

Commission Members

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

Executive Director

Patricia Wells

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

HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA

Regular Meeting

Monday, May 23, 2022 at 6:00 p.m.

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

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

Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/89222565633?pwd=R0YydE9FZWsxTFI5U1MzOXcyb0dEUT09>

Meeting ID (access code): 892 2256 5633 **Meeting Password:** 067290

Closed Caption – provided through the link

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

Meeting ID (access code): 892 2256 5633 **Meeting Password:** 067290#

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>.



AGENDA
Regular Meeting
May 23, 2022, 6:00 pm

- I. Pledge of Allegiance
- II. Roll Call
- III. Approval of Minutes:
 - A. Approval of Minutes of the Regular Meeting of April 25, 2022
 - B. Approval of Minutes of the Special Meeting of May 09, 2022
- IV. Recognition of people wishing to address the Commission
- V. Old or Unfinished Business
 - A. Authorizing the Executive Director to execute a three-year contract with two 1-year option terms between the Oakland Housing Authority and ABM Industry Groups, LLC, (formerly Crown Building Maintenance dba Able Building Maintenance) for janitorial and day porter services for \$1,433,401 for the initial term (\$477,800.33 annually), \$570,474 for the first 1-year option term and \$605,147 for the second 1-year option term, in a total amount not to exceed \$2,609,022 for five-years, which includes a 10% contingency for any unforeseen pandemic or janitorial needs.
- VI. Modifications to the agenda
(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists.
- VII. New Business:
 - A. Celebration of Mr. Harold Davis on his 90th Birthday and recognition of Mr. Davis for his dedication to the Oakland Housing Authority.
 - B. Nomination and Election of Directors of Tassafaronga Housing Corporation.
 - C. Public Hearing of proposed changes to the Administrative Plan for the Housing Choice Voucher Program.
 - D. Presentation of the Third Quarter Financial Status Report for the nine-month period July 1, 2021 through March 31, 2022.

- E. Authorizing the Executive Director to execute a contract with Baker Tilly US, LLP for professional real estate development consulting and advisory services for a total not to exceed amount of \$2,250,000.
- F. Authorizing the Executive Director to execute a contract with California Housing Partnership Corporation for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.
- G. Authorizing the Executive Director to execute a contract with Collabo, LLC for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.
- H. Authorizing the Executive Director to execute a contract with CTY Housing, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$2,250,000.
- I. Authorizing the Executive Director to execute a contract with DCG Strategies, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.
- J. Authorizing the Executive Director to execute a contract with Dahlin Group, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.
- K. Authorizing the Executive Director to execute a contract with David Baker Architects, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.
- L. Authorizing the Executive Director to execute a contract with Devine & Gong, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.
- M. Authorizing the Executive Director to execute a contract with Dominion Due Diligence Group, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$2,250,000.
- N. Authorizing the Executive Director to execute a contract with Economic Consultants Oregon, LTD, DBA Eco Northwest for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.
- O. Authorizing the Executive Director to execute a contract with EJP Consulting Group, LLC for professional real estate development consulting and advisory services for a total not to exceed amount of \$1,500,000.

- P. Authorizing the Executive Director to execute a contract with Kobler Development Consulting for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.
- Q. Authorizing the Executive Director to execute a contract with Recap Advisors LLC, DBA Recap Real Estate Advisors for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.
- R. Authorizing the Executive Director to execute a contract with TAG Associates, Inc., for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.
- S. Authorizing the Executive Director to execute a contract with Urban Focus, LLC for professional real estate development consulting and advisory services for a total not to exceed amount of \$1,500,000.
- T. Authorizing the Executive Director to execute a grant agreement with the City of Oakland for the Sponsor-Based Housing Assistance Program (SBHAP) in a total amount not-to- exceed \$4,209,693 for the initial one-year term and \$4,209,693 for each of the two one-year option terms.
- U. Consent Agenda:
Items on the Consent Agenda are considered routine and do not require separate discussion. If a Commissioner wishes to have discussion, or if a member of the public wishes to comment on any consent item, the item may be removed from the consent agenda and considered separately. Questions or clarifications may be considered by the Commission without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.
1. Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.
 2. Authorizing the Executive Director to renew the commercial general liability insurance policy and to make payment of the annual premium in the amount not to exceed \$323,559.
 3. Authorizing the Executive Director to execute a contract with Mikko Design for graphic design services for a total amount not to exceed \$225,000.
 4. Authorizing the Executive Director to execute a contract with Percolate for graphic design services for a total amount not to exceed \$225,000.
 5. Authorizing the Executive Director to amend the current IT consulting services contract with Cobra Technology by extending the contract for six months and increasing the total amount not to exceed \$440,000.

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

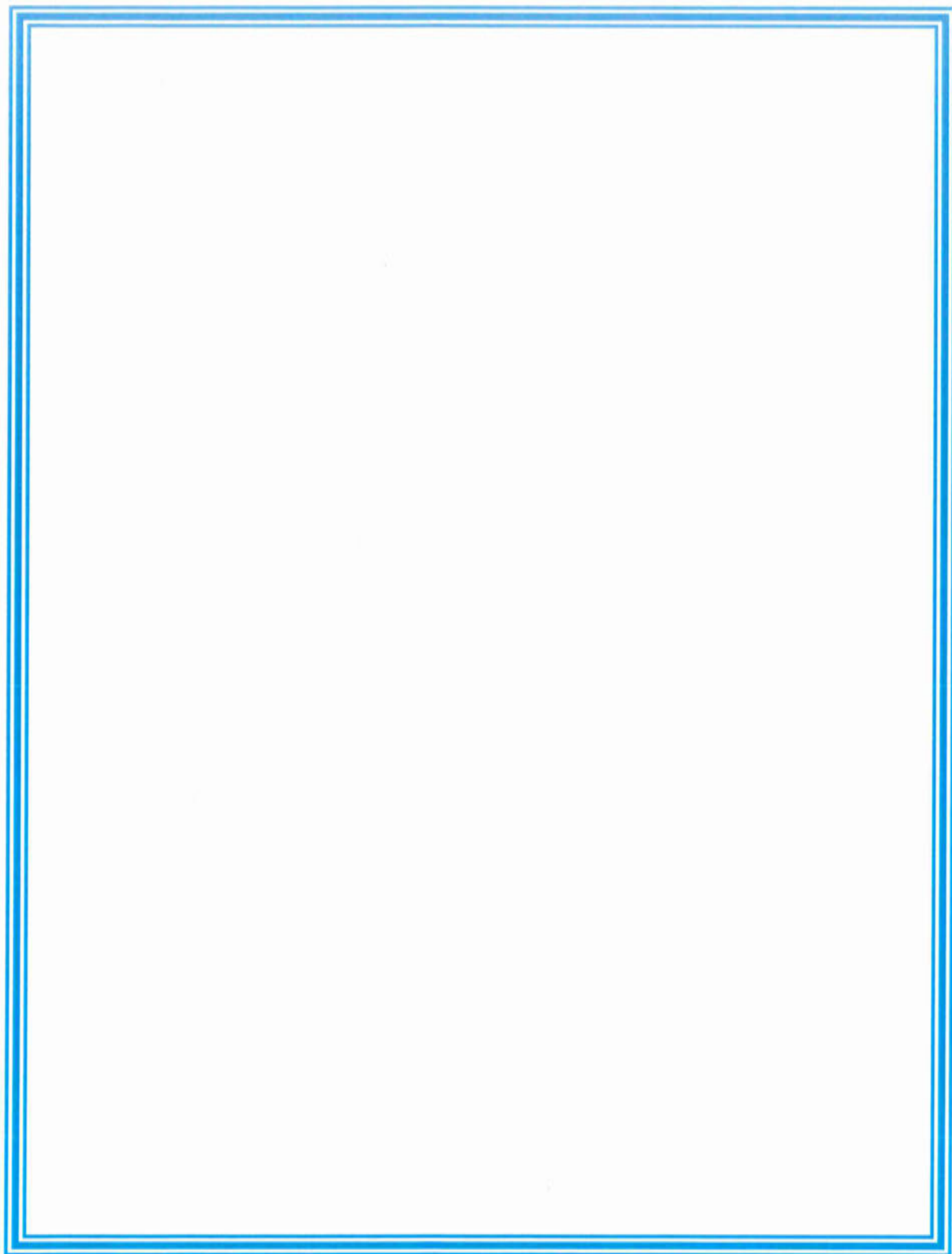
- VIII. Written Communications Departments' Monthly Report.
- IX. Executive Director's report regarding matters of special interest to the Commission occurring since the last meeting of the Commission.
- X. Reports of Commission Committees.
- XI. Announcements by Commissioners.
- XII. Adjournment of Public Session.

Gregory D. Hartwig, Chair of the Commission

By



Patricia Wells, Secretary



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

[Meetings are recorded and are accessible through our website: www.oakha.org]

Monday, April 25, 2022

Regular Meeting

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

Vice-Chair Anne Griffith presided and called the meeting to order at 6:01 p.m.

I. Pledge of Allegiance

II. Roll Call

Present 5 – Anne Griffith, Janny Castillo, Lynette Jung-Lee, Barbara Montgomery, and Mark Tortorich.

Excused 1 – Gregory Hartwig

III. Approval of Minutes:

A. Approval of Minutes of the Special Meeting of March 21, 2022

On approval of the March 21, 2022 minutes moved by Commissioner Castillo, seconded by Commissioner Montgomery, the motion passed by the following vote:

Ayes 5 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich

Excused 1 – Hartwig

IV. Recognition of people wishing to address the Commission

There were no persons wishing to address the Commission.

V. Old or Unfinished Business

A. Provide updates and next steps for the review of the Janitorial solicitation and continue the item to the May 25, 2022, Board meeting.

Contracts Compliance and General Services (CCGS) Manager, Daniel

Mermelstein provided an update on janitorial services solicitation. Mr. Mermelstein stated that based on the Commissioners questions regarding solicitation at the March 21 board meeting, the CCGS team and Capital Improvements department are thoroughly analyzing the procurement by reviewing the scope of work, proposals submitted, and the evaluation processes. Mr. Mermelstein further noted that the CCGS team is analyzing market trends and historic cost increases with both current and previous janitorial services. A final recommendation will be provided to the Commission in May with clarity on cost breakdowns with a comparison to other Housing Authorities use of janitorial services.

There were no further questions from the board.

VI. Modifications to the agenda

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

Secretary Wells requested to pull item VII.F.4 from consent and add as New Business Item VII.H., as one Commissioner will need to recuse herself. Vice-Chair Griffith and the Commission noted the modification and proceeded to New Business.

VII. New Business:

A. Presentation and Discussion of the 2022 Oakland Housing Authority Police Department's Resident Opinion Survey.

Chief of Police, Carel Duplessis, and Deputy Chief, Alan Love presented the survey results to the Commission and the public. Chief Duplessis provided background on some of the basic topics addressed in the survey including community safety and staff responsiveness. Community responses were received from 1,596 residents representing 1,596 households/units. Chief Duplessis noted that based upon survey results, the most significant issues affecting the community pertain to trespassing/loitering and drug abuse. Additionally, the community residents expressed that property cameras and outside lighting among the units would enhance overall safety. Based on the survey question on the overall rate of competency and performance by OHAPD, the residents were "satisfied" to "very satisfied" with OHAPD's response and performance.

Secretary Wells thanked OHAPD, the Public Safety Committee, and the PD Communications team who lead the endeavor to execute the survey and collect responses.

Commissioner Jung-Lee asked if the staff who administered the survey translated the survey in other languages and were there differences in responses with Senior Housing versus Family Housing. Chief Duplessis responded stating that OHAPD administered the survey in-person and in Vietnamese, Cantonese, Mandarin, and Spanish and further detailed that

Senior Housing has different concerns versus those in Family Housing. There were no further questions from the Board.

- B. Presentation and briefing plan for the future adoption of a "Military Equipment Use Policy" resolution in accordance with the requirements of California Assembly Bill 481.

Chief of Police, Caryl Duplessis and Deputy Chief, Alan Love presented the item. Chief Duplessis stated that the item is not an action item; however, on July 25, 2022, the item will be brought to the Board of Commissioners for approval as Assembly Bill No. 481 requires law enforcement agencies to obtain adoption of a policy of their explicable body via ordinance or resolution. On June 8th the policy will be posted on the Agency's website and available to the public with instructions on the method for providing public input. At the Board meeting in July, a public hearing will be opened and if no comments are provided, the item will be brought before the Board of Commissioners for approval and authorization to implement the policy.

Deputy Chief (DC) Alan Love presented background on the legislation requiring adoption of the policy for military equipment use. Deputy Chief Love reviewed the list of equipment that OHAPD will seek approval for during the July 2022 board meeting. DC Love highlighted that the OHAPD recognizes and respects the value and dignity of all human life without prejudices to anyone. Additionally, DC Love stated that the draft policy provides guidelines for the approval, acquisition and reporting requirements, and describes the approval process. He further thanked the Commission and the Public Safety Ad Hoc Committee for their valuable input.

The Commission appreciated the transparency of the Executive and OHAPD and had no further questions from the board.

- C. Ratification authorizing the Executive Director to extend the terms of the current janitorial and as-needed day porter services contracts for two months with Nova Commercial, Inc. in a total amount not to exceed \$74,000.

Contracts Compliance and General Services Manager, Daniel Mermelstein presented the item stating that on March 21, 2022 staff presented the recommendation to approve Nova Commercial, Inc. as a vendor to provide janitorial and day porter services. Mr. Mermelstein stated that the contract with Nova Commercial, Inc. was set to expire on March 31, 2022, and this extension is proposed to provide for an additional two-month of service with a budgetary impact of \$44,000.

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

Ayes 5 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich
Excused 1 – Hartwig

- D. Resolution authorizing the Executive Director to write off \$47,234.75 in Tenant Account Receivables for vacated tenants incurred by the OHA-managed public housing portfolio and deemed to be uncollectible for the period of January 1, 2021 – February 28, 2022.

Director of Property Operations, Mark Schiferl presented the item stating that the write-off amount of \$47,234.75 is for uncollectable tenant balances in the Public Housing properties in Lockwood Gardens and Peralta Village. The dollar amount includes 39 vacant tenants from January 1, 2021 – February 28, 2022.

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

Ayes 5 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich
Excused 1 – Hartwig

- E. Authorization to acquire the Limited Partner Interest in Lion Creek Crossings Phase II for an amount not to exceed \$39,000, and authorization to execute a Continuing Project Operations and Exclusive Negotiation Rights Agreement with the Administrative and Managing General Partners.

Chief Officer of Real Estate Development, Thomas Deloye presented the item noting it is staff's recommendation that the Board of Commissioners give consideration and approval to enter into an agreement to effectuate the acquisition with the Limited Partner of Interest in Lion Creek Crossings Phase II, and to execute a Continuing Project Operations and Exclusive Negotiation Rights Agreement with the Administrative and Managing General Partners.

Commissioner Montgomery asked for clarity as to which Lion Creek Crossing Phase is being referred to in this action item. Director of Asset Management, Anna Kaydanovskaya stated that Lion Creek Crossing Phase II is the multifamily development, whereas Lion Creek V is for Senior Housing.

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

Ayes 5 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich
Excused 1 – Hartwig

- F. Consent Agenda:

Items on the Consent Agenda are considered routine and do not require separate discussion. If a Commissioner wishes to have discussion, or if a member of the public wishes to comment on any consent item, the item may be removed from the consent agenda and considered separately. Questions or clarifications may be

considered by the Commission without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

1. Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.
2. Authorization to execute a three-year contract with Automatic Data Processing, Inc. for Human Capital Management and Managed Business Solutions in an amount not-to-exceed \$1,003,431.
3. Resolution authorizing the Executive Director to amend the contract to purchase ten (10) electric golf cart vehicles from Turf & Industrial Equipment utilizing OMNIA Partners cooperative agreement with Club Car, LLC, to add \$1,830.01, increasing the total amount not-to-exceed amount to \$201,830.01.

Secretary Wells reiterated the approval to modify the agenda in order to remove item VII.F.4. to item VII.H. The vote will be as amended. Having no questions from the Commission, a motion was made by Commissioner Jung-Lee to approve the item, and seconded by Commissioner Tortorich. The motion passed by the following vote:

Ayes 5 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich

Excused 1 – Hartwig

- G. Presentation and acceptance of the Certificate of Achievement for Excellence in Financial Reporting to the Oakland Housing Authority by the Government Finance Officers Association.

Secretary Wells introduced the item and noted that the Authority has achieved this certification for the eighth consecutive year. The award acknowledges the stellar work led by our Finance Department, which demonstrates the high standards of the OHA fiscal management program. Ms. Wells conveyed that this award is an honor to accept and receive and thanked the Finance Department.

This item was informational and there were no questions from the board.

- H. Authorization for the Executive Director to amend the property address of Coliseum Place, an affordable housing project, from 905 72nd Ave., Oakland, California, 94621 to 7120 Hawley Street, Oakland, California, 94621 for the agreement to enter into housing assistance payment contract and related documents.

Secretary Wells noted that Commissioner Castillo has recuse herself for the action item. Secretary Wells introduced the item to the Commission and Director of Leased Housing, Michelle Hasan reported on the item. Ms. Hasan briefed the board, noting that the project address in the original agreement was placed as 905 72nd Ave. On March 28, 2022, the City of Oakland

planning and building department issued a notification to the new project confirming the assignment of a new address for the parcel, which is 7120 Hawley Street, requiring the modification of the PBV project address to align with the new one assigned by the City.

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

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

Excused 1 – Hartwig

Recused 1 – Castillo

VIII. Written Communications Departments' Monthly Report.

Secretary Wells briefed the Commission on the Departmental Monthly Report for the month of March 2022. Director of Family and Community Partnerships, Nicole Thompson reported that on March 31st, Steph & Ayesha Curry, basketball superstars and founders of the Eat Learn and Play foundation, donated to OHA with a little town library located at the Peralta Villa Community. Students from MLK Elementary school were invited to participate in the day. Ms. Ayesha Curry read books to the students and join the youth in play and healthy snack activities.

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

Secretary Wells provided summary information on the following:

- CLPHA Comparative Funding Chart for FY23
- FY23 Public Housing and Section 8 Program Funding Needs
- Recognition of the Authority observing its first Juneteenth National Holiday
- PHADA Rents Letter to Honorable Marcia L. Fudge

X. Reports of Commission Committees.

Commissioner Castillo reported on the Management Transition Ad Hoc that met, stating that it was an update on how things are going according to our goals.

XI. Announcements by Commissioners.

There were no announcements by the Commissioners.

XII. Adjournment of Public Session.

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

Ayes 5 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich

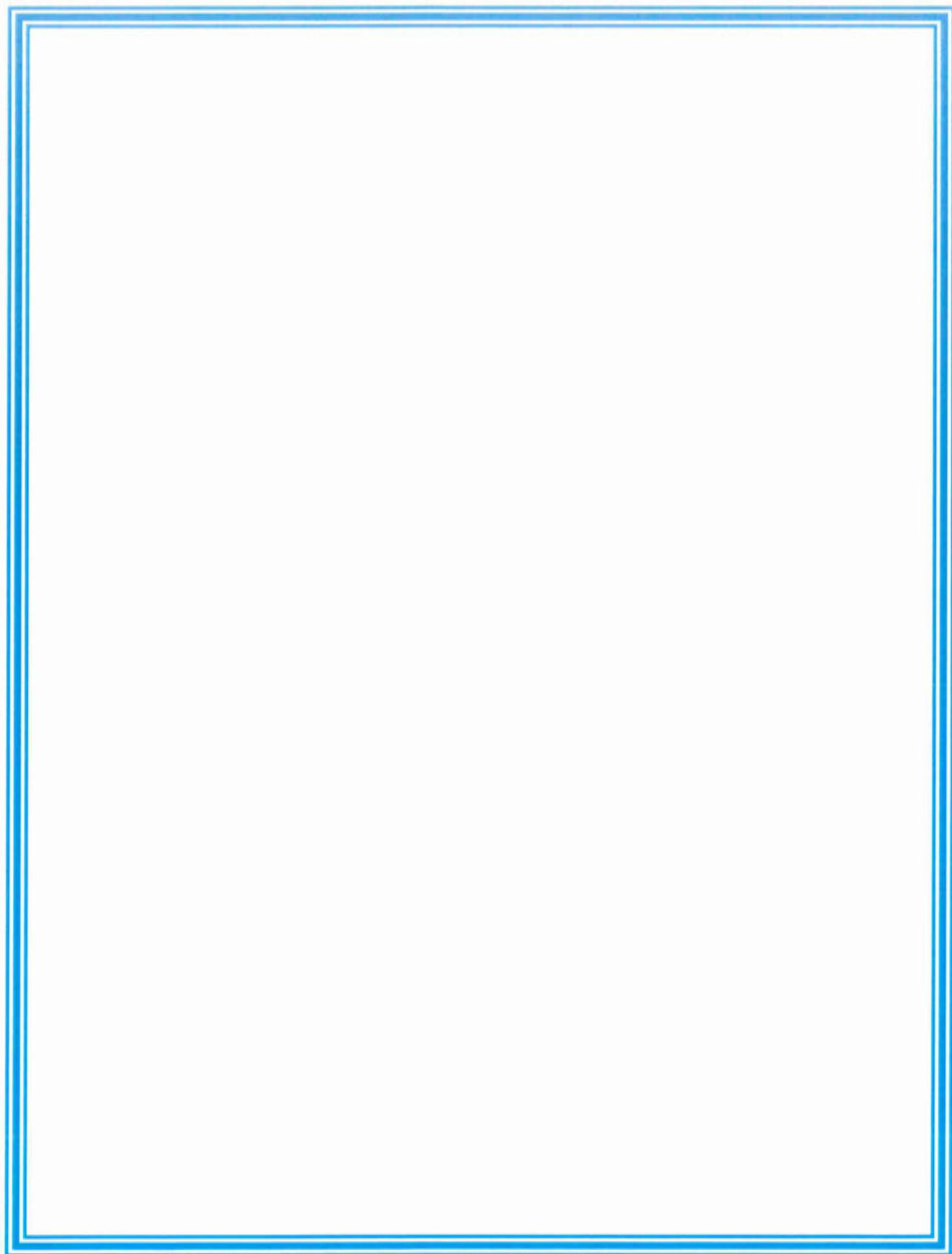
Excused 1 – Hartwig

The meeting adjourned at 7:50 P.M.

THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA

Gregory D. Hartwig, Chair of the Commission

Patricia Wells, Secretary/Executive Director



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

[Meetings are recorded and are accessible through our website: www.oakha.org]

Monday, May 09, 2022

Special Meeting

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

Chair Gregory Hartwig presided and called the meeting to order at 5:33 p.m.

I. Pledge of Allegiance

II. Roll Call

Present 5 – Gregory Hartwig, Anne Griffith, Lynette Jung-Lee, Barbara Montgomery, and Mark Tortorich.

Excused 1 – Janny Castillo

III. Recognition of people wishing to address the Commission

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

IV. Old or Unfinished Business

There were no old or unfinished business items to address.

V. 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.

There were no modifications to the agenda.

VI. New Business:

A. Fiscal Year 2023 Oakland Housing Authority Annual Budget Workshop Discussion.

Secretary Wells introduced Director of Finance, Victor Madamba, who began the presentation with a visual snapshot of the Fiscal Year (FY) 2023 proposed budget. Mr. Madamba detailed the FY23 funding sources by program, budget snapshot, staffing levels, OHA revenue budget, and vouchers per HUD budget authority, concluding his presentation with the

approval request for the FY2023 budget at \$368 million.

Vice-Chair Griffith referred back to the pie chart, which detailed the FY 2023 funding sources by program, and asked "if the percentages that we are spending match our aspirations as an organization, and is this how we like to see the breakdown of our expenses?." Secretary Wells affirmed the question, noting that staff will consider it as we continue assessments and implement planned activities. She also noted that the largest portion of the funding distribution, HAP payments, ensure that the Agency provides housing subsidy for as many families as possible in a market that is escalating in costs. Thus, the high HAP budget keeps the HAP competitive with the rental market. Secretary Wells spoke on Administrative Expenses, Protective Services, Maintenance & General Expenses, and Tenant Services and how the Agency is building resources to achieve the goals for this FY.

Chair Hartwig asked how the percentages compare with the overall industry. Mr. Madamba noted that he would research that market assessment to provide a comparison for the Commission at the next quarterly review.

Mr. Madamba discussed the FY2023 Capital Outlay budget, which includes Real Estate Development Projects and noted the 57% budget change. Commissioner Tortorich asked if the budget increase is due to payments to the vendor and for clarity on the nature of the capital outlay. Chief Officer of Real Estate Development, Thomas Deloye explained that the budgeted amounts are generally pre-development costs and fees anticipated, or pre-committed obligations to close on projects.

