



**Board of Commissioners**

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

Executive Director

Patricia Wells

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

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

**Special Meeting**

**Monday, December 4, 2023 at 6:00 PM**



Oakland Housing  
Authority

**AGENDA**  
**Special Meeting**  
**December 4, 2023, 6:00 PM**

Zoom Information

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

Join Zoom Meeting Online: <https://oakha-org.zoom.us/j/84496185016?pwd=UTB0dFh3em9YQm5tWlJXSUR6Y0tSQTO9>

Meeting ID (access code): [870 0152 4074](#) Meeting Password: [928052](#)  
Closed Caption – provided through the link.

To participate by Telephone: +1 669 219 2599 US  
Meeting ID (access code): [870 0152 4074](#) Meeting Password: [928052](#)

**1. Pledge of Allegiance**

**2. Roll Call**

**3. Approval of Minutes**

- 3.1 2023-985 Approval of the minutes of the Regular Meeting from October 23, 2023

**Attachment(s)**

[Draft Minutes BOC Regular Meeting Oct. 23 2023](#)

**4. Recognition of people wishing to address the Commission**

**5. Old or Unfinished Business**

**6. Modifications to the Agenda**

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

**7. New Business**

- 7.1 2023-949 Informational presentation from the Office of The City Clerk is intended to further inform and increase Board and Commission Member's compliance with the timely filing of all Statement of Economic Interests Statements also known as Form 700.

**Attachment(s)**

[Cover Memo 7.1](#)  
[Boards and Commission SEI Filer Training 2023](#)  
[Conflict of Interest Policy](#)

- 7.2      2023-1012 Informational presentation and acceptance of the Certificate of Achievement for Excellence in Financial Reporting to the Oakland Housing Authority by the Government Finance Officers Association.

**Attachment(s)**

[Cover Memo 7.2](#)  
[GFOA](#)

- 7.3      2023-943 Adopt a resolution authorizing the Executive Director to execute a contract with Aervivo Inc. to build, install, service, and provide high-speed wireless internet (WI-FI) service to the residents at Lockwood Gardens, Peralta Village, Palo Vista Gardens, and Campbell Village in an amount not to exceed \$2,395,391, with a 5-year term.

**Attachment(s)**

[Cover Memo 7.3](#)  
[WIFI Presentation](#)  
[Resolution Wireless Internet](#)  
[WIFI CCGS Review Memo](#)

- 7.4      2023-974 Adopt a resolution authorizing the Executive Director to execute a contract with Convergent Technologies LLC for equipment, software, and servicing of security systems throughout the Authority, in a total contract amount not to exceed \$434,638.

**Attachment(s)**

[Cover Memo 7.4](#)  
[CCGS Convergent Review Memo](#)  
[Convergent\\_Resolution\\_2 \(3\).doc](#)

- 7.5      2023-1011 Adopt a resolution authorizing the Executive Director to increase the Protiviti Government Services contract by \$950,000, in a total not to exceed amount of \$1,450,000.

**Attachment(s)**

[Cover Memo 7.5](#)  
[Resolution Protiviti Government Services](#)

- 7.6      2023-956 Adopt a resolution authorizing the Executive Director to execute and submit a Rental Assistance Demonstration Program Application to the U.S. Department Of Housing And Urban Development, including a Certification Of Board Approval, for the conversion of the Public Housing units in Foothill Family Apartments to RAD Project-Based Vouchers and Section 18 Tenant Protection Vouchers

**Attachment(s)**

[Cover Memo 7.6](#)  
[Foothill RAD Board Presentation](#)

[Foothill Refi ORG Attachment A](#)  
[Foothill Family Apartments Rehab Reso April 24, 2023](#)  
[Resolution Foothill Family RAD Application](#)

- 7.7      2023-914    Adopt a resolution authorizing and approving amendments to the Oakland Housing Authority Personnel Policy.

**Attachment(s)**

[Cover Memo 7.7](#)  
[Proposed Personnel Policy](#)  
[Personnel Policy Tracked Changes](#)  
[Amended Personnel Policy Resolution](#)

- 7.8      2023-915    Adopt a resolution authorizing and approving amendments to the Oakland Housing Authority Technology Usage and Security Policy.

**Attachment(s)**

[Cover Memo 7.8](#)  
[Technology Usage and Security Policy \(Tracked Changes\).pdf](#)  
[Technology Usage and Security Policy](#)  
[Resolution - Amended Technology Usage and Security Policy](#)

**8. Consent Agenda**

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

- 8.1      2023-927    Adopt a resolution authorizing the Executive Director to make payment to the California Public Employee Retirement System (CalPERS) in the amount not to exceed \$ 27,713,000.

**Attachment(s)**

[Cover Memo 8.1](#)  
[Resolution - Pension Liability](#)

**9. Written Communications Departments' Monthly Report**

- 9.1      2023-1010    Written Communications Departments Monthly Report

**Attachment(s)**

[01 Family Community Partnerships](#)  
[02 Leased Housing](#)  
[03 Office of Property Operations](#)  
[04 Capital Improvements](#)  
[05 Office of Real Estate Development](#)  
[06 Asset Management](#)

**10. Executive Director's report regarding matters of special interest to the Commission**

**occurring since the last meeting of the Commission**

- 10.1 2023-921 Executive Director's Monthly Report regarding matters of special interest to the Board of Commissioners.

**Attachment(s)**  
[December ED Report](#)

**11. Reports of Commission Committees**

- 11.1 2023-1013 Informational report on the Public Safety Ad Hoc Committee meeting from November 06, 2023

**12. Announcements by Commissioners**

**13. Recess to Closed Session**

- 13.1 2023-986 Threat to Public Services or Facilities (Government Code § 54957 (a)) Consultation with: Patricia Wells, Executive Director, Drew Felder, Senior Director of HR, and General Counsel, Jhaila R. Brown.
- 13.2 2023-1009 Public Employee Performance Evaluation Government Code (§ 54957)  
Title: Executive Director

**14. Adjournment of Public Session**



Patricia Wells, Secretary / Executive Director

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

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

**Monday, October 23, 2023**

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

Chair Griffith called the meeting to order at 6:00 p.m.

**1. Pledge of Allegiance**

**2. Roll Call**

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

**Present 7** – Anne Griffith, Janny Castillo, Barbara Montgomery, Lynette Jung-Lee, Mark Tortorich and William J. Mayes.

**3. Approval of Minutes**

**3.1 Approval of the Board of Commissioners September 25, 2023 Regular Meeting**

**Attachment(s)**

[Draft Minutes - September 25 2023 Regular Board Meeting](#)

Having no questions from the board, Commissioner Jung-Lee moved to approve, Commissioner Montgomery seconded the motion. The item was carried unanimously by the following vote.

**AYES 7** – Griffith, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes

#### 4. Recognition of people wishing to address the Commission

There were no person wishing to address the Commission.

#### 5. Old or Unfinished Business

There were no old or unfinished business items to address.

#### 6. Modifications to the Agenda

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

Secretary Wells noted that item 7.1 of New Business will be suspended to the next meeting. Chair Griffith confirmed and approved moving item 7.1 to our December meeting.

#### 7. New Business

##### 7.1 Executive Director Acknowledgement.

Chair Griffith asked for a motion to move on to the second agenda item and suspend item 7.1 to the next scheduled meeting. Vice-Chair Hartwig moved to approve and Commissioner Mayes seconded the motion. The item passed unanimously by the following vote:

**Ayes 7** – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes

##### 7.2 Adopt a resolution authorizing the Executive Director to execute a contract with American Global Security to provide Unarmed Security Services at multiple Oakland Housing Authority administrative offices in an amount not to exceed \$1,667,250, with a 5-year term.

##### **Attachment(s)**

[23-022 CCGS Review Memo.docx.pdf](#)  
[Resolution Unarmed Security Guards.docx](#)

Chief of Police, Alan Love, presented the item requesting the boards approval to execute a contract with American Global Security to provide unarmed security services at four Oakland Housing Authority administrative offices. Chief Love noted that the role of the unarmed security guard is to provide a higher level of security at select facilities through active customer service roll by greeting clients and vendors, documenting their arrival, and assisting them to their respective location. They will make periodic checks around the location and report criminal activity or disorderly conduct to the Oakland Housing Authority Police Department.

Having no further questions from the board, Vice-Chair Hartwig moved to approve the item. Commissioner Montgomery seconded the motion and the item passed by a unanimous vote.

**Ayes 7 – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes**

- 7.3 Adopt a resolution authorizing the Executive Director to amend (i) the Commercial Bridge Loan Agreement (Mandela Gateway) entered into between the Housing Authority of the City of Oakland and Mandela Gateway Commercial, LLC dated December 1, 2020, and (ii) the Mandela Gateway Commercial Bridge Loan Promissory Note (Mandela Gateway) in the amount of \$810,000 provided by the Housing Authority of the City of Oakland to Mandela Gateway Commercial, LLC, dated December 1, 2020, to extend the original three year loan term in both documents for an additional three years (total six years), from December 1, 2023 to a new maturity date of December 1, 2026; CEQA exempt.

**Attachment(s)**

[Resolution 4941.pdf](#)

[Resolution - Mandela Gateway Commercial Loan](#)

Chief Officer of Program and Finance Administration, Duane Hopkins introduced Natalia Williams the Sr. Vice President of Asset Management and Compliance with BRIDGE Housing and proceeded to present the item. Mr. Hopkins detailed that the request for approval before the board is to extend an \$810,000 loan on the commercial portion of Mandela Gateway for three years. Mr. Hopkins noted that the commercial project has 168 units with 46 Public Housing units and 30 project based vouchers. It was further noted that the initial loan approved on December 1, 2020, comes to an end on December 1, 2023. The request to the board is to extend the loan agreement for an additional three years to December 1, 2026.

Natalia Williams with BRIDGE Housing communicated their valued partnership with the Oakland Housing Authority and provided details on the current commercial lease with Barber College, a nationally accredited cosmetology school, who will rent a commercial space and begin paying rent in December. In terms of the residential portion of the Mandela Gateway project it was noted that the initial tax credit compliance period has expired making the location a candidate for potential re-syndication in the future. Ms. Williams indicated that an analysis of options for both the commercial and residential portions of the project will be completed during the three-year period of the loan extension.

Vice-Chair Hartwig inquired about the outlook for commercial space as consistent occupancy of commercial spaces in OHA developments has been a challenge.

Staff and Commission agreed on the benefit of having the Barber College in this community and expressed appreciation for the partnership with Bridge Housing. A discussion was held around the forms of outreach Barber College will undertake with Mandela Gateway residents as well as other low-income families in the area.

Having no further questions from the board, Commissioner Jung-Lee moved to approve the item. Commissioner Castillo seconded the motion and the item passed by a unanimous vote.

**Ayes 7 – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes**

- 7.4 Adopt a resolution authorizing the Executive Director to approve a conditional commitment for a Development Loan of MTW funds in an amount not to exceed \$ 9,850,000 and a Rental Assistance Subsidy (RAS) of MTW funds in an amount not to exceed \$3,615,000, subject to clearance under the National Environmental Policy Act (NEPA), and authorizing the negotiation and execution of documents related to the provision of the loan and RAS for the development of East 12th Street – Lakehouse by East 12th Street Housing, L.P., an affiliate of East Bay Asian Local Development Corporation, in partnership with Jordan Real Estate Investments.

**Attachment(s)**

[PPT Presentation - BoC - Lakehouse 10-23-23](#)

[Reso - BoC East 12th Street Lakehouse EBALDC](#)

Chief Officer of Real Estate Development, Tom Deloye introduced Lina Sheth, Interim CEO and Liz Probst, Director of Real Estate Development of East Bay Asian Local Development Corporation (EBALDC) and proceeded to present information on the 121 East 12th Street Housing development commonly known as Lakehouse.

Chief Deloye announced that The Unity Council will be joining EBALDC and Jordan Real Estate Investments in the development partnership.

Commission initiated a discussing on funding justification. Staff explained the rise of construction costs post pandemic, the total development costs (TDC) for affordable housing and impact of the continuing cost escalation trends. From earlier development efforts at the property certain environmental work provides some advantages with this project to gain NEPA clearances in less time than typical. Commission also discussed the structure if the project has cash flow and the probability of rising costs. Liz Probst, Director of Real Estate EBALDC assured the Commission of their organizational commitment to the development. She added that the City of Oakland has also made contribution to ensure the success of this project.

Commission and Staff discussed subsidies for supportive housing and the referral process to house the unhoused community.

Commission expressed concern with the developer member, Jordan Companies and the development fees earned. Staff explained the project score was assisted with inclusion of the team members in the funding applications at state and local levels. Adding that a plan will be made for contingency funds as well.

Staff provided Commission with information on the tax credit investor and tax costs.

Commission and Council agreed that this Item's resolution will be amended to include the The Unity Council.

Commission reiterated the development risks and challenges, and applauded staff for their continued work.

Having no further questions from the board, Commissioner Hartwig moved to approve the item. Commissioner Castillo seconded the motion and the item passed by a unanimous vote.

**Ayes 7** – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes

- 7.5 Adopt a resolution authorizing the Executive Director to purchase a Low-Income Housing Tax Credit Recapture Guarantee Surety Bond for an amount not to exceed \$120,000 and Pay Berkadia Fees for the Lion Creek Crossings Phase IV Limited Partner Buyout in an amount not to exceed \$30,000.

**Attachment(s)**

[Reso 5147 LCC Phase IV LP Buyout 02.27.23](#)  
[Resolution LCC IV Recapture Bond](#)

Chief Officer of Real Estate Development, Tom Deloye presented information on tax credit compliance continuing requirement and the additional costs related thereto to enter the limited partnership interest prior to completion of the tax credit compliance period completion.

Having no further questions from the board, Commissioner Tortorich moved to approve the item. Commissioner Jung Lee seconded the motion and the item passed by a unanimous vote.

**Ayes 7** – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes

**Adjourned for break: 7:26pm**

**Resumed Meeting: 7:31pm**

- 7.6 Adopt a resolution authorizing the Executive Director to execute and submit a Rental Assistance Demonstration Application to the U.S. Department of Housing and Urban Development, including a Certification and Board Approval for the conversion of the Public Housing units in Lion Creek Crossings Phase I and II (AMP CA003000119) to RAD Project-Based Vouchers and Section 18 Tenant Protection Vouchers.

**Attachment(s)**

[RAD Board Presentation](#)  
[Resolution LCC I II RAD Application](#)

Chief Officer of Real Estate Development, Tom Deloye presented the Commission an in dept description of HUD's Rental Assistance Demonstration (RAD) Program and how it applies to the Lion's Creek Crossing Phase I & II.

Commission initiated a discussion on the qualification differences between RAD and public housing/traditional voucher program, Section 8 Voucher and the Project Based Vouchers, and properties that have been refreshed.

Staff clarified for the Commission that the RAD conversion grant/surplus bonds will have to be approved and awarded respectively with limited time and therefore staff highlighted the urgency of the authorization to execute and submit a RAD Application to the U.S. Department of Housing and Urban Development.

Commission also started a discussion on the possibility to obtain more tax credits and tax-exempt bonds in the future for other Lion Creek Crossing phases and possible other rehab projects.

Having no further questions from the board, Commissioner Tortorich moved to approve the item. Commissioner Mays seconded the motion and the item passed by a unanimous vote.

**Ayes 7** – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes

- 7.7 Informational presentation on the Fiscal Year 2023 Moving to Work Annual Report.

**Attachment(s)**

[CA003 FY 2023 MTW Annual Report-Final.pdf](#)  
[Presentation - MTW Annual Report 2023.pdf](#)

Chief Social Impacts Office, Dominica Henderson introduced Policy Analyst, Melissa Benik and proceeded to present the Making Transitions Work Fiscal Year 2023 Annual Report to the Commission. Executive Director Wells and Chief Henderson also acknowledged the work that staff has performed and to the Board for support.

There were no further questions from the board.

- 7.8 Creation of Executive Director Evaluation Ad Hoc Committee, and Assignment of Commissioners to Executive Director Evaluation Ad Hoc Committee by Chairperson pursuant to Oakland Housing Authority Bylaws and Commission Rules & Procedures.

General Council, Jhaila Brown gave direction to Chair Anne Griffith to appoint Commissioners to the Ad Hoc Committee.

Chair Griffith extended the offer to Commissioner Jung-Lee and Commissioner Castillo, who both accepted.

Having no further questions from the board, Commissioner Tortorich moved to ratify the creation and appointment of the members to the Executive Director Evaluation Ad Hoc Committee. Commissioner Montgomery seconded the motion and the item passed by a unanimous vote.

## **8. Consent Agenda**

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

- 8.1 Adopt a resolution authorizing the Executive Director to approve the Public Employees System (CalPERS) Resolution for the 004 Loc 1021 SEIU MAINT Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).

Attachment(s)

[Reso 004 LOC 1021 SEIU MAINT UNIT.2024](#)

- 8.2 Adopt a Resolution for the Executive Director to approve the Public Employees System (CalPERS) Resolution for the 001 Unrepresented Group, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).

Attachment(s)

[Reso\\_001\\_UNREPRESENTED.2024 \(4\)](#)

- 8.3 Adopt a Resolution for the Executive Director to approve the Public Employees System (CalPERS) Resolution for the 002 Alameda Co Bldg. Construct Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA)

Attachment(s)

[Reso 002 ALAMEDA CO BLDG CONSTRUCT](#)

- 8.4 Adopt a Resolution for the Executive Director to approve the Public Employees System (CalPERS) Resolution for the 005 Loc 1021 SEIU APA/HAR Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).

Attachment(s)

[Reso 005 LOC 1021 SEIU APA](#)

- 8.5 Adopt a Resolution for the Executive Director to approve the Public Employees System (CalPERS) Resolution for the 006 Loc 29 OPEIU Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA)

Attachment(s)

[Reso 006 LOC 29 OPEIU.2024](#)

- 8.6 Adopt a Resolution for the Executive Director to approve the Public Employees System (CalPERS) Resolution for the 701 Unrepresented ICMA RETR Group, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA)

Attachment(s)

[Reso 701 UNREPRESENTED ICMA RETR.2024](#)

- 8.7 Adopt a Resolution for the Executive Director to approve the Public Employees System (CalPERS) Resolution for the 702 Alameda Co Bldg. ICMA RETR, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA)

Attachment(s)

[Reso 702 ALAMEDA CO BLDG ICMA RETR.2024](#)

- 8.8 Adopt a Resolution for the Executive Director to approve the Public Employees System (CalPERS) Resolution for the 706 Loc 29 OPEIU ICMA RETR Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).

Attachment(s)

[Reso 706 LOC 29 OPEIU ICMA RETR.2024](#)

- 8.9 Adopt a Resolution for the Executive Director to approve the Public Employees System (CalPERS) Resolution for the 704 Loc 1021 SEIU ICMA RETR Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA)

Attachment(s)

[Reso 704 LOC 1021 MAINT ICMA RETR.2024](#)

- 8.10 Adopt a resolution authorizing the Executive Director to purchase commercial property insurance from the HAI Group for the period of November 11, 2023 to November 11, 2024, and to make payment of the annual premiums in the amount not to exceed \$350,000.

**Attachment(s)**

[Commercial Property Insurance Resolution](#)

Having no further questions from the board, Commissioner Jung Lee moved to approve the item. Commissioner Tortorich seconded the motion and the item passed by a unanimous vote.

**Ayes 7** – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes

## **9. Written Communications Departments' Monthly Report**

### **9.1 Family & Community Partnerships**

#### **Attachment(s)**

[01 - Family and Community Partnerships](#)

### **9.2 Leased Housing September Monthly Report**

#### **Attachment(s)**

[02 - Leased Housing September Monthly Report](#)

### **9.3 Office of Property Operation**

#### **Attachment(s)**

[03 - Office of Property Operations](#)

### **9.4 Capital Improvements**

#### **Attachment(s)**

[04 - Capital Improvements](#)

### **9.5 Office of Real Estate Development**

#### **Attachment(s)**

[05 - Office of Real Estate Development](#)

### **9.6 Asset Management**

#### **Attachment(s)**

[06 - Asset Management](#)

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

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

#### **Attachment(s)**

[October ED Report](#)

Executive Director Wells presented on the NAHRO National Conference, Enterprise Soiree by the Bay, EHV Celebration, 7<sup>th</sup> Street Thrives, and the OHAPD POST Recognition

There were no further questions from the board.

## **11. Reports of Commission Committees**

There were no reports from the Commission Committees.

## **12. Announcements by Commissioners**

Commissioner Castillo expressed her appreciation to participate in the NAHRO National Conference.

## **13. Adjournment of Public Session**

Having no further business to discuss, Commissioner Hartwig moved to adjourn. Commissioner Tortorich seconded the motion and the item passed by a unanimous vote.

**Ayes 7** – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes

The meeting adjourned at 8:48 pm

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Anne Griffith, Chair of the Commission

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Patricia Wells, Secretary/Executive Director



Oakland Housing Authority

## ITEM 7.1

**TO:** Board of Commissioners

**FROM:** Patricia Wells, Executive Director

**SUBJECT:** Informational presentation from the Office of The City Clerk is intended to further inform and increase Board and Commission Member's compliance with the timely filing of all Statement of Economic Interests Statements also known as Form 700.

**DATE:** December 4, 2023

**Type:** Informational

2023-949

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### **RECOMMENDATION**

No action is requested.

### **FISCAL IMPACTS/CONSIDERATION**

There are no fiscal impacts for this item.

### **BACKGROUND**

City of Oakland, Assistant City Clerk, Britney Davis is present to present to the Board of Commissioners information related to the annual submission of the Statement of Economic Interest (FORM 700).

On April 4, 2023, the Board of Commissioners adopted Resolution #5151 "Conflict-of-Interest Policy." OHA's General Counsel, Jhaila Brown presented to the Board the new policy, specifically Section IV. Conflict-of-interest procedures with Board members, staff, and members of the public attending the meeting. This section of the policy was specifically related to Statements of Economic Interest (Form 700) and included procedures up to including the annual submission of Form 700, as well as submissions whenever potential conflicts arise.

Attached to this presentation is a copy of the OHA Conflict-of-interest Policy for your review.

### **Attachments:**

[Boards and Commission SEI Filer Training 2023](#)

[Conflict of Interest Policy](#)

# Greetings Board And Commission Members

## Form 700 Overview

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This Informational Presentation from the Office Of The City Clerk is intended to further inform and increase Board And Commission Member's compliance with the timely filing of all Statement of Economic Interests Statements also known as Form 700.

This Overview includes a breakdown of all your responsibilities as a required filer commencing before you participate in public meetings, as well as your responsibilities once you separate as a member of this body.

# Your Responsibilities As A Board /Commission Member And Form 700 Filer

## Oath of Office

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- Your first responsibility as a Board/Commission member is to take the Oath of Office. The Oath Of Office is administered by the Office of the City Clerk.
- THIS MUST BE COMPLETED BEFORE VOTING/PARTICIPATING IN A MEETING

\*the Office of the City Clerk will create the Form 700 account during the Oath appointment

# Statement of Economic Interests (FPPC Form 700)

- What is a Form 700 ?
  - Form 700 is a public document intended to alert public officials and members of the public to the types of financial interests that may create conflicts of interests.
  - Another name for Form 700 is Statement of Economic Interest

## 2022-2023 Statement of Economic Interests



## Form 700

A Public Document

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### Helpful Resources

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

### California Fair Political Practices Commission

1102 Q Street, Suite 3000 • Sacramento, CA 95811  
Email Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)  
Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772  
Telephone: (916) 322-5660 • Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

December 2022

# Statement of Economic Interests (FPPC Form 700)

- The cover page is always required (pictured right), even if you “have nothing to report”.
- Each Section (1-5) should be completed accurately.
- List your Last Name, First Name & Middle
- Section 1 Agency Name is City of Oakland; Division/Board list the full name of your board/commission (no acronyms).
- Section 2 Jurisdiction is City of Oakland
- Section 3 Type of Statement depends on the filer’s timeline, see slide 5.
- Section 4 Schedule Summary – review each schedule and the corresponding instructions, check the box of the schedule(s) that apply to you and total your pages OR check None – No reportable interest
- Section 5 Verification – list up to date contact information, date your form and add your wet signature.

**CALIFORNIA FORM 700**  
FAIR POLITICAL PRACTICES COMMISSION

**STATEMENT OF ECONOMIC INTERESTS** Date Initial Filing Received \_\_\_\_\_  
Filing Official Use Only

**COVER PAGE**  
A PUBLIC DOCUMENT

Please type or print in ink.

NAME OF FILER (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MIDDLE) \_\_\_\_\_

**1. Office, Agency, or Court**  
Agency Name (Do not use acronyms) \_\_\_\_\_  
Division, Board, Department, District, if applicable \_\_\_\_\_ Your Position \_\_\_\_\_  
► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)  
Agency: \_\_\_\_\_ Position: \_\_\_\_\_

**2. Jurisdiction of Office (Check at least one box)**  
☐ State ☐ Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)  
☐ Multi-County \_\_\_\_\_ ☐ County of \_\_\_\_\_  
☐ City of \_\_\_\_\_ ☐ Other \_\_\_\_\_

**3. Type of Statement (Check at least one box)**  
☐ Annual: The period covered is January 1, 2019, through December 31, 2019.  
-or- The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_ December 31, 2019.  
☐ Assuming Office: Date assumed \_\_\_\_/\_\_\_\_/\_\_\_\_  
☐ Leaving Office: Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_ (Check one circle.)  
-or- The period covered is January 1, 2019, through the date of leaving office.  
-or- The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_ through the date of leaving office.  
☐ Candidate: Date of Election \_\_\_\_/\_\_\_\_/\_\_\_\_ and office sought, if different than Part 1: \_\_\_\_\_

**4. Schedule Summary (must complete) ► Total number of pages including this cover page: \_\_\_\_\_**  
**Schedules attached**  
☐ Schedule A-1 - Investments - schedule attached ☐ Schedule C - Income, Loans, & Business Positions - schedule attached  
☐ Schedule A-2 - Investments - schedule attached ☐ Schedule D - Income - Gifts - schedule attached  
☐ Schedule B - Real Property - schedule attached ☐ Schedule E - Income - Gifts - Travel Payments - schedule attached  
-or- ☐ None - No reportable interests on any schedule

**5. Verification**  
MAILING ADDRESS \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
(Business or Agency Address Recommended - Public Document)  
DAYTIME TELEPHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
( ) \_\_\_\_\_  
I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.  
I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  
Date Signed \_\_\_\_\_ (month, day, year) Signature \_\_\_\_\_ (File the originally signed paper statement with your filing official.)

[Clear Page](#) [Print](#)

FPPC Form 700 - Cover Page (2019/2020)  
advise@fppc.ca.gov • 866-275-3772 • www.fppc.ca.gov  
Page - 5

# Statement of Economic Interests (FPPC Form 700)

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- What Financial Interests Are Involved?

Financial Interest are disclosed within the applicable schedule(s) listed below

- Schedule A-1 : Investments
- Schedule A-2 : Business Entities/Trusts
- Schedule B : Oakland Rental Property
- Schedule C : Non-governmental salaries
- Schedule D : Gifts from public officials, businesses, vendors, or other contractors
- Schedule E : Travel payments or reimbursements made to you by someone other than your employer

\*see the back of each schedule for specific instructions on that particular schedule.

# Did You Know That There Are Many Different Times You Are Required To File A Form 700?

Types of Statements	Due Date
Assuming Office	Within 30 Days of Assuming Office Date
Annual Statement	April 1st Every Year (excluding weekends and holidays)
Leaving Office*	Within 30 Days of Resignation or Expiration of Term
Amendments	Immediately Upon Discovery Of Error

\*contact the Office of the City Clerk with your Leaving Office Date

# Statement of Economic Interests (FPPC Form 700)

- How to File?

- File an electronic form via NetFile here: <https://netfile.com/filer>  
Please Note: new filers are not able to create their own account. The City Clerk's Office will create the account.
- File a hardcopy with **wet signature**, by visiting <https://www.oaklandca.gov/services/file-a-statement-of-economic-interest-form-700>,

Complete the form and mail or drop off to

City of Oakland  
Office of the City Clerk  
ATTN: SEI  
1 Frank H. Ogawa Plaza  
Oakland, CA 94612

**PLEASE NOTE YOU CANNOT SUBMIT A SCAN OR COPY**

# Statement of Economic Interests (FPPC Form 700)

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- Enforcement:
  - Late statements are subject to a fine of \$10 per day for each day the statement is late, up to \$100.
  - Failing to file can result in referral to the California Fair Political Practices Commission (FPPC), additional fines and possible prosecution.
  - Failure to file may be cause for removal of an appointed member

# QUESTIONS

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If you have questions related to Form 700

Please contact Elections Services:

[electionservices@oaklandca.gov](mailto:electionservices@oaklandca.gov)





Oakland Housing Authority

**HOUSING AUTHORITY OF THE CITY OF OAKLAND  
CONFLICT OF INTEREST POLICY**

**Adoption and Revision History**

**Initial Adoption: Resolution No. 5151, on April 3, 2023**

# OHA CONFLICT OF INTEREST POLICY

## I. PURPOSE

This Conflict-of-Interest Policy ("Policy") establishes a standard of conduct to protect the financial well-being, reputation and legal obligations of the Housing Authority of the City of Oakland ("OHA"). This Policy also establishes a method to protect the OHA community from questionable circumstances that might arise and to resolve any real or apparent conflicts.

This Policy shall be used as the criteria for determining conflicts of interest and applying standards of procedures in the event a conflict of interest or a perceived conflict of interest exists.

This Policy applies to members of the Board of Commissioners, Board Members of OHA affiliate boards and instrumentalities, OHA employees, contractors, and consultants, and all programs administered by OHA, all hereafter referred to as a "Designated Member."

This Policy shall be read in conjunction with the following:

- HUD guidance and requirements for prospective and new Board members
- California Conflict of Interest Laws
- Board policies, by-laws or commissioner's handbook (if applicable)
- OHA contracts
- Procedures authorized by OHA's Executive Director
- OHA's Personnel Policy
- OHA employment forms for new hires

## II. DEFINITIONS

For the purpose of this Policy, the following definitions apply:

**Apparent Conflicts of Interest:** Conflicts exist when there is a perception of conflicts regardless of whether a person is actually influenced by a secondary interest. If the circumstances are reasonably believed (on the basis of past experience and objective evidence) to create a risk that decisions made may be unduly influenced by other interests, then a conflict does exist.

**California Conflict of Interest Laws** – Refers to the Political Reform Act of 1976 (Government Code section 87100, et seq.), as may be amended and modified from time to time, the regulations promulgated by the California Fair Political Practices Commission (FPPC) under California Code of Regulations, title 2, division 6, section 18109, et seq., the anti-self dealing statutes codified at

## **OHA CONFLICT OF INTEREST POLICY**

Government Code sections 1090 through 1099, and the Housing Authorities Law (Health and Safety Code section 34200 et seq.), as applicable.

**Conflicts of Interest:** Occurs when a person's public duties or actions lack independence or impartiality, either real or perceived and is unduly influenced by a secondary interest such as financial gain, professional advancement, or a wish to do favors for family and friends.

**Designated Members:** This means a person holding a position who participates in making decisions that may have a foreseeable material effect on the financial interests of OHA. These positions include but are not limited to employees, commissioners, Board Members, contractors, and consultants.

**Domestic Partner:** means a registered domestic partner, or an unrelated and unmarried person who shares common living quarters with a designated member and lives in a committed relationship with that designated member.

**HUD:** U.S. Department of Housing and Urban Development.

**Immediate Family Member:** "First-degree" relationships are considered immediate family members under both the public housing and Housing Choice voucher programs – include father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.

For the Housing Choice Voucher ("HCV") Program, "second-degree" relationships, e.g., grandparents, grandchildren including step/half grandparents and step/half grandchildren, are also considered to be immediate family members.

**Nepotism:** The practice of showing favoritism to relatives or close friends through employment or by appointing them to a public position.

**PHA:** Public Housing Agency. The Housing Authority of the City of Oakland is a PHA.

### **III. APPLICABLE STATUTES AND GUIDELINES**

#### **A. HUD Requirements**

OHA adopts all HUD provisions for conflicts of interest into its own Policy, including nepotism for the public housing and HCV programs, and additional conflicts of interest requirements for landlords/owners that participate in the HCV program as summarized below.

## **OHA CONFLICT OF INTEREST POLICY**

### **1. HUD Requirement - Conflicts of Interest for Public Housing and HCV Programs**

OHA may not enter into any contract or other arrangement in which any covered individual or immediate family member has a direct or indirect interest while the person is a covered individual and for one (1) year thereafter. Covered individuals include the following:

- Current or former Board member (except for a participant Board member);
- Current or former OHA employee who makes policy or has influence on decisions with respect to the properties
- Current or former public officials, members of a local governing body, state or local legislator, or any public official who exercises functions or responsibilities with respect to the OHA properties/programs.
- Member of U.S. Congress (applies to the Housing Choice Voucher program only).

The conflicts of interest prohibition are in effect during the covered class's tenure and for one (1) year thereafter.

The conflicts of interest prohibition applies to immediate family members for the aforementioned class of people.

A current or prospective conflict of interest must be disclosed to the PHA and HUD.

A conflict of interest may be waived by HUD for good cause if permitted under California Conflict of Interest Laws and local law. While the waiver is under consideration by HUD, the person for whom a waiver is requested may not exercise responsibilities or functions related to the waiver request.

### **2. HUD Requirement – Nepotism**

HUD prohibits a PHA from hiring an employee in connection with a project under the Annual Contributions Contract if the prospective employee is an immediate family member of:

- A present or former member or officer of the Board of Commissioners;
- An employee of the PHA who makes policy or influences decisions; or
- A public official, member of a local governing body, or state or

## **OHA CONFLICT OF INTEREST POLICY**

local legislator who exercises functions or responsibilities with respect to projects or the PHA.

The nepotism prohibition is in effect during the covered class's tenure and for one (1) year thereafter.

The nepotism prohibition applies to immediate family members for the aforementioned class of people.

Waiver – A waiver can be permitted for good cause, provided that a waiver is permitted under California Conflict of Interest Laws and local law. HUD's General Counsel regards nepotism to be a type of conflict of interest. As such, PHAs must seek a waiver request from HUD.

### **3. HUD Requirement – Conflicts of Interest for HCV Owners/Landlords**

The following conflicts of interest provisions are applicable to owners and landlords of units under the HCV program.

- Current or former Board members, public officials, members of U.S. Congress, or PHA employees with policy or decision-making authority, and their immediate family members cannot be an owner/landlord in the HCV program.
- The owner/landlord is prohibited from living in the assisted unit.
- The owner/landlord is prohibited from renting to immediate relatives, grandparents, grandchildren, step-family, or in-laws. The exception is for a household member with a disability.

The same HUD requirements are codified into OHA's policy and for ease of understanding; the requirements are further organized into the following two categories: 1) Conflicts of interest requirements that apply to the Board of Commissioners and public officials, and 2) Conflicts of interest requirements that apply to the Executive Director and all other OHA employees.

### **B. PHA Policy – Board Members and Public Officials**

The following conflicts of interest guidance are applicable to the Board of Commissioners and public officials and are based on the more stringent HUD policies and procedures, California Conflict of Interest Laws, and local law.

During the Board member or public official's term and for one (1) year thereafter,

- The Board member or public official cannot enter into a contract or

## **OHA CONFLICT OF INTEREST POLICY**

arrangement with the PHA, either as a contractor or a subcontractor (directly or indirectly).

- The **immediate family member** of a Board member or public official cannot enter into a contract or arrangement with the PHA, either as a contractor or a subcontractor (directly or indirectly).
- An **immediate family member** of a Board member or public official cannot be an employee of the PHA.
- The Board member or public official must disclose to the PHA if an immediate family member is or will be a tenant in the PHA's public housing or Housing Choice Voucher program.
- **(HCV Only)** A Board member, public official, or member of U.S. Congress cannot serve as an owner or landlord in the HCV program.
- **(HCV Only)** The **immediate family member** of a Board member, public official, or member of U.S. Congress cannot serve as an owner or landlord in the HCV program.

### **C. OHA Policy – Executive Director and PHA Employees**

The following guidance applies to the Executive Director and OHA employees that have policy or decision-making duties. In general, OHA employees that have supervisory duties are considered to have policy or decision-making duties and are subject to the provisions of this Policy. A full list of employees is attached hereto as Exhibit A.

The conflicts of interest prohibition are in effect for the duration of the Executive Director or employee's employment at the agency and for one (1) year after and provides that:

- The Executive Director or OHA employee with policy/decision-making duties cannot enter into a contract or arrangement with OHA either as a contractor or a subcontractor (directly or indirectly).
- The **immediate family member** of the Executive Director or OHA employee with policy/decision-making duties cannot enter into a contract or arrangement with OHA, either as a contractor or subcontractor (directly or indirectly).
- An **immediate family member** of the Executive Director or OHA employee with policy/decision-making duties cannot be an employee of OHA.

