



Board of Directors

ANNE GRIFFITH
MARK J TORTORICH
PATRICIA WELLS

Executive Director

Patricia Wells

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

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

Regular Meeting (Affiliate Meeting)

**Thursday, September 21, 2023 at 5:00 PM
1619 Harrison Street; Oakland, CA 94612**



AGENDA

Regular Meeting (Affiliate Meeting) September 21, 2023, 5:00 PM

OAHPI Quarterly Board of Directors Meeting

Zoom Information

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

Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/87931811977?pwd=VVpaL1cycXNiem1oRTV3ajlvSzRCZz09>

Meeting ID (access code): 879 3181 1977 Meeting Password: 413904

Closed Caption – provided through the link.

To participate by Telephone: +1 669 219 2599 US

Meeting ID (access code): 879 3181 1977 Meeting Password: 413904

If you need special assistance to participate in the meeting, please contact RAMP at (510) 874-1510 (English TTY 800-618-4781). Notification at least 48 hours prior to the meeting will enable RAMP Board of Directors to make reasonable accommodations to ensure accessibility.

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

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

1. Roll Call

(AB 2449 Compliance) The Chair/Clerk of the Board will confirm that there are three (3) Directors in the

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

2. Approval of the Minutes

2.1 2023-893 Meeting Minutes June 29, 2023

Attachment(s)

[06 - June 29, 2023 OAHPI Draft Minutes](#)

3. Recognition of people wishing to address the Board

4. Old or Unfinished Business

5. 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.

6. New Business

6.1 [2023-857](#) Summary of the OAHPI Master Planning Process to date

Attachment(s)

[20230912 OAHPI Staff Communications](#)

[20230330 DRAFT OAHPI Approach Summary](#)

7. Consent Agenda

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

7.1 [2023-884](#) Adopt a resolution authorizing the Executive Director to write off Vacated Tenant Account Receivables Deemed Uncollectible for Oakland Affordable Housing Preservation Initiatives (OAHPI) Rental Units in an amount not to exceed \$675,654.56

Attachment(s)

[OAHPI Board of Directors Write Off Detail](#)

[OAHPI Vacated Tenant Balance Write off Resolution](#)

8. Written Communications Departments' Monthly Report

8.1 2023-856 Written Communications Departments' Monthly Report

Attachment(s)

[OAHPI Portfolio Performance FYE 2023](#)

[Capital Improvements Department FY23 Projects, Accomplishments](#)

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

10. Reports of Board Committees

11. Announcements by Board of Directors

Adjournment

DocuSigned by:

Patricia Wells

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Patricia Wells, Executive Director



OAHPI BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, June 29, 2023, 6:00 p.m.

- I. Roll Call: Present 3 - Director Anne Griffith, Director Mark Tortorich, Director Patricia Wells
- II. Approval of the minutes: March 16, 2023, minutes will be available at the next meeting.
- III. Recognition of people wishing to address the Board of Directors: None wishing to address the Board
- IV. Old or Unfinished Business: No Old or Unfinished Business
- V. Modifications to the Agenda: Board approved one motion for Item E, Item F, and Item G.
- VI. New Business

- a. Informational presentation of OAHPI FY2023 third quarter financial report, July 1, 2022, through March 31, 2023.

Chief Housing Operations Officer Michelle Hasan, Finance Director Victor Madamba, and the Office of Property Operations Director Mark Schiferl, presented to the Board of Director the OAHPI sources and uses of funds for the FY23 3rd Quarter.

Director Wells and Staff discussed hiring milestones and recruitment strategies.

Director Tortorich and Staff began a discussion regarding cash flow.

- b. Adopt a resolution authorizing the Executive Director to approve the Oakland Affordable Housing Preservation Initiatives FY2023-2024 Operating Budget.

Director Wells open the floor for discussions highlighting lessons learned as an organization navigation through the impact of Covid, the market and staff and resources.

Staff informed Board that vendors are being vetted to ensure that they are caring for the properties appropriately. Board and staff also discuss

reasoning for quantity of vendor response.

Adding, in an effort to restore trust and confidence, a reengagement calendar has been created so that staff and community partners can provide tenant with face-to-face services and support.

Conversation around community serving spaces and OHA developing partnerships for use.

Board asked staff for more information on critical issues:

- Occupancy
- Rent Collection
- Utilizing Capital Funds

Having no further questions from the Board, Director Wells motioned to approve item VI.B., which was seconded by Director Griffith. The item passed unanimously by the following vote:

Roll Call Vote: Ayes 3 – Griffith, Tortorich, and Wells

- c. Adopt a resolution authorizing the Executive Director of OAHPI to issue blanket purchase orders to multiple vendors and service providers in specified amounts, recurring, low-dollar amount purchases for FY2023-2024.

Chief Housing Operations Officer Michelle Hasan and Finance Director Victor Madamba to present.

Having no further questions from the Board, Director Tortorich motioned to approve item VI.C., which was seconded by Director Griffith. The item passed unanimously by the following vote:

Roll Call Vote: Ayes 3 – Griffith, Tortorich, and Wells

- d. Adopt a resolution authorizing the Executive Director to execute a two-year contract with up to three-one-year option terms, with Sac Profloors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$1,200,000 for an initial term and up to \$600,000 per year for each an additional option term for a total contract amount not to exceed \$3,000,000

Office of Property Operation Mark Schiferl to present.

Having no further questions from the Board, Director Griffith motioned to approve item VI.D., which was seconded by Director Tortorich. The item passed unanimously by the following vote:

Roll Call Vote: Ayes 3 – Griffith, Tortorich, and Wells

- e. Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for OAHPI properties in an amount not to exceed \$300,000 for the initial term and up to \$150,000 per year for each additional option term for a total contract amount not to exceed \$750,000.

Office of Property Operation Mark Schiferl to present.

Having no further questions from the Board, Director Griffith motioned to approve item VI.E., which was seconded by Director Tortorich. The item passed unanimously by the following vote:

Roll Call Vote: Ayes 3 – Griffith, Tortorich, and Wells

- f. Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Bill Ford to provide as needed legal services for OAHPI properties in an amount not to exceed \$300,000 for the initial term and up to \$150,000 per year for each additional option term for a total contract amount not to exceed \$750,000.

Office of Property Operation Mark Schiferl to present.

Having no further questions from the Board, Director Griffith motioned to approve item VI.D., which was seconded by Director Tortorich. The item passed unanimously by the following vote:

Roll Call Vote: Ayes 3 – Griffith, Tortorich, and Wells

- g. Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Charles T. Ramsey to provide as needed legal for OAHPI properties in an amount not to exceed \$300,000 for the initial term and up to \$150,000 per year for each additional option term for a total contract amount not to exceed \$750,000.

Office of Property Operation Mark Schiferl to present.

Having no further questions from the Board, Director Griffith motioned to approve item VI.D., which was seconded by Director Tortorich. The item passed unanimously by the following vote:

Roll Call Vote: Ayes 3 – Griffith, Tortorich, and Wells

Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Charles

VII. Adjournment: 7:08pm

DRAFT



Oakland Housing Authority

TO: Board of Directors

FROM: Patricia Wells

SUBJECT: Summary of the OAHPI Master Planning Process to date

DATE: September 21, 2023

Type: Informational

2023-857

BACKGROUND

The intention of the process is to create a **Feasibility Master Plan** that will determine how to best utilize, redevelop, maintain, or repurpose the OAHPI portfolio of existing, occupied affordable housing units reserved for low-, very, and extremely low-income households as well as produce new low-income and affordable housing units for households earning less than 80% AMI.

