



Board of Directors

MARK J TORTORICH
ANNE GRIFFITH
PATRICIA WELLS
VICTOR MADAMBA

In accordance with Article IV, Section 4.11 of the Oakland Affordable Housing Preservation Initiatives, Inc., NOTICE IS HEREBY GIVEN that the **Special Meeting** of the Board of Directors has been called. The meeting will be held as follows:

RAMP BOARD OF DIRECTORS

Special Meeting

**Monday, January 22, 2024 at 5:00 PM
1619 Harrison Street, Oakland, CA 94612**

AGENDA
Special Meeting
January 22, 2024, 5:00 PM

Zoom Information

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

Join Zoom Meeting Online: <https://oakha-org.zoom.us/j/88335365218?pwd=bJGAamM3M4mQRxCUJRBBbLIZixKT6P.1>

Meeting ID (access code): 883 3536 5218 Meeting Password: 2024
Closed Caption – provided through the link.

To participate by Telephone: 1 (669) 219-2599
Meeting ID (access code): 883 3536 5218 Meeting Password: 2024

1. 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.

2. 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.

3. Recognition of people wishing to address the Commission

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

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

- You may request to make a public comment by “raising your hand” through Zoom’s video conference or phone feature, as described below. Requests will be received only during the designated times in which to receive such requests and only for eligible Agenda items. Public comments will be subject to the appropriate time limit of three (3) minutes.
- To comment by Zoom video conference, click the “Raise Your Hand” button to

request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.

- *To comment by phone, please call on one of the phone numbers listed below. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Please unmute yourself by pressing *6. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.*

4. Approval of Minutes

- 4.1 2023-916 Approval of the Minutes from the meeting held on September 21, 2023

Attachment(s)

[RAMP Minutes from Meeting held on September 21, 2023](#)

5. Old or Unfinished Business

6. New Business

- 6.1 2023-1021 Distribution of Annual Conflict of Interest Statement

Attachment(s)

[Conflict of Interest Memorandum](#)

[RAMP Conflict of Interest Policy](#)

[Conflict of Interest Statement](#)

- 6.2 2023-1022 Consideration of a resolution authorizing the Executive Director to enter into a contract with the Oakland Housing Authority for asset management and administrative services for RAMP Housing, Inc. for a total amount not to exceed \$20,000 and, subject to the Board’s approval, an annual renewal thereafter with a three percent increase each year

Attachment(s)

[Asset Management Contract Memorandum](#)

[Asset Management Contract TCAM Fee Sheet](#)

[Asset Management Contract Scope of Work](#)

[Asset Management Contract Resolution](#)

- 6.3 2023-1020 Consideration of a resolution authorizing the Executive Director to execute an amendment to the contract between RAMP Housing, Inc., and Barbara Sanders for project management consulting services for the Oak Grove Senior Housing rehabilitation project extending the contract for one year to December 31, 2024, with no change to the not-to-exceed contract amount.

Attachment(s)

[RAMP Sanders Contract Amendment Memorandum](#)
[RAMP Resolution 20-003](#)
[RAMP Resolution 22-011](#)
[RAMP Resolution 23-003](#)
[RAMP Resolution 23-004](#)
[RAMP Sanders Contract Amendment Resolution](#)

- 6.4 2023-1026 Consideration of a resolution authorizing the Executive Director to execute an amendment to the environmental consulting contract with Rincon Consultants Inc. for the Oak Grove Senior Housing rehabilitation project to increase the not-to-exceed contract amount by \$120,000.00 from \$1,632,414.50 to \$1,752,414.50.

Attachment(s)

[Rincon Contract 15 Amendment Memorandum](#)
[OAHPI Resolution 19-002 Rincon Amendment](#)
[OAHPI Resolution 19-005 Rincon Increase Max Authorization](#)
[OAHPI Resolution 19-009 Rincon Increase Max Authorization](#)
[RAMP Resolution 21-003 Rincon Budget Increase](#)
[RAMP Resolution 22-004 Rincon Contract 13th Amendment](#)
[RAMP Resolution 23-005 Rincon Contract Amendment](#)
[Rincon Contract 15th Amendment Resolution 23-012](#)

7. Reports

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.

- 7.1 2023-862 Oak Grove Senior Housing property management report

Attachment(s)

[Oak Grove Senior Housing Property Management Report Memorandum](#)
[Oak Grove Property Management Report](#)
[Oak Grove Senior Housing Financials](#)

- 7.2 2023-1024 Oak Grove Senior Housing quarterly financial report

Attachment(s)

[Oak Grove Quarterly Financial Report Memorandum](#)

- 7.3 2023-1023 Update on Oak Groves Senior Housing Post-Construction Activities

Attachment(s)

[Post Construction Update Memorandum](#)
[Post Construction Activities Update](#)

- 7.4 2023-1025 Oakland Affordable Housing Preservation Initiatives, Inc. Master Planning Process

Attachment(s)

[OAHPI Master Plan Process Memorandum](#)

[OAHPI Master Plan Process Presentation](#)

8. Announcements

8.1 2023-1027 Board of Directors Meeting Calendar for 2024

Attachment(s)

[Board of Directors Meeting Calendar for 2024](#)

8.2 24-1099 Plans surface for 585 17th Street in Downtown Oakland

Attachment(s)

[Article Plans Surface for 585 17th Street in Downtown Oakland](#)

9. Adjournment



DRAFT

**MINUTES OF REGULAR MEETING
BOARD OF DIRECTORS OF THE
RAMP HOUSING, INC.**

Thursday, September 21, 2023

Special Meeting

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

Anna Kaydanovskaya called the meeting to order at 7:01 p.m.

1. Roll Call

Present 2 - Director Griffith and Director Wells

Excused 1 - Director Tortorich

2. Modifications to the Agenda

There were no modifications to the agenda.

3. Approval of the Minutes for the Regular Meeting of June 29, 2023

Director Griffith made a motion to approve the minutes of special meeting held on June 29, 2023. The motion was seconded by Director Wells and was carried by the following vote:

Ayes 2 –Griffith, Wells

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

There were no persons wishing to address the Directors.

5. Old or Unfinished Business

There was no old or unfinished business to address.

6. New Business

6.1 Consideration of a resolution to accept the Fiscal Year 2022 Audited Financial Statements for Oak Groves Senior Housing, L.P.

Yamei Zhai, Audit Director from Armanino LLP, presented Fiscal Year 2022 Audited Financial Statements for Oak Groves Senior Housing, L.P.

Director Griffith moved to approve item 6.1, which was seconded by Director Wells. The motion carried by the following vote:

Ayes 2 – Griffith, Wells

6.2 Consideration of a resolution to accept the Fiscal Year 2022 Reviewed Financial Statements for RAMP Housing, Inc.

Yamei Zhai, Audit Director from Armanino LLP, presented Fiscal Year 2022 Reviewed Financial Statements for RAMP Housing, Inc.

Director Griffith moved to approve item 6.2, which was seconded by Director Wells. The motion carried by the following vote:

Ayes 2 – Griffith, Wells

6.3 Consideration of a resolution to approve Oak Grove Senior Housing, L.P., 2024 Annual Operating Budget.

Anna Kaydanovskaya, Director of Asset Management presented a Oak Grove Senior Housing L.P., 2024 Annual Operating Budget and discussed budgeted income and revenue for the property.

Director Wells moved to approve item 6.3, which was seconded by Director Griffith. The motion carried by the following vote:

Ayes 2 – Griffith, Wells

6.4 Oak Groves Senior Housing Property Management Report

Anna Kaydanovskaya presented an overview of property performance and responded to questions from the Board. The property performance report was prepared by Irfana Khan, JSCO Regional Manager and provided information

about unit vacancies, tenant receivables, as well as the financial/budget analysis of the property.

7 Adjournment

There being no further business to come before the Board, the meeting was moved to adjourn by Director Wells and seconded by Director Griffith. The meeting adjourned at 7:29 p.m.

RAMP HOUSING, INC.

Thomas Deloye, Secretary

**RAMP Housing, Inc.
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director *PW*

Subject: Distribution of Annual Conflict of Interest Statement

Date: January 19, 2024

RAMP Housing, Inc. (the Corporation) adopted a conflict of interest policy to protect the interests of the Corporation when contemplating actions that might benefit the private interest of an officer or director of the Corporation.

The Corporation is a California nonprofit public benefit corporation and the policy is intended to supplement but not replace any applicable state or federal laws governing conflict of interest applicable to nonprofit and charitable entities.

According to the conflict of interest policy, directors and officers of the Corporation shall annually sign a conflict of interest statement affirming the following:

- a) They have received a copy of the conflict of interest policy; and
- b) they have read and understand the policy; and
- c) they agree to comply with the policy; and
- d) they understand that the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

This memorandum forwards the conflict of interest policy and conflict of interest statements to the directors and officers of the corporation for review and signature.

Attachments: Conflict of Interest Policy
Conflict of Interest Statement

CONFLICT OF INTEREST POLICY
of
RAMP HOUSING, INC.

ARTICLE I

PURPOSE

The purpose of the conflict of interest policy is to protect the interests of RAMP Housing, Inc., a California nonprofit public benefit corporation (the "Corporation") when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

ARTICLE II

DEFINITIONS

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

a. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement,

b. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

d. A financial interest does not include salary and reimbursement for expenses or per diem, and social security, disability, or other similar benefit payments received from a state, local, or federal government agency and reimbursement for travel expenses and per diem received from a bona fide nonprofit entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III

PROCEDURES

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflict of Interest Policy

e. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

f. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV

RECORDS OF PROCEEDINGS

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternative to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V

COMPENSATION

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI

ANNUAL STATEMENTS

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflict of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII

PERIODIC REVIEWS

To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefits or in an excess benefit transaction.

ARTICLE VIII

USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Article VII, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

RAMP Housing, Inc.

Annual Conflict of Interest Statement

I am a member of the RAMP Housing, Inc. governing board and/or an officer with governing board-delegated powers.

I have received a copy of the Corporation's Conflict of Interest Policy (Policy).

I have read and understand the Policy.

I agree to comply with the Policy.

I understand that RAMP Housing, Inc. is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Name

Signature

Date

ITEM: 6.2

**RAMP Housing, Inc.
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director *PW*

Subject: Consideration of a resolution authorizing the Executive Director to enter into a contract with the Oakland Housing Authority for asset management and administrative services for RAMP Housing, Inc. for a total amount not to exceed \$20,000 and an annual renewal thereafter with a three percent increase each year

Date: January 19, 2024

Purpose: This memorandum forwards for the Board's consideration, a Scope of Work including fee proposal to be used in the development of a contract engaging Oakland Housing Authority (OHA) to provide asset management and administrative services to RAMP Housing, Inc. (RAMP). Also attached for review is a resolution authorizing the Executive Director to enter into a contract with the Oakland Housing Authority for asset management and administrative services for RAMP Housing, Inc. for a total amount not to exceed \$20,000 and an annual renewal thereafter with a three percent increase each year.

Background

RAMP Housing, Inc. (RAMP) is a California nonprofit public benefit corporation formed on October 4, 2018. Its mission is to benefit and support the Oakland Housing Authority (OHA), in its charitable activities, which include OHA's multiple efforts to provide housing and related services to low-income households. RAMP is the sole member of RHI Oak Groves LLC, a California limited liability company, which in turn serves as the general partner of Oak Groves Senior Housing, L.P.

Since RAMP's formation in 2018, OHA has provided asset management and administrative services to the Corporation without the benefit of a formal contract. To ensure continuity in asset management and administrative services, RAMP has requested that OHA create a contract for asset management and administrative services provided by OHA to the Corporation.

OHA is providing similar asset management and administrative services to other OHA non-profit affiliates, including to Oakland Housing Initiatives, Inc. and Keller Housing Initiatives, Inc. In an effort to support the \$20,000 fee for asset management and administrative services, staff have provided the board with comparable and competitive amounts listed below.

TCAM

TCAM is a Boston-based asset management and consultancy firm serving owners and developers of affordable housing across the United States. Their list of services do not include a comprehensive asset management and administrative service fee but rather, individual services that include asset management support, secondary financing services, year 15 analysis and consulting. For their asset management support to Housing Authorities, which does not include operations and property performance monitoring, TCAM charges range from \$5,000 to \$7,000 per property/year. An assessment of the property would cost anywhere between \$25,000 to \$60,000 per entity.

Brooklyn Basin Associates II, LP

Brooklyn Basin Associates II, LP, a California limited partnership, was formed in July 2017 to develop and operate Vista Estero, a site providing 110 affordable units for seniors. This partnership is controlled by its general partner, MP Brooklyn Basin II LLC, of which the sole member, Mid-Peninsula Pickering, Inc., is a non-profit public benefit corporation under the control of its board of directors of MidPen Housing Corporation. In 2021, the partnership paid an asset management fee to its general partner in an annual amount of \$25,000, subject to a three percent (3%) annual increase.

Scope of Work

The attached Scope of Work outlines the role of OHA's Asset Management and Finance Departments in supporting compliance with the Limited Partnership Agreement, and other regulatory agreements for the properties. The Scope of Work encompasses the following categories:

- Finance;
- Operations and Property Performance;
- Compliance; and,
- Partnership and Investor Reporting.

Compensation for the work detailed is proposed as follows:

- **Oak Groves Senior Housing, LP - \$20,000** per year, or portion thereof. This amount shall increase at 3% per annum. Rate is based on assessments of similar contracts with other OHA non-profit affiliates.

Contract Development

When the attached Scope of Work and the described compensation rate are approved by the Board, OHA staff will draft a formal contract under these terms for legal review by RAMP's legal counsel.

Recommendation

To ensure continuity of asset management and administrative services to RAMP by Oakland Housing Authority, staff recommend that the Board of Directors approve the Scope of Work and the compensation rates detailed therein, and pass the attached

resolution authorizing the Executive Director to enter into a contract with the Oakland Housing Authority for asset management and administrative services for RAMP Housing, Inc. for a total amount not to exceed \$20,000 and an annual renewal thereafter with a three percent increase each year.

Attachments: TCAM Fee Sheet
Scope of Work and Proposed Fee Schedule
Resolution #23-010

2024 Services	
Services	Price Range
Asset Management Support	
Asset Management Support	\$5,000 - \$7,000 per property per year plus one time set up fee per property
see attached data sheet	
Annual Residual Receipt Calculation for Soft Loans	\$5,500 - \$7,500 per property per year plus one time set up fee per property
Year 15 Analysis	
Year 15 Analysis	\$12,500 - \$15,000 per transaction
Secondary Financing Services	
Portfolio Assessment/Valuation	requires discussion based on client needs
Loan Servicing	
Organizational Consulting	
Assessment and Initial Recommendations	\$25,000 - \$60,000 per organization
Other Consulting Services	requires discussion based on client needs
Training	\$2,500 - \$3,500 per user at TCAM Trainings
* All prices above are subject to change based on scoping process between client and TCAM	

Asset Management and Administrative Services Scope of Work and Proposed Fee Schedule

Section 1: Description of Asset Management Services:

Oakland Housing Authority (OHA) staff will provide asset management services to RAMP Housing Inc. (RAMP).

RAMP serves as the sole member of RHI Oak Groves LLC, a California limited liability company, which in turn serves as the general partner of Oak Groves Senior Housing LP. RAMP is therefore, responsible for a variety of tasks outlined in the Limited Partnership Agreement (LPA). This scope of work outlines that the OHA's Asset Management team will perform many of the required GP duties stated in the LPA (Section V. Rights, Powers and Obligations of the General Partner).

To support ongoing compliance with the LPA and other Regulatory agreements for the properties, OHA's Asset Management Department will oversee the following scope of work, outlined in Sections 1.1 through 1.4:

- Section 1.1: Finance
- Section 1.2: Operations and Property Performance
- Section 1.3: Compliance
- Section 1.4: Partnership, Investor and Industry Involvement
- Section 1.5: Other services as required

Throughout these tasks, the OHA's Asset Management team will remain focused on oversight of the long-term health of the property assets and of the property management team performance. The property management team will continue to address day-to-day management of the property. As of the date of this contract execution, the John Stewart Company manages Oak Grove Plaza (North and South).

Section 1.1. Finance:

- Oversee the independent auditor and respond to questions to ensure timely completion with auditing and tax filing deadlines.
- Manage distributable cash payments.
- Maintain banking accounts for RAMP by depositing monies and conducting bank reconciliation.
- Maintain the trial balance for general ledger accounts.

Section 1.2. Operations and Property Performance:

- Review the annual property budget with underwriting assumptions and partnership in mind. Provide information and recommendation to Board to secure their approval of annual budget.
- Monitor ongoing financial performance against the budget as reported by Property Management. Meet with property management to discuss performance.
- Monitor project operations and performance through monthly, quarterly and annual reports on vacancies, turnover, work orders, etc.
- Review and determine appropriateness of larger expenses.

- Monitor property management's performance against the following performance targets:

- 98% of occupancy
- 90 or higher REAC score
- 95% Tenant Account Receivables
- Pass annual UPCS inspections
- Comply with TCAC inspections
- Submit annual or tri-annual re-certifications in a timely manner
- Provide services to residents including coordination of life-enriching activities and events.
- Oversee the property management team's performance through reports and in-person meetings.
 - Monitor compliance with management agreement and management plan.
 - Conduct semi-annual site visits for review of physical condition. Follow-up with property management team and conduct additional site visits, as needed.
 - Develop and monitor plans for larger maintenance and capital improvement projects, as needed.

