

Commission Members

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

Executive Director

Patricia Wells

In accordance with Article III, Section 1 and 2, of the Oakland Housing Authority Bylaws, NOTICE IS HEREBY GIVEN that the **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 28, 2021 at 6:00 p.m.

Tele-Conference

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

Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/92585661062?pwd=UnBuMUg5aHpLZGpBSFpMUnVwMmY0dz09>

Meeting ID (access code): 925 8566 1062 **Meeting Password:** 187546

Closed Caption – provided through the link

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

Meeting ID (access code): 925 8566 1062 **Meeting Password:** 187546#

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

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

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



AGENDA
Annual Meeting
June 28, 2021
6:00 pm

- I. Pledge of Allegiance
- II. Roll Call
- III. Approval of Minutes:
 - Approval of Minutes of the Regular Meeting of May 24, 2021
 - Approval of Minutes of the Special Meeting of June 07, 2021
- IV. Recognition of people wishing to address the Commission
- V. Old or Unfinished Business
 - A. Consideration and Adoption of the Fiscal Year 2022 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. Authorization to execute a Memorandum of Understanding with three local Housing Authorities and with the Alameda County Continuum of Care to administer the American Rescue Plan Emergency Housing Vouchers.
 - B. Authorization to execute a one-year contract with four one-year option terms with DynaTouch Corporation, to purchase five self-service kiosks and related services in an amount not to exceed \$232,629.
 - C. Authorization to execute four (4) separate contracts with the John Stewart Company (JSCO) for property management services, each with a term of three (3) years, with two (2) one year options to extend, for the following public housing sites, Harrison Tower, Adel Court, Palo Vista Gardens, and Campbell Village, with a collective not to exceed amount of \$1,776,390.
 - D. Authorization to execute a three-year Professional Consulting and Advisory Services Contract, with two one-year option terms with CVR Associates, Inc. for Multiple Specialty Areas.

E. Authorization to execute a three-year Professional Consulting and Advisory Services Contract, with two one-year option terms with CGI for Specialty Area Two – Administration and Operating Services

F. Authorization to execute a three-year Professional Consulting and Advisory Services Contract, with two one-year option terms with Bronner Group, Inc. for Specialty Area Three – Management Advisory & Consulting Services

G. Authorization to execute a three-year Professional Consulting and Advisory Services Contract, with two one-year option terms with Resource Development Associates for Specialty Area Four – Grant Writing

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. Authorization for the Executive Director to issue Blanket Purchase Orders to the listed vendors for routine, recurring, low-dollar amount materials and services for Fiscal Year 2021-2022

2. Authorization for the Executive Director to issue Blanket Purchase Orders to various vendors with intergovernmental agreements or routine, recurring, low-dollar amount purchases for Fiscal Year 2021-2022

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

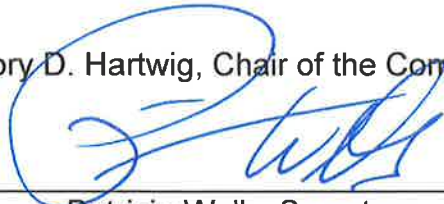
Purpose: Public Employee Performance Evaluation Pursuant to Government Code Section 54957 (b). Title: Executive Director

Authority Designated Representative: Drew Felder, Director of Human Resources

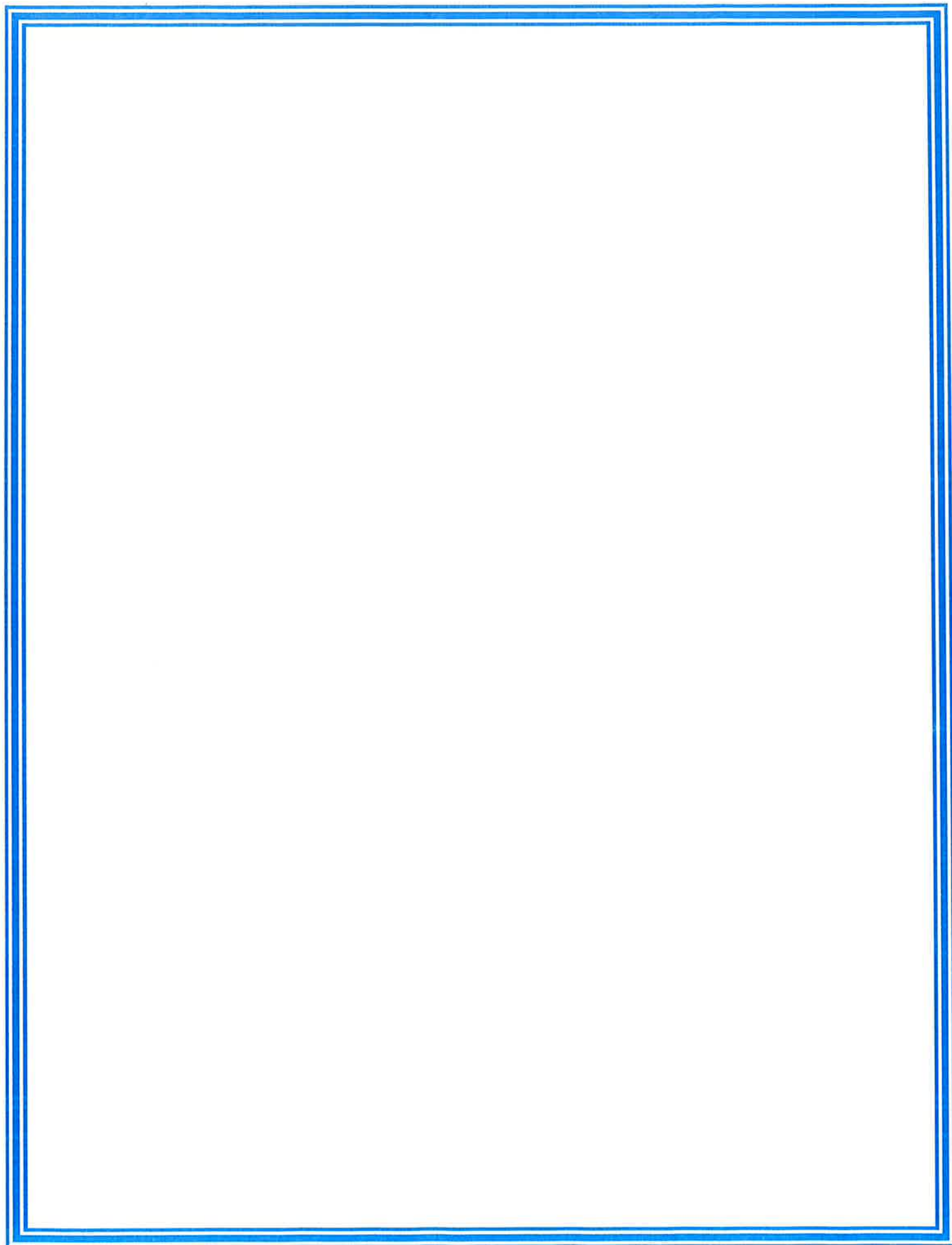
**THE HOUSING AUTHORITY OF THE CITY OF
OAKLAND, CALIFORNIA**

Gregory D. Hartwig, Chair of the Commission

By



Patricia Wells, Secretary



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

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

**Monday, May 24, 2021
Regular Meeting**

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

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

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

I. Pledge of Allegiance

II. Roll Call

Present 7 – Gregory Hartwig, Anne Griffith, Janny Castillo, Lynette Jung Lee
Barbara Montgomery and Mark Tortorich. Bettye Lou Wright joined
at 6:10 PM

III. Approval of Minutes of the Regular Meeting of April 26, 2021

A motion was made by Anne Griffith, seconded by Lynette Jung-Lee for the approval of the minutes of the April 26, 2021 Regular Meeting. The motion carried by the following vote:

Ayes: 5 – Hartwig, Griffith, Castillo, Jung-Lee, Tortorich

Excused: 1 – Bettye Lou Wright

Abstain: 1 – Barbara Montgomery

IV. Recognition of people wishing to address the Commission

There were no persons wishing to address the Commission.

V. Old or Unfinished Business

None

VI. Modifications to the Agenda

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

There were no modifications to the agenda.

VII. New Business

A. Presentation of Quarterly Financial Status Report for the period of July 1, 2020 through March 31, 2021.

Chief Officer of Program and Finance Administration, Duane Hopkins, presented on the item, highlighting the strategic goals of OHA and its Affiliates as well as the cash flow produced. Actions that will be implemented to meet the policies set by the board will include a detailed analysis and summary by the Leadership team to ensure organizational function and operations align with the policies. Mr. Hopkins noted the third quarter revenues emphasizing a surplus of \$4.8M, operating revenues are on target and operating expenditures were lower than budget due to staffing vacancies and lower operating expenses. There were no further questions from the board.

B. Authorization for the Executive Director to increase the remaining of the one-year option term (ending September 29, 2021) to a not-to-exceed amount of \$65,155, for a new not-to-exceed amount of \$345,611 for business enhancement and consultation services by Laserfiche, Inc.

Director of Leased Housing, Michelle Hasan requested the amendment to the existing contract with Laserfiche Inc. to enhance work processes via electronic form. Laserfiche will be enhanced by the creation of electronic workflows that the public can access to seek assistance and to track work tasks for several program functions including reasonable accommodations, ownership changes, move out contracts and contract cancellations. The

requested amount will allow Leased Housing to complete the creation of the workflow processes and include additional components in preparation for the department re-opening this summer.

A motion was made for approval of Item B moved by Lynette Jung-Lee, seconded by Janny Castillo. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- C. Authorization for the Executive Director to renew the general commercial liability insurance policy and to make payment of the annual premium.

Risk Manager, Artesia Dupree detailed that the item request is a standard annual renewal of the Authority's insurance policy with a difference of a slight increase due to the increase in the market for commercial liability. Ms. Dupree noted that newly appointed Chief Officer of Program and Finance Administration, Duane Hopkins, will be assisting to manage all insurance policies to ensure they are in compliance with the requirements of the Authority.

A motion was made for approval of Item C moved by Bettye Lou-Wright, seconded by Barbara Montgomery. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- D. Authorization to increase each remaining one-year option term with four law firms to provide legal services for the Office of Property Operations at Authority owned and managed properties by \$50,000 per option term increasing the not-to-exceed amount from \$200,000 to \$250,000 per option term.

Director of Property Management, Mark Schiferl presented on the item requesting an increase in legal services for the office of property operations. The increase includes working with the law firms, staff training, updating of resident notices, leased compliance actions and working with residents for negotiated settlement agreements. There were no further questions from the board.

A motion was made for approval of Item D moved by Janny Castillo, seconded by Anne Griffith. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

VIII. Written Communications.

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

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

Executive Director noted the following:

- COVID Tracking Dashboard
- OAHPI PBV Waitlist Opening 2021
- NAHRO Letter to Support Robust Funding for FY22 Transportation-HUD
- National Police Appreciation Week – Thank you to the OHA Police Department Staff for their service to the OHA community.
- PIH Waiver Notice and Internal Requirements, OHA was the recipient of 504 emergency housing vouchers.

Vice Chair Griffith noted that the OHA website descriptions for east and deep east are the same and suggested that it be modified. Secretary Wells stated that the changes will be made.

X. Reports of Commission Committees

Chair Hartwig updated the board on the development committee meeting which focused on the Mandela Station project. Items that were noted were the proposed average cost per unit was in the middle or slightly below the historical average, and that requested OHA investment in the project including PBV is also in the median or slightly below the average of OHA's historical projects.

XI. Announcements by Commissioners

There were no announcements by Commissioners.

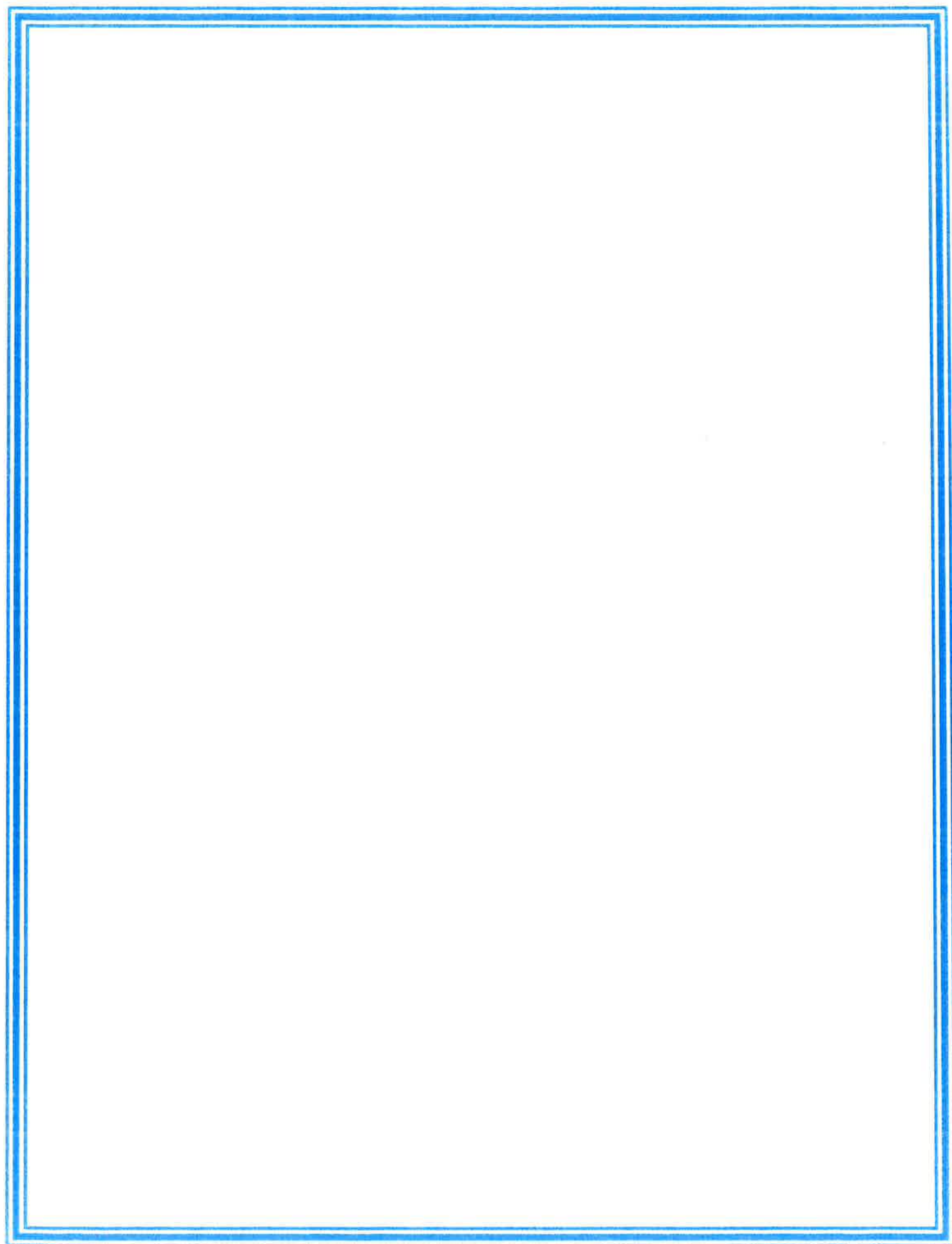
XII. Adjournment

A motion was made by Mark Tortorich and seconded by Anne Griffith for the meeting to adjourn. The meeting adjourned at 6:49 PM.

THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA

Gregory D. Hartwig, Chair of the Commission

Patricia Wells, Secretary/Executive Director



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

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

**Monday, June 07, 2021
Special Meeting**

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

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

Chair Gregory Hartwig presided and called the meeting to order at 4:01 PM.

I. Pledge of Allegiance

II. Roll Call

Present 6 – Gregory Hartwig, Anne Griffith, Bettye Lou-Wright, Barbara Montgomery, Mark Tortorich, and Lynette Jung Lee – joined at 4:05pm.

Excused 1 – Janny Castillo,

III. Recognition of people wishing to address the Commission

There were no persons wishing to address the Commission.

IV. New Business

A. Fiscal Year 2022 Oakland Housing Authority Annual Budget Workshop Discussion.

Secretary Wells introduced the item stating that this Special Meeting allows the Leadership team to have an open dialogue with the Board members on the proposed budget for Fiscal Year for 2022. Facilitating a Board workshop aligns with two of the Multi-year Strategic Goals: #2) Position OHA As A Sustained Leader In The Preservation Of Units And Expansion Of Affordable Housing; And, #4) Expand Board Knowledge Of OHA And Its Affiliates.

Chief Officer of Program and Finance Administration (COPFA), Duane Hopkins, initiated the staff presentations by also stating that staff created their presentations to align with Strategic Goal #4 to expand on the board knowledge of the operating budget. Mr. Hopkins described the methodology that the Directors used to prepare their departments budgets. Director of Finance, Victor Madamba began the introduction of the FY22 presentation.

Chair Hartwig asked if there will be a comparison of the FY22 Budget and FY21 Actuals. Mr. Hopkins stated that each department looks at the actuals when preparing their budgets to forecast their operating budget for the new fiscal year. Secretary Wells stated that the implementation this past year of quarterly updates will demonstrate how each department is trending throughout the year.

Highlights of Board/Staff Discussion by Topic

Overview of Financial Documents

Anne Griffith asked what goals are anticipated for sustainability from an environmental perspective, such as solar efficiency and water efficiency. Additionally, are there planned investments or adjustments built in the budget to assume these changes? Director of CID, Bruce Bracket stated that solar is a project the department is looking into; however, it will not be budgeted in the current fiscal year. Director of OPO, Mark Schiferl specified that Public Housing unit turnovers have conversions to LED lighting, energy star refrigerators, energy saver faucets and shower heads.

Chair Hartwig inquired on the difference between the Housing Assistance payments increase of 1% versus the Housing Assistance payments – Sponsor Based increase of 53%. Director of LH, Michelle Hasan stated that the 1% is based on the increase and per unit cost that HUD provides. Secretary Wells detailed that the Special Needs Ad Hoc has dived into the distinction between the MTW regular vouchers families served and Special Initiatives voucher families served and comparing that with the income

earned. Additionally, Secretary Wells stated that Ms. Hasan would provide a presentation update to the Special Needs Ad Hoc in the near future.

Each department presented in detail the planned FY22 budget to the board. The Board of Commissioners thanked staff for the information provided and the work placed into making the content easy to understand. There were no further questions from the board.

I. Adjournment

A motion was made by Lynette Jung-Lee seconded by Mark Tortorich for the approval to adjourn. The meeting adjourned at 6:28 PM and passed by the following vote.

Aye 6 – Gregory Hartwig, Anne Griffith, Lynette Jung Lee, Bettye Lou-Wright, Barbara Montgomery and Mark Tortorich.

Excused 1 – Janny Castillo

THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA

Gregory D. Hartwig, Chair of the Commission

Patricia Wells, Secretary/Executive Director

OLD OR UNFINISHED BUSINESS

Executive Office

Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director



Subject: Consideration and Adoption of the Fiscal Year 2022 Oakland Housing Authority Operating Budget

Date: June 28, 2021

On Monday, June 7, 2021, during the Board of Commissioner's Budget Workshop, the board was presented with materials relating to the FY 2022 Operating Budget for the Oakland Housing Authority, which includes the PHA Comprehensive Consolidated Budget. The Board and staff engaged in considerable discussion on prior year achievements, FY 2022 goals, as well as trends in program and operations metrics that will impact future strategic planning. Staff made adjustments to the proposed FY 2022 proposal based upon that discussion, and the 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, 2021) 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 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.

This proposed budget was prepared based on the following assumptions:

- FY 2022 Capital Fund Program (CFP) Grant to be awarded by HUD is estimated at \$10,074,617 million.
- Operating Subsidy at \$9,006,700 million with funding expected at 97% proration of eligibility.
- HUD-Held Reserves, both HUD-held cash and unspent budget authority is estimated at \$113 million as of March 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 the funds to increase opportunity and preserve and expand housing choices in Oakland.
- As outlined in our MTW FY 2022 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 level 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.
- SBHAP/Local Housing Program (OPRI) with the City of Oakland is \$ 3,081,093 to serve a total of 140 households including 40 homeless families with children.

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 FY 2022; the budget includes a travel/conference budget to accommodate some Commissioner related travel to conferences for the fiscal year for \$30,000, not including registration fees.

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, 2022.

Attachments: OHA Comprehensive Consolidated FY 2022 Operating Budgets:
1. FY2022 Consolidated Sources and Uses Budget Summary
with Affiliates

2. FY2022 Consolidated OHA Only
3. FY2022 Consolidated OHA and Affiliates
4. FY2022 YoY FY21 vs. FY 22 OHA only
5. FY2022 Capital Outlay OHA and Affiliates
6. FY2022 Staffing List

HUD Form
Resolution

OAKLAND HOUSING AUTHORITY & AFFILIATES

Consolidated Sources and Uses - Operating Budget - FY2022 vs FY2021

Description	TOTAL FY 2022	TOTAL FY 2021	OHA				OAHPI				CAHI			
			FY 2022	FY 2021	\$ Over/(Under)	% Variance	FY 2022	FY 2021	\$ Over/(Under)	% Variance	FY 2022	FY 2021	\$ Over/(Under)	% Variance
Sources of Funds from Operations														
Tenant Income	\$ 45,323,328	\$ 44,839,459	\$ 4,709,926	\$ 4,694,047	\$ 15,879	0.338%	\$ 40,613,402	\$ 40,145,412	\$ 467,990	1.166%	\$ -	\$ -	\$ -	0.000%
PHA Operating Subsidy	9,006,700	8,670,000	9,006,700	8,670,000	336,700	3.884%	-	-	-	0.000%	-	-	-	0.000%
Housing Choice Voucher Subsidy	1,104,928,588	981,784,053	307,677,724	279,403,327	28,274,397	10.120%	-	-	-	0.000%	797,250,864	702,380,726	94,870,138	13.507%
Government Grants	222,079	1,185,148	222,079	1,185,148	(963,069)	-81.261%	-	-	-	0.000%	-	-	-	0.000%
Capital Fund Grants	10,074,617	10,024,634	10,074,617	10,024,634	49,983	0.499%	-	-	-	0.000%	-	-	-	0.000%
COCC Revenue from Affiliates	10,785,777	9,226,386	10,785,777	9,226,386	1,559,391	16.901%	-	-	-	0.000%	-	-	-	0.000%
Other Income	2,820,006	3,205,720	1,955,522	2,356,961	(401,439)	-17.032%	-	-	-	0.000%	864,484	848,759	15,725	1.853%
Total Funds from Operations	\$ 1,183,161,095	\$ 1,058,935,400	\$ 344,432,345	\$ 315,560,503	\$ 28,871,842	9.149%	\$ 40,613,402	\$ 40,145,412	\$ 467,990	1.166%	\$ 798,115,348	\$ 703,229,485	\$ 94,885,863	13.493%
Sources of Funds from Investing Activities														
Investment Income	\$ 161,814	\$ 3,483,291	\$ 80,735	\$ 1,206,166	\$ (1,125,431)	-93.306%	\$ 46,322	\$ 1,384,674	\$ (1,338,352)	-96.655%	\$ 34,757	\$ 892,451	\$ (857,694)	-96.105%
Uses of Funds from Operations														
Administrative Expenses	\$ 54,863,517	\$ 54,187,360	\$ 51,464,227	\$ 50,454,636	\$ 1,009,591	2.001%	\$ 2,594,443	\$ 3,056,345	\$ (461,902)	-15.113%	\$ 804,847	\$ 676,379	\$ 128,468	18.993%
Tenant Services	3,313,607	2,828,313	3,165,507	2,705,813	459,694	16.989%	148,100	122,500	25,600	20.898%	-	-	-	0.000%
Utilities expense	4,811,474	4,411,089	2,110,700	1,887,756	222,944	11.810%	2,700,774	2,523,333	177,441	7.032%	-	-	-	0.000%
Maintenance & General Expenses	48,126,210	43,237,408	18,793,817	16,819,619	1,974,198	11.737%	13,697,081	11,470,945	2,226,136	19.407%	15,635,312	14,946,844	688,468	4.606%
Protective Services	7,935,296	7,113,724	7,935,296	7,113,724	821,572	11.549%	-	-	-	0.000%	-	-	-	0.000%
Housing Assistance Payments	1,013,485,932	917,732,467	238,430,315	236,058,929	2,371,386	1.005%	-	-	-	0.000%	775,055,617	681,673,538	93,382,079	13.699%
COCC Allocation to OHA	-	9,226,386	(10,785,777)	-	(10,785,777)	-100.000%	10,696,172	9,096,386	1,599,786	17.587%	89,606	130,000	(40,394)	-31.072%
Total Uses from Operations	\$ 1,132,536,036	\$ 1,038,736,747	\$ 311,114,085	\$ 315,040,477	\$ (3,926,392)	-1.246%	\$ 29,836,570	\$ 26,269,509	\$ 3,567,061	13.579%	\$ 791,585,382	\$ 697,426,761	\$ 94,158,621	13.501%
Net Change Provided by Operating and Investing Activities	\$ 50,786,873	\$ 23,681,944	\$ 33,398,995	\$ 1,726,192	\$ 31,672,803	1834.837%	\$ 10,823,154	\$ 15,260,577	\$ (4,437,423)	-29.078%	\$ 6,564,723	\$ 6,695,175	\$ (130,452)	-1.948%
Use of Funds for Capital and Related Financing Activities														
OPEB and Retirees	\$ 2,127,422	\$ 1,995,717	\$ 2,071,404	\$ 1,965,850	105,554	5.369%	\$ 29,868	\$ 29,868	\$ -	0.000%	\$ 26,150	\$ -	\$ 26,150	100.000%
Funding Pension Liability	3,000,000	8,000,000	3,000,000	8,000,000	(5,000,000)	-62.500%	-	-	-	0.000%	-	-	-	0.000%
Capital Outlay	22,949,800	94,225,035	12,341,500	49,170,606	(36,829,106)	-74.901%	10,083,300	44,864,429	(34,781,129)	-77.525%	525,000	190,000	335,000	190.079%
Total Uses for Capital and Financing Activities	\$ 28,077,222	\$ 104,220,752	\$ 17,412,904	\$ 59,136,456	\$ (41,723,552)	-70.555%	\$ 10,113,168	\$ 44,894,297	\$ (34,781,129)	-77.473%	\$ 551,150	\$ 190,000	\$ 361,150	190.079%

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2022

		TOTAL	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvement s Dept & Facilities	ALL PH Properties	HAP	Non-HAP	NonFederal
Revenue												
3100-00-000	TENANT INCOME											
3110-00-000	Tenant Rent	4,736,744	-	-	-	-	-	-	4,727,084	-	-	9,660
3112-00-000	Tenant Assistance Payments	117,816	-	-	-	-	-	-	-	-	-	117,816
3113-00-000	Less: Vacancies	(153,640)	-	-	-	-	-	-	(153,640)	-	-	-
3114-00-000	Less: Concessions	(18,000)	-	-	-	-	-	-	(18,000)	-	-	-
3119-00-000	Total Tenant Income	4,682,920	-	-	-	-	-	-	4,555,444	-	-	127,476
3120-00-000	Other Tenant Income											
3120-01-000	Laundry and Vending	5,504	-	-	-	-	-	-	5,504	-	-	-
3120-03-000	Maintenance Charges	20,610	-	-	-	-	-	-	20,610	-	-	-
3120-04-000	Late Charges	172	-	-	-	-	-	-	172	-	-	-
3120-06-000	NSF Charges	600	-	-	-	-	-	-	600	-	-	-
3120-08-000	Tenant Screening	120	-	-	-	-	-	-	120	-	-	-
3129-00-000	Total Other Tenant Income	27,006	-	-	-	-	-	-	27,006	-	-	-
3199-00-000	NET TENANT INCOME	4,709,926	-	-	-	-	-	-	4,582,450	-	-	127,476
3400-00-000	GRANT INCOME											
3401-00-000	HUD PHA Operating Grants/Subsidy	9,006,700	-	-	-	-	-	-	9,006,700	-	-	-
3410-01-000	Section 8 HAP Earned	286,267,745	-	-	-	-	-	-	-	286,267,745	-	-
3410-02-000	Section 8 Admin. Fee Income	20,879,979	-	-	-	-	-	-	-	-	20,879,979	-
3410-04-000	Port-In Admin Fees Earned	30,000	-	-	-	-	-	-	-	-	30,000	-
3410-06-000	Port In HAP Earned	500,000	-	-	-	-	-	-	-	-	500,000	-
3415-00-000	Other Government Grants	222,079	-	-	222,079	-	-	-	-	-	-	-
3420-00-000	Capital Fund Grants	10,074,617	7,139,617	-	-	-	-	-	2,935,000	-	-	-
Sub Total	TOTAL GRANT INCOME	326,981,119	7,139,617	-	222,079	-	-	-	11,941,700	286,267,745	21,409,979	-
3600-00-000	OTHER INCOME											
3610-00-000	Investment Income - Unrestricted	80,735	66,315	-	-	-	-	-	-	-	-	14,420
3640-00-000	Fraud Recovery	80,000	-	-	-	-	-	-	-	-	80,000	-
3650-00-000	Miscellaneous Other Income	927,996	3,496	190,000	-	-	19,500	-	130,000	-	385,000	200,000
3650-00-002	Ground Lease Income	10,000	-	-	-	-	-	-	-	-	-	10,000
3650-00-004	Developer Fees	75,450	-	-	-	-	-	-	-	-	-	75,450
3650-00-005	COCC Affiliates Reimbursement	10,785,777	3,026,434	-	-	2,352,954	-	5,406,389	-	-	-	-
3650-00-006	Other Income - Salary Reimbursement from Affiliates	862,077	611,893	170,613	-	32,879	18,643	28,049	-	-	-	-
Sub Total	TOTAL OTHER INCOME	12,822,035	3,708,139	360,613	-	2,385,833	38,143	5,434,438	130,000	-	465,000	299,870
Total	TOTAL INCOME - INFLOW FROM OPERATIONS	344,513,080	10,847,756	360,613	222,079	2,385,833	38,143	5,434,438	16,654,150	286,267,745	21,874,979	427,346
Total	TOTAL INCOME	344,513,080	10,847,756	360,613	222,079	2,385,833	38,143	5,434,438	16,654,150	286,267,745	21,874,979	427,346

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2022

		TOTAL	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvement s Dept & Facilities	ALL PH Properties	HAP	Non-HAP	NonFederal
4110-00-000	Administrative Salaries	26,183,253	8,372,942	2,527,544	2,710,000	1,365,284	850,464	1,164,737	1,310,282	-	7,882,000	-
4110-01-000	Administrative Rent Free Unit	20,184	-	-	-	-	-	-	20,184	-	-	-
4110-02-000	Administrative Overtime	85,000	-	-	-	5,000	-	-	-	-	80,000	-
4110-03-000	Employer FICA & Medicare	1,757,477	581,091	165,228	176,000	98,706	60,727	83,942	112,782	-	479,000	-
4110-03-001	State Unemployment Insurance Tax (SUI)	74,856	24,688	3,584	15,400	2,912	1,568	2,240	2,464	-	22,000	-
4110-03-002	Pension & Retirement Contributions	3,270,660	974,560	437,476	309,000	152,208	94,903	139,795	115,718	-	1,047,000	-
4110-03-003	Life Ins Contr & Management Package	68,243	13,068	18,368	4,100	2,574	1,386	1,980	8,767	-	18,000	-
4110-03-004	Medical & Dental Benefits	5,157,048	1,394,834	362,172	460,957	279,059	135,810	246,042	273,900	-	2,004,275	-
4110-03-005	Employee Benefits Management & Others	207,600	84,175	22,000	25,000	13,350	10,700	12,025	8,350	-	32,000	-
4110-05-000	Salary Reimbursements to Others	387,600	-	-	-	-	-	-	-	-	-	387,600
Sub Total	Total Administrative Salaries	37,211,920	11,445,357	3,536,372	3,700,457	1,919,092	1,155,558	1,650,762	1,852,447	-	11,564,275	387,600
4130-00-000	Legal Expense											
4130-01-000	Unlawful Detainers	250,000	-	-	-	-	-	-	250,000	-	-	-
4130-03-000	Grievances and Arbitration	36,000	-	-	-	-	-	-	36,000	-	-	-
4130-04-000	General Legal Expense	2,055,000	1,210,000	615,000	10,000	35,000	20,000	-	35,000	-	120,000	10,000
Sub Total	Total Legal Expense	2,341,000	1,210,000	615,000	10,000	35,000	20,000	-	321,000	-	120,000	10,000
4139-00-000	Other Admin Expenses											
4140-00-000	Staff Training	607,532	367,145	72,110	31,025	20,000	12,095	1,950	37,845	-	35,362	30,000
4140-01-000	Tuition Reimbursement	75,000	75,000	-	-	-	-	-	-	-	-	-
4140-10-000	Pre Employment Physicals	12,000	-	12,000	-	-	-	-	-	-	-	-
4140-20-000	Recruitment Expense	210,000	180,000	30,000	-	-	-	-	-	-	-	-
4150-00-000	Travel	278,110	85,810	36,500	28,900	3,000	3,000	-	10,900	-	10,000	100,000
4150-05-000	Commissioner Travel	32,000	30,000	-	-	-	-	-	-	-	-	2,000
4150-10-000	Commissioner Stipends	13,200	13,200	-	-	-	-	-	-	-	-	-
4160-00-000	Meetings	139,150	26,750	500	1,500	5,000	5,000	-	5,400	-	30,000	65,000
4170-00-000	Accounting Fees	245,400	245,400	-	-	-	-	-	-	-	-	-
4171-00-000	Auditing Fees	245,372	245,372	-	-	-	-	-	-	-	-	-
4173-00-000	Management Fee	288,440	-	-	-	-	-	-	286,440	-	-	2,000
4174-00-000	Marketing	62,216	46,000	-	-	-	-	-	6,216	-	-	10,000
4180-00-000	Office Rent	887,977	20,670	-	-	-	-	-	4,860	-	862,447	-
4181-00-000	Interns	305,700	60,000	166,400	55,000	-	24,300	-	-	-	-	-
4181-01-000	FICA & Medicare	19,179	4,590	12,730	-	-	1,859	-	-	-	-	-
4181-01-001	State Unemployment Insurance Tax	1,630	390	1,082	-	-	158	-	-	-	-	-
4182-00-000	Consultants	4,245,400	2,615,000	440,000	80,000	100,000	35,000	-	306,700	-	668,700	-
Sub Total	Total Other Admin Expenses	7,668,305	4,015,327	771,321	196,425	128,000	81,412	1,950	658,361	-	1,606,509	209,000

Oakland Housing Authority (Excluding Affiliates)
Annual Budget for the Fiscal Year Ending June 30, 2022

		TOTAL	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvement s Dept & Facilities	ALL PH Properties	HAP	Non-HAP	NonFederal
4190-00-000	Miscellaneous Admin Expenses											
4190-01-000	Membership and Fees	304,255	82,850	6,000	150	1,000	7,155	600	-	-	6,500	200,000
4190-02-000	Publications	16,500	13,500	2,500	-	-	500	-	-	-	-	-
4190-03-000	Advertising	7,400	2,500	1,500	2,500	-	600	-	300	-	-	-
4190-04-000	Office Supplies	354,888	79,500	14,400	52,000	10,000	700	21,500	53,028	-	123,760	-
4190-06-000	Copier Supplies	62,550	9,550	5,000	-	-	-	-	15,000	-	33,000	-
4190-07-000	Telephone	393,615	146,112	12,000	1,000	-	-	146,000	63,503	-	25,000	-
4190-08-000	Postage	289,250	24,950	2,900	1,500	500	400	200	8,800	-	250,000	-
4190-09-000	Computer Hardware, Software & Supplies	250,090	70,130	18,000	21,700	8,300	4,750	300	24,300	-	102,560	50
4190-10-000	Computer Licenses & Maintenance Contracts	1,143,843	1,064,063	3,720	45,000	-	4,460	7,500	19,100	-	-	-
4190-11-000	Utility Transmission Charges	1,800	-	-	-	-	-	700	1,000	-	-	100
4190-12-000	Software	7,900	-	-	-	-	7,900	-	-	-	-	-
4190-14-000	Storage Unit	15,350	10,050	300	-	-	-	-	-	-	5,000	-
4190-15-000	Cell Phones/Pagers	436,984	72,080	97,400	29,300	22,500	10,300	21,500	78,604	-	105,300	-
4190-17-000	Temporary Administrative Labor	27,000	-	-	-	-	-	-	27,000	-	-	-
4190-18-000	Office Equipment Maintenance & Contracts	109,300	21,100	23,600	18,000	4,000	-	3,000	11,600	-	28,000	-
4190-19-000	Section 8 Inspections Costs	464,500	-	-	-	-	1,100	-	500	-	462,900	-
4190-20-000	Bank Fees	275,500	255,000	-	-	-	-	-	20,000	-	-	500
4190-21-000	Fees, Taxes & Other Costs	47,777	36,500	-	-	-	2,000	2,500	6,777	-	-	-
4190-22-000	Other Misc Admin Expenses	34,500	3,500	5,500	-	1,000	-	1,000	8,500	-	15,000	-
4191-00-000	Total Miscellaneous Admin Expenses	4,243,002	1,891,385	192,820	171,150	47,300	39,865	204,800	338,012	-	1,157,020	200,650
TOTAL	TOTAL ADMINISTRATIVE EXPENSES	51,464,227	18,562,069	5,115,513	4,078,032	2,129,392	1,296,835	1,857,512	3,169,820	-	14,447,804	807,250

Oakland Housing Authority (Excluding Affiliates)
Annual Budget for the Fiscal Year Ending June 30, 2022

		TOTAL	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvement s Dept & Facilities	ALL PH Properties	HAP	Non-HAP	NonFederal
4200-00-000	TENANT SERVICES EXPENSES											
4210-00-000	Tenant Services Salaries	366,824	-	-	230,000	-	-	-	136,824	-	-	-
4210-01-000	Employer FICA & Medicare	11,866	-	-	-	-	-	-	11,866	-	-	-
4210-01-002	Pension & Retirement Contributions	10,603	-	-	10,000	-	-	-	603	-	-	-
4210-01-004	Medical & Dental Benefits	17,434	-	-	1,000	-	-	-	16,434	-	-	-
4210-01-005	Employee Benefit Management & Others	1,920	-	-	-	-	-	-	1,920	-	-	-
4220-00-000	Resident Participation	30,500	-	-	25,000	-	500	-	5,000	-	-	-
4220-01-000	Other Tenant Svcs.	351,860	32,700	-	25,000	-	22,000	-	212,160	-	-	60,000
4225-01-000	Printing & Supplies	56,500	12,000	-	35,000	-	-	-	9,500	-	-	-
4225-01-001	Tenant Services - Postage	20,000	10,000	-	10,000	-	-	-	-	-	-	-
4225-01-002	Program Supplies	50,000	-	-	50,000	-	-	-	-	-	-	-
4225-02-000	Recreation	20,000	-	-	-	-	-	-	20,000	-	-	-
4225-03-000	Special Events	110,000	-	-	75,000	-	-	-	35,000	-	-	-
4225-04-000	Translation Services	115,000	-	-	1,500	-	1,500	-	2,000	-	110,000	-
4230-00-000	Children & Youth Programs	1,100,000	-	30,000	1,070,000	-	-	-	-	-	-	-
4230-00-001	Special Programs - Residents (Family & Community Prtnshp	300,000	-	-	300,000	-	-	-	-	-	-	-
4230-00-002	Stipends - Leadership Training	3,000	-	-	-	-	3,000	-	-	-	-	-
4230-00-003	Employment & Economic Development	395,000	-	-	395,000	-	-	-	-	-	-	-
4230-00-004	Civic Engagement Activity	50,000	-	-	50,000	-	-	-	-	-	-	-
4230-01-000	Tenant Relocation	40,000	-	-	-	-	-	-	40,000	-	-	-
4230-02-000	Tenant Transportation	60,000	-	-	60,000	-	-	-	-	-	-	-
4230-03-000	Tenant Clothing	35,000	-	-	35,000	-	-	-	-	-	-	-
4230-04-000	Tenant Childcare	20,000	-	-	20,000	-	-	-	-	-	-	-
TOTAL	TOTAL TENANT SERVICES EXPENSES	3,165,507	54,700	30,000	2,392,500	-	27,000	-	491,307	-	110,000	60,000
4300-00-000	UTILITY EXPENSES											
4310-00-000	Water	1,343,516	-	-	-	-	-	51,033	1,290,484	-	-	2,000
4320-00-000	Electricity	611,028	-	-	-	-	-	368,061	241,967	-	-	1,000
4330-00-000	Gas	76,622	-	-	-	-	-	21,521	52,102	-	-	3,000
4390-00-000	Sewer	73,333	-	-	-	-	-	-	73,333	-	-	-
4395-00-000	Other Utility Expenses	6,200	-	-	-	-	-	-	6,200	-	-	-
TOTAL	TOTAL UTILITY EXPENSES	2,110,700	-	-	-	-	-	440,614	1,664,086	-	-	6,000

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2022

		TOTAL	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvement s Dept & Facilities	ALL PH Properties	HAP	Non-HAP	NonFederal
4400-00-000	MAINTENANCE EXPENSES											
4400-99-000	General Maint Expense		-	-	-	-	-	-	-	-	-	-
4410-00-000	Ordinary Maintenance & Operations Salaries	4,808,497	-	-	-	399,299	-	2,423,610	1,985,587	-	-	-
4410-02-000	Ordinary Maintenance & Operations Overtime	73,000	-	-	-	3,000	-	10,000	60,000	-	-	-
4410-04-000	Maint. Empl. Rent Free Unit	15,960	-	-	-	-	-	-	15,960	-	-	-
4410-05-000	Employer FICA & Medicare	381,991	-	-	-	30,714	-	189,225	162,052	-	-	-
4410-05-001	State Unemployment Insurance Tax (SUI)	12,768	-	-	-	1,344	-	6,048	5,376	-	-	-
4410-05-002	Pension & Retirement Contributions	587,108	-	-	-	58,445	-	320,796	207,867	-	-	-
4410-05-003	Life Ins Contr & Management Package	15,506	-	-	-	1,188	-	5,346	8,972	-	-	-
4410-05-004	Medical & Dental Benefits	1,318,163	-	-	-	146,320	-	653,054	518,788	-	-	-
4411-00-000	Maintenance Uniforms	18,700	-	-	-	-	-	8,700	10,000	-	-	-
4412-00-000	Maintenance Travel/Training	6,000	-	-	-	-	-	-	6,000	-	-	-
4413-00-000	Vehicle - Gas	74,000	4,000	-	2,500	9,500	1,000	38,000	16,000	-	3,000	-
4413-00-001	Vehicles - Materials & Parts	19,500	5,000	-	1,000	5,000	-	1,500	7,000	-	-	-
4413-00-002	Vehicles - GPS Expenses	27,400	2,300	-	3,000	900	500	10,500	5,200	-	5,000	-
4419-00-000	Total General Maint Expense	7,358,593	11,300	-	6,500	655,711	1,500	3,666,780	3,008,802	-	8,000	-
4420-00-000	Materials											
4420-00-001	Materials - Building	255,750	-	-	-	-	-	22,750	229,000	-	-	4,000
4420-00-002	Materials - Electrical	35,300	-	-	-	-	-	12,000	23,300	-	-	-
4420-00-003	Materials - Floor Coverings	122,000	-	-	-	-	-	18,500	103,500	-	-	-
4420-00-004	Materials - Hardware	13,000	-	-	-	-	-	3,500	9,500	-	-	-
4420-00-005	Materials - Heater Parts	5,500	-	-	-	-	-	-	5,500	-	-	-
4420-00-006	Materials - Kitchen & Lavatory	76,200	-	-	-	-	-	13,000	63,200	-	-	-
4420-00-007	Materials - Locks	60,800	-	-	-	-	-	8,250	52,550	-	-	-
4420-00-008	Materials - Paint	31,050	-	-	-	-	-	7,500	23,550	-	-	-
4420-00-009	Materials - Appliances	4,400	-	-	-	-	-	2,000	2,400	-	-	-
4420-00-010	Materials - Other	11,000	-	-	-	-	-	3,500	7,000	-	-	500
4420-00-011	Materials - Doors	20,000	-	-	-	-	-	-	20,000	-	-	-
4420-00-012	Materials - Windows	30,000	-	-	-	-	-	-	30,000	-	-	-
4420-01-000	Supplies-Grounds	14,000	-	-	-	-	-	2,000	12,000	-	-	-
4420-02-000	Supplies-Light Fixtures	19,000	-	-	-	-	-	9,000	10,000	-	-	-
4420-03-000	Supplies-Decorating	51,750	-	-	-	-	-	6,000	45,750	-	-	-
4420-04-000	Supplies-Electrical	3,000	-	-	-	-	-	-	3,000	-	-	-
4420-05-000	Supplies-Exterminating	3,600	-	-	-	-	-	-	3,600	-	-	-
4420-06-000	Supplies-Janitorial/Cleaning	33,600	-	-	-	-	-	10,500	23,100	-	-	-
4420-07-000	Supplies-Mechanical	500	-	-	-	500	-	-	-	-	-	-
4420-08-000	Supplies-Plumbing	84,350	-	-	-	-	-	9,750	74,600	-	-	-
4420-09-000	Tools and Equipment	53,100	-	-	-	7,500	-	20,000	25,600	-	-	-
Sub Total	Total Materials	927,900	-	-	-	8,000	-	148,250	767,150	-	-	4,500

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2022

		TOTAL	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvement s Dept & Facilities	ALL PH Properties	HAP	Non-HAP	NonFederal
4430-00-000	Contract Costs											
4430-01-000	Contract-Alarm/Extinguisher	29,600	-	-	-	-	-	15,000	14,600	-	-	-
4430-02-000	Contract-Appliance	4,700	-	-	-	-	-	-	4,700	-	-	-
4430-03-000	Contract-Building Rehab	48,000	-	-	-	-	-	-	48,000	-	-	-
4430-05-000	Contract-Decorating/Painting	91,014	-	-	-	-	-	17,000	74,014	-	-	-
4430-06-000	Contract-Electrical	28,900	-	-	-	-	-	5,000	23,900	-	-	-
4430-07-000	Contract-Pest Control	160,600	-	-	-	-	-	11,000	146,600	-	-	3,000
4430-08-000	Contract-Floor Covering	123,000	-	-	-	-	-	-	123,000	-	-	-
4430-09-000	Contract-Grounds	297,120	-	-	-	-	-	-	297,120	-	-	-
4430-10-000	Contract-Janitorial/Cleaning	802,500	-	-	-	-	-	730,000	72,500	-	-	-
4430-11-000	Contract-Plumbing	146,400	-	-	-	-	-	6,000	140,400	-	-	-
4430-12-000	Contract-Garbage Services	1,072,984	-	500	-	1,750	700	68,942	996,092	-	-	5,000
4430-13-000	Contract-HVAC	127,000	-	-	-	-	-	88,000	39,000	-	-	-
4430-14-000	Contract-Vehicle Maintenance	159,760	10,000	-	20,000	7,500	2,000	55,000	40,000	-	25,260	-
4430-15-000	Contract-Equipment Rental	33,500	-	-	-	-	-	13,500	20,000	-	-	-
4430-16-000	Contract-Lock Repair	44,000	-	-	-	-	-	4,000	40,000	-	-	-
4430-17-000	Contract-Elevator Monitoring	87,375	-	-	-	-	-	40,000	47,375	-	-	-
4430-18-000	Contract-Uniforms	14,898	-	-	-	-	-	-	14,898	-	-	-
4430-19-000	Contract-Car Wash	15,400	1,000	3,000	2,000	700	500	3,200	4,500	-	500	-
4430-20-000	Routine Make Ready	247,000	-	-	-	-	-	-	247,000	-	-	-
4430-21-000	Roof & Decks Routine	75,000	-	-	-	-	-	30,000	45,000	-	-	-
4430-24-000	Contract-Call Center	21,000	-	-	-	-	-	-	21,000	-	-	-
4430-25-000	Contract-Doors	10,000	-	-	-	-	-	-	10,000	-	-	-
4430-26-000	Contract-Windows	10,000	-	-	-	-	-	-	10,000	-	-	-
4430-40-000	Contract-Security Guards	300,000	-	-	-	-	-	300,000	-	-	-	-
4430-41-000	Contract-Alarm Systems	65,500	-	-	-	-	-	65,500	-	-	-	-
4430-80-000	Contract-Bookkeeping Fees	43,890	-	-	-	-	-	-	43,890	-	-	-
4430-90-000	Contract-Fee For Service	30,200	13,200	-	-	-	-	-	10,000	-	-	7,000
4430-99-000	Contract Costs-Other	505,846	-	-	500	-	-	64,500	431,846	-	5,000	4,000
Sub Total	Total Contract Costs	4,595,187	24,200	3,500	22,500	9,950	3,200	1,516,642	2,965,435	-	30,760	19,000
TOTAL	TOTAL MAINTENANCE EXPENSES	12,881,680	35,500	3,500	29,000	673,661	4,700	5,331,672	6,741,387	-	38,760	23,500
4500-00-000	GENERAL EXPENSES											
4510-10-000	Property Insurance	313,991	-	-	-	-	-	15,765	288,226	-	-	10,000
4510-20-000	Liability Insurance	154,960	-	-	-	-	-	88,822	65,638	-	-	500
4521-00-000	Misc. Taxes/Licenses/Insurance	1,140	-	-	-	-	-	-	1,140	-	-	-
4540-00-000	Workers Compensation	2,291,328	552,388	348,187	164,000	126,161	58,682	260,059	220,850	-	561,000	-
4550-00-000	All Other Insurance	162,269	-	-	-	150,000	-	-	12,169	-	-	100
4560-00-000	Auto Insurance	235,219	12,000	65,000	20,000	13,552	6,000	61,953	38,714	-	18,000	-
4565-00-000	Employment Practices Liability Insurance	182,890	35,300	28,600	16,000	8,879	5,000	11,986	19,126	-	58,000	-
4570-00-000	Bad Debt-Tenant Rents	230,340	-	-	-	-	-	-	230,340	-	-	-
4590-00-000	Other General Expense	2,340,000	-	-	-	-	-	-	2,340,000	-	-	-
TOTAL	TOTAL GENERAL EXPENSES	5,912,137	599,688	441,787	200,000	298,592	69,682	438,585	3,216,203	-	637,000	10,600