## **OHA CONFLICT OF INTEREST POLICY**

- The Executive Director or OHA employee irrespective of whether the employee has policy/decision-making duties, must disclose to OHA if an immediate family member is or will be a tenant in the PHA's public housing or HCV program.
- **(HCV Only)** The Executive Director and any OHA employee, even those without policy/decision-making duties, cannot enter into a HAP contract with OHA.
- **(HCV Only)** The **immediate family member** of the Executive Director or OHA employee, even those without policy/decision-making duties, cannot enter into a HAP contract with OHA.

### **D. OHA Policy – Administrative Requirements**

OHA will remedy all conflicts of interest, except where OHA has obtained a waiver from HUD for the conflict of interest.

All conflicts of interest, apparent conflicts of interest, and potential conflicts of interest will be brought to the attention of the Board of Commissioners as soon as possible after the discovery is made. To safeguard OHA, in cases where OHA is in the process of determining whether a conflict of interest exists or is requesting a waiver from HUD, OHA will take actions that assume the conflict of interest exists or that the waiver will not be granted.

OHA may only request a waiver from HUD for a conflict of interest when OHA can substantially minimize or remove the risk of the conflict of interest through the implementation of compensating controls and when remedying the conflict of interest itself will not result in undue administrative and financial hardship to OHA and its mission. No HUD waiver shall be effective unless it is in compliance with California Conflict of Interest Laws and local law.

## **IV. CONFLICT OF INTEREST PROCEDURES**

A copy of the OHA's conflicts of interest policy and procedures should be provided to each Board member upon appointment to the Board. Each Board member should complete a disclosure form upon appointment to the Board and the form should be updated at least annually, and whenever a potential conflict arises, along with the Statements of Economic Interests--Form 700 Fair Political Practices Commission (FPPC) ("Form 700"). Similarly, the conflicts of interest policy and procedures should be included in OHA's Personnel Policy and all OHA staff shall be required to update the disclosure form at least annually, and whenever a potential conflict arises, in addition to the annual Form 700 submission.

## **OHA CONFLICT OF INTEREST POLICY**

The following procedures relate to OHA's conflicts of interest policy and are provided below.

- Conflicts of Interest Notification and Adjudication
- HUD Notification and Waiver Procedures
- Conflicts of Interest Record-keeping

### **A. Conflicts of Interest Notification and Adjudication**

On appointment or employment and on an annual basis thereafter, the Board of Commissioners, Executive Director, and all other OHA staff will be required to complete a disclosure form that states that they have no conflicts of interest. If there are any perceived or real conflicts of interest, they must be stated on the disclosure form. This disclosure shall be in addition to the annual submission of Form 700.

At other times during the year, if a potential conflict of interest arises based on the OHA's policy, the conflict of interest must be immediately disclosed. The procedures below must be used to provide notification of a current or prospective conflict of interest.

1. Board members or OHA staff must provide written disclosure of the conflict of interest. The written disclosure will contain the following information:
  - Name and title of the person submitting disclosure.
  - A description of the specific conflict of interest provision that is the subject of the disclosure.
  - Provide the title, position, or other information of the individual, contract, or arrangement that gives rise to the potential conflict of interest.
2. As a general rule, the Executive Director, in consultation with OHA's general counsel, will make the determination on conflicts of interest for OHA staff and Board members. Where the Executive Director is the individual involved in the conflict of interest, the determination on whether there is a conflict of interest is made by the Board of Commissioners, in consultation with OHA's general counsel.
3. For all current or prospective conflicts of interest, the determination of whether a conflict of interest exists will be documented. Where a conflict of interest situation is affirmed to exist, OHA's proposed action to remove

## **OHA CONFLICT OF INTEREST POLICY**

the conflict of interest, including any safeguards that OHA puts in place to prevent the perception of undue influence or favoritism must be documented.

Determinations made by the Executive Director will be provided to the Board as part of the monthly Board package.

4. Where OHA has determined that a current or prospective conflict of interest exists, as required by HUD, OHA will provide all information associated with the conflict of interest to the HUD field office along with OHA's recommendation on whether a conflict of interest exists and OHA's documentation of how the matter was resolved by OHA.
5. If a conflict of interest was not initially disclosed by the interested party and is later identified by OHA, the interested party may be subject to disciplinary actions as outlined in OHA's personnel policy, the Board's by-laws (applies to Board members), or other penalties that may be associated with procurement actions.

These matters and their resolution must also be disclosed to the HUD field office.

### **B. Requests for HUD Waiver from Conflicts of Interest Requirements**

Waiver requests from the conflict-of-interest requirements should be submitted to the PHA's HUD field office. The following procedure should be used to submit a HUD waiver request in the form attached hereto as Exhibit B.

1. Complete the HUD waiver request form which requests information on the following:
  - The title and position of the individual that is involved in the contract or arrangement that gave rise to the conflict of interest.
  - A description of the nature of the conflict of interest and the HUD conflict of interest regulation applicable to the conflict of interest.
  - Information on the date and manner in which the conflict was disclosed to the PHA.
  - Provide a justification of the reason that "good cause" is present for HUD to grant a waiver.
  - Attach documentation that provides evidence of "good cause".

## **OHA CONFLICT OF INTEREST POLICY**

- Attach supporting documentation, as well as any analysis or other evidence that the contract or arrangement is in compliance with California Conflict of Interest Laws and local law. In addition, the documentation should include a local attorney's legal opinion that the waiver request is in compliance with California Conflict of Interest Laws.
- 2. The completed form must be reviewed and approved by the Executive Director and OHA's General Counsel. The Executive Director shall notify the Board of any HUD waiver requests.
- 3. The completed form, or a similar written request, is submitted to the HUD field office for consideration.

Actions that allow or support the potential conflict of interest must not be taken by OHA until HUD provides a decision regarding the waiver request. Any waiver from HUD's policy on conflicts of interest must also be in compliance with California Conflict of Interest Laws and local law in order to be effective.

### **C. Conflicts of Interest Record-keeping**

All disclosures should be maintained in the Board and OHA employee files. Similarly, all OHA actions on conflict-of-interest disclosures and actions should be maintained by a designated office or OHA staff person authorized by the Executive Director to maintain such records.

## **V. PROCEDURAL RESPONSIBILITIES**

The OHA Executive Director is vested with the authority to amend and modify this Policy and to create procedures for OHA staff, contractors, and consultants, if necessary. In addition, the Executive Director shall perform a bi-annual review of this Policy to ensure this Policy complies with applicable law. The Board of Commissioners delegates authority to the OHA Executive Director to draft, implement and administer procedures related to this Conflict of Interest Policy.

The Executive Director shall not have the right to terminate this Policy without the prior written approval of the Board of Commissioners. In the event, the Executive Director modifies or amends this Policy, copies of such modification and/or amendment shall be delivered to the Board of Commissioners.



Oakland Housing Authority

## ITEM 7.2

**TO:** Board of Commissioners

**FROM:** Patricia Wells, Executive Director

**SUBJECT:** Informational presentation and acceptance of the Certificate of Achievement for Excellence in Financial Reporting to the Oakland Housing Authority by the Government Finance Officers Association.

**DATE:** December 4, 2023

**Type:** Informational 2023-1012

### **RECOMMENDATION**

Presentation and acceptance of an Award

### **FISCAL IMPACTS/CONSIDERATION**

No funding is being authorized with this item.

### **BACKGROUND**

For the tenth consecutive year, the Oakland Housing Authority has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada (GFOA), for its Annual Comprehensive Financial Report (ACFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The Authority's CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The Government Finance Officers Association is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL and Washington, DC. The GFOA's mission is to enhance and promote the professional management of governmental financial resources by identifying, developing, and advancing fiscal strategies, policies, and practices for the public benefit.

### **Attachments:**



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Housing Authority of the City of Oakland  
California**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2022

*Christopher P. Morill*

Executive Director/CEO



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Housing Authority of the City of Oakland  
California**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2022

*Christopher P. Morill*

Executive Director/CEO



Oakland Housing Authority

ITEM 7.3

**TO:** Board of Commissioners

**FROM:** Patricia Wells, Executive Director

**SUBJECT:** Adopt a resolution authorizing the Executive Director to execute a contract with Aervivo Inc. to build, install, service, and provide high-speed wireless internet (WI-FI) service to the residents at Lockwood Gardens, Peralta Village, Palo Vista Gardens, and Campbell Village in an amount not to exceed \$2,395,391, with a 5-year term.

**DATE:** December 4, 2023

**Type:** Action

2023-943

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**RECOMMENDATION**

Staff recommends adoption of a resolution authorizing the Executive Director to execute a contract with Aervivo Inc. to build, install, service, and provide a wireless internet (WI-FI) service to the residents at Lockwood Gardens, Peralta Village, Palo Vista Gardens, and Campbell Village in an amount not to exceed \$2,395,391.

**FISCAL IMPACTS/CONSIDERATION**

Authorizing the expenditure of an amount not to exceed \$1,664,591 for WI-FI services for residents of Lockwood Gardens, Peralta Village, Campbell Village, and Palo Vista for the initial three (3) year term. Funding for each subsequent option term shall not to exceed \$365,400 for each year, and will be included in the corresponding fiscal years operating budget in account 5510-00-000 capital outlay. Total funding for this project shall not exceed \$2,395,391.

**BACKGROUND**

The city of Oakland has estimated that approximately 94,000 (21.7%) of Oakland residents lack internet access. A more recent report by the Greenlining Institute found a startling correlation between East Bay neighborhoods lacking broadband access and neighborhoods that had been redlined beginning in the 1930s. According to Oakland Unified School District data, a concentration of school-age children in the east and central areas of Oakland as well as portions of west Oakland lack access to the internet. In all of these areas noted the Oakland Housing Authority has a significant number of public housing, scatter sites, as well as housing choice voucher families living in these areas.

The COVID-19 pandemic truly demonstrated to OHA staff that internet connectivity for families is not a luxury, but an absolute necessity for working parents, students looking to learn, senior citizens connecting to friends and relatives, and families and friends just seeking to communicate. During the pandemic, OHA's Family Community Partnerships Department (FCP) scrambled to provide not only computer tablets for families with school-age children but most importantly wireless Internet hotspots for families to have connectivity to the internet.

As the OHA started coming out of the pandemic in calendar year (CY) 2022, the issues of families having connectivity remained of paramount importance to the Authority. The willingness to support residents in this endeavor existed, however, the solution to the problem was not readily apparent. In mid-CY 2022 the Authority joined discussions with the city of Oakland which was leading a charge to bridge the gap for families in these redlined areas by establishing a path for families to obtain Internet access.

In joining discussions, staff discussed many options to assist our families, such as the Federal Communications Commission (FCC) Affordable Connectivity Program (APC) which offered a discount of up to \$30 a month towards Internet service. Though the APC program significantly helps families OHA staff believed we could do more to better assist families. Through internal analysis and in-house cost estimates OHA determined the provision of free Internet may be a reality for residents at our public housing sites. On April 4, 2023, staff provided the Board of Commissioners (BOC) with a briefing on the provision of wireless internet to residents of public housing sites. The BOC was informed that a Request for Proposals (RFP) would be issued and that staff may come back to the BOC to approve a contract for the provision of high-speed internet for residents.

The Authority issued Request for Proposals (RFP) #23-017 "High-Speed Wi-Fi Internet Services in Residential Multi-Dwelling Units" in accordance with the Authority's Procurement Policy to obtain an experienced firm to build, install, service, and provide a wireless internet (WI-FI) service to the residents of Lockwood Gardens, Peralta Village, Palo Vista Gardens, and Campbell Village. A total of 615 vendors received notification of the issuance of the RFP through the agency's bidding systems, Economic Engine, and Infolane. The RFP was also publicly posted on the Authority's website. Three (3) companies responded by the deadline of May 26, 2023.

An Evaluation Committee comprised of three OHA employees, and one external member convened to evaluate and rate the three (3) responsive proposals. All Committee member's scores were averaged, resulting in one final score for each responsive firm resulting in the Committee's recommendation of awarding a contract to the highest-ranked firm, Arevivo Inc.

Arevivo Inc. was founded in CY 2015, and is based in the city of San Diego, CA. The firm's testing center is in the city of San Jose, CA. They are committed to reducing disparities and chronic underinvestment in low-income communities by providing high-speed internet access.

In their proposal as well as through many discussions they continue to emphasize that they are committed and highly aligned in our mutual goal of solving the digital divide.

Arevivo Inc. will be responsible for the design, build, and connectivity of WI-FI solutions at each public housing location. The solution will include a 10-gigabit dedicated fiber-optic line to each community, which will provide OHA families with the highest level of speed currently available to global communities. A local third-party vendor will be hired by Arevivo Inc. to manage customer support needs and ensure network operations. In addition, residents and

property management staff will have access to a smartphone application to assist in managing their Wi-Fi experience. In addition, staff and residents will be trained in basic troubleshooting of internet connectivity issues.

### **ACTION REQUESTED**

Staff recommends that the Board of Commissioners authorize the Executive Director to execute a three-year contract with Aervivo Inc. In an amount not to exceed \$1,664,591 for the initial term, with option terms not exceed \$365,400 for each subsequent year. Total funding for this project shall not exceed \$2,395,391.

Carel Duplessis, Special Assistant to the Executive Director is available to answer any questions.

### **Attachments:**

WIFI Presentation

Resolution Wireless Internet

WIFI CCGS Review Memo



**OAKLAND RESIDENTS!**  
**SAVE \$30**  
**EVERY MONTH**  
 TOWARD YOUR NEW OR EXISTING INTERNET BILL

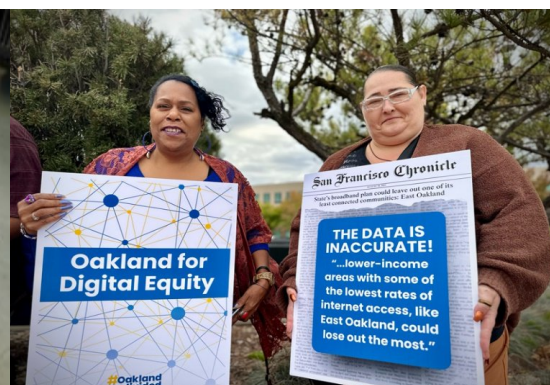
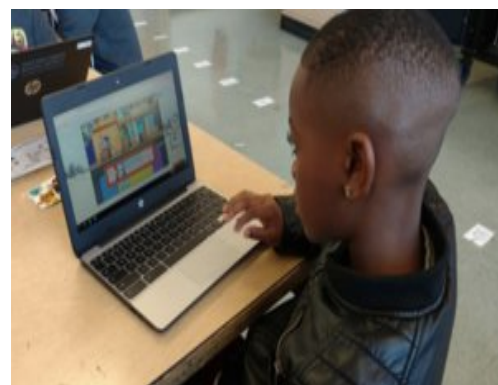
**GET STARTED TODAY:**  [GetInt](#)

Households can qualify based on ANY of the following:

- PROGRAM ENROLLMENT**
- HOUSEHOLD INCOME**
- OUSD SCHOOL ENROLLMENT**

...AND MORE!

# #Oakland Undivided



## Oakland Housing Authority High-Speed Internet Presentation December 4, 2023

## Purpose and Recommendation

### Purpose

Provide high-speed wireless internet (WI-FI) service to the Lockwood Gardens, Peralta Village, Palo Vista Gardens, and Campbell Village residents.

- This proposal will provide 1,015 families with 10-gigabit high-speed internet.
- Internet will be provided to families at \$0.00 (zero) cost.

### Cost

First Term	
First Year Cost (Installation Included)	\$933,790.67
Second Year Cost	\$365,400.00
Third Year Cost	\$365,400.00
Optional Term	
First Option Year Cost	\$365,400.00
Second Option Year Cost	\$365,400.00
Total Term Cost	\$2,395,390.67

Funding for this project was included in the FY 2023/2024 budget and approved by the Board of Commissioners.



Oakland Housing  
Authority



**Internet connectivity for families is not a luxury, but an absolute necessity for;**

- **working parents,**
- **students looking to learn,**
- **medical appointments,**
- **education,**
- **ordering food or groceries,**
- **senior citizens connecting to friends and relatives, and**
- **and families and friends just seeking to communicate.**

**In this era, Internet access must be considered the same as any other utility!**

## Project Importance



Oakland Housing  
Authority

- The city of Oakland has estimated that approximately 94,000 (21.7%) of Oakland residents lack internet access.
- Report indicates the greatest need is in East Oakland below Highway 580, where OHA has a significant number of families.
- During Covid OHA realized that families had a significant lack of access to the internet and sought to provide wireless Internet hotspots for families.
- Surveys and studies have shown the cost of the internet is the number #1 barrier for families **obtaining**, as well as **retaining** internet access. The national average monthly cost is \$85 per month.
- Internet markets are uncompetitive monopolies or duopolies, which leaves OHA families with limited choices and higher prices.
- OHA families should not have to choose between their basic needs and the internet.

## Expected Outcomes

- Teenagers with internet access are 6-8% more likely to graduate high. Students will no longer be at a disadvantage compared to their wealthier counterparts.
- OHA will improve the economic condition of each participating family.
- Employment opportunities, personal production, business opportunities, and the opportunity to increase income are enhanced.
- OHA will be able to create and provide targeted content informational and training videos for families.
- Loneliness and social isolation involving family members, specifically seniors will be improved.
- OHA will be improving the health and well-being of OHA families. Studies show families with internet access have 38% fewer hospitalizations.



Oakland Housing  
Authority



## Service Provision

- The selected vendor Arevivo Inc. will be responsible for the design, build, and connectivity of WI-FI solutions at each public housing location.
- A local third-party vendor will be hired by Arevivo Inc. to manage customer support needs and ensure network operations.
- In addition, residents and property management staff will have access to a smartphone application to assist in managing their Wi-Fi experience.



Oakland Housing  
Authority

## Conclusion

- Staff will keep you apprised of progress toward this project in their monthly reports to the Board.
- The project is expected to be completed by June 2024.



Oakland Housing  
Authority



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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH AERVIVO INC. TO BUILD, INSTALL, SERVICE, AND PROVIDE HIGH-SPEED WIRELESS INTERNET (WI-FI) SERVICE TO THE RESIDENTS AT LOCKWOOD GARDENS, PERALTA VILLAGE, PALO VISTA GARDENS, AND CAMPBELL VILLAGE IN AN AMOUNT NOT TO EXCEED \$1,664,591 FOR THE INITIAL THREE (3) YEAR TERM, AND AN AMOUNT NOT TO EXCEED \$365,400 FOR EACH SUBSEQUENT YEAR FOR A TOTAL NOT TO EXCEED AMOUNT OF \$2,395,391.**

WHEREAS, the city of Oakland has estimated that approximately 94,000 (21.7%) of Oakland residents lack internet access; and

WHEREAS, the Oakland Housing Authority has a significant number of public housing, and scatter sites, as well as housing choice voucher families living in these areas that have been identified as having limited access to the internet; and

WHEREAS, through the COVID-19 pandemic, as well as recent surveys conducted by staff, the Authority recognized that many OHA families do not have access to the internet; and

WHEREAS, the Authority issued a Request for Proposals (RFP) #23-017 in accordance with the Authority's Procurement Policy to obtain an experienced firm to build, install, service, and provide high-speed wireless internet (WI-FI) service to the residents of Lockwood Gardens, Peralta Village, Palo Vista Gardens, and Campbell Village; and

WHEREAS, a total 615 vendors were notified on the Infolane website and Housing Agency Marketplace website; and

WHEREAS, three (3) companies submitted proposals by the deadline of May 26, 2023; and

WHEREAS, a review panel convened to evaluate and rate each proposal; and

WHEREAS, the panelists' scores were averaged, resulting in one final score for each company, which the final scores were the basis for the recommendation of award; and

WHEREAS, Aervivo Inc. was deemed a responsive and responsible bidder and has the capability to meet the Authority's needs for high-speed wireless internet at Lockwood Gardens, Peralta Village, Palo Vista Gardens, and Campbell Village; and

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

THAT, the Board of Commissioners authorize the Executive Director to execute a three-year contract, with up to two (2) one-year option terms, with Arevivo Inc. to provide high-speed wireless internet at Lockwood Gardens, Peralta Village, Palo Vista Gardens, and Campbell Village, in an amount not to exceed \$1,664,591 for the initial term and up to \$365,400 per year for each additional option term for a total contract amount not to exceed \$2,395,391; 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 December 4, 2023.*

---

Patricia Wells, Secretary/ Executive Director

**ADOPTED:**

**RESOLUTION NO.**



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

**To:** Patricia Wells, Executive Director

**Through:** Duane Hopkins, Chief Officer of Program and Finance Administration <sup>DS</sup>  
Carel Duplessis, Special Advisor to the Executive Director <sup>CD</sup>  
Loretta Lovell, Special Advisor <sup>LL</sup>  
Courtney Sharif, Contract Specialist <sup>CS</sup>

**From:** Jamie Walters, Contract Specialist, CCGS <sup>JS</sup>

**Subject:** Requesting Approval of the CCGS Review Memo for RFP 23-017 High-Speed Internet Services with Aervivo, Inc. for High-Speed Internet Services

**Date:** November 22, 2023

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The enclosed packet is requesting approval of the CCGS Review Memo for RFP 23-017 High-Speed Internet Services with Aervivo, Inc. for High-Speed Internet Services.

**PURPOSE:**

Please see the enclosed client department memo for further details regarding this purchase.

The content of this packet includes:

1. Executive Memo
2. Client Department Memo
3. CCGS Review Memo
4. ICE
5. Evaluation Scoring Sheets
6. RFP #23-017
7. Addendums
8. Proposals
9. HUD Debarment, SAM, and SOS

**ACTION REQUESTED**

Please review and approve the attached CCGS review memo. Once approved, I will forward the CCGS Memo to the client department for Board preparation and prepare the draft contract.


- ☒ Procurement adheres to OHA Procurement Policy
- ☐ Procurement is within the 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.*

Approved:

Not Approved:

DocuSigned by:



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Patricia Wells,  
Executive Director

11/26/2023

Date

Patricia Wells  
Executive Director

Date



Oakland Housing Authority

## ITEM 7.4

**TO:** Board of Commissioners

**FROM:** Patricia Wells, Executive Director

**SUBJECT:** Adopt a resolution authorizing the Executive Director to execute a contract with Convergent Technologies LLC for equipment, software, and servicing of security systems throughout the Authority, in a total contract amount not to exceed \$434,638.

**DATE:** December 4, 2023

**Type:** Action

2023-974

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### **RECOMMENDATION**

This action will authorize the Executive Director to execute a two-year contract, with a one-year option term, not to exceed April 26, 2026, with Convergent Technologies LLC to provide as-needed service, hardware, and software for facility-related security systems for Authority-owned and managed properties, utilizing Sourcewell cooperative agreement contract #030421-CTL, in a total contract amount not to exceed \$434,638.

### **FISCAL IMPACTS/CONSIDERATION**

Funding for the initial contract term is included in the FY2024 operating budget in account 5510-00-000 Capital Outlay. Funding for the subsequent option term will be included in the corresponding fiscal year's operating budget. Funding for this item shall not exceed \$434,638 for the term of the contract. The term, including the option year, shall not exceed April 26, 2026.

### **BACKGROUND**

The Oakland Housing Authority (Authority) currently requires a vendor who can provide service to the Authority's security systems, as well as provide equipment and software for systems to ensure operational readiness.

Over the years, the Authority has made significant investments in cameras, network video recorders, internal video systems, card access readers and other security systems in administrative offices and residential sites. As these systems begin to age, additional services have been required to ensure systems remain operational. These systems require special knowledgebase skills, involving specialized personnel to maintain them.

A request was made by staff to the Authority's Contract Compliance and General Services (CCGS) Department to locate a vendor who could provide the services by either issuing a formal Request for Proposal (RFP), or locating a cooperative agreement which the Authority could utilize. CCGS located RFP #030421, released by Sourcewell, an organization that serves government, education & nonprofit organizations with cooperative procurement solutions by competitively soliciting proposals and awarding contracts for commonly purchased products and services, providing governmental and public entities opportunities for greater efficiency and economy in procuring goods and services.

Sourcewell issued RFP #030421 for facility security systems, equipment and software, and other related services on January 14, 2021. Twenty-nine companies responded to the RFP, and Convergent Technologies LLC was awarded a four (4) year contract with one (1) additional year option term by executing contract #030421-CTL. The initial term of the contract is April 26, 2021, to April 22, 2025, with the option to renew for one (1) additional year through April 22, 2026.

CCGS has determined that RFP #030421, issued by Sourcewell was competitively solicited and meets HUD 2 CFR Part 200. In the Sourcewell contract, the items to be purchased and associated service pricing has been identified in the Convergent Technologies proposal. The Sourcewell contract with Convergent Technologies LLC is valid through April 22, 2025, making it a current and valid contract, allowing the Authority to utilize this contract for the needed facility security systems, equipment, software, and related services. The contract may be extended for a one (1) additional year period through April 22, 2026.

On October 3, 2023, based on the approval to utilize Sourcewell contract #030421-CTL, the Authority executed a contract with Convergent Technologies LLC for security facility equipment and the equipment installation in an amount not to exceed \$229,175.34 to assist with servicing the Office of Property Operations department's camera system. This contract was initiated after the system, which currently has 309 cameras, experienced an outage. Services could not be immediately restored, as the repairs were beyond the knowledge and skills of Authority staff. Most of the expenses related to fixing this system failure will include the purchase of new equipment to ensure operability over the upcoming years.

Staff has recognized that Convergent Technologies LLC can provide additional assistance in servicing and maintaining other Authority security-related systems. In an effort to ensure the Authority maintains a team of professionals that can readily respond and service equipment on an as-needed basis and ensure continued system operability, staff is requesting an additional \$205,462.25 for maintenance services, software, and equipment for the Authority's other security related systems. The request of an additional \$205,462.25 exceeds the Executive Director's purchase authority of \$250,000, therefore staff is requesting the adoption of the attached resolution.

### **ACTION REQUESTED**

Staff recommends that the Board of Commissioners authorize the Executive Director to execute a two-year contract, with a one-year option term, not to exceed April 26, 2026, with Convergent Technologies LLC to provide as-needed service, hardware, and software for facility-related security systems for Authority owned and managed properties, utilizing Sourcewell contract #030421-CTL, in a total contract amount not to exceed \$434,638.

Mark Schiferl, Director of Property Operations is available to answer any questions.

**Attachments:**

CCGS Convergent Review Memo

Convergent\_Resolution\_2 (3).doc



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

**INTEROFFICE MEMORANDUM**

**To:** Patricia Wells, Executive Director

**Through:** Duane Hopkins, Chief Officer of Program & Finance Administration <sup>DS</sup> *ok*  
Michelle Hasan, Chief Housing Operations Officer <sup>DS</sup> *MH*  
Alan Love, Chief of Police <sup>DS</sup> *AL*  
Mark Schiferl, Director of Property Management <sup>DS</sup> *MS*  
Bruce Brackett, Director of Capital Improvements <sup>DS</sup> *BB*  
Brandon White, Director of IT <sup>DS</sup> *BW*  
Loretta Lovell, Special Advisor <sup>DS</sup> *LL*  
Courtney Sharif, Contract Specialist <sup>DS</sup> *CS*

**From:** Jamie Walters, Contract Specialist, CCGS <sup>DS</sup> *JW*

**Subject:** Requesting Approval to Utilize the Piggyback with Converjint Technologies, LLC through Sourcwell for Facility Security Systems, Equipment and Software with Related Services

**Date:** September 14, 2023

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This memo is in response to the request to utilize the piggyback with Converjint Technologies, LLC through Sourcwell for Facility Security Systems, Equipment and Software with Related Services.

**BACKGROUND**

Sourcwell issued RFP #030421 Facility Security Systems, Equipment and Software with Related Services on their website for approximately seven weeks from January 14, 2021, to March 4, 2021, which resulted in twenty-nine company responses. Converjint Technologies, LLC was awarded a Four (4) year contract with one (1) additional year option term. The initial term of the contract is April 26, 2021, through April 22, 2025, with the option to renew for one (1) additional year period through April 22, 2026.

**CONCLUSION**

The RFP issued by Sourcwell was competitively solicited and meets HUD 2 CFR 200. As stated in the Sourcwell contract, the items to be purchased and associated pricing are as identified in the Converjint Technologies proposal and is attached to this CCGS memo for referencing. The contract with Converjint Technologies, LLC is valid through April 22, 2025, making it a current and valid contract, allowing the Oakland Housing Authority to utilize this contract for the needed Facility Security Systems, Equipment and Software with Related Services. The contract can also be extended for one (1) additional year period through April 22, 2026.

**RECOMMENDATION**

It is recommended that the Authority utilize the piggyback that Convergent Technologies, LLC has with Sourcewell. The use of this contract will greatly simplify and expedite the procurement process by relieving the Authority of developing specifications and issuing a solicitation for these services.

Approved:

Not Approved:

DocuSigned by:

Patricia Wells

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9/15/2023

Patricia Wells

Executive Director

Date

Patricia Wells

Executive Director

Date

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

On Motion of Commissioner:

Seconded by Commissioner:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE  
A CONTRACT WITH CONVERGINT TECHNOLOGIES LLC FOR EQUIPMENT,  
SOFTWARE, AND SERVICING OF SECURITY SYSTEMS, UTILIZING  
SOURCEWELL CONTRACT #030421-CTL IN A TOTAL CONTRACT AMOUNT NOT  
TO EXCEED OF \$434,638.**

WHEREAS, the Authority has made significant investments in cameras, network video recorders, internal video systems, card access readers, and other security systems in administrative offices and residential sites; and

WHEREAS, systems have begun to age, requiring additional services to ensure systems are operational; and

WHEREAS, these systems require special knowledgebase skills involving specialized personnel to maintain them; and

WHEREAS, Sourcewell, is an organization that serves government, education & nonprofit organizations with cooperative procurement solutions by competitively soliciting proposals and awarding contracts for commonly purchased products and services, providing governmental and public entities opportunities for greater efficiency and economy in procuring goods and services; and

WHEREAS, the Authority's Contracts Compliance and General Services department (CCGS) located RFP #030412, in which Sourcewell issued an RFP for facility security systems, equipment and software, and other related services; and

WHEREAS, Convergent Technologies LLC was awarded contract #030421-CTL a four (4) year contract with one (1) additional year option term with Sourcewell; and

WHEREAS, the initial term of contract #030421-CTL is April 26, 2021, to April 22, 2025, with the option to renew for one (1) additional year through April 22, 2026; and

WHEREAS, CCGS has determined that RFP #030412 issued by Sourcewell was competitively solicited and meets HUD 2 CFR 200, allowing the Authority to utilize this contract; and

WHEREAS, Sourcewell contract #030421-CTL with Convergent Technologies, LLC is valid through April 22, 2025, making it a current and binding contract, which allows the Oakland Housing Authority to utilize this contract for the needed facility security systems, equipment, software, and related services; and

WHEREAS, on October 3, 2023, the Authority executed a contract with Convergent Technologies for security facility equipment and equipment installation in an amount not to exceed \$229,175.34; and

WHEREAS, staff has recognized that additional funds will be required in order to ensure all security-related systems remain operational, and that the OHA maintains a team of professionals who can readily respond and service equipment on an as-needed basis; and

WHEREAS, an additional \$205,462.25 of spending authority for maintenance services, software, and equipment is being requested, which when combined with the initial October 3, 2023, contract amount of \$229,175.34 exceeds the Executive Director's contracting authority, which is established at \$250,000.

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

THAT, the Board of Commissioners authorizes the Executive Director to execute a two-year contract, with a one-year option term, not to exceed April 26, 2026, with Convergent Technologies LLP to provide as-needed service, hardware, and software for facility-related security systems for Authority owned and managed properties, utilizing Sourcewell contract #030421-CTL, in a total contract amount not to exceed \$434,638; 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 December 4, 2023.*

---

Patricia Wells, Secretary/ Executive Director



Oakland Housing Authority

## ITEM 7.5

**TO:** Board of Commissioners

**FROM:** Patricia Wells, Executive Director

**SUBJECT:** Adopt a resolution authorizing the Executive Director to increase the Protiviti Government Services contract by \$950,000, in a total not to exceed amount of \$1,450,000.

**DATE:** December 4, 2023

**Type:** Action

2023-1011

---

### **RECOMMENDATION**

This memorandum transmits for your approval a resolution to increase the not-to-exceed amount of the Protiviti Government Services Contract in order to complete payment of invoices for work that was completed under this contract.

### **FISCAL IMPACTS/CONSIDERATION**

Temporary services have been funded from budgeted administrative salaries included in the FY 2024 Budget approved by the Board of Commissioners on June 26, 2023.

### **BACKGROUND**

In 2018, five vendors were procured, via a standard RFP, to provide temporary services. These vendors were used consistently from 2018 until the heart of the COVID-19 pandemic in 2020. During the pandemic, the temporary services vendors were frequently unable to supply sufficient candidates to backfill critical positions. The reason for this was manifold, including but not limited to a high rate of COVID-19 leaves, a rapid increase in turnover, and a need for temporary services in skill sets that were previously never requested. For these reason, under the Emergency procurement exemption during the declared state of emergency, the Authority procured Robert Half, now also known as Protivi Government Services (PGS), to supplement temporary services candidate availability.

On December 1, 2021, under the belief that the exceptionally high need for temporary services would not need supplementation for the long term, the Authority entered into a one year agreement with PGS with a not to exceed amount of \$145,000. During that year, the need for temporary services did not subside, and instead increased by approximately 10%. Unlike previous years, the types of temporary services broadened to include positions with significantly higher bill rates, which provided yet another variable to the costs of temporary

services. On June 6, 2022 an amendment was requested to increase the not-to-exceed amount to \$245,000 to cover these increased costs with the understanding that a new procurement would be completed in early 2023, which would provide the authority with multiple new vendors and an new five (5) year not-to-exceed amount. In January of 2023, with the new RFP for temp services was well under way, Staff came to the board for a final amendment of \$215,000 to bring the not-to-exceed amount up to a total of \$500,000.

Upon performing a recent internal audit, it was discovered that the Authority had exceeded the \$500,000 spending amount by \$950,000. In analyzing how this took place, it was determined that multiple steps in the current process contributed to the issue, including:

1. Decentralized Invoicing
2. Decentralized Purchase Orders (POs) by Department
3. Decentralized Invoicing by Vendor
4. RFP Duration

As was mentioned in the January 2023 board meeting, in November of 2022 an RFP was initiated to ensure a new set of temporary services vendors would be in place by August of 2023. These new vendors would have eliminated the need for additional use of PGS services after August of 2023. However, the procurement has been delayed.

There are several new procedures and software that are currently in the implementation stages, however the timeline for these implementations is not immediate. Therefore, immediate changes need to be made to prevent any additional issues of this nature from arising again. Those procedural changes are enumerated below. Those not already implemented will be in effect upon commencement of the new temporary services awards:

1. Centralized Invoicing:

Moving forward, all invoices for temporary services will be processed through the Human Resources Department, providing a central mechanism of tracking all contract and Board authority amounts.

2. Agency Wide PO:

In order to ensure that Yardi can provide an accurate analysis of the funds available in the PO, we will move to a single PO for all departments to use.

3. New Temporary Services Contracts:

Panel evaluations have been completed for new vendors and vendors will be selected. This will be the largest group ever obtained for a temporary services contract. This will prevent the need for obtaining supplementation to regularly awarded vendors.

5. Ending of PGS Contract:

Thanks to recruitment efforts, new hires are currently in process to fill the vacancies that PGS

has been used to backfill. As of November 30, 2023, the last day of the PGS contract, all temp services have ceased and have either been filled or are in the process of filling in the next 30 days. With these new hires, and in conjunction with a slowing turn over rate, the Authority has achieved the milestone of outpacing turnover with new hires for the first time since the onset of the COVID-19 pandemic.

With the above procedural changes in place, and in addition to ending the current contract, allowing the executive director to pay out a not-to-exceed amount of \$950,000 to PGS will close out this issue and ensure that a similar does not occur in the future.

**Fiscal Impact:**

There is no financial impact due to the funding methodology for temporary services. Temporary services are funded via salary and benefits cost savings of the position to which they are assigned to backfill. Additionally, using past practice of estimation of temporary services usage, the total amount for all vendors over the past years would be estimated at \$3,300,000. Including PGS services, the Authority's full cost for temporary services for the past five years totals \$3,476,000, which is only a 6% increase.

**ACTION REQUESTED**

It is recommended that the Board of Commissioners approve the attached resolution to increase the not-to-exceed amount for temporary employment services provided by Protiviti Government Services by \$950,000 for a not-to-exceed amount of \$1,450,000.