One of OHA's priorities is a special emphasis on creating Permanent Supportive Housing (PSH) for individuals and families who were once homeless and continue to be at imminent risk of homelessness.

OAHPI and OHA are seeking a Study that culminates in an action plan for:

- Immediate action
- Identify opportunities for improved density
- A five-year prioritized plan for implementation of the recommended strategies

To date, the OAHPI Task Force has met three times and prepared the Outreach Plan for the OAHPI Master Plan. The intention is to bring the Outreach Plan to the OHA and OAHPI Boards prior to implementation.

Timeline (*italics – completed*)

2022 – 2023

- *Created Internal OAHPI Task Force*
- *Met with OAHPI Board*
- *Hired Project Manager*
- *Developed RFP for Real Estate Development Consultant*
- *Reviewed with Development AdHoc Committee*
- *Prepared Outreach Plan;*

August/ September 2023 – Individual Board member meetings

September 25, 2023 – Present to the OHA BOC

October 2023 – Present to OAHPI Board at Special Meeting

October 2023 Implement Outreach Plan

- Staff Outreach (1 Day – 3 meetings) Patricia, Michelle, Mark and Drew (and Sandi if needed).
- Resident Outreach (2-3 months) Patricia, Tom, Michelle, Mark, Nicole, Dominica and Sandi
- Public Official Outreach (2 months) – Patricia Wells (Lead)

January 2024 Release RFP for Real Estate Development Consultant

April 2024 – Board Approval of Selected Consultant

June 2024 – June 2025 Engage Real Estate Development Consultant

- Develop the OAHPI Master Plan with consultant team
- Continued staff outreach and resident outreach and feedback with consultant.
- Complete Master Plan

2025 – 2030 OAHPI Master Plan Implementation.

Detailed Outreach Plan

1. Staff Outreach – leadership present Patricia, Michelle, Mark and Drew (and Sandi if needed).
 - All one day - three sites (Union Street, 25th and Lockwood)
2. Resident Outreach – leadership present Patricia, Tom, Michelle, Mark, Nicole, Dominica and Sandi.
 - North, West and San Antonio could hold meetings at Union Street or the OHA BOC
 - Fruitvale, Deep East and East could be held at 65th Street or the Wings of Love Church.
 - Based on 1539 households, meeting with residents 100-125 at a time would equate to 12-15 meetings over the next 2-3 months
 - Remote option provided
 - Video record the meeting and post on the website – allow ask questions
 - Prepare a packaged presentation for sites
 - Prepare informational flyer – Michelle Hasan and Mark Schiferl
 - Prepare Frequently Asked Questions – Nicole to lead
3. Public Official Outreach
 - Preparation with input from OHA staff on district activities, news, etc.
 - Patricia Wells to have individual meetings with:
 1. Mayor Thao
 2. Council Member (**Primary OAHPI Districts in bold**)
 1. **Rebecca Kaplan (at-large)**
 2. **Dan Kalb (District 1)**
 3. **Nikki Fortunato Bas (District 2)**
 4. Carroll Fife (District 3)
 5. Janani Ramachandran (District 4)
 6. **Noel Gallo (District 5)**
 7. **Kevin Jenkins (District 6)**

8. Treva Reid (District 7)
3. Congresswoman Barbara Lee
4. State Senate Nancy Skinner
5. State Assemblywoman is Mia Bonta
6. Alameda County Leadership – Lena Tam, Supervisor District 3; Nate Malley, Supervisor District 4; Supervisor Keith Carson, Supervisor District 5

NOTE: Bolded Councilmembers have the most OAHPI properties in their districts

Attachments:

[20230912 OAHPI Staff Communications](#)

[20230330 DRAFT OAHPI Approach Summary](#)



OAHPI Vision

Outreach to Staff and Residents

SEPTEMBER 21, 2023

Confidential

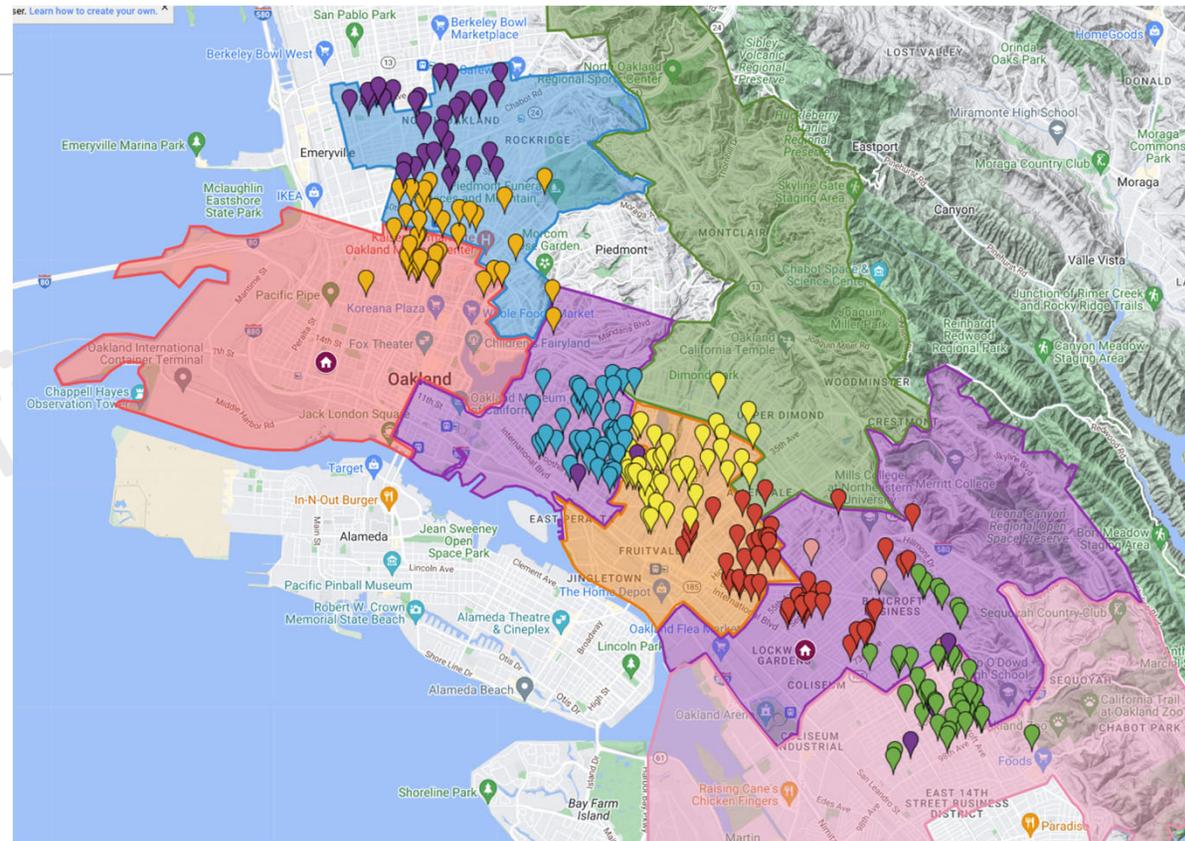


Oakland Housing Authority



What is OAHPI?