During the presentation, the respective Assistant Directors and Directors from the Departments of Finance, Information Technology, Human Resources, Leased Housing, Capital Improvements, Property Operations, Asset Management, Family & Community Partnerships, Police Department, and Office of Real Estate, each presented on their FY 2022 Accomplishments, FY 2023 Goals, and FY 2023 Department Budget and addressed questions and comments from the Commissioners.

VII. Adjournment of Public Session.

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

Ayes 5 – Hartwig, Griffith, Jung-Lee, Montgomery, Tortorich
Excused 1 – Castillo

The meeting adjourned at 8:07 P.M.

THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA

Gregory D. Hartwig, Chair of the Commission

Patricia Wells, Secretary/Executive Director

OLD OR UNFINISHED BUSINESS

Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

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

Date: May 23, 2022

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

Funding: Authorizing a total not to exceed amount of \$2,609,022 utilizing GL Code 4430-10-000

Background

On March 21, 2022, staff recommended the Board of Commissioners award a janitorial and day porter services contract to service six OHA administrative sites pursuant to RFP 21-035 issued on November 18, 2021. The Board asked staff for additional information pertaining to the recommended vendor and the agenda item was put on hold to allow for such review.

Staff conducted an in depth review of RFP 21-035 and completed negotiations, including best and final offers with the two vendors determined by the Evaluation Committee to be within the competitive range.

After negotiations and best and final offers were received, staff recommends awarding the janitorial and day services contract to ABM Industry Groups, LLC, a Delaware limited liability company. Through this process, staff obtained clarifying information missing from the evaluation phase, which resulted in a modified recommendation. Through this in-depth review, while both companies were almost equal in experience, technical capabilities, and approach to services, ABM Industry Groups, LLC was determined to bring the best dollar value to OHA. During this process, staff also completed its due diligence on ABM Industry Groups, LLC, given that they acquired Crown Building Maintenance dba Able Building Maintenance. Staff confirmed ABM Industry Group, LLC's was in good standing with the California Secretary of State, not on HUD's debarred list and confirmed ABM Industry Group, LLC would hold firm to the original proposal as submitted by Crown Building Maintenance dba Able Building Maintenance.

Through the negotiations and best and final process OHA was able to decrease the original requested amount to the Board. Staff was able to obtain missing pricing information from ABM Industry, LLC's submitted proposal, which resulted in the change in recommendation and overall savings to OHA. Staff clarified all proposed pricing, allowing for additional savings by removing the need for on-request services and placing these services on schedule within the periodic services scope of work.

Given the recent County of Alameda California guidelines providing for the decrease in COVID cases and rescinding the mask mandate (Order 22-01 effective 2/16/2022), staff does not intend to utilize the funding allocated for day porter services, which totals \$682,570 over the five-year term. Day porter services will only be used if directed to do so by the Executive Director. Staff only anticipates the budgetary impact being \$1,858,197 for janitorial services, which includes a 10% contingency for any possible unforeseen pandemic or janitorial needs.

Recommendation

It is recommended that the Board of Commissioners adopt the attached resolution approving and authorizing the Executive Director to enter into a three-year contract with two 1-year option terms between the Oakland Housing Authority and ABM Industry Groups, LLC (formerly Crown Building Maintenance dba Able Building Maintenance) for janitorial and day porter services for \$1,433,401 for the initial 3-year term (\$477,800.33 annually), \$570,474 for the first 1-year option term and \$605,147 for the second 1-year option term, in a total amount not to exceed \$2,609,022 for five years, which includes a 10% contingency for any unforeseen pandemic or janitorial needs.

Attachment: Resolution

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

On Motion of Commissioner

Seconded by Commissioner

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**APPROVING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A
THREE-YEAR CONTRACT WITH TWO 1-YEAR OPTION TERMS WITH ABM
INDUSTRY GROUPS, LLC (FORMERLY CROWN BUILDING MAINTENANCE DBA
ABLE BUILDING MAINTENANCE) FOR JANITORIAL AND DAY PORTER
SERVICES FOR \$1,433,401 FOR THE INITIAL 3-YEAR TERM (\$477,800.33
ANNUALLY), \$570,474 FOR THE FIRST 1-YEAR OPTION TERM AND \$605,147 FOR
THE SECOND 1-YEAR OPTION TERM, IN A TOTAL AMOUNT NOT TO EXCEED
\$2,609,022, WHICH INCLUDES A 10% CONTINGENCY FOR ANY UNFORESEEN
PANDEMIC OR JANITORIAL NEEDS**

WHEREAS, on March 21, 2022, the Housing Authority of the City of Oakland (OHA) staff recommended the Board of Commissioners award a janitorial and day porter services contract to service six administrative sites pursuant to RFP 21-035 issued on November 18, 2022; and

WHEREAS, the Board requested OHA provide additional information pertaining to the recommendation and it was placed on hold; and

WHEREAS, staff has conducted an in-depth review of RFP 21-035 and completed negotiations as well as best and final offers with the two vendors determined by the Evaluation Committee to be within the competitive range; and

WHEREAS, after negotiations and best and final offers were received, staff recommends awarding the janitorial and day porter services contract to ABM Industry

Groups, LLC, a Delaware limited liability company (formerly Crown Building Maintenance dba Able Building Maintenance) and entering into a contract between OHA and ABM Industry Groups, LLC with a three-year initial term and two 1-year options, for \$1,433,401 for the initial 3-year term (\$477,800.33 annually), \$570,474 for the first 1-year option term and \$605,147 for the second 1-year option term, in a total amount not to exceed \$2,609,022, which includes a 10% contingency for any unforeseen pandemic or janitorial needs ("Janitorial and Day Porter Contract"); and

WHEREAS, through this process, staff was able to obtain clarifying information missing in the evaluation phase, which resulted in a change in recommendation; and

WHEREAS, through this in-depth review, while both companies were almost equal in experience, technical capabilities, and approach to services, ABM Industry Groups, LLC was determined to bring the best dollar value to OHA; and

WHEREAS, during this process, staff also completed its due diligence on ABM Industry Groups, LLC, given that they acquired Crown Building Maintenance dba Able Building Maintenance; and

WHEREAS, staff confirmed ABM Industry Group, LLC's was in good standing with the California Secretary of State, not on HUD's debarred list and confirmed ABM Industry Group, LLC would hold firm to the original proposal as submitted by Crown Building Maintenance dba Able Building Maintenance; and

WHEREAS, through the negotiations and best and final process OHA was able to decrease the original requested amount; and

WHEREAS, staff was able to obtain missing pricing information from ABM Industry, LLC submitted proposal, which resulted in the change in recommendation and overall savings to OHA; and

WHEREAS, staff was given the opportunity to clarified all proposed pricing, allowing for additional savings in removing the need for on-request services and placing these services on schedule within the periodic services scope of work; and

WHEREAS, given the recent County of Alameda California guidelines providing for the decrease in COVID cases and rescinding the mask mandate (Order 22-01 effective 2/16/2022), staff does not intend to utilize the funding allocated for day porter services, which totals \$682,570 over the five-year term; and

WHEREAS, day porter services will only be used if directed to do so by OHA's Executive Director; and

WHEREAS, staff only anticipates the budgetary impact being \$1,858,197 for janitorial services, which includes a 10% contingency for any possible unforeseen pandemic or janitorial needs; and

WHEREAS, entering into the Janitorial and Day Porter Contract is in the best interest of OHA.

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

THAT, the Board of Commissioners approve and authorize the Executive Director to enter into a three-year contract with two 1-year option terms between the Housing Authority of the City of Oakland (OHA) and ABM Industry Groups, LLC, a Delaware limited liability company, for janitorial and day porter services for \$1,433,401 for the initial 3-year term (\$477,800.33 annually), \$570,474 for the first 1-year option term and \$605,147 for the second 1-year option term, in a total amount not to exceed \$2,609,022 over the 5 year contract term, which includes a 10% contingency for any unforeseen pandemic or janitorial needs; and

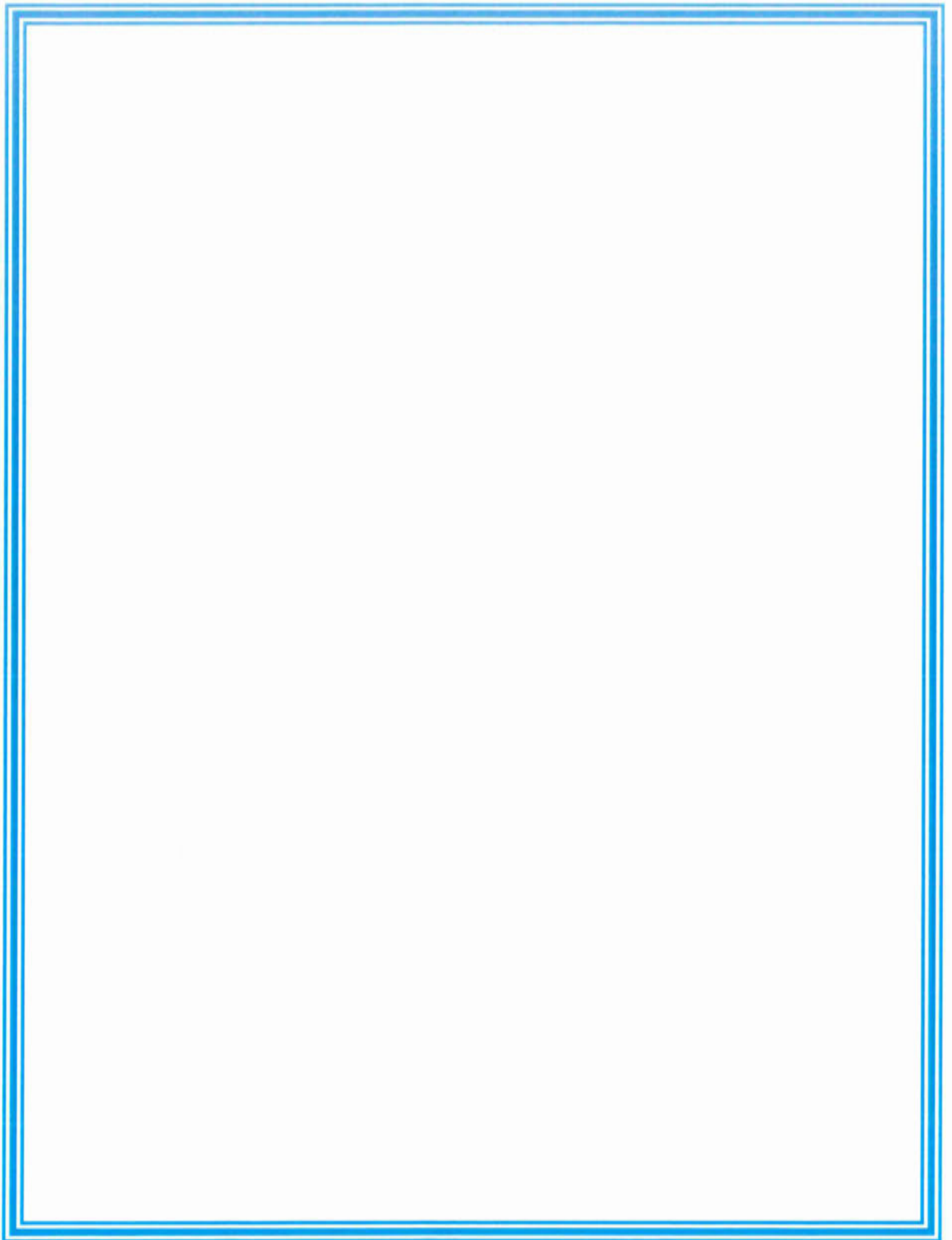
THAT, the Executive Director, on behalf of OHA, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing Authority
Of the City of Oakland, California on May 23, 2022.*

Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Celebration of Mr. Harold Davis on his 90th Birthday and recognition of Mr. Davis for his dedication to the Oakland Housing Authority.

Date: May 23, 2022

Purpose: To formally celebrate Mr. Harold Davis on reaching his 90th Birthday and recognize Mr. Davis for his dedication to the Oakland Housing Authority.

Funding: No funding is requested in this action.

Background:

In 1972, at the youthful age of 40, Mr. Harold M. Davis took on the Executive Director position with the Oakland Housing Authority. Prior to accepting the role, Mr. Davis was the Chief Assistant Welfare Director for Alameda County. He had been the unanimous choice of the five-member Authority's Board of Commissioners. Asked about his appointment at the time, Mr. Davis is quoted as saying it is "my desire to assist the Oakland Housing Authority in becoming one of the best housing authorities in the country."¹

A native of New Orleans, Mr. Davis earned a Bachelor of Arts degree in political science and labor relations from Southern University, a historically black university in Louisiana. After earning his bachelor's degree, he was commissioned as a first lieutenant in the U.S. Army, and following his service he earned a master's degree in public administration from the University of California, Berkeley in 1957. He would then go on to complete his studies and receive a doctorate degree at the American Baptist Seminary of the West in Berkeley.²

Mr. Davis worked as a social worker and then became a relocation supervisor for the Alameda County Redevelopment Agency in 1962. He served as Assistant Executive Director of the agency from 1963 until 1965 when he became Executive Director.

A man comfortable wearing many hats, Mr. Davis rose to the challenge by successfully leading in varying positions and responsibilities. He was a member of the board of

¹ "Housing Director Appointed," *The Oakland Tribune*, March 14, 1972, F 14

² Ibid.

directors of the YMCA and with the Pacifica Region of the National Councils of YMCAs. He served on the policy boards of both the Oakland and Berkeley Model Cities projects and was also director of the Alameda County Mental Health Association.

In October 1972, Mr. Davis initiated the first "Telephone-In", where from 1:30pm to 6:00pm, he personally answered a stream of calls from OHA residents about issues, concerns or general comments they wanted to discuss with him. During the first "Telephone-In," most of the callers were residents wanting to inform him about other residents' behaviors, whether it be about their children or their housekeeping choices.³ But some called to say they appreciated the opportunity to speak with the Executive Director and applauded him for listening to what the community had to say.

Mr. Davis continued this initiative for many years, and one memorable "Telephone-In" happened in 1978, six years (6) after the program started, when only 13 (thirteen) people responded to his invitation to call-in, the lowest response since the phone-in began⁴. At the time, more than 5,000 Oakland residents lived in public housing, with another 30,000 people using housing authority services. Due to the volume, Mr. Davis usually had trouble answering all their calls. Sometimes the Telephone-In sessions had as many as 200 residents calling to speak with the Executive Director. That day, with only 13 (thirteen) calls coming in, Mr. Davis and his team took it as a good sign that at the very least, OHA was doing something right.⁵

During his 27 (twenty-seven) year tenure serving as Executive Director at the Oakland Housing Authority, Mr. Davis's trailblazing initiatives built solid ground for the Authority to continue growing and flourishing into one of the nation's top "high performing" housing authorities year after year⁶. By the time, Mr. Davis was ready to retire from OHA in 1999, the Authority's most recent score from the U.S. Department of Housing and Urban Development (HUD) was 100 percent. For Oakland public housing residents, they saw a rise of on-site social services, renovations and increased security on the properties.

He recognized that the discourse around public housing had to change and that semantics mattered in how the public viewed the issues or how policies could be shaped. Mr. Davis has stopped national conventions when a speaker referred to public housing as "the projects" rather than "developments" because "projects are places people want to escape from and it's an unfair stereotype." He emphasized that "public housing reflects what is happening in society. People deserve decent housing."⁷

Mr. Davis led the agency during the height of the city's drug epidemic in the late 70s and early 80s. One of the more challenging renovation projects that has been recognized as

³ "Calling the Housing Authority," *The Oakland Tribune*, October 13, 1972, 2

⁴ "Housing chief glad he got fewer calls," *The Oakland Tribune*, August 9, 1978

⁵ Ibid.

⁶ Chauncey Bailey, "HUD Praises Oakland for its housing: One of 18 big cities lauded," *The Oakland Tribune*, March 2, 1996, A-7

⁷ "Oakland Housing Authority's Chief Steps Down After 27 Years," *The Oakland Tribune*, April 3, 1999, Local-1

a major achievement was the renovation project of San Antonio Villa. Built in 1964, the development was located between 66th and 69th avenues in East Oakland. By the late 1970s, it had become home to a notorious drug trafficking group who had a traumatic impact on the community. In an effort to end this strife and provide the development community a fresh start, Mr. Davis ensured the Authority's investment of approximately \$10 million in modernization funds from HUD, redeveloping the community and renaming it "Coliseum Gardens". With the arrest of drug trafficking leads by 1983, and careful steps taken by OHA to ensure community engagement and lease compliance, the community began to transform to one where residents felt safer. One resident, who had been there since 1964 and experienced the transformation went as far as noting that "it's heaven now...it's a lot better."⁸ The 178-unit complex has since been reborn as the 530-unit Lion Creek Crossings.

Mr. Davis's care and attention to the residents and city he served, was reflected in his drive and passion to change the often negative image of Oakland and its public housing developments. He channeled this passion by pushing to get resources for better security, exterior improvements and for new housing units. He encouraged residents to form councils so that they could have a voice in the programs and social services that would impact their lives. He also favored moving public housing away from the massive buildings that were often stigmatized to more scattered sites so that low-income households could be part of communities and not branded as just poor people warehoused in "the projects."⁹

In 1987, Mr. Davis was honored for his outstanding volunteer contributions to Satellite Senior Homes, Inc. And in January 1993, under Mr. Davis' direction, OHA entered into a partnership with the Boys & Girls Clubs of Oakland for their Gardens Branch location, situated in Central East Oakland, which was the first public housing Boys and Girls Club for the city.¹⁰

When inquired about his decision-making process, Mr. Davis said that he had a philosophy and standards from which he operated, both on and off the job, "I always ask myself, whenever I'm making a decision, 'Is it fair?'. I ask that question about a lot of things. If it's fair, if it's equitable, then that's what I do."¹¹

Even after retirement, Mr. Davis continues to dedicate his time to Oakland Housing Authority in the capacity of Oakland Housing Initiatives (OHI) and Keller Housing Initiatives (KHI), OHA's affiliates, whose mission is to expand and preserve affordable housing in Oakland.

⁸ Jack Cheevers, "Oakland housing project turns things around: Tenants agree things are better," *The Oakland Tribune*, June 20, 1986, A1-A2

⁹ "City Honors Champion of Public Housing" *The Oakland Tribune*, July 3, 1999, Local-1

¹⁰ "History: Boys & Girls Club of Oakland History To Date" (<http://www.bgcoakland.org/history>)

¹¹ Bailey, "Oakland housing chief set to head Baptist group," *The Oakland Tribune*, Sept 25, 1987, D-2

Recommended Action:

The Board of Commissioners, the Oakland Housing Authority, and the Oakland Housing Authority Police Department staffs congratulate Mr. Davis on his 90th birthday and want to express immense gratitude and appreciation for his years of service and contribution to the life of OHA's residents and staff.

Attachment: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**RESOLUTION RECOGNIZING EXECUTIVE DIRECTOR EMERITUS, HAROLD
DAVIS, FOR A HALF-CENTURY OF SERVICE TO OAKLAND HOUSING
AUTHORITY AND ITS AFFILIATES, AND IN APPRECIATION OF HIS CONTINUED
WORK ON BEHALF OF THE FAMILIES SERVED BY THE AUTHORITY AND THE
ENTIRE COMMUNITY IN OAKLAND, CALIFORNIA**

WHEREAS, Harold Davis began his career with the Oakland Housing Authority in 1972 as the Executive Director; and

WHEREAS, Mr. Davis conceived, created and led numerous programs, that centered the needs of the clients, employees and community of the Authority; and

WHEREAS, in October 1972, Mr. Davis hosted the first "Telephone-In," giving Authority residents a direct line to the leadership of the agency in an effort to both hear and validate their concerns, and to develop a meaningful platform through which Authority staff could identify specific areas of concern for the clients they serve; and

WHEREAS, the "Telephone-In" program ran for six years, boasting audiences as large as 200 people calling to express their concerns about issues impacting their households and families, and Mr. Davis took a personal interest in their concerns, until the issues were sufficiently addressed to reduce the need for this forum; and

WHEREAS, Mr. Davis presided over the rise of on-site social services, renovations, and increased security on Authority properties; and

WHEREAS, Mr. Davis led the shift away from referring to Authority properties with pejoratives such as "projects," choosing instead more respectful terms such as "developments," because as he stated, "projects are places people want to escape from and it's an unfair stereotype," and he emphasized that "public housing reflects what is happening in society. People deserve decent housing," making Mr. Davis a pioneer in the humanization of public housing residents; and

WHEREAS, Mr. Davis successfully overcame the adverse impacts of drug and gang activity on Authority property by spending approximately \$10 million in modernization funds from HUD, transitioning the old "San Antonio Villa" to "Coliseum Gardens" [now Lion Creek Crossings], prompting one resident, who had been there since 1964 and experienced the transformation to state, "it's heaven now...it's a lot better"; and

WHEREAS, Mr. Davis channeled his passion for the people of Oakland and the greater community by pushing to get resources for better security, exterior improvements and for new housing units; and

WHEREAS, Mr. Davis encouraged residents to form councils so that they could have a voice in the programs and social services that would impact their lives; and

WHEREAS, in 1987, Mr. Davis was honored for his outstanding volunteer contributions to Satellite Senior Homes, Inc.; and

WHEREAS, Mr. Davis, an Army Veteran commissioned as a first lieutenant, graduate of UC Berkeley with a master's degree in public administration, recipient of a doctorate degree from the American Baptist Seminary of the West in Berkeley, was formerly the Executive Director of the Alameda County Redevelopment Agency, and has served as board member of several local and national associations and councils, and held numerous roles in his church community, including as deacon, Sunday school teacher, and was president of the 1.6 million-member American Baptist Churches in the U.S., and has been an incredibly devoted and active member of his community; and

WHEREAS, in January 1993, under Mr. Davis's direction, the Authority entered into a partnership with the Boys & Girls Clubs of Oakland for their Gardens Branch location, situated in Central East Oakland, which was the first public housing Boys and Girls Club for the city; and

WHEREAS, when inquired about his decision-making process, Mr. Davis said that he had a philosophy and standards from which he operated, both on and off the job, "I always

ask myself, whenever I'm making a decision, 'Is it fair?', seeking fairness and equity in his approach to the Authority's most innovative and challenging endeavors; and

WHEREAS, Mr. Davis shepherded the agency through its normal operational challenges, leading to a score from the U.S. Department of Housing and Urban Development (HUD) of 100 percent, prior to his 1999 retirement from the Authority; and

WHEREAS, in 2013, Mr. Davis favored moving public housing away from the massive buildings that were often stigmatized to more scattered sites so that low-income households could be part of diverse, thriving communities; and

WHEREAS, even after retirement, Mr. Davis continues to dedicate his time to Oakland Housing Authority in the capacity of the Authority's affiliates, Oakland Housing Initiatives (OHI) and Keller Housing Initiatives (KHI), whose missions are to expand and preserve affordable housing in Oakland;

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

THAT, Harold Davis, the Executive Director Emeritus of the Oakland Housing Authority, is recognized for his extraordinary achievements at the Authority and its Affiliates; and

THAT, the Board of Commissioners thanks Mr. Davis for his contributions to increasing the supply of affordable housing and related supportive services in Oakland, California; and

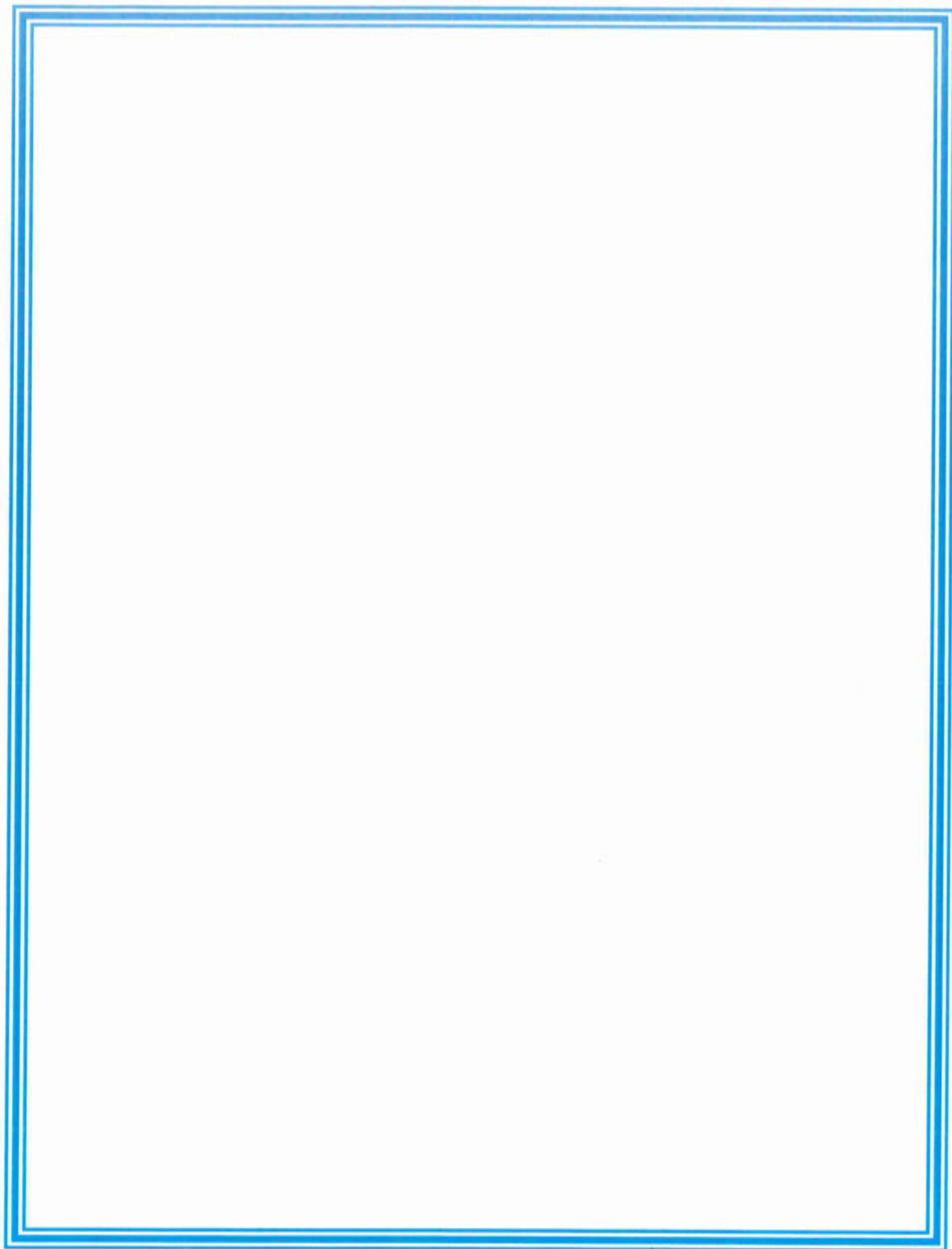
THAT, the Authority's Executive Director, on behalf of the Authority, is hereby authorized to bestow an appropriate commendation upon Mr. Davis the occasion of his 90th birthday;

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing
Authority of the City of Oakland, California, on May 23, 2022.*

Secretary/ Executive Director


ADOPTED:

RESOLUTION NO.



Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Nomination and Election of Directors of Tassafaronga Housing Corporation

Date: May 23, 2022

Pursuant to the Tassafaronga Housing Corporation (THC) By-Laws, on June 22, 2020, the Board of Commissioners appointed Janny Castillo and Lynette Jung-Lee to serve as the THC Directors for the term of two years. The OHA Executive Director serves as an *ex officio* in the third seat. The two-year term expires on June 21, 2022; therefore, a nomination and election of two officers are required. Below is the information on the appointment and qualifications of Directors as outlined in By-Laws adopted on October 25, 2007.

Article 4

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

Section 4.6 Term. The Executive Director shall serve as a director of the Corporation for so long as he or she holds such Specified Position. The two (2) members of the Commission selected by the Commission and appointed by the Incorporator as initial directors of the Corporation shall serve for a term beginning on the date on which the Articles of Incorporation of the Corporation were filed with the Secretary of State and ending on the date on which the Commission shall elect Commission officers at the annual Commission meeting to be held in June 2010. At such time and thereafter at the annual Commission meeting occurring every two (2) years at which Commission officers are elected in accordance with Commission bylaws, the Commission shall elect two (2) commissioners to serve as directors of the Board for a term of two (2) years.

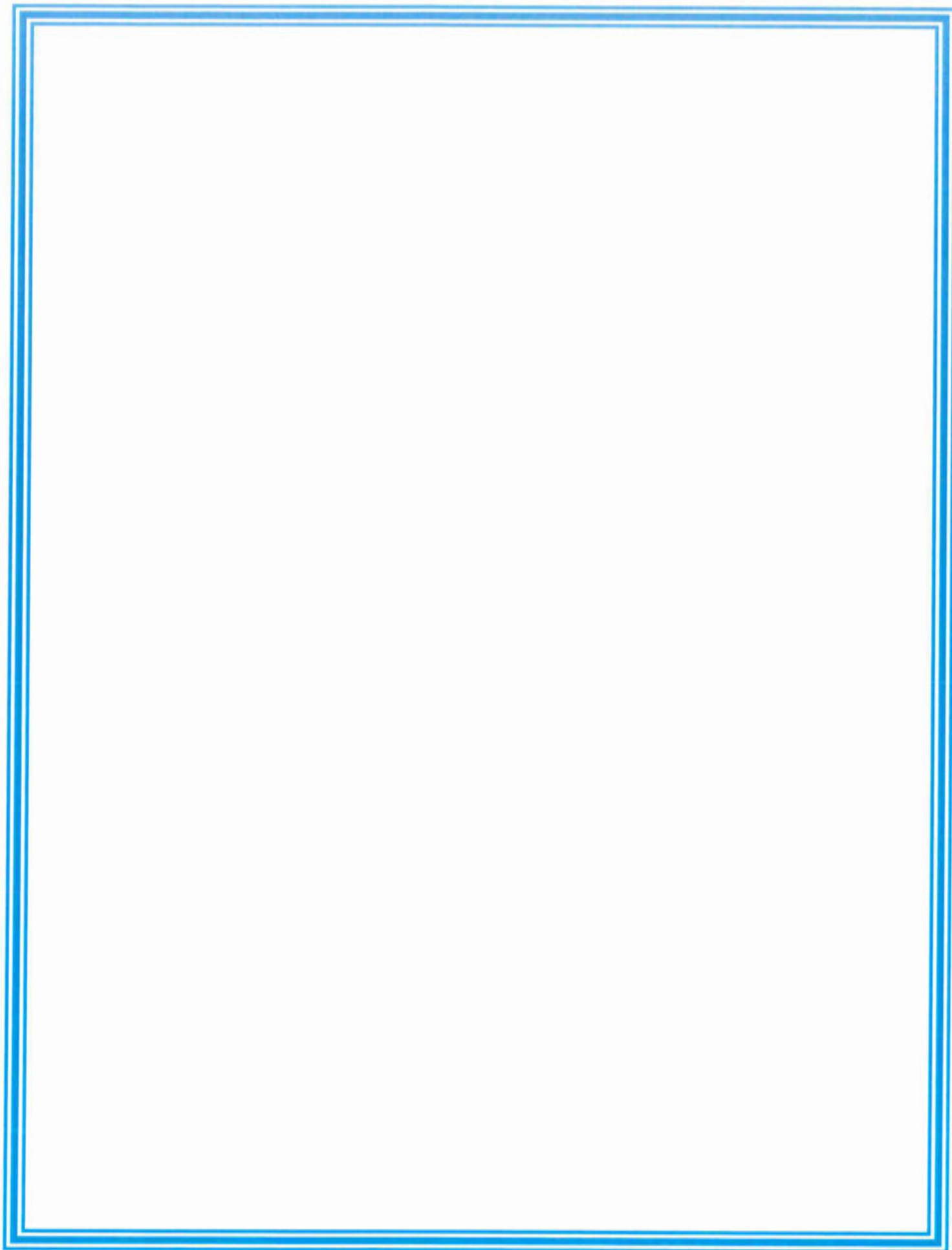
Notwithstanding that such directors shall be elected at the annual meeting at which Commission officers are elected, such directors shall not be required to be officers of the Commission.

Below please find the current roster of the Tassafaronga Housing Corporation.

Directors	Start Term	End Term
Lynette Jung-Lee	06/22/2020	06/21/2022
Janny Castillo	06/22/2020	06/21/2022
Patricia Wells	Ex Officio	Ex Officio

Recommended Action:

It is recommended that the Board of Directors appoint Directors of the Tassafaronga Housing Corporation, for a two-year (2) term, ending June 21, 2022, pursuant to Article 4, Sections 4.5 and Sections 4.6 of the By-Laws of THC.



Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

Request: Public Hearing of proposed changes to the Administrative Plan for the Housing Choice Voucher Program

Date: May 23, 2022

Purpose: The Authority's Administrative Plan sets policy and provides guidance for the administration of the Authority's Housing Choice Voucher program. Changes to the Administrative Plan require a 30-day public comment period. The public comment period for the proposed changes to this document began on May 16, 2022 and will end on June 17, 2022.

Funding: No funding is required for this item.

Background

The Administrative Plan outlines policies, operations, and management of the Authority's Housing Choice Voucher (HCV) program administering approximately 14,700 vouchers. The Department of Housing and Urban Development (Department) requires publication of the Administrative Plan for at least 30 days to allow for public comment and feedback on the agency's policies. After the public comment period ends, the Board of Commissioners can take action to adopt the proposed changes.

The proposed changes were made to ensure compliance with current operating policies originally piloted during COVID-19 and CARES Act waivers and extensions offered in PIH Notices (2020-5, 2021-14, 2022-09), Emergency Housing Vouchers requirements, better compliance with federal regulations, MTW activity modifications proposed in the FY 2023 Annual MTW Plan and a recently approved expedited payment standard waiver request offered in PIH notice 2021-34. These changes are summarized in the table below.

On March 24, 2022, the Authority requested permission to use an expedited regulatory waiver called "Voucher Tenancy New Payment Standard Amount," which waives regulatory requirements under 982.503(b) as specified in PIH notice 2021-34. This waiver relief of regulatory requirements allows the Authority to establish payment standards from 111 to 120 percent of the Fair Market Rent (FMR) for all of its voucher programs. The Authority requested this waiver because and certified that current year-to-date HCV utilization rates are lower in the HCV program and are below 98 percent. This waiver and

the MTW activity modification request to allow payment standards of up to 150% of current FMRs will give the Authority the opportunity to meet demands for more competitive/open market rents especially in the one- and two-bedroom unit sizes. The table below shows projected rents based on current and projected modified payment standards.

Projected Alternative Payment Standards

	Studio	1BR	2BR	3B	4BR	5BR
FY 2022 FMRs	\$1,538	\$1,854	\$2,274	\$3,006	\$3,578	\$4,115
110% of FY 2022 FMRs	\$1,692	\$2,039	\$2,501	\$3,307	\$3,936	\$4,526
120% of FY 2022 FMRs	\$1,846	\$2,225	\$2,729	\$3,607	\$4,294	\$4,938
150% of FY 2022 FMRs	\$2,307	\$2,781	\$3,411	\$4,509	\$5,367	\$6,172

Summary of Proposed Changes to the Administrative Plan

Section	Change/Revision	Reason/Justification
5.I.B	Added language that briefings may be held virtually or in-person.	Compliance with current operating policy
5.II.E	Added voucher extension requests exceeding 180 days must be approved by Director or designee	Clarification in anticipation of Emergency Housing Voucher extensions
8.II.I	Clarification language regarding virtual inspections	Compliance with current operating policy
9.I.B, 9.I.E, 11.II.D	Electronic submission of Requests for Tenancy Approval, Leases and Interim Documentation	Clarification of Operating policy
Chapter 15	Language to establish alternative payment standards and exception payment standard hubs as authorized by MTW activity #17-01 and approved payment standard waiver requests.	A modification to MTW activity #17-01 was proposed in the FY 2023 Annual MTW Plan and this language reflects the modification. Approved payment standard waiver request to go up to 120% of payment standards per PIH Notice 2021-34
16.Part 1	Language to align the Executive Director procurement authority with Board authorizations.	Modification to align with existing Board resolutions.
16.II.B	Payment standards	A modification to MTW activity #17-01 was proposed in the FY 2023 Annual MTW Plan and this language reflects the modification.

		Approved payment standard waiver request to go up to 120% of payment standards per PIH Notice 2021-34
16.X.A	Conflict of Interest Policy updated	Better reflection of regulations and clarification of scope
17.VIII.B	Any alternative payment standards authorized for the MTW tenant-based voucher program will also apply to the project-based voucher program	A modification to MTW activity #17-01 was proposed in the FY 2023 Annual MTW Plan and this language reflects the modification. Approved payment standard waiver request to go up to 120% of payment standards per PIH Notice 2021-34
Chapter 18	Emergency Housing Vouchers (EHVs) (Temporary Policy Supplement) – addresses waivers and discretionary policies for administering EHVs. Expected to be in effect for period in which the Authority administers these vouchers (Sunset date for issuing new EHVs is Sept. 2023)	Department requirement for Administering EHVs

Public Outreach

The Authority published an announcement of the public comment period and the public hearing in the Oakland Tribune on May 23, 2022. Authority staff also followed the typical public outreach strategy, which included:

- Posting an announcement on the Authority's website,
- Sending the announcement via electronic mail to City of Oakland officials, other public agencies and stakeholder groups, and
- Presented the policy changes at the April 13, 2022 meeting of the Resident Advisory Board, and
- Held public hearing for comments at the May 23, 2022.

The public comment period began on May 16, 2022 and will end on June 17, 2022. Any comments received during the public comment period and public hearing will be considered as the Authority completes a more thorough evaluation of the Administrative Plan scheduled for 2022.

The final draft of the Administrative Plan will be posted on the Authority's website (www.oakha.org) and will be made available by calling the Executive Office.

Recommendation Action:

Staff recommends that the Board of Commissioners open and close the public hearing of the proposed changes to the Administrative Plan for the Housing Choice Voucher Program.

Attachments: Extract of Changes to OHA's Administrative Plan
Letter requesting expedited regulatory waiver for payment standards



Administrative Plan Changes

Board of Commissioners Meeting

May 23, 2022

Presented by: Julie Christiansen, Assistant Director of PI&C

Proposed Changes

Administrative Plan

1. Virtual briefings and inspections/verifications
2. Electronic document submissions
3. Voucher extensions may exceed 180 days with approval
4. Alternative payment standards (120 and 150%)
5. Updated Conflict of Interest policy and ED procurement authority
6. New Chapter 18 on Emergency Housing Vouchers



Policy Documents Updated by:



Dominica
Henderson, Director

Julie Christiansen,
Assistant Director

Erika McLitus
Policy Analyst

Please send comments to:
jchristiansen@oakha.org



Admin Plan Extract

May 2022

5-I.B. BRIEFING

OHA must give the family an oral briefing and provide the family with a briefing packet containing written information about the program. Families may be briefed individually or in groups. At the briefing, OHA must ensure effective communication in accordance with Section 504 requirements (Section 504 of the Rehabilitation Act of 1973), and ensure that the briefing site is accessible to individuals with disabilities. For a more thorough discussion of accessibility requirements, refer to Chapter 2.

OHA Briefings will be conducted in group meetings. These meetings may be held virtually or in-person.

5-II.E. VOUCHER TERM, EXTENSIONS, AND SUSPENSIONS

Extensions of Voucher Term [24 CFR 982.303(b)]

OHA may approve one or more extensions to the initial voucher term for a maximum of 90 calendar days, starting on the day after the voucher expires. There can be no break in the term of the voucher. Extensions will be granted for a maximum of 90 days. Any requests for more than one extension of the initial voucher term, must be approved by Director of Leased Housing or her designee. For any extension requests that exceed 180 calendar days, the request must be approved by the Director of Leased Housing or their designee.

6-III.C. APPLYING PAYMENT STANDARDS [24 CFR 982.505; 982.503(b)]

OHA Policy

To increase housing choices for low income families, OHA is not limited to establishing payment standards the within the HUD required basic range of between 90 percent and 110 percent of the published FMR for each that unit size. OHA is authorized to establish payment standards for the MTW Housing Choice Voucher program that reflect current local rental market conditions. Per MTW Activity 17-01, OHA may establish payment standards of up to 150% of the published FMR for each unit size based on various criteria specified to establish payment exception standard hubs.

8.II.I. VERIFICATION OF REPAIRS

Verifying HQS Deficiencies through Owner/Tenant Self-Certification and Virtual Methods

If the PHA determines that a unit does not meet the Housing Quality Standards (HQS) requirements during an annual, biennial, Complaint, Quality Control, or Special inspection, verification that the deficiencies are corrected may be done by means other than an in person re-inspection.

The Federal guidelines that govern the Section 8 Program require that repairs be made timely. Therefore, this Certification of Repairs form must be signed by both the owner and the tenant and returned within 30 days from the inspection date or by the designated return date, whichever is sooner. The same timeframe applies to virtual inspections.

9-I.B. REQUESTING TENANCY APPROVAL [Form HUD-52517]

OHA Policy

The RTA must be signed by both the family and the owner.

The owner may submit the RTA on behalf of the family.

Completed RTA (including the proposed dwelling lease) must be submitted as hard copies, in-person, electronically, by mail, or by fax.

9-I.E. LEASE AND TENANCY ADDENDUM

PHA Review of Lease

HUD requires PHAs to review the dwelling lease for compliance with all applicable HCV program requirements.

OHA Policy

If the dwelling lease is incomplete or incorrect, OHA will notify the family and the owner of the deficiencies. Missing and corrected lease information will only be accepted as hard copies, in-person, electronically, by mail, or by fax. OHA will not accept missing and corrected information over the phone

11-II.D. PROCESSING THE INTERIM REEXAMINATION

Method of Reporting

OHA Policy

The family must notify OHA of changes in writing.

Generally, the family will not be required to attend an interview for an interim reexamination. However, if OHA determines that an interview is warranted, the family must attend.

Based on the type of change reported, OHA will determine the documentation the family will be required to submit. The family must submit any required information or documents within 10 business days of receiving a request from OHA. This time frame may be extended for good cause with OHA approval. OHA will accept required documentation by mail, electronically, email, by fax, or in person.

Chapter 15

Under MTW authority, OHA may determine property eligibility criteria, including types of units currently prohibited by Section 8 regulations, as well as shared living facilities. If the Agency chooses to use this authorization, it will provide a transition plan to both the affected residents and HUD prior to the end of the demonstration. *This authorization waives certain provisions of Section 8(p) of the 1937 Act and 24 CFR 983.53-54 and Subparts H and M as necessary to implement the Agency's Annual MTW Plan. OHA may establish alternate payment standards and exception payment standard hubs as authorized by MTW activity #17-01 or alternative payment standards through authorized payment standard waiver requests.*

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Chapter 16

Part 1

OHA Policy

Expenditures from the administrative fee reserve will be made in accordance with all applicable Federal requirements and will align with OHA's Board of Commissioners authorizes the approved Executive Director procurement authority Executive Director to expend up to \$50,000 per occurrence without prior Board approval.

Any item(s) exceeding \$50,000 will require prior Board approval before any charge is made against the Section 8 Administrative Fee Reserve.

16-II.B. PAYMENT STANDARDS [24 CFR 982.503; HCV GB, Chapter 7]

Under MTW Authority, OHA is authorized to adopt and implement any reasonable policy to establish payments, rents or subsidy levels from tenant-based

assistance that differ from the currently mandated program requirement in the 1937 Act and its implementing regulations. OHA is authorized to adopt and implement any reasonable policies to calculate the tenant portion of rent that differ from the currently mandated program requirement in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Section 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10), and 8(o)(13)(H)-(I) of the 1937 Act and 24 CFR 982.508, 982.503 and 982.518, as necessary to implement the Agency's Annual MTW Plan. OHA may establish alternate payment standards or exception payment standard hubs as authorized by MTW activity #17-01 or alternative payment standards through authorized payment standard waiver requests.*

PART X: CONFLICT OF INTEREST POLICY

16-X.A. OVERVIEW (24 CFR 982.161)

Neither the OHA nor any person or entity who is a member of the following classes defined below as "Covered Individuals" may enter into any contract or arrangement in connection with any of OHA's programs in which any of the following covered individuals has any interest, direct or indirect, or in any benefits or payments under a contract (including the interest of an "Immediate Family Member" of such covered individuals) during their tenure with OHA or for one year thereafter:

~~of its contractors or subcontractors may enter into any contract or arrangement in connection with any of OHA's programs in which any of the following classes of persons has any interest, direct or indirect, during their tenure or for one year thereafter:~~

1. Any present or former Board of Commissioners member or officer of the Authority OHA (except a participant commissioner); or
2. Any All employees of the Authority OHA or an employee's partner or employees' Immediate Family Members; or
~~or any contractor, subcontractor or agent of the Authority, who formulates policy or who influences decisions with respect to the programs (except that program participants may be hired as employees of the Authority);~~
3. Any contractor, subcontractor or agent of OHA, who formulates policy or who influences decisions with respect to the programs (except that program participants may be hired as employees of OHA); or
43. Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs; or

4. Any member of or delegate to the Congress of the United States or resident commissioner of OHA; or
5. "Immediate Family Member" means the spouse, parent (including a stepparent), child (including a stepchild), grandparent, grandchild, sister or brother (including a stepsister or stepbrother), or any person related by blood or marriage to any covered individual.

The contract owner/participant certifies and is responsible for assuring that no person or entity has or will have a prohibited interest, at execution of the contract, or at any time during the contract or any other contract term.

If a prohibited interest occurs, the covered individual shall promptly and fully disclose such interest to OHA and HUD.

The conflict of interest prohibition under this section may be waived by the HUD field office for good cause.

No member of or delegate to the Congress of the United States or resident commissioner shall be admitted to any share or part of a contract with OHA or to any benefits which may arise from it.

This policy applies to all traditional voucher programs and all non-traditional local programs created through the MTW demonstration.

17-VIII.B. RENT LIMITS [24 CFR 983.301]

OHA Policy

The same utility allowance schedule and any utility allowance policies developed for the MTW tenant-based program, also apply to the project-based voucher program. Any alternate payment standards or exception payment standard hubs as authorized in the MTW Plan or payment standard waiver requests for the MTW tenant-based program will also apply to the project based voucher program.

CHAPTER 18: Emergency Housing Vouchers

Temporary Policy Supplement

EMERGENCY HOUSING VOUCHERS (EHVs)

INTRODUCTION

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) (P.L. 117-2). Section 3202 of the ARP appropriated \$5 billion for the creation, administration, and renewal of new incremental emergency housing vouchers (EHVs) and other eligible expenses related to COVID-19.

On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD's process for allocating approximately 70,000 EHVs to eligible PHAs and set forth the operating requirements for PHAs who administer them. Based on criteria outlined in the notice, HUD notified eligible PHAs of the number of EHVs allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program.

PHAs may not project-based EHVs; EHVs are exclusively tenant-based assistance.

All applicable nondiscrimination and equal opportunity requirements apply to the EHV program, including requirements that the PHA grant reasonable accommodations to persons with disabilities, effectively communicate with persons with disabilities, and ensure meaningful access for persons with limited English proficiency (LEP).

This chapter describes HUD regulations and PHA policies for administering EHVs. The policies outlined in this chapter are organized into seven sections, as follows:

Part I: Funding

Part II: Partnering Agencies

Part III: Waiting List Management

Part IV: Family Eligibility

Part V: Housing Search and Leasing

Part VI: Use of Funds, Reporting, and Financial Records

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to EHVs.

PART I: FUNDING

TPS-I.A. FUNDING OVERVIEW

The American Rescue Plan Act of 2021 (ARP) provides administrative fees and funding for the costs of administering emergency housing vouchers (EHVs) and other eligible expenses defined in Notice PIH 2021-15. These fees may only be used for EHV administration and other eligible expenses and must not be used for or applied to other PHA programs or vouchers. The PHA must maintain separate financial records from its regular HCV funding for all EHV funding.

Housing Assistance Payments (HAP) Funding

ARP funding obligated to the PHA as housing assistance payments (HAP) funding may only be used for eligible EHV HAP expenses (i.e., rental assistance payments). EHV HAP funding may not be used for EHV administrative expenses or for the eligible uses under the EHV services fee.

The initial funding term will expire December 31, 2022. HUD will provide renewal funding to the PHA for the EHVs on a calendar year (CY) basis commencing with CY 2023. The renewal funding allocation will be based on the PHA's actual EHV HAP costs in leasing, similar to the renewal process for the regular HCV program. EHV renewal funding is not part of the annual HCV renewal funding formula; EHVs are renewed separately from the regular HCV program. All renewal funding for the duration of the EHV program has been appropriated as part of the ARP funding.

