132,536,038	7%
	TOTAL OPERATING REVENUE	9,465,003	516,087	438,571	2,247,295	39,346	6,179,674	23,070,093	292,905,556	23,575,907	7,548,598	3,420,278	369,406,408	42,336,554	828,772,474	1,240,515,436	1,183,322,909	5%
	EXCESS OPERATING REVENUE (EXPENSES)	(12,865,106)	(13,939,082)	(6,653,894)	(1,053,178)	(2,125,114)	(3,014,410)	7,030,937	30,839,049	6,586,733	-	2,977,512	7,783,450	20,245,021	5,790,859	33,819,331	50,786,871	-33%
5000-00-000	NON-OPERATING ITEMS																	
5100-01-000	Depreciation	402,915	213,346	15,320	130,693	6,214	365,957	639,830	-	162,189		-	1,936,464	4,085,193	400,513	6,422,170	-	100%
5205-00-000	Allocation Overhead Fee Revenues	(16,207,514)	-	-	(1,092,511)	(2,164,460)	(3,033,463)	-	-	(1,295,251)		-	(23,793,198)	-	-	(23,793,198)	(32,460,202)	-27%
5205-00-001	Allocated Overhead Expenses COCC	-	3,770,018	1,812,509	-	-	-	3,737,453	525,104	6,362,430		-	16,207,514	6,050,095	72,500	22,330,109	18,835,638	19%
5205-00-002	Other Property Mgt/Asset Mgt Expenses Allocated	-	-	-	-	-	-	3,256,971	1,295,251	-		-	4,552,221	2,207,962	-	6,760,183	5,556,181	22%
5205-00-004	CID Expense Allocated	-	-	-	-	-	-	3,033,463	-	-		-	3,033,463	6,130,621	30,000	9,194,084	8,068,384	14%
5510-00-000	Capital Outlay	2,217,200	10,856,534	40,000	65,000	-	2,316,344	7,872,557	-	-		-	23,367,635	17,005,366	1,500,000	41,873,001	22,949,803	82%
5520-00-000	OPEB & Retirees Medical	460,078	324,823	13,835	123,620	-	438,338	117,363	-	470,382		-	1,948,438	116,052	27,543	2,092,033	2,127,417	-2%
5520-01-000	Pension and Retirement Funding	3,000,000	-	-	-	-	-	-	-	-		-	3,000,000	-	-	3,000,000	3,000,000	0%
5300-00-000	Excess Salary Reimbursements	-	-	-	-	-	-	-	-	-		325,482	325,482	363,015	222,891	911,388		100%
5999-00-000	TOTAL NON-OPERATING ITEMS	(10,127,320)	15,164,721	1,881,663	(773,198)	(2,158,246)	87,176	18,657,637	1,820,355	5,699,750	-	325,482	30,578,019	35,958,303	2,253,447	68,789,769	28,077,221	145%
5210-00-010	Operating Transfers Out	-	-	-	-	-	-	-	-	-		-	-	-	-	-	34,411,800	-100%
5210-00-020	Operating Transfers In	-	-	-	-	-	-	-	-	-		-	-	-	-	-	(34,411,800)	-100%
6299-00-000	TOTAL TRANSFERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
9000-00-000	NET INCOME (LOSS) AFTER OPERATING	(2,737,786)	(29,103,803)	(8,535,557)	(279,980)	33,132	(3,101,586)	(11,626,699)	29,018,694	886,983	-	2,652,030	(22,794,569)	(15,713,282)	3,537,413	(34,970,439)	22,709,653	-254%

**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, 2023**

WHEREAS, the Oakland Housing Authority (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, 2022; and

WHEREAS, the Board of Commissioners reviewed the budget and attachments at its May 9<sup>th</sup>, 2022 Special Meeting; and

WHEREAS, staff made adjustments to the proposed FY2023 Budget based on review and discussion and based on the MTW HUD Budget Authority for CY2022 received after the Special Meeting on May 9, 2022; and

WHEREAS, the Board of Commissioners reviewed the adjustments to the proposed FY2023 Budget (attachment A) during the June 27<sup>th</sup> Regular 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 of 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 approve the Oakland Housing Authority Consolidated Budget, Public Housing Program AMP Budgets, and Staffing Plan for the Fiscal Year Ending June 30, 2023: 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 June 27, 2022.*

---

*Secretary / Executive Director*

**ADOPTED:**

**RESOLUTION NO.**





**ITEM: VII.A.**

**Executive Office  
Oakland Housing Authority MEMORANDUM**

---

To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Police Department Promotional Swearing-in Ceremony

Date: June 27, 2022

---

Commissioners, it is my honor to announce that OHAPD Deputy Chief Alan Love will be sworn in as the sixth Chief of Police for the Oakland Housing Authority Police Department (OHAPD). Chief Love's promotion follows a short list of professionals who have served as Chief of Police over the past 50 years since the department was founded. The OHAPD past Chiefs are;

- William Smith            1972 - 1991
- David Krauss            1991 - 1996
- Michael Holland        1996 - 1999
- David Ellis              1999 - 2002
- Carel Duplessis        2002 - 2022

Alan Love began his law enforcement career as a Police Explorer with the San Ramon Police Department in 1990. He is a veteran of the United States Army and a graduate of the 109th Alameda County Basic Police Academy in 2000. During his career, Alan has worked as a Crime Scene Investigator, Recruit Training Officer, Field Training Officer, SWAT Operator and Team Leader, Defensive Tactics Instructor, and a member of the Alameda County Sexual Assault Felony Enforcement Task Force. He is a graduate of the Sherman Block Supervisory Leadership Academy class 308.

Alan has an Associate's Degree from Diablo Valley College, a Bachelor's Degree from California State University, Long Beach, and a Master's Degree in Organizational Leadership from Columbia Southern University. He has leadership experience in many areas including Law Enforcement Operations, Budgeting, Administration, Communications, Fleet, Personnel and Training, Professional Standards, and Property and Evidence. Alan is a graduate of the FBI National Academy Session 278.

Chief Love's family is present to witness the swearing-in ceremony.

Former Chief of Police Carel Duplessis is present to facilitate the ceremony and administer the Oath of Office.




**ITEM: VII.B.**

**Executive Office  
Oakland Housing Authority MEMORANDUM**

---

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Nomination and Election of Chair and Vice-Chair

Date: June 27, 2022

---

Pursuant to the OHA By-Laws, the Board of Commissioners will convene its Annual Meeting on June 27, 2022 at 6:00 p.m. At this time Nomination and election of two officers, Chair and Vice Chair, are to occur. Below is information on the roles of these officers from the By-Laws as amended on April 26, 2010.

**ARTICLE III - MEETINGS**

**Section 1. ANNUAL MEETING.** The Annual Meeting of the Authority shall be held on the fourth Monday of June at 6:00 p.m., at the regular meeting place of the Authority.

**Section 2. OFFICERS.** Officers of the Authority shall be a Chairperson and a Vice Chairperson, both of whom must be members of the Authority Board of Commissioners and a Secretary, who shall not be a member of the Board of Commissioners.

**Section 3. CHAIRPERSON.** The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairperson shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting the Chairperson shall submit such recommendations and information as s/he may consider proper concerning the business, affairs, and policies of the Authority.

**Section 4. VICE CHAIRPERSON.** The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of the resignation or death of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall select a new Chairperson.

**Section 7. ELECTION OR APPOINTMENTS.** The Chairperson and Vice Chairperson shall be elected at the Annual Meeting of the Authority from among the

**Nomination and Election of Officers****Page 2 of 2**

Commissioners of the Authority, and shall hold offices for two years or until their successors are elected and qualified.

Additionally, according to the Article 4, Section 4.4. Appointment of Term of Office of Directors of Oakland Housing Initiatives' (OHI) By-Laws amended on January 13, 2022, the Chairman of the Board of Commissioners of the Housing Authority of the City of Oakland shall be ex-officio Director of the corporation (OHI) and shall serve on the OHI Board of Directors and, consequently on the Keller Housing Initiative (KHI) Board of Directors for the same term as a Chairman of OHA Board of Commissioners.

Below please find the current officers of the Oakland Housing Authority Board of Commissioners.

<b>Directors</b>	<b>Start Term</b>	<b>End Term</b>
Gregory D. Hartwig, Chairperson	06/22/2020	06/21/2022
Anne Griffith, Vice-Chairperson	06/22/2020	06/21/2022

**Recommended Action:**

It is recommended that the Board of Directors elects Chairperson and Vice-Chairperson Directors, for a two-year (2) term, ending June 26, 2024, pursuant to Article III, Section 2 and Section 7 of the By-Laws of Oakland Housing Authority Board of Commissioners.

**AMENDED AND RESTATED BYLAWS**  
**OF**  
**OAKLAND HOUSING INITIATIVES, INC.,**  
**a California Nonprofit Public Benefit Corporation**

AMENDED AND RESTATED BYLAWS  
OF  
OAKLAND HOUSING INITIATIVES, INC.,  
A California Nonprofit Public Benefit Corporation

ARTICLE I  
NAME

Section 1.1 The name of this corporation is Oakland Housing Initiatives, Inc., (the "Corporation").

ARTICLE 2  
OFFICE

Section 2.1 Principal Office. The principal office for the transaction of affairs and activities of the Corporation is located at 1619 Harrison Street, Oakland, California 94612. The Board of Directors may change the principal office from one location to another. Any change shall be noted on these Bylaws, or this section may be amended to state the new location.

ARTICLE 3  
MEMBERS

Section 3.1 Members Prohibited. The Corporation shall have no members.

ARTICLE 4  
DIRECTORS

Section 4.1 Powers. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, all powers and activities of the Corporation shall be exercised by or under the ultimate direction of the Board of Directors.

Section 4.2 Number of Directors. The number of Directors shall be no fewer than five (5) nor more than (15) as established by resolution of the Board of Directors.

Section 4.3 Compensation and Reimbursement of Directors and Officers. The Directors and Officers shall serve without compensation though they may be reimbursed for their expenditure of monies on behalf of the Corporation.

Section 4.4 Appointment and Term of Office of Directors.

(a) Except for the two (2) ex officio Directors, the Directors shall be elected by the Board of Directors. The Executive Director of the Housing Authority of the City of Oakland and the Chairman of the Board of Commissioners of the Housing Authority of the City of Oakland shall be ex-officio Directors of the corporation. If an ex-officio Director ceases to hold the relevant office with the Housing Authority of the City of Oakland, that person shall also cease to be a Director of the corporation.

(b) Term of office for each Director of this Corporation shall be two (2) years or until his or her successor is appointed, whichever is later.

Section 4.5 Vacancies on the Board of Directors. A vacancy shall be deemed to exist in the event that the actual number of Directors is less than the authorized number for any reason.

Section 4.6 Removal of Directors. The Board may remove any Director appointed by it with or without cause. Unexcused absence of a Director from three consecutive Board meetings shall constitute cause for removal.

Section 4.7 Resignations of Directors. Except as provided below, any Director may resign by giving written notice to the president or secretary of the Board. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. If a Director was elected or appointed by the Board of Directors, and the Director's resignation is effective at a later time, the Board shall appoint a successor to take office as of the date when the resignation becomes effective. Except on notice to the Attorney General of California, no Director may resign if the Corporation would be left without a duly appointed Director or Directors.

Section 4.8 Filling Vacancies. Vacancies of Directors appointed or elected by the Board shall be filled by the Board of Directors. If a vacancy occurs in the seat of a Director who is an ex officio member because that Director has ceased to hold the relevant office at the Housing Authority of the City of Oakland, then the successor holder of the relevant office at the Housing Authority of the City of Oakland shall also become the successor Director of the vacancy upon taking the relevant office at the Housing Authority of the City of Oakland.

Section 4.9 No Vacancy on Reduction of Number of Directors. No reduction of the authorized number of Directors shall have the effect of removing any Director before that Director's term of office expires.

Section 4.10 Meetings of the Directors. A regular meeting shall be held once a year at such time and place as shall from time to time be fixed by the Directors for the purpose of organization, election of Directors and Officers and the transaction of other business.

Section 4.11 Special Meetings. Special meetings of the Board for any purpose may be called at any time by the president or any vice president, or the secretary or any two Directors.



Section 4.12 Telephone or Electronic Communication Meetings. Members of the Board of Directors may participate in a regular or special meeting through the use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another. Participation in a meeting pursuant to this Section constitutes presence in person at such meeting.

Section 4.13 Notice. Notice of regular and special meetings shall be given to the Directors not less than four (4) days prior to the meeting if delivered by first class mail or not less than forty-eight (48) hours prior to the meeting if the notice is delivered personally or by telephone, email, or fax. The notice must state the date and time of the meeting and the place of the meeting if it is other than the principal office of the Corporation.

Section 4.14 Waiver of Notice. Notice of a meeting need not be given to any Director who, either before or after the meeting, signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings. Notice of a meeting need not be given to any Director who attends the meeting and does not protest, before or at the commencement of the meeting, the lack of notice to him or her.

Section 4.15 Quorum. A quorum for any meeting of the Directors shall be at least sixty percent (60%) if the total number of the Directors then in office is six or fewer, and forty percent (40%) of the Directors then in office seven (7) or more. Every action taken or decision made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be the act of the Board. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of directors, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

Section 4.16 Adjournment. A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of any adjournment to another time and place shall be given to the Directors who were not present at the time of the adjournment.

Section 4.17 Action Without a Meeting:

(a) Any action that the Board is required or permitted to take may be taken without a meeting if all members of the Board consent in writing to the action. Such action by written consent shall have the same force and effect as any other validly approved action of the Board. All such consents shall be filed with the minutes of the proceedings of the Board.

(b) Emergency actions are sometimes required on short notice. In this case, Board members may be polled by telephone for their concurrence with such action. Based on verbal approval of at least a majority of the Board members, the president of the Board may indicate Board approval by the president's signature for an emergency action. Approval of the action must be passed at the following regular Board meeting.

Section 4.18 Committees of Directors. The Board of Directors may, by resolution adopted by a majority of the Directors then in office, designate one or more committees, each consisting of two or more Directors, to serve at the pleasure of the Board.

Section 4.19 Committee Meetings. Meetings and actions of committees shall be governed by and held and taken in accordance with the provisions of Article 4 of these Bylaws concerning meetings of Directors, with such changes in the context of those Bylaws as are necessary to substitute the committee and its members for the Board of Directors and its members.

Section 4.20 Standard of Care — General. A Director shall perform the duties of a Director in a manner consistent with the standard of care set forth in the California Nonprofit Public Benefit Law.

Section 4.21 Inspection. Every Director shall, at his or her own expense, have the absolute right at any reasonable time during the business hours of the Corporation to inspect and copy all books, records, and documents, and to inspect the physical properties of this Corporation.

## ARTICLE 5 OFFICERS

Section 5.1 Officers of the Corporation. The Officers of the Corporation shall be a president, a vice president, a secretary, and a treasurer. The Corporation may also have, at the Board's discretion, one or more vice presidents, one or more assistant secretaries, one or more assistant treasurers and such other Officers as may be appointed in accordance with Section 5.3 of these Bylaws. Any number of offices may be held by the same person, except that neither the secretary nor the treasurer may serve concurrently as the president.

Section 5.2 Election of Officers. The Officers of the Corporation, except those appointed under Section 5.3 of these Bylaws, shall be chosen annually by a majority present at a meeting at which a quorum of the Board is present and shall serve at the pleasure of the Board. Officers need not be members of the Board of Directors of the Corporation.

Section 5.3 Other Officers. The Board may appoint and may authorize the president, or other Officer, to appoint any other Officers that the Corporation may require. Each Officer so appointed shall have the title, hold office for the period, have the authority, and perform the duties specified in the Bylaws or determined by the Board or the president. Such officers need not be members of the Board of Directors of the Corporation.

Section 5.4 Removal of Officers. Any Officer may be removed with or without cause by the Board and also, if the Officer was appointed by an Officer of the Board, by the Officer who appointed him or her.

Section 5.5 Resignation of Officers. Any Officer may resign at any time by giving written notice to the president or secretary of the Corporation. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall not affect the rights, if any, of the Corporation under any contract to which the Officer is a party. Nor shall the resignation of any Officer from the office he or she holds affect his or her position as a Director of the Corporation.

Section 5.6 Vacancies in Office. A vacancy in an office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to that office, provided, however, that vacancies may be filled as they occur.

Section 5.7 President. The President shall preside at meetings of the Board and shall exercise and perform such other powers and duties as the Board may assign from time to time.

Section 5.8 Vice President. If the President is absent or disabled, the Vice President, if any, in order of their rank as fixed by the Board, or, if not ranked, a Vice President designated by the Board, shall perform all duties of the President. When so acting, a Vice President shall have all powers of and be subject to all restrictions on the President. The Vice President shall have such other powers and perform such other duties as the Board or by the Bylaws may prescribe.

Section 5.9 Secretary. The Secretary shall have the following duties:

(a) The Secretary shall keep or cause to be kept, at the Corporation's principal office or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of the meetings shall include the time and place that meeting was held, whether the meeting was annual, regular, or special, and, if special, how authorized and the notice given.

(b) The Secretary shall keep or cause to be kept at the principal office, a copy of the articles of incorporation and Bylaws of the Corporation, as amended to date.

(c) The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board required by these Bylaws to be given. The Secretary shall keep the corporate seal in safe custody and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

Section 5.10 Treasurer. The Treasurer shall have the following duties:

(a) The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions. The Treasurer shall send or cause to be given to the Directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board. The

books of account shall be open to inspection by any Director at all reasonable times during the business hours of the Corporation.

(b) The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board may designate, shall disburse the Corporation's funds as the Board may order, shall render to the president, chairman of the Board and the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation, and shall have other powers and perform such other duties as the Board or the Bylaws may prescribe.

## ARTICLE 6 EXECUTIVE DIRECTOR

Subject to such supervisory powers, if any, as may be given by the Board of Directors to the President, the Executive Director shall be the general manager and chief executive officer of the Corporation and shall, subject to the control of the Board of Directors, have general supervision, direction, and control of the business of the Corporation. The Executive Director shall have the power to sign contracts, agreements or any other instruments in connection with the purposes and business affairs of the Corporation. The Executive Director need not be a member of the Board of Director of the Corporation and shall have such other powers and duties as may be prescribed by the Board of Directors or by these Bylaws.

## ARTICLE 7 MISCELLANEOUS

Section 7.1 Fiscal Year. The fiscal year of this Corporation shall end each year on December 31.

Section 7.2 Corporate Seal. This Corporation may have a seal, which shall be specified by resolution of the Board. The seal may be affixed to any corporate instruments, as directed by the Board or any of its officers, but failure to affix it shall not affect the validity of the instrument.

Section 7.3 Contracts. All contracts entered into on behalf of this Corporation must be authorized by the Board of Directors or by the Chief Executive Officer.

Section 7.4 Execution of Checks. Except as otherwise provided by law, every check, draft, promissory note, money order, or other evidence of indebtedness of the Corporation shall be signed by such individuals as are authorized by the Board of Directors.

Section 7.5 Bonds. If required by the Board, the Treasurer, or any other Officer, Director, or agent of the Corporation designated by the Board, shall give the Corporation or another requesting entity a bond in the amount and with the surety or sureties specified by the Board or by the requesting entity for faithful performance of the duties of the office and for

restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Treasurer or any other Officer, Director, or agent on his or her death, resignation, retirement, or removal from office. The bond shall be paid for by the Corporation.

Section 7.6 Annual Report to Directors. The Board shall cause an annual report to be sent to the directors to the extent required by the California Nonprofit Public Benefit Corporation Law.

Section 7.7 Amendment of Bylaws. The Bylaws may be amended or repealed and new Bylaws adopted by the vote of a majority of the members of the Board of Directors.

## CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

(1) That I am the duly elected and acting Secretary of Oakland Housing Initiatives, Inc., a California nonprofit public benefit Corporation; and

(2) That the foregoing Amended and Restated Bylaws, comprising seven (7) pages, constitute the Bylaws of such Corporation duly adopted by the Board of Directors at a duly constituted meeting held on January 13, 2022.

IN WITNESS THEREOF, I have hereunto subscribed my name this 13th day of

January, 2022.

DocuSigned by:  
*Harold Davis*  
A9BE317AD27E4A4...

Harold Davis, Secretary



**ITEM: VII.C.**
**Executive Office**  
**Oakland Housing Authority MEMORANDUM**


---

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Nomination and Election of Directors for Oakland Affordable Housing Preservation Initiatives Board for Two-Year Term

Date: June 27, 2022

---

Pursuant to the Oakland Affordable Housing Preservation Initiatives (OAHPI) By-Laws, on June 22, 2020, the Board of Commissioners appointed Michael Tortorich and Anne Griffith to serve as the OAHPI Directors for the term of two years. The OHA Executive Director serves as an *ex officio* in the third seat. The two-year term expires on June 21, 2022; therefore, a nomination and election of two officers are required. Below is the information on the appointment and terms as outlined in By-Laws adopted on June 27, 2011.

#### Article 4

**Section 4.5 Appointment and Qualification of Directors.** Subject to Sections 4.8 and 4.9 below and as set forth below, the directors shall hold the following positions (the "Specified Position" or "Specified Positions"), as follows: (a) one (1) director shall be the permanent or "acting" Executive Director of the Housing Authority and (b) two (2) directors shall be members of the Housing Authority Board of Commissioners (the "Commission") or employees of the Housing Authority, elected by the Commission. At the time any director ceases to hold a Specified Position or is removed pursuant to Section 4.8, that director's membership on the Board shall automatically cease. If a successor for the Specified Position is not selected or designated by the Commission, the Commission may select a replacement director who is a commissioner or an employee of the Housing Authority.

**Section 4.6 Term.** The Executive Director shall serve as a director of the Corporation for so long as he or she holds such Specified Position. The two (2) members of the Board selected by the Commission shall serve for a term beginning on the date of adoption of these Amended and Restated Bylaws and ending on the date on which the Commission elects its officers at its annual meeting in June 2012. At such time and thereafter at the annual Commission meeting occurring every two (2) years at which Commission officers are elected in accordance with Commission bylaws, the Commission shall elect the two (2) remaining directors to serve for a term of two (2) years. Each director shall hold office until her/his successor is appointed.



Nomination and Election of Directors for OAHPI Board for Two-Year Term  
Page 2 of 2

Below please find the current directors of the Oakland Housing Authority Board of Commissioners.

Directors	Start Term	End Term
Anne Griffith, President	06/22/2020	06/21/2022
Michael Tortorich, Vice-President	06/22/2020	06/21/2022

**Recommended Action:**

It is recommended that the Board of Directors appoint Directors of the Oakland Affordable Housing Preservation Initiative, for a two-year (2) term, ending June 26, 2024, pursuant to Article 4, Sections 4.5 and Sections 4.6 of the OAHPI By-Laws.



**ITEM: VII.D.**

**Executive Office  
Oakland Housing Authority MEMORANDUM**

---

To: Board of Commissioners

From: Patricia Wells, Executive Director

<sup>DS</sup>  
PW

Subject: Resolution authorizing the Executive Director to enter into a three-year contract with OpenGov, Inc. for purchase and installation of budget and performance software.

Date: June 27, 2022

---

Purpose: This action will approve a three-year contract with OpenGov, Inc. for Purchase and Installation of Budget and Performance Software.

Funding: Authorizing a three-year contract with a not-to-exceed amount of \$453,675.06 utilizing GL Code Capital Outlay 5510-00-000 (Finance)

**Background**

The Oakland Housing Authority has a need for Budget and Performance Software. According to the HUD Procurement Handbook 7460.8 REV 2, Section 14, public housing authorities are encouraged to use cooperative and interagency agreements to expedite the procurement process and to obtain substantial discounts as a result of leveraged pricing.

The City of Milpitas has a current and valid contract with OpenGov, Inc. that was competitively solicited and meets HUD 2 CFR 200. Solicitation RFP #2351 was posted on The Public Purchase Website from July 3, 2019 to July 26, 2019.

Seven companies responded to the RFP including: Armanino, LLP, Furtran Solutions, Inc, Vantage Point Business Solutions, Nuebrain, LLC, Questica LTD., OpenGov, Inc., and GNC Consulting, Inc. OpenGov, Inc. was awarded a five-year contract from October 16, 2019, through October 15, 2024.

**Recommendation**

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to enter into a three-year contract with OpenGov, Inc. for Purchase and Installation of Budget and Performance Software in the amount not to exceed \$453,675.06.




Attachment: CCGS Memorandum  
Resolution




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

**INTEROFFICE MEMORANDUM**

**To:** Patricia Wells, Executive Director

**Through:** Duane Hopkins, Chief Officer of Program and Finance Administration   
Victor Madamba, Director of Finance   
Daniel Mermelstein, CCGS Manager 

**From:** Jamie Walters, Contract Specialist, CCGS 

**Subject:** Request to Utilize the Contract the City of Milpitas has with OpenGov, Inc. for Purchase and Installation of Budget and Performance Software

**Date:** May 25, 2022

---

Enclosed you will find a CCGS Review Memo requesting the use of the City of Milpitas Contract with OpenGov, Inc. for Purchase and Installation of Budget and Performance Software

**TERM OF COOPERATIVE AGREEMENT:**  
October 16, 2019 through October 15, 2024

**CONTENTS OF PACKET:**

Included in this packet are:

1. Executive Interoffice Memo
2. CCGS Review Memo
3. Cooperative Agreement Supporting Documentation
  - a. RFP
  - b. Advertisement Information
  - c. Bid Tabulation
  - d. City of Milpitas Contract and Vendors Response
4. ICE
5. HUD Debarment and EPLS

**ACTION REQUESTED**

Please review and sign the attached CCGS Review Memo. Once signed, I will place the memo in the CCGS files and forward it to the client department for their records.

- ☒ Procurement adheres to OHA and HUD Procurement Policies
- ☐ Procurement is within Executive Director's signing Authority
- ☒ Procurement requires Board approval

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

Approved:

Not Approved:

DocuSigned by:

Patricia Wells

722CE180EE194A1

5/31/2022

Patricia Wells

Executive Director

Date

Patricia Wells

Executive Director

Date

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Mark Welch, Manager, Solutions Architecture  
Greg Balter, Regional Manager

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Support Specialist  
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**CHARITY HOLMAN**

Former Deputy City Secretary at City of Westworth Village, Texas

VP Government Finance Solutions



**JAMES MCCANN**

Former Assistant Finance Director at City of Monterey, California

Implementation Consultant



**ART TORRES**

Former Chief Procurement Officer at California State University-San Bernardino

Product Lead, Financials



**KENT HUDSON**

Former Assistant City Manager at City of Vernon, Texas

Director, Solutions  
Engineering



**SCOTT COBLE**

Former Technology and Process Manager, OMB, at Montgomery County, Maryland

Solutions Consultant



**ARIANA TUCKEY**

Former Supervisory Budget Analyst at the FBI

Customer Solutions Engineer  
Team Lead



**JENNIFER NORDIN**

Former Budget and Performance Analyst at Montgomery County, Maryland

Director, Professional Services



**ALMIS UDRYS**

Former Assistant Chief Operating Officer at San Diego, California

Implementation Analyst



**BOBBY WILLIAMS**

Former Procurement Supervisor at Mesa Public Schools

Manager, Solutions Engineering



**MICAH INTERMILL**

Former Budget Director at Minneapolis, Minnesota

Manager, Solution Architecture



**MARK WELCH**

Former Administrative Services Director at City of Ashland, Oregon

Integrations Engineer



**JAMIE CASTELLANOS**

Former Application Analyst at City of Berkeley, California

Director, Solutions  
Engineering



**MONICA COOK**

Former HHS Researcher at the Public Policy Institute of California (PPIC)





# Budgeting & Planning


Strategic Initiatives  
Workforce Planning  
Capital Planning

Transparency  
Stories  
Engagement Surveys  
Council Reporting



Operating Budgets  
Online Budget Book  
Trend Analysis

Budget vs. Actuals  
Operational Reporting  
Interactive Dashboards



# FINAL BUDGET FY2023


Executive Director  
Lisa C. Rosenbush

last updated 12/28/2022 1:00 PM

## EXPLORE OUR BUDGET

The King County Library System Digital Book provides you with an easy to use, interactive and engaging version of our annual publication. Use this site to browse all the departments, agencies and projects that support our Libraries.

[download the pdf version of the publication](#)



### Mission

To be leaders of the nation, delivering vibrant, engaging, high quality services.

### Vision

People's lives are made a bit of opportunity, not necessity.

### Purpose

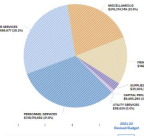
Improving quality of life for all through libraries, every day.

## BUDGET BY THE NUMBERS

**\$75.4M** Year 2023 Recommended Operating Budget  
\$1.2M Total Expenditures

### EXPENSES

Visualization



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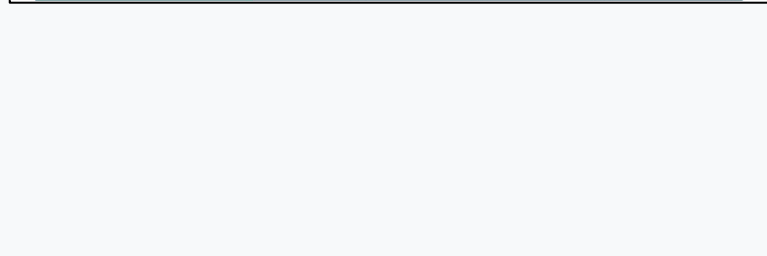
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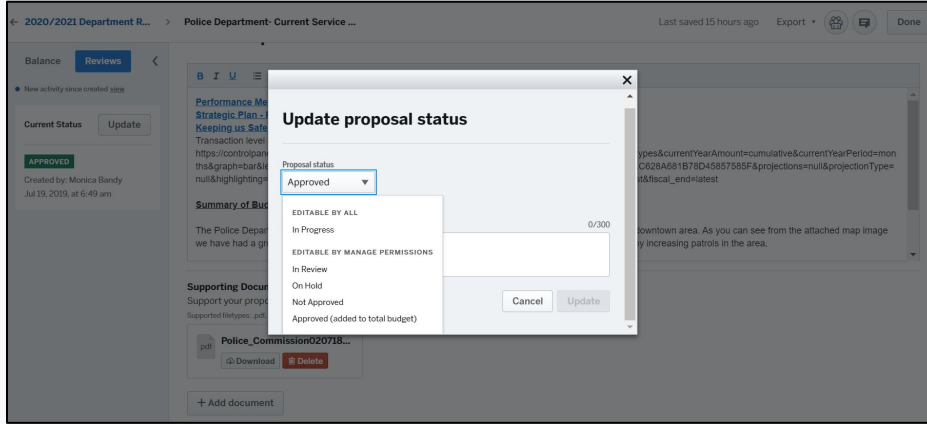
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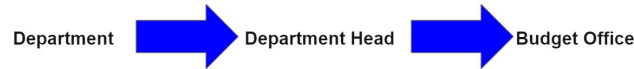
47.1

# Budget Development



Status	Created by	2019 Exp	2019 Rev	2019 Surplus/Deficit	2020
IN REVIEW	Monica ...	\$ 15,860,739	\$ 24,238,300	\$ 8,377,561	\$ 15,865,7
IN REVIEW	Monica ...	13,473,663	0	-13,473,663	13,423,4
IN PROGRESS	Monica ...	15,206,491	0	-15,206,491	15,206,4
APPROVED	Monica ...	16,183,998	0	-16,183,998	16,481,7

## Workflow (Proposal Permissions)



### Edit Content

Update financial amounts or descriptions. Hits **Submit** when they are ready for manager review.