Section 1.3. Compliance

- Identify and monitor compliance with regulatory and other binding agreements that address occupancy, physical and financial requirements.
- Complete regular and timely reporting to the following agencies on behalf of GP, such as:
 - Regulatory agencies including HUD, TCAC
 - Lenders (for conventional and soft loans)
 - Welfare Tax Exemption submission and related follow-up with County Assessor
- Act as a liaison between the property management companies and the RAMP Board. Staff will assist in obtaining necessary signatures from any of the Board officers (CEO, Secretary, or Treasure) on documents including, but not limited to, the HUD Project Owner's/Management Agent's Certification form, Housing Assistant Payment (HAP) contract, etc.

Section 1.4. Partnership, Investor and Industry Involvement:

- Provide administrative services to RAMP including meeting coordination and record keeping for quarterly meetings.
- Meeting coordination tasks include:
 - Poll the Directors to schedule a meeting date
 - Reserve a meeting room
 - Notify the Directors of the meeting date, time, and location
 - Order the catering as necessary
 - Prepare and distribute the meeting packet
 - Prepare the agenda
 - Request property management and financial reports from Oak Grove Plaza (North and South) Regional Manager
 - Draft Memos & Resolutions
 - Print and mail board packets to the Directors & staff
 - Email PDFs of packets and post on the shared drive
 - Set-up meeting room
 - Process catering invoices
- Record keeping and filing tasks include:
 - Take minutes at quarterly Board of Directors meetings
 - File approved minutes at the Corporation's headquarters

- Ensure resolutions passed by the Board are signed (by the Secretary or other officer as appropriate)
- File signed resolutions at the Corporation's headquarters
- Support General Partnership duties by assisting the Board of Directors of RAMP in adhering to the Bylaws of RAMP, adopted October 9, 2018.
- Manage investor relationships by attending site visits and responding to requests for information.
- Monitor and advise board on industry trends and changes which may affect the property and/or GP.

Section 1.5. Other Services as Required:

Fees for other services that are not included in the scope of work (e.g., pre-development or development activities, comprehensive rehabilitation, recapitalization or re-syndication, etc.) will be negotiated between the parties and presented to the Board of Directors for review and approval.

Section 2: Compensation

Unlike third party Asset Management firms which have no connection to the GP, OHA provides RAMP with local expertise and relationships, development history of the properties and interest in seeing the partnership succeed.

For the scope of work outlined above, the General Partner will compensate OHA as follows:

- \$20,000 per year, or portion thereof. This amount shall increase at 3% per annum.

The payment schedule will be agreed upon through the contract.

Section 3: Contract term

OHA will enter ongoing Asset Management Services contracts with RAMP that will begin upon the passing of a resolution authorizing the Executive Director to enter into a contract with OHA for asset management and administrative services for RAMP Housing, Inc that will renew automatically each year. If RAMP decides to terminate the contract, they will notify OHA no less than 120 days prior to contract termination.

**THE BOARD OF DIRECTORS OF
RAMP HOUSING, INC.**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: 23-010

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A
CONTRACT WITH THE OAKLAND HOUSING AUTHORITY FOR ASSET
MANAGEMENT AND ADMINISTRATIVE SERVICES FOR RAMP HOUSING, INC.
FOR A TOTAL AMOUNT NOT TO EXCEED \$20,000, AND AN ANNUAL RENEWAL
THEREAFTER WITH THREE PERCENT INCREASE EACH YEAR**

At a duly constituted meeting of the Board of Directors of RAMP Housing, Inc., a California nonprofit public benefit corporation (the "Corporation"), held on January 22, 2024, the following resolution was adopted:

WHEREAS, RAMP Housing, Inc. is a California nonprofit public benefit corporation formed on October 4, 2018; and,

WHEREAS, its mission is to benefit and support the Oakland Housing Authority (OHA), in its charitable activities, which include OHA's multiple efforts to provide housing and related services to low-income households; and,

WHEREAS, RAMP Housing, Inc. is the sole member of RHI Oak Groves GP LLC, a California limited liability company, which in turn serves as the general partner of Oak Groves Senior Housing L.P.

WHEREAS, since RAMP's formation in 2018, OHA has provided asset management and administrative services to the Corporation without the benefit of a formal agreement; and,

WHEREAS, to ensure continuity in asset management and administrative services, RAMP has requested that OHA create a contract for asset management and administrative services provided by OHA to the Corporation; and,

WHEREAS, OHA is providing similar asset management and administrative services to other OHA non-profit affiliates, including to Oakland Housing Initiatives, Inc. and Keller Housing Initiatives, Inc.; and,

WHEREAS, OHA staff had conducted a review of methods used in the industry to calculate the cost of asset management services by reaching out to asset management firms and public housing agencies to determine rates for similar services; and,

WHEREAS, the Scope of Work outlines the role of OHA's Asset Management and Finance Departments in supporting compliance with the Limited Partnership Agreement, and other regulatory agreements for the properties; and,

WHEREAS, the Scope of Work encompasses the following categories: finance; operations and property performance; compliance; partnership and investor involvement; and other services as required.

WHEREAS, the Scope of Work and proposed fee structure for asset management and administrative services provided by Oakland Housing Authority to the Corporation has been reviewed and approved by the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
RAMP HOUSING, INC.:**

THAT, the Board of Directors hereby finds and determines that the above Recitals are true and correct and serve, together with the Board Memo, as the basis for the findings and actions of the Board set forth below; and,

THAT, the Board of Directors authorize the Executive Director to enter into a contract with OHA for asset management and administrative services for RAMP under the terms described in the Scope of Work, for a total amount not to exceed \$20,000, and an annual renewal thereafter with three percent increase each year.

THAT, this resolution shall become effective immediately.

*I certify that the foregoing resolution is a full, true and correct copy
of a resolution passed by the Board of Directors of RAMP Housing, Inc.*

Thomas Deloye, Secretary

ADOPTED: January 22, 2024

RESOLUTION NO. 23-010

RAMP Housing, Inc.
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director PW

Subject: Consideration of a resolution authorizing the Executive Director to execute an amendment to the contract between RAMP Housing, Inc., and Barbara Sanders for project management consulting services for the Oak Grove Senior Housing rehabilitation project extending the contract for one year to December 31, 2024, with no change to the not-to-exceed contract amount.

Date: January 19, 2024

Purpose: This action will authorize the Executive Director to execute an amendment to the contract between RAMP Housing, Inc., and Barbara Sanders for project management consulting services for the Oak Grove Senior Housing rehabilitation project extending the contract for one year to December 31, 2024, with no change to the not-to-exceed contract amount.

Funding: This resolution does not authorize any additional spending for project management services. Funding for Barbara Sanders' ongoing project management services will come from RAMP Housing Inc.'s funds. RAMP has sufficient unrestricted cash reserves to fund the ongoing project management consulting needs for Oak Groves Senior Housing.

Background

Barbara Sanders is an experienced independent consultant providing project management services to affordable housing development projects. RAMP Housing, Inc. (RAMP) contracted with Ms. Sanders in 2020 to provide project management services for the substantial renovation of Oak Grove North and South.

Staff issued a Request for Proposals for a Development Consultant to assist with project management duties and oversight of the Oak Grove substantial rehabilitation on January 13, 2020, under the auspices of Oakland Affordable Housing Preservation Initiatives (OAHPI). The solicitation was sent to eight (8) prospective consultants with substantial project management experience in the Bay Area. No proposals were received.

On May 5, 2020, the RAMP Board of Directors adopted Resolution No. 20-003, authorizing a contract with Ms. Sanders in an amount not to exceed \$250,000. The contract was procured through selection through noncompetitive negotiations following the unsuccessful Request for Proposals process in accordance with Paragraph I.C.4 of

the RAMP Procurement Policy. The contract was authorized to have a two-year initial term and two, six-month option terms. The contract was executed on May 6, 2020, and the second option term was originally set to expire on May 5, 2023.

On July 22, 2022, the RAMP Board of Directors adopted Resolution No. 22-011 authorizing the Executive Director to amend the contract to increase the not-to-exceed contract amount by \$57,600, to \$307,600. In January 2023, staff agreed to provide \$30,120 in budget for work during the Second Option Term of the Contract.

On April 24, 2023, the RAMP Board of Directors adopted Resolution No. 23-003 authorizing the Executive Director to amend the contract to increase the not-to-exceed contract amount by \$70,000, to \$320,000, and to extend the term of the contract through December 31, 2023. Resolution No. 23-003 inadvertently did not incorporate the earlier \$87,720 in increases to Ms. Sanders' contract in the new authorized not-to-exceed contract amount. To address the oversight of the earlier contract increases in the not-to-exceed contract amount authorized by Resolution No. 23-003, on June 29, 2023, the RAMP Board of Directors adopted Resolution No. 23-004 authorizing the Executive Director to amend the contract to increase the not-to-exceed contract amount to \$407,720.

Work on the Oak Groves rehab project is nearly complete. Construction was completed in 2022. The property has been fully re-occupied, and the conversion from construction financing to permanent financing took place in March 2023. However, the need for Ms. Sanders' services will extend past the current expiration of her contract. Ms. Sanders is assisting the OHA Office of Real Estate Development staff with obtaining the IRS Form 8609 Low-Income Housing Credit Allocation and Certification. She is also coordinating with the Alameda County Department of Environmental Health (ACDEH) and Rincon Consultants, Inc., for ongoing operations, maintenance and reporting on the soil vapor extraction system at Oak Grove South. The goal of Ms. Sanders' work with ACDEH and Rincon Consultants is to obtain approval from ACDEH to approve permanent shutdown of the soil vapor extraction system and provide final closeout of the environmental remediation requirements for Oak Grove Senior Housing.

The proposed resolution would authorize the Executive Director to extend the contract with Barbara Sanders through December 31, 2024. There are sufficient funds remaining within the contract's current not-to-exceed amount of \$407,720 to cover anticipated project management consulting costs in 2024.

Recommendation

Staff recommends that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute an amendment to the contract between RAMP Housing, Inc., and Barbara Sanders for project management consulting services for the Oak Grove Senior Housing rehabilitation project extending the contract for one year to December 31, 2024, with no change to the not-to-exceed contract amount.

Attachments: Resolution No. 20-003
Resolution No. 22-011
Resolution No. 23-003
Resolution No. 23-004
Resolution No. 23-011

**THE BOARD OF DIRECTORS OF
RAMP HOUSING, INC.**

On Motion of Commissioner: Griffith

Seconded by Commissioner: Tortorich

and approved by the following vote:

AYES: Griffith, Tortorich, Wells

NAYS:

ABSTAIN:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 20-003

**RESOLUTION AUTHORIZING THE NEGOTIATION AND EXECUTION OF A
CONTRACT FOR PROJECT MANAGEMENT SERVICES FOR THE SUBSTANTIAL
REHABILITATION OF THE OAK GROVES WITH BARBARA SANDERS IN THE
TOTAL CONTRACT AMOUNT NOT TO EXCEED \$250,000, FOR A TWO (2) - YEAR
INITIAL TERM WITH TWO (2) 6-MONTH OPTION TERMS.**

WHEREAS, a Request for Proposals for a Development Consultant to assist with project management duties and oversight of the Oak Groves substantial rehabilitation was issued on January 13, 2020 under the auspices of Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, OAHPI and RAMP have similar procurement policies; and

WHEREAS, the RFP was sent to eight (8) prospective consultants with substantial project management experience in the Bay Area; and

WHEREAS, no responses were received by the due date, January 29, 2020; and

WHEREAS, the due date was extended and no responses were received by the extended date; and

WHEREAS, the need for services from a development consultant persists; and

WHEREAS, staff contacted Barbara Sanders the week of March 30, 2020; and

WHEREAS, Ms. Sanders has 30 years of affordable housing project management experience, including a specific expertise in resident occupied rehabilitation projects; and

WHEREAS, the scope of services that Ms. Sanders would be contracted for are identical to the scope in the January 13, 2020 RFP; and

WHEREAS, Ms. Sanders' fee will not exceed \$250,000 for project management services for Oak Groves; and

WHEREAS, pursuant to Paragraph I.C.4 of the RAMP Procurement Policy dated December 13, 2018, all administrative procedures have been followed, including approval of this procurement by the Executive Director; and

WHEREAS, it may be beneficial in the future for RAMP to assign this contract to RHI Oak Groves GP LLC or Oak Groves Senior Housing LP.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
RAMP HOUSING, INC.:**

THAT, Patricia Wells, the Executive Director of RAMP, shall be authorized to negotiate and execute a contract for project management services for the substantial rehabilitation of the Oak Groves with Barbara Sanders in the total contract amount not to exceed \$250,000, and;

THAT, the contract will include a two (2) year initial term with two (2) six-month option terms, and;

THAT, the Executive Director may assign the contract between Ms. Sanders and RAMP to RHI Oak Groves GP LLC or Oak Groves Senior Housing LP, and take any and all other necessary actions on behalf of RAMP consistent with this resolution.

*I certify that the foregoing resolution is a full, true and correct copy
of a resolution passed by the Board of Directors of RAMP Housing, Inc.*



Bridget Galka, Secretary

ADOPTED: May 5, 2020

RESOLUTION NO. 20-003

**THE BOARD OF DIRECTORS OF
RAMP HOUSING, INC.**

On Motion of Director: Griffith

Seconded by Director: Wells

And approved by the following vote:

AYES: Griffith, Tortorich, Wells

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: 22-011

**AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE PROJECT
MANAGEMENT SERVICES AGREEMENT WITH BARBARA SANDERS AND
ASSOCIATES TO INCREASE THE CONTRACT BUDGET BY UP TO \$57,600
THEREBY INCREASING THE TOTAL BUDGET FROM \$250,000 TO A MAXIMUM
OF \$307,600 FOR THE OAK GROVES SENIOR HOUSING REHABILITATION
PROJECT**

WHEREAS, on May 5, 2020, the RAMP Board of Directors passed Resolution No. 20-003 authorizing an agreement with Barbara Sanders and Associates (BSA) for an initial term of up to two years with two six-month option terms to assist staff with the Oak Groves senior housing rehabilitation project; and

WHEREAS, the contract began on May 6, 2020 with a budget not to exceed \$250,000; and

WHEREAS, due to delays resulting from Alameda County Department of Environmental Health's (ACDEH) reviews of submitted reports, the COVID pandemic, and supply chain issues, the project will be completed later than previously scheduled; and

WHEREAS, as a result of the delays and pursuant to the agreement, Oak Groves Senior Housing LP approved the First Option Term to extend the contract for six months to November 6, 2022; and

WHEREAS, the contract language includes tasks that cannot be completed within the current contract budget including preparing instructions and compiling documentation to transition the project from development to operations and asset management and ensuring successful close-out of funding and investor requirements; and

WHEREAS, the six-month extension will result in additional work up to 20 hours/week for 24 weeks; and

WHEREAS, at the existing rate of \$120/hour, 20 hours/week x 24 weeks x \$120 = \$57,600.

**NOW, THEREFORE, BE IT RESOLVED BY
THE BOARD OF DIRECTORS OF RAMP HOUSING, INC.**

THAT, the Executive Director of RAMP Housing, Inc., is hereby authorized to amend the project management services agreement with BSA to increase the budget up to \$57,600 thereby increasing total budget from \$250,000 to a maximum of \$307,600; and

THAT, the Executive Director of RAMP Housing, Inc., is hereby authorized to take all actions necessary to implement the foregoing resolution and to execute all documents that she may deem necessary in order to make effect the purposes of this Resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of RAMP Housing, Inc. on July 22, 2022.

DocuSigned by:

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Tom Deloye, Secretary

ADOPTED: July 22, 2022

RESOLUTION NO. 22-011

**THE BOARD OF DIRECTORS OF
RAMP Housing, Inc.**

On Motion of Director: Patricia Wells

Seconded by Director: Mark Tortorich

And approved by the following vote:

AYES: Griffith, Tortorich, Wells

NAYS: 0

ABSTAIN: 0

EXCUSED: 0

ABSENT: 0

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: 23-003

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AMENDMENT TO THE PROJECT MANAGEMENT CONSULTING CONTRACT WITH BARBARA SANDERS FOR THE OAK GROVE NORTH AND SOUTH REHAB PROJECT TO INCREASE THE CONTRACT AMOUNT BY \$70,000 TO AN AMOUNT NOT TO EXCEED \$320,000, AND TO EXTEND THE TERM OF THE CONTRACT THROUGH DECEMBER 31, 2023

WHEREAS, Barbara Sanders is an experienced independent consultant providing project management services to affordable housing development projects; and

WHEREAS, RAMP Housing, Inc. (RAMP) contracted with Ms. Sanders in 2020 to provide project management services for the substantial renovation of Oak Grove North and South; and

WHEREAS, on May 5, 2020, the RAMP Board of Directors adopted Resolution No. 20-003, authorizing a contract with Ms. Sanders in an amount not to exceed \$250,000; and

WHEREAS, under Resolution No. 20-003, the contract was authorized to have a two year initial term and two, six-month option terms; and

WHEREAS, the contract was executed on May 6, 2020, and the second option term is set to expire on May 5, 2023; and

WHEREAS, the need for Ms. Sanders' services will extend past the current expiration of her contract; and

WHEREAS, Ms. Sanders is assisting the OHA Office of Real Estate Development staff with completing the California Tax Credit Allocation Committee (TCAC) Placed in Service

Application and working with the project accountants to obtain the IRS Form 8609, Low-Income Housing Credit Allocation and Certification.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF RAMP HOUSING, INC.:

THAT, the Executive Director of RAMP Housing, Inc., shall be authorized to execute an amendment to the project management consulting contract with Barbara Sanders for the Oak Grove North and South rehab project to increase the contract amount by \$70,000, to an amount not to exceed \$320,000, and to extend the term of the contract through December 31, 2023; and

THAT, the Executive Director of RAMP Housing, Inc., is hereby authorized to take all actions necessary to implement the foregoing resolution and to execute all documents that she may deem necessary in order to effect the purposes of this Resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of RAMP Housing, Inc.