- Former public housing units
- 2010 approved for the largest conversion in history of Oakland Housing Authority and in the nation.
- Created to further affordable housing opportunities in Oakland
- Why is OAHPI called the Jewels?
 - The Scattered Sites provided affordable housing in every community in the city.
 - It is giving 1500+ families a place to call home in the neighborhoods and communities around Oakland.





What is the OAHPI Master Plan?

- ❑ **Why?** To provide healthy, safe and affordable housing for the next fifty years.
- ❑ **How?** By creating a **Feasibility Master Plan**
 - How to best utilize, redevelop, maintain or repurpose the OAHPI portfolio of existing, occupied affordable housing units.
- ❑ **Who?** OHA's priorities have a special emphasis on **optimizing housing for current and future residents** including creating service enriched housing for individuals and families who were once homeless and continue to be at imminent risk of homelessness.
- ❑ **What?** OAHPI and OHA will create Master Plan that culminates in:
 - Immediate action
 - Identify opportunities for improved density
 - A five-year prioritized plan for implementation of the recommended strategies



OHA/ OAHPI Goals for the Plan

- OHA is committed to ensuring that impact to families will be minimized.
- Investing for a transformational outcome for families and greater community
- Increase of mixed income opportunities.
- Increase housing opportunities and a proposed variety of housing types to serve Oakland and OAHPI residents.
- Incorporate an inclusive community engagement in the redevelopment process.



Oakland Housing Authority



STRATEGIC GOALS

Sustained High Standards for Customer Service and Stakeholders

Position OHA as a Sustained Leader in the Preservation of Units and Expansion of Affordable Housing

Sustained Impactful and Humane Resident Services, Community Engagement and Community Security

Expand Board Knowledge of OHA and its Affiliates

STRATEGIC DEVELOPMENT FRAMEWORK

Efficient Voucher Utilization

Internal Systems Realignment and Capacity Building

Increase availability of units targeted to LI and VLI residents

New Production

Reinvestment in neighborhoods

Preservation of existing affordable rental housing

DEVELOPMENT STRATEGIC PLAN – 5 years

New Construction & Acquisition

Rehabilitation

Administrative Rehab

Year 15 Buyouts

OAHPI Master Plan

Create a **Feasibility Master Plan** to optimize the **OAHPI portfolio**



Development Strategic Plan-Five Years



OVERVIEW - OHA-Funded Projects		Units
New Construction & Acquisition		1,688
Rehabilitation - Units		1,841
Admin. Rehabilitation		-
Year 15 Buyouts		263
Rehabilitation		Units
Foothill Family 6946 Foothill Blvd [OHI]		65
Harrison Tower Rehab [OHA]		101
Homekey 3.0 & Future Rounds [OHA]		100
Coliseum Way Homekey 2.0 [OHA]		36
OAHPI Master Plan [OAHPI]		1,539





Oakland Housing
Authority



Oakland Affordable Housing
Preservation Initiatives

The Big Questions

What is the purpose of the OAHPI Master Plan?

The intent is to issue an RFP for a Consultant who will help OHA and OAHPI determine how best to improve the OAHPI portfolio of existing, occupied affordable housing units

What follows:

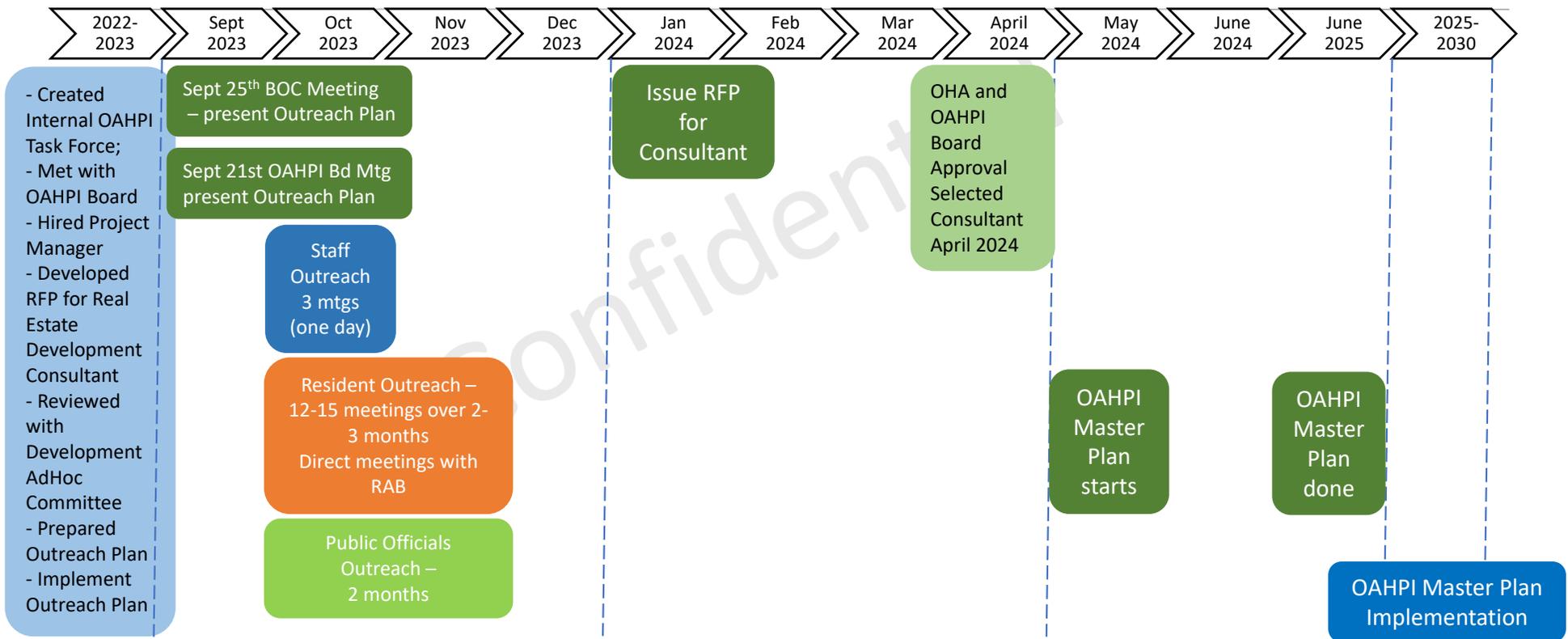
- What is the timing?
- What will the impact be to the staff?
- What will be the impact to the residents?
- An opportunity to provide feedback and ask questions



2102 E. 17th St.



When? Master Plan Timeline



During this time, ongoing maintenance and repairs will continue



Oakland Housing
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Oakland Affordable Housing
Preservation Initiatives

What is the impact?

What's included:

- No reduction in OAHPI units.
- OAHPI staff and residents will have an opportunity to participate in design input.
- Maintain a robust communication plan that meets the needs of staff and residents through the processes.



2558 35th Avenue



Oakland Housing
Authority



What is the impact? (cont'd)

What are the benefits of this master plan and implementation?