### Manage

Reviewer. Can approve change status for proposal, update financial amounts or descriptions, add line items and create worksheets. Owner of the proposal. Puts status to **Approve** when ready for Budget Office Review.

### Entity Administrators

Complete access to the Budget Builder and can assign permission to users.

# Workforce Planning

← Police Operations Division...

Balance

Reviews

Period

2020 Budget Approved▼

Base Revenues

\$24,238,300

Adjustments

\$0

Revenues

\$24,238,300

Base Expenses

\$15,676,795

Adjustments

+\$10,000

Position Requests

+\$173,944

Expenses

\$15,860,739

Surplus

\$8,377,561

New Admin Clerk, New Police Officer

Initiative: Clean, Safe and Livable Communities edit | remove

Done

Adjustments

Position Requests

New Position Request

Reset ▼

Position

Account String

2019-2020 Total

Last Updated

Police Administrative Clerk

100-100-2110

\$69,807

Sep 9, 2021, 6:59 AM PDT

Police Officer 1

100-100-2110

\$208,274

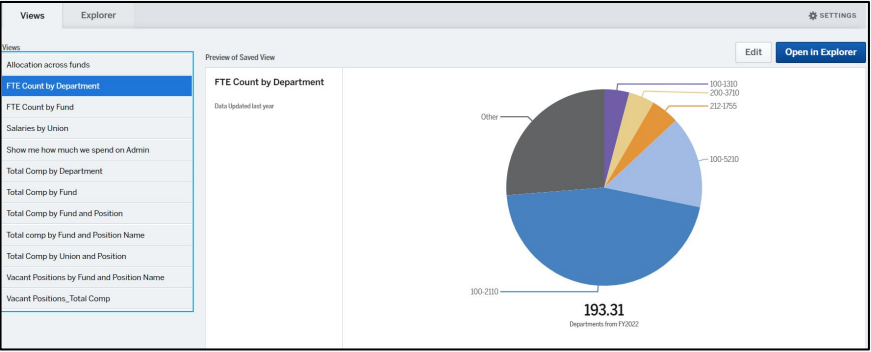
Sep 9, 2021, 6:59 AM PDT

Proposal to do list...

✓ Add proposal details

✓ Adjust expenses or revenues

3 Submit your proposal



Edit Position Request

Go back to position requests

Save

Police Administrative Clerk

Period: 2019 - 2020

Position Name (required)

NEW - 10455

Position ID (required)

NEW - 10455

Police Administrative Clerk

Job Number

Admin05

Job Name

Police Admin Clerk

Admin05

Account String Details

Funds (required)

100 → General Fund ×

Departments (required)

100-2110 → Police Ops ×

Allocation Percentage (required)

100 %

New Allocation

July 01, 2019

Effective Dates

Start Date (required)

07 / 01 / 2019

End Date

12M / 01 / YYYY

Position Details

Class

Grade

Admin05

Full Time Equivalency (FTE) (required)

1

Standard Hours per Year (required)

2080

Hourly Base Wage (required)

\$ 0

Cost Element Details

Union

OE3

Position

Administrative Clerk I

Step

A

Eligible for Increase?

Yes

COLA

Year 1

Other Pay %

Retirement? Yes/No

Yes

Longevity

N/A

Health Provider

Kaiser

Health Plan

124-3

PERS Eligible? Yes/No

No

PERS Pension Plan

FEPRA Misc

FICA Yes/No

No

Eligible for STD/LTD? Yes/No

No

Disability Health Plan

DDI

WC

Uninsured? Yes/No

No

Dept

Modifier

Breakdown

\$69,807

Full Time Step and Grade

\$44,052

Health Insurance

\$21,990

Dental Insurance

\$1,201

Medicare

\$645

STD/LTD

\$340

Section 125

\$430

Cost of Living Adjustments

\$441

Life Insurance

\$350

EAP

\$45

Extra

\$0

Vacancy Rate

\$0

Part Time Step and Grade

\$0

Full Time Step Increase

\$0

Part Time Step Increase

\$0

Farehouse Food

\$0

FICA

\$0

Extra

\$0

Retirement

\$0

PERS

\$0

PERS

\$0

Modifier (Allowances)

\$0

Short Allowance

\$0

Modifier (Benefits)

\$0

Workers Comp

\$0

Modifier (Wages)

\$0

Modifier (Insurance)

\$0

Modifier (Taxes)

\$0

Other Pay

\$0

Longevity

\$0

Short Allowance

\$0

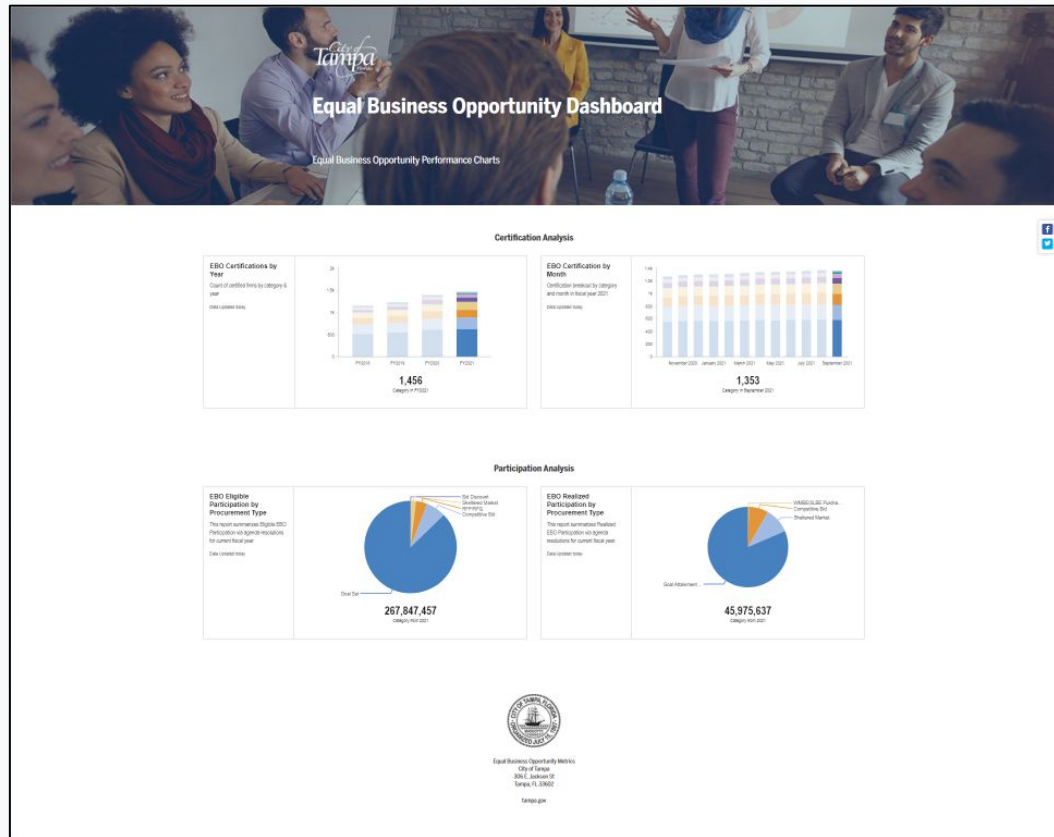
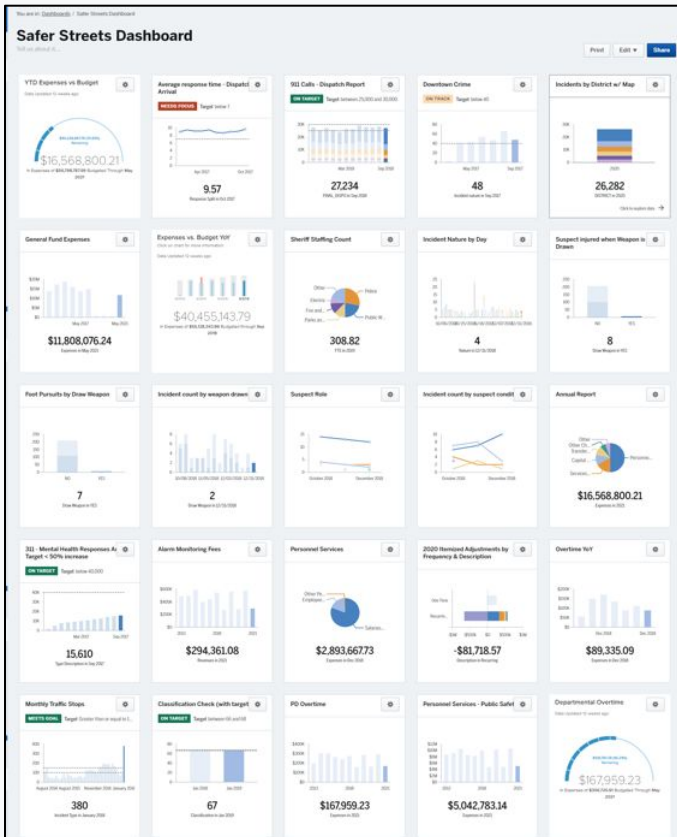
Uniform

\$0

ADD DATE SECTION

[illegible][illegible]

# Performance Measures and Strategic Planning



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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A THREE-YEAR  
CONTRACT WITH OPENGOV, INC. FOR PURCHASE AND INSTALLATION OF  
BUDGET AND PERFORMANCE SOFTWARE FOR A TOTAL NOT TO EXCEED  
AMOUNT OF \$453,675.06**

WHEREAS, the Oakland Housing Authority has a need for purchase and installation of budget and performance software; and

WHEREAS, the City of Milpitas has a current and valid contract with OpenGov, Inc. that was competitively solicited; and

WHEREAS, the City of Milpitas posted RFP #2351 on The Public Purchase Website from July 3, 2019 to July 26, 2019; and

WHEREAS, seven (7) companies responded and two (2) companies were determined to be in the competitive range: OpenGov, Inc. and Questica, Ltd.; and

WHEREAS, after all, proposals were evaluated and scored, OpenGov, Inc., was determined to have the required experience to perform the services outlined in RFP #2351 and was the highest highest-ranked; and

WHEREAS, OpenGov, Inc. was awarded a five (5) year contract for the term beginning on October 16, 2019 to October 15, 2024.

**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 enter into a three-year contract with OpenGov, Inc. for purchase and installation of budget and performance software for a total not-to-exceed amount of \$453,675.06

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 27, 2022.*

---

*Secretary / Executive Director*

**ADOPTED:**

**RESOLUTION NO.**






**ITEM: VII.E.**

**Executive Office  
Oakland Housing Authority MEMORANDUM**

---

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Resolution authorizing the Executive Director to amend the contract with Protiviti Government for Temporary Employment by \$100,000 for an amount not to exceed \$245,000.

Date: June 27, 2022

---

Purpose: This action will approve an amendment increasing the contract with Protiviti Government for Temporary Employment

Funding: Authorizing an increase of \$100,000 to the contract with a not to exceed amount of \$245,000 utilizing GL Code 4190-17-000

**Background**

The Oakland Housing Authority has a need for Temporary Employment. Protiviti Government has provided staffing solutions for employers in non-profit, insurance, manufacturing, construction, property management and housing industries, and has experience working specifically with Housing Authorities. Protiviti Government Services has been successful in providing candidates when other agencies have not. The Authority has benefited from their services, and continues to have a need for access to temporary contract employee support.

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

Oakland Housing Authority is seeking authorization to amend the contract to add \$100,000 to the Protiviti Government Contract.

**Recommendation**

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to amend the contract with Protiviti Government for Temporary Employment by \$100,000 for an amount not to exceed \$245,000.


Attachment: CCGS Memo  
Resolution



## Oakland Housing Authority MEMORANDUM

---

To: Patricia Wells, Executive Director  
Daniel Mermelstein, CCGS Manager

From: Drew Felder, Human Resources Director  9/17/2020

Subject: REQUEST FOR APPROVAL OF A NON-COMPETITIVE PROCUREMENT  
WITH ROBERT HALF INTERNATIONAL INC. TO OBTAIN TEMPORARY  
EMPLOYEES

Date: September 17, 2020

---

**Name of Contractor:**

Robert Half International Inc.

**Background:**

The Oakland Housing Authority ("Authority") issued a Request for Proposals RFP #17-009 Temporary Employment Services on April 21, 2017 for placing temporary contractors for non-permanent and seasonal work assignments at the Authority. The RFP resulted in five (5) contractors who were included on a list of temporary employment agencies.

The Oakland Housing Authority has been using this list exclusively for the past few year.

Recently the Oakland Housing Authority temporary employee needs have changed due to COVID-19. The Oakland Housing Authority needs Robert Half International Inc. a temporary agency that focuses on the City of Oakland. Robert Half is the only company with a diverse network of applicants that could potentially fulfill the position, and has shown the ability to provide adequate service in instances where the Authority's vendors have failed to provide quality applicants.

Robert Half sets itself apart from the other temporary agencies because it has a dedicated Human Resources Service Center for temporary employees. The Robert Half Human Resources Service Center provides recommendations and contact tracing for clients' worksites, per CDC guidelines. Thus, reducing the burden on OHA and providing a safe work environment for OHA current employees and safe home for the residents to live in.

Robert Half also provides Personal Protective Equipment, Robert Half is able to provide masks, gloves, sanitizer, cleaning supplies, or other PPE if it is not otherwise available. This

Robert Half International  
Noncompetitive Justification  
Page 2 of 2

is a needed benefit as the cost and supply of PPE is becoming more expensive and challenging to obtain during the current Pandemic.

No other is Temporary Agency is providing these resources to their employees and clients. OHA needs these resources due to COVID – 19 and only Robert Half is providing them.

**Description of the Work/Services Requested:**

A Temporary Employment Agency with the ability to recruit knowledgeable and skilled employees. In addition, backing employees with protection to their employees for COVID-19 to protection.

**Justification**

2 CFR 200.320 states that:

(f) Procurement by Noncompetitive Proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.

Statement as to the unique circumstances that require award by Noncompetitive Proposals:

To assist the Leadership through this challenging and unprecedented time in world history Robert Half International is needed for health and safety of the employees and the residents. The current qualified list of staffing agencies does not provide the level of health and safety protection of Robert Half.

**Statement as to efforts that will be taken in the future to promote competition for the requirement:**

Human Resources will work with CCGS to develop a Request for Proposal (RFP) that will provide for and promote fair competition for this type of service in the future.

Human Resources is seeking a one (1) year contract with Robert Half International for an Administrative Assistant for the Executive Office.

Approved:

CCGS Manager:

DocuSigned by:  
*Daniel Mermelstein*  
2A244683E1F94EF... Date 9/17/2020

Executive Director:

DocuSigned by:  
*Patricia Wells*  
7226F180EE194A1... Date 9/18/2020

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

On Motion of Commissioner

Seconded by Commissioner

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

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

**AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE CONTRACT WITH  
PROTIVITI GOVERNMENT SERVICES CONTRACT FOR TEMPORARY EMPLOYMENT  
TO ADD \$100,000 WHICH WILL INCREASE THE TOTAL CONTRACT AMOUNT TO  
THE NOT TO EXCEED AMOUNT OF \$245,000**

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

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

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

WHEREAS, the staff is seeking authorization for the Executive Director to amend the contract to add \$100,000 to the Protiviti Government Services contract on June 27, 2022.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to amend the contract Protiviti Government Services by increasing the contract amount for temporary employment services by \$100,000 for a not to exceed amount of \$245,000; and

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

*I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority Of the City of Oakland, California on June 27, 2022.*

---

Secretary / Executive Director

**ADOPTED:**


**RESOLUTION NO.**



**ITEM: VII.F.****Executive Office****Oakland Housing Authority MEMORANDUM**

---

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Resolution authorizing the Executive Director to execute a commitment letter and conditionally award up to four (4) additional project-based VASH vouchers to 500 Lake Park.

Date: June 27, 2022

---

Purpose: This action will authorize the conditional award of four additional VASH Project-Based Vouchers to the 500 Lake Park project.

Funding: Housing Assistance Payments for the VASH Project-Based Vouchers will be made from account 4715-00-000 over the life of the vouchers. HUD provides the Authority with funds to pay Housing Assistance Payments for VASH Vouchers.

**Background**

500 Lake Park is a planned 53-unit affordable housing development in the Grand Lake neighborhood that is being developed by EAH Housing (EAH). The proposed building will include a range of unit sizes from studios to three-bedroom units. The project also includes 2,900 square feet of commercial space and 42 parking spaces.

***OHA Commitment & Land Acquisition***

In 2019, EAH approached the Authority about partnering on 500 Lake Park. On February 3, 2020, the Board of Commissioners adopted Resolution No. 4900, approving a conditional commitment of 14 VASH Project-Based Vouchers (PBVs) and \$7,500,000 to the 500 Lake Park project. The \$7,500,000 cash commitment was partially used to purchase the site from EAH. The balance of the funds will be contributed as a soft predevelopment and permanent loan.

Under the terms of OHA's commitment, EAH was required to obtain NEPA clearance and receive a commitment for at least one other source of state or local funding before OHA would purchase the site. EAH met those conditions, and the Authority acquired the site for \$4,900,000 in June 2021.

The Authority now owns the 500 Lake Park land. It is leased back to EAH's Lake Park development entity under an Interim Lease. At the close of construction financing, it is



## 500 Lake Park Additional VASH PBVs

### Page 2 of 3

expected that OHA will lease the land to the Limited Partnership that will develop and own the 500 Lake Park project.

EAH is applying for financing from the State of California Multifamily Housing Program (MHP) and Infill Infrastructure Grant (IIG) program under the California HCD Super NOFA issued initially on March 30, 2022. Applications are due in July 2022. If this application is successful, 500 Lake Park will apply for Low Income Housing Tax Credits and tax exempt bonds in early 2023. If it receives an allocation of tax credits and bonds, it is expected that the project will begin construction in late 2023. If the project does not receive MHP and IIG funding in this round, its ability to start construction will be delayed.

#### *Veterans Housing & Homelessness Prevention Program*

500 Lake Park obtained a \$5,128,887 development loan from the California Veterans Housing & Homelessness Prevention Program (VHHP). In exchange for this funding, the project has agreed to set aside 20 units for eligible veterans, including extremely low income veterans. The project will provide permanent supportive housing services to the residents of the VHHP units. EAH will contract with Abode Services to provide permanent supportive services to the residents of the VHHP units, as well as resource coordination for all of the residents of 500 Lake Park.

#### *HUD-Veterans Affairs Supportive Housing*

The HUD-Veterans Affairs Supportive Housing (VASH) program provides rental assistance to eligible homeless veterans. The Authority currently has an allocation of 526 HUD-VASH vouchers, with approximately 310 vouchers currently in use. The Authority can project-base VASH vouchers, awarding them to specific development projects. This can help fund the development and operation of the projects. Developers can underwrite their projects based on the subsidized rents paid by the vouchers, which increases the amount of mortgage debt the project can support. Project-basing the vouchers also ensures that VASH program participants will have access to units in the projects where the vouchers are placed.

The Authority initially awarded 14 VASH project-based vouchers to 500 Lake Park. This award was made before the project received an allocation of VHHP funding to provide 20 units for eligible veterans.

At this time, EAH has requested an additional four VASH vouchers for the 500 Lake Park, which would provide a total of 18 VASH project-based vouchers. Because of differences in the eligibility criteria for the VASH program and the VHHP program, EAH must reserve at least two VHHP units to be available for veterans who are not eligible for VASH vouchers. Therefore, 18 VASH project-based vouchers is the maximum number the project can use.

Clearance under the National Environmental Policy Act (NEPA) is required before project-based vouchers can be used by a project. 500 Lake Park completed the NEPA clearance process and received an Authority to Use Grant Funds certificate from HUD on July 16, 2020.

## 500 Lake Park Additional VASH PBVs

Page 3 of 3

### *Impact of Additional VASH Vouchers*

The competition for MHP and IIG funding from the State of California is expected to be very competitive. Additional VASH vouchers would benefit 500 Lake Park by making it more competitive for these funds. The MHP and IIG programs include *average affordability* and *leveraging of local funding* as factors in their scoring formula.

The operating subsidy from additional VASH vouchers allows the project to deepen the affordability targeting of some units while still maintaining a viable amount of income. This improves the average affordability component of the MHP and IIG score. The VASH subsidy is considered to be local funding to the project, improving the local funding leveraging component of the MHP and IIG score.

The operating subsidy from the additional VASH vouchers would also increase the amount of debt the project can leverage and provide a stable source of revenue for operating the property over time.

The Authority has an ample supply of VASH vouchers that are not currently in use. Funding for the rental subsidy paid with the VASH vouchers is provided to the Authority by HUD. As a result, the Authority can award these additional VASH vouchers without negatively impacting its budget or its ability to serve other clients.

### **Recommended Action**

It is recommended that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to execute a commitment letter and conditionally award up to four (4) additional project-based VASH vouchers to 500 Lake Park.

Attachment:     Resolution 4900  
                     Resolution

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

On Motion of Commissioner: Anne Griffith

Seconded by Commissioner: Barbara Montgomery

and approved by the following vote:

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

NAYS: 0

ABSTAIN: 0

ABSENT: 0

EXCUSED: 0

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER: 4900**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO  
NEGOTIATION AND EXECUTION OF DOCUMENTS, SUBJECT TO THE NATIONAL  
ENVIRONMENTAL POLICY ACT (NEPA), RELATED TO THE ACQUISITION,  
FINANCING, AND DEVELOPMENT OF THE 500 LAKE PARK AVENUE  
PROJECT WITH EAH HOUSING**

WHEREAS, EAH Housing (EAH) has acquired real property located at 500 Lake Park Avenue, Oakland, California currently valued at an estimated \$5,000,000 (the "Property"); and

WHEREAS, EAH has proposed that the Property be developed as an affordable rental housing project (the "Project"), to be owned by a tax credit partnership in which EAH (or its affiliate) would serve as Managing General Partner, a tax credit investor would serve as Limited Partner, and the Authority at its option and through its affiliate OHA Development LLC or another affiliated entity would serve as Special Limited Partner (together, the "Partnership"); and

WHEREAS, the Property has received entitlements from the City of Oakland for the development of up to 53 units of housing and is exempt from the California Environmental Quality Act ("CEQA") under Section 15332 of the CEQA guidelines for infill development projects that are consistent with a general plan and zoning; and

WHEREAS, in order to facilitate the development of the Project and subject to all requirements under the National Environmental Policy Act ("NEPA"), the Authority desires to execute a commitment letter and option to lease which will allow the Partnership to apply for other competitive sources of public funding and enter into an Acquisition Conditions Agreement (the "ACA") with EAH, setting forth the terms and conditions under which the Authority would participate in the Project, including a preliminary development and financing plan; and

WHEREAS, subject to all requirements under NEPA, the terms and conditions are intended to include that the Authority would purchase the Property for its appraised value and would ground lease the Property to a tax credit partnership at the construction closing, subject to the right of the Authority to acquire the land prior to construction closing and to lease the Property to EAH on an interim basis; and

WHEREAS, subject to all requirements under NEPA, the Authority will commit a total of \$7,500,000 to the development of the Project (the "Authority Commitment"), which will equal the combined total of the purchase price for the Property and the Authority loan to the Project, including the Predevelopment Loan; and

WHEREAS, the amount of the Authority Loan to facilitate the Project will be equal to the Authority Commitment less the purchase price for the Property (the "Authority Loan"); and

WHEREAS, in order to demonstrate additional evidence of the financial feasibility of the Project before the Authority provides financing to the Project, the Authority will not purchase the Property or provide predevelopment loan funds to the Project until the Project has secured at least one source of funding from the State of California; and

WHEREAS, subject to all requirements under NEPA, the Authority would share with EAH in the due diligence and predevelopment costs for the Project through a Predevelopment Loan, with the Authority's portion of the costs not to exceed fifty (50) percent of the project's due diligence and predevelopment costs (the "Predevelopment Loan"); and

WHEREAS, the Board of Commissioners, using funds provided by and flexibility granted under the Moving to Work Agreement ("MTW Agreement") between the U.S. Department of Housing and Urban Development ("HUD") and the Authority, approved amendments to the Authority's Project-Based Voucher ("PBV") policies related to project-based voucher assistance on June 27, 2005; and

WHEREAS, those changes to the MTW Agreement included the ability to award PBV assistance to properties directly or indirectly owned by the Authority, or any affiliate of the Authority, without engaging in a competitive process; and

WHEREAS, this resolution will authorize the Authority to pursue acquisition of the Property and participation in the Project and Partnership alongside EAH; and

WHEREAS, upon the sale of the Property to the Authority, the Project will become eligible to be awarded Authority-administered PBV assistance; and

WHEREAS, the Authority is committing 14 HUD-Veterans Affairs Supportive Housing (VASH) Project Based Vouchers to the project; and

WHEREAS, the award of PBV VASH assistance to the Project will help secure adequate financing for the development of the Project; and

WHEREAS, the award of PBV VASH assistance will increase the supply of affordable housing available to the chronically homeless veterans; and

WHEREAS, the requirements for completing Project financing require that the Executive Director of the Authority have the ability to negotiate the final terms of all of the above-referenced and any other necessary Project documents in the best interests 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 Authority hereby finds and determines that the above Recitals are true and correct, and serve, together with the Board Memorandum, as the basis of the actions of the Authority set forth below; and

THAT, subject to all requirements under NEPA, the Authority authorizes the Executive Director to execute a commitment letter and option to lease and negotiate and enter into an Acquisition Conditions Agreement with EAH allowing for:

- (1) The purchase of the Property in an amount no greater than the appraised value of the Property; and
- (2) Authority Loan documents and/or any other required documents to facilitate the Authority lending the Partnership an amount equal to the \$7,500,000 Authority Commitment (including the Predevelopment Loan) less the amount of the purchase price for the Property; and
- (3) A ground lease of the Property to the Partnership; and
- (4) An interim lease to EAH if the Executive Director deems it in the best interests of the Authority to purchase the Property before construction closing and lease it back to EAH or its affiliate; and
- (5) Predevelopment Loan documents to allow the Authority to loan up to fifty (50) percent of the total predevelopment costs to the Project; and
- (6) Partnership documents as necessary to permit OHA Development LLC or another entity affiliated with OHA to serve as special limited partner in the Partnership; and
- (7) An administrative fee agreement and option and right of first refusal agreement; and

(8) Any other actions or documents required or in the best interests of the Authority to facilitate the development of the Project; and

THAT, the Board of Commissioners approves the conditional award of 14 Project Based VASH Vouchers to the Project and Property, as outlined in the Board Memorandum, and authorizes the Executive Director to execute a 20-year Project Based VASH Voucher Award, with the option to extend for an additional 20 years; and

THAT, the Project is exempt under Section 15332 of the CEQA Guidelines for infill projects that are consistent with a general plan and zoning, consistent with findings by the City of Oakland; and

THAT, the Executive Director is authorized to file a Notice of Exemption from CEQA pursuant to Section 15062 of the CEQA Guidelines; and

THAT, the Executive Director is authorized to negotiate and execute the foregoing documents, with the advice of counsel, and to take all actions necessary and appropriate to implement the foregoing resolution.

*I certify that the foregoing resolution is a full, true and correct copy  
of a resolution passed by the Commissioners of the Housing Authority  
of the City of Oakland, California on February 3, 2020.*

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

**ADOPTED: February 3, 2020**

**RESOLUTION NO. 4900**

**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:

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

**RESOLUTION AUTHORIZING THE AWARD OF FOUR (4) ADDITIONAL VASH  
PROJECT-BASED VOUCHERS TO 500 LAKE PARK**

WHEREAS, 500 Lake Park (the Project) is a planned 53-unit affordable housing development in the Grand Lake neighborhood under development by EAH Housing (EAH); and

WHEREAS, on February 3, 2020, the Board of Commissioners adopted Resolution No. 4900, approving a conditional commitment of 14 VASH Project-Based Vouchers (PBVs) and \$7,500,000 to the 500 Lake Park project; and

WHEREAS, 500 Lake Park obtained a \$5,128,887 development loan from the California Veterans Housing & Homelessness Prevention Program (VHHP); and

WHEREAS, in exchange for the VHHP funding, the Project has agreed to set aside 20 units for eligible veterans, including extremely low income veterans; and

WHEREAS, the Authority currently has an allocation of 526 HUD-VASH vouchers, with approximately 310 vouchers currently in use; and

WHEREAS, EAH has requested an additional four (4) VASH vouchers for the 500 Lake Park, which would provide a total of 18 VASH project-based vouchers; and

WHEREAS, additional VASH vouchers would benefit 500 Lake Park by making it more competitive for Multifamily Housing Program and Infill Infrastructure Grant funds from the State of California; and

WHEREAS, the operating subsidy from the additional VASH vouchers would increase the amount of debt the project can leverage and provide a stable source of revenue for operating the property over time; and

WHEREAS, clearance under the National Environmental Policy Act (NEPA) is required before project-based vouchers can be used by a project; and

WHEREAS, 500 Lake Park completed the NEPA clearance process and received an Authority to Use Grant Funds certificate from HUD on July 16, 2020; and

WHEREAS, permanent supportive services will be provided for the VASH voucher-holders living at the Project.

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

THAT, the Board of Commissioners approves the conditional award of four (4) additional Project Based VASH Vouchers to the Project, bringing the total number of Project Based VASH Vouchers Awarded to 500 Lake Park to eighteen (18); and

THAT, the Executive Director is authorized to execute a 20-year Project Based VASH Voucher Award, with the option to extend for an additional 20 years; and

THAT, the Executive Director is authorized to negotiate and execute any necessary documents, with the advice of counsel, and to take all actions necessary and appropriate 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 27, 2022.*

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*Secretary / Executive Director*

**ADOPTED:**

**RESOLUTION NO.**






**ITEM: VII.G.**

**Executive Office  
Oakland Housing Authority MEMORANDUM**

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To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Resolution authorizing the Executive Director to execute a commitment letter and conditionally award up to eight (8) project-based VASH vouchers to 285 12<sup>th</sup> Street.

Date: June 27, 2022

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Purpose: This action will authorize the conditional award of eight VASH Project-Based Vouchers to the 285 12<sup>th</sup> Street project.

Funding: Housing Assistance Payments for the VASH Project-Based Vouchers will be made from account 4715-00-000 over the life of the vouchers. HUD provides the Authority with funds to pay Housing Assistance Payments for VASH Vouchers.

**Background**

285 12<sup>th</sup> Street (the "Project") is a planned 65-unit affordable housing development in Oakland's Chinatown neighborhood that is being developed by the East Bay Asian Local Development Corporation (EBALDC). The proposed building will include a range of unit sizes from studios to three-bedroom units. The project also includes approximately 3,500 square feet of ground floor commercial space, a 2,300 square foot outdoor courtyard on the second floor, and an 800 square foot light court open space.

*OHA Commitment*

In 2019, EBALDC approached the Authority about partnering on the Project. On July 22, 2019, the Board of Commissioners adopted Resolution No. 4881, approving the acquisition of the site for an amount no greater than its appraised value, a conditional commitment of up to 25 Project-Based Vouchers (PBVs), and an allocation of MTW funds in an amount up to \$12,000,000 to the Project. The \$12,000,000 allocation of MTW funds will be partially used to purchase the site from EBALDC at its appraised value, and the balance of funds will be contributed to the Project as a soft loan.

While Reso. 4881 approved 25 PBVs, there was a range of possible funding scenarios under consideration for 285 12<sup>th</sup> Street, and 25 was the maximum possible number of

## 285 12<sup>th</sup> Street Request for VASH PBVs

Page 2 of 3

PBVs that could be committed to the Project. OHA has only committed 16 PBVs to 285 12<sup>th</sup> Street.