DocuSigned by:

tom deloye

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Tom Deloye, Secretary

ADOPTED: April 24, 2023

RESOLUTION NO. 23-003

THE BOARD OF DIRECTORS OF
RAMP Housing, Inc.

On Motion of Director: *Tortorich*

Seconded by Director: *Griffith*

And approved by the following vote:

AYES: *Griffith, Tortorich, Wells*

NAYS: *0*

ABSTAIN: *0*

EXCUSED: *0*

ABSENT: *0*

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: *23-004*

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AMENDMENT TO THE PROJECT MANAGEMENT CONSULTING CONTRACT WITH BARBARA SANDERS FOR THE OAK GROVE NORTH AND SOUTH REHAB PROJECT TO INCREASE THE CONTRACT AMOUNT TO AN AMOUNT NOT TO EXCEED \$407,720

WHEREAS, Barbara Sanders is an experienced independent consultant providing project management services to affordable housing development projects; and

WHEREAS, RAMP Housing, Inc. (RAMP) contracted with Ms. Sanders in 2020 to provide project management services for the substantial renovation of Oak Grove North and South; and

WHEREAS, on May 5, 2020, the RAMP Board of Directors adopted Resolution No. 20-003, authorizing a contract with Ms. Sanders in an amount not to exceed \$250,000; and

WHEREAS, under Resolution No. 20-003, the contract was authorized to have a two year initial term and two, six-month option terms; and

WHEREAS, due to delays resulting from the COVID pandemic, supply chain issues, storm damage, extensive dry rot, beetle infestation, etc., the project took longer to complete and required more hours of Ms. Sanders' time than originally anticipated; and

WHEREAS, on July 22, 2022, the RAMP Board of Directors adopted Resolution No. 22-011, authorizing a \$57,600 increase in the budget for Ms. Sanders' contract, to \$307,600; and

WHEREAS, in January 2023, staff agreed to provide \$30,120 in budget for work during the Second Option Term of the contract; and

WHEREAS, Ms. Sanders is continuing to assist the staff with crucial project close-out activities, including obtaining environmental clearance from the Alameda County Department of Environmental Health, working with the project accountants to complete and submit the Placed-in-Service Application, and obtain the IRS Form 8609, Low-Income Housing Credit Allocation and Certification; and

WHEREAS, on April 24, 2023, the RAMP Board of Directors adopted Resolution No. 23-003, authorizing a \$70,000 increase in the budget for Ms. Sanders' contract to an amount not to exceed \$320,000 and the extension of the contract through December 31, 2023; and

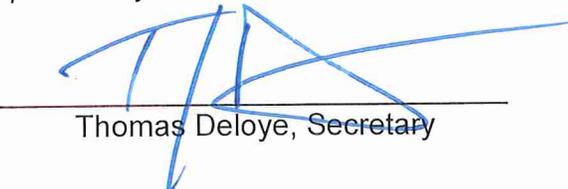
WHEREAS, Resolution No. 23-003 inadvertently did not incorporate the earlier \$87,720 increases to Ms. Sanders' contract in the not-to-exceed amount.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF RAMP HOUSING, INC.:

THAT, the Executive Director of RAMP Housing, Inc., shall be authorized to execute an amendment to the project management consulting contract with Barbara Sanders for the Oak Grove North and South rehab project to increase the contract to an amount not to exceed \$407,720; and

THAT, the Executive Director of RAMP Housing, Inc., is hereby authorized to take all actions necessary to implement the foregoing resolution and to execute all documents that she may deem necessary in order to effect the purposes of this Resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of RAMP Housing, Inc.


Thomas Deloye, Secretary

ADOPTED: June 29, 2023

RESOLUTION NO. 23-004

**THE BOARD OF DIRECTORS OF
RAMP Housing, Inc.**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: 23-011

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AMENDMENT TO
THE CONTRACT BETWEEN RAMP HOUSING, INC., AND BARBARA SANDERS
FOR PROJECT MANAGEMENT CONSULTING SERVICES FOR THE OAK GROVE
SENIOR HOUSING REHABILITATION PROJECT EXTENDING THE CONTRACT
FOR ONE YEAR TO DECEMBER 31, 2024, WITH NO CHANGE TO THE NOT-TO-
EXCEED CONTRACT AMOUNT**

At a duly constituted meeting of the Board of Directors of RAMP Housing, Inc., a California nonprofit public benefit corporation (the "Corporation"), held on January 22, 2024, the following resolution was adopted:

WHEREAS, Barbara Sanders is an experienced independent consultant providing project management services to affordable housing development projects; and

WHEREAS, RAMP Housing, Inc. (RAMP) contracted with Ms. Sanders in 2020 to provide project management services for the substantial renovation of Oak Grove North and South; and

WHEREAS, on May 5, 2020, the RAMP Board of Directors adopted Resolution No. 20-003, authorizing a contract with Ms. Sanders in an amount not to exceed \$250,000; and

WHEREAS, under Resolution No. 20-003, the contract was authorized to have a two year initial term and two, six-month option terms; and

WHEREAS, on July 22, 2022, the RAMP Board of Directors adopted Resolution No. 22-011 authorizing the Executive Director to amend the contract to increase the not-to-exceed contract amount by \$57,600, to \$307,600; and

WHEREAS, in January 2023, staff agreed to provide \$30,120 in budget for work during the Second Option Term of the Contract; and

WHEREAS, on April 24, 2023, the RAMP Board of Directors adopted Resolution No. 23-003 authorizing the Executive Director to amend the contract to increase the not-to-exceed contract amount by \$70,000, to \$320,000, and to extend the term of the contract through December 31, 2023; and

WHEREAS, Resolution No. 23-003 inadvertently did not incorporate the earlier \$87,720 in increases to Ms. Sanders' contract in the new authorized not-to-exceed contract amount; and

WHEREAS, on June 29, 2023, the RAMP Board of Directors adopted Resolution No. 23-004 authorizing the Executive Director to amend the contract to increase the not-to-exceed contract amount to \$407,720; and

WHEREAS, the need for Ms. Sanders' services will extend past December 31, 2023; and

WHEREAS, Ms. Sanders is assisting the OHA Office of Real Estate Development staff with obtaining the IRS Form 8609 Low-Income Housing Credit Allocation and Certification and coordinating with the Alameda County Department of Environmental Health and Rincon Consultants, Inc., for ongoing operations, maintenance and reporting on the soil vapor extraction system at Oak Grove South.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF RAMP HOUSING, INC.:

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 Directors set forth below; and

THAT, the Executive Director of RAMP Housing, Inc., shall be authorized to execute an amendment to the contract between RAMP Housing, Inc., and Barbara Sanders for project management consulting services for the Oak Grove Senior Housing rehabilitation project extending the contract for one year to December 31, 2024, with no change to the not-to-exceed contract amount; and

THAT, the Executive Director of RAMP Housing, Inc., is hereby authorized to take all actions necessary to implement the foregoing resolution and to execute all documents that she may deem necessary in order to effect the purposes of this Resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of RAMP Housing, Inc.

Thomas Deloye, Secretary

ADOPTED: January 22, 2024

RESOLUTION NO. 23-011

ITEM: 6.4**RAMP Housing, Inc.**
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director *PW*

Subject: Consideration of a resolution authorizing the Executive Director to execute an amendment to the environmental consulting contract with Rincon Consultants Inc. for the Oak Grove Senior Housing rehabilitation project to increase the not-to-exceed contract amount by \$120,000.00 from \$1,632,414.50 to \$1,752,414.50.

Date: January 19, 2024

Purpose: This resolution will authorize the Executive Director to execute an amendment to the environmental consulting contract with Rincon Consultants Inc. for the Oak Grove Senior Housing rehabilitation project to increase the not-to-exceed contract amount by \$120,000.00 from \$1,632,414.50 to \$1,752,414.50.

Funding: Funding for Rincon Consultants Inc.'s ongoing services will come from RAMP's cash reserves. RAMP has sufficient unrestricted cash reserves to fund the ongoing environmental consulting needs for Oak Grove Senior Housing.

Background:

The Authority facilitated a competitive procurement for environmental consulting services in 2016. Rincon submitted a proposal and was on the Authority's list of qualified environmental consultants.

In September 2018, the Authority contracted with Rincon to complete a Phase I Environmental Site Assessment for Oak Grove North and South (OGN and OGS). The Phase I indicated that both sites had been gas stations prior to their construction in 1982. In order to evaluate potential impacts that may be associated with the gas stations a Phase II Environmental Site Assessment (Phase II) was required. The contract has been amended fourteen times to incorporate services required to obtain approvals from the Alameda County Department of Environmental Health for the mitigation and monitoring of soil contamination on the sites.

OAHPI's amended and restated procurement policy states that OAHPI may negotiate a contract with a vendor who is competitively selected through an Authority procurement process without having to undergo a duplicate competitive selection process and that OAHPI board approval is required for procurement actions that result in a contract that exceeds \$100,000.

Board Authorization History

On April 11, 2019, the OAHPI Board of Directors passed Resolution 19-002 authorizing the Executive Director to amend the Oak Grove environmental services contract with Rincon Consultants Inc. (Rincon) to an amount in excess of \$100,000.

On May 31, 2019, the OAHPI Board passed Resolution 19-005 amending Resolution 19-002 to establish a maximum authorization not-to-exceed \$500,000 for environmental consulting services with Rincon for the Oak Grove Project.

On October 22, 2019, the OAHPI Board passed Resolution 19-009 authorizing the Executive Director to amend the contract with Rincon up to a maximum contract fee of \$1,000,000 without seeking further board approval.

On December 20, 2019, as a part of the construction closing, the environmental consulting agreement between OAHPI and Rincon was assigned and assumed by Oak Grove Senior Housing, L.P. (OGSH, LP). RAMP Housing, Inc., through RHI Oak Groves GP, LLC, is the Managing General Partner of OGSH, LP.

On June 21, 2021, the RAMP Board of Directors passed Resolution 21-003 to establish a maximum authorization not-to-exceed \$1,093,619.50 for environmental consulting services with Rincon for the Oak Grove Project.

On March 29, 2022, the RAMP Board of Directors adopted Resolution 22-004 authorizing the contract to be increased to a not-to-exceed amount of \$1,350,589.50.

On June 29, 2023, the RAMP Board of Directors adopted Resolution 23-005 authorizing the contract to be increased by \$281,825.62.

Contract History

On December 20, 2018, OAHPI executed an agreement for \$37,276 with Rincon for the Phase II. The Phase II identified levels of hazardous materials and petroleum products that required referral to an environmental regulatory agency for review and consideration. The Phase I and II reports were provided to the Alameda County Department of Environmental Health (ACDEH). ACDEH determined that environmental conditions at the site justified regulatory oversight and further assessment to address gaps in data and determine corrective actions. ACDEH opened site clean-up cases for both OGN and OGS and OHA executed Voluntary Remedial Action Agreements (VRAA) with ACDEH in March 2019. In order to complete the data gap assessments, define and implement corrective action implementation plans required by ACDEH the agreement with Rincon has been amended twelve times and the total contract fee has increased to \$1,093,619.50, as follows:

First Amendment, January 14, 2019 **\$ 1,337**

Additional soil matrix analyses for soil off-haul waste characterization.

Second Amendment, February 26, 2019 **\$24,481**

Supplemental Phase II environmental assessment completed to confirm initial results.

Third Amendment, March 24, 2019	\$22,000
After confirmation of the initial results, the Project was referred to ACDEH. This amendment covered the cost to complete additional data gap assessment requested by ACDEH.	
Fourth Amendment, April 24, 2019	\$45,147
Preparation of Corrective Action Plans (CAPs) (both properties) for public review and comment, Soil and Groundwater Mitigation Plans (both sites), and completion of Indoor Air Surveys (sampling equipment and coordination)	
Fifth Amendment, May 6, 2019	\$192,341
Geophysical Survey to determine whether there are underground storage tanks in the area of the former gas stations (both properties), two Rounds of Sub-Slab Vapor Surveys, Data Gap Assessment (both properties), Preparation of Corrective Action Implementation Plans (CAIPs) including preparation of Vapor Mitigation System (both properties) and Vapor Extraction System (OGS only) design documents, Health & Safety Plan Update, Indoor Air Sampling (oversight and field costs), National Environmental Policy Act (NEPA) Re-evaluation Report	
Sixth Amendment, May 9, 2019	\$13,100
Update the Phase I ESA Report per lender requirements, Three Day Rush Sample Costs for Data Gap Assessment (soil and soil vapor samples)	
Seventh Amendment, June 10, 2019	\$38,966
Pre-field activities, Potholing for Preliminary Anomaly Assessment at OGN, UST Cleanout, Coordination with County staff, and preparation of findings report	
Eighth Amendment, July 25, 2019	\$43,736
Pre-field activities, Drilling and Groundwater Sampling, project management and reporting	
Ninth Amendment, August 13, 2019	\$25,175
Pre-field activities, Additional Drilling and Groundwater Sampling as required by ACDEH, project management and reporting	
Tenth Amendment, September 11, 2019	\$53,716
Indoor Air Work Plan preparation, Soil Gas Sampling, and Indoor Air Sampling (One Quarter - OGN/OGS)	
Eleventh Amendment, January 22, 2020	\$398,250
Install three groundwater monitoring wells (OGS), complete at least one year of groundwater monitoring – 4 quarters (OGS), installation and post-installation testing of a Soil Vapor Extraction System (OGS), construction inspection, testing and reporting for the Vapor Mitigation System and the application of a protective coating on the foundation slab (OGS), up to an additional 3 quarters of temporal sampling for Indoor Air and Sub-slab Vapors and preparation of construction completion reports for the CAIPs and Soil and Groundwater Mitigation Plans for review and approval of ACDEH.	

Twelfth Amendment, June 29, 2021

\$198,072

Complete additional tasks that were not included in the existing scope of work but that were required by ACDEH for both Oak Grove North and Oak Grove South and pay the Bay Area Air Quality Management District permit fee for the SVE system.

Thirteenth Amendment, April 1, 2022

\$265,970

Complete additional submittals and monitoring activities required by ACDEH including performance verification monitoring, vapor mitigation system monitoring, and operation and maintenance of the soil vapor extraction system.

Fourteenth Amendment, July 7, 2023

\$281,825

Additional soil vapor extraction system tasks, submittals, operations, maintenance, and monitoring.

Fifteenth Amendment (proposed for authorization)

\$120,000

After Rincon prepared and RAMP approved the Fourteenth Amendment, ACDEH issued comments on the proposed soil vapor extraction work plan requiring additional reporting and sampling efforts which were not included in the scope of work for the original contract or amendments one through fourteen. Rincon estimated the cost to meet these additional requirements to be up to \$120,000.

Therefore, staff is seeking the approval of the RAMP Board to authorize the Executive Director to execute an amendment to increase the not-to-exceed amount of the Rincon contract by \$120,000, from \$1,632,414.50 to \$1,752,414.50.

Recommended Action:

Adopt the resolution authorizing the Executive Director to execute an amendment to the environmental consulting contract with Rincon Consultants Inc. for the Oak Grove Senior Housing rehabilitation project to increase the not-to-exceed contract amount by \$120,000.00 from \$1,632,414.50 to \$1,752,414.50.

- Attachments: OAHPI Resolution No. 19-002
- OAHPI Resolution No. 19-005
- OAHPI Resolution No. 19-009
- RAMP Resolution No. 21-003
- RAMP Resolution No. 22-004
- RAMP Resolution No. 23-005
- Resolution No. 23-012

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

On Motion of Director: Griffith

Seconded by Director: Johnson

And approved by the following vote:

AYES: Griffith, Johnson

NAYS

ABSTAIN:

EXCUSED: Griggs-Murphy

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: 19-002

**AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE ENVIRONMENTAL
CONSULTING CONTRACT WITH RINCON CONSULTANTS INC. FOR THE OAK
GROVES NORTH AND SOUTH PROJECT**

WHEREAS, Rincon Consultants Inc. (Rincon) submitted a proposal in response to Oakland Housing Authority (the "Authority") procurement RFP 16-019 for environmental consultants; and

WHEREAS, Rincon's proposal scored the highest and the firm was placed on the Authority's list of qualified environmental consultants; and

WHEREAS, the Authority contracted with Rincon to complete an Environmental Phase I report for Oak Grove North and South (OGN and OGS); and

WHEREAS, the results of the Phase I identified environmental conditions that warranted the completion of a Phase II Environmental Site Assessment (Phase II); and

WHEREAS, OAHPI executed an agreement for \$37,276 with Rincon for the Phase II; and

WHEREAS, the Phase II results identified a need to complete further testing and refer the project to Alameda County Department of Environmental Health (ACDEH); and

WHEREAS, amendments to the contract were executed to cover supplemental testing and respond to ACDEH requests for additional information; and

WHEREAS, the total contract fee is currently \$85,089.50; and

WHEREAS, the contract will require additional amendments that will raise the contract fee over \$100,000; and

WHEREAS, OAHPI's Amended and Restated Procurement Policy board approval is required for procurement actions that result in a contract over \$100,000.