**Attachments:**

[Resolution Protiviti Government Services](#)

**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 INCREASE  
THE PROTIVITI GOVERNMENT SERVICES CONTRACT BY \$950,000, IN A  
TOTAL NOT TO EXCEED AMOUNT OF \$1,450,000.**

WHEREAS, the Oakland Housing Authority requires the services of temporary employment agencies to supplement its current work force on assignments that are temporary in nature when regular staff is out on extended medical leave of absences or other leave of absences, vacation and special projects that require additional personnel; and

WHEREAS, it not possible to predict what the Authority's specific temporary staffing requirements will be at points in time into the future; and

WHEREAS, the expense for temporary staff is generally born by savings in regular staff expenses due to un-paid absences; and

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

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

WHEREAS, amendment one was executed July 6, 2022 that set the compensation to a not-to-exceed amount of two hundred and forty-five thousand dollars (\$245,000); and

WHEREAS, amendment two was executed on January 25, 2023 that set the compensation to a not-to-exceed amount of five hundred thousand dollars (\$500,000); and

WHEREAS, this Protiviti Government Services contract has ended on November 30, 2023; and

WHEREAS, no further services will be provided by Protiviti Government Services without an additional procurement process; and

WHEREAS, the Authority wants to add an additional NINE HUNDRED AND FIFTY THOUSAND DOLLARS (\$950,000), bringing the total not to exceed amount to one million four hundred and fifty thousand dollars (\$1,450,000) to complete payment of all invoices under this contract.

**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 increase the not-to-exceed amount for temporary employment services provided by Protiviti Government Services by \$950,000 for a not to exceed amount of \$1,450,000; and

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

*I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on December 04, 2023*

---

Patricia Wells, Secretary / Executive Director

**ADOPTED:**

**RESOLUTION NO**



Oakland Housing Authority

ITEM 7.6

**TO:** Board of Commissioners

**FROM:** Patricia Wells, Executive Director

**SUBJECT:** Adopt a resolution authorizing the Executive Director to execute and submit a Rental Assistance Demonstration Program Application to the U.S. Department Of Housing And Urban Development, including a Certification Of Board Approval, for the conversion of the Public Housing units in Foothill Family Apartments to RAD Project-Based Vouchers and Section 18 Tenant Protection Vouchers

**DATE:** December 4, 2023

**Type:** Action

2023-956

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**RECOMMENDATION**

Authorize the Executive Director to execute and submit a Rental Assistance Demonstration Program Application to the U.S. Department Of Housing And Urban Development, including a Certification Of Board Approval, for the conversion of the Public Housing units in Foothill Family Apartments to RAD Project-Based Vouchers and Section 18 Tenant Protection Vouchers.

**FISCAL IMPACTS/CONSIDERATION**

No expenditure of Authority funds is required for the proposed RAD application. Impacts of a RAD conversion of the Public Housing units in Foothill on the Authority's revenue are discussed below.

**BACKGROUND**

**Foothill Family Apartments Background**

Foothill Family Apartments, located at 2812 69th Avenue, 6886-6946 Foothill Boulevard, 6968-6982 Foothill Boulevard, and 7011-7015 MacArthur Boulevard, Oakland, CA ("Foothill"), is a "Mixed Finance" property that was acquired by the Oakland Housing Authority (the "Authority") to be an offsite component of the Coliseum Gardens/Lion Creek Crossings HOPE VI redevelopment project. There are 21 Public Housing units, 11 Section 8 Project-Based Voucher units, and 33 "tax credit only" units in Foothill. Foothill is owned by a California limited partnership, Foothill Family Apartments, L.P. (the "Partnership"), which presently has Oakland Housing Initiatives, Inc. ("OHI") as its general partner and the Authority as its limited partner. The Partnership contracts with the John Stewart Company ("JSCo") for property management

services.

An outside developer, CVE Development, Inc., built Foothill as a Low-Income Housing Tax Credit affordable housing project. Construction was completed in 2003. In 2005, the Authority acquired the project site from the developer. As part of the financing for the initial acquisition, the Authority provided a \$2.4 million soft loan of HOPE VI funds to the project. OHI, a nonprofit organization affiliated with the Authority, became the general partner of the Partnership at that time. The Authority provides staff and administrative services on OHI's behalf, but OHI has a Board of Directors that is independent of the control of the Authority.

Following the end of the project's tax credit compliance period, the Authority acquired the tax credit investor's limited partner interest in the partnership in 2017. The Authority is now the limited partner, with a 99.9 percent ownership stake.

### **Project Rehabilitation**

As a 20-year-old property that has not undergone a comprehensive rehabilitation, Foothill has accumulated deferred maintenance and capital needs. OHI, consultants, and Authority staff have been planning a refinancing and rehabilitation of Foothill over the past two years. Funding for the rehabilitation is a component of the Fiscal Year 2023-24 MTW Annual Plan.

At the April 24, 2023, Board of Commissioners meeting, staff presented a refinancing and rehabilitation plan with an estimated cost of approximately \$13.3 million. Under this plan, the property's mortgage from Hanmi Bank would be repaid and rehabilitation work with an estimated budget of \$11.9 million, including soft costs and contingencies, would be completed.

Neither the Partnership nor OHI have the resources available to finance these costs. Instead, it was proposed that the Authority would provide a new loan to the Partnership to finance the loan repayment and rehabilitation work. The Commission adopted Resolution No. 5163, on April 21, 2023, authorizing the Executive Director to negotiate and execute, subject to HUD and other required approvals, a Loan Agreement and other documents needed to provide a loan in an amount not to exceed \$15 million to the Partnership to finance this project. The Resolution provided that the loan could be structured in two or more phases to finance repayment of an existing loan to the Partnership, predevelopment soft costs, and rehabilitation construction costs.

#### Anticipated Project Rehabilitation Sources

Source	Amount	Use
Authority Loan of MTW funds	\$15,000,00	Payoff of existing permanent financing; payoff of predevelopment financing; and new construction/permanent loan
TOTAL:	\$15,000,000	

### **RAD Conversion**

Approval from the U.S. Department of Housing and Urban Development (HUD) will be

required before new loans can be made to the Partnership that would encumber the Foothill property or place a claim on the cash flow from Foothill. Foothill was approved through the HUD Public Housing Mixed Finance Program because it includes 21 units among various building through the Foothill property that receive funding through the HUD Public Housing program. As a Public Housing Mixed Finance project, the project has a Declaration of Trust of Restrictive Covenants ("DORC") between HUD, the Authority, and the Partnership. There is also a Regulatory and Operating ("R&O") Agreement between the Authority and the Partnership. Under these agreements HUD approval is required for any new mortgage, encumbrance, or change in the financing and debt service for Foothill.

The Authority and OHI intend to request, through the Rental Assistance Demonstration program ("RAD"), the required HUD approvals to obtain a new loan from the Authority to the Partnership. RAD is a HUD program to allow for the conversion of Public Housing units funded by public housing operating assistance pursuant to the Annual Contributions Contract into units with Section 8 Project-Based Vouchers (PBVs) or Project-Based Rental Assistance. RAD PBVs are new vouchers provided to the Housing Authority as a replacement for converted Public Housing units. RAD PBVs have a level of funding approximately equal to the amount of funding HUD provided to the Public Housing units. The level of HUD funding and contract rent for RAD PBVs is lower than that provided for non-RAD PBVs. The Authority's current payment standard, which is the maximum monthly assistance payment for a family in the Section 8 voucher program, is 120% of the 2022 HUD Fair Market Rent for Oakland.

#### RAD/Section 18 Blend

Through the disposition authority under Section 18 of the US Housing Act of 1937 HUD permits the conversion of Public Housing units to PBV units. Under Section 18, HUD provides Tenant Protection Vouchers (TPVs), which are funded at the same level as "standard" PBVs. There are a number of ways that Public Housing properties can qualify for disposition under Section 18. The most common is by having significant rehab costs.

HUD provides "RAD/Section 18 blends" for RAD candidate projects, which include public housing units, that have significant rehab costs. In HUD's RAD/Section 18 blend, TPVs are provided for a portion of the converting units and RAD PBVs are provided for the remainder of the converting units. Both types of vouchers are provided through a single RAD application process. For Foothill, the planned rehab construction costs qualify the projects to receive Section 18 TPVs for 40 percent of the Public Housing units, or eight units. RAD PBVs will be provided for the remaining 60 percent of the Public Housing units, or 13 units. Together there will be a blend of PBV's totaling 21 units. The inclusion of the higher value TPVs in the project will increase rental income to the Property to support rehabilitation, refinancing, and continuing maintenance.

The Authority and OHI wish to pursue a RAD conversion for the Public Housing units in Foothill in conjunction with the rehab of the property. Completing a RAD conversion will increase rental income to the Property to support rehabilitation, refinancing, and continuing maintenance, and will streamline compliance responsibilities of both the Authority and the property management company by converting Public Housing units, which have separate eligibility and compliance requirements, to the PBV platform. RAD PBVs may have more stable and predictable funding over time than Public Housing units. RAD contract rents are adjusted annually based on the HUD Operating Cost Adjustment Factor (OCAF) formula, while Public Housing subsidies are determined by the amount of funding Congress provides to the Public Housing program through annual appropriations. Funding for the Section 8 Voucher

Program, including RAD PBVs and TPVs, is also subject to annual appropriation; however, these programs have typically been fully funded by Congress while funding for the Public Housing Program has often been prorated at a lower level.

To receive approval for a RAD conversion, the project must 1) conduct a capital needs assessment, 2) demonstrate that it is completing work to meet the immediate capital needs of the project and 3) demonstrate that the rehabilitated and refinanced project will be able to fund its projected capital needs for the next 20 years.

The RAD program has several provisions designed to minimize the impact of the conversion on tenants. Under both the Public Housing and Section 8 Voucher programs, the tenant portion of rent is based on 30% of the tenant's adjusted gross income, therefore the amount of rent paid by the tenant will not change. Existing Public Housing tenants are not rescreened for eligibility at conversion to RAD.

There are extensive relocation protections with RAD conversions, including the tenants' right to return to a unit in the converted project. In the Foothill rehab, it is anticipated that each household will be temporarily relocated on a short-term basis. OHI has hired a relocation consultant to create a Relocation Plan and guide the relocation process during the rehab.

#### RAD Application

The Public Housing Authority is required to submit an application to HUD to initiate the RAD conversion process. OHA hired TAG Associates to assist with the application and conversion process. The RAD application, review, and approval process can take at least six to nine months. Therefore, the Authority and OHI would like to submit the application as soon as it can be completed to avoid delaying the start of rehab construction pursuant to the architect's design schedule. A Certification Of Board Approval is required to be submitted with the RAD application, certifying that the Executive Director has the authority to submit the application on behalf of the Authority and that the Authority agrees to comply with the applicable requirements of RAD.

#### Financial Impacts of RAD Conversion

RAD conversions are designed to be approximately revenue-neutral to the Housing Authority. However, there are financial impacts to the agency with a RAD conversion.

HUD funds Public Housing units through Operating Subsidy and Capital Fund Program (CFP) Grants. The Authority retains five percent of the operating subsidy as an Oversight Fee. In 2022, the Authority respective Foothill oversight fee was \$9,219. The Authority would not continue to earn the Oversight Fee after a RAD conversion.

For mixed-finance projects like Foothill, the Authority provides the Operating Subsidy to the project but retains the Capital Funds Program (CFP) Grant. With a RAD conversion, both the Operating Subsidy and CFP Grant amounts are included in the RAD contract rent. The Authority would no longer receive CFP Grant funds for Foothill. In 2022, the CFP Grant for Foothill was \$45,506.

Partially offsetting these reductions in income, HUD would increase the Section 8 Administrative Fee (Admin. Fee) paid to the Authority to administer the 21 additional PBVs that converted from Public Housing at the property. the Authority's 2022 Admin. Fee for additional vouchers was \$133.99 per voucher per month. With current Admin. Fee proration factors of

approximately 90%, HUD would provide approximately \$30,389 per year in Admin. Fee to the Authority.

As shown below, the net financial impact of the RAD conversion to the Authority would be a loss of approximately \$24,336 in income per year.

**Net Financial Impacts to the Authority of RAD Conversion**

Oversight Fee (Loss) (\$9,219)

CFP Grant (Loss) (\$45,506)

Section 8 Admin Fee (Gain) \$30,389

Net Financial Impact (Loss) (\$24,336)

**ACTION REQUESTED**

Adopt the resolution authorizing the Executive Director to execute and submit a Rental Assistance Demonstration Program Application to the U.S. Department Of Housing And Urban Development, including a Certification Of Board Approval, for the conversion of the Public Housing units in Foothill Family Apartments To RAD Project-Based Vouchers and Section 18 Tenant Protection Vouchers.

**Attachments:**

Foothill RAD Board Presentation

Foothill Refi ORG Attachment A

Foothill Family Apartments Rehab Reso April 24, 2023

Resolution Foothill Family RAD Application

# Foothill Family Apartments Authorization for RAD Application



## Foothill Current Unit Mix

	Public Housing	Section 8 PBVs	LIHTC	Staff Unit	Total
2 Bedrooms	2	11	19	0	32
3 Bedrooms	19	0	13	1	33
Total	21	11	32	1	65

	30% AMI	35% AMI	50% AMI	60% AMI	Staff Unit	Total
2 Bedrooms	16		8	6	0	30
3 Bedrooms		21		13	1	35
Total	16	21	8	19	1	65

# Application of RAD to Foothill Family Apartments

- HUD's Rental Assistance Demonstration program
- There are three types of units at Foothill Family Apartments (Foothill):
  - 1) Unsubsidized Tax Credit UnitsUnits with HUD Rental Assistance:
  - 2) Public Housing
  - 3) Section 8 Project Based Vouchers
- With RAD, Public Housing units convert to Section 8 Project Based Vouchers
- HUD provides funding for RAD PBVs at the approximately same level it funded the Public Housing

# Impacts on Tenants with FFA Conversion

- What won't change for tenants?
  - Same community
  - Same rent: Public Housing and Section 8 rents are both based on 30% of Adjusted Gross Income
  - Eligibility for housing: no rescreening at conversion
- What will change for tenants?
  - Section 8 briefing with Authority
  - New lease
  - Income certifications with Authority Leased Housing Department instead of on-site property management
  - Access to Housing Choice Voucher
    - "Choice Mobility": Tenant may request a Housing Choice Voucher after one year with a Project Based Voucher

# Resident Rights and Protections

- HUD review includes four steps during the approval process
- Initial written notification – RAD Information Notice
- Resident meetings prior to the RAD application and through the conversion process
- Relocation
  - Tenants have the right to return to the community.
  - Tenants are entitled to relocation assistance.
  - With the planned rehab work at Foothill Family Apartments, short-term relocation for all units is expected. Authority and relocation consultant will manage relocation and provide relocation benefits.
  - Notice of relocation plans and tenant relocation rights is required.

# RAD/Section 18 Blends

- Section 18
  - Program for disposition of Public Housing units
  - Multiple ways to qualify – most common is “obsolescence” – significant rehab costs
  - Funding for replacement units is provided through Tenant Protection Vouchers (TPVs)
  - With TPVs, HUD funding and contract rents are higher than RAD rents
- RAD/Section 18 Blends
  - TPVs are provided for a portion of the units in a RAD conversion based on rehab costs
- Blends encourage conversion – provide more income and make rehab and ongoing operations more feasible
- Higher rehab costs qualify for more Section 18 TPVs

# Subsidy Blend Programs

- Percentage of PBVs is based on rehab construction costs as a percentage of the HUD “Housing Construction Cost” (HCC) limit for the project

Required HCC Threshold	RAD / Section 18 Blend Percent
>30%	80% RAD / 20% Section 18
>60%	60% RAD / 40% Section 18
>90%	40% RAD / 60% Section 18
>90% + in high-cost area	20% RAD / 80% Section 18

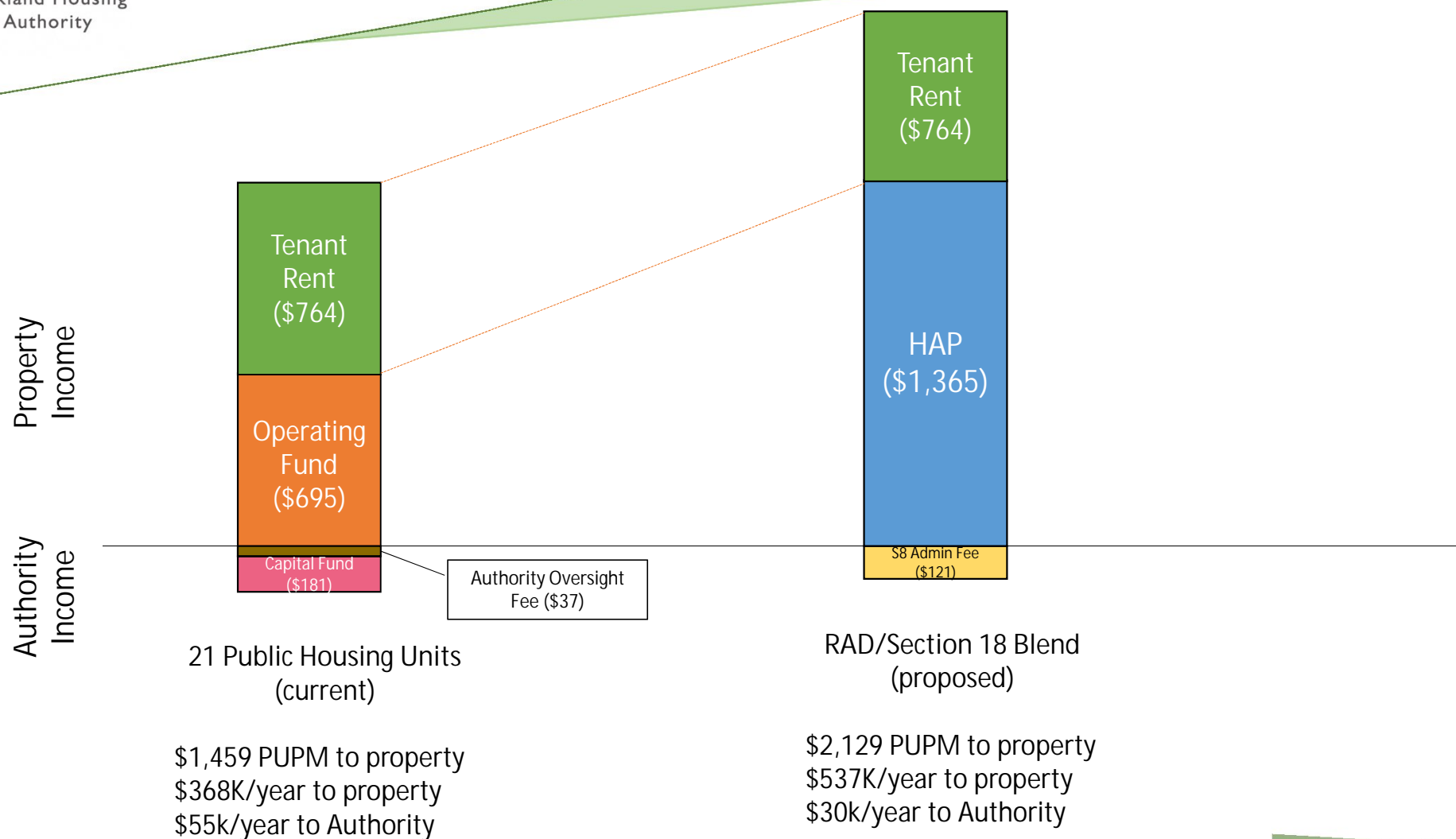
# Foothill Blend Amounts

- Rehab is greater than 60% of HCC limit

Required HCC Threshold	RAD / Section 18 Blend Percent
>30%	80% RAD / 20% Section 18
>60%	60% RAD / 40% Section 18
>90%	40% RAD / 60% Section 18
>90% + in high-cost area	20% RAD / 80% Section 18

	Foothill
Public Housing Units	21
% RAD	60%
RAD PBVs	13
% Section 18	40%
Section 18 TPVs	8

# Financial Impacts of Conversion (PUPM Amounts)

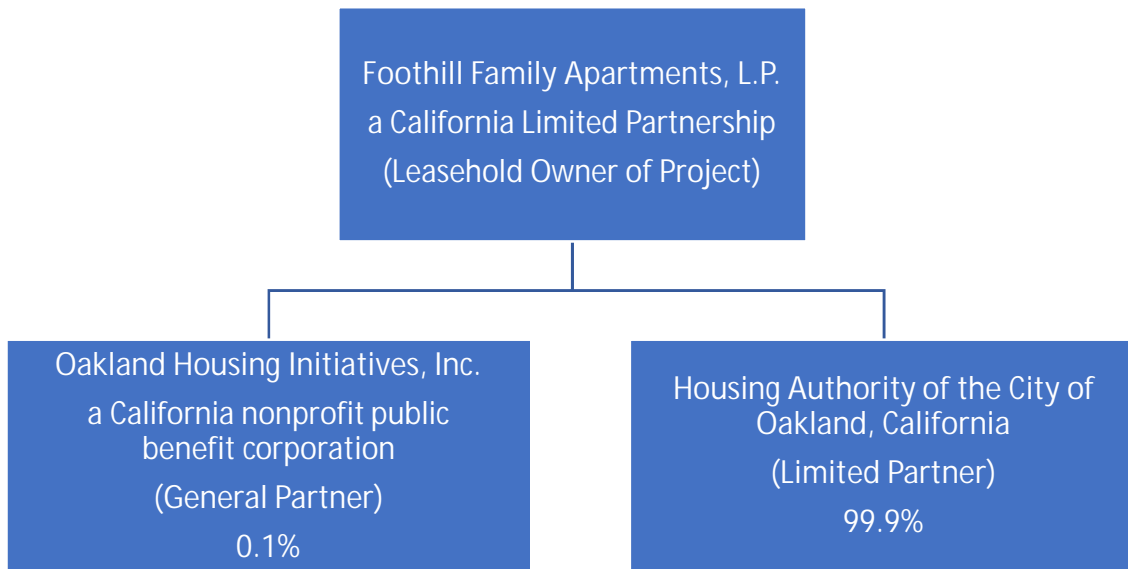


# Authority Financial Impacts from Foothill RAD

- With no more Public Housing units, Authority would no longer receive Public Housing Oversight Fee (5% of Public Housing Operating Subsidy)
- With RAD conversion, OHA would no longer receive Capital Fund Program Grant
  - Currently retained by Authority. CFP shifts to RAD Contract Rents.
- With RAD conversion, Authority would receive Section 8 Admin
  - Fee of \$121/month for 21 new PBVs.

	Annual Amount
Oversight Fee – 5% of Op Sub (Loss)	(\$9,219)
Capital Fund Grant (Loss) (100%)	(\$45,506)
Section 8 Admin. Fee (Gain) (\$121 PUPM)	<u>\$30,389</u>
Net Financial Impact	(\$24,336)

**Attachment A:**  
**Organizational Structure for Foothill Family Apartments, L.P.**



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

On Motion of Commissioner: Janny Castillo

Seconded by Commissioner: Lynette Jung-Lee

and approved by the following vote:

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

NAYS: 0

ABSTAIN: 0

ABSENT: 0

EXCUSED: 0

**THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: 5163**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR, SUBJECT TO  
NATIONAL ENVIRONMENTAL POLICY ACT APPROVAL, TO EXECUTE  
AGREEMENTS TO PROVIDE A LOAN IN AN AMOUNT NOT TO EXCEED  
\$15,000,000 TO FOOTHILL FAMILY APARTMENTS, LP, TO FINANCE THE  
REHABILITATION OF FOOTHILL FAMILY APARTMENTS AND TO REPAY THE  
HANMI BANK MORTGAGE ON THE PROPERTY**

WHEREAS, Foothill Family Apartments ("Foothill") is a 65-unit property located at Foothill Boulevard, MacArthur Boulevard, and 69<sup>th</sup> Avenue in the Eastmont neighborhood of East Oakland; and

WHEREAS, Foothill is owned by a limited partnership, Foothill Family Apartments LP; and

WHEREAS, a nonprofit organization affiliated with the Oakland Housing Authority ("Authority"), Oakland Housing Initiatives, Inc. ("OHI") is the general partner of Foothill Family Apartments LP; and

WHEREAS, the Authority acquired the original tax credit investor's limited partner interest in Foothill Family Apartments LP in 2017 and the Authority is now the limited partner, with a 99.9 percent ownership stake in Foothill Family Apartments LP; and

WHEREAS, the Authority made a 55-year loan of \$2,400,000 in HOPE VI funds to Foothill Family Apartments LP on July 5, 2005; and

WHEREAS, there is currently \$2,400,000 in unpaid principal and approximately \$1,900,000 in accrued interest on the Authority HOPE VI loan; and

WHEREAS, as a 20 year old property that has not undergone a comprehensive rehabilitation, Foothill has deferred maintenance and capital needs; and

WHEREAS, a Property Assessment of Foothill conducted in 2022 sought to identify all repairs and capital improvements needed to address immediate needs and replace items with less than five years of estimated remaining useful life; and

WHEREAS, the estimated hard construction cost of the rehab needed at Foothill is \$9.7 million; and

WHEREAS, the full rehab project budget including soft costs and contingencies is currently estimated at \$11.9 million; and

WHEREAS, this is an opportune time to pay off the property's existing mortgage from Hanmi Bank; and

WHEREAS, the remaining principal balance on the Hanmi Bank mortgage is approximately \$1,200,000 and the Hanmi Bank mortgage has a prepayment penalty which is currently approximately \$185,000; and

WHEREAS, the total estimated cost of the rehab project and the Hanmi Bank loan repayment is approximately \$13.3 million; and

WHEREAS, neither Foothill Family Apartments LP nor OHI have the resources available to finance these costs; and

WHEREAS, Authority intends that Foothill will be operated, repaired, and maintained in its current use consistent with Section 15301 of the California Environmental Quality Act (CEQA) 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 negotiate and execute, subject to NEPA approval, a Loan Agreement, Amended and Restated Limited Partnership Agreement, any required approvals from HUD, and any other agreements or documents needed to provide a loan in an amount not to exceed \$15,000,000 to Foothill Family Apartments, LP, to finance the rehabilitation of Foothill Family Apartments and to repay the Hanmi Bank mortgage on the property; and

THAT, at the discretion of the Executive Director, the loan could be structured in two or more phases to finance loan repayment, predevelopment soft costs, and rehabilitation construction costs, and to release loan funds as the costs for each phase are determined with more precision; and

THAT, the loan agreement shall include terms including but not limited to a 55 year term and 3.0 percent annual interest rate; and

THAT, the rehabilitation of Foothill is categorically exempt under CEQA Guidelines Section 15301 as consisting of the operation, repair, and maintenance of an existing structure involving no expansion of use; and

THAT, pursuant to CEQA Guidelines Section 15062 the Executive Director is authorized to file a notice of exemption with the County Clerk; and

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

*I certify that the foregoing resolution is a full, true and correct copy  
of a resolution passed by the Commissioners of the Housing Authority  
of the City of Oakland, California on April 24, 2023.*

DocuSigned by:  
  
722CF180EE194A1...  
Secretary

**ADOPTED: April 24, 2023**

**RESOLUTION NO. 5163**

**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 EXECUTE AND  
SUBMIT A RENTAL ASSISTANCE DEMONSTRATION PROGRAM APPLICATION  
TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT,  
INCLUDING A CERTIFICATION OF BOARD APPROVAL, FOR THE CONVERSION  
OF THE PUBLIC HOUSING UNITS IN FOOTHILL FAMILY APARTMENTS TO RAD  
PROJECT-BASED VOUCHERS AND SECTION 18 TENANT PROTECTION  
VOUCHERS**

WHEREAS, the Housing Authority of the City of Oakland (the "Authority") is duly created, established and authorized to transact business and exercise its powers, all under and pursuant to the provision of the Housing Authorities Law which is Part 2 of Division 24 of the California Health and Safety Code commencing with Section 34200 et seq.; and

WHEREAS, Foothill Family Apartments, L.P. a California limited partnership (the "Partnership") owns the 65-unit affordable housing complex at 2812 69<sup>th</sup> Avenue, 6886-6946 Foothill Boulevard, 6968-6982 Foothill Boulevard, and 7011-7015 MacArthur Boulevard in the Eastmont neighborhood of Oakland, commonly known as "Foothill Family Apartments" (the "Property"); and

WHEREAS, Oakland Housing Initiatives, Inc., a California nonprofit corporation and affiliate of the Authority ("OHI"), serves as the general partner of the Partnership, holding 0.01% of the partner interests in the Partnership; and

WHEREAS, the Authority acquired the original tax credit investor limited partner's interests in the Partnership in 2017 and the Authority now serves as the sole limited

partner in the Partnership, holding 99.9 percent of the partner interests in the Partnership; and

WHEREAS, the Authority owns the fee title interest in the land at Property and ground leases it to the Partnership; and

WHEREAS, as a 20-year-old property that has not undergone a comprehensive rehabilitation, the Property has deferred maintenance and capital needs; and

WHEREAS, there are 21 Public Housing units in the Property, distributed among the 65 total units and among multiple buildings; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) Rental Assistance Demonstration program ("RAD") allows for the conversion of Public Housing units to units with Section 8 Project-Based Vouchers (PBVs) or Project-Based Rental Assistance; and

WHEREAS, the Authority wishes to pursue a RAD conversion for the Public Housing units in the Property in conjunction with the rehabilitation of the Property; and

WHEREAS, RAD provides for "RAD/Section 18 Blends" that combine RAD with the disposition authority under Section 18 of the US Housing Act of 1937 ("Section 18"), for projects that include significant rehabilitation costs and do not qualify for a full Section 18 disposition, and

WHEREAS, through Section 18 and RAD/Section 18 Blend, HUD provides Tenant Protection Vouchers (TPVs) for a portion of the Public Housing units and RAD PBVs for the remainder the Public Housing units; and

WHEREAS, staff projects that, using the RAD/Section 18 Blend, the Property's rehabilitation construction costs will qualify the Property to receive Section 18 TPVs for approximately 40 percent of the Public Housing units, or eight units, and RAD PBVs for approximately 60 percent of the Public Housing units, or thirteen units; and

WHEREAS, staff projects that completion of a RAD conversion for the Property using the RAD/Section 18 Blend will increase rental income to the Property to support rehabilitation, refinancing, and continuing maintenance, and will streamline compliance responsibilities of both the Authority and the property management company; and

WHEREAS, the Authority desires to submit a RAD application (the "RAD Program Application") to obtain HUD approval for the refinance and rehabilitation of the Property including the use of the RAD/Section 18 Blend; and

WHEREAS, HUD requires a Certification Of Board Approval, as a component of the RAD Program Application, to certify that submission of the application by the Authority has been authorized, and that the Authority agrees to comply with the applicable requirements of RAD.

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

THAT, the above referenced recitals are true and correct and incorporated herein by reference and serve, together with the Board Memorandum, as the basis of the actions of the Board of Commissioners set forth below; and

THAT, the Board of Commissioners, hereby authorizes the submission of a RAD Program Application to the U.S. Department of Housing and Urban Development; and

THAT, the Executive Director or designee, is authorized to execute the RAD Program Application, including without limitation a Certification Of Board Approval to certify that the Authority agrees to comply with all requirements of RAD; and

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

THAT, if any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any remaining provisions hereof; and

THAT, this Resolution shall take effect from its adoption.

*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 December 4, 2023.*

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*Secretary*

**ADOPTED:**

**RESOLUTION NO.**



Oakland Housing Authority

ITEM 7.7

**TO:** Board of Commissioners

**FROM:** Patricia Wells, Executive Director

**SUBJECT:** Adopt a resolution authorizing and approving amendments to the Oakland Housing Authority Personnel Policy.

**DATE:** December 4, 2023

**Type:** Action 2023-914

#### **RECOMMENDATION**

This memorandum transmits for the consideration of the Board of Commissioners a resolution approving amendments to the Oakland Housing Authority Personnel Policy.

#### **FISCAL IMPACTS/CONSIDERATION**

No Funding Impacts.

#### **BACKGROUND**

On December 4, 1964, the Oakland Housing Authority Board of Commissioners (BOC) adopted Resolution No. 1354 to establish Personnel Policies for the OHA staff. As with other policies, the rules established within the policy require updating periodically to address changes in the law, best practices, and the OHA operations.

OHA Staff has begun working on a comprehensive review and update of all OHA Policies, Personnel Procedures, and Administrative Bulletins. All proposed revisions have been vetted through multiple rounds of review by select staff and legal counsel. This process has been led by the OHA Human Resource Department; while continuing to focus on other organizational priorities.

This proposed revision will ensure the OHA Personnel Policy is compliant with current law, clarifies and streamlines policy language, incorporates best practices, and makes the rules contained within the policy consistent with actual OHA practices.

In addition to minor language revisions, the following are some of the more significant proposed changes to the OHA Personnel Policy:

- Section IA – Purpose of Policy - language was added stating “this Personnel Policy

rescinds the prior Personnel Policies and supersedes any conflicting policies related to OHA Personnel.”

- Section ID – Emergency Compliance – this proposed change authorizes the Executive Director to establish temporary policies in the event of a federal, state, or locally declared emergency.
- Section 2A - a section of Definitions was added to this proposed policy. These definitions will also be used to establish operational procedures.
- Section 2C - this section related to Discrimination, Retaliation, and Harassment in the Workplace was revised to include additional prohibitions, and to bring this policy in line with current state and federal law.
- Section 2D - this section related to Reasonable Accommodations was revised to include additional prohibitions, and to bring this policy in line with current state and federal law.
- Section 2L - a brief policy statement was added related to investigating all complaints of potential employee misconduct.
- Section 2M - the section related to Disciplinary Policy was expanded to include policy and violations previously contained in the Oakland Housing Authority Personnel Procedures.
- Section 2N – the current Grievance Policy conflicted with the OHA Disciplinary Procedures. This section was revised to ensure policy and practice matched.
- In addition, the following policy sections were added;
  - Section 2O - Disaster Workers Designation
  - Section 2P - Drug and Alcohol-Free Work Environment
  - Section 2Q - Unauthorized Release of Confidential/Privileged Information
  - Section 2R - Industrial Disability Retirement
  - Section 2S - Weapons
  - Section 2T - Use of Tobacco Products
  - Section 2U - Health and Safety
  - Section 2V - Outside Employment
  - Section 2W - Criminal Background Checks
  - Section 2X - Media Relations and Social Media
  - Section 2Y - Procedural Responsibilities

OHA Staff has shared the proposed amendments to this policy with its four employee bargaining units as part of the “meet and confer” process.

### **ACTION REQUESTED**

It is recommended that the Board of Commissioners adopt the attached resolution approving the proposed Oakland Housing Authority Personnel Policy.

Drew Felder, Senior Director of Human Resources and Employee Experience will be available

to answer any questions.

**Attachments:**

Proposed Personnel Policy

Personnel Policy Tracked Changes

Amended Personnel Policy Resolution



Oakland Housing Authority

## **PERSONNEL POLICY**

### **Adoption and Revision History**

**Adopted: Resolution No. 1354 on December 14, 1964**  
**Revised: Resolution No. 1464 on March 13, 1967**  
**Revised: Resolution No. 2114 on December 8, 1975**  
**Revised: Resolution No. 2876 on September 24, 1990**  
**Revised: Resolution No. 2917 on July 22, 1991**  
**Revised: Resolution No. 3436 on August 7, 2000**  
**Revised: Resolution No. ##### on December 4, 2023**

## **PERSONNEL POLICY**

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## OAKLAND HOUSING AUTHORITY

### PERSONNEL POLICY

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#### I. STATEMENT OF POLICY

##### A. Purpose of Policy

The Oakland Housing Authority adopts this statement of personnel policy in order to ensure the efficient and effective implementation of the personnel administration process. It is the Authority's policy to provide a clear statement of the work rules applicable to its employees. Further, it is the Authority's policy to ensure that its employment practices are applied fairly and equitably to all employees. The Authority establishes the policies and personnel procedures contained herein in order to create a work environment that fully utilizes the human resource potential of all employees. Such policies are not intended to be, nor do they create a contract between the Authority and the employee.

This Personnel Policy rescinds the prior Personnel Policies and supersedes any conflicting policies related to OHA Personnel.

##### B. Executive Director's Responsibilities

The Board of Commissioners has delegated to the Executive Director the responsibility for the administration of its personnel policy. The Executive Director shall create Standard Operating Procedures (SOP) necessary to carry out the purpose and intent of the policies contained herein. The Executive Director shall, according to the Authority's by-laws<sup>1</sup>, act as the employer for all staff, and shall exercise all management prerogatives necessary for the accomplishment of the mission of the Authority.

Due to the complexity of law enforcement operations and the specific knowledge of law enforcement laws, regulations, and best practices required to efficiently operate a law enforcement operation, the Board of Commissioners delegates to the Executive Director the authority to authorize the creation of policies and procedures that affect the conduct and operations of the Oakland Housing Authority Police Department (OHAPD).

##### C. Responsibilities of Employees

Persons who are selected for employment with the Authority assume certain responsibilities as employees. The Authority's expectations in the area of employee responsibilities are outlined as follows:

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<sup>1</sup> Bylaws and Commission Rules and Regulations, Adopted April 26, 2021; Resolution No. 4249; Section 5. Secretary

1. Punctuality

To provide dependable service to its clientele, the Authority must be able to rely on its employees to be present during regular work hours. Each employee accepts the responsibility of reporting to work as scheduled, and punctually.