The Authority initially intended to purchase the site soon after the project received approval under the National Environmental Protection Act (NEPA). Instead, to mitigate potential risks of holding property under a contract for development, the Authority determined that the acquisition of the site would not take place until the beginning of construction. To reduce the carrying costs of EBALDC continuing to hold the property, the Authority agreed to make an additional loan to the project, allowing EBALDC to pay off a higher-interest acquisition loan. On August 23, 2021, the Board of Commissioners adopted Resolution No. 4992 authorizing the Authority provide an Acquisition Bridge Loan in an amount not to exceed \$7,265,580 to EBALDC. This loan will be repaid at the beginning of construction, and it will not increase the Authority's funding for the project beyond the \$12,000,000 authorized by Reso No. 4881.

EBALDC is applying for financing from the State of California Multifamily Housing Program (MHP) and Infill Infrastructure Grant (IIG) program under the California HCD Super NOFA issued initially on March 30, 2022. Applications are due in July 2022. If this application is successful, this will provide the remaining gap financing needed for the project, and the Project will apply for Low Income Housing Tax Credits and tax exempt bonds in early 2023. If it receives an allocation of tax credits and bonds, it is expected that the project will begin construction in late 2023. If the project does not receive MHP and IIG funding in this round, its ability to start construction will be delayed.

### *HUD-Veterans Affairs Supportive Housing*

The HUD-Veterans Affairs Supportive Housing (VASH) program provides rental assistance to eligible homeless veterans. The Authority currently has an allocation of 526 VASH vouchers, with approximately 310 vouchers currently in use. The Authority can project-base VASH vouchers, awarding them to specific development projects. This can help fund the development and operation of the projects. Developers can underwrite their projects based on the subsidized rents paid by the vouchers, which increases the amount of mortgage debt the project can support. Project-basing the vouchers also ensures that VASH program participants will have access to units in the projects where the vouchers are placed.

EBALDC recently requested a commitment of eight VASH PBVs in addition to the 16 regular (non-VASH) PBVs that the Authority has already committed to 285 12<sup>th</sup> Street.

Clearance under the National Environmental Policy Act (NEPA) is required before project-based vouchers can be used by a project. 285 12<sup>th</sup> Street completed the NEPA clearance process and received an Authority to Use Grant Funds certificate from HUD on May 27, 2021.

### *Impact of VASH Vouchers In Addition to PBV*

## 285 12<sup>th</sup> Street Request for VASH PBVs

Page 3 of 3

The competition for MHP and IIG funding from the State of California is expected to be very competitive. VASH vouchers would benefit 285 12<sup>th</sup> Street by making the Project more competitive for these funds. The MHP and IIG programs include *average affordability* and *leveraging of local funding* as factors in their scoring formula.

The additional operating subsidy from VASH vouchers allows the project to deepen the affordability targeting of some of the 50% and 60% AMI units to 40% AMI while still maintaining a viable amount of income. This affordability level improves the average affordability component of the MHP and IIG score. The VASH subsidy is considered to be local funding to the project, improving the local funding leveraging component of the MHP and IIG score.

The additional operating subsidy from the VASH vouchers would also increase the amount of debt the project can leverage and provide a stable source of revenue for operating the property over time.

The Authority has an ample supply of VASH vouchers that are not currently in use. Funding for the rental subsidy paid with the VASH vouchers is provided to the Authority by HUD. As a result, the Authority can award these VASH vouchers without negatively impacting its budget or its ability to serve other clients.

Including VASH PBVs in this project will provide formerly homeless veterans with access to newly-constructed units in a downtown/Chinatown location with good access to the Oakland VA Clinic, other services, and good transportation access. The Project will provide permanent supportive housing (PSH) services to the VASH participants and other formerly homeless residents. In addition to the proposed eight VASH PBV units, EBALDC anticipates receiving an award from the Housing for a Healthy California (HHC) program. The HHC funding would require the Project to provide 20 units of Permanent Supportive Housing (PSH) for formerly homeless individuals and/or families. 285 12<sup>th</sup> Street will have a full time case manager funded by the Alameda County Healthcare Services Agency who have the capacity to work with the VASH participants in addition to the HHC participants.

### **Recommended Action**

It is recommended that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to execute a commitment letter and conditionally award up to eight (8) project-based VASH vouchers to 285 12<sup>th</sup> Street.

Attachment:      Resolution No. 4881  
                         Resolution No. 4992  
                         Resolution

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

On Motion of Commissioner: Anne Griffith

Seconded by Commissioner: Mark Tortorich

and approved by the following vote:

AYES: Commissioners Griffith, Tortorich, Hartwig, Wright, Montgomery, Castillo

NAYS: 0

ABSTAIN: 0

ABSENT: 0

EXCUSED: Lynette Jung-Lee

**THE FOLLOWING RESOLUTION WAS ADOPTED:                   NUMBER: 4881**

**RESOLUTION AUTHORIZING THE NEGOTIATION AND EXECUTION OF  
DOCUMENTS, SUBJECT TO APPROVAL UNDER THE NATIONAL  
ENVIRONMENTAL POLICY ACT (NEPA), RELATED TO THE ACQUISITION,  
FINANCING, AND DEVELOPMENT OF THE 285-12<sup>TH</sup> STREET DEVELOPMENT  
WITH THE EAST BAY ASIAN LOCAL DEVELOPMENT CORPORATION (EBALDC)**

WHEREAS, EBALDC has acquired real property located at 285-12<sup>th</sup> Street, Oakland, California valued at an estimated \$6,500,000 (the "Property"); and

WHEREAS, EBALDC has proposed that the Property be developed as an affordable rental housing project (the "Project"), to be owned by a tax credit partnership in which EBALDC (or its affiliate) would serve as Managing General Partner, a tax credit investor would serve as Limited Partner, and the Authority at its option and through its affiliate OHA Development LLC would serve as Special Limited Partner (together, the "Partnership"); and

WHEREAS, the Property has received entitlements from the City of Oakland for the development of up to 65 units of housing and is exempt from the California Environmental Quality Act ("CEQA") under Section 15183 of the CEQA guidelines for projects that are consistent with a community plan, general plan, or zoning; and

WHEREAS, in order to facilitate the development of the Project and subject to all requirements under the National Environmental Policy Act ("NEPA"), the Authority desires to enter into an Acquisition Conditions Agreement (the "ACA") with EBALDC,

setting forth the terms and conditions under which the Authority would participate in the Project, including a preliminary development and financing plan, and including an option to the Partnership to ground lease the Property as needed for site control; and

WHEREAS, subject to all requirements under NEPA, the terms and conditions are intended to include that the Authority would purchase the Property for its appraised value and would ground lease the Property to a tax credit partnership at the construction closing, subject to the right of the Authority to acquire the land prior to construction closing and to lease the Property to EBALDC on an interim basis; and

WHEREAS, subject to all requirements under NEPA, the Authority will commit a total of \$12,000,000 to the development of the Project (the "Authority Commitment"), which will equal the combined total of the purchase price for the Property and the Authority loan to the Project; and

WHEREAS the amount of the Authority Loan to facilitate the Project will be equal to the Authority Commitment less the purchase price for the Property (the "Authority Loan"); and

WHEREAS, subject to all requirements under NEPA, the Authority would provide a commitment for the purchase and Project Loan upon the terms set forth in the Board Memorandum concurrently with execution of the Acquisition Conditions Agreement (ACA), allowing the Partnership to apply for other competitive sources of public funding; and

WHEREAS, subject to all requirements under NEPA, the Authority would share with EBALDC in the due diligence and predevelopment costs for the Project through a Predevelopment Loan, with the Authority's portion of the costs not to exceed \$1,000,000 (the "Predevelopment Loan"); and

WHEREAS, the Board of Commissioners, using funds provided by and flexibility granted under the Moving to Work Agreement ("MTW Agreement") between the US Department of Housing and Urban Development ("HUD") and the Authority, approved amendments to the Authority's Section 8 Project-Based Voucher ("PBV") policies related to project-based voucher assistance on June 27, 2005; and

WHEREAS, those changes to the MTW Agreement included the ability to award PBV assistance to properties directly or indirectly owned by the Authority, or any affiliate of the Authority, without engaging in a competitive process; and

WHEREAS, this resolution will authorize the Authority to pursue acquisition of the Property and participation in the Project and Partnership alongside EBALDC; and

WHEREAS, upon the sale of the Property to the Authority, the Project becomes eligible to be awarded Authority-administered PBV assistance; and

WHEREAS, the award of PBV assistance to the Project will help secure adequate financing for the development of the Project and

WHEREAS, the award of PBV assistance will increase the supply of affordable housing available to the Authority's clients; and

WHEREAS, the requirements for completing Project financing require that the Executive Director of the Authority have the ability to negotiate the final terms of all of the above-referenced and any other necessary Project documents in the best interests 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 Authority hereby finds and determines that the above Recitals are true and correct, and serve, together with the Board Memorandum, as the basis of the actions of the Authority set forth below; and

THAT, subject to all requirements under NEPA, the Authority authorizes the Executive Director to negotiate and enter into an Acquisition Conditions Agreement with EBALDC allowing for:

- (1) The purchase of the Property in an amount no greater than the appraised value of the Property; and
- (2) Authority Loan documents and/or any other required documents to facilitate the Authority lending the Partnership an amount equal to the \$12,000,000 Authority Commitment less the amount of the purchase price for the Property; and
- (3) An option to lease and a ground lease of the Property to the Partnership; and
- (4) An interim lease to EBALDC if the Executive Director deems it in the best interests of the Authority to purchase the Property before construction closing and lease it back to EBALDC or its affiliate; and
- (5) Predevelopment Loan documents to allow the Authority to loan up to \$1,000,000 in predevelopment funding to the Project; and
- (6) Partnership documents as necessary to permit OHA Development LLC to serve as special limited partner in the Partnership; and
- (7) An administrative fee agreement and option and right of first refusal agreement; and
- (8) Any other actions or documents required or in the best interests of the Authority to facilitate the development of the Project; and


THAT, the Board of Commissioners approves the conditional award of 25 Project Based Section 8 Vouchers to the Project and Property, as outlined in the Board Memorandum, and authorizes the Executive Director to execute a 20-year Project Based Section 8 Award, with the option to extend for an additional 20 years; and

THAT, the Project is exempt under Section 15183 of the CEQA Guidelines for projects that are consistent with a community plan, general plan, or zoning, consistent with findings by the City of Oakland; and

THAT, the Executive Director is authorized to file a Notice of Exemption from CEQA pursuant to Section 15062 of the CEQA Guidelines; and

THAT, the Executive Director is authorized to negotiate and execute the foregoing documents, with the advice of counsel, and to take all actions necessary and appropriate 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 July 22, 2019.*

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*Eric Johnson, Secretary / Executive Director*

**ADOPTED: July 22, 2019**

**RESOLUTION NO. 4881**



**ITEM: VI.E**

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

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To: Board of Commissioners

From:  Eric Johnson, Executive Director

Subject: Resolution Authorizing the Negotiation and Execution of Documents, Subject to Approval under the National Environmental Policy Act (NEPA), Related to the Acquisition, Financing, and Development of the 285-12<sup>th</sup> Street Development with the East Bay Asian Local Development Corporation (EBALDC)

Date: July 16, 2019

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**Purpose:** This action is needed to facilitate the negotiation and execution of an Acquisition Conditions Agreement subject to NEPA, allowing the purchase of the subject parcel, a ground lease, a loan of funds, an award of 25 Project-Based Vouchers, and participation of the Authority in the development of the proposed project resulting in a share of the developer fee.

**Funding:** This action will require an allocation of up to \$12,000,000 in MTW funds from the FY 2020 Authority budget. It will also require a future allocation of funds associated with the award of Project-Based Vouchers which will be included in the annual budget approval process for the Housing Choice Voucher Program in the year the project is completed.

This Memorandum accompanies a Resolution authorizing the Executive Director to take several actions related to the acquisition and development of a 65-unit affordable housing project located at 285-12<sup>th</sup> Street in Oakland, California. The project will be developed in partnership with the East Bay Asian Local Development Corporation (EBALDC), with the current request including authorization to enter into an Acquisition Conditions Agreement (the "ACA") memorializing the terms and conditions of the Authority's participation in the project.

**Background**

EBALDC has acquired and is conducting predevelopment activities on a new construction affordable housing development located at 285-12<sup>th</sup> Street in the City of Oakland (the "Project"). Currently a vacant lot of approximately 15,000 square feet, the Project is currently proposed as a 65-unit family building that would include a range of unit sizes from studios to three-bedroom units. It is anticipated that at least seven units will be set aside for formerly homeless individuals. Additionally, approximately 3,500 square feet of ground floor retail is anticipated.

285-12<sup>th</sup> Street Acquisition and Financing  
Page 2 of 4

The current financing plan for the Project includes 4% Low-Income Housing Tax Credits and tax-exempt construction and permanent debt, as well as a soft loan from the State of California Multifamily Housing Program ("MHP"). The request presented in this resolution also includes up to \$12,000,000 of combined purchase and loan funds from the Authority.

The Project is anticipating submitting an application for funding under the MHP NOFA to be issued in August 2019. If successful, the Project would subsequently apply for tax credit and tax-exempt bond allocations shortly thereafter and begin construction in the second quarter of 2020. If the project is not awarded MHP funds under the current NOFA, a second application will be submitted in early 2020, with construction starting in the fourth quarter of that year. Both Authority and EBALDC staff believe that the Project has a high probability of being funded under one of these two MHP rounds, and that construction could be completed by late 2021 or early 2022.

It is currently anticipated that the City of Oakland NOFA that will be released later in 2019 will not include any funding for new construction projects, which in turn would delay an MHP application indefinitely and would delay the construction of this vital community resource. Staff has requested funding in an amount that the Project will not require additional funds from the City NOFA, in order to facilitate EBALDC's ability to meet the upcoming August deadline to apply for MHP funds.

The proposed structure of this deal is similar to a number of other projects that the Authority has participated in in recent years, including the Prosperity Place project that EBALDC and the Authority partnered on in 2015. If approved, the Authority would purchase the land from EBALDC and lease it to a tax credit partnership (the "Partnership") where EBALDC would serve as Managing General Partner and the Authority through its affiliate OHA Development LLC, at the option of the Authority, would serve as a Special Limited Partner. Proceeds from the land sale would be used for development purposes, including the repayment of the acquisition loan EBALDC used to purchase the land. The difference between the appraised value of the land and the \$12,000,000 request would be structured as a soft loan to the Partnership, with payments coming from residual receipts. The proceeds of the soft loan would also be used for development purposes. At the Authority's discretion, in order to reduce interest carrying costs to the Project the Authority would be authorized to acquire the land before the construction closing and lease it back to EBALDC on an interim basis before ground leasing it to the Partnership at the construction closing.

As in similar deals, the ground lease would require a nominal payment of \$1.00 per year, subject to any available receipts available after repayment of the soft loans and would have a lease term of up to 99 years. The Authority loan would be a residual receipts loan for a term of 55 years at zero interest.

Additionally, the Authority would receive other benefits as a result of participating in the Project. First, the Authority will share significantly in the developer fee through an administrative fee agreement. Depending on how payments are structured, it is anticipated that the Authority would receive an administrative fee equivalent to between 40 and 50 percent of total developer fee. Also, the Authority or its affiliate would hold the first

285-12<sup>th</sup> Street Acquisition and Financing  
Page 3 of 4

purchase option and right of first refusal to acquire the Project at the end of the tax credit compliance period.

The award of PBV assistance and MTW funding is consistent with the Authority's mission to "further the expansion of affordable housing within Oakland" and meets the MTW statutory objective of "increasing housing choice for low-income households." The Project is located in an area that both provides high opportunity for low-income households and is under significant strain related to gentrification and displacement, and as such, the Project is consistent with the goals outlined in the Authority's development policy.

### **Board Authorizations**

The attached resolution authorizes the following actions:

Acquisition Conditions Agreement: Subject to NEPA approval, the Executive Director is authorized to negotiate and enter into an Acquisition Conditions Agreement (the "ACA") in order to execute this transaction. Among other things, the ACA will authorize the Authority to:

1. Purchase the Property for an amount no greater than its appraised value, currently projected to be \$6,500,000;
2. Ground lease the Property to the Partnership for a nominal sum plus any available residual receipts, with the authority to lease the Property back to EBALDC for an interim period before construction closing;
3. Execute a Loan Agreement and other documents allowing a total Authority loan of MTW funds to the Project of up to the difference between the purchase price and \$12,000,000;
4. Enter into a Predevelopment Loan Agreement and other documents allowing the Authority to contribute up to \$1,000,000 in predevelopment funds to facilitate development of the Project and limit costs otherwise required by the use of private predevelopment financing;
5. Allocate up to 25 units of Project-Based Voucher assistance to support the funding of a tax-exempt permanent loan for the Project; and
6. Enter into any other documents required for the Authority to purchase the Property, enter the Partnership itself or through an affiliate, and receive a share of developer fee.

CEQA Approval: The Authority resolution finds the Project exempt under Section 15183 of the CEQA Guidelines on the same basis as the City of Oakland and the Executive Director is authorized to file a Notice of Exemption from CEQA pursuant to Section 15062 of the CEQA Guidelines.

### **Recommended Action**

It is recommended that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to enter into the ACA, allowing for the allocation of up to

**285-12<sup>th</sup> Street Acquisition and Financing**  
**Page 4 of 4**

\$12,000,000 for the development of the Project, including the purchase of the Property and loan of funds to the Project, ground lease and interim lease of the Property, participation in the Project through OHA Development LLC, the contribution of up to \$1,000,000 in predevelopment funding to the Project, the award of up to 25 units of Project-Based Voucher assistance, and any other actions required to implement this resolution.

Attachment:      Project Design  
                     Project Proforma  
                     Resolution

	A	B	C	D	E	F	G	H	I	J
1										
2										
3	Sources of Funds		TOTAL	Residential	Commercial					
4										
5	Perm Loan		2,562,800	2,562,800		5.75%	35 yr amortization			
6	Section 8 Tranche B loan		4,799,500	4,799,500		5.75%	35 yr amortization			
7	City of Oakland		0	0			committed			
8	MHP		13,283,868	13,283,868			apply 2019			
9	AHP		0	0						
10	ADDITIONAL GAP - OHA		11,097,821	11,097,821						
11	Unfunded Developer Fee		1,800,000	1,800,000			HCD cap \$3.5m total as priority; then pd fr Sponsor 50%			
12	GP equity - grant to GP - could be equity or loan to behp		675,000	675,000			committed - from developer of 14th/Alice site			
13	Additional GP equity - TO NET DEV FEE TO \$2.2M		1,192,015	1,192,015			net cash dev fee	2,200,000	may vary slightly w HCD calc	
14	Investor Equity		16,638,208	14,371,183	2,267,025					
15	TOTAL SOURCES		52,049,211	49,782,186	2,267,025					
16										
17										
18	Construction loan		32,976,308	5.75%				Construction period costs	48,406,941	
19	(available less over CDLAC max amount)			12 mo const +				Funds available (incl 10% equity)	13,436,642	
20								construction loan	32,976,308	
21										
22	USES OF FUNDS		TOTAL COST	Residential	Commercial	BASIS 4% CREDIT				
23										
24	LAND COST/ACQUISITION									
25	Land		6,169,539	5,895,946	273,593			MHP leveraging:	13,283,868	
26	Holding costs		200,000	191,131	8,868			6,169,539 MHP	36,965,343	
27	Acq/predev loan interest/fees		1,091,471	1,043,069	48,402			200,000 other	278,274	
28	relocation		25,000	23,891	1,109			1,091,471 max pts for >150%		
29	Legal & Closing Costs		93,443	89,299	4,144					
30	Demolition and enviro remediation		120,000	114,678	5,321			93,443		
31	Other acq costs		0	0	0			120,000		
32	Total Acquisition Cost		7,699,453					0		
33	REHABILITATION							7,699,453		
34	Site Work									
35	Structures		0	0	0					
36	General Requirements		0	0	0					
37	Contractor Overhead		0	0	0					
38	Contractor Profit		0	0	0					
39	Total Rehabilitation Cost		0	0	0					
40	NEW CONSTRUCTION									
41	Site Work		500,000	477,827	22,173					
42	Structures -		24,505,290	23,474,490	1,030,800					
43	General Requirements	5.52%	1,380,000	1,318,803	61,197					
44	Contractor Insurance & Bond		350,000	334,479	15,521					
45	Contractor Overhead & Profit	3.80%	950,000	907,872	42,128					
46	Commercial TI		103,080	103,080	0					
47	Price escalation		0	0	0					
48	Total New Construction Costs		27,788,370							
49	ARCHITECTURAL FEES									
50	Design		824,000	787,459	36,541					
51	Supervision		206,000	196,865	9,135					
52	Total Architectural Costs		1,030,000							
53	Survey and Engineering, inspections		473,858	452,940	21,018					
54	CONSTR. INTEREST & FEES									
55	Const. Loan Interest		2,053,775	1,962,699	91,076					
56	predev loan costs - incl above in acq loan		0	0	0					
57	Construction loan fee	in COI	0	0	0					
58	Taxes		150,000	143,348	6,652					
59	Insurance		180,000	172,018	7,982					
60	Title and Recording		50,000	47,783	2,217					
61	Total Construction Interest and Fees		2,433,775							
62	PERMANENT FINANCING									
63	Perm loan fee 1%	in COI	0	0	0					
64	City loan fee 3%		0	0	0					
65	County loan fee 2%		0	0	0					
66	Title and Recording		10,000	10,000						
67	Legal		10,000	10,000						
68	Costs of bond issuance		708,100	708,100						
69	Total Permanent Financing Costs		728,100							
70	LEGAL FEES									
71	Lender Legal Costs Paid by Applicant	in COI	0	0	0					
72	County legal - and NEPA review		0	0	0					
73	Other - Owner Legal	in COI	25,000	23,891	1,109					
74	Total Attorney Costs		25,000							
75	RESERVES									
76	Capitalized Operating Reserve - 6 mo		555,255	555,255						
77	Capitalized Replacement Reserve		0	0	0					
78	Transition reserve if Sec 8 - 1 yr for MHP		275,000	275,000						
79	Total Reserve Costs		830,255							
80	Total Appraisal Costs		12,500	11,946	554					
81	Total Construction Contingency Costs	10.00%	2,778,837	2,655,607	123,230					
82	OTHER									
83	Tax Credit App./Alloc./Monitoring fees		45,218	43,213	2,005					
84	Security during construction		25,000	23,891	1,109					
85	Environmental reports		100,000	95,565	4,435					
86	Construction management		180,000	172,018	7,982					
87	Local Development Impact Fees - utilities fees		1,525,000	1,457,373	67,627					
88	Permit Processing Fees		451,731	431,689	20,032					
89	Market Study		10,000	10,000						
90	Marketing & Lease up		170,000	170,000						
91	Furnishings		150,000	150,000						
92	Soft Cost Contingency		260,000	248,470	11,530					
93	Total Other Costs		2,916,949							
94	Total Project Cost		46,717,196							
95	DEVELOPER COSTS									
96	Developer Overhead/Profit		5,192,015	4,961,771	230,244					
97	Consultant/Processing Agent		0	0	0					
98	Project Administration									
99	Broker Fees paid by owner									
100	Construction Management Oversight									
101	Other									
102	Total Developer Costs		5,192,015							
103										
104	TOTAL PROJECT COST		51,909,211	49,648,395	2,260,817					
105	Syndication Costs									
106	Legal - Syndication/Organization		55,000	52,561	2,439					
107	Audit		40,000	38,226	1,774					
108	Consultant - Syndication (+ \$10k in COI)		45,000	43,004	1,996					
109	Bridge Loan Interest		0	0	0					
110	Total Syndication Costs		140,000							
111	TOTAL PROJECT COSTS INCL SYNDICATION		52,049,211	49,782,186	2,267,025					

	A	B	C	D	E	F	G
115	CREDIT CALCULATIONS						
116							
117	Basis for 4% low income credit		39,675,206				
118	% OF UNITS LOW INCOME					100%	
119	Eligible Basis		39,675,206				
120	REDUCE FOR TIEBREAKER			0			
121	Boost for SDA/QCT		51,447,798			130% 2019 SDA/QCT yes	
122							
123	Federal Credit		1,697,776			3.30% rate in TCAC app	
124	State Credit		0				
125							
126	Equity from Federal Credit		16,838,208			0.950	
127	Equity from State Credit		0			0.600	
128	TOTAL EQUITY TO PROJECT		16,838,208				
129							
130							
131	Basis limit calc for HCD dev fee calc		Alameda County 4% 2019			NEED TO CONFIRM BOOSTS	
132		15 studio	303,706	4,000,090		FUNCTIONALITY P&E CALL	
133		16 1BR	360,170	5,602,729			
134		17 2BR	422,400	7,180,690			
135		17 3BR	540,872	9,191,424			
136		65		26,530,534			
137	Plus prevailing wages	20%		5,306,107			
138	Plus Impact Fees			1,457,373			
139	Plus Energy	10% yes		2,693,053			
140	Plus Elevator	10% yes		2,633,053			
141	Plus garage	7% yes		1,857,137			
142	Plus Remediation			0			
143	Plus 4% under 35% ami			20,726,980	0.390625		
144	plus 4% under 50% ami			4,974,475	0.1875		
145	Total Maximum Basis			66,158,712			
146							
147	Compare to project basis		39,675,206			FOR DEV FEE	
148	LOWER of 2		39,675,206			40,457,258	
						0.978197908	2,247,945

	O	P	Q	R	S	T	U	V	W	X	Y	Z
2												
3	CASH FLOW ANALYSIS											
4												
5	Tenant Income			Alameda County								
6				Monthly					Total	2019 RENTS		
7	Unit Size	# of Units	Rent Charged	Total Monthly	Total Annual	Utility Allowance	Gross Rents	Gross Annual	Max TC rents	MHP calc		
8	Studio 20% ami	homeless	1	388	388	4,656	46	434	434	434	275,033	275,033
9	Studio 30% ami		3	605	1,815	21,780	46	851	1,953	651	243,775	731,325
10	Studio 50% ami		2	1,039	2,076	24,936	46	1,086	2,170	1,086	181,258	362,516
11	Studio 60% ami		9	1,256	11,304	135,648	46	1,302	11,718	1,302	150,000	1,350,000
12	Studio 80% ami		0	1,690	0	0	46	1,736	0	1,736	0	0
13	1BR 20% ami	homeless	2	413	826	9,912	52	465	930	465	283,964	567,928
14	1BR 30% ami		4	645	2,580	30,960	52	687	2,768	687	250,545	1,002,180
15	1BR 50% ami		2	1,110	2,220	26,640	52	1,162	2,324	1,162	183,563	367,126
16	1BR 60% ami		8	1,343	10,744	128,928	52	1,395	11,160	1,395	150,000	1,200,000
17	1BR 80% ami		0	1,805	0	0	52	1,860	0	1,860	0	0
18	2BR 20% ami	homeless	2	491	982	11,784	67	668	1,116	668	310,757	621,514
19	2BR 30% ami		5	770	3,850	46,200	67	837	4,185	837	270,588	1,352,640
20	2BR 50% ami		4	1,328	5,312	63,744	67	1,386	5,580	1,386	190,189	760,758
21	2BR 60% ami		5	1,607	8,035	96,420	67	1,674	8,370	1,674	150,000	750,000
22	2BR 80% ami		9	2,165	0	0	67	2,232	0	2,232	0	0
23	3BR 20% ami	homeless	2	559	1,118	13,416	85	644	1,288	644	335,677	671,354
24	3BR 30% ami		6	881	5,286	63,432	85	966	5,796	966	289,294	1,735,764
25	3BR 50% ami		4	1,526	6,104	73,248	85	1,511	6,444	1,511	198,383	785,532
26	3BR 60% ami		5	1,848	9,240	110,880	85	1,933	9,665	1,933	150,000	750,000
27	3BR 80% ami		0	2,493	0	0	85	2,578	0	2,578	0	0
28	Manager - 2BR		1	0	0	0						
29	Totals		65		71,882	862,584						13,283,868
30	Laundry			8		6,500	TCAC point chart to use for MHP points					
31	vacancy	5%				-43,454	20% ami	7	10.94%	10		
32	EGI from tenant rents					825,630	30% ami	16	28.13%	18.75%		
33							40% ami	0	0.00%	0		
34	Section B income	say 18 vouchers	oha says use 2018	omit sids as NET	diff		50% ami	12	18.75%	3.75%		
35										max 25 pts	22,500	
36	Studio 20% ami		0	1,540	1,152	0						
37	Studio 30% ami		0	1,540	935	0						
38	1BR 20% ami		2	1,855	1,442	34,808	25	35.94%				
39	1BR 30% ami		0	1,855	1,210	0						
40	2BR 20% ami		2	2,330	1,839	44,136						
41	2BR 30% ami		4	2,330	1,560	74,880	7	10.94%				
42	3BR 20% ami		2	3,220	2,661	83,864						
43	3BR 30% ami		6	3,220	2,339	168,408						
44	3BR 50% ami		0	3,220	1,684							
45												
46	vacancy in Sec B		16			385,896						
47	EGI from Section B increment	5%				-19,205						
48						366,691	Project type	family				
49	Commercial income	3500 SF										
50												
51												
52	TOTAL PROJECT EGI					1,192,231						
53	Operating expenses	6,888				447,713	add mgr unit as income and expenses					
54	Services coordinator	1,154				75,000						
55	bond issuer fee					4,000						
56	City monitoring fee	100 / unit for all units				0						
57	County monitoring fee	300 / unit for all units				0						
58	NET OPERATING INCOME					665,518						
59	42% MHP debt service					55,792						
60	Debt Service - First					170,221						
61	Debt Service - Sec B loan					318,783						
62	Operating Reserve					0						
63	Replacement Reserve	600 per unit				39,000						
64	Excess Cash					81,721						
65						1,16						
66	Supportable debt from tenant income					2,562,800						
67		35				5.75%					1.15	
68												
69												
70	Supportable debt from section B					4,799,500						
71		35				5.75%					1.15	
72												

	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS
1 15 year cash flow											
2											
3											
4	Year	1	2	3	4	5	6	7	8	9	
5 Potential Gross Income From Tenants	2.50%	862,584	884,148	908,252	928,909	952,131	975,935	1,000,333	1,025,341	1,050,975	
6 Section 8 Incremental Income	2.90%	385,898	385,543	405,432	415,568	425,957	436,606	447,521	458,706	470,177	
7 Laundry	2.50%	6,500	6,663	6,828	7,000	7,175	7,354	7,538	7,726	7,920	
8 Vacancy	5.00%	-62,748	-64,318	-65,928	-67,574	-69,263	-70,995	-72,770	-74,589	-76,454	
9 EGI		1,192,231	1,222,037	1,252,588	1,283,902	1,316,000	1,348,900	1,382,622	1,417,188	1,452,618	
10 Less Annual Operating Expenses	3.50%	447,713	463,363	479,601	496,367	513,761	531,743	550,354	568,616	586,553	
11 Less services coordinator	3.50%	75,000	77,825	80,342	83,154	86,064	89,076	92,194	95,421	98,761	
12 Bond issues		4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	
13 Laundry monitoring fee		0	0	0	0	0	0	0	0	0	
14 City monitoring fee		0	0	0	0	0	0	0	0	0	
15 Net Annual Operating Income		665,518	677,029	688,644	700,361	712,175	724,081	736,075	748,151	760,305	
16 Less MHP .42%		55,792	55,792	55,792	55,792	55,792	55,792	55,792	55,792	55,792	
17 Less Debt Service - First		170,221	170,221	170,221	170,221	170,221	170,221	170,221	170,221	170,221	
18 Less Debt Service - Section 8 loan		318,783	318,783	318,783	318,783	318,783	318,783	318,783	318,783	318,783	
19 Less Replacement Reserves		39,000	39,000	39,000	39,000	39,000	39,000	39,000	39,000	39,000	
20 Cash Flow		81,721	93,232	104,848	116,564	128,376	140,284	152,278	164,354	176,508	
21	DCR	1.15	1.17	1.19	1.21	1.24	1.26	1.28	1.30	1.32	
22											
23											
24 Deferred developer fee	1,300,000	81,721	93,232	104,848	116,564	128,376	140,284	152,278	164,354	176,508	
25 Partnership Management Fee and Investor asset management fee	3%	0	0	0	0	0	0	0	0	0	
26 Sponsor distribution 50% - remainder of deferred dev fee	452,934	0	0	0	0	0	0	0	0	0	
27 Residual receipts to lenders 50%		0	0	0	0	0	0	0	0	0	