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

That Eric Johnson, Executive Director of the Corporation, shall be authorized to amend the environmental consulting contract with Rincon for Oak Grove North and South and increase the total fee for the contract above \$100,000 and to take any and all further actions on behalf of the Corporation consistent with this resolution.

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



Eric Johnson, Executive Director

ADOPTED: April 11, 2019

RESOLUTION NO. 19-002

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

On Motion of Director: Eric Johnson

Seconded by Director: Anne Griffith

And approved by the following vote:

AYES: Johnson, Griffith

NAYS

ABSTAIN:

EXCUSED: Donna Griggs-Murphy

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: 19-005

**AMENDING BOARD RESOLUTION #19-002 TO ESTABLISH A MAXIMUM
AUTHORIZATION NOT TO EXCEED \$500,000 FOR AS-NEEDED
ENVIRONMENTAL CONSULTING SERVICES WITH RINCON CONSULTANTS INC.
FOR THE OAK GROVES NORTH AND SOUTH PROJECT**

WHEREAS, on April 11, 2019 the OAHPI Board of Directors passed Resolution 19-002 authorizing the Executive Director to amend the Oak Groves environmental services contract with Rincon Consultants Inc. (Rincon) to increase the total fee for the contract above \$100,000; and

WHEREAS, as of May 9, 2019 the total contract fee for the agreement with Rincon is \$335,680; and

WHEREAS, the current scope of work for the contract does not include additional sampling that may be required, but has not yet been requested, by Alameda County Department of Environmental Health (ACDEH) that will result in additional fees for Rincon to prepare the project close-out reports; and

WHEREAS, funding is available in the OAHPI FY2019 and FY2020 Budgets line item #5510-00-000, Capital Outlay, and at the construction closing the contract will be assigned to Oak Groves Senior Housing LP and funding from the Oak Groves development budget will be used to reimburse OAHPI for fees paid to Rincon for environmental consulting services.

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

THAT, the Board Resolution #19-002 is hereby amended to establish a maximum authorization not to exceed \$500,000 for as-needed environmental consulting services with Rincon Consultants Inc. for the Oak Groves North and South Project.

FURTHER RESOLVED, that the OAHPI Executive Director is authorized to enter into one or more contract amendments with Rincon Consultants, Inc. for such environmental consulting services on the Oak Groves North and South Project up to such maximum authorized amount.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of Oakland Affordable Housing Preservation Initiatives on May 31, 2019



Eric Johnson, Executive Director

ADOPTED: May 31, 2019

RESOLUTION NO. 19-005

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

On Motion of Director: Wells

Seconded by Director: Griffith

And approved by the following vote:

AYES: Wells, Griffith, Tortorich

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 19-009

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A MAXIMUM NOT-TO-
EXCEED AMOUNT OF \$1,000,000 FOR AS-NEEDED ENVIRONMENTAL
CONSULTING SERVICES WITH RINCON CONSULTANTS INC. FOR THE OAK
GROVES NORTH AND SOUTH DISPOSITION AND REHABILITATION PROJECT**

WHEREAS, Rincon Consultants Inc. (Rincon) submitted a proposal in response to Oakland Housing Authority (the "Authority") procurement RFP 16-019 for environmental consultants; and

WHEREAS, Rincon's proposal scored the highest and the firm was placed on the Authority's list of qualified environmental consultants; and

WHEREAS, the Authority contracted with Rincon to complete an Environmental Phase I report for Oak Grove North and South (OGN and OGS); and

WHEREAS, the results of the Phase I identified environmental conditions that warranted the completion of a Phase II Environmental Site Assessment (Phase II); and

WHEREAS, OAHPI's amended and restated procurement policy states that OAHPI may negotiate a contract with a vendor who has been competitively selected through an Authority procurement process without having to undergo a duplicate competitive selection process and that OAHPI board approval is required for procurement actions that result in a contract that exceeds \$100,000; and

WHEREAS, OAHPI executed an agreement for \$37,276 with Rincon for the Phase II; and

WHEREAS, the Phase II results identified a need to complete further testing and refer the project to Alameda County Department of Environmental Health (ACDEH); and

WHEREAS, on April 11, 2019 the OAHPI board of directors passed resolution 19-002 authorizing the Executive Director to amend the Oak Groves environmental services contract with Rincon Consultants Inc. (Rincon) in excess of \$100,000; and

WHEREAS, on May 31, 2019 the board passed Resolution 19-005 amending resolution 19-002 to establish a maximum authorization not-to-exceed \$500,000 for as-needed environmental consulting services with Rincon for the Oak Groves North and South Project; and

WHEREAS, there have been ten amendments to the Rincon agreement as needed to complete data gap assessments and define corrective action implementation plans for both Oak Grove North and South as required by ACDEH; and

WHEREAS, the total contract fee for the Rincon contract is currently \$493,643.50; and

WHEREAS, while significant progress has been made characterizing the extent of the environmental issues in soil, sub-slab soil vapor and groundwater at Oak Grove North and South and defining corrective action implementation plans for each site now that the Project is transitioning to the construction phase additional services from Rincon are needed; and

WHEREAS, based on the Corrective Action Implementation and Soil and Groundwater Mitigation Plans the following additional services will be needed from Rincon:

- Install three groundwater monitoring wells (Oak Grove South).
- Complete at least one year of groundwater monitoring – 4 quarters (Oak Grove South). Rincon needs to facilitate the tests and compile the results for review and consideration of ACDEH after each testing event.
- Installation and post-installation testing of a Soil Vapor Extraction System (Oak Grove South).
- Construction inspection, testing and reporting for the Vapor Mitigation System (Oak Grove South and North) and the application of a protective coating on the foundation slab (Oak Grove South).
- Up to an additional 3 quarters of temporal sampling for Indoor Air and Sub-slab Vapors.
- Preparation of construction completion reports for the Corrective Action Implementation Plans and Soil and Groundwater Mitigation Plans for review and approval of ACDEH; and

WHEREAS, the contract will require additional amendments that will raise the contract fee over \$500,000; and

WHEREAS, OAHPI Resolution 19-005 requires board approval for the Executive Director to authorize amendments to the Rincon agreement in excess of \$500,000.

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

That the Executive Director is authorized to amend the environmental consulting contract with Rincon for Oak Grove North and South and increase the total fee up to a maximum of \$1,000,000 without seeking further board approval and to take any and all further actions on behalf of the Corporation consistent with this resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of Oakland Affordable Housing Preservation Initiatives on October 22, 2019.



Patricia Wells, Executive Director

ADOPTED: October 22, 2019

RESOLUTION NO. 19-009

**THE BOARD OF DIRECTORS OF
RAMP Housing, Inc.**

On Motion of Director: Tortorich

Seconded by Director: Griffith

And approved by the following vote:

AYES: Director Tortorich, Director Griffith, Director Wells

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: 21-003

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN
AMENDMENT TO THE ENVIRONMENTAL CONSULTING CONTRACT
WITH RINCON CONSULTANTS INC. TO INCREASE THE CONTRACT
AMOUNT FROM \$895,547.50 TO A MAXIMUM CONTRACT FEE OF \$1,093,619.50
FOR THE OAK GROVES REHABILITATION PROJECT**

WHEREAS, Rincon Consultants Inc. (Rincon) submitted a proposal in response to Oakland Housing Authority (the "Authority") procurement RFP 16-019 for environmental consultants; and

WHEREAS, Rincon's proposal scored the highest and the firm was placed on the Authority's list of qualified environmental consultants; and

WHEREAS, the Authority contracted with Rincon to complete an Environmental Phase I report for Oak Grove North and South (OGN and OGS); and

WHEREAS, the results of the Phase I identified environmental conditions that warranted the completion of a Phase II Environmental Site Assessment (Phase II); and

WHEREAS, OAHPI's amended and restated procurement policy states that OAHPI may negotiate a contract with a vendor who has been competitively selected through an Authority procurement process without having to undergo a duplicate competitive selection process and that OAHPI board approval is required for procurement actions that result in a contract that exceeds \$100,000; and

WHEREAS, OAHPI executed an agreement for \$37,276 with Rincon for the Phase II; and

WHEREAS, the Phase II results identified a need to complete further testing and refer the project to Alameda County Department of Environmental Health (ACDEH); and

WHEREAS, on April 11, 2019 the OAHPI board of directors passed resolution 19-002 authorizing the Executive Director to amend the Oak Groves environmental services contract with Rincon in excess of \$100,000; and

WHEREAS, on May 31, 2019 the board passed Resolution 19-005 amending resolution 19-002 to establish a maximum authorization not-to-exceed \$500,000 for as-needed environmental consulting services with Rincon for the Oak Groves North and South Project; and

WHEREAS, on October 22, 2019, the OAHPI board passed Resolution 19-009 authorizing the Executive Director to amend the contract with Rincon up to a maximum contract fee of \$1,000,000 without seeking further board approval; and

WHEREAS, on December 20, 2019, as a part of the construction closing, the environmental consulting agreement between OAHPI and Rincon was assigned and assumed by Oak Grove Senior Housing, L.P. (OGSH, LP); and

WHEREAS, RAMP Housing, Inc., through RHI Oak Groves GP, LLC, is the Managing General Partner of OGSH, LP.

WHEREAS, the agreement with Rincon has been amended eleven times and the total contract fee is currently \$895,547.50; and

WHEREAS, the fees and scope of work included in the Eleventh Amendment represented an estimate of the cost to complete the work identified in the Corrective Action Implementation Plans (CAIPs) and transition both buildings from corrective action implementation to long-term monitoring; and

WHEREAS, in December 2020, while obtaining ACDEH clearance to re-occupy OGN, ACDEH required Rincon to complete tasks and prepare submittals not identified in the CAIP; and

WHEREAS, the additional tasks were not identified in the CAIP and they were not included in the contract; and

WHEREAS, Rincon developed a scope of work and cost estimate for a Twelfth Amendment to complete the new ACDEH requirements and submittals for both OGN and OGS; and

WHEREAS, in addition to an increase in the scope of work, Rincon paid the Bay Area Air Quality District SVE Permit Fee (\$12,263) on behalf of the Project; and

WHEREAS, the cost for the permit is included in the Twelfth Amendment; and

WHEREAS, Rincon's estimate to complete ACDEH required added tasks, submittals and reimbursement for the BAAQMD SVE permit, including a 25% (\$25,836) contingency, is \$198,072; and

WHEREAS, the Twelfth Amendment will increase the total contract fee from \$895,547.50 to \$1,093,619.50.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF RAMP HOUSING, INC.:

THAT, the Executive Director of RAMP Housing, Inc., shall be authorized to amend the environmental consulting contract with Rincon for Oak Grove North and South and increase the contract amount from \$895,547.50 to a maximum contract fee of \$1,093,619.50; and

THAT, the Executive Director of RAMP Housing, Inc., is hereby authorized to take all actions necessary to implement the foregoing resolution and to execute all documents that she may deem necessary in order to effect the purposes of this Resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of RAMP Housing, Inc.

DocuSigned by:
Duane Hopkins
EAE247F1F7F543A...

Duane Hopkins, Secretary

ADOPTED: June 21, 2021

RESOLUTION NO. 21-003

**THE BOARD OF DIRECTORS OF
RAMP Housing, Inc.**

On Motion of Director: Tortorich

Seconded by Director: Griffith

And approved by the following vote:

AYES: Director Griffith, Director Tortorich, Director Wells

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: 22-004

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN
AMENDMENT TO THE ENVIRONMENTAL CONSULTING CONTRACT
WITH RINCON CONSULTANTS INC. TO INCREASE THE CONTRACT
AMOUNT BY \$256,970 FROM \$1,093,619.50 UP TO, BUT NOT TO EXCEED,
\$1,350,589.50 FOR THE OAK GROVES REHABILITATION PROJECT**

WHEREAS, Rincon Consultants Inc. (Rincon) submitted a proposal in response to Oakland Housing Authority (the "Authority") procurement RFP 16-019 for environmental consultants; and

WHEREAS, Rincon's proposal scored the highest and the firm was placed on the Authority's list of qualified environmental consultants; and

WHEREAS, the Authority contracted with Rincon to complete an Environmental Phase I report for Oak Grove North and South (OGN and OGS); and

WHEREAS, the results of the Phase I identified environmental conditions that warranted the completion of a Phase II Environmental Site Assessment (Phase II); and

WHEREAS, OAHPI's amended and restated procurement policy states that OAHPI may negotiate a contract with a vendor who has been competitively selected through an Authority procurement process without having to undergo a duplicate competitive selection process and that OAHPI Board approval is required for procurement actions that result in a contract that exceeds \$100,000; and

WHEREAS, OAHPI executed an agreement for \$37,276 with Rincon for the Phase II; and

WHEREAS, the Phase II results identified a need to complete further testing and refer the project to Alameda County Department of Environmental Health (ACDEH); and

WHEREAS, on April 11, 2019 the OAHPI Board of Directors passed resolution 19-002 authorizing the Executive Director to amend the Oak Groves environmental services contract with Rincon in excess of \$100,000; and

WHEREAS, on May 31, 2019 the Board passed Resolution 19-005 amending Resolution 19-002 to establish a maximum authorization not-to-exceed \$500,000 for as-needed environmental consulting services with Rincon for the Oak Groves North and South Project; and

WHEREAS, on October 22, 2019, the OAHPI Board passed Resolution 19-009 authorizing the Executive Director to amend the contract with Rincon up to a maximum contract fee of \$1,000,000 without seeking further board approval; and

WHEREAS, on December 20, 2019, as a part of the construction closing, the environmental consulting agreement between OAHPI and Rincon was assigned and assumed by Oak Grove Senior Housing, L.P. (OGSH, LP); and

WHEREAS, RAMP Housing, Inc., through RHI Oak Groves GP, LLC, is the Managing General Partner of OGSH, LP.; and

WHEREAS, on June 21, 2021, the RAMP Board passed Resolution 21-003 authorizing the Executive Director to amend the contract with Rincon up to a maximum contract fee of \$1,093,619.50 without seeking further Board approval; and

WHEREAS, the agreement with Rincon has been amended twelve times and the total contract fee is currently \$1,093,619.50; and

WHEREAS, the fees and scope of work included in the previous (Twelfth) Amendment represent an estimate of the cost to complete the tasks not included in the existing scope of work but which were being required by ACDEH, and for payment of the Bay Area Quality Management District permit fee for the Soil Vapor Extraction system; and

WHEREAS, in December 2021, while obtaining ACDEH clearance to re-occupy OGS, ACDEH required Rincon to complete additional tasks, prepare submittals and conduct monitoring not identified in the Corrective Action Implementation Plan (CAIP) ; and

WHEREAS, the additional tasks not identified in the CAIP were not included in the contract; and

WHEREAS, Rincon has developed a scope of work and cost estimate for the Thirteenth Amendment to complete the new ACDEH required tasks, prepare the submittals and conduct the monitoring for OGS; and

WHEREAS, Rincon's estimate to complete ACDEH required added tasks, submittals and monitoring, including a 13% (\$30,335) contingency, is \$256,970; and

WHEREAS, the Thirteenth Amendment will increase the total contract fee by \$256,970 from \$1,093,619.50 up to, but not to exceed, \$1,350,589.50.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF RAMP HOUSING, INC.:

THAT, the Executive Director of RAMP Housing, Inc., shall be authorized to amend the environmental consulting contract with Rincon for Oak Grove North and South and increase the contract amount by \$256,970 from \$1,093,619.50 up to, but not to exceed, \$1,350,589.50; and

THAT, the Executive Director of RAMP Housing, Inc., is hereby authorized to take all actions necessary to implement the foregoing resolution and to execute all documents that she may deem necessary in order to effect the purposes of this Resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of RAMP Housing, Inc.

DocuSigned by:
Duane Hopkins
EAE247F1F7F543A... Hopkins, Secretary

ADOPTED: March 29, 2022

RESOLUTION NO. 22-004

THE BOARD OF DIRECTORS OF
RAMP Housing, Inc.

On Motion of Director:

Griffith

Seconded by Director:

Tortorich

And approved by the following vote:

AYES: Griffith, Tortorich, Wells

NAYS: 0

ABSTAIN: 0

EXCUSED: 0

ABSENT: 0

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 23-005

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AMENDMENT TO THE ENVIRONMENTAL CONSULTING CONTRACT WITH RINCON CONSULTANTS, INC. FOR THE OAK GROVE NORTH AND SOUTH REHABILITATION PROJECT TO INCREASE THE CONTRACT AMOUNT BY \$281,825.62 TO AN AMOUNT NOT TO EXCEED \$1,633,415.12.