Administrative Fee and Funding

The following four types of fees and funding are allocated as part of the EHV program:

- Preliminary fees support immediate start-up costs that the PHA will incur in implementing alternative requirements under EHV, such as outreach and coordination with partnering agencies:
 - \$400 per EHV allocated to the PHA, once the consolidated annual contributions contract (CACC) is amended.
 - This fee may be used for any eligible administrative expenses related to EHVs.
 - The fee may also be used to pay for any eligible activities under EHV service fees (TPS-I.B).

- Placement fees/expedited issuance reporting fees will support initial lease-up costs and the added cost and effort required to expedite leasing of EHV's:
 - \$100 for each EHV initially leased, if the PHA reports the voucher issuance date in Public Housing Information Center–Next Generation (PIC–NG) system within 14 days of voucher issuance or the date the system becomes available for reporting.
 - Placement fees:
 - o \$500 for each EHV family placed under a HAP contract effective within four months of the effective date of the ACC funding increment; or
 - o \$250 for each EHV family placed under a HAP contract effective after four months but less than six months after the effective date of the ACC funding increment.
 - o HUD will determine placement fees in the event of multiple EHV allocations and funding increment effective dates.
 - Placement/expedited issuance fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.
- Ongoing administrative fees, which are calculated in the same way as the standard HCV program:
 - PHAs are allocated administrative fees using the full column A administrative fee amount for each EHV under contract as of the first day of each month.
 - Ongoing EHV administrative fees may be subject to proration in future years, based on available EHV funding.
- Services fees, which are a one-time fee to support PHAs' efforts to implement and operate an effective EHV services program in its jurisdiction (TPS-I.B):
 - The fee is allocated once the PHA's CACC is amended to reflect EHV funding.
 - The amount allocated is \$3,500 for each EHV allocated.

TPS-I.B. SERVICE FEES

Services fee funding must be initially used for defined eligible uses and not for other administrative expenses of operating the EHV program. Service fees fall into four categories:

- Housing search assistance
- Security deposit/utility deposit/rental application/holding fee uses
- Owner-related uses
- Other eligible uses such as moving expenses or tenant-readiness services

The PHA must establish the eligible uses and the parameters and requirements for service fees in the PHA's administrative plan.

OHA Policy

Eligible uses of services fees include the following:

Holding fees are fees an owner requests that are rolled into the security deposit after an application is accepted but before a lease is signed. The PHA may cover part or all of the holding fee for units where the fee is required by the owner after a tenant's application has been accepted but before the lease signing. The PHA and owner must agree how the holding fee gets rolled into the deposit, and under what conditions the fee will be returned. In general, owners need to accept responsibility for making needed repairs to a unit required by the initial housing quality standards (HQS) inspections and can only keep the holding fee if the client is at fault for not entering into a lease.

Security deposit assistance. The amount of the security deposit assistance may not exceed the lesser of two months' rent to owner, the maximum security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner. The PHA may pay the security deposit assistance directly to the owner or may pay the assistance to the family. If paid to the family, the PHA will require documentation that the family paid the security deposit. This assistance may be offered to direct referrals from the CoC as needed.

Utility deposit assistance/utility arrears. The PHA may provide utility deposit assistance for some or all of the family's utility deposit expenses. Assistance can be provided for deposits (including connection fees) required for the utilities to be supplied by the tenant under the lease. The PHA may pay the utility deposit assistance directly to the utility company or may pay the assistance to the family. If paid to the family, the PHA will require documentation the family paid the utility deposit. The PHA will require the utility supplier or family to return the utility deposit assistance to the PHA at such time the deposit is returned by the utility supplier (less any amounts retained by the utility supplier). In addition, some families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult if not impossible to establish services for tenant-supplied utilities. The PHA may also provide the family with assistance to help address these utility arrears to facilitate leasing. Utility deposit assistance returned to the PHA will be

used for either services fee eligible uses or other EHV administrative costs, as required by HUD.

Moving expenses (including move-in fees and deposits). The PHA may provide assistance for some or all of the family's reasonable moving expenses when they initially lease a unit with the EHV. The PHA will not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do (e.g., the PHA is terminating the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner is refusing to offer the family the opportunity to enter a new lease after the initial lease term, as opposed to the family choosing to terminate the tenancy in order to move to another unit), or a family has to move due to domestic violence, dating violence, sexual assault, or stalking.

Tenant-readiness services. The PHA may use fees to help create a customized plan to address or mitigate barriers that individual families may face in renting a unit with an EHV, such as negative credit, lack of credit, negative rental or utility history, or to connect the family to other community resources (including COVID-related resources) that can assist with rental arrears.

Application fees/non-refundable administrative or processing fees/refundable application deposit assistance. The PHA may choose to assist the family with some or all these expenses.

Essential household items. The PHA may use services fee funding to assist the family with some or all of the costs of acquiring essential household items such as tableware, cooking equipment, beds or bedding, and essential sanitary products such as soap and toiletries. OHA intends to provide each EHV family with a "Welcome Kit" that contains various essential household items.

Renter's insurance if required by the lease. OHA may choose to assist the family with some or all this cost.

Owner recruitment and incentives. OHA may use the service fee funding to conduct owner recruitment and outreach specifically for EHV's. In addition to traditional owner recruitment and outreach, activities may include conducting pre-inspections or otherwise expediting the inspection process, providing enhanced customer service, and offering owner incentive and/or retention payments. Other activities may include but not limited to:

- New unit incentive payments
- Payments to fix HQS fail items
- Speed leasing bonus payments

Owner incentive and/or retention payments. OHA may make incentive or retention payments to owners that agree to initially lease their unit to an EHV family and/or renew the lease of an EHV family. Payments will be made as a single payment at the beginning of the assisted lease term (or lease renewal if a retention payment). Owner incentive and retentions payments are not housing assistance

payments, are not part of the rent to owner, and are not taken into consideration when determining whether the rent for the unit is reasonable.

Any services fee assistance that is returned to the PHA after its initial or subsequent use may only be applied to the eligible services fee uses defined in Notice PIH 2021-15 (or subsequent notice) or other EHV administrative costs. Any amounts not expended for these eligible uses when the PHA's EHV program ends must be remitted to HUD.

PART II: PARTNERING AGENCIES

TPS-II.A. CONTINUUM OF CARE (CoC)

PHAs that accept an allocation of EHV's are required to enter into a Memorandum of Understanding (MOU) with the Continuum of Care (CoC) to establish a partnership for the administration of EHV's.

OHA Policy

OHA has entered into an MOU with the Alameda County Continuum of Care (CoC) and the County of Alameda on behalf of its Alameda County Health Care Services Agency (HCSA) See Exhibit TPS-1 for a copy of the MOU.

TPS-II.B. OTHER PARTNERING ORGANIZATIONS

The PHA may, but is not required to, partner with other organizations trusted by persons experiencing homelessness, such as victim services providers (VSPs) and other community partners. If the PHA chooses to partner with such agencies, the PHA must either enter into an MOU with the partnering agency or the partnering agency may be added to the MOU between the PHA and CoC.

OHA Policy

The CoC will be responsible for administering relationships with other partnering organizations. See Exhibit TPS-1 for a copy of the MOU.

TPS-II.C. REFERRALS

CoC and Partnering Agency Referrals

The primary responsibility of the CoC under the MOU with the PHA is to make direct referrals of qualifying individuals and families to the PHA. The PHA must generally refer a family that is seeking EHV assistance directly from the PHA to the CoC or other referring agency for initial intake, assessment, and possible referral for EHV assistance. Partner CoCs are responsible for determining whether the family qualifies under one of the four eligibility categories for EHV's. The CoC or other direct referral partner must provide supporting documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance.

OHA Policy

1. The following populations shall be eligible for EHV assistance and will be referred to Oakland Housing Authority by the County CoC for other partnering agencies through specific Housing Authority MOUs referred to as "partnering agency":

In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories, definitions of which are set forth in Exhibit A attached hereto and incorporated herein by this reference:

- Homeless

- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

In Alameda County, the following groups have been prioritized for EHV referral:

- Homeless (prioritized through coordinated entry, including a 9% set-aside for Transition-aged youth)
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking (prioritized through coordinated entry in collaboration with provider agencies, a 10% set-aside)
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability (targeted to people who were at high risk for COVID-19 complications and exited Project Roomkey with temporary subsidies).

In general, the verification that the individual or family meets one of these four eligibility categories is conducted by the County CoC or another partnering agency that makes direct referrals to OHA. The County CoC or other partnering agency must provide supporting documentation at the time of referral to OHA of the referring agency's verification and certification that the family meets one of the four eligible categories for EHV assistance. OHA must retain this documentation as part of the family's file. Examples of HUD approved certifications that can be used to document the referring agency's verification are attached hereto as Exhibits B and C respectively and incorporated herein by this reference.

Individuals and families classified as recently homeless must be referred by the County CoC or its designee. Referrals to OHA will follow procedures outlined in the MOU and determined by OHA in collaboration with Coordinated Entry partners. OHA may elect to use EHV's for emergency VAWA transfers per OHA's Emergency Transfer Plan. If it is determined that the amount or timeliness of referrals from the CoC is not sufficient to meet leasing goals, OHA may pursue other referral options as outlined in PIH Notice 2021-15 and the MOU.

2. General Eligibility and Prioritization. Coordinated Entry prioritization and assessment factors are approved by the CoC and posted at <https://everyonehome.org/>.

3. HCSA, as the management entity of the County CoC, shall generally submit eligible EHV tenant referrals to one of the four Housing Authorities pursuant to the

following procedures: based on where tenants have been housed (if recently housed and homeless), "home city" as reported in the Homeless Management Information System, and where the referred person would like to live in as long as EHV's are available at that Housing Authority.

The Housing Authorities plan to work with the CoC referral partners to establish a detailed workflow for the referral process and will use these procedures once they have been established. The referral process may differ for each Housing Authority and be based on items such as but not limited to email, data sharing portals or business system transmittals.

Offers of Assistance with CoC Referral

The PHA may make an EHV available without a referral from the CoC or other partnering organization in order to facilitate an emergency transfer under VAWA in accordance with the PHA's Emergency Transfer Plan (ETP) in Chapter 16.

The PHA must also take direct referrals from outside the CoC if:

- The CoC does not have a sufficient number of eligible families to refer to the PHA; or
- The CoC does not identify families that may be eligible for EHV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking.

If at any time the PHA is not receiving enough referrals or is not receiving referrals in a timely manner from the CoC or other partner referral agencies (or the PHA and CoC cannot identify any such alternative referral partner agencies), HUD may permit the PHA on a temporary or permanent basis to take EHV applications directly from applicants and admit eligible families to the EHV program in lieu of or in addition to direct referrals in those circumstances.

PART III: WAITING LIST MANAGEMENT

TPS-III. A. HCV WAITING LIST

The regulation that requires OHA to admit applicants as waiting list admissions or special admissions in accordance with admission policies in Chapter 4 does not apply to PHAs operating the EHV program. Direct referrals are not added to the PHA's HCV waiting list.

OHA must inform families on the HCV waiting list of the availability of EHV's by, at a minimum, either by posting the information to their website or providing public notice in their respective communities in accordance with the requirements listed in Notice PIH 2021-15.

OHA Policy

OHA will post information about the EHV program for families on their website. The notice will:

Describe the eligible populations to which EHV's are limited

Clearly state that the availability of these EHV's is managed through a direct referral process

Advise the family to contact the CoC (or any other referral partner designated by the CoC, if applicable) if the family believes they may be eligible for EHV assistance

OHA will ensure effective communication with persons with disabilities, including those with vision, hearing, and other communication-related disabilities in accordance with Chapter 2. The PHA will also take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP) in accordance with Chapter 2.

TPS-III.B. EHV WAITING LIST

The HCV regulations requiring OHA to operate a single waiting list for admission to the HCV program do not apply to PHAs operating the EHV program. Instead, when the number of applicants referred by the CoC or partnering agency exceeds the EHV's available, OHA must maintain a separate waiting list for EHV referrals, both at initial leasing and for any turnover vouchers that may be issued prior to September 30, 2023.

Further, the EHV waiting list is not subject to OHA policies in Chapter 4 regarding opening and closing the HCV waiting list. OHA will work directly with its CoC and other referral agency partners to manage the number of referrals and the size of the EHV waiting list.

TPS-III.C. PREFERENCES

HCV Waiting List Preferences

If local preferences are established by the PHA for HCV, they do not apply to EHV. However, if the PHA has a homeless preference or a VAWA preference for the HCV waiting list, the PHA must adopt additional policies related to EHV in accordance with Notice PIH 2021-15.

OHA Policy OHA has a homeless preference for the HCV waiting list as outlined in Section 4-III.C. Local Preferences. OHA will refer any applicant on the waiting list that indicates they qualify for the homeless preference to the CoC. The CoC will determine whether the family is eligible for an EHV (based on the qualifying definition for EHV assistance for homelessness or another eligible category as applicable). The CoC will also determine if the family is eligible for other homeless assistance.**EHV Waiting List Preferences**

With the exception of a residency preference, OHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for EHV. OHA may, however, choose to not establish any local preferences for the EHV waiting list.

OHA Policy

No local preferences have been established for the EHV waiting list.

PART IV: FAMILY ELIGIBILITY

TPS-IV.A. OVERVIEW

The CoC or referring agency determines whether the individual or family meets any one of the four eligibility criteria described in Notice PIH 2021-15 and then refers the family to the PHA. The PHA determines that the family meets other eligibility criteria for the HCV program, as modified for the EHV program and outlined below.

TPS-IV.B. REFERRING AGENCY DETERMINATION OF ELIGIBILITY

In order to be eligible for an EHV, an individual or family must meet one of four eligibility criteria:

- Homeless as defined in 24 CFR 578.3;
- At risk of homelessness as defined in 24 CFR 578.3;
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2021-15), or human trafficking (as defined in the 22 U.S.C. Section 7102); or
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability as determined by the CoC or its designee in accordance with the definition in Notice PIH 2021-15.

As applicable, the CoC or referring agency must provide documentation to OHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance. OHA must retain this documentation as part of the family's file.

TPS-IV.C. PHA SCREENING

Overview

HUD waived 24 CFR 982.552 and 982.553 in part for the EHV applicants and established an alternative requirement for mandatory and permissive prohibitions of admissions. Except where applicable, OHA policies regarding denials in Chapter 3 of this policy do not apply to screening individuals and families for eligibility for an EHV. Instead, the EHV alternative requirement listed in this section will apply to all EHV applicants.

The mandatory and permissive prohibitions listed in Notice PIH 2021-15 and in this chapter, however, apply only when screening the individual or family for eligibility for an EHV. When adding a family member after the family has been placed under a HAP contract with EHV assistance, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, OHA must approve additional family members and may apply its regular HCV screening criteria in Chapter 3 in doing so.

Mandatory Denials

Under alternative requirements for the EHV program, mandatory denials for EHV applicants include:

- 24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- 24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

OHA must deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information as required by 24 CFR 982.552(b)(3) but should notify the family of the limited EHV grounds for denial of admission first.

OHA Policy

OHA will deny admission to the program if any adult member (or head of household or spouse, regardless of age) fails to sign and submit consent forms. OHA will first notify the family of the limited EHV grounds for denial of admission as part of the notice of denial that will be mailed to the family.

OHA will deny admission based on the mandatory conditions outlined in PIH Notice 2021-15 and listed above.

Permissive Denial

Notice PIH 2021-15 lists permissive prohibitions for which the PHA may, but is not required to, deny admission to EHV families. The notice also lists prohibitions that, while allowable under the HCV program, may not be used to deny assistance for EHV families.

If the PHA intends to establish permissive prohibition policies for EHV applicants, the PHA must first consult with its CoC partner to understand the impact that the proposed prohibitions may have on referrals and must take the CoC's recommendations into consideration.

OHA Policy

OHA will not use any of the permissive or optional reasons for denial of admission.

In compliance with PIH 2021-15, the PHA **will not** deny an EHV applicant admission regardless of whether:

Any member of the family has been evicted from federally assisted housing in the last five years;

A PHA has ever terminated assistance under the program for any member of the family;

The family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act;

The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;

The family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA;

The family would otherwise be prohibited admission under alcohol abuse standards established by the PHA in accordance with 24 CFR 982.553(a)(3);

The PHA determines that any household member is currently engaged in or has engaged in during a reasonable time before the admission, drug-related criminal activity.

TPS-IV.D. INCOME VERIFICATION AT ADMISSION

Self-Certification at Admission

The requirement to obtain third-party verification of income in accordance with Notice PIH 2018-18 does not apply to the EHV program applicants at admission, and alternatively, PHAs may consider self-certification the highest form of income verification at admission. As such, PHA policies related to the verification of income in Section 7-I.B. do not apply to EHV families at admission. Instead, applicants must submit an affidavit attesting to their reported income, assets, expenses, and other factors that would affect an income eligibility determination.

Additionally, applicants may provide third-party documentation that represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request.

OHA Policy

Any documents used for verification must be the original (not photocopies) and dated within the 60-day period prior to admission. The documents must not be damaged, altered, or in any way illegible.

Printouts from webpages are considered original documents.

Any family self-certifications must be made in a format acceptable to OHA and must be signed by the family member whose information or status is being verified.

OHA will address any material discrepancies (i.e., unreported income or a substantial difference in reported income) that may arise later. OHA may, but is not required to, offer the family a repayment agreement in accordance with Chapter 16. If the family fails to repay the excess subsidy, OHA will terminate the family's assistance in accordance with the policies in Chapter 12.

Recently Conducted Income Determinations

PHAs may accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as:

- The income was calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months; and
- The family certifies there has been no change in income or family composition in the interim.

OHA Policy

OHA will not accept income calculations and verifications from third-party providers.

The family certification must be made in a format acceptable to the OHA and must be signed by all adult family members whose information or status is being verified.

At the time of the family's annual reexamination the PHA must conduct the annual reexamination of income as outlined at 24 CFR 982.516 and PHA policies in Chapter 11.

EIV Income Validation

Once HUD makes the EIV data available to PHAs under this waiver and alternative requirement, the PHA must:

- Review the EIV Income and Income Validation Tool (IVT) reports to confirm and validate family-reported income within 90 days of the PIC submission date;
- Print and maintain copies of the EIV Income and IVT Reports in the tenant file; and
- Resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates.

Prior to admission, PHAs must continue to use HUD's EIV system to search for all household members using the Existing Tenant Search in accordance with PHA policies in Chapter 3.

If a PHA later determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program in accordance with Chapter 12.

TPS-IV.E. SOCIAL SECURITY NUMBER AND CITIZENSHIP STATUS VERIFICATION

For the EHV program, the PHA is not required to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the EHV program. Instead, PHAs may adopt policies to admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

OHA Policy

OHA will admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. These individuals must provide the required documentation in accordance with policies in Chapter 7 within 180 days of admission. OHA may provide an additional 60-day extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If OHA determines that an ineligible family received assistance, the OHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

TPS-IV.F. AGE AND DISABILITY VERIFICATION

PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. If self-certification is used, the PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

OHA Policy

OHA will accept self-certification of date of birth and disability status if a higher form of verification is not immediately available. The certification must be made in a format acceptable to OHA and must be signed by the family member whose information or status is being verified. If self-certification is accepted, within 90 days of admission, OHA will verify the information in EIV or through other third-party verification if the information is not available in EIV. OHA will note the family's file that self-certification was used as initial verification and include an EIV printout or other third-party verification confirming the applicant's date of birth and/or disability status.

If OHA determines that an ineligible family received assistance, the PHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

TPS-IV.G. INCOME TARGETING

The PHA must determine income eligibility for EHV families in accordance with 24 CFR 982.201 and PHA policy in Chapter 3; however, income targeting requirements do not apply for EHV families. The PHA may still choose to include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

OHA Policy

OHA does not use income targeting.

PART V: HOUSING SEARCH AND LEASING

TPS-V.A. INITIAL VOUCHER TERM

Unlike the standard HCV program, which requires an initial voucher term of at least 60 days, EHV vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 5-II.E. will apply.

OHA Policy

All EHV's will have an initial term of 120 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless OHA grants an extension.

TPS-V.B. HOUSING SEARCH ASSISTANCE

The PHA must ensure housing search assistance is made available to EHV families during their initial housing search. The housing search assistance may be provided directly by the PHA or through the CoC or another partnering agency or entity. ;

At a minimum, housing search assistance must:

- Help individual families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods;
- Provide transportation assistance and directions to potential units;
- Conduct owner outreach;
- Assist with the completion of rental applications and PHA forms; and
- Help expedite the EHV leasing process for the family

OHA Policy

As identified in the MOU between the OHA and CoC, the following housing search assistance will be provided to each EHV family:

OHA will:

1. Coordinate and consult with the HCSA and CoC in developing the services and assistance to be offered to the EHV referrals;
2. The Housing Authority will establish windows of time for EHV applicants to complete intake interviews or review the intake packets for completeness and work directly with assigned staff to resolve missing or incomplete items and notify the applicant and any designated assistance staff such as Housing Navigators of appointment information as specified in process workflows;
3. Accept direct referrals for eligible individuals and families from HCSA through the Coordinated Entry System, and where applicable other referring agencies if the PHA has a separate MOU with those agencies;
4. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner;
5. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner;
6. Designate a staff to serve as the lead EHV liaison;
7. Offer landlord and resident incentives consisting of but not limited to:
 - a new unit incentive payment for owners;
 - a renewal incentive for families that successfully complete the first lease term;
 - a leasing incentive to lease by designated dates to an owner and to an applicant
 - an incentive to residents for on time rental payments;
8. Inform HCSA once a month about the status of each referral including: denials, issue and expiration date of each voucher issued, and move-in date;
9. Start lease dates the first day of the month after inspection for clients who are transitioning from another rental assistance program;
10. Comply with the provisions of the MOU;
11. Provide one-time security deposits assistance for referrals if not provided by CoC services.

The CoC will:

1. HCSA Coordinated Entry staff and providers will support individuals and families in completing applications and obtaining necessary supporting documentation to

support referrals and applications for assistance; while aiding households in addressing barriers;

2. HCSA Coordinated Entry staff and providers will support the Housing Authority in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with the Housing Authority;

3. HCSA Coordinated Entry staff and providers will provide housing search assistance called Housing Navigation for eligible individuals and families. This assistance may consist of identifying and visiting possible units, transportation and direction assistance, documentation preparation, counseling on lease requirements, housing application assistance, advocacy for benefits and move-in assistance;

4. HCSA Coordinated Entry staff and providers will provide Housing Deposit assistance, which includes as deemed necessary security deposits, utility establishment fees which may include paying for any arrears, flexible funding for unit holds or incentives, utility deposits and optional essential household items and renters insurance as deemed necessary, to the extent that such funding is available and allocated in ESG-CV;

5. HCSA Coordinated Entry staff and HCSA-contracted providers will assess and refer individuals and families to additional benefits and supportive services including post move-in services, where applicable;

6. Coordinated Entry staff and HCSA-contracted providers will provide to voucher participants Tenancy Support services, which consist of support services throughout the duration of the tenancy such as education and training, linkage to community resources, and assistance with regularly scheduled housing recertifications;

7. HCSA Coordinated Entry staff and HCSA-contracted providers will provide Landlord Liaison assistance, by working with property owners to secure units and 24 hotline assistance per funding availability;

8. Coordinated Entry staff and HCSA-contracted providers will be responsible for all entry in HMIS.

TPS-V.C. HQS PRE-INSPECTIONS

To expedite the leasing process, PHAs may pre-inspect available units that EHV families may be interested in leasing in order to maintain a pool of eligible units.

OHA Policy

To expedite the leasing process, the OHA may pre-inspect available units that EHV families may be interested in leasing to maintain a pool of eligible units. If an EHV

family selects a unit that passed a HQS pre-inspection (without intervening occupancy) within 45 days of the date of the Request for Tenancy Approval, the unit may be approved provided that it meets all other conditions under 24 CFR 982.305.

The family will be free to select his or her unit.

When a pre-inspected unit is not selected, the OHA will make every effort to fast-track the inspection process, including adjusting the normal inspection schedule for any required re-inspections.

TPS-V.D. INITIAL LEASE TERM

Unlike in the standard the HCV program, EHV voucher holders may enter into an initial lease that is for less than 12 months, regardless of the PHA policy in Section 9-I.E., Term of Assisted Tenancy.

TPS-V.E. PORTABILITY

The normal HCV portability procedures and requirements outlined in Chapter 10 generally apply to EHV's. Exceptions are addressed below.

Nonresident Applicants

Under EHV, applicant families may move under portability even if the family did not have legal residency in the jurisdiction of the initial PHA when they applied, regardless of PHA policy in Section 10-II.B.