Oakland Housing Authority (Excluding Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2022

		TOTAL	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvement s Dept & Facilities	ALL PH Properties	HAP	Non-HAP	NonFederal
4600-00-000	PROTECTIVE SERVICES EXPENSES											
4610-00-000	Protective Services Salaries	4,850,459	-	4,850,459	-	-	-	-	-	-	-	-
4610-01-000	Protective Services Overtime	425,000	-	425,000	-	-	-	-	-	-	-	-
4610-02-000	Employer FICA & Medicare	370,158	-	370,158	-	-	-	-	-	-	-	-
4610-02-001	State Unemployment Insurance Tax (SUI)	8,736	-	8,736	-	-	-	-	-	-	-	-
4610-02-002	Pension & Retirement Contributions	743,954	-	743,954	-	-	-	-	-	-	-	-
4610-02-003	Life Ins Contr & Management Package	7,722	-	7,722	-	-	-	-	-	-	-	-
4610-02-004	Medical & Dental Benefits	930,570	-	930,570	-	-	-	-	-	-	-	-
4610-02-006	Tuition Reimbursements - Protective	30,000	-	30,000	-	-	-	-	-	-	-	-
4610-02-007	Uniform Allowance	25,000	-	25,000	-	-	-	-	-	-	-	-
4620-01-000	Security Alarm Contract Costs	7,347	-	-	-	-	-	-	4,347	-	3,000	-
4620-02-000	Lexis Nexus	2,000	-	-	-	-	-	-	-	-	2,000	-
4620-03-000	Protective Services Vehicle Costs	60,000	-	60,000	-	-	-	-	-	-	-	-
4620-04-000	Security Sundry Contracts	262,700	-	262,700	-	-	-	-	-	-	-	-
4630-01-000	Security Materials	81,650	-	81,650	-	-	-	-	-	-	-	-
4630-02-000	Gasoline	65,000	-	65,000	-	-	-	-	-	-	-	-
4630-03-000	Security Ammunition	20,000	-	20,000	-	-	-	-	-	-	-	-
4630-04-000	Security Uniforms	30,000	-	30,000	-	-	-	-	-	-	-	-
4630-05-000	Security Guns	15,000	-	15,000	-	-	-	-	-	-	-	-
TOTAL	TOTAL PROTECTIVE SERVICES EXPENSES	7,935,296	-	7,925,949	-	-	-	-	4,347	-	5,000	-
4700-00-000	HOUSING ASSISTANCE PAYMENTS											
4715-00-000	Housing Assistance Payments	224,163,224	-	-	-	-	-	-	-	224,163,224	-	-
4715-01-000	Tenant Utility Payments-Voucher	12,000	-	-	-	-	-	-	-	12,000	-	-
4715-02-000	Portable Out HAP Payments	3,480,000	-	-	-	-	-	-	-	3,480,000	-	-
4715-03-000	FSS Escrow Payments	450,000	-	-	-	-	-	-	-	450,000	-	-
4715-04-000	Housing Assistance - Other	300,000	-	-	-	-	-	-	-	300,000	-	-
4715-05-000	Housing Assistance Payments - Sponsor Based	3,083,091	-	-	-	-	-	-	-	3,083,091	-	-
4715-07-000	HAP Vacancy Loss Incentive	720,000	-	-	-	-	-	-	-	720,000	-	-
4715-08-000	Landlord Maintenance Loan Incentive Program	385,000	-	-	-	-	-	-	-	385,000	-	-
4715-09-000	New Landlord	72,000	-	-	-	-	-	-	-	72,000	-	-
4715-10-000	Owner Recognition	25,000	-	-	-	-	-	-	-	25,000	-	-
4715-11-000	Building Bridges - SRO	3,000,000	-	-	-	-	-	-	-	3,000,000	-	-
4715-12-000	Building Bridges - CalWORKS	1,000,000	-	-	-	-	-	-	-	1,000,000	-	-
4715-13-000	Building Bridges - THP Plus	500,000	-	-	-	-	-	-	-	500,000	-	-
4715-15-000	HAP Portability Out Admin Fee	-	-	-	-	-	-	-	-	-	-	-
4715-16-000	Building Bridges - Key to Home Program	640,000	-	-	-	-	640,000	-	-	-	-	-
TOTAL	TOTAL HOUSING ASSISTANCE PAYMENTS	238,430,315	-	-	-	-	640,000	-	-	237,790,315	-	-
TOTAL	TOTAL OPERATING EXPENSES	321,899,863	19,251,956	13,516,750	6,699,532	3,101,646	2,038,217	8,068,383	15,287,150	237,790,315	15,238,564	907,350
TOTAL	TOTAL OPERATING REVENUES	344,513,080	10,847,756	360,613	222,079	2,385,833	38,143	5,434,438	16,654,150	286,267,745	21,874,979	427,346
TOTAL	OPERATING PROFIT / (LOSS)	22,613,217	(8,404,201)	(13,156,136)	(6,477,454)	(715,813)	(2,000,074)	(2,633,945)	1,366,999	48,477,430	6,636,415	(480,004)

Oakland Housing Authority (Excluding Affiliates)
Annual Budget for the Fiscal Year Ending June 30, 2022

		TOTAL	Central Office Cost Center	Security & Development	Family & Community Partnerships, FSS Grants	Property Management	Asset Management	Capital Improvement s Dept & Facilities	ALL PH Properties	HAP	Non-HAP	NonFederal
5205-00-001	COCC Allocated Overhead Expenses	(3,026,435)	(18,835,637)	3,099,535	1,490,161	1,072,916	-	2,265,045	2,086,225	-	5,781,825	13,494
5205-00-002	Other Property Mgt/Asset Mgt Expenses Allocated	(2,352,955)	-	-	-	(3,517,965)	(2,038,217)	-	3,203,227	-	-	-
5205-00-004	CID Expense	(5,406,389)	-	-	-	-	-	(8,068,383)	2,661,994	-	-	-
	Total Allocation Expenses	(10,785,780)	(18,835,637)	3,099,535	1,490,161	(2,445,049)	(2,038,217)	(5,803,338)	7,951,446	-	5,781,825	13,494
5510-00-000	Capital Outlay	12,341,500	2,380,000	6,285,500	40,000	-	-	691,000	2,945,000	-	-	-
5520-00-000	OPEB & Retirees Medical	2,071,404	440,000	240,000	14,055	142,005	-	622,394	119,511	-	493,439	-
	Expansion of Local Programs											
5520-01-000	Pension Liability Funding (ADP)	3,000,000	3,000,000	-	-	-	-	-	-	-	-	-
	Total Capital, OPEB, and Pension	17,412,904	5,820,000	6,525,500	54,055	142,005	-	1,313,394	3,064,511	-	493,439	-
TOTAL	TOTAL NON OPERATING ITEMS - EXPENSE (REVENUE)	6,627,124	(13,015,637)	9,625,035	1,544,216	(2,303,044)	(2,038,217)	(4,489,945)	11,015,957	-	6,275,264	13,494
TOTAL	Excess Revenue over Expenses	15,986,093	4,611,436	(22,781,171)	(8,021,670)	1,587,231	38,143	1,856,000	(9,648,958)	48,477,430	361,151	(493,498)
TOTAL	Operating Transfer In/(Out)	-	(7,611,436)	16,741,171	8,021,670	(1,587,231)	(38,143)	(1,856,000)	9,648,958	(22,957,839)	(361,151)	
TOTAL	Transfer In From Reserves	9,040,000	3,000,000	6,040,000								
TOTAL	NET INCOME (Deficit)	25,026,093	-	-	-	-	-	-	-	25,519,591	-	(493,498)

Oakland Housing Authority (Including Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2022

		TOTAL	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	NonFederal	OAHPI	CAHI-NF & CAHI-F
Revenue														
3100-00-000	TENANT INCOME													
3110-00-000	Tenant Rent	15,545,153	-	-	-	-	-	-	4,727,084	-	-	9,660	10,808,409	-
3112-00-000	Tenant Assistance Payments	34,312,445	-	-	-	-	-	-	-	-	-	117,816	34,194,629	-
3113-00-000	Less: Vacancies	(1,264,240)	-	-	-	-	-	-	(153,640)	-	-	-	(1,110,600)	-
3114-00-000	Less: Concessions	(3,090,036)	-	-	-	-	-	-	(18,000)	-	-	-	(3,072,036)	-
3117-00-000	Less: Admin/Employee Unit	(225,600)	-	-	-	-	-	-	-	-	-	-	(225,600)	-
3119-00-000	Total Tenant Income	45,277,722	-	-	-	-	-	-	4,555,444	-	-	127,476	40,594,802	-
3120-00-000	Other Tenant Income													
3120-01-000	Laundry and Vending	5,504	-	-	-	-	-	-	5,504	-	-	-	-	-
3120-03-000	Maintenance Charges	20,610	-	-	-	-	-	-	20,610	-	-	-	-	-
3120-04-000	Late Charges	172	-	-	-	-	-	-	172	-	-	-	-	-
3120-06-000	NSF Charges	1,200	-	-	-	-	-	-	600	-	-	-	600	-
3120-08-000	Tenant Screening	120	-	-	-	-	-	-	120	-	-	-	-	-
3120-09-000	Misc.Tenant Income	18,000	-	-	-	-	-	-	-	-	-	-	18,000	-
3129-00-000	Total Other Tenant Income	45,606	-	-	-	-	-	-	27,006	-	-	-	18,600	-
3199-00-000	NET TENANT INCOME	45,323,328	-	-	-	-	-	-	4,582,450	-	-	127,476	40,613,402	-
3400-00-000	GRANT INCOME													
3401-00-000	HUD PHA Operating Grants/Subsidy	9,006,700	-	-	-	-	-	-	9,006,700	-	-	-	-	-
3410-01-000	Section 8 HAP Earned	1,061,323,362	-	-	-	-	-	-	-	286,267,745	-	-	-	775,055,617
3410-02-000	Section 8 Admin. Fee Income	43,075,226	-	-	-	-	-	-	-	-	20,879,979	-	-	22,195,247
3410-04-000	Port-In Admin Fees Earned	30,000	-	-	-	-	-	-	-	-	30,000	-	-	-
3410-06-000	Port In HAP Earned	500,000	-	-	-	-	-	-	-	-	500,000	-	-	-
3415-00-000	Other Government Grants	222,079	-	-	222,079	-	-	-	-	-	-	-	-	-
3420-00-000	Capital Fund Grants	10,074,617	7,139,617	-	-	-	-	-	2,935,000	-	-	-	-	-
Sub Total	TOTAL GRANT INCOME	1,124,231,983	7,139,617	-	222,079	-	-	-	11,941,700	286,267,745	21,409,979	-	-	797,250,864
3600-00-000	OTHER INCOME													
3610-00-000	Investment Income - Unrestricted	161,813	66,315	-	-	-	-	-	-	-	-	14,420	46,322	34,757
3640-00-000	Fraud Recovery	80,000	-	-	-	-	-	-	-	-	80,000	-	-	-
3650-00-000	Miscellaneous Other Income	1,792,480	3,496	190,000	-	-	19,500	-	130,000	-	385,000	200,000	-	864,484
3650-00-002	Ground Lease Income	10,000	-	-	-	-	-	-	-	-	-	10,000	-	-
3650-00-004	Developer Fees	75,450	-	-	-	-	-	-	-	-	-	75,450	-	-
3650-00-005	COCC Affiliates Reimbursement	10,785,777	3,026,434	-	-	2,352,954	-	5,406,389	-	-	-	-	-	-
3650-00-006	Other Income - Salary Reimbursement from Affiliates	862,077	611,893	170,613	-	32,879	18,643	28,049	-	-	-	-	-	-
Sub Total	TOTAL OTHER INCOME	13,767,598	3,708,139	360,613	-	2,385,833	38,143	5,434,438	130,000	-	465,000	299,870	46,322	899,241
Total	TOTAL INCOME - INFLOW FROM OPERATIONS	1,183,322,909	10,847,756	360,613	222,079	2,385,833	38,143	5,434,438	16,654,150	286,267,745	21,874,979	427,346	40,659,724	798,150,105
Total	TOTAL INCOME	1,183,322,909	10,847,756	360,613	222,079	2,385,833	38,143	5,434,438	16,654,150	286,267,745	21,874,979	427,346	40,659,724	798,150,105
4110-00-000	Administrative Salaries	27,375,122	8,372,942	2,527,544	2,710,000	1,365,284	850,464	1,164,737	1,310,282	-	7,882,000	-	1,027,292	164,577
4110-01-000	Administrative Rent Free Unit	20,184	-	-	-	-	-	-	20,184	-	-	-	-	-
4110-02-000	Administrative Overtime	85,000	-	-	-	5,000	-	-	-	-	80,000	-	-	-
4110-03-000	Employer FICA & Medicare	1,847,098	581,091	165,228	176,000	98,706	60,727	83,942	112,782	-	479,000	-	78,383	11,239
4110-03-001	State Unemployment Insurance Tax (SUI)	77,992	24,688	3,584	15,400	2,912	1,568	2,240	2,464	-	22,000	-	2,912	224
4110-03-002	Pension & Retirement Contributions	3,439,248	974,560	437,476	309,000	152,208	94,903	139,795	115,718	-	1,047,000	-	152,688	15,900
4110-03-003	Life Ins Contr & Management Package	73,165	13,068	18,368	4,100	2,574	1,386	1,980	8,767	-	18,000	-	2,574	2,348
4110-03-004	Medical & Dental Benefits	5,424,565	1,394,834	362,172	460,957	279,059	135,810	246,042	273,900	-	2,004,275	-	239,904	27,614
4110-03-005	Employee Benefits Management & Others	222,075	84,175	22,000	25,000	13,350	10,700	12,025	8,350	-	32,000	-	9,675	4,800
4110-05-000	Salary Reimbursements to Others	682,560	-	-	-	-	-	-	-	-	-	387,600	135,000	159,960
Sub Total	Total Administrative Salaries	39,247,010	11,445,357	3,536,372	3,700,457	1,919,092	1,155,558	1,650,762	1,852,447	-	11,564,275	387,600	1,648,427	386,662
4130-00-000	Legal Expense													
4130-01-000	Unlawful Detainers	750,000	-	-	-	-	-	-	250,000	-	-	-	500,000	-
4130-03-000	Grievances and Arbitration	36,000	-	-	-	-	-	-	36,000	-	-	-	-	-
4130-04-000	General Legal Expense	2,240,000	1,210,000	615,000	10,000	35,000	20,000	-	35,000	-	120,000	10,000	35,000	150,000
Sub Total	Total Legal Expense	3,026,000	1,210,000	615,000	10,000	35,000	20,000	-	321,000	-	120,000	10,000	535,000	150,000

Oakland Housing Authority (Including Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2022

		TOTAL	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	NonFederal	OAHPI	CAHI-NF & CAHI-F
4139-00-000	Other Admin Expenses													
4140-00-000	Staff Training	670,207	367,145	72,110	31,025	20,000	12,095	1,950	37,845	-	35,362	30,000	60,000	2,675
4140-01-000	Tuition Reimbursement	75,000	75,000	-	-	-	-	-	-	-	-	-	-	-
4140-10-000	Pre Employment Physicals	12,000	-	12,000	-	-	-	-	-	-	-	-	-	-
4140-20-000	Recruitment Expense	210,000	180,000	30,000	-	-	-	-	-	-	-	-	-	-
4150-00-000	Travel	290,160	85,810	36,500	28,900	3,000	3,000	-	10,900	-	10,000	100,000	12,000	50
4150-05-000	Commissioner Travel	32,000	30,000	-	-	-	-	-	-	-	-	2,000	-	-
4150-10-000	Commissioner Stipends	13,200	13,200	-	-	-	-	-	-	-	-	-	-	-
4160-00-000	Meetings	160,550	26,750	500	1,500	5,000	5,000	-	5,400	-	30,000	65,000	21,000	400
4170-00-000	Accounting Fees	245,400	245,400	-	-	-	-	-	-	-	-	-	-	-
4171-00-000	Auditing Fees	320,372	245,372	-	-	-	-	-	-	-	-	-	30,000	45,000
4173-00-000	Management Fee	288,440	-	-	-	-	-	-	286,440	-	-	2,000	-	-
4174-00-000	Marketing	62,216	46,000	-	-	-	-	-	6,216	-	-	10,000	-	-
4180-00-000	Office Rent	887,977	20,670	-	-	-	-	-	4,860	-	862,447	-	-	-
4181-00-000	Interns	305,700	60,000	166,400	55,000	-	24,300	-	-	-	-	-	-	-
4181-01-000	FICA & Medicare	19,179	4,590	12,730	-	-	1,859	-	-	-	-	-	-	-
4181-01-001	State Unemployment Insurance Tax	1,630	390	1,082	-	-	158	-	-	-	-	-	-	-
4182-00-000	Consultants	4,420,400	2,615,000	440,000	80,000	100,000	35,000	-	306,700	-	668,700	-	50,000	125,000
Sub Total	Total Other Admin Expenses	8,014,430	4,015,327	771,321	196,425	128,000	81,412	1,950	658,361	-	1,606,509	209,000	173,000	173,125
4190-00-000	Miscellaneous Admin Expenses													
4190-01-000	Membership and Fees	304,255	82,850	6,000	150	1,000	7,155	600	-	-	6,500	200,000	-	-
4190-02-000	Publications	16,500	13,500	2,500	-	-	500	-	-	-	-	-	-	-
4190-03-000	Advertising	7,400	2,500	1,500	2,500	-	600	-	300	-	-	-	-	-
4190-04-000	Office Supplies	377,638	79,500	14,400	52,000	10,000	700	21,500	53,028	-	123,760	-	21,250	1,500
4190-06-000	Copier Supplies	74,800	9,550	5,000	-	-	-	-	15,000	-	33,000	-	12,250	-
4190-07-000	Telephone	398,115	146,112	12,000	1,000	-	-	146,000	63,503	-	25,000	-	4,500	-
4190-08-000	Postage	304,250	24,950	2,900	1,500	500	400	200	8,800	-	250,000	-	15,000	-
4190-09-000	Computer Hardware, Software & Supplies	275,790	70,130	18,000	21,700	8,300	4,750	300	24,300	-	102,560	50	25,700	-
4190-10-000	Computer Licenses & Maintenance Contracts	1,147,363	1,064,063	3,720	45,000	-	4,460	7,500	19,100	-	-	-	2,160	1,360
4190-11-000	Utility Transmission Charges	9,300	-	-	-	-	-	700	1,000	-	-	100	7,500	-
4190-12-000	Software	7,900	-	-	-	-	7,900	-	-	-	-	-	-	-
4190-14-000	Storage Unit	15,350	10,050	300	-	-	-	-	-	-	5,000	-	-	-
4190-15-000	Cell Phones/Pagers	474,452	72,080	97,400	29,300	22,500	10,300	21,500	78,604	-	105,300	-	36,268	1,200
4190-17-000	Temporary Administrative Labor	27,000	-	-	-	-	-	-	27,000	-	-	-	-	-
4190-18-000	Office Equipment Maintenance & Contracts	122,300	21,100	23,600	18,000	4,000	-	3,000	11,600	-	28,000	-	13,000	-
4190-19-000	Section 8 Inspections Costs	464,500	-	-	-	-	1,100	-	500	-	462,900	-	-	-
4190-20-000	Bank Fees	441,888	255,000	-	-	-	-	-	20,000	-	-	500	79,388	87,000
4190-21-000	Fees, Taxes & Other Costs	66,777	36,500	-	-	-	2,000	2,500	6,777	-	-	-	19,000	-
4190-22-000	Other Misc Admin Expenses	40,500	3,500	5,500	-	1,000	-	1,000	8,500	-	15,000	-	2,000	4,000
4191-00-000	Total Miscellaneous Admin Expenses	4,576,078	1,891,385	192,820	171,150	47,300	39,865	204,800	338,012	-	1,157,020	200,650	238,016	95,060
TOTAL	TOTAL ADMINISTRATIVE EXPENSES	54,863,517	18,562,069	5,115,513	4,078,032	2,129,392	1,296,835	1,857,512	3,169,820	-	14,447,804	807,250	2,594,443	804,847

Oakland Housing Authority (Including Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2022

		TOTAL	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	NonFederal	OAHPI	CAHI-NF & CAHI-F
4200-00-000	TENANT SERVICES EXPENSES													-
4210-00-000	Tenant Services Salaries	366,824	-	-	230,000	-	-	-	136,824	-	-	-	-	-
4210-01-000	Employer FICA & Medicare	11,866	-	-	-	-	-	-	11,866	-	-	-	-	-
4210-01-002	Pension & Retirement Contributions	10,603	-	-	10,000	-	-	-	603	-	-	-	-	-
4210-01-004	Medical & Dental Benefits	17,434	-	-	1,000	-	-	-	16,434	-	-	-	-	-
4210-01-005	Employee Benefit Management & Others	1,920	-	-	-	-	-	-	1,920	-	-	-	-	-
4220-00-000	Resident Participation	30,500	-	-	25,000	-	500	-	5,000	-	-	-	-	-
4220-01-000	Other Tenant Svcs.	372,360	32,700	-	25,000	-	22,000	-	212,160	-	-	60,000	20,500	-
4225-01-000	Printing & Supplies	56,500	12,000	-	35,000	-	-	-	9,500	-	-	-	-	-
4225-01-001	Tenant Services - Postage	20,000	10,000	-	10,000	-	-	-	-	-	-	-	-	-
4225-01-002	Program Supplies	50,000	-	-	50,000	-	-	-	-	-	-	-	-	-
4225-02-000	Recreation	20,000	-	-	-	-	-	-	20,000	-	-	-	-	-
4225-03-000	Special Events	131,000	-	-	75,000	-	-	-	35,000	-	-	-	21,000	-
4225-04-000	Translation Services	121,600	-	-	1,500	-	1,500	-	2,000	-	110,000	-	6,600	-
4230-00-000	Children & Youth Programs	1,100,000	-	30,000	1,070,000	-	-	-	-	-	-	-	-	-
4230-00-001	Special Programs - Residents (Family & Community Prtnshp	300,000	-	-	300,000	-	-	-	-	-	-	-	-	-
4230-00-002	Stipends - Leadership Training	3,000	-	-	-	-	3,000	-	-	-	-	-	-	-
4230-00-003	Employment & Economic Development	395,000	-	-	395,000	-	-	-	-	-	-	-	-	-
4230-00-004	Civic Engagement Activity	50,000	-	-	50,000	-	-	-	-	-	-	-	-	-
4230-01-000	Tenant Relocation	140,000	-	-	-	-	-	-	40,000	-	-	-	100,000	-
4230-02-000	Tenant Transportation	60,000	-	-	60,000	-	-	-	-	-	-	-	-	-
4230-03-000	Tenant Clothing	35,000	-	-	35,000	-	-	-	-	-	-	-	-	-
4230-04-000	Tenant Childcare	20,000	-	-	20,000	-	-	-	-	-	-	-	-	-
TOTAL	TOTAL TENANT SERVICES EXPENSES	3,313,607	54,700	30,000	2,392,500	-	27,000	-	491,307	-	110,000	60,000	148,100	-
4300-00-000	UTILITY EXPENSES													
4310-00-000	Water	3,342,127	-	-	-	-	-	51,033	1,290,484	-	-	2,000	1,998,611	-
4320-00-000	Electricity	783,719	-	-	-	-	-	368,061	241,967	-	-	1,000	172,691	-
4330-00-000	Gas	606,095	-	-	-	-	-	21,521	52,102	-	-	3,000	529,472	-
4390-00-000	Sewer	73,333	-	-	-	-	-	-	73,333	-	-	-	-	-
4395-00-000	Other Utility Expenses	6,200	-	-	-	-	-	-	6,200	-	-	-	-	-
TOTAL	TOTAL UTILITY EXPENSES	4,811,474	-	-	-	-	-	440,614	1,664,086	-	-	6,000	2,700,774	-
4400-00-000	MAINTENANCE EXPENSES													
4400-99-000	General Maint Expense		-	-	-	-	-	-	-	-	-	-	-	-
4410-00-000	Ordinary Maintenance & Operations Salaries	7,107,056	-	-	-	399,299	-	2,423,610	1,985,587	-	-	-	2,298,560	-
4410-02-000	Ordinary Maintenance & Operations Overtime	233,000	-	-	-	3,000	-	10,000	60,000	-	-	-	160,000	-
4410-04-000	Maint. Empl. Rent Free Unit	15,960	-	-	-	-	-	-	15,960	-	-	-	-	-
4410-05-000	Employer FICA & Medicare	570,109	-	-	-	30,714	-	189,225	162,052	-	-	-	188,118	-
4410-05-001	State Unemployment Insurance Tax (SUI)	21,280	-	-	-	1,344	-	6,048	5,376	-	-	-	8,512	-
4410-05-002	Pension & Retirement Contributions	891,674	-	-	-	58,445	-	320,796	207,867	-	-	-	304,565	-
4410-05-003	Life Ins Contr & Management Package	21,644	-	-	-	1,188	-	5,346	8,972	-	-	-	6,138	-
4410-05-004	Medical & Dental Benefits	1,990,210	-	-	-	146,320	-	653,054	518,788	-	-	-	672,047	-
4411-00-000	Maintenance Uniforms	36,700	-	-	-	-	-	8,700	10,000	-	-	-	18,000	-
4412-00-000	Maintenance Travel/Training	24,000	-	-	-	-	-	-	6,000	-	-	-	18,000	-
4413-00-000	Vehicle - Gas	145,055	4,000	-	2,500	9,500	1,000	38,000	16,000	-	3,000	-	71,055	-
4413-00-001	Vehicles - Materials & Parts	37,500	5,000	-	1,000	5,000	-	1,500	7,000	-	-	-	18,000	-
4413-00-002	Vehicles - GPS Expenses	38,600	2,300	-	3,000	900	500	10,500	5,200	-	5,000	-	11,200	-
4419-00-000	Total General Maint Expense	11,132,788	11,300	-	6,500	655,711	1,500	3,666,780	3,008,802	-	8,000	-	3,774,195	-

Oakland Housing Authority (Including Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2022

		TOTAL	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	NonFederal	OAHPI	CAHI-NF & CAHI-F
4420-00-000	Materials													
4420-00-001	Materials - Building	560,750	-	-	-	-	-	22,750	229,000	-	-	4,000	275,000	30,000
4420-00-002	Materials - Electrical	67,800	-	-	-	-	-	12,000	23,300	-	-	-	32,500	-
4420-00-003	Materials - Floor Coverings	392,000	-	-	-	-	-	18,500	103,500	-	-	-	270,000	-
4420-00-004	Materials - Hardware	28,500	-	-	-	-	-	3,500	9,500	-	-	-	15,500	-
4420-00-005	Materials - Heater Parts	35,500	-	-	-	-	-	-	5,500	-	-	-	30,000	-
4420-00-006	Materials - Kitchen & Lavatory	118,700	-	-	-	-	-	13,000	63,200	-	-	-	42,500	-
4420-00-007	Materials - Locks	75,800	-	-	-	-	-	8,250	52,550	-	-	-	15,000	-
4420-00-008	Materials - Paint	58,550	-	-	-	-	-	7,500	23,550	-	-	-	26,500	1,000
4420-00-009	Materials - Appliances	176,150	-	-	-	-	-	2,000	2,400	-	-	-	171,750	-
4420-00-010	Materials - Other	17,500	-	-	-	-	-	3,500	7,000	-	-	500	6,500	-
4420-00-011	Materials - Doors	26,500	-	-	-	-	-	-	20,000	-	-	-	6,500	-
4420-00-012	Materials - Windows	36,000	-	-	-	-	-	-	30,000	-	-	-	6,000	-
4420-01-000	Supplies-Grounds	74,000	-	-	-	-	-	2,000	12,000	-	-	-	60,000	-
4420-02-000	Supplies-Light Fixtures	42,500	-	-	-	-	-	9,000	10,000	-	-	-	23,500	-
4420-03-000	Supplies-Decorating	65,750	-	-	-	-	-	6,000	45,750	-	-	-	14,000	-
4420-04-000	Supplies-Electrical	3,000	-	-	-	-	-	-	3,000	-	-	-	-	-
4420-05-000	Supplies-Exterminating	9,600	-	-	-	-	-	-	3,600	-	-	-	6,000	-
4420-06-000	Supplies-Janitorial/Cleaning	63,600	-	-	-	-	-	10,500	23,100	-	-	-	30,000	-
4420-07-000	Supplies-Mechanical	3,500	-	-	-	500	-	-	-	-	-	-	3,000	-
4420-08-000	Supplies-Plumbing	161,350	-	-	-	-	-	9,750	74,600	-	-	-	77,000	-
4420-09-000	Tools and Equipment	113,100	-	-	-	7,500	-	20,000	25,600	-	-	-	60,000	-
Sub Total	Total Materials	2,130,150	-	-	-	8,000	-	148,250	767,150	-	-	4,500	1,171,250	31,000
4430-00-000	Contract Costs													
4430-01-000	Contract-Alarm/Extinguisher	43,600	-	-	-	-	-	15,000	14,600	-	-	-	14,000	-
4430-02-000	Contract-Appliance	4,700	-	-	-	-	-	-	4,700	-	-	-	-	-
4430-03-000	Contract-Building Rehab	48,000	-	-	-	-	-	-	48,000	-	-	-	-	-
4430-04-000	Contract-Responsible Person Services	90,000	-	-	-	-	-	-	-	-	-	-	90,000	-
4430-05-000	Contract-Decorating/Painting	301,014	-	-	-	-	-	17,000	74,014	-	-	-	210,000	-
4430-06-000	Contract-Electrical	118,900	-	-	-	-	-	5,000	23,900	-	-	-	90,000	-
4430-07-000	Contract-Pest Control	620,600	-	-	-	-	-	11,000	146,600	-	-	3,000	450,000	10,000
4430-08-000	Contract-Floor Covering	393,000	-	-	-	-	-	-	123,000	-	-	-	270,000	-
4430-09-000	Contract-Grounds	1,567,120	-	-	-	-	-	-	297,120	-	-	-	1,260,000	10,000
4430-10-000	Contract-Janitorial/Cleaning	902,500	-	-	-	-	-	730,000	72,500	-	-	-	100,000	-
4430-11-000	Contract-Plumbing	381,400	-	-	-	-	-	6,000	140,400	-	-	-	235,000	-
4430-12-000	Contract-Garbage Services	3,567,942	-	500	-	1,750	700	68,942	996,092	-	-	5,000	2,494,958	-
4430-13-000	Contract-HVAC	194,500	-	-	-	-	-	88,000	39,000	-	-	-	27,500	40,000
4430-14-000	Contract-Vehicle Maintenance	204,760	10,000	-	20,000	7,500	2,000	55,000	40,000	-	25,260	-	45,000	-
4430-15-000	Contract-Equipment Rental	313,500	-	-	-	-	-	13,500	20,000	-	-	-	280,000	-
4430-16-000	Contract-Lock Repair	44,250	-	-	-	-	-	4,000	40,000	-	-	-	-	250
4430-17-000	Contract-Elevator Monitoring	93,375	-	-	-	-	-	40,000	47,375	-	-	-	-	6,000
4430-18-000	Contract-Uniforms	17,898	-	-	-	-	-	-	14,898	-	-	-	3,000	-
4430-19-000	Contract-Car Wash	22,600	1,000	3,000	2,000	700	500	3,200	4,500	-	500	-	7,200	-
4430-20-000	Routine Make Ready	1,552,000	-	-	-	-	-	-	247,000	-	-	-	1,300,000	5,000
4430-21-000	Roof & Decks Routine	255,000	-	-	-	-	-	30,000	45,000	-	-	-	180,000	-
4430-24-000	Contract-Call Center	38,000	-	-	-	-	-	-	21,000	-	-	-	17,000	-
4430-25-000	Contract-Doors	31,000	-	-	-	-	-	-	10,000	-	-	-	21,000	-
4430-26-000	Contract-Windows	31,000	-	-	-	-	-	-	10,000	-	-	-	21,000	-
4430-40-000	Contract-Security Guards	300,000	-	-	-	-	-	300,000	-	-	-	-	-	-
4430-41-000	Contract-Alarm Systems	65,500	-	-	-	-	-	65,500	-	-	-	-	-	-
4430-80-000	Contract-Bookkeeping Fees	43,890	-	-	-	-	-	-	43,890	-	-	-	-	-
4430-90-000	Contract-Fee For Service	30,200	13,200	-	-	-	-	-	10,000	-	-	7,000	-	-
4430-99-000	Contract Costs-Other	739,346	-	-	500	-	-	64,500	431,846	-	5,000	4,000	225,000	8,500
Sub Total	Total Contract Costs	12,015,595	24,200	3,500	22,500	9,950	3,200	1,516,642	2,965,435	-	30,760	19,000	7,340,658	79,750
TOTAL	TOTAL MAINTENANCE EXPENSES	25,278,532	35,500	3,500	29,000	673,661	4,700	5,331,672	6,741,387	-	38,760	23,500	12,286,102	110,750

Oakland Housing Authority (Including Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2022

		TOTAL	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	NonFederal	OAHPI	CAHI-NF & CAHI-F
4500-00-000	GENERAL EXPENSES													
4510-10-000	Property Insurance	836,886	-	-	-	-	-	15,765	288,226	-	-	10,000	512,895	10,000
4510-20-000	Liability Insurance	300,850	-	-	-	-	-	88,822	65,638	-	-	500	120,890	25,000
4521-00-000	Misc. Taxes/Licenses/Insurance	1,140	-	-	-	-	-	-	1,140	-	-	-	-	-
4540-00-000	Workers Compensation	2,548,139	552,388	348,187	164,000	126,161	58,682	260,059	220,850	-	561,000	-	245,231	11,580
4550-00-000	All Other Insurance	430,226	-	-	-	150,000	-	-	12,169	-	-	100	17,958	249,999
4560-00-000	Auto Insurance	318,467	12,000	65,000	20,000	13,552	6,000	61,953	38,714	-	18,000	-	83,248	-
4565-00-000	Employment Practices Liability Insurance	207,748	35,300	28,600	16,000	8,879	5,000	11,986	19,126	-	58,000	-	24,157	700
4570-00-000	Bad Debt-Tenant Rents	636,940	-	-	-	-	-	-	230,340	-	-	-	406,600	-
4590-00-000	Other General Expense	17,567,283	-	-	-	-	-	-	2,340,000	-	-	-	-	15,227,283
TOTAL	TOTAL GENERAL EXPENSES	22,847,679	599,688	441,787	200,000	298,592	69,682	438,585	3,216,203	-	637,000	10,600	1,410,979	15,524,562
4600-00-000	PROTECTIVE SERVICES EXPENSES													
4610-00-000	Protective Services Salaries	4,850,459	-	4,850,459	-	-	-	-	-	-	-	-	-	-
4610-01-000	Protective Services Overtime	425,000	-	425,000	-	-	-	-	-	-	-	-	-	-
4610-02-000	Employer FICA & Medicare	370,158	-	370,158	-	-	-	-	-	-	-	-	-	-
4610-02-001	State Unemployment Insurance Tax (SUI)	8,736	-	8,736	-	-	-	-	-	-	-	-	-	-
4610-02-002	Pension & Retirement Contributions	743,954	-	743,954	-	-	-	-	-	-	-	-	-	-
4610-02-003	Life Ins Contr & Management Package	7,722	-	7,722	-	-	-	-	-	-	-	-	-	-
4610-02-004	Medical & Dental Benefits	930,570	-	930,570	-	-	-	-	-	-	-	-	-	-
4610-02-006	Tuition Reimbursements - Protective	30,000	-	30,000	-	-	-	-	-	-	-	-	-	-
4610-02-007	Uniform Allowance	25,000	-	25,000	-	-	-	-	-	-	-	-	-	-
4620-01-000	Security Alarm Contract Costs	7,347	-	-	-	-	-	-	4,347	-	3,000	-	-	-
4620-02-000	Lexis Nexus	2,000	-	-	-	-	-	-	-	-	2,000	-	-	-
4620-03-000	Protective Services Vehicle Costs	60,000	-	60,000	-	-	-	-	-	-	-	-	-	-
4620-04-000	Security Sundry Contracts	262,700	-	262,700	-	-	-	-	-	-	-	-	-	-
4630-01-000	Security Materials	81,650	-	81,650	-	-	-	-	-	-	-	-	-	-
4630-02-000	Gasoline	65,000	-	65,000	-	-	-	-	-	-	-	-	-	-
4630-03-000	Security Ammunition	20,000	-	20,000	-	-	-	-	-	-	-	-	-	-
4630-04-000	Security Uniforms	30,000	-	30,000	-	-	-	-	-	-	-	-	-	-
4630-05-000	Security Guns	15,000	-	15,000	-	-	-	-	-	-	-	-	-	-
TOTAL	TOTAL PROTECTIVE SERVICES EXPENSES	7,935,296	-	7,925,949	-	-	-	-	4,347	-	5,000	-	-	-
4700-00-000	HOUSING ASSISTANCE PAYMENTS													
4715-00-000	Housing Assistance Payments	999,218,841	-	-	-	-	-	-	-	224,163,224	-	-	-	775,055,617
4715-01-000	Tenant Utility Payments-Voucher	12,000	-	-	-	-	-	-	-	12,000	-	-	-	-
4715-02-000	Portable Out HAP Payments	3,480,000	-	-	-	-	-	-	-	3,480,000	-	-	-	-
4715-03-000	FSS Escrow Payments	450,000	-	-	-	-	-	-	-	450,000	-	-	-	-
4715-04-000	Housing Assistance - Other	300,000	-	-	-	-	-	-	-	300,000	-	-	-	-
4715-05-000	Housing Assistance Payments - Sponsor Based	3,083,091	-	-	-	-	-	-	-	3,083,091	-	-	-	-
4715-06-000	Housing Assistance - Portability-In	40,000	-	-	-	-	-	-	-	40,000	-	-	-	-
4715-07-000	HAP Vacancy Loss Incentive	720,000	-	-	-	-	-	-	-	720,000	-	-	-	-
4715-08-000	Landlord Maintenance Loan Incentive Program	385,000	-	-	-	-	-	-	-	385,000	-	-	-	-
4715-09-000	New Landlord	72,000	-	-	-	-	-	-	-	72,000	-	-	-	-
4715-10-000	Owner Recognition	25,000	-	-	-	-	-	-	-	25,000	-	-	-	-
4715-11-000	Building Bridges - SRO	3,000,000	-	-	-	-	-	-	-	3,000,000	-	-	-	-
4715-12-000	Building Bridges - CalWORKS	1,000,000	-	-	-	-	-	-	-	1,000,000	-	-	-	-
4715-13-000	Building Bridges - THP Plus	500,000	-	-	-	-	-	-	-	500,000	-	-	-	-
4715-15-000	HAP Portability Out Admin Fee	-	-	-	-	-	-	-	-	-	-	-	-	-
4715-16-000	Building Bridges - Key to Home Program	640,000	-	-	-	-	640,000	-	-	-	-	-	-	-
TOTAL	TOTAL HOUSING ASSISTANCE PAYMENTS	1,013,485,932	-	-	-	-	640,000	-	-	237,790,315	-	-	-	775,055,617
TOTAL	TOTAL OPERATING EXPENSES	1,132,536,038	19,251,956	13,516,750	6,699,532	3,101,646	2,038,217	8,068,383	15,287,150	237,790,315	15,238,564	907,350	19,140,399	791,495,776
TOTAL	TOTAL OPERATING REVENUES	1,183,322,909	10,847,756	360,613	222,079	2,385,833	38,143	5,434,438	16,654,150	286,267,745	21,874,979	427,346	40,659,724	798,150,105
TOTAL	OPERATING PROFIT / (LOSS)	50,786,871	(8,404,201)	(13,156,136)	(6,477,454)	(715,813)	(2,000,074)	(2,633,945)	1,366,999	48,477,430	6,636,415	(480,004)	21,519,325	6,654,329

Oakland Housing Authority (Including Affiliates)

Annual Budget for the Fiscal Year Ending June 30, 2022

		TOTAL	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	NonFederal	OAHP	CAHI-NF & CAHI-F
5205-00-001	COCOC Allocated Overhead Expenses	(1)	(18,835,637)	3,099,535	1,490,161	1,072,916	-	2,265,045	2,086,225	-	5,781,825	13,494	2,966,828	59,606
5205-00-002	Other Property Mgt/Asset Mgt Expenses Allocated	(1)	-	-	-	(3,517,965)	(2,038,217)	-	3,203,227	-	-	-	2,352,954	-
5205-00-004	CID Expense	(0)	-	-	-	-	-	(8,068,383)	2,661,994	-	-	-	5,376,389	30,000
	Total Allocation Expenses	(2)	(18,835,637)	3,099,535	1,490,161	(2,445,049)	(2,038,217)	(5,803,338)	7,951,446	-	5,781,825	13,494	10,696,172	89,606
5510-00-000	Capital Outlay		22,949,800	2,380,000	6,285,500	40,000	-	691,000	2,945,000	-	-	-	10,083,300	525,000
5520-00-000	OPEB & Retirees Medical		2,127,422	440,000	240,000	14,055	142,005	622,394	119,511	-	493,439	-	29,868	26,150
5520-01-000	Pension Liability Funding (ADP)		3,000,000	3,000,000	-	-	-	-	-	-	-	-	-	-
	Total Capital, OPEB, and Pension		28,077,222	5,820,000	6,525,500	54,055	142,005	1,313,394	3,064,511	-	493,439	-	10,113,168	551,150
TOTAL	TOTAL NON OPERATING ITEMS - EXPENSE (REVENUE)		28,077,219	(13,015,637)	9,625,035	1,544,216	(2,303,044)	(4,489,945)	11,015,957	-	6,275,264	13,494	20,809,339	640,756
TOTAL	Excess Revenue over Expenses		22,709,652	4,611,436	(22,781,171)	1,587,231	38,143	1,856,000	(9,648,958)	48,477,430	361,151	(493,498)	709,986	6,013,573
TOTAL	Operating Transfer In/(Out)		-	(7,611,436)	16,741,171	8,021,670	(1,587,231)	(1,856,000)	9,648,958	(22,957,839)	(361,151)			
TOTAL	Transfer In From Reserves		19,123,300	3,000,000	6,040,000								10,083,300	
TOTAL	NET INCOME (Deficit)		41,832,952	-	-	-	-	-	-	25,519,591	-	(493,498)	10,793,286	6,013,573

OAKLAND HOUSING AUTHORITY FY2022 OPERATING BUDGET

FY 2021 (Approved) vs. FY 2022 (Proposed)

Account Description	A	B	% Variance
	FY 2021	FY 2022	FY22 vs FY21
REVENUE			
TENANT INCOME			
Rental Income			
Tenant Rent	4,749,981	4,736,744	0%
Tenant Assistance Payments	117,816	117,816	0%
Less: Vacancies	(180,113)	(153,640)	-15%
Less: Concessions	(22,000)	(18,000)	-18%
Total Rental Income	4,665,685	4,682,920	0%
Other Tenant Income			
Laundry and Vending	6,612	5,504	-17%
Maintenance Charges	20,800	20,610	-1%
Late Charges	250	172	-31%
NSF Charges	700	600	-14%
Tenant Screening	-	120	
Total Other Tenant Income	28,362	27,006	-5%
Tenant Income	4,694,047	4,709,926	0%
GRANT INCOME			
HUD PHA Operating Grants/Subsidy	8,670,000	9,006,700	4%
HCV Subsidy	258,346,755	286,267,745	11%
HCV Subsidy - Admin	20,490,570	20,879,979	2%
Port-In Admin Fees Earned	30,000	30,000	0%
Port In HAP Earned	536,002	500,000	-7%
Other Government Grants	1,185,148	222,079	-81%
Capital Fund Grants	10,024,634	10,074,617	0%
GRANT INCOME	299,283,109	326,981,119	9%
OTHER INCOME			
Investment Income - Unrestricted	1,206,166	80,735	-93%
Fraud Recovery	80,000	80,000	0%
Miscellaneous Other Income	1,167,099	927,996	-20%
Ground Lease Income	10,000	10,000	0%
Developer Fees - Administrative fees from developments	219,429	75,450	-66%
COCC Affiliates Reimbursement	-	10,785,777	
Other Income - Salary Reimbursement from Affiliates	880,433	862,077	-2%
COCC Revenue from Affiliates (net)	9,226,385	-	-100%
TOTAL OTHER INCOME	12,789,512	12,822,035	0%
Total Income from Operations	316,766,668	344,513,080	9%

OAKLAND HOUSING AUTHORITY FY2022 OPERATING BUDGET

FY 2021 (Approved) vs. FY 2022 (Proposed)

Account Description	A	B	% Variance
	FY 2021	FY 2022	FY22 vs FY21
EXPENSES			
ADMINISTRATIVE			
Administrative Salaries			
Administrative Salaries	25,488,022	26,183,253	3%
Administrative Rent Free Unit	20,184	20,184	0%
Administrative Overtime	125,000	85,000	-32%
Employer FICA & Medicare	1,980,113	1,757,477	-11%
State Unemployment Insurance Tax (SUI)	159,150	74,856	-53%
Pension & Retirement Contributions	3,617,965	3,270,660	-10%
Life Ins Contr & Management Package	270,530	68,243	-75%
Medical & Dental Benefits	4,620,728	5,157,048	12%
Employee Benefits Management & Others	68,167	207,600	205%
Salary Reimbursements from Others	-	387,600	
Administrative Salaries	36,349,859	37,211,920	2%
Legal Expense			
Unlawful Detainers	150,000	250,000	67%
Grievances and Arbitration	-	36,000	
General Legal Expense	1,978,500	2,055,000	4%
Legal Expense	2,128,500	2,341,000	10%
Other Admin Expenses			
Staff Training	903,518	607,532	-33%
Tuition Reimbursement (Agency wide except Protective)	75,000	75,000	0%
Pre Employment Physicals	9,000	12,000	33%
Recruitment Expense	130,000	210,000	62%
Travel	299,595	278,110	-7%
Commissioner Travel	30,000	32,000	7%
Commissioner Stipends	13,200	13,200	0%
Meetings	134,500	139,150	3%
Accounting Fees	218,545	245,400	12%
Auditing Fees	223,135	245,372	10%
Management Fee	293,600	288,440	-2%
Marketing	22,820	62,216	173%
Office Rent	850,126	887,977	4%
Interns	462,484	305,700	-34%
FICA & Medicare	22,379	19,179	-14%
State Unemployment Insurance Tax	1,902	1,630	-14%
Consultants	4,091,500	4,245,400	4%
Other Admin Expenses	7,781,303	7,668,305	-1%

OAKLAND HOUSING AUTHORITY FY2022 OPERATING BUDGET

FY 2021 (Approved) vs. FY 2022 (Proposed)