WHEREAS, Rincon Consultants, Inc. is an experienced environmental consultant providing environmental consulting services to affordable housing development projects; and

WHEREAS, RAMP Housing, Inc. (RAMP) contracted with Rincon Consultants, Inc. in 2018 to provide environmental consulting services for the substantial renovation of Oak Grove North and South; and

WHEREAS the agreement with Rincon Consultants, Inc. has been amended thirteen times and the total contract fee is currently \$1,350,589.50; and

WHEREAS, Rincon has developed a scope of work and cost estimate for the Fourteenth Amendment to complete Alameda County Department of Environmental Health (ACDEH) required tasks, prepare the submittals, and conduct the monitoring for the property; and

WHEREAS, Rincon's estimate to complete ACDEH required tasks, submittals and monitoring, including a 22% (\$50,000) contingency, is \$281,825.62; and

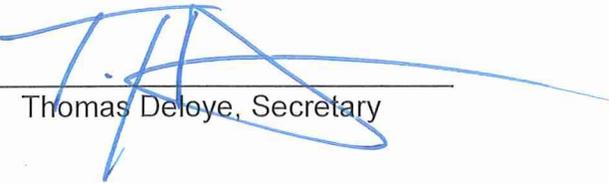
WHEREAS, the Fourteenth Amendment will increase the total contract fee by \$281,825.62 from \$1,350,589.50 up to, but not to exceed, \$1,633,415.12.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF RAMP HOUSING, INC.:

THAT, the Executive Director of RAMP Housing, Inc., shall be authorized to execute an amendment to the environmental consulting contract with Rincon Consultants, Inc. for environmental consulting services for the Oak Grove North and South rehabilitation project to increase the contract amount by \$281,825.62, to an amount not to exceed \$1,633,415.12.

THAT, the Executive Director of RAMP Housing, Inc., is hereby authorized to take all actions necessary to implement the foregoing.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of RAMP Housing, Inc.



Thomas Deloye, Secretary

ADOPTED: *June 29, 2023*

RESOLUTION NO. *23-005*

**THE BOARD OF DIRECTORS OF
RAMP HOUSING, INC.**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: 23-012

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN
AMENDMENT TO THE ENVIRONMENTAL CONSULTING CONTRACT
WITH RINCON CONSULTANTS INC. FOR THE OAK GROVE SENIOR HOUSING
REHABILITATION PROJECT TO INCREASE THE NOT-TO-EXCEED CONTRACT
AMOUNT BY \$120,000.00 FROM \$1,632,414.50 TO \$1,752,414.50**

At a duly constituted meeting of the Board of Directors of RAMP Housing, Inc., a California nonprofit public benefit corporation (the "Corporation"), held on January 22, 2024, the following resolution was adopted:

WHEREAS, Rincon Consultants Inc. (Rincon) submitted a proposal in response to Oakland Housing Authority (the "Authority") procurement RFP 16-019 for environmental consultants; and

WHEREAS, Rincon's proposal scored the highest and the firm was placed on the Authority's list of qualified environmental consultants; and

WHEREAS, the Authority contracted with Rincon to complete an Environmental Phase I report for Oak Grove North and South (OGN and OGS); and

WHEREAS, the results of the Phase I identified environmental conditions that warranted the completion of a Phase II Environmental Site Assessment (Phase II); and

WHEREAS, OAHPI's amended and restated procurement policy states that OAHPI may negotiate a contract with a vendor who has been competitively selected through an Authority procurement process without having to undergo a duplicate competitive selection process and that OAHPI Board approval is required for procurement actions that result in a contract that exceeds \$100,000; and

WHEREAS, OAHPI executed an agreement for \$37,276 with Rincon for the Phase II; and

WHEREAS, the Phase II results identified a need to complete further testing and refer the project to Alameda County Department of Environmental Health (ACDEH); and

WHEREAS, on April 11, 2019, the OAHPI Board of Directors passed resolution 19-002 authorizing the Executive Director to amend the Oak Grove environmental services contract with Rincon in excess of \$100,000; and

WHEREAS, on May 31, 2019, the Board passed Resolution 19-005 amending Resolution 19-002 to establish a maximum authorization not-to-exceed \$500,000 for as-needed environmental consulting services with Rincon for the Oak Grove North and South Project; and

WHEREAS, on October 22, 2019, the OAHPI Board passed Resolution 19-009 authorizing the Executive Director to amend the contract with Rincon up to a maximum contract fee of \$1,000,000 without seeking further board approval; and

WHEREAS, on December 20, 2019, as a part of the construction closing, the environmental consulting agreement between OAHPI and Rincon was assigned and assumed by Oak Grove Senior Housing, L.P. (OGSH, LP); and

WHEREAS, RAMP Housing, Inc., through RHI Oak Groves GP, LLC, is the Managing General Partner of OGSH, LP.; and

WHEREAS, on June 21, 2021, the RAMP Board passed Resolution 21-003 authorizing the Executive Director to amend the contract with Rincon up to a maximum contract fee of \$1,093,619.50 without seeking further Board approval; and

WHEREAS, on March 29, 2022, the RAMP Board of Directors adopted Resolution 22-004 authorizing the contract to be increased to a not-to-exceed amount of \$1,350,589.50; and

WHEREAS, on June 29, 2023, the RAMP Board of Directors adopted Resolution 23-005 authorizing the contract to be increased by \$281,825.62; and

WHEREAS, the agreement with Rincon has been amended fourteen times and the total contract fee is currently \$1,632,414.50; and

WHEREAS, after Rincon prepared and RAMP approved the Fourteenth Amendment, ACDEH issued comments on the proposed soil vapor extraction work plan requiring additional reporting and sampling efforts which were not included in the scope of work for the original contract or amendments one through fourteen; and

WHEREAS, Rincon estimated the cost to meet these additional requirements to be up to \$120,000; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
RAMP HOUSING, INC.:**

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 Directors set forth below; and

THAT, the Executive Director of RAMP Housing, Inc., is hereby authorized to execute an amendment to the environmental consulting contract with Rincon Consultants Inc. for the Oak Grove Senior Housing rehabilitation project to increase the not-to-exceed contract amount by \$120,000.00 from \$1,632,414.50 to \$1,752,414.50; and

THAT, the Executive Director of RAMP Housing, Inc., is hereby authorized to take all actions necessary to implement the foregoing resolution and to execute all documents that she may deem necessary in order to effect the purposes of this Resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of RAMP Housing, Inc.

Thomas Deloye, Secretary

ADOPTED: January 22, 2024

RESOLUTION NO. 23-012

ITEM: 7.1

**RAMP Housing, Inc.
MEMORANDUM**

To: Board of Directors

From: Anna Kaydanovskaya, Director of Asset Management *AK*

Subject: Oak Groves Senior Housing Property Management Report

Date: January 19, 2024

This memorandum forwards a report on the performance of Oak Groves Senior Housing for review by the Board. The data for the report was provided by Irfana Khan, Regional Manager of the John Stewart Company (JSCO).

The Oak Groves Senior Housing management report provides information on the administrative, maintenance, and the financial condition of the site.

Attachment: JSCO Oak Groves Senior Housing Property Management Report



MEMORANDUM

To: The Board of Directors
Date: December 4, 2023
From: Kin Sin, Property Manager
RE: Oak Groves – RAMP Board Report

The following is the property management report for the Board Meeting:

- I. **Administrative Report**
- II. **Maintenance Report**
- III. **Financial Report**

I. Administrative Report

Occupancy Status

Oak Grove North:

Total Units	74
Occupied Units	71
Vacancy	3

Oak Grove South:

Total Units	75
Occupied Units	75
Vacancy	0

Oak Groves North & South are almost at 98% occupied for the month of November. Our team works diligently to maintain a high occupancy rate. By the end of November, our staff were able to process two move-ins into the building.



Site Inspections

OHA scheduled eighteen (18) units for annual inspections. The majority (16) passed the inspections while two (2) failed but were reinspected and passed.

Recertifications

Our team completed the annual recertification. All residents due for annual recertification are completed. The team also finished uploading all files to Spectrum Compliance.

Resident Services

Our monthly events include the following activities for the residents: Tai Chi, mahjong, card games, table tennis, karaoke, Energy Bagua meditation classes, and bread day.

November: Along with our regularly scheduled events, many of our residents participated in our Thanksgiving Rotisserie Chicken Giveaway. Nearly 100 residents showed up to pick up their rotisserie chicken at the north community room. We also delivered nearly two dozen chickens to residents who have mobility issues and could therefore not attend the event. Many residents appreciated the chicken giveaway and commented that the chicken was very good.

Lastly, we are preparing for the Christmas coffee & pastry social for our residents in the coming days.

II. Maintenance Report

November was a busy month for our maintenance & janitorial team. The team continued to work on OHA inspections, work orders, pest control, unit turnover, etc.

Our maintenance/janitorial team continues to do their best work to maintain the exterior of both buildings, including trash, debris and graffiti cleanup, and keeping everything in working order so that residents can feel safe during their morning/evening walks. A safe and clean environment for our residents helps to ensure happy and safe living here at Oak Groves.

III. Financial Report

Please see attached.



Thanksgiving Rotisserie Chicken Giveaway



Thanksgiving Rotisserie Chicken Giveaway line with many happy face



THE JOHN STEWART COMPANY (AGENT)
MONTHLY REPORT FOR ESTABLISHING NET INCOME

Project Name: Oak Grove North & South	Location: Oakland, CA
Reporting for: November 2023	Total Units: 151
Prepared By: Connie Yu	Telephone: 415-345-4400

1	Cash in the Bank - Beginning of Month		\$ 3,182,109.65
	NSF Checks		-
2	Cash Receipts:		
a	Tenant Rent	\$ 44,220.00	
b	Tenant Assistance - Housing Authority	\$ 248,307.51	
d	Other:		
	General Security Deposit	\$ -	
	Clean/Maintenance/Damage Fee/NSF	\$ (423.00)	
	Laundry Income	\$ 851.20	
	Payroll Credit Refund	\$ 21,999.85	
	November subsidy posted in December	\$ 255.00	
	Eastern Bank Analysis fee rebate	\$ 24.00	
	Refund for Thanksgiving event	\$ 71.53	
	October NSF check posted in November	\$ 423.00	
	2) Total Receipts		\$ 315,729.09
3	Disbursements made during the month		
a	Routine Operations	\$ (92,710.07)	
b	Other: Eastern Bank Service Fee	\$ (137.79)	
	Prepaid December 2023 Mortgage	\$ (135,426.15)	
	3) Total Disbursements		\$ (228,274.01)
4	Cash in the Bank - End of Month		\$ 3,269,564.73
5	Monthly Rent Potential	\$ 301,041.00	
6	Vacancy Loss	\$ 6,277.00	
7	Tenant Accounts Receivable	\$ 9,477.68	
	Housing Authority Receivable	\$ 40,022.90	
	Prepaid Rent	\$ (10,863.43)	
	Prepaid Subsidy	\$ (75,353.57)	
8	Accounts Payable: Routine	\$ 92,320.71	
9			
a	Units Vacant End of Month	4	2.65%
b	Units Occupied End of Month	144	
c	Number of Rent-Free Units	2	
d	Office	1	
e	Offline Unit	0	
10	Tenants' Security Deposits:		
a	Liability to Date	\$ 34,734.80	
b	Security Deposits Interest	\$ 338.10	
c	Unclaimed Fund	\$ 500.00	
d	Deposit in Transit	\$ (252.00)	
e	Security Deposits On Hand	\$ 35,320.90	
f			

I hereby certify that all the information stated herein is true and accurate to the best of my knowledge.		
Connie Yu	Date:	12/7/2023
Staff Accountant for The John Stewart Company	Reviewed by:	AAF

Oak Grove North & South
Analysis of Financial Cash Accounts
November 2023

G/L Type of Account	Last 4 Digits of Account #	Bank	Opening Balance	Deposit	Interest	Disbursement	Balance
Operating A/C							
1120-000 Checking	***1703	US Bank	3,136,244.53	271,485.09	-	(228,136.22)	3,222,442.52
		Transfer		42,849.12		-	
				-		-	
1120-010 Lockbox - North	***0831	Eastern Bank	20,850.00	21,060.00	-	(19,350.00)	22,505.86
		Service Fee		12.00		(66.14)	
		NSF				-	
1120-020 Lockbox - South	***0858	Eastern Bank	25,015.12	23,160.00	-	(23,499.12)	24,616.35
		Service Fee		12.00		(71.65)	
		NSF				-	
TOTAL OPERATING			3,182,109.65	358,578.21	-	(271,123.13)	3,269,564.73
Security Dep. A/C							
1191-000 Checking	***3327	US Bank	35,320.76	-	0.14	-	35,320.90
		Transfer		-		-	
TOTAL SECURITY DEPOSIT			35,320.76	-	0.14	-	35,320.90
Replacement Reserve							
1314-010 MM	***5588	US Bank	22,650.52		-		22,650.52
TOTAL REPLACEMENT RESERVE			22,650.52	-	-	-	22,650.52
Operating Reserve							
1365-000 MM	***5570	US Bank	720,295.42		-	-	720,295.42
TOTAL OPERATING RESERVE			720,295.42	-	-	-	720,295.42
Escrow Reserve							
1311-000 Escrow - Insurance	***5481	PGIM Real Estate	64,284.72	10,554.24	-	-	74,838.96
1314-000 Escrow - Replacement Reserve	***5481	PGIM Real Estate	203,850.00	7,550.00	-	-	211,400.00
1317-000 Escrow- Other Reserve	***5481	PGIM Real Estate	169,500.00			-	169,500.00
TOTAL ESCROW RESERVE			437,634.72	18,104.24	-	-	455,738.96
TOTAL CASH			4,398,011.07	376,682.45	0.14	(271,123.13)	4,503,570.53

Reviewed by: AAE

Oak Grove North & South

Accrual

Report includes an open period. Entries are not final.

Current Period Ending	November 30, 2023	Current Period	Prior Period	Change in Period
ASSETS				
Current Assets				
1110-000	Petty Cash Fund	600.00	600.00	0.00
1120-000	Cash - Operating Checking	3,222,442.52	3,136,244.53	86,197.99
1120-010	Cash - Op Checking #2	22,505.86	20,850.00	1,655.86
1120-020	Cash - Op. Checking # 3	24,616.35	25,015.12	(398.77)
1121-000	Cash - Construction	2,028.00	2,028.00	0.00
1121-010	Cash - Const Ckg #2	2,360,113.00	2,360,113.00	0.00
1128-000	Cash Offset	(370,698.88)	(369,771.88)	(927.00)
1130-000	Tenant Rent Receivable	9,477.68	5,074.58	4,403.10
1138-000	A/R Housing Authority	40,022.49	38,911.00	1,111.49
1140-000	A/R Other	5,347.78	27,347.63	(21,999.85)
1191-000	Security Deposit Checking	35,320.90	35,320.76	0.14
Total Current Assets		5,351,775.70	5,281,732.74	70,042.96
Prepaid Expenses				
1240-000	Prepaid Property/Liab Ins	25,997.38	37,257.73	(11,260.35)
1270-000	Prepaid Property Taxes	45.94	26.27	19.67
1280-000	Prepaid - Miscellaneous	135,426.15	135,427.53	(1.38)
1280-010	Prepaid-Ground Lease	596,815.00	596,815.00	0.00
Total Prepaid Expenses		758,284.47	769,526.53	(11,242.06)
Reserves and Escrow				
1311-000	Escrow - Insurances	74,838.96	64,284.72	10,554.24
1314-000	Esc - Replacement Rsrv 1	211,400.00	203,850.00	7,550.00
1314-010	Esc - Replacement Rsrv 2	22,650.52	22,650.52	0.00
1317-000	Escrow-Other	169,500.00	169,500.00	0.00
1365-000	Operating Reserves	720,295.42	720,295.42	0.00
Total Reserves and Escrow		1,198,684.90	1,180,580.66	18,104.24
Fixed Assets				
1420-010	Buildings - Coml	22,613,951.00	22,613,951.00	0.00
1420-020	Building II	27,616,949.00	27,616,949.00	0.00
1421-030	Building Improve (Rehab)	70,159,261.73	70,159,261.73	0.00
1422-000	Furniture, Fixt & Equip	357,210.28	357,210.28	0.00
1495-000	Accumulated Depreciation	(6,409,832.07)	(6,409,832.07)	0.00
Total Fixed Assets		114,337,539.94	114,337,539.94	0.00
Other Assets				
1521-010	Permanent Loan Fees	1,359,388.00	1,359,388.00	0.00
1522-000	TCAC Fees	104,478.00	104,478.00	0.00
1530-030	Accum Amort - TCAC	(6,965.00)	(6,965.00)	0.00
Total Other Assets		1,456,901.00	1,456,901.00	0.00
Deposits				
TOTAL ASSETS		123,103,186.01	123,026,280.87	76,905.14

Oak Grove North & South

Accrual

Report includes an open period. Entries are not final.