2. Attendance

Each Authority position is essential. Authority workloads and staffing plans assume that each employee can be depended upon to be at work as scheduled. Each employee accepts the responsibility of maintaining a satisfactory attendance record.

3. Productivity

Each Authority employee accepts the responsibility of producing a full day's work each day, and of performing at an acceptable level as determined by the Authority.

4. Compliance with Laws and Regulations

Authority operations are governed by federal, state, and local statutes, and by regulations imposed by the United States Department of Housing and Urban Development and other regulatory agencies. In addition, the Authority has established its own rules, regulations, and operating procedures. Each Authority employee is assumed to accept the responsibility of complying with all such statutes, rules, regulations, and procedures, and with all instructions issued by supervisory and managerial staff.

5. Cooperation

The Authority serves the needs of residents, landlords, and the community at large. Each Authority employee is responsible for effectively responding to the Authority's clients, other Authority staff, and the general public.

D. Changes in Policies and Emergency Compliance

The Board of Commissioners shall be the approving authority of all amendments, deletions, or additions to this Personnel Policy. In the event of a Federal, State, or Locally declared emergency, or in the necessity to comply with the creation of law or regulation, the Executive Director is authorized to establish temporary policies to maintain legal and regulatory compliance and to ensure continued Authority operations.

E. Applicability

This Personnel Policy shall apply to all employees of the Oakland Housing Authority. The Authority recognizes the right of its employees under California Government Code § 3500 to form or join employee organizations and to engage in collective negotiations with the employer. Where the provisions of the Policy and provisions of a valid collective bargaining agreement differ, the provisions of the collective bargaining agreement shall apply to the employees in that negotiating unit. In the absence of a collective bargaining agreement, or where a collective bargaining agreement makes no provision for a particular issue, the provisions of this Personnel Policy, and/or procedures established by the Executive Director shall be applicable.

II. PROVISIONS

A. Definitions

The following terms are used throughout the established OHA Standard Operating Procedures, and are defined as follows:

1. Anniversary Date - the yearly anniversary of an employee's appointment to his/her current position. Provisional and project service shall be counted in determining the anniversary date, but temporary service shall not be so counted. The anniversary date changes with every change in appointment to a different position.
2. Annuitant Employee – A CalPERS retiree who, without applying for Reinstatement from Retirement, returns to work with a CalPERS employer in a designated retired annuitant position.
3. Classification - An established job title designated, including numbered variations of the job title.
4. Disability - A physical disorder or condition, or a mental or psychological disorder or condition that limits a major life activity; Medical Condition that is a cancer-related physical or mental health impairment from a diagnosis, record, or history of cancer; or a genetic characteristic that is known to be a cause of a disease or disorder that is associated with a statistically increased risk of development of a disease or disorder, though presently not associated with any disease or disorder symptoms; and any other condition recognized as a disability under applicable law.<sup>2</sup>
5. Exempt Employee - Employees who, based on duties performed and manner of compensation, are exempt from the Fair Labor

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<sup>2</sup> California Government Code § 12926

Standards Act (FLSA) minimum wage and overtime provisions. Because of hourly pay practices, an employee appointed to an annuitant position in an exempt title is treated as a non-exempt employee subject to FLSA minimum wage and overtime provisions.

6. Full-pay Status - An employee is in full-pay status when he/she is receiving his/her full salary. Absence on paid leave does not interrupt full-pay status.
7. Full-time Employee - an employee who works either 75 or 80 hours per work bi-weekly pay period as is appropriate for the position.
8. Interactive Process - The process by which the Authority and the employee engage in a dialogue about the employee's functional work limitations due to a disability or sincerely held religious beliefs, and any accommodation that can be provided that would enable the employee to perform the essential functions of the position.
9. Job Specification - An official document that describes the duties, required knowledge, skills, abilities, and minimum qualifications of positions at the Oakland Housing Authority. A job specification is not a job announcement, and the existence of a job specification does not imply that the Authority is recruiting for that classification.
10. Media - Communication channels through which news, music, movies, education, promotional messages, and other data are disseminated. It includes physical and online newspapers, magazines, television, radio, billboards, telephone, the Internet, fax, and billboards.
11. Non-Exempt Employee - Employees primarily performing work that is subject to the overtime provisions of the Fair Labor Standards Act.
12. Original Hire Date - the date of an employee's first appointment to a regular, provisional, or project position with the Authority. The original hire date is used to determine total service with the Authority and to determine appropriate vacation accrual rates.
13. Outside Employment - Any member of OHA who receives wages, compensation, or other consideration of value from another employer, organization, or individual not affiliated directly with the Authority for services, product(s), or benefits rendered.
14. Policy - A written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for the conduct of a particular activity but rather provide

a framework for the development of procedures and rules and regulations.

15. Procedure - A written directive that is a guideline for carrying out agency activities.
16. Project Employee - an employee whose position is funded by a special grant, through contract arrangements with other agencies, or temporarily funded by regular funds for a specific duration.
17. Promotion - The change of an employee, as the result of a recruitment and selection process, from one position to another position which has a higher salary range maximum.
18. Provisional employee - an employee who has been appointed to a regular budgeted position, pending the establishment of a list of qualifiers. Provisional appointments may be granted for a period of up to six months. The time served in a provisional appointment is not counted toward the probationary period.
19. Reasonable Accommodation - A modification or adjustment to a member's position which enables them to perform essential functions of their position. Reasonable Accommodation is addressed through the use of the Interactive Process to determine what, if any, reasonable accommodation will be made.
20. Regular Employee - an employee who has been appointed to a regular budgeted position and has completed their required probationary period.
21. Regular Probationary Employee - an employee who has been appointed to a regular or position and who has not completed the required probationary period.
22. Reinstatement - Re-appointment to a previously held position, without a recruitment and selection process, after a separation from the Authority of no more than 12 months.
23. Social Media - A category of Internet-based resources that integrate user-generated content and user participation. For the purpose of this policy, the OHA considers the term "social media" to include, but not be limited to:
  - Personal websites;
  - Web logs ("blogs") or microblogs (e.g., "X" (formerly "Twitter"));
  - Wikipedia "wikis";
  - Social networking websites (e.g., "Facebook", "LinkedIn");
  - Online media sharing websites (e.g. "YouTube," "Flickr"); and

- Online forums, message boards, or bulletin boards.

24. Standard Operating Procedure (SOP) - A directive or procedure that outlines the instructions and expectations of how employees should complete a set of tasks and/or follow a policy.
25. Transfer - The change of an employee from one position to another position which has the same salary range maximum.

## B Selection Process

The Oakland Housing Authority is committed to hiring a talented workforce through recruitment practices that are fair and consistent and that comply with all applicable laws and regulations. We recognize that a diverse workforce is essential to serving the needs of our communities and to ensuring that our institution continues to demonstrate excellence.

It is the policy of the Oakland Housing Authority to provide fair and equal opportunity for employment and in-service advancement to qualified persons, regardless of race, color, religion, national origin, age, gender, sexual orientation, veteran status, and disability. The selection of staff shall be based on a person's knowledge, skills, and abilities, in addition to merit for in-service candidates.

The goals of competitive recruitment are to:

- Identify and attract a pool of the most qualified and diverse applicants possible;
- Allow candidates to fairly compete for position openings;
- Conduct a fair and unbiased selection process.

The Authority shall provide reasonable accommodation to qualified individuals in all phases of the employment process. A reasonable accommodation may be a modification to a job application process, interview process, hiring procedure, or other employment practice that will allow a qualified individual with a disability or sincerely held religious belief to have an equal opportunity to obtain employment.

## C. Discrimination, Retaliation, and Harassment in the Workplace

It is the policy of the Oakland Housing Authority to prohibit discrimination against any person employed; seeking employment; or applying for or engaged in an internship or training program leading to employment with the Authority based on race, color, national origin, religion, sex, gender, gender expression, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition, genetic information,

ancestry, marital status, age, sexual orientation, or service in the uniformed services, including protected veterans. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation.

The Authority prohibits harassment based on the above-protected characteristics of an employee, applicant, paid or unpaid intern, volunteer, person participating in a program leading to employment, or person providing services pursuant to a contract.

Furthermore, the Authority prohibits retaliation for bringing a complaint of discrimination or harassment pursuant to this policy against any person employed; seeking employment; providing services pursuant to a contract; or applying for or engaged in an internship, volunteer capacity, or training program leading to employment with the Authority. The Authority also prohibits retaliation against a person who files or assists someone with filing a complaint of discrimination or harassment; or anyone who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

All allegations of unlawful discrimination shall be investigated and resolved by established procedures<sup>3</sup>.

D. Reasonable Accommodations<sup>4</sup>

It is the policy of the Oakland Housing Authority to fully comply with the reasonable accommodation requirements set forth in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, California's Fair Employment and Housing Act (FEHA), and other related state and federal statutes. These laws require employers to provide reasonable accommodation to qualified employees and applicants with disabilities and religious exemptions unless the accommodation would cause an undue hardship.

The Authority is committed to providing reasonable accommodations to employees and applicants in order to ensure that all individuals enjoy full access to equal employment opportunities. The Authority will process requests for reasonable accommodation and, where appropriate, provide reasonable accommodations in a prompt, fair, and efficient manner.

As a public entity, the Authority is responsible for ensuring that all qualified individuals have access to Authority programs, activities, and services and

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<sup>3</sup> Discrimination investigations shall be conducted independently and differently than misconduct complaints.

<sup>4</sup> Legal Authority's; Federal Civil Rights Act of 1964, Title VII California Government Code § 12900, 12926, 12940 California Code of Regulations, title 2, § 11059-11063 California Civil Code § 51

that discrimination against qualified individuals does not occur in hiring, promotion, termination, compensation, or any other terms and conditions of employment.

In addition, the Authority recognizes the immediate and long-term health benefits of breastfeeding and desires to provide a supportive environment for any OHA employee to express milk for an infant child upon returning to work following the birth of the child. The OHA prohibits discrimination, harassment, and/or retaliation against any employee for seeking an accommodation to express breast milk for an infant child while at work. Lactation accommodations shall be granted unless limited circumstances exist as specified in law.<sup>5</sup>

E. Equal Employment Opportunity

1. It is the policy of the Oakland Housing Authority that equal employment opportunities shall be provided in its workforce or any workforce sponsored or funded by the Authority for any person regardless of race, color, religion, national origin, age, gender, sexual orientation, veteran's status, or disability.
2. The above policy shall not be considered implemented with the mere prohibition of discriminatory practices by the Authority. The Authority recognizes its obligation to develop practical steps to achieve the goal of equal employment opportunity and support of the local community. These steps include positive efforts in recruitment, selection, promotion, and where possible, training opportunities to ensure that no qualified applicants are denied opportunities to compete for any position at the Authority.
3. This Authority shall conform with Title VI of the Civil Rights Act of 1964 (as amended), Section 808 of the Civil Rights Act; Executive Orders 11063, 11246 (as amended), and 11373; and all appropriate Federal and State laws to ensure equal employment opportunity for all.

F. Nepotism

The Authority shall not show preferential treatment to relatives of employees in the selection process, nor shall any such relatives be automatically excluded from employment or advancement. All appointments and promotions shall be made under a general system based on merit ascertained by a competitive process.<sup>6</sup>

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<sup>5</sup> California Labor Code §1031 and 1032

<sup>6</sup> California Constitution, Article VII Public Officers, and Employees

No OHA Public Official<sup>7</sup> may appoint, employ, promote, advance, or advocate for the appointment, promotion, or advancement of a person who is related to that public official by either blood or marriage into a position with the Authority.

No person shall be appointed to a position which is supervised by an employee who is related to that person by blood or marriage. All members shall be responsible for informing the Authority of any such relationship.

G. Classification and Compensation

1. Classification

The Authority shall maintain a position classification plan that describes the duties, responsibilities, and qualifications for all positions within the Authority to ensure that equitable and fair treatment is given to employees who hold similar positions.

2. Compensation

a. Salary

It is the policy of the Oakland Housing Authority to compensate its employees adequately and fairly. The Authority subscribes to the concept of equal pay for equal work and will not discriminate in the administration of its compensation plan.

In considering the establishment of appropriate salaries, the Authority shall consider, at minimum, the following factors:

- 1) Essential job functions;
- 2) Internal and external equity with comparable positions within Bay Area public agencies; and
- 3) Recruitment needs.

It is the policy of the Authority to provide fair and equitable cost of living increases. Increases for employees who are represented by recognized employee organizations shall be negotiated with representatives of those employee organizations.

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<sup>7</sup> Definition – A Public Official is defined as an individual, who is vested the Authority by law or regulation or to whom the authority has been delegated to appoint, employ, promote, or advance individuals, or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment. 5 U.S.C. § Code 3100 Employment of Relatives; Restrictions; (A)(2).

The Authority's Board of Commissioners may grant annual cost-of-living increases to unrepresented Authority employees. The amount of such increases shall reflect consideration factors including but not limited to:

- 1) changes in the cost of living,
- 2) The practices of comparable public employers,
- 3) the Authority's financial capacity.

At least annually the Executive Director shall bring to the Commission all existing and newly created positions, along with the position compensation schedule for ratification.

#### H. Employee Benefits

It is the policy of the Oakland Housing Authority to provide its employees with a fringe benefit program, which is comparable to benefit programs provided by other public employers in the locality. It is also the policy of the Authority to review its benefits programs periodically to ensure that the program retains its comparability and is cost-effective. The Authority reserves the right to alter any individual components of the program.

Employee benefits provided by the Authority may include, but are not limited to, the following:

1. Paid and Unpaid Leave;
2. Health, Dental, and Vision Insurance benefits;
3. Retirement and Deferred Compensation benefits;
4. Group Life Insurance;
5. Management Benefits Package;
6. Vacation Cash-Out; and
7. Health Care Reimbursement for employees waiving Health Insurance.

#### I. Performance Management Appraisals

It is the policy of the Oakland Housing Authority that all employees who are appointed to a regular position within the Authority receive periodic written evaluations of their performance.

Written performance evaluations shall serve the following purposes:

1. To provide employees with an appraisal of the areas in which their performance is effective; and
2. To identify areas of performance in which improvement is necessary or desirable, and

3. To provide clarification regarding general performance expectations, and;
4. To provide recommended and/or mandatory courses of action for employees to improve performance.

J. Professional Development

It is the policy of the Oakland Housing Authority to encourage its employees to advance to the highest positions possible within the Authority and to secure the education and training necessary for the attainment of their personal career goals. To this end, and within available resources, the Authority shall provide the following types of assistance to interested employees:

1. Professional Development/ Career counseling;
2. Information regarding training opportunities;
3. In-service training; and
4. Selected tuition reimbursement.

K. Reinstatement and Position Reduction

If the Authority finds it necessary to reduce its staff by layoff, employees shall be laid off by classification, in inverse order of Authority seniority. Authority seniority shall be defined as an employee's total service, dating from a person's first permanent appointment. The Authority shall, to the extent feasible, give sixty (60) days' notice to any employee facing a layoff. Notice shall be in writing and shall contain the reasons for the layoff.

Reinstatement lists shall be established for employees affected by a layoff; such lists shall be established for each affected classification in inverse order of seniority. Such reinstatement lists shall be utilized before any other lists of qualifiers and shall be in effect for twelve (12) months from the date of the layoff. Employees shall retain their seniority if they are re-employed by the Authority within twelve (12) months of the date of the layoff.

Persons who resign in good standing from the employ of the Authority may be reinstated within twelve (12) months of the resignation, at the discretion of the Executive Director.

L. Complaints Concerning Employees

It is the Authority's policy to investigate all complaints in an appropriate manner. When a complaint is received, complaint shall be investigated and resolved in a manner consistent with established procedures.

M. Disciplinary Policy

It is the policy of the Authority to create and maintain a safe and orderly work environment for all employees. It is also the policy of the Authority for its employees to render courteous, efficient, effective, and professional service. Should an employee's conduct or performance be such that disciplinary action is required, it is the policy of the Authority to take such action to afford the employee every opportunity to correct their conduct or performance.

Both incompetence and misconduct shall be grounds for disciplinary action. Incompetence and misconduct are defined as follows:

1. Incompetence

Incompetence is defined as an employee's demonstrated inability or unwillingness to perform assigned job tasks to a satisfactory standard as defined by the Authority.

2. Misconduct

Misconduct is defined as an employee's failure to comply with the Oakland Housing Authority's policies and procedures. Violations include, but are not limited to:

- a. Disrespectful or discourteous conduct.
- b. The use of profanity or obscene language toward another employee, supervisor, landlord, resident, vendor, or a member of the community at large.
- c. Failure to meet acceptable work performance standards.
- d. Unexcused absenteeism, unreliability, or tardiness.
- e. Abandoning a job assignment or failure to perform assignments.
- f. Fighting with, threatening, or molesting another employee.
- g. Unethical behavior, including gambling, unlawful betting, and other illegal activities.
- h. Violation of federal, state law, or local law(s).
- i. Bringing illegal drugs on Authority property or working under the influence of alcohol or drugs.<sup>8</sup>
- j. Theft, misappropriation, or mishandling of Authority property.
- k. Discrimination, harassment, exploitation, or intimidation, including sexual.
- l. Acts endangering employees, residents, visitors, or other OHA constituents.
- m. Dishonesty.
- n. Insubordination.

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<sup>8</sup> The Authority may require an employee to participate in drug screen tests if the employee's behavior on the job is indicative of a substance abuse problem.

- o. Unauthorized handling of timecards or time records.
- p. Non-compliance with OHA safety standards, including negligence while driving an Oakland Housing Authority vehicle.
- q. Failure to maintain a safe driving record and a valid California driver's license.
- r. Failure to maintain a driving record that permits the employee to be insured by the Authority's vehicle insurance carrier as part of the regular group policy.
- s. Careless or unsatisfactory workmanship which may result in low-quality work, delays, waste, or insufficient output.
- t. Conduct that reflects negatively on the Oakland Housing Authority.
- u. Careless loss or willful or careless damage to equipment, tools, or other Authority property.
- v. Sleeping on the job.
- w. Conducting private business during work hours.
- x. Use of tobacco products.
- y. any and all violations of OHA policies and procedures.

Corrective action will generally follow a course of progressive discipline that will use increasingly serious penalties for repeated violations. In the event that a single violation is severe, the Authority may choose to issue more severe discipline, up to and including termination.

Appropriate penalties shall be determined for each case. Available penalties include:

- a. Written reprimand;
- b. Suspension from Duty without Pay;
- c. Reduction in Salary;
- d. Demotion; and
- e. Termination.

#### N. Grievance Policy

It is the policy of the Oakland Housing Authority to provide its employees with a fair and swift method for resolving problems. It is also the policy of the Oakland Housing Authority to provide various levels of management within the Authority with ample opportunity to resolve problems at the lowest possible level.

Disciplinary actions may be appealed by the Grievance procedure established by the Executive Director.

Any grievance procedure that is contained in a collective bargaining agreement shall be the sole grievance procedure available to employees in that bargaining unit for resolving grievances.

O. Disaster Worker Designation

According to California Government Code Sections 3100 through 3109 all employees of OHA are declared "Disaster Service Workers." As such it is the Policy of OHA that in the event of a natural, manmade, or war-caused emergency, that results in conditions of disaster or extreme peril to life, property disaster service activities as may be assigned to employees by the Executive Director, or designee.

All OHA employees shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation<sup>9</sup> required by this legal standard.<sup>10</sup>

P. Drug and Alcohol-Free Work Environment

The Authority believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and resident safety and to help ensure a productive and safe work environment. OHA employees shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace.<sup>11</sup>

By law and this policy, the Executive Director, or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency, or another appropriate agency.

Q. Unauthorized Release of Confidential/ Privileged Information<sup>12</sup>

The Authority recognizes the importance of keeping confidential information confidential. Staff shall maintain the confidentiality of information acquired in the course of their employment. Confidential/privileged information shall be released only to the extent authorized by law.

No employee shall disclose confidential information acquired in the course of their official duties. Confidential information includes information that is not a public record subject to disclosure under the California Public Records Act,<sup>13</sup> information that by law may not be disclosed, or information that may have a material financial effect on the employee. Any employee who willfully releases confidential/privileged information about

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<sup>9</sup> California Government Code § 3103, set forth in Section 3, Article XX of the Constitution of the United States

<sup>10</sup> California Government Code § 3102(a)

<sup>11</sup> (Government Code 8355; 41 USC § 8103)

<sup>12</sup> Government Code § 1098 prohibits the disclosure of confidential information for pecuniary or financial gain and constitutes a misdemeanor violation.

<sup>13</sup> California Government Code § 7920-000 – 7930.215

the Authority, residents, landlords or staff shall be subject to disciplinary action.

R. Industrial Disability Retirement

The Oakland Housing Authority is a contracting agency with the California Public Employees Retirement System ("CalPERS"). At times, CalPERS notifies a contracting agency that an application for industrial disability retirement has been filed, CalPERS requires that the contracting agency determine whether an employee of such agency is incapacitated or "disabled" from performing their job duties and, if so, whether their disability is an "industrial" disability.

In making this determination, the contracting agency is required by CalPERS to make certain specified findings, determinations, and statements. The contracting agency must then certify its determination to the CalPERS Board, which will approve or disapprove the application for disability retirement based on the contracting agency's determination.

To facilitate this process, it is the policy of the Board of Commissioners to delegate<sup>14</sup> its authority to make these determinations to the Executive Director, after consultation with the Senior Human Resources Director. The Executive Director shall certify such determinations and forward all other necessary information to CalPERS.

S. Weapons

Possession or use of any weapon by any member of OHA whether or not in violation of the law and including (but not limited to) the use of an instrument of any kind as a weapon, is strictly prohibited. A "weapon" under this Policy is defined as any device used with intent to inflict physical damage or bodily harm.

For the purpose of this policy the following weapons are prohibited;

Firearm - a device, designed to be used as a weapon, from which a projectile is expelled through a barrel by the force of an explosion or other form of combustion.

Generally Prohibited Weapon - Any kind of weapon listed in California Penal Code §16590.

Imitation Firearm – Includes any BB device, toy gun, replica of a firearm, or other device that is substantially similar in coloration and overall appearance to an existing firearm so as to lead a reasonable person to perceive that the device is a firearm.

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<sup>14</sup> Government Code § 21152(c)

Incendiary or Destructive Device Any device other than one for illumination that is constructed or designed to start an incendiary fire, by remote, delayed, or instant means; any explosive, such as tracer ammunition; any bomb, grenade, explosive missile, or similar device, or any launching device therefore; any rocket, rocket-propelled projectile, or similar device, or any launching device therefore; sealed device containing dry ice or other chemically reactive substances assembled for the purpose of causing an explosion by chemical reaction; or any similar device.

Stun Gun - An item, used or intended to be used as either an offensive or a defensive weapon that is capable of temporarily immobilizing a person by the infliction of an electrical charge.

T. Use of Smoke and Tobacco Products

The Oakland Housing Authority recognizes that tobacco use is a health risk, and can be offensive to others. Smoking and tobacco use also present an unprofessional image for the Authority and its members. Therefore, smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings, residences, and vehicles.<sup>15</sup>

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

U. Health and Safety

It is the policy of the Authority to ensure a safe, healthful workplace for all its employees. The Authority will create and maintain effective accident and illness prevention programs that involve all its employees in the effort to reduce and prevent injuries and illnesses that occur in the workplace.

V. Outside Employment

Outside employment activities, while often mutually beneficial to the OHA and the employees themselves, must not conflict with an employee's ability to meet their responsibilities to the OHA, and at all times act in the best interest of the OHA.

To avoid actual or perceived conflicts of interest for employees engaging in outside employment, all employees shall obtain written approval from the Senior Director of Human Resources prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of

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<sup>15</sup> California Government Code § 7597; California Labor Code § 6404.5; California Vehicle Code 465.

the Department Director, Operational Chief, and Senior Director of Human Resources in accordance with the provisions of this policy, and in accordance with state and federal laws.<sup>16</sup>

In addition, employees are prohibited from using any department equipment or resources in the course of, or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of OHA through the use of the employee's position with the Authority.

W. Criminal Background Checks

The OHA is committed to protecting the health, well-being, and safety of its employees, residents, vendors, and volunteers. Protection of the OHA community and its assets can be best achieved when risk and issues of compliance are well managed. This policy requires background checks to be conducted on all final candidates for new hires after a conditional job offer is presented and accepted by the candidate.

For the purposes of this policy, current OHA employees may also be required to undergo criminal background checks if under voluntary consideration for a position in which a background check is required by law, or for a sensitive position. Sensitive positions are those designated by the OHA as requiring heightened scrutiny of individuals based on the potential for harm, concerns for safety and security, or risk of financial loss to the OHA.

Criminal History Information may only be used if the following circumstances exist;

1. The applicant must have been convicted of a serious felony pursuant to California Penal Code Section 1192.7;
2. the person must have been at least 18 years of age at the time of conviction;
3. the conviction must have occurred within 10 years of the date of the screening request; or
4. a conviction for any felony offense that involves controlled substances, any felony offense that involves any activity related to controlled substances or alcoholic beverages, or a conviction for any offense that involves domestic violence, as defined in Section 13700.

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<sup>16</sup> California Government Code § 1126 & 1127.

Any information obtained related to a person's criminal history is confidential and shall not be disclosed or used for any purpose other than to determine suitability for employment. All information related to the criminal background shall be destroyed within 30 days of the Authority's final decision.

X. Media Relations and Social Media

As a governmental agency responsible for the provision and maintenance of decent, affordable housing for low-income residents of the City of Oakland, OHA's long-term success depends in part on the continuing support, and goodwill of local citizens, legislators, and others. OHA's reputation is established based on our record of service, and how that record is communicated to the public. It is therefore important that the Oakland Housing Authority continues to maintain good relations with the news media.

To ensure timely and accurate communication with representatives of the news media, the following policy shall be adhered to:

- The Executive Director is designated as the official spokesperson for the Authority. Designated spokespersons, who may routinely have the responsibility for communicating with the media and responding to media inquiries, may be appointed by the Executive Director.
- The Oakland Housing Authority (OHA) endorses the secure use of social media to consistently strengthen relationships, foster communication and engage the community at large. Any potential use of social media that may be explored or expanded upon, and must be approved by the OHA Executive Director.
- No OHA employee other than the Executive Director or the designated spokesperson(s) may either initiate contact with the media or respond to media inquiries in an official capacity nor shall any employee post or comment on social networks without the consent of the Executive Director or their designee. All media inquiries must be directed to the Executive Director or designee.

Y. Procedural Responsibilities

The Executive Director shall not have the right to terminate this Policy without prior written approval of the Board of Commissioners. In the event the Executive Director modifies or amends this Policy, copies of such modification and/or amendment shall be delivered to the Board of Commissioners.

The Executive Director shall have the right, in their discretion, to waive any of the prohibitions outlined in this Personnel Policy, to the extent such waiver is necessary to;

1. provide a reasonable accommodation,
2. comply with applicable law, or
3. address unforeseen circumstances that require the waiving of policy standards to uphold the mission and values of the Authority and/or the Board of Commissioners.

Revised December 4, 2023

DRAFT

~~PERSONNEL POLICY~~

~~OAKLAND HOUSING AUTHORITY~~

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Oakland Housing Authority

## PERSONNEL POLICY

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### Adoption and Revision History

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Adopted: Resolution No. 1354 on December 14, 1964  
Revised: Resolution No. 1464 on March 13, 1967  
Revised: Resolution No. 2114 on December 8, 1975  
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Revised: Resolution No. 3436 on August 7, 2000  
Revised: Resolution No. ##### on December 4, 2023

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J. Grievance Procedure

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K. Responsibilities of Employees

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## OAKLAND HOUSING AUTHORITY

### PERSONNEL POLICY

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#### I. STATEMENT OF POLICY

##### A. Purpose of Policy

The Oakland Housing Authority adopts this statement of personnel policy in order to ensure the efficient and effective implementation of the personnel administration process. It is the Authority's policy to provide a clear statement of the work rules applicable to its employees. Further, it is the Authority's policy to ensure that its employment practices are applied fairly and equitably to all employees. The Authority establishes the policies and personnel procedures contained herein in order to create a work environment ~~which~~that fully utilizes the human resource potential of all employees. Such policies are not intended to be, nor do they create a contract between the Authority and the employee.

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This Personnel Policy rescinds the prior Personnel Policies and supersedes any conflicting policies related to OHA Personnel.

##### B. Executive Director's Responsibilities

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The Board of Commissioners has delegated to the Executive Director the responsibility for the administration of its personnel policy. The Executive Director ~~may make supplemental rules~~shall create Standard Operating Procedures (SOP), necessary to carry out the purpose and intent of the policies contained herein. The Executive Director shall, ~~pursuant~~according to the Authority's by-laws<sup>1</sup>, act as the employer for all staff, and shall exercise all management prerogatives necessary for the accomplishment of the mission of the Authority.

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Due to the complexity of law enforcement operations and the specific knowledge of law enforcement laws, regulations, and best practices required to efficiently operate a law enforcement operation, the Board of Commissioners delegates to the Executive Director the authority to authorize the creation of policies and procedures that affect the conduct and operations of the Oakland Housing Authority Police Department (OHAPD).

##### C. Responsibilities of Employees

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Persons who are selected for employment with the Authority assume certain responsibilities as employees. The Authority's expectations in the area of employee responsibilities are outlined as follows:

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<sup>1</sup> Bylaws and Commission Rules and Regulations, Adopted April 26, 2021; Resolution No. 4249; Section 5. Secretary

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1. Punctuality

To provide dependable service to its clientele, the Authority must be able to rely on its employees to be present during regular work hours. Each employee accepts the responsibility of reporting to work as scheduled, and punctually.

2. Attendance

Each Authority position is essential. Authority workloads and staffing plans assume that each employee can be depended upon to be at work as scheduled. Each employee accepts the responsibility of maintaining a satisfactory attendance record.

3. Productivity

Each Authority employee accepts the responsibility of producing a full day's work each day, and of performing at an acceptable level as determined by the Authority.

4. Compliance with Laws and Regulations

Authority operations are governed by federal, state, and local statutes, and by regulations imposed by the United States Department of Housing and Urban Development and other regulatory agencies. In addition, the Authority has established its own rules, regulations, and operating procedures. Each Authority employee is assumed to accept the responsibility of complying with all such statutes, rules, regulations, and procedures, and with all instructions issued by supervisory and managerial staff.

5. Cooperation

The Authority serves the needs of residents, landlords, and the community at large. Each Authority employee is responsible for effectively responding to the Authority's clients, other Authority staff, and the general public.

D. Changes in Policies and Emergency Compliance

The Board of Commissioners shall be the approving authority of all amendments, deletions, or additions to this Personnel Policy. ~~The~~In the event of a Federal, State, or Locally declared emergency, or in the necessity to comply with the creation of law or regulation, the Executive Director is authorized to establish temporary policies to maintain legal and ~~modify personnel procedures,~~ regulatory compliance and to ensure continued Authority operations.

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#### E. Applicability

This Personnel Policy shall apply to all employees of the Oakland Housing Authority. The Authority recognizes the right of its employees under California ~~law (Section Government Code § 3500, G.C.)~~ to form or join employee organizations and to engage in collective negotiations with the employer. Where the provisions of the Policy and provisions of a valid collective bargaining agreement differ, the provisions of the collective bargaining agreement shall apply to the employees in that negotiating unit. In the absence of a collective bargaining agreement, or where a collective bargaining agreement makes no provision for a particular issue, the provisions of this Personnel Policy, and/or procedures established by the Executive Director, shall be applicable.

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## **II. PROVISIONS**

### A. Selection Process

### A. Definitions

The following terms are used throughout the established OHA Standard Operating Procedures, and are defined as follows:

1. Anniversary Date - the yearly anniversary of an employee's appointment to his/her current position. Provisional and project service shall be counted in determining the anniversary date, but temporary service shall not be so counted. The anniversary date changes with every change in appointment to a different position.
2. Annuitant Employee – A CalPERS retiree who, without applying for Reinstatement from Retirement, returns to work with a CalPERS employer in a designated retired annuitant position.
3. Classification - An established job title designated, including numbered variations of the job title.
4. Disability - A physical disorder or condition, or a mental or psychological disorder or condition that limits a major life activity; Medical Condition that is a cancer-related physical or mental health impairment from a diagnosis, record, or history of cancer; or a genetic characteristic that is known to be a cause of a disease or disorder that is associated with a statistically increased risk of development of a disease or disorder, though presently not associated with any disease or disorder symptoms; and any other condition recognized as a disability under applicable law.<sup>2</sup>

<sup>2</sup> California Government Code § 12926

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5. Exempt Employee - Employees who, based on duties performed and manner of compensation, are exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Because of hourly pay practices, an employee appointed to an annuitant position in an exempt title is treated as a non-exempt employee subject to FLSA minimum wage and overtime provisions.
6. Full-pay Status - An employee is in full-pay status when he/she is receiving his/her full salary. Absence on paid leave does not interrupt full-pay status.
7. Full-time Employee - an employee who works either 75 or 80 hours per work bi-weekly pay period as is appropriate for the position.
8. Interactive Process - The process by which the Authority and the employee engage in a dialogue about the employee's functional work limitations due to a disability or sincerely held religious beliefs, and any accommodation that can be provided that would enable the employee to perform the essential functions of the position.
9. Job Specification - An official document that describes the duties, required knowledge, skills, abilities, and minimum qualifications of positions at the Oakland Housing Authority. A job specification is not a job announcement, and the existence of a job specification does not imply that the Authority is recruiting for that classification.
10. Media - Communication channels through which news, music, movies, education, promotional messages, and other data are disseminated. It includes physical and online newspapers, magazines, television, radio, billboards, telephone, the Internet, fax, and billboards.
11. Non-Exempt Employee - Employees primarily performing work that is subject to the overtime provisions of the Fair Labor Standards Act.
12. Original Hire Date - the date of an employee's first appointment to a regular, provisional, or project position with the Authority. The original hire date is used to determine total service with the Authority and to determine appropriate vacation accrual rates.
13. Outside Employment - Any member of OHA who receives wages, compensation, or other consideration of value from another employer, organization, or individual not affiliated directly with the Authority for services, product(s), or benefits rendered.
14. Policy - A written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as

"may" or "should" and usually do not establish fixed rules or set procedures for the conduct of a particular activity but rather provide a framework for the development of procedures and rules and regulations.

15. Procedure - A written directive that is a guideline for carrying out agency activities.
16. Project Employee - an employee whose position is funded by a special grant, through contract arrangements with other agencies, or temporarily funded by regular funds for a specific duration.
17. Promotion - The change of an employee, as the result of a recruitment and selection process, from one position to another position which has a higher salary range maximum.
18. Provisional employee - an employee who has been appointed to a regular budgeted position, pending the establishment of a list of qualifiers. Provisional appointments may be granted for a period of up to six months. The time served in a provisional appointment is not counted toward the probationary period.
19. Reasonable Accommodation - A modification or adjustment to a member's position which enables them to perform essential functions of their position. Reasonable Accommodation is addressed through the use of the Interactive Process to determine what, if any, reasonable accommodation will be made.
20. Regular Employee - an employee who has been appointed to a regular budgeted position and has completed their required probationary period.
21. Regular Probationary Employee - an employee who has been appointed to a regular or position and who has not completed the required probationary period.
22. Reinstatement - Re-appointment to a previously held position, without a recruitment and selection process, after a separation from the Authority of no more than 12 months.
23. Social Media - A category of Internet-based resources that integrate user-generated content and user participation. For the purpose of this policy, the OHA considers the term "social media" to include, but not be limited to:
  - Personal websites;
  - Web logs ("blogs") or microblogs (e.g., "X" (formerly "Twitter"));
  - Wikipedia "wikis";

- Social networking websites (e.g., "Facebook", "LinkedIn"):
- Online media sharing websites (e.g. "YouTube," "Flickr"); and
- Online forums, message boards, or bulletin boards.

24. Standard Operating Procedure (SOP) - A directive or procedure that outlines the instructions and expectations of how employees should complete a set of tasks and/or follow a policy.

25. Transfer - The change of an employee from one position to another position which has the same salary range maximum.

## B. Selection Process

The Oakland Housing Authority is committed to hiring a talented workforce through recruitment practices that are fair and consistent and that comply with all applicable laws and regulations. We recognize that a diverse workforce is essential to serving the needs of our communities and to ensuring that our institution continues to demonstrate excellence.

It is the policy of the Oakland Housing Authority to provide fair and equal opportunity for ~~initial~~ employment and in-service advancement to qualified persons, regardless of race, color, religion, national origin, age, gender, sexual orientation, ~~veteran's~~ veteran status, and ~~handicap~~ disability. The selection of staff shall be based on a person's knowledge, skills, and abilities, in addition to merit and ability, and shall comply with the Authority's Equal Opportunity Policy for in-service candidates.