	AT	AU	AV	AW	AX	AY
1						
2						
3	10	11	12	13	14	15
4						
5	1,077,249	1,104,180	1,131,785	1,160,080	1,188,082	1,218,809
6	481,931	483,980	506,328	518,987	531,952	545,261
7	8,118	8,321	8,528	8,742	8,960	9,184
8	-78,365	-80,324	-82,332	-84,390	-86,500	-88,663
9	1,488,933	1,526,158	1,564,310	1,603,418	1,643,504	1,684,581
10	610,167	631,543	653,647	676,525	700,203	724,711
11	103,217	105,785	108,498	113,330	117,287	121,402
12	-4,000	-4,000	-4,000	-4,000	-4,000	-4,000
13	0	0	0	0	0	0
14	0	0	0	0	0	0
15	772,528	784,818	797,165	809,583	822,003	834,478
16	55,792	55,792	55,792	55,792	55,792	55,792
17	170,221	170,221	170,221	170,221	170,221	170,221
18	318,783	318,783	318,783	318,783	318,783	318,783
19	39,000	39,000	39,000	39,000	39,000	39,000
20	188,732	201,021	213,368	225,766	238,207	250,682
21	1.35	1.37	1.38	1.41	1.44	1.46
22						
23						
24	141,833	0	0	0	0	0
25	41,753	43,005	44,285	45,624	46,993	48,403
26	2,573	79,008	84,536	90,071	95,607	101,139
27	2,573	79,008	84,536	90,071	95,607	101,139

# 285 12TH STREET

AFFORDABLE FAMILY HOUSING

MINOR DESIGN REVISION, CASE FILE NO. PLN16-133

DEFERRED SUBMITTALS, BUILDING/PUBLIC INFRASTRUCTURE PERMIT SET WILL INCLUDE:

- Sidewalk and streetscape design details
- Exterior lighting and signage plans
- Public Art Plan
- Bicycle storage equipment details and dimensions

## PROJECT CONTACTS

**OWNER:**  
EBALDC  
1825 San Pablo Ave., Suite 200  
Oakland, CA 94612  
www.ebaldc.org

**Project Manager:** Capri Roth  
(510) 806-1799  
croth@ebaldc.org

**ARCHITECT:**  
David Baker Architects  
461 2nd Street, Loft C-127  
San Francisco, CA 94107  
www.dbarchitect.com

**Principal in Charge:** Daniel Simons  
(415) 790-4585  
daniel@simonsdbarchitect.com

## PROJECT SITE

**ADDRESS:** 285 12th Street, Oakland, CA 94607

**LOT APN:** 002 006900301

**CURRENT USE:** Staging area for new construction project across the street

**LOT AREA:** 15,000 SF

## SHEET INDEX

G.00	TITLE SHEET
G.01	PROJECT DATA
G.15	DESIGN NARRATIVE
G.20	SITE PHOTOS
G.30	RENDERING
G.31	RENDERING
A.00	SITE PLAN
A.10	FLOOR PLANS
A.11	FLOOR PLANS
A.20	BUILDING ELEVATIONS
A.21	BUILDING ELEVATIONS
A.30	BUILDING SECTIONS
A.40	MATERIALS/FINISHES

## VICINITY MAP



**david baker architects**  
dbarchitect.com  
461 second street loft 127  
san francisco california 94107  
v.415.896.8700 f.415.896.8103



**East Bay Asian  
Local  
Development  
Corporation**

**TITLE SHEET**  
**285 12th Street**

**project number** 21808  
**scale** when printed on 22x34  
**date** 8/29/2018

**G.00**

PROJECT DESCRIPTION

The project is located between 11th, 12th, Harrison and Alice Streets, in Oakland's Chinatown and within the Lake Merritt Station Area Plan. The site was entitled for a similar 8-story residential project. A comparison of the two projects is below. This proposal is a seven-story building housing 65 affordable family apartments. It is five levels of Type III construction over a two-level Type-I podium. The podium includes some residential units on level 2, as well as, a ground floor garage, open space, retail, and common program areas. This proposal shows the residential entrance on Harrison Street.

ZONING COMPLIANCE

GENERAL PLAN LAKE MERRITT STATION AREA  
ZONING D-LM-4, Mixed Commercial [17.101G]

PROPERTY DEVELOPMENT STANDARDS [17.101G.050]  
Maximum Front and Street Side Setback for the First Story = 10'  
Minimum Height of the Ground Floor = 15'  
Minimum Width of Storefronts = 15'  
Minimum Depth of Storefront Bay = 50'

HEIGHT, DENSITY, BULK, AND TOWER REGULATIONS [17.101G.050]  
Maximum Building Base Height = 45', 85' upon granting of CUP  
Maximum Tower Height = 175'  
Minimum Building Height = 35'  
Maximum Density (SF of Lot Area Required per Unit) = 110 SF / DU

REQUIRED AMOUNTS OF USABLE OPEN SPACE [17.101G.060]  
Affordable Housing Unit = 60 SF / DU

OFF-STREET PARKING REQUIREMENT [17.116.060]  
Required parking ratio of 0.25 vehicle spaces per dwelling unit.  
Reduction of the total number of required spaces, up to 5%, is allowed provided that six additional bicycle parking spaces are provided for every vehicle parking space.

OFF-STREET LOADING REQUIREMENT [17.116.120]  
Less than 50,000 SF of Residential Activity = No Berth Required  
50,000 SF or more of Residential Activity = 1 Berth

BICYCLE PARKING REQUIREMENT [17.117.090]  
Long-term Bicycle Parking Requirement = 1 space for each 4 Dwelling Units  
Short-term Bicycle Parking Requirement = 1 space for each 20 Dwelling Units

PROJECT COMPARISON

ITEM	PREVIOUSLY ENTITLED BUILDING Martin Group/ VTBS Architects	PROPOSED BUILDING
Height - Roof	89'	83'
Height - Top of Mechanical	94'	93'
Building Footprint	15,080 SF	14,020 SF
Lot Coverage	100 %	95 %
Total Open Space	approximately 11,000 SF	4,255 SF
Total Project Area*	68,975 SF	69,288 SF
Commercial Area	1,850 SF	3,436 SF
Residential Area	56,550 SF	49,049 SF
Common + Circulation	10,750 SF	16,803 SF
Total Unit Count	77 units	65 units
Studios	24 units 31%	15 units 23%
1 BR	30 units 38%	16 units 25%
2 BR	23 units 30%	17 units 26%
3 BR	0 units 0%	17 units 26%
Parking Provided	44 stalls	15 stalls

\*Total Area does not include Parking and Service

PROJECT DATA

GROSS FLOOR AREA

Vertical Circulation	5,236 SF
Parking	5,312 SF
Residential	49,049 SF
Circulation	8,460 SF
Service	2,882 SF
Common	3,107 SF
Retail	3,436 SF
	77,482 SF

DWELLING UNIT MIX

	Unit Qty	Typ. Area	%
3 BR	17	1,084 SF	26%
2 BR	17	840 SF	26%
1 BR	16	816 SF	25%
Studio	15	364 SF	23%

Total: 65 Units

VEHICLE PARKING

	Count
Accessible Stalls	2
Standard Stalls	3
Intermediate Stalls	8
Compact Stalls	2

Total: 15 Stalls\*

Parking Ratio: 0.23 Stalls per 1 Unit  
(15 Stalls / 65 Units)

\* This is a reduction of 1 space from the required 0.25 parking ratio (5% of 16 required stalls), based on an increase in bicycle parking, per section 17.117.090.

BICYCLE PARKING

	Count
CLASS I (Bike room)	64
CLASS II (Street rack)	8

Total: 70 Spaces

USABLE OPEN SPACE

Light Court	776 SF
Common Room	1,211 SF
Courtyard	2,268 SF
	4,255 SF

4,255 SF / 65 Dwelling Units = 65.5 SF / DU



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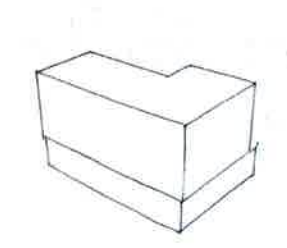


East Bay Asian  
Local  
Development  
Corporation

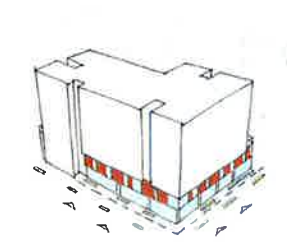
PROJECT DATA  
285 12th Street

project number 21808  
scale  
date 8/28/2018

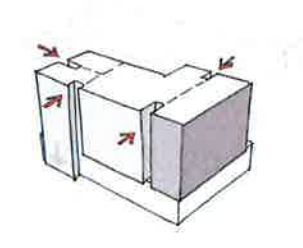
G.01



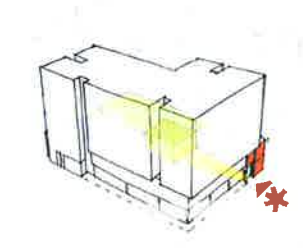
1 Base Building  
Five stories of wood frame construction over a two-story concrete podium.



3 Tiered Step Back at Podium  
The ground level is set back five feet from the property line at the retail space, creating an active edge with generous space for landscaping and outdoor seating areas.



2 Three Volumes  
Three recesses at the street and corner units break up the mass into separate blocks.



4 Welcoming Entry  
A two-story bay and recessed door highlights the residential entry. Warm materials differentiate the commercial from residential program. The entry offers visual connection to green spaces in the heart of the building.



4 Facade Composition  
Alignment of large windows and vertical sunshades are used to further break up the volumes and provide texture to the facades.



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## DESIGN NARRATIVE 285 12th Street

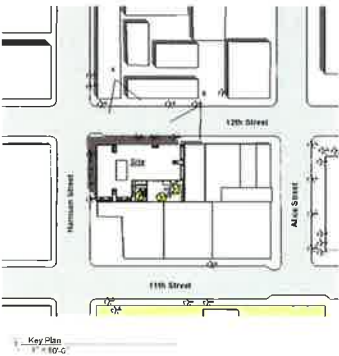
project number 21808  
scale  
date when printed on 22x34 8/29/2018



A - site from northwest



B - site from northeast



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**SITE PHOTOS**  
**285 12th Street**

project number 21808  
scale 1" = 80'-0"  
when printed on 22x34  
date 8/29/2018

**G.20**



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**RENDERING**  
**285 12th Street**

project number 21808  
scale  
date 8/29/2018

**G.30**





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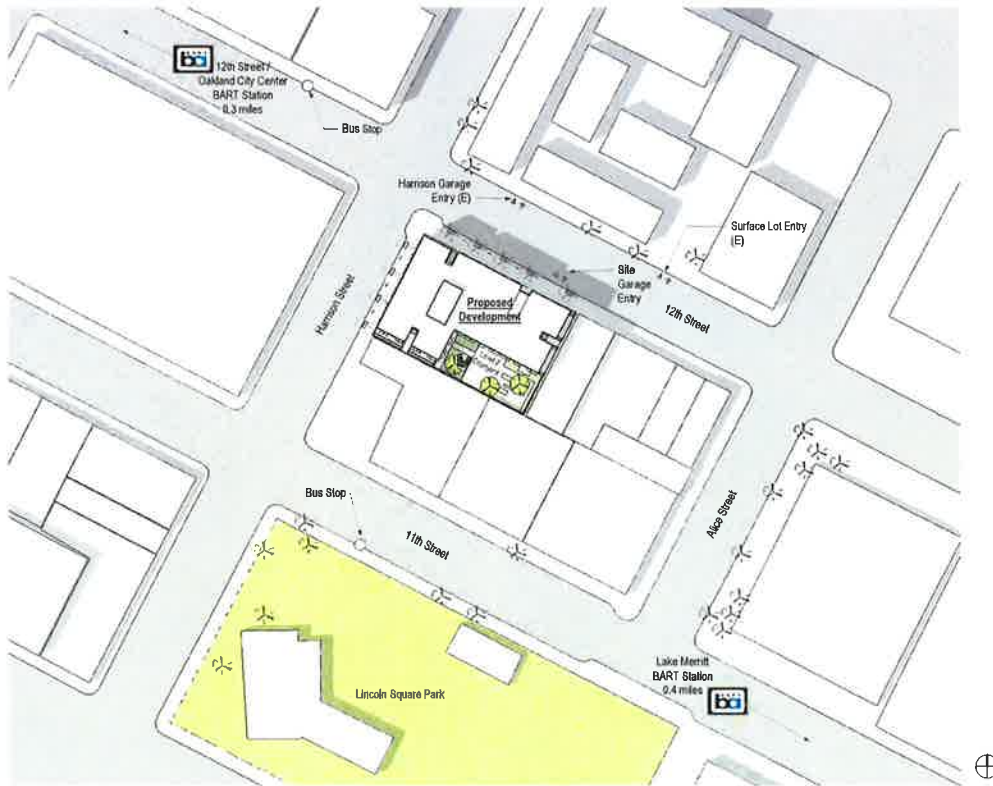


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RENDERING  
285 12th Street

project number	21808
scale	when printed on 22x34
date	8/29/2018

G.31



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## SITE PLAN 285 12th Street

project number 21808  
scale 1" = 40'-0"  
when printed on 22x34  
date 8/29/2018

A.00

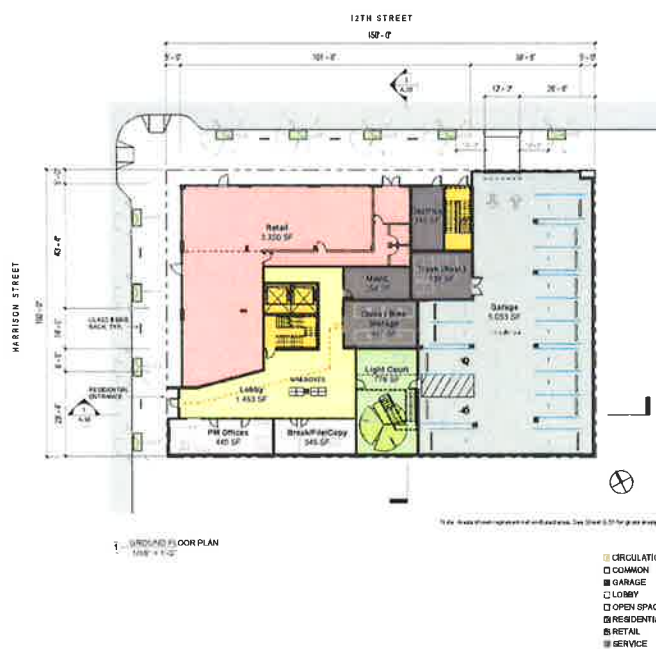




FLOOR PLANS  
285 12th Street<sup>27</sup>

project number 21808  
scale 1/16" = 1'-0"  
when printed on 22x34  
date 8/29/2018

## A.10





2 TYPICAL UPPER FLOOR PLAN  
1st-5th



3 LEVEL 3 PLAN  
1st-5th

- CIRCULATION
- COMMON
- GARAGE
- LOBBY
- OPEN SPACE
- RESIDENTIAL
- RETAIL
- SERVICE



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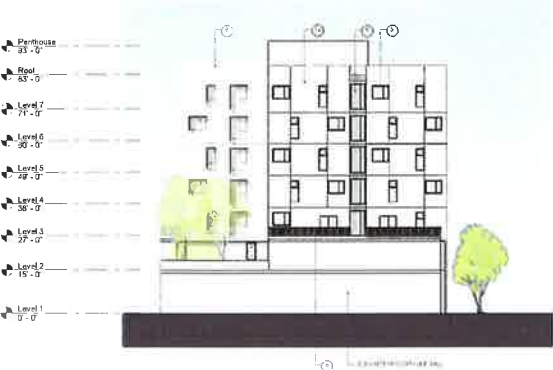


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FLOOR PLANS  
285 12th Street

project number 21808  
scale 1/16" = 1'-0"  
when printed on 22x34  
date 8/29/2018

A.11



SOUTHEAST ELEVATION  
NINE = FIG



12TH STREET SOUTHEAST ELEVATION  
NINE = FIG

**TABLE 108 - Allowed Projections, Max. Height Limits**  
The height maximums prescribed in the applicable international code regulations may be exceeded in accordance with the following table.

Facilities Allowed Above the Prescribed Height	Max. Aggregate Coverage of the Building's Horizontal Area	Max. Vertical Projection Above the Prescribed Height	Min. Horizontal Distance from any Abutting Fire Zone's Lot
A. Chimneys, ventilation plumbing vent stacks, water tanks, cooling towers, machinery rooms, and other equipment	10% minus any percentage covered pursuant to Subsection B of this Section	10', except upon the granting of a CUP	15', except upon the granting of a CUP. Minimum required projection height does not exceed 8'
B. Elevator or other towers	10% minus any percentage covered pursuant to Subsection A of this Section	12', except upon the granting of a CUP	20', except upon the granting of a CUP. Minimum required projection height does not exceed 8'

**MATERIALS LEGEND (SEE SHEET A4B)**

1. FIBER CEMENT PANEL
2. WOOD SIDING
3. VERTICAL STYROMER-FORMED CONCRETE
4. GLASS AND ALUMINUM STOREFRONT
5. ALUMINUM CASSETT SIDING-PTD WHITE
6. PERFORATED ALUMINUM SIDING
7. BAR GRATING
8. PAINTED STEEL CHAIRSPRACING



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**BUILDING ELEVATIONS**  
**285 12th Street**

project number 21808  
scale 1/16" = 1'-0"  
when printed on 22x34  
date 8/29/2018

**A.20**



- MATERIALS LEGEND (SEE SHEET A40)
- 1. FIBER CEMENT FRAMES
  - 2. WOOD SIDING
  - 3. VERTICAL BOARD-FORMED CONCRETE
  - 4. GLASS AND ALUMINUM STOREFRONT
  - 5. ALUMINUM CASING/ WINDOW-FIT WHITE
  - 6. PERFORATED ALUMINUM SUNSHADE
  - 7. SAN CRISTO
  - 8. PAINTED STEEL (3) SANDRA PLATING

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Development  
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**BUILDING ELEVATIONS**  
**285 12th Street**

project number 21808  
scale 1/16" = 1'-0"  
date 8/29/2018

**A.21**



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**East Bay Asian  
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Development  
Corporation**

**BUILDING SECTIONS**  
**285 12th Street**

project number 21808  
scale 1/16" = 1'-0"  
when printed on 22x34  
date 8/29/2018

**A.30**



1a FIBER CEMENT PANEL, WHITE,  
IRREGULAR PATTERN



1b FIBER CEMENT PANEL, WHITE,  
REGULAR PATTERN



1c FIBER CEMENT PANEL, ACCENT COLOR,  
REGULAR PATTERN



2 WOOD SIDING



3 VERTICAL BOARD-FORMED CONCRETE



4 GLASS AND ALUMINUM STOREFRONT



5 ALUMINUM CASEMENT WINDOW, PTD WHITE



6 PERFORATED ALUMINUM SUNSHADE



7 BAR GRATING



8 VERTICAL STEEL PICKET GUARDRAIL



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**MATERIALS/FINISHES**  
**285 12th Street<sup>2</sup>**

project number 21808  
scale when printed on 22x34  
date 8/29/2018

**A.40**

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

On Motion of Commissioner: Anne Griffith

Seconded by Commissioner: Mark Tortorich

and approved by the following vote:

AYES: Commissioners Griffith, Tortorich, Hartwig, Wright, Montgomery, Castillo

NAYS: 0

ABSTAIN: 0

ABSENT: 0

EXCUSED: Lynette Jung-Lee

**THE FOLLOWING RESOLUTION WAS ADOPTED:                   NUMBER: 4881**

**RESOLUTION AUTHORIZING THE NEGOTIATION AND EXECUTION OF  
DOCUMENTS, SUBJECT TO APPROVAL UNDER THE NATIONAL  
ENVIRONMENTAL POLICY ACT (NEPA), RELATED TO THE ACQUISITION,  
FINANCING, AND DEVELOPMENT OF THE 285-12<sup>TH</sup> STREET DEVELOPMENT  
WITH THE EAST BAY ASIAN LOCAL DEVELOPMENT CORPORATION (EBALDC)**

WHEREAS, EBALDC has acquired real property located at 285-12<sup>th</sup> Street, Oakland, California valued at an estimated \$6,500,000 (the "Property"); and

WHEREAS, EBALDC has proposed that the Property be developed as an affordable rental housing project (the "Project"), to be owned by a tax credit partnership in which EBALDC (or its affiliate) would serve as Managing General Partner, a tax credit investor would serve as Limited Partner, and the Authority at its option and through its affiliate OHA Development LLC would serve as Special Limited Partner (together, the "Partnership"); and

WHEREAS, the Property has received entitlements from the City of Oakland for the development of up to 65 units of housing and is exempt from the California Environmental Quality Act ("CEQA") under Section 15183 of the CEQA guidelines for projects that are consistent with a community plan, general plan, or zoning; and

WHEREAS, in order to facilitate the development of the Project and subject to all requirements under the National Environmental Policy Act ("NEPA"), the Authority desires to enter into an Acquisition Conditions Agreement (the "ACA") with EBALDC,

setting forth the terms and conditions under which the Authority would participate in the Project, including a preliminary development and financing plan, and including an option to the Partnership to ground lease the Property as needed for site control; and

WHEREAS, subject to all requirements under NEPA, the terms and conditions are intended to include that the Authority would purchase the Property for its appraised value and would ground lease the Property to a tax credit partnership at the construction closing, subject to the right of the Authority to acquire the land prior to construction closing and to lease the Property to EBALDC on an interim basis; and

WHEREAS, subject to all requirements under NEPA, the Authority will commit a total of \$12,000,000 to the development of the Project (the "Authority Commitment"), which will equal the combined total of the purchase price for the Property and the Authority loan to the Project; and

WHEREAS the amount of the Authority Loan to facilitate the Project will be equal to the Authority Commitment less the purchase price for the Property (the "Authority Loan"); and

WHEREAS, subject to all requirements under NEPA, the Authority would provide a commitment for the purchase and Project Loan upon the terms set forth in the Board Memorandum concurrently with execution of the Acquisition Conditions Agreement (ACA), allowing the Partnership to apply for other competitive sources of public funding; and

WHEREAS, subject to all requirements under NEPA, the Authority would share with EBALDC in the due diligence and predevelopment costs for the Project through a Predevelopment Loan, with the Authority's portion of the costs not to exceed \$1,000,000 (the "Predevelopment Loan"); and

WHEREAS, the Board of Commissioners, using funds provided by and flexibility granted under the Moving to Work Agreement ("MTW Agreement") between the US Department of Housing and Urban Development ("HUD") and the Authority, approved amendments to the Authority's Section 8 Project-Based Voucher ("PBV") policies related to project-based voucher assistance on June 27, 2005; and

WHEREAS, those changes to the MTW Agreement included the ability to award PBV assistance to properties directly or indirectly owned by the Authority, or any affiliate of the Authority, without engaging in a competitive process; and

WHEREAS, this resolution will authorize the Authority to pursue acquisition of the Property and participation in the Project and Partnership alongside EBALDC; and

WHEREAS, upon the sale of the Property to the Authority, the Project becomes eligible to be awarded Authority-administered PBV assistance; and



WHEREAS, the award of PBV assistance to the Project will help secure adequate financing for the development of the Project and

WHEREAS, the award of PBV assistance will increase the supply of affordable housing available to the Authority's clients; and

WHEREAS, the requirements for completing Project financing require that the Executive Director of the Authority have the ability to negotiate the final terms of all of the above-referenced and any other necessary Project documents in the best interests 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 Authority hereby finds and determines that the above Recitals are true and correct, and serve, together with the Board Memorandum, as the basis of the actions of the Authority set forth below; and

THAT, subject to all requirements under NEPA, the Authority authorizes the Executive Director to negotiate and enter into an Acquisition Conditions Agreement with EBALDC allowing for:

- (1) The purchase of the Property in an amount no greater than the appraised value of the Property; and
- (2) Authority Loan documents and/or any other required documents to facilitate the Authority lending the Partnership an amount equal to the \$12,000,000 Authority Commitment less the amount of the purchase price for the Property; and
- (3) An option to lease and a ground lease of the Property to the Partnership; and
- (4) An interim lease to EBALDC if the Executive Director deems it in the best interests of the Authority to purchase the Property before construction closing and lease it back to EBALDC or its affiliate; and
- (5) Predevelopment Loan documents to allow the Authority to loan up to \$1,000,000 in predevelopment funding to the Project; and
- (6) Partnership documents as necessary to permit OHA Development LLC to serve as special limited partner in the Partnership; and
- (7) An administrative fee agreement and option and right of first refusal agreement; and
- (8) Any other actions or documents required or in the best interests of the Authority to facilitate the development of the Project; and

THAT, the Board of Commissioners approves the conditional award of 25 Project Based Section 8 Vouchers to the Project and Property, as outlined in the Board Memorandum, and authorizes the Executive Director to execute a 20-year Project Based Section 8 Award, with the option to extend for an additional 20 years; and

THAT, the Project is exempt under Section 15183 of the CEQA Guidelines for projects that are consistent with a community plan, general plan, or zoning, consistent with findings by the City of Oakland; and

THAT, the Executive Director is authorized to file a Notice of Exemption from CEQA pursuant to Section 15062 of the CEQA Guidelines; and

THAT, the Executive Director is authorized to negotiate and execute the foregoing documents, with the advice of counsel, and to take all actions necessary and appropriate 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 July 22, 2019.*

---

*Eric Johnson, Secretary / Executive Director*

**ADOPTED: July 22, 2019**

**RESOLUTION NO. 4881**

ITEM: VI.E

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

---

To: Board of Commissioners

From:  Eric Johnson, Executive DirectorSubject: Resolution Authorizing the Negotiation and Execution of Documents, Subject to Approval under the National Environmental Policy Act (NEPA), Related to the Acquisition, Financing, and Development of the 285-12<sup>th</sup> Street Development with the East Bay Asian Local Development Corporation (EBALDC)Date: July 16, 2019

---

**Purpose:** This action is needed to facilitate the negotiation and execution of an Acquisition Conditions Agreement subject to NEPA, allowing the purchase of the subject parcel, a ground lease, a loan of funds, an award of 25 Project-Based Vouchers, and participation of the Authority in the development of the proposed project resulting in a share of the developer fee.

**Funding:** This action will require an allocation of up to \$12,000,000 in MTW funds from the FY 2020 Authority budget. It will also require a future allocation of funds associated with the award of Project-Based Vouchers which will be included in the annual budget approval process for the Housing Choice Voucher Program in the year the project is completed.

This Memorandum accompanies a Resolution authorizing the Executive Director to take several actions related to the acquisition and development of a 65-unit affordable housing project located at 285-12<sup>th</sup> Street in Oakland, California. The project will be developed in partnership with the East Bay Asian Local Development Corporation (EBALDC), with the current request including authorization to enter into an Acquisition Conditions Agreement (the "ACA") memorializing the terms and conditions of the Authority's participation in the project.

**Background**

EBALDC has acquired and is conducting predevelopment activities on a new construction affordable housing development located at 285-12<sup>th</sup> Street in the City of Oakland (the "Project"). Currently a vacant lot of approximately 15,000 square feet, the Project is currently proposed as a 65-unit family building that would include a range of unit sizes from studios to three-bedroom units. It is anticipated that at least seven units will be set aside for formerly homeless individuals. Additionally, approximately 3,500 square feet of ground floor retail is anticipated.

285-12<sup>th</sup> Street Acquisition and Financing  
Page 2 of 4

The current financing plan for the Project includes 4% Low-Income Housing Tax Credits and tax-exempt construction and permanent debt, as well as a soft loan from the State of California Multifamily Housing Program ("MHP"). The request presented in this resolution also includes up to \$12,000,000 of combined purchase and loan funds from the Authority.

The Project is anticipating submitting an application for funding under the MHP NOFA to be issued in August 2019. If successful, the Project would subsequently apply for tax credit and tax-exempt bond allocations shortly thereafter and begin construction in the second quarter of 2020. If the project is not awarded MHP funds under the current NOFA, a second application will be submitted in early 2020, with construction starting in the fourth quarter of that year. Both Authority and EBALDC staff believe that the Project has a high probability of being funded under one of these two MHP rounds, and that construction could be completed by late 2021 or early 2022.

It is currently anticipated that the City of Oakland NOFA that will be released later in 2019 will not include any funding for new construction projects, which in turn would delay an MHP application indefinitely and would delay the construction of this vital community resource. Staff has requested funding in an amount that the Project will not require additional funds from the City NOFA, in order to facilitate EBALDC's ability to meet the upcoming August deadline to apply for MHP funds.

The proposed structure of this deal is similar to a number of other projects that the Authority has participated in in recent years, including the Prosperity Place project that EBALDC and the Authority partnered on in 2015. If approved, the Authority would purchase the land from EBALDC and lease it to a tax credit partnership (the "Partnership") where EBALDC would serve as Managing General Partner and the Authority through its affiliate OHA Development LLC, at the option of the Authority, would serve as a Special Limited Partner. Proceeds from the land sale would be used for development purposes, including the repayment of the acquisition loan EBALDC used to purchase the land. The difference between the appraised value of the land and the \$12,000,000 request would be structured as a soft loan to the Partnership, with payments coming from residual receipts. The proceeds of the soft loan would also be used for development purposes. At the Authority's discretion, in order to reduce interest carrying costs to the Project the Authority would be authorized to acquire the land before the construction closing and lease it back to EBALDC on an interim basis before ground leasing it to the Partnership at the construction closing.

As in similar deals, the ground lease would require a nominal payment of \$1.00 per year, subject to any available receipts available after repayment of the soft loans and would have a lease term of up to 99 years. The Authority loan would be a residual receipts loan for a term of 55 years at zero interest.

Additionally, the Authority would receive other benefits as a result of participating in the Project. First, the Authority will share significantly in the developer fee through an administrative fee agreement. Depending on how payments are structured, it is anticipated that the Authority would receive an administrative fee equivalent to between 40 and 50 percent of total developer fee. Also, the Authority or its affiliate would hold the first

purchase option and right of first refusal to acquire the Project at the end of the tax credit compliance period.

The award of PBV assistance and MTW funding is consistent with the Authority's mission to "further the expansion of affordable housing within Oakland" and meets the MTW statutory objective of "increasing housing choice for low-income households." The Project is located in an area that both provides high opportunity for low-income households and is under significant strain related to gentrification and displacement, and as such, the Project is consistent with the goals outlined in the Authority's development policy.