Account Description	A	B	% Variance
	FY 2021	FY 2022	FY22 vs FY21
Miscellaneous Admin Expenses			
Membership and Fees	181,025	304,255	68%
Publications	22,000	16,500	-25%
Advertising	12,900	7,400	-43%
Office Supplies	361,960	354,888	-2%
Copier Supplies	68,740	62,550	-9%
Telephone	415,580	393,615	-5%
Postage	297,050	289,250	-3%
Computer Hardware, Software & Supplies	293,221	250,090	-15%
Computer Licenses & Maintenance Contracts	896,160	1,143,843	28%
Utility Transmission Charges	1,800	1,800	0%
Software	-	7,900	
Storage Unit	20,050	15,350	-23%
Cell Phones/Pagers	225,560	436,984	94%
Temporary Administrative Labor	460,307	27,000	-94%
Office Equipment Maintenance & Contracts	153,900	109,300	-29%
Section 8 Inspections Costs	462,900	464,500	0%
Bank Fees	268,820	275,500	2%
Fees, Taxes & Other Costs	19,500	47,777	145%
Other Misc. Admin Expenses	33,500	34,500	3%
Total Miscellaneous Admin Expenses	4,194,973	4,243,002	1%
TOTAL ADMINISTRATIVE EXPENSES	50,454,636	51,464,227	2%

OAKLAND HOUSING AUTHORITY FY2022 OPERATING BUDGET

FY 2021 (Approved) vs. FY 2022 (Proposed)

Account Description	A	B	% Variance
	FY 2021	FY 2022	FY22 vs FY21
TENANT SERVICES			
Tenant Services Salaries	247,000	366,824	49%
Employer FICA & Medicare	21,950	11,866	-46%
State Unemployment Insurance Tax (SUI)	1,000	-	-100%
Pension & Retirement Contributions	1,100	10,603	864%
Medical & Dental Benefits	16,450	17,434	6%
Employee Benefit Management & Others	2,000	1,920	-4%
Resident Participation	140,500	30,500	-78%
Other Tenant Svcs.	329,017	351,860	7%
Printing & Supplies	42,500	56,500	33%
Tenant Services - Postage	20,000	20,000	0%
Program Supplies	25,000	50,000	100%
Recreation	22,000	20,000	-9%
Special Events	70,000	110,000	57%
Translation Services	115,000	115,000	0%
Children & Youth Programs	955,500	1,100,000	15%
Special Programs - Residents (Family & Community Prtnshp	60,000	300,000	400%
Stipends - Leadership Training	3,000	3,000	0%
Employment & Economic Development	366,796	395,000	8%
Civic Engagement Activity	115,000	50,000	-57%
Tenant Relocation	40,000	40,000	0%
Tenant Transportation	60,000	60,000	0%
Tenant Clothing	35,000	35,000	0%
Tenant Childcare	17,000	20,000	18%
TOTAL TENANT SERVICES EXPENSES	2,705,813	3,165,507	17%
UTILITIES			
Water	1,170,872	1,343,516	15%
Electricity	566,983	611,028	8%
Gas	77,301	76,622	-1%
Sewer	66,400	73,333	10%
Other Utility Expenses	6,200	6,200	0%
UTILITY EXPENSES	1,887,756	2,110,700	12%

OAKLAND HOUSING AUTHORITY FY2022 OPERATING BUDGET

FY 2021 (Approved) vs. FY 2022 (Proposed)

Account Description	A	B	% Variance
	FY 2021	FY 2022	FY22 vs FY21
ORDINARY MAINTENANCE			
General Maint Expense			
Ordinary Maintenance & Operations Salaries	3,867,229	4,808,497	24%
Ordinary Maintenance & Operations Overtime	73,000	73,000	0%
Maint. Empl. Rent Free Unit	15,960	15,960	0%
Employer FICA & Medicare	307,837	381,991	24%
State Unemployment Insurance Tax (SUI)	22,764	12,768	-44%
Pension & Retirement Contributions	485,915	587,108	21%
Life Ins Contr & Management Package	14,418	15,506	8%
Medical & Dental Benefits	918,075	1,318,163	44%
Maintenance Uniforms	17,104	18,700	9%
Maintenance Travel/Training	5,000	6,000	20%
Vehicle - Gas	78,000	74,000	-5%
Vehicles - Materials & Parts	21,250	19,500	-8%
Vehicles - GPS Expenses	31,844	27,400	-14%
General Maint Expense	5,858,396	7,358,593	26%
Materials			
Materials - Building	286,600	255,750	-11%
Materials - Electrical	38,600	35,300	-9%
Materials - Floor Coverings	91,000	122,000	34%
Materials - Hardware	22,500	13,000	-42%
Materials - Heater Parts	6,500	5,500	-15%
Materials - Kitchen & Lavatory	168,600	76,200	-55%
Materials - Locks	58,300	60,800	4%
Materials - Paint	46,950	31,050	-34%
Materials - Appliances	4,400	4,400	0%
Materials - Other	48,500	11,000	-77%
Materials - Doors	-	20,000	
Materials - Windows	-	30,000	
Supplies-Grounds	38,500	14,000	-64%
Supplies-Light Fixtures	16,000	19,000	19%
Supplies-Decorating	47,750	51,750	8%
Supplies-Electrical	3,000	3,000	0%
Supplies-Exterminating	5,100	3,600	-29%
Supplies-Janitorial/Cleaning	32,800	33,600	2%
Supplies-Mechanical	500	500	0%
Supplies-Plumbing	59,600	84,350	42%
Tools and Equipment	38,100	53,100	39%
Materials and Other	1,013,300	927,900	-8%

OAKLAND HOUSING AUTHORITY FY2022 OPERATING BUDGET

FY 2021 (Approved) vs. FY 2022 (Proposed)

Account Description	A	B	% Variance
	FY 2021	FY 2022	FY22 vs FY21
Contract Costs			
Contract-Alarm/Extinguisher	28,800	29,600	3%
Contract-Appliance	6,200	4,700	-24%
Contract-Building Rehab	140,000	48,000	-66%
Contract-Decorating/Painting	93,000	91,014	-2%
Contract-Electrical	44,000	28,900	-34%
Contract-Pest Control	149,200	160,600	8%
Contract-Floor Covering	113,500	123,000	8%
Contract-Grounds	331,720	297,120	-10%
Contract-Janitorial/Cleaning	581,400	802,500	38%
Contract-Plumbing	95,800	146,400	53%
Contract-Garbage Services	950,700	1,072,984	13%
Contract-HVAC	153,500	127,000	-17%
Contract-Vehicle Maintenance	126,680	159,760	26%
Contract-Equipment Rental	25,200	33,500	33%
Contract-Lock Repair	35,000	44,000	26%
Contract-Elevator Monitoring	84,375	87,375	4%
Contract-Uniforms	14,047	14,898	6%
Contract-Car Wash	20,520	15,400	-25%
Routine Make Ready	222,000	247,000	11%
Roof & Decks Routine	77,000	75,000	-3%
Contract-Call Center	21,000	21,000	0%
Contract-Doors	-	10,000	
Contract-Windows	-	10,000	
Contract-Security Guards	290,000	300,000	3%
Contract-Alarm Systems	102,500	65,500	-36%
Contract-Bookkeeping Fees	41,580	43,890	6%
Contract-Fee For Service	17,000	30,200	78%
Contract Costs-Other	440,050	505,846	15%
Total Contract Costs	4,204,772	4,595,187	9%
TOTAL MAINTENANCE EXPENSES	11,076,468	12,881,680	16%

OAKLAND HOUSING AUTHORITY FY2022 OPERATING BUDGET

FY 2021 (Approved) vs. FY 2022 (Proposed)

Account Description	A	B	% Variance
	FY 2021	FY 2022	FY22 vs FY21
GENERAL EXPENSES			
Insurance			
Property Insurance	211,670	313,991	48%
Liability Insurance	170,231	154,960	-9%
Misc. Taxes/Licenses/Insurance	1,440	1,140	-21%
Workers Compensation	2,394,551	2,291,328	-4%
All Other Insurance	165,161	162,269	-2%
Auto Insurance	238,907	235,219	-2%
Employment Practices Liability Insurance	170,791	182,890	7%
Bad Debt-Tenant Rents	117,400	230,340	96%
Other General Expense	2,273,000	2,340,000	3%
GENERAL EXPENSES	5,743,151	5,912,137	3%
PROTECTIVE SERVICES			
Protective Services Salaries	4,083,656	4,850,459	19%
Protective Services Overtime	500,000	425,000	-15%
Employer FICA & Medicare	336,181	370,158	10%
State Unemployment Insurance Tax (SUI)	26,544	8,736	-67%
Pension & Retirement Contributions	708,509	743,954	5%
Life Ins Contr & Management Package	8,118	7,722	-5%
Medical & Dental Benefits	819,166	930,570	14%
Tuition Reimbursement - Protective	30,000	30,000	0%
Uniform Allowance	34,500	25,000	-28%
Security Alarm Contract Costs	8,400	7,347	-13%
Lexis Nexus	2,000	2,000	0%
Protective Services Vehicle Costs	60,000	60,000	0%
Security Sundry Contracts	256,650	262,700	2%
Security Materials	105,000	81,650	-22%
Gasoline	72,000	65,000	-10%
Security Ammunition	18,000	20,000	11%
Security Uniforms	30,000	30,000	0%
Security Guns	15,000	15,000	0%
TOTAL PROTECTIVE SERVICES EXPENSES	7,113,724	7,935,296	12%

OAKLAND HOUSING AUTHORITY FY2022 OPERATING BUDGET

FY 2021 (Approved) vs. FY 2022 (Proposed)

Account Description	A	B	% Variance
	FY 2021	FY 2022	FY22 vs FY21
HOUSING ASSISTANCE PAYMENTS			
Housing Assistance Payments	222,866,458	224,163,224	1%
Tenant Utility Payments-Voucher	10,500	12,000	14%
Portable Out HAP Payments	3,835,200	3,480,000	-9%
FSS Escrow Payments	434,000	450,000	4%
Housing Assistance - Other	300,000	300,000	0%
Housing Assistance Payments - Sponsor Based	2,020,000	3,083,091	53%
Housing Assistance - Portability In	30,000	40,000	33%
HAP Vacancy Loss Incentive	720,000	720,000	0%
Landlord Maintenance Loan Incentive Program	385,000	385,000	0%
New Landlord (Signing Bonus)	72,000	72,000	0%
New Landlord (Owner Recognition)	25,000	25,000	0%
Building Bridges - SRO	3,000,000	3,000,000	0%
Building Bridges - THP Plus	500,000	1,000,000	100%
Building Bridges - Cal WORKS	1,000,000	500,000	-50%
PACT & 95th	300,000	560,000	87%
HAP Portability Out Admin Fee	560,771	-	-100%
TOTAL HOUSING ASSISTANCE PAYMENTS	236,058,929	238,430,315	1%
Total Operating Expenses	315,040,476	321,899,863	2%
Excess Operating Revenue over Operating Expenses	1,726,191	22,613,217	
NON-OPERATING ITEMS			
COCC Allocated Overhead Expenses	-	(3,026,435)	
Other Property Mgt/Asset Mgt Expenses Allocated	-	(2,352,955)	
CID Expense	-	(5,406,389)	
Total Allocation Expenses	-	(10,785,780)	
Capital Outlay	49,170,606	12,341,500	-75%
OPEB & Retirees Medical	1,965,850	2,071,404	5%
Expansion of Local Programs	1,361,093	-	-100%
Pension Liability Funding (ADP)	8,000,000	3,000,000	-63%
Total Capital, OPEB, and Pension	60,497,549	17,412,904	-71%
Total Non-Operating Expenses	60,497,549	6,627,124	-89%
Excess Revenue over Expenses	(58,771,358)	15,986,093	
Operating Transfer In / (Out)	-	-	
Transfer in from Reserves	58,983,986	9,040,000	
Net Surplus (Deficit)	212,628	25,026,093	

Proposed OHA & CAHI Capital Projects FY 2022

Site/Item	Property in Budget	Qty	Type of Work	FY 2022 Budget Amount
COCC				
IT				
Microsoft M365	IT		Professional services for implementation of licenses purchased in fy2021	\$ 481,000
Samsung S7 Replacements	IT		Upgrade (qty. 87) end of life cell phones. To replace model that is no longer supported for security	\$ 9,200
Airwatch Assessment / Revamp	IT		Assess current setup and add/modify as needed	\$ 9,100
Acrobat DC Upgrade	IT		Replace (qty. 87) older versions of installed Acrobat with DC	\$ 16,000
Electronic Faxing	IT		Implement ability to send electronic faxes	\$ 40,000
Dual Factor Authentication	IT		Increase remote security through implementing secondary authentication (3 yrs)	\$ 105,000
Single Sign-on	IT		Improve user experience through single login for all services (3 yrs)	\$ 90,000
Network Performance Monitoring	IT		Monitor agency data traffic and infrastructure performance	\$ 80,000
Phishing Defense System	IT		Phishing Defense System	\$ 36,000
Emergency Phones	IT		Install emergency analog phones at all 7 sites	\$ 13,200
Anti-Spam (Barracuda) Replacement	IT		Replace outdated anti-spam appliance with cloud-based service (3 yrs.)	\$ 100,000
Conference Room Upgrades	IT		Install / Revamp audio/visual systems for (qty. 25) conference rooms	\$ 500,000
Revamp Payscan Workflows	IT		Yardi Professional Services	\$ 50,000
Agency Website migration and redesign	IT		Migration to cloud based hosting service and professional services to redesign site	\$ 300,000
Laptop Replacements	IT		Replace (qty. 97) laptops greater than 4 years old	\$ 123,000
IT			Subtotal - IT	\$ 1,952,500
FINANCE				
Neopost Sorter	FINANCE		For check processing	\$ 22,500
FINANCE			Subtotal - FINANCE	\$ 22,500
CCGS				
Electronic (portal) procurement manual or guide	CCGS		Electronic Procurement Portal	\$ 30,000
Bidding System	CCGS		Bidding System Software	\$ 200,000
Dash Board for Procurement Activities	CCGS		Dash Board for Procurement Activities	\$ 25,000
Contract Management Software	CCGS		Contract management software automates the creation, tracking and monitoring of contracts and agreements.	\$ 150,000
CCGS			Subtotal - CCGS	\$ 405,000
			Subtotal - COCC	\$ 2,380,000

Proposed OHA & CAHI Capital Projects FY 2022

Site/Item	Property in Budget	Qty	Type of Work	FY 2022 Budget Amount
Security				
OHAPD				
Video Storage System & Server	OHAPD		Video Storage System & Server	\$ 50,000
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
OHAPD			Subtotal - OHAPD	\$ 245,500
FCP				
Fleet Van	FCP			\$ 40,000
			Subtotal - FCP	\$ 40,000
CID & Facilities				
Large format printer	CID_GENL			\$ 20,000
General maintenance	CID_GENL			\$ 5,000
New boiler	COCCBLDG			\$ 30,000
East District Office HVAC replacement	PM_65AVE	1	HVAC replacement	\$ 36,000
Union St. HVAC replacements	PM_UNION	2	HVAC replacement	\$ 72,000
1805 Harrison HVAC replacement	1805HARR	1	HVAC replacement	\$ 36,000
1801 Harrison HVAC replacement	1801HARR	1	HVAC replacement	\$ 36,000
Service Center HVAC Replacement	PM_25AVE	1	HVAC replacement	\$ 36,000
Service Center Parking Lots	PM_25AVE			\$ 120,000
Office space renovation	PM_25AVE		Office space renovation and build out	\$ 300,000
CID & Facilities			Subtotal - CID & Facilities	\$ 691,000

Proposed OHA & CAHI Capital Projects FY 2022

Site/Item	Property in Budget	Qty	Type of Work	FY 2022 Budget Amount
Public Housing				
AMP 102-Adel Court				
Roof Replacement	PH_AC		Roof Replacement	\$ 100,000
Vacant unit rehab	PH_AC		Vacant unit rehab	\$ 40,000
Heaters	PH_AC		Heater replacements	\$ 200,000
Adel Court: 30 units			Subtotal-Adel Court	\$ 340,000
AMP 103-Campbell Village				
Window Replacements	PH_CV			\$ 200,000
Vacant unit rehab	PH_CV		Vacant unit rehab	\$ 60,000
Bathroom Fans	PH_CV			\$ 185,000
Siding Replacement/Repair	PH_CV			\$ 80,000
Campbell Village: 154 units			Subtotal-Campbell Village	\$ 525,000
AMP 104-Lockwood Gardens				
LG Building ID Numbers	PH_LG		New design for building Identification	\$ 10,000
Lockwood Street Signage	PH_LG		Curb appeal for street sign, replace with new design	\$ 10,000
LG Trash Enclosure removal	PH_LG		Remove trash enclosure w/o bins that's causing illegal dumping	\$ 15,000
LG Playground surface 2	PH_LG		Resurface playground	\$ 20,000
LG renovate playground	PH_LG		Renovate playground	\$ 75,000
LG FY22 Rehab Holding	PH_LG	10	10 projected rehabs	\$ 450,000
LG resurface parking lots	PH_LG		Seal and stripe parking lots	\$ 140,000
FY22 Unforeseen NSPIRE Prep	PH_LG		Inspection prep as needed	\$ 50,000
Lockwood Gardens: 372 units			Subtotal-Lockwood Gardens	\$ 770,000

Proposed OHA & CAHI Capital Projects FY 2022

Site/Item	Property in Budget	Qty	Type of Work	FY 2022 Budget Amount
AMP 107-Palo Vista Gardens				
Elevator repairs	PH_PVG			\$ 200,000
Boilers	PH_PVG			\$ 20,000
Replace motors on parking lot gates	PH_PVG			\$ 80,000
Palo Vista: 100 units			Subtotal - Palo Vista Gardens	\$ 300,000
AMP 108-Peralta Village				
New Site lighting	PH_PV	130	130 new lights + labor to replace	\$ 350,000
838 & 914 Mandela telecom	PH_PV		Repair and replace phone line from street (12 units ea. Building)	\$ 50,000
PB Building ID Numbers	PH_PV		New design for building identification	\$ 10,000
PV seal & stripe parking lots	PH_PV		Seal and stripe parking lots	\$ 100,000
PV FY22 Rehab holding	PH_PV	10	10 projected rehabs	\$ 450,000
FY22 Unforeseen NSPIRE Prep	PH_PV		Inspection prep as needed	\$ 50,000
Peralta Villa: 390 units			Subtotal - Peralta Village	\$ 1,010,000
			Subtotal - Public Housing	\$ 2,945,000

Proposed OHA & CAHI Capital Projects FY 2022

Site/Item	Property in Budget	Qty	Type of Work	FY 2022 Budget Amount
			OHA CAPITAL OUTLAY SUB-TOTAL	\$ 6,301,500
Real Estate Development				
Harrison Tower Pre-Development (Admin. Bldg.)	ORED		Harrison Tower Pre-Development (Admin. Bldg.)	\$ 1,200,000
Harrison Towers	ORED		Predevelopment planning	\$ 4,840,000
				\$ 6,040,000
			OHA REAL ESTATE DEVELOPMENT SUB-TOTAL	\$ 6,040,000
			TOTAL OHA CAPITAL OUTLAY	\$ 12,341,500
CAHI				
2530 9th Ave Demo	CAHI-NF			\$ 525,000
CAHI CAPITAL OUTLAY TOTAL				\$ 525,000

Proposed OAHPI FY22 Capital

Site/Item	Property in Budget	Job Code (if exists)	# of Units	Project detail	Budget Amount	MTW Funded	OAHPI Funded
OAHPI Deep East							
FY22 OAHPI-DE Unit Rehabs	OAHPI-DE			Full renovation work	\$ 1,630,588		x
FY22 OAHPI-DE Unit Turn Contingency	OAHPI-DE			10% contingency for unit renovations and quick turns	\$ 163,058		x
FY22 OAHPI Portfolio Roofing	OAHPI-DE			5 roofs repair / replace portfolio wide	\$ 66,666.67		x
FY22 OAHPI Sewer Repairs	OAHPI-DE			Replacement of 10 sewers portfolio wide at \$40k/ea if the need arises. Inc'l line scoping.	\$ 66,666.67		x
OAHPI Portfolio Lock Install	OAHPI-DE	cid-18		Install purchased locks portfolio wide	\$ 25,000		x
FY22 OAHPI Contingency	OAHPI-DE			10% of all budgeted work portfolio wide for unforeseen projects (non-rehab related)	\$ 33,383.33		x
9506-9514 Birch St	OAHPI-DE		10	Replace entire fence and replace old play structure and padding	\$ 200,000		x
7908 Ney Ave	OAHPI-DE		6	Repair concrete in walk way common area	\$ 20,000		x
7510-7520 Ney	OAHPI-DE		10	Repair concrete stairway and landings. Remove fence in parking area due to next door lot belongs to OHA and clean landscape.	\$ 20,000		x
7636 Ney Ave	OAHPI-DE		6	move retaining wall, convert space to trash area from cans to dumpster	\$ 50,000		x
9220 Sunnyside St	OAHPI-DE		6	Install Clean-Out between Unit #1 & #2 and #5 & #6. Units sewer lines are back to back.	\$ 10,000		x
9711 Sunnyside St	OAHPI-DE		5	Repair/Replace deck, railings and stairways. , paint building	\$ 85,000		x
Sub Total - OAHPI-DE					\$ 2,370,363	\$0	\$ 2,370,363
OAHPI East							
FY22 OAHPI-E Unit Rehabs	OAHPI-E			Full renovation work	\$ 1,778,824		x
FY22 OAHPI-E Unit Turn Contingency	OAHPI-E			10% contingency for unit renovations and quick turns	\$ 177,882		x
FY22 OAHPI Portfolio Roofing	OAHPI-E			5 roofs repair / replace portfolio wide	\$ 66,666.67		x
FY22 OAHPI Sewer Repairs	OAHPI-E			Replacement of 10 sewers portfolio wide at \$40k/ea if the need arises. Inc'l line scoping.	\$ 66,666.67		x
OAHPI Portfolio Lock Install	OAHPI-E	cid-18		Install purchased locks portfolio wide	\$ 25,000		x
FY22 OAHPI Contingency	OAHPI-E			10% of all budgeted work portfolio wide for unforeseen projects (non-rehab related)	\$ 33,383.33		x
4527 Bond St	OAHPI-E		2	Assess & upgrade gas lines	\$ 40,000		x
2451 Rennwick St	OAHPI-E		4	Roof repair & window replacement	\$ 20,000		x
5726-5730 Elizabeth St.	OAHPI-E		20	Install monitored cameras at site	\$ 40,000		x
Sub Total - OAHPI-E					\$ 2,248,423	\$0	\$ 2,248,423
OAHPI Fruitvale							
FY22 OAHPI-FV Unit Rehabs	OAHPI-FV			Full renovation work	\$ 963,529		x
FY22 OAHPI-FV Unit Turn Contingency	OAHPI-FV			10% contingency for unit renovations and quick turns	\$ 96,353		x
FY22 OAHPI Portfolio Roofing	OAHPI-FV			5 roofs repair / replace portfolio wide (placeholder until PNA completed, detail to follow assessments)	\$ 66,666.67		x
FY22 OAHPI Sewer Repairs	OAHPI-FV			Replacement of 10 sewers portfolio wide at \$40k/ea if the need arises. Inc'l line scoping.	\$ 66,666.67		x
OAHPI Portfolio Lock Install	OAHPI-FV	cid-18		Install purchased locks portfolio wide	\$ 25,000		x
FY22 OAHPI Contingency	OAHPI-FV			10% of all budgeted work portfolio wide for unforeseen projects (non-rehab related)	\$ 33,383.33		x
2402 E 27th	OAHPI-FV	cid-180	8	Paint building & repair decks	\$ 100,000		x
2474 26th Avenue	OAHPI-FV	cid-264	7	Trees - landscaping and structural pruning (\$18k) + repairs to retaining wall / railing/ concrete on exterior rear of property (+30k)	\$ 48,000		x
Sub Total - OAHPI-FV					\$ 1,399,599	\$0	\$ 1,399,599

Proposed OAHPI FY22 Capital

Site/Item	Property in Budget	Job Code (if exists)	# of Units	Project detail	Budget Amount	MTW Funded	OAHPI Funded
OAHPI San Antonio							
FY22 OAHPI-SA Unit Rehabs	OAHPI-SA			Full renovation work	\$ 444,706		x
FY22 OAHPI-SA Unit Turn Contingency	OAHPI-SA			10% contingency for unit renovations and quick turns	\$ 44,471		x
FY22 OAHPI Portfolio Roofing	OAHPI-SA			5 roofs repair / replace portfolio wide (placeholder until PNA completed, detail to follow assessments)	\$ 66,666.67		x
FY22 OAHPI Sewer Repairs	OAHPI-SA			Replacement of 10 sewers portfolio wide at \$40k/ea if the need arises. Inc'l line scoping.	\$ 66,666.67		x
OAHPI Portfolio Lock Install	OAHPI-SA	cid-18		Install purchased locks portfolio wide	\$ 25,000		x
FY22 OAHPI Contingency	OAHPI-SA			10% of all budgeted work portfolio wide for unforeseen projects (non-rehab related)	\$ 33,383.33		x
610 E 18th St	OAHPI-SA		8	Decks (each unit), repair / replace fence, rolling gate repair	\$ 140,000		x
1900 Commerce	OAHPI-SA		5	Repair concrete parking lot, landscaping, lighting, repair / replace fence	\$ 80,000		x
2529 29th Ave	OAHPI-SA	cid-20	4	Site drainage, building paint, landscaping	\$ 80,000		x
Sub Total - OAHPI-SA					\$ 980,894	\$0	\$ 980,894
OAHPI West							
FY22 OAHPI-W Unit Rehabs	OAHPI-W			Full renovation work	\$ 444,706		x
FY22 OAHPI-W Unit Turn Contingency	OAHPI-W			10% contingency for unit renovations and quick turns	\$ 44,471		x
FY22 OAHPI Portfolio Roofing	OAHPI-W			5 roofs repair / replace portfolio wide (placeholder until PNA completed, detail to follow assessments)	\$ 66,666.67		x
FY22 OAHPI Sewer Repairs	OAHPI-W			Replacement of 10 sewers portfolio wide at \$40k/ea if the need arises. Inc'l line scoping.	\$ 66,666.67		x
OAHPI Portfolio Lock Install	OAHPI-W	cid-18		Install purchased locks portfolio wide	\$ 25,000		x
FY22 OAHPI Contingency	OAHPI-W			10% of all budgeted work portfolio wide for unforeseen projects (non-rehab related)	\$ 33,383.33		x
950 40th Street	OAHPI-W			Parking lot , repair concrete on property & public right of way	\$ 400,000		x
944 34th St.	OAHPI-W	cid-283		Assess and replace skylights as needed	\$ 20,000		x
Sub Total - OAHPI-W					\$ 1,100,894	\$0	\$ 1,100,894
OAHPI North							
FY22 OAHPI-N Unit Rehabs	OAHPI-N			Full renovation work	\$ 1,037,647		x
FY22 OAHPI-N Unit Turn Contingency	OAHPI-N			10% contingency for unit renovations and quick turns	\$ 103,765		x
FY22 OAHPI Portfolio Roofing	OAHPI-N			5 roofs repair / replace portfolio wide (placeholder until PNA completed, detail to follow assessments)	\$ 66,666.67		x
FY22 OAHPI Sewer Repairs	OAHPI-N			replacement of 10 sewers portfolio wide at \$40k/ea if the need arises. Inc'l line scoping.	\$ 66,666.67		x
OAHPI Portfolio Lock Install	OAHPI-N	cid-18		Install purchased locks portfolio wide	\$ 25,000		x
FY22 OAHPI Contingency	OAHPI-N			10% of all budgeted work portfolio wide for unforeseen projects (non-rehab related)	\$ 33,383.33		x
656 - 666 53rd Street	OAHPI-N	cid-286	14	Windows, painting, concrete parking lot repairs, and landscaping	\$ 150,000		x
357-365 49th	OAHPI-N	cid-50	24	Parking Lot, Drainage, New Playground	\$ 500,000		x
Sub Total - OAHPI-N					\$ 1,983,129		\$1,983,129
OAHPI CAPITAL OUTLAY TOTAL					\$ 10,083,300	\$0	\$ 10,083,300

Oakland Housing Authority

Aproved Staffing for FY 2021 and Requested Staffing for FY 2022

Department	FY 2021 Approved FTEs (1)	FY 2022 Requested FTEs (2)	CHANGE FY 2022 vs FY 2021 FTEs (2-1)
Executive Office	12	12	0
Family and Community Partnerships	25	25	0
Finance	21	21	0
Information Technology	11	11	0
CCGS	7	7	0
Human Resources	9	9	0
CAHI	1	1	0
Office of Real Estate Development	7	7	0
Leased Housing	97	97	0
Office of Property Operations (incl.Legal)	101	101	0
Asset Management	7	7	0
Capital Improvements Dept.	33	33	0
Police	45	45	0
TOTAL	376	376	0

PHA Board Resolution
Approving Operating Budget

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

OMB No. 2577-0026
(exp. 07/31/2019)

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

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

PHA Name: **Oakland Housing Authority**

PHA Code: **CA003**

PHA Fiscal Year Beginning: **July 1, 2021**

Board Resolution Number:

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

DATE

- ☒ Operating Budget approved by Board resolution on: **06/28/2021**
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

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

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

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

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

Print Board Chairperson's Name: Gregory D. Hartwig	Signature:	Date: 06/28/2021
--	------------	----------------------------

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**APPROVING THE OAKLAND HOUSING AUTHORITY COMPREHENSIVE
CONSOLIDATED BUDGET, PUBLIC HOUSING PROGRAM AMP BUDGETS, AND
STAFFING PLAN FOR FISCAL YEAR ENDING JUNE 30, 2022**

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, 2021; and

WHEREAS, the Board of Commissioners reviewed the budget and attachments at its June 7, 2021 Special Meeting; and

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

WHEREAS, the attached staffing plan has been used in development of the budget and provides appropriate staffing, given the level 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, 2022; 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 28, 2021.*

Patricia Wells, Secretary / Executive Director

ADOPTED:

RESOLUTION NO.

NEW BUSINESS

Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director



Subject: Authorization to execute a Memorandum of Understanding with three local Housing Authorities and with the Alameda County Continuum of Care to administer the American Rescue Plan Emergency Housing Vouchers

Date: June 28, 2021

Purpose: This action will authorize the Executive Director to enter into a Memorandum of Understanding (MOU) with the Housing Authority of the City of Alameda, Housing Authority of the County of Alameda, the Housing Authority of the City of Berkeley (known as the "Housing Authorities"), EveryOne Home in its capacity as the Continuum of Care (CoC) Lead for the County of Alameda Coordinated Entry (CE) program and the representatives of the CoC governing bodies. The United States Department of Housing and Urban Development (Department) requires public housing authorities (PHAs) to execute a MOU as a condition of acceptance and administration of the Emergency Housing Voucher (EHV) program. The deadline to execute a signed agreement is July 31, 2021.

Funding: No funding is required. The Department allocated over \$13 million in Housing Assistance Payments (HAP), Administrative Fees, and Services Fees to the Oakland Housing Authority (Authority) for the administration of EHV's. Staff proposes to provide supplemental assistance, supportive services, and incentives to participant EHV families and property owners through the previously approved CARES Act budget as well as from Fiscal Year 2022 Moving to Work (MTW) funds, as needed.

Background:

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

Section 3202 of the ARP appropriates \$5 billion for new EHV's, the renewal of those EHV's, and fees for the cost of administering the EHV's and other eligible expenses defined by notice PIH 2021-15 (Notice). Eligibility for these EHV's is limited to referrals from CE of

individuals and families who are (1) homeless; (2) at risk of homelessness; (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking; or (4) recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability. After September 30, 2023, the Authority may not reissue any EHV's to new families not already assisted by an EHV.

EHV's are tenant-based rental assistance and will be administered in the same manner as traditional Housing Choice Vouchers. The ARP provides that the Department may waive any provision of any statute or regulation, except for requirements related to fair housing, nondiscrimination, labor standards and the environment, upon finding that any such waivers or alternative requirements are necessary to expedite or facilitate the use of the EHV's. The waivers and alternative requirements are specified in the notice and include:

Table 1: Waivers and Alternative Requirements	
a. Covid-19 Waivers	b. Separate waiting list for EHV's referrals/applicants
c. Local Preferences for HCV admissions do not apply to EHV's	d. Minimum criminal background screening of meth production and sex offender status
e. Modified income and citizenship verification requirements	f. Eligibility Determination: Social Security Number and Citizenship Verification – may be delayed
g. Inapplicability of Income Targeting Requirements	h. Use of recently conducted initial income determinations and verification at admissions
i. Pre-inspection of HQS units	j. Initial Search Term – 120 days (the Authority allows longer)
k. Initial Lease Term – can be less than 12 months	l. Portability – no restrictions, can port immediately
m. Payment Standard Amount – can go up to 120%	

Additionally, as a Moving to Work (MTW) agency, the Authority may submit a request to use MTW flexibilities to waive traditional regulatory requirements. As such and to extend to this program operational efficiencies, long-term funding flexibility for incentives to recruit and retain owners, and opportunities for EHV participant families to increase self-sufficiency, the Authority submitted a request to the Department to apply specific MTW waivers to the EHV's as well.

Administrative Fees and HAP

The Authority initially was awarded 504 EHV's on May 10, 2021, which were accepted by the deadline of May 24, 2021. The Department subsequently awarded the Authority 11 additional EHV's bringing the total award to 515 EHV's, which equates to approximately \$10.1million in HAP funding. To facilitate and expedite leasing, the Department issued an allocation of administrative fee funding for eligible expenses. These expenses include

both typical administrative costs as well as those defined in the notice that are not normally eligible administrative expenses under traditional HCV rules. The fees are designed to cover activities, such as security deposits and other costs related to retention and support of participating owners, or activities that help the Authority prevent, prepare for, and respond to coronavirus. Eligible uses of services fees include but are not restricted to:

- 1) Housing Search Assistance
 - a. Identify and visit possible units including ADA accessible
 - b. Transportation and directions
 - c. Rental application assistance
 - d. Expedite leasing process
- 2) Security Deposit / Utility Deposit / Rental Application / Holding Fee Uses
 - a. Application related fees
 - b. Holding fees possibly rolled into deposits
 - c. Security Deposit – not to exceed 2 month rent or max allowed under state/local law – can require part of all of the security deposit be at end of lease
 - d. Utility Allowance – connection fees – PHA may require fees be returned, fees may be paid to clear arrears to facilitate connection
- 3) Owner-related
 - a. Recruitment and outreach
 - b. Incentive / retention payments – mitigation for damages – may have conditions to owner
- 4) Other uses
 - a. Moving expenses – initial move-ins only. No subsequent moving expenses unless the move is required for extenuating reasons (VAWA, PHA termination, etc.)
 - b. Tenant readiness – credit counseling, negative history repair, etc.
 - c. Essential Household items – (i.e. Tableware, bedding, etc.)
 - d. Renters insurance if required to lease

The administrative fees and HAP allocation amounts are described in detail in Table 2 below:

Table 2: EHV Eligible Fees and HAP		
Category	Effective Date	Fee Amount
Preliminary Fee	6/1/2021	\$206,000
Placement/Issuance Reporting Fee ¹	After Reporting Received by the Department	Up to \$257,500
Administrative Fee	7/1/2021	\$818,916

Memorandum of Understanding for EHV's

Page 4 of 5

Service Fee	6/1/2021	\$1,802,500
Housing Assistance Payments (HAP)	7/1/2021	\$10,190,700

¹The fee is dependent upon the timeframe in which an EHV family is placed under a HAP contract. \$500 for each EHV family placed under a HAP contract that is in place no later than November 1, 2021, \$250 for each EHV family under a HAP contract that is in place no later than January 1, 2022. An additional \$100 will be provided if the Authority reports or reported the voucher issuance date for a leased voucher in the system within 14 days of the voucher issuance date.

As noted in the table above, the fees are structured to incentivize quick leasing. To achieve the optimal pace, the Authority formed a special, interdepartmental team to facilitate leasing of the entire award by November 1, 2021. The team will administer the vouchers, provide housing navigation services to participants, conduct outreach to recruit new landlord partners, and complete and submit to the Department all required reports and forms.

Memorandum of Understanding

As required by the notice, the Housing Authorities drafted a MOU with the designated lead contact for the CoC. The notice also requires the Housing Authorities to receive referrals from CE and not issue EHV's from a typical waitlist. As such, the MOU outlines the process each entity will undertake to issue and accept referrals of eligible households from CE, and it designates roles and responsibilities for administering the vouchers. This required partnership between the Housing Authorities and the CoC demonstrates the industry's pivot to prioritizing systems alignment through efficient coordination and management of the County's homeless response resources and interventions that help permanently reduce homelessness with an equity lens.

Under the notice, the Authority is required to provide housing navigation assistance to referral families. Housing navigation and tenancy sustaining services also will be provided by designated partners assigned by the CoC. The MOU carefully describes roles and responsibilities for providing and funding such services, in order to avoid duplication of efforts already funded by other sources, as prohibited in the notice.

Referrals of eligible households will be made based on CoC determined priorities and assessments, and the MOU specifies that the CoC should direct referral families to a participating Housing Authority based on family preference. The CoC will prioritize Project RoomKey families for referral followed by subpopulations underserved by Project RoomKey. The Authority plans to receive approximately 50% of the referrals needed within 15 days of the signed MOU. These referrals will consist of families that are already housed through the City of Oakland homeless assistance programs like Project RoomKey, who may be able to "voucher in place."

Timeline

Lastly, the EHV team commenced regular weekly meetings with its Housing Authority and County partners to determine specific workflows, referral procedures and to work through barriers participants may face in establishing and maintaining housing. By the end of June, the Authority plans to initiate its outreach plan for families by publishing a notice (in

multiple languages), posting marketing materials, and sending targeted communication to its existing waitlist applicants describing the EHVs and the point of contact for eligibility assessments. The Authority also will execute the MOU and modify its HCV Administrative Plan next month to incorporate the required EHV policy considerations. Finally, staff will report monthly on the status of the EHV partnership and the progress of the leasing efforts.

Recommended Action:

Staff recommends that the Board of Commissioners authorize the Executive Director to enter into a Memorandum of Understanding with the Housing Authority of the City of Alameda, Housing Authority of the County of Alameda, the Housing Authority of the City of Berkeley (known as the "Housing Authorities"), and EveryOne Home in its capacity as the Continuum of Care (CoC) Lead for the County of Alameda and CoC governing bodies, and other entities as needed to administer the American Rescue Plan Act Emergency Housing Vouchers.

Attachments: Public Announcement for EHVs
Resolution



Oakland Housing Authority

Announcement and Public Notice

The Oakland Housing Authority (OHA) announces the availability of a limited number of **Emergency Housing Vouchers (EHVs)** awarded through the American Recovery Plan Act of 2021.

Who is Eligible?

Individuals or families in at least one of the following categories are eligible:

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

How do I get an EHV?

Alameda County Coordinated Entry will refer eligible families to OHA. If you are experiencing homelessness, at risk of homelessness or experiencing any of the conditions listed above, you can call or stop by one of the resource centers listed below for an assessment.

North County Family Front Door Serving Families with Children Operated by EOCP/Building Futures Messages: 510-808-7410	Downtown Oakland Housing Resource Center Serving Adults & Young Adults Operated by BACS Messages: 510-238-5091
St. Vincent de Paul 2272 San Pablo Ave Tue, 10AM–12PM	East Oakland Housing Resource Center Serving Adults & Young Adults Operated by EOCP Messages: 510-532-3211
Henry Robinson Multi Service Center 559 16th St., Oakland Mon–Fri, 1–2PM	Tri-Valley Housing Resource Center Serving Families, Adults & Young Adults Operated by Abode Services Message Line: 510-371-0447
East Oakland Community Project 7515 International Blvd., Oakland Thu/Fri, 12PM–3PM	Call 2-1-1 to find out additional information and resources located throughout Alameda County

When will vouchers be issued?

If you are referred, OHA will contact you to schedule an appointment and gather information needed to complete the eligibility process. Estimated dates are Summer 2021.

Language translation services are available in 151 languages at all offices at no cost.

所有辦公地點都會免費提供151種的外語翻譯服務。

Los servicios de traducción en 151 idiomas están disponibles en todas las oficinas sin ningún costo.

Chương trình thông dịch đầy đủ cho tới 151 tiếng nói miễn phí cho quý vị đang có tại nhiều văn phòng gần đây.

To request interpreter services call (510) 874-1653. TDD number (510) 832-0633.

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER
INTO A MEMORANDUM OF UNDERSTANDING WITH THREE LOCAL
HOUSING AUTHORITIES AND THE ALAMEDA COUNTY CONTINUUM
OF CARE TO ADMINISTER THE AMERICAN RESCUE PLAN
EMERGENCY VOUCHERS**

WHEREAS, President Biden signed the American Rescue Plan Act of 2021 (P.L. 117-2, into law which allocates \$5 Billion for new incremental Emergency Housing Vouchers (EHVs), fees for the cost of administering the EHVs and other eligible expenses defined by notice PIH 2021-15 (the Notice); and

WHEREAS, eligibility for these EHVs is limited to individuals and families who are (1) homeless; (2) at risk of homelessness; (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking; or (4) recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability; and

WHEREAS, the EHVs are tenant-based rental assistance and will be administered in the same manner as traditional Housing Choice Vouchers although the Department is waiving some regulations and specifying alternative requirements as stated in the Notice; and

WHEREAS, the Authority submitted a request to extend Moving To Work programmatic flexibilities such as operational efficiencies, long-term funding flexibility for incentives to

recruit and retain owners, and opportunities for EHV participant families to increase self-sufficiency; and

WHEREAS, the Authority initially was awarded 504 EHV's on May 10, 2021, which were accepted by the deadline of May 24, 2021 and the Department subsequently awarded the Authority 11 additional EHV's bringing the total award to 515 EHV's, which equates to approximately \$10.1million in HAP funding; and

WHEREAS, to facilitate and expedite leasing, the Department issued an allocation of administrative fee funding for eligible expenses as specified in the Notice; and

WHEREAS, the fees are structured to incentivize quick leasing and to achieve the optimal pace, the Authority formed a special, interdepartmental team to facilitate leasing of the entire award by November 1, 2021; and

WHEREAS, as required by the notice, the local Housing Authorities drafted a MOU with the designated lead contact for the CoC to receive referrals from Coordinated Entry (CE) and not issue EHV's from a typical waitlist; and

WHEREAS, the Authority is required to provide housing navigation assistance to referral families and the MOU carefully describes roles and responsibilities for providing and funding such services, in order to avoid duplication of efforts; and

WHEREAS, referrals of eligible households will be made based on CoC determined priorities and assessments, and the MOU specifies that the CoC should direct referral families to a participating Housing Authority based on family preference; and

WHEREAS, the EHV team commenced regular weekly meetings with its Housing Authority and County partners to determine specific workflows, referral procedures and to work through barriers participants may face in establishing and maintaining housing; and

WHEREAS, the Authority will execute the MOU and modify its HCV Administrative Plan next month to incorporate the required EHV policy considerations and staff will report monthly on the status of the EHV partnership and the progress of the leasing efforts.

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

THAT, the Board of Commissioners authorizes the Executive Director to enter into a Memorandum of Understanding with the Housing Authority of the City of Alameda, Housing Authority of the County of Alameda, the Housing Authority of the City of Berkeley (known as the "Housing Authorities"), EveryOne Home in its capacity as the Continuum of Care (CoC) Lead for the County of Alameda and CoC governing bodies to administer the American Rescue Plan Emergency Vouchers for the term of the ARP authorization; and

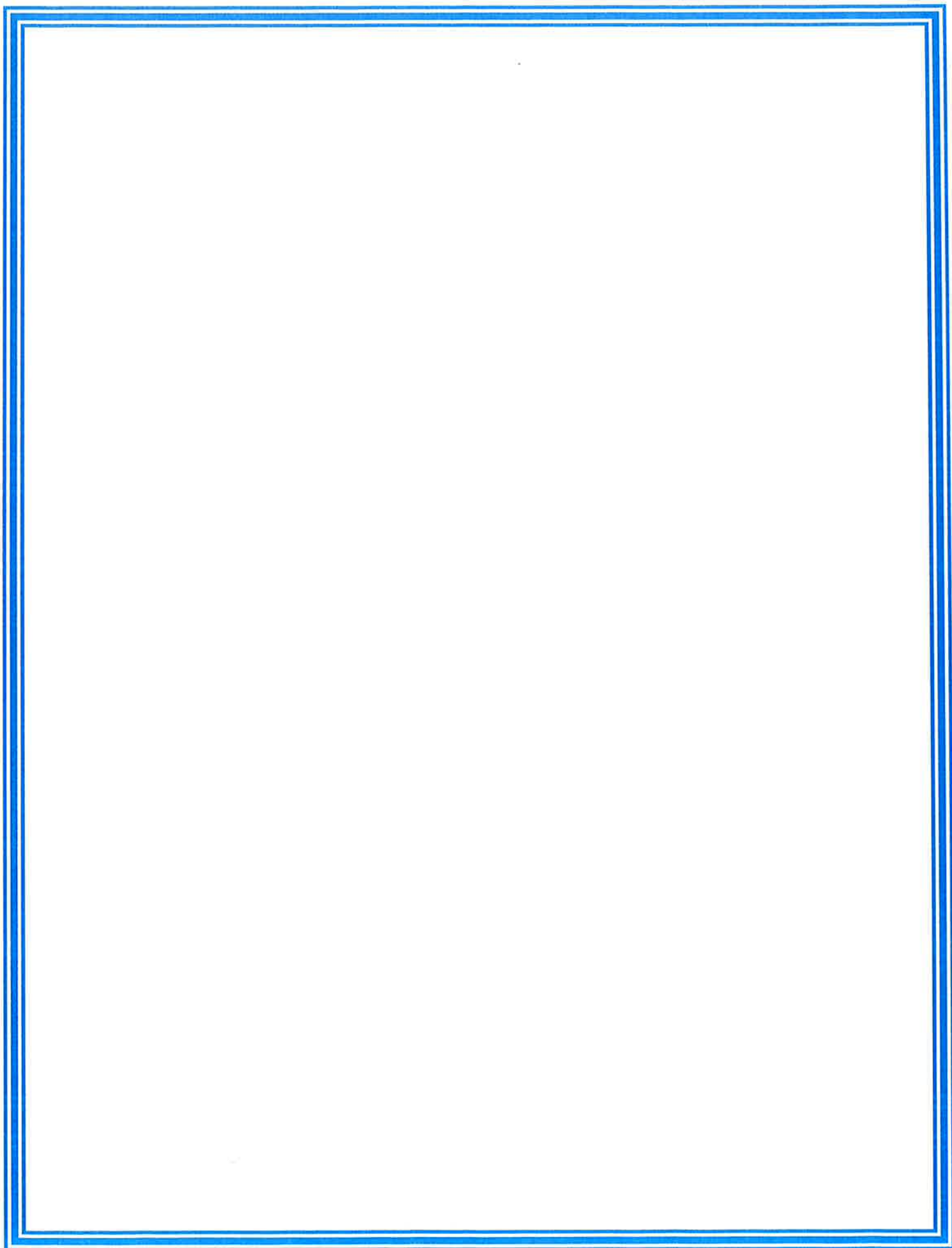
THAT, the Executive Director is authorized to take all steps necessary to implement this resolution.

*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 28, 2021.*

Patricia Wells, Secretary / Executive Director

ADOPTED:

RESOLUTION NO.




Executive Office

Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director



Subject: Authorization to execute a one-year contract with four one-year option terms with DynaTouch Corporation, to purchase five self-service kiosks and related services in an amount not to exceed \$232,629.

Date: June 28, 2021

Purpose: This action will authorize the Executive Director to execute a one-year contract with four one-year option terms with DynaTouch Corporation to purchase five self-service kiosks including warranty and service.

Funding: Funding for the initial term for a total of \$141,557 is provided under HUD CARES Act Supplemental HCV Administrative Fees. Option year term two is \$20,562; option year term three is \$21,665; option year term four is \$23,320 and option year term five is \$25,525 for a total \$91,072 and is included in each fiscal year's operating budget in the account 4190-18-000.

Background:

The Oakland Housing Authority (OHA) suspended in-person services and closed its lobbies to the public in March 2020 due to the COVID-19 pandemic. In preparation for the forthcoming reopening there is an immediate need for self-service kiosks to supplement OHA staff in providing essential in-person services to OHA residents, owners and the public while adhering to local, State and Federal health guidelines.