- A better mix of unit sizes/ opportunities to match household and offer more options.
- Enhanced security features for properties.
- Potential for onsite community space.
- Improved infrastructure leading to fewer emergency maintenance issues.
- Improved staff/resident/community engagement.
- Higher resident satisfaction.



7950 Ney Avenue



Oakland Housing
Authority



Summary

- What are your ideas, concerns, comments, questions?
- This presentation will be available at the OAHPI Staff offices for your review
- Contact info:

OAHPIVision@oahpi.org

More information at www.oahpi.org



East 34th Street

Confidential



OAHPI Master Plan — NEXT STEPS

UPDATE AND DISCUSSION

MARCH 30, 2023



Oakland Housing
Authority



AGENDA

- Review of Work to Date
- Discussion of Next Steps

Confidential



OAHPI Plan to Plan Framework– Review

(From OAHPI Workshop April 29, 2022)

- To create a Planning and Feasibility Master Plan
 - How to best utilize, redevelop, maintain or repurpose the OAHPI portfolio of existing, occupied affordable housing units reserved for low-, very, and extremely low-income households as well as produce new low-income and affordable housing units for households earning less than 80% AMI.

- One of OHA’s priorities is a special emphasis on creating Permanent Supportive Housing (PSH) for individuals and families who were once homeless and continue to be at imminent risk of homelessness.

- OAHPI and OHA are seeking a Study that culminates in an action plan for:
 - Immediate action
 - Identify opportunities for improved density
 - A five-year prioritized plan for implementation of the recommended strategies



OHA Objectives - Review

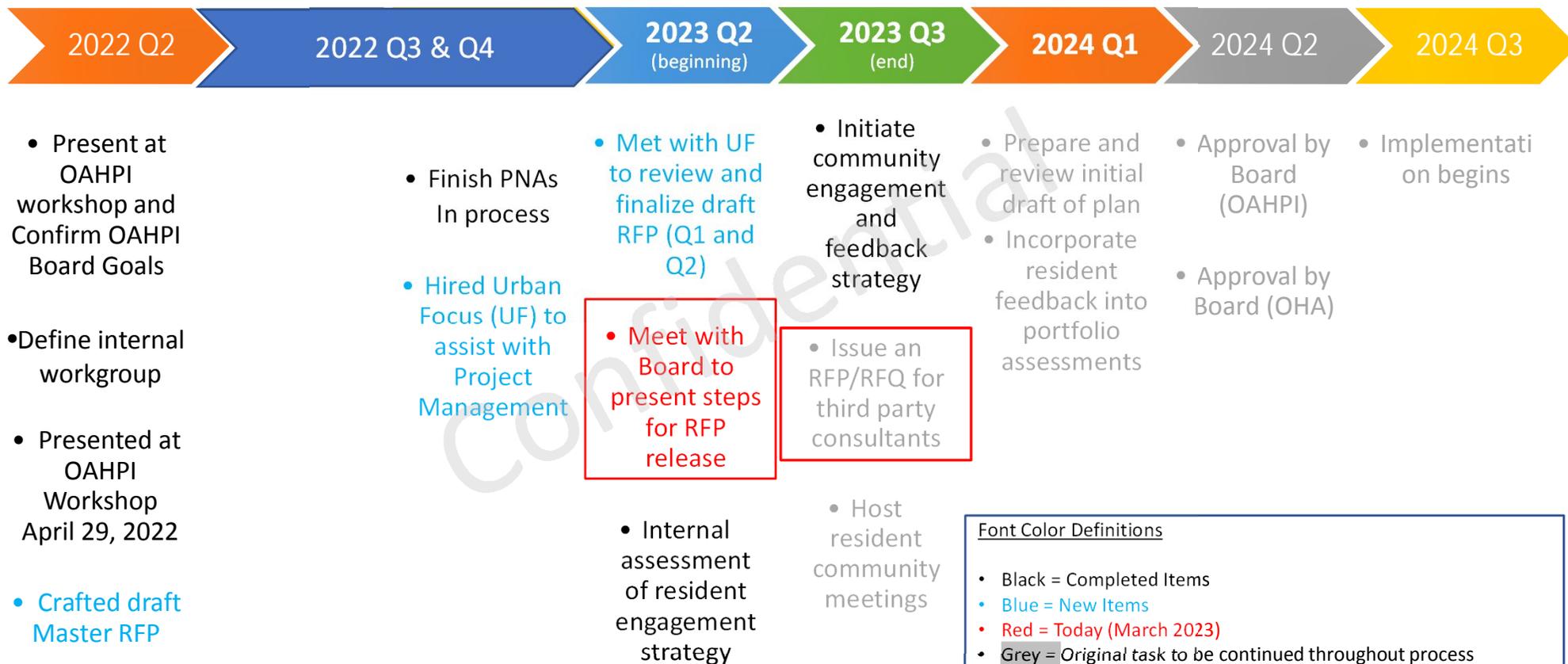
(From OAHPI Workshop April 29, 2022)

- OHA has no intention of displacing any families
- Ensuring low-income families benefit from the enhancement, expansion and transformation of the portfolio.
- Increasing portfolio relevance, improve mix and transition to unit bedroom sizes to meet the demand of the affordable housing market.
- Increasing housing opportunities through acquisition, major rehabilitation, assemblage of adjacent properties and/or new-lots, repurpose, and by increasing density on sites with available land.
- Evaluating the inclusion of market rate units in OHA properties as an option to increase mixed income opportunities.
- Developing an overall implementation and phasing development plan that includes developing the OAHPI portfolio with a holistic community approach to redeveloping.
- Promoting recommendations on types of housing and densities that would best serve the Study with considerations such as zoning, available sites in the land inventory, and multi-year projections.
- Consideration for using HUD funding mechanisms such as Faircloth to RAD and MTW based funding to make PBVs available for future use



Summary of Next Steps

Review and Update - (From OAHPI Workshop April 29, 2022)





OAHPI Portfolio



- ❑ 248 Properties with 1,540 units
 - 243 scattered site properties totaling 1,503 Project Based Voucher units.
 - 5 properties totaling 37 units are specialty programs

- ❑ Specialty Programs:
 - PACT (Parents and Children Together) = 1 property totaling 20 units
 - Key to Home = 4 properties totaling 17 units

- ❑ Property Composition
 - Majority are garden style 3-bedroom units comprised of 8–12-unit properties
 - 1268 three-bedrooms (82%)
 - 195 two-bedrooms (13%)



Planning and Feasibility Master Plan RFP – Overview

- ❑ OHA is soliciting for an interdisciplinary team with deep knowledge of the local, legal, and financial limitations and opportunities applicable to these properties, as well as expertise in preparing and conducting public outreach that builds consensus.
- ❑ Looking for California and the City of Oakland experience and knowledge
- ❑ The RFP is being developed and reviewed through the REDIB lens for example:
“Encouraging partnerships with local emerging and diverse businesses who materially participate is required.”



Planning and Feasibility Master Plan RFP – Who should apply?

- Lead respondents and project team members may be a non-profit (501(c)(3)) or for-profit entities.

- Respondents may be based in the City of Oakland or not, but OHA will prioritize:
 - local partnering with Oakland-based business enterprises who shall materially participate; and
 - commitment to hiring OHA/OAHPI residents as possible.