Current Period Ending	November 30, 2023	Current Period	Prior Period	Change in Period
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LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2110-000	Accounts Payable	25,926.71	26,139.12	(212.41)
2113-000	Accrued Accounts Payable	66,394.00	51,689.00	14,705.00
2114-000	A/P - Unclaimed Funds	572.00	572.00	0.00
2119-000	Accounts Payable - Other	1,290,584.00	1,290,584.00	0.00
2125-000	Accrued Vacation Payable	13,585.22	13,585.22	0.00
2126-050	Accrued LP Asset Mgmt Fee	15,000.00	15,000.00	0.00
2134-000	Acc'd Int -Other Loan	2,398,479.90	2,398,479.90	0.00
2141-000	Due to Affiliates	237,170.35	237,170.35	0.00
2142-012	Due to Related Parties	397,380.15	397,380.15	0.00
2150-000	Accrued Property Taxes	68.85	0.00	68.85
2191-000	Tenant Security Deposits	34,734.80	35,484.80	(750.00)
2192-000	Security Deposit Interest	338.10	337.96	0.14

Total Current Liabilities **4,480,234.08** **4,466,422.50** **13,811.58**

Prepaid Income

2210-000	Prepaid Rent	10,863.43	5,118.33	5,745.10
2211-011	Prepaid Rent - HAP	75,353.57	74,870.57	483.00

Total Prepaid Income **86,217.00** **79,988.90** **6,228.10**

Long-Term Liabilities

2313-000	Notes Pay - Construction	15,000,000.00	15,000,000.00	0.00
2320-000	Mortgage Pay-1st Mort. LT	34,400,000.00	34,400,000.00	0.00
2322-020	Mortgage Pay - 2nd - LT	23,347,812.44	23,378,351.98	(30,539.54)
2330-040	Int Pay - Ground Lease	599,901.00	599,901.00	0.00
2370-000	Loan / Bond Fees - Contr	(186,564.10)	(186,564.10)	0.00
2370-010	Acc Amort - Loan Fees	967,503.00	967,503.00	0.00
2371-000	Const Loan Fee/Contra	(967,503.00)	(967,503.00)	0.00
2391-000	Deferred Developer's Fee	8,449,438.00	8,449,438.00	0.00

Total Long-Term Liabilities **81,610,587.34** **81,641,126.88** **(30,539.54)**

TOTAL LIABILITIES **86,177,038.42** **86,187,538.28** **(10,499.86)**

Equity

Owners Equity

3115-000	Owners' Equity	0.00	42,418,733.00	(42,418,733.00)
3164-000	Other Equity (Corp)	42,418,733.00	0.00	42,418,733.00
3167-000	Syndication	(263,149.00)	(263,149.00)	0.00
3204-010	Capital Contribution-GP	100.00	100.00	0.00
3204-020	Capital Contribution-LP	2,248,354.00	2,248,354.00	0.00

Total Owners Equity **44,404,038.00** **44,404,038.00** **0.00**

Retained Earnings

3210-000	Accumulated Earnings	(8,292,446.12)	(8,292,446.12)	0.00
3250-000	Profit/Loss Year-to-Date	814,555.71	727,150.71	87,405.00

Total Retained Earnings **(7,477,890.41)** **(7,565,295.41)** **87,405.00**

TOTAL LIABILITIES AND EQUITY **123,103,186.01** **123,026,280.87** **76,905.14**

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Thru:	Current Period				Year-To-Date				
	Actual Nov 2023	Budget Nov 2023	Variance		Actual Nov 2023	Budget Nov 2023	Variance		
PROJECT REVENUE									
Gross Rent Potential									
5120-000	Rental Income - Tenant	52,105.00	52,452.00	(347.00)	-0.66%	545,564.00	576,972.00	(31,408.00)	-5.44%
5122-000	Housing Authority Income	248,936.00	241,322.00	7,614.00	3.16%	2,748,620.00	2,654,550.00	94,070.00	3.54%
Total Gross Rent Potential		301,041.00	293,774.00	7,267.00	2.47%	3,294,184.00	3,231,522.00	62,662.00	1.94%
Vacancies									
5220-000	Vacancy-Residential	6,277.00	5,875.00	(402.00)	-6.84%	37,819.00	64,631.00	26,812.00	41.48%
Total Vacancies		6,277.00	5,875.00	(402.00)	-6.84%	37,819.00	64,631.00	26,812.00	41.48%
Financial Revenue									
5440-000	Interest Inc - Reserves	0.00	0.00	0.00	0.00%	3.47	0.00	3.47	0.00%
Total Financial Revenue		0.00	0.00	0.00		3.47	0.00	3.47	
Other Income									
5910-000	Laundry Income	851.20	271.00	580.20	214.10%	4,986.93	2,989.00	1,997.93	66.84%
5920-000	NSF & Late Charges	15.00	8.00	7.00	87.50%	90.00	88.00	2.00	2.27%
5925-000	Keys	0.00	5.00	(5.00)	-100.00%	0.00	55.00	(55.00)	-100.00%
5930-000	Clean/Damage/Maintenance	0.00	83.00	(83.00)	-100.00%	800.00	917.00	(117.00)	-12.76%
5990-000	Miscellaneous Income	0.00	0.00	0.00	0.00%	371.09	0.00	371.09	0.00%
Total Other Income		866.20	367.00	499.20	136.02%	6,248.02	4,049.00	2,199.02	54.31%
TOTAL REVENUE		295,630.20	288,266.00	7,364.20	2.55%	3,262,616.49	3,170,940.00	91,676.49	2.89%
PROJECT EXPENSES									
Marketing Expenses									
6250-000	Marketing-Credit Reports	0.00	41.00	41.00	100.00%	195.49	459.00	263.51	57.41%
Total Marketing Expenses		0.00	41.00	41.00	100.00%	195.49	459.00	263.51	57.41%
Administrative Expenses									
6310-000	On-Site Administrative PR	4,971.00	5,011.00	40.00	0.80%	54,045.54	55,128.00	1,082.46	1.96%

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	Thru:	Current Period			Year-To-Date				
		Actual Nov 2023	Budget Nov 2023	Variance	Actual Nov 2023	Budget Nov 2023	Variance		
6310-020	PR-Asst. Administrator	2,976.61	5,382.00	2,405.39	44.69%	42,471.08	59,211.00	16,739.92	28.27%
6311-000	Office Expenses	902.96	1,424.00	521.04	36.59%	27,122.62	15,674.00	(11,448.62)	-73.04%
6319-000	Payroll Processing Fee	473.08	738.00	264.92	35.90%	7,619.62	8,122.00	502.38	6.19%
6320-000	Management Fees	9,443.62	11,000.00	1,556.38	14.15%	103,879.82	121,010.00	17,130.18	14.16%
6325-000	Outside Consultant	11,229.93	0.00	(11,229.93)	0.00%	125,472.85	0.00	(125,472.85)	0.00%
6330-000	Payroll - Manager	3,294.86	5,754.00	2,459.14	42.74%	44,273.48	63,294.00	19,020.52	30.05%
6331-000	Administrator's Unit	1,607.00	1,541.00	(66.00)	-4.28%	18,233.00	16,951.00	(1,282.00)	-7.56%
6340-000	Legal/Mediation Expenses	0.00	500.00	500.00	100.00%	20,928.00	5,500.00	(15,428.00)	-280.51%
6350-000	CPA/Audit Services	0.00	1,795.00	1,795.00	100.00%	38,642.50	19,755.00	(18,887.50)	-95.61%
6351-000	Bookkeeping Services	1,384.21	1,401.00	16.79	1.20%	15,226.31	15,415.00	188.69	1.22%
6360-000	Tel. & Answering Service	980.96	1,235.00	254.04	20.57%	12,467.65	13,590.00	1,122.35	8.26%
6362-000	Cable TV	212.00	253.00	41.00	16.21%	4,424.61	2,793.00	(1,631.61)	-58.42%
6370-000	Collection Loss	0.00	166.00	166.00	100.00%	15.00	1,834.00	1,819.00	99.18%
6385-000	Mileage/Travel	114.46	50.00	(64.46)	-128.92%	498.39	550.00	51.61	9.38%
6390-000	Misc. Admin. Expenses	0.00	400.00	400.00	100.00%	14,288.01	4,400.00	(9,888.01)	-224.73%
6390-010	Bank Charges	113.79	175.00	61.21	34.98%	4,324.19	1,925.00	(2,399.19)	-124.63%
6391-000	Penalties & Fines	0.00	187.00	187.00	100.00%	0.00	2,063.00	2,063.00	100.00%
6392-000	Seminars / Training	0.00	500.00	500.00	100.00%	99.00	5,500.00	5,401.00	98.20%
6396-000	Computer Charges	354.00	1,191.00	837.00	70.28%	14,769.25	13,105.00	(1,664.25)	-12.70%
Total Administrative Expenses		38,058.48	38,703.00	644.52	1.67%	548,800.92	425,820.00	(122,980.92)	-28.88%
Utilities									
6450-000	Electricity	3,098.70	5,184.00	2,085.30	40.23%	39,706.00	57,032.00	17,326.00	30.38%
6451-000	Water	4,844.00	6,737.00	1,893.00	28.10%	94,663.20	74,113.00	(20,550.20)	-27.73%
6452-000	Gas	2,697.00	416.00	(2,281.00)	-548.32%	21,739.81	4,584.00	(17,155.81)	-374.25%
6453-000	Sewer	1,830.00	3,695.00	1,865.00	50.47%	30,670.59	40,647.00	9,976.41	24.54%
Total Utilities		12,469.70	16,032.00	3,562.30	22.22%	186,779.60	176,376.00	(10,403.60)	-5.90%
Operating and Maintenance Expenses									
6510-000	Payroll - Maintenance	5,161.38	5,445.00	283.62	5.21%	56,358.36	59,904.00	3,545.64	5.92%
6512-000	Payroll - Janitor	7,068.54	6,537.00	(531.54)	-8.13%	69,065.49	71,918.00	2,852.51	3.97%
6515-000	Janitorial Supplies	424.30	723.00	298.70	41.31%	4,959.66	7,963.00	3,003.34	37.72%
6517-000	Janitorial Contract	0.00	55.00	55.00	100.00%	0.00	612.00	612.00	100.00%
6519-000	Pest -Supp & Contracts	417.00	805.00	388.00	48.20%	5,577.00	8,866.00	3,289.00	37.10%
6521-000	Oper/Maint Rent Free Unit	1,607.00	1,541.00	(66.00)	-4.28%	18,233.00	16,951.00	(1,282.00)	-7.56%

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Thru:	Current Period				Year-To-Date				
	Actual Nov 2023	Budget Nov 2023	Variance		Actual Nov 2023	Budget Nov 2023	Variance		
6525-000	Garbage Removal	11,000.00	6,008.00	(4,992.00)	-83.09%	87,852.75	66,092.00	(21,760.75)	-32.92%
6529-000	Fire Alarm Contract	0.00	2,500.00	2,500.00	100.00%	0.00	27,500.00	27,500.00	100.00%
6532-000	Security Supplies	0.00	325.00	325.00	100.00%	0.00	3,581.00	3,581.00	100.00%
6533-000	Fire Protection Expenses	165.00	307.00	142.00	46.25%	18,504.28	3,379.00	(15,125.28)	-447.63%
6537-000	Landscape Contracts	920.00	1,020.00	100.00	9.80%	10,800.00	11,223.00	423.00	3.77%
6541-000	Repairs Materials/Supp	588.95	947.00	358.05	37.81%	4,714.90	10,423.00	5,708.10	54.76%
6542-000	Repairs Contract	8,684.50	1,051.00	(7,633.50)	-726.31%	24,749.21	11,567.00	(13,182.21)	-113.96%
6543-000	Plumbing Maintenance	0.00	856.00	856.00	100.00%	4,727.00	9,422.00	4,695.00	49.83%
6544-000	Electrical Maintenance	0.00	55.00	55.00	100.00%	0.00	612.00	612.00	100.00%
6545-000	Elevator Maintenance	1,678.46	2,394.00	715.54	29.89%	28,493.61	26,341.00	(2,152.61)	-8.17%
6546-000	Heating/Cooling Repairs	0.00	412.00	412.00	100.00%	5,973.52	4,532.00	(1,441.52)	-31.81%
6553-000	Appliance Repairs	0.00	128.00	128.00	100.00%	0.00	1,417.00	1,417.00	100.00%
6560-000	Deco/Painting Contract	0.00	91.00	91.00	100.00%	1,595.00	1,009.00	(586.00)	-58.08%
6561-000	Deco/Painting Supplies	0.00	149.00	149.00	100.00%	0.00	1,649.00	1,649.00	100.00%
6569-000	COVID-19 Pandemic	0.00	83.00	83.00	100.00%	0.00	917.00	917.00	100.00%
6573-000	Uniforms/Laundry	1,996.09	1,094.00	(902.09)	-82.46%	13,307.95	12,035.00	(1,272.95)	-10.58%
6590-000	Miscellaneous Maintenance	0.00	272.00	272.00	100.00%	1,327.50	2,996.00	1,668.50	55.69%
Total Operating and Maintenance Expenses		39,711.22	32,798.00	(6,913.22)	-21.08%	356,239.23	360,909.00	4,669.77	1.29%
Depreciation and Amortization									
6610-020	Amort - Loan Fees	0.00	0.00	0.00	0.00%	259,645.00	0.00	(259,645.00)	0.00%
Total Depreciation and Amortization		0.00	0.00	0.00		259,645.00	0.00	(259,645.00)	
Taxes and Insurance									
6710-000	Real Estate Taxes	49.18	0.00	(49.18)	0.00%	182.66	0.00	(182.66)	0.00%
6711-000	Payroll Taxes	1,504.55	2,432.00	927.45	38.14%	25,534.26	26,753.00	1,218.74	4.56%
6720-000	Property Insurance	11,260.35	13,800.00	2,539.65	18.40%	124,494.17	151,800.00	27,305.83	17.99%
6721-000	Fidelity Bond	0.00	40.00	40.00	100.00%	655.74	450.00	(205.74)	-45.72%
6722-000	Workers Comp.	921.25	1,054.00	132.75	12.59%	10,335.33	11,601.00	1,265.67	10.91%
6723-000	Health Ins. / EE Benefits	5,150.37	4,734.00	(416.37)	-8.80%	40,707.32	52,079.00	11,371.68	21.84%
6723-010	401K Matching/EE Benefits	178.00	562.00	384.00	68.33%	31.11	6,190.00	6,158.89	99.50%
6790-000	Misc.Licenses/Permits	0.00	66.00	66.00	100.00%	21,689.10	734.00	(20,955.10)	-2854.92%
Total Taxes and Insurance		19,063.70	22,688.00	3,624.30	15.97%	223,629.69	249,607.00	25,977.31	10.41%

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Thru:	Current Period				Year-To-Date				
	Actual Nov 2023	Budget Nov 2023	Variance		Actual Nov 2023	Budget Nov 2023	Variance		
Financial Expense									
6820-000	Interest on Mortgage	85,558.27	80,763.00	(4,795.27)	-5.94%	796,380.95	888,404.00	92,023.05	10.36%
6851-000	Bond Fees	11,623.56	0.00	(11,623.56)	0.00%	51,067.31	0.00	(51,067.31)	0.00%
6890-000	Misc. Financial Expenses	1,225.48	0.00	(1,225.48)	0.00%	7,622.19	0.00	(7,622.19)	0.00%
Total Financial Expense		98,407.31	80,763.00	(17,644.31)	-21.85%	855,070.45	888,404.00	33,333.55	3.75%
Service Expense									
6885-000	Resident-Credit Reporting	113.25	113.00	(0.25)	-0.22%	1,245.75	1,243.00	(2.75)	-0.22%
6993-000	Misc. Recreation Exp.	401.54	1,333.00	931.46	69.88%	10,754.54	14,667.00	3,912.46	26.68%
Total Service Expense		514.79	1,446.00	931.21	64.40%	12,000.29	15,910.00	3,909.71	24.57%
Corporate Expense									
7131-000	State Income Tax	0.00	66.00	66.00	100.00%	800.00	734.00	(66.00)	-8.99%
Total Corporate Expense		0.00	66.00	66.00	100.00%	800.00	734.00	(66.00)	-8.99%
Replacement Expenditures									
7220-000	Appliance Replacements	0.00	0.00	0.00	0.00%	3,100.11	0.00	(3,100.11)	0.00%
7230-000	Interior Replacements	0.00	0.00	0.00	0.00%	1,800.00	0.00	(1,800.00)	0.00%
Total Replacement Expenditures		0.00	0.00	0.00		4,900.11	0.00	(4,900.11)	
TOTAL EXPENSES		208,225.20	192,537.00	(15,688.20)	-8.15%	2,448,060.78	2,118,219.00	(329,841.78)	-15.57%
PROFIT/LOSS		87,405.00	95,729.00	(8,324.00)	-8.70%	814,555.71	1,052,721.00	(238,165.29)	-22.62%

CASH FLOW

ADD BACK DEPREC & AMORT..

Total Depreciation and Amortization 0.00 0.00 0.00 259,645.00 0.00 259,645.00

ADD BACK DEFERRED INTEREST

PURCHASES OF FIXED ASSETS

RESERVES DRAWN (FUNDED)

Database: JOHNSTEWART
 ENTITY: OG200

Income Statement
Oak Grove North & South

Page: 5
 Date: 12/7/2023
 Time: 12:20 PM

Format Id: CASH
 Accrual

For the 11 months ending November 30, 2023
 Report includes an open period. Entries are not final.