DynaTouch configured two models of self-service kiosks specifically for PHA use. OHA will use these models to ensure safety while providing access to services for housing program clients. Kiosks will be set up 1540 Webster Street, 935 Union Street, and 1327 65th Avenue. The QueueKiosk for appointment registration prompts clients with COVID-19 related screening questions prior to completing their appointment check-in. QueueKiosk is configured with software that allows clients to wait outside the building and receive a text-message when staff are ready to assist.

The TIPS OneStop Kiosks provide access to services where clients can use the kiosks to submit requests, scan documents, log-in to OHAMyPortal, and receive a receipt for their visit. TIPS OneStop Kiosks have menu translation options for Chinese, Spanish, and Vietnamese. Menus for each department will be available on all machines at each location.

All kiosks are ADA compliant, and have an Assistive Technology package installed for visually impaired accessibility. OHA's purchase of the PHA configured DynaTouch kiosks adhere to HUD non-competitive emergency procurement guidelines.

Recommended Action:

It is recommended that the Board of Commissioners adopt the attached resolution, authorizing the Executive Director to execute a one-year contract with four one-year option terms with DynaTouch Corporation, to purchase five self-service kiosks and related services in an amount not to exceed \$232,629.

Attachments: DynaTouch Cost Estimate
 Non-Competitive COVID-19 Emergency Procurement Memorandum
 Resolution

TIPS™ Public Housing Authority OneStop & Queue Kiosk | COVID Response Kiosks for Oakland Housing Authority

Prepared For: Dealer Quote
Date 06/14/21

Kimberly Maldonado
Oakland Housing Authority
(510) 295-8663 | kmaldonado@oakha.org

Prepared By:

Jim Morris | jim.morris@dynatouch.com | o. (210) 828-8343 | c. (512) 771-8951
Paul Stahl | paul.stahl@dynatouch.com | o. (210) 828-8343 | c. (210) 240-9020

Proprietary Notice:

This document includes information that shall not be disclosed outside the relationship between DynaTouch Corporation and the person, agency, or organization (the "Client") to which this document has been issued. This document shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the information contained within.

	Qty
TIPS Kiosk (Premium PHA OneStop Model)	4
QueueKiosk (Lobby Sign in Model)	1
Total #Kiosks	5
Total #Sites	3
Include Webcam?	Yes
Include Signature Pad?	Yes
Webinar or On-Site Training by DynaTouch	Both
Include TIPS Housing Portal Scanning Module?	Yes
Include TIPS Form, Scanning & Email Module?	Yes
PHA OneStop Kiosk Hardware, & Software	\$85,686
Customization Services	\$28,711
Implementation & Deployment Services	\$7,360
Qty 1 QueueKiosk Lobby Check In Kiosk	<u>\$19,800</u>
TOTAL BASE PERIOD	\$141,557
<i>#of Warranty/Subscription Years Included Above</i>	1
TOTAL w/ 2 ADDITIONAL YEARS (3 yrs total coverage)	\$183,784
TOTAL w/ 3 ADDITIONAL YEARS (4 yrs total coverage)	\$207,104
TOTAL w/ 4 ADDITIONAL YEARS (5 yrs total coverage)	\$232,629



Please Call for Information About Our Government Contracting Vehicles

Bill of Materials

Description	Qty	Unit	
Kiosk Hardware, Software & Support			
Hardware			
TIPS Kiosk (Premium PHA OneStop Model)	4	Each	
Options Available for this model:			
- Wide format thermal printer w/ retractor mechanism	4	Each	Included
- Metal shelving for laser or thermal printer	4	Each	Included
- Dual Flatbed/Multi-page scanner	4	Each	Included
- Integrated FHD webcam and microphone	4	Each	Included - Client provides Video Conference SW
- Digital Signature capture pad	4	Each	Included
- Print and install vinyl graphic for lower front	4	Each	Included
Software			
Software Licenses			
TIPS Pro Plus (Kiosk Management Software)	4	Each	
Include TIPS Housing Portal Scanning Module?	4	Each	Provides Links to Existing Resident Portal
- Provide secure Document Uploading to active Resident Web Portal			
Include TIPS Form, Scanning & Email Module?	1	Lot	For use if No Resident Portal is available
- Includes initial set up & configuration for up to 10 total pages of forms			
- Additional forms subject to additional charges			
Software Subscriptions (Software as a Service)			
TIPS Cloud™ Bundle (Kiosk Administration Portal)	4	Each	1 Year(s)
Content Modules			
TIPS eGov OneStop™ Content Modules	4	Each	
(includes SSA Express, HUD Express, IRS OneStop)			
Technology Sustainment Package	1	Year(s)	
Core Support			
Live Help Desk Support (Mon-Fri, 7am-7pm)	4	Each	
TIPS Kiosk Management Software Maintenance	4	Each	
Kiosk Hardware Support			
Component Repair/Replacement	4	Each	
On-Site Maintenance Support for Kiosk (CONUS)	4	Each	Included
Proactive Remote Monitoring	4	Each	Included
Additional Support			
Post-Installation Professional Services	16	Hours	
Customization Services			
Content Customization Packages (see Page 4 below for details)			
Content Customization Package 1	0	Lot	Not Included
Content Customization Package 2	0	Lot	Not Included
Content Customization Package 3 (Multi-Language Options)	1	Lot	Included, See Page 4 below for Languages
Signage Customization			
Services to Create Custom Kiosk Signage Artwork	1	Set(s)	Included
AT (Assistive Technology) Kiosk Upgrade: Standard English Package			
JAWS® for Windows Screen Reading Software (for English Only)	4	Each	Included, Optional
Upgrade: Integrated AT rugged keyboard	4	Each	Included, Optional
Upgrade: Audiocomm Module (audio output for personnel headset)	4	Each	Included, Optional
AT (Assistive Technology) Professional Services			
AT Upgrade Solution Design & Additional Programming	1	Lot	Included, Optional
Implementation & Deployment Services			
Standard Services			
Hardware/Software/Content Integration & Testing (Standard Kiosk)	4	Each	
Site Coordination by Project Manager	3	Site(s)	
On-Site Hardware Setup & Installation by Local Technician	4	Each	
Webinar Training by DynaTouch Professional	1	Each	Included
Additional Services			
On-Site Training by DynaTouch Professional (CONUS)	1	Each	Included
Telephone Support for On-Site Setup/Installation by Others	0	Each	Included, Optional

Renewal / Option Years

Description - Renewal for Qty 3 OneStop Kiosks	Qty	Unit	
Subscriptions & Ongoing Support Services			
Core Support	4	Each	
Live Help Desk Support (Mon-Fri, 7am-7pm)			
TIPS Kiosk Management Software Maintenance			
Kiosk Hardware Support			
Component Repair/Replacement	4	Each	
On-Site Maintenance Support for Kiosk (CONUS)	4	Each	Included, Optional
Proactive Remote Monitoring	4	Each	Included, Optional
Software Subscriptions (Software as a Service)			
TIPS Cloud™ Bundle (Kiosk Administration Portal)	4	Each	
Include TIPS Housing Portal Scanning Module?	4	Each	
Include TIPS Form, Scanning & Email Module?	1	Lot	
QueueKiosk Subscription			
Annual SaaS	1	Each	
Content Modules			
TIPS eGov OneStop™ Content Modules	4	Each	
(includes SSA Express, HUD Express, IRS OneStop)			
Additional Support			
Post-Installation Professional Services	45	Hours	Included, Optional

Kiosk Hardware

TIPS Kiosk (Premium PHA OneStop Model)

Enclosure

- Metal kiosk enclosure w/ sideshelf, durable scratch resistant powdercoat finish
- Standard powdercoat color config (White front, Silver sides, Black accent)
- Amplified dual-speaker sound system
- External audio headset connector
- Hinged front access panel
- Lock and key access
- All data and power cables, surge suppressors, vents, fans
- Cabinet Dimensions: 60" tall x 36" wide x 20" deep

Standard Components / Peripherals

- 22" LCD monitor w/ touchscreen and Privacy Filter
- Small form factor PC w/ high-speed Intel processor and Windows 10 Pro (64 bit)
- Integrated rugged keyboard w/ trackball
- 802.11 wireless connectivity

Packing/Shipping/Handling

- Packaging/Handling (for Continental U.S. delivery)
- Shipping (Continental U.S., inside delivery)

Standard equipment included on this model

- Webcam with integrated microphone
- Digital Signature capture pad
- Wide format thermal printer w/ retractor mechanism
- Internal bin for retracted thermal printer paper
- Combination Multipage and Flatbed document scanner



Bill of Materials

QueueKiosk™ with COVID-19 Mitigation Package

Prepared For:

Date 4/8/2021

Description	Qty	Unit	Notes
QueueKiosk Hardware, Software & Support			
Check-In Kiosk Hardware			
TIPS Kiosk (Standard Model, QK Configuration)	1	Each	Floor Standing Model
Status Board Hardware			
Status Board Display w/ Wall Mount Hardware	0	Each	Wall Mounting by Client
Software Licenses			
TIPS Pro Plus (Kiosk Management Software)	1	Each	
QueueKiosk Content Templates (for Check-In Stations)	1	Each	
QueueKiosk Content Templates (for Status Boards)	1	Each	
Software Subscriptions (Software as a Service)		2	Year(s)
TIPS Cloud™ Bundle (Kiosk Administration Portal)	1	Each	
QueueKiosk Software			
COVID-19 Mitigation Package	1	Each	
- Limits staff exposure thru self-service automation			
- Reduces face-to-face encounters at front desk			
- Reduces lobby congestion by promoting social distancing			
- Integrated text messaging tool to summon waiting customers to lobby			
- Includes COVID Screening questions to alert staff of potential threats			
QueueKiosk™ Software Subscription, 1st Queue	1	Each	
QueueKiosk™ Software Subscription, Add'l Queue, Same Site	0	Each	
QueueKiosk™ Web Module Subscription, 1st Queue	0	Each	
QueueKiosk™ Web Module Subscription, Add'l Queue, Same Site	0	Each	
QueueKiosk™ Text/SMS Module Subscription	1	Each	
Service & Support for QueueKiosk Hardware		2	Year(s)
Kiosk Hardware Support			
Live Help Desk Support (Mon-Fri, 7am-7pm)	1	Each	
TIPS Kiosk Management Software Maintenance	1	Each	
Component Repair/Replacement	1	Each	
On-Site Maintenance Support for Kiosk (CONUS)	1	Each	
Proactive Remote Monitoring Services	1	Each	
Status Board Hardware Support			
Component Repair/Replacement	0	Each	Status Boards Supplied by Client
On-Site Maintenance Support for Status Board (CONUS)	0	Each	Not Included
Additional Support		2	Year(s)
Post-Installation Professional Services	4	Hours	
Customization Services			
Queue Configuration & GUI Customization	1	Each	
<i>Includes an allowance for services to configure QueueKiosk for Client's specific customer flow and registration process. Should the system design and configuration requirements identified during the Requirement Definition effort exceed this allowance, additional charges may apply. A firm estimate will be provided in advance.</i>			
Project Kickoff, Preliminary Design Discussions, Content Coordination			
Solution Design & Implementation Planning			
Tailor Attract Loop Graphics / Digital Signage (2 per queue)			
Create Custom Attract Loop Graphics / Digital Signage (1 per queue)			
Graphical User Interface Configuration (1 per queue)			
Implementation & Deployment Services			
Pre-shipment Services			
Hardware/Software/Content Integration & Testing (Standard Kiosk)	1	Each	



Hardware/Software/Content Integration & Testing (Status Board)	0	Each	
Site Coordination by Project Manager	1	Site(s)	
Post-Shipment Services			
Kiosk Hardware Setup & Installation (CONUS)	1	Each	
Status Board Hardware Setup & Installation (CONUS)	0	Each	Status Board Installation by Client

Site Requirements

Every system DynaTouch supplies consists of proven, highly reliable components utilized on some of the largest, most successful kiosk projects in the world, with the functionality needed to assure long-term success. Site requirements for the models above are as follows:

- Indoor environment; 45°F to 95°F operating range; 20% to 80% relative humidity
- 110 VAC, 50/60 Hz, 10 amp (max) power outlet within 3' of Kiosk location
- Internet connectivity
 - wired: RJ45 connector within 3' of Kiosk location
 - wireless: existing wireless infrastructure
- Ample visibility, user traffic and easy access
- Nearby oversight by location staff, if practical

Content Customization Packages

Includes services to create a professionally designed graphical user interface for the TIPS™ Public Housing Authority OneStop kiosk solution with unique Client-specified requirements for the Attract Loop Graphics, Mainmenu/Landing Page and Sub-Menu Displays. Pricing is estimated based on the specific items and quantities listed below. Should the system design and configuration requirements identified during the Preliminary Design Discussion exceed this allowance, additional charges may apply and a firm estimate will be provided before proceeding.

Description - For OneStop Kiosks	Qty	Unit	
Content Customization Package 1	40	Hours	
Project Kickoff, Preliminary Design Discussions, Content Coordination	1	Lot	
Customized Skin (Nav Bar, Button Set, Status Bar)	1	Set(s)	
Create Custom Attract Loop Graphics / Digital Signage	3	Each	English Only
Create Custom Mainmenu/Landing Page, Templates & Stylesheets	1	Set(s)	English Only
Create Custom Sub-Menus w/ Pre-Set Buttons and Links	5	Each	English Only
Content Customization Package 2	60	Hours	
Project Kickoff, Preliminary Design Discussions, Content Coordination	1	Lot	
Customized Skin (Nav Bar, Button Set, Status Bar)	1	Set(s)	
Create Custom Attract Loop Graphics / Digital Signage	3	Each	English Only
Create Custom Mainmenu/Landing Page, Templates & Stylesheets	1	Set	English Only
Create Custom Sub-Menus w/ Pre-Set Buttons and Links	10	Each	English Only
Content Customization Package 3 (Multi-Language Options)	120	Hours	
Project Kickoff, Preliminary Design Discussions, Content Coordination	1	Lot	
Create Custom Content, English			
Customized Skin (Nav Bar, Button Set, Status Bar)	1	Set(s)	
Create Custom Attract Loop Graphics / Digital Signage	3	Each	
Create Custom Mainmenu/Landing Page, Templates & Stylesheets	1	Set	
Create Custom Sub-Menus w/ Pre-Set Buttons and Links	10	Each	
Content Customization, Foreign Language #1 (OneStop Only)			
Create Spanish version of content above (translation by DynaTouch)	1	Set(s)	Included, DynaTouch Supplied Translation
Content Customization, Foreign Language #2 (OneStop Only)			
Create Vietnamese version of content above (translation by DynaTouch)	1	Set(s)	Included, DynaTouch Supplied Translation
Content Customization, Foreign Language #3 (OneStop Only)			
Create Chinese version of content (translation by DynaTouch)	1	Set(s)	Included, DynaTouch Supplied Translation



SERVICES, SUPPORT AND TERMS & CONDITIONS

DynaTouch, 9901 Broadway, San Antonio, TX 78217
sales@dynatouch.com | www.dynatouch.com | (210) 828-8343

Implementation & Deployment Services

Pre-Shipment Hardware/Software/Content Integration & Testing

DynaTouch assembles, integrates and tests all kiosk and tablet hardware components in house, then installs all software and content prior to shipment. to assure plug-and-play readiness upon delivery. Pre-shipment services include, but are not limited to:

- Installation of necessary hardware drivers, certificates, etc.
- Installation of all peripheral devices
- Installation of kiosk signage
- Pre-installation hardware QA/QC
- Pre-installation software/content QA/QC

Project Management & Site Coordination (Pre-Installation)

A highly qualified, experienced team member will be assigned as Project Manager to ensure that your kiosks arrive on time and on budget. The Project Manager will work closely with the Program Manager to identify and document the details (graphical, technical and informational) required to provide the kiosk functionality you need. Upon finalizing the design and throughout the production phase, the Project Manager will coordinate activities of DynaTouch graphic designers, data entry personnel, hardware technicians, programmers, and assistive technology SMEs, to ensure that your kiosk meets or exceeds all requirements.

The Project Manager will also provide site coordination with the local Client Site Manager, kiosk shipping company and kiosk installation technician, to include:

- 1) Advising Client on requirements for system installation
- 2) Verifying site readiness prior to installations, including Internet service
- 3) Coordinating schedules for on-site technicians, based on Client availability and preferences

Kiosk Hardware Setup & Installation (Included)

This option includes services to unpack and position the kiosk, validate unit is operational and perform diagnostics (no training included). The Client is responsible for establishing and confirming all network connections and completing other physical site preparations (power, network connections, etc.) by an agreed upon date.

Telephone Support for Hardware Setup & Installation by Others (Not Included)

This option includes telephone support from an experienced DynaTouch technician for setup and installation by others.

On-Site Training by DynaTouch Professional (Optional, Included)

This option includes on-site professional instruction by an experienced DynaTouch team member on how to use the TIPS administrative software included in the solution. If hardware is supplied by DynaTouch, training also includes instruction on the day-to-day upkeep and operation of system hardware.

Webinar Training (Optional, Included)

This option includes professional instruction by an experienced DynaTouch team member via webinar on how to use the TIPS administrative software included in the solution.

Ongoing Support Services

Standard Warranty

All TIPS kiosks are delivered with a full-service (parts and labor) warranty on all hardware for a period of one (1) year from the date of shipment. Extended warranties are also offered and may be included in the price quote. All costs associated with the repair or replacement of hardware components are covered, including parts and labor, with the exception of damage due to improper use, vandalism or acts of nature. Non-covered repairs are subject to additional time-and-materials charges, based on prevailing rates. (NOTE: Does not include normal day-to-day upkeep and operation of the kiosk, including replenishing the printer paper supply, correcting paper jams, cleaning the monitor or other kiosk surfaces, etc.).

Core Support

Live Help Desk Support for Kiosk Software

During the warranty or support service period, unlimited help desk support is provided, Monday-Friday (excluding major holidays), 7am-6pm U.S. Central Time. Weekend or extended service coverage can be provided upon request. The DynaTouch Help Desk is staffed with experienced, top-level technical support representatives. Representatives will respond to faxes, emails, or voice messages as soon as possible after receipt, but no later than within four (4) business hours. In all cases, the DynaTouch team will proactively determine whether any problem resolution should be applied to other kiosks.

Software Assurance/Maintenance

Software assurance/maintenance is provided for all TIPS software during the covered warranty, maintenance and/or subscription periods. Software updates/upgrades are provided as they are released.

Subscription to TIPS Cloud - Kiosk Administration Portal

Password-protected web-based account where authorized administrators can submit problem notices, view system status, upload new attract loop graphics savers, manage authorized URLs, and view/print usage data.

- o System Status Data Processing & Reporting
- o Usage Data Processing & Reporting
- o Attract Loop Graphics Management
- o Authorized URL Editor

Hardware Support

Component Repair/Replacement

Includes services to repair or replace any/all kiosk components supplied by DynaTouch during the warranty/maintenance period. Costs to resolve problems of any kind, including all parts, labor and other expenses are fully covered, with the exception of damage due to improper use, vandalism or acts of nature. Non-covered repairs are subject to additional time-and-materials charges, based on prevailing rates. Services do not include routine operation and upkeep of the system, such as cleaning the LCD, calibrating the touchscreen, replenishing the printer paper supply, correcting paper jams, etc. In cases where repair or replacement of equipment is not possible due to obsolescence, DynaTouch may opt to discontinue maintenance and refund all charges for the remaining term. In such cases, DynaTouch will propose and customer will have the option of upgrading obsolete equipment at an additional cost.

On-Site Hardware Maintenance Support (U.S. Only)

If included in price quote, local technicians authorized by DynaTouch will provide on-site repair or replacement of covered components. On-site services are available for any customer site within a 25-mile radius of a major metropolitan area within the U.S. or other designated service area. On-site response by a DynaTouch technician or service affiliate is guaranteed within 12 business hours, 9 a.m. to 5 p.m. Central Time, Monday through Friday, excluding major holidays (morning calls responded to by next business day, afternoon calls on or before second business day following). Customer agrees to put forth reasonable efforts to help identify and, if possible, correct problems prior to dispatch of service personnel to the kiosk location, in order to expedite remediation.

Depot Hardware Maintenance Support

If on-site services are not included (see above), components diagnosed as malfunctioning must be shipped prepaid, at customer expense, to our facility in San Antonio, Texas or other designated point of service. Most replacement parts are kept in stock, allowing for the repair or replacement to be completed and ready for return shipment within 1-2 days of receipt. Customer is required to pay inbound freight only; return freight by DynaTouch is included. Comprehensive telephone assistance and instructions are provided in all cases.

Proactive Remote Monitoring Services

If included in the price quote, DynaTouch Customer Service personnel will provide proactive services to monitor system uptime and operating status, and notify appropriate personnel if problems arise.

Software Subscriptions (Software as a Service) & Hosting Services

Includes annual renewal subscriptions for software and optional content modules, as well as hosting services for associated display, editing and reporting tools.

Antivirus, Security & Patch Management

DynaTouch installs all the latest operating system updates on new kiosk computers prior to shipment. Due to the ever-changing vulnerabilities associated with Microsoft operating systems, local kiosk administrator(s) are responsible for updating their installed kiosks with critical updates and service packs as they become available, in similar fashion to updates performed on other computers on their network.

Because Clients often have their own preferences and/or enterprise licenses for antivirus protection, antivirus software is not included in the standard kiosk configuration. Although the kiosk is isolated from many of the usual vectors for infection (they don't receive e-mail or allow downloads, and only navigations to pre-approved websites are allowed), DynaTouch strongly recommends that antivirus software be installed on all kiosks. Owners/administrators are responsible for installing antivirus software themselves and ensuring that virus definition files are kept current. It is also important that the kiosk be protected by a suitable hardware or software firewall. This functionality is adequately provided by the Windows operating system.

Terms & Conditions

Delivery

8-12 weeks after receipt of deposit (see Payment section below)

Delivery date will be confirmed upon receipt of order. Delivery date will be scheduled only after the initial payment has been received, as set forth within the foregoing Quote.

Warranty

DynaTouch hereby warrants that each component manufactured or supplied directly by DynaTouch will be free of defects in material and workmanship for a period of one (1) year after shipment (the "Warranty Period"), with optional extended warranties offered (see Quote details). During the Warranty Period, if On-Site Maintenance Services are NOT included, Customer shall return defective parts to DynaTouch at Customer's expense. DynaTouch shall repair or replace any defective component within thirty (30) days of receipt, at DynaTouch's expense, including all return shipping expenses. Notwithstanding the foregoing, this warranty shall include, without limitation, all metal and plastic parts, fabrications, and formations whether or not a warranty is provided by the manufacturer, subcontractor, or supplier thereof. DynaTouch does not warrant any component supplied by customer or its suppliers. DynaTouch's warranty may be voided by misuse, accident, modification, unsuitable physical or operating environment, improper maintenance by Customer or Customer's service organizations, removal or alteration of part identification, or failure caused by a product for which DynaTouch is not responsible.

Shipping

Shipping of the kiosk(s) to the client site(s) is included in the within and foregoing Quote. Upon non-renewal or termination, the Customer may be responsible for any return shipping costs.

Limitation of Liability

DynaTouch and Customer recognize that circumstances may arise entitling the Customer to damages for breach or other fault on the part of DynaTouch arising from this Agreement. The parties agree that in all such circumstances the Customer's remedies and DynaTouch's liabilities will be limited as set forth below and that these provisions will survive notwithstanding the termination or other discharge of the obligations of the parties under this Agreement.

i. BOTH PARTIES AGREE THAT DYNATOUCH'S ENTIRE LIABILITY (UNDER CONTRACT OR IN TORT INCLUDING FUNDAMENTAL BREACH, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE), IF ANY, FOR ANY DAMAGES RELATING TO OR ARISING UNDER THIS AGREEMENT SHALL NOT EXCEED IN THE AGGREGATE FEES PAID TO DYNATOUCH BY THE CUSTOMER UNDER THIS AGREEMENT IN THE TWELVE (12) MONTH PERIOD PRIOR TO THE TIME THAT THE CLAIM AROSE.

ii. IN ADDITION TO THE FOREGOING, DYNATOUCH SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, PUNITIVE, OR SPECIAL DAMAGES WHATSOEVER, INCLUDING BUT NOT LIMITED TO LOST REVENUE OR LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF DATA, FAILURE TO REALIZE EXPECTED SAVINGS, OR COST OF SUBSTITUTE GOODS OR SERVICES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, EVEN IF CUSTOMER HAS BEEN ADVISED OF THE LIKELIHOOD OF THE OCCURRENCE OF SUCH LOSS OR DAMAGES AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.

iii. CLAUSES (i) AND (ii) SHALL APPLY IN RESPECT OF ANY CLAIM, DEMAND OR ACTION BY A PARTY IRRESPECTIVE OF THE NATURE OF THE CAUSE OF ACTION UNDERLYING SUCH CLAIM, DEMAND OR ACTION, INCLUDING, BUT NOT LIMITED TO, BREACH OF CONTRACT, RESCISSION OF CONTRACT, OR TORT.

iv. UNDER NO CIRCUMSTANCES WILL DYNATOUCH BE RESPONSIBLE FOR ANY SERVICES RELATED TO THE RECEIPT OF CASH FROM CUSTOMERS (INCLUDING THE QUALITY OF BILLS TENDERED) OR ITS REMOVAL VIA ARMORED CAR OR OTHERWISE.

Software Rights Granted and Reserved

The right to use any software provided by DynaTouch (the "Software") is pursuant to the following conditions:

1. The Software may be used by the Customer only as specifically provided in this Agreement or in a writing signed by DynaTouch.
2. Customer shall use the Software as provided and shall not (i) modify for any purpose other than in connection with Customer's primary business or operations; (ii) disassemble, decompile, reverse engineer, defeat license encryption mechanisms, or translate any part of DynaTouch Software, or otherwise attempt to reconstruct or discover the source code of the Software except and only to the extent that applicable law expressly permits, despite this limitation; (iii) modify or create derivative works of DynaTouch Software; (iv) rent, lease, lend, or use the Software for time-sharing or bureau use or to publish or host platform for others to use; or (v) take any actions that would cause the Software or to become subject to any open source or quasi-open source license agreement. Customer shall be wholly liable to DynaTouch for any misuse of the Software.
3. DynaTouch Software is licensed, not sold. Customer acknowledges that the Software, and all copies thereof and trade secrets and other intellectual property rights related thereto, are and shall remain the sole and exclusive property of DynaTouch. Except as expressly permitted herein, Customer agrees not to disclose or otherwise make available any part of the Platform to any third person.

4. Customer agrees to take reasonable and necessary precautions to secure and protect the kiosks and the Software. Customer shall defend, indemnify and hold harmless DynaTouch for any losses or damages caused by a failure of kiosk site security and criminal misconduct directed at or involving or impacting the kiosk(s).

Payment

Governmental entities are extended Net 30 payment terms. For Commercial Clients 50% deposit due with order; balance due when ready to ship. We reserve the right to amend your payment terms if requested credit information is insufficient. Credit card purchases acceptable. DynaTouch accepts VISA and MasterCard. Credit card orders are subject to a 3% convenience fee and require full cardholder information at the time of placing an order. The Tender of Delivery Notice may be transmitted electronically. State resale license required for nontaxable purchases in the state of Texas.

Return Policy

All sales are final

Late Charge

If DynaTouch does not receive payment of said amount due by the due date, a late charge will be assessed beginning on that day and continuing each day thereafter until all amounts due are paid in full. The late charge will be the lesser of (a) maximum amount permitted by applicable law or (b) 1.75% per month, or 21% per annum, of the total of the Balance Due, whichever is less.

Maintenance Contracts

All charges for maintenance contracts, regardless of the length of the contract, are due in full as of the effective date of the contract, unless arrangements are made for other payment terms prior to purchasing by calling 210-828-8343.

Storage

A storage fee of \$50 per unit per month will be assessed starting 30 days after the Tender of Delivery Notice is sent.

Return Check Charge

DynaTouch will impose a \$35 return check charge for all checks returned to us unpaid.

Security Interests

DynaTouch reserves a purchase money security interest in all products purchased to secure payment. You agree to cooperate with any filings necessary to protect such security interests, as and if requested.

Default

You are in default of this Agreement if you: (a) fail to pay the Balance Due by the due date, (b) breach any other term or condition of this Agreement, (c) have made a material misrepresentation or misstatement in the Application, financial statement or other document submitted to us in connection with this Agreement, (d) become the subject of a bankruptcy, receivership or other insolvency proceeding. If you default on this Agreement, we may (i) declare all amounts owed on this Agreement to be immediately due and payable, (ii) commence a collection action for all amounts owed on this Agreement, (iii) retain and/or repossess all goods purchased on this Agreement and otherwise foreclose and enforce our Security Interest in accordance with applicable law, (iv) exercise all other rights and remedies accorded to us by law. You agree to pay our costs of collection, including reasonable attorney's fees and expenses.

Warranty Disclaimer:

DYNATOUCH DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ALL OTHER WARRANTIES OF ANY NATURE EXCEPT THOSE EXPRESSLY STATED HEREIN. DYNATOUCH WILL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, NOR FOR ANY DAMAGES OR DELAYS CAUSED BY CIRCUMSTANCES BEYOND OUR CONTROL, INCLUDING, WITHOUT LIMITATION, LABOR PROBLEMS, SHORTAGE OF GOODS OR RAW MATERIALS, FIRE, FLOOD, WEATHER OR OTHER ACTS OF GOD.

Credit Approval

This Agreement shall not be effective and binding on us and this Agreement shall not be active until such time as we have advised you it has been approved by our Accounting Office.

Governing Law

This Agreement is governed by and construed in accordance with the laws of the State of Texas. Venue for any action relating to this Agreement shall be the County of Bexar, State of Texas.

Assignment

DynaTouch may not sell, assign and/or transfer any or all of this Agreement or any balances due thereunder without your consent which consent shall not be unreasonably withheld. You may not sell, assign or transfer your Obligation without DynaTouch's consent which consent shall not be unreasonably withheld

Entire Agreement

This Agreement constitutes the entire agreement between you and DynaTouch and supersedes all of our prior written and oral agreements and understandings relating to the subject. DynaTouch may at any time, subject to applicable law, change or alter the terms and conditions stated herein governing the Agreement. DynaTouch, within this agreement is referred to as "DynaTouch" and the words "you" and "your" refer to the Customer for which this quote is being processed. This Agreement will not be interpreted more favorably for or against a party on account of drafting.

Oakland Housing Authority

Signature: _____

Name: _____

Title: _____

Date: _____

Paul Stahl, DynaTouch Director of Sales

Signature: _____

Name: **Paul Stahl**

Title: **Director of Sales**

Date: _____

Ship To (Please Complete)



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: Dominica Henderson, Special Assistant to the Executive Director ^{DS} DH
Duane Hopkins, Chief Officer of Program & Finance Administration ^{DS} DH
Daniel Mermelstein, CCGS Manager ^{DS} DM
Michelle Hasan, Director of Leased Housing ^{DS} MH
Joetta Farrow, Assistant Director of Leased Housing ^{DS} JF

From: Kimberly Maldonado, Senior Management Analyst, LH ^{DS} KM

Copy: Kris Warren, Interim Chief Operating Officer

Subject: Non-Competitive COVID-19 Emergency Procurement with DynaTouch

Date: June 17, 2021

Enclosed you will find a non-competitive emergency justification memo for self-service kiosks from DynaTouch Corporation.

Included in the contents of this packet are:

1. Memo for Non-competitive Emergency Justification of DynaTouch Corporation
2. Price Analysis
3. SAM/HUD Debarment
4. ICE & Contract Request Form

ACTION REQUESTED

Please review and sign the attached non-competitive emergency justification memo.

- ☒ Procurement adheres to OHA 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.

Non-Competitive Emergency Justification Memo



Oakland Housing Authority MEMORANDUM

To: Patricia Wells, Executive Director

Through: Dominica Henderson, Special Assistant to the Executive Director ^{DS} DH
 Duane Hopkins, Chief Officer of Program & Finance Administration ^{DS} DH
 Daniel Mermelstein, CCGS Manager ^{DS} DM
 Michelle Hasan, Director of Leased Housing ^{DS} MH
 Joetta Farrow, Assistant Director of Leased Housing ^{DS} JF

From: Kimberly Maldonado, Senior Management Analyst, LH ^{DS} KM

Copy: Kris Warren, Interim Chief Operating Officer

Subject: **COVID-19 Non-competitive Emergency Justification DynaTouch Corporation**

Date: June 17, 2021

Name of Contractor: DynaTouch Corporation

Background: The Oakland Housing Authority (OHA) suspended in-person services and closed to the public since March of 2020 due to the COVID-19 pandemic. In preparation for a reopening during the COVID-19 pandemic, OHA has a need for self-service kiosks.

Alameda County issued Health Order No. 21-01 on January 25, 2021 extending the previous Shelter in Place Order stating: "Individuals in the County are to continue to comply with Social Distancing Measures and other restrictions necessary to control the spread of COVID-19". Self-service kiosks will allow OHA to safely reopen to the public by ensuring compliance with local, state, and federal guidelines. Self-service kiosks will prevent employees from meeting directly with the public while providing essential services. Kiosks located at 1540 Webster Street, 935 Union Street, and 1327 65th Avenue will allow the public to access service menus for all OHA housing programs at any location.

This emergency procurement is to support Alameda County orders issued to social distance along with the Centers for Disease Control (CDC) continued emphasis on social distancing as one of the primary ways to prevent the spread of COVID-19. As of June 2021 only 64% of Alameda County residents ages 12 and over are fully vaccinated. CDC guidance states that even fully vaccinated individuals should continue to take precautions when in public.

This noncompetitive procurement is to acquire kiosks that will operate based on OHAs needs. Research on this type of equipment showed that DynaTouch is the leading vendor in this field. After contacting over a dozen PHAs, none of the contracts reviewed met HUD procurement rules to allow for a piggyback. Two self-service kiosk companies are on the General Services Administration (GSA) purchasing schedule, but the machines listed within those contracts do not meet OHAs specifications.

Description of the Work/Services Requested: Self-Service Kiosks


Justification: 2 CFR 200.320 (f)(1) states that a noncompetitive procurement is allowed from only one source and may be used if the item is available only from a single source. DynaTouch is the only company that has configured a self-service kiosk that meets all the needs of OHA.

2 CFR 200.320 (f)(2) states that a noncompetitive procurement is allowed from only one source and may be used if there is a public exigency or emergency that will not permit a delay resulting from competitive solicitation. Procuring self-service kiosks will allow OHA to reopen to the public while reducing the risk of spreading COVID-19.

Statement as to the unique circumstances that require award by Noncompetitive Proposals: Due to COVID-19 and the forthcoming reopening there is an immediate need for self-service kiosks to provide essential services while adhering to social distancing and health guidelines. DynaTouch is the only company that has designed kiosks specifically for public housing authorities with the functions and options that OHA needs. Other self-service kiosk companies would require more time and money to customize hardware and software than the models offered by DynaTouch.

Statement as to efforts that will be taken in the future to promote competition for the requirement: Once this equipment is purchased, OHA will own the equipment and there will be no need to procure them again in the future. If a similar equipment purchase is needed in the future OHA will procure through competitive procurements.

Approved:

DocuSigned by:

 722CF180EE194A1...
 Patricia Wells
 Executive Director

6/22/2021

Date

Not Approved:

 Patricia Wells
 Executive Director

 Date

Approved:

DocuSigned by:

 2A244683E1F94EF...
 Daniel Mermelstein
 Manager of CCGS

6/17/2021

Date

Not Approved:

 Daniel Mermelstein
 Manager of CCGS

 Date

DynaTouch Quote

TIPS™ Public Housing Authority OneStop & Queue Kiosk | COVID Response Kiosks for Oakland Housing Authority

Prepared For: Dealer Quote

Date 06/14/21

Kimberly Maldonado
Oakland Housing Authority
(510) 295-8663 | kmaldonado@oakha.org

Prepared By:

Jim Morris | jim.morris@dynatouch.com | o. (210) 828-8343 | c. (512) 771-8951
Paul Stahl | paul.stahl@dynatouch.com | o. (210) 828-8343 | c. (210) 240-9020

Proprietary Notice:

This document includes information that shall not be disclosed outside the relationship between DynaTouch Corporation and the person, agency, or organization (the "Client") to which this document has been issued. This document shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the information contained within.

	Qty
TIPS Kiosk (Premium PHA OneStop Model)	4
QueueKiosk (Lobby Sign in Model)	1
Total #Kiosks	5
Total #Sites	3
Include Webcam?	Yes
Include Signature Pad?	Yes
Webinar or On-Site Training by DynaTouch	Both
Include TIPS Housing Portal Scanning Module?	Yes
Include TIPS Form, Scanning & Email Module?	Yes
PHA OneStop Kiosk Hardware, & Software	\$85,686
Customization Services	\$28,711
Implementation & Deployment Services	\$7,360
Qty 1 QueueKiosk Lobby Check In Kiosk	<u>\$19,800</u>
TOTAL BASE PERIOD	\$141,557
<i>#of Warranty/Subscription Years Included Above</i>	1
TOTAL w/ 2 ADDITIONAL YEARS (3 yrs total coverage)	\$183,784
TOTAL w/ 3 ADDITIONAL YEARS (4 yrs total coverage)	\$207,104
TOTAL w/ 4 ADDITIONAL YEARS (5 yrs total coverage)	\$232,629



Please Call for Information About Our Government Contracting Vehicles



Bill of Materials

Description	Qty	Unit	
Kiosk Hardware, Software & Support			
Hardware			
TIPS Kiosk (Premium PHA OneStop Model)	4	Each	
Options Available for this model:			
- Wide format thermal printer w/ retractor mechanism	4	Each	Included
- Metal shelving for laser or thermal printer	4	Each	Included
- Dual Flatbed/Multi-page scanner	4	Each	Included
- Integrated FHD webcam and microphone	4	Each	Included - Client provides Video Conference SW
- Digital Signature capture pad	4	Each	Included
- Print and install vinyl graphic for lower front	4	Each	Included
Software			
Software Licenses			
TIPS Pro Plus (Kiosk Management Software)	4	Each	
Include TIPS Housing Portal Scanning Module?	4	Each	Provides Links to Existing Resident Portal
- Provide secure Document Uploading to active Resident Web Portal			
Include TIPS Form, Scanning & Email Module?	1	Lot	For use if No Resident Portal is available
- Includes initial set up & configuration for up to 10 total pages of forms			
- Additional forms subject to additional charges			
Software Subscriptions (Software as a Service)		1	Year(s)
TIPS Cloud™ Bundle (Kiosk Administration Portal)	4	Each	
Content Modules			
TIPS eGov OneStop™ Content Modules	4	Each	
(includes SSA Express, HUD Express, IRS OneStop)			
Technology Sustainment Package	1	Year(s)	
Core Support			
Live Help Desk Support (Mon-Fri, 7am-7pm)	4	Each	
TIPS Kiosk Management Software Maintenance	4	Each	
Kiosk Hardware Support			
Component Repair/Replacement	4	Each	
On-Site Maintenance Support for Kiosk (CONUS)	4	Each	Included
Proactive Remote Monitoring	4	Each	Included
Additional Support			
Post-Installation Professional Services	16	Hours	
Customization Services			
Content Customization Packages (see Page 4 below for details)			
Content Customization Package 1	0	Lot	Not Included
Content Customization Package 2	0	Lot	Not Included
Content Customization Package 3 (Multi-Language Options)	1	Lot	Included, See Page 4 below for Languages
Signage Customization			
Services to Create Custom Kiosk Signage Artwork	1	Set(s)	Included
AT (Assistive Technology) Kiosk Upgrade: Standard English Package			
JAWS® for Windows Screen Reading Software (for English Only)	4	Each	Included, Optional
Upgrade: Integrated AT rugged keyboard	4	Each	Included, Optional
Upgrade: Audiocomm Module (audio output for personnel headset)	4	Each	Included, Optional
AT (Assistive Technology) Professional Services			
AT Upgrade Solution Design & Additional Programming	1	Lot	Included, Optional
Implementation & Deployment Services			
Standard Services			
Hardware/Software/Content Integration & Testing (Standard Kiosk)	4	Each	
Site Coordination by Project Manager	3	Site(s)	
On-Site Hardware Setup & Installation by Local Technician	4	Each	
Webinar Training by DynaTouch Professional	1	Each	Included
Additional Services			
On-Site Training by DynaTouch Professional (CONUS)	1	Each	Included
Telephone Support for On-Site Setup/Installation by Others	0	Each	Included, Optional

Renewal / Option Years

Description - Renewal for Qty 3 OneStop Kiosks	Qty	Unit	
Subscriptions & Ongoing Support Services			
Core Support	4	Each	
Live Help Desk Support (Mon-Fri, 7am-7pm)			
TIPS Kiosk Management Software Maintenance			
Kiosk Hardware Support			
Component Repair/Replacement	4	Each	
On-Site Maintenance Support for Kiosk (CONUS)	4	Each	Included, Optional
Proactive Remote Monitoring	4	Each	Included, Optional
Software Subscriptions (Software as a Service)			
TIPS Cloud™ Bundle (Kiosk Administration Portal)	4	Each	
Include TIPS Housing Portal Scanning Module?	4	Each	
Include TIPS Form, Scanning & Email Module?	1	Lot	
QueueKiosk Subscription			
Annual SaaS	1	Each	
Content Modules			
TIPS eGov OneStop™ Content Modules	4	Each	
(includes SSA Express, HUD Express, IRS OneStop)			
Additional Support			
Post-Installation Professional Services	45	Hours	Included, Optional

Kiosk Hardware

TIPS Kiosk (Premium PHA OneStop Model)

Enclosure

- Metal kiosk enclosure w/ sideshelf, durable scratch resistant powdercoat finish
- Standard powdercoat color config (White front, Silver sides, Black accent)
- Amplified dual-speaker sound system
- External audio headset connector
- Hinged front access panel
- Lock and key access
- All data and power cables, surge suppressors, vents, fans
- Cabinet Dimensions: 60" tall x 36" wide x 20" deep

Standard Components / Peripherals

- 22" LCD monitor w/ touchscreen and Privacy Filter
- Small form factor PC w/ high-speed Intel processor and Windows 10 Pro (64 bit)
- Integrated rugged keyboard w/ trackball
- 802.11 wireless connectivity

Packing/Shipping/Handling

- Packaging/Handling (for Continental U.S. delivery)
- Shipping (Continental U.S., inside delivery)

Standard equipment included on this model

- Webcam with integrated microphone
- Digital Signature capture pad
- Wide format thermal printer w/ retractor mechanism
- Internal bin for retracted thermal printer paper
- Combination Multipage and Flatbed document scanner



Bill of Materials

QueueKiosk™ with COVID-19 Mitigation Package

Prepared For:

Date 4/8/2021

Description	Qty	Unit	Notes
QueueKiosk Hardware, Software & Support			
Check-In Kiosk Hardware			
TIPS Kiosk (Standard Model, QK Configuration)	1	Each	Floor Standing Model
Status Board Hardware			
Status Board Display w/ Wall Mount Hardware	0	Each	Wall Mounting by Client
Software Licenses			
TIPS Pro Plus (Kiosk Management Software)	1	Each	
QueueKiosk Content Templates (for Check-In Stations)	1	Each	
QueueKiosk Content Templates (for Status Boards)	1	Each	
Software Subscriptions (Software as a Service)		2	Year(s)
TIPS Cloud™ Bundle (Kiosk Administration Portal)	1	Each	
QueueKiosk Software			
COVID-19 Mitigation Package	1	Each	
- Limits staff exposure thru self-service automation			
- Reduces face-to-face encounters at front desk			
- Reduces lobby congestion by promoting social distancing			
- Integrated text messaging tool to summon waiting customers to lobby			
- Includes COVID Screening questions to alert staff of potential threats			
QueueKiosk™ Software Subscription, 1st Queue	1	Each	
QueueKiosk™ Software Subscription, Add'l Queue, Same Site	0	Each	
QueueKiosk™ Web Module Subscription, 1st Queue	0	Each	
QueueKiosk™ Web Module Subscription, Add'l Queue, Same Site	0	Each	
QueueKiosk™ Text/SMS Module Subscription	1	Each	
Service & Support for QueueKiosk Hardware		2	Year(s)
Kiosk Hardware Support			
Live Help Desk Support (Mon-Fri, 7am-7pm)	1	Each	
TIPS Kiosk Management Software Maintenance	1	Each	
Component Repair/Replacement	1	Each	
On-Site Maintenance Support for Kiosk (CONUS)	1	Each	
Proactive Remote Monitoring Services	1	Each	
Status Board Hardware Support			
Component Repair/Replacement	0	Each	Status Boards Supplied by Client
On-Site Maintenance Support for Status Board (CONUS)	0	Each	Not Included
Additional Support		2	Year(s)
Post-Installation Professional Services	4	Hours	
Customization Services			
Queue Configuration & GUI Customization	1	Each	
<i>Includes an allowance for services to configure QueueKiosk for Client's specific customer flow and registration process. Should the system design and configuration requirements identified during the Requirement Definition effort exceed this allowance, additional charges may apply. A firm estimate will be provided in advance.</i>			
Project Kickoff, Preliminary Design Discussions, Content Coordination			
Solution Design & Implementation Planning			
Tailor Attract Loop Graphics / Digital Signage (2 per queue)			
Create Custom Attract Loop Graphics / Digital Signage (1 per queue)			
Graphical User Interface Configuration (1 per queue)			
Implementation & Deployment Services			
Pre-Shipment Services			
Hardware/Software/Content Integration & Testing (Standard Kiosk)	1	Each	





BUDGET ESTIMATE

DynaTouch, 9901 Broadway, San Antonio, TX 78217
 sales@dynatouch.com | www.dynatouch.com | (210) 828-8343

Hardware/Software/Content Integration & Testing (Status Board)	0	Each	
Site Coordination by Project Manager	1	Site(s)	
Post-Shipment Services			
Kiosk Hardware Setup & Installation (CONUS)	1	Each	
Status Board Hardware Setup & Installation (CONUS)	0	Each	Status Board Installation by Client

Site Requirements

Every system DynaTouch supplies consists of proven, highly reliable components utilized on some of the largest, most successful kiosk projects in the world, with the functionality needed to assure long-term success. Site requirements for the models above are as follows:

- Indoor environment; 45°F to 95°F operating range; 20% to 80% relative humidity
- 110 VAC, 50/60 Hz, 10 amp (max) power outlet within 3' of Kiosk location
- Internet connectivity
 - wired: RJ45 connector within 3' of Kiosk location
 - wireless: existing wireless infrastructure
- Ample visibility, user traffic and easy access
- Nearby oversight by location staff, if practical

Content Customization Packages

Includes services to create a professionally designed graphical user interface for the TIPS™ Public Housing Authority OneStop kiosk solution with unique Client-specified requirements for the Attract Loop Graphics, Mainmenu/Landing Page and Sub-Menu Displays. Pricing is estimated based on the specific items and quantities listed below. Should the system design and configuration requirements identified during the Preliminary Design Discussion exceed this allowance, additional charges may apply and a firm estimate will be provided before proceeding.