### **Board Authorizations**

The attached resolution authorizes the following actions:

Acquisition Conditions Agreement: Subject to NEPA approval, the Executive Director is authorized to negotiate and enter into an Acquisition Conditions Agreement (the "ACA") in order to execute this transaction. Among other things, the ACA will authorize the Authority to:

1. Purchase the Property for an amount no greater than its appraised value, currently projected to be \$6,500,000;
2. Ground lease the Property to the Partnership for a nominal sum plus any available residual receipts, with the authority to lease the Property back to EBALDC for an interim period before construction closing;
3. Execute a Loan Agreement and other documents allowing a total Authority loan of MTW funds to the Project of up to the difference between the purchase price and \$12,000,000;
4. Enter into a Predevelopment Loan Agreement and other documents allowing the Authority to contribute up to \$1,000,000 in predevelopment funds to facilitate development of the Project and limit costs otherwise required by the use of private predevelopment financing;
5. Allocate up to 25 units of Project-Based Voucher assistance to support the funding of a tax-exempt permanent loan for the Project; and
6. Enter into any other documents required for the Authority to purchase the Property, enter the Partnership itself or through an affiliate, and receive a share of developer fee.

CEQA Approval: The Authority resolution finds the Project exempt under Section 15183 of the CEQA Guidelines on the same basis as the City of Oakland and the Executive Director is authorized to file a Notice of Exemption from CEQA pursuant to Section 15062 of the CEQA Guidelines.

### **Recommended Action**

It is recommended that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to enter into the ACA, allowing for the allocation of up to

**285-12<sup>th</sup> Street Acquisition and Financing**

**Page 4 of 4**

\$12,000,000 for the development of the Project, including the purchase of the Property and loan of funds to the Project, ground lease and interim lease of the Property, participation in the Project through OHA Development LLC, the contribution of up to \$1,000,000 in predevelopment funding to the Project, the award of up to 25 units of Project-Based Voucher assistance, and any other actions required to implement this resolution.

Attachment:      Project Design  
                         Project Proforma  
                         Resolution

	A	B	C	D	E	F	G	H	I	J
1										
2										
3	Sources of Funds:	TOTAL	Residential	Commercial						
4										
5	Perm Loan	2,562,800	2,562,800		6.75% 35 yr amortization					
6	Section 8 Tranche B loan	4,799,500	4,799,500		6.75% 35 yr amortization					
7	City of Oakland	0	0		committed					
8	MHP	13,283,868	13,283,868		apply 2018					
9	AHP	0	0							
10	ADDITIONAL GAP - OHA	11,097,821	11,097,821							
11	Deferred Developer Fee	1,800,000	1,800,000		HCD cap \$3.5m total as priority, then pd fr Sponsor 50%					
12	GP equity - grant to GP - could be equity or loan to pphp	675,000	675,000		committed - from developer of 14th/Alice site					
13	Additional GP equity - TO NCT DEV FCC TO \$2.2M	1,102,015	1,102,015		Est 14th dev fee	2,500,000		may vary slightly w I10D calc		
14	Investor Equity	16,838,208	14,371,183	2,267,025						
15	TOTAL SOURCES	52,049,211	49,782,186	2,267,025						
16					Construction period costs		48,406,941			
17					funds available (incl 10% equity)		13,436,642			
18	Construction loan	32,978,308	5.75%		construction loan		32,970,300			
19	(available lat over COLAC max amount)		12 mos const +							
20					check costs and total af					
21					95.57%					
22	USES OF FUNDS	TOTAL COST	Residential	Commercial	BASIS 4% CREDIT					
23										
24	LAND COST/ACQUISITION									
25	Land	6,169,539	5,885,946	273,593			6,169,539			
26	Holding costs	200,000	191,131	8,869			200,000			
27	Acq/predev loan interest fees	1,091,471	1,043,069	48,402			1,091,471			
28	Relocation	25,000	23,891	1,109			25,000			
29	Legal & Closing Costs	93,443	89,299	4,144			93,443			
30	Demolition and in situ remediation	120,000	114,679	5,321			120,000			
31	Other acq costs		0	0			0			
32	Total Acquisition Cost	7,689,453					7,689,453			
33	REHABILITATION									
34	Site Work									
35	Structures	0	0	0			0			
36	General Requirements	0	0	0			0			
37	Contractor Overhead	0	0	0			0			
38	Contractor Profit	0	0	0			0			
39	Total Rehabilitation Cost	0					0			
40	NEW CONSTRUCTION									
41	Site Work	500,000	477,827	22,173			500,000			
42	Structures -	24,505,290	23,474,490	1,030,800			24,505,290			
43	General Requirements	1,360,000	1,316,803	61,197			1,360,000			
44	Contractor Insurance & Bond	350,000	334,479	15,521			350,000			
45	Contractor Overhead & Profit	850,000	807,872	42,128			850,000			
46	Commercial TI	103,060	103,060	0			103,060			
47	Price escalation	0	0	0			0			
48	Total New Construction Costs	27,788,370					27,788,370			
49	ARCHITECTURAL FEES									
50	Design	824,000	787,459	36,541			824,000			
51	Supervision	206,000	196,865	9,135			206,000			
52	Total Architectural Costs	1,030,000					1,030,000			
53	Survey and Engineering, Inspections	473,958	452,940	21,018			473,958			
54	CONSTR. INTEREST & FEES									
55	Const. Loan Interest	2,053,775	1,962,899	91,076			2,053,775			
56	predev loan costs - incl above in acq loan		0	0			0			
57	Construction loan fee	in COI	0	0			0			
58	Taxes	150,000	143,348	6,652			150,000			
59	Insurance	180,000	172,018	7,982			180,000			
60	Title and Recording	50,000	47,763	2,237			50,000			
61	Total Construction Interest and Fees	2,433,775					2,433,775			
62	PERMANENT FINANCING									
63	Perm loan fee 1%	in COI	0	0			0			
64	City loan fee 3%		0	0			0			
65	County loan fee 2%		0	0			0			
66	Title and Recording	10,000	10,000				10,000			
67	Legal	10,000	10,000				10,000			
68	Costs of bond issuance	708,100	708,100				708,100			
69	Total Permanent Financing Costs	728,100					728,100			
70	LEGAL FEES									
71	Lender Legal Costs Paid by Applicant	in COI	0	0			0			
72	County legal - and NEPA review		0	0			0			
73	Other - Owner Legal	25,000	23,891	1,109			25,000			
74	Total Attorney Costs	25,000					25,000			
75	RESERVES									
76	Capitalized Operating Reserve - 6 mo	555,255	555,255				555,255			
77	Capitalized Replacement Reserve	0	0				0			
78	Transition reserve if dev 6 - 1 yr for MHP	275,000	275,000				275,000			
79	Total Reserve Costs	830,255					830,255			
80	Total Appraisal Costs	12,500	11,946	554			12,500			
81	Total Construction Contingency Costs	10,00%	2,778,837	2,655,607	123,230		2,778,837			
82	OTHER									
83	Tax Credit App./Moc. Monitoring fees	45,218	43,213	2,005			45,218			
84	Security during construction	25,000	23,891	1,109			25,000			
85	Environmental reports	100,000	95,565	4,435			100,000			
86	Construction management	180,000	172,018	7,982			180,000			
87	Local Development Impact Fees + utilities fees	1,525,000	1,457,373	67,627			1,525,000			
88	Permit Processing Fees	451,731	431,698	20,032			451,731			
89	Market Study	10,000	10,000				10,000			
90	Marketing & Lease up	170,000	170,000				170,000			
91	Furnishings	150,000	150,000	0			150,000			
92	Soft Cost Contingency	260,000	248,470	11,530			260,000			
93	Total Other Costs	2,816,949					2,816,949			
94	Total Project Cost	48,717,196					48,717,196			
95	DEVELOPER COSTS									
96	Developer Overhead/Profit	5,192,015	4,961,771	230,244			5,192,015			
97	Consultant/Processing Agent	0	0	0			0			
98	Project Administration									
99	Broker Fees paid by owner									
100	Construction Management Oversight									
101	Other									
102	Total Developer Costs	5,192,015					5,192,015			
103										
104	TOTAL PROJECT COST	51,909,211	49,648,395	2,260,817			51,909,211			
105	Syndication Costs									
106	Legal - Syndication/Organization	55,000	52,591	2,409			55,000			
107	Audit	40,000	38,236	1,764			40,000			
108	Consultant - Syndication (+ \$10k in COI)	45,000	43,004	1,996			45,000			
109	Bridge Loan Interest	0	0	0			0			
110	Total Syndication Costs	140,000					140,000			
111	TOTAL PROJECT COSTS INCL. SYNDICATION	52,049,211	49,782,186	2,267,025			52,049,211			

	A	B	C	D	E	F	G
115	CREDIT CALCULATIONS						
116							
117	Basis for 4% low income credit		39,575,205				
118	% OF UNITS LOW INCOME					100%	
119	Eligible Basis		39,575,205				
120	REDUCE FOR TIEBREAKER		39,575,205	0			
121	Boost for DDA/QCT		51,447,766			130% 2019 SDDA/QCT yes	
122							
123	Federal Credit		1,687,776			3.30% rate in TCAC app	
124	State Credit		0				
125							
126	Equity from Federal Credit		16,638,208			0.66%	
127	Equity from State Credit		0			0.80%	
128	TOTAL EQUITY TO PROJECT		16,638,208				
129							
130							
131	Basis limit calc for MCD dev fee calc		Alameda County 4% 2019			NEED TO CONFIRM BOOSTS	
132		15 studio	303,706	4,555,590		FOR MCD DEV FEE CALC	
133		16 1BR	350,170	5,602,720			
134		17 2Br	422,400	7,180,600			
135		17 3BR	540,672	9,191,424			
136		85		28,530,534			
137	Plus prevailing wages	20%		5,306,107			
138	Plus Impact Fees			1,487,373			
139	Plus Energy	10% yes		2,653,053			
140	Plus Elevator	10% yes		2,653,053			
141	Plus garage	7% yes		1,857,137			
142	Plus Remediation			0			
143	Plus 4% under 35% ami			20,726,980	0.390625		
144	plus 4% under 50% ami			4,974,475	0.1875		
145	Total Maximum Basis			68,168,712			
146						FOR DEV FEE	
147	Compare to project basis		39,575,205			40,457,258	
148	LOWER of 2			39,575,205		0.978197508	2,247,955



	O	P	Q	R	S	T	U	V	W	X	Y	Z
2	CASH FLOW ANALYSIS											
3	Alameda County											
4	Tenant Income											
5	Unit Size	# of Units	Monthly Rent Charged	Total Monthly	Total Annual	Utility Allowance	Gross Rents	Total Annual Gross Rents	2019 RENTS Max TC rents	MHP calc		
6	Studio 20% ami	homeless	1	388	388	4,656	46	434	434	275,033	275,033	
7	Studio 30% ami		3	605	1,815	21,780	46	651	1,953	661	243,775	731,325
8	Studio 50% ami		2	1,039	2,078	24,936	46	1,085	2,170	1,086	181,258	382,518
9	Studio 60% ami		9	1,256	11,304	135,648	46	1,302	11,718	1,302	150,000	1,350,000
10	Studio 80% ami		0	1,690	0	0	46	1,736	0	1,736	0	0
11	1BR 20% ami	homeless	2	413	826	9,912	52	465	930	465	283,864	567,728
12	1BR 30% ami		4	645	2,580	30,960	52	697	2,788	697	250,645	1,002,180
13	1BR 50% ami		2	1,110	2,220	26,640	52	1,162	2,324	1,162	183,563	367,126
14	1BR 60% ami		8	1,343	10,744	128,928	52	1,396	11,160	1,396	150,000	1,200,000
15	1BR 80% ami		0	1,808	0	0	52	1,860	0	1,860	0	0
16	2BR 20% ami	homeless	2	491	982	11,784	67	568	1,116	568	310,757	621,514
17	2BR 30% ami		5	770	3,850	46,200	67	837	4,185	837	270,568	1,352,840
18	2BR 50% ami		4	1,328	5,312	63,744	67	1,396	5,580	1,396	190,188	760,758
19	2BR 60% ami		5	1,607	8,035	96,420	67	1,674	8,370	1,674	150,000	750,000
20	2BR 80% ami		0	2,165	0	0	67	2,232	0	2,232	0	0
21	3BR 20% ami	homeless	2	558	1,116	13,416	85	544	1,088	544	335,677	671,354
22	3BR 30% ami		6	881	5,286	83,432	85	965	5,796	965	289,294	1,735,764
23	3BR 50% ami		4	1,526	6,104	73,248	85	1,611	6,444	1,611	198,383	785,532
24	3BR 60% ami		5	1,848	9,240	110,880	85	1,933	9,665	1,933	150,000	750,000
25	3BR 80% ami		0	2,493	0	0	85	2,578	0	2,578	0	0
26	Manager - 2BR		1	0	0	0						
27	Totals		65		71,862							13,283,868
28	Laundry											
29	vacancy	5%										
30	EGI from tenant rents											
31	Section 8 income	say 18 vouchers	oha says use 2018									
32	# units	ami slots as NEI	df									
33	Studio 20% ami	0	1,540	1,152	0							
34	Studio 30% ami	0	1,540	935	0							
35	1BR 20% ami	2	1,855	1,442	34,608							
36	1BR 30% ami	0	1,855	1,210	0							
37	2BR 20% ami	2	2,330	1,838	44,138							
38	2BR 30% ami	4	2,330	1,560	74,880							
39	3BR 20% ami	2	3,220	2,661	63,664							
40	3BR 30% ami	6	3,220	2,339	168,408							
41	3BR 50% ami	0	3,220	1,684	0							
42	vacancy on Sec 8	18			385,898							
43	EGI from Section 8 increment	5%			-19,295							
44	Commercial income	3500 SF			365,801							
45	TOTAL PROJECT EGI				1,192,231							
46	Operating expenses	6,868			447,713							
47	Services coordinator	1,154			75,000							
48	bond issuer fee				4,000							
49	City monitoring fee	100 / unit for all units			0							
50	County monitoring fee	300 / unit for all units			0							
51	NET OPERATING INCOME				665,518							
52	42% MHP debt service				55,782							
53	Debt Service - First				170,221							
54	Debt Service - Sec 8 loan				318,783							
55	Operating Reserve				0							
56	Replacement Reserve	800 per unit			39,000							
57	Excess Cash				81,721							
58	Supportable debt from tenant income				2,562,890							
59		35			5.75%							
60	Supportable debt from Section 8				4,799,500							
61		35			5.75%							

	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS
1 15 year cash flow												
2												
3												
4												
5	Year		1	2	3	4	5	6	7	8	9	
6	Potential Gross Income From Tenants	2.50%	862,584	884,149	906,252	928,909	952,131	975,835	1,000,333	1,025,341	1,050,975	
7	Section 8 incremental income	2.50%	385,896	395,543	405,432	415,568	425,957	436,606	447,521	458,709	470,177	
8	Laundry	2.50%	6,500	6,663	6,828	7,000	7,175	7,354	7,538	7,726	7,920	
9	Vacancy	5.00%	-62,749	-64,318	-65,926	-67,574	-69,263	-70,995	-72,770	-74,589	-76,434	
10	EGI		1,192,231	1,222,037	1,252,588	1,283,902	1,316,000	1,348,900	1,382,622	1,417,188	1,452,618	
11	Less Annual Operating Expenses	3.50%	447,713	463,383	479,801	496,387	513,761	531,743	550,354	569,616	589,553	
12	Less services coordinator	3.50%	75,000	77,625	80,342	83,154	86,064	89,076	92,194	95,421	98,761	
13	bond issuer		4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	
14	County monitoring fee		0	0	0	0	0	0	0	0	0	
15	City monitoring fee		0	0	0	0	0	0	0	0	0	
16	Net Annual Operating Income		665,518	677,029	688,844	700,361	712,175	724,081	736,075	748,151	760,305	
17	Less MHP .42%		55,792	55,792	55,792	55,792	55,792	55,792	55,792	55,792	55,792	
18	Less Debt Service - First		170,221	170,221	170,221	170,221	170,221	170,221	170,221	170,221	170,221	
19	Less Debt Service - Section 8 loan		318,783	318,783	318,783	318,783	318,783	318,783	318,783	318,783	318,783	
20	Less Replacement Reserves		39,000	39,000	39,000	39,000	39,000	39,000	39,000	39,000	39,000	
21	Cash Flow		81,721	93,232	104,848	116,564	128,378	140,284	152,278	164,354	176,508	
22	OCR		1.15	1.17	1.19	1.21	1.24	1.26	1.28	1.30	1.32	
23												
24	Deferred developer fee	1,300,000	81,721	93,232	104,848	116,564	128,378	140,284	152,278	164,354	176,508	
25	Partnership Management Fee and investor asset management fee	3%	0	0	0	0	0	0	0	0	0	
26	Sponsor distribution 50% - remainder of deferred dev fee	452,934	0	0	0	0	0	0	0	0	0	
27	Residual receipts to lenders 50%		0	0	0	0	0	0	0	0	0	

	AT	AU	AV	AW	AX	AY
1						
2						
3						
4						
5	1,077,249	1,104,180	1,131,785	1,160,080	1,189,082	1,218,809
6	481,931	493,960	506,329	518,987	531,962	545,281
7	8,118	8,321	8,529	8,742	8,960	9,184
8	-78,365	-80,324	-82,332	-84,380	-86,500	-88,683
9	1,488,933	1,526,156	1,564,310	1,603,418	1,643,504	1,684,591
10	610,167	631,343	653,647	676,525	700,203	724,711
11	102,217	105,795	109,498	113,330	117,297	121,400
12	4,000	4,000	4,000	4,000	4,000	4,000
13	0	0	0	0	0	0
14	0	0	0	0	0	0
15	772,529	784,818	797,165	809,563	822,003	834,479
16	55,792	55,792	55,792	55,792	55,792	55,792
17	170,221	170,221	170,221	170,221	170,221	170,221
18	318,783	318,783	318,783	318,783	318,783	318,783
19	39,000	39,000	39,000	39,000	39,000	39,000
20	188,752	201,021	213,368	225,786	238,207	250,682
21	1.35	1.37	1.39	1.41	1.44	1.46
22						
23						
24	141,833	0	0	0	0	0
25	41,753	43,065	44,285	45,624	46,993	48,403
26	2,573	79,008	84,536	90,071	95,607	101,139
27	2,573	79,008	84,536	90,071	95,607	101,139

# 285 12TH STREET

AFFORDABLE FAMILY HOUSING

MINOR DESIGN REVISION, CASE FILE NO. PLN16-133

DEFERRED SUBMITTALS, BUILDING/PUBLIC INFRASTRUCTURE PERMIT SET WILL INCLUDE:

- Sidewalk and streetscape design details
- Exterior lighting and signage plans
- Public Art Plan
- Bicycle storage equipment details and dimensions

## PROJECT CONTACTS

**OWNER:**  
EBALDC  
1825 San Pablo Ave., Suite 200  
Oakland, CA 94612  
www.ebaldc.org

**Project Manager:** Capri Roth  
(510) 806-1799  
croth@ebaldc.org

**ARCHITECT:**  
David Baker Architects  
461 2nd Street, Loft C-127  
San Francisco, CA 94107  
www.dbarchitect.com

**Principal in Charge:** Daniel Simons  
(415) 799-4585  
danielsimons@dbarchitect.com

## PROJECT SITE

ADDRESS: 285 12th Street, Oakland, CA 94607

LOT APN: 002 005900301

CURRENT USE: Staging area for new construction project across the street

LOT AREA: 15,600 SF

## SHEET INDEX

G.00	TITLE SHEET
G.01	PROJECT DATA
G.15	DESIGN NARRATIVE
G.20	SITE PHOTOS
G.30	RENDERING
G.31	RENDERING
A.00	SITE PLAN
A.10	FLOOR PLANS
A.11	FLOOR PLANS
A.20	BUILDING ELEVATIONS
A.21	BUILDING ELEVATIONS
A.30	BUILDING SECTIONS
A.40	MATERIALS/FINISHES

## VICINITY MAP



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**East Bay Asian  
Local  
Development  
Corporation**

**TITLE SHEET**  
**285 12th Street**

**project number** 21808  
**scale** when printed on 22x34  
**date** 8/29/2018

**G.00**

## PROJECT DESCRIPTION

The project is located between 11th, 12th, Harrison and Alice Streets, in Oakland's Chinatown and within the Lake Merritt Station Area Plan. The site was entitled for a similar 8-story residential project. A comparison of the two projects is below. This proposal is a seven-story building housing 65 affordable family apartments. It is five levels of Type III construction over a two-level Type-I podium. The podium includes some residential units on level 2, as well as, a ground floor garage, open space, retail, and common program areas. This proposal shows the residential entrance on Harrison Street.

## ZONING COMPLIANCE

GENERAL PLAN LAKE MERRITT STATION AREA  
ZONING D-LM-4, Mixed Commercial [17.101G]

## PROPERTY DEVELOPMENT STANDARDS [17.101G.050]

Maximum Front and Street Side Setback for the First Story = 10'  
Minimum Height of the Ground Floor = 15'  
Minimum Width of Storefronts = 15'  
Minimum Depth of Storefront Bay = 50'

## HEIGHT, DENSITY, BULK, AND TOWER REGULATIONS [17.101G.050]

Maximum Building Base Height = 45', 85' upon granting of CUP  
Maximum Tower Height = 175'  
Minimum Building Height = 35'  
Maximum Density (SF of Lot Area Required per Unit) = 110 SF / DU

## REQUIRED AMOUNTS OF USABLE OPEN SPACE [17.101G.060]

Affordable Housing Unit = 60 SF / DU

## OFF-STREET PARKING REQUIREMENT [17.116.060]

Required parking ratio of 0.25 vehicle spaces per dwelling unit  
Reduction of the total number of required spaces, up to 5%, is allowed provided that six additional bicycle parking spaces are provided for every vehicle parking space

## OFF-STREET LOADING REQUIREMENT [17.116.120]

Less than 50,000 SF of Residential Activity = No Berth Required  
50,000 SF or more of Residential Activity = 1 Berth

## BICYCLE PARKING REQUIREMENT [17.117.080]

Long-term Bicycle Parking Requirement = 1 space for each 4 Dwelling Units  
Short-term Bicycle Parking Requirement = 1 space for each 20 Dwelling Units

## PROJECT COMPARISON

ITEM	PREVIOUSLY ENTITLED BUILDING Marin Group/VTBS Architects	PROPOSED BUILDING
Height - Roof	89'	83'
Height - Top of Mechanical	94'	93'
Building Footprint	15,000 SF	14,020 SF
Lot Coverage	100 %	95 %
Total Open Space	approximately 11,000 SF	4,255 SF
Total Project Area*	68,975 SF	68,288 SF
Commercial Area	1,650 SF	3,436 SF
Residential Area	56,550 SF	49,049 SF
Common + Circulation	10,750 SF	16,803 SF
Total Unit Count	77 units	65 units
Studios	24 units 31%	15 units 23%
1 BR	30 units 39%	16 units 25%
2 BR	23 units 30%	17 units 26%
3 BR	0 units 0%	17 units 26%
Parking Provided	44 stalls	15 stalls

\*Total Area does not include Parking and Service

## PROJECT DATA

## GROSS FLOOR AREA

Vertical Circulation	5,236 SF
Parking	5,312 SF
Residential	49,049 SF
Circulation	8,460 SF
Service	2,882 SF
Common	3,107 SF
Retail	3,436 SF
	77,482 SF

## DWELLING UNIT MIX

	Unit Qty	Typ. Area	%
3 BR	17	1,054 SF	26%
2 BR	17	840 SF	26%
1 BR	16	616 SF	25%
Studios	15	364 SF	23%
Total:	65 Units		

## VEHICLE PARKING

	Count
Accessible Stalls	2
Standard Stalls	3
Intermediate Stalls	8
Compact Stalls	2

Total: 15 Stalls\*

Parking Ratio: 0.23 Stalls per 1 Unit  
(15 Stalls / 65 Units)

\* This is a reduction of 1 space from the required 0.25 parking ratio (5% of 16 required stalls), based on an increase in bicycle parking, per section 17.117.080.

## BICYCLE PARKING

	Count
CLASS I (Bike room)	54
CLASS II (Street rack)	5

Total: 70 Spaces

## USABLE OPEN SPACE

Light Court	776 SF
Common Room	1,211 SF
Courtyard	2,268 SF
	4,255 SF

4,255 SF / 65 Dwelling Units = 65.5 SF / DU



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san francisco california 94107  
v.415.896.6700 f.415.896.6103

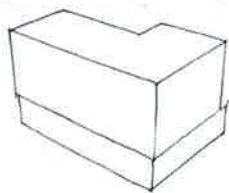


East Bay Asian  
Local  
Development  
Corporation

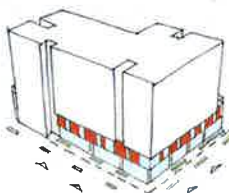
PROJECT DATA  
285 12th Street

project number 21808  
scale  
date 8/29/2018

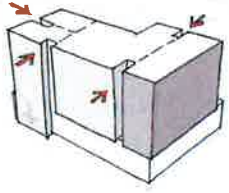
G.01



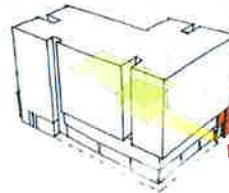
**1 Base Building**  
Five stories of wood-frame construction over a two-story concrete podium



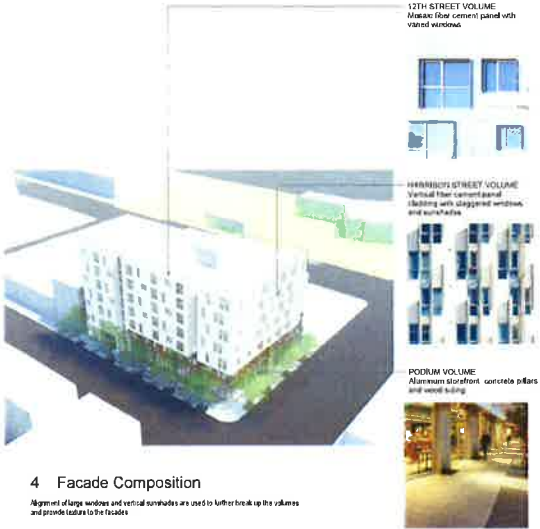
**3 Tiered Step Back at Podium**  
The ground level is set back five feet from the property line at the retail space, creating an active edge with generous space for landscaping and outdoor seating areas.



**2 Three Volumes**  
Design responses at the stairs and corridors bring up the mass into separate blocks.



**4 Welcoming Entry**  
A two-story bay and recessed floor highlights the residential entry. Warm materials differentiate the commercial from residential program. The entry offers visual connection to green spaces in the heart of the building.



**4 Facade Composition**  
Alignment of large windows and vertical sunshades are used to further break up the volumes and provide texture to the facades.



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Development  
Corporation**

## DESIGN NARRATIVE 285 12th Street

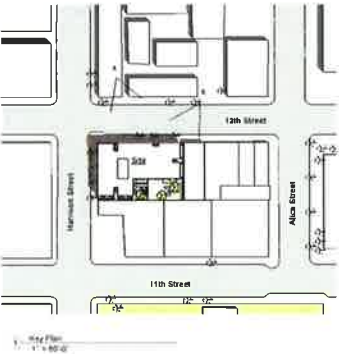
project number 21808  
scale when printed on 24x36  
date 8/29/2018



A - site from northwest



B - site from northeast



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**SITE PHOTOS**  
**285 12th Street**

project number 21808  
scale 1" = 80'-0"  
when posted on 22x34  
date 8/29/2018

**G.20**





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**East Bay Asian  
Local  
Development  
Corporation**

**RENDERING**  
**285 12th Street**

project number 21808  
scale when printed on 22x34  
date 8/29/2018

**G.30**





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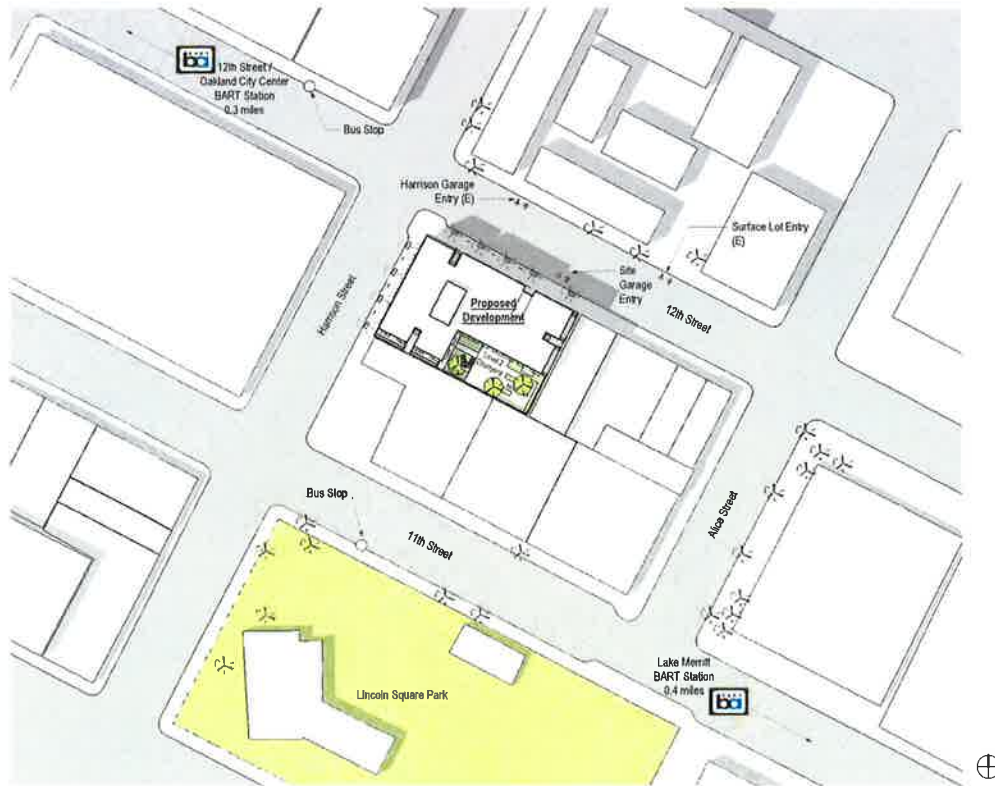


**East Bay Asian  
Local  
Development  
Corporation**

**RENDERING**  
**285 12th Street**

project number 21808  
scale  
date when printed on 7/29/14  
9/29/2018

**G.31**



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Corporation

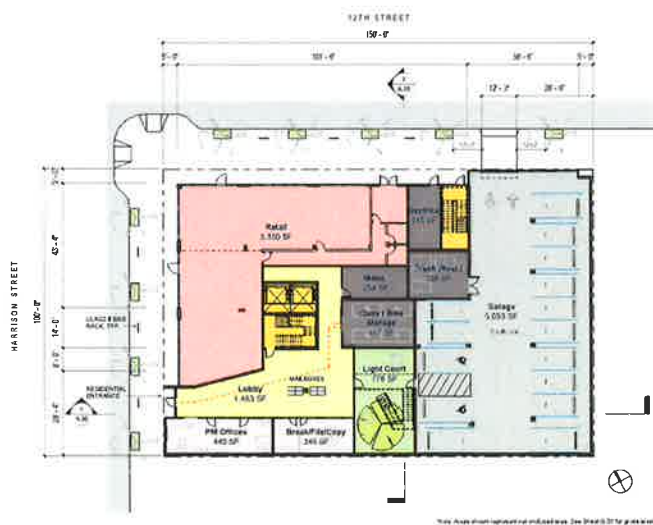
## SITE PLAN 285 12th Street

project number 21808  
scale 1" = 40'-0"  
when printed on 22x34  
date 8/29/2018

A.00



2 - LEVEL 2 PLAN  
1/16" = 1'-0"



1 - GROUND FLOOR PLAN  
1/16" = 1'-0"

\*Note: Areas shown represent not enclosed areas. See Section 3.01 for glass areas.