The goals of competitive recruitment are to:

- Identify and attract a pool of the most qualified and diverse applicants possible;
- Allow candidates to fairly compete for position openings;
- Conduct a fair and unbiased selection process.

The Authority shall provide reasonable accommodation to qualified individuals in all phases of the employment process. A reasonable accommodation may be a modification to a job application process, interview process, hiring procedure, or other employment practice that will allow a qualified individual with a disability or sincerely held religious belief to have an equal opportunity to obtain employment.

## C. Discrimination, Retaliation, and Harassment in the Workplace

It is the policy of the Oakland Housing Authority to prohibit discrimination against any person employed; seeking employment; or applying for or engaged in an internship or training program leading to employment with

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the Authority based on race, color, national origin, religion, sex, gender, gender expression, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, or service in the uniformed services, including protected veterans. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation.

The Authority prohibits harassment based on the above-protected characteristics of an employee, applicant, paid or unpaid intern, volunteer, person participating in a program leading to employment, or person providing services pursuant to a contract.

Furthermore, the Authority prohibits retaliation for bringing a complaint of discrimination or harassment pursuant to this policy against any person employed; seeking employment; providing services pursuant to a contract; or applying for or engaged in an internship, volunteer capacity, or training program leading to employment with the Authority. The Authority also prohibits retaliation against a person who files or assists someone with filing a complaint of discrimination or harassment; or anyone who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

All It is also the policy of the Oakland Housing Authority to promote its qualified employees to the extent feasible.

Allegations of unlawful discrimination shall be investigated and resolved by established procedures<sup>3</sup>.

#### D. Reasonable Accommodations<sup>4</sup>

It is the policy of the Oakland Housing Authority to fully comply with the reasonable accommodation requirements set forth in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, California's Fair Employment and Housing Act (FEHA), and other related state and federal statutes. These laws require employers to provide reasonable accommodation to qualified employees and applicants with disabilities and religious exemptions unless the accommodation would cause an undue hardship.

The Authority is committed to providing reasonable accommodations to employees and applicants in order to ensure that all individuals enjoy full access to equal employment opportunities. The Authority will process

<sup>3</sup> Discrimination investigations shall be conducted independently and differently than misconduct complaints.

<sup>4</sup> Legal Authority's: Federal Civil Rights Act of 1964, Title VII California Government Code § 12900, 12926, 12940 California Code of Regulations, title 2, § 11059-11063 California Civil Code § 51

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requests for reasonable accommodation and, where appropriate, provide reasonable accommodations in a prompt, fair, and efficient manner.

As a public entity, the Authority is responsible for ensuring that all qualified individuals have access to Authority programs, activities, and services and that discrimination against qualified individuals does not occur in hiring, promotion, termination, compensation, or any other terms and conditions of employment.

In addition, the Authority recognizes the immediate and long-term health benefits of breastfeeding and desires to provide a supportive environment for any OHA employee to express milk for an infant child upon returning to work following the birth of the child. The OHA prohibits discrimination, harassment, and/or retaliation against any employee for seeking an accommodation to express breast milk for an infant child while at work. Lactation accommodations shall be granted unless limited circumstances exist as specified in law.<sup>5</sup>

E. Equal Employment Opportunity.

1. ~~The objective~~It is the policy of the Oakland Housing Authority is to provide fair and that equal opportunity for employment and opportunities shall be provided in service advancement its workforce or any workforce sponsored or funded by the Authority for any person, regardless of race, color, religion, national origin, age, gender, sexual orientation, veteran's status, or handicap to persons qualified to contribute to the operating effectiveness of the Authority. Employees shall be selected for available positions based solely on their applicable experience, education, and demonstrated ability to perform the work specified disability.

2. ~~€~~The above policy shall not be considered implemented with the mere prohibition of discriminatory practices by the Authority. The Authority recognizes its obligation to develop practical steps to achieve the goal of equal employment opportunity and support of the local community. These steps include positive efforts in recruitment, selection, promotion, and where possible, training opportunities to ensure that no qualified applicants are denied opportunities to compete for any position at the Authority.

3. This Authority shall conform with Title VI of the Civil Rights Act of 1964 (as amended), Section 808 of the Civil Rights Act; Executive Orders 11063, 11246 (as amended), and 11373; and all appropriate Federal and State laws to ensure equal employment opportunity for all.

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<sup>5</sup> California Labor Code §1031 and 1032

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## F. Nepotism

The Authority shall not show preferential treatment to relatives of employees in the selection process, nor shall any such relatives be automatically excluded from employment or advancement. ~~However, no~~ All appointments and promotions shall be made under a general system based on merit ascertained by a competitive process.<sup>6</sup>

No OHA Public Official<sup>7</sup> may appoint, employ, promote, advance, or advocate for the appointment, promotion, or advancement of a person who is related to that public official by either blood or marriage into a position with the Authority.

No person shall be appointed to a position which is supervised by an employee who is related to that person by blood or marriage. ~~Both such persons are~~ All members shall be responsible for informing the Authority of any such relationship.

## D.G. Classification and Compensation

### 1. Classification

The Authority shall maintain a position classification plan ~~which that~~ describes the duties, responsibilities, and qualifications for all positions within the Authority ~~in order~~ to ensure that equitable and fair treatment is given to employees who hold similar positions.

### 2. Compensation

#### a. Salary

It is the policy of the Oakland Housing Authority to compensate its employees adequately and fairly. The Authority subscribes to the concept of equal pay for equal work, and will not discriminate in the administration of its compensation plan. ~~The Authority's salary schedule shall be established in accordance with its Annual Contributions Contract with the Department of Housing and Urban Development. Further, the Authority's salary schedules shall be consistent with the requirement that the Authority pay wages which are~~

<sup>6</sup> California Constitution, Article VII Public Officers, and Employees

<sup>7</sup> Definition – A Public Official is defined as an individual, who is vested the Authority by law or regulation or to whom the authority has been delegated to appoint, employ, promote, or advance individuals, or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment. 5 U.S.C. § Code 3100 Employment of Relatives; Restrictions: (A)(2).

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~~comparable to wages paid by other public employers in the locality.~~

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In considering the establishment of appropriate salaries, the Authority shall consider, ~~but not be limited to~~ at minimum, the following factors:

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- ~~1. Comparability;~~
- ~~2. Internal comparisons;~~
- ~~1) 3. Essential job functions;~~
- ~~2) Internal and external equity with comparable positions within Bay Area public agencies; and~~
- ~~3) Recruitment needs; and the~~
- ~~4. Authority's capacity to pay.~~

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It is the policy of the Authority to provide fair and equitable ~~salary~~ cost of living increases. ~~Salary increases~~ Increases for employees who are represented by recognized employee organizations shall be negotiated with representatives of those employee organizations.

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The Authority's Board of Commissioners may grant annual cost-of-living increases to unrepresented Authority employees ~~annual cost of living increases.~~ The amount of such increases shall reflect consideration ~~of such factors as including but not limited to:~~

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- ~~1) changes in the cost of living, the~~
- ~~2) The practices of comparable public employers, and~~
- ~~3) the Authority's financial capacity. Cost of living increases~~

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~~At least annually the Executive Director shall be granted by bring to the Board in order to recognize~~ Commission all existing and newly created positions, along with the erosion of employees' purchasing power by inflation; to maintain the Authority's competitive salary position; and to maintain internal salary relationships between unrepresented supervisory personnel and represented subordinates compensation schedule for ratification.

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#### EH. Employee Benefits

It is the policy of the Oakland Housing Authority to provide its employees with a fringe benefit program, which is comparable to benefit programs provided by other public employers in the locality. It is also the policy of the Authority to review its benefits programs periodically ~~in order~~ to ensure that

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the program retains its comparability and is cost-effective. The Authority reserves the right to alter any individual components of the program.

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Employee benefits provided by the Authority may include, but are not necessarily limited to, the following:

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1. Paid and Unpaid Leave;
2. Health, Dental, and Vision Insurance benefits;
3. Retirement and Deferred Compensation benefits;
4. Group Life Insurance;
5. ~~State Disability, Workers' Compensation, and Unemployment Benefits;~~
6. ~~Management Benefit~~Benefits Package;
6. ~~Travel Allowances;~~
- 8-6. Vacation Cash-Out; and
- 9-7. Health Care Reimbursement for employees waiving Health Insurance.

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#### F). Performance ~~Evaluation~~Management Appraisals

It is the policy of the Oakland Housing Authority that all employees who are appointed to a regular position within the Authority receive periodic written evaluations of their performance.

Written performance evaluations shall serve the following purposes:

1. To provide employees with an appraisal of the areas in which their performance is effective; and
2. To identify areas of performance in which improvement is necessary or desirable; and
3. To provide ~~a written basis~~clarification regarding general performance expectations, and;
4. To provide recommended and/or mandatory courses of action, for salary modification~~employees to improve performance.~~

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#### G. ~~Career~~J. Professional Development

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It is the policy of the Oakland Housing Authority to encourage its employees to advance to the highest positions possible within the Authority, and to secure the education and training necessary for the attainment of their personal career goals. To this end, and within available resources, the Authority shall provide the following types of assistance to interested employees:

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1. Professional Development/ Career counseling;

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2. Information regarding training opportunities;
3. In-service training; and
4. Selected tuition reimbursement.

#### H.K. Reinstatement (~~Layoff and Resignation~~) Position Reduction

~~In the event that~~ If the Authority finds it necessary to reduce its staff by layoff, employees shall be laid off by classification, in inverse order of Authority seniority. Authority seniority shall be defined as an employee's total service, dating from ~~his/her~~ a person's first permanent appointment. The Authority shall, to the extent feasible, give ~~fifteen~~ sixty (60) days' notice to any employee facing a layoff. Notice shall be in writing and shall contain the ~~reason or~~ reasons for the layoff.

Reinstatement lists shall be established for employees affected by a layoff; such lists shall be established for each affected classification in inverse order of seniority. Such reinstatement lists shall be utilized before any other lists of qualifiers, and shall be in effect for ~~six~~ twelve (12) months from the date of the layoff. Employees shall retain their seniority if they are re-employed by the Authority within ~~six~~ twelve (12) months of the date of the layoff.

Persons who resign in good standing from the employ of the Authority may be reinstated within ~~a period of six~~ twelve (12) months of the resignation, at the discretion of the Executive Director.

#### L. Complaints Concerning Employees

It is the Authority's policy to investigate all complaints in an appropriate manner. When a complaint is received, complaint shall be investigated and resolved in a manner consistent with established procedures.

#### M. Disciplinary ~~Procedure~~ Policy

It is the policy of the Authority to create and maintain a safe and orderly work environment for all employees. It is also the policy of the Authority for its employees to render courteous, efficient, effective, and professional service. Should an employee's conduct or performance be such that disciplinary action is required, it is the policy of the Authority to take such action ~~in order~~ to afford the employee every opportunity to correct ~~such~~ their conduct or performance.

~~Incompetence or~~ Both incompetence and misconduct shall be grounds for disciplinary action. ~~Incompetence~~ Incompetence and misconduct are defined as follows:

1. Incompetence

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Incompetence is defined as an employee's demonstrated inability or unwillingness to perform his/her assigned job satisfactorily tasks to a satisfactory standard as defined by the Authority.

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## 2. Misconduct

Misconduct is defined as an employee's failure to comply with the Oakland Housing Authority's policies and procedures, rules and regulations. Violations include, but are not limited to:

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- a. Disrespectful or discourteous conduct.
- b. The use of profanity or obscene language toward another employee, supervisor, landlord, resident, vendor, or a member of the community at large.
- c. Failure to meet acceptable work performance standards.
- d. Unexcused absenteeism, unreliability, or tardiness.
- e. Abandoning a job assignment or failure to perform assignments.
- f. Fighting with, threatening, or molesting another employee.
- g. Unethical behavior, including gambling, unlawful betting, and other illegal activities.
- h. Violation of federal, state law, or local law(s).
- i. Bringing illegal drugs on Authority property or working under the influence of alcohol or drugs.<sup>8</sup>
- j. Theft, misappropriation, or mishandling of Authority property.
- k. Discrimination, harassment, exploitation, or intimidation, including sexual.
- l. Acts endangering employees, residents, visitors, or other OHA constituents.
- m. Dishonesty.
- n. Insubordination.
- o. Unauthorized handling of timecards or time records.
- p. Non-compliance with OHA safety standards, including negligence while driving an Oakland Housing Authority vehicle.
- q. Failure to maintain a safe driving record and a valid California driver's license.
- r. Failure to maintain a driving record that permits the employee to be insured by the Authority's vehicle insurance carrier as part of the regular group policy.
- s. Careless or unsatisfactory workmanship which may result in low-quality work, delays, waste, or insufficient output.
- t. Conduct that reflects negatively on the Oakland Housing Authority.
- u. Careless loss or willful or careless damage to equipment, tools, or other Authority property.

<sup>8</sup> The Authority may require an employee to participate in drug screen tests if the employee's behavior on the job is indicative of a substance abuse problem.

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- v. Sleeping on the job.
- w. Conducting private business during work hours.
- x. Use of tobacco products.
- y. any and all violations of OHA policies and procedures.

Corrective action will generally follow a course of progressive discipline that will use increasingly serious penalties for repeated violations. In the event that a single violation is severe, the Authority may choose to issue more severe discipline, up to and including termination.

Appropriate penalties shall be determined for each individual case.  
Available penalties include:

- a. Written reprimand;
- b. Suspension from Duty without Pay;
- c. ProbationReduction in Salary;
- d. Demotion; and
- e. Termination.

#### ~~N.~~ Grievance ProcedurePolicy

It is the policy of the Oakland Housing Authority to provide its employees with a fair and swift method for resolving problems. It is also the policy of the Oakland Housing Authority to provide various levels of management within the Authority with ample opportunity to resolve problems at the lowest possible level.

Disciplinary actions which involve termination may be appealed to the Board of Commissioners as the final appeal step. The Board of Commissioners shall determine the means by which it shall review and respond to such appeals. The Board may review the grievance record and issue a determination without a further hearing. If the Board determines that a hearing is necessary, the Board shall have full authority to render decisions on procedural questions which arise during any such hearing. The Board's decision may be rendered verbally to the grievant and shall be reflected in the official minutes of the meeting at which the appeal is reviewed. The decision of the Board shall be final and binding. Disciplinary actions may be appealed by the Grievance procedure established by the Executive Director.

~~All~~ other grievance appeals shall terminate at the Executive Director level of review.

Any grievance procedure ~~which that~~ is contained in a collective bargaining agreement shall be the sole grievance procedure available to employees in that bargaining unit for resolving grievances.

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K. ~~Q.~~ Disaster Worker Designation

According to California Government Code Sections 3100 through 3109 all employees of OHA are declared "Disaster Service Workers." As such it is the Policy of OHA that in the event of a natural, manmade, or war-caused emergency, that results in conditions of disaster or extreme peril to life, property disaster service activities as may be assigned to employees by the Executive Director, or designee.

All OHA employees shall, before they enter upon the duties of their  
~~Responsibilities of Employees~~

~~Persons who are selected for employment, take and subscribe to the oath or affirmation<sup>9</sup> required by this legal standard.<sup>10</sup>~~

P. Drug and Alcohol-Free Work Environment

The Authority believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and resident safety and to help ensure a productive and safe work environment. OHA employees shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace.<sup>11</sup>

By law and this policy, the Executive Director, or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency, or another appropriate agency.

Q. Unauthorized Release of Confidential/ Privileged Information<sup>12</sup>

The Authority recognizes the importance of keeping confidential information confidential. Staff shall maintain the confidentiality of information acquired in the course of their employment. Confidential/privileged information shall be released only to the extent authorized by law.

No employee shall disclose confidential information acquired in the course of their official duties. Confidential information includes information that is not a public record subject to disclosure under the California Public Records Act,<sup>13</sup> information that by law may not be disclosed, or information that may

<sup>9</sup> California Government Code § 3103, set forth in Section 3, Article XX of the Constitution of the United States

<sup>10</sup> California Government Code § 3102(a)

<sup>11</sup> (Government Code 8355; 41 USC § 8103)

<sup>12</sup> Government Code § 1098 prohibits the disclosure of confidential information for pecuniary or financial gain and constitutes a misdemeanor violation.

<sup>13</sup> California Government Code § 7920-000 – 7930.215

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have a material financial effect on the employee. Any employee who willfully releases confidential/privileged information about the Authority, residents, landlords or staff shall be subject to disciplinary action.

#### R. Industrial Disability Retirement

The Oakland Housing Authority is a contracting agency with the Authority assume California Public Employees Retirement System ("CalPERS"). At times, CalPERS notifies a contracting agency that an application for industrial disability retirement has been filed, CalPERS requires that the contracting agency determine whether an employee of such agency is incapacitated or "disabled" from performing their job duties and, if so, whether their disability is an "industrial" disability.

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In making this determination, the contracting agency is required by CalPERS to make certain specified findings, determinations, and statements. The contracting agency must then certify its determination to the CalPERS Board, which will approve or disapprove the application for disability retirement based on the contracting agency's determination.

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To facilitate this process, it is the policy of the Board of Commissioners to delegate<sup>14</sup> its authority to make these determinations to the Executive Director, after consultation with the Senior Human Resources Director. The Executive Director shall certify such determinations and forward all other necessary information to CalPERS.

#### S. Weapons

Possession or use of any weapon by any member of OHA whether or not in violation of the law and including (but not limited to) the use of an instrument of any kind as a weapon, is strictly prohibited. A "weapon" under this Policy is defined as any device used with intent to inflict physical damage or bodily harm.

For the purpose of this policy the following weapons are prohibited:

Firearm - a device, designed to be used as a weapon, from which a projectile is expelled through a barrel by the force of an explosion or other form of combustion.

Generally Prohibited Weapon - Any kind of weapon listed in California Penal Code §16590.

Imitation Firearm – Includes any BB device, toy gun, replica of a firearm, or other device that is substantially similar in coloration and overall

<sup>14</sup> Government Code § 21152(c)

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appearance to an existing firearm so as to lead a reasonable person to perceive that the device is a firearm.

Incendiary or Destructive Device Any device other than one for illumination that is constructed or designed to start an incendiary fire, by remote, delayed, or instant means; any explosive, such as tracer ammunition; any bomb, grenade, explosive missile, or similar device, or any launching device therefore; any rocket, rocket-propelled projectile, or similar device, or any launching device therefore; sealed device containing dry ice or other chemically reactive substances assembled for the purpose of causing an explosion by chemical reaction; or any similar device.

Stun Gun - An item, used or intended to be used as either an offensive or a defensive weapon that is capable of temporarily immobilizing a person by the infliction of an electrical charge.

#### T. Use of Smoke and Tobacco Products

The Oakland Housing Authority recognizes that tobacco use is a health risk, and can be offensive to others. Smoking and tobacco use also present an unprofessional image for the Authority and its members. Therefore, smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings, residences, and vehicles.<sup>15</sup>

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

#### U. Health and Safety

It is the policy of the Authority to ensure a safe, healthful workplace for all its employees. The Authority will create and maintain effective accident and illness prevention programs that involve all its employees in the effort to reduce and prevent injuries and illnesses that occur in the workplace.

#### V. Outside Employment

Outside employment activities, while often mutually beneficial to the OHA and the employees themselves, must not conflict with an employee's ability to meet their responsibilities as employees. The Authority's expectations in the area of employee responsibilities are to the OHA, and at all times act in the best interest of the OHA.

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<sup>15</sup> California Government Code § 7597; California Labor Code § 6404.5; California Vehicle Code 465.

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To avoid actual or perceived conflicts of interest for employees engaging in outside employment, all employees shall obtain written approval from the Senior Director of Human Resources prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Department Director, Operational Chief, and Senior Director of Human Resources in accordance with the provisions of this policy, and in accordance with state and federal laws.<sup>16</sup>

In addition, employees are prohibited from using any department equipment or resources in the course of, or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of OHA through the use of the employee's position with the Authority.

#### W. Criminal Background Checks

The OHA is committed to protecting the health, well-being, and safety of its employees, residents, vendors, and volunteers. Protection of the OHA community and its assets can be best achieved when risk and issues of compliance are well managed. This policy requires background checks to be conducted on all final candidates for new hires after a conditional job offer is presented and accepted by the candidate.

For the purposes of this policy, current OHA employees may also be required to undergo criminal background checks if under voluntary consideration for a position in which a background check is required by law, or for a sensitive position. Sensitive positions are those designated by the OHA as requiring heightened scrutiny of individuals based on the potential for harm, concerns for safety and security, or risk of financial loss to the OHA.

Criminal History Information may only be used if the following circumstances exist:

1. The applicant must have been convicted of a serious felony pursuant to California Penal Code Section 1192.7;
2. the person must have been at least 18 years of age at the time of conviction;
3. the conviction must have occurred within 10 years of the date of the screening request; or
4. a conviction for any felony offense that involves controlled substances, any felony offense that involves any activity related to controlled substances or alcoholic beverages, or a conviction for any offense that involves domestic violence, as defined in Section 13700.

<sup>16</sup> California Government Code § 1126 & 1127.

Any information obtained related to a person's criminal history is confidential and shall not be disclosed or used for any purpose other than to determine suitability for employment. All information related to the criminal background shall be destroyed within 30 days of the Authority's final decision.

#### X. Media Relations and Social Media

As a governmental agency responsible for the provision and maintenance of decent, affordable housing for low-income residents of the City of Oakland, OHA's long-term success depends in part on the continuing support, and goodwill of local citizens, legislators, and others. OHA's reputation is established based on our record of service, and how that record is communicated to the public. It is therefore important that the Oakland Housing Authority continues to maintain good relations with the news media.

To ensure timely and accurate communication with representatives of the news media, the following policy shall be adhered to:

- The Executive Director is designated as the official spokesperson for the Authority. Designated spokespersons, who may routinely have the responsibility for communicating with the media and responding to media inquiries, may be appointed by the Executive Director.
- The Oakland Housing Authority (OHA) endorses the secure use of social media to consistently strengthen relationships, foster communication and engage the community at large. Any potential use of social media that may be explored or expanded upon, and must be approved by the OHA Executive Director.
- No OHA employee other than the Executive Director or the designated spokesperson(s) may either initiate contact with the media or respond to media inquiries in an official capacity nor shall any employee post or comment on social networks without the consent of the Executive Director or their designee. All media inquiries must be directed to the Executive Director or designee.

#### Y. Procedural Responsibilities

The Executive Director shall not have the right to terminate this Policy without prior written approval of the Board of Commissioners. In the event the Executive Director modifies or amends this Policy, copies of such modification and/or amendment shall be delivered to the Board of Commissioners.

The Executive Director shall have the right, in their discretion, to waive any of the prohibitions outlined as follows in this Personnel Policy, to the extent such waiver is necessary to;

1. Punctuality

In order to provide dependable service to its clientele, the Authority must be able to rely on its employees to be present during regular work hours. Each employee accepts the responsibility of reporting to work as scheduled, and punctually.

2. Attendance

Each Authority position is essential. Authority workloads and staffing plans assume that each employee can be depended upon to be at work as scheduled. Each employee accepts the responsibility of maintaining a satisfactory attendance record.

3. Productivity

Each Authority employee accepts the responsibility of producing a full day's work each day, and of performing at an acceptable level as determined by the Authority.

1. 4. Compliance provide a reasonable accommodation.

2. comply with Regulations applicable law, or

Authority operations are governed by federal, state, and local statutes, and by regulations imposed by the United States Department of Housing and Urban Development and other regulatory agencies. In addition, the Authority has established its own rules, regulations, and operating procedures. Each Authority employee is assumed to accept the responsibility of complying with all such statutes, rules, regulations, and procedures, and with all instructions issued by supervisory and managerial staff.

5. Cooperation

The Authority serves the needs of residents, landlords, and the general public. Each Authority employee is responsible for effectively responding to the Authority's clients, other Authority staff, and the general public.

The Authority reserves the right, as a necessity in maintaining its compliance with all statutes, rules, regulations, and procedures, to maintain and inspect all Authority premises, including private offices, desks, and Authority-owned vehicles and equipment.

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January 2004

3. address unforeseen circumstances that require the waiving of policy standards to uphold the mission and values of the Authority and/or the Board of Commissioners.

Revised December 4, 2023,

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THAT, the Executive Director is hereby authorized to take all actions necessary to implement the foregoing resolution and approved Policy, and;

THAT, the Policy 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 December 4, 2023.*

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*Secretary/Executive Director*

**ADOPTED:**

**RESOLUTION NO.**



Oakland Housing Authority

ITEM 7.8

**TO:** Board of Commissioners  
**FROM:** Patricia Wells, Executive Director  
**SUBJECT:** Adopt a resolution authorizing and approving amendments to the Oakland Housing Authority Technology Usage and Security Policy.  
**DATE:** December 4, 2023

**Type:** Action

2023-915

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**RECOMMENDATION**

This memorandum transmits for the consideration of the Board of Commissioners a resolution approving changes to the Oakland Housing Authority Technology Usage and Security Policy. This Policy was formerly titled as the "Oakland Housing Authority Computer & Electronic Communications Services Policy."

**FISCAL IMPACTS/CONSIDERATION**

No Funding Impacts.

**BACKGROUND**

In calendar year 1995, the OHA began introducing the use and access to computers and electronic data processing to select OHA staff. Over the next five years, OHA made major advancements in the utilization of data processing and Internet access thus requiring the need for the Authority to create policy regarding the Use of Computer and Electronic Communications.

On November 27, 2000, the OHA Board of Commissioners (BOC) adopted Resolution No. 3447 to establish a Computer and Electronic Communications Policy for staff. As with other policies, the policy itself, along with the rules established within the policy requires updating periodically to address changes in technology and best practices, to best serve OHA operations.

This proposed revision makes the OHA Technology Usage and Security Policy compliant with current law, clarifies and streamlines policy language, incorporates best practices, and will allow for clear and thorough procedures to be created as a result of this policy update.

The following are some of the most significant proposed changes to the OHA Technology

## Usage and Security Policy:

- Title – The title of this policy was changed from “Use of Computer and Electronic Communications” to “Technology Usage and Security Policy.” This is due to the number of advancements in technology up to and including, the introduction of mobile devices.
- Section I – Purpose and Scope – This proposed change authorizes the Executive Director to create supplemental rules in the form of Standard Operating Procedures (SOP) necessary to carry out the purpose and intent of this policy. This includes, but is not limited to procedures related to Cyber Security.
- Section II – Definitions – This section was expanded to include more modern definitions. These definitions will also be used to establish procedures.
- Section III – Policy - Language was added to strengthen and address employee requirements, not only for OHA-issued technology but for all information technology resources. The policy states any unauthorized use, access, or dissemination of data is strictly prohibited.
- Section IV – Privacy Expectation - This section was changed to include language indicating OHA files (written and electronic) may be subject to disclosure under the California Public Records Act. This portion clearly states that employees have no expectation of privacy regarding filesharing, emails, or other communications access by any OHA electronic or technological resource.
- Section V – Acceptable Use of Computer and Electronic Communication Services - This section was revised to remove procedural language that will be later included in the OHA standard operating procedure(s). Policy language was added to provide information related to managers and supervisors being responsible for the effective, ethical, and unlawful use of technology.
- Section VI – Unacceptable Use of Computer and Electronic Communication Services - This section was expanded to include additional prohibitions related to employee access to computer drive software the systems without prior authorization or the required training. It further provides guidance on the introduction of unlicensed or unauthorized software into an OHA device, as well as the introduction of software that may contain malicious attachments.
- Section IX. – Monitoring and Reporting - This section provides information related to compliance with this policy, in addition to penalties for violation(s) of this policy.

## **ACTION REQUESTED**

It is recommended that the Board of Commissioners adopt the attached resolution approving the proposed Oakland Housing Authority Technology Usage and Security Policy.

Drew Felder, Senior Director of Human Resources and Employee Experience, and Brandon White, Director of Information Technology will be available to answer any questions.

## **Attachments:**

Technology Usage and Security Policy (Tracked Changes).pdf  
Technology Usage and Security Policy  
Resolution - Amended Technology Usage and Security Policy

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COMPUTER & ELECTRONIC COMMUNICATIONS SERVICES



Oakland Housing Authority

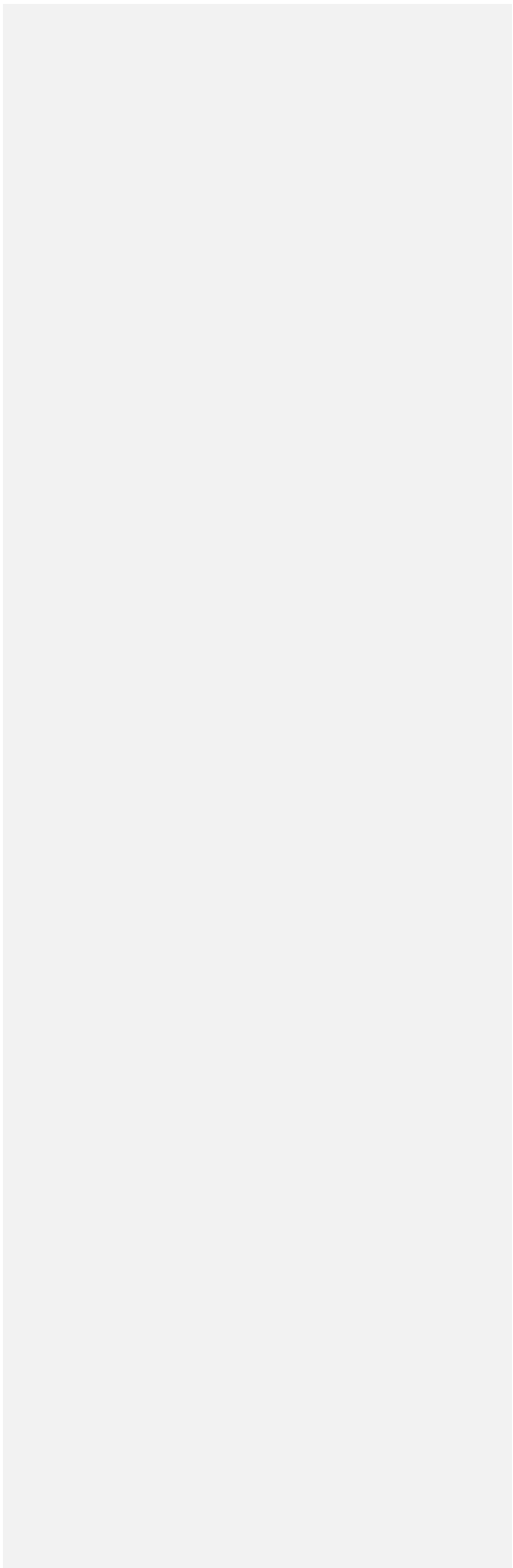
## **TECHNOLOGY USAGE AND SECURITY POLICY**

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OAKLAND HOUSING AUTHORITY

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Adoption and Revision History

Adoption: Resolution No. 3447 on November 27, 2000  
Revised: Resolution No. ##### on December 4, 2023

TECHNOLOGY USAGE AND SECURITY POLICY

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OAKLAND HOUSING AUTHORITY

COMPUTER & ELECTRONIC COMMUNICATIONS SERVICES  
TECHNOLOGY USAGE AND SECURITY POLICY

I. INTRODUCTION PURPOSE AND SCOPE

This policy has been developed for proper usage of ALL computer and electronic communications resources of It is the policy of the Oakland Housing Authority. Responsibility is being placed on the employees (OHA) to ensure that equipment, software, and maintain the security of its data are used appropriately. This policy defines appropriate use and information technology resources. Employees of the Authority's computer and electronic communications Authority shall use information technology resources.

Computer and electronic resources include Authority owned equipment such as terminals, desktop workstations (PCs), laptop, including computers, network servers, facsimile machines, voice mail hardware, software, and systems, etc. Computer and electronic communications services are delivered through the Authority's internal computer networks and equipment as well as services delivered through external computer networks. Internal Services include Authority databases, E mail system(s), voice mail system(s), facsimile transmissions (fax) and the use of licensed computer software. Authority databases may reside on the Authority's mainframe computer, any Authority server, any Authority Voice Mail system, any Authority owned desktop workstation (PC) that are issued or laptop computer. External Services include fax messages, E mail messages, the Internet, remote computer networks, and other specialized computer bulletin boards maintained.

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## II. ACCESS

~~The use and access to Internal and External Computer and Electronic Communications Services are limited to designated employees approved by the Executive Director organization in a professional manner and in accordance with this policy.~~

~~Each employee allowed OHA data and information technology resources are vital assets that require protection. Depending on the nature and sensitivity of the data, specific access constraints, and handling procedures may apply. This policy is applicable to all OHA employees, contractors, board members, and partners who access, manage, or store OHA data and/or connect to OHA networks.~~

~~The OHA Executive Director is responsible for the administration of this Computer Usage and Security Policy. The Executive Director shall create supplemental rules in the form of "Standard Operating Procedures" (SOP) necessary to carry out the purpose and intent of the policies contained herein. This includes but is not limited to procedures related to Cyber Security.~~

## II. the DEFINITIONS

A. **Computer System** - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented, or licensed by the Oakland Housing Authority mainframe software and databases, desktop servers or software, E-mail or that are provided for official use by its Employees. This includes all access to and use of Internet Service Providers (ISP) or other service providers provided by or through the agency.

B. **Copyright** - Ownership of control of the rights to use and distribute certain works of creative expression.

C. **Hardware** - Includes, but is not limited to, computers, mobile devices, network equipment, electronic devices, telephones, cellular and satellite or any other tangible computer device generally understood to comprise hardware.

D. **Intellectual Property (IP)** - Refers to any intellectual creation, such as literary works, artistic works, inventions, designs, symbols, names, images, computer code, etc.

E. **License Agreement** - A contract that allows one party (the licensee) to use and/or earn revenue from the property of the owner.

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F. **Software** - Includes, but is not limited to, all computer programs, systems, and applications, including shareware. This does not include files created by the individual user.

G. **Temporary file, Permanent file, or File** - Any electronic document, information, or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos

H. **Information Technology Resources** - Specific items such as telecommunications devices, computer systems, media, and other equipment, goods, services, and personnel related to the collection, storage, or transport of electronic information.

I. **Sensitive Information** - Non-public data subject to legal requirements (e.g., Federal, State, and Local privacy laws) or other privacy or compliance considerations, which define and regulate its responsible use.

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### III. **POLICY**

OHA data and information technology resources must be recognized as critically important and worthy of protection. Depending on the scope and nature of the information, constraints and special procedures for access and handling may be required to read and sign the Authority's OHANet Security Agreement. Passwords will be assigned. This includes ensuring the backup of key software systems and data on workstations and local file servers occurs periodically.

Employees of the Authority are required to use OHA-issued or maintained information technology resources, including computers, software, and systems, in a professional and responsible manner. Users must adhere to all applicable laws and regulations when appropriate using technology resources. Any unauthorized use, access, or dissemination of data is strictly prohibited.

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### IV. **PRIVACY EXPECTATION**

### III. **OWNERSHIP**

A. — Because the Oakland Housing Authority is a public agency, communications, and files (written and electronic) ~~are~~ may be subject to disclosure under the California Public Records Act.<sup>1</sup> All data files,

<sup>1</sup> California Public Records Act - Government Code § 7920-000

~~faxes, recorded voice mail, and E-mail messages, are the property of the Authority. Likewise, all messages created, sent, or retrieved internally or externally (over the Internet) are the property of the Authority and in most cases may be subject to disclosure as a public record under the California Public Records Act.~~

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B. ~~Employees forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any device accessing any OHA resources.~~

#### **IV. SECURITY/CONFIDENTIALITY**

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~~The Authority reserves the right to access, audit, and monitor all messages and files on all Authority computers, voice mail systems, E-mail servers, desktop workstations, and laptop computers as deemed necessary, reasonable, and appropriate. Internal and Internet messages and files are public communications and are not private. All communications disclose, for whatever reason, any message, including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.~~

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~~Confidential attachments, and any information related to personnel or employee relations matters is not to be transmitted via voice mail, fax, E-mail, received, or reviewed over the Internet.~~

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C. ~~Employees should not assume any technology that a file or message, which is erased or deleted has been totally purged from the system issued or maintained by the Authority, including the email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or workstation website requires a username or password will not create an expectation of privacy if it is accessing OHA resources.~~

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D. ~~Access controls, encryption, and other security measures shall be implemented as necessary.~~

E. ~~Files designated for deletion or erasure may be recorded and preserved for an extended period of time in archiving files or on back-up media. backup media. Hard drives and other media sources may require destruction to ensure deleted media is not accessed. This includes drives for copier machines or other devices.~~

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F. Passwords should not be given out to employees other than the departmental supervisors, if requested. Employees are not to use other employees' passwords to access a file or to retrieve any stored communications without authorization. Employees are prohibited from copying, transferring, renaming, adding, or deleting information, files, messages, or programs belonging to other users unless given express permission to do so by the owner.