Description - For OneStop Kiosks	Qty	Unit	
Content Customization Package 1	40	Hours	
Project Kickoff, Preliminary Design Discussions, Content Coordination	1	Lot	
Customized Skin (Nav Bar, Button Set, Status Bar)	1	Set(s)	
Create Custom Attract Loop Graphics / Digital Signage	3	Each	English Only
Create Custom Mainmenu/Landing Page, Templates & Stylesheets	1	Set(s)	English Only
Create Custom Sub-Menus w/ Pre-Set Buttons and Links	5	Each	English Only
Content Customization Package 2	60	Hours	
Project Kickoff, Preliminary Design Discussions, Content Coordination	1	Lot	
Customized Skin (Nav Bar, Button Set, Status Bar)	1	Set(s)	
Create Custom Attract Loop Graphics / Digital Signage	3	Each	English Only
Create Custom Mainmenu/Landing Page, Templates & Stylesheets	1	Set	English Only
Create Custom Sub-Menus w/ Pre-Set Buttons and Links	10	Each	English Only
Content Customization Package 3 (Multi-Language Options)	120	Hours	
Project Kickoff, Preliminary Design Discussions, Content Coordination	1	Lot	
Create Custom Content, English			
Customized Skin (Nav Bar, Button Set, Status Bar)	1	Set(s)	
Create Custom Attract Loop Graphics / Digital Signage	3	Each	
Create Custom Mainmenu/Landing Page, Templates & Stylesheets	1	Set	
Create Custom Sub-Menus w/ Pre-Set Buttons and Links	10	Each	
Content Customization, Foreign Language #1 (OneStop Only)			
Create Spanish version of content above (translation by DynaTouch)	1	Set(s)	Included, DynaTouch Supplied Translation
Content Customization, Foreign Language #2 (OneStop Only)			
Create Vietnamese version of content above (translation by DynaTouch)	1	Set(s)	Included, DynaTouch Supplied Translation
Content Customization, Foreign Language #3 (OneStop Only)			
Create Chinese version of content (translation by DynaTouch)	1	Set(s)	Included, DynaTouch Supplied Translation



SERVICES, SUPPORT AND TERMS & CONDITIONS

DynaTouch, 9901 Broadway, San Antonio, TX 78217
sales@dynatouch.com | www.dynatouch.com | (210) 828-8343

Implementation & Deployment Services

Pre-Shipment Hardware/Software/Content Integration & Testing

DynaTouch assembles, integrates and tests all kiosk and tablet hardware components in house, then installs all software and content prior to shipment. to assure plug-and-play readiness upon delivery. Pre-shipment services include, but are not limited to:

- Installation of necessary hardware drivers, certificates, etc.
- Installation of all peripheral devices
- Installation of kiosk signage
- Pre-installation hardware QA/QC
- Pre-installation software/content QA/QC

Project Management & Site Coordination (Pre-Installation)

A highly qualified, experienced team member will be assigned as Project Manager to ensure that your kiosks arrive on time and on budget. The Project Manager will work closely with the Program Manager to identify and document the details (graphical, technical and informational) required to provide the kiosk functionality you need. Upon finalizing the design and throughout the production phase, the Project Manager will coordinate activities of DynaTouch graphic designers, data entry personnel, hardware technicians, programmers, and assistive technology SMEs, to ensure that your kiosk meets or exceeds all requirements.

The Project Manager will also provide site coordination with the local Client Site Manager, kiosk shipping company and kiosk installation technician, to include:

- 1) Advising Client on requirements for system installation
- 2) Verifying site readiness prior to installations, including Internet service
- 3) Coordinating schedules for on-site technicians, based on Client availability and preferences

Kiosk Hardware Setup & Installation (Included)

This option includes services to unpack and position the kiosk, validate unit is operational and perform diagnostics (no training included). The Client is responsible for establishing and confirming all network connections and completing other physical site preparations (power, network connections, etc.) by an agreed upon date.

Telephone Support for Hardware Setup & Installation by Others (Not Included)

This option includes telephone support from an experienced DynaTouch technician for setup and installation by others.

On-Site Training by DynaTouch Professional (Optional, Included)

This option includes on-site professional instruction by an experienced DynaTouch team member on how to use the TIPS administrative software included in the solution. If hardware is supplied by DynaTouch, training also includes instruction on the day-to-day upkeep and operation of system hardware.

Webinar Training (Optional, Included)

This option includes professional instruction by an experienced DynaTouch team member via webinar on how to use the TIPS administrative software included in the solution.

Ongoing Support Services

Standard Warranty

All TIPS kiosks are delivered with a full-service (parts and labor) warranty on all hardware for a period of one (1) year from the date of shipment. Extended warranties are also offered and may be included in the price quote. All costs associated with the repair or replacement of hardware components are covered, including parts and labor, with the exception of damage due to improper use, vandalism or acts of nature. Non-covered repairs are subject to additional time-and-materials charges, based on prevailing rates. (NOTE: Does not include normal day-to-day upkeep and operation of the kiosk, including replenishing the printer paper supply, correcting paper jams, cleaning the monitor or other kiosk surfaces, etc.).

Core Support

Live Help Desk Support for Kiosk Software

During the warranty or support service period, unlimited help desk support is provided, Monday-Friday (excluding major holidays), 7am-6pm U.S. Central Time. Weekend or extended service coverage can be provided upon request. The DynaTouch Help Desk is staffed with experienced, top-level technical support representatives. Representatives will respond to faxes, emails, or voice messages as soon as possible after receipt, but no later than within four (4) business hours. In all cases, the DynaTouch team will proactively determine whether any problem resolution should be applied to other kiosks.

Software Assurance/Maintenance

Software assurance/maintenance is provided for all TIPS software during the covered warranty, maintenance and/or subscription periods. Software updates/upgrades are provided as they are released.

Subscription to TIPS Cloud - Kiosk Administration Portal

Password-protected web-based account where authorized administrators can submit problem notices, view system status, upload new attract loop graphics savers, manage authorized URLs, and view/print usage data.

- o System Status Data Processing & Reporting
- o Usage Data Processing & Reporting
- o Attract Loop Graphics Management
- o Authorized URL Editor

Hardware Support

Component Repair/Replacement

Includes services to repair or replace any/all kiosk components supplied by DynaTouch during the warranty/maintenance period. Costs to resolve problems of any kind, including all parts, labor and other expenses are fully covered, with the exception of damage due to improper use, vandalism or acts of nature. Non-covered repairs are subject to additional time-and-materials charges, based on prevailing rates. Services do not include routine operation and upkeep of the system, such as cleaning the LCD, calibrating the touchscreen, replenishing the printer paper supply, correcting paper jams, etc. In cases where repair or replacement of equipment is not possible due to obsolescence, DynaTouch may opt to discontinue maintenance and refund all charges for the remaining term. In such cases, DynaTouch will propose and customer will have the option of upgrading obsolete equipment at an additional cost.

On-Site Hardware Maintenance Support (U.S. Only)

If included in price quote, local technicians authorized by DynaTouch will provide on-site repair or replacement of covered components. On-site services are available for any customer site within a 25-mile radius of a major metropolitan area within the U.S. or other designated service area. On-site response by a DynaTouch technician or service affiliate is guaranteed within 12 business hours, 9 a.m. to 5 p.m. Central Time, Monday through Friday, excluding major holidays (morning calls responded to by next business day, afternoon calls on or before second business day following). Customer agrees to put forth reasonable efforts to help identify and, if possible, correct problems prior to dispatch of service personnel to the kiosk location, in order to expedite remediation.

Depot Hardware Maintenance Support

If on-site services are not included (see above), components diagnosed as malfunctioning must be shipped prepaid, at customer expense, to our facility in San Antonio, Texas or other designated point of service. Most replacement parts are kept in stock, allowing for the repair or replacement to be completed and ready for return shipment within 1-2 days of receipt. Customer is required to pay inbound freight only; return freight by DynaTouch is included. Comprehensive telephone assistance and instructions are provided in all cases.

Proactive Remote Monitoring Services

If included in the price quote, DynaTouch Customer Service personnel will provide proactive services to monitor system uptime and operating status, and notify appropriate personnel if problems arise.

Software Subscriptions (Software as a Service) & Hosting Services

Includes annual renewal subscriptions for software and optional content modules, as well as hosting services for associated display, editing and reporting tools.

Antivirus, Security & Patch Management

DynaTouch installs all the latest operating system updates on new kiosk computers prior to shipment. Due to the ever-changing vulnerabilities associated with Microsoft operating systems, local kiosk administrator(s) are responsible for updating their installed kiosks with critical updates and service packs as they become available, in similar fashion to updates performed on other computers on their network.

Because Clients often have their own preferences and/or enterprise licenses for antivirus protection, antivirus software is not included in the standard kiosk configuration. Although the kiosk is isolated from many of the usual vectors for infection (they don't receive e-mail or allow downloads, and only navigations to pre-approved websites are allowed), DynaTouch strongly recommends that antivirus software be installed on all kiosks. Owners/administrators are responsible for installing antivirus software themselves and ensuring that virus definition files are kept current. It is also important that the kiosk be protected by a suitable hardware or software firewall. This functionality is adequately provided by the Windows operating system.

Terms & Conditions

Delivery

8-12 weeks after receipt of deposit (see Payment section below)

Delivery date will be confirmed upon receipt of order. Delivery date will be scheduled only after the initial payment has been received, as set forth within the foregoing Quote.

Warranty

DynaTouch hereby warrants that each component manufactured or supplied directly by DynaTouch will be free of defects in material and workmanship for a period of one (1) year after shipment (the "Warranty Period"), with optional extended warranties offered (see Quote details). During the Warranty Period, if On-Site Maintenance Services are NOT included, Customer shall return defective parts to DynaTouch at Customer's expense. DynaTouch shall repair or replace any defective component within thirty (30) days of receipt, at DynaTouch's expense, including all return shipping expenses. Notwithstanding the foregoing, this warranty shall include, without limitation, all metal and plastic parts, fabrications, and formations whether or not a warranty is provided by the manufacturer, subcontractor, or supplier thereof. DynaTouch does not warrant any component supplied by customer or its suppliers. DynaTouch's warranty may be voided by misuse, accident, modification, unsuitable physical or operating environment, improper maintenance by Customer or Customer's service organizations, removal or alteration of part identification, or failure caused by a product for which DynaTouch is not responsible.

Shipping

Shipping of the kiosk(s) to the client site(s) is included in the within and foregoing Quote. Upon non-renewal or termination, the Customer may be responsible for any return shipping costs.

Limitation of Liability

DynaTouch and Customer recognize that circumstances may arise entitling the Customer to damages for breach or other fault on the part of DynaTouch arising from this Agreement. The parties agree that in all such circumstances the Customer's remedies and DynaTouch's liabilities will be limited as set forth below and that these provisions will survive notwithstanding the termination or other discharge of the obligations of the parties under this Agreement.

i. BOTH PARTIES AGREE THAT DYNATOUCH'S ENTIRE LIABILITY (UNDER CONTRACT OR IN TORT INCLUDING FUNDAMENTAL BREACH, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE), IF ANY, FOR ANY DAMAGES RELATING TO OR ARISING UNDER THIS AGREEMENT SHALL NOT EXCEED IN THE AGGREGATE FEES PAID TO DYNATOUCH BY THE CUSTOMER UNDER THIS AGREEMENT IN THE TWELVE (12) MONTH PERIOD PRIOR TO THE TIME THAT THE CLAIM AROSE.

ii. IN ADDITION TO THE FOREGOING, DYNATOUCH SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, PUNITIVE, OR SPECIAL DAMAGES WHATSOEVER, INCLUDING BUT NOT LIMITED TO LOST REVENUE OR LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF DATA, FAILURE TO REALIZE EXPECTED SAVINGS, OR COST OF SUBSTITUTE GOODS OR SERVICES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, EVEN IF CUSTOMER HAS BEEN ADVISED OF THE LIKELIHOOD OF THE OCCURRENCE OF SUCH LOSS OR DAMAGES AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.

iii. CLAUSES (i) AND (ii) SHALL APPLY IN RESPECT OF ANY CLAIM, DEMAND OR ACTION BY A PARTY IRRESPECTIVE OF THE NATURE OF THE CAUSE OF ACTION UNDERLYING SUCH CLAIM, DEMAND OR ACTION, INCLUDING, BUT NOT LIMITED TO, BREACH OF CONTRACT, RESCISSION OF CONTRACT, OR TORT.

iv. UNDER NO CIRCUMSTANCES WILL DYNATOUCH BE RESPONSIBLE FOR ANY SERVICES RELATED TO THE RECEIPT OF CASH FROM CUSTOMERS (INCLUDING THE QUALITY OF BILLS TENDERED) OR ITS REMOVAL VIA ARMORED CAR OR OTHERWISE.

Software Rights Granted and Reserved

The right to use any software provided by DynaTouch (the "Software") is pursuant to the following conditions:

1. The Software may be used by the Customer only as specifically provided in this Agreement or in a writing signed by DynaTouch.
2. Customer shall use the Software as provided and shall not (i) modify for any purpose other than in connection with Customer's primary business or operations; (ii) disassemble, decompile, reverse engineer, defeat license encryption mechanisms, or translate any part of DynaTouch Software, or otherwise attempt to reconstruct or discover the source code of the Software except and only to the extent that applicable law expressly permits, despite this limitation; (iii) modify or create derivative works of DynaTouch Software; (iv) rent, lease, lend, or use the Software for time-sharing or bureau use or to publish or host platform for others to use; or (v) take any actions that would cause the Software or to become subject to any open source or quasi-open source license agreement. Customer shall be wholly liable to DynaTouch for any misuse of the Software.
3. DynaTouch Software is licensed, not sold. Customer acknowledges that the Software, and all copies thereof and trade secrets and other intellectual property rights related thereto, are and shall remain the sole and exclusive property of DynaTouch. Except as expressly permitted herein, Customer agrees not to disclose or otherwise make available any part of the Platform to any third person.

4. Customer agrees to take reasonable and necessary precautions to secure and protect the kiosks and the Software. Customer shall defend, indemnify and hold harmless DynaTouch for any losses or damages caused by a failure of kiosk site security and criminal misconduct directed at or involving or impacting the kiosk(s).

Payment

Governmental entities are extended Net 30 payment terms. For Commercial Clients 50% deposit due with order; balance due when ready to ship. We reserve the right to amend your payment terms if requested credit information is insufficient. Credit card purchases acceptable. DynaTouch accepts VISA and MasterCard. Credit card orders are subject to a 3% convenience fee and require full cardholder information at the time of placing an order. The Tender of Delivery Notice may be transmitted electronically. State resale license required for nontaxable purchases in the state of Texas.

Return Policy

All sales are final

Late Charge

If DynaTouch does not receive payment of said amount due by the due date, a late charge will be assessed beginning on that day and continuing each day thereafter until all amounts due are paid in full. The late charge will be the lesser of (a) maximum amount permitted by applicable law or (b) 1.75% per month, or 21% per annum, of the total of the Balance Due, whichever is less.

Maintenance Contracts

All charges for maintenance contracts, regardless of the length of the contract, are due in full as of the effective date of the contract, unless arrangements are made for other payment terms prior to purchasing by calling 210-828-8343.

Storage

A storage fee of \$50 per unit per month will be assessed starting 30 days after the Tender of Delivery Notice is sent.

Return Check Charge

DynaTouch will impose a \$35 return check charge for all checks returned to us unpaid.

Security Interests

DynaTouch reserves a purchase money security interest in all products purchased to secure payment. You agree to cooperate with any filings necessary to protect such security interests, as and if requested.

Default

You are in default of this Agreement if you: (a) fail to pay the Balance Due by the due date, (b) breach any other term or condition of this Agreement, (c) have made a material misrepresentation or misstatement in the Application, financial statement or other document submitted to us in connection with this Agreement, (d) become the subject of a bankruptcy, receivership or other insolvency proceeding. If you default on this Agreement, we may (i) declare all amounts owed on this Agreement to be immediately due and payable, (ii) commence a collection action for all amounts owed on this Agreement, (iii) retain and/or repossess all goods purchased on this Agreement and otherwise foreclose and enforce our Security Interest in accordance with applicable law, (iv) exercise all other rights and remedies accorded to us by law. You agree to pay our costs of collection, including reasonable attorney's fees and expenses.

Warranty Disclaimer:

DYNATOUCH DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ALL OTHER WARRANTIES OF ANY NATURE EXCEPT THOSE EXPRESSLY STATED HEREIN. DYNATOUCH WILL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, NOR FOR ANY DAMAGES OR DELAYS CAUSED BY CIRCUMSTANCES BEYOND OUR CONTROL, INCLUDING, WITHOUT LIMITATION, LABOR PROBLEMS, SHORTAGE OF GOODS OR RAW MATERIALS, FIRE, FLOOD, WEATHER OR OTHER ACTS OF GOD.

Credit Approval

This Agreement shall not be effective and binding on us and this Agreement shall not be active until such time as we have advised you it has been approved by our Accounting Office.

Governing Law

This Agreement is governed by and construed in accordance with the laws of the State of Texas. Venue for any action relating to this Agreement shall be the County of Bexar, State of Texas.

Assignment

DynaTouch may not sell, assign and/or transfer any or all of this Agreement or any balances due thereunder without your consent which consent shall not be unreasonably withheld. You may not sell, assign or transfer your Obligation without DynaTouch’s consent which consent shall not be unreasonably withheld

Entire Agreement

This Agreement constitutes the entire agreement between you and DynaTouch and supersedes all of our prior written and oral agreements and understandings relating to the subject. DynaTouch may at any time, subject to applicable law, change or alter the terms and conditions stated herein governing the Agreement. DynaTouch, within this agreement is referred to as "DynaTouch" and the words "you" and "your" refer to the Customer for which this quote is being processed. This Agreement will not be interpreted more favorably for or against a party on account of drafting.

Oakland Housing Authority

Signature: _____

Name: _____

Title: _____

Date: _____

Paul Stahl, DynaTouch Director of Sales

Signature: _____

Name: Paul Stahl

Title: Director of Sales

Date: _____

Ship To (Please Complete)

Price Analysis

COST PRICE ANALYSIS (CPA) Emergency Non-Compete, DynaTouch Self-Service Kiosks

This CPA is conducted as required by OHA Procurement Policy Section 5.5.2 and as detailed within Section 10.3 and Appendix 12 of HUD Procurement Handbook 7460.8 REV 2.

Budget Amount: \$TBD

1.0 Price Analysis

1.1 Price Analysis: The Independent Cost Estimate (ICE) for this procurement was based on the estimated costs of self-service kiosks and did not include additional years of warranty or support services.

1.1.1 As detailed within Column (2) following, compare the proposed costs with the Independent Cost Estimate (ICE).

1.1.2 [Table No. 1]

Proposer	Amount	(1) Comparison with top rated proposer	(2) Comparison with the ICE
ICE	\$ 130,000		
DynaTouch	\$ 232,629		79%

1.2 Price Analysis Conclusion: As shown within the preceding table, the cost proposed by DynaTouch is 79% higher than the ICE amount.

2.0 Cost Analysis.

2.1 Critical Tests. As specifically detailed within Section 10.3 – D(3)(a)(i) of HUD Procurement Handbook 7460.8 REV 2, "Proposed costs must meet three critical tests. The costs must be:"

2.1.1 *Allowable*, meaning the proposed costs are permitted by law or valid.

CONFIRMATION: Yes ☒ No ☐

JUSTIFICATION: OMB A-87 Attachment B Section 15(a)(4):General Purpose Equipment: Not limited to research medical, scientific or other technical activities, can include office equipment, information technology equipment and systems.

COST PRICE ANALYSIS (CPA) Emergency Non-Compete, DynaTouch Self-Service Kiosks

OMB A-87 Attachment B Section 32(a): Professional service costs: Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the governmental unit, are allowable.

- 2.1.2 *Allocable*, meaning the proposed costs "are logically related to or required in the performance of the contract" and are listed within and provided for within the Agency budget.

CONFIRMATION: Yes ☒ No ☐


JUSTIFICATION: DynaTouch will provide five self-service kiosks, each with warranty and support. The kiosks will enable clients to access service menus, submit documents, and check-in for scheduled appointments. Kiosk menus will have language options of English, Chinese, Spanish, and Vietnamese, as well as Assistive Technology. Additional warranty and support years are essential to the continued performance of the kiosks.

- 2.1.3 *Reasonable*, meaning "what a prudent business would pay in a competitive marketplace," as confirmed by the aforementioned Price Analysis.

CONFIRMATION: Yes ☒ No ☐

JUSTIFICATION: The pricing from DynaTouch includes a base year cost of \$141,557 which is 8.89% higher than the ICE. The additional warranty and support years are an additional cost not included in the ICE. Compared to other PHA contracts for the same kiosks and warranties, the price is reasonable.

COMPLETED BY:

<div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;"> <small>DocuSigned by:</small>  <small>1C49923D30624BB</small> </div>	6/16/2021	Kimberly Maldonado
Signature	Date	Printed Name

Oakland Housing Authority

EPLS & HUD Debarment

An official website of the United States government
[Here's how you know](#)



Search

e.g. 1606N020Q02, asphz

Select Domain
Entity Information



All Entity Information

Entity Registrations

Disaster Response Registry

Exclusions

Filter By



Keywords

Classification



Excluded Entity



Entity Name

▼

DynaTouch



DUNS Unique Entity ID

Example: 123456789



SAM Unique Entity ID

CAGE / NCAGE

Federal Organizations

Exclusion Type


Exclusion Program

Location

Dates

More Filters

Reset

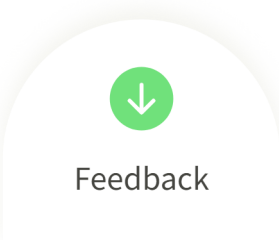


No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

Go Back



Our Website
Our Partners
Policies

Customer Service



General Services Administration

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.



U.S. Department of
Housing and Urban Development

[About Us \(/about\)](#)
[What We Do \(/topics\)](#)

[Home \(/\)](#) / [Program Offices \(/program_offices\)](#) / [General Counsel \(/program_offices/general_counsel\)](#) / [LDPList](#)

Search using the standard web search box:

on a PC: ctrl+F

on a Mac: command+F

Open a search box, enter the name you wish to verify and hit enter. If there are no matches, the name is not on the list.

This list is current as of: 06/16/2021

HUD Limited Denial of Participation List – 1 page of 18 Records

Subject	Affiliation	Address	Scope of Disqualification	Disqualification Start Date	Disqualification End Date	Disqualification List Date	Office	Contact Person	Contact Office Phone	Contact Email
Acosta, Lazaro		Miami, FL	All HUD Programs; Section 8 Rental Assistance Program	08/16/2016	08/15/2026	8/25/2016	Florida State Office	Trice, Carmen	202-402-2516	Carmen.Y.Trice@hud.gov (mailto:Carmen.Y.Trice@hud.gov)
Arenas, Ricardo aka Gonzales, Ricardo S. Arenas		North Salt Lake, UT	All Housing Programs	01/14/2021	1/13/2022	2/17/2021	Denver HOC Office	Laura L. Bullock	303-839-2604	Laura.L.Bullock@hud.gov (mailto:valerie.d.williams@hud.gov)
Bambick, Joseph M.		Fredonia, KS	All HUD Programs; Section 8 Rental Assistance Program	02/04/2016	02/03/2061	02/04/2016	Kansas/Missouri State Office	Trice, Carmen	202-402-2516	Carmen.Y.Trice@hud.gov (mailto:Carmen.Y.Trice@hud.gov)
Banegas-Sevilla, Belkis Johanna		Houston, TX	All Housing Programs	3/2/2021	3/1/2022	4/8/2021	Denver HOC Office	Laura Bullock	(303) 839-2604	Laura.L.Bullock@hud.gov (mailto:valerie.d.williams@hud.gov)
Buckley Consulting Group, Inc.		Dix Hills, NY	Voluntary Abstention from All HUD Programs	03/23/2012	03/22/2022	05/29/2012	New York State Office	Lo, Eliza	212-542-7846	Eliza.Lo@hud.gov (mailto:Eliza.Lo@hud.gov)
Buckley, William		Dix Hills, NY	Voluntary Abstention from All HUD Programs	03/23/2012	03/22/2022	05/29/2012	New York State Office	Lo, Eliza	212-542-7846	Eliza.Lo@hud.gov (mailto:Eliza.Lo@hud.gov)
Florida Investment Realty Group		Orlando, FL	All Single Family Programs	3/30/2021	3/29/2022	6/10/2021	Atlanta HOC Office	Dorian Humphrey	678-732-2520	dorian.m.humphrey@hud.gov (mailto:dorian.m.humphrey@hud.gov)
Foley, Dennis		Kenosha, WI	All Housing Programs	12/15/2020	12/15/2021	1/29/2021	Denver HOC Office	Laura L. Bullock	303-839-2604	Laura.L.Bullock@hud.gov (mailto:valerie.d.williams@hud.gov)

Subject	Affiliation	Address	Scope of Disqualification	Disqualification Start Date	Disqualification End Date	Disqualification List Date	Office	Contact Person	Contact Office Phone	Contact Email
Kaye-Eddie, Emily		San Diego, CA	All Housing Programs	10/31/2013	10/30/2023	02/27/2014	California State Office	Trice, Carmen	202-402-2516	Carmen.Y.Trice@hud.gov (mailto:Carmen.Y.Trice@hud.gov)
Lenczycki, Robert		Palm Beach Gardens, FL	All Single Family Programs	3/26/2021	3/25/2022	6/10/2021	Atlanta HOC Office	Dorian Humphrey	678-732-2520	dorian.m.humphrey@hud.gov (mailto:dorian.m.humphrey@hud.gov)
Loan Tech, Inc.		San Diego, CA	All Housing Programs	10/31/2013	10/30/2023	02/27/2014	California State Office	Trice, Carmen	202-402-2516	Carmen.Y.Trice@hud.gov (mailto:Carmen.Y.Trice@hud.gov)
Lomelli, Carolina		Atlamonte Springs, FL	All Single Family Programs	3/26/2021	3/25/2022	6/10/2021	Atlanta HOC Office	Dorian Humphrey	678-732-2520	dorian.m.humphrey@hud.gov (mailto:dorian.m.humphrey@hud.gov)
Martinez, Analisa		Brownsville, TX	All Housing Programs	10/20/2020	10/19/2021	12/1/2020	Denver HOC Office	Laura L. Bullock	303-839-2604	Laura.L.Bullock@hud.gov (mailto:valerie.d.williams@hud.gov)
Menter, Donna		Houston, TX	All Housing Programs	10/20/2020	10/19/2021	12/1/2020	Denver HOC Office	Laura L. Bullock	303-839-2604	Laura.L.Bullock@hud.gov (mailto:valerie.d.williams@hud.gov)
Marquez,Yuleisy		Orlando, FL	All Single Family Programs	3/26/2021	3/25/2022	6/10/2021	Atlanta HOC Office	Dorian Humphrey	678-732-2520	dorian.m.humphrey@hud.gov (mailto:dorian.m.humphrey@hud.gov)
Oluwole, Albert		Atlanta, GA	All Single Family Programs	3/2/2021	3/1/2022	5/7/2021	Atlanta HOC Office	Valerie D. Williams	678-732-2741	valerie.d.williams@hud.gov (mailto:valerie.d.williams@hud.gov)
Rivera, Kim Gomez		Orlando, FL	All Single Family Programs	3/26/2021	3/25/2022	6/10/2021	Atlanta HOC Office	Dorian Humphrey	678-732-2520	dorian.m.humphrey@hud.gov (mailto:dorian.m.humphrey@hud.gov)
Rivera, Victor M		Tampa, FL	All Single Family Programs	07/23/2020	07/22/2021	11/05/2020	Atlanta HOC Office	Williams, Valerie D	678-732-2741	valerie.d.williams@hud.gov (mailto:valerie.d.williams@hud.gov)



Agency

- [About HUD \(/about\)](#)
- [Secretary of HUD \(/about/hud_secretary\)](#)
- [Program Offices \(/program_offices\)](#)
- [No Fear Act \(/program_offices/eeo/nofearact\)](#)
- [Press Room \(/press\)](#)
- [Resources \(/resources\)](#)
- [A-Z Index \(/siteindex/quicklinks\)](#)
- [Customer Experience \(/customer_experience\)](#)
- [FOIA \(/program_offices/administration/foia\)](#)
- [PDF Reader \(http://www.nuance.com/support/pdf-reader-8/index.htm\)](#)

U.S. Department of Housing and Urban Development

451 7th Street, S.W., Washington, DC 20410
T: 202-708-1112
TTY: 202-708-1455

[Find a HUD office near you \(/localoffices\)](#)

[Privacy Policy \(/privacy_policy\)](#) | [Web Policies \(/library/bookshelf\)](#) | [Accessibility \(/accessibility\)](#) | [Sitemap \(/siteindex\)](#)

ICE & Contract Request Form

OAKLAND HOUSING AUTHORITY Contract Compliance & General Services Division –CCGS In House Cost Estimate (ICE)	<i>(For CCGS only)</i> Bid/RFP #: _____ Contractor: _____
---	---

This form must be submitted to CCGS with all requests to issue an Invitation to Bid (IFB), Request for Proposal (RFP), and Request for Qualifications (RFQ). The RFQ process is not to be used for any procurement under \$100,000.00. **CCGS will not process any request that does not include this form.**

Department: Leased Housing	Date: 5/6/2021
Project Name: Queue Management	
Project Description: Obtain multi-function kiosks to safely serve the public upon reopening	
Project Site Address: 1540 Webster Street, 935 Union Street, 1327 65th Avenue	
Cost estimate prepared by: Kimberly Maldonado	Title: Senior Management Analyst

Please check the appropriate box for your estimate:

☒ **EQUIPMENT:** *(Attach any necessary documents)*

This section to be completed for all equipment purchases:

Catalog Price	\$
Vendor Price quote (Attach Copy)	\$
Prior Purchase Price	\$
Other Cost Information (Specification)	\$ \$130,000 - based on costs shared by other PHAs

☐ **CONSTRUCTION SERVICES:** *(Attach any necessary documents)*

This section to be completed for all constructions projects:

Type of Work: ☐ Building ☐ Residential ☐ Highway ☐ Heavy ☐ Other: _____

If Housing Units: # of Stories: _____ **# of Dwellings:** _____

ARRA Funds: _____ **Capital Funds:** _____ **Public Housing Programs:** _____ **CPD Programs:** _____ **Other:** _____

Labor	\$
Materials	\$
Equipment	\$
Licensing	\$
Administrative Costs	\$
Other	\$
Total	\$

☐ **CONSULTANT Please provide the following for CCGS to complete the appropriate HUD form for Construction:**

Warranty of Construction Period	_____ <i>(will be 1 year unless otherwise indicated)</i>
Contract Period	_____ <i># of Calendar Days (all work to be completed)</i>
Recommended Amount for Liquidated Damages	

☐ **SERVICES:** *(Attach any necessary documents)*

This section to be completed for all consulting services, including A&E, Legal, and Project Management:

Consultant Labor	\$
Document Preparation	\$
Meetings	\$
Administrative Fees	\$
Travel	\$
Specialized Equipment	\$
Other	\$
Total	\$
Approved by: Department Head / Department Director	<i>Michelle Hasan</i> 5/10/2021
Approved by: CCGS Manager or Designee	<i>Daniel Mermelstein</i> 48582E877E574BF... 6/15/2021



Oakland Housing Authority

CCGS

CONTRACTS TEAM

REQUEST FOR PROCUREMENT SERVICES

Complete form and submit to Daniel Mermelstein at dmermelstein@oakha.org or fax to (510) 587-2161

Date: 5 / 6 / 2021**REQUESTOR INFORMATION**Name: Michelle Hasan Department: Leased HousingPhone: 510-587-2110 Ext: _____ Email: mhasan@oakha.orgInternal Cost Estimate (ICE): ☒ Yes ☐ No**SPECIFICATIONS / ICE FORM** (PLEASE ATTACH YOUR ICE FORM AND SPECIFICATIONS TO THIS FORM FOR SUBMITTAL)Short description of need: 3 standing scanning kiosks and 1 queue kiosk for the public to access when visiting OHA buildings upon reopening.

Anticipated Volume: What is the estimated total cost for these services / goods during the FY year?

☐ Under \$2000 ☐ Over \$2,000 but under \$50,000 ☐ Over \$50,000 but under \$100,000 ☒ Over \$100,000Does a prior bid already exist? ☐ Yes ☒ No ☐ Don't Know Does an external bid exist for a similar procurement? ☐ Yes ☒ No ☐ Don't KnowIs this procurement budgeted? ☒ Yes ☐ No If yes, G/L code CARES FundingNotes: HUD CARES Funding**CCGS DETERMINATION**

- | | | | |
|------------------------------|--------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> IFB | <input type="checkbox"/> 3 Quotes | <input type="checkbox"/> Award Authorizing Non-Competitive proposal | <input type="checkbox"/> Research |
| <input type="checkbox"/> RFP | <input type="checkbox"/> Sole Source | <input type="checkbox"/> Market survey | |
| <input type="checkbox"/> RFQ | <input type="checkbox"/> Emergency | <input type="checkbox"/> Cooperative Purchase Agreement | |
| | <input type="checkbox"/> Other | <input type="checkbox"/> Qualified vendor list | |

SCOPE OF SERVICESSpecifications to be drafted by: Kimberly Maldonado First draft delivered: _____ / _____ / _____

Specifications to be approved by: _____ Final draft delivered: _____ / _____ / _____

Timeline to begin: 5 / 6 / 2021 or Procurement needed by: 6 / 15 / 2021

CCGS-Contracts Specialist assigned: _____ Date: _____ / _____ / _____

Certificate Of Completion

Envelope Id: 23FE8823BD8940B685927D85907C29EF

Status: Completed

Subject: Please DocuSign: DynaTouch Non-Competitive Emergency Justification

Source Envelope:

Document Pages: 27

Signatures: 3

Certificate Pages: 6

Initials: 12

AutoNav: Enabled

Enveloped Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:

Kimberly Maldonado

1180 25th Ave

Oakland, CA 94601-1432

kmaldonado@Oakha.org

IP Address: 157.131.206.49

Record Tracking

Status: Original

6/16/2021 9:43:35 AM

Holder: Kimberly Maldonado

kmaldonado@Oakha.org

Location: DocuSign

Signer Events

Kimberly Maldonado

kmaldonado@oakha.org

Sr. Management Analyst

Oakland Housing Authority

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:

 1C49923D30624BB...

Signature Adoption: Pre-selected Style
Using IP Address: 157.131.206.49**Timestamp**

Sent: 6/16/2021 11:11:46 AM

Viewed: 6/16/2021 11:11:58 AM

Signed: 6/16/2021 11:12:27 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Joetta Farrow

jfarrow@oakha.org

Assistant Director

Carahsoft OBO Oakland Housing Authority - Leased
Housing/InspectionsSecurity Level: Email, Account Authentication
(None)

DS


Signature Adoption: Pre-selected Style
Using IP Address: 63.203.54.4

Sent: 6/16/2021 11:12:31 AM

Viewed: 6/17/2021 2:14:28 PM

Signed: 6/17/2021 2:16:23 PM

Electronic Record and Signature Disclosure:

Accepted: 6/14/2021 4:24:28 PM

ID: 36202478-1b08-4404-b8b3-d75671b2292c

Michelle Hasan

mhasan@oakha.org

Director- Leased Housing

Oakland Housing Authority

Security Level: Email, Account Authentication
(None)

DS


Signature Adoption: Pre-selected Style
Using IP Address: 98.234.22.90

Sent: 6/17/2021 2:16:27 PM

Viewed: 6/17/2021 6:28:31 PM

Signed: 6/17/2021 6:28:38 PM

Electronic Record and Signature Disclosure:

Accepted: 5/21/2020 11:15:40 AM

ID: 795c5ffd-0f64-4ed2-8118-049476fc3e19

Daniel Mermelstein

dmermelstein@oakha.org

Purchasing and Inventory Control Manager

Oakland Housing Authority

Security Level: Email, Account Authentication
(None)

DocuSigned by:

 2A244683E1F94EF...

Signature Adoption: Pre-selected Style
Using IP Address: 63.203.54.4

Sent: 6/17/2021 6:28:42 PM

Viewed: 6/17/2021 10:32:20 PM

Signed: 6/17/2021 10:32:41 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Duane Hopkins dhopkins@oakha.org Chief Officer of Program and Financial Administration Housing Authority of the City of Oakland Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 2/23/2021 8:32:45 AM ID: f882e2c8-e930-4fcb-9d0f-a0e083d64efe</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 98.37.69.56</p>	<p>Sent: 6/17/2021 10:32:45 PM Viewed: 6/18/2021 8:12:15 AM Signed: 6/18/2021 8:25:38 AM</p>
<p>Dominica Henderson dhenderson@oakha.org Director of Planning Implementation and Compliance Oakland Housing Authority Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 76.102.112.5</p>	<p>Sent: 6/18/2021 8:25:43 AM Viewed: 6/18/2021 9:27:50 AM Signed: 6/18/2021 9:30:25 AM</p>
<p>Patricia Wells pwells@oakha.org Executive Director Oakland Housing Authority Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>DocuSigned by:</p>  <p>Signature Adoption: Pre-selected Style Using IP Address: 63.203.54.4</p>	<p>Sent: 6/18/2021 9:30:28 AM Viewed: 6/22/2021 1:11:30 PM Signed: 6/22/2021 1:13:51 PM</p>
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
<p>Kris Warren kwarren@oakha.org Chief Officer of Program and Finance Administration Oakland Housing Authority Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 10/14/2020 3:53:28 PM ID: e2b4eaeb-0bc5-4a8d-89dc-e81b4a399bc4</p>		<p>Sent: 6/18/2021 8:25:42 AM</p>
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/16/2021 11:11:46 AM
Certified Delivered	Security Checked	6/22/2021 1:11:30 PM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	6/22/2021 1:13:51 PM
Completed	Security Checked	6/22/2021 1:13:51 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO Oakland Housing Authority (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Oakland Housing Authority:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: dmermelstein@oakha.org

To advise Carahsoft OBO Oakland Housing Authority of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at dmermelstein@oakha.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Carahsoft OBO Oakland Housing Authority

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to dmermelstein@oakha.org and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO Oakland Housing Authority

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to dmermelstein@oakha.org and in the body of such request you must state your e-mail, full name, US Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none">•Allow per session cookies•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Carahsoft OBO Oakland Housing Authority as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft OBO Oakland Housing Authority during the course of my relationship with you.

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

On Motion of Commissioner

Seconded by Commissioner

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A ONE-YEAR
CONTRACT WITH FOUR ONE-YEAR OPTION TERMS WITH DYNATOUCH
CORPORATION, TO PURCHASE FIVE SELF-SERVICE KIOSKS AND RELATED
SERVICES IN AN AMOUNT NOT TO EXCEED \$232,629.**

WHEREAS, The Oakland Housing Authority (OHA) suspended in-person services and closed its lobbies to the public in March 2020 due to the COVID-19 pandemic; and

WHEREAS, in preparation for the forthcoming reopening there is an immediate need for self-service kiosks to supplement OHA staff in providing essential in-person services to OHA residents, owners and the public while adhering to local, State and Federal health guidelines; and

WHEREAS, DynaTouch configured two models of self-service kiosks specifically for PHA use; and

WHEREAS, OHA will use these models to ensure safety while providing access to services for housing program participants, owners and the public; and

WHEREAS, kiosks will be set up 1540 Webster Street, 935 Union Street, and 1327 65th Avenue; and

WHEREAS, the QueueKiosk for appointment registration prompts clients with COVID-19 related screening questions prior to completing their appointment check-in; and

WHEREAS, the QueueKiosk is configured with software that allows clients to wait outside the building and receive a text-message when staff are ready to assist; and

WHEREAS, the TIPS OneStop Kiosks provide access to services where clients can use the kiosks to submit requests, scan documents, log-in to OHAMyPortal, and receive a receipt for their visit; and

WHEREAS, the TIPS OneStop Kiosks have menu translation options for Chinese, Spanish, and Vietnamese; and

WHEREAS, menus for each department will be available on all machines at each location and all kiosks are ADA compliant, and have an Assistive Technology package installed for visually impaired accessibility; and

WHEREAS, OHA's purchase of the PHA configured DynaTouch kiosks adhere to HUD non-competitive emergency procurement guidelines.

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

THAT, the Board of Commissioners authorizes the Executive Director to execute a one-year contract with four one-year option terms with DynaTouch Corporation to purchase five self-service kiosks and related services in an amount not-to-exceed \$232,629 funded under HUD CARES Act Supplemental HCV Administrative Fees; and

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

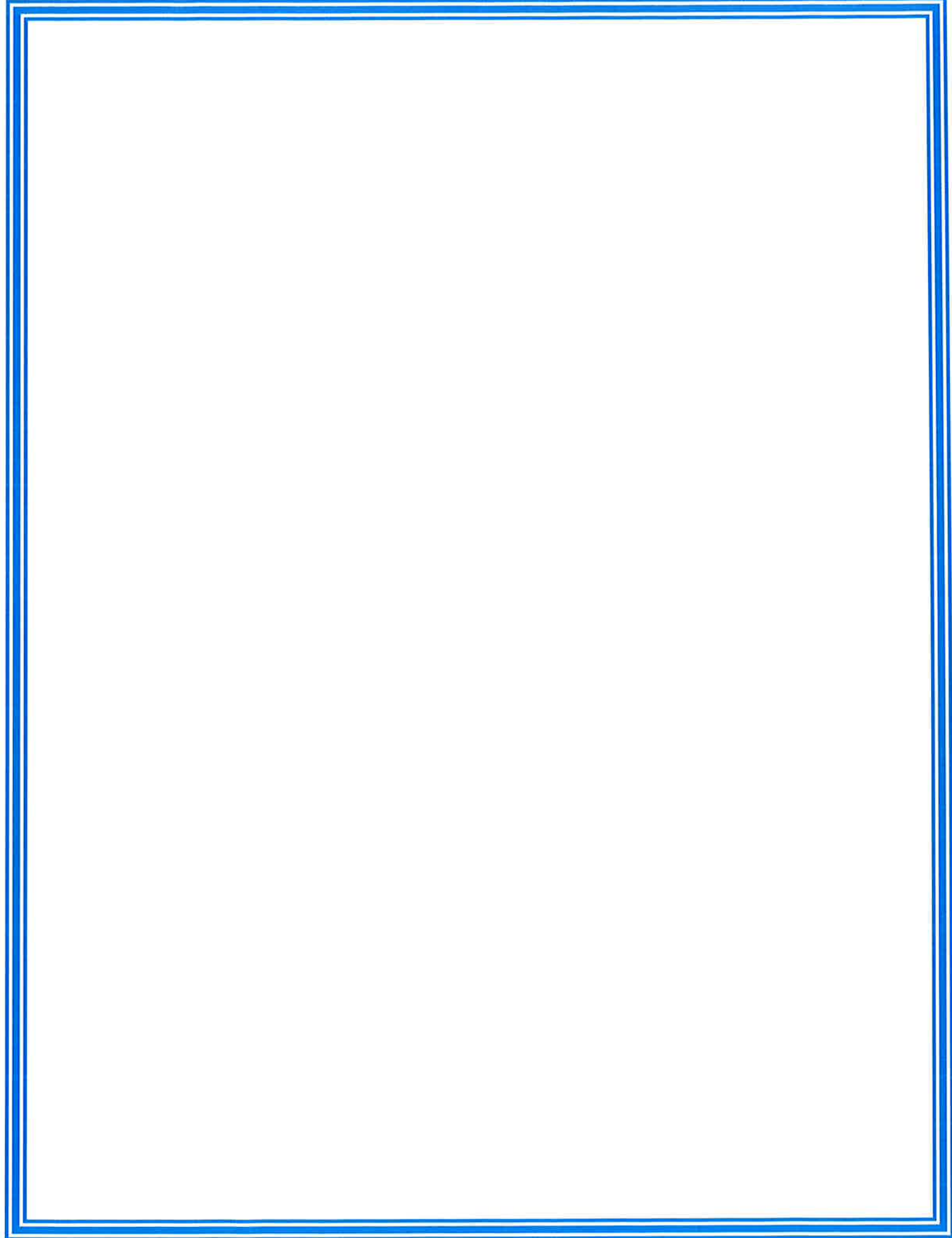
THAT, this Resolution shall take effect immediately.

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 28, 2021.

Patricia Wells, Secretary/Executive Director

ADOPTED:

RESOLUTION NO.



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

To: Board of Commissioners**From:** Patricia Wells, Executive Director

DocuSigned by:

Patricia Wells

722CF180EE194A1...

Subject: Authorization to execute four (4) separate contracts with the John Stewart Company (JSCO) for property management services, each with a term of three (3) years, with two (2) one year options to extend, for the following public housing sites, Harrison Tower, Adel Court, Palo Vista Gardens, and Campbell Village, with a collective not to exceed amount of \$1,776,390**Date:** June 28, 2021

Purpose: This action will authorize the Executive Director to execute four (4) separate contracts with the John Stewart Company (JSCO) to provide property management services to the following public housing sites in the collective not to exceed amount of \$1,776,390, Harrison Tower (not to exceed amount of \$466,014), Adel Court (not to exceed amount of \$138,420), Palo Vista Gardens (not to exceed amount of \$461,400), and Campbell Village (not to exceed amount of \$710,554). Each contract will have an initial term of three (3) years, with two one-year options to extend, at the sole discretion of the Housing Authority.**Funding:** Funding for each option term is included in each corresponding fiscal year's operating budget in accounts 4173-00-000 (management fees) and 4430-80-000 (bookkeeping fees).**Background:**

On March 19, 2021, the Oakland Housing Authority (Authority) issued Request for Proposals (RFP) No. 21-004 seeking a qualified vendor(s) to provide comprehensive property management services at the three senior housing sites and one multi-family housing site listed below:

Site	Location	Senior/Multi-family
Harrison Towers	1621 Harrison Street	Senior
Adel Court	2001 MacArthur Boulevard	Senior
Palo Vista Gardens	1110 64 th Street	Senior
Campbell Village	1670 8 th Street	Multi-family

Property Management Services

Page 2 of 3

Staff posted the procurement on the Authority's website and announced through local newspapers including *East Bay Times* and the *Tri Valley Herald*. Additionally, a total of 642 companies and vendors received notification when the RFP was issued. Two companies responded to the RFP by submitting a proposal before the deadline on May 3, 2021.

On June 7, 2021, a panel comprised of two Oakland Housing Authority employees and one employee from the City of Los Angeles Housing Authority convened to evaluate and rank the proposals based on each respondent's qualifications and experience, proposed staffing and project organization, work plan, and technical approach to the project.

Based on the panel's assessment, the John Stewart Company (JSCO) was the top scoring vendor. JSCO is currently providing property management services at all four sites. Based on the evaluation panel results and in the interest of maintaining continuity of cost-effective services to the Authority, staff recommended that the Authority negotiate contracts with JSCO. The cost for the management and bookkeeping fees is detailed in the table below, with a collective not to exceed amount of \$1,776,390 for all four (4) contracts:

Harrison Towers JSCO	First Year	Second Year	Third Year	Fourth Year	Fifth Year	Total
Management Fees	\$75,144.00	\$77,810.40	\$80,598.00	\$83,506.80	\$86,536.80	\$403,596.00
Bookkeeping Fees	\$11,514.00	\$11,998.80	\$12,483.60	\$12,968.40	\$13,453.20	\$62,418.00
Total	\$86,658.00	\$89,809.20	\$93,081.60	\$96,475.20	\$99,990.00	\$466,014.00

Adel Court JSCO	First Year	Second Year	Third Year	Fourth Year	Fifth Year	Total
Management Fees	\$22,320.00	\$23,112.00	\$23,940.00	\$24,804.00	\$25,704.00	\$119,880.00
Bookkeeping Fees	\$3,420.00	\$3,564.00	\$3,708.00	\$3,852.00	\$3,996.00	\$18,540.00
Total	\$25,740.00	\$26,676.00	\$27,648.00	\$28,656.00	\$29,700.00	\$138,420.00

Palo Vista Gardens JSCO	First Year	Second Year	Third Year	Fourth Year	Fifth Year	Total
Management Fees	\$74,400.00	\$77,040.00	\$79,800.00	\$82,680.00	\$85,680.00	\$399,600.00
Bookkeeping Fees	\$11,400.00	\$11,880.00	\$12,360.00	\$12,840.00	\$13,320.00	\$61,800.00
Total	\$85,800.00	\$88,920.00	\$92,160.00	\$95,520.00	\$99,000.00	\$461,400.00

Property Management Services
Page 3 of 3

Campbell Village JSCO	First Year	Second Year	Third Year	Fourth Year	Fifth Year	Total
Management Fees	\$114,576.00	\$118,641.00	\$122,892.00	\$127,327.20	\$131,947.20	\$615,383.40
Bookkeeping Fees	\$17,556.00	\$18,295.20	\$19,034.40	\$19,773.60	\$20,512.00	\$95,171.20
Total	\$132,132.00	\$136,936.20	\$141,926.40	\$147,100.80	\$152,459.20	\$710,554.60

JSCO commits to work closely with Authority staff to hire and train low-income OHA and Oakland residents if the company has professional opportunities per Section 3 of the HUD Act of 1968, as amended, and the Section 3 Regulations at 24 CFR Part 75.

Under the terms of the property management services contracts, JSCO will be required to provide monthly financial and narrative reports for each property to allow the Authority to monitor thoroughly each property's performance on an ongoing basis.

Recommended Action:

It is recommended that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to negotiate and execute four (4) separate contracts with the John Stewart Company (JSCO) to provide property management services to the following public housing sites, Harrison Tower (not to exceed amount of \$466,014), Adel Court (not to exceed amount of \$138,420), Palo Vista Gardens (not to exceed amount of \$461,400), and Campbell Village (not to exceed amount of \$710,554), for a collective not to exceed amount of \$1,776,390, each with an initial term of three (3) years, with two one-year options to extend, at the sole discretion of the Housing Authority.