Thru:	Current Period				Year-To-Date		
	Actual Nov 2023	Budget Nov 2023	Variance		Actual Nov 2023	Budget Nov 2023	Variance
Escrow and Misc. Reserves	(18,104.24)	0.00	(18,104.24)		(478,389.48)	0.00	(478,389.48)
Replacement Reserves	0.00	(7,550.00)	7,550.00	100.00%	0.00	(83,050.00)	83,050.00 100.00%
Operating Reserves	0.00	0.00	0.00		(720,295.42)	0.00	(720,295.42)
Total Reserves	(18,104.24)	(7,550.00)	(10,554.24)	-139.79%	(1,198,684.90)	(83,050.00)	(1,115,634.90) -1343.33%
PRINCIPAL PAYMENTS							
Long-Term Mortgage Principal Payment	(30,539.54)	(35,333.00)	4,793.46	13.57%	(40,539,687.56)	(388,674.00)	(40,151,013.56)-10330.25%
Total Principal Payments	(30,539.54)	(35,333.00)	4,793.46	13.57%	(40,539,687.56)	(388,674.00)	(40,151,013.56)-10330.25%
CF AFTER RESERVE, DEPR, PRINCIPAL AND DEF	38,761.22	52,846.00	(14,084.78)	-26.65%	(40,664,171.75)	580,997.00	(41,245,168.75) -7099.03%
OTHER INDICATORS							
(Increase) Decrease in Prepaid Expenses	11,242.06	0.00	(11,242.06)		(143,401.11)	0.00	143,401.11
(Increase) Decrease in Accounts Receivable	16,485.26	0.00	(16,485.26)		43,062.28	0.00	(43,062.28)
Increase (Decrease) in Accounts Payable	14,561.44	0.00	(14,561.44)		600,581.47	0.00	(600,581.47)
Increase (Decrease) in Prepaid Liabilities	6,228.10	0.00	(6,228.10)		434.50	0.00	(434.50)

**RAMP Housing, Inc.
MEMORANDUM**

To: Board of Directors

From: Anna Kaydanovskaya, Director of Asset Management *AK*

Subject: Oak Grove Senior Housing Quarterly Financial Report

Date: January 19, 2024

This memorandum forwards the financial report for Oak Grove Senior Housing up until the end of the third quarter (January 2023 – September 2023). The data was prepared by Jonathan Adler, Asset Manager.

Financial Report for Oak Grove Senior Housing

Operating Expenses

By the end of the third quarter (Q3) of 2023, Total Operating Expenses (OPEX) totaled \$1,587,102. Chart 1, below, shows the percentage breakdown by operating expense category. Total Administrative Expenses were higher than budgeted due to the expenses for environmental counsel and consulting services with Rincon Consulting, Inc. needed to resolve Alameda County Department of Environmental Health covenants.

Chart 1: Operating Expenses as a Percentage of Total Expenses (Jan 23 – Sep 23)

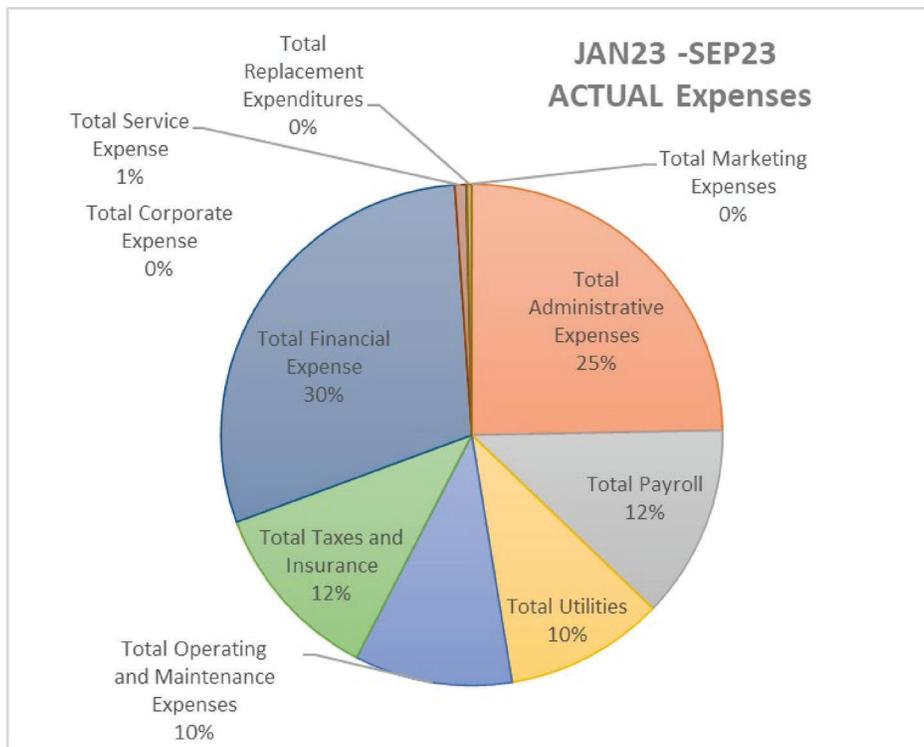
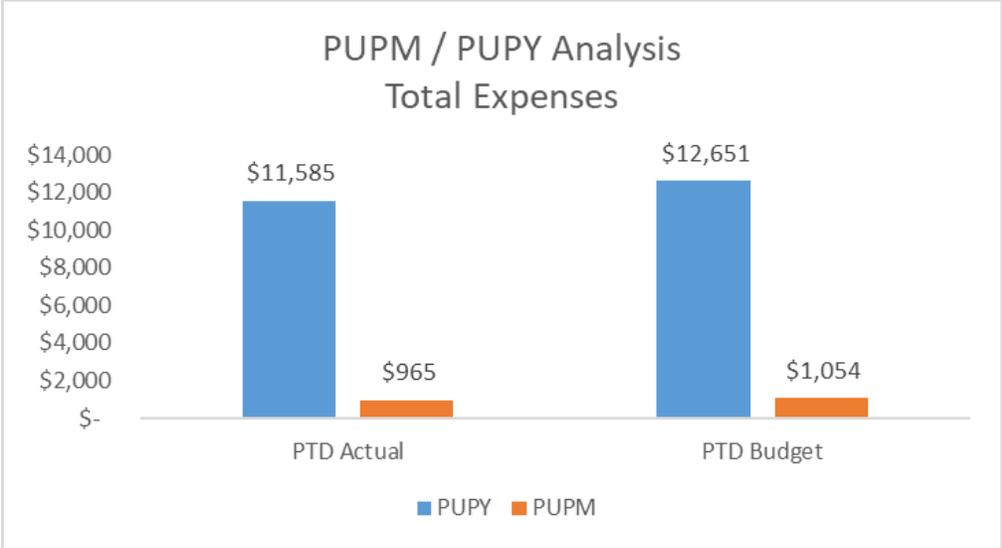


Chart 2 shows OPEX based on a Per Unit Per Month (PUPM) and Per Unit Per Year (PUPY) analysis. By end of Q3 of 2023, total OPEX was at \$11,585 PUPY.

Chart 2: PUPM / PUPY Analysis



Gross Potential Rent and Cash Flow

By end of Q3 of 2023, Oak Grove Gross Potential Rent (GPR) totaled \$2,692,102. Total revenue was \$2,670,477. Cash Flow for this period in 2023 totaled \$806,702, which was higher than budgeted as principal and interest payments on the loan didn't start until April 2023 instead of January 2023, which reduced budgeted costs.

Table 1: Gross Potential Rent, Total Revenue and Cash Flow

Income and Expenses	Oak Groves Senior Housing LP	
	PTD	PTD
	Actual	Budget
Total Gross Rent Potential	\$ 2,692,102	\$ 2,643,974
Total Vacancies	\$ (26,633)	\$ (52,881)
Total Other Income	\$ 5,008	\$ 3,315
TOTAL REVENUE	\$ 2,670,477	\$ 2,594,408

Total Marketing Expenses	\$ 195	\$ 377
Total Administrative Expenses	\$ 391,868	\$ 254,861
Total Payroll	\$ 198,028	\$ 201,411
Total Utilities	\$ 162,666	\$ 144,312
Total Operating and Maintenance Expenses	\$ 161,523	\$ 187,455
Total Taxes and Insurance	\$ 186,500	\$ 204,231
Total Financial Expense	\$ 469,153	\$ 726,878
Total Service Expense	\$ 11,469	\$ 13,018
Total Corporate Expense	\$ 800	\$ 602
Total Replacement Expenditures	\$ 4,900	\$ -
TOTAL EXPENSES	\$ 1,587,102	\$ 1,733,145
PROFIT/LOSS	\$ 1,083,374	\$ 861,263
Total Reserves	\$ (120,721)	\$ (67,950)
Total Principal Payments	\$ (155,952)	\$ (318,008)
CASH FLOW	\$ 806,702	\$ 475,305

ITEM: 7.3

**RAMP Housing, Inc.
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director *PW*

Subject: Update on Oak Grove Post-Construction Activities

Date: January 19, 2024

Oak Grove North and South is a senior public housing site with 152 one- and two-bedroom apartments in two, five-story buildings. In 2019, the Oakland Housing Authority (OHA) commenced the rehabilitation of Oak Grove North and South. With rehabilitation completed, Thomas Deloye, Chief Officer of Real Estate Development, will provide the board with an update on post-construction activities, including but not limited to: environmental monitoring, placed in service applications, and outstanding punch lists.

Attachment: Oak Grove Rehab Information Sheet

Oak Groves Rehab - OHA/RAMP Development



Oak Groves is an acquisition/rehabilitation low-income housing tax credit, tax exempt bond project for 151 units of formerly public housing for low-income seniors in two buildings in downtown Oakland.

Project Description:

Project Address: 620 17 th St. & 570 16 th St.	Affordability Targeting: 30-60% of AMI
Project Type: Acquisition/Rehabilitation	Architect: Okamoto-Saijo Arch.
Number of Units: 151	General Contractor: BBI Construction Inc.
PBVs: 149	Property Management: John Stewart Co.
Target Population: Low-Income Seniors	Total Development Cost: \$86.4MM

Permanent Funding Sources:

• Tax Exempt Perm Loan: \$23,600,000	• OHA Ground Lease Loan \$599,901
• Seller Carryback Loan: \$34,400,000	• Release of Forward Commit. Fee: \$472,000
- Accrued/Deferred Interest: \$1,729,173	• Deferred Developer Fee: \$7,878,529
• OHA Sponsor Loan \$15,000,000	• GP Equity \$100
	• Tax Credit (LP) Equity \$46,003,264

OHA Board Authorizing Resolutions:

- No. 4696, 07/25/16: Okamoto-Saijo Architecture Contract
- No. 4728, 07/27/17: BBI General Contractor Contract
- No. 4743, 04/03/17: Overland Pacific & Cutler Relocation Contract
- No. 4767, 08/28/17: HUD Section 18 Disposition and PBV Award
- No. 4801, 04/09/18: Okamoto-Saijo Architecture Budget Increase
- No. 4803, 06/04/18: BBI General Contractor Contract Amendment
- No. 4837, 09/24/18: OHA as Development Partner and Option to Lease Land & Improvements
- No. 4838, 09/24/18: Creation of New OAHPI Development Corporation
- No. 4848, 02/11/19: Section 18 Disposition and Financing and Withdrawal of OHA Development LLC from Partnership
- No. 4869, 05/13/19: Substitute RAMP for OAHPI in RHI Oak Groves LLC and Execute County Environmental Land Use Covenants
- No. 4880, 07/22/19: Amend Resolution 4848 to Update Financing
- No. 4890, 10/14/19: OHA as Co-Guarantor with RAMP and Unit Count Confirmation
- No. 4898, 12/09/19: Add California Bank & Trust as Co-lender
- No. 4899, 12/19/19: Amend Resolution 4898 to Remove California Bank and Trust as Co-lender and Reapprove US Bank as Sole Lender

Affiliate Board Authorizing Resolutions:

- No. 19-001, 07/09/19: Secure Financing
- No. 19-002, 07/09/19: Secure Financing, Implement Rehabilitation, and Act as Guarantor-Developer
- No. 19-003, 10/22/19: Amendment to Resolution No. 19-001 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson, and to Confirm the Unit Count
- No. 19-004, 10/22/19: Amendment to Resolution No. 19-002 to Clarify Existing Guarantee Obligations, have OHA Act as Co-Guarantor until Environmental Closure, to Authorize Patricia Wells to Execute Documents Previously Executed by Eric Johnson
- No. 19-005, 10/22/19: Enter into Assignment & Assumption Agreement with OHA for Relocation Contract and Amend Contract to Add Moving Services
- No. 19-006, 10/09/19: Partnership Co-lender Bifurcation
- No. 19-007, 10/09/19: Add California Bank & Trust as Co-Lender and Bifurcate Construction/Permanent Loan Using Two Promissory Notes - one Recourse to RAMP and the Partnership and one Non-recourse
- No. 19-008, 12/09/19: Amend No. 19-005: Amend Relocation Contract, Secure Temporary Housing with Extended Stay America, and Contract with Chipman Movers
- No. 19-009, 12/19/19: Amend No. 19-006: Re-approve US Bank as Sole Lender and Remove California Bank & Trust as Co-lender
- No. 19-010, 12/19/19: Amend No. 19-007: Re-approve US Bank as Sole Lender and Remove California Bank & Trust as Co-lender
- No. 20-003, 05/05/20: Barbara Sanders Project Management Services Contract
- No. 22-011, 07/22/22: Amend No. 20-003: Increase Budget of Barbara Sanders Project Management Services Contract
- No. 23-003: 04/24/23: Amend No. 22-011: Increase Budget and Extend Term of Barbara Sanders Project Management Services Contract

Approved OHA/Affiliate Funding: RAMP: \$100 GP Equity	Disbursements to Date: \$100 GP Equity
---	--

Current Project Status: Work is complete on Oak Grove North and Oak Grove South.

Construction Progress: % Complete: 100%	New Hires: Number of New Hires: 161 Number of Section 3 Hires: 47 % Section 3: 29.19%
---	---

Construction Contract Status:	
Original Contract Amount	\$44,117,725
Approved Change Orders	\$ 5,803,671
Final Contract Amount	\$49,921,396

- Milestones Completed:
- Project converted to permanent financing on 3/16/23.
 - Project audited cost certification completed on 5/4/23.
- Oak Grove North**
- The building is complete and fully occupied
 - 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

ITEM: 7.4

RAMP Housing, Inc.
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Chief Executive Officer *PW*

Subject: Oakland Affordable Housing Preservation Initiatives, Inc. Master Planning Process

Date: January 19, 2024

Oakland Housing Authority (OHA) has created a process to develop a Feasibility Master Plan for the transformation of the Oakland Affordable Housing Preservation Initiative (OAHPI) portfolio. The intention of the OAHPI Feasibility Master Plan is to determine how to best optimize the OAHPI portfolio of existing, occupied affordable housing units reserved for low, very, and extremely low-income households as well as produce new low-income and affordable housing units for households earning less than 80% AMI. OAHPI and OHA shared priorities include the creation of additional one- and two- bedroom units to include a special emphasis on creating Permanent Supportive Housing (PSH) for individuals and families who were once homeless and continue to be at imminent risk of homelessness.

OAHPI and OHA are seeking a five-year plan to rehabilitate OAHPI units based on current site configuration but will potentially include options to redesign site configurations to accommodate production of additional affordable units as well as the creation of community space for on-site services to empower the OAHPI portfolio to serve the community for an additional 50 years.

While Oak Grove Senior Housing is not directly impacted by OAHPI Master Planning process, there are a number of OAHPI buildings in the jurisdiction of City of Oakland; therefore, it is essential that Board Directors are kept abreast of any planning activities that might affect the surrounding community.