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## V. ACCEPTABLE USES OF COMPUTER AND ELECTRONIC COMMUNICATIONS SERVICES

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Activities that enhance the productivity and further the work-related objectives of the Oakland Housing Authority are generally acceptable. Employees are provided with these tools so that they can perform their jobs in the most efficient, effective, and expeditious manner possible. Managers and supervisors are responsible for ensuring the effective, ethical, and lawful use of computer and electronic communication services.

### A. Supervisory Responsibility

Managers and Supervisors are responsible for ensuring that computer and electronic communications services are used in an effective, ethical and lawful manner. Internet Chat Rooms may be used to conduct official Authority business or to gain technical or analytical advice on work-related matters. E-mail communications to "all department employees" require the approval of the Department Director. Likewise E-mail communications to "All OHA employees" require the approval of the Executive Director or his/her designee.

### B. Non-Business Use of Electronic Communications Services

The incidental and occasional personal use of Authority electronic communications services for information gathering requires the authorization of the employee's immediate supervisor. Employees may not visit sites for the purpose of engaging in interactive transactions, such as participating in on-line auctions, playing games, placing stock market transactions, making travel arrangements, etc. Non-business use of electronic communications services is not to interfere in any way with the work or goals of the Authority.

All non-business electronic communication messages become the property of the Oakland Housing Authority and are subject to the same conditions as all Oakland Housing Authority business communications.

**VI. ~~UNACCEPTABLE USES~~RESTRICTED USE OF COMPUTER AND ELECTRONIC COMMUNICATIONS SERVICES**

- A. Employees shall not access computers, devices, software, or systems for which they have not received prior authorization or the required training. Employees shall immediately report unauthorized access or use of computers, devices, software, or systems by another member to their immediate supervisor.
- B. Employees shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.
- C. To reduce the risk of a computer virus or malicious software, Employees shall not install any unlicensed or unauthorized software on any department computer. Employees shall not install personal copies of any software onto any department computer.
- D. No member shall knowingly make, acquire, or use unauthorized copies of computer software that is not licensed to the Authority while on computer systems or electronic devices. Such unauthorized use of software exposes the Department and subject Employees to civil and criminal penalties.
- E. Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

No Authority equipment or service is to be used:

1. In ways that violate federal, state, or local laws;
2. For, for commercial purposes, personal financial gain, or advancement of individual views;
- F. 3. To, to vandalize network resources or equipment, including the uploading or creation of computer viruses, tampering with any software protections or restrictions placed on computer applications or files, attempting to circumvent local or network system security measures, altering system hardware or software configuration, or to falsify one's identity to others while using electronic services.
4. To falsify one's identity to others while using electronic services;

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5. To install unauthorized software on the computer network, laptops, or desktop workstations;

G. 6. Other restricted uses include, but are not limited to:

1. To conduct activities ~~which that~~ cause congestion<sup>2</sup> of the network or otherwise interfere with the work of others;
2. 7. To obtain unauthorized access to another's resources, programs, data, documents, or other work;
3. 8. To transmit inappropriate items such as chain letters, cartoons, jokes, or any material of a pornographic nature;
4. 9. To log onto ~~web sites which~~ websites that are pornographic in nature, or to download files ~~which that~~ contain pornographic information.
5. 10. To send commercial messages, employee solicitations, and messages of a religious or political nature.

## VII. COMMUNICATIONS

Each employee is responsible for the content of all audio, text, or images placed or sent via text, voice mail, social media, fax, E-mail ~~or~~, over the Internet. ~~All messages must have the employee's name attached. No messages are to be transmitted under an assumed name. Employees shall not attempt to obscure the origin of any message, or another electronic device~~

~~Under no circumstances is any Authority equipment to be used for communications of an offensive, threatening, discriminatory, or harassing nature or for obscene materials or messages. Offensive content includes but is not limited to obscene or harassing language or images, racial, ethnic, sexual, or gender-specific comments or images, or other comments or images that would offend on the basis of religious or political beliefs, sexual orientation, national origin, disability, or age. Such conduct shall also constitute a violation of the Authority's Sexual Harassment & Equal Employment Opportunity Policies.~~

## VIII. ~~COPYRIGHT ISSUES~~ PROTECTION OF AUTHORITY SYSTEMS AND FILES

~~All computer software usage shall be in strict compliance with any license and copyright agreements provided by the publisher of said software. Therefore, the~~

<sup>2</sup> Defined as a recreational activity, including, but not limited to watching internet videos such as YouTube.

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Authority must own or be licensed to use any software installed on any Authority computer (including desktop workstations and laptop computers.) No Authority employee is authorized to install personal or non Authority software on any Authority provided computer equipment without written permission from the Director of Management Information Services.

Employees using the Internet may not transmit copyrighted materials belonging to the Authority without the expressed permission of the Executive Director or his/her Designee. All Authority data is to be kept confidential and shall not be provided to outside requestors without permission, in writing, from the Executive Director, Deputy Executive Director or Executive Assistant.

- A. All Employees have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.
- B. Employees shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present.
- C. Access passwords, login information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by the Director of Information Technologies.
- D. It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Employees shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

## **IX. MONITORING AND REPORTING**

~~Employees~~ may not transmit non Authority copyrighted materials without expressed permission of the copyright owner. One copy of copyrighted material may be downloaded for use in research.

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## **IX. PASSWORD PROTECTION**

~~Employees must not use password protection on E-mail messages, word processing documents, spreadsheets, or other communications without authorization of a supervisor. If passwords are used, they must be provided to the supervisor. This is to allow access to Authority files when the employee is not at the workplace.~~

## **X. VIOLATIONS**

The use of all internal and external computer and electronic communications services may be monitored to assure compliance with this policy and approved procedures. Any violations of this policy shall constitute misconduct. Any person becoming aware of a violation of this policy or of the illegal use of technological resources should report such violations to their Department Director, ~~to the Director of Management Information Systems, or to the Executive Director~~ or to the Human Resources Department.

November 2000

## **X. PROCEDURAL RESPONSIBILITIES**

The Executive Director shall not have the right to terminate this Policy without prior written approval of the Board of Commissioners. In the event the Executive Director modifies or amends this Policy, copies of such modification and/or amendment shall be delivered to the Board of Commissioners.

The Executive Director shall have the right, in their discretion, to waive any of the prohibitions outlined in this Personnel Policy, to the extent such waiver is necessary to:

1. provide a reasonable accommodation.
2. comply with applicable law, or
3. address unforeseen circumstances that require the waiving of policy standards to uphold the mission and values of the Authority and/or the Board of Commissioners.

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Oakland Housing Authority

## **TECHNOLOGY USAGE AND SECURITY POLICY**

### **Adoption and Revision History**

**Adoption: Resolution No. 3447 on November 27, 2000**

**Revised: Resolution No. ##### on December 4, 2023**

## **TECHNOLOGY USAGE AND SECURITY POLICY**

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## OAKLAND HOUSING AUTHORITY

### TECHNOLOGY USAGE AND SECURITY POLICY

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#### I. PURPOSE AND SCOPE

It is the policy of the Oakland Housing Authority (OHA) to maintain the security of its data and information technology resources. Employees of the Authority shall use information technology resources, including computers, hardware, software, and systems, that are issued or maintained by the organization in a professional manner and in accordance with this policy.

OHA data and information technology resources are vital assets that require protection. Depending on the nature and sensitivity of the data, specific access constraints, and handling procedures may apply. This policy is applicable to all OHA employees, contractors, board members, and partners who access, manage, or store OHA data and/or connect to OHA networks.

The OHA Executive Director is responsible for the administration of this Computer Usage and Security Policy. The Executive Director shall create supplemental rules in the form of "Standard Operating Procedures" (SOP) necessary to carry out the purpose and intent of the policies contained herein. This includes but is not limited to procedures related to Cyber Security.

#### II. DEFINITIONS

- A. **Computer System** - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented, or licensed by the Oakland Housing Authority that are provided for official use by its Employees. This includes all access to and use of Internet Service Providers (ISP) or other service providers provided by or through the agency.
- B. **Copyright** - Ownership of control of the rights to use and distribute certain works of creative expression.
- C. **Hardware** - Includes, but is not limited to, computers, mobile devices, network equipment, electronic devices, telephones, cellular and satellite or any other tangible computer device generally understood to comprise hardware.

- D. **Intellectual Property (IP)** - Refers to any intellectual creation, such as literary works, artistic works, inventions, designs, symbols, names, images, computer code, etc.
- E. **License Agreement** - A contract that allows one party (the licensee) to use and/or earn revenue from the property of the owner.
- F. **Software** - Includes, but is not limited to, all computer programs, systems, and applications, including shareware. This does not include files created by the individual user.
- G. **Temporary file, Permanent file, or File** - Any electronic document, information, or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos
- H. **Information Technology Resources** - Specific items such as telecommunications devices, computer systems, media, and other equipment, goods, services, and personnel related to the collection, storage, or transport of electronic information.
- I. **Sensitive Information** - Non-public data subject to legal requirements (e.g., Federal, State, and Local privacy laws) or other privacy or compliance considerations, which define and regulate its responsible use.

### III. **POLICY**

OHA data and information technology resources must be recognized as critically important and worthy of protection. Depending on the scope and nature of the information, constraints and special procedures for access and handling may be required. This includes ensuring the backup of key software systems and data on workstations and local file servers occurs periodically.

Employees of the Authority are required to use OHA-issued or maintained information technology resources, including computers, software, and systems, in a professional and responsible manner. Users must adhere to all applicable laws and regulations when using technology resources. Any unauthorized use, access, or dissemination of data is strictly prohibited.

### IV. **PRIVACY EXPECTATION**

- A. Because the Oakland Housing Authority is a public agency, communications, and files (written and electronic) may be subject to disclosure under the California Public Records Act.<sup>1</sup> All data files are the

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<sup>1</sup> California Public Records Act - Government Code § 7920-000

property of the Authority. Likewise, all messages created, sent, or retrieved internally or externally (over the Internet) are the property of the Authority and may be subject to disclosure as a public record under the California Public Records Act.

- B. Employees forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any device accessing any OHA resources.
- C. The Authority reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information transmitted, received, or reviewed over any technology that is issued or maintained by the Authority, including the email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessing OHA resources.
- D. Access controls, encryption, and other security measures shall be implemented as necessary.
- E. Files designated for deletion or erasure may be recorded and preserved for an extended period of time in archiving files or on backup media. Hard drives and other media sources may require destruction to ensure deleted media is not accessed. This includes drives for copier machines or other devices.
- F. Passwords should not be given out to employees other than the departmental supervisors if requested. Employees are not to use other employees' passwords to access a file or to retrieve any stored communications without authorization. Employees are prohibited from copying, transferring, renaming, adding, or deleting information, files, messages, or programs belonging to other users unless given express permission to do so by the owner.

**V. ACCEPTABLE USE OF COMPUTER AND ELECTRONIC COMMUNICATIONS SERVICES**

Activities that enhance productivity and further the work-related objectives of the Oakland Housing Authority are generally acceptable. Employees are provided with these tools to perform their jobs in the most efficient, effective, and expeditious manner possible. Managers and supervisors are responsible for ensuring the

effective, ethical, and lawful use of computer and electronic communication services.

**VI. RESTRICTED USE OF COMPUTER AND ELECTRONIC COMMUNICATIONS SERVICES**

- A. Employees shall not access computers, devices, software, or systems for which they have not received prior authorization or the required training. Employees shall immediately report unauthorized access or use of computers, devices, software, or systems by another member to their immediate supervisor.
- B. Employees shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.
- C. To reduce the risk of a computer virus or malicious software, Employees shall not install any unlicensed or unauthorized software on any department computer. Employees shall not install personal copies of any software onto any department computer.
- D. No member shall knowingly make, acquire, or use unauthorized copies of computer software that is not licensed to the Authority while on computer systems or electronic devices. Such unauthorized use of software exposes the Department and subject Employees to civil and criminal penalties.
- E. Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.
- F. No Authority equipment or service is to be used in ways that violate federal, state, or local laws, for commercial purposes, personal financial gain, or advancement of individual views, to vandalize network resources or equipment, including the uploading or creation of computer viruses, tampering with any software protections or restrictions placed on computer applications or files, attempting to circumvent local or network system security measures, altering system hardware or software configuration, or to falsify one's identity to others while using electronic services.
- G. Other restricted uses include, but are not limited to:
  - 1. To conduct activities that cause congestion<sup>2</sup> of the network or otherwise interfere with the work of others.

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<sup>2</sup> Defined as a recreational activity, including, but not limited to watching internet videos such as YouTube.

2. To obtain unauthorized access to another's resources, programs, data, documents, or other work.
3. To transmit inappropriate items such as chain letters, cartoons, jokes, or any material of a pornographic nature.
4. To log onto websites that are pornographic in nature, or to download files that contain pornographic information.
5. To send commercial messages, employee solicitations, and messages of a religious or political nature.

## **VII. COMMUNICATIONS**

Each employee is responsible for the content of all audio, text, or images placed or sent via text, voice mail, social media, fax, E-mail, over the Internet, or another electronic device

Under no circumstances is any Authority equipment to be used for communications of an offensive, threatening, discriminatory, or harassing nature or for obscene materials or messages. Offensive content includes but is not limited to obscene or harassing language or images, racial, ethnic, sexual, or gender-specific comments or images, or other comments or images that would offend on the basis of religious or political beliefs, sexual orientation, national origin, disability, or age.

## **VIII. PROTECTION OF AUTHORITY SYSTEMS AND FILES**

- A. All Employees have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.
- B. Employees shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present.
- C. Access passwords, login information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by the Director of Information Technologies.

- D. It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Employees shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

**IX. MONITORING AND REPORTING**

The use of all internal and external computer and electronic communications services may be monitored to assure compliance with this policy and approved procedures. Any violations of this policy shall constitute misconduct. Any person becoming aware of a violation of this policy or of the illegal use of technological resources should report such violations to their Department Director, or to the Human Resources Department.

**X. PROCEDURAL RESPONSIBILITIES**

The Executive Director shall not have the right to terminate this Policy without prior written approval of the Board of Commissioners. In the event the Executive Director modifies or amends this Policy, copies of such modification and/or amendment shall be delivered to the Board of Commissioners.

The Executive Director shall have the right, in their discretion, to waive any of the prohibitions outlined in this Personnel Policy, to the extent such waiver is necessary to;

1. provide a reasonable accommodation,
2. comply with applicable law, or
3. address unforeseen circumstances that require the waiving of policy standards to uphold the mission and values of the Authority and/or the Board of Commissioners.

**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**

**A RESOLUTION AUTHORIZING THE APPROVAL OF THE  
AMENDED OAKLAND HOUSING AUTHORITY TECHNOLOGY  
USAGE AND SECURITY POLICY.**

WHEREAS, the current Oakland Housing Authority (OHA) Use of Computer and Electronic Communications Policy was initially adopted on November 27, 2000; and

WHEREAS, upon review of the Computer Policy, herein referred to as the "Technology Usage and Security Policy" it was determined that modifications to the policy were required, up to and including changing the title of the policy to reflect major technological advancements over the past years, and the addition of policy provisions related to employees; and

WHEREAS, the proposed changes to the Policy were recommended to the Executive Director who delegated that a final draft of the Computer Policy be created; and

WHEREAS, the OHA Technology Usage and Security Policy is now being moved forward to the full Board of Commissioners for approval.

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

THAT, the Oakland Housing Authority Technology Usage and Security Policy is hereby approved and adopted; and

THAT, the Executive Director is hereby authorized to take all actions necessary to implement the foregoing resolution and approved Policy; and

THAT, the Policy 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 December 4, 2023.*

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*Secretary/Executive Director*

**ADOPTED:**

**RESOLUTION NO.**



Oakland Housing Authority

ITEM 8.1

**TO:** Board of Commissioners

**FROM:** Patricia Wells, Executive Director

**SUBJECT:** Adopt a resolution authorizing the Executive Director to make payment to the California Public Employee Retirement System (CalPERS) in the amount not to exceed \$ 27,713,000.

**DATE:** December 4, 2023

**Type:** Consent 2023-927

**RECOMMENDATION**

This memorandum forwards for the Board's consideration a resolution authorizing the Oakland Housing Authority to pre-fund the current amount of the Authority's Net Pension Liability over the current estimated payment amounts. The Authority will fund the Net Pension Liability in the amount of \$27,713,000, as estimated in the most current actuarial valuation issued by California Public Employee Retirement System (CalPERS) for the Miscellaneous Plan for the plan year ended June 30, 2023. The Miscellaneous Plan covers all qualified Authority employees including the OHA Police Department sworn officers. The funding for this payment was included in the fiscal year 2024 budget under funding code 5520-01-000. Upon approval of this resolution the payment will be made at the discretion of the Executive Director depending on available funding from HUD.

**FISCAL IMPACTS/CONSIDERATION**

The funding for this payment was included in the fiscal year 2024 budget under funding code 5520-01-000.

**BACKGROUND**

In June 2012, the Governmental Accounting Standards Board (GASB) issued Statement No. 68, Accounting and Financial Reporting for Pensions (GASB 68). The Authority implemented GASB 68 in FY2015. This statement required governmental entities to begin reporting their net pension liability as actuarially determined, on the Statement of Financial Position (it has previously been implicitly disclosed in a footnote disclosure). GASB 68 also removed the payment methodology, called the Annual Required Contribution (ARC) (an actuarially determined amount calculated to provide sufficient funding to, coupled with expected investment returns, pay all required benefits to participants). GASB 68 has no payment or funding requirements.

The Authority does, however, have funding requirements under the terms of its retirement contract with CalPERS, which is to fund the benefits earned by employees during the year as actuarially determined annually by CalPERS. This contribution may not, however, cover the entire Net Pension Liability determined under GASB 68, which includes not only benefits earned by employees during the year, but also shortfalls in investment earnings and/or changes in benefits due to active and retired participants.

An annual actuarial valuation of the pension plans is performed by CalPERS and provided to each participating agency both in total and in the agency's proportionate share. The valuation is an estimate of the present value of future benefits that are likely to be paid for both current retirees of the Authority as well as current Authority employees who will retire with these benefits. The most current valuation is dated June 30, 2023.

The Valuation assumes an annual 6.0% rate of return on plan investments and a discount rate of 6.8% on future benefit payments. Annual returns in excess of 6.8% will further reduce the Pension liability and lessen future contributions. CALPERS uses a 30-year historical annual rate of return of 8.4%.

Funding this liability now will reduce the estimated size of this liability shown in the Authority's Statement of Net Position.

#### **ACTION REQUESTED**

It is recommended that the Board of Commissioners authorize the Executive Director to make payments to the California Public Employee Retirement System (CalPERS) Pension Plans to pre-fund the Net Pension Liability up to the current estimate of \$27,713,000.

#### **Attachments:**

[Resolution - Pension Liability](#)

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

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 AUTHORITY TO FUND THE PENSION LIABILITY WITH  
CALIFORNIA PUBLIC EMPLOYEES' RETIREE SYSTEM**

WHEREAS, In June 2012, the Governmental Accounting Standards Board (GASB) issued Statement No. 68, Accounting and Financial Reporting for Pensions which required the Authority to record a net pension liability in its financial statements effective June 30, 2015; and

WHEREAS, the current actuarially determined by Public Employee Retirement System (CalPERS) estimate of that pension liability as of June 30, 2023 is \$27,713,000; and

WHEREAS, funding this liability now will reduce in the estimated size of this liability showing in the Authority's Statement of Net Position.

**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 Oakland Housing Authority, is hereby authorized to make payment in the amount of the actuarially determined pension liability up to \$27,713,000 to Public Employee Retirement System (CalPERS); 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 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 on December 04, 2023.*

---

*Secretary / Executive Director*

**ADOPTED:**

**RESOLUTION NO.**

**Family & Community Partnerships Department**  
**Oakland Housing Authority**  
**Monthly Status Report**  
**October 2023**

**Family Self Sufficiency (FSS)**

Program	Total (Annual)	New Enrollees	Escrow Accounts (Annual)	Graduates	Escrow Disbursed	Escrow Total (YTD)	Termination or Exits	Escrow Forfeited
Section 8	200	16	104	0	\$0	\$705,624	1	\$0
PH	30	4	8	0	\$0	\$ 41,334	1	\$0
FUP-Youth	13	0	7	0	\$0	\$ 28,768	0	\$0
FYI	14	0	0	0	\$0	\$100	0	\$0
<b>Total</b>	<b>257</b>	<b>20</b>	<b>119</b>	<b>0</b>	<b>\$0</b>	<b>\$775,826</b>	<b>2</b>	<b>\$0</b>

<b>Monthly FSS Participant Contact Goals</b>	<b>FSS Contacts Achieved</b>
25 unique residents	47 residents

**Economic Development**

**Employment Support**

Assistance Type	EOW	FSS	Section 3	General	TOTAL
Career Development	0	0	0	2	2
Financial Literacy	0	3	0	0	3
Resume/Cover Letter Writing	5	0	0	4	9
Job Referral	0	0	0	3	3
Legal Referral	0	0	1	1	2
FSS Program Referral	0	0	0	4	4
<b>Total</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>14</b>	<b>18</b>

## Job Fair

Event	OHA Participants	Community Participants	Employers	Total
October 11 OHA & Alameda County Social Services Job Fair	42	72	17	114



## New Hires

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
General	1	1	0	CareBuilders at Home	Caregiver
Section 3	1	0	1	Martina Landscaping	Laborer
General	1	1	0	Oakland Unified School District	Teacher's Assistant
<b>Total</b>	<b>3</b>	<b>2</b>	<b>1</b>		

## Section 3

Trade/Position	Residents Working	Residents Searching	# of Requests	# of Positions	# Referred	Compliance Reports Issued
Carpentry	7	3	2	2	1	0
Cement Mason	1	0	0	0	0	0
Electrician	1	0	7	7	0	2
Iron Workers	0	1	4	4	1	0
Laborer	7	0	1	1	0	1
Plumbing	0	0	4	4	0	1

Sheet Metal	0	0	6	6	0	2
Painter	0	1	0	0	0	0
<b>Total</b>	<b>16</b>	<b>5</b>	<b>24</b>	<b>24</b>	<b>2</b>	<b>6</b>

### Section 3 Compliance

- FCP received requests for seven trades, encompassing 24 Section 3 positions. Additionally, six contractors were provided with compliance reports because FCP was unable to refer residents for these positions. This was due to the current list of unionized workers either lacking the necessary qualifications or already being employed.
- FCP assisted an OHA Section 3 participant who is with the Iron Workers Local 378 with past due Union fees to allow him to access work through the Union.
- FCP referred Section 3 participants to Sun Light & Power for an Apprentice Ironworker position and to Scaffold Solutions for an Apprentice Carpentry position.

### Career Development and Training

Program	New Enrollment	Completed	Total
Guard Card	0	2	2
Family Resource Navigators (FRN)	1	0	0
<b>Total</b>	<b>1</b>	<b>2</b>	<b>2</b>

### Homeownership Program

- Assisted three current homeowners with post-purchase assistance with mortgage-related issues with lenders and educated them on their options regarding relocation.
- Six residents attended the monthly homeownership program Q & A session.
- Eleven residents received information about the homeownership program by phone or email.

### Homeownership Applicants

Homeownership Eligibility	Approved for Mortgage	Executed Purchase Contract/In Escrow	Closings	Homes Purchased (YTD)	Homes Purchased Outside of Oakland (YTD)
18	2	0	0	2	0

### Homeownership Program Participants

Current Homeowners	Total Homes Purchased (Since 2004)	Program Terminations (YTD)	Program Graduates (YTD)	Pending Refinance	Total Homes Refinanced (YTD)
67	123	2	1	0	0

### Participants Pre-qualified for Homeownership (Lender-Qualified)

Voucher Size	# Families Searching	Average Household Income	Average Loan Amount
1 Bedroom	N/A	N/A	N/A
2 Bedrooms	2	\$72,035	\$402,500
3 Bedrooms	N/A	N/A	N/A
4 Bedrooms	N/A	N/A	N/A

### East Oakland Works (EOW) Jobs Plus Initiative

#### New Hires

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position
EOW	1	0	1	CarHop	Sales Consultant

#### EOW – Jobs Plus Initiative

	New Enrollments (Month)	Total (Members)	JPEID Amount	FSS Escrow Balance	Program Exits
EOW Members with JPEID	10	40	\$0	N/A	0
EOW Members with FSS Escrow	1	3	N/A	\$0	0
EOW Members Ineligible for Financial Incentives	0	1	N/A	N/A	0
<b>Total</b>	<b>11</b>	<b>44</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>

### Resident Opportunities for Self-Sufficiency (ROSS)

#### ROSS Program

Program	ROSS Participants	New Enrollees (Month)	YTD (Exits)
Public Housing	120	0	27

- Three (3) ROSS participants opted out of the program.

## Senior Services

### Senior In-Person Socialization

#### Socialization Activities

Activities	Residents
Positioned for Purpose	15



## Senior Service Activities

### West Oakland Health Council (WOHC) Resource Event

FCP partnered with the West Oakland Health Council to host a health informational resource event and 10 OHA residents attended and received resources from several community organizations.

## Youth and Education

### Promise Plus Program

OUSD Schools	Previous Students Enrolled	New Enrollments	Total Enrollment
Prescott Elementary	20	2	22
Martin Luther King, Jr.	20	1	21
Lockwood Steam Academy	31	2	33
Markham Elementary	16	0	16
West Oakland Middle	30	3	33
Westlake Middle	4	0	4
Elmhurst Middle	12	0	12
Frick Impact Middle	24	0	24
McClymonds High	16	1	17
Oakland High	3	9	12
Fremont High	15	1	16
Castlemont High	16	3	19
Non-Partner Schools	56	1	57
<b>Total</b>	<b>263</b>	<b>23</b>	<b>286</b>

### Supportive Services

- Three (3) families received seven (7) Chromebooks.
- One (1) family received five (5) backpacks.
- Three (3) families received food assistance from a partner faith-based organization and OHA food pantry.
- One (1) family referred to Family Paths for family counseling support.
- The Education Team attended twelve (12) COST and Attendance Team meetings and three (3) families were referred to the team for additional support.



### Parent and Family Engagement

The Education Team outreached to 623 families eligible to participate in the Promise Plus Program. Twenty-one OHA parents attended the two dinner program orientations at Lockwood and Peralta. Eighteen youth enrolled after the orientation.





## FCP's Halloween annual festivities in collaboration with the Resident Advisory Board (RAB)

Halloween events were held on October 30<sup>th</sup> at Lockwood and October 31<sup>st</sup> at Peralta. Over 120 youth attended with an adult between both events. Families enjoyed pizza and played board games together and received a treat bag filled with snacks and toys. Raffles were given to you and winners received donated fancy wood grain skateboards valued over \$350 apiece.



## Special Programs

### Housing Search Assistance

Program	Participants Assisted	Workshop Attendees	Document Support	Housing Listings	Credit Repair Referrals	Security Deposit Assistance
EHV	5	1	3	3	1	2
FYI	17	0	0	34	0	0
HCV	19	4	9	10	8	8
VASH	3	0	0	3	1	0
<b>Total</b>	<b>44</b>	<b>5</b>	<b>12</b>	<b>50</b>	<b>10</b>	<b>10</b>

## Cleaning Kits

### Household Cleaning Kits

Participant Request	Issued
49	49

## Family Unification Program (FUP) Youth

### Family Unification Program (FUP) Youth

Applicants	Current Participants	New Enrollments (Current Month)	Transitioned to FSS	Program Exits to Date	Program Enrollments to Date
0	6	0	13	12	31

## Digital Inclusion

### T-Mobile Tablet/Chromebook Distribution

FCP Program	Tablets/Chromebooks (Month)	Program Total (YTD)
Education Initiative	0	0
Civic Engagement	1	0
Site Services	0	0
FSS	19	0
EOW	1	0
ROSS	2	0
General	114	0
<b>Total</b>	<b>137</b>	<b>0</b>



## Health and Wellness

### Food Programs

In collaboration with the Alameda County Community Food Bank and Semi Freddi's FCP conducted three food pantries at Peralta Village and Lockwood Gardens and facilitated a home delivery pantry in partnership with DoorDash.

### Food Assistance

	<b>Peralta Village</b>	<b>Lockwood Gardens</b>	<b>DoorDash Pantry</b>	<b>Total</b>
Food bags provided	118	82	97	<b>297</b>
Residents served	284	203	203	<b>690</b>

## **Civic Engagement**

### OHA Resident Advisory Board (RAB)

#### **Resident Advisory Board (RAB)**

<b>Status</b>	<b>Residents</b>	<b>Non-OHA</b>	<b>Total</b>
RAB Committee Meetings	2	0	2
RAB Meeting	7	0	7
<b>Total</b>	<b>9</b>	<b>0</b>	<b>9</b>

### Leased Housing Briefings

In collaboration with Leased Housing, FCP staff participated in the briefing voucher presentations.

<b>Briefing Type</b>	<b># of Meetings</b>	<b>Residents</b>
HCV	5	21
PBV	5	17
2011 Waitlist	4	95
<b>Total</b>	<b>14</b>	<b>126</b>

## Special Programs

### Emergency Housing Voucher (EHV) Welcome Kits

FCP issued three Emergency Housing Vouchers (EHV) Welcome Kits.

### Emergency Housing Voucher (EHV) Gift Cards

FCP issued nine Emergency Housing Voucher (EHV) gift cards to participants for paying their rent on time for three months.

## Site Intervention

### Site Meetings (with OAHPI, OHAPD, and the Green Team)

AMP	# of Meetings	Residents
AMP 9	1	3
AMP10	0	0
AMP 11	2	4
AMP 12	0	0
AMP 13	6	20
AMP 14	1	8
<b>Total</b>	<b>10</b>	<b>35</b>

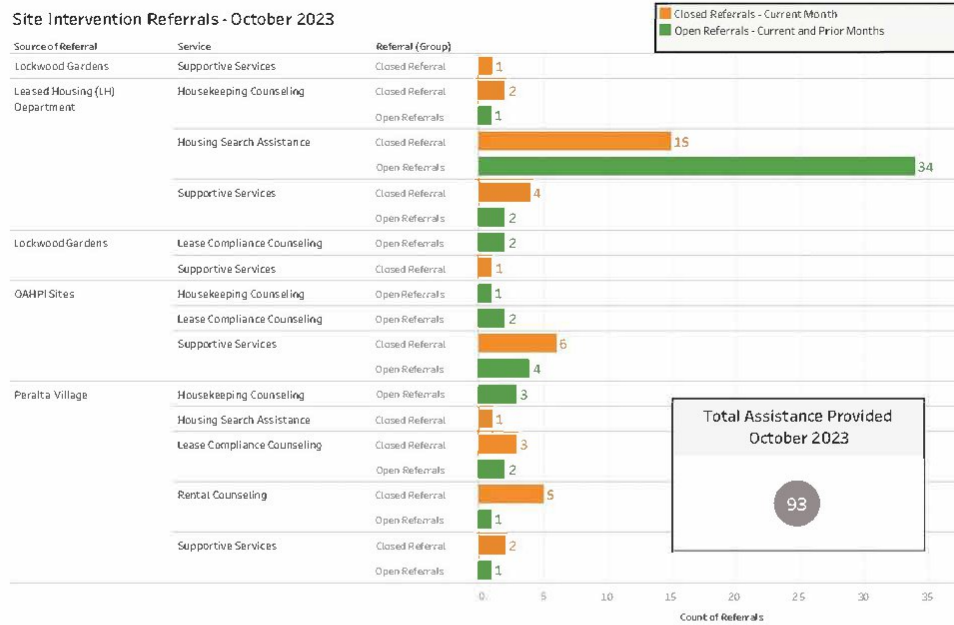
### Site Meeting FCP Program Interest

As a result of the ten site meetings held, OHA residents expressed an interest in the following FCP Programs:

FCP Program Interest	Residents
<b>FSS</b>	14
<b>Homeownership</b>	20
<b>Employment</b>	13
<b>Youth Program</b>	15
<b>Senior Program</b>	11
<b>Food Pantry</b>	17
<b>DoorDash Pantry</b>	3

\*Duplicated count

## Site Intervention Table



### 2023 YTD Summary

Referrals Opened

334

Referrals Closed

315

## **Leased Housing Department- October 2023 Report**

### **Leased Housing Eligibility and Wait List Activities**

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

Leased Housing initiated a mass intake process this Fall. In response to the Secretary's emphasis on increasing voucher leasing levels to at least 91 percent utilization, staff began inviting the remaining applicant families to intake appointments in October.

IE Mass Intake Dates	# of families invited	# of families attended
October 17, 2023	106	48
October 24, 2023	106	47

Staff anticipates hosting two additional intake events in November.

#### **PBV to HCV Activity Wait List**

- Thirty-five families remain on the Request List to move from a Project-based Voucher (PBV) apartment with a voucher. Staff invited these families to intake in October.

#### **OAHPI Wait List**

Intake date	# of families invited	# of families attended	# of families Denied Program Admission	# Eligible pending TSV/leasing
July 2023	0	0	0	43
August 2023	0	0	0	38
September 2023	46	18	1	29
October 2023	0	0	9	12

#### **Public Housing Wait List**

Intake date	# of families invited	# of families attended	# of families Denied Program Admission	# Program Eligible pending TSV/leasing
August 2023	0	0	0	1
September 2023	0	0	0	1
October 2023	0	0	3	0

### **Public Housing Wait List**

Intake date	# of families invited	# of families attended	# of families Denied Program Admission	# Program Eligible pending TSV/leasing
July 2023	0	0	0	0
August 2023	30	20	0	0
September 2023	0	0	0	9
October 2023	0	0	2	5

### **Briefings**

IE Briefing Dates	# of families invited	# of families attended
July 2023	63	51
August 2023	83	75
September 2023	38	30
October 2023	50	46

### **Anticipated Wait List Openings**

Property	Program/Assistance Type	Date
Ancora Place	31 PBV	April/May 2024

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

### **VASH**

OHA has a total allocation of 526 VASH vouchers and 276 leased. OHA received 3 new referrals. Staff drafted the VASH reallocation letter to allocate 16 vouchers to the City of Alameda Housing Authority and anticipate submitting that letter to HUD by the end of November.

Total Award	Total Leased	Total VASH MTW Leased	Total VASH PBV Leased
526	291	275	16

### **Mainstream**

Total Award	Total Leased	Utilization (%)	Total Searching	Contracts Pending Activation
262	185	70.61%	8	0

### **Emergency Housing Vouchers/Stability Vouchers**

<b>Total Award</b>	<b>Total Leased/Utilized</b>	<b>Utilization (%)</b>	<b>Total Searching</b>	<b>Contracts Pending Activation</b>
515	569	110.48%	0	0

### **Project-based Vouchers (PBV)**

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

<b>Project</b>	<b># of PBV units</b>	<b>Owner</b>	<b>Temporary Certificate of Occupancy</b>	<b>Expected start of lease-up</b>
Casa Sueños (Fruitvale Transit Village Phase IIB)	75	BRIDGE	November 2023	November 2023
Foon Lok East	61	Mid-Pen	December 24, 2023	December 2023
Ancora Place	31	SAHA	May 2024	March 2024

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

The Leased Housing Department reviews requests from families to move due to threats to physical safety and situations covered under the Violence Against Women's Act (VAWA). The Leased Housing Department received 23 Confidential Client Requests for review and processing.

### **Owner Incentives**

*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 \$15,494.80 in vacancy loss to 4 owners. Units had an average vacancy period of 96 days.**

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

### **OHA conducted 8 initial pre-inspections.**

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

### **OHA paid 50 owners a \$1,000 bonus/\$50,000.**

Apartment Repair -OHA reimburses owners up to \$2,250 for repairs made to fix Housing Quality Standard fail items on units that have never received HUD subsidy. OHA verifies the repairs and execute the Housing Assistance Payment contract prior to issuing payments.

### **OHA paid Zero owners for a total of \$0.**

Security Deposit - Provides up to one month of rent to assist with the cost of the security deposit on a new unit. Requests for assistance are evaluated based on tenant and unit eligibility.

**On behalf of 7 households, OHA paid 7 owners Security Deposits for a total of \$14,390.00.**

### **New Contracts Entered for Owner Payment June 2023**

PBV	31
HCV	82
HUD VASH	2
TRA/Shelter Plus	3
Mod Rehab	0
FYI/FUPF	10
Contracts Entered for Payment	128

### **Rent Increases**

Leased Housing received 526 rent increase requests. There were 262 Housing Choice Vouchers completed. The average rate of increase was 6%, and the average amount approved was \$119 per month.

### **Program Compliance Team**

The 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 11 client interactive/warning meetings, processed 17 owner notification letters, processed 25 late rent notices, resolved 67 resolution cases, and processed 12 proposed termination notices. There were \$0 calculated in subsidy overpayments.