- Point system for award is created around encouraging local and minority participation



Planning and Feasibility Master Plan RFP - Qualifications and Experience

Specific Qualifications

■ Planning / Urban Design

Expertise in the methods of preserving, redeveloping, and increasing property and unit mixes responsive to increasing affordable housing opportunities.

■ Financial Feasibility

Demonstrated experience preparing financial feasibility studies for affordable housing, mixed use and low-income, especially for infill urban environments and preferably for developments in California.

Extensive knowledge of federal, state and local sources of development finance for affordable housing and mixed-use development projects

■ Public Outreach and Community Engagement

Outreach and community representation is important. The scale of the work will require representation from multiple different communities and neighborhoods. The planning team will be asked to reach out to local community groups to participate in the overall development planning for their communities.



Scope of Work



- The consultant team is being asked to work with OHA to identify the most advantageous approach to evaluating the properties. This will include identifying the optimal way to combine or prioritize neighborhoods for analysis and implementation. It is anticipated that there may be 6-8 Study Areas.
- The intention is to hire one consultant team that can, in coordination with OHA and OAHPI, determine the best approach to managing the large scale of the project:
 - Task 1- Assessments
 - Task 2- Public Engagement
 - Task 3- Completion of the Planning and Feasibility Master Plan Vision



Scope of work (Task 1- Assessments)



□ Task 1- Assessments

- The existing land use in the OAHPI portfolio – what is the appropriate scale based on context, neighborhood and zoning?
- Redevelopment opportunities
- Strategic acquisition opportunities
- Parcel assembly potential
- Potential for adding density to existing sites
- Potential to add or reconfigure bedroom sizes to meet demand
- Assessment of schedule to execute portfolio repositioning
- Parcel disposition
- Other?



Scope of work (Task 2- Public Engagement)



□ Task 2- Public Engagement

Develop a local planning outreach process that promotes the involvement of all stakeholders in the study area, with efforts and accommodations made to include low to moderate income, minority, ethnically diverse and elderly or disabled citizens.

- The public involvement process shall, at a minimum, include the following components:
 - Project Management Team to include a representative from OHA and the consultant. This team shall meet in person or virtually to discuss the study progress and provide advice on public involvement and other planning process issues.
 - Active participation from resident and neighborhood groups, community leaders and local property owners in their neighborhood process.
 - General Public Engagement – There is an expected minimum of three (3) public engagement activities, in a format determined by the project team in each identified neighborhood or community.



Scope of work (The Planning and Feasibility Master Plan)

- Task 3- Produce the Planning and Feasibility Master Plan Vision
 - The Study will describe the community-driven vision for future development. Components of the Study will include, but not be limited to:
 - Clear identification on a property-by-property basis of the recommended approach.
 - Summary report quantifying future development, redevelopment and acquisition opportunities identified with portfolio outcome projection.
 - Identification of potential funding sources/programs to implement the proposed actions outlined in the Study.
 - The Implementation component of the Study shall be broken into:
 - A 100-day Action Plan to include no-cost or very low-cost actions and organizational steps needed
 - Identification of 2 – 3 catalytic or “proof of concept” sites in the area that include regulatory recommendations, and visualization of key concepts, including conceptual layouts and renderings
 - Comprehensive 5 Year Implementation Plan with all actions and projects planned in the study area, to include estimated start and completion dates, cost estimates, and responsible party, and funding strategies.



Next Steps - Discussion

- Timeframe for the release of the RFP
 - ✓ Update Timeline
 - ✓ Meet with Chair
 - ✓ Final Review with Internal Working Group
 - OHA Ad Hoc Committee Meeting update
 - Return to OAHPI Board
 - OHA Board Presentation of work-to-date and proposed RFP?
 - Staffing of OAHPI workplan (OAHPI task force)
 - Other recommendations?



Oakland Housing Authority

TO: Board of Directors

FROM: Patricia Wells

SUBJECT: Adopt a resolution authorizing the Executive Director to write off Vacated Tenant Account Receivables Deemed Uncollectible for Oakland Affordable Housing Preservation Initiatives (OAHPI) Rental Units in an amount not to exceed \$675,654.56

DATE: September 21, 2023

Type: Consent

2023-884

RECOMMENDATION

This action will authorize the Executive Director to write off \$675,654.56 in Tenant Account Receivables for vacated tenants with balances from December 1, 2022 – August 31, 2023

FISCAL IMPACTS/CONSIDERATION

No expenditure of funds is being requested. The write off amount of \$675,654.56 is included in the approved FY 2024 OAHPI operating budget in account 4570-00-000 Bad Debt - Tenant Rents to cover costs related to uncollectible rents throughout the OAHPI portfolio

BACKGROUND

This proposed write off of \$675,654.56 consists of (36) vacated tenants with balances from December 1, 2022 – August 31, 2023, averaging \$18,768.18 per tenant. Typically, Tenant Accounts Receivable (TARs) write-off requests should be brought for review and approval to each Board of Directors meeting, assuring the Authority's conformity to Generally Accepted Accounting Principles (GAAP) in consistently writing off vacated tenant receivables.

The previous Tenant Accounts Receivable write off request submitted to the Board for review was December 19, 2022.

Due to the pandemic, OAHPI continues to work with residents who were impacted by loss of income and not able to pay rent as well as adhering to the rent moratorium that is in effect.

As the effects of the pandemic have declined, the write offs do not include families that are in arrears for rents owed during the pandemic or families who are in repayment agreements. The amounts and balances presented are deemed as uncollectible from December 1, 2022 – August 31, 2023, and are comprised of families who vacated their units in the OAHPI portfolio

The amounts written off are still owed to OAHPI and the write off process does not in any way hinder on-going collection activities. From an accounting stand point, the write off reflects receivables that are delinquent are not likely to be collected. Therefore, these delinquent rents are not counted as an asset by OAHPI.

ANALYSIS

Vacated Tenant Balance Write Off is attached

ACTION REQUESTED

Staff is requesting authorization for the Executive Director on behalf of Oakland Affordable Housing Preservation Initiatives, Inc. to write off thirty six (36) delinquent tenant accounts deemed to be uncollectible in the amount of \$675,654.56 for the period December 1, 2022 – August 31, 2023

Attachments:

[OAHPI Board of Directors Write Off Detail](#)