Attachments: CCGS Memorandum
Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES

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

INTEROFFICE MEMORANDUM

To: Duane Hopkins, Acting Executive Director

Through: Bridget Galka, Senior Director of Real Estate Development 
Anna Kaydanovskaya, Director of Asset Management 
Daniel Mermelstein, CCGS Manager 

From: Jamie Walters, Contract Specialist, CCGS 

Subject: CCGS Review Memo for RFP #21-004 Property Management Services

Date: June 9, 2021

This memo is to advise you that a Request for Proposals (RFP) for Property Management Services was issued on March 19, 2021. After a review of all the proposals received on May 3, 2021, the evaluation committee ranked and rated two proposals and determined that John Stewart Company had the highest scoring bid per the RFP scoring criteria. We are recommending award of John Stewart Company for Property Management Services for Oakland Housing Authority properties.

Background

The Authority issued RFP #21-004 in an effort to obtain a vendor that can provide Property Management Services to the Authority and its Affiliates. RFP #21-004 was issued in accordance with the Oakland Housing Authority's Procurement Policy on March 19, 2021. A total of 642 companies received notification of issuance of the RFP and was publicly posted on the Oakland Housing Authority's website. Notification of issuance of the RFP #21-004 was also published in the East Bay Times and Tri Valley Herald on March 24, 2021, March 31, 2021, April 7, 2021, and April 14, 2021. Two (2) companies submitted bids by the deadline of 10:00 a.m. Monday, May 3, 2021.

Evaluation

A panel comprised of three (3) individuals convened on Monday, June 7, 2021, to evaluate and rate each of the proposals. Two panelists are employees of the Oakland Housing Authority and one works for City of Los Angeles Housing Authority. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for recommendation of award.

Recommendation

John Stewart Company was determined to be the highest scoring proposer and CCGS recommends that the Authority award a contract to John Stewart Company.

Debarment: John Stewart Company has not been debarred or limited from participating in federally funded projects.

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

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

Approved:

Not Approved:

DocuSigned by:
Duane Hopkins
EAE247F1F7F543A...

6/10/2021

Duane Hopkins

Date

Acting Executive Director

Duane Hopkins

Date

Acting Executive Director

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE FOUR SEPARATE
CONTRACTS WITH THE JOHN STEWART COMPANY TO PROVIDE PROPERTY
MANAGEMENT SERVICES FOR HARRISON TOWER (\$466,014), ADEL COURT
(\$138,420), PALO VISTA GARDENS (\$461,400), AND CAMPBELL VILLAGE
(\$710,554) IN THE CUMULATIVE MAXIMUM NOT TO EXCEED AMOUNT OF
\$1,776,390**

WHEREAS, the Housing Authority of the City of Oakland ("Authority") owns and operates public housing properties in accordance with U.S. Department of Housing and Urban Development (HUD) requirements; and separate

WHEREAS, the Authority strives to be a national leader in operating safe and affordable public housing; and

WHEREAS, in 2020, the Authority entered into contracts with the John Stewart Company ("JSCO") for professional property management services for the following Authority owned sites each of which will expire on June 30, 2021, (i) Harrison Towers located at 1621 Harrison Street, Oakland, CA, (ii) Adel Court located at 2001 MacArthur Boulevard, Oakland, CA, (iii) Palo Vista Gardens located at 1110 64th Street, Oakland, CA, and (iv) Campbell Village located at 1670 8th Street; and

WHEREAS, on March 19, 2021 the Authority issued Request for Proposals (RFP) No. 21-00 (#15-008) for property management services at three senior housing sites

(Harrison Towers , Adel Court, and Palo Vista Gardens) and one multi-family housing site (Campbell Village); and

WHEREAS, two companies responded to the RFP by submitting a proposal before the deadline on May 3, 2021; and

WHEREAS, on June 7, 2021, a panel comprised of two Oakland Housing Authority employees and one employee from the City of Los Angeles Housing Authority convened to evaluate and rank the proposals based on each respondent's qualifications and experience, proposed staffing and project organization, work plan and technical approach to the project; and

WHEREAS, after evaluating the submitted proposals the evaluation panel recommended the selection of JSCO; and

WHEREAS, JSCO is currently providing property management services at the aforementioned sites; therefore, to maintain continuity of services for residents and provide cost-effective service for the Authority, the Authority's Contract Compliance and General Services Department ("CCGS") recommended JSCO be awarded four (4) separate contracts to provide property management services to the following public housing sites, Harrison Tower (with a not to exceed contract amount of \$466,014), Adel Court (with a not to exceed contract amount of \$138,420), Palo Vista Gardens (with a not to exceed contract amount of \$461,400), and Campbell Village (with a not to exceed contract amount of \$710,554), for a collective not to exceed amount of \$1,776,390, each contract with an initial term of three (3) years, with two one-year options to extend, at the sole discretion of the Housing Authority; and

WHEREAS, JSCO has committed to working closely with Authority staff to hire and train low-income OHA and Oakland residents if the company has professional opportunities per Section 3 of the HUD Act of 1968, as amended, and the Section 3 Regulations at 24 CFR Part 75; and

WHEREAS, under the terms of each property management agreement, JSCO will be required to provide monthly financial and narrative reports for each managed property to allow Authority staff to thoroughly monitor how each property is performing.

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

THAT, the Board hereby authorizes the Executive Director to negotiate and execute (4) separate contracts with JSCO to provide property management services to the following public housing sites for the maximum contract amounts stated herein, Harrison Tower (with a not to exceed contract amount of \$466,014), Adel Court (with a not to exceed contract amount of \$138,420), Palo Vista Gardens (with a not to exceed contract amount of \$461,400), and Campbell Village (with a not to exceed contract amount of \$710,554), for a collective not to exceed contract amount of \$1,776,390, each contract

having an initial term of three (3) years, with two one-year options to extend, at the sole discretion of the Housing Authority; and

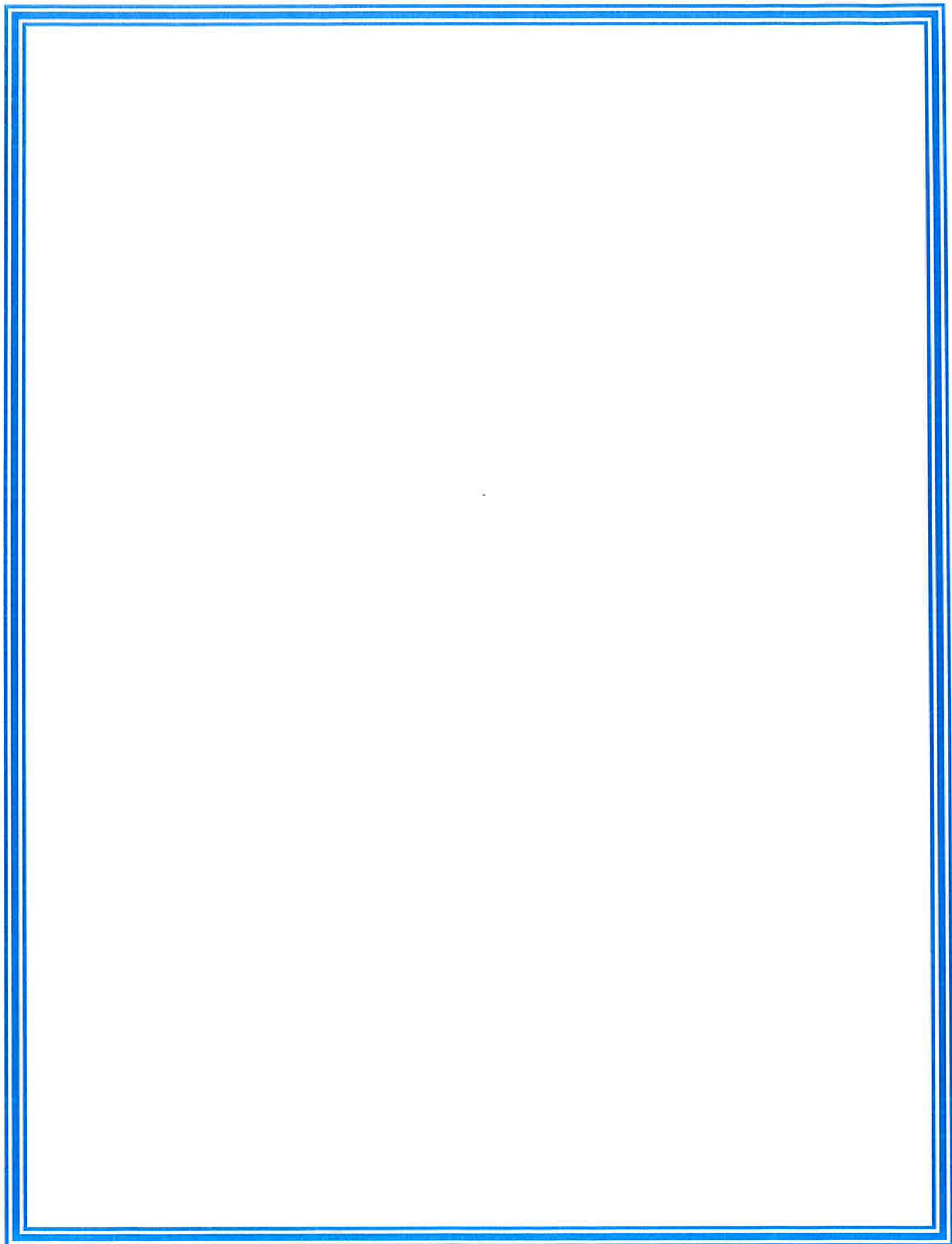
THAT, the Executive Director is authorized to take all steps necessary to implement this resolution.

*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 28, 2021.*

Patricia Wells, Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



ITEM: VII.D.

Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

DocuSigned by:
Patricia Wells
722CF180EE194A1...

Subject: Authorization to execute a three-year Professional Consulting and Advisory Services Contract, with two one-year option terms with CVR Associates, Inc. for Multiple Specialty Areas

Date: June 28, 2021

Purpose: This action will authorize the Executive Director to execute three separate contracts with CVR Associates, Inc. for Professional Consulting and Advisory Services for Specialty Area One (HUD Programmatic and Regulatory Advisory Services), Specialty Area Two (Administration and Operating Services), and Specialty Area Three (Management Advisory & Consulting Services) in an amount not-to-exceed \$1,200,000.00 for the initial term of three years. In addition to the initial term, the contracts will have two one-year option terms for \$400,000.00 per year. Funds will be utilized as needed across all three Specialty Areas.

Funding: Funding for each option term is included in each corresponding fiscal year's operating budget in the account 4182-00-000.

Background:

The Oakland Housing Authority (OHA) has a need for professional consultant services to assist Executive Leadership develop its approach to ensuring regulatory compliance with program requirements, operating protocols, and grant writing and administration. In response to this need, the Authority issued RFP #21-002 in accordance with the Oakland Housing Authority's Procurement Policy on March 16, 2021. A total of 603 vendors received notification of issuance of the RFP through the Agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on March 16, 2021 and in the local newspapers from March 22, 2021 to April 9, 2021. Nine companies responded by the deadline of April 16, 2021 at 10:00AM.

The Evaluation Committee convened on Monday, June 7, 2021 to evaluate and rate the responsive proposals. After all evaluations were complete, the Committee is recommending that OHA award three contracts to CVR Associates, Inc. for Specialty Area

CVR Associates, Inc. Professional Consulting and Advisory Services
Page 2 of 2

One (HUD Programmatic and Regulatory Advisory Services), Specialty Area Two (Administration and Operating Services), and for Specialty Area Three (Management Advisory & Consulting Services).

Recommended Action:

It is recommended that the Board of Commissioners adopt the attached resolution. The Resolution will authorize the Executive Director to execute three contracts with CVR Associates, Inc. for Specialty Area One, Specialty Area Two, and Specialty Area Three in an amount not-to-exceed \$1,200,000.00 for the initial term of three years. In addition to the initial term, the contracts will have two one-year option terms for \$400,000.00 per year. The total not to exceed amount for the five-year term will be \$2,000,000.00. Funds will be utilized as needed across all three Specialty Areas.

Two vendors are being recommended for award for Specialty Areas Two and Three (CVR Associates, Inc. and CGI for Specialty Area Two, CVR Associates, Inc. and Bronner Group, Inc. for Specialty Area Three). Work will be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work and the needed by date. This information will be sent to both vendors. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Attachments: CCGS Memorandum
 Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES

1619 Harrison Street 2nd Floor, Oakland CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Dominica Henderson, PIC Director ^{DS} DH
Duane Hopkins, Chief Officer of Program and Finance Administration ^{DS} DH
Daniel Mermelstein, Manager of CCGS ^{DS} DM

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

Subject: RFP # 21-002 Professional Consulting and Advisory Services

Date: June 22, 2021

This memo is to advise you that an RFP for Professional Consulting and Advisory Services was issued. After all proposals were reviewed and evaluated, it is being recommended that OHA award contracts to CVR Associates, Inc. for Specialty Area 1, CVR Associates, Inc. and CGI for Specialty Area 2, CVR Associates, Inc. and Bronner Group, Inc. for Specialty Area 3, and Resource Development Associates for Specialty Area 4.

Background

The Authority issued RFP #21-002 in accordance with the Oakland Housing Authority's Procurement Policy on March 16, 2021. A total of 603 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on March 16, 2021 and in the local newspapers from March 22, 2021 to April 9, 2021. Nine companies responded by the deadline Friday, April 16, 2021, but two were deemed non-responsive. All seven responsive proposals were evaluated by the Evaluation Committee on June 7, 2021.

A panel comprised of three individuals convened on Monday, June 7, 2021 to evaluate and rate each of the proposals. All three of the participating panelist are employees of the Oakland Housing Authority.

Scoring

All panelist scores were averaged, resulting in one final score for each company within each of the four Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms.

Recommendation

It is recommended that the Oakland Housing Authority proceed with awarding contracts to the below firms:

Specialty Area 1: CVR Associates, Inc.
Specialty Area 2: CVR Associates, Inc. and CGI
Specialty Area 3: CVR Associates, Inc. and Bronner Group, Inc.
Specialty Area 4: Resource Development Associates

It is also recommended that identical contracts be awarded to the firms in Specialty Areas 2 and 3 and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work and the needed by date. This information will be sent to both vendors. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

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

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

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

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

Approved:

Not Approved:

DocuSigned by:

Patricia Wells

6/22/2021

722CF480EE494A1...

Patricia Wells
Executive Director

Date

Patricia Wells
Executive Director

Date

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZATION TO EXECUTE A CONTRACT WITH CVR ASSOCIATES, INC. FOR
PROFESSIONAL CONSULTING AND ADVISORY SERVICES IN AN AMOUNT NOT-TO-
EXCEED \$1,200,000, FOR THE INITIAL THREE-YEAR TERM, AND \$400,000 FOR
EACH OPTION TERM, FOR A TOTAL AMOUNT NOT TO EXCEED \$2,000,000**

WHEREAS, the Oakland Housing Authority has a need for Professional Consulting and Advisory Services in the following Specialty Areas: (1) HUD Programmatic and Regulatory Services (2) Administration and Operating Services (3) Management Advisory & Consulting Services (4) Grant Writing; and

WHEREAS, OHA issued RFP #21-002 Professional Consulting and Advisory Services in accordance with the Oakland Housing Authority's Procurement Policy on March 16, 2021; and

WHEREAS, a total of 603 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on March 16, 2021 and in the local newspapers from March 22, 2021 to April 9, 2021; and

WHEREAS, seven responsive proposals were received by the deadline, April 16, 2021; and

WHEREAS, staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to CVR Associates, Inc. for Specialty Area One (HUD Programmatic and Regulatory Advisory Services), Specialty Area Two (Administration and Operating Services), and for Specialty Area Three (Management Advisory & Consulting Services); and

WHEREAS, two vendors are being recommended for award for Specialty Areas Two and Three (CVR Associates, Inc. and CGI for Specialty Area Two, CVR Associates, Inc. and Bronner Group, Inc. for Specialty Area Three); and

WHEREAS, work will be awarded on a Task Order basis, when a task arises; and

WHEREAS, OHA will outline the scope of work and the needed by date to both vendors; and

WHEREAS, the assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires; and

WHEREAS, CVR Associates, Inc. will provide professional services for Specialty Area One, Specialty Area Two, and Specialty Area Three in an amount not-to-exceed \$1,200,000 for the initial term of three years and \$400,000 for each option term.

**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 execute a contract with CVR Associates, Inc. for Specialty Area One, Specialty Area Two, and Specialty Area Three in an amount not-to-exceed \$1,200,000 for the initial three-year term and \$400,000 for each option term for a total not to exceed amount for the five-year term of \$2,000,000; and

THAT, funds will be utilized as needed across all three Specialty Areas; and

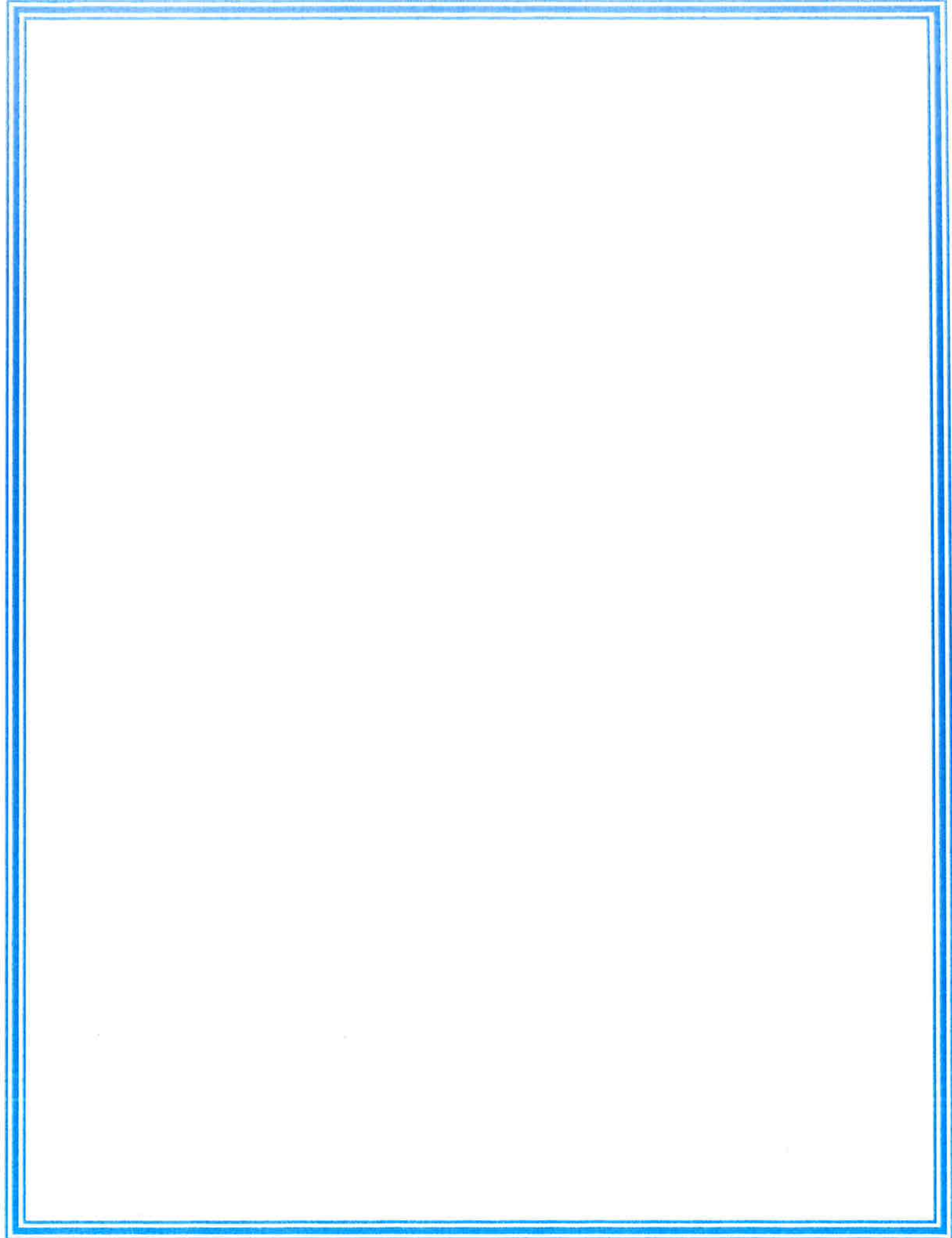
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*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 28, 2021.*

Patricia Wells, Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



ITEM: VII.E.

Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

DocuSigned by:
Patricia Wells
722CF180EE194A1...

Subject: Authorization to execute a three-year Professional Consulting and Advisory Services Contract, with two one-year option terms with CGI for Specialty Area Two – Administration and Operating Services

Date: June 28, 2021

Purpose: This action will authorize the Executive Director to execute a contract with CGI for Professional Consulting and Advisory Services for Specialty Area Two (Administration and Operating Services) in an amount not-to-exceed \$450,000.00 for the initial term of three years. In addition to the initial term, the contract will have two one-year option terms for \$150,000.00 per year.

Funding: Funding for each option term is included in each corresponding fiscal year's operating budget in the account 4182-00-000

Background:

The Oakland Housing Authority (OHA) has a need for professional consultant services to assist Executive Leadership develop its approach to ensuring regulatory compliance with program requirements, operating protocols, and grant writing and administration. In response to this need. The Authority issued RFP #21-002 in accordance with the Oakland Housing Authority's Procurement Policy on March 16, 2021. A total of 603 vendors received notification of issuance of the RFP through the Agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on March 16, 2021 and in the local newspapers from March 22, 2021 to April 9, 2021. Nine companies responded by the deadline of April 16, 2021 at 10:00AM.

The Evaluation Committee convened on Monday, June 7, 2021 to evaluate and rate the responsive proposals. After all evaluations were complete, the Committee is recommending that OHA award a contract to CGI for Professional Consulting and Advisory Services for Specialty Area Two (Administration and Operating Services).

Recommended Action:

It is recommended that the Board of Commissioners adopt the attached resolution. The Resolution will authorize the Executive Director to execute a contract with CGI for

CGI Professional Consulting and Advisory Services
Page 2 of 2

Specialty Area Two in an amount not-to-exceed \$450,000.00 for the initial term of three years. In addition to the initial term, the contract will have two one-year option terms for \$150,000.00 per year. The total not to exceed amount for the five-year term will be \$750,000.00.

Two vendors are being recommended for award for Specialty Area Two (CVR Associates, Inc. and CGI). Work will be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work and the needed by date. This information will be sent to both vendors. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Attachments: CCGS Memorandum
 Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES

1619 Harrison Street 2nd Floor, Oakland CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Dominica Henderson, PIC Director ^{DS} DH
Duane Hopkins, Chief Officer of Program and Finance Administration ^{DS} DH
Daniel Mermelstein, Manager of CCGS ^{DS} DM

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

Subject: RFP # 21-002 Professional Consulting and Advisory Services

Date: June 22, 2021

This memo is to advise you that an RFP for Professional Consulting and Advisory Services was issued. After all proposals were reviewed and evaluated, it is being recommended that OHA award contracts to CVR Associates, Inc. for Specialty Area 1, CVR Associates, Inc. and CGI for Specialty Area 2, CVR Associates, Inc. and Bronner Group, Inc. for Specialty Area 3, and Resource Development Associates for Specialty Area 4.

Background

The Authority issued RFP #21-002 in accordance with the Oakland Housing Authority's Procurement Policy on March 16, 2021. A total of 603 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on March 16, 2021 and in the local newspapers from March 22, 2021 to April 9, 2021. Nine companies responded by the deadline Friday, April 16, 2021, but two were deemed non-responsive. All seven responsive proposals were evaluated by the Evaluation Committee on June 7, 2021.

A panel comprised of three individuals convened on Monday, June 7, 2021 to evaluate and rate each of the proposals. All three of the participating panelist are employees of the Oakland Housing Authority.

Scoring

All panelist scores were averaged, resulting in one final score for each company within each of the four Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms.

Recommendation

It is recommended that the Oakland Housing Authority proceed with awarding contracts to the below firms:

Specialty Area 1: CVR Associates, Inc.
Specialty Area 2: CVR Associates, Inc. and CGI
Specialty Area 3: CVR Associates, Inc. and Bronner Group, Inc.
Specialty Area 4: Resource Development Associates

It is also recommended that identical contracts be awarded to the firms in Specialty Areas 2 and 3 and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work and the needed by date. This information will be sent to both vendors. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

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

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

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

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

Approved:

Not Approved:

DocuSigned by:

Patricia Wells

6/22/2021

722CF480EE494A1...

Patricia Wells
Executive Director

Date

Patricia Wells
Executive Director

Date

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**ATHORIZATION TO EXECUTE A CONTRACT WITH CGI FOR PROFESSIONAL
CONSULTING AND ADVISORY SERVICES IN AN AMOUNT NOT-TO-EXCEED
\$450,000, FOR THE INITIAL THREE-YEAR TERM, AND \$150,000 FOR EACH OPTION
TERM, FOR A TOTAL AMOUNT NOT TO EXCEED \$750,000**

WHEREAS, the Oakland Housing Authority has a need for Professional Consulting and Advisory Services in the following Specialty Areas: (1) HUD Programmatic and Regulatory Services (2) Administration and Operating Services (3) Management Advisory & Consulting Services (4) Grant Writing; and

WHEREAS, OHA issued RFP #21-002 Professional Consulting and Advisory Services in accordance with the Oakland Housing Authority's Procurement Policy on March 16, 2021; and

WHEREAS, a total of 603 vendors received notification of issuance of the RFP through the Agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on March 16, 2021 and in the local newspapers from March 22, 2021 to April 9, 2021; and

WHEREAS, seven responsive proposals were received by the deadline, April 16, 2021; and

WHEREAS, staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to CGI for Professional Consulting and Advisory Services for Specialty Area Two (Administration and Operating Services); and

WHEREAS, two vendors are being recommended for award for Specialty Area Two (CVR Associates, Inc. and CGI); and

WHEREAS, work will be awarded on a Task Order basis, when a task arises; and

WHEREAS, OHA will outline the scope of work and the needed by date to both vendors; and

WHEREAS, the assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

**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 execute a contract with CGI for Specialty Area Two in an amount not-to-exceed \$450,000 for the initial term of three years. In addition to the initial term, the contract will have two one-year option terms for \$150,000 per year. The total not to exceed amount for the five-year term will be \$750,000; and

THAT, funds will be utilized as needed across Specialty Area Two; and

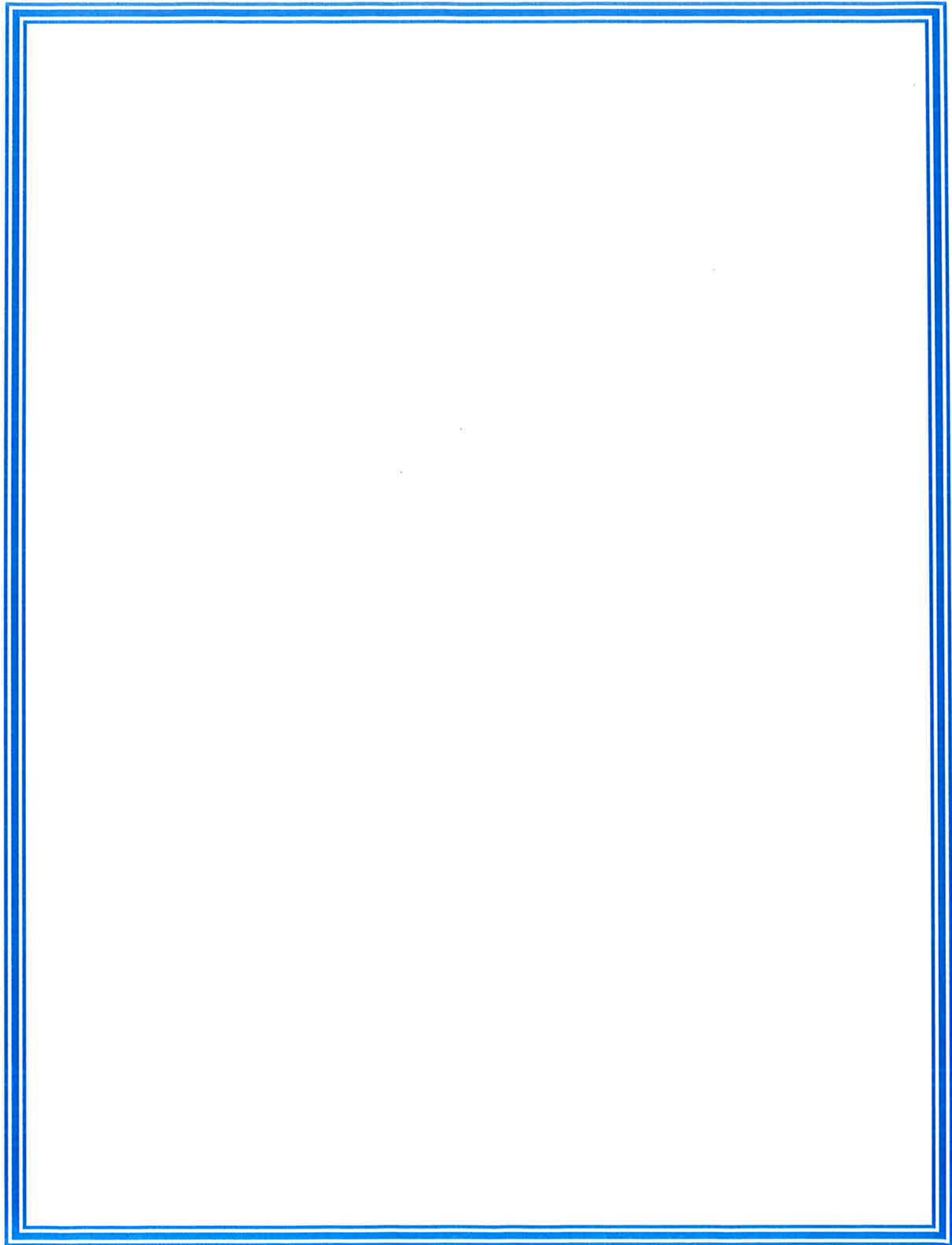
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*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 28, 2021.*

Patricia Wells, Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



ITEM: VII.F.

Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

DocuSigned by:
Patricia Wells
722CF180EE194A1...

Subject: Authorization to execute a three-year Professional Consulting and Advisory Services Contract, with two one-year option terms with Bronner Group, Inc. for Specialty Area Three – Management Advisory & Consulting Services

Date: June 28, 2021

Purpose: This action will authorize the Executive Director to execute a contract with Bronner Group, Inc. for Professional Consulting and Advisory Services for Specialty Area Three (Management Advisory & Consulting Services) in an amount not-to-exceed \$450,000.00 for the initial term of three years. In addition to the initial term, the contract will have two one-year option terms for \$150,000.00 per year.

Funding: Funding for each option term is included in each corresponding fiscal year's operating budget in the account 4182-00-000.

Background:

The Oakland Housing Authority (OHA) has a need for professional consultant services to assist Executive Leadership develop its approach to ensuring regulatory compliance with program requirements, operating protocols, and grant writing and administration. In response to this need, the Authority issued RFP #21-002 in accordance with the Oakland Housing Authority's Procurement Policy on March 16, 2021. A total of 603 vendors received notification of issuance of the RFP through the Agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on March 16, 2021 and in the local newspapers from March 22, 2021 to April 9, 2021. Nine companies responded by the deadline of April 16, 2021 at 10:00AM.

The Evaluation Committee convened on Monday, June 7, 2021 to evaluate and rate the responsive proposals. After all evaluations were complete, the Committee is recommending that OHA award a contract to Bronner Group, Inc. for Professional Consulting and Advisory Services for Specialty Area Three (Management Advisory & Consulting Services).

Bronner Group, Inc. Professional Consulting and Advisory Services
Page 2 of 2

Recommended Action:

It is recommended that the Board of Commissioners adopt the attached resolution. The Resolution will authorize the Executive Director to execute a contract with Bronner Group, Inc. for Professional Consulting and Advisory Services Specialty Area Three in an amount not-to-exceed \$450,000.00 for the initial term of three years. In addition to the initial term, the contract will have two one-year option terms for \$150,000.00 per year. The total not to exceed amount for the five-year term will be \$750,000.00.

Two vendors are being recommended for award for Specialty Area Three (CVR Associates, Inc. and Bronner Group, Inc.). Work will be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work and the needed by date. This information will be sent to both vendors. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Attachments: CCGS Memorandum
Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES

1619 Harrison Street 2nd Floor, Oakland CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Dominica Henderson, PIC Director ^{DS} DH
Duane Hopkins, Chief Officer of Program and Finance Administration ^{DS} DH
Daniel Mermelstein, Manager of CCGS ^{DS} DM

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

Subject: RFP # 21-002 Professional Consulting and Advisory Services

Date: June 22, 2021

This memo is to advise you that an RFP for Professional Consulting and Advisory Services was issued. After all proposals were reviewed and evaluated, it is being recommended that OHA award contracts to CVR Associates, Inc. for Specialty Area 1, CVR Associates, Inc. and CGI for Specialty Area 2, CVR Associates, Inc. and Bronner Group, Inc. for Specialty Area 3, and Resource Development Associates for Specialty Area 4.

Background

The Authority issued RFP #21-002 in accordance with the Oakland Housing Authority's Procurement Policy on March 16, 2021. A total of 603 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on March 16, 2021 and in the local newspapers from March 22, 2021 to April 9, 2021. Nine companies responded by the deadline Friday, April 16, 2021, but two were deemed non-responsive. All seven responsive proposals were evaluated by the Evaluation Committee on June 7, 2021.

A panel comprised of three individuals convened on Monday, June 7, 2021 to evaluate and rate each of the proposals. All three of the participating panelist are employees of the Oakland Housing Authority.

Scoring

All panelist scores were averaged, resulting in one final score for each company within each of the four Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms.

Recommendation

It is recommended that the Oakland Housing Authority proceed with awarding contracts to the below firms:

Specialty Area 1: CVR Associates, Inc.
Specialty Area 2: CVR Associates, Inc. and CGI
Specialty Area 3: CVR Associates, Inc. and Bronner Group, Inc.
Specialty Area 4: Resource Development Associates

It is also recommended that identical contracts be awarded to the firms in Specialty Areas 2 and 3 and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work and the needed by date. This information will be sent to both vendors. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

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

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

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

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

Approved:

Not Approved:

DocuSigned by:

Patricia Wells

722CF480EE494A1...

6/22/2021

Patricia Wells
Executive Director

Date

Patricia Wells
Executive Director

Date

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZATION TO EXECUTE A CONTRACT WITH BRONNER GROUP, INC. FOR
PROFESSIONAL CONSULTING AND ADVISORY SERVICES IN AN AMOUNT NOT-TO-
EXCEED \$450,000, FOR THE INITIAL THREE-YEAR TERM, AND \$150,000 FOR EACH
OPTION TERM, FOR A TOTAL AMOUNT NOT TO EXCEED \$750,000**

WHEREAS, the Oakland Housing Authority has a need for Professional Consulting and Advisory Services in the following Specialty Areas: (1) HUD Programmatic and Regulatory Services (2) Administration and Operating Services (3) Management Advisory & Consulting Services (4) Grant Writing; and

WHEREAS, OHA issued RFP #21-002 Professional Consulting and Advisory Services in accordance with the Oakland Housing Authority's Procurement Policy on March 16, 2021; and

WHEREAS, a total of 603 vendors received notification of issuance of the RFP through the Agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on March 16, 2021 and in the local newspapers from March 22, 2021 to April 9, 2021; and

WHEREAS, seven responsive proposals were received by the deadline, April 16, 2021; and

WHEREAS, staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to Bronner Group, Inc. for Professional Consulting and Advisory Services for Specialty Area Three (Management Advisory & Consulting Services); and

WHEREAS, two vendors are being recommended for award for Specialty Area Three (CVR Associates, Inc. and Bronner Group, Inc.); and

WHEREAS, work will be awarded on a Task Order basis when a task arises; and

WHEREAS, OHA will outline the scope of work and the needed by date to both vendors; and

WHEREAS, the assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires; and

WHEREAS, Bronner Group, Inc. will provide professional consulting services for Specialty Area Three in an amount not-to-exceed \$450,000 for the initial term of three years and \$150,000 for each option term.

**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 execute a contract with Bronner Group, Inc. for Professional Consulting and Advisory Services Specialty Area Three in an amount not-to-exceed \$450,000 for the initial three year term and \$150,000 for each option term for a total not to exceed amount for the five-year term of \$750,000; and

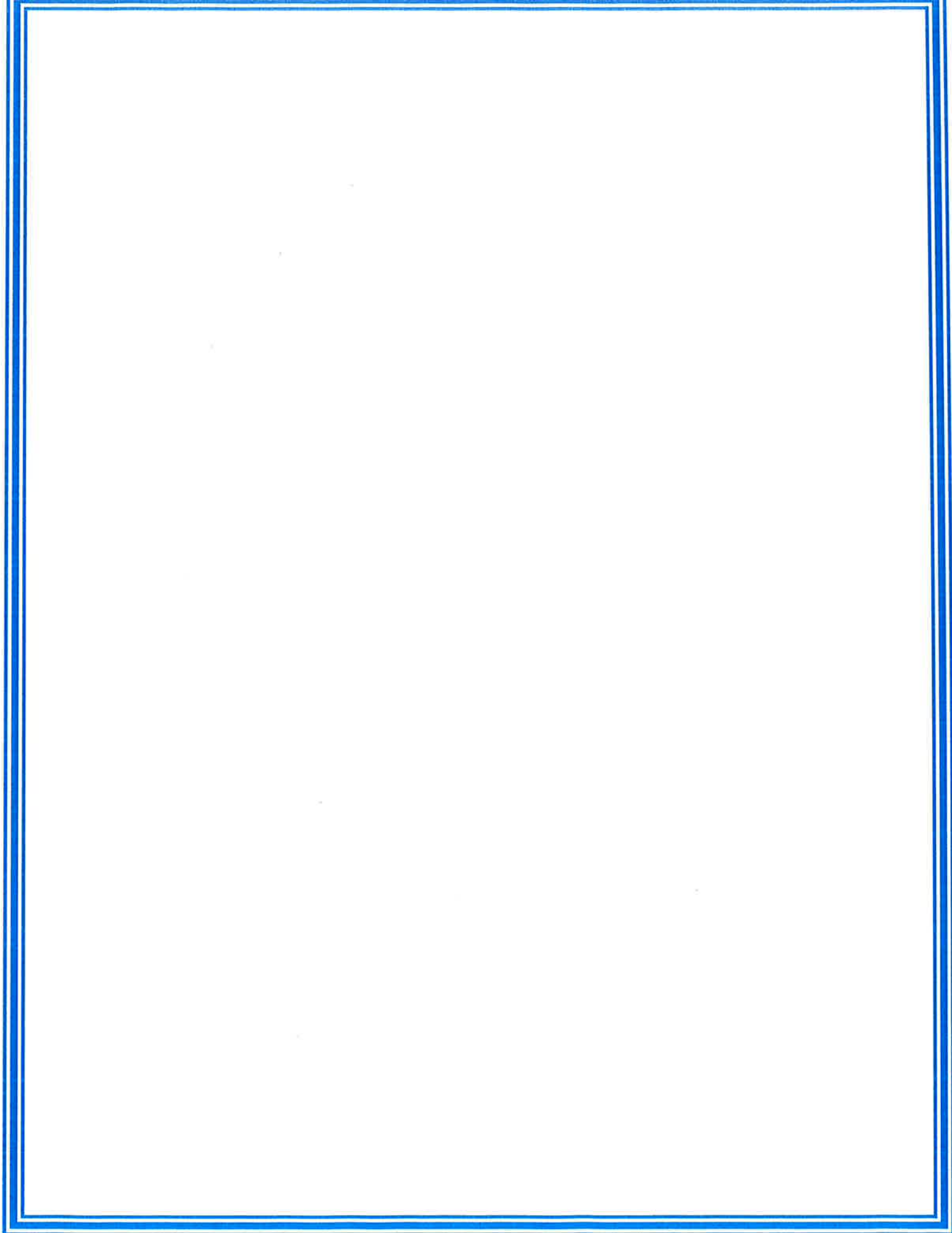
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*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 28, 2021.*

Patricia Wells, Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



ITEM: VII.G.

Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

DocuSigned by:
Patricia Wells
722CF180EE194A1...

Subject: Authorization to execute a three-year Professional Consulting and Advisory Services Contract, with two one-year option terms with Resource Development Associates for Specialty Area Four – Grant Writing

Date: June 28, 2021

Purpose: This action will authorize the Executive Director to execute a contract with Resource Development Associates for Professional Consulting and Advisory Services for Specialty Area Four (Grant Writing) in an amount not-to-exceed \$450,000 for the initial term of three years. In addition to the initial term, the contract will have two one-year option terms for \$150,000 per year.

Funding: Funding for each option term is included in each corresponding fiscal year's operating budget in the account 4182-00-000.

Background:

The Oakland Housing Authority (OHA) has a need for professional consultant services to assist Executive Leadership develop its approach to ensuring regulatory compliance with program requirements, operating protocols, and grant writing and administration. In response to this need, the Authority issued RFP #21-002 in accordance with the Oakland Housing Authority's Procurement Policy on March 16, 2021. A total of 603 vendors received notification of issuance of the RFP through the Agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on March 16, 2021 and in the local newspapers from March 22, 2021 to April 9, 2021. Nine companies responded by the deadline of April 16, 2021 at 10:00AM.

The Evaluation Committee convened on Monday, June 7, 2021 to evaluate and rate the responsive proposals. After all evaluations were complete, the Committee is recommending that OHA award a contract to Resource Development Associates for Professional Consulting and Advisory Services for Specialty Area Four (Grant Writing).

RDA Professional Consulting and Advisory Services
Page 2 of 2

Recommended Action:

It is recommended that the Board of Commissioners adopt the attached resolution. The Resolution will authorize the Executive Director to execute a contract with Resource Development Associates for Professional Consulting and Advisory Services Specialty Area Four in an amount not-to-exceed \$450,000 for the initial term of three years. In addition to the initial term, the contract will have two one-year option terms for \$150,000 per year. The total not to exceed amount for the five-year term will be \$750,000.

Attachments: CCGS Memorandum
 Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES

1619 Harrison Street 2nd Floor, Oakland CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Dominica Henderson, PIC Director ^{DS} DH
Duane Hopkins, Chief Officer of Program and Finance Administration ^{DS} DH
Daniel Mermelstein, Manager of CCGS ^{DS} DM

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

Subject: RFP # 21-002 Professional Consulting and Advisory Services

Date: June 22, 2021

This memo is to advise you that an RFP for Professional Consulting and Advisory Services was issued. After all proposals were reviewed and evaluated, it is being recommended that OHA award contracts to CVR Associates, Inc. for Specialty Area 1, CVR Associates, Inc. and CGI for Specialty Area 2, CVR Associates, Inc. and Bronner Group, Inc. for Specialty Area 3, and Resource Development Associates for Specialty Area 4.

Background

The Authority issued RFP #21-002 in accordance with the Oakland Housing Authority's Procurement Policy on March 16, 2021. A total of 603 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on March 16, 2021 and in the local newspapers from March 22, 2021 to April 9, 2021. Nine companies responded by the deadline Friday, April 16, 2021, but two were deemed non-responsive. All seven responsive proposals were evaluated by the Evaluation Committee on June 7, 2021.

A panel comprised of three individuals convened on Monday, June 7, 2021 to evaluate and rate each of the proposals. All three of the participating panelist are employees of the Oakland Housing Authority.

Scoring

All panelist scores were averaged, resulting in one final score for each company within each of the four Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms.

Recommendation

It is recommended that the Oakland Housing Authority proceed with awarding contracts to the below firms:

Specialty Area 1: CVR Associates, Inc.
Specialty Area 2: CVR Associates, Inc. and CGI
Specialty Area 3: CVR Associates, Inc. and Bronner Group, Inc.
Specialty Area 4: Resource Development Associates

It is also recommended that identical contracts be awarded to the firms in Specialty Areas 2 and 3 and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work and the needed by date. This information will be sent to both vendors. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

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

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

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

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

Approved:

Not Approved:

DocuSigned by:

Patricia Wells

6/22/2021

722CF480EE494A1...

Patricia Wells
Executive Director

Date

Patricia Wells
Executive Director

Date

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZATION TO EXECUTE A CONTRACT WITH RESOURCE DEVELOPMENT
ASSOCIATES FOR PROFESSIONAL CONSULTING AND ADVISORY SERVICES IN
AN AMOUNT NOT-TO-EXCEED \$450,000, FOR THE INITIAL THREE YEAR TERM,
AND \$150,000 FOR EACH OPTION TERMS, FOR A TOTAL AMOUNT NOT TO
EXCEED \$750,000**

WHEREAS, the Oakland Housing Authority has a need for Professional Consulting and Advisory Services in the following Specialty Areas: (1) HUD Programmatic and Regulatory Services (2) Administration and Operating Services (3) Management Advisory & Consulting Services (4) Grant Writing; and

WHEREAS, OHA issued RFP #21-002 Professional Consulting and Advisory Services in accordance with the Oakland Housing Authority's Procurement Policy on March 16, 2021; and

WHEREAS, a total of 603 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on March 16, 2021 and in the local newspapers from March 22, 2021 to April 9, 2021; and

WHEREAS, seven responsive proposals were received by the deadline, April 16, 2021; and

WHEREAS, staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to Resource Development Associates for Professional Consulting and Advisory Services for Specialty Area Four (Grant Writing); and

WHEREAS, Resource Development Associates will provide professional consulting services for Specialty Area Four in an amount not-to-exceed \$450,000 for the initial term of three years and \$150,000 for each option term.

**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 execute a contract with Resource Development Associates for Professional Consulting and Advisory Services Specialty Area Four in an amount not-to-exceed \$450,000 for the initial three year term and \$150,000 for each option term for a total not to exceed amount for the five-year term of \$750,000; 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 28, 2021.*

Patricia Wells, 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

DocuSigned by:
Patricia Wells
722CF180EE194A1...

Subject: Authorize for the Executive Director to issue Blanket Purchase Orders to the listed vendors for routine, recurring, low-dollar amount materials and services for Fiscal Year 2021-2022

Date: June 28, 2021

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

Funding: Funds are included in the Fiscal Year (FY) 2022 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 proposed orders are for purchases from July 1, 2021, to June 30, 2022.

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 avoids the administrative cost of making numerous separate purchases.

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

Materials & Services Blanket Purchase Orders

Page 2 of 3

FY22 OHA BLANKET PURCHASE ORDERS SUMMARY	
	Authorization
MATERIALS/MARKET TESTING	
DISPOSAL & SITE SERVICES	
Argent Materials	
United Site Services	
Total	\$ 150,000
LUMBER & DOORS	
Economy Lumber	
San Leandro Door	
Total	\$ 900,000
WINDOWS SUPPLIES & COVERINGS	
Tri Star Window Coverings	
P&M Windows	
All Glass Global	
East Bay Glass	
Total	\$ 350,000
CABINETS, COUNTERTOPS & KITCHEN SUPPLIES	
J.C.W. Cabinet Manufacturing	
Lan Tan Superior (Zhou)	
A-Step Ahead Kitchen & Bath	
Custom Design Countertops Inc.	
Total	\$ 1,250,000
LOCKS	
Wilco Supply	
Consolidated Security Systems	
Reed Brothers Security	
Total	\$ 200,000
PLUMBING SUPPLIES	
Rubenstein Supply	
Ferguson/Cal Steam	
Meyer Plumbing Supply	
WHCI Plumbing Supply	
Standard Plumbing Supply	
Total	\$ 750,000
ELECTRICAL MATERIALS	
Wille Electric/San Leandro Electric	
Total	\$ 100,000
CONCRETE & PUMPING	
Right Away Redi-mix	
Central Concrete	
V Concrete Pumping	
Total	\$ 200,000
FLOORING MATERIALS	
Sac ProFloors	
Total	\$ 450,000

Materials & Services Blanket Purchase Orders

Page 3 of 3

LANDSCAPING & IRRIGATION	
Ewing Irrigation Products	
Larms Building Materials	
Clark's Home & Garden	
Soils Plus	
Total	\$ 300,000
GENERAL BUILDING MATERIALS AND HARDWARE	
Westside Building Materials	
Markus Supply Ace Hardware	
Walter Mork	
American Emperor	
White Cap	
Emperor Supply	
Y&H Sheet Metal	
Airgas	
Total	\$ 800,000
TOTAL	\$ 5,450,000

The total amount requested for approval is \$5,450,000 to be utilized on an as-needed basis for FY 2022. All of the above 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:

It is recommended that the Board of Commissioners authorize the Executive Director to issue Blanket Purchase Orders to the above listed vendors for routine, recurring, low-dollar amount materials purchases for Fiscal Year 2021-2022.