## **Special Needs Housing**

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

## **Local Programs**

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

The SBHAP initiative is a partnership with the City of Oakland to provide housing assistance to up to 180 households experiencing homelessness. This initiative leverages funding for supportive services as the City of Oakland funds providers who offer a variety of housing navigation and tenancy-sustaining supports. The total FY 2024 budget is \$4,209,693. The program can serve up to 180 households in FY24.

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

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

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

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

### **Building Bridges/CalWORKs**

CalWORKs Building Bridges program provides a stable shallow housing subsidy (1-2 years) for Social Services Agency clients who are actively engaged in a plan to achieve self-sufficiency, specifically employable, formerly homeless CalWORKs clients. The BOC approved a new Contract term of 5 years—costs not to exceed \$2,400,000 over the five-year term, with \$480,000 budgeted annually. Invoices are billed quarterly.

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

Available	Referrals received	Households subsidized	Households in eligibility process/inspection
30	0	27	3

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

As of October 2023, TOTALS	Total Units	Vacant or Non-Eligible Units	Eligible Units	Subsidy Per Unit
	311	125	184	\$933

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## **Summary Report**

**September  
2023**

**October 2023**

### **Eligibility**

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

- |                              |   |    |
|------------------------------|---|----|
| • Referred Households to OPO | 5 | 13 |
|------------------------------|---|----|

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

- |   |    |     |
|---|----|-----|
| • Intake appointments scheduled 2011 HCV waitlist/PBV to HCV list       | 0  | 212 |
| • Intake appointments attended 2011 waitlist/PBV to HCV list            | 0  | 95  |
| • Vouchers issued for applicants from the 2011 waitlist PBV to HCV list | 0  | 9   |
| • Vouchers issued for Port-In   | 13 | 11  |

#### **OHA Relocation - Project-Based Vouchers (OAHPI)**

- |   |   |   |
|---|---|---|
| • Relocation vouchers issued for OAHPI Households | 0 | 0 |
|---|---|---|

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

- |                             |   |   |
|-----------------------------|---|---|
| • Vouchers issued HUD VASH  | 5 | 2 |
| • Vouchers issued Mod Rehab | 0 | 0 |

<b>Total new vouchers issued (all V programs)</b>	<b>23</b>	<b>13</b>
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<b>Total Denial of Admission/Withdrawals (all V programs)</b>	<b>0</b>	<b>0</b>
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### **Owner Services**

#### **Initial Inspections**

- |   |     |     |
|---|-----|-----|
| • Move-in inspections                     | 122 | 143 |
| • Passed Inspections                      | 44  | 63  |
| • New contracts (new, transfer, port-ins) | 85  | 128 |

#### **Rent Increases**

- |                                     |     |     |
|-------------------------------------|-----|-----|
| • Rent increases requested          | 361 | 526 |
| • Rent increases approved           | 203 | 415 |
| • Rent increases denied/declined    | 46  | 58  |
| • Rent increases pending review/HQS | 80  | 41  |

#### **Annual Inspections**

- |  |     |     |
|--|-----|-----|
| • Total number of Annual Inspections performed | 614 | 639 |
| • Number of annual inspections passed          | 347 | 304 |
| • Failed with owner and tenant items           | 142 | 194 |
| • Inspections rescheduled, vacant, or canceled | 27  | 28  |
| • No Shows                                     | 98  | 113 |
-

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### **Reasonable Accommodations**

• Total number of requests received	67	54
• Total number approved	11	3
• Total number pending	49	44
• Total number denied	7	7

### **Occupancy/Special Programs**

• Total annual recertification scheduled	448	484
• Total annual recertifications completed	287	358
• Total interim recertifications completed	329	388
• Transfer voucher within Oakland	54	97
• Field recertifications	0	0
• Portability vouchers issued	30	39
• Total no. of transfer vouchers issued	84	136
• Total no. of Decisions to Terminate Assistance	19	31
• Total Meet & Discuss appointments	6	0
• Resolution cases	204	219

### **Program Terminations**

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

### **Customer Service**

• Walk-in visitors	835	730
• 1540 Leased Housing main phone line	2990	3661
• Avg. calls/day to Customer Service	176	183

### **LEP Calls**

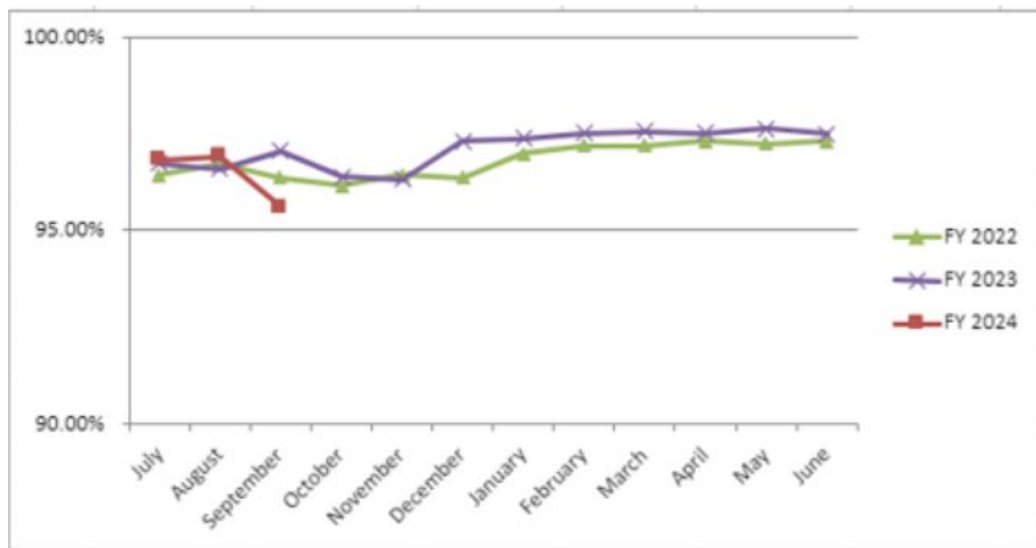
• Cantonese/Mandarin	48	46
• Spanish	50	50
• Vietnamese	06	04

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## Property Operations Department

### Occupancy Report

#### Public Housing Occupancy Rates - TOTAL PORTFOLIO 95.96%



#### All Authority Public Housing Units

Month	Occupancy Rate
November 2022	96.31%
December 2022	97.30%
January 2023	97.38%
February 2023	97.51%
March 2023	97.56%
April 2023	97.51%
May 2023	97.64%
June 2023	97.50%
July 2023	96.84%
August 2023	96.91%
September 2023	95.61%
October 2023	95.96%

### Authority Managed Public Housing Units

Development	Total Units	Non-dwelling Units/Exempt	Available Units	Occupied Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Lockwood Gardens	372	2	370	360	7	1	2	96.49%	97.30%
Peralta Villa	390	1	389	373	13	2	1	96.40%	95.89%
<b>Total</b>	<b>762</b>	<b>3</b>	<b>759</b>	<b>733</b>	<b>20</b>	<b>3</b>	<b>3</b>	<b>96.44%</b>	<b>96.57%</b>

### OAHPI Project Based Section 8 Units

Portfolio	Total Units	Excluded Units (HCEB)	Available Units	Occupied Units	Down Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Deep East	278	10	268	249	12	4	0	3	92.91%	92.91%
East	258	0	258	234	13	2	4	5	89.92%	90.70%
Fruitvale	270	3	267	250	9	4	3	1	94.38%	93.63%
San Antonio	244	4	240	229	4	1	3	3	94.58%	95.42%
West	231	0	231	206	11	4	3	7	90.04%	89.18%
North	239	0	239	222	7	3	1	6	93.31%	92.89%
<b>Total</b>	<b>1,520</b>	<b>17</b>	<b>1,503</b>	<b>1,390</b>	<b>56</b>	<b>18</b>	<b>14</b>	<b>25</b>	<b>92.55%</b>	<b>92.48%</b>

### OAHPI – PACT Program

Portfolio	Total Units	PACT Office	Program Units	Program Occupied Units	Employee Occupied Units	Down Units/CID	Units in Turnover	Application in process from ACSO	Reserved/Preleased Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
East	20	1	19	2	1	0	4	0	0	12	15.79%	10.53%

### Recertification Report

### Authority Managed Public Housing Units

Development	Completed Annual Recertifications	Recertifications/ Outstanding	Recertifications/ Legal	Current Month Backlog
Lockwood Gardens	15	11	0	11
Peralta Villa	19	6	1	5
<b>Total</b>	<b>34</b>	<b>17</b>	<b>1</b>	<b>16</b>

## Tenant Rent Collections

### Authority Managed Public Housing Units

Development	Charged	Collected	Percent Collected
Lockwood Gardens	\$155,392	\$125,804	80.96%
Peralta Village	\$164,978	\$126,154	76.47%

### OAHPI Project Based Section 8 Units (Includes HAP)

Portfolio	Charged	Collected	Percent Collected
Deep East	\$168,951	\$406,087	240.36%
East	\$574,300	\$445,086	77.50%
Fruitvale	\$642,695	\$567,726	88.34%
San Antonio	\$553,765	\$481,345	86.92%
West	\$522,051	\$455,896	87.33%
North	\$590,735	\$515,120	87.20%

\*OAHPI Deep East is reflecting a higher amount collected. Consultant is making ledger updates, affecting the *Current Month Charged Numbers* in business system

## Tenant Accounts Receivables

### Authority Managed Public Housing Units

Development	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Lockwood Gardens	\$98,483	\$80,788	\$0	\$1,021,083	(\$72,780)	\$1,200,354
Peralta Villa	\$93,946	\$77,678	\$0	\$695,315	(\$56,027)	\$866,939

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

### OAHPI Project Based Section 8 Units Tenant Rent

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$94,404	\$90,503	\$0	\$1,314,297	(\$176,578)	\$1,499,204
East	\$115,245	\$108,053	\$0	\$2,228,141	(\$60,297)	\$2,451,439
Fruitvale	\$94,443	\$85,178	(\$7,588)	\$1,168,094	(\$72,400)	\$1,340,126
San Antonio	\$70,430	\$53,670	(\$16,934)	\$745,104	(\$93,472)	\$852,270
West	\$92,738	\$71,240	(\$12,111)	\$912,722	(\$95,215)	\$1,064,589
North	\$88,975	\$81,676	(\$24,684)	\$1,163,618	(\$165,040)	\$1,309,585

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

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

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total HAP Owed
Deep East	\$46,626	\$44,441	\$0	\$1,081,052	\$0	\$1,172,119
East	\$53,838	\$54,085	\$0	\$989,137	\$0	\$1,097,060
Fruitvale	\$31,827	\$32,183	\$7,767	\$768,539	(\$202)	\$840,316
San Antonio	\$43,332	\$32,652	\$31,938	\$838,200	(\$6,945)	\$946,122
West	\$48,827	\$48,267	\$7,032	\$1,090,866	(\$1,665)	\$1,193,327
North	\$28,817	\$46,413	\$3,857	\$1,021,844	(\$1,443)	\$1,100,931

\* Current and On-Notice tenants only

### Authority Managed Public Housing Units

Development	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Lockwood Gardens	\$476	\$671	\$0	\$133,547	(\$5,197)	\$134,694
Peralta Villa	\$2,923	\$2,960	\$767	\$124,304	(\$3,581)	\$130,954

\*Past and Evicted tenants

### OAHPI Project Based Section 8 Units Tenant Rent

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$3,757	\$4,169	\$0	\$585,797	(\$97,631)	\$593,723
East	\$1,397	\$1,438	\$0	\$359,323	(\$22,263)	\$362,158
Fruitvale	\$880	\$841	\$0	\$438,505	(\$25,596)	\$440,226
San Antonio	\$231	\$231	\$0	\$316,611	(\$12,896)	\$317,073
West	\$250	\$3,850	\$0	\$172,400	(\$26,065)	\$176,500
North	\$2,861	\$2,994	\$0	\$226,990	(\$26,250)	\$232,845

\*Past and Evicted tenants

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

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total HAP Owed
Deep East	\$2,993	\$1,901	\$0	\$480,562	(\$8,487)	\$485,456
East	\$0	\$0	\$0	\$340,421	(\$13,071)	\$340,421
Fruitvale	\$0	\$0	\$0	\$196,667	(\$3,379)	\$196,667
San Antonio	\$2,469	\$2,469	\$0	\$251,592	(\$7,114)	\$256,530
West	\$1,844	\$1,573	(\$2,540)	\$213,517	(\$2,806)	\$214,394
North	\$649	\$8,028	\$0	\$264,099	(\$3,994)	\$272,776

\* Past and Evicted tenants

## Work Order Report

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

Development	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Lockwood Gardens	372	269	262	227	304
Peralta Villa	390	61	206	202	65
<b>Total</b>	<b>762</b>	<b>330</b>	<b>468</b>	<b>429</b>	<b>369</b>

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

Portfolio	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Deep East	278	258	196	292	162
East	278	223	151	118	256
Fruitvale	270	100	167	168	99
San Antonio	244	144	195	186	153
West	231	289	177	270	196
North	239	292	165	257	200
<b>Total</b>	<b>1,540</b>	<b>1,306</b>	<b>1,051</b>	<b>1,291</b>	<b>1,066</b>

### Legal Report

#### Legal Report – Authority Managed Public Housing Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
November 2022	0	0	0	-
December 2022	0	0	0	-
January 2023	0	0	0	-
February 2023	0	0	0	-
March 2023	0	0	0	-
April 2023	0	0	0	-
May 2023	0	0	0	-
June 2023	0	3	3	-
July 2023	0	0	0	-
August 2023	5	0	5	\$23,116.56
September 2023	0	0	0	-
October 2023	1	0	1	\$5,487.00

\* Evictions are for Health & Safety in Owned/ Managed units

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

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
November 2022	1	0	1	\$21,655.00
December 2022	0	0	0	-
January 2023	0	0	0	-
February 2023	3	0	3	\$153,430.24
March 2023	2	0	2	\$36,682.23
April 2023	0	1	1	-
May 2023	1	4	5	\$8,765.19
June 2023	0	1	1	-
July 2023	0	0	0	-
August 2023	1	0	1	\$116,397.73
September 2023	0	0	0	-
October 2023	0	1	1	-

\* Evictions are for Health & Safety in OAHPI units

## **Resource Conservation Community Engagement and Outreach**

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

Development	Site Assessments	Resident Contact	Flyer Outreach
Lockwood Gardens	1	0	360
Peralta Villa	3	0	373
<b>Total</b>	<b>4</b>	<b>0</b>	<b>733</b>

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

Portfolio	# of Sites Visited	Site Assessments (includes multiple visits)	Resident In-Person Contact	Flyer Outreach	In-Person Site Meetings
Deep East	1	1	3	249	1
East	2	2	0	234	0
Fruitvale	5	5	2	250	1
San Antonio	0	0	0	229	0
West	8	8	20	206	6
North	3	3	11	222	1
<b>Total</b>	<b>19</b>	<b>19</b>	<b>36</b>	<b>1,390</b>	<b>9</b>

## **Emergency Rental Assistance Program**

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

### **Emergency Rental Assistance - OAHPI Project Based Section 8 Units**

Portfolio	Number of Residents Processed to Date	Assistance Processing	Number of Residents Paid to date	Assistance Received	Total Dollars
Deep East	31	\$0	20	\$194,304	\$194,304
East	13	\$0	6	\$49,368	\$49,368
Fruitvale	12	\$0	7	\$42,054	\$42,054
San Antonio	35	\$0	20	\$126,241	\$126,241
West	23	\$0	15	\$127,436	\$127,436
North	28	\$0	19	\$114,755	\$114,755

### Emergency Rental Assistance – Authority Managed Public Housing Units

Portfolio	Number of Residents Processed to Date	Assistance Processing	Number of Residents Paid to date	Assistance Received	Total Dollars
Lockwood Gardens	77	\$0	17	\$95,966	\$95,966
Peralta Village	54	\$0	46	\$164,052	\$164,052

### Additional Rental Assistance Resources OAHPI Project Based Section 8 Units

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

### Additional Rental Assistance Resources Authority Managed Public Housing Units

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

## Capital Improvement Department

### Unit Renovations

	OHA	OAHP
Units Completed and Returned to OPO in October	0	5
Units Received from OPO in October	3	5
Units Completed in 2024 Fiscal Year to Date	8	16

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

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

#### OHA/OAHP Completed in October

- 9746 Plymouth Ave. Unit B
- 2925 E 22<sup>nd</sup> St. Unit D
- 2820 35<sup>th</sup> Ave. #6
- 1324 E.32<sup>nd</sup> St. #5
- 725 39<sup>th</sup> St. #4
- 541 29<sup>th</sup> St. sewer and exterior repairs

#### Projects in the Preconstruction/Construction Process:

- 9514 Birch St. exterior, site, and landscape rehab
- Lockwood Gardens exterior rehab
- 3287 Lynde St. tree into building
- 9506 Birch St. fire repairs
- 6309 Baker St. exterior renovation
- 837 60<sup>th</sup> St. dry rot
- 90<sup>th</sup> Ave. siding replacement
- 9320 Sunnyside deck dry rot repair
- 9506-14 Birch St. exterior renovation
- 2212 E. 21<sup>st</sup> St. water damage
- 2015 11<sup>th</sup> Ave. deck and stair repairs
- 1120 Bella Vista sewer repairs

- 1459-65 Seminary exterior renovation
- 676 Fairmount dry rot Units B, D, & F
- 365 49<sup>th</sup> St. storm drain repairs
- 3017 West St. #4 sewer repairs
- 945 44<sup>th</sup> St. Unit E sewer repairs
- 1246-48 E 34<sup>th</sup> St. storm drain repairs
- 2030 E. 25<sup>th</sup> St. deck repairs
- 3000 E. 18<sup>th</sup> St. sewer repairs
- 2607 12<sup>th</sup> Ave. #1 sewer repairs
- Lockwood parking lot flooding—three locations
- 9703 Cherry St. #1 water intrusion
- 11 OAHPI roof replacements
- 2238 90<sup>th</sup> Ave. window replacement and exterior renovation.
- 1061 Elmhurst #4 sewer repairs
- Peralta site lighting replacements
- 9746 Plymouth St. exterior renovations

#### Administrative Buildings

- Service Center driveway asphalt R&R, reseal, and stripe
- Additional card reader locations
- 1619 Harrison rooftop HVAC unit sound attenuation
- 1619 Harrison automatic doors
- 1805 seismic retrofit
- 1600 Harrison seismic retrofit design

#### Unit Turn Status Changes

Over the past three months, CID has pulled Force Account staff out of the unit turns on the request of the BTC. This has caused a significant reduction in the number of units CID has turned monthly since the beginning of the fiscal year. We will be doubling the BTC staff Around January to replace the FA staff that was pulled out. This will get us back closer to the average number of units we are used to—15.

During the same period, we have received significantly more units from OPO than typical. Many of these are coming from public housing. With our reduced forces and the increase in numbers of units, we have had difficulty keeping within the 30 day turn times we are used to. Overall inventory has more than doubled from a low of 29 in June to 66 at the end of September.

We expect after hiring that those numbers will again be reduced over a few months, and ultimately down to a target rate of 10 or less units in CID inventory on an ongoing basis. That is likely 9-12 months out depending on the number of transfer requests that come in.

CID has added two new inspectors and a project manager which has significantly expanded the opportunity to take on needed capital projects. This can be seen in the expansion of projects under construction and preconstruction.

9506 Birch St. Progress Photos



9329 Sunnyside Deck Dry Rot Repairs



## 1120 Bella Vista Sewer Repairs



## Oak Groves Rehab - OHA/RAMP Development



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

### Project Description:

<b>Project Address:</b>	620 17 <sup>th</sup> St. & 570 16 <sup>th</sup> St.	<b>Affordability Targeting:</b>	30-60% of AMI
<b>Project Type:</b>	Acquisition/Rehabilitation	<b>Architect:</b>	Okamoto-Saijo Arch.
<b>Number of Units:</b>	151	<b>General Contractor:</b>	BBI Construction Inc.
<b>PBVs:</b>	149	<b>Property Management:</b>	John Stewart Co.
<b>Target Population:</b>	Low-Income Seniors	<b>Total Development Cost:</b>	\$86.4MM

### Permanent Funding Sources:

• Tax Exempt Perm Loan:	\$23,600,000	• OHA Ground Lease Loan	\$599,901
• Seller Carryback Loan:	\$34,400,000	• Release of Forward Commit. Fee:	\$472,000
- Accrued/Deferred Interest:	\$1,729,173	• Deferred Developer Fee:	\$7,878,529
• OHA Sponsor Loan	\$15,000,000	• GP Equity	\$100
		• Tax Credit (LP) Equity	\$46,003,264

### OHA Board Authorizing Resolutions:

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

**Affiliate Board Authorizing Resolutions:**

- No. 19-001, 07/09/19: Secure Financing
- No. 19-002, 07/09/19: Secure Financing, Implement Rehabilitation, and Act as Guarantor-Developer
- No. 19-003, 10/22/19: Amendment to Resolution No. 19-001 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson, and to Confirm the Unit Count
- No. 19-004, 10/22/19: Amendment to Resolution No. 19-002 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson
- No. 19-005, 10/22/19: Enter into Assignment & Assumption Agreement with OHA for Relocation Contract and Amend Contract to Add Moving Services
- No. 19-006, 10/09/19: Partnership Co-lender Bifurcation
- No. 19-007, 10/09/19: Add California Bank & Trust as Co-Lender and Bifurcate Construction/Permanent Loan Using Two Promissory Notes - one Recourse to RAMP and the Partnership and one Non-recourse
- No. 19-008, 12/09/19: Amend No. 19-005: Amend Relocation Contract, Secure Temporary Housing with Extended Stay America, and Contract with Chipman Movers
- No. 19-009, 12/19/19: Amend No. 19-006: Re-approve US Bank as Sole Lender and Remove California Bank & Trust as Co-lender
- No. 19-010, 12/19/19: Amend No. 19-007: Re-approve US Bank as Sole Lender and Remove California Bank & Trust as Co-lender
- No. 20-003, 05/05/20: Barbara Sanders Project Management Services Contract
- No. 22-011, 07/22/22: Amend No. 20-003: Increase Budget of Barbara Sanders Project Management Services Contract
- No. 23-003: 04/24/23: Amend No. 22-011: Increase Budget and Extend Term of Barbara Sanders Project Management Services Contract

**Approved OHA/Affiliate Funding:**

RAMP: \$100 GP Equity

**Disbursements to Date:**

\$100 GP Equity

**Current Project Status:** Work is complete on Oak Grove North and Oak Grove South.**Construction Progress:**

% Complete: 100%

**New Hires:**

Number of New Hires: 161

Number of Section 3 Hires: 47

% Section 3: 29.19%

**Construction Contract Status:**

Original Contract Amount \$44,117,725

Approved Change Orders \$ 5,803,671

**Final Contract Amount \$49,921,396****Milestones Completed:**

- Project converted to permanent financing on 3/16/23.
- Project audited cost certification completed on 5/4/23.

**Oak Grove North**

- The building is complete and fully occupied
- LIHTC 8609 / Placed In Service approval is pending

**Oak Grove South**

- The building is complete and fully occupied
- LIHTC 8609 / Placed in Service approval is pending

## Harrison Tower – OHA/RAMP Development



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

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

### Project Description:

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

### Targeted Permanent Funding Sources:

- Conventional Mortgage
- Project Based Section 8
- Tax Credit (LP) Equity
- GP Equity
- OHA Loan
- OHA Seller Carryback Loan
- Deferred Developer Fee

### OHA Board Authorizing Resolutions – None to date

### Affiliate Board Authorizing Resolutions:

- OAHPI No. 19-006, 5/31/19: Arch. and Engineering Contract with Saida + Sullivan Design Partners
- OAHPI No. 20-001, 5/5/20: Construction Manager contract with Buis Construction Services, Inc.
- OAHPI No. 20-009, 10/19/20: First Amendment to Saida + Sullivan Design Partners Contract
- OAHPI No. 21-002, 2/9/21: Relocation Consultant Contract with Overland Pacific & Cutler
- OHA No. 5137, 1/23/23: Approve and Adopt Harrison Tower Relocation Plan

### Approved OHA/Affiliate Funding:

\$2,100,000 in FY24 OHA Budget

### Disbursements to Date:

\$1,223,103

### Current Project Status:

Predevelopment: Resident relocations are ongoing. As of November 13, 2023, thirteen (13) residents have completed their relocations, five (5) residents are pending final processing, and the remaining two (2) residents of the first batch of 20 HUD-approved TPV voucher holders are actively searching for housing. An additional 22 residents have transferred to other OHA properties such as Oak Groves and Adel Court.

**Milestones Completed Past Month:** Predevelopment activities are ongoing.

## Partnerships with Nonprofit Developers

### Brooklyn Basin Master Plan

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

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

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

The City of Oakland acquired Parcels A and F from ZOHP for the purpose of developing the 465 affordable units of affordable housing. The Authority acquired a 50% share of Parcels A and F on October 19, 2017, for \$10 million. Four distinct projects are planned for these properties. Projects 1, 2 and 3 are described in detail below. Project 4 is expected to break ground in the second quarter of 2022.



BROOKLYN BASIN ILLUSTRATIVE PLAN

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



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

*Photo: Main entrance to Foon Lok West with newly installed public art bike racks designed by Civic Design Studio.*

### Project Description:

<b>Project Address:</b>	311 9 <sup>th</sup> Avenue	<b>Affordability Targeting:</b>	20-60%
<b>Project Type:</b>	New Construction	<b>Other Uses:</b>	None
<b>Number of Units:</b>	130	<b>Architect:</b>	HKIT Architects
<b>PBVs:</b>	65	<b>General Contractor:</b>	Nibbi Brothers
<b>Target Population:</b>	Very low-income families and formerly homeless individuals and couples	<b>Property Management:</b>	MidPen
		<b>Total Development Cost:</b>	\$102.3M

### Permanent Funding Sources:

• OHA Acquisition Funds (included in City loan)	• Alameda County A1 Funds	\$9,698,000
• SF Federal Home Loan Bank AHP	• Tax Credits – Wells Fargo	\$50,907,000
\$1,290,000	• General Partner Equity	\$110,000
• CA HCD – No Place Like Home	• Permanent Mortgage – CA Community	
\$5,500,000	Reinvestment Corporation	\$19,970,000
• City of Oakland		
\$12,442,000		

### OHA Board Authorizing Resolutions:

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

### Affiliate Board Authorizing Resolutions – Not applicable

### Approved OHA/Affiliate Funding:

MTW: \$10,000,000 Land Acquisition

### Disbursements to Date:

\$10,000,000

### Current Project Status:

The Temporary Certificate of Occupancy was issued on 5/9/22. As of August 17<sup>th</sup>, the project is 100% leased and MidPen successfully converted all financing to permanent on March 24, 2023.

### Construction Progress:

% Complete:	100.00%
% Complete last Month:	100.00%
Start Date	7/30/20
Scheduled Completion Date	4/30/22
Actual Completion Date:	5/9/22

### New Hires:

Number of New Hires:	316
Number of Section 3 Hires:	35
% Section 3:	11.08%
% Local Residents:	43.99%
% Local Apprentices:	48.18%

### Milestones Completed Past Month:

TCO received on 5/9/22 and the final permit card sign off was received on 7/6/22. MidPen received the Final Certificate of Occupancy on 12/8/22. MidPen successfully converted all construction financing to permanent and closed on the CA HCD No Place Like Home funding on March 24, 2023. The LIHTC Placed in Service and 8609 approvals are pending.

### If 100% construction completion has been achieved, was the project delivered On Time? Was the project delivered Within Budget? If not, please explain.

Project was completed within the approved contract completion date but nine (9) days later than the original schedule. As of 8/1/22, project is within budget.

## Brooklyn Basin, Project 4 Partnership with MidPen Housing Corp.



*Project 4 (named **Foon Lok East**) on Parcel A will include 124 units for very low-income families and formerly homeless persons.*

*Photo: Foon Lok East, taken 6/1/23*

*The completed Foon Lok West on the right of the photograph; the Embarcadero and 880 Freeway are on the left.*

### Project Description:

<b>Project Address:</b>	389 9 <sup>th</sup> Avenue	<b>Affordability Targeting:</b>	20-60%
<b>Project Type:</b>	New Construction	<b>Other Uses:</b>	None
<b>Number of Units:</b>	124	<b>Architect:</b>	HKIT Architects
<b>PBVs:</b>	61	<b>General Contractor:</b>	Nibbi Brothers
<b>Target Population:</b>	Very low-income families, formerly homeless individuals and couples	<b>Property Management:</b>	MidPen
		<b>Total Development Cost:</b>	\$99.8M

### Permanent Funding Sources:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• OHA Acquisition Funds (included in City loan)</li> <li>• City of Oakland<br/>\$17,333,000</li> <li>• CA HCD – No Place Like Home<br/>\$11,740,632</li> </ul> | <ul style="list-style-type: none"> <li>• CA Housing Accelerator Program<br/>\$57,434,094</li> <li>• General Partner Equity<br/>\$659,318</li> <li>• Permanent Mortgage – Century Housing<br/>\$12,424,000</li> </ul> |
|---|--|

### OHA Board Authorizing Resolutions:

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

### Affiliate Board Authorizing Resolutions – Not applicable

### Approved OHA/Affiliate Funding:

MTW: \$10,000,000 Land Acquisition

### Disbursements to Date:

\$10,000,000

### Current Project Status:

On Levels 1-6, installation of flooring, paint, countertops, appliances, and cabinets is ongoing. Level 3 courtyard, planters are currently being installed, this week they'll be working on the waterproofing and begin early landscape installation. On 9<sup>th</sup> Ave frontage, installation of stucco and siding is underway. 9<sup>th</sup> Ave scaffold will be removed soon. Preparations for the mural at the northeast corner of the site (intersection of 8<sup>th</sup> Ave and Embarcadero) is ongoing. PG&E will be on-site week of 11/6 to energize the building. The project remains on schedule with an anticipated TCO date of February 12, 2024.

### Construction Progress:

% Complete:	83.42%
% Complete last Month:	77.07%
Start Date:	6/6/22
Projected Completion Date:	February 2024
Actual Completion Date:	TBD

### New Hires:

Number of New Hires:	225
Number of Section 3 Hires:	58
% Section 3:	25.78%
% Local Residents:	31.56%
% Local Apprentices:	39.74%

**Milestones Completed Past Month:** Closed all construction financing on 5/27/22. Contractor mobilized and started site work on 6/6/22.

**If 100% construction completion has been achieved, was the project delivered On Time? Was the project delivered Within Budget? If not, please explain.**

Project is still under construction.

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



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

### Project Description:

<b>Project Address:</b>	285 12 <sup>th</sup> Street	<b>Affordability Targeting:</b>	20%-70% AMI
<b>Project Type:</b>	New Construction	<b>Other Uses:</b>	3,500 sq. ft. commercial
<b>Number of Units:</b>	65	<b>Architect:</b>	David Baker Architects
<b>PBVs:</b>	16 PBVs, 8 HUD-VASH PBVs	<b>General Contractor:</b>	Roberts-Obayashi Corp.
<b>Target Population:</b>	Low-income families, 7 special needs units	<b>Property Management:</b>	EBALDC
		<b>Total Development Cost:</b>	\$69.3M
		<b>Placed in Service Date:</b>	

### Targeted Permanent Funding Sources:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Tax Credit Investor Equity</li> <li>• Permanent Hard Loan</li> <li>• OHA Land Purchase</li> <li>• General Partner Equity</li> <li>• Deferred Developer Fee</li> </ul> | <b>Soft Loans &amp; Grants</b> <ul style="list-style-type: none"> <li>• OHA Loan</li> <li>• Multifamily Housing Program (MHP)</li> <li>• Infill Infrastructure Grant (IIG)</li> </ul> |
|--|---|

### OHA Board Authorizing Resolutions:

- Reso. No. 4881, 9/22/19: Land purchase and soft loan in combined amount not to exceed \$12,000,000. Conditionally awarded 16 Project-Based Section 8 Vouchers.
- Reso. No. 4992, 8/23/21: Acquisition bridge loan not to exceed \$7,265,880.
- Reso. No. 5089, 6/27/22: Conditional award of 8 HUD-VASH Project-Based Vouchers.

### Affiliate Board Authorizing Resolutions – Not applicable.

### Approved OHA/Affiliate Funding:

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

### Disbursements to Date:

\$7,091,979

### Current Project Status:

Predevelopment – EBALDC is continuing architecture and engineering design, refining construction cost estimates, and applying for funding. EBALDC applied for MHP and IIG funding in the 2023 HCD Super NOFA. EBALDC is evaluating options for value engineering in an effort to reduce the project's financing gaps and improve the cost containment components of the Super NOFA and CDLAC tax exempt bond tiebreaker scores. If the Super NOFA application is successful, the project would apply to CDLAC for bonds and 4% credits in early 2024 and, if the CDLAC application is successful, begin construction in late 2024.

### Milestones Completed Past Month:

None.

**If 100% construction completion has been achieved, was the project delivered on time? Was the project delivered on budget? If not, please explain:** Project is in predevelopment phase.

## 500 Lake Park – Partnership with EAH



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

### Project Description:

<b>Project Address:</b>	500 Lake Park	<b>Affordability Targeting:</b>	20%-60% AMI
<b>Project Type:</b>	New Construction	<b>Other Uses:</b>	2,900 sq. ft. commercial
<b>Number of Units:</b>	53	<b>Architect:</b>	Lowney Architecture
<b>PBVs:</b>	18 VASH Vouchers	<b>General Contractor:</b>	JH Fitzmaurice
<b>Target Population:</b>	Low-income families; 20 units for homeless or at-risk veterans	<b>Property Management:</b>	EAH
		<b>Total Development Cost:</b>	\$75.2 M
		<b>Placed in Service Date:</b>	

### Targeted Permanent Funding Sources:

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

### OHA Board Authorizing Resolutions:

- Reso. No. 4900, 2/3/20: Land purchase and soft loan in combined amount not to exceed \$7,500,000. Conditionally awarded 14 HUD-VASH Project-Based Vouchers.
- Reso. No. 5088, 6/27/22: Conditional award of 4 additional HUD-VASH Project-Based Vouchers.

### Affiliate Board Authorizing Resolutions – Not applicable.

#### Approved OHA/Affiliate Funding:

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

#### Disbursements to Date:

\$6,973,435.83

**Current Project Status:** Predevelopment – EAH is continuing architecture and engineering design, refining construction cost estimates, and applying for funding. EHA applied for MHP again in the 2023 Super NOFA. If the Super NOFA application is successful, the project would apply to CDLAC for bonds and 4% credits in early 2024 and, if the CDLAC application is successful, begin construction in late 2024. The developer is also meeting with Enterprise and AC Transit to explore whether there is a fit for a joint AHSC application in 2024.

Vegan Mob, which had been occupying the restaurant building on the property, left in September. The restaurant building is now vacant, but the property is still in active use as a parking lot for the neighboring Bank of America and the Grand Lake neighborhood.

### Milestones Completed Past Month:

None.

**If 100% construction completion has been achieved, was the project delivered on time? Was the project delivered on budget? If not, please explain:** Project is in predevelopment phase.

# The Phoenix – Partnership with EBALDC & Allied Housing



*Construction of a 101 modular unit affordable housing project in the Prescott neighborhood of West Oakland.*

*The project developer is a joint venture between East Bay Asian Local Development Corporation (EBALDC) and Allied Housing.*

## Project Description:

<b>Project Address:</b>	801 Pine Street	<b>Affordability Targeting:</b>	30%-50% AMI
<b>Project Type:</b>	New Construction (Modular)	<b>Architect:</b>	Lowney Architects
<b>Number of Units:</b>	101	<b>Contractor:</b>	Factory OS / Bernards
<b>PBVs:</b>	0	<b>Property Management:</b>	EBALDC
<b>Target Population:</b>	Low-income individuals and families with 49 units set-aside for chronically homeless.	<b>Total Development Cost:</b>	\$58.1M
		<b>Placed In Service:</b>	TBD

## Permanent Funding Sources:

- City of Oakland \$4,950,000
- CA HCD Housing for Healthy California (HHC) \$20,000,000
- CA HCD Housing Accelerator \$28,054,776
- CA Community Care Expansion (CCE) \$5,017,450
- HHC Capitalized Operating Subsidy \$6,666,666
- OHA Rental Assistance Subsidy (RAS) \$3,112,566

## OHA Board Authorizing Resolutions:

- Reso. No. 5127, 12/12/22: Conditional award of MTW reserves to fund a Rental Assistance Subsidy in an amount up to \$3,112,566.

## Affiliate Board Authorizing Resolutions – Not applicable.

## Approved OHA/Affiliate Funding:

MTW: \$3,112,566 – RAS

## Disbursements to Date:

\$0

## Current Project Status:

Both the building permits for the residential and community building were approved, we are hoping to receive those in the next week. The PZ permit for on-site improvements was approved—we expect to receive this congruently with the building permits. Soil remediation status:

- Excavation is complete
- Backfill and compaction are scheduled for next month

The site is fully secured--we have deployed security services 24/7.