Billing and Absorption

A receiving PHA cannot refuse to assist an incoming EHV family, regardless of whether the PHA administers EHV's under its own ACC.

- If the EHV family moves under portability to another PHA that administers EHV's under its own ACC:
 - The receiving PHA may only absorb the incoming EHV family with an EHV (assuming it has an EHV voucher available to do so).
 - If the PHA does not have an EHV available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with EHV assistance and may not absorb the family with a regular HCV when the family leases the unit.
 - Regardless of whether the receiving PHA absorbs or bills the initial PHA for the family's EHV assistance, the EHV administration of the voucher is in accordance with the receiving PHA's EHV policies.
- If the EHV family moves under portability to another PHA that does not administer EHV under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.

Family Briefing

In addition to the applicable family briefing requirements at 24 CFR 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA must inform the family how portability may impact the special EHV services and assistance that may be available to the family.

The initial PHA is required to help facilitate the family's portability move to the receiving PHA and inform the family of this requirement in writing, taking reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP).

OHA Policy

In addition to following OHA's policy on briefings in Chapter 5, as part of the briefing packet for EHV families, OHA will include a written notice that OHA will assist the family with moves under portability.

For limited English proficient (LEP) applicants, OHA will provide interpretation services in accordance with OHA's LEP plan (See Chapter 2).

Coordination of Services

If the portability move is in connection with the EHV family's initial lease-up, the receiving PHA and the initial PHA must consult and coordinate on the EHV services and assistance that will be made available to the family.

OHA Policy

For EHV families who are exercising portability, when OHA contacts the receiving PHA in accordance with Section 10-II.B. Preapproval Contact with Receiving PHA, OHA will consult and coordinate with the receiving PHA to ensure there is no duplication of EHV services and assistance, and ensure the receiving PHA is aware of the maximum amount of services fee funding that the initial PHA may provide to the receiving PHA on behalf of the family.

Services Fee

Standard portability billing arrangements apply for HAP and ongoing administrative fees for EHV families.

For service fees funding, the amount of the service fee provided by the initial PHA may not exceed the lesser of the actual cost of the services and assistance provided to the family by the receiving PHA or \$1,750, unless the initial PHA and receiving PHA mutually agree to change the \$1,750 cap. Service fees are paid as follows:

- If the receiving PHA, in consultation and coordination with the initial PHA, will provide eligible services or assistance to the incoming EHV family, the receiving PHA may be compensated for those costs by the initial PHA, regardless of whether the receiving PHA bills or absorbs.
- If the receiving PHA administers EHV's, the receiving PHA may use its own services fee and may be reimbursed by the initial PHA, or the initial PHA may provide the services funding upfront to the receiving PHA for those fees and assistance.
- If the receiving PHA does not administer EHV's, the initial PHA must provide the services funding upfront to the receiving PHA. Any amounts provided to the receiving PHA that are not used for services or assistance on behalf of the EHV family must promptly be returned by the receiving PHA to the initial PHA.

Placement Fee/Issuance Reporting Fee

If the portability lease-up qualifies for the placement fee/issuance reporting fee, the receiving PHA receives the full amount of the placement component of the placement fee/issuance reporting fee. The receiving PHA is eligible for the placement fee regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program at initial lease-up. The initial PHA qualifies for the issuance reporting component of the placement fee/issuance reporting fee, as applicable.

TPS-V.F. PAYMENT STANDARDS

Payment Standard Schedule

For the EHV program, HUD has waived the regulation requiring a single payment standard for each unit size. Instead, the PHA may, but is not required to, establish separate higher payment standards for EHV's. Lower EHV payment standards are not permitted. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the EHV payment standard if it would be otherwise lower than the new regular HCV payment standard. The separate EHV payment standard must comply with all other HCV requirements with the exception of the alternative requirements discussed below.

Further, if the PHA chooses to establish higher payments standards for EHV's, HUD has provided other regulatory waivers:

- Defining the "basic range" for payment standards as between 90 and 120 percent of the published Fair Market Rent (FMR) for the unit size (rather than 90 to 110 percent).

OHA Policy

OHA will establish an exception payment standard up to 120 percent.

Rent Reasonableness

All rent reasonableness requirements apply to EHV units, regardless of whether the PHA has established an alternative or exception EHV payment standard.

Increases in Payment Standards

The requirement that the PHA apply increased payment standards at the family's first regular recertification on or after the effective date of the increase does not apply to EHV. The PHA may, but is not required to, establish an alternative policy on when to apply the increased payment standard, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family's first regular reexamination following the change.

OHA Policy

OHA will not establish an alternative policy for increases in the payment standard. OHA policy in Section 11-III.B. governing increases in payment standards will apply to EHV.

TPS-V.G. TERMINATION OF VOUCHERS

After September 30, 2023, a PHA may not reissue EHV when assistance for an EHV-assisted family ends. This means that when an EHV participant (a family that is receiving rental assistance under a HAP contract) leaves the program for any reason, the PHA may not reissue that EHV to another family unless it does so no later than September 30, 2023.

If an applicant family that was issued the EHV is unsuccessful in finding a unit and the EHV expires after September 30, 2023, the EHV may not be reissued to another family.

All EHV's under lease on or after October 1, 2023, may not under any circumstances be reissued to another family when the participant leaves the program for any reason.

An EHV that has never been issued to a family may be initially issued and leased after September 30, 2023, since this prohibition only applies to EHV's that are being reissued upon turnover after assistance to a family has ended. However, HUD may direct PHAs administering EHV's to cease leasing any unleased EHV's if such action is determined necessary by HUD to ensure there will be sufficient funding available to continue to cover the HAP needs of currently assisted EHV families.

OHA Policy:

The EHV program has been allocated full funding through the American Rescue Plan (ARP). When the remaining EHV HAP renewal funding is no longer sufficient to fully fund all PHAs' EHV renewal funding eligibility, HUD will prorate EHV renewal funding allocations. If EHV funding received from HUD is not sufficient to cover the HAP of the remaining families, OHA will follow all available options to secure more EHV funding. If after all procedures are followed to obtain more funding, the funding is still insufficient to cover EHV HAP expenses, OHA will terminate assistance in the following order:

- In consultation with any agencies providing supportive services, those families deemed the most self-sufficient with the resources to maintain housing
- Families with the smallest EHV HAP payment
- Families with the longest tenure in the program. EHV families are not eligible for conversion to a Housing Choice Voucher while residing in OHA's jurisdiction. EHV families are eligible to apply to any open wait lists OHA administers, but the EHV does not guarantee the family a place on the wait list. The EHV family must apply and be processed in the same manner as all other applicants.

PART VI: USE OF FUNDS, REPORTING, AND FINANCIAL RECORDS

EHV funds allocated to the PHA for HAP (both funding for the initial allocation and HAP renewal funding) may only be used for eligible EHV HAP purposes. EHV HAP funding obligated to the PHA may not be used for EHV administrative expenses or the other EHV eligible expenses under this notice. Likewise, EHV administrative fees and funding obligated to the PHA are to be used for those purposes and must not be used for HAP.

The appropriated funds for EHV are separate from the regular HCV program and may not be used for the regular HCV program but may only be expended for EHV eligible purposes. EHV HAP funds may not roll into the regular HCV restricted net position (RNP) and must be tracked and accounted for separately as EHV RNP. EHV administrative fees and funding for other eligible expenses permitted by Notice PIH 2021-15 may only be used in support of the EHV and cannot be used for regular HCVs. EHV funding may not be used for the repayment of debts or any amounts owed to HUD by HUD program participants including, but not limited to, those resulting from Office of Inspector General (OIG), Quality Assurance Division (QAD), or other monitoring review findings.

The PHA must comply with EHV reporting requirements in the Voucher Management System (VMS) and Financial Data Schedule (FDS) as outlined in Notice PIH 2021-15.

The PHA must maintain complete and accurate accounts and other records for the program and provide HUD and the Comptroller General of the United States full and free access to all accounts and records that are pertinent the administration of the EHV in accordance with the HCV program requirements at 24 CFR 982.158.



March 24, 2022

Gerard Windt, Director of Public Housing
U.S. Department of Housing and Urban Development
One Sansome Street, Suite 1200
San Francisco, CA 94104-4430
Submitted via electronic mail to Gerard.Windt@hud.gov

Subject: Expedited Pandemic Regulatory Waiver Request, (Oakland Housing Authority, CA003)

Submitted Electronically via PIH_Expedited_Waivers@hud.gov

Dear Mr. Windt:

The Oakland Housing Authority (Authority) respectfully requests permission to use an expedited regulatory waiver called "Voucher Tenancy New Payment Standard Amount", which waives regulatory requirements under 982.503(b) as specified in PIH notice 2021-34 (Notice). This waiver relief of regulatory requirements allows for the Authority to establish payment standards from 111 to 120 percent of the Fair Market Rent (FMR) for all of its voucher programs. The Authority requests this waiver because and certifies that current year-to-date Housing Choice Voucher (HCV) utilization rates are lower in the HCV program and are below 98 percent.

Oakland's rental housing market is highly competitive, especially for smaller bedroom sizes. The limited inventory of one- and two-bedroom apartments in Oakland presents significant barriers for low-income families to access suitable housing in areas of choice. Using our Moving to Work (MTW) authorizations, the Authority created several successful landlord incentives, however the most powerful incentive for a landlord to participate in the HCV program remains the ability of the Authority to offer competitive, market-based rents to property owners. Given the 5% decrease in FY 2022 published Fair Market Rent (FMR) below that of FY 2021 for two-bedroom apartments, the most sought-after bedroom size, the Authority requires additional flexibility to support voucher families and ensure that they can compete with unassisted households. As required by the Notice, the Authority determined that it has available budget authority to implement this waiver and increase payment standards up to the new maximum of 120%.

The Authority does not have a pending FMR reevaluation, plans to use the waiver for the FY 2022 FMRs, and acknowledges that all rent reasonableness requirements under 982.507 will apply, except where waived by existing MTW authorizations.

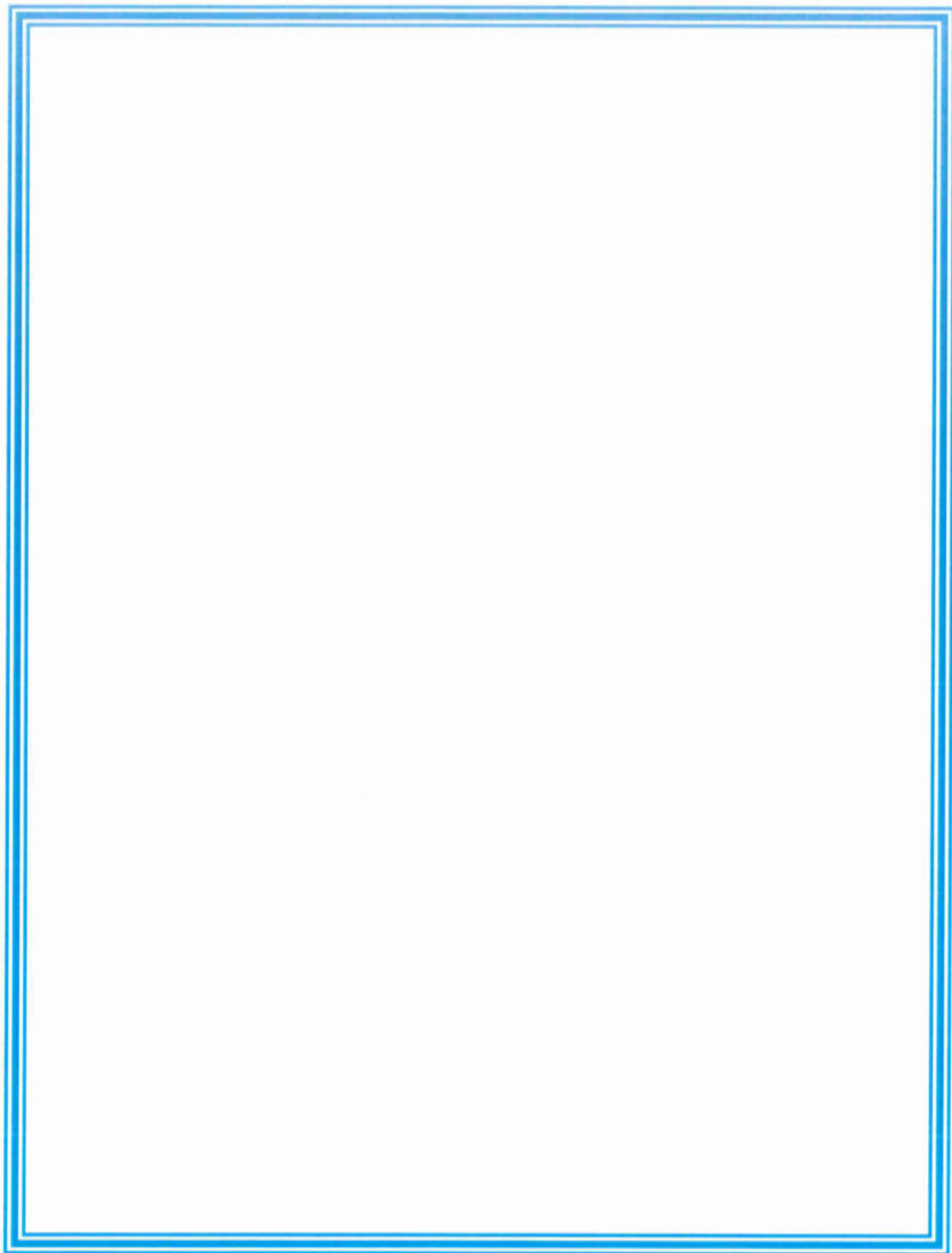


Thank you for the opportunity to apply regulatory waivers, which provide additional flexibility as the country emerges from the uncertainty and disruption caused by the pandemic. Please contact Dominica Henderson at (510) 874-1518 or dhenderson@oakha.org should you have any questions or require additional information.

Sincerely,

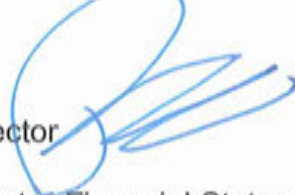
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Patricia Wells
Executive Director



Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director 

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

Date: May 23, 2022

This presentation provides supplemental information to the Fiscal Year (FY) 2022 Financial Report, July 1, 2021 through March 31, 2022.

Financial Highlights are as follows.

Statement of Activities: FY-22 Actuals vs Budget

Operating Revenue:

- Tenant rent income was slightly under budget due in part to calculated tenant rents adjustments and vacancies.
- Public Housing Operating Subsidy slightly higher based on HUD calculation during the calendar year.
- The Housing Choice Voucher subsidy received was lower than budgeted due to HUD funds disbursed and HAP expenses reported in the Voucher Management System (VMS).
- Capital Fund Grants received higher than budget due to funds drawn twice annually.
- Central Office Cost Center (COCC) revenue from affiliates was lower due to lower expenditures in the COCC

Operating Expenses:

- Administrative expenses were down due to staff vacancies and lower operating expenses during the period, which in turn significantly reduced allocated overhead expenses.
- Actual HAP paid to owners is slightly lower than budgeted.
- Generally, all other operating expenses were lower than expected due to vacant positions and only offering essential services during the pandemic.

Overall results show the Authority's operating income (before non-operating expenses) thru the end of the 3rd quarter with a surplus of \$ 18 M.

Non-operating Revenue (expenses)

- Other Postemployment Benefits (OPEB) and employee pension benefits were funded as planned.
- Capital items: (includes development and operating activities)
 - Operating activities are public housing, COCC and administrative building costs.

Attachment: Fiscal Year 2022 3rd Quarter Financial Report



Oakland Housing Authority

Quarterly Financial Reports

Board of Commissioners Meeting

May 23, 2022



Oakland Housing Authority

3rd Quarter FY 2022

Financial Statements

Statement of Revenues, Expenses, and Changes in Net Position



OAKLAND HOUSING AUTHORITY Statement of Revenues, Expenses and Changes in Net Position For the nine months ended March 31, 2022 (Unaudited)				
	FY-22 Actual	FY-22 Budget	% Change	Last Year Actual
OPERATING REVENUE				
Tenant Income	\$ 3,281,909	\$ 3,532,445	-8%	\$ 3,334,081
Operating Subsidy-Public Housing	7,516,509	6,755,026	10%	7,456,860
Housing Assistance Payments Revenue	213,186,149	240,521,880	-13%	209,212,124
Other Operating Grants	10,007,915	7,722,522	23%	10,673,478
COCC Affiliates Reimbursement	5,663,875	8,089,336	-43%	6,401,363
Miscellaneous Income	1,879,947	1,466,643	22%	1,276,514
Total Revenue	<u>\$ 241,536,304</u>	<u>\$ 268,087,852</u>	<u>-11%</u>	<u>\$ 238,354,420</u>
OPERATING EXPENSES				
Housing Assistance Payments	\$ 181,022,576	\$ 188,086,426	-4%	\$ 178,145,056
Administrative	26,460,390	38,311,283	-45%	25,765,035
Tenant Services	621,486	2,376,991	-282%	869,128
Utilities	1,298,374	1,583,026	-22%	1,484,201
Maintenance and Operations	6,053,819	9,532,426	-57%	5,965,718
General Expenses	3,395,093	4,453,032	-31%	3,737,395
Protective Service Expenses	4,349,910	5,824,134	-34%	3,852,657
Total Operating Expenses	<u>223,201,648</u>	<u>250,167,317</u>	<u>-12%</u>	<u>219,819,190</u>
Operating Income (Loss)	<u>\$ 18,334,656</u>	<u>\$ 17,920,534</u>	<u>2%</u>	<u>\$ 18,535,230</u>
NON-OPERATING (REVENUE) EXPENSES				
Depreciation and Amortization	\$ 1,958,858	\$ -	100%	\$ 2,295,803
(Gain) / Loss on Disposal of Capital Assets	72,162	-	100%	-
Investment Income	54,465	60,551	-11%	34,176
Capital Outlay	5,122,080	9,263,625	-81%	4,141,545
Other Non-Operating Expenses	2,390,936	3,803,553	-59%	9,623,544
Total Non Operating (Revenue) Expenses	<u>\$ 9,598,501</u>	<u>\$ 13,127,729</u>	<u>-37%</u>	<u>\$ 16,095,069</u>
Change in Net Position	\$ 8,736,155	\$ 4,792,805	45%	\$ 2,440,161
Net Position, Beginning of Period	<u>458,744,147</u>	<u>458,744,147</u>	<u>0%</u>	<u>439,999,706</u>
Net Position, End of Period	<u>\$ 467,480,302</u>	<u>\$ 463,536,952</u>	<u>1%</u>	<u>\$ 442,439,867</u>

Statement of Revenues, Expenses, and Changes in Net Position

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the nine months ended March 31, 2022
(Unaudited)

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	FY22 Actual	FY22 Budget	FY21 Actual
Tenant Income:			
Rental Income			
Lockwood/Peralta-OHA managed	\$ 2,647,810	\$ 2,401,076	\$ 2,411,484
less: Rent Adjustment	\$ (370,968)	\$ -	\$ (189,467)
Vacancies	\$ -	\$ (46,254)	\$ -
	<u>\$ 2,276,842</u>	<u>\$ 2,354,822</u>	<u>\$ 2,222,017</u>
Managed(JSCO)- Harrison/Adel/Palo/Campbell	\$ 1,114,473	\$ 1,239,845	\$ 1,275,451
Less: Vacancy Loss	\$ (117,576)	\$ (68,976)	\$ (119,406)
Concessions	\$ -	\$ (13,500)	\$ (49,244)
	<u>\$ 996,897</u>	<u>\$ 1,157,369</u>	<u>\$ 1,106,801</u>
Other Tenant Income	\$ 8,169	\$ 20,255	\$ 5,263
Total Tenant Income	<u>\$ 3,281,909</u>	<u>\$ 3,532,445</u>	<u>\$ 3,334,081</u>
Operating Subsidy- Public Housing	<u>\$ 7,516,509</u>	<u>\$ 6,755,026</u>	<u>\$ 7,456,860</u>

Statement of Revenues, Expenses, and Changes in Net Position

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
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Tenant Services	621,486	2,376,991	-282%	869,128
Utilities	1,298,374	1,583,026	-22%	1,484,201
Maintenance and Operations	6,053,819	9,532,426	-57%	5,965,718
General Expenses	3,395,093	4,453,032	-31%	3,737,395
Protective Service Expenses	4,349,910	5,824,134	-34%	3,852,657
Total Operating Expenses	<u>223,201,648</u>	<u>250,167,317</u>	<u>-12%</u>	<u>219,819,190</u>
Operating Income (Loss)	<u>\$ 18,334,656</u>	<u>\$ 17,920,534</u>	<u>2%</u>	<u>\$ 18,535,230</u>
NON-OPERATING (REVENUE) EXPENSES				
Depreciation and Amortization	\$ 1,958,858	\$ -	100%	\$ 2,295,803
(Gain) / Loss on Disposal of Capital Assets	72,162	-	100%	-
Investment Income	54,465	60,551	-11%	34,176
Capital Outlay	5,122,080	9,263,625	-81%	4,141,545
Other Non-Operating Expenses	2,390,936	3,803,553	-59%	9,623,544
Total Non Operating (Revenue) Expenses	<u>\$ 9,598,501</u>	<u>\$ 13,127,729</u>	<u>-37%</u>	<u>\$ 16,095,069</u>
Change in Net Position	\$ 8,736,155	\$ 4,792,805	45%	\$ 4,029,852
Net Position, Beginning of Period	458,744,147	458,744,147	0%	439,999,706
Net Position, End of Period	<u>\$ 467,480,302</u>	<u>\$ 463,536,952</u>	<u>1%</u>	<u>\$ 444,029,558</u>

Housing Assistance Revenue Largest Changes	FY22 Actual	FY22 Budget	FY21 Actual
HCV - Subsidy	\$ 188,227,690	\$ 215,118,185	\$ 177,079,013
HCV- Admin Fees	\$ 19,601,626	\$ 15,659,984	\$ 18,361,779
HCV- Admin Fees (CARES)	\$ 820,986	\$ -	\$ 113,032
HCV-(EHV)	\$ 4,535,847	\$ 9,743,711	\$ -
Funds Received for Development and Rehab (HUD)	\$ -	\$ -	\$ 13,658,300
	<u>\$ 213,186,149</u>	<u>\$ 240,521,880</u>	<u>\$ 209,212,124</u>

Statement of Revenues, Expenses, and Changes in Net Position

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the nine months ended March 31, 2022
(Unaudited)

	FY-22 Actual	FY-22 Budget	% Change	Last Year Actual
OPERATING REVENUE				
Tenant Income	\$ 3,281,909	\$ 3,532,445	-8%	\$ 3,334,081
Operating Subsidy-Public Housing	7,516,509	6,755,026	10%	7,456,860
Housing Assistance Payments Revenue	213,186,149	240,521,880	-13%	209,212,124
Other Operating Grants	10,007,915	7,722,522	23%	10,673,478
COCC Affiliates Reimbursement	5,663,875	8,089,336	-43%	6,401,363
Miscellaneous Income	1,879,947	1,466,643	22%	1,276,514
Total Revenue	<u>\$ 241,536,304</u>	<u>\$ 268,087,852</u>	<u>-11%</u>	<u>\$ 238,354,420</u>
OPERATING EXPENSES				
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Administrative	26,460,390	38,311,283	-45%	25,765,035
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Other Operating Grants:	FY22 Actual	FY22 Budget	FY21 Actual
PH-Capital Fund	\$ 9,824,634	\$ 7,555,963	\$ 9,554,680
Other Grants:			
Ross Grant	\$ (17,847)	\$ 52,500	\$ 246,474
Family Self Sufficiency Program	\$ 152,079	\$ 114,059	\$ 255,691
Job Plus Program	\$ -	\$ -	\$ 616,632
MIT Program	\$ 49,050	\$ -	\$ -
	<u>\$ 10,007,915</u>	<u>\$ 7,722,522</u>	<u>\$ 10,673,478</u>

Statement of Revenues, Expenses, and Changes in Net Position

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the nine months ended March 31, 2022
(Unaudited)

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Net Position, End of Period	<u>\$ 467,480,302</u>	<u>\$ 463,536,952</u>	<u>1%</u>	<u>\$ 444,029,558</u>