Attachment: OAHPI Master Plan Process Presentation

OAHPI Vision

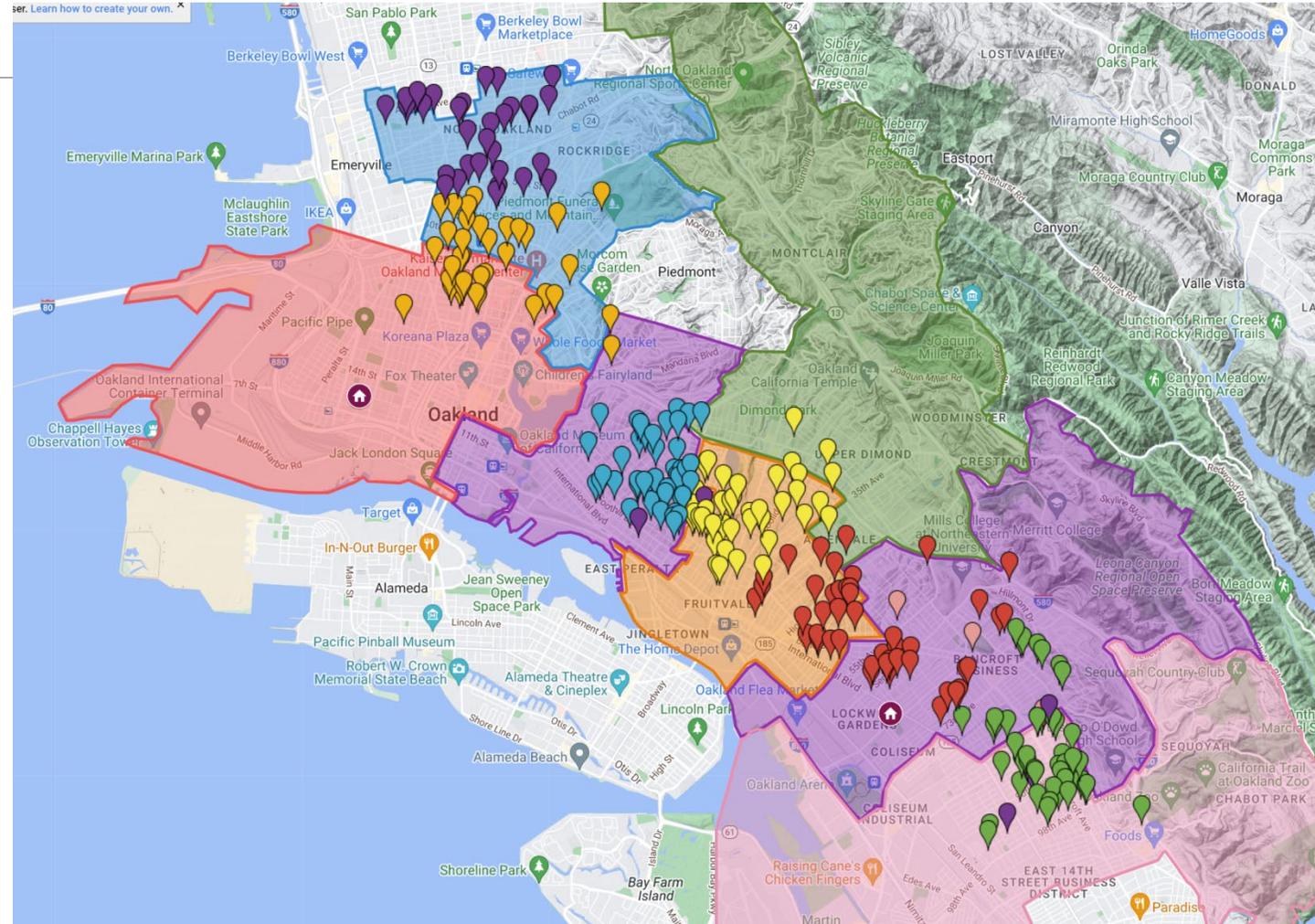
Outreach to Staff and Residents

SEPTEMBER 25, 2023 **UPDATED**



What is OAHPI?

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





What is the OAHPI Master Plan?

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

OHA/OAHPI Goals for the Plan

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

OHA Strategic Planning

OHA STRATEGIC GOALS

Sustained High Standards for Customer Service and Stakeholders

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

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

Expand Board Knowledge of OHA and its Affiliates

OHA Strategic Planning

OHA STRATEGIC DEVELOPMENT FRAMEWORK

Efficient Voucher Utilization

**Internal Systems Realignment and
Capacity Building**

**Increase availability of units targeted to LI
and VLI residents**

New Production

Reinvestment in neighborhoods

**Preservation of existing affordable rental
housing**

OHA STRATEGIC GOALS

Sustained High Standards for Customer
Service and Stakeholders

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

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

Expand Board Knowledge of OHA and its
Affiliates

OHA

DEVELOPMENT STRATEGIC PLAN – 5 years

New Construction & Acquisition

Rehabilitation

Administrative Rehab

Year 15 Buyouts

OHA STRATEGIC DEVELOPMENT FRAMEWORK

Efficient Voucher Utilization

**Internal Systems Realignment and Capacity
Building**

**Increase availability of units targeted to LI and
VLI residents**

New Production

Reinvestment in neighborhoods

**Preservation of existing affordable rental
housing**

OHA STRATEGIC GOALS

**Sustained High Standards for Customer
Service and Stakeholders**

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

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

**Expand Board Knowledge of OHA and its
Affiliates**

OHA Strategic Planning

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

OHA STRATEGIC DEVELOPMENT FRAMEWORK
 New Construction & Acquisition
 Rehabilitation
 Administrative Rehab
 Year 15 Buyouts

OHA STRATEGIC DEVELOPMENT FRAMEWORK
 Efficient Voucher Utilization
Internal Systems Realignment and Capacity Building
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OHA STRATEGIC GOALS
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OHA Strategic Planning

OHA STRATEGIC GOALS

- Sustained High Standards for Customer Service and Stakeholders
- Position OHA as a Sustained Leader in the Preservation of Units and Expansion of Affordable Housing
- Sustained Impactful and Humane Resident Services, Community Engagement and Community Security
- Expand Board Knowledge of OHA and its Affiliates

OHA STRATEGIC DEVELOPMENT FRAMEWORK

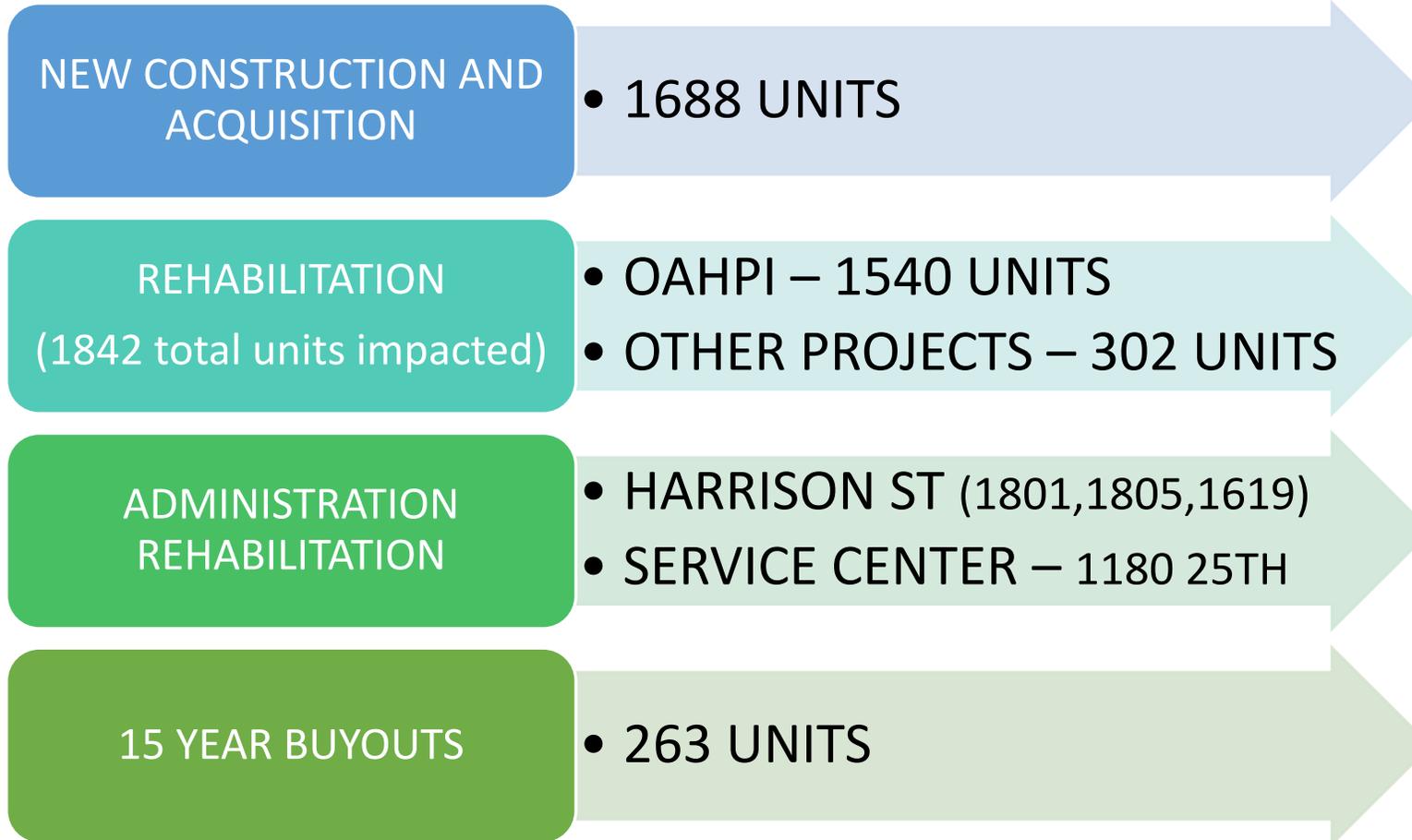
- Efficient Voucher Utilization
- Internal Systems Realignment and Capacity Building**
- Increase availability of units targeted to LI and VLI residents
- New Production
- Reinvestment in neighborhoods
- Preservation of existing affordable rental housing

DEVELOPMENT STRATEGIC PLAN – 5 years

- New Construction & Acquisition
- Rehabilitation
- Administrative Rehab
- Year 15 Buyouts

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

Five Year Strategic Development Plan



IMPACT OF OAHPI





The Big Questions

What is the purpose of the OAHPI Feasibility Master Plan?

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

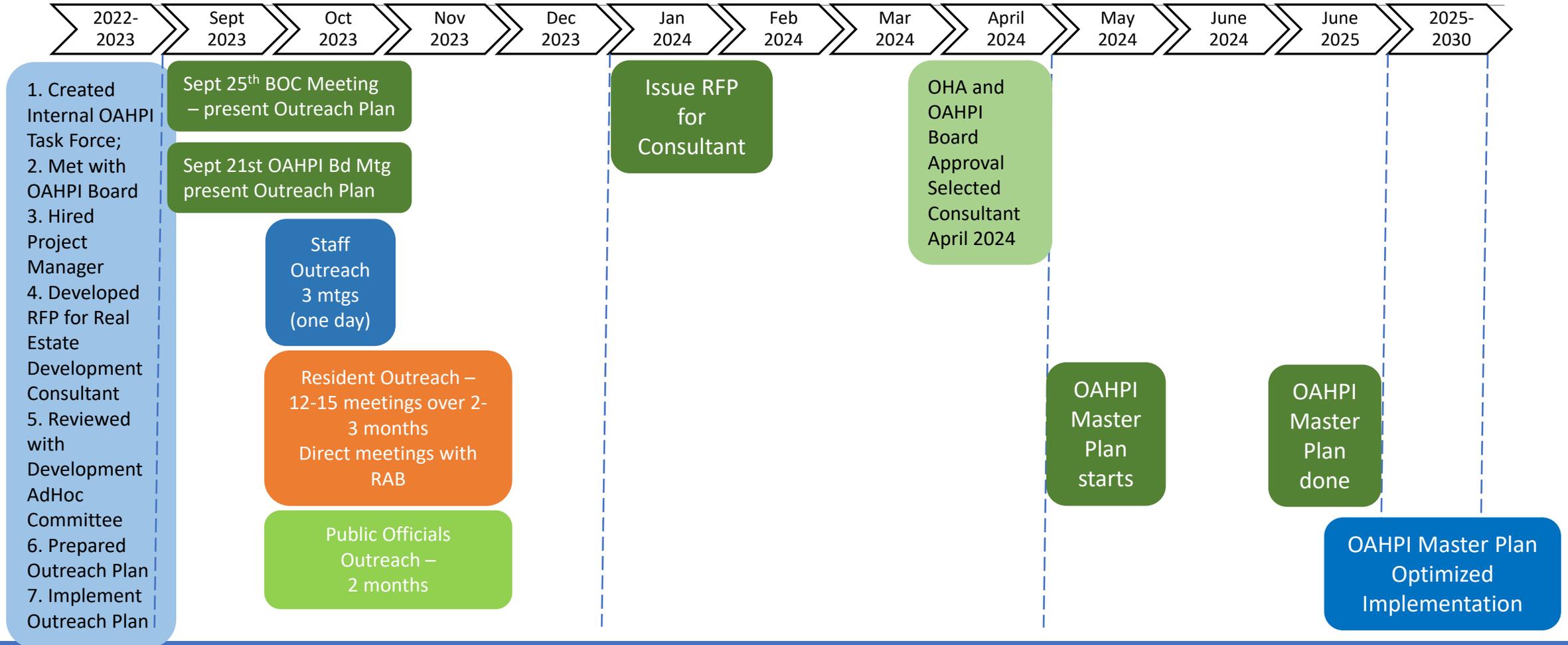
What follows:

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



2102 E. 17th St.

When? Master Plan Timeline



During this time, ongoing maintenance and repairs will continue



What is the impact?

What's included:

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



2558 35th Avenue



What is the impact? (cont'd)

What are the benefits of this master plan and implementation?

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



7950 Ney Avenue



Summary

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

OAHPIVision@oahpi.org

More information at www.oahpi.org



East 34th Street

BOARD OF DIRECTORS MEETING CALENDAR

1st Quarter of 2024	March 21, 2024, Thursday	5:30 PM-7:00 PM
2nd Quarter of 2024	June 20, 2024, Thursday	5:30 PM-7:00 PM
3rd Quarter of 2024	September 19, 2024, Thursday	5:30 PM-7:00 PM
4th Quarter of 2024	December 12, 2024, Thursday	5:30 PM-7:00 PM



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585 17TH STREET

Plans Surface For 585 17th Street In Downtown Oakland

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585 17th Street, rendering by BDE Architecture

BY: ANDREW NELSON 5:00 AM ON DECEMBER 21, 2023

New plans have been filed for an eight-story apartment complex at 585 17th Street in **Downtown Oakland, Alameda County**. The proposal will replace a narrow surface lot with nearly a hundred homes. **DM Development** is responsible for the application, working on behalf of the property owners, Lincoln Village Offices.

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FEATURE STORIES



New Details for Santa Clara Caltrain-Adjacent Housing

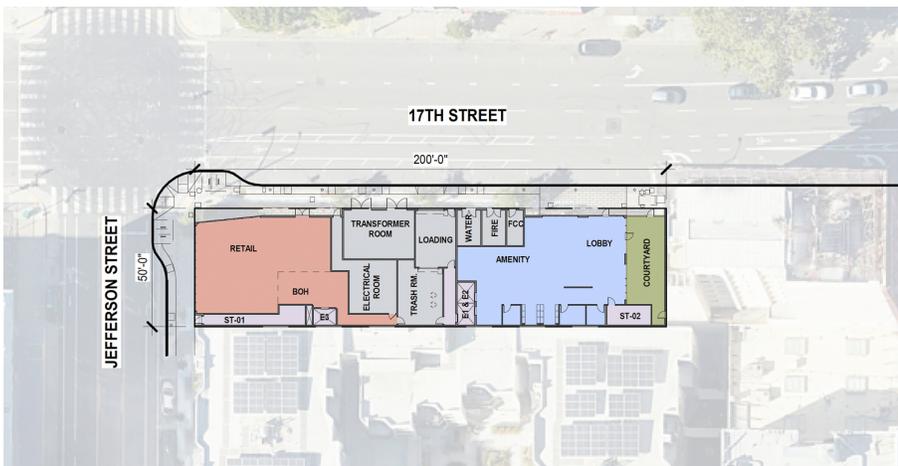
Modified Plan for The Rise in Cupertino



585 17th Street seen from along Jefferson Street, rendering by BDE Architecture



555 Bryant Street Rises Above Street Level in SoMa, San Francisco



585 17th Street floor-plan, rendering by BDE Architecture



Permit Activity for 530 Howard Street, SoMa, San Francisco



Construction Finishing for Sacramento Courthouse Building

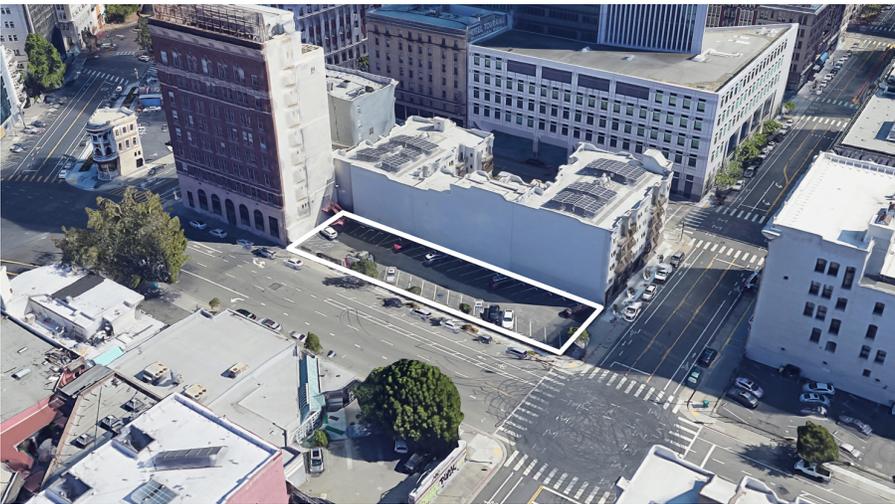
The 83-foot tall structure will yield around 76,420 square feet, including 4,180 square feet for retail. Construction will bring 94 market-rate apartments, averaging around 450 square feet. Unit sizes will vary, with 28 micro-units, 19 junior apartments, 14 studios, 21 one-bedrooms, and 12 two-bedrooms. Parking will be included for five bicycles.

BDE Architecture is responsible for the design. Illustrations show the building will be articulated with setbacks and vertical panels. An eight-story rooftop deck will provide residents with a shared amenity space overlooking Jefferson Street facing the Bay Area. **BKF** is the civil engineer, and **Jett** is the landscape architect.

Follow on Instagram



585 17th Street pedestrian view, rendering by BDE Architecture



585 17th Street, image by Google Satellite

The 0.23-acre parcel is located at the corner of 17th and Jefferson Street, close to San Pablo Avenue. Future residents will be just a five-minute walk from Downtown Oakland's 12th Street and 19th Street BART Stations along Broadways.

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