## Construction Progress:

% Complete:	23.60%	Start Date:	8/2/23
% Complete last Month:	18%	Projected Completion Date:	12/7/24
		Actual Completion Date:	TBD

**Milestones Completed Past Month:** Closed construction financing on 8/1/23

If 100% construction completion has been achieved, was the project delivered on time? Was the project delivered on budget? If not, please explain: Project is under construction.

## Friendship Senior Housing – Partnership with CHDC



*Friendship Senior is a 50-unit new construction affordable housing project consisting of studio and one-bedroom units serving senior households in West Oakland. The project developer is the Community Housing Development Corporation of North Richmond (CHDC).*

### Project Description:

**Project Address:** 1904 Adeline Street  
**Project Type:** New Construction  
**Number of Units:** 50 (one manager's unit)  
**PBVs:** 0  
**Target Population:** Senior households aged 62 or older with set-asides for homeless seniors with mental illness.

**Affordability Targeting:** 40% AMI or below  
**Architect:** HKIT Architects  
**General Contractor:** BBI Construction  
**Property Management:** John Stewart Company  
**Total Development Cost:** \$52.6M  
**Placed in Service Date:** TBD

### Permanent Funding Sources:

- Tax Credit Equity \$20,935,751
- CA HCD No Place Like Home \$3,066,590
- CA HCD Multifamily Housing Program \$10,500,000
- OHA Loan \$2,100,000
- Department of Toxic Substances Control \$804,952
- CA HCD Housing Accelerator \$1,714,039
- Ground Lessor Note

### OHA Board Authorizing Resolutions:

- Reso. No. 4859, 4/29/19: Conditional award of 34 Project Based Vouchers (PBVs)
- Reso No. 5157, 4/3/23: Conditional award of \$2,100,000

### Affiliate Board Authorizing Resolutions – Not applicable.

### Approved OHA/Affiliate Funding:

34 PBVs  
OHA Loan: \$2,100,000

### Disbursements to Date:

\$0

### Current Project Status:

Interior abatement was completed on 10/13/23, and the air monitoring testing for asbestos was conducted on 10/16/23 by Norbay Consulting and passed. Building demolition began on 10/18/23 and will be completed by 11/3/23 end of day. The next major upcoming work is the removal of class 1 soil which begins on 11/6/23 with a scheduled completion on 11/13/23. Once soil removal is completed demolition of the remaining foundation and pavement will occur from 11/13/23-11/20/23.

The New Hire data is not available this month due to a technical issue with the City of Oakland's labor tracking software.

**Construction Progress:**

% Complete: 4.20%  
% Complete last Month: 0%  
Start Date: 9/11/23  
Projected Completion Date: 5/2/25  
Actual Completion Date: TBD

**New Hires:**

Number of New Hires:  
Number of Section 3 Hires:  
% Section 3: %  
% Local Residents: %  
% Local Apprentices: %

**Milestones Completed Past Month:** Construction Closing on 9/7/23.

**If 100% construction completion has been achieved, was the project delivered on time? Was the project delivered on budget? If not, please explain:** Project is in construction.

## Coliseum Way – Partnership with Danco



*Rehabilitation of a former motel site to 36 units of permanent supportive housing for chronically homeless households in East Oakland.*

*The project developer is Danco Communities.*

### Project Description:

<b>Project Address:</b> 4801 Coliseum Way <b>Project Type:</b> Acquisition and Rehabilitation <b>Number of Units:</b> 37 (one manager's unit) <b>PBVs:</b> 0 <b>Target Population:</b> Low-income individuals who experiencing homelessness or at risk of homelessness.	<b>Affordability Targeting:</b> 30% AMI or below <b>Architect:</b> DG Group <b>General Contractor:</b> Danco Builders Northwest <b>Property Management:</b> Danco Property Management <b>Total Development Cost:</b> \$26.6M <b>Placed in Service Date:</b> TBD
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### Permanent Funding Sources:

<b>Capital Funding Total:</b> \$13,976,526 <ul style="list-style-type: none"> <li>Homekey Capital \$9,658,776</li> <li>City of Oakland Capital \$4,200,000</li> <li>Developer Note \$117,750</li> </ul>	<b>Operating Subsidies Total:</b> \$12,678,441 <ul style="list-style-type: none"> <li>OHA RAS \$4,572,041</li> <li>Homekey Operating \$1,456,400</li> <li>City of Oakland Operating \$6,650,000</li> </ul>
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### OHA Board Authorizing Resolutions:

- Reso. No. 5028, 1/24/22: Conditional award of MTW reserves to fund a Rental Assistance Subsidy in an amount up to \$4,572,041.

### Affiliate Board Authorizing Resolutions – Not applicable.

### Approved OHA/Affiliate Funding:

MTW: \$4,572,041 – RAS

### Disbursements to Date:

\$0

### Current Project Status:

To date we have removed furniture from all units, completed the interior demo of the sheetrock, plumbing, and concrete in all the bathrooms in preparation to start the RI plumbing. Ordered all tubs that will be delivered this week. We have placed the order for all the Innova heating units as well as the Merv13 adapters and retrofit kits that change the openings from a P-tac to an Innova. This is all a result of the plumbing that doesn't meet current code when we opened up the walls and demoed the bathrooms to install the new bathrooms and kitchenettes. Danco Builders Northwest has hired Select Environmental to do the abatement and the demolition, California Cute and Core to do the cutting and removal of the existing concrete slab.

### Construction Progress:

% Complete:	7%	Start Date:	9/8/23
% Complete last Month:	0%	Projected Completion Date:	February 17, 2024
		Actual Completion Date:	TBD

### Milestones Completed Past Month: Construction start – 9/8/23

**If 100% construction completion has been achieved, was the project delivered on time? Was the project delivered on budget? If not, please explain:** Project is in construction.

## Lakehouse – East 12<sup>th</sup> Street – Partnership with EBALDC and Jordan Real Estate Investments



*Lakehouse is a 91-unit new construction affordable housing project consisting of studio, one-, two-, and three-bedroom units serving families and individuals, including 23 permanent supportive housing for formerly homeless families and individuals in Oakland's Eastlake neighborhood. The project developer is the East Bay Asian Local Development Corporation (EBALDC) and Jordan Real Estate Investments (JREI).*

### Project Description:

<b>Project Address:</b> 3050 International	<b>Affordability Targeting:</b> 60% AMI or below
<b>Project Type:</b> New Construction	<b>Architect:</b> Pyatok Architects
<b>Number of Units:</b> 91 (one manager's unit)	<b>General Contractor:</b> J.H. Fitmaurice
<b>PBVs:</b> 0	<b>Property Management:</b> EBALDC
<b>Target Population:</b> Families and individuals with set-asides for formerly homeless.	<b>Total Development Cost:</b> \$103.2M
	<b>Placed in Service Date:</b> TBD

### Permanent Funding Sources:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• CA HCD AHSC Loan<br/>\$15,431,306</li> <li>• City of Oakland Loan<br/>\$15,823,562</li> <li>• CA HCD IIG<br/>\$3,094,000</li> </ul> | <ul style="list-style-type: none"> <li>• Ground Lease Loan<br/>\$4,083,500</li> <li>• OHA MTW Loan<br/>\$10,055,618 (includes \$205,618 deferred interest)</li> <li>• General Partner Developer Fee<br/>\$10,026,071</li> <li>• Limited Partners Tax Credit Equity<br/>\$44,692,016</li> </ul> |
|--|--|

### OHA Board Authorizing Resolutions:

- Reso. No. TBD, 10/23/2023: Conditional award of \$9,850,000 MTW Development Loan and \$3,615,000 Rental Assistance Subsidy (RAS)

### Affiliate Board Authorizing Resolutions – Not applicable.

### Approved OHA/Affiliate Funding:

OHA Loan: \$9,850,000  
OHA RAS: \$3,615,000

### Disbursements to Date:

**\$0**

### Current Project Status:

Project seeking NEPA approval by end of January 2024. CDLAC deadline to close on construction is March 4, 2024.

### Construction Progress:

% Complete:	%
% Complete last Month:	%
Start Date:	TBD
Projected Completion Date:	TBD
Actual Completion Date:	TBD

**Milestones Completed Past Month:** OHA award of funding.

**If 100% construction completion has been achieved, was the project delivered on time? Was the project delivered on budget? If not, please explain:** Project has not started construction.

## 3050 International – Partnership with SAHA and NAHC



*3050 International is a 76-unit new construction affordable housing project for low-income individuals and families located in Fruitvale, consisting of one-, two-, and three-bedroom units. The project developer is Satellite Affordable Housing Associates (SAHA) and Native American Health Center (NAHC). NAHC will separately finance, build, own, and manage a health clinic, cultural center, and parking garage on the ground floor of the property.*

### Project Description:

<b>Project Address:</b>	3050 International	<b>Affordability Targeting:</b>	50% AMI or below
<b>Project Type:</b>	New Construction	<b>Architect:</b>	PYATOK Architects
<b>Number of Units:</b>	76 (one manager's unit)	<b>General Contractor:</b>	Nibbi Bros.
<b>PBVs:</b>	0	<b>Property Management:</b>	SAHA Property Management
<b>Target Population:</b>	Families and formerly homeless	<b>Total Development Cost:</b>	\$84.7M
		<b>Placed in Service Date:</b>	TBD

### Permanent Funding Sources:

<ul style="list-style-type: none"> <li>City of Oakland \$29,200,000</li> <li>CA HCD NPLH \$6,653,422</li> <li>CA HCD IIG \$6,247,048</li> <li>SB178 \$4,000,000</li> <li>CA DTSC \$1,360,592</li> <li>City CDBG \$237,221</li> <li>Deferred Dev Fee \$200,000</li> <li>General Partner Equity \$800,000</li> <li>Limited Partner Equity \$36,039,658</li> </ul>	<b>Operating Subsidies Total:</b> \$6,970,257 <ul style="list-style-type: none"> <li>OHA RAS \$2,538,000</li> <li>NPLH COSR \$4,432,257</li> </ul>
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### OHA Board Authorizing Resolutions:

- Reso. No. 5167, May 22, 2023: Conditional award of MTW reserves to fund a Rental Assistance Subsidy in an amount up to \$2,538,000

### Affiliate Board Authorizing Resolutions – Not applicable.

### Approved OHA/Affiliate Funding:

MTW: \$2,538,000 – RAS

### Disbursements to Date:

\$0

### Current Project Status:

Construction to begin January 2024. CDLAC deadline to close on construction is March 2024.

### Construction Progress:

% Complete:	%	Start Date:	TBD
% Complete last Month:	%	Projected Completion Date:	TBD
		Actual Completion Date:	TBD

### Milestones Completed Past Month: Initiate closing calls

**If 100% construction completion has been achieved, was the project delivered on time? Was the project delivered on budget? If not, please explain:** Project has not started construction.

## Foothill Family Apartments – OHA/ OHI Development



*Foothill Family Apartments, a 65-unit affordable development is owned by Foothill Family Apartments, L.P. OHI is the managing partner of the limited partnership and OHA is the limited partner and ground lessor.*

*Pending HUD approval and NEPA clearance, OHA will provide a loan to OHI for the refinancing and rehabilitation of the project. The loan will pay for the rehab of all units, common spaces, and project exterior and repay the property's mortgage from Hanmi Bank. The project is seeking HUD approval for a RAD/Section 18 Blend conversion of the existing 21 public housing units.*

### Project Description:

**Project Address:** 2812 69th Avenue, 6886-6946 Foothill Boulevard, 6968-6982 Foothill Boulevard, and 7011-7015 MacArthur Boulevard

**Project Type:** Rehabilitation

**Number of Units:** 65

**Public Housing units:** 21

**PBVs:** 11

**LIHTC units:** 33

**Target Population:** Families and individuals

**Affordability Targeting:** 60% AMI or less

**Architect:** SGPA

**General Contractor:** Nibbi Bros. (predev)

**Property Management:** John Stewart Company

**Total Development Cost:** TBD – estimated \$11.9M

### Targeted Permanent Funding Sources:

- OHA Loan: \$15M
- OHA to OHI Predevelopment Loan: \$1.5M

### OHA Board Authorizing Resolutions:

- OHA No. 5163, 4/24/2023: OHA Loan to OHI for refinance and rehab
- OHA No. 5200, 8/28/2023: OHI Predev Loan to OHI

### Affiliate Board Authorizing Resolutions:

- OHI, 5/25/2023: Authorizing OHI to negotiate terms of \$15M loan from OHA
- OHI, 6/21/2023: Contract with SGPA Architecture & Planning
- OHI, 6/21/2023: Authorizing OHA loan to OHI for refinance and rehab
- OHI, 6/21/2023: Contract with Nibbi Bros. for predevelopment work
- OHI, 6/21/2023: Contract with 360 Relocation Consultants LLC for relocation consulting
- OHI, 9/26/2023: Contract with Baker Tilly US for construction management

### Approved OHA/Affiliate Funding:

\$15,000,000 OHA to OHI for refinance/rehab  
\$1,500,000 OHA to OHI for predevelopment costs

### Disbursements to Date:

\$0

### Current Project Status:

Predevelopment: Architect and general contractor working to refine rehab scope. Staff working with TAG associates on RAD/Section 18 application. Relocation consultant gathering information for relocation plan. Staff working to hire NEPA consultant and construction manager.

**Milestones Completed Past Month:** Predevelopment activities are ongoing.

## 2700 International – Partnership with The Unity Council



*3050 International is a 75-unit mixed-use new construction affordable housing project for families and formerly homeless veterans. The unit mix includes one-, two-, and three-bedroom apartments. The ground floor will include 3,800 square feet of below market rate commercial space. The Sponsor is The Unity Council (TUC).*

### Project Description:

<b>Project Address:</b>	2700 International	<b>Affordability Targeting:</b>	50% AMI or below
<b>Project Type:</b>	New Construction	<b>Architect:</b>	PYATOK Architects
<b>Number of Units:</b>	75 (one manager's unit)	<b>Property Management:</b>	Casitas of Hayward
<b>PBVs:</b>	0	<b>General Contractor:</b>	Cahill
<b>Target Population:</b>	Families and formerly homeless veterans. 19 units to be set aside for formerly homeless veterans	<b>Resident Services:</b>	TUC in partnership with Berkeley Food and Housing Project (BFHP)
		<b>Total Development Cost:</b>	\$86.8M
		<b>Placed in Service Date:</b>	TBD

### Permanent Funding Sources:

• Tax Exempt Perm Loan	\$4,980,522	• HCD MHP Loan	\$10,025,228
• City of Oakland	\$16,327,796	• HCD VHHP Loan	\$5,923,256
• CA HCD IIG	\$5,716,504	• Impact Fee Waiver	\$1,090,329
• FHLB AHP	\$1,000,000	• General Partner Equity	\$1,500,000
• OHA MTW Loan	\$3,794,367	• Limited Partner Equity	\$36,328,054

### OHA Board Authorizing Resolutions:

- Reso. No. 5166, May 22, 2023: Conditional award of MTW reserves to fund a Development Loan in an amount up to \$3,800,000

### Affiliate Board Authorizing Resolutions – Not applicable.

### Approved OHA/Affiliate Funding:

MTW: \$3,800,000 – Development Loan

### Disbursements to Date:

\$0

### Current Project Status:

Project seeking financing.

### Construction Progress:

% Complete:	%	Start Date:	TBD
% Complete last Month:	%	Projected Completion Date:	TBD
		Actual Completion Date:	TBD

### Milestones Completed Past Month: Project seeking financing.

**If 100% construction completion has been achieved, was the project delivered on time? Was the project delivered on budget? If not, please explain:** Project has not started construction.

## Asset Management Department – October 2023

### Occupancy Report - Contract Managed Public Housing Units

Development	Total Units	Exempt or Non-Dwelling	Employee Unit	Offline Planned Rehab	Offline Casualty Loss	Max Available Units	Vacant Available	Vacant Pre-leased	Total Occupied	Previous Month Occupancy Rate	Current Month Occupancy Rate
Harrison Towers	101	0	1	48	0	52	0	0	52	100.00%	100.00%
Adel Court	30	0	0	0	0	30	1	0	29	93.33%	96.67%
Campbell Village	154	1	1	0	0	152	2	5	145	96.71%	95.39%
Palo Vista Gardens	100	0	0	0	0	100	0	5	95	95.00%	95.00%
Linden Court	38	0	0	0	0	38	2	2	34	94.74%	89.47%
Mandela Gateway	46	0	0	0	0	46	3	3	40	93.48%	86.96%
Chestnut Court	45	0	0	4	0	41	4	0	37	91.11%	90.24%
Foothill Family	21	0	0	1	0	20	0	2	18	95.00%	90.00%
Lion Creek I & II	99	0	0	0	0	99	1	0	98	100.00%	98.99%
Lion Creek III	37	0	0	0	0	37	0	0	37	100.00%	100.00%
Lion Creek IV	21	0	0	0	0	21	0	0	21	100.00%	100.00%
<b>Total</b>	<b>692</b>	<b>1</b>	<b>2</b>	<b>53</b>	<b>0</b>	<b>636</b>	<b>13</b>	<b>17</b>	<b>606</b>	<b>96.31%</b>	<b>94.79%</b>

### Recertification Report - Contract Managed Public Housing Units

Development	Completed Annual Recertifications	Outstanding Recertifications	Household/ Legal Recertifications	Total Backlog Certifications
Harrison Towers*	0	0	0	0
Adel Court	0	0	0	0
Campbell Village	7	5	3	0
Palo Vista Gardens**	0	0	0	0
Linden Court	0	8	0	5
Mandela Gateway	1	2	0	5
Chestnut Court	0	2	0	4
Lion Creek Crossings	3	5	3	5
Foothill Family***	0	0	0	0
<b>Total</b>	<b>11</b>	<b>22</b>	<b>6</b>	<b>19</b>

\*Harrison Towers and Adel Court are on the tri-annual recertification schedule.

\*\*Palo Vista Gardens (PVG) conducts re-certifications in October.

\*\*\*Foothill Family conducts annual re-certifications in August.

### TARs - Contract Managed Public Housing Units

Development	Current Charged	Current Collected	Current Uncollected	Current TARS	1- 30 Days	31- 60 Days	61+ Days	Total AR Balance
Harrison Towers	\$22,967	\$21,280	\$1,687	-7.35%	-\$1,687	\$1,548	\$1,830	\$3,378
Adel Court	\$9,967	\$11,536	-\$1,569	-15.74%	\$1,569	\$373	\$4,006	\$4,379
Campbell Village	\$52,045	\$45,195	\$6,850	13.16%	-\$6,850	\$9,291	\$82,054	\$91,345
Palo Vista Gardens	\$34,887	\$32,795	\$2,092	6.00%	-\$2,092	\$2,199	\$5,981	\$8,180
<b>TOTAL</b>	<b>\$119,866</b>	<b>\$110,806</b>	<b>\$9,060</b>	<b>-0.98%</b>	<b>-\$9,060</b>	<b>\$13,411</b>	<b>\$93,871</b>	<b>\$107,282</b>

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

Development Name	Total Units	WO Opened at Beginning of Month	WO Opened Within Date Range	WO Closed Within Date Range	Work Orders Remaining Open
Harrison Towers	101	1	10	9	2
Adel Court	30	0	13	13	0
Campbell Village	154	3	21	24	0
Palo Vista Gardens	100	0	22	22	0
Linden Court	45	0	11	5	6
Mandela Gateway	46	0	6	6	0
Chestnut Court	38	0	14	8	6
Lion Creek Crossings	157	8	80	86	2
Foothill Family	21	0	38	38	0
<b>Total</b>	<b>692</b>	<b>12</b>	<b>215</b>	<b>211</b>	<b>16</b>

### Senior Site Activities

Outreach Efforts/Social Activities	Harrison Towers	Adel Court	Palo Vista Gardens	Total	Notes
Wellness Phone Calls	60	4	29	<b>93</b>	Calls made to senior residents
Home Management	2	N/A	N/A	<b>2</b>	Home visits to follow-up on services needed
Case Management	2	2	3	<b>7</b>	One-on-one meetings held regarding pending services needed
Mercy Brown Bags	120	34	70	<b>224</b>	Food bags were distributed two (2) times in October, and included produce, canned goods, milk, eggs, and tilapia; seniors who were physically unable to pick up the bags, had them delivered (PVG delivered 5 food bags and Adel Court delivered 17)
Benefits / Insurance / Language Support	24	N/A	N/A	<b>24</b>	Translation assistance with forms related to medical care, bank statements, social security, medical appointment, and relocation forms

iPad Class	6	N/A	N/A	<b>6</b>	Seniors received instruction from Service Coordinator on how to use an iPad
Birthday Cards	12	2	12	<b>26</b>	Cards and goodie bags were provided
Birthday Celebration	12	2	12	<b>26</b>	Birthday cake and food were provided in community centers; Adel Court and Palo Vista Garden celebrants received a \$5 Starbucks gift card
Fun Fridays/Card Games	20	N/A	3	<b>23</b>	Residents came together to play card games Mahjong and/or Dominos, three (3) times in the month of October
Bingo	8	N/A	N/A	<b>8</b>	Residents came together in the Community Room to play Bingo and win prizes
Arts & Craft	3	N/A	0	<b>3</b>	Seniors made artwork in the community center
Mocktail Hour and Card Games	N/A	5	11	<b>16</b>	Adel Court and Palo Vista Gardens hosted a mocktail and card game social for residents
Movie Day	N/A	N/A	3	<b>3</b>	Palo Vista Gardens hosted a Movie Monday and per residents' request, "The Little Mermaid" was shown; snacks were provided
USOAC Walk Club	N/A	N/A	29	<b>29</b>	Four (4) walk sessions were organized this month
St. Mary's Tai Chi over Zoom	0	N/A	3	<b>3</b>	Harrison Towers and Palo Vista Gardens residents are provided with Tai Chi sessions over Zoom
National cupcake day	N/A	6	N/A	<b>6</b>	In celebration of National Cupcake Day, Adel Court celebrated by socializing with cupcakes and coffee
Coffee with A Cop	N/A	7	19	<b>26</b>	OHAPD hosted National Coffee with a Cop at Adel Court and Palo Vista Gardens; coffee and pastries were provided, and Bingo was held where two winners per site won \$25 Target gift cards
Fieldtrip to Vacaville	N/A	0	13	<b>13</b>	Palo Vista Gardens seniors signed up and attended the fieldtrip to Vacaville, where they could start their holiday shopping
Eat Smart Live Strong Series Class	N/A	4	N/A	<b>4</b>	Series of Eat Smart Live Strong classes commenced at Adel Court; the first class was 1.5 hours long, with Intepreters on site for Vietnamese speakers
Healthy Halloween Event	N/A	5	65	<b>70</b>	Palo Vista Gardens held their first Healthy Halloween Event where Adel Court seniors were also invited to attend; a total of 70 participants. The event was in collaboration with Alameda County Public Health and Haller's Pharmacy, and it provided seniors an opportunity to get their CV-19 Booster and/or flu shot; six Community Partners attended the event. The event consisted of nutritious food, Bingo with prizes provided by Alignment Health and JSCO, a costume contest and photo opportunity
New CV-19 Booster	N/A	0	14	<b>14</b>	During the Healthy Halloween Event, Haller's Pharmacy provided 14 residents with the new CV-19 Booster
Flu Shots	N/A	0	15	<b>15</b>	During the Healthy Halloween Event, Haller's Pharmacy Provided 15 residents with the flu shot
T-Mobile Free Cell Phone Program and Free Cell phone Service	N/A	0	5	<b>5</b>	During the Healthy Halloween Event, T-mobile tabled the event and enrolled residents who were interested in getting a free cell phone and free cell phone service; the program is available to Medicare and Medical recipients

Emergency Preparedness Kits provided by RAB	N/A	5	22	<b>27</b>	RAB distributed emergency preparedness starter kits to AC and PVG seniors during the Healthy Halloween Event at PVG
Resident Advisory Committee Meeting	N/A	4	18	<b>22</b>	Seniors use the platform to stay informed of upcoming events and to voice any concerns; during this month, at Adel Court, the new JCSO Regional Manager stopped by to introduce herself (JSCO PM and SVC along with OHA AM RSPA attended)

## Health and Wellness Highlights

**Healthy Halloween Event:** On October 31, from 12:30pm to 3:30pm, Palo Vista Gardens (PVG) had their first Healthy Halloween Event. Adel Court residents were also invited to attend. JSCO staff coordinated transportation for Adel Court seniors to Palo Vista Gardens using the rideshare and Uber. Since several residents at PVG only speak Vietnamese and Cantonese, there were two (2) interpreters onsite, one for Vietnamese and one for Cantonese speakers. A total of seventy (70) residents attended with five (5) from Adel Court. The event was in collaboration with Alameda County Public Health and Haller's Pharmacy, with the latter providing fourteen (14) seniors with the new CV-19 Booster and fifteen (15) with the flu vaccine. Residents with either Medical and/or Medicare were eligible for the free vaccines.



Six (6) Community Partners attended the event: Haller's Pharmacy, Alameda County Care Partners, Aetna, Alignment Health, T-Mobile Free Cell Phone Program, and MLK Oakland Library.



T-mobile tabled the event and enrolled any interested resident with either Medical and/or Medicare for a free cell phone and free cell phone service. Five (5) PVG seniors enrolled in the program.

The event consisted of nutritious food, Bingo with prizes provided by Alignment Health and JSCO, a costume contest and photo opportunity. The residents thought it was a successful event and mentioned that they want these events to continue.



**Mercy Brown Bag (Harrison Tower)**



**Art Class (Harrison Tower)**



**Fun Fridays (Harrison Tower)**



**Bingo (Harrison Tower)**



**Birthday Goodie Bags (Adel Court, Palo Vista Gardens and Harrison Tower)**



### Fieldtrip to Vacaville (Palo Vista Gardens)



### iPad Class (Harrison Tower)



### Mocktail (Adel Court and Palo Vista Gardens)



**Coffee with A Cop (Adel Court & Palo Vista Gardens)**



**Walk Club (Palo Vista Gardens)**



**Movie Monday (Palo Vista Gardens)**



**Eat Smart, Live Strong Nutrition Class Series (Adel Court)**



**Resident Community Meeting (PVG & Adel Court)**



## Campbell Village Community Center

Outreach Efforts/Activities	Total	Notes
Resident Phone Auto Dialer/One Call	154	All HOH were reached out eighteen (18) times with information about events, workshops, and trainings for the month of October
Wellness Checks (live phone calls)	38	Calls made to make sure residents are doing well and they were also asked if any services or referrals were needed at the time
Community Room Walk-ins	19	Residents stopped by the community room to pick up flyers of upcoming events, inquire about programs, services, and workshops
Document Printout/Copies	14	Residents who needed assistance in printing documents
Computer Class	2	There were two (2) computer classes with a total of two (2) residents in attendance
Food Support/Food Pantry	2	Two (2) residents received food support by getting food items from the food pantry
Affordable Connectivity Plan Sign-up	3	This month three (3) resident received assistance in signing up for the Affordable Connectivity Plan
Spectrum, LIHEAP Program	2	Two (2) seniors were assisted with enrollment for the Spectrum LIHEAP Program
Art Class	6	Six (6) residents participated an Art Class that consisted of painting pumpkins, coloring books and making Halloween decorations
Coffee with A Cop	8	OHAPD hosted Coffee with a Cop and Bingo, where eight (8) residents attended, and three winners received \$25 Target gift cards and a Breast Cancer awareness lanyard
Senior Bingo	21	During this month, two (2) Bingo sessions with a total of twenty-one (21) participants were held
After School Program/Homework Assistance	11	In October, eleven (11) kids attended the after-school program and received assistance with their homework and accessing the computers
Halloween Costumes	18	Eighteen (18) kids received a costume during the Healthy Halloween Event on October 25 <sup>th</sup>
Aging in Place Kits for Seniors	4	Aging in Place kits were provided to four (4) seniors who are 60+; kits are designed to assist them with their daily living activities and included: magnifying glass, hip replacement kit, motion sensor lights, digital wall clock, push button pill organizer, key turner aid, jar opener, rechargeable lantern, and a tote bag. Seniors received their kits with a brochure in their primary language describing the items received
Emergency Preparedness Starter kits	2	RAB provided seniors 62+ at Campbell Village with an emergency preparedness starter kit which included: mini first-aid kit, whistle, mini flashlight, emergency blanket, medical info ID card, in a reusable bag
Halloween Goodie Bags provided by RAB	50	Resident Advisory Board Members provided fifty (50) Halloween goodie bags to Campbell Village kids which were distributed during the Healthy Halloween Event
T-Mobile Free Cell Phone Program and Free Cell phone Service	7	During the Healthy Halloween Event, T-mobile tabled the event and enrolled residents who were interested in getting a free cell phone and free cell phone service; the program is available to Medicare and Medical recipients

New CV-19 Booster	2	During the Healthy Halloween Event, Haller's Pharmacy provided two (2) residents with the new CV-19 booster
Flu Shots	4	During the Healthy Halloween Event, Haller's Pharmacy provided four (4) residents with the flu shot
Healthy Halloween Event	125	Campbell Village held their first Healthy Halloween Event where 125 community members participated. participants. The event was in collaboration with Alameda County Public Health and Haller's Pharmacy, and it provided seniors an opportunity to get their CV-19 Booster and/or flu shot; five (5) Community Partners attended the event. The event consisted of nutritious food, a DJ, a photobooth, as well as free Halloween costumes and goodie bags for kids
Birthday Cards	21	Twenty-one birthday cards were mailed to the celebrants for October
Thank You Cards	3	Three residents received thank you cards from the services coordinator

### October Highlights

**Healthy Halloween:** On October 25<sup>th</sup>, from 1pm – 4pm, Campbell Village hosted their first Healthy Halloween Event. There were a total of one hundred twenty-five (125) community members in attendance. The event was in collaboration with Alameda County Public Health and Haller's Pharmacy. The event provided two (2) residents with the new CV-19 Booster and four (4) residents with the flu shot.

There were five (5) Community Partners who attended the event: Haller's Pharmacy, Alameda County Care Partners, Aetna, Alignment Health, and T-Mobile Free Cell Phone Program. Partners were able to make announcements on the microphone every 30 minutes to inform attendees of their program services. Seven (7) PVG seniors enrolled and received a free cell phone from T-mobile.

The event consisted of nutritious food, a DJ, a photobooth, free Halloween Costumes and goodie bags to kids (donated by RAB). Residents said they enjoyed the event.

### Healthy Halloween

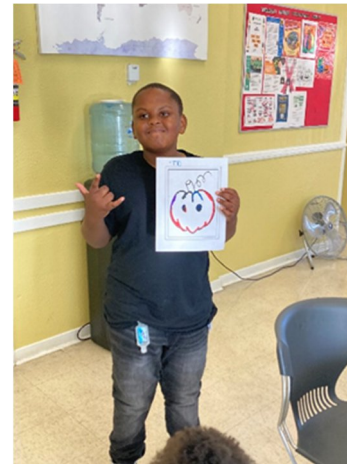




**Coffee with a Cop**



**Afterschool Program**



**Pumpkin Painting**



### Senior Bingo & Prizes



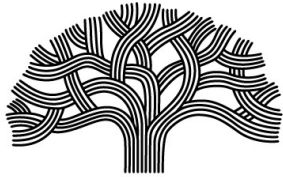
### Aging In Place Kits (seniors)



# OHA Thanksgiving Eve Dream Team

- D6 Councilmember Jenkins provided OHA with 20 Thanksgiving bags for OHA Families.
- OHAPD assisted to identify 15 families who could received the groceries.
- FCP distributed the remainder of the dinners prior to Thanksgiving.





# Mayor Thao's Token of Appreciation

Recognizing Commission Members who  
go above and beyond to serve and  
support all our neighborhoods and  
community members.



# NAHRO Action Center Submission – Contact the President



THE WHITE HOUSE  
WASHINGTON

November 3, 2023

Thank you for contacting the Biden-Harris Administration.

President Biden and Vice President Harris value every opportunity to engage with the American people, and the Administration is grateful for your outreach. Our country faces many challenges, and messages like yours help us better understand how the Biden-Harris Administration can serve American families.

We take careful note of the suggestions, thoughts, questions, and stories we receive, and we're working hard to ensure you receive an appropriate response.

Sincerely,

The Office of Presidential Correspondence

# 2024

## OAKLAND HOUSING AUTHORITY

1619 HARRISON STREET, OAKLAND, CA 94612 • Office Hours: 8:00am - 4:30pm. The downtown office is closed on alternate Fridays.

The calendar below outlines the 2024 holiday and office closures.

### JANUARY

Sun	M	T	W	T	F	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### FEBRUARY

Sun	M	T	W	T	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### MARCH

Sun	M	T	W	T	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### APRIL

Sun	M	T	W	T	F	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### MAY

Sun	M	T	W	T	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JUNE

Sun	M	T	W	T	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### JULY

Sun	M	T	W	T	F	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### AUGUST

Sun	M	T	W	T	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### SEPTEMBER

Sun	M	T	W	T	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### OCTOBER

Sun	M	T	W	T	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### NOVEMBER

Sun	M	T	W	T	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### DECEMBER

Sun	M	T	W	T	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Calendar is current as of November 2023.

#### 2024 OBSERVED HOLIDAYS (OHA Offices Closed)

January 1, 2024 New Year's Day (office closed)  
January 15 Martin Luther King, Jr. Day  
February 19 President's Day  
March 25 Cesar Chavez Day

May 27 Memorial Day  
June 19 Juneteenth  
July 4 Independence Day  
September 2 Labor Day

September 9 Admission Day (observed)  
November 11 Veterans Day  
November 28 Thanksgiving  
December 2 Day After Thanksgiving (observed)

December 24 1/2 Day – Christmas Eve  
December 25 Christmas Day  
December 31 1/2 Day – New Year's Eve

Observed holidays - Offices closed  
Non-work day - Offices closed  
Offices closed to the public



# 2024 Holiday Schedule



Oakland Housing Authority

## 2024 HOLIDAY SCHEDULE

**OHA will recognize the following holidays in 2024.  
Business offices will be closed on these dates.**

January 1, 2024	Monday	New Year's Day (office closed)
January 15	Monday	Martin Luther King Jr.'s Birthday
February 19	Monday	Presidents Day
March 25	Monday	Cesar Chavez's Birthday (Observed)
May 27	Monday	Memorial Day
June 19	Wednesday	Juneteenth
July 4	Thursday	Independence Day
September 2	Monday	Labor Day
September 9	Monday	Admission Day (Local 1021, Local 29, & BTC)
November 11	Monday	Veterans Day
November 28	Thursday	Thanksgiving Day
December 2	Monday	Day After Thanksgiving Day (Observed)
December 24	Tuesday	1/2 Day – Christmas Eve (OHA office closed)
December 25	Wednesday	Christmas Day
December 31	Tuesday	1/2 Day – New Year's Eve (observed)

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One floating holiday will be earned on Monday, October 14, 2024 for Columbus Day.

**\*Unrepresented staff will earn an additional floating holiday on Admission Day, in lieu of having the day off.**

Please note that holidays that fall on a Flex Friday (day off) will be observed on the next scheduled work day.

# 2024 Commissioner Travel & Training Schedule

Below is a list of Regional, State and National workshops and conferences that will be presented to the board for approval for Calendar Year 2024, dates and locations have been provided if known.

- 
- National Association of Housing and Redevelopment Officials
- 2024 Legislative Conference - Washington DC Conference – April 8-10
- 2024 Summer Conference – Summer Conference – TBD
- 2024 National Conference – National Conference – Orlando, FL – September 26-28
- 
- NAHRO - Northern California/Nevada Chapter
- 2024 Annual Conference – Napa, CA, Monday, January 22-23 (Commissioners track is on Sunday, the 21<sup>st</sup>)
- 
- NAHRO - Pacific Southwest Regional Council
- 2024 Annual Conference – San Jose, CA – May 28-30
- 
- Other Conferences:
- 
- Oakland Housing Authority
- 2024 Board of Commissioners Retreat – Oakland, CA – TBD
-

# 2024 Board of Commissioners meeting schedule



Oakland Housing Authority

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## Commission Meeting Schedule Calendar 2024

Monday, January 22 - Regular Meeting

Monday, February 26 – Regular Meeting

Monday, March 18 – Special Meeting

~~Monday, March 25 – Regular Meeting~~ (Cancelled) Holiday Observed

Monday, April 22 - Regular Meeting

Monday, May 06 – Special Meeting (Budget Workshop)

Monday, May 20 – Special Meeting

~~Monday, May 27 – Regular Meeting~~ (Cancelled) Holiday Observed

Monday, June 24 - Annual Meeting

Monday, July 22 - Regular Meeting

Monday, August 26 - Regular Meeting

Monday, September 23 - Regular Meeting

Monday, October 28 - Regular Meeting

~~Monday, November 25 – Regular Meeting~~ (Cancelled) Holiday Observed

Monday, December 09 – Special Meeting

~~Monday, December 23 – Regular Meeting~~ (Cancelled) Holiday Observed

*Additional Workshop sessions and Special meetings may be added as needed.*

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