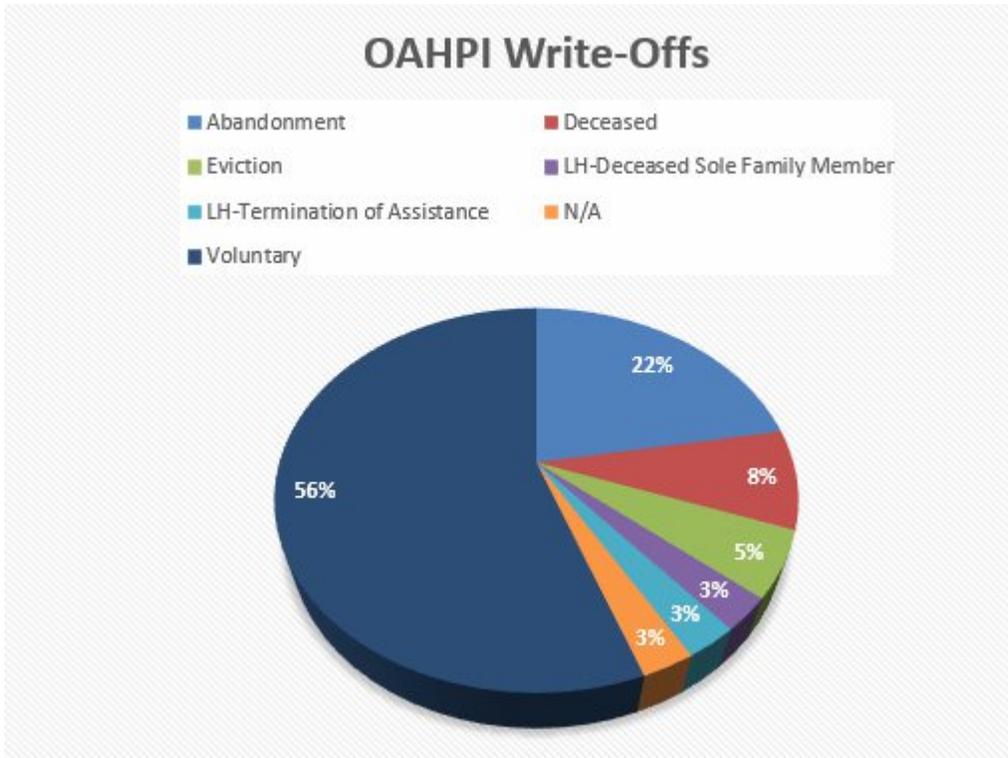
[OAHPI Vacated Tenant Balance Write off Resolution](#)



Oakland Affordable Housing Preservation Initiatives

Vacated Tenant Balance Write Off Request
September 21, 2023 Board of Directors Meeting

For The Period December 1, 2022 – August 31, 2023



Deep East Oakland Portfolio		
Unit	Tenant #	Balance
230383	t0666385	\$ 36,723.03
230647	t0100421	\$ 57,252.83
230315	t0100881	\$ 6,370.84
230603	t0101283	\$ 39,812.50

Total \$ 140,159.20

East Oakland Portfolio		
Unit	Tenant #	Balance
220107	t0667772	\$ 4,540.00
220056	t0101202	\$ 46,972.00
220115	t0667905	\$ 25,593.00
220207	t0101115	\$ 386.18



Oakland Affordable Housing Preservation Initiatives

Vacated Tenant Balance Write Off Request
September 21, 2023 Board of Directors Meeting

For The Period December 1, 2022 – August 31, 2023

230438	t0662080	\$ 1,943.00
		Total \$ 79,434.18

Fruitvale Oakland Portfolio		
Unit	Tenant #	Balance
230294	t0667208	\$ 116,397.73
230320	t0100276	\$ 8,193.25
230077	t0100315	\$ 1,561.00
230287	t0662276	\$ 567.00
230527	t0100285	\$ 24,266.50
		Total \$ 150,985.48

San Antonio Oakland Portfolio		
Unit	Tenant #	Balance
210560	t0100265	\$ 51,362.78
220132	t0100997	\$ 5,603.23
230198	t0101308	\$ 8,765.19
210400	t0100217	\$ 7,610.00
210028	t0662215	\$ 93,874.23
210139	t0100859	\$ 7,254.00
210081	t0101042	\$ 355.39
210372	t0101084	\$ 16,121.03
230239	t0100939	\$ 2,775.66
230580	t0662362	\$ 2,962.00
230586	t0661705	\$ 342.00
230587	t0101242	\$ 2,350.57
		Total \$ 199,376.08

West Oakland Portfolio		
Unit	Tenant #	Balance
210180	t0100192	\$ 29,385.00
210073	t0672333	\$ 3,051.00
210154	t0101063	\$ 3,966.00
210239	t0101306	\$ 1,785.00



Oakland Affordable Housing Preservation Initiatives

Vacated Tenant Balance Write Off Request
September 21, 2023 Board of Directors Meeting

For The Period December 1, 2022 – August 31, 2023

210379	t0100154	\$ 18,775.00
210436	t0100965	\$ 17,941.00
210550	t0101335	\$ 710.73
210574	t0100197	\$ 23,775.00

Total \$ 99,388.73

North Oakland Portfolio		
Unit	Tenant #	Balance
210592	t0662419	\$ 5,724.89
210722	t0667701	\$ 586.00

Total \$ 6,310.89

Total \$ 675,654.56

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

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR WRITE OFF \$675,654.56 IN
DELINQUENT TENANT ACCOUNTS RECEIVABLES FOR 36 VACATED OAHPI
TENANTS WITH BALANCES BETWEEN DECEMBER 1, 2022 AND AUGUST 31,
2023**

WHEREAS, the Oakland Housing Authority (Authority) manages 1,540 units for Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, the last Tenant Accounts Receivable write off request submitted to the board for review was December 19, 2022; and

WHEREAS, it is Generally Accepted Accounting Principles (GAAP) and good business practice to write off uncollected accounts receivables; and

WHEREAS, due to the pandemic, write-offs were not part of the OAHPI Board package as OHA continued to work with residents who were impacted by loss of income and not able to pay rent as well as adhering to the rent moratorium that is in effect.

WHEREAS, due to the pandemic, OAHPI continues to work with residents who were impacted by loss of income and not able to pay rent as well as adhering to the rent moratorium that is in effect; and

WHEREAS, the write offs do not include families that are in arrears for rents owed during the pandemic or families who are in repayment agreements; and

WHEREAS, from an accounting standpoint, the write off of delinquent tenant accounts reflects receivables for tenants who vacated and are not likely to be collected, therefore, these delinquent rents should not be counted as an asset or potential income for the corporation; and

WHEREAS, this proposed write off of \$675,654.56 consists of thirty six (36) vacated tenants with balances from December 1, 2022 – August 31, 2023 averaging \$18,768.18 per tenant; and

WHEREAS, the amount written off will continue to be tracked on a separate ledger and collection efforts will continue to be made.

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

THAT, the Board of Directors authorizes the Executive Director on behalf of Oakland Affordable Housing Preservation Initiatives, Inc. to write off thirty six (36) delinquent tenant accounts deemed to be uncollectible in the amount of \$675,654.56 for the period December 1, 2022 – August 31, 2023; and

THAT, the Executive Director on behalf of Oakland Affordable Housing Preservation Initiatives is hereby authorized to take all actions necessary to implement the foregoing resolution; and

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on September 21, 2023.

Secretary

ADOPTED:

RESOLUTION NO.