<u>Miscellaneous & Other Revenue:</u>	<u>FY22 Actual</u>	<u>FY22 Budget</u>	<u>FY21 Actual</u>
COCC Affiliate Reimbursement	\$ 5,663,875	\$ 8,089,336	\$ 6,401,363
Miscellaneous Income:			
Security & Fraud Recovery	\$ 150,731	\$ 202,500	\$ 268,842
Salary Reimbursement from Affiliates	\$ 434,998	\$ 646,558	\$ 525,824
Developer fee/Ground Lease/Admin Fee	\$ 1,118,633	\$ 64,087	\$ 90,000
Parking, Signage & Misc Fee	\$ 175,585	\$ 553,497	\$ 391,848
	<u>\$ 1,879,947</u>	<u>\$ 1,466,643</u>	<u>\$ 1,276,514</u>

Statement of Revenues, Expenses, and Changes in Net Position

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the nine months ended March 31, 2022
(Unaudited)

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<u>Housing Assistance Paymen</u>	<u>FY22 Actuals</u>	<u>FY22 Budget</u>	<u>FY21 Actuals</u>
HCV-(Oak)	\$ 173,912,348	\$ 168,131,418	\$ 171,040,445
HCV-(Port-outs)	\$ 2,246,834	\$ 3,030,000	\$ 4,398,885
Family Self Sufficiency	\$ 246,378	\$ 337,500	\$ 267,490
MTW-Local Programs	\$ 3,350,140	\$ 6,389,318	\$ 2,037,172
HCV-EHV	\$ 702,428	\$ 9,296,690	\$ -
Landlord/Owner Incentives	\$ 564,447	\$ 901,500	\$ 401,065
	<u>\$ 181,022,576</u>	<u>\$ 188,086,426</u>	<u>\$ 178,145,056</u>
HCV-(Port-Outs)	\$ (2,246,834)	\$ (3,030,000)	\$ (4,398,885)
HCV-(Port-Ins)	\$ 723,548	\$ 417,377	\$ 550,766
Net Port Outs	<u>\$ (1,523,286)</u>	<u>\$ (2,612,623)</u>	<u>\$ (3,848,120)</u>

Statement of Revenues, Expenses, and Changes in Net Position

OAKLAND HOUSING AUTHORITY
Statement of Revenues, Expenses and Changes in Net Position
For the nine months ended March 31, 2022
(Unaudited)

	<u>FY-22 Actual</u>	<u>FY-22 Budget</u>	<u>% Change</u>	<u>Last Year Actual</u>
OPERATING REVENUE				
Tenant Income	\$ 3,281,909	\$ 3,532,445	-8%	\$ 3,334,081
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Protective Service Expenses	4,349,910	5,824,134	-34%	3,852,657
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Net Position, End of Period	<u>\$ 467,480,302</u>	<u>\$ 463,536,952</u>	<u>1%</u>	<u>\$ 444,029,558</u>

**Administrative Expenses:
Staffing Levels:**

	<u>Actual</u>	<u>Vacancies</u>	<u>Budget</u>
Administrative	140	32	172
Tenant Services	24	1	25
Maintenance and General	108	26	134
Protective	40	5	45
	<u>312</u>	<u>64</u>	<u>376</u>
Project Staff	15		
Temporary Staff	6		

Other Admin Expenses

	<u>FY22 Actuals</u>	<u>FY22 Budget</u>	<u>FY21 Actuals</u>
Office Supplies	\$ 185,560	\$ 266,729	\$ 239,218
Telephone	\$ 260,707	\$ 295,211	\$ 229,336
Postage	\$ 210,045	\$ 217,500	\$ 190,612
Computer Hardware, Software & Supplies	\$ 56,608	\$ 172,568	\$ 136,366
Computer Licenses & Maintenance Contracts	\$ 725,434	\$ 857,882	\$ 442,604
Cell Phones/Pagers	\$ 184,421	\$ 327,738	\$ 159,924
Temporary Admin Labor	\$ 173,253	\$ 106,500	\$ 270,499
Section 8 Inspection cost	\$ 223,147	\$ 348,375	\$ 154,744
Bank Fees	\$ 145,503	\$ 206,625	\$ 184,376
Fees, Taxes and Other Cost	\$ 77,366	\$ 35,833	\$ 35,413
	<u>\$ 2,242,044</u>	<u>\$ 2,834,960</u>	<u>\$ 2,043,093</u>

Consultants/Audit Fees:

	<u>FY22 Actuals</u>	<u>FY22 Budget</u>	<u>FY21 Actuals</u>
COCC/ORED	\$ 1,104,806	\$ 2,426,250	\$ 675,668
Asset Management & Public Housing	\$ 210,210	\$ 256,275	\$ 183,798
Leased Housing	\$ 51,329	\$ 501,525	\$ 215,976
	<u>\$ 1,366,345</u>	<u>\$ 3,184,050</u>	<u>\$ 1,075,443</u>

Statement of Revenues, Expenses, and Changes in Net Position

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the nine months ended March 31, 2022
(Unaudited)

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Tenant Services:

	<u>Family Comm. Partnership</u>	<u>Public Housing Properties</u>	<u>FY22 Actual</u>	<u>FY22 Budget</u>	<u>FY21 Actual</u>
Salaries & Benefits	\$ 13,977	\$ 124,598	\$ 138,575	\$ 301,846	\$ 100,663
Operating Expenses	\$ -	\$ -	\$ -	\$ 57,375	\$ 24,360
Resident Service Expenses	\$ 150	\$ 32,737	\$ 32,887	\$ 403,020	\$ 35,696
Program Services	\$ 413,295	\$ 36,729	\$ 450,024	\$ 1,614,750	\$ 708,409
	<u>\$ 427,422</u>	<u>\$ 194,064</u>	<u>\$ 621,486</u>	<u>\$ 2,376,991</u>	<u>\$ 869,128</u>

Statement of Revenues, Expenses, and Changes in Net Position

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the nine months ended March 31, 2022
(Unaudited)

OPERATING REVENUE

Tenant Income
Operating Subsidy-Public Housing
Housing Assistance Payments Revenue
Other Operating Grants
COCC Affiliates Reimbursement
Miscellaneous Income
Total Revenue

<u>Maintenance & Operations:</u>	<u>Capital Improvements</u>	<u>Lockwood Gardens Peralta Village</u>	<u>Harrison/Adel Court Campbell/Palo Vista</u>	<u>FY22 Actual</u>	<u>FY22 Budget</u>	<u>FY21 Actual</u>
Salaries & Benefits	\$ 1,779,160	\$ 1,520,652	\$ 288,327	\$ 3,588,138	\$ 5,280,222	\$ 3,763,887
Operating Exp	\$ 51,330	\$ 10,099	\$ 249	\$ 61,678	\$ 109,200	\$ 72,529
Material Exp	\$ 63,752	\$ 225,066	\$ 51,645	\$ 340,463	\$ 696,613	\$ 331,490
Contract Exp.	\$ 653,996	\$ 946,657	\$ 462,887	\$ 2,063,540	\$ 3,446,391	\$ 1,797,812
	\$ 2,548,238	\$ 2,702,474	\$ 803,108	\$ 6,053,820	\$ 9,532,426	\$ 5,965,718
<u>Utilities Expense</u>	\$ 227,799	\$ 684,041	\$ 386,533	\$ 1,298,373	\$ 1,583,026	\$ 1,484,201

OPERATING EXPENSES

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Total Non Operating (Revenue) Expenses	\$ 9,598,501	\$ 13,127,729	-37%	\$ 16,095,069

Change in Net Position	\$ 8,736,155	\$ 4,792,805	45%	\$ 4,029,852
Net Position, Beginning of Period	458,744,147	458,744,147	0%	439,999,706
Net Position, End of Period	\$ 467,480,302	\$ 463,536,952	1%	\$ 444,029,558

Statement of Revenues, Expenses, and Changes in Net Position

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the nine months ended March 31, 2022
(Unaudited)

	<u>FY-22 Actual</u>	<u>FY-22 Budget</u>	<u>% Change</u>	<u>Last Year Actual</u>
OPERATING REVENUE				
Tenant Income	\$ 3,281,909	\$ 3,532,445	-8%	\$ 3,334,081
Operating Subsidy-Public Housing	7,516,509	6,755,026	10%	7,456,860
Housing Assistance Payments Revenue	213,186,149	240,521,880	12%	200,212,124
Other Operating Grants	10,007,915	7,722,000		
COCC Affiliates Reimbursement	5,663,875	8,089,000		
Miscellaneous Income	1,879,947	1,466,000		
Total Revenue	<u>\$ 241,536,304</u>	<u>\$ 268,087,351</u>		
OPERATING EXPENSES				
Housing Assistance Payments	\$ 181,022,576	\$ 188,086,000		
Administrative	26,460,390	38,311,000		
Tenant Services	621,486	2,376,000		
Utilities	1,298,374	1,583,026	-22%	1,464,201
Maintenance and Operations	6,053,819	9,532,426	-57%	5,965,718
General Expenses	3,395,093	4,453,032	-31%	3,737,395
Protective Service Expenses	4,349,910	5,824,134	-34%	3,852,657
Total Operating Expenses	<u>223,201,648</u>	<u>250,167,317</u>	<u>-12%</u>	<u>219,819,190</u>
Operating Income (Loss)	<u>\$ 18,334,656</u>	<u>\$ 17,920,534</u>	<u>2%</u>	<u>\$ 18,535,230</u>
NON-OPERATING (REVENUE) EXPENSES				
Depreciation and Amortization	\$ 1,958,858	\$ -	100%	\$ 2,295,803
(Gain) / Loss on Disposal of Capital Assets	72,162	-	100%	-
Investment Income	54,465	60,551	-11%	34,176
Capital Outlay	5,122,080	9,263,625	-81%	4,141,545
Other Non-Operating Expenses	2,390,936	3,803,553	-59%	9,623,544
Total Non Operating (Revenue) Expenses	<u>\$ 9,598,501</u>	<u>\$ 13,127,729</u>	<u>-37%</u>	<u>\$ 16,095,069</u>
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Net Position, Beginning of Period	458,744,147	458,744,147	0%	439,999,706
Net Position, End of Period	<u>\$ 467,480,302</u>	<u>\$ 463,536,952</u>	<u>1%</u>	<u>\$ 444,029,558</u>

General Expenses

	<u>FY22 Actual</u>	<u>FY22 Budget</u>	<u>FY21 Actual</u>
Auto, Property & Liability Insurance	\$ 461,620	\$ 538,628	\$ 491,039
Workers Compensation	\$ 982,049	\$ 1,726,924	\$ 1,314,399
All other Insurance Exp	\$ 166,715	\$ 432,481	\$ 265,766
Operating Exp. to Mixed Finance Properties	\$ 1,784,709	\$ 1,755,000	\$ 1,666,191
	<u>\$ 3,395,093</u>	<u>\$ 4,453,032</u>	<u>\$ 3,737,395</u>

Statement of Revenues, Expenses, and Changes in Net Position

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the nine months ended March 31, 2022
(Unaudited)

	FY-22 Actual	FY-22 Budget	% Change	Last Year Actual
OPERATING REVENUE				
Tenant Income	\$ 3,281,909	\$ 3,532,445	-8%	\$ 3,334,081
Operating Subsidy-Public Housing	7,516,509	6,755,026	10%	7,456,860
Housing Assistance Payments Revenue	213,186,149	240,521,880	-13%	209,212,124
Other Operating Grants	10,007,915	7,722,522	23%	10,673,478
COCC Affiliates Reimbursement	5,663,875	8,089,336	-43%	6,401,363
Miscellaneous Income	1,879,947	1,466,643	22%	1,276,514
Total Revenue	<u>\$ 241,536,304</u>	<u>\$ 268,087,852</u>	<u>-11%</u>	<u>\$ 238,354,420</u>
OPERATING EXPENSES				
Housing Assistance Payments	\$ 181,022,576	\$ 188,086,426	-4%	\$ 178,145,056
Administrative	26,460,390	38,311,283	-45%	25,765,035
Tenant Services	621,486	2,376,991	-282%	869,128
Utilities	1,298,374	1,583,026	-22%	1,484,201
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Net Position, End of Period	<u>\$ 467,480,302</u>	<u>\$ 463,536,952</u>	<u>1%</u>	<u>\$ 444,029,558</u>

	FY22 Actual	FY22 Budget	FY21 Actual
Protective Services			
Salaries & Benefits	\$ 4,027,705	\$ 5,416,361	\$ 3,524,862
Operating Expenses	\$ 322,205	\$ 407,773	\$ 327,696
	<u>\$ 4,349,910</u>	<u>\$ 5,824,134</u>	<u>\$ 3,852,557</u>

Statement of Revenues, Expenses, and Changes in Net Position

OAKLAND HOUSING AUTHORITY

Statement of Revenues, Expenses and Changes in Net Position
For the nine months ended March 31, 2022
(Unaudited)

	<u>FY-22 Actual</u>	<u>FY-22 Budget</u>	<u>% Change</u>	<u>Last Year Actual</u>
OPERATING REVENUE				
Tenant Income	\$ 3,281,909	\$ 3,532,445	-8%	\$ 3,334,081
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Administrative	26,460,390	38,311,283	-45%	25,765,035
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Protective Service Expenses	4,349,910	5,824,134	-34%	3,852,657
Total Operating Expenses	<u>223,201,648</u>	<u>250,167,317</u>	<u>-12%</u>	<u>219,819,190</u>
Operating Income (Loss)	<u>\$ 18,334,656</u>	<u>\$ 17,920,534</u>	<u>2%</u>	<u>\$ 18,535,230</u>
NON-OPERATING (REVENUE) EXPENSES				
Depreciation and Amortization	\$ 1,958,858	\$ -	100%	\$ 2,295,803
(Gain) / Loss on Disposal of Capital Assets	72,162	-	100%	-
Investment Income	54,465	60,551	-11%	34,176
Capital Outlay	5,122,080	9,263,625	-81%	4,141,545
Other Non-Operating Expenses	2,390,936	3,803,553	-59%	9,623,544
Total Non Operating (Revenue) Expenses	<u>\$ 9,598,501</u>	<u>\$ 13,127,729</u>	<u>-37%</u>	<u>\$ 16,095,069</u>
Change in Net Position	\$ 8,736,155	\$ 4,792,805	45%	\$ 4,029,852
Net Position, Beginning of Period	458,744,147	458,744,147	0%	439,999,706
Net Position, End of Period	<u>\$ 467,480,302</u>	<u>\$ 463,536,952</u>	<u>1%</u>	<u>\$ 444,029,558</u>

Nonoperating (revenues) expenses:	<u>FY22 Actuals</u>	<u>FY22 Budget</u>	<u>FY21 Actuals</u>
Investment Income			
Interest Income-(banks)	\$ (54,465)	\$ (60,551)	\$ (34,176)

Statement of Revenues, Expenses, and Changes in Net Position

OAKLAND HOUSING AUTHORITY
Statement of Revenues, Expenses and Changes in Net Position
For the nine months ended March 31, 2022
(Unaudited)

	FY-22 Actual	FY-22 Budget	% Change	Last Year Actual
OPERATING REVENUE				
Tenant Income	\$ 3,281,909	\$ 3,532,445	-8%	\$ 3,334,081
Operating Subsidy-Public Housing	7,516,509	6,755,026	10%	7,456,860
Housing Assistance Payments Revenue	213,186,149	240,521,880	-13%	209,212,124
Other Operating Grants	10,007,915	7,722,522	23%	10,673,478
COCC Affiliates Reimbursement	5,663,875	8,089,336	-43%	6,401,363
Miscellaneous Income	1,879,947	1,466,643	22%	1,276,514
Total Revenue	<u>\$ 241,536,304</u>	<u>\$ 268,087,852</u>	<u>-11%</u>	<u>\$ 238,354,420</u>
OPERATING EXPENSES				
Housing Assistance Payments	\$ 181,022,576	\$ 188,086,426	-4%	\$ 178,145,056
Administrative	26,460,390	38,311,283	-45%	25,765,035
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Protective Service Expenses	4,349,910	5,824,134	-34%	3,852,657
Total Operating Expenses	<u>223,201,648</u>	<u>250,167,317</u>	<u>-12%</u>	<u>219,819,190</u>
Operating Income (Loss)	<u>\$ 18,334,656</u>	<u>\$ 17,920,534</u>	<u>2%</u>	<u>\$ 18,535,230</u>
NON-OPERATING (REVENUE) EXPENSES				
Depreciation and Amortization	\$ 1,958,858	\$ -	100%	\$ 2,295,803
(Gain) / Loss on Disposal of Capital Assets	72,162	-	100%	-
Investment Income	54,465	60,551	-11%	34,176
Capital Outlay	5,122,080	9,263,625	-81%	4,141,545
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Total Non Operating (Revenue) Expenses	<u>\$ 9,598,501</u>	<u>\$ 13,127,729</u>	<u>-37%</u>	<u>\$ 16,095,069</u>
Change in Net Position	\$ 8,736,155	\$ 4,792,805	45%	\$ 2,440,161
Net Position, Beginning of Period	<u>458,744,147</u>	<u>458,744,147</u>	<u>0%</u>	<u>439,999,706</u>
Net Position, End of Period	<u>\$ 467,480,302</u>	<u>\$ 463,536,952</u>	<u>1%</u>	<u>\$ 442,439,867</u>

Capital Outlay:	FY22 Actuals	FY22 Budget	FY21 Actuals
ORED	\$ -	\$ 4,530,000	\$ 2,110,164
Operations(IT/Fin/CCGS/PD/FCP)	\$ 1,215,680	\$ 1,999,125	\$ 1,126,469
Public Housing	\$ 1,079,343	\$ 2,208,750	\$ 230,929
CID/Facilities	\$ 943,218	\$ 525,750	\$ 92,502
Extraordinary Maintenance	\$ 1,884,275	\$ -	\$ 581,481
	<u>\$ 5,122,516</u>	<u>\$ 9,263,625</u>	<u>\$ 4,141,544</u>

Statement of Revenues, Expenses, and Changes in Net Position

OAKLAND HOUSING AUTHORITY
Statement of Revenues, Expenses and Changes in Net Position
For the nine months ended March 31, 2022
(Unaudited)

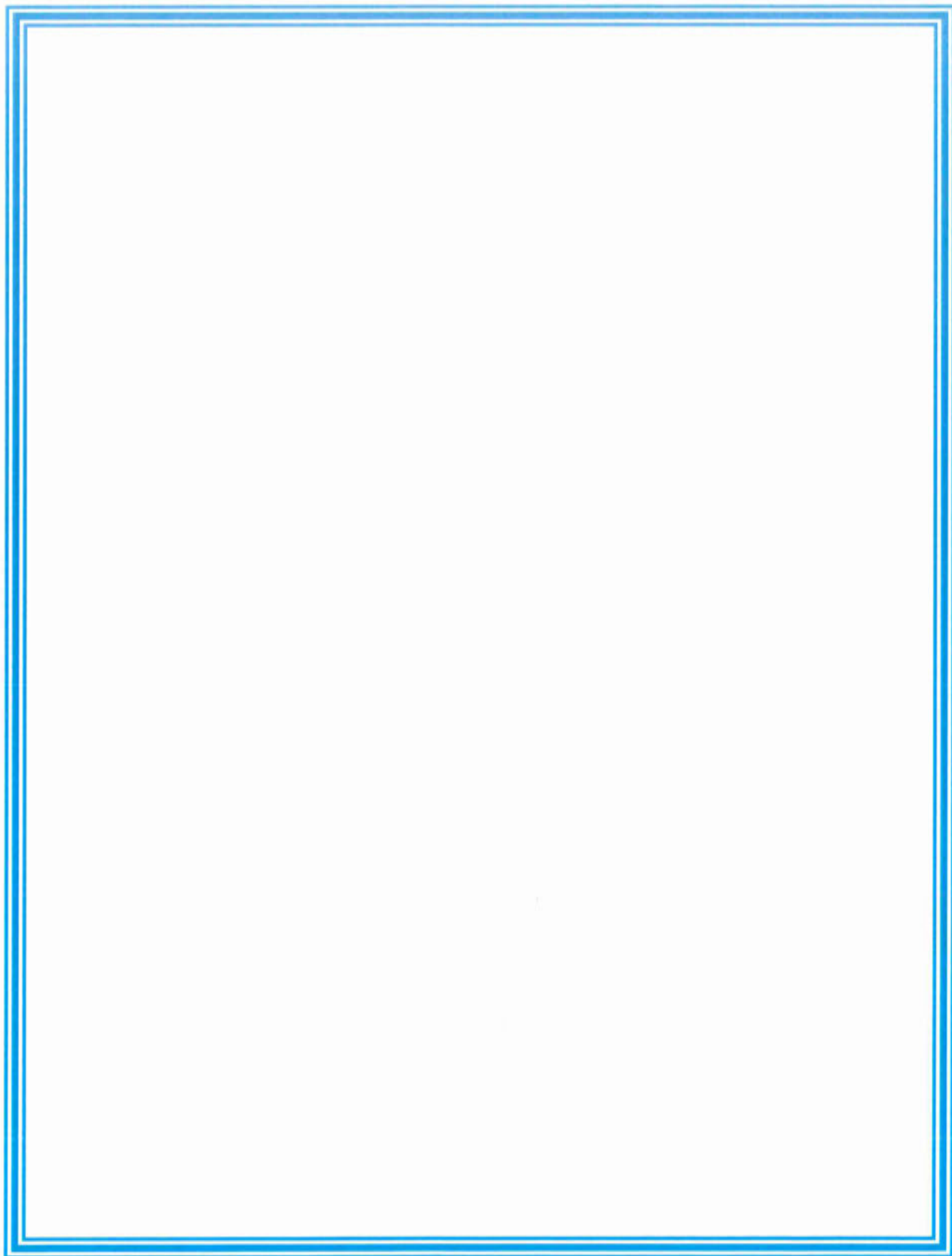
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Net Position, End of Period	<u>\$ 467,480,302</u>	<u>\$ 463,536,952</u>	<u>1%</u>	<u>\$ 442,439,867</u>

<u>Other Non-Operating Expenses</u>	<u>FY22 Actuals</u>	<u>FY22 Budget</u>	<u>FY21 Actuals</u>
Pension & Other Postemployment Benefits	\$ 2,390,936	\$ 3,803,553	\$ 9,623,544
	<u>\$ 2,390,936</u>	<u>\$ 3,803,553</u>	<u>\$ 9,623,544</u>



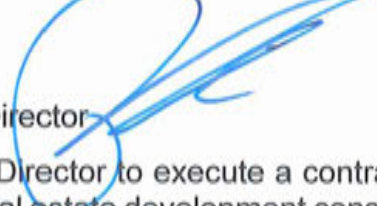
Thank you for listening.
Questions or Comments?





**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director 

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

Date: May 23, 2022

Purpose: This action will approve a contract for Professional Real Estate Development Consulting and Advisory Services to utilize as needed for the following Specialty Areas with Baker Tilly US, LLP (Baker Tilly): Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18).

Funding: Authorizing \$900,000 for an initial two-year contract and \$450,000 per year for three one-year option terms with a total not to exceed amount of \$2,250,000 utilizing GL Code 4182-00-000.

Background

The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021. The purpose of this solicitation is to qualify on call consultants to contract with OHA to provide staff augmentation, consulting/advisory services and/or other related services on behalf of OHA at a fixed hourly rate for one or more of the following Specialty Area: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) on an "as-needed" basis pursuant to the issuance of task orders during the term of the contract.

A total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on September 27, 2021 and in the local newspapers from September 30, 2021 to October 8, 2021. Seventeen companies

responded by the deadline, Tuesday, October 25, 2021, however, many companies submitted proposals for multiple specialties. A total of thirty-three responsive proposals from seventeen firms were evaluated by an Evaluation Committee comprised of three employees of the Oakland Housing Authority. The committee met on four occasions, February 9, 2022, February 16, 2022, February 22, 2022, and March 8, 2022 to review the proposals.

All panelist scores were averaged, resulting in one final score for each company within each of the five Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms who scored 80 points or more pursuant to the guidelines in the RFP.

The Evaluation Committee recommended that identical contracts be awarded to the firms in each specialty area and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work, prepare the task order, and will include the required completion date. This information will be sent to all vendors that were awarded in each specialty. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Recommendation

It is recommended that the Board of Commissioners adopt the attached resolution authorizing the Executive Director to execute a contract for Professional Real Estate Development Consulting and Advisory Services with Baker Tilly US, LLP for Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18) for \$900,000 for a two-year initial term and \$450,000 per year for three one year option terms to utilize as needed for a total not to exceed amount of \$2,250,000.