Attachment: 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:

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 FY 2021-2022**

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 Purchase 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): *"PHAs may avoid making repetitive small purchases by awarding indefinite-delivery contracts, sometimes referred to as 'blanket' or 'open-end' contracts"*; and

WHEREAS, funds for these materials and services were included in the Fiscal Year 2021-2022 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 2021-2022, and

WHEREAS, the Contract Compliance and General Services Department is periodically surveying vendors in the region to ensure that 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 2021-2022 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 28, 2021.*

Patricia Wells, Secretary/Executive Director

ADOPTED:

RESOLUTION NO.

ATTACHMENT A

ATTACHMENT A

FY22 OHA BLANKET PURCHASE ORDERS SUMMARY	
	Authorization
MATERIALS/MARKET TESTING	
DISPOSAL & SITE SERVICES	
Argent Materials	
United Site Services	
Total	\$ 150,000
LUMBER & DOORS	
Economy Lumber	
San Leandro Door	
Total	\$ 900,000
WINDOWS SUPPLIES & COVERINGS	
Tri Star Window Coverings	
P&M Windows	
All Glass Global	
East Bay Glass	
Total	\$ 350,000
CABINETS, COUNTERTOPS & KITCHEN SUPPLIES	
J.C.W. Cabinet Manufacturing	
Lan Tan Superior (Zhou)	
A-Step Ahead Kitchen & Bath	
Custom Design Countertops Inc.	
Total	\$ 1,250,000
LOCKS	
Wilco Supply	
Consolidated Security Systems	
Reed Brothers Security	
Total	\$ 200,000
PLUMBING SUPPLIES	
Rubenstein Supply	
Ferguson/Cal Steam	
Meyer Plumbing Supply	
WHCI Plumbing Supply	
Standard Plumbing Supply	
Total	\$ 750,000
ELECTRICAL MATERIALS	
Wille Electric/San Leandro Electric	
Total	\$ 100,000
CONCRETE & PUMPING	
Right Away Redi-mix	
Central Concrete	
V Concrete Pumping	
Total	\$ 200,000
FLOORING MATERIALS	
Sac ProFloors	
Total	\$ 450,000

ATTACHMENT A

LANDSCAPING & IRRIGATION	
Ewing Irrigation Products	
Larms Building Materials	
Clark's Home & Garden	
Soils Plus	
Total	\$ 300,000
GENERAL BUILDING MATERIALS AND HARDWARE	
Westside Building Materials	
Markus Supply Ace Hardware	
Walter Mork	
American Emperor	
White Cap	
Emperor Supply	
Y&H Sheet Metal	
Airgas	
Total	\$ 800,000
TOTAL	\$ 5,450,000

ITEM: VII.H.2.

Executive Office Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

DocuSigned by:

Patricia Wells
722CF180EE194A1...

Subject: Authorization for the Executive Director to issue Blanket Purchase Orders to various vendors with intergovernmental agreements or routine, recurring, low-dollar amount purchases for Fiscal Year 2021-2022.

Date: June 28, 2021

Purpose: This item will authorize 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 2021-2022

Funding: Funds are included in the Fiscal Year 2021-2022 Annual Operating Budget

Background

Blanket Purchase Orders (BPOs) are used to purchase commodities or services of low dollar value and high volume, or repetitive activity 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 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 avoids 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 others were procured by other agencies. The Authority has confirmed that these procurements are consistent with the Authority's Procurement Policy and HUD Procurement Guidelines.

Routine, Recurring, Low-Dollar Amount Purchase Orders

Page 2 of 3

This Resolution also authorizes the BPO for purchases from other government agencies, including Alameda County and the City of Berkeley. 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 2021-2022 under ongoing contracts, intergovernmental agreements, and non-competitive procurements.

The requested Blanket Purchase Order amounts are as follows:

FY22 OHA BLANKET PURCHASE ORDERS SUMMARY	
	Authorization
CONTRACTS AND COOPERATIVE PURCHASING	
FUEL	
Alameda County	
Total	\$ 400,000
MOBILE PHONE SERVICE & VEHICLE GPS	
Verizon Wireless	
Total	\$ 500,000
OFFICE SUPPLIES	
Office Depot	
Vince's Office Supply	
Total	\$ 600,000
POSTAGE	
US Postmaster	
Total	\$ 275,000
SECURITY SYSTEM MONITORING, MAINTENANCE, EQUIPMENT PURCHASE & LEASING	
Sentry Alarm	
Total	\$ 200,000
GARBAGE COLLECTION AND DISPOSAL	
WM Administrative Offices	
WM Large Complexes (Public Housing)	
Berkeley Transfer Station	
WM Davis Street Transfer Station	
WM Roll-off Containers	
Civicorps Recycling	
Total	\$ 1,750,000
EMPLOYMENT & INCOME VERIFICATION	
Talx Corporation (Equifax Workforce Solutions)	
Total	\$ 170,000
EQUIPMENT RENTAL	
Herc Rental (V0005207)	
Total	\$ 500,000
GENERAL BUILDING MATERIALS AND HARDWARE	
HD Supply	

Routine, Recurring, Low-Dollar Amount Purchase Orders

Page 3 of 3

Home Depot	
Total	\$ 2,000,000
IT EQUIPMENT, OFFICE SUPPLIES & OTHER MATERIALS	
Amazon Capital Services, Inc. (V0008843)	
Total	\$ 300,000
TOTAL	\$ 6,695,000

Recommendation:

It is recommended that the Board of Commissioners authorize the Executive Director to issue Blanket Purchase Orders to the above listed vendors not to exceed the specified amounts for the term of July 1, 2021 through June 30, 2022.

Attachment: 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:

**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 2021-2022**

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): "*PHAs 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 2021-2022 budget request; and

WHEREAS, the purchases made through these Blanket Purchase Orders are either intergovernmental agreements 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 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 28, 2021.

Patricia Wells, Secretary/Executive Director

ADOPTED:

RESOLUTION NO.

ATTACHMENT A

ATTACHMENT A

FY22 OHA BLANKET PURCHASE ORDERS SUMMARY	
	Authorization
CONTRACTS AND COOPERATIVE PURCHASING	
FUEL	
Alameda County	
Total	\$ 400,000
MOBILE PHONE SERVICE & VEHICLE GPS	
Verizon Wireless	
Total	\$ 500,000
OFFICE SUPPLIES	
Office Depot	
Vince's Office Supply	
Total	\$ 600,000
POSTAGE	
US Postmaster	
Total	\$ 275,000
SECURITY SYSTEM MONITORING, MAINTENANCE, EQUIPMENT PURCHASE & LEASING	
Sentry Alarm	
Total	\$ 200,000
GARBAGE COLLECTION AND DISPOSAL	
WM Administrative Offices	
WM Large Complexes (Public Housing)	
Berkeley Transfer Station	
WM Davis Street Transfer Station	
WM Roll-off Containers	
Civicorps Recycling	
Total	\$ 1,750,000
EMPLOYMENT & INCOME VERIFICATION	
Talx Corporation (Equifax Workforce Solutions)	
Total	\$ 170,000
EQUIPMENT RENTAL	
Herc Rental (V0005207)	
Total	\$ 500,000
GENERAL BUILDING MATERIALS AND HARDWARE	
HD Supply	
Home Depot	
Total	\$ 2,000,000
IT EQUIPMENT, OFFICE SUPPLIES & OTHER MATERIALS	
Amazon Capital Services, Inc. (V0008843)	
Total	\$ 300,000
TOTAL	\$ 6,695,000

WRITTEN
COMMUNICATIONS
(MONTHLY REPORT)



Oakland Housing Authority
Monthly Status Report
May 2021

Family and Community Partnerships Department (FCP)

Employment and Economic Development

FCP Program	Job Retention	Job Referrals	Job Readiness	Budget	Total
FSS	0	5	0	1	6
General Support	1	5	0	0	6
ROSS	0	0	0	41	41
Section 3	0	3	0	0	3
Total	1	13	0	42	56

Section 3 Construction and Non-Construction

- Twenty-eight (28) participants are enrolled in the Section 3 program; Nineteen (19) are currently working on construction projects, and nine (9) are seeking employment. Five (5) of the nine (9) participants seeking employment are graduates of the Rising Sun Center for Opportunity pre-apprenticeship program. They have not yet been accepted into a union, which must occur before they are eligible for Section 3 employment opportunities.

Section 3 List

Number*	Trade	Level	Union Affiliation	Work Status
Currently Working				
1-8	Carpentry	Apprentice (1 st) - Journeyman	Carpenters, Carpenters 713, Millwright	Fruitvale Transit Project, Green St. Station, W.A. Rose Construction, Oliver Company, BBI BGB, James E. Roberts Obayashi,
9	Electrical	Apprentice	Electrical Union	Design Electric
10-13	Laborer	Apprentice (1 st) – Journeyman	Laborers, Laborers Local 304	Brooklyn Basin, James E. Roberts Obayashi, Branagh Inc., Plant Construction, Baines Group, Chevron
14	Painter	Journeyman	Painters	EBMUD
15	Flooring	Apprentice	DC 16	Self-employed

Number*	Trade	Level	Union Affiliation	Work Status
16	Cement Mason	Apprentice (1 st)	Local 300	Luminart Concrete
17	Laborer	Journey level	Laborers	Ranger Pipelines
18	Cypress Mandela Graduate	Pre-Apprentice	N/A	Non Union - Cement
19	Welder	Journeyman	Boilermakers	Non-Union - Welding
Currently Seeking Employment				
20	Tapers/Drywall	Apprentice (1 st)	Tapers/Drywall	Not Working
21	Crane Operators	Apprentice (1 st)	Laborer/Flagging	Not Working
22	Carpenters Union	Apprentice (Rising Sun Graduate)	Carpenters	Not working
23	Operating Engineers	Journey Level	Operating Engineers – Local 3	Not working
24-28	Rising Sun Graduate	Pre-Apprentice	N/A	Not Working

Section 3 New Hires (Construction & Non-Construction)

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
Section 3	X		X	Country Builders	Apprentice Carpenter
Section 3	X			BBI	Journey Level Laborer
Section 3	X			Country Builders	Apprentice Carpenter
Total	3	0	1	YTD Total	3

Section 3 Compliance

Fifty-seven (57) Section 3 employment opportunity requests were received from thirteen (13) employers in May. Fifteen (15) compliance reports were issued to the contractors and subcontractors, as FCP could not refer residents for these positions due to the current list of unionized workers not possessing the necessary qualifications or are currently working.

- Two (2) Section 3 participants were referred to Country Builders for Apprentice Carpentry positions at the B.B. Parcel A-1 Foon Lok West Project. Tyrone Powell was hired for the project.
- One (1) Section 3 participant was referred to BBI for a Journey Level Laborer position at the Oak Grove project.

Section 3 Compliance

Employer(s)	Trade	Requests	OHA Referrals	OHA Hires	Compliance Reports Issued
Nibbi Brothers & Country Builders, Nibbi Brothers & Scaffold Solutions, Nibbi Brothers	Carpentry	18	2	1	2
BBI, Nabob Brothers & Nibbi Concrete, Nibbi Brothers	Laborer	7	1	0	2

Employer(s)	Trade	Requests	OHA Referrals	OHA Hires	Compliance Reports Issued
Nibbi Brothers & Paul's Plumbing, Nibbi Brothers & Egan Plumbing	Plumber	14	0	0	3
BBI & Sun Light and Power, Nibbi Brothers & J.C Metal Specialist, Inc.	Iron Worker	3	0	0	2
James E Roberts Obayashi & Magnum Drywall, Nibbi Brothers & Magnum Drywall	Drywall Rocker	6	0	0	3
Nibbi Brother Associates & Magnum Drywall	Tapers	2	0	0	1
Nibbi & Remark Mechanical	Sheet Metal	5	0	0	1
Nibbi Brothers & PMN Design Electric	Wireman	2	0	0	1
Total	-	57	3	1	15

General Employment

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
FSS	X		X	Natural Nail	Cosmetologist
Total	1	0	1	YTD Total	26

- One (1) FSS participant transitioned from part-time to full-time work. The participant is an administrative assistant for The Oakland Reach.

Returned to work from being furloughed

FCP Program	Part-Time	Full-Time	Company	Position
FSS		X	First Transit	Driver
Total		1		

Career Development and Training

Hiring Events

In partnership with Laney College, OHA hosted four (4) virtual hiring events in May. A total of twenty-one (21) OHA residents attended.

Date	Company	OHA Participants	Community Participants
5/5/21	Alameda Unified School District	5	1
5/12/21	Nelson Staffing	3	2
5/19/21	Tradeswomen Inc.	6	3
5/26/2021	Allied Universal Security	7	4
Total		21	10

Youth Employment Development

To date, the youth employment program has enrolled one hundred, and sixty-five (165) OHA youth, one hundred and fifty-two (152) have completed their job readiness training, and ninety-two (92) have begun working at their job placement.

Youth Employment

Provider	Enrolled	Enrolled in Training	Completed Training	Job Placements
LAO Family	158	153	145	85
YEP	7	7	7	7
Total	165	160	152	92

Family Self Sufficiency (FSS)

- One (1) FSS participant enrolled in a twelve (12) week paid training and internship program on food safety. This program will create an opportunity to move up in her career within her current employer.
- One (1) FSS participant started her Culinary Arts program at Auguste Escoffier School of Culinary Arts.
- One (1) FSS participant graduated from Laney College with an Associate's degree in Psychology.

Education

Schools	New Enrollment	Continued Enrollment	Graduates
Adult Education (GED/ HS Diploma)	0	38	0
Community Colleges	0	46	1
California State Colleges (CSU)	0	16	0
University of California Colleges (UC)	0	6	0
Private Colleges	1	11	0
Vocational Training	1	16	0
Professional Development	0	0	0
Entrepreneurship Program	0	2	0
Total	2	135	1

Financial Literacy

- Two (2) OHA residents participated in a "Zoom on the Move" Financial Education workshop.
- One (1) FSS participant attended Richmond Neighborhood Housing Services' Homebuyer Education Workshop.
- Four (4) OHA residents attended a homebuyer education workshop presented by OHA's Homeownership program.

Financial Literacy

Program	New Enrollment	Cont. Enrollment	Completed
Individual Credit Counseling	0	0	0
Homebuyer Education Workshop	5	0	5
Financial Education workshops	2	0	2
Total	7	0	7

Family Self-Sufficiency Program (FSS)

One (1) FSS participant graduated with an escrow balance of \$31,006.91. This participant achieved his goal of maintaining full-time stable employment and completing a security training program. He plans to use his FSS Escrow funds to purchase a home through Oakland Housing Authority's Homeownership Program.



One (1) FSS participant graduated with an escrow balance of 19,777.50. This participant achieved her goal of maintaining full-time employment and completed a financial literacy workshop. She plans to continue saving money until she is ready to purchase a home through Oakland Housing Authority's Homeownership Program.



One (1) FSS participant graduated from the program and received her escrow check of \$4,137.64 on May 4th and has begun to attend financial literacy workshops to prepare for homeownership. She plans to use her escrow check to pay for her car loan and credit cards.

One (1) FSS participant graduated from the program with an escrow balance of \$20,703.69. She is employed full-time with Tesla as a Production Associate. She plans to use her FSS escrow earnings to purchase a home soon.

- Two (2) OHA residents enrolled in the program with an FSS contract start date of May 1st, 2021.
- The FSS team facilitated three (3) FSS orientations via Zoom; six (6) residents attended and are in the process of enrolling in the program.
- FSS coordinators contacted forty-one (41) FSS participants to review participants' program ITSP goals in preparation for program graduation.
- FSS Coordinators completed seventeen (17) FSS Interim Assessments with their caseload.

Family Self-Sufficiency (FSS)

Program	Total	New Enrollees	Escrow Accounts	Graduates	Escrow Disbursed	Termination or Exits	Escrow Accounts Forfeited
Section 8	155	1	100	3	\$44,618.83	3	\$0
PH	10	0	0	1	\$31,006.91	0	\$0
FUP- Youth	10	1	4	0	0	0	\$0
Total	175	2	104	4	\$75,625.74	3	\$0

Family Unification Program (FUP) Youth

- Three (3) FUP Youth participants received information on the Keep Oakland Housed rental assistance program.

Family Unification Program (FUP) Youth

Current Participants	New Enrollments (Current Month)	Program Exits To Date	Program Enrollments To Date
3	0	11	14

Parents and Children Together (PACT) Program

- Fourteen (14) PACT families received information on the Keep Oakland Housed rental assistance program. the "Zoom on the Move" workshop series, Winning Wednesday job fairs and all the available FCP services

Parents and Children Together (PACT) Program

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

Resident Opportunities Self Sufficiency (ROSS)

- The ROSS team enrolled forty-three (43) Public Housing residents into the ROSS program and completed an Individual Services Plan.
- Three (3) ROSS participants attended a combined six (6) "Zoom on the Move" virtual workshops in financial literacy, healthy living, homeownership, and senior programs.
- Thirty-three (33) ROSS participants received a COVID-19 CARE bag full of PPE supplies.
- One (1) ROSS participant received CalFresh services through the West Oakland Housing Center (WOHC) after attending their "Zoom on the Move" session.
- One (1) ROSS participant received a membership to Alameda Alliance services and three (3) \$30 gift cards for attending a "Zoom on the Move" session.
- Two (2) ROSS participants completed the Safe Passages Baby Playgroup program.

Resident Opportunities Self Sufficiency (ROSS) Program

Program	Participants	New Enrollees	Graduates	YTD Exits
Public Housing	156	43	0	7

Civic Engagement and Leadership Development Program

OHA Volunteer Program

Four (4) Spectrum volunteers, non-residents provided sixty-six (96) volunteer hours to support the meal delivery program.

OHA Resident Advisory Board (RAB)

The Resident Advisory Board held a virtual meeting on May 12th with eight (8) RAB members and one (1) guest in attendance. Michelle Hasan (Director of Leased Housing) presented the changes to the Leased Housing Department due to the pandemic. Omar Ronquillo (FCP) introduced the Boardable system for RAB. Bill Mayes (RAB member) led a discussion on the 2021 discretionary fund. Three (3) RAB members also attended the RAB debrief meeting, and five (5) members participated at the Agenda Planning Committee meeting & Discretionary Fund meeting.

	RAB Committee Meetings	RAB Meetings	Volunteers	Total
OHA Residents	8	9	0	17
Non OHA Residents	0	0	4	4
Total	8	9	4	21

Youth and Education

Promise Plus Program

The total enrollment for the program is one-hundred and seventy-seven (177) participants. One-hundred and nine (109) students attend partner schools, and sixty-eight (68) students attend non-partner schools.

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

- Five (5) COVID-19 CARE bags were issued to Promise Plus families and three (3) were delivered during a home visits. Families were also provided with appropriate school-aged books.
- The Success Coordinator contacted thirty (30) OHA families to conduct a survey to determine if parents would send their children to Camp Mendocino for ten (10) days. Fourteen (14) of the eligible families said yes to physically sending their children to in-person camps. The Success Coordinator is currently assisting families with the application process.
- The Success Coordinator recommended three (3) Promise Plus families receive a five hundred (\$500) stipend from COVID relief funds provided by the school from the Oakland Ed Fund. All three (3) families will receive the funds.
- The Success Coordinator recommended and assisted five (5) families with applying for the Freedom School summer program.
- The Success Coordinator assisted four (4) families with applying for the East Oakland Youth Development Center (EOYDC) summer program. Notification about EOYDC was sent via email to all Promise Plus participants.
- The Success Coordinator sent out notifications to all seventeen (17) and eighteen (18) year olds about the Affordable Housing Management Association Scholarship deadline.
- The Success Coordinator was instrumental in helping a resident use her 2017 PHADA scholarship funds before they expired. The resident had not spent \$5,500 on the scholarship and was in jeopardy of losing the funds. The Coordinator learned of this from PHADA headquarters in Washington DC. The resident had moved from the last known address, and there was no contact information on file. After exhausting traditional ways to try to make contact, the Coordinator decided to try Instagram. Within five (5) minutes, the resident contacted the Coordinator. The resident was thankful for the Coordinator reaching out. She was enrolling in her last class this summer and will be graduating from UC Berkeley in August. She said the scholarship money would cover the cost of her last course.

Tutoring & Academic Support

The Education team verified residency and completed referral forms for one (1) OHA student in May.

Tutoring Referrals

Referrals	In-Progress	Assigned Tutor	Total Assigned Tutor (YTD)
1	29	0	26

Promise Plus Events and Activities

Oakland Ed Fund Program

The Success Coordinator recommended OUSD to award three (3) Promise Plus families with the COVID-19 Oakland Ed. Fund grant as an incentive to enrolled their children into the summer school and maintain attendance at 80% throughout the summer.

High School and College Graduates

Many OHA youth transitioned to the next chapter of their lives with graduating from high school and heading to college. OHA resident 2017 PHADA scholarship recipient, Marwat Alolefi, will be receiving her B.S degree from UC Berkeley. She double-majored in Public Health and Conservation & Resource Study. Marwat plans to work on women's issues in public health.

OHA's 2021 PHADA applicants will be attending universities across the country this fall. Eric Tran, will attend UC Merced (undecided), Jian Ming Chen, MIT (Computer Science), and Dwayne Pittman, Morehouse College (Biology)

Oakland Literacy Coalition (OLC)

The Education Team applied and received the OLC mini-grant of \$1000 to support a Health and Wellness Literacy Fairs for OHA families. The California Library Association has partnered with FCP to host two fairs to encourage OHA families outdoors to learn and receive resources on health & wellness, nutrition and literacy. These events will be held at Lockwood on July 29th and at Peralta on August 5th.

Affordable Housing Management Association

The Education Team provided six (6) OHA residents with housing verification forms for the Affordable Housing Management Association (AHMA) Scholarship.

OUSD Celebration & Promotional Exercises

The Success Coordinator attended four (4) of our partner schools' promotional exercises. The events were held virtually except for Parker, K-8. Students, teachers, and parents were excited the school year was over and that most schools will be resuming in-person learning for all students in August.

On May 10th, 2021, the African-American Honor held its 20th-year Celebration virtually and two (2) Promise Plus students were honored for having a 4.0-grade point average. Congratulation to Zion Bell of Skyline High School and Geovani Morris of Parker K-8.

Zoom Meetings with OUSD

- Promise Plus has thirty-nine (39) students transitioning to the next grade level. Twenty-five students will be going into middle schools and fourteen (14) to high school.
- The Success Coordinator attended the partner schools' COST Team meeting, Student Success Team (SST), and Attendance meetings via Zoom. All of the partner schools resumed in-person learning at minimal capacity this month.
- The Education Team worked with partner schools' COST teams to triage three (3) Promise Plus families and encouraged them to enroll their children into the summer school programs.

Health and Wellness

"Zoom on the Move" Virtual Workshops

FCP continued their virtual workshop series called "Zoom on the Move." Thirteen (13) zoom sessions were held in May. Fifty-three (53) residents participated, and three (3) participants were approved for Cal Fresh and received medical services from the West Oakland Health Council. The sessions provided virtual exercises and cooking classes, financial literacy information and much more.

Senior Lunch Meals Delivery Program- Peralta Village residents

Eighty (80) Peralta Village seniors received chilled meals from the Spectrum lunch program. Four (4) Spectrum volunteers donated sixty-six (66) hours of their time to deliver seventeen hundred (1,602) meals in May.

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

Senior Lunch Delivery Program

	<i>Monthly Total</i>	<i>YTD</i>
Seniors	80	86
Lunches delivered	1602	8,099

Food Programs - Peralta Village & Lockwood Gardens

OHA facilities remain closed to the public due to COVID-19; FCP has collaborated with several agencies to provide food to OHA families at our large Public Housing developments Peralta Village and Lockwood Gardens. In May, we conducted two (2) food pantry deliveries to senior residents at each site. The pantry deliveries include a fresh food box, dry goods bags, PPE, fresh loaves of bread, and at Peralta, an Art & Craft is provided monthly.

In partnership with Cal Fresh Healthy Living, UCCE-Alameda County Community Educator Max Fairbee provided Rethink Your Drink Recipe cards to help residents find alternatives to sugary drinks. FCP resources were provided, including the calendar for "Zoom on the Move," job fair notices, COVID-19 vaccination updates, healthcare, tips on avoiding scams, exercises, free legal and financial services.

Since COVID-19 restrictions have been lifted and many OHA seniors have been vaccinated, FCP is moving to a grab-and-go food pantry service beginning in June. Each resident received notification of this with a flyer in their food box and reminders via a robocall. The notification included instructions on how to request an accommodation for assistance.

We remain committed to serving all Lockwood Gardens and Peralta Village seniors who need food. We will continue delivery for those who are unable to access the grab & go service. Seniors continue to express their gratitude for the food pantry delivery program.

Food Pantry Assistance

Support Items	Lockwood Gardens Households	Peralta Village Households
Food Bank (Food bags)	0	0
Food to Families (Produce boxes)	0	0
Life ElderCare (Food boxes)	216	191
Life ElderCare (Dry Good)	180	171
Numi Foundation (Produce)	0	0
Semi Freddi's bread donation	100	88
Paper Towels	100	86
Face Mask	200	172
Toilet Paper Rolls	200	172
Hand Sanitizer (2oz bottles)	100	0
Disinfectant Wipes	0	0
Emergency Food Boxes (Spectrum)	0	0

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

For May, ninety (90) Peralta Village senior residents received the "Seniors Connect" newsletter. The seniors received their art & craft bags delivered to their homes during the food pantry on May 6, 2021. The art and craft kits were Mother's Day themed and included: a canvas for painting, foam picture frame kit, and holiday card kits.



The Seniors Connect Newsletter, Mother's day edition, included information regarding COVID-19 Vaccination sites and the phone number to nearby clinics to make vaccination appointments and what seniors should continue doing to stay safe. The Seniors Connect Newsletter consisted of the May *Zoom on the Move* schedule. The newsletter also included a few pictures of senior's artwork submitted from the previous month to share with their fellow senior community members. It was reiterated to seniors that the Seniors Connect Newsletter is a platform to share their artwork with their senior community members at Peralta Village.

Wellness Checks

In response to the shelter in place order issued by the Alameda County Public Health department, FCP conducted wellness checks on our most vulnerable population and current participants. In May, FCP contacted one hundred and sixty-three (163) residents.

FCP Program	Monthly Total	YTD
FSS	10	216
General Support	8	88
Homeownership	0	6
Jobs Plus	0	38
OHA Seniors	90	463
PACT	0	14

FCP Program	Monthly Total	YTD
Promise Plus	0	18
ROSS	52	140
Section 3	3	20
FUP Youth	0	2
Resident Owned Business	0	14
Total	163	1020

COVID-19 Relief Closet

- In response to COVID-19, FCP set up a relief closet to provide emergency supplies for OHA residents. Items include but are not limited to toilet paper, paper towels, hand soap, dish soap, sponges, all-purpose cleaner, PPE, etc.
- FCP staff conducted outreach and distributed COVID-19 relief supplies at forty-three (43) OAHPI sites during May.
- The COVID-19 Relief closet also filled two (2) large bulk orders to serve the Lockwood and Peralta food pantries.

COVID-19 Relief Closet				
	Individual Resident Orders	Lockwood Food Pantry Bulk Order	Peralta Food Pantry Bulk Order	Total
Residents served	291	100	100	491

Senior Socialization Program

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

Technology Assistance

T-Mobile tablet distribution

- No tablets were distributed in May

T-Mobile Tablet Distribution		
FCP Program	Tablets Distributed	YTD Total
FSS	0	8
FUP Youth	0	9
PACT	0	12
Promise Plus	0	4
RAB	0	5

Jobs Plus	0	2
Total	0	40

Homeownership

- One (1) OHA Homeowner successfully graduated from OHA's homeownership program by selling her home in Oakland and purchasing another home in Madera without assistance. The disabled mother of four (4) originally purchased a three (3) bedroom home in Oakland in 2010 for \$350,000 through OHA's Homeownership Program. On May 4th, 2021 she sold her home for \$830,000 and paid \$388k in cash for a brand new five (5) bedroom, two (2) bathroom home on a half-acre lot in Madera, CA.
- On May 18th, four (4) OHA residents attended the monthly "Zoom on the Move" Homeownership virtual presentation.
- Fifty-seven (57) residents have met the minimum income, savings, and credit requirements for enrollment into the homeownership program.
- The homeownership team responded to twenty-one (21) resident inquiries regarding the program and contacted seventy-nine (79) homeowners to invite them to a refinance workshop.
- The homeownership team assisted three (3) homeowners working with their mortgage company to resolve a past-due mortgage balance.
- On May 13th, ten (10) OHA homeowners attended a workshop hosted by OHA, "When & Why to Refinance," presented by Evergreen Home Loans.

Residents Pre-qualified for Homeownership

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

Homeownership Applicants

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

Homeownership Program

Current Homeowners	Total Homes Purchased (Since 2004)	Program Terminations (YTD)	Program Graduates (YTD)	Pending Refinance	Total Homes Refinanced (YTD)
79	119	0	1	4	0

Property Management Referrals, Site Intervention, and Housing Search

FCP staff closed thirty-four (34) referrals for housing resources, supportive services, community referrals, delinquent rent, housekeeping, and lease compliance issues, including neighbor disputes, noise, fighting, and unauthorized occupancy. Residents were counseled and received resources to become compliant with their lease.

Site Intervention, Property Management Referrals, and Housing Search

Development	Rent	HQS	Lease Comp.	Support Services	DV	Housing Search	Continued	Completed	Completed YTD
Lockwood	1	0	0	3	0	0	0	4	21
Peralta	3	0	0	2	0	0	2	3	73
Deep East (9)	0	0	0	0	0	0	0	1	3
East (10)	4	1	4	2	0	1	1	13	34
Fruitvale (11)	0	0	0	0	0	0	0	0	3
San Antonio (12)	0	0	2	0	0	0	0	3	7
West (13)	0	0	3	1	0	0	0	7	18
North (14)	1	0	0	0	0	0	0	1	10
Asset Management	0	0	0	0	0	0	0	0	0
Leased Housing	0	1	1	0	0	1	2	2	18
Total	9	2	10	8	0	2	5	34	187

Resident Owned Businesses

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

Food Assistance

	Senior Lunch Food Delivery	Food Pantry	Food Bank	Total
Meals Delivered	1602	407	0	2009
Households	80	216	0	296

Leased Housing Department- May 2021 Report

2011 Housing Choice Voucher Wait List

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

Virtual briefings

IE Virtual Briefing Dates	# of families invited	# of families attended
April 10 - 30, 2020	30	30
May 2020	104	104
June 2020	75	63
July 2020	36	31
August 2020	50	42
September 2020	25	25
October 2020	47	46
November 2020	43	43
December 2020	106	103
January 2021	37	36
February 2021	31	31
March 2021	49	47
April 2021	85	79
May 2021	102	87

OAHP

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

December 9, 2020	4	2	2
May 2021	2	0	0

OAHPI Intake

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

PBV to HCV Activity

- Thirty-Five families remain on the Request List.

2014 Public Housing Wait List

Intake date	# of families invited	# of families attended	# of families removed from waitlist	# Referred
4/27/2021	129	24	104*	2

*no show 2nd intake appointment

Summary Report

April 2021

May 2021

Eligibility

Waitlist Activities and Port-in

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

Project Based Voucher and Tenant Protection Vouchers

• New Move-in Intake and briefing PBV/TPV	71	70
• Relocation vouchers issued for OAHPI Households	0	0

Special Programs (including non-MTW)

Summary Report

April 2021

May 2021

Intake, briefing and voucher issued:

• HUD VASH	3	2
• Mod Rehab/S+C/Mainstream to Section 8	0	0
• Intake, briefing: Local Programs/ PACT	9	0

Public Housing and OAHPI Eligibility:

• Intake	1
• Processing for Eligibility	1
• Referred Households	4
• Withdrawn	0

Total new vouchers issued (tenant & unit based)	97	83
Denial of Admission/Withdrawals	104	38

Owner Services

Initial Inspections

• Move-in inspections	164	134
• Passed Inspections	87	63
• New contracts (new, transfer, port-ins)	148	81

Rent Increases

• Rent increases requested	706	275
• Rent increases approved	442	204
• Rent increases denied/declined	258	71
• Rent increases pending review/HQS	6	0

Annual Inspections

• Total number of Annual Inspections performed	674	925
• Number of annual inspections passed	179	368
• Failed with owner and tenant items	354	423
• Inspections rescheduled, vacant, or cancelled	82	32
• No Shows	59	102

Reasonable Accommodations

• Total number of requests received	12	14
• Total number approved	6	6
• Total number pending	3	4
• Total number denied	3	4

Summary Report

Occupancy

	April 2021	May 2021
• Total annual recertification appointments scheduled	320	354
• Total annual recertifications completed	379	187
• Total interim recertifications completed	233	205
• Abatement vouchers issued	0	0
• Transfer voucher within Oakland	63	58
• Portability vouchers issued	21	20
• Total no. of transfer vouchers issued	84	78
• Total no. of Decisions to Terminate Assistance	24	18
• Total Meet & Discuss appointments	0	0
• Resolution cases	58	58

Special Programs

• Interims completed	139	74
• Recertifications completed	182	183
• Field recertifications	0	0
• Transfer port vouchers issued	25	10
• Resolution cases	25	14

Program Terminations

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

Customer Service

• Walk in visitors	0	0
• 1540 Leased Housing main phone line	3,835	3,750
• Avg. calls/day to Customer Service	174	188

LEP Calls

• Cantonese/Mandarin	53	59
• Spanish	22	32
• Vietnamese	12	8

Leased Housing Department Special Programs and Initiatives:

VASH

OHA has a total allocation of 526 VASH vouchers. OHA received a new allocation of 130 new vouchers effective January 1, 2021. OHA issued 3 vouchers, and OHA received 4 referrals from the Veterans Administration Medical Center (VAMC). OHA approved a conditional award of 14 vouchers to the Lake Park affordable housing project. OHA is working with Operation Dignity, a non-profit, and the Veterans Administration to lease 22 SRO units at the Temescal Inn to VASH eligible veterans. All units passed HQS. The Temescal Inn, a former motel, was purchased by the City of Oakland as part of the Home Key program administered by the State. The property is located at 3720 Telegraph Avenue.

Mainstream

OHA has a total allocation of 212 Mainstream vouchers and 159 utilized.

Confidential Client Request (CCR) Policy

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

The Leased Housing Department received 5 CCR's for review and processing.

Portability

A total of 16 participant households ported in from other PHA's. OHA is absorbing all port in households except VASH. One family leased up.

There are 83 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 511 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. We anticipate the program to launch in July 2021.

Owner Incentives

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

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

OHA paid \$47,236.17 in vacancy loss to 12 owners. Units had an average vacancy period of 95 days.

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

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

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

OHA paid 13 new owners a \$500 bonus/\$6,500.

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

Waitlist Openings:

1. Mainstream waitlist opened for the period February 16-19th, 2021
 - 3,063 applications were received
 - 300 applicant households are added to the 2011 HCV Waitlist
2. Preparation for the OAHPI waitlist is scheduled to open in June 7-10 th2021.

CARES Act funding

Owner and Resident Incentives:

New Contract Lease ups:

- Leased Housing and the Finance team have collaborated to create a seamless process to pay a \$250 incentive payment to owners who lease units to program participants and applicants. Total funding approved to date \$103,000.

Owner Direct Deposit

- Finance and Leased Housing Departments are working together to launch this incentive during March 2021-May 2021. Total budget \$285,000
- Every owner who shifts to direct deposit for HAP check will receive \$200.

Security Deposit Assistance

- Security Deposit incentive to remove barriers to leasing units during the pandemic when family resources and incomes have reduced.
- Leased Housing has budgeted \$180,000 to assist applicants and program participants with security deposits. Tenants request security deposits assistance and the incentive is paid directly to the owner upon execution of the HAP contract.
- 127 families have utilized security deposit assistance for a total of \$178,050.

Owner Portal Sign up

- OHA is offering \$100 incentive to owners who register on the portal
- The portal is one-stop for owner information: inspections, HAP deposits, resident rent portion changes.
- 94 owners have utilized this incentive for total expense of \$9,400.

New Contracts Entered for Owner Payment December

PBV	47
Section 8	80
HUD VASH	6
TRA/Shelter Plus	2
Mod Rehab	0
Other	7
Contracts Entered for Payment	142

Project Based Vouchers

Projects in the pipeline

- **Fruitvale Studios (12 units): Expected lease-up in June 2021**
- **Aurora Apartments (43 units): Expected lease-up in August 2021**
- **Coliseum Place (37 units): Expected lease-up in October 2021**

	Project	Awarded PBVs	Families submitted	Families in Process	Eligible Families	Denied/Declined
	Vista					

1	Estero	82	83	27	51	5
2	Paseo Estero	50	56	22	27	0
3	Nova	56	53	18	36	0

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

- Located at 255 8th Ave, Oakland 94606
- 100 total Family units
- 50 units subsidized by OHA Project voucher

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

- Located at 285 8th Ave, Oakland, 94606
- 109 Total units for Seniors
- 82 units subsidized by OHA Project based voucher

- **Nova Apartments (Affirmed Housing)**

- ☐ Located at 445 30th Street
- ☐ 56 OHA Project Based Vouchers awarded
- ☐ 33 studios and 24 one bedroom units
- ☐ 100% PSH for formerly homeless

Yardi – Participant Portal – Online Interim and Applicant Submission tool

Online Interim Recertification in YARDI launched on July 13th.

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

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

Online Applicant Intake Tool launched in February 2021-

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

Program Compliance Team

Program Compliance team is focused on the analysis, prevention or remedial action, if necessary, to prevent or correct program noncompliance by participants and owners. Program Compliance staff works with all the Leased Housing teams as well as the Oakland Housing Authority Police Department and the Executive Office. The team conducted 17 client interactive/warning meetings, processed 17 owner notification letters, resolved 6 late rent notices, resolved 51 resolution cases and processed 10 proposed termination notices. Additionally, the team assigned 0 police reports and calculated \$12,982 in subsidy overpayments. The team developed an owner notice explaining the eviction moratorium and HUD supported actions to limit potential evictions. Leased Housing program Compliance Team notified owners via email regarding the Eviction Moratorium and CDC guidelines.

Rent Increases

Leased Housing received 82 rent increase requests. There were 63 Housing Choice Vouchers completed. Eighteen (18) for Project Based Vouchers and Mod Rehab. The average rate of increase was 5% and average amount approved was \$83.

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 nineteen (19) projects.

Projects pending :

- Sylvester Rutledge Manor (CCH) awarded 64 PBV units: expected lease up May 2021. Forty-two families were referred for eligibility screening and thirty-two are eligible.
- Kenneth Henry Court (SAHA) is on hold at the Owner's request. Satellite Affordable Housing reports the lease up team is working through six projects and KHC is on the list. It takes six months per project to complete inspections and leasing. They have prioritized other projects due to tax credit and financing deadlines. Lease up expected to start early June 2021.

Special Needs Housing

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

Local Programs

Sponsor Based Housing Assistance Program (SBHAP)

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

The program can serve up to 140 households in FY21.

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

City of Oakland – HSD - CHS	20-40	Families experiencing homelessness, at risk of homelessness or victims of domestic violence	Building Futures for Women & Children	Building Futures for Women & Children
--------------------------------	-------	--	--	--

Building Bridges

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

CalWORKs

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

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

Available	Referrals received	Households admitted	Households in eligibility process/inspection
50	38	28	2

First Place for Youth (FPFY)

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

Available	Referrals received	Households Admitted	Households in eligibility process and inspection
50	57	29	18

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

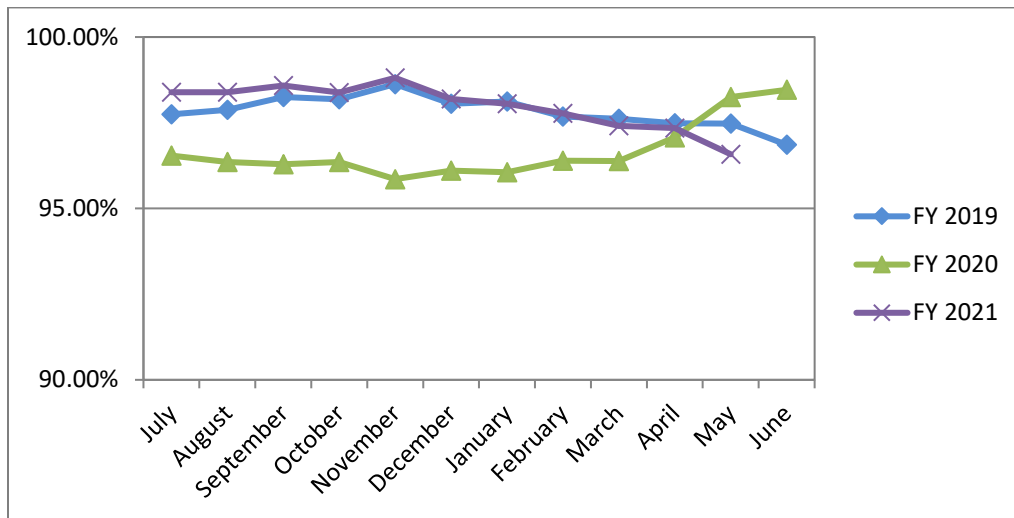
As of April 2020 TOTALS	Total Units	Vacant or Non- Eligible Units	Eligible Units	Subsidy Per Unit
	311	135	176	\$897

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

Property Operations Department

Occupancy Report

Public Housing Occupancy Rates - TOTAL PORTFOLIO 96.58%



All Authority Public Housing Units

Month	Occupancy Rate
June 2020	98.46%
July 2020	98.39%
August 2020	98.39%
September 2020	98.59%
October 2020	98.38%
November 2020	98.81%
December 2020	98.19%
January 2021	98.05%
February 2021	97.77%
March 2021	97.41%
April 2021	97.34%
May 2021	96.58%

Authority Managed Public Housing Units

Development	Total Units	Non-dwelling Units/Exempt	Available Units	Occupied Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Lockwood Gardens	372	2	370	359	3	2	6	96.76%	97.03%
Peralta Villa	390	3	387	369	6	2	10	95.35%	95.35%
Total	762	5	757	728	9	4	16	96.04%	96.17%

OAHPI Project Based Section 8 Units

Portfolio	Total Units	Non-dwelling Units/Exempt	Available Units	Occupied Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Deep East	278	40	238	224	1	4	9	95.74%	94.12%
East	258	29	229	220	2	2	5	95.69%	96.07%
Fruitvale	270	15	255	254	0	0	1	99.61%	99.61%
San Antonio	244	9	235	234	0	0	1	99.58%	99.57%
West	230	5	225	224	0	0	1	99.11%	99.56%
North	239	20	219	218	1	0	0	99.54%	99.54%
Total	1,519	118	1,401	1,374	4	6	17	98.22%	98.07%

OAHPI – PACT Program

Portfolio	Total Units	Non-dwelling Units/Exempt	Available Units	Occupied Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
East	20	3	17	14	0	0	3	77.78%	82.35%

Recertification Report

Authority Managed Public Housing Units

Development	Completed Annual Recertifications	Recertifications/ Outstanding	Recertifications/ Legal	Current Month Backlog
Lockwood Gardens	18	144	3	141
Peralta Villa	0	119	6	113
Total	18	263	9	254

Tenant Rent Collections

Authority Managed Public Housing Units

Development	Charged	Collected	Percent Collected	Budgeted Rent	Collect to Budget
Lockwood Gardens	\$139,897	\$100,307	71.70%	\$142,851	70.22%
Peralta Village	\$119,652	\$100,962	84.38%	\$116,578	86.60%

OAHPI Project Based Section 8 Units

Portfolio	Charged	Collected	Percent Collected	Budgeted Rent	Collect to Budget
Deep East	\$116,807	\$75,202	64.38%	\$154,980	48.52%
East	\$127,703	\$87,733	68.70%	\$164,076	53.47%
Fruitvale	\$131,952	\$111,006	84.13%	\$165,520	67.06%
San Antonio	\$127,156	\$90,308	71.02%	\$149,615	60.36%
West	\$139,205	\$101,509	72.92%	\$147,160	68.98%
North	\$121,748	\$77,181	63.39%	\$145,159	53.17%

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	\$81,924	\$58,417	\$0	\$338,903	(\$34,128)	\$445,117
Peralta Villa	\$848	\$51,346	\$0	\$167,910	(\$52,430)	\$167,674

* Includes Current Tenant Rent and Misc. charges.

OAHPI Project Based Section 8 Units Tenant Rent

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$74,797	\$67,173	\$0	\$891,888	(\$55,400)	\$978,457
East	\$75,335	\$66,586	\$0	\$939,676	(\$54,932)	\$1,026,666
Fruitvale	\$80,638	\$68,939	(\$2,150)	\$501,509	(\$58,219)	\$590,717
San Antonio	\$57,426	\$42,249	\$558	\$298,948	(\$96,307)	\$302,874
West	\$72,281	\$53,624	\$0	\$484,277	(\$93,528)	\$516,655
North	\$62,757	\$58,990	\$0	\$476,868	(\$166,307)	\$432,308

* Includes Current Tenant Rent and Misc. charges.

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

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total HAP Owed
Deep East	\$27,971	\$20,438	\$0	\$327,060	\$0	\$375,469
East	\$17,803	\$13,295	\$52	\$225,891	\$0	\$257,041
Fruitvale	\$17,647	\$13,006	\$0	\$295,803	\$0	\$326,455
San Antonio	\$14,943	\$12,005	\$1,495	\$199,639	\$0	\$228,082
West	\$27,896	\$13,965	(\$403)	\$306,745	\$0	\$348,203
North	\$33,942	\$7,116	\$0	\$343,328	\$0	\$384,386

* Current tenants only

Authority Managed Public Housing Units

Development	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Lockwood Gardens	\$523	\$422	\$0	\$69,644	(\$574)	\$70,015
Peralta Villa	(\$999)	\$648	\$0	\$50,472	(\$1,429)	\$48,692

*Past tenants

OAHPI Project Based Section 8 Units Tenant Rent

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$541	\$654	\$0	\$664,999	(\$21,851)	\$644,343
East	\$763	\$2,429	\$0	\$303,724	(\$27,994)	\$278,922
Fruitvale	\$117	\$1,144	\$0	\$204,365	(\$20,121)	\$185,506
San Antonio	\$958	\$816	\$0	\$161,621	(\$12,467)	\$150,928
West	\$0	\$0	\$0	\$92,118	(\$28,854)	\$63,264
North	(\$61)	\$467	\$0	\$201,314	(\$15,640)	\$186,080

*Past tenants

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

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total HAP Owed
Deep East	\$0	\$0	\$0	\$201,074	\$0	\$201,074
East	\$0	\$3,740	\$0	\$123,338	\$0	\$127,078
Fruitvale	\$0	\$2,035	\$0	\$121,260	\$0	\$123,295
San Antonio	(\$340)	\$1,750	\$0	\$99,568	\$0	\$100,978
West	\$0	\$0	\$0	\$70,914	\$0	\$70,914
North	\$683	\$3	\$0	\$66,336	\$0	\$67,022

* Past tenants

Work Order Report

Work Order Report - Authority Managed Public Housing Units

Development	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Lockwood Gardens	372	146	126	117	155
Peralta Villa	390	86	188	208	66
Total	762	232	314	325	221

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	363	167	269	261
East	278	297	199	306	190
Fruitvale	270	258	131	259	130
San Antonio	244	68	106	112	62
West	271	140	164	150	154
North	239	133	143	130	146
Total	1,539	1,259	910	1,226	943

Legal Report

Legal Report – Authority Managed Public Housing Units

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

Legal Report – OAHPI Project Based Section 8 Units

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

Resource Conservation Community Engagement and Outreach

Authority Managed Public Housing Units

Development	Site Assessments	Resident Contact	Flyer Outreach	In-Person Site Meetings	Virtual Meetings	# of Virtual Meeting Participants
Lockwood Gardens	4	0	359	0	1	1
Peralta Villa*	4	60	1,845	16	2	2
Total	8	60	2,204	16	3	3

*Five flyers sent out for recycling roll-out

OAHPI Project Based Section 8 Units

Portfolio	# of Sites Visited	Site Assessments** (includes multiple visits)	Resident In-Person Contact	Resident Phone Outreach	Flyer Outreach	In-Person Site Meetings	Virtual Meetings
Deep East	37	70	3	0	224	1	0
East	38	57	0	0	220	0	0
Fruitvale	22	26	0	0	254	0	0
San Antonio	29	70	1	0	234	0	0
West	27	57	0	0	224	0	0
North	26	37	1	0	218	0	0
Total	179	317	5	0	1,374	1	0

*Site assessments reduced because of recycling outreach roll-out at Peralta Villa

Capital Improvement Department

Rehabilitation Team:

Unit Renovations

Units Completed and Returned to OPO in March	9
Units Received From OPO in March	6
Units Completed in Fiscal Year 2020-21 To Date	66

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

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

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

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

We are now making our best effort to limit single tradespersons in a unit at any given time. While we would typically have 8-10 units under construction, we are currently working on 27 units across the portfolio. This has temporarily reduced construction completions, but we expect normal numbers of turns by our crews to return this month. There are 12 units that should complete in the next week.