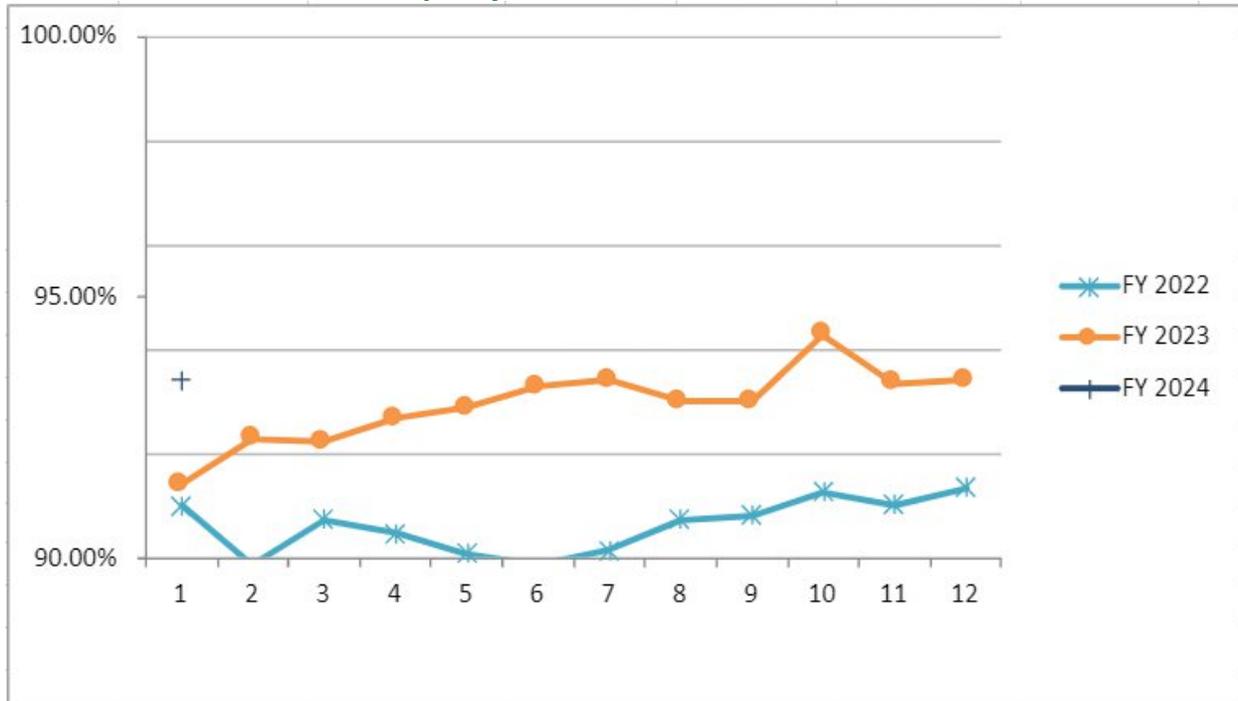
Oakland Affordable Housing Preservation Initiatives

Property Operations Report

For the Fiscal Year Ending June 30, 2023

Occupancy Report

OAHPI Occupancy Rates - TOTAL PORTFOLIO 93.41%



OAHPI Occupancy		
Month	FY 2022	FY 2023
July	91.01%	91.42%
August	89.88%	92.28%
September	90.75%	92.22%
October	90.48%	92.68%
November	90.08%	92.88%
December	89.88%	93.28%
January	90.15%	93.41%
February	90.75%	93.01%
March	90.82%	93.01%
April	91.28%	94.28%
May	91.02%	93.35%
June	91.35%	93.41%

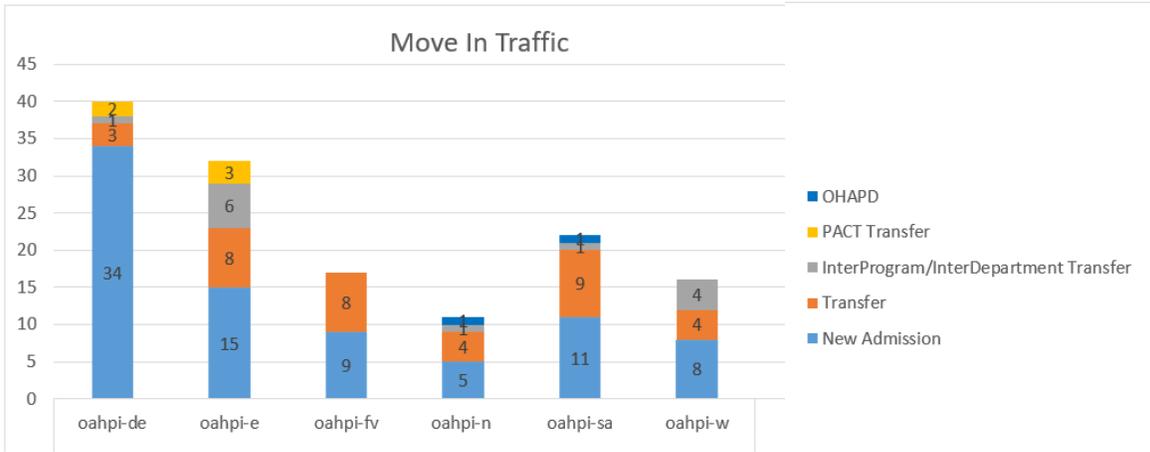
*Beginning June 2021, OPO started to calculate occupancy differently by including CID units (which were formerly exempt) in the vacant unit count.



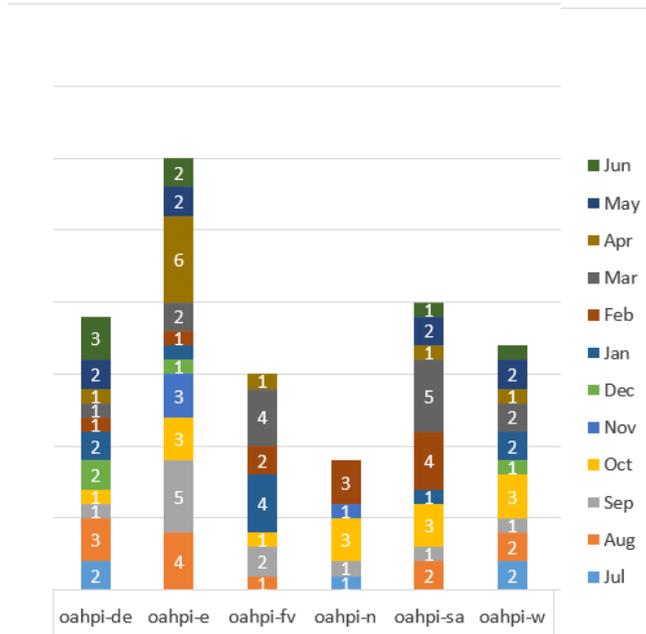
Oakland Affordable Housing Preservation Initiatives

Property Operations Report

Occupancy



OAHPI	InterProgram/Inter Department				OHAPD	Grand Total
	New Admission	Transfer	Transfer	PACT Transfer		
OAHPI	82	36	13	5	2	138
oahpi-de	34	3	1	2	0	40
oahpi-e	15	8	6	3	0	32
oahpi-fv	9	8	0	0	0	17
oahpi-n	5	4	1	0	1	11
oahpi-sa	11	9	1	0	1	22
oahpi-w	8	4	4	0	0	16





Oakland Affordable Housing Preservation Initiatives

Property Operations Report

Move Out Traffic FY2023													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Grand Total
OAHP	5	12	11	14	4	4	10	11	14	10	8	7	110
oahpi-de	2	3	1	1	0	2	2	1	1	1	2	3	19
oahpi-e	0	4	5	3	3	1	1	1	2	6	2	2	30
oahpi-fv	0	1	2	1	0	0	4	2	4	1	0	0	15
oahpi-n	1	0	1	3	1	0	0	3	0	0	0	0	9
oahpi-sa	0	2	1	3	0	0	1	4	5	1	2	1	20
oahpi-w	2	2	1	3	0	1	2	0	2	1	2	1	17