Attachments: Resolution



On-Call Professional Real Estate Development and Advisory Consultants RFP #21-030

Board of Commissioners

Presented by Chief of Real Estate Development, Tom Deloye

May 23, 2022



On-Call Professional Real Estate Development and Advisory Consultants RFP #21-030

To augment OHA staff with real estate consulting and advisory services on as-needed basis

2021

September 27, 2021 – RFP Issued

- RFP Posted – Agency Bidding System, Economic Engine and Infolane and local newspapers
- 657 vendors notified

October 25, 2021 – RFP Deadline

- Responses from 17 companies that included proposals for 33 total specializations

2022

February 9, 16 and 22, 2022 – Evaluation Committee meetings

March 8, 2022 – Final Evaluation Committee meeting



Evaluation Committee **Recommendation:**

- 1) Identical contracts be awarded in each Specialty Area
- 2) Work awarded on Task Order basis

Task Order prepared with Scope of Work, Due Date. Task Order sent to all vendors in Specialty Area. Awarded to vendor that can best meet requirements within OHA timeline.



Real Estate Consulting and Advisory Services Specialty Areas Summary

Area 1 - Land Use and Zoning	Area 2 - Choice Neighborhoods	Area 3 - Affordable Housing Project Management	Area 4 - Affordable Housing Financial Consulting	Area 5- Public Housing Positioning Specialist
Dahlin Group	Collabo	Baker Tilly	Baker Tilly	Baker Tilly
David Baker	Dominion Due Diligence Group	CTY	California Housing Partnership Group	CTY
DCG	EJP Consulting Group		CTY	Dominion Due Diligence Group
Dominion Due Diligence Group	Urban Focus		Devine and Gong	Eco Northwest
Kobler Development Consulting				EJP Consulting Group
Urban Focus				Recap Real Estate Advisors
				Tag Associates

Real Estate Consulting and Advisory Services Specialty Area 1

Area 1 - Land Use and Zoning	
Dahlin Group	\$150,000/yr NTE \$750,000
David Baker	\$150,000/yr NTE \$750,000
DCG	\$150,000/yr NTE \$750,000
Dominion	\$150,000/yr NTE \$750,000
Kobler	\$150,000/yr NTE \$750,000
Urban Focus	\$150,000/yr NTE \$750,000



Real Estate Consulting and Advisory Services Specialty Area 2

Area 2 - Choice Neighborhoods	
Collabo	\$150,000/yr NTE \$750,000
Dominion	\$150,000/yr NTE \$750,000
EJP Consulting	\$150,000/yr NTE \$750,000
Urban Focus	\$150,000/yr NTE \$750,000



Real Estate Consulting and Advisory Services Specialty Area 3

Area 3 - Project Management	
Baker Tilly	\$150,000/yr NTE \$750,000
CTY	\$150,000/yr NTE \$750,000



Real Estate Consulting and Advisory Services Specialty Area 4

Area 4 - Financial Consulting	
Baker Tilly	\$150,000/yr NTE \$750,000
California Housing Partnership Group	\$150,000/yr NTE \$750,000
CTY	\$150,000/yr NTE \$750,000
Devine and Gong	\$150,000/yr NTE \$750,000



Real Estate Consulting and Advisory Services Specialty Area 5

Area 5- PH Re-Positioning Specialist	
Baker Tilly	\$150,000/yr NTE \$750,000
CTY	\$150,000/yr NTE \$750,000
Dominion	\$150,000/yr NTE \$750,000
Eco Northwest	\$150,000/yr NTE \$750,000
EJP Consulting	\$150,000/yr NTE \$750,000
Recap RE Advisors	\$150,000/yr NTE \$750,000
Tag Associates	\$150,000/yr NTE \$750,000



Real Estate Consulting and Advisory Services By Consultant

Consultant	Areas	Amount
1 Baker Tilly	3, 4 and 5	\$ 2,250,000.00
2 CHPC	4	\$ 750,000.00
3 Collabo	2	\$ 750,000.00
4 CTY Housing	3, 4 and 5	\$ 2,250,000.00
5 Dahlin	1	\$ 750,000.00
6 David Baker	1	\$ 750,000.00
7 DCG Strategies	1	\$ 750,000.00
8 Devine & Gong	4	\$ 750,000.00
9 Dominion	1, 2 and 5	\$ 2,250,000.00
10 Economic Consultants	5	\$ 750,000.00
11 EJP	2 and 5	\$ 1,500,000.00
12 Kobler	1	\$ 750,000.00
13 Recap Advisors	5	\$ 750,000.00
14 TAG Associates	5	\$ 750,000.00
15 Urban Focus	1 and 2	\$ 1,500,000.00
<i>Total</i>		<u>\$ 17,250,000.00</u>



Recommendations

Staff Recommendation to Board of Commissioners:

Adopt Resolution authorizing Executive Director to execute the Real Estate Development Consulting and Advisory Services contracts with 15 firms for one or more of the Specialty Areas 1 – 5.

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
BAKER TILLY US, LLP FOR PROFESSIONAL REAL ESTATE DEVELOPMENT
CONSULTING AND ADVISORY SERVICES FOR SPECIALTY AREAS THREE,
FOUR, AND FIVE FOR \$900,000 FOR THE TWO-YEAR INITIAL TERM AND \$450,000
PER YEAR FOR THREE OPTION TERMS TO UTILIZE AS NEEDED ACROSS ALL
THREE SPECIALTY AREAS FOR A TOTAL NOT TO EXCEED AMOUNT OF
\$2,250,000.**

WHEREAS, the Oakland Housing Authority has a need for Professional Real estate Development Consulting and Advisory Services in the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18); and

WHEREAS, The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021; and

WHEREAS, a total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane and was also publicly posted on the Oakland Housing Authority's website on September 27, 2021, and in the local newspapers from September 30, 2021 to October 8, 2021; and

WHEREAS, a total of thirty-three responsive proposals from seventeen firms across the

five specialty areas were submitted by the deadline of Tuesday, October 25, 2021; and

WHEREAS, Staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to Baker Tilly US, LLP for Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and for Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section-18); and

WHEREAS, Two vendors are being recommended for award for Specialty Area Three (Baker Tilly US, LLP and CTY Housing, Inc.), four vendors for Specialty Area Four (Baker Tilly US, LLP, California Housing Partnership Corporation, CTY Housing Inc., and Devine and Gong, Inc.) and, seven vendors for Specialty Area Five (Baker Tilly US, LLP, CTY Housing, Inc., Dominion Due Diligence Group, Eco Northwest, EJP Consulting Group, Recap Real Estate Advisors and Tag Associates); and

WHEREAS, Work will be awarded on a Task Order basis and when a task arises, the assignment will be awarded to the vendor that can best meet the needs and the timeline that OHA requires; and

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the executive director to execute a contract with Baker Tilly US, LLP for professional real estate development consulting and advisory services for Specialty Areas Three, Four, and Five for \$900,000 for the two-year initial term and \$450,000 per year for three option terms to utilize as needed across all three specialty areas for a total not to exceed amount of \$2,250,000.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to execute a contract with Baker Tilly US, LLP for professional real estate development consulting and advisory services for Specialty Areas Three (Affordable Housing Project Management Consultant), Four (Affordable Housing Financial Consultant), and Five (Public Housing Repositioning Specialist – RAD and Section 18) for \$900,000 for the two year initial term and \$450,000 per year for three option terms to utilize as needed across all three specialty areas for a total not to exceed amount of \$2,250,000; and

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

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

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing
Authority of the City of Oakland, California on May 23, 2022.*

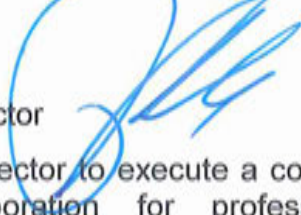
Secretary / Executive Director

ADOPTED:

RESOLUTION NO.

**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director 

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

Date: May 23, 2022

Purpose: This action will approve a contract for Professional Real Estate Development Consulting and Advisory Services to utilize as needed for the following Specialty Areas with California Housing Partnership Corporation: Specialty Area Four (Affordable Housing Financial Consultant).

Funding: Authorizing \$300,000 for an initial two-year contract and \$150,000 per year for three one year option terms with a total not to exceed amount of \$750,000 utilizing GL Code 4182-00-000.

Background

The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021. The purpose of this solicitation is to qualify on call consultants to contract with OHA to provide staff augmentation, consulting/advisory services and/or other related services on behalf of OHA at a fixed hourly rate for one or more of the following Specialty Area: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) on an "as-needed" basis pursuant to the issuance of task orders during the term of the contract.

A total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on September 27, 2021 and in the local newspapers from September 30, 2021 to October 8, 2021. Seventeen companies responded by the deadline, Tuesday, October 25, 2021, however, many companies

submitted proposals for multiple specialties. A total of thirty-three responsive proposals from seventeen firms were evaluated by an Evaluation Committee comprised of three employees of the Oakland Housing Authority. The committee met on four occasions, February 9, 2022, February 16, 2022, February 22, 2022, and March 8, 2022 to review the proposals.

All panelist scores were averaged, resulting in one final score for each company within each of the five Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms who scored 80 points or more pursuant to the guidelines in the RFP.

The Evaluation Committee recommended that identical contracts be awarded to the firms in each specialty area and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work, prepare the task order, and will include the required completion date. This information will be sent to all vendors that were awarded in each specialty. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Recommendation

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to execute a contract for Professional Real Estate Development Consulting and Advisory Services with the California Housing Partnership Corporation for Specialty Area Four (Affordable Housing Financial Consultant) for \$300,000 for a two-year initial term and \$150,000 per year for three one-year option terms to utilize as needed for a total not to exceed amount of \$750,000.

Attachments: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
CALIFORNIA HOUSING PARTNERSHIP CORPORATION FOR PROFESSIONAL
REAL ESTATE DEVELOPMENT CONSULTING AND ADVISORY SERVICES FOR
SPECIALTY AREA FOUR FOR \$300,000.00 FOR THE INITIAL TWO YEAR TERM
AND \$150,000.00 PER YEAR FOR THREE OPTION TERMS TO UTILIZE AS NEEDED
FOR A TOTAL NOT TO EXCEED AMOUNT OF \$750,000.00**

WHEREAS, the Oakland Housing Authority has a need for Professional Real estate Development Consulting and Advisory Services in the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18); and

WHEREAS, The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021; and

WHEREAS, a total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane and was also publicly posted on the Oakland Housing Authority's website on September 27, 2021, and in the local newspapers from September 30, 2021 to October 8, 2021; and

WHEREAS, a total of thirty-three responsive proposals from seventeen firms across the five specialty areas were submitted by the deadline of Tuesday, October 25, 2021; and

WHEREAS, staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to California Housing Partnership Corporation for Specialty Area Four (Affordable Housing Financial Consultant); and

WHEREAS, four vendors are being recommended for award for Specialty Area Four (Baker Tilly US, LLP, California Housing Partnership Corporation, CTY Housing, Inc., and Devine and Gong, Inc.); and

WHEREAS, work will be awarded on a Task Order basis and when a task arises, the assignment will be awarded to the vendor that can best meet the needs and the timeline that OHA requires.

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the executive director to execute a contract with California Housing Partnership Corporation for professional real estate development consulting and advisory services for Specialty Areas Four for \$300,000 for the initial two-year term \$150,000 per year for the three option terms to utilize as needed for a total not to exceed amount of \$750,000.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to execute a contract with California Housing Partnership Corporation for professional real estate development consulting and advisory services for Specialty Area Four (Affordable Housing Financial Consultant) for \$300,000 for the initial two year term and \$150,000 per year for three option terms for a total not to exceed amount of \$750,000; and

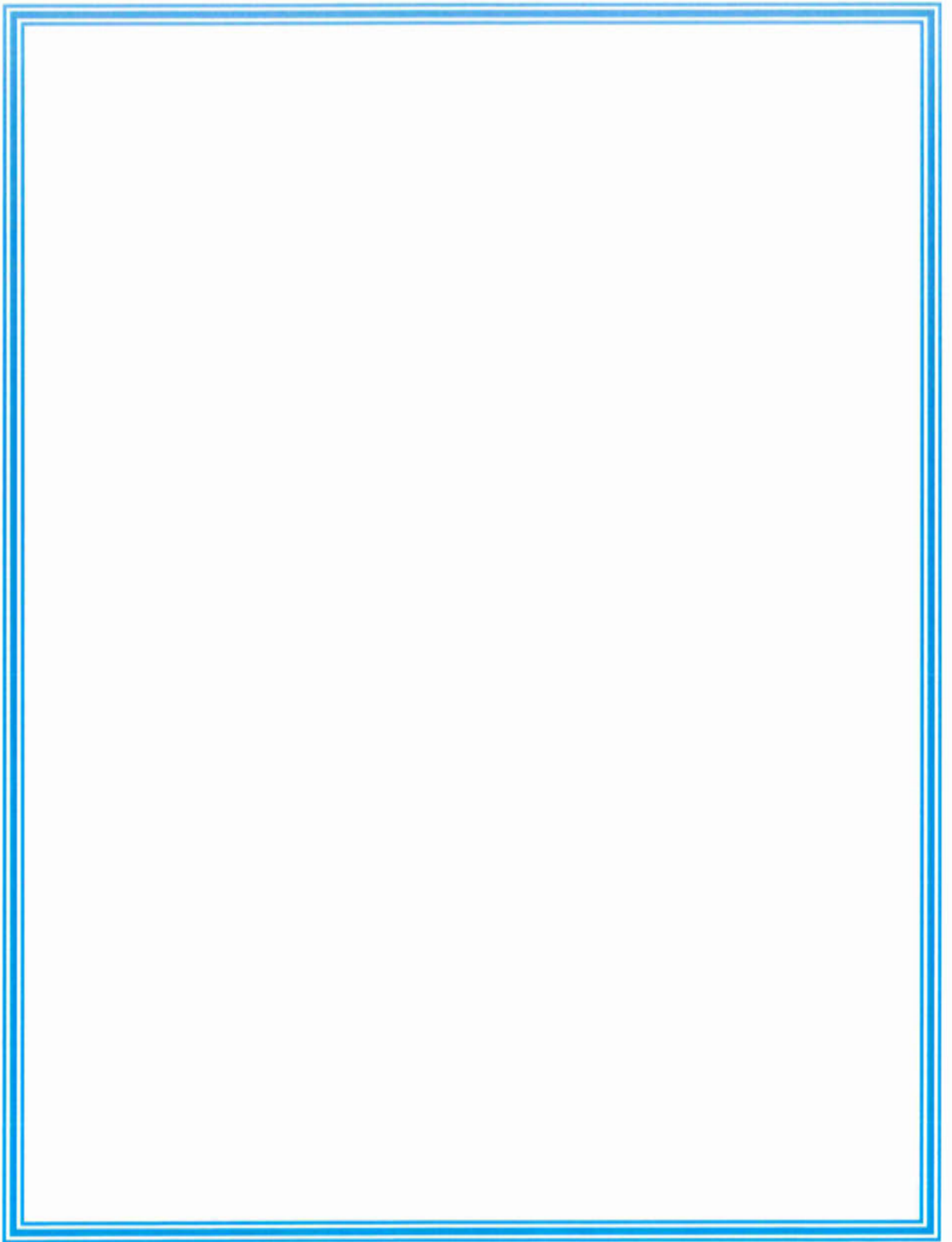
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing
Authority of the City of Oakland, California on May 23, 2022.*

Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director

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

Date: May 23, 2022

Purpose: This action will approve a contract for Professional Real Estate Development Consulting and Advisory Services to utilize as needed for the following Specialty Areas with Collabo, LLC: Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant).

Funding: Authorizing \$300,000 for an initial two year contract and \$150,000 per year for three one year option terms with a total not to exceed amount of \$750,000 utilizing GL Code 4182-00-000.

Background

The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021. The purpose of this solicitation is to qualify on call consultants to contract with OHA to provide staff augmentation, consulting/advisory services and/or other related services on behalf of OHA at a fixed hourly rate for one or more of the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) on an "as-needed" basis pursuant to the issuance of task orders during the term of the contract.

A total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on September 27, 2021 and in the local newspapers from September 30, 2021 to October 8, 2021. Seventeen companies responded by the deadline, Tuesday, October 25, 2021, however, many companies submitted proposals for multiple specialties. A total of thirty-three responsive proposals from seventeen firms were evaluated by an Evaluation Committee comprised of three

employees of the Oakland Housing Authority. The committee met on four occasions, February 9, 2022, February 16, 2022, February 22, 2022, and March 8, 2022 to review the proposals.

All panelist scores were averaged, resulting in one final score for each company within each of the five Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms who scored 80 points or more pursuant to the guidelines in the RFP.

The Evaluation Committee recommended that identical contracts be awarded to the firms in each specialty area and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work, prepare the task order, and will include the required completion date. This information will be sent to all vendors that were awarded in each specialty. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Recommendation

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to execute a contract for Professional Real Estate Development Consulting and Advisory Services with Collabo, LLC for Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant) for \$300,000 for a two-year initial term and \$150,000 per year for three one-year option terms to utilize as needed for a total not to exceed amount of \$750,000.

Attachments: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
COLLABO, LLC FOR PROFESSIONAL REAL ESTATE DEVELOPMENT
CONSULTING AND ADVISORY SERVICES FOR SPECIALTY AREA TWO FOR
\$300,000.00 FOR THE INITIAL TWO YEAR TERM AND \$150,000 PER YEAR FOR
THREE OPTION TERMS TO UTILIZE AS NEEDED FOR A TOTAL NOT TO
EXCEED AMOUNT OF \$750,000**

WHEREAS, the Oakland Housing Authority has a need for Professional Real estate Development Consulting and Advisory Services in the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18); and

WHEREAS, The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021; and

WHEREAS, a total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane and was also publicly posted on the Oakland Housing Authority's website on September 27, 2021, and in the local newspapers from September 30, 2021 to October 8, 2021; and

WHEREAS, a total of thirty-three responsive proposals from seventeen firms across the five specialty areas were submitted by the deadline of Tuesday, October 25, 2021; and

WHEREAS, staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to Collabo LLC for Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant); and

WHEREAS, four vendors are being recommended for award for Specialty Area Two (Collabo, LLC, Dominion Due Diligence Group, Inc., EJP Consulting Group, LLC, and Urban Focus, LLC); and

WHEREAS, Work will be awarded on a Task Order basis and when a task arises, the assignment will be awarded to the vendor that can best meet the needs and the timeline that OHA requires; and

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the executive director to execute a contract with Collabo, LLC for professional real estate development consulting and advisory services for Specialty Areas Two for \$300,000 for the initial two year term and \$150,000 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to execute a contract with Collabo, LLC for professional real estate development consulting and advisory services for Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant) for \$300,000 for the initial two year term and \$150,000 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000.

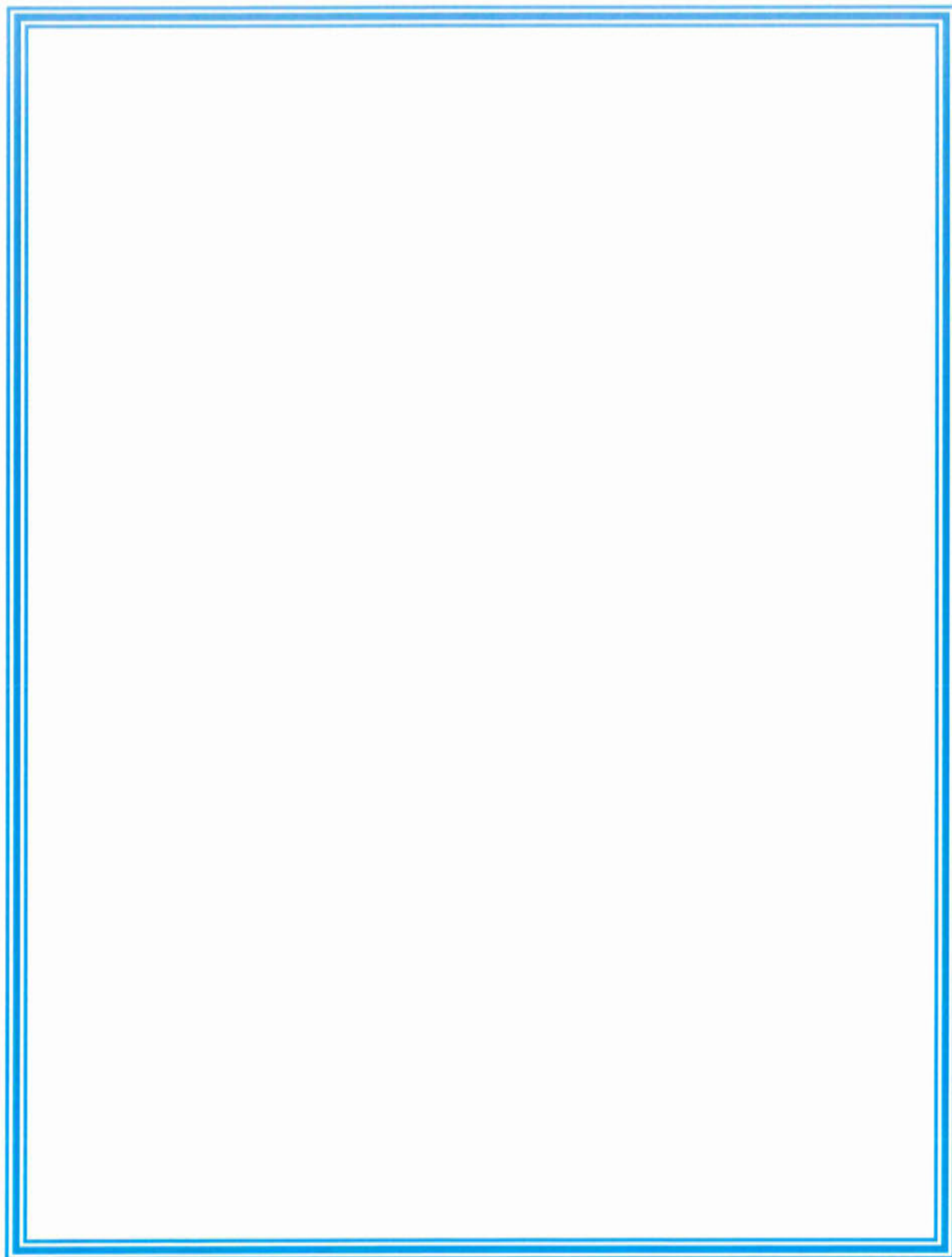
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing
Authority of the City of Oakland, California on May 23, 2022.*

Secretary / Executive Director

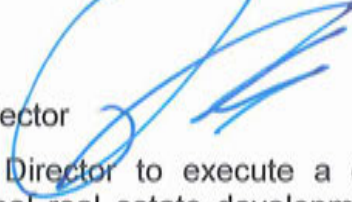
ADOPTED:

RESOLUTION NO.



**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director 

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

Date: May 23, 2022

Purpose: This action will approve a contract for Professional Real Estate Development Consulting and Advisory Services to utilize as needed for the following Specialty Areas with CTY Housing, Inc.: Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18).

Funding: Authorizing \$900,000 for an initial two year contract and \$450,000 per year for three one year option terms with a total not to exceed amount of \$2,250,000 utilizing GL Code 4182-00-000.

Background

The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021. The purpose of this solicitation is to qualify on call consultants to contract with OHA to provide staff augmentation, consulting/advisory services and/or other related services on behalf of OHA at a fixed hourly rate for one or more of the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) on an "as-needed" basis pursuant to the issuance of task orders during the term of the contract.

A total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on September 27, 2021 and in the local newspapers from September 30, 2021 to October 8, 2021. Seventeen companies responded by the deadline, Tuesday, October 25, 2021, however, many companies submitted proposals for multiple specialties. A total of thirty-three responsive proposals

from seventeen firms were evaluated by an Evaluation Committee comprised of three employees of the Oakland Housing Authority. The committee met on four occasions, February 9, 2022, February 16, 2022, February 22, 2022, and March 8, 2022 to review the proposals.

All panelist scores were averaged, resulting in one final score for each company within each of the five Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms who scored 80 points or more pursuant to the guidelines in the RFP.

The Evaluation Committee recommended that identical contracts be awarded to the firms in each specialty area and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work, prepare the task order, and will include the required completion date. This information will be sent to all vendors that were awarded in each specialty. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Recommendation

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to execute a contract for Professional Real Estate Development Consulting and Advisory Services with CTY Housing, Inc. for Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18) for \$900,000 for a two-year initial term and \$450,000 per year for three one-year option terms to utilize as needed for a total not to exceed amount of \$2,250,000.