- CIRCULATION
- COMMON
- GARAGE
- LOBBY
- OPEN SPACE
- RESIDENTIAL
- RETAIL
- SERVICE



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**East Bay Asian  
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Development  
Corporation**

**FLOOR PLANS**  
**285 12th Street**

project number 21808  
scale 1/16" = 1'-0"  
date 8/29/2018

**A.10**



2 - PHYSICAL UPPER FLOOR PLAN  
118' x 112'



1 - LEVEL 1 PLAN  
158' x 112'

- CIRCULATION
- COMMON
- GARAGE
- LOBBY
- OPEN SPACE
- RESIDENTIAL
- RETAIL
- SERVICE



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Corporation

FLOOR PLANS  
285 12th Street

project number 21808  
scale 1/16" = 1'-0"  
when printed on 22x36  
date 8/29/2018

A.11



**12.10.2018 - Revised Provisions, Signs, Project Limits**  
The height restrictions prescribed in this applicable ordinance may be exceeded in accordance with the following table:

Full Height Allowed Above the Prescribed Height	Max. Aggregate Coverage of the Building's Horizontal Area	Max. Vertical Projection Above the Prescribed Height	Min. Horizontal Distance from any Abutting Res. Zoned Lot
A. Chimneys, ventilation plumbing vent stacks, radiators, cooling towers, machinery rooms, and other equipment	10% minus any percentage covered pursuant to Subsection B of this Section	10', except upon the granting of a CUP	15', except upon the granting of a CUP, but no maximum projection height does not exceed 4'
B. Elevator or other towers	10% minus any percentage covered pursuant to Subsection A of this Section	10', except upon the granting of a CUP	15', except upon the granting of a CUP, but no maximum projection height does not exceed 4'

**MATERIALS LEGEND (SEE SHEET A40)**

1. FIBER CEMENT PANEL
2. WOOD SIDING
3. VERTICAL BRICK-FORMED CONCRETE
4. GLASS AND ALUMINUM STOREFRONT
5. ALUMINUM CASSETT WINDOW WITH WHITE
6. PERFORATED ALUMINUM SLAT-MADE
7. BRICK CLADDING
8. PAINTED STEEL GUARDRAILING



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**East Bay Asian  
Local  
Development  
Corporation**

**BUILDING ELEVATIONS**  
**285 12th Street**

project number 21808  
scale 1/16" = 1'-0"  
when printed on 22x34  
date 8/29/2018

**A.20**



SOUTHEAST ELEVATION  
1/16" = 1'-0"



NORTHWEST ELEVATION  
1/16" = 1'-0"

- MATERIALS LEGEND (SEE SHEET A40):**
1. FIBER CEMENT PANEL
  2. WOOD SIDING
  3. VERTICAL CLAUSTRIFORM CONCRETE
  4. GLASS AND ALUMINUM STOREFRONT
  5. ALUMINUM CASSEMENT WINDOW, PFD WHITE
  6. PERFORATED ALUMINUM SUNSHADE
  7. BAR CLADDING
  8. PAINTED STEEL CHAIRBOARD RAILING



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**East Bay Asian  
Local  
Development  
Corporation**

**BUILDING ELEVATIONS**  
**285 12th Street**

project number 21808  
scale 1/16" = 1'-0"  
when printed on 22x34  
date 8/29/2018

**A.21**



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East Bay Asian  
Local  
Development  
Corporation

## BUILDING SECTIONS

285 12th Street

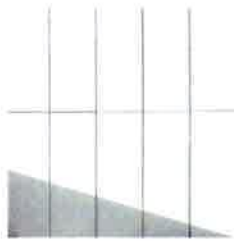
project number 21808  
scale 1/16" = 1'-0"  
date 8/29/2018

A.30





1a FIBER CEMENT PANEL, WHITE,  
IRREGULAR PATTERN



1b FIBER CEMENT PANEL, WHITE,  
REGULAR PATTERN



1c FIBER CEMENT PANEL, ACCENT COLOR,  
REGULAR PATTERN



2 WOOD SIDING



3 VERTICAL BOARD-FORMED CONCRETE



4 GLASS AND ALUMINUM STOREFRONT



5 ALUMINUM CASEMENT WINDOW, PTD WHITE



6 PERFORATED ALUMINUM SUNSHADE



7 BAR GRATING



8 VERTICAL STEEL PICKET GUARDRAIL



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v. 415.896.6700 f. 415.896.6103



East Bay Asian  
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Corporation

MATERIALS/FINISHES  
285 12th Street

project number 21808  
scale  
date 8/29/2018

A.40



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

On Motion of Commissioner: Anne Griffith

Seconded by Commissioner: Barbara Montgomery

and approved by the following vote:

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

NAYS: 0

ABSTAIN: 0

ABSENT: 0

EXCUSED: 0

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER: 4992**

**AUTHORIZATION TO PROVIDE AN ACQUISITION BRIDGE LOAN TO AN  
AFFILIATE OF THE EAST BAY ASIAN LOCAL DEVELOPMENT CORPORATION, IN  
AN AMOUNT NOT-TO-EXCEED \$7,265,880 FOR 285 12<sup>TH</sup> STREET FOR AN INITIAL  
PERIOD OF TWO YEARS WITH AN OPTION TO EXTEND FOR ONE ADDITIONAL  
YEAR**

WHEREAS, the East Bay Asian Local Development Corporation's ("EBALDC's") affiliate, 285 12<sup>th</sup> Street, LP, has acquired real property located at 285 12<sup>th</sup> Street, Oakland, California valued at an estimated \$6,500,000 (the "Property"); and

WHEREAS, EBALDC's affiliate used a loan from the Enterprise Community Loan Fund to acquire the Property; and

WHEREAS, the acquisition loan currently has an outstanding principal and interest balance of approximately \$6.8 million and a 4.65 percent interest rate; and

WHEREAS, EBALDC has proposed that the Property be developed as an affordable rental housing project (the "Project"), to be owned by a tax credit partnership in which EBALDC (or its affiliate) would serve as Managing General Partner and a tax credit investor would serve as Limited Partner; and

WHEREAS, the Property has received entitlements from the City of Oakland for the development of up to 65 units of housing and is exempt from the California Environmental

Quality Act ("CEQA") under Section 15183 of the CEQA guidelines for projects that are consistent with a community plan, general plan, or zoning; and

WHEREAS, on July 22, 2019, the Board of Commissioners approved Reso. No. 4881, authorizing the Oakland Housing Authority (the "Authority") to support the 285 12<sup>th</sup> Street project by providing \$12,000,000 to purchase the land and provide a predevelopment loan and a permanent loan to the project, subject to all requirements under NEPA and the negotiation of documents acceptable to the Authority; and

WHEREAS, the Project received its Authorization to Use Grant Funds under NEPA on June 14, 2021; and

WHEREAS, Reso. No. 4881 authorized the Authority to purchase the Property before construction closing and lease it back to EBALDC or its affiliate under an interim lease if the Executive Director deemed it in the best interests of the Authority; and

WHEREAS, purchasing the land before the construction closing could reduce the carrying costs incurred by the project; and

WHEREAS, after reviewing the environmental assessments that have been completed for 285 12<sup>th</sup> Street, the Executive Director has determined that it is in the Authority's best interest to wait to purchase the land until the beginning of construction; and

WHEREAS, the Authority has assessed the option of providing an Acquisition Bridge Loan to the Project as an alternative way to reduce the carrying costs of the land; and

WHEREAS, the Acquisition Bridge Loan would not increase the Authority's funding for 285 12<sup>th</sup> Street beyond the \$12,000,000 authorized by Reso. No. 4881; and

WHEREAS, the Acquisition Conditions Agreement and Predevelopment Loan documents previously authorized by Reso. No. 4881 will be entered into with EBALDC and its affiliate at approximately the same time as the Acquisition Bridge Loan documents.

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

THAT, the Authority authorizes the Executive Director to enter to an Acquisition Bridge Loan Agreement and related documents with EBALDC or its affiliate to provide an Acquisition Bridge Loan to the Project including but not limited to following provisions:

- (1) A loan with a two-year initial term, which may be extended for an additional one-year period at the discretion of the Executive Director.
- (2) The loan funds shall be limited to repaying the existing acquisition financing from the Enterprise Community Loan Fund for 285 12<sup>th</sup> Street and paying for

other carrying costs of the land, including but not limited to property taxes and interest payments on the Acquisition Bridge Loan.

- (3) The principal amount of the loan shall not exceed \$7,265,880.
- (4) If the loan is extended beyond the initial term, at the discretion of the Executive Director, the loan documents may be amended to increase the principal amount of the loan by the land carrying costs expected to be incurred during the additional period.
- (5) The loan shall be secured by a Deed of Trust in favor of the Authority encumbering the Property.
- (6) EBALDC shall provide an unconditional repayment guaranty; and

THAT, Reso. No. 4881 remains in full force and effect except as modified by this resolution; and

THAT, the Executive Director is authorized to negotiate and execute the foregoing documents, with the advice of counsel, and to take all actions necessary and appropriate to implement the foregoing resolution.

*I certify that the foregoing resolution is a full, true and correct copy  
of a resolution passed by the Commissioners of the Housing Authority  
of the City of Oakland, California on August 23, 2021.*

  
\_\_\_\_\_  
Secretary / Executive Director

**ADOPTED: August 23, 2021**

**RESOLUTION NO. 4992**

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**RESOLUTION AUTHORIZING THE AWARD OF EIGHT (8) VASH PROJECT-BASED  
VOUCHERS TO 285 12<sup>TH</sup> STREET**

WHEREAS, 285 12<sup>th</sup> Street (the Project) is a planned 65-unit affordable housing development in the Chinatown neighborhood under development by the East Bay Asian Local Development Corporation (EBALDC); and

WHEREAS, on July 22, 2019, the Board of Commissioners adopted Resolution No. 4881, approving a conditional commitment of 25 Project-Based Vouchers (PBVs) and \$12,000,000 to the Project; and

WHEREAS, while Reso. 4881 approved 25 PBVs, there was a range of possible funding scenarios under consideration for the Project at the time, and the Authority has only committed 16 PBVs to the Project; and

WHEREAS, EBALDC has requested a commitment of eight VASH PBVs, in addition to the 16 non-VASH PBVs the Authority has already committed to the Project; and

WHEREAS, additional VASH vouchers would benefit the Project by making it more competitive for Multifamily Housing Program and Infill Infrastructure Grant funds from the State of California; and

WHEREAS, the operating subsidy from the additional VASH vouchers would increase the amount of debt the project can leverage and provide a stable source of revenue for operating the property over time; and

WHEREAS, clearance under the National Environmental Policy Act (NEPA) is required before project-based vouchers can be used by a project; and

WHEREAS, the Project completed the NEPA clearance process and received an Authority to Use Grant Funds certificate from HUD on May 27, 2021; and

WHEREAS, permanent supportive services will be provided for the VASH voucher-holders living at the Project.

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

THAT, the Board of Commissioners approves the conditional award of eight (8) Project Based VASH Vouchers to the Project; and

THAT, this conditional award of Project-Based VASH Vouchers is in addition to the award of non-VASH PBVs authorized by Reso. 4881; and

THAT, the Executive Director is authorized to execute a 20-year Project Based VASH Voucher Award, with the option to extend for an additional 20 years; and

THAT, the Executive Director is authorized to negotiate and execute any necessary documents, with the advice of counsel, and to take all actions necessary and appropriate 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 27, 2022.*

---

*Secretary / Executive Director*

**ADOPTED:**

**RESOLUTION NO.**

# **CONSENT AGENDA ITEMS**

**ITEM: VII.H.1.**

**Executive Office  
Oakland Housing Authority MEMORANDUM**

---

To: Board of Commissioners

From: Patricia Wells, Executive Director

<sup>DS</sup>  
PW

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

Date: June 27, 2022

---

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

Funding: No funding is required.

**Background:**

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

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

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

## Assembly Bill Number 361

### Page 2 of 3

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

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

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

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

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

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

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

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

The procedures currently set up for Board of Commissioners' meetings, which provide public attendance and comment through a call-in or internet-based service option, satisfy the requirements of AB 361. The Executive Director, or designee, will work with the Board to ensure that meeting procedures for all teleconferenced meetings comply with AB 361.



Assembly Bill Number 361

Page 3 of 3

Continued reliance will require the Board of Commissioners to adopt a new resolution making required findings every 30 days.

**Recommendation:**

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

Attachments:        Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

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

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

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

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

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of

disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

THAT, Section 5. Remote Teleconference Meetings. The Housing Authority's Executive Director, and designee, and the Board of Commissioners are hereby authorized and

directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continued teleconferencing and conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act; and

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

*I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority Of the City of Oakland, California on June 27, 2022.*

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*Secretary / Executive Director*

**ADOPTED:**

**RESOLUTION NO.**



**ITEM: VII.H.2.**
**Executive Office  
Oakland Housing Authority MEMORANDUM**


---

To: Board of Commissioners

From: Patricia Wells, Executive Director

OS  
PW

Subject: 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 2022-2023 in a total not to exceed amount of \$6,128,935

Date: June 27, 2022

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Purpose: 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 2022-2023

Funding: Authorizing a total not to exceed amount of \$6,128,935 utilizing various GL Codes which are included in the Fiscal Year (FY) 2023 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:

#### ***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 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 has confirmed

## Intergovernmental BPO

Page 2 of 2

that these procurements are 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 2022-2023 under ongoing contracts, intergovernmental agreements, and non-competitive procurements.

### **Recommendation**

Staff recommends that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to issue Blanket Purchase Orders to the listed vendors not to exceed the specified amounts for the term of July 1, 2022 through June 30, 2023.

Attachments:            Attachment A – FY23 BPO Summary  
Resolution



FY23 OHA BLANKET PURCHASE ORDERS SUMMARY	
	OHA BPO Request
<b>CONTRACTS AND COOPERATIVE PURCHASING</b>	
<b>FUEL</b>	
County of Alameda GSA	
<b>Total</b>	\$ 208,755
<b>MOBILE PHONE SERVICE &amp; VEHICLE GPS</b>	
Verizon Wireless	
<b>Total</b>	\$ 376,908
<b>OFFICE SUPPLIES</b>	
Office Depot	
Vince's Office Supply	
<b>Total</b>	\$ 392,272
<b>POSTAGE</b>	
US Postmaster	
<b>Total</b>	\$ 284,000
<b>SECURITY SYSTEM MONITORING, MAINTENANCE, EQUIPMENT PURCHASE &amp; LEASING</b>	
Sentry Alarm	
<b>Total</b>	\$ 200,000
<b>GARBAGE COLLECTION AND DISPOSAL</b>	
WM Administrative Offices	
WM Large Complexes (Public Housing)	
Berkeley Transfer Station	
WM Davis Street Transfer Station	
WM Roll-off Containers	
Civicorps Recycling	
<b>Total</b>	\$ 1,750,000
<b>EMPLOYMENT &amp; INCOME VERIFICATION</b>	
Talx Corporation (Equifax Workforce Solutions)	
<b>Total</b>	\$ 217,000
<b>EQUIPMENT RENTAL</b>	
Herc Rental	
<b>Total</b>	\$ 400,000
<b>GENERAL BUILDING MATERIALS AND HARDWARE</b>	
HD Supply	
Home Depot	
Markus Supply Ace Hardware	
<b>Total</b>	\$ 2,000,000
<b>IT EQUIPMENT, OFFICE SUPPLIES &amp; OTHER MATERIALS</b>	
Amazon Capital Services, Inc.	
<b>Total</b>	\$ 300,000
<b>TOTAL</b>	\$ 6,128,935

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

On Motion of Commissioner

Seconded by Commissioner

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO ISSUE BLANKET PURCHASE  
ORDERS TO VARIOUS VENDORS WITH INTERGOVERNMENTAL AGREEMENTS OR  
ROUTINE, RECURRING, LOW-DOLLAR AMOUNT PURCHASES FOR FISCAL YEAR  
2022-2023 IN A TOTAL NOT TO EXCEED AMOUNT OF \$6,128,935**

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 2022-2023 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 up to the amounts 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 27, 2022.*

---

*Secretary / Executive Director*

**ADOPTED:**

**RESOLUTION NO.**



**ITEM: VII.H.3.****Executive Office  
Oakland Housing Authority MEMORANDUM**

---

To: Board of Commissioners

From: Patricia Wells, Executive Director

<sup>DS</sup>  
PW

Subject: Authorizing the Executive Director to issue Blanket Purchase Orders to the listed vendors for routine, recurring, low-dollar amount materials and services for Fiscal Year 2022-2023

Date: June 27, 2022

---

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

Funding: Authorizing a total not to exceed amount of \$5,034,405 utilizing various GL Codes which are included in the Fiscal Year (FY) 2023 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, 2022 to June 30, 2023.

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

## Materials & Services Blanket Purchase Orders

Page 2 of 2

occupied units and properties. Small dollar purchases are under \$2,000 for any single item purchased.

The total amount requested is \$5,034,405 to be utilized on an as-needed basis for FY 2023. 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.

### **Recommendation**

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 2022-2023.

Attachments:            Attachment A - FY23 BPO Summary Cooperative Agreements  
Resolution

FY23 OHA BLANKET PURCHASE ORDERS SUMMARY	
	OHA BPO Request
<b>MATERIALS/MARKET TESTING</b>	<b>OHA BPO Request</b>
<b>LUMBER &amp; DOORS</b>	
Economy Lumber Company	
Golden State Lumber	
San Leandro Door	
<b>Total</b>	<b>\$ 1,199,155</b>
<b>WINDOWS SUPPLIES &amp; COVERINGS</b>	
Tri Star Window Coverings	
P&M Windows	
All Glass Global	
East Bay Glass	
<b>Total</b>	<b>\$ 350,000</b>
<b>CABINETS, COUNTERTOPS &amp; KITCHEN SUPPLIES</b>	
Zhou	
J.C.W. Cabinet Manufacturing	
A-Step Ahead Kitchen & Bath	
<b>Total</b>	<b>\$ 1,250,000</b>
<b>LOCKS</b>	
Consolidated Security Systems	
IDN-Inc./Wilco Inc	
Security Central Inc./Reed Brothers	
<b>Total</b>	<b>\$ 85,250</b>
<b>PLUMBING SUPPLIES</b>	
Rubenstein Supply	
Ferguson/Cal Steam	
Standard Plumbing Supply	
WHCI Plumbing Supply	
Golden State Lumber	
Meyer Plumbing Supply	
<b>Total</b>	<b>\$ 500,000</b>
<b>ELECTRICAL MATERIALS</b>	
Wille Electric/San Leandro Electric	
<b>Total</b>	<b>\$ 50,000</b>
<b>CONCRETE &amp; PUMPING</b>	
Right Away Redi-mix	
Central Concrete	
V Concrete Pumping/Tongvahn	
<b>Total</b>	<b>\$ 200,000</b>
<b>FLOORING MATERIALS</b>	
Sac ProFloors	
Royal Floors	
<b>Total</b>	<b>\$ 450,000</b>
<b>LANDSCAPING &amp; IRRIGATION</b>	
Ewing Irrigation Products	
Clark's Home & Garden	
<b>Total</b>	<b>\$ 150,000</b>
<b>GENERAL BUILDING MATERIALS AND HARDWARE</b>	
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	
<b>Total</b>	<b>\$ 800,000</b>
<b>TOTAL</b>	<b>\$ 5,034,405</b>

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO ISSUE BLANKET PURCHASE  
ORDERS TO VARIOUS VENDORS FOR ROUTINE, RECURRING, LOW-DOLLAR  
AMOUNT MATERIALS AND SERVICES FOR FISCAL YEAR 2022-2023**

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 material and services were included in the Fiscal Year 2022-2023 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 2022-2023; 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 for routine, recurring, low-dollar amount materials and services for Fiscal Year 2022-2023 up to the amounts 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 27, 2022.*

---

*Secretary / Executive Director*

**ADOPTED:**

**RESOLUTION NO.**

WRITTEN  
COMMUNICATIONS  
(MONTHLY REPORT)



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

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

**Section 3 Construction and Non-Construction**

Twenty-five (25) participants are enrolled in the Section 3 program; Seventeen(17) are currently working on construction projects and eight (8) are seeking employment.

**Section 3 List**

Number*	Trade	Level	Union Affiliation	Work Status
<b>Currently Working</b>				
1-7	Carpentry	Apprentice (1 <sup>st</sup> ) - Journeyman	Carpenters, Carpenters 713, Millwright	Fruitvale Transit Project, Green St. Station, W.A. Rose Construction, Oliver Company, BBI BGB, James E. Roberts Obayashi, Country Builders
8	Electrical	Apprentice	Electrical Union	Design Electric
9-12	Laborer	Apprentice (1 <sup>st</sup> ) – Journeyman	Laborers, Laborers Local 304	Brooklyn Basin, James E. Roberts Obayashi, Branagh Inc., Plant Construction, Baines Group, Chevron, BBI
13	Cement Mason	Apprentice (1 <sup>st</sup> )	Local 300	Luminart Concrete
14	Laborer	Journey level	Laborers	Ranger Pipelines
15	Cypress Mandela Graduate	Pre-Apprentice	N/A	Non Union – Cement
16	Welder	Journeyman	Boilermakers	Non-Union – Welding
17	Painter	Journey Level	Painters	Cal Trans
<b>Currently Seeking Employment</b>				
18	Crane Operators	Apprentice (1 <sup>st</sup> )	Laborer/Flagging	Not Working
19	Carpenters Union	Apprentice (Rising Sun Graduate)	Carpenters	Not working
20	Operating Engineers	Journey Level	Operating Engineers – Local 3	Not working
21	Laborers	Journey Level	Laborers	Not Working
22	Carpenters	Journey Level	Carpenters	Not working
23	Iron Workers	Apprentice (1 <sup>st</sup> )	Iron Worker –Local 378	Not Working
24	Laborers	Journey Level	Laborers	Not Working

25	Carpenters	Journey Level	Carpenters	Not working
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### Section 3 New Hires (Construction & Non-Construction)

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
Section 3	0	0	0	-----	-----
Total	0	0	0	YTD Total	1 (non construction)

#### Section 3 Compliance

FCP received zero (0) trade requests from contractors and issued zero (0) compliance reports for Section 3 employment opportunities this month.

### Section 3 Compliance

Employer(s)	Trade	Requests	OHA Referrals	OHA Hires	Compliance Reports Issued
Total	0	0	0	0	0

### Employment and Economic Development

FCP Program	Job Retention	Referrals	Job Readiness	Budget	Total
FSS	0	8	3	0	11
General Support	0	21	8	0	29
Section 3	0	0	0	0	0
ROSS	0	22	1	0	23
Homeownership	0	0	0	0	0
Total	0	51	12	0	63

### Winning Wednesday Hiring Events

OHA hosted four (4) on-site hiring/career events in partnership with Laney College & Alameda County Social Services on 5/4/2022, 5/11/2022, 5/18/2022, and 5/25/2022.

Company	OHA participants	Community Participants	Total
United States Postal Service	3	1	4
May Mini Job Fair	17	14	31
John Stewart Company	6	6	12

Allied Universal Security	20	4	24
<b>Total</b>	<b>46</b>	<b>25</b>	<b>71</b>



In addition to the Winning Wednesday's events, OHA Career Services participated in an outdoor job fair on 5/5/2022 at the Fruitvale Transit Village Plaza, organized by the Oakland Private Industry Council (OPIC). The event attracted over one hundred (200) job seekers.



### On-site Training Workshops

Training Recruitments	OHA Participants	Community Participants	Total
5/19/2022 Clean Slate	6	3	9
5/17/2022 Rising Sun Center for Opportunity	3	0	3
<b>Total</b>	<b>9</b>	<b>3</b>	<b>12</b>

### General Employment

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
FUP Youth	1	0	1	Zen	Clerk

<b>FUP Youth</b>	<b>1</b>	<b>0</b>	<b>1</b>	Ducks Nest LLC	Customer Service
<b>FUP Youth</b>	<b>1</b>	<b>0</b>	<b>1</b>	Silicon Valley Security	Security Guard
<b>Total</b>	<b>3</b>	<b>0</b>	<b>3</b>		

#### Youth Employment Development

166 youth have enrolled in the 2021 program year (contract term June 2021- May 2022); 137 have completed job readiness training and 102 youth have received job placements.

OHA/FCP is currently accepting applications for the 2022 – 2023 youth employment program.

#### **Youth Employment**

<b>Provider</b>	<b>Enrolled this month</b>	<b>Enrolled in this contract term</b>	<b>Enrolled in Training</b>	<b>Completed Training</b>	<b>Job Placements</b>
<b>LAO Family</b>	<b>0</b>	<b>148</b>	<b>138</b>	<b>125</b>	<b>92</b>
<b>YEP</b>	<b>1</b>	<b>18</b>	<b>2</b>	<b>12</b>	<b>10</b>

#### **Education**

<b>Schools</b>	<b>New Enrollment</b>	<b>Continued Enrollment</b>	<b>Graduates</b>
Adult Education (GED/ HS Diploma)	0	39	0
Community Colleges	0	55	0
California State Colleges (CSU)	0	23	0
University of California Colleges (UC)	0	10	0
Private Colleges	0	15	0
Vocational Training	0	15	0
Professional Development	0	0	0
Entrepreneurship Program	0	1	0
<b>Total</b>	<b>0</b>	<b>158</b>	<b>0</b>

#### **Resident Owned Businesses**

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

### Financial Literacy

Programs	New Enrollment	Cont. Enrollment	Completed
Financial Literacy Workshop	2	0	2
<b>Total</b>	<b>2</b>	<b>0</b>	<b>2</b>

- One (1) FSS participant completed a HUD approved home buyer workshop at Operation Hope.
- One (1) FSS participant completed five (5) FDIC Financial Literacy Workshop modules.

### Volunteer Income Tax Assistance (VITA)

FCP partnered with United Way's Earn It, Keep It, Save It campaign and the East Bay Asian Local Development Corporation (EBALDC) to offer OHA residents free tax services. Sixty (60) residents received help scheduling their tax appointment or preparing documents. Twenty-seven (27) residents completed their taxes at a VITA site and collectively received \$40,217 in tax refunds.

### Digital Literacy

Four (4) FSS participants received Digital Literacy assistance on how to navigate the internet. They learned how to access the FDIC Money Smart website.

### Family Self-Sufficiency Program (FSS)

- One (1) FSS participant graduated the program with \$49,999.88 in escrow. During her time in the FSS program, this single mom of three earned her Master's degree in Social Welfare, obtained full-time employment and opened a Roth IRA to begin saving for retirement. She now plans to work toward earning her doctorate degree. She plans to use her escrow funds toward tuition, emergency savings, and savings for a down payment on a home in the future.
- One FSS participant graduated from the FSS program and received an escrow check for \$30,411.26. This participant is employed full-time by Oakland Unified School District as a Special Education Teaching Assistant. She plans to use her escrow funds to become a first time homeowner.
- One (1) FSS participant graduated the FSS program with \$16,587.06 in escrow. This participant is employed full-time as a caretaker. During her time in the FSS program, she increased her computer literacy by participating in several digital literacy classes offered by FCP. She also increased her financial literacy by attending multiple credit and money management workshop. And, she was also an active participant in the Education Team's Promise Plus program,



where she supported her daughter with increasing her school attendance. Her daughter earned a “Perfect Attendance” certificate in February 2021 for having perfect attendance for the first seventy-two (72) days of school. She plans to use her escrow funds to purchase a car.

- One (1) FSS participant graduated the program with \$10,800.74 in escrow. This single mom of three has consistently maintained her employment as a pre-school teacher throughout her participation in the FSS program. She has also taken several workshops on credit and money management and has used that information to improve her own credit and money management. She plans to use her escrow earnings to pay down credit card debt and as emergency savings.
- One (1) FSS participant enrolled in the FSS program effective May 1<sup>st</sup>.
- Twelve (12) FSS participants are within six (6) months of graduation and have met with their Coordinator to prepare for their graduation. Five (5) FSS participants received a quarterly contact to review to update their Individual Training Service Plans (ITSP) for program graduation.

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

Program	Total	New Enrollees	Escrow Accounts	Graduates	Escrow Disbursed	Termination or Exits	Escrow Forfeited	Escrow Transferred (RHA)
Section 8	142	0	89	4	\$107,798.94	1	\$786.74	\$0
PH	13	0	4	0	\$0	0	\$0	\$0
FUP- Youth	12	1	5	0	\$0	0	\$0	\$0
<b>Total</b>	<b>167</b>	<b>1</b>	<b>98</b>	<b>4</b>	<b>\$107,798.94</b>	<b>1</b>	<b>\$786.84</b>	<b>\$0</b>

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

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

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

Applicants	Current Participants	New Enrollments (Current Month)	Transitioned to FSS	Program Exits To Date	Program Enrollments To Date
1	9	0	12	0	1

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

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



- FCP and the Green Team worked to resolve issues of missed Waste Management pick-ups for both the trash and recycle dumpsters.
- FCP attended the PACT program Mother's Day celebration to engage with residents.
- FCP attended the PACT compliance and operations meetings, and five (5) weekly meetings with the onsite Coordinator from Alameda County Sheriff's Office (ACSO).

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

<b>New Enrollments (Month)</b>	<b>Program Participants</b>	<b>Terminations</b>	<b>Pending Terminations</b>	<b>Enrollments (YTD)</b>	<b>Exits (YTD)</b>
1	7	3	2	2	4

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

<b>Program</b>	<b>ROSS Participants</b>	<b>New Enrollees (Month)</b>	<b>YTD (Exits)</b>
Public Housing	151	0	2

#### OHA Resident Advisory Board (RAB)

On May 11, 2022, the Resident Advisory Board held a virtual meeting with nine (9) RAB members in attendance. Three (3) RAB members also attended the RAB debrief and agenda planning committee meetings.

	<b>RAB committee meetings</b>	<b>RAB Meetings</b>	<b>Volunteers</b>	<b>Total</b>
OHA Residents	3	9	0	12
Non OHA Residents	0	0	0	0
<b>Total</b>	<b>3</b>	<b>9</b>	<b>0</b>	<b>12</b>

#### OHA Volunteer Program

Three (3) public housing residents volunteered 26 hours to support the Health & Wellness and Spectrum meal program.



#### **Youth and Education**

As the school year came to a close, the Education solidified the partnerships with 12 schools that will be supported by our Education team through the new "Feeder School" model. Indicated below are the full list of participating schools.

**High Schools**

McClymond's High School  
Oakland High School  
Fremont High School  
Castlemont High School

**Middle Schools**

West Oakland Middle School  
Elmhurst United Middle School  
Westlake Middle School  
Frick Academy Middle School

**Elementary Schools**

Prescott Elementary School  
Martin Luther King, Jr. Elementary School  
Lockwood Elementary School  
Markham Elementary School

Three (3) Resident Service Coordinators will provide coordinated services to 80 OHA students (20 students per school site) for a total of 240 OHA students being supported with a continuum of services K-12.