FYE23 All Unit Availability											
	Down	HCEB	Model	Vacant Unrented Ready	Vacant Unrented Not Ready	Preleased	PACT Vacant Unrented	PACT Vacant Ready	PACT Vacant Unrented	PACT Vacant Not Ready	Grand Total
OAHP	50	17	0	21	21	9	6	9	9	133	
oahpi-de	5	10	0	9	4	4	0	0	0	32	
oahpi-e	12	0	0	5	5	2	6	9	9	39	
oahpi-fv	8	3	0	0	3	1	0	0	0	15	
oahpi-n	9	0	0	1	2	0	0	0	0	12	
oahpi-sa	7	4	0	2	3	0	0	0	0	16	
oahpi-w	9	0	0	4	4	2	0	0	0	19	

Data for All Unit Availability

Down Units by Bedroom Size				
	Down			Grand Total
	2	3	4	
OAHP	9	39	2	50
oahpi-de	0	5	0	5
oahpi-e	3	7	2	12
oahpi-fv	0	8	0	8
oahpi-n	1	8	0	9
oahpi-sa	2	5	0	7
oahpi-w	3	6	0	9

Quick Turn Units by Bedroom Size					
	Vacant Unrented Not Ready				Grand Total
	1	2	3	4	
OAHP	0	0	20	1	21
oahpi-de	0	0	9	0	9
oahpi-e	0	0	5	0	5
oahpi-n	0	0	0	1	1
oahpi-sa	0	0	2	0	2
oahpi-w	0	0	4	0	4

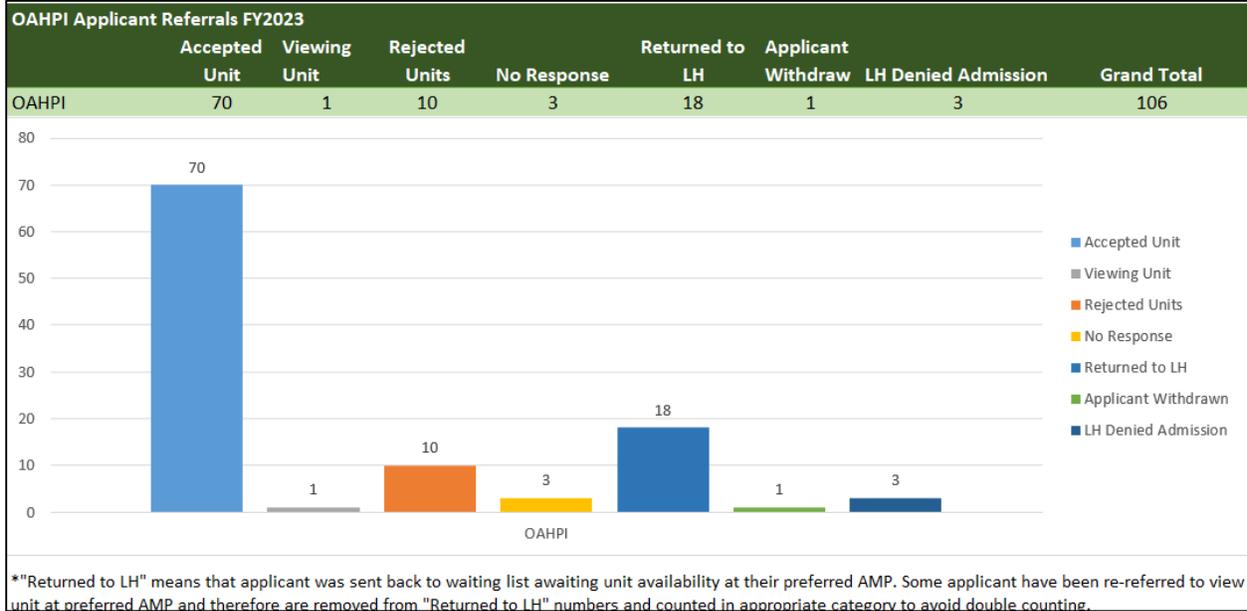
Available Units by Bedroom Size				
	Vacant Unrented			Grand Total
	2	3	4	
OAHP	1	19	1	21
oahpi-de	0	4	0	4
oahpi-e	1	3	1	5
oahpi-fv	0	3	0	3
oahpi-n	0	2	0	2
oahpi-sa	0	3	0	3
oahpi-w	0	4	0	4

Preleased Units by Bedroom Size					
	Preleased				Grand Total
	1	2	3	4	
OAHP	0	2	6	1	9
oahpi-de	0	0	4	0	4
oahpi-e	0	1	0	1	2
oahpi-fv	0	0	1	0	1
oahpi-w	0	1	1	0	2



Oakland Affordable Housing Preservation Initiatives

Property Operations Report



Leasing Status for Applicants Referred in FY23					Average of Days to Lease up	
	Moved In	Future	Pending Unit Offer	Grand Total	Moved In	
OAHPI	65	5	1	71	OAHPI	71
oahpi-de	23	3	0	26	oahpi-de	76
oahpi-e	15	0	0	15	oahpi-e	88
oahpi-fv	5	1	0	6	oahpi-fv	50
oahpi-n	4	0	0	4	oahpi-n	77
oahpi-sa	11	0	0	11	oahpi-sa	43
oahpi-w	7	1	1	9	oahpi-w	71



Oakland Affordable Housing Preservation Initiatives

Oakland Affordable Housing Preservation Initiatives

Fiscal Year 2023 Capital Improvements Department Accomplishments

- Four seismic retrofits
 - 1246/ 1248 E 34th St 10 units, all 3 bedroom
 - 541 29th St. 5 units, all 3 bedroom
 - 368 62nd St. 5 units, all 3 bedroom
 - 676 Fairmount 6 units, all 3 bedroom
- 1246-48 E 34th St. Full exterior and site rehabilitation
 - 10 units, all 3 bedroom
- 6650-6656 Laird Ave. exterior and site improvements
 - 8 units total
 - 6 - 2 bedroom units
 - 2 - 3 bedroom units
- exterior and site improvements 50 percent complete
 - 6309 Baker St. 6 units, all 3 bedroom
 - 9606- 9514 Birch St. 10 units, all 3 bedrooms
- Four roof replacements
- 23 full interior under slab and/or exterior sewer replacements
- Six full deck/rail renovation projects
- 89 Full unit Modernizations

6650-6656 Laird Ave.





Oakland Affordable Housing Preservation Initiatives

Oakland Affordable Housing Preservation Initiatives

Fiscal Year 2023 Capital Improvements Department Accomplishments

6650-6656 Laird Ave. (Cont.)



1246- 1248 E 34th Street Before and After

Before





Oakland Affordable Housing Preservation Initiatives

Oakland Affordable Housing Preservation Initiatives

Fiscal Year 2023 Capital Improvements Department Accomplishments

1246- 1248 E 34th Street After



1900 Commerce and 3025 Martin Luther King Jr. Way Decks and Railings After