Due to some discrepancies in pricing by contractors, the IDIQ work has been delayed. We expect the IDIQ unit work to begin in June.

Recently Completed:

- 1853 38th Ave. #14
- 6501 Eastlawn
- 1108 Mandela Pkwy. #C
- 3855 Schafter #2
- 9514 Birch St. #3
- 7000 Lacey #1
- 1346 65th Ave.
- 6526 Eastlawn
- 1303 66th Ave.
- 2030 E 25th retaining walls replacement and fence repairs.
- 2474 E26th St. retaining wall replacement.
- 7908 Ney St. deck repairs.
- 1248 E 34th St. seismic permits.
- 541 29th St. seismic permits.
- 766 37th St. dry rot repairs
- 1500 38th Ave. sewer line replacement
- 1061 Elmhurst Ave sewer line replacement
- 1135 63 St. sewer line replacements
- 1235 66th Ave sewer line repairs
- 4068-4100 sewer line repairs
- Installed electrical infrastructure for 35 security cameras at Peralta.

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

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

- 1248 E. 34th, 676 Fairmount, 541 29th St., 368 62nd St. soft story structural construction.

Administrative Buildings

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

Oak Groves Rehab - OHA/RAMP Development



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

Project Description:

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

Permanent Funding Sources:

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

OHA Board Authorizing Resolutions:

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

Affiliate Board Authorizing Resolutions:			
<ul style="list-style-type: none">No. 19-001, 07/09/19: Secure FinancingNo. 19-002, 07/09/19: Secure Financing, Implement Rehabilitation, and Act as Guarantor-DeveloperNo. 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 CountNo. 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 JohnsonNo. 19-005, 10/22/19: Enter into Assignment & Assumption Agreement with OHA for Relocation Contract and Amend Contract to Add Moving ServicesNo. 19-006, 10/09/19: Partnership Co-lender BifurcationNo. 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-recourseNo. 19-008, 12/09/19: Amend No. 19-005: Amend Relocation Contract, Secure Temporary Housing with Extended Stay America, and Contract with Chipman MoversNo. 19-009, 12/19/19: Amend No. 19-006: Re-approve US Bank as Sole Lender and Remove California Bank & Trust as Co-lenderNo. 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:		Disbursements to Date:	
RAMP: \$100 GP Equity		\$100 GP Equity	
Current Project Status: Work is substantially completed on Oak Grove North and work is underway at Oak Grove South.			
Construction Progress:		New Hires:	
% Complete on 5/31/21:	75.42%	Number of New Hires:	136
% Complete last Month:	68.63%	Number of Section 3 Hires:	32
Scheduled Completion Date:	12/2021	% Section 3:	23.52%
Construction Contract Status:			
Original Contract Amount	\$44,117,725.00	Pending Change Orders (PCOs)	\$ 361,439.51
Approved Change Orders	<u>\$ 1,983,832.89</u>	Potential Future Changes	<u>\$0.00</u>
Current Contract Amount	\$46,101,557.89	Potential Contract Amount	\$46,462,997.40
Milestones Completed Past Month:			
Oak Grove North			
<ul style="list-style-type: none">The building is fully occupiedSome work continues in common areas and on the exterior of the buildingThe courtyard will be available for residents by the second week in JuneSome punch list items will be completed after all COVID restrictions have been lifted			
Oak Grove South			
<ul style="list-style-type: none">All residents have been temporarily relocatedUnit finishes on 5th floor are being completed and will be continuing on lower floorsThe new roof has been installedExterior stucco demolition revealed extensive dry rot and insect infestation that is being mitigatedThe installation of the weather barrier is underway in preparation for stucco			

Harrison Tower – OHA/RAMP Development



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

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

Project Description:

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

Targeted Permanent Funding Sources:

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

OHA Board Authorizing Resolutions – None to date

Affiliate Board Authorizing Resolutions:

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

Approved OHA/Affiliate Funding:

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

Disbursements to Date (5/3/21):

\$578,625

Current Project Status:

Predevelopment: Project team member procurements are ongoing. Relocation planning is well underway. Staff continue to work through rehab phasing and related financing options in response to significant program changes to the CA tax-exempt bond program.

Milestones Completed Past Month:

Predevelopment activities are ongoing.

Partnerships with Nonprofit Developers

Brooklyn Basin Master Plan

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

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

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

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



BROOKLYN BASIN ILLUSTRATIVE PLAN

Brooklyn Basin Projects 1 and 2 – Partnership with MidPen



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

Project Description:

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

Permanent Funding Sources:

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

OHA Board Authorizing Resolutions:

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

Affiliate Board Authorizing Resolutions – Not applicable

Approved OHA/Affiliate Funding:

MTW: \$5,000,000 Land Acquisition

Disbursements to Date:

\$5,000,000

Current Project Status:

Construction is 100% complete. The City still has not issued the final Certificate of Occupancy but the permit card was fully signed off on March 10th. Paseo Estero is 40% leased and Vista Estero is 39% leased.

Construction Progress:

% Complete on 4/30/21:	100%
% Complete last Month:	100%
Scheduled Completion Date	1/31/21

New Hires:

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

Milestones Completed Past Month:

Brooklyn Basin, Project 3 Partnership with MidPen Housing Corp.



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

Project Description:

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

Permanent Funding Sources:

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

OHA Board Authorizing Resolutions:

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

Affiliate Board Authorizing Resolutions – Not applicable

Approved OHA/Affiliate Funding:

MTW: \$5,000,000 Land Acquisition

Disbursements to Date:

\$5,000,000

Current Project Status:

Framing has begun on level 6. Nibbi is managing nationwide shortages in lumber and appliances well so that there are currently no impacts to the project schedule or budget. MidPen will be working with Civic Design Studio again on community-generated exterior and interior art installations. The project is currently ahead of schedule.

Construction Progress:

% Complete: 40.03%
 % Complete last Month: 33.74%
 Scheduled Completion Date May 2022

New Hires:

Number of New Hires: 95
 Number of Section 3 Hires: 8
 % Section 3: 8.42%
 % Local Residents: 44.21%

% Local Apprentices: 37.04%	
Milestones Completed Past Month: Construction is ongoing.	

Empyrean – Partnership with RCD



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

Project Description:

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

Permanent Funding Sources:

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

OHA Board Authorizing Resolutions:

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

Affiliate Board Authorizing Resolutions: – Not applicable.

Approved OHA/Affiliate Funding:

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

Disbursements to Date:

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

Current Project Status: Under Construction

Construction Progress:

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

New Hires:

Number of New Hires: 20
 Number of Section 3 Hires: 5
 % Section 3: 25%

Milestones Completed Past Month:

The Project reached 100% occupancy and received a Certificate of Completion on 12/28/2020. The project converted to permanent financing on May 14, 2021. Internally the project is being transition from the Office of Real Estate Development to the Asset Management Department.

285 12th Street – Partnership with EBALDC



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

Project Description:

Project Address:	285 12 th Street	Affordability Targeting:	20%-60% AMI
Project Type:	New Construction	Other Uses:	3,500 sq. ft. commercial
Number of Units:	65	Architect:	David Baker Architects
PBVs:	16	General Contractor:	TBD
Target Population:	Low-income families, 7 special needs units	Property Management:	EBALDC
		Total Development Cost:	\$53.6M

Targeted Permanent Funding Sources:

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

OHA Board Authorizing Resolutions:

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

Affiliate Board Authorizing Resolutions – Not applicable.

Approved OHA/Affiliate Funding:

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

Disbursements to Date:

None

Current Project Status:

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

Milestones Completed Past Month:

Obtained NEPA clearance.

500 Lake Park – Partnership with EAH



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

Project Description:

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

Targeted Permanent Funding Sources:

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

OHA Board Authorizing Resolutions:

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

Affiliate Board Authorizing Resolutions – Not applicable.

Approved OHA/Affiliate Funding:

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

Disbursements to Date:

None

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

Milestones Completed Past Month:

OHA acquired the site from EAH and provided a predevelopment loan for the project on June 7.

Asset Management Department

Occupancy Report - Contract Managed Public Housing Units

Development	Total Units	Non-dwelling units/ Exempt	Offline Units	Units Occupied by Employees	Available Units	Units In Rehab	Vacant and Available	Reserved Units**	Occupied Units	Previous Month Occupancy Rate	Current Month Occupancy Rate
Harrison Towers	101	0	15	1	85	0	0	0	85	100.00%	100.00%
Adel Court	30	0	0	0	30	0	2	2	28	96.67%	93.33%
Campbell Village	154	2	0	1	151	0	10	8	141	94.70%	93.38%
Palo Vista	100	0	0	1	99	0	2	2	97	97.98%	97.98%
Linden Court	38	0	0	0	38	0	2	0	36	94.74%	94.74%
Mandela Gateway	46	0	0	0	46	0	2	1	44	97.83%	95.65%
Chestnut Court	45	0	0	0	45	0	2	0	43	95.56%	95.56%
Foothill Family	21	0	0	0	21	0	0	0	21	100.00%	100.00%
Lion Creek I & II	99	0	0	0	99	0	0	0	99	100.00%	100.00%
Lion Creek III	37	0	0	0	37	0	0	0	37	100.00%	100.00%
Lion Creek IV	21	0	0	0	21	0	0	0	21	100.00%	100.00%
Total	692	2	15	3	672	0	20	13	652	97.62%	97.02%

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	16	1	0	1
Palo Vista Gardens	0	0	0	0
Linden Court	0	1	0	1
Mandela Gateway	0	3	0	3
Chestnut Court	1	9	0	9
Lion Creek Crossings	3	21	0	21
Foothill Family	0	0	0	0
Total	28	35	0	35

TARs - Contract Managed Public Housing Units

Development	Charged	Collected	Current Month Uncollected	TARs	1- 30 Days	31- 60 Days	61 and Over	Total Balance
Harrison Towers	\$33,731	\$37,337	-\$3,606	-10.69%	\$3,728	\$0	\$0	\$122
Adel Court	\$10,994	\$9,149	\$1,845	16.78%	\$1,266	\$851	\$6,768	\$10,730
Campbell Village	\$48,824	\$47,679	\$1,145	2.35%	\$9,162	\$3,873	\$21,883	\$36,063
Palo Vista Gardens	\$31,571	\$28,930	\$22,641	71.71%	-\$19,023	\$1,056	\$5,566	\$10,240

Work Order Report - Contract Managed Public Housing Units

Development Name	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Remaining Open WO's
Harrison Towers	101	1	21	22	0
Adel Court	30	0	2	2	0
Campbell Village	154	1	39	40	0
Palo Vista	100	2	10	12	0
Chestnut Court	38	4	8	7	5
Linden Court	45	3	14	8	9
Mandela Gateway	46	50	70	20	100
Lion Creek Crossings*	157	167	95	120	142
Foothill Family	21	0	3	0	3
Total	692	228	262	231	259

Legal Report – Contract Managed Public Housing Units

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

Senior Site Activities

Outreach Efforts/Activities	Harrison Towers	Adel Court	Palo Vista Gardens	Total
Wellness Phone Calls	170	29	100	299
Mercy Brown Bags	150	38	60	248
Spectrum Senior Lunches Served	N/A	N/A	680	680
Spectrum Food Boxes	N/A	N/A	160	160
RAC Meeting	N/A	N/A	6	6
Benefits/Insurance Support	15	N/A	N/A	15
Birthday Cards	9	3	8	20
Laundry Card Refill	N/A	N/A	13	13
Mother's Day Luncheon	N/A	4	35	39
Case Management	5 N/A	11 N/A	N/A	535
Courtyard Music Hour	N/A	N/A	4	4
USOAC Walk Club	N/A	N/A	13	13
Digital Inclusion Survey	66	11	31	108

Food Resources

- Mercy Brown Bags:** Residents continue to receive bags of fresh produce on the bi-weekly basis as part of the Mercy Brown Bag program. Thirty-eight (38) bags were delivered to Adel Court, sixty (60) bags were delivered to Palo Vista Gardens, and one hundred and fifty (150) bags were delivered to Harrison Towers in May. The food bags provided by Mercy Brown Bags program included a variety of fresh and canned items such as potatoes, eggs, tilapia, canned tuna, cereal, milk, rice, oranges, pears, apples, plums, cucumbers, tomatoes, onions, celery, mustard greens, pork chops, chicken breast, and ground beef.
- Spectrum Food Box:** Spectrum Foods provided one hundred sixty (160) bags of fresh produce to Palo Vista Gardens residents. The bags contained various fresh vegetables and fruit including collard greens, beets, green beans, corn, and grapes, and were distributed at the same time as the Spectrum hot lunches.
- Mother's Day Luncheon:** Thirty-five (35) residents at Palo Vista and four (4) at Adel Court participated in the Mother's Day luncheon. The luncheon theme was Hawaiian; the food was catered by iLava Hawaiian BBQ and included Teriyaki chicken, rice, and macaroni salad. After the luncheon several residents reached out to let staff know they really enjoyed their meals.

Health & Wellness

- **Resident Advisory Committee (RAC) Meeting:** At the last RAC meeting the six (6) members in attendance discussed the results of the recent memo sent to residents about the health hazards of feeding feral cats in the neighborhood. Members indicated that they have noticed a marked improvement in the cleanliness of the property since the cats are no longer being fed by the residents, which is a welcomed change. Additionally, staff explained the process for distributing the fans and air purifiers purchased for the site to assist the residents during hot weather season. A pet adoption event was further explored during the meeting and residents are excited by the prospect of having new pets to care for once the details of the event are finalized.
- **Wellness Checks:** Property management continues to conduct wellness check phone calls to each household. Staff made one hundred and seventy (170) calls to Harrison Towers residents, twenty-nine (29) calls to Adel Court residents, one hundred and fifty (150) at Oak Grove North & South, and one hundred (100) calls to Palo Vista Gardens residents in the month of May.
- **Birthday Celebrations:** Eight (8) Palo Vista Gardens, three (3) Adel Court, and nine (9) Harrison Towers residents celebrated birthdays in May. Property management staff acknowledged residents' birthdays by delivering birthday cards and goodie bags containing ground coffee, snacks, masks, hand sanitizer, and soap. Residents expressed their appreciation for receiving the birthday bags and cards.
- **Laundry Card Refills:** As a way to ensure that the senior residents of Palo Vista can maintain social distancing protocols, the Resident Services Coordinator collected funds from residents to load their laundry cards. Thirteen (13) residents utilized this service in the month of May.
- **Arts & Crafts:** One (1) Adel Court resident signed up for the arts & crafts event and requested the activity packet that contained coloring pages and a crossword puzzle book. Once the packet was compiled it was delivered to the resident's door.
- **Miscellaneous Support Services:** Harrison Towers property management's translation services continue to be very popular with residents. Fifteen (15) residents used the remote translation services to assist with the completion of medical forms, applications for benefits, reading letters from IHSS, calling health care providers to schedule appointments, completing internet service survey, and completing Emergency Broadband Benefit Program applications.
- **Digital Inclusion Survey:** In partnership with the Alameda County Public Health Department OHA worked with resident service coordinators at each site to gain a better understanding of residents' access to digital communication tools. The

surveys gave senior residents an opportunity to identify the devices available to them, their comfort with different levels of online engagement, and indicate whether or not they had broadband internet service at their homes. Resident service coordinators collected sixty-six (66) surveys at Harrison Towers, thirty-one (31) at Palo Vista, eleven (11) at Adel Court, seven (7) from Tassafaronga seniors, and thirteen (13) from Campbell Village senior residents.

Campbell Village Community Center

Outreach Efforts/Activities	Total
Auto-dialer Resident Phone Calls	55
Resident Text Messages	360
Resident Phone Calls	55
Contactless Food & Supply Delivery (Seniors only)	18
Hope for the Heart Food Box	192
Food Pantry	360
Garden Club	16
Birthday Cards	18
Wellness Checks	64
Home Management (Delivery of supplies)	12
Ross Program Sign-Up	30
Digital Inclusion Survey (Seniors Only)	13
Computer Lab	3

- **Wellness Checks:** The resident service coordinator spoke to residents in fifty-five (55) households via phone during the month of May. During the phone calls, the resident services coordinator assessed the needs of the household and provided the residents with information about the programs currently running at Campbell Village including rental assistance opportunities and the launch of the Ross Program. In addition to regular calls, fifty-five (55) auto-dialer calls and three hundred-sixty (360) text messages were sent to residents to inform them about the food program and site updates.
- **Hope for the Heart Food Boxes:** Campbell Village's property management staff partnered with Hope for the Heart to provide one hundred ninety-two (192) food boxes to the residents. The boxes contained milk, cheese, sour cream, yogurt, potatoes, carrots, and apples. Households were notified about distribution times via text message and the auto-dialer calls, and were able to designate a household member to retrieve the meals from the Community Room while observing social

distancing protocols and wearing mandated PPE. The resident services volunteer delivered meals to the clients with mobility constraints.

- **Food Pantry:** The partnership with the Alameda County Food Bank allowed to set up a food pantry that has been used three hundred (360) times in the month of May. The pantry is open every Tuesday and residents are able to shop for fresh produce, milk, eggs, hot dogs, frozen meats, and other food staples.
- **Senior Meal & Supply Delivery:** Eighteen (18) senior residents received boxes containing food, water, toilet paper, and hand sanitizer via contactless delivery during the month of May.
- **Rent Assistance:** Thirteen (13) residents indicated they were having difficulties with paying rent and the Resident Service Coordinator connected them with resources that could assist in meeting their rental obligations.
- **Computer Lab:** Three (3) residents used the computer lab to print documents to complete their applications for unemployment assistance. The residents used the computer lab one at the time and the lab was sanitized in between uses.
- **Birthday Celebrations:** Eighteen (18) residents celebrated birthdays in the month of May and each person received a birthday card from the property management staff to acknowledge their birthday.
- **Garden club:** Sixteen (16) resident volunteers worked in the garden to plant herbs and vegetables. This month a new crop of herbs and greens were planted. Once the plants mature, the produce will be harvested and distributed to community members by garden volunteers.

Key to Home Activities

Outreach Efforts/Activities	1242 95 th	1733 92 nd	2353 E. 24 th	2349 83 rd	1900 E.24 th	Total Households
Wellness Phone Calls	5	3	0	-	-	8
Socially Distanced Wellness Checks	7	5	0	-	-	12
Conflict Resolution	2	0	0	-	-	2
Harbor House Ministries Food Bag	5	0		-	-	5
Services Matching	5	2	0	-	-	7
Wardrobe for Opportunity	1	0	0	-	-	1

Food Resources

- **Harbor House Ministries Food Supply:** Each Tuesday and Thursday, households can elect to receive a three-day supply of food from the Harbor House Ministries. Five (5) three-day food supplies were delivered to Key to Home residents in May. The food provided by the Harbor House Ministries program included fresh fruits, vegetables, grains, eggs and dairy.

Health & Wellness

- **Wardrobe for Opportunity:** HCEB has partnered with the Wardrobe for Opportunity program to provide clothing for residents. The program provides professional business attire for job interviews and professional settings and supports low-income people in Contra Costa and Alameda Counties. Each participant receives two interview outfits and a work wardrobe once they are hired. Through the program, clients complete job training, professional coaching, and are referred to job opportunities that are aligned with their skillset and interests. There was one (1) referral to the program during May.
- **Telegraph Community Ministry Center:** HCEB has partnered with Telegraph Community Ministry Center to provide free clothing to children from newborn to 18 years old. During the month of May two (2) residents participated in this program. This program operates on a first come first serve basis. The closet for residents to shop is open each Wednesday and Friday from 10 AM until 2 PM.

Services

- **Managing Service Gaps:** Households that are referred to HCEB and lease up in HOMEKEY units are eligible for additional benefits provided by Alameda County's Building Futures program. Services include an assigned case manager who assists with the purchase and installation of furniture for the residents' homes. HCEB is assisting clients by following up with Building Futures staff to ensure all of the items on the action plan outlined by case managers are being met and that furniture is being delivered as agreed. There were two (2) households that worked with HCEB staff to follow up with Building Futures about delayed furniture deliveries and have now received their furniture.
- **Other Services Matching:** During wellness checks and outreach, the resident services coordinator conducted individual assessments with households and connected residents with programs and services needed.
- **Conflict resolution/Site issues:**
 - There was an on-site noise complaint from two residents about a single household and the resident services coordinator worked with each of the households to address the issue. The services team provided conflict

resolution coaching and resources, so that in the absence of the resident service coordinator they had the tools to deescalate any potential conflict.

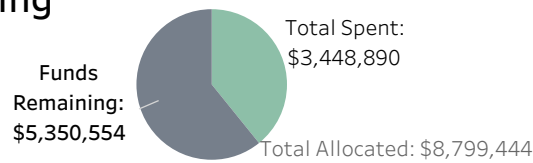
- The services team provided all clients with information about proper trash disposal since they noticed that there were a number of households improperly disposing of waste. They have ongoing communication with the site manager to keep ensure that the handouts they offered are being used.
- **Transportation:** In addition to providing directions to clients during check-ins, HCEB is considering ways to help facilitate access to various modes of transportation to important places (grocery stores, travel to work, job search, doctor's appointments) for households that do not have a car or lack the means to regular public transportation. At this time there is only one (1) household that has indicated they needed support with transportation and used the resources provided.

Recommended Service	Total Households
General Assistance	7
Unemployment Assistance	0
Job Training/Skills Building	3
Family Counseling	3
Transportation	1

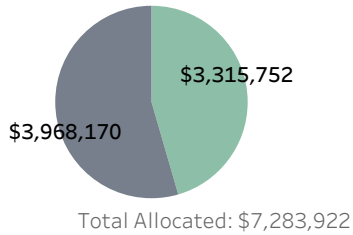
- **Planned Activities:** HCEB is excited to offer more robust programming once the COVID-19 restrictions are lifted and are in the process of planning and a couple of different in-person events for residents.
 - **Community Building:** HCEB conducts a monthly community meeting for all households for each property so that they can get important program updates.
 - **Community-Wide Vaccination Event:** HCEB is coordinating with OHA and other community partners to conduct outreach to residents who are eligible for the Covid-19 vaccine. Staff is currently working to identify the date and location of the vaccination event for residents.

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

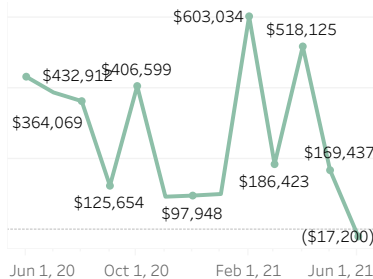
COVID Expenditure Tracking



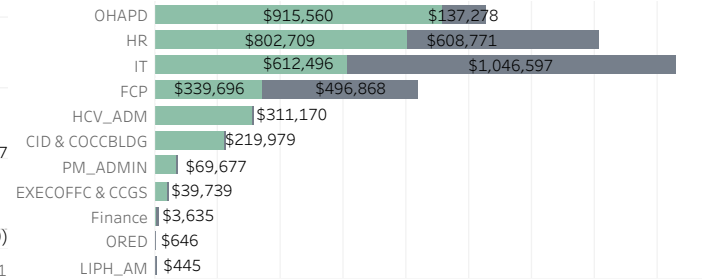
CARES Act Admin Fee Expenditure



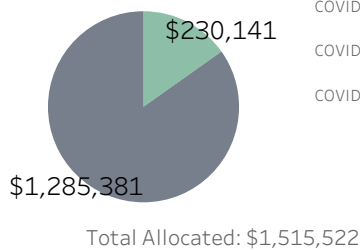
HCV COVID Spending over Time



HCV COVID Expenditure v Budget Remaining



PH Operating Fund Expenditure



PH Operating Fund Expenditure v Budget Remaining



PH Operating Fund by Building

COVID Preparation	Harrison Tower	\$1,360
	Palo Vista Gardens	\$520
	PH Administrative Buildings	\$500
	Campbell Village	\$400
	Adel Court	\$348
	Total	\$3,128
COVID Prevention	Palo Vista Gardens	\$16,263
	Harrison Tower	\$15,232
	Campbell Village	\$14,960
	Adel Court	\$12,084
	Lockwood Gardens and Peralta Villa..	\$4,649
	PH Administrative Buildings	\$2,128
	Total	\$65,315
COVID Response	Lockwood Gardens and Peralta Villa..	\$143,233
	Palo Vista Gardens	\$13,901
	Adel Court	\$2,463
	Campbell Village	\$1,783
	Harrison Tower	\$319
	Total	\$161,698
Grand Total		\$230,141

OHA's COVID Actions Tracking

Individuals served by...

FCP	COVID Assessment Surveys		0
	Employment Assistance	Employment Referrals	10
		Job Readiness Assistance	2
		Job Retention Assistance	1
	FSS Contract Extensions		2
	Mediation		0
	Technology Support	Devices (tablets, laptops, etc)	0
		Device Accessories (earbuds, etc)	0
		Technology Education	0
	Transportation assistance		0
Wellness Checks		138	
Grand Total			153
AM	Community Events	Birthday Celebration	14
		Easter Egg Dyeing Party	16
	Community Meetings	Resident Council Meeting	3
	Social and Physical Health	Walk Club	9
	Tenant Outreach	Resident Phone Calls	300
	Other	Benefits/Insurance Support	12
		Home Management	5
Grand Total			359

512
Individuals

Households served by...

FCP	Childcare Assistance		0
	Homeownership Alternative Inspections		0
	Rental Assistance Requests		16
	Technology Support	Internet Access	0
Grand Total			16
LH	Alternative Briefings		47
	Delayed QC Rexams/Inspections		3
	Delayed rent increases		0
	Payment standard increases		0
	Repayment Plans Initiated		2
	Voucher Extensions		3
Grand Total			55
OPO	Delayed Re-exams		24
	EIV standard report document extensions		2
	Interim Self - Certifications		0
	Reexam Self -Certifications		0
	Rental Assistance Requests		621
	Repayment Plans		6
Grand Total			653

730
Households

Resources Distributed

FCP	Health and Wellness	Food Pantry Delivery	407
		Senior Lunch delivery	1,700
		World Central Kitchen	0
	Relief Closet	Food	0
		Household Supplies (Cleaning Su..	1,628
		PPE	693
Grand Total			4,428
AM	Food Support	Mercy Brown Bags	250
		Senior Lunches Served	680
		Spectrum Food Box	160
	Goods Support	Laundry Card Refill	13
		Grand Total	

5,531
Items

Operations/Internal Dashboard

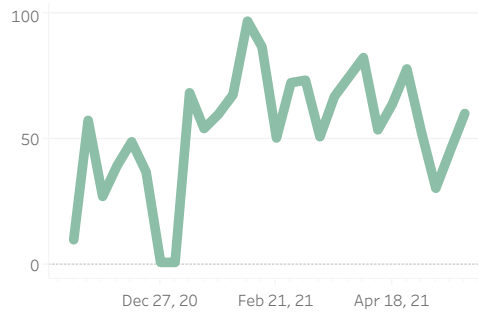
Avg Employees Working from Home each Day

103

IT: Average time spent on Remote HelpDesk Activities

10.82

IT: Time in Remote Helpdesk



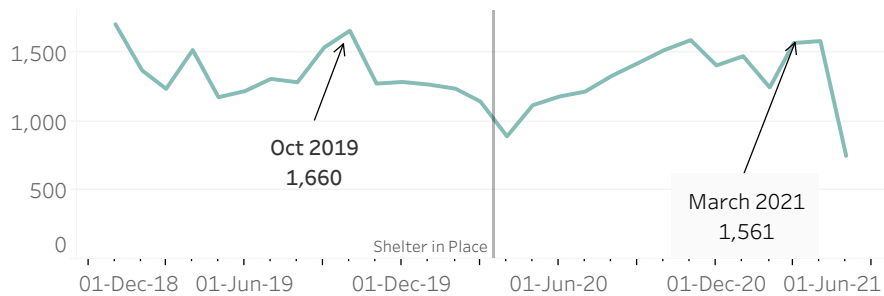
IT Procurement

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

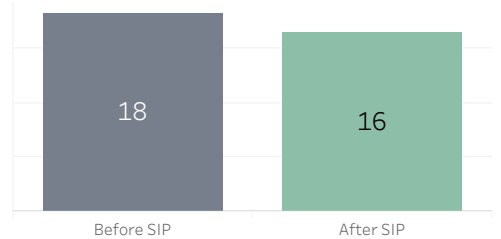
IT Deployment

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

OPO - Number of Work Order Calls



OPO - Average Days to Work Order Completion



Alerts & Articles

Executive Orders Authorizing “Virtual” Brown Act Meetings Will Expire September 30, 2021

06.14.2021

One of the first actions taken by the Governor in response to the COVID-19 public health emergency was to issue executive orders in March, 2020, authorizing local legislative bodies subject to the Brown Act to conduct meetings entirely via telephonic or other electronic means, without board members or the public physically present. Our prior summary of Executive Orders N-29-20 and N-35-20 can be viewed [here](#). These provisions are now set to expire on September 30, 2021.

On June 11, 2021, the Governor issued Executive Order N-08-21, which addresses the expiration of numerous executive orders issued during the pandemic, including but not limited to those addressing the Brown Act. Of particular relevance to the Brown Act, Executive Order N-08-21 includes the following provisions:

- Continues in effect, until September 30, 2021, the general authorization of Executive Order N-29-20 for legislative bodies of local agencies to conduct “virtual” meetings, subject to continuing requirements (which already exist) to allow the public to observe and address the meeting telephonically or otherwise electronically; to include in meeting agendas information about how to access the meeting and offer public comment via electronic means; and to provide reasonable accommodation for individuals with disabilities. Legislative bodies also must post meeting agendas according to traditional (pre-pandemic) Brown Act requirements.
- Continues in effect until September 30, 2021, the authorization of Executive Order N-35-20 for legislative bodies of local agencies to convene in order to receive updates relevant to the COVID-19 emergency, from federal, state and local officials, and subject to the

ATTORNEYS



Aaron V. O'Donnell
Partner
aodonnell@aalrr.com
562-653-3200



Meredith E. Brown
Partner
mbrown@aalrr.com
925-227-9200

Executive Orders Authorizing “Virtual” Brown Act Meetings Will Expire September 30, 2021

limitations as already specified in Executive Order N-35-20.

- **Specifies that the authorizations of Executive Orders N-29-20 and N-35-20 to hold “virtual” Brown Act meetings without the public being present will expire on September 30, 2021.**

Many governing boards and other local legislative bodies have already resumed in-person meetings, or have plans to do so soon. Executive Order N-08-21 makes clear that virtual meetings will remain authorized until September 30, 2021, thus allowing time for an orderly transition back to in-person meetings. ***Local agencies should begin planning now to resume in-person Brown Act meetings no later than September 30, 2021, if they have not already.***

Of note, the Governor’s action follows a request made to the Governor on May 18, 2021, by a coalition of local government agency organizations, for advance notice of any requirement to resume in-person public meeting procedures after the state’s June 15, 2021, date for general reopening, in the interest of a safe and orderly transition. On June 2, 2021, the Governor responded to give assurance that the authorization of Executive Order N-29-20 for “virtual” public meetings would not terminate on June 15, and that notice would be given in advance of rescission. With the issuance of Executive Order N-08-21 on June 11, 2021, the clock is now counting down on the time to return to in-person public meetings.

Also of note, various bills have been introduced in the Legislature to authorize or require various electronic means of public observation of and participation in Brown Act meetings on a permanent basis. To date, these remain only proposals, however it is possible that revisions to the Brown Act’s meeting procedures to incorporate 21st-century technologies will be among the many lasting changes left in the wake of the pandemic.

This AALRR publication is intended for informational purposes only and should not be relied upon in reaching a conclusion in a particular area of law. Applicability of the legal principles discussed may differ substantially in individual situations. Receipt of this or any other AALRR publication does not create an attorney-client



Joshua E. Morrison
Partner
jmorrisson@aalrr.com
562-653-3200

RELATED PRACTICE AREAS

Board Governance

RELATED INDUSTRIES

Educational Agencies

Executive Orders Authorizing “Virtual” Brown Act Meetings Will Expire September 30, 2021

relationship. The Firm is not responsible for inadvertent errors that may occur in the publishing process.

© 2021 Atkinson, Andelson, Loya, Ruud & Romo



MTW
AMERICA'S
HOUSING
POLICY LAB

MTW Collaborative

MTW News & Updates

June 21, 2021

MTW Collaborative, CLPHA, NAHRO, and PHADA Release Joint Industry Statement on Universal Vouchers

The nation's leading advocacy organizations representing public housing authorities have come together to support universal housing vouchers. The Moving to Work Collaborative, the Council of Large Public Housing Authorities (CLPHA), the National Association of Housing and Redevelopment Officials (NAHRO), and the Public Housing Authorities Directors Association (PHADA) have released the [joint letter](#) below:

"Safe, secure, and stable housing is as essential to America's social safety net as are Social Security, Medicaid and Medicare. Housing stability is central to improving life outcomes and economic mobility for low-income Americans. However, only one in five low-income households that are eligible to receive housing assistance can be served by existing programs due to limited funding. The pandemic has reinforced that rental assistance, such as the Housing Choice Voucher (HCV) program, is critical to ensuring housing stability and managing sudden losses in

income. Just as Social Security, Medicare and Medicaid are structured to be available to all who are eligible, rental assistance must be too. Expansion of the voucher program offers a proven and effective approach to scale universal housing assistance to address housing instability and prevent homelessness in America.

Housing Choice Vouchers are a proven source of permanent housing stability. They are highly effective at providing long-term financial stability to formerly homeless populations and others experiencing housing instability. A recent HUD study found that offering families a permanent housing voucher resulted in greater housing and family stability compared to short-term interventions. Furthermore, a recent study from Columbia University found that expanding housing vouchers to all eligible households could help reduce poverty by 9.3 million people as well as reduce racial disparities in poverty.

Vouchers are also frequently paired with supportive services to offer comprehensive assistance to individuals with complex mental and physical health conditions. Public housing authorities are uniquely positioned to aid low-income families in their challenges to regain employment and support children's virtual learning because of their partnerships with nonprofit and government service providers that focus on education, health, and employment. Harvard's Joint Center for Housing Studies recently reported on the critical role that service coordinators in publicly funded housing have played in providing food and supplies, assisting with technology, and combatting resident anxiety and loneliness.

Housing Choice Vouchers are a proven and effective rental assistance delivery system to scale universal housing assistance because they can be quickly distributed through the existing network of 2,200 state and local housing agencies that administer vouchers in urban, suburban, and rural areas. Housing authorities are trusted experts and partners in their local rental markets, have been administering the voucher program for nearly 50 years and are accountable to local and federal oversight and operate with significant public input. With the proper funding, housing authorities have the capacity for a rapid expansion.

Housing vouchers power local communities. Landlords, many of whom operate as a small business, understand that the voucher program is a guaranteed, reliable income source and provides the benefit of long-term stability. PHAs have been using the additional funding and regulatory relief provided by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to expedite administrative processes most often cited by landlords as reasons for preferring unassisted tenants. With this funding, PHAs have also been able to offer incentives and support to increase landlord participation in the HCV program.

We must strive to be a nation that believes that all people deserve the

security that comes from having a home. Housing Choice Vouchers are the path to achieving this vision."

HUD Rescinds Work Requirement Cohort of MTW Expansion

On Friday, June 17, HUD issued two notices regarding [Cohort #3](#) and [Cohort #4](#) of the expansion of the Moving to Work (MTW) Program.

Under the first notice HUD has rescinded the request for applications for Cohort #3 of MTW expansion, which was the Work Requirements Cohort. In an email sent to the MTW Collaborative in late May, HUD MTW Office staff stated that "HUD is committed to implementing the MTW Expansion in a way that is responsive to the economic realities and current needs of low-income families. To that end, the Department will rescind the selection notice seeking applications for the Work Requirements Cohort of the MTW Expansion."

Additionally, HUD has extended the application timeframe for Cohort #4, the Landlord Incentives Cohort. HUD is encouraging agencies who were interested in applying to the Work Requirements Cohort to instead apply for the Landlord Incentives Cohort or other future cohorts to which they are eligible.

More about MTW expansion and the upcoming cohorts can be found on [HUD's website](#).

www.mtwcollaborative.org
MTW Collaborative
455 Massachusetts Avenue NW
Washington DC 2002

May 24, 2021

Assemblymember Phil Ting
Assembly Budget Committee
State Capitol, Room 6026
Sacramento, CA 95814

Assemblymember Wendy Carrillo
Assembly Budget Sub-committee #4
State Capitol, Room 4167
Sacramento, CA 95814

**Re: Teacher Housing Affordability Pilot Program - Cities of Oakland and San Diego
State Budget Funding Request Support Letter**

Dear Assemblymembers Ting and Carrillo,

We, the undersigned group comprised of mayors, city councilmembers, school district and school board members and administration, as well as non-profit and community organizations write in strong support of Assemblymember Wicks' Fiscal Year 2021-22 California State Budget request in the amount of \$11 million one-time General Funds to be allocated to the Cities of Oakland and San Diego in order to expand and scale the "Teacher's Rooted in Oakland" Pilot Program. These funds would be allocated one-time and would be housed by and distributed to teacher cohorts locally over a nine-year pilot period.

In providing \$11 million in state resources for the pilots, Oakland and San Diego can work with local housing authorities and landlords to provide affordable housing for teachers to address the cost of housing and cost of living. Oakland's initial pilot year more than doubled recruitment of teachers of color in hard-to-staff subject areas i.e.: STEM or Special Education, and when sustained, scaled, and expanded in Oakland and San Diego, could increase retention for up to 224 teachers benefitting approximately 100,000 students with teachers who reflect the diversity of California.

Of the possible 224 teachers selected to be in the five cohorts that each city would have (112 per city), each participant would be provided with:

- Subsidized housing during their first year in the program (annual cost: ~\$15,000/ea)
- \$500 monthly guaranteed income per teacher with an annual 2.5% Cost of Living Adjustment (COLA) for the following four years if they commit to staying and teaching in the respective district.

In all, state funding would not only have a direct positive impact on over 100,000 students and hundreds of low-income teachers of color, it would also help position Oakland and San Diego as models for other local jurisdictions to follow. Educational equity remains one of the single most important aspects to the strength and social health of our State. Funds for this pilot would serve as a benchmark for future education related programs that tackle multiple problems such as deeply entrenched housing issues, educational inequity, and chronic stress for both students and educators who are managing trauma.

We appreciate your dedicated leadership and respectfully urge you to fund this transformative program.

Sincerely,



Libby Schaaf
Mayor of Oakland



Todd Gloria
Mayor of San Diego



Loren Taylor
Oakland Councilmember, District 6



Sheng Thao
Oakland Councilmember, District 4



Dan Kalb
Oakland Councilmember, District 1



Treva Reid
Oakland Councilmember, District 7



Patricia Wells
Executive Director
Oakland Housing Authority



Richard C. Gentry
President and CEO
San Diego Housing Commission



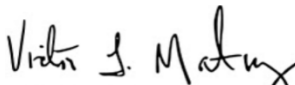
George Holland
President
NAACP, Oakland Branch



Stephen Russell
Executive Director
San Diego Housing Federation



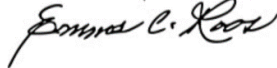
Chris Iglesias
CEO
The Unity Council



Victor F. Martinez
Officer
Latino Education Network



Kyla Johnson- Trammell
Superintendent
Oakland Unified School District



Emma C. Roos
Executive Director
Educational Coalition for Hispanics in Oakland



Shanthi Gonzales
Board President
Oakland Unified School District



Richard Barrera
Board President
San Diego Unified School District



Sam Davis
Vice President
Oakland Unified School District



Kisha Borden
President
San Diego Education Association



Gary Yee
Director, District 4
Oakland Unified School District



Dr. Clifford Thompson
Director, District 7
Oakland Unified School District



Chan U. Lee
President and CEO
Devine & Gong, Inc.



Joshua Simon
Executive Director
East Bay Asian Local Development Corporation

CC: Christian Griffith, Chief Consultant for Assembly Budget Committee
Genevieve Morelos, Assembly Budget Consultant



Joint Industry Statement on Universal Housing Vouchers

Safe, secure, and stable housing is as essential to America's social safety net as are Social Security, Medicaid and Medicare. Housing stability is central to improving life outcomes and economic mobility for low-income Americans. However, only one in five low-income households that are eligible to receive housing assistance can be served by existing programs due to limited funding. The pandemic has reinforced that rental assistance, such as the Housing Choice Voucher (HCV) program, is critical to ensuring housing stability and managing sudden losses in income. Just as Social Security, Medicare and Medicaid are structured to be available to all who are eligible, rental assistance must be too. Expansion of the voucher program offers a proven and effective approach to scale universal housing assistance to address housing instability and prevent homelessness in America.

Housing Choice Vouchers are a proven source of permanent housing stability. They are highly effective at providing long-term financial stability to formerly homeless populations and others experiencing housing instability. A recent HUD study found that offering families a permanent housing voucher resulted in greater housing and family stability compared to short-term interventions. Furthermore, a recent study from Columbia University found that expanding housing vouchers to all eligible households could help reduce poverty by 9.3 million people as well as reduce racial disparities in poverty.

Vouchers are also frequently paired with supportive services to offer comprehensive assistance to individuals with complex mental and physical health conditions. Public housing authorities are uniquely positioned to aid low-income families in their challenges to regain employment and support children's virtual learning because of their partnerships with nonprofit and government service providers that focus on education, health, and employment. Harvard's Joint Center for Housing Studies recently reported on the critical role that service coordinators in publicly funded housing have played in providing food and supplies, assisting with technology, and combatting resident anxiety and loneliness.

Housing Choice Vouchers are a proven and effective rental assistance delivery system to scale universal housing assistance because they can be quickly distributed through the existing network of 2,200 state and local housing agencies that administer vouchers in urban, suburban, and rural areas. Housing authorities are trusted experts and partners in their local rental markets, have been administering the voucher program for nearly 50 years and are accountable to local and federal oversight and operate with significant public input. With the proper funding, housing authorities have the capacity for a rapid expansion.

Housing vouchers power local communities. Landlords, many of whom operate as a small business, understand that the voucher program is a guaranteed, reliable income source and provides the benefit of long-term stability. PHAs have been using the additional funding and regulatory relief provided by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to expedite administrative processes most often cited by landlords as reasons for preferring unassisted tenants. With this funding, PHAs have also been able to offer incentives and support to increase landlord participation in the HCV program.

We must strive to be a nation that believes that all people deserve the security that comes from having a home. Housing Choice Vouchers are the path to achieving this vision.

[View this email in your browser](#)

Direct To You

In this issue:

[Message from the Executive Director](#) (Happy Father's Week)

[The New Juneteenth Holiday](#)

[OHA Focuses on Equity and Inclusion](#)

Click links above to jump to articles or scroll down to read more.



Hello OHA!

Happy Father's Week

As you likely already know, I hold a special place in my heart for fathers, as my own dad was what I consider the “mightiest of men.” He raised six children by himself after my mother passed, and I reflect on those years fondly, realizing that my father did the work of a father, as well as the tasks that have traditionally been considered mom’s work. While we no longer have “men’s work” and “women’s work” when it comes to raising our children, we still take the time to honor and thank those who rise to the challenge of preparing our children to lead our future.

This year, I think about the men who are present and those who have been lost, especially over the last year, recognizing that many didn’t have an opportunity to have a “proper goodbye” due to the circumstances surrounding the pandemic and the shutdown orders. I want to wish a heartfelt Happy Father’s Week to all the dads

I hope you had a wonderful weekend celebration with the fathers in your life, and may that celebration continue throughout the week!



[Return to top](#)



Juneteenth National Holiday!

On Thursday, June 17, 2021, President Biden signed a new law, making Juneteenth a Federal holiday. It is the first new holiday to go into effect since the Dr. Martin Luther King, Jr holiday in 1983. Juneteenth, which has been celebrated as a state holiday in Texas since 1980, commemorates June 19, 1865, when Union Major General Gordon Granger announced the end of slavery in Galveston, Texas, in accordance with President Abraham Lincoln's 1863 Emancipation Proclamation. Thursday's action elevated the date to a national celebration. Long considered "Black Independence Day," Juneteenth is the date that celebrates the day all slaves were recognized as free, two and a half years after Lincoln formally ended the practice.

With the establishment of Juneteenth as a Federal Holiday, America finds itself one step closer to reaching its promise of becoming "a more perfect union," by realizing that all men [and women] are created equal. Celebrations of our unity as a nation will likely involve enjoying outdoor celebrations, and taking a moment to simply stop and think about the many people who have sacrificed so much to make this new holiday a reality. It is also a moment to reflect on our individual and collective roles in make the goals of equity and welcoming inclusion a reality.

As the bill was signed into law on Thursday, providing little notice, we were not able

[Subscribe](#) [Past Issues](#) [Trans](#)
to honor the holiday this year. However, moving forward we will work with the Board of Commissioners to update OHA Holiday policies to include Juneteenth as an observed holiday for calendar year 2022 and beyond.

For now, enjoy the week ahead, stay hydrated and Happy Juneteenth!

Learn more about [Juneteenth](#).

[Return to top](#)

OHA Focuses on Equity and Inclusion

The Oakland Housing Authority, along with industry peers, commit to using our leadership role to effect change in the arena of equity and inclusion. Here, inside the OHA house, we are looking at several ways to enhance our policies and practices as an employer, business stakeholder, housing provider and community member to ensure more achievements in equity and inclusion. Locally and nationally, we take on this leadership role in solidarity with the National Association of Housing and Redevelopment Officials (NAHRO), the largest affordable housing industry group in the nation. A NAHRO statement declared, “We recommit ourselves to addressing continued structural racism and inequity—not just by helping our members fulfill the missions of their housing and community development agencies, but also by advancing diversity, equity, and inclusion as crucial to healthy communities.”

Earlier this year, NAHRO’s Board of Governors adopted a diversity, equity and inclusion policy framework, and NAHRO’s leadership committees have begun their work on it. With a grant from the Wells Fargo Foundation, NAHRO is also working to bridge the gap between existing research on housing and equity with the affordable housing industry, to create an equitable housing toolkit, and to train housing agencies on best practices for using the toolkit. OHA looks forward to being a part of this important work at home and in partnership locally and nationally.



[Return to top](#)

REMEMBER: if you have reasonable suspicion that you have been exposed to someone with COVID-19 or if you are experiencing symptoms of fever (100.4 Fahrenheit or higher), coughing, or shortness of breath, do not report to work. Immediately contact your primary care provider and then your supervisor for instructions on what you need to do next. If you have any questions regarding your schedule, please contact your supervisor or Director. If you have questions in regards to pay or leave time, please contact Human Resources at (510) 874-1575.

Direct From Me

Messages from OHA Employees to Leadership



All past issues of **Direct To You** are available on the [OHA website](#) for 24/7 access. In addition to the messages sent directly from the OHA executive director, you can also find links to other resources, articles, and up-to-date information about OHA operations and the ways we are addressing the current health crisis.



The Centers for Disease Control & Prevention (CDC) now recommends use of face masks. [Read more.](#)

Download, print and use patterns below to make properly fitting face masks.

[How to make a face mask \(with YouTube video\)](#)

Subscribe

Past Issues

Trans

[Large Adult Mask Pattern](#) [Small & Medium Face Mask Pattern](#)

[Young Kids \(7-12 Yrs\) Face Mask Pattern](#) [Small Kids \(3-6 Yrs\) Face Mask Pattern](#)

To learn about resources that are available to OHA employees during this current health crisis, visit the previous **Direct to You**: <https://mailchi.mp/6770d9e99283/direct-to-you?e=822c0d5b41>



Copyright © 2021 Oakland Housing Authority, All rights reserved.

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).