For the 2021-22 School year, we provided coordinated services to the following schools:

<b>School</b>	<b>Current Enrollment</b>	<b>Enrollment 2015 - Present</b>
Lockwood Steam Academy	17	80
Markham	3	21
MLK Jr.	11	54
Parker	0	35
Prescott	0	21
WOMS	14	30
Non-Partner School	51	107
<b>Total</b>	<b>96</b>	<b>348</b>

**Education Community Events****End of School Year Event**

In celebration of the 2021-22 school year, the Education Team held a community event at Lockwood Gardens and invited families to learn more about our Education Program and enroll their students into next school year's program. Also in attendance was OHAPD, City of Oakland Parks and Recreation Department, the City of Oakland Mobile Library

and Oakland Natives Give Back. Approximately 52 OHA family members attended the event and 12 new families enrolled in the Education Program for next school year.



### High School Graduations

The Education Team attended the graduation ceremonies of all OUSD High Schools that will be participating in our new “Feeder School” model and to celebrate OHA students graduating this school year.



### Camp Mendocino

Outreach and enrollment is complete for our upcoming July 10 - day Camp Mendocino camping trip; FCP achieved our registration goal of registering 40 OHA youth.

### **OUSD School Site Attendance Meetings and Tutoring Services**

The Education team completed the 2021-22 School Year by participating in the COST Team meetings at Lockwood STEAM Academy, Castlemont High School, Prescott and Parker Elementary schools. At the onset of the new school year, we will have a presence at all 12 “Feeder Schools” to attend the COST and Attendance Team meetings, which is a program component designed to build on the OUSD Community Schools model. During the COST meeting at each school, we will also highlight tutoring services available for OHA students.

### **Tutoring Referrals**

<b>Referrals</b>	<b>In-Progress</b>	<b>Assigned Tutor</b>	<b>Total Assigned Tutor (YTD)</b>
<b>3</b>	<b>6</b>	<b>30</b>	<b>30</b>

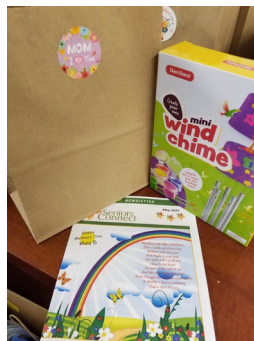
## Senior Services

During May, one hundred and one (101) senior residents from Peralta Village, Lockwood Gardens, Palo Vista Gardens, and Campbell Village received a Seniors Connect newsletter and one 'Create and Paint' windchime kit. Forty-six (46) seniors at Peralta Village also received a tomato plant, donated by CalFresh.

The May Seniors Connect Newsletter, "Mother's Day & Mental Health" edition included information for Mental Health Awareness month along with mental health resources and the monthly Zoom on the Move schedule. The newsletter also showcased seniors who completed their art kits in April.

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

- "I loved the tomato plant, thank you Max from CalFresh!"
- "I enjoyed working on my wind chime activity, I appreciate the monthly art kits"



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

For the month of May, 28 Peralta Village senior residents participated in the Spectrum meal program. The total number of hot meals provided to seniors this month was 364.

#### Senior Lunch Delivery Program

	Monthly Total	YTD
Meals "Grab &Go"	364	1,557



### Food Programs - Peralta Village & Lockwood Gardens

FCP collaborated with the Alameda County Community Food Bank to conduct four (4) food pantry events, two (2) at Peralta Village, and two (2) at Lockwood Gardens. FCP resources were provided in each bag, including the calendar for "Zoom on the Move", job fair notices, COVID-19 vaccination updates, and resources for healthcare, free legal services, and financial education services.

### **Food Pantry Assistance**

<b>Support Items</b>	<b>Lockwood Garden</b>	<b>Peralta Village</b>
Food Bank (Food bags)	96	123
Semi Freddi's bread donation	75	75

### **Food Assistance**

	<b>Senior Lunch Food Delivery</b>	<b>Peralta Village</b>	<b>Lockwood Gardens</b>	<b>Total</b>
Food bags provided	364	123	96	<b>583</b>
Total people served	28	258	191	<b>477</b>

### **Health and Wellness**

#### Zoom on the Move Virtual Workshops

This month, FCP's "Zoom on the Move" virtual workshop series included sessions on the FCP Homeownership program, FSS Orientation and the St. Mary's Senior Exercise class.

### Zoom on the Move Attendance Table

Organizations	Number of Sessions (Month)	Number of Participants (Month)
FCP Homeownership	1	12
FSS Orientation	2	9
<b>Total</b>	<b>3</b>	<b>21</b>

### Wellness Checks

FCP continues to conduct wellness calls to ensure residents are okay throughout this pandemic and outreach FCP services and resources. FCP contacted two-hundred and sixty-seven (267) residents this month.

FCP Program	Monthly Total	YTD
FSS	48	165
General Support	51	168
OHA Seniors	101	598
ROSS	88	342
Section 3	3	14
PACT	3	6
FUP	14	31
<b>Total</b>	<b>308</b>	<b>1324</b>

### COVID-19 Relief Closet

	Individual Resident Orders	Bulk Orders	Total
Residents served	48	0	<b>48</b>

- The COVID-19 Relief closet filled 48 orders for residents in need.

### Homeownership



- One (1) participant who was recently selected from the AC Boost waiting list to receive down payment assistance is now in contract to purchase a home. She is currently in the inspection phase of the purchase.
- Two (2) homeownership program participants are currently searching for a home. Both have been searching for some time and have reported that the process is moving slowly due to the costs of homes in Oakland. However, one of these participants recently got a promotion and has updated her lender to see if this will increase her buying power.
- Twelve (12) OHA residents participated in the “Zoom on the Move” Homeownership Q&A session facilitated by the homeownership team on May 17<sup>th</sup>.
- Currently, nineteen (19) residents have met the homeownership program's minimum income, savings and credit requirements and seventeen (17) are going through the Section 8 Eligibility process; one (1) is working on obtaining a loan approval, and one (1) is waiting for additional down payment assistance funding from AC Boost.
- The Homeownership Coordinator responded to twenty-eight (28) program inquiries by phone or email.
- One (1) homeowner who was in the process of refinancing, has decided not to refinance at this time due to rising interest rates and a change in their household income.

#### Residents Pre-qualified for Homeownership

Voucher Size	# Families Searching	Average Household Income	Average Loan Amount
1 Bedroom	0	N/A	N/A
2 Bedrooms	3	\$34,473	\$450,000
3 Bedrooms	0	N/A	N/A
4 Bedrooms	0	N/A	N/A

\*Table updated 5/2/22 to reflect the 3 families searching. (1 of the 3 is now in contract.)

#### Homeownership Applicants

Homeownership Requirements Met	Approved for Mortgage	Executed Purchase Contract/In Escrow	Closings	Homes Purchased (YTD)	Homes Purchased Outside of Oakland (YTD)
19	2	1	0	0	0

#### Homeownership Program

Current Homeowners	Total Homes Purchased (Since 2004)	Program Terminations (YTD)	Program Graduates (YTD)	Pending Refinance	Total Homes Refinanced (YTD)
79	120	0	1	0	1

#### Site Services

### Site Intervention and Service Referrals

FCP staff closed twenty (20) resident referrals and provided counseling, supportive services or resources.

Development	Rent	HQS	Lease Comp.	DV	Supportive Services	Housing Search	Continued	Completed	Completed YTD
Lockwood	2	0	0	0	0	0	0	2	22
Peralta	2	2	2	0	2	1	0	9	31
Deep East (9)	0	0	0	0	0	0	0	0	2
East (10)	0	1	0	0	0	0	0	1	5
Fruitvale (11)	1	0	0	0	1	0	0	2	7
San Antonio (12)	0	0	0	0	0	0	0	0	2
West (13)	1	0	0	0	1	0	0	2	8
North (14)	1	0	0	0	0	0	0	1	11
Asset Management	0	0	0	0	0	0	0	0	0
Leased Housing	1	0	0	0	1	1	0	3	19
OHAPD	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>8</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>20</b>	<b>107</b>



## **Leased Housing Department- May 2022 Report**

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

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

### **Virtual briefings FY22**

IE Virtual Briefing Dates	# of families invited	# of families attended
July 2021	120	106
August 2021	86	81
September 2021	58	53
October 2021	61	49
November 2021	37	34
December 2021	64	62
January 2022	44	39
February 2022	46	43
March 2022	64	62
April 2022	94	79
May 2022	130	121

### **Mainstream Section 8**

Intake Date	# of Families invited	# of Families attended
September 21, 2021	87	30
January 13, 2022	111	35
March 10, 2022	61	16

### **OAHPI Intake**

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

November 18, 2021	30	10	1	7
December 16, 2021	138	77	2	11
January 27, 2022	164	82	39	29
April 2022	N/A	0	0	22
May 2022	N/A	0	0	5

### **PBV to HCV Activity**

- Thirty-Five families remain on the Request List.

### **2014 Public Housing Wait List**

Intake date	# of families invited	# of families attended	# of families removed from waitlist	# Referred pending
July 2021	0	0	0	2
August 2021	0	0	0	1
October 2021	151	38	25	0
Dec 2, 2021	89	7	82*	13
February 10, 2022	100	19	0	0
March 24, 2022	100	29	0	7
April 28, 2022	0	0	0	6
May 2022	154	15	139	8

\*no show 2<sup>nd</sup> intake appointment

### **Waitlist Openings:**

Leased Housing opened the OAHPI PBV waitlist for 2bdrm and 3bdrm units during the period February 1-18, 2022. A total of 5,733 pre-applications were received. OHA will conduct a lottery to place 600 applicants for OAHPI 3 bedrooms and 200 applicants for 2 bedroom units. Additionally, we expect to open the Public Housing waitlists for Lockwood and Peralta in May 2022.

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## **Summary Report**

**April 2022**

**May 2022**

### **Eligibility**

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

• Intake appointments scheduled 2011 waitlist	0	0
• Intake appointments attended 2011 waitlist	0	0
• Briefing and voucher issued for applicants from 2011 wait list and Mainstream	0	0

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## **Summary Report**

### **April 2022**

### **May 2022**

- Intake, Briefing and voucher issued for Port-In and Survivor vouchers/FUP

1

0

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

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

73

30

0

0

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

Intake, briefing and voucher issued:

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

2

1

8

3

2

0

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

- Intake 0
- Processing for Eligibility 30
- Referred Households 13

**Total new vouchers issued (tenant & unit based)**

88

34

**Denial of Admission/Withdrawals**

0

139

## **Owner Services**

#### **Initial Inspections**

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

218

235

121

141

126

141

#### **Rent Increases**

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

417

357

387

272

29

50

1

35

#### **Annual Inspections**

- Total number of Annual Inspections performed
- Number of annual inspections passed
- Failed with owner and tenant items

591

655

175

178

276

289

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## **Summary Report**

	<b>April 2022</b>	<b>May 2022</b>
• Inspections rescheduled, vacant, or cancelled	83	122
• No Shows	57	66

## **Reasonable Accommodations**

• Total number of requests received	52	60
• Total number approved	29	37
• Total number pending	17	10
• Total number denied	6	12

## **Occupancy**

• Total annual recertification scheduled	242	277
• Total annual recertifications completed	250	210
• Total interim recertifications completed	164	201
• Transfer voucher within Oakland	53	39
• Portability vouchers issued	34	24
• Total no. of transfer vouchers issued	87	63
• Total no. of Decisions to Terminate Assistance	18	23
• Total Meet & Discuss appointments	0	0
• Resolution cases	103	147

## **Special Programs**

• Interims completed	99	110
• Recertifications completed	159	109
• Field recertifications	0	0
• Transfer port vouchers issued	26	10
• Resolution cases	34	61

## **Program Terminations**

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

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## **Summary Report**

### **Customer Service**

	<b>April 2022</b>	<b>May 2022</b>
• Walk in visitors	0	0
• 1540 Leased Housing main phone line	3,195	3,345
• Avg. calls/day to Customer Service	168	167

### **LEP Calls**

• Cantonese/Mandarin	57	38
• Spanish	38	23
• Vietnamese	28	9

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

### **VASH**

OHA has a total allocation of 526 VASH vouchers and 310 leased. OHA received a new allocation of 130 new vouchers effective January 1, 2021. OHA received 2 new referrals. OHA approved a conditional award of 14 vouchers to the Lake Park affordable housing project. OHA is working with Operation Dignity, a non-profit, and the Veterans Administration to lease 22 SRO units at the Temescal Inn to VASH eligible veterans. All units passed HQS. The Temescal Inn, a former motel, was purchased by the City of Oakland as part of the Home Key program administered by the State. The property is located at 3720 Telegraph Avenue. Currently 12 units are leased to VASH voucher holders.

### **Mainstream**

OHA has a total allocation of 212 Mainstream vouchers (MS5/MS28), 188 utilized and 10 searchers.

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

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

The Leased Housing Department received 15 CCR's for review and processing.

## **Portability**

A total of 19 participant households ported in from other PHA's. OHA is absorbing all port in households except VASH and EHV.

There are 58 unabsorbed OHA participant families living in the jurisdiction of another housing authority. The majority are living in the following jurisdictions: Contra Costa County, Alameda County, City of Alameda, Berkeley, and Richmond.

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

## **Emergency Housing Vouchers**

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

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

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

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

The EHV program is a direct referral program. Alameda County Coordinated Entry will send direct applicant referrals for Emergency Housing Vouchers to OHA. OHA will conduct eligibility screening and inspect all units. OHA also received Administrative fees for activities related to assisting EHV applicants with leasing units. OHA is working

closely with Alameda County PHAs and the Continuum of Care to finalize a joint Memorandum of Understanding. OHA has convened an EHV work team who are collaborating with other local PHAs, County staff and a community partner to prepare a standardized application, workflow and SOP's. HUD has also provided administrative fee funding for a number of activities to assist with leasing such as landlord incentives, security deposits, "speed" leasing bonus and care packages for new residents. The program launched late July 2021. The EHV dashboard is available on the website [www.oakha.org](http://www.oakha.org).

### **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 \$40,774 in vacancy loss to 10 owners. Units had an average vacancy period of 99 days.

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

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

Signing Bonus - For new landlords who sign a contract with OHA allowing a Section 8 family to move into one of their available units; OHA will pay the owner a \$1,000 signing bonus. This is for all owners who sign a contract with OHA.

OHA paid 46 new owners a \$1,000 bonus/\$46,000.

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.

### **New Contracts Entered for Owner Payment May 2022**

PBV	41
Section 8	90
HUD VASH	5
TRA/Shelter Plus	5
Mod Rehab	0
Other	0
Contracts Entered for Payment	141

### **Project Based Vouchers**

#### **Projects in the pipeline/leasing**

	Project	Awarded PBVs	Families submitted	Families in Process	Eligible Families	Denied/Declined
1	Coliseum Place	37	42	5	32	4
2	Fook Lok West	65	66	34	54	7

### **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 21 client interactive/warning meetings, processed 17 owner notification letters, resolved 17 late rent notices, resolved 62 resolution cases and processed 10 proposed termination notices. Additionally, the team assigned 0 police reports and calculated no subsidy overpayments. The team is developing an owner notice explaining the federal eviction moratorium end and in place City of Oakland moratorium and State resources for non-payment of rent to limit potential evictions.

### **Rent Increases**

Leased Housing received 357 rent increase requests. There were 273 Housing Choice Vouchers completed. A total of 84 were Project Based Vouchers and Mod Rehab. The average rate of increase was 6% and average amount approved was \$109.



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

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

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

### **Projects in process :**

	Project	Awarded PBVs	Families submitted	Families in Process	Eligible Families	Denied/Declined
1	Kenneth Henry Court	15	13	1	8	4
2	Acorn	21	14	7	7	0

### **Special Needs Housing**

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

### **Local Programs**

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

On June 22, 2020, the Board of Commissioners passed resolution 4915 approving funding in the amount of \$3,081,093 for FY21 to serve an additional 40 homeless families with children. The BOC further approved expansion for an additional 40 Community Cabin exits in FY23. The total FY 23 budget is \$4,209,693.

The program can serve up to 140 households in FY22.

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

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## **Building Bridges**

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

## **CalWORKs**

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

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

Available	Referrals received	Households admitted	Households in eligibility process/inspection
50	38	27	3

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

FPFY Building Bridges program is a short-term five-year program for up to 50 participants. The short-term assistance payment will phase down funding in year four and year five. Roommate living arrangements are allowed. The service provider will be responsible for ensuring that participants and units meet program eligibility requirements and submitting required reports and periodic invoices. OHA Board of Commissioners on April 9, 2018 approved funding for the project up to \$5,000,000 over a five year term. Reasons for denial: no HQS passed inspection and incomplete or missing documentation

Available	Referrals received	Households Admitted	Households in eligibility process and inspection
50	57	17	21

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

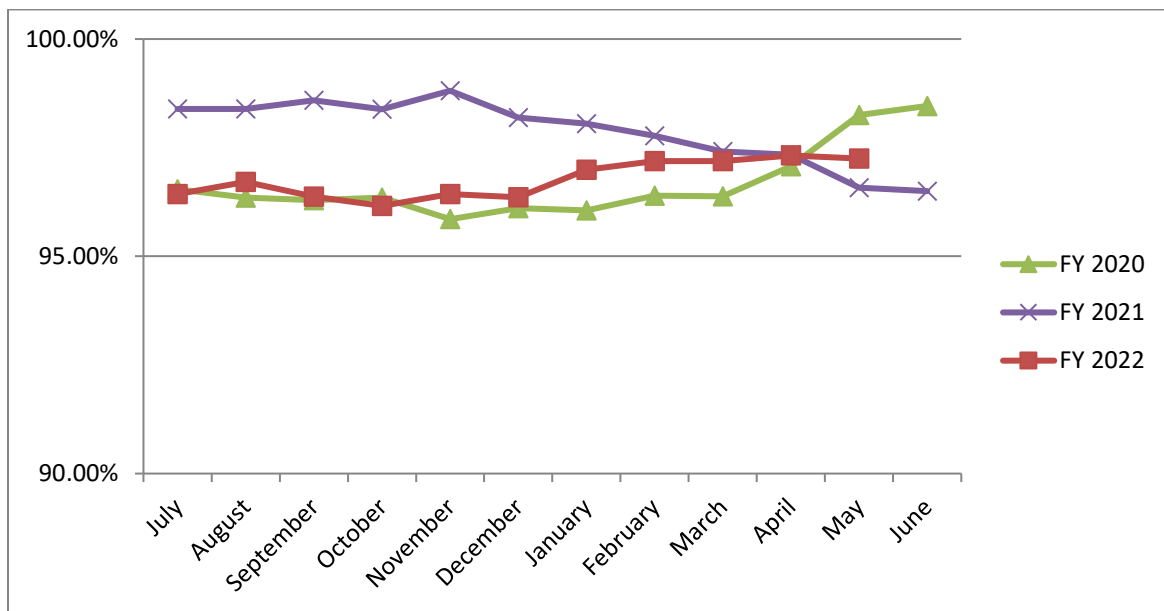
<b>As of December 2021 TOTALS</b>	<b>Total Units</b>	<b>Vacant or Non- Eligible Units</b>	<b>Eligible Units</b>	<b>Subsidy Per Unit</b>
	<b>311</b>	<b>128</b>	<b>183</b>	<b>\$897</b>

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

## Property Operations Department

### Occupancy Report

#### Public Housing Occupancy Rates - TOTAL PORTFOLIO 97.25%



#### All Authority Public Housing Units

Month	Occupancy Rate
June 2021	96.50%
July 2021	96.43%
August 2021	96.71%
September 2021	96.37%
October 2021	96.16%
November 2021	96.43%
December 2021	96.36%
January 2022	96.99%
February 2022	97.19%
March 2022	97.19%
April 2022	97.32%
May 2022	97.25%

### Authority Managed Public Housing Units

Development	Total Units	Non-dwelling Units/Exempt	Available Units	Occupied Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Lockwood Gardens	372	2	370	360	9	1	0	97.57%	97.30%
Peralta Villa	390	2	388	380	2	4	2	97.42%	97.94%
<b>Total</b>	<b>762</b>	<b>4</b>	<b>758</b>	<b>740</b>	<b>11</b>	<b>5</b>	<b>2</b>	<b>97.49%</b>	<b>97.63%</b>

### OAHPI Project Based Section 8 Units

Portfolio	Total Units	Excluded Units (HCEB)	Available Units	Occupied Units	Down Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Deep East	278	10	268	222	24	3	6	13	83.21%	82.84%
East	258	0	258	221	29	2	5	1	86.43%	85.66%
Fruitvale	270	3	267	252	9	1	1	4	94.76%	94.38%
San Antonio	244	4	240	228	8	0	2	2	94.58%	95.00%
West	231	0	231	219	9	3	0	0	95.24%	94.81%
North	239	0	239	226	8	1	2	2	94.56%	94.56%
<b>Total</b>	<b>1,520</b>	<b>17</b>	<b>1,503</b>	<b>1,368</b>	<b>87</b>	<b>10</b>	<b>16</b>	<b>22</b>	<b>91.28%</b>	<b>91.02%</b>

### OAHPI – PACT Program

Portfolio	Total Units	Office Units for Admin Purposes	Program Units	Program Occupied Units	Employee Occupied Units	Down Units/CID	Units in Turnover	Application in process from ACSO	Reserved/Preleased Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
East	20	1	19	14	1	1	0	0	0	4	78.9%	78.9%

### Recertification Report

### Authority Managed Public Housing Units

Development	Completed Annual Recertifications	Recertifications/Outstanding	Recertifications/Legal	Current Month Backlog
Lockwood Gardens	140	57	4	53
Peralta Villa	8	17	4	13
<b>Total</b>	<b>148</b>	<b>74</b>	<b>8</b>	<b>66</b>

## Tenant Rent Collections

### Authority Managed Public Housing Units

Development	Charged	Collected	Percent Collected
Lockwood Gardens	\$133,016	\$131,977	99.22%
Peralta Village	\$128,404	\$192,576	100.90%

### OAHPI Project Based Section 8 Units (Includes HAP)

Portfolio	Charged	Collected	Percent Collected
Deep East	\$519,268	\$426,809	82.19%
East	\$553,213	\$477,189	86.26%
Fruitvale	\$640,540	\$611,870	95.52%
San Antonio	\$550,130	\$495,342	90.04%
West	\$506,062	\$449,371	88.80%
North	\$563,358	\$517,330	91.83%

## Tenant Accounts Receivable

### Authority Managed Public Housing Units

Development	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Lockwood Gardens	\$91,911	\$67,842	\$10	\$674,745	(\$53,363)	\$781,145
Peralta Villa	\$60,785	\$37,038	\$0	\$389,833	(\$55,113)	\$432,543

### 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	\$96,988	\$79,046	(\$8,096)	\$1,884,391	(\$57,375)	\$1,994,954
East	\$115,459	\$97,623	\$2,940	\$1,800,984	(\$71,183)	\$1,945,823
Fruitvale	98,362	\$83,497	\$86	\$1,075,389	(\$83,984)	\$1,173,350
San Antonio	\$71,127	\$54,779	(\$2,362)	\$748,661	(\$105,667)	\$766,538
West	\$83,561	\$57,187	\$176	\$744,252	(\$121,172)	\$764,004
North	\$84,274	\$68,932	(\$6,342)	\$989,697	(\$158,434)	\$978,127

## 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	288	160	163	285
Peralta Villa	390	38	183	161	59
<b>Total</b>	<b>762</b>	<b>325</b>	<b>343</b>	<b>324</b>	<b>344</b>

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

Portfolio	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Deep East	278	566	154	101	619
East	278	772	154	157	769
Fruitvale	270	59	215	186	88
San Antonio	244	53	111	102	62
West	231	333	108	186	255
North	239	390	186	254	322
<b>Total</b>	<b>1,540</b>	<b>2,173</b>	<b>928</b>	<b>986</b>	<b>2,115</b>

## Legal Report

### Legal Report – Authority Managed Public Housing Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Jun-21	0	0	0	\$ -
Jul-21	0	0	0	\$ -
Aug-21	0	0	0	\$ -
Sep-21	0	0	0	\$ -
Oct-20	0	1	1	\$ 600.00
Nov-21	0	0	0	\$ -
Dec-21	0	0	0	\$ -
Jan-22	0	0	0	\$ -
Feb-22	0	0	0	\$ -
Mar-22	0	0	0	\$ -
Apr-22	0	0	0	\$ -
May-22	0	0	0	\$ -



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

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Jun-21	0	0	0	\$ -
Jul-21	4	0	4	\$ 64,805.41
Aug-21	2	0	2	\$ 251.00
Sep-21	0	0	0	\$ -
Oct-21	0	0	0	\$ -
Nov-21	0	0	0	\$ -
Dec-21	0	0	0	\$ -
Jan-22	0	0	0	\$ -
Feb-22	0	0	0	\$ -
Mar-22	1	0	0	\$ 4,024.00
Apr-22	0	0	0	\$ -
May-22	1	0	1	\$ 51,975.52

### Resource Conservation Community Engagement and Outreach

#### Authority Managed Public Housing Units

Development	Site Assessments	Resident Contact	Flyer Outreach	In-Person Site Meetings
Lockwood Gardens	3	0	360	0
Peralta Villa	3	0	380	0
<b>Total</b>	<b>6</b>	<b>0</b>	<b>740</b>	<b>0</b>

#### OAHPI Project Based Section 8 Units

Portfolio	# of Sites Visited	Site Assessments (includes multiple visits)	Resident In-Person Contact	Resident Phone Outreach	Flyer Outreach	In-Person Site Meetings
Deep East	20	20	2	0	222	0
East	19	32	0	0	235	0
Fruitvale	8	8	0	0	252	0
San Antonio	30	46	0	0	228	0
West	34	54	0	0	219	0
North	31	54	0	0	226	0
<b>Total</b>	<b>142</b>	<b>214</b>	<b>2</b>	<b>0</b>	<b>1,382</b>	<b>0</b>

## **Emergency Rental Assistance Program**

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

### **Emergency Rental Assistance - OAHPI Project Based Section 8 Units**

<b>Portfolio</b>	<b># Residents Processed</b>	<b>Assistance Processing</b>	<b># of Residents Paid</b>	<b>Assistance Received</b>	<b>Total Dollars</b>
Deep East	37	\$6,325	16	\$175,988	\$182,313
East	13	\$0	10	\$67,426	\$67,426
Fruitvale	12	\$0	8	\$46,078	\$46,078
San Antonio	34	\$23,230	20	\$130,470	\$153,700
West	23	\$0	13	\$122,656	\$122,656
North	28	\$4,099	17	\$114,392	\$118,491

### **Emergency Rental Assistance – Authority Managed Public Housing Units**

<b>Portfolio</b>	<b># Residents Processed</b>	<b>Assistance Processing</b>	<b># of Residents Paid</b>	<b>Assistance Received</b>	<b>Total Dollars</b>
Lockwood Gardens	77	\$25,515	15	\$59,233	\$84,748
Peralta Village	54	\$0	36	\$119,305	\$119,305

### **Additional Rental Assistance Resources - OAHPI Project Based Section 8 Units**

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

### **Additional Rental Assistance Resources –Authority Managed Public Housing Units**

<b>Portfolio</b>	<b>Alameda County</b>	<b>BACS</b>	<b>City of Oakland</b>	<b>EDC</b>	<b>Assistance Received</b>
Lockwood Gardens	\$0	\$0	\$9,937	\$0	\$9,937
Peralta Village	\$0	\$562	\$7,238	\$0	\$7,800

# Capital Improvement Department

## Rehabilitation Team:

### Unit Renovations

	OHA	OAHP
Units Completed and Returned to OPO in May	1	9
Units Received From OPO in May	1	2
Units Completed in Fiscal Year 2021-22 To Date	23	96

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 May:

- Palo Vista deck edge repairs and concrete walk replacements
- 7209 Holly St. #4
- 6650 Laird, unit C
- 6511 Eastlawn
- 648 57<sup>th</sup> St. #2
- 582 48<sup>th</sup> St. #1
- 5651 Martin Luther King
- 2933 Martin Luther King #5
- 361 49<sup>th</sup> St. #7
- 2353 E. 24<sup>th</sup> St. #1
- 9500 Sunnyside #1
- 924 Mandela Pkwy, sewer lateral replacement
- 3217 West Street storm line and dry well replacement
- 2353 E. 24<sup>th</sup> St. clean out install
- 182 Poplar St. clean out install
- 1120 Bella Vista sewer lateral replacement

### In the Preconstruction/Construction Process:

- 541 29th Street soft story seismic retrofit
- 1248 34th Avenue soft story seismic retrofit
- 676 Fairmount Avenue soft story seismic retrofit

- 368 62nd Street soft story seismic retrofit
- 3217 West St. deck and repairs
- Campbell Village Gable Dry Rot

**Administrative Buildings**

- Service Center Driveway asphalt R&R, reseal, and stripe
- Additional card reader locations

## Oak Groves Rehab - OHA/RAMP Development



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

### Project Description:

<b>Project Address:</b>	620 17 <sup>th</sup> St. & 570 16 <sup>th</sup> St.	<b>Affordability Targeting:</b>	30-60% of AMI
<b>Project Type:</b>	Acquisition/Rehabilitation	<b>Architect:</b>	Okamoto-Saijo Arch.
<b>Number of Units:</b>	151	<b>General Contractor:</b>	BBI Construction Inc.
<b>PBVs:</b>	149	<b>Property Management:</b>	John Stewart Co.
<b>Target Population:</b>	Low-Income Seniors	<b>Total Development Cost:</b>	\$86.4MM

### Permanent Funding Sources:

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

### OHA Board Authorizing Resolutions:

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

**Affiliate Board Authorizing Resolutions:**

- No. 19-001, 07/09/19: Secure Financing
- No. 19-002, 07/09/19: Secure Financing, Implement Rehabilitation, and Act as Guarantor-Developer
- No. 19-003, 10/22/19: Amendment to Resolution No. 19-001 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson, and to Confirm the Unit Count
- No. 19-004, 10/22/19: Amendment to Resolution No. 19-002 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson
- No. 19-005, 10/22/19: Enter into Assignment & Assumption Agreement with OHA for Relocation Contract and Amend Contract to Add Moving Services
- No. 19-006, 10/09/19: Partnership Co-lender Bifurcation
- No. 19-007, 10/09/19: Add California Bank & Trust as Co-Lender and Bifurcate Construction/Permanent Loan Using Two Promissory Notes - one Recourse to RAMP and the Partnership and one Non-recourse
- No. 19-008, 12/09/19: Amend No. 19-005: Amend Relocation Contract, Secure Temporary Housing with Extended Stay America, and Contract with Chipman Movers
- No. 19-009, 12/19/19: Amend No. 19-006: Re-approve US Bank as Sole Lender and Remove California Bank & Trust as Co-lender
- No. 19-010, 12/19/19: Amend No. 19-007: Re-approve US Bank as Sole Lender and Remove California Bank & Trust as Co-lender

**Approved OHA/Affiliate Funding:**

RAMP: \$100 GP Equity

**Disbursements to Date:**

\$100 GP Equity

**Current Project Status:** Work is completed on Oak Grove North and almost complete at Oak Grove South.**Construction Progress:**

% Complete on 2/28/22: 99.99%

% Complete last Month: 99.99%

Scheduled Completion Date: 6/2022

**New Hires:**

Number of New Hires: 161

Number of Section 3 Hires: 47

% Section 3: 29.19%

**Construction Contract Status:**

Original Contract Amount	\$44,117,725.00	Pending Change Orders (PCOs)	\$0.00
Approved Change Orders	\$ 5,099,609.85	Potential Future Changes	\$0.00
	<b>\$49,217,334.85</b>		<b>\$49,217,334.85</b>

**Current Contract Amount****Potential Contract Amount**

Milestones Completed Past Month:

**Oak Grove North**

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

**Oak Grove South**

- All temporarily relocated residents have been moved back
- Ground floor residents will move in upon approval of ACDEH
- The courtyard and east side yard are complete with some minor painting of planters remaining
- The landscaping is complete
- Sidewalk and street trees have been installed

## Harrison Tower – OHA/RAMP Development



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

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

### Project Description:

**Project Address:** 1621 Harrison Street  
**Project Type:** Rehabilitation  
**Number of Units:** 101  
**PBVs:** 100  
**Target Population:** Seniors

**Affordability Targeting:** 50% AMI or less  
**Other Uses:** OHA Headquarters  
**Architect:** Saida + Sullivan Architects  
**General Contractor:** To be determined  
**Property Management:** To be determined  
**Total Development Cost:** \$86.4M (includes \$30.1M Seller Carryback Loan)

### Targeted Permanent Funding Sources:

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

### OHA Board Authorizing Resolutions – None to date

### Affiliate Board Authorizing Resolutions:

- OAHPI No. 19-006, 5/31/19: Arch. and Engineering Contract with Saida + Sullivan Design Partners
- OAHPI No. 20-001, 5/5/20; Construction Manager contract with Buis Construction Services, Inc.
- OAHPI No. 20-009, 10/19/20; First Amendment to Saida + Sullivan Design Partners Contract
- OAHPI No. 21-002, 2/9/21; Relocation Consultant Contract with Overland Pacific & Cutler

### Approved OHA/Affiliate Funding:

\$4,840,000 for Predev. in FY21 OAHPI Budget

### Disbursements to Date:

\$795,400

### Current Project Status:

Predevelopment: Four residents have transferred from Harrison Tower to Oak Grove South in January. Five (5) additional residents are prepared to move once the Oak Grove South units are available. Staff continue to work through rehab phasing and related financing options in response to significant program changes to the CA tax-exempt bond program.

### Milestones Completed Past Month:

Predevelopment activities are ongoing.



## Partnerships with Nonprofit Developers

### Brooklyn Basin Master Plan

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

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

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

The City of Oakland acquired Parcels A and F from ZOHP for the purpose of developing the 465 affordable units of affordable housing. The Authority acquired a 50% share of Parcels A and F on October 19, 2017 for \$10 million. Four distinct projects are planned for these properties. Projects 1, 2 and 3 are described in detail below. Project 4 is expected to break ground in the second quarter of 2022.



BROOKLYN BASIN ILLUSTRATIVE PLAN



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



*Brooklyn Basin Projects 1 (Paseo Estero) and 2 (Vista Estero) include a total of 211 units on Parcel F. Both projects were completed in January 2021.*

*Paseo Estero includes 101 units for very low-income families and Vista Estero includes 110 units for very low-income seniors.*

*Photo: Front view of Vista Estero.*

*Photo credit: David Wakely*

### Project Description:

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

### Permanent Funding Sources:

• OHA Acquisition Funds (included in City Loan)	• City of Oakland	\$12,670,000
• Federal Home Loan Bank AHP	• Tax Credits – Wells Fargo	\$70,076,353
• Deferred Dev. Fee	• General Partner Equity	\$580,507
• Parcel T Reimb.	• Permanent Mortgage – Wells Fargo/Freddie Mac	\$37,111,000

### OHA Board Authorizing Resolutions:

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

### Affiliate Board Authorizing Resolutions – Not applicable

### Approved OHA/Affiliate Funding:

MTW: \$10,000,000 Land Acquisition

### Disbursements to Date:

\$10,000,000

### Current Project Status:

Construction is 100% complete and achieved 100% occupied in July 2021. All construction period financing was converted to permanent financing on January 14, 2022.

### Construction Progress:

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

### New Hires:

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

### Milestones Completed Past Month:

Project is a finalist for a Pacific Coast Builders Gold Nugget Award for “Best Affordable Housing Community – 60 Units / Acre or More”.

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



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

*Photo: Foon Lok West and remainder of Parcel A to the right where Foon Lok East (Project 4) will be built (June 1, 2022).*

### Project Description:

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

### Permanent Funding Sources:

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

### OHA Board Authorizing Resolutions:

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

### Affiliate Board Authorizing Resolutions – Not applicable

### Approved OHA/Affiliate Funding:

MTW: \$10,000,000 Land Acquisition

### Disbursements to Date:

\$10,000,000

### Current Project Status:

Construction is 100 complete. The Temporary Certificate of Occupancy was issued on 5/9/22. The 65 PBV units are 80% leased; overall project is approximately 50% leased.

### Construction Progress:

% Complete:	100.00%
% Complete last Month:	100.00%
Scheduled Completion Date	May 2022

### 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.**

## Brooklyn Basin, Project 4 Partnership with MidPen Housing Corp.



VIEW ALONG NINTH AVENUE AND CLINTON LANE

RENDERINGS

RENDERINGS

BROOKLYN BASIN, PARCEL A  
MidPen Housing, A.S.

*Project 4 (named **Foon Lok East**) on Parcel A will include 124 units for very low-income families and formerly homeless individuals and couples.*

### Project Description:

<b>Project Address:</b>	389 9 <sup>th</sup> Avenue	<b>Affordability Targeting:</b>	20-60%
<b>Project Type:</b>	New Construction	<b>Other Uses:</b>	None
<b>Number of Units:</b>	124	<b>Architect:</b>	HKIT Architects
<b>PBVs:</b>	61	<b>General Contractor:</b>	Nibbi Brothers
<b>Target Population:</b>	Very low-income families, formerly homeless individuals and couples	<b>Property Management:</b>	MidPen
		<b>Total Development Cost:</b>	\$109.7M

### Targeted Permanent Funding Sources:

- OHA Acquisition Funds (included in City loan)
- CA HCD – No Place Like Home (homeless funding)
- City of Oakland
- 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:

Project closed on all construction financing on 5/27/22. The Notice to Proceed was issued to the general contractor, Nibbi Brothers, on 6/3/22. Site mobilization started immediately afterwards; pile driving will begin on 6/13/22.

### Construction Progress:

% Complete: 0%  
 % Complete last Month: 0%  
 Scheduled Completion Date February 2024

### New Hires:

Number of New Hires:  
 Number of Section 3 Hires:  
 % Section 3: %  
 % Local Residents: %  
 % Local Apprentices: %

**Milestones Completed Past Month: Closed on all construction financing on 5/27/22.**

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



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

### Project Description:

<b>Project Address:</b>	285 12 <sup>th</sup> Street	<b>Affordability Targeting:</b>	20%-70% AMI
<b>Project Type:</b>	New Construction	<b>Other Uses:</b>	3,500 sq. ft. commercial
<b>Number of Units:</b>	65	<b>Architect:</b>	David Baker Architects
<b>PBVs:</b>	16	<b>General Contractor:</b>	Roberts-Obayashi Corp.
<b>Target Population:</b>	Low-income families, 7 special needs units	<b>Property Management:</b>	EBALDC
		<b>Total Development Cost:</b>	\$62.3M

### Targeted Permanent Funding Sources:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Tax Credit Investor Equity</li> <li>• Permanent Hard Loan</li> <li>• OHA Land Purchase</li> <li>• General Partner Equity</li> <li>• Deferred Developer Fee</li> </ul> | <b>Soft Loans &amp; Grants</b> <ul style="list-style-type: none"> <li>• OHA Loan</li> <li>• Multifamily Housing Program (MHP)</li> <li>• Infill Infrastructure Grant (IIG)</li> <li>• Housing for a Healthy California (HHC)</li> </ul> |
|--|---|

### OHA Board Authorizing Resolutions:

- Reso. No. 4881, 9/22/19: Land purchase and soft loan in combined amount not to exceed \$12,000,000. Conditionally awarded 16 Project-Based Section 8 Vouchers.
- Reso. No. 4992, 8/23/21: Acquisition bridge loan not to exceed \$7,265,880.

### Affiliate Board Authorizing Resolutions – Not applicable.

### Approved OHA/Affiliate Funding:

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

### Disbursements to Date:

\$6,871,609.27

### Current Project Status:

Predevelopment – EBALDC is continuing architecture and engineering design, refining construction cost estimates, and applying for funding. EBALDC submitted an application for \$5.9 million in funding from the Housing for a Healthy California (HHC) program. HHC award announcements are expected in June. EBALDC believes that 285 12<sup>th</sup> Street is likely to receive an HHC award.

EBALDC is preparing an application for MHP and IIG funding through the California Department of Housing and Community Development Super NOFA. This application will be submitted in late June.



## 500 Lake Park – Partnership with EAH



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

### Project Description:

<b>Project Address:</b>	500 Lake Park	<b>Affordability Targeting:</b>	20%-60% AMI
<b>Project Type:</b>	New Construction	<b>Other Uses:</b>	2,900 sq. ft. commercial
<b>Number of Units:</b>	53	<b>Architect:</b>	Lowney Architecture
<b>PBVs:</b>	14 VASH Vouchers	<b>General Contractor:</b>	JH Fitzmaurice
<b>Target Population:</b>	Low-income families; 20 units for homeless or at-risk veterans	<b>Property Management:</b>	EAH
		<b>Total Development Cost:</b>	\$69.2 M

### Targeted Permanent Funding Sources:

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

- Reso. No. 4900, 2/3/20: Land purchase and soft loan in combined amount not to exceed \$7,500,000. Conditionally awarded 14 Project-Based VASH Vouchers.

### Affiliate Board Authorizing Resolutions – Not applicable.

### Approved OHA/Affiliate Funding:

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

### Disbursements to Date:

\$6,499,291

**Current Project Status:** Predevelopment – EAH is continuing architecture and engineering design, refining construction cost estimates, and applying for funding. EAH is working on their application for MHP and IIG funding through the California Department of Housing and Community Development Super NOFA.

### Milestones Completed Past Month:

500 Lake Park received an award of a \$10,061,000 loan from the City of Oakland.

## Asset Management Department

### Occupancy Report - Contract Managed Public Housing Units

Development	Total Units	Non-dwelling units/ Exempt	Offline	Units Occupied by Employee	Available Units	Units In Rehab	Vacant and Available	Reserved Units	Occupied Units	Previous Month Occupancy Rate	Current Month Occupancy Rate
Harrison Towers	101	0	25	1	75	0	0	0	75	100.00%	100.00%
Adel Court	30	0	0	0	30	0	2	2	28	93.33%	93.33%
Campbell Village	154	2	0	1	151	0	6	6	145	96.69%	96.03%
Palo Vista	100	0	0	1	99	0	2	2	97	97.98%	97.98%
Linden Court	38	0	0	0	38	0	4	4	34	89.47%	89.47%
Mandela Gateway	46	0	0	0	46	0	1	1	45	100.00%	97.83%
Chestnut Court	45	0	0	0	45	0	4	4	41	91.11%	91.11%
Foothill Family	21	0	0	0	21	0	1	1	20	95.24%	95.24%
Lion Creek I & II	99	0	0	0	99	0	1	1	98	98.99%	98.99%
Lion Creek III	37	0	0	0	37	0	1	1	37	97.30%	97.30%
Lion Creek IV	21	0	0	0	21	0	0	0	21	100.00%	100.00%
<b>Total</b>	<b>692</b>	<b>2</b>	<b>25</b>	<b>3</b>	<b>662</b>	<b>0</b>	<b>21</b>	<b>21</b>	<b>641</b>	<b>96.98%</b>	<b>96.68%</b>

### Recertification Report - Contract Managed Public Housing Units

Development	Completed Annual Re-certifications	Re-certifications/ Outstanding	Re-certifications/ Legal	Total Backlog
Harrison Towers	8	0	0	0
Adel Court	0	0	0	0
Campbell Village	15	0	0	0
Palo Vista Gardens	0	0	0	0
Linden Court	1	0	0	0
Mandela Gateway	1	2	0	2
Chestnut Court	9	0	0	0
Lion Creek Crossings	5	14	0	14
Foothill Family	0	0	0	0
<b>Total</b>	<b>39</b>	<b>16</b>	<b>0</b>	<b>16</b>

### TARs - Contract Managed Public Housing Units

Development	Charged	Collected	Current Month Uncollected	TARs	1- 30 Days	31- 60 Days	61 and Over	Total Balance
Harrison Towers	\$29,496	\$32,878	-\$3,382	-11.47%	\$3,514	\$0	\$0	\$132
Adel Court	\$9,764	\$10,349	-\$585	-5.99%	\$1,859	\$552	\$10,820	\$12,646
Campbell Village	\$48,680	\$43,526	\$5,155	10.59%	\$7,145	\$7,570	\$38,307	\$58,176
Palo Vista Gardens	\$32,218	\$30,926	\$1,292	4%	\$3,655	\$2,808	\$15,840	\$23,595

### 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	12	3	9
Adel Court	30	0	0	0	0
Campbell Village	154	4	35	39	0
Palo Vista	100	0	30	30	0
Chestnut Court	38	182	18	200	0
Linden Court	45	150	9	159	0
Mandela Gateway	46	5	11	11	5
Lion Creek Crossings*	157	0	0	0	0
Foothill Family	21	0	5	2	3
<b>Total</b>	<b>692</b>	<b>341</b>	<b>120</b>	<b>444</b>	<b>17</b>

### Senior Site Activities

Outreach Efforts/Activities	Harrison Towers	Adel Court	Palo Vista Gardens	Total
Wellness Phone Calls	150	10	15	<b>175</b>
Mercy Brown Bags	0	34	25	<b>59</b>
DEEP Food Produce Bags	N/A	N/A	50	<b>50</b>
Case Management	4	N/A	N/A	<b>4</b>
Home Management	2	N/A	N/A	<b>2</b>
Benefits/Insurance Support	30	N/A	N/A	<b>30</b>
Birthday Cards	7	2	8	<b>17</b>
Laundry Card Refill	N/A	N/A	17	<b>17</b>
Bingo	52	0	0	<b>52</b>
Arts and Crafts	16	N/A	N/A	<b>16</b>

Meditation Class	N/A	N/A	6	<b>6</b>
iPad Learning Class	7	N/A	N/A	<b>7</b>
ESL Class	8	NA	N/A	<b>8</b>
Fun Friday/Games	32	N/A	N/A	<b>32</b>
COVID-19 Vaccination Booster	39	N/A	N/A	<b>39</b>
Mother's Day Celebration/Brunch	N/A	10	40	<b>50</b>

### Food Resources

- Mercy Brown Bags/Produce Bags:** during the month of May, the Mercy Brown Bag program provided produce bags to thirty-four (34) Adel Court residents and twenty-five (25) Palo Vista Gardens residents. Each Mercy Brown Bag contained a variety of protein, fresh produce and baked goods, including ground beef, pork chops, eggs, cereal, bread, potatoes, celery, mustard greens, tomatoes, apples, strawberries, and oranges. Due to transportation issues, the brown bags could not be delivered to Harrison this month, but deliveries are expected to resume in June. At Palo Vista Gardens, a food bag program administered by DEEP Food Produce provided additional bags of fresh produce to the residents. Fifty (50) residents happily signed up to receive these supplemental bags. For those residents with mobility constraints, the staff continued to assist with bagging their groceries and delivering the bags directly to the resident's unit.
- Spectrum Lunch Program:** in May, due to driver-related issues, Spectrum Foods was unable to deliver hot meals to the residents of Palo Vista Garden. The property management team and resident service coordinator expect the meal delivery to resume in the coming weeks. The residents still had access to food resources through Mercy Brown Bag program.

### Health & Wellness

- Wellness Checks:** the property management staff at Harrison Towers continues to conduct outreach to each household. Staff walks the floors every Tuesday of the week to ensure that the notices left at residents' doors have been received. If management observes that notices have been left out for a few days and/or residents do not answer their doors, the team calls the residents and their emergency contacts. In May, the management team was able to get in touch with each household. The respective staff made a total of one hundred fifty (150) wellness calls to Harrison Towers residents, ten (10) calls to Adel Court residents and fifteen (15) calls to Palo Vista residents. When calling each household, the property management staff conduct a check-up and assess residents' wellness with a series of questions that were designed to determine whether the residents required additional support and assistance.



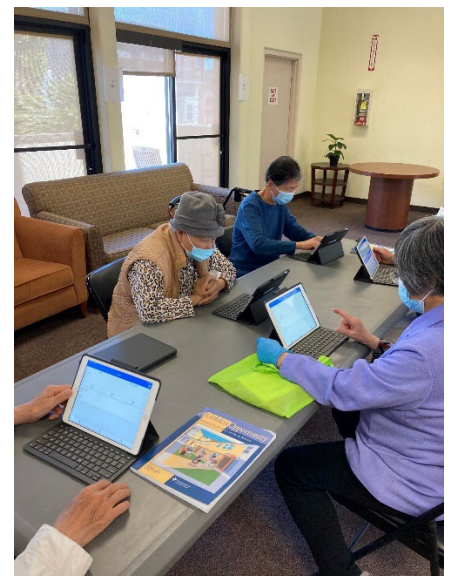
- Birthday Celebrations:** seven (7) Harrison Towers residents, two (2) Adel Court residents, and eight (8) Palo Vista residents had their birthdays in the month of May. To celebrate, property management staff at Harrison Towers continued the tradition of delivering a birthday gift bag and a birthday card to each celebrant. The gift bag included snacks, hand soap, laundry detergent, household cleaning products, and a birthday cupcake. Celebrants at Adel Court and Palo Vista Gardens were invited to a pizza birthday lunch in their community room where they were provided with a small gift bag and their fellow residents sang them “Happy Birthday”. Those celebrating their birthdays expressed gratitude and appreciation for the lunch and recognition.



- Social Activities:** since resuming in-person games and social activities for residents in the Community Room, the management team continue to help keep residents safe and healthy, by encouraging social distancing in the common areas. Residents had an opportunity to sign-up for and participate in activities, including Bingo, mahjong and tai chi. In May, a total of fifty-two (52) residents came together to play Bingo, thirty-two (32) residents enjoyed Fun Fridays, while another sixteen



(16) residents got together to do arts and crafts to commemorate Mother's Day. Additionally, seven (7) and eight (8) residents benefitted from an iPad learning class and an ESL class, respectively. Similarly, at Palo Vista Gardens, as in-person social activities have opened back up, the management team planned activities for the residents, such as Bingo and meditation classes, and although many residents are still cautious of COVID-19, six (6) participated in a meditation class during the month of May.



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



over Covid-19, the management team provide these supplementary services through a drop-box where tenants request assistance by dropping their documents in this drop-box in the lobby and once received, a management team member schedules a phone appointment with the respective resident, and then returns the document(s) by dropping it back off at the resident's door. This month, thirty (30) residents received language translation services, which included assistance reading bank statement letters, social security letters, filling out applications for food stamp renewal, calling social security with residents to discuss benefits, scheduling doctor appointments, and reading medical prescriptions.

- **Covid-19 Vaccination Boosters:** in May, the Harrison Tower's property management team partnered with Wellspring Pharmacy to conduct Covid-19 vaccine booster shots for interested residents. A total of thirty-nine (39) residents were able to receive their second booster shot of the Moderna vaccine.



- **Mother's Day Celebration:** To celebrate Mother's Day, the resident service coordinator for Adel Court and Palo Vista Gardens planned a delicious brunch catered by IHOP for residents. A total of ten (10) Adel Courts residents and forty (40) Palo Vista residents enjoyed a brunch of French toast, sausage, eggs, and home fries.



## Campbell Village Community Center

Outreach Efforts/Activities	Total
Alameda County Food Pantry	38
Contactless Food & Supply Delivery (Seniors only)	11
Phone Calls	42
Auto-Dialer Resident Phone Calls	42
Garden Club	3
Birthday Cards	18
Computer Lab	5
Ross Program (Zoom on the Move)	9
Coffee Hour	1
Rent Assistance	10

### Food Resources

- **Food Pantry:** In May, the resident services coordinator sent out text reminders to the households at Campbell Village, letting them know that the community room pantry is once more open for food distribution. Through the partnership with the Alameda County Food Bank, this pantry distributed thirty-eight (38) fresh food boxes this month. The pantry contains fresh produce, milk, eggs, hot dogs, frozen meats, and other food staples and is open every Tuesday. In order to follow social distance protocols, residents are allowed in one-at-a-time to pick up their food.
- **Senior Meal & Supply Delivery:** Eleven (11) senior households had boxes containing food, water, toilet paper, and hand sanitizer brought to their household's door through contactless delivery.

### Health & Wellness

- **Wellness Checks:** In the month of May, the resident service coordinator reached out to forty-two (42) households by telephone. During the phone conversations, the resident services coordinator assessed the needs of the residents and provided them with information about the programs currently running at Campbell Village including the ROSS program and opportunities to volunteer outside in the garden. The calls also gave residents an opportunity to provide feedback about programs they would like to see at Campbell Village. In addition to these regular calls, another forty-two (42) auto-dialer calls were made to residents to inform them about site updates.
- **Garden club:** In May, three (3) residents participated in the Garden Club. They helped to clean out weeds from the garden and harvested a round of herbs and greens. The

harvested produce was then distributed and made available to residents at the Community Produce Stand.

- **Computer Lab:** Five (5) residents used the computer lab to print documents and apply for unemployment benefits during the month of May. Each time, the computer lab was utilized by only one person through an appointment and was thoroughly cleaned in between uses.
- **Birthday Celebrations:** In May, eighteen (18) residents celebrated their birthdays and the property management acknowledged each one of them with a birthday card.
- **Rent Assistance:** the resident service coordinator worked with ten (10) residents who indicated they were having difficulty paying their rent. The coordinator connected the residents with resources that could assist them in meeting their rent obligations.

WRITTEN  
COMMUNICATIONS  
(Executive Director's Report)



REFRESH SCHEDULE: Julie Christiansen Email for questions: ew@oakba.org

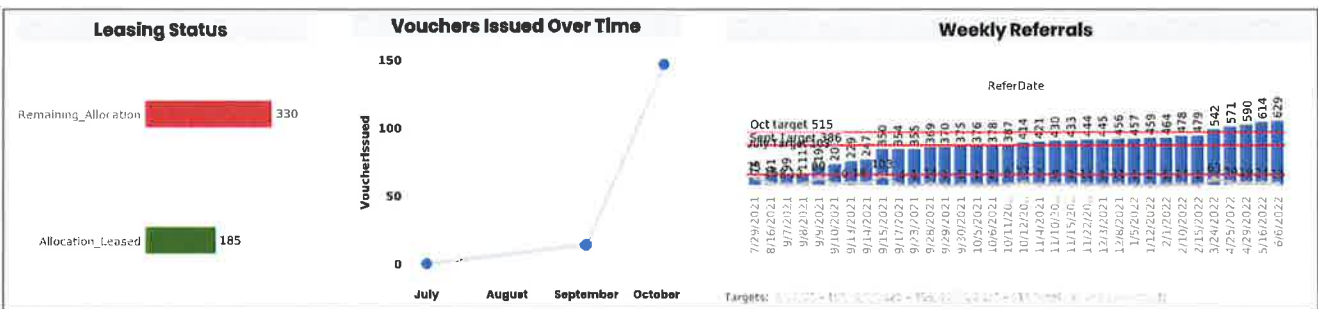
June 23, 2022

## Emergency Housing Vouchers

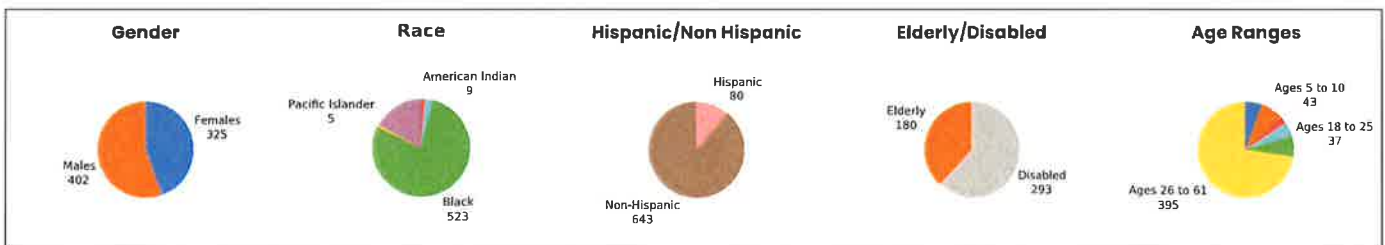
A dashboard to show information related to OHA's leasing efforts to utilize 515 Emergency Housing Vouchers awarded through the American Recovery Plan in 2021.

<b>Number of Vouchers Allocated to OHA</b> <b>515</b>	<b>Voucher Holders Searching for an Apartment</b> <b>325</b>	Percentage of Vouchers Leased or Issued <b>100%</b>	Voucher Turnover <b>8</b>	<b>Applications Sent to OHA</b> <b>512</b>	<b>Applications Processed by OHA</b> <b>561</b>
<b>Vouchers Leased</b> <b>185</b>				Number of Households Identified for Referral <b>629</b>	

Port Info	Search Info	Owner Incentives	Tenant Incentives
Immediate Portouts: 8	Average Search Time(days) 95	Landlord Incentive - HQS Fall Fixes 39,136	Tenant Incentive - Lease by 10/31/2021 400
Portouts after leasing in Oakland: 0	Number Searching 325	Landlord Incentive - Landlord Bonus 263,000	Tenant Incentive - Lease by 12/31/2021 750
Data reflects ports leased at destination		Landlord Incentive - Lease By Oct31 0	Tenant Incentive - Lease Renewal 0
		Landlord Incentive - Lease Renewal 0	Tenant Incentive - Pay 1st 3 months 0
		Landlord Incentive - Speed Lease Bonus 0	Tenant Incentive - Welcome Kits 66,508
			<b>Remaining Balance of Service Fee Funds</b> <b>1,536,032</b>



Leased in Place vs No..	City or County Program So..	Average Household..	Eligibility Criteria
Lease in Place 65	Domestic Violence Program 28	Average Household Size 1.7	Recently/High Risk of Homeless 146 At Risk of Homeless 5 Homeless 318
	Housing Navigation-HHIS/HTSS 227		
	Other 28		
Lease New Unit 97	Project Roomkey/Safer Ground Staff 223		







June 22, 2022

To the professional sworn and non-sworn members of OHAPD:

In November 1989, when I took my first oath of office as a deputy sheriff for the Contra Costa County Sheriff's office I had no idea where this profession was going to take me. On April 4, 1991, I joined the Oakland Housing Authority Police Department (OHAPD) as a patrol officer. Needless to say, there is not much that I would change over my entire career. It has been truly phenomenal to work in law enforcement for the past 33 years and most importantly, it has been an honor to work for the Oakland Housing Authority (OHA) for the past 31 years, of which I have served in the capacity of Chief of Police for 19 years.

Many people have asked me how I have been able to serve in this environment as Chief of Police for 19 years. It would be easy for me to comment on whatever skills and abilities I think I possess or decisions I made. The honest answer is my tenure as Chief has only been as a result of the commitment, dedication, moral fiber, and caliber of the department sworn members and professional civilian staff. Each of you are exemplary members devoted to our profession, exemplifying the best practices and virtues of law enforcement.

I want to thank each you. Serving this community alongside each of you has been a great pleasure and passion of my life. Sometimes we have agreed with one another. Sometimes we have disagreed. Either way, I will always cherish the amazing memories of working together collectively; we made a fantastic team. Most importantly, the recent 2022 survey demonstrates the execution of duties we exhibited based upon the professionalism and competency rating from the residents we serve. I would also like to thank our Executive Director, Patricia Wells. Over the years, she has been a consistent loyal supporter of the OHAPD, and the goals and objectives of the organization. We have been truly blessed to have her as our organizational leader.

Effective Monday, June 27, 2022 Deputy Chief Alan Love will be sworn in at the Board of Commissioners meeting as the Oakland Housing Authority's 6th Chief of Police. Deputy Chief Love has clearly demonstrated through this transition that he is up for the challenge, and will just not maintain the Police Department's current status, but will work tirelessly to improve operations. For the next three weeks, I will remain at the Service Center, closing out projects in the civilian capacity.



Effective July 18, 2022 I will relocate to 1619 Harrison St. to conduct special projects for the Authority, in the Executive Office as a temporary part-time employee. In addition, I will continue to complete special projects for OHAPD. In this role, though part-time I will continue my dedication to service, champion responsible leadership, and promote effective community-based partnerships.

In conclusion, I want to invite everyone to join me in looking forward to the next area of leadership at OHAPD. I recognize that two senior sergeants have recently left the department; however, current talent within this organization is significant; those coming up to the ranks are well equipped to continue to make our properties the best and safest communities possible. I have tremendous faith in the future of our organization.

Thank you again for your unending support over the years. I wish you all the best. Please feel free to reach out to me anytime you require my assistance.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Carel J Duplessis', with a long, sweeping horizontal line extending to the right.

Carel J Duplessis  
Chief of Police

ALEX PADILLA  
CALIFORNIA  
(202) 224-1951  
PADILLA@SENATE.GOV

**United States Senate**  
WASHINGTON, DC 20510-0507

COMMITTEES  
BUDGET  
ENVIRONMENT AND PUBLIC WORKS  
HOMELAND SECURITY AND  
GOVERNMENTAL AFFAIRS  
JUDICIARY  
RULES AND ADMINISTRATION

April 13, 2022

Ms. Patricia Wells  
1805 Harrison Street  
Oakland, CA 94612



Dear Ms. Wells,

Thank you for writing to express your support for affordable housing. I appreciate hearing from you, and I sincerely apologize for the delay in my response.

I strongly believe that all Americans should be supported throughout the pandemic. That is why I am proud to say that California received \$125 million for Emergency Rental Assistance and an additional \$250 million in federal funding for Emergency Housing Vouchers through the *American Rescue Plan Act of 2021* (Public Law 117-2), which was signed into law by President Biden on March 11, 2021. The new funding for Emergency Rental Assistance will leverage existing program structures, allowing money to be disbursed quickly and efficiently to local emergency programs, while the Emergency Housing Vouchers will be made available to public housing agencies and will assist those who are experiencing homelessness, those at risk of homelessness, and those who have recently become homeless.

You may also be interested to learn that I introduced the "Housing for All Act" (S. 3788), a comprehensive bill to ensure every American has the dignity and security of affordable housing. This bill would expand the Housing Choice Voucher Program such that it becomes available to all Americans who need it, which will help low-income families, the elderly, and those with disabilities afford safe and sanitary housing. The "Housing for All Act" is currently awaiting consideration in the Senate Committee on Banking, Housing, and Urban Affairs, of which I am not a member.

Furthermore, I am working tirelessly in the Senate to find ways to enact the affordable housing provisions included in the "Build Back Better Act" (H.R. 5376), introduced in the House of Representatives by Representative John Yarmuth (D-KY). This framework would add nearly 300,000 new Housing Choice Vouchers and help address housing insecurity across the country.

Please know that I appreciate hearing your thoughts on this issue, and I will continue working to ensure that all Americans have access to affordable housing.

Once again, thank you for writing. Should you have any other questions or comments, please call my Washington, D.C. office at (202) 224-3553 or visit my website at <https://www.padilla.senate.gov/>. You can also follow me on <https://www.facebook.com/SenAlexPadilla/> and <https://twitter.com/SenAlexPadilla>, and you can sign up for my email newsletter at <https://www.padilla.senate.gov/contact/newsletter-signup/>.

Sincerely,

A handwritten signature in blue ink, reading "Alex Padilla". The signature is fluid and cursive, with the first name "Alex" and last name "Padilla" clearly distinguishable.

Alex Padilla  
United States Senator