Attachments: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
CTY HOUSING, INC. FOR PROFESSIONAL REAL ESTATE DEVELOPMENT
CONSULTING AND ADVISORY SERVICES FOR SPECIALTY AREAS THREE,
FOUR, AND FIVE FOR \$900,000.00 FOR THE TWO YEAR INITIAL TERM AND
\$450,000.00 PER YEAR FOR THREE OPTION TERMS TO UTILIZE AS NEEDED
ACROSS ALL THREE SPECIALTY AREAS FOR A TOTAL NOT TO EXCEED
AMOUNT OF \$2,250,000.00**

WHEREAS, the Oakland Housing Authority has a need for Professional Real estate Development Consulting and Advisory Services in the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18); and

WHEREAS, The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27,2021; and

WHEREAS, a total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane and was also publicly posted on the Oakland Housing Authority's website on September 27, 2021, and in the local newspapers from September 30, 2021 to October 8, 2021;and

WHEREAS, a total of thirty-three responsive proposals from seventeen firms across the

five specialty areas were submitted by the deadline of Tuesday, October 25, 2021; and

WHEREAS, Staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to CTY Housing, Inc. for Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and for Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section-18); and

WHEREAS, Two vendors are being recommended for award for Specialty Area Three (Baker Tilly US, LLP and CTY Housing, Inc.), four vendors for Specialty Area Four (Baker Tilly US, LLP, California Housing Partnership Corporation, CTY Housing Inc., and Devine and Gong, Inc.) and, seven vendors for Specialty Area Five (Baker Tilly US, LLP, CTY Housing, Inc., Dominion Due Diligence Group, Eco Northwest, EJP Consulting Group, Recap Real Estate Advisors and Tag Associates); and

WHEREAS, Work will be awarded on a Task Order basis and when a task arises, the assignment will be awarded to the vendor that can best meet the needs and the timeline that OHA requires.

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the executive director to execute a contract with CTY Housing, Inc. for professional real estate development consulting and advisory services for Specialty Areas Three, Four, and Five for \$900,000 for the two-year initial term and \$450,000 per year for three option terms to utilize as needed across all three specialty areas for a total not to exceed amount of \$2,250,000.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to execute a contract with CTY Housing, Inc. for professional real estate development consulting and advisory services for Specialty Areas Three (Affordable Housing Project Management Consultant), Four (Affordable Housing Financial Consultant), and Five (Public Housing Repositioning Specialist –RAD and Section 18) for \$900,000 for the two year initial term and \$450,000 per year for three option terms to utilize as needed across all three specialty areas for a total not to exceed amount of \$2,250,000; and

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

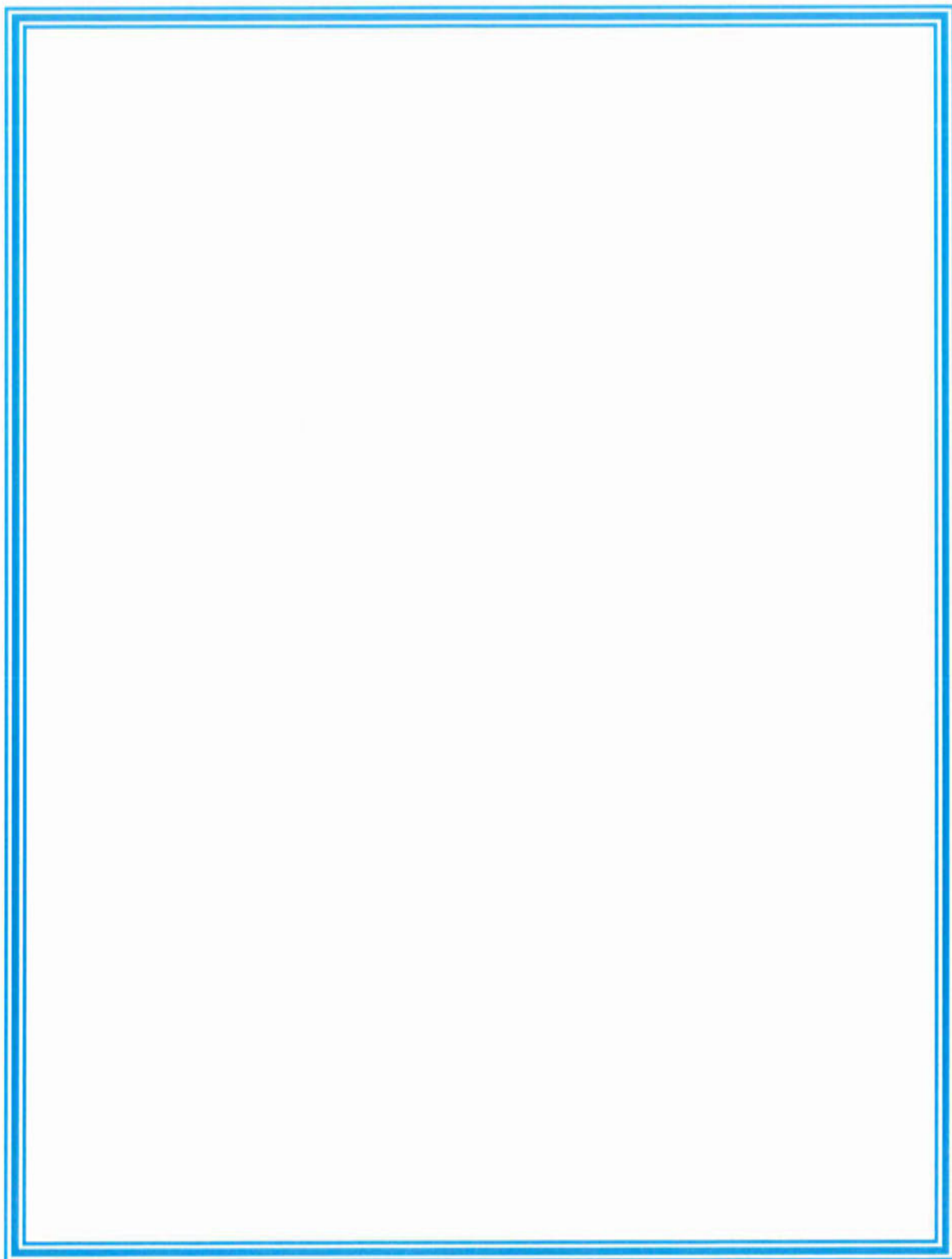
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing
Authority of the City of Oakland, California on May 23, 2022.*

Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director

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

Date: May 23, 2022

Purpose: This action will approve a contract for Professional Real Estate Development Consulting and Advisory Services to utilize as needed for the following Specialty Areas with DCG Strategies, Inc.: Specialty Area One (Land Use and Zoning Analyst).

Funding: Authorizing \$300,000 for an initial two year contract and \$150,000 per year for three one year option terms with a total not to exceed amount of \$750,000 utilizing GL Code 4182-00-000.

Background

The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021. The purpose of this solicitation is to qualify on call consultants to contract with OHA to provide staff augmentation, consulting/advisory services and/or other related services on behalf of OHA at a fixed hourly rate for one or more of the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) on an "as-needed" basis pursuant to the issuance of task orders during the term of the contract.

A total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on September 27, 2021 and in the local newspapers from September 30, 2021 to October 8, 2021. Seventeen companies responded by the deadline, Tuesday, October 25, 2021, however, many companies submitted proposals for multiple specialties. A total of thirty-three responsive proposals from seventeen firms were evaluated by an Evaluation Committee comprised of three

employees of the Oakland Housing Authority. The committee met on four occasions, February 9, 2022, February 16, 2022, February 22, 2022, and March 8, 2022 to review the proposals.

All panelist scores were averaged, resulting in one final score for each company within each of the five Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms who scored 80 points or more pursuant to the guidelines in the RFP.

The Evaluation Committee recommended that identical contracts be awarded to the firms in each specialty area and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work, prepare the task order, and will include the required completion date. This information will be sent to all vendors that were awarded in each specialty. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Recommendation

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to execute a contract for Professional Real Estate Development Consulting and Advisory Services with DCG Strategies, Inc. for Specialty Area One (Land Use and Zoning Analyst) for \$300,000 for a two-year initial term and \$150,000 per year for three one-year option terms to utilize as needed for a total not to exceed amount of \$750,000.

Attachments: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
DCG STRATEGIES, INC, FOR PROFESSIONAL REAL ESTATE DEVELOPMENT
CONSULTING AND ADVISORY SERVICES FOR SPECIALTY AREA ONE FOR
\$300,000.00 FOR THE INITIAL TWO YEAR TERM AND \$150,000.00 PER YEAR
FOR THREE OPTION TERMS TO UTILIZE AS NEEDED FOR A TOTAL NOT TO
EXCEED AMOUNT OF \$750,000.00**

WHEREAS, the Oakland Housing Authority has a need for Professional Real estate Development Consulting and Advisory Services in the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18); and

WHEREAS, The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021; and

WHEREAS, a total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane and was also publicly posted on the Oakland Housing Authority's website on September 27, 2021, and in the local newspapers from September 30, 2021 to October 8, 2021; and

WHEREAS, a total of thirty-three responsive proposals from seventeen firms across the five specialty areas were submitted by the deadline of Tuesday, October 25, 2021; and

WHEREAS, staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to DCG Strategies, Inc. for Specialty Area One (Land Use and Zoning Analyst); and

WHEREAS, six vendors are being recommended for award for Specialty Area One (Dahlin Group, Inc., David Baker Architects Inc., DCG Strategies, Inc., Dominion Due Diligence Group, Inc., Kobler Development Consulting, and Urban Focus, LLC); and

WHEREAS, Work will be awarded on a Task Order basis and when a task arises, the assignment will be awarded to the vendor that can best meet the needs and the timeline that OHA requires; and

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the executive director to execute a contract with DCG Strategies, Inc. for professional real estate development consulting and advisory services for Specialty Area One for \$300,000 for the initial two year term and \$150,000 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to execute a contract with DCG Strategies, Inc. for professional real estate development consulting and advisory services for Specialty Area One (Land Use and Zoning Analyst) for. \$300,000 for the initial two year term and \$150,000 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000; and

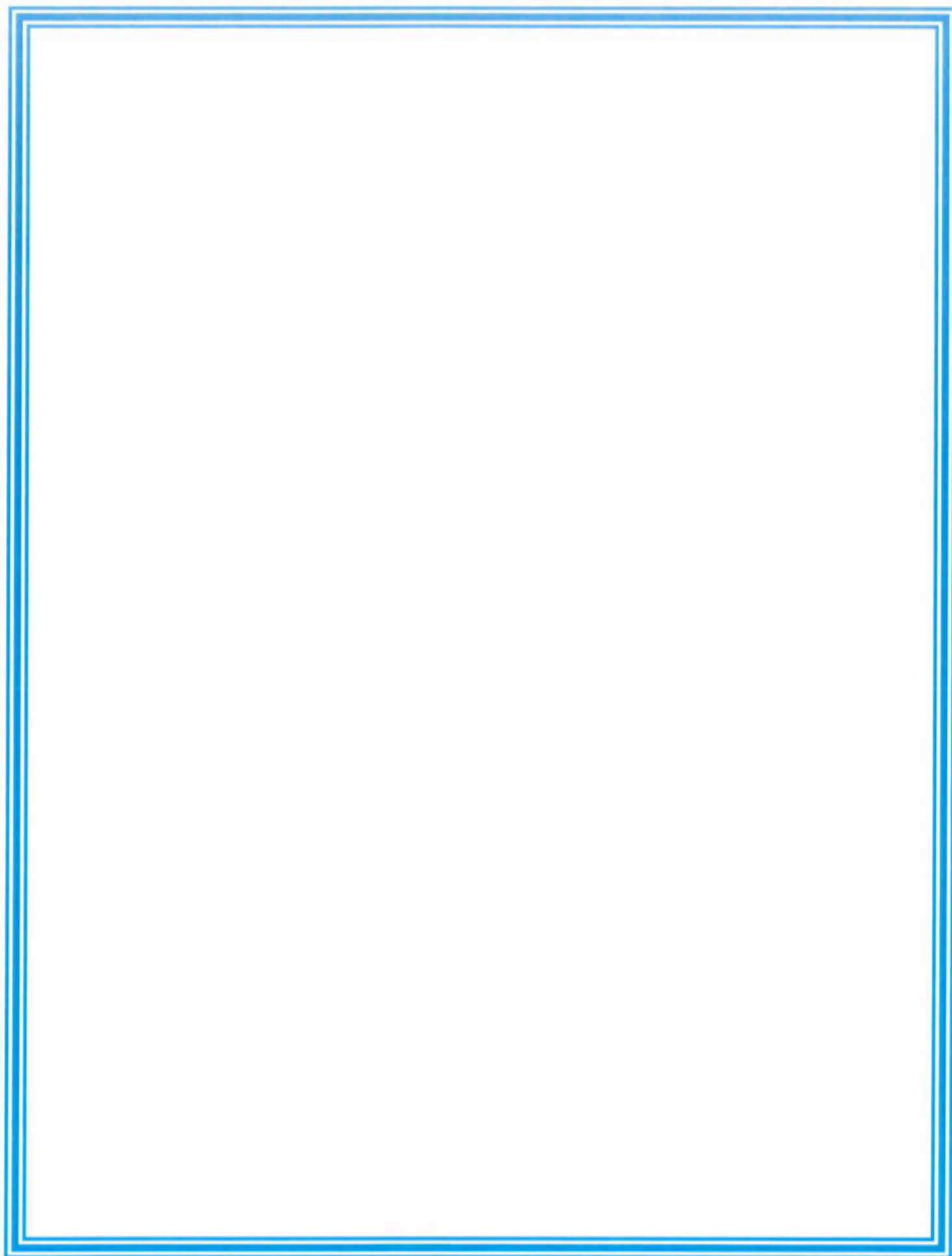
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing
Authority of the City of Oakland, California on May 23, 2022.*

Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

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

Date: May 23, 2022

Purpose: This action will approve a contract for Professional Real Estate Development Consulting and Advisory Services to utilize as needed for the following Specialty Areas with Dahlin Group, Inc.: Specialty Area One (Land Use and Zoning Analyst).

Funding: Authorizing \$300,000 for an initial two year contract and \$150,000 per year for three one year option terms with a total not to exceed amount of \$750,000 utilizing GL Code 4182-00-000.

Background

The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021. The purpose of this solicitation is to qualify on call consultants to contract with OHA to provide staff augmentation, consulting/advisory services and/or other related services on behalf of OHA at a fixed hourly rate for one or more of the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) on an "as-needed" basis pursuant to the issuance of task orders during the term of the contract.

A total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on September 27, 2021 and in the local newspapers from September 30, 2021 to October 8, 2021. Seventeen companies responded by the deadline, Tuesday, October 25, 2021, however, many companies submitted proposals for multiple specialties. A total of thirty-three responsive proposals from seventeen firms were evaluated by an Evaluation Committee comprised of three employees of the Oakland Housing Authority. The committee met on four occasions,

February 9, 2022, February 16, 2022, February 22, 2022, and March 8, 2022 to review the proposals.

All panelist scores were averaged, resulting in one final score for each company within each of the five Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms who scored 80 points or more pursuant to the guidelines in the RFP.

The Evaluation Committee recommended that identical contracts be awarded to the firms in each specialty area and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work, prepare the task order, and will include the required completion date. This information will be sent to all vendors that were awarded in each specialty. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Recommendation

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to execute a contract for Professional Real Estate Development Consulting and Advisory Services with Dahlin Group, Inc. for Specialty Area One (Land Use and Zoning Analyst) for \$300,000 for a two-year initial term and \$150,000 per year for three one year option terms to utilize as needed for a total not to exceed amount of \$750,000.

Attachments: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
DAHLIN GROUP INC. FOR PROFESSIONAL REAL ESTATE DEVELOPMENT
CONSULTING AND ADVISORY SERVICES FOR SPECIALTY AREA ONE FOR
\$300,000 FOR THE INITIAL TWO-YEAR TERM AND \$150,000 PER YEAR FOR
THREE OPTION TERMS TO UTILIZE AS NEEDED FOR A TOTAL NOT TO EXCEED
AMOUNT OF \$750,000.**

WHEREAS, the Oakland Housing Authority has a need for Professional Real estate Development Consulting and Advisory Services in the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18); and

WHEREAS, The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021; and

WHEREAS, a total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane and was also publicly posted on the Oakland Housing Authority's website on September 27, 2021, and in the local newspapers from September 30, 2021 to October 8, 2021; and

WHEREAS, a total of thirty-three responsive proposals from seventeen firms across the five specialty areas were submitted by the deadline of Tuesday, October 25, 2021; and

WHEREAS, staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to Collabo LLC for Specialty Area One (Land Use and Zoning Analyst); and

WHEREAS, six vendors are being recommended for award for Specialty Area One (Dahlin Group, Inc., David Baker Architects Inc., DCG Strategies, Inc., Dominion Due Diligence Group, Inc., Kobler Development Consulting, and Urban Focus, LLC); and

WHEREAS, Work will be awarded on a Task Order basis and when a task arises, the assignment will be awarded to the vendor that can best meet the needs and the timeline that OHA requires; and

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the executive director to execute a contract with Dahlin Group, Inc. for professional real estate development consulting and advisory services for Specialty Area One for \$300,000 for the initial two year term and \$150,000 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to execute a contract with Dahlin Group, Inc. for professional real estate development consulting and advisory services for Specialty Area One (Land Use and Zoning Analyst) for. \$300,000 for the initial two year term and \$150,000 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000.

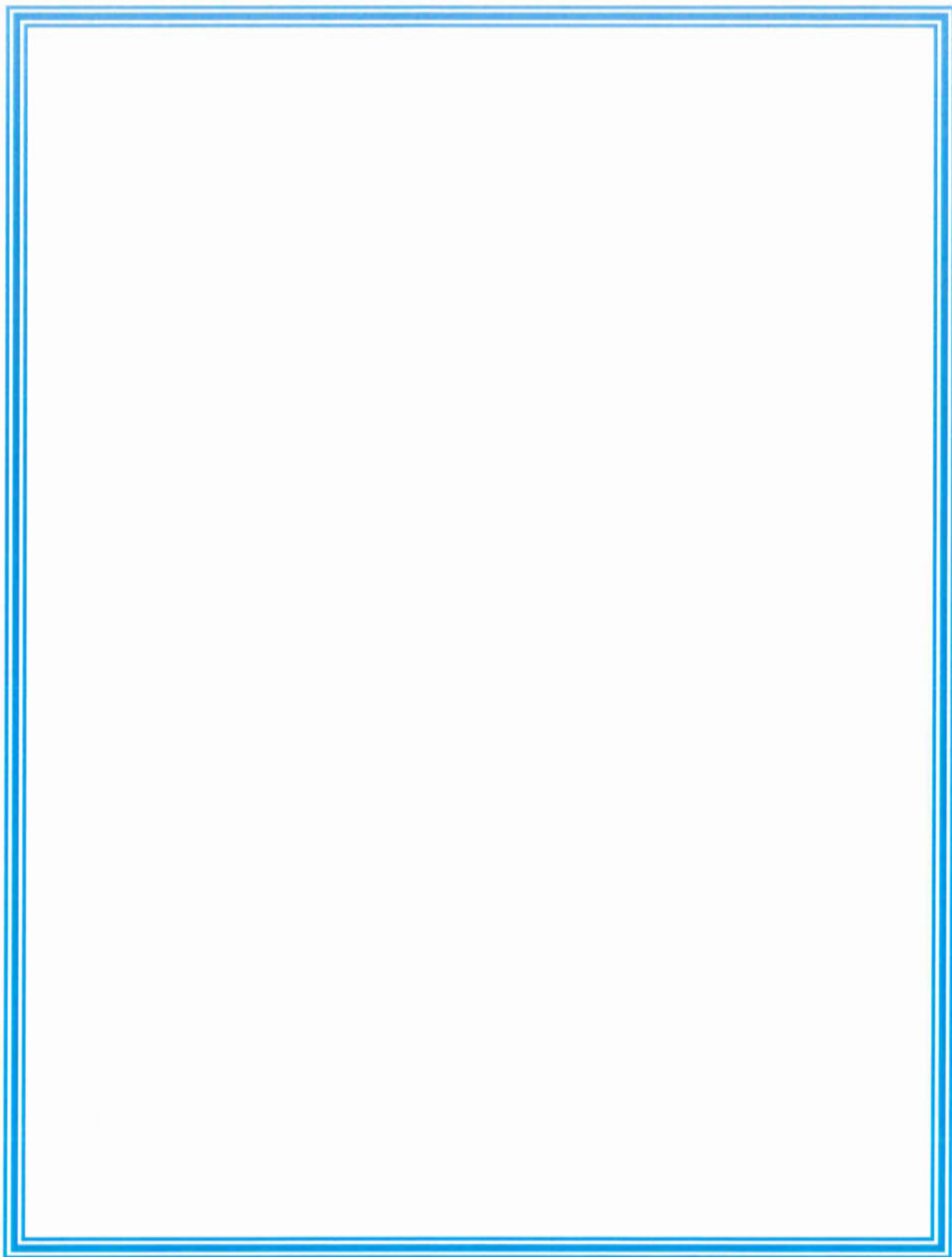
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing
Authority of the City of Oakland, California on May 23, 2022.*

Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director

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

Date: May 23, 2022

Purpose: This action will approve a contract for Professional Real Estate Development Consulting and Advisory Services to utilize as needed for the following Specialty Areas with David Baker Architects, Inc.: Specialty Area One (Land Use and Zoning Analyst).

Funding: Authorizing \$300,000 for an initial two year contract and \$150,000 per year for three one year option terms with a total not to exceed amount of \$750,000 utilizing GL Code 4182-00-000.

Background

The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021. The purpose of this solicitation is to qualify on call consultants to contract with OHA to provide staff augmentation, consulting/advisory services and/or other related services on behalf of OHA at a fixed hourly rate for one or more of the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) on an "as-needed" basis pursuant to the issuance of task orders during the term of the contract.

A total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on September 27, 2021 and in the local newspapers from September 30, 2021 to October 8, 2021. Seventeen companies responded by the deadline, Tuesday, October 25, 2021, however, many companies submitted proposals for multiple specialties. A total of thirty-three responsive proposals from seventeen firms were evaluated by an Evaluation Committee comprised of three employees of the Oakland Housing Authority. The committee met on four occasions,

February 9, 2022, February 16, 2022, February 22, 2022, and March 8, 2022 to review the proposals.

All panelist scores were averaged, resulting in one final score for each company within each of the five Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms who scored 80 points or more pursuant to the guidelines in the RFP.

The Evaluation Committee recommended that identical contracts be awarded to the firms in each specialty area and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work, prepare the task order, and will include the required completion date. This information will be sent to all vendors that were awarded in each specialty. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Recommendation

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to execute a contract for Professional Real Estate Development Consulting and Advisory Services with David Baker Architects, Inc. for Specialty Area One (Land Use and Zoning Analyst) for \$300,000 for a two-year initial term and \$150,000 per year for three one-year option terms to utilize as needed for a total not to exceed amount of \$750,000.

Attachments: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
DAVID BAKER ARCHITECTS, INC. FOR PROFESSIONAL REAL ESTATE
DEVELOPMENT CONSULTING AND ADVISORY SERVICES FOR SPECIALTY
AREA ONE FOR \$300,000 FOR THE INITIAL TWO-YEAR TERM AND \$150,000 PER
YEAR FOR THREE OPTION TERMS TO UTILIZE AS NEEDED FOR A TOTAL NOT
TO EXCEED AMOUNT OF \$750,000.**

WHEREAS, the Oakland Housing Authority has a need for Professional Real estate Development Consulting and Advisory Services in the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18); and

WHEREAS, The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27,2021; and

WHEREAS, a total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane and was also publicly posted on the Oakland Housing Authority's website on September 27, 2021, and in the local newspapers from September 30, 2021 to October 8, 2021; and

WHEREAS, a total of thirty-three responsive proposals from seventeen firms across the five specialty areas were submitted by the deadline of Tuesday, October 25, 2021; and

WHEREAS, staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to Collabo LLC for Specialty Area One (Land Use and Zoning Analyst); and

WHEREAS, six vendors are being recommended for award for Specialty Area One (Dahlin Group, Inc., David Baker Architects Inc., DCG Strategies, Inc., Dominion Due Diligence Group, Inc., Kobler Development Consulting, and Urban Focus, LLC); and

WHEREAS, Work will be awarded on a Task Order basis and when a task arises, the assignment will be awarded to the vendor that can best meet the needs and the timeline that OHA requires; and

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the executive director to execute a contract with David Baker Architects, Inc. for professional real estate development consulting and advisory services for Specialty Area One for \$300,000 for the initial two year term and \$150,000 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to execute a contract with David Baker Architects, Inc. for professional real estate development consulting and advisory services for Specialty Area One (Land Use and Zoning Analyst) for. \$300,000 for the initial two-year term and \$150,000 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000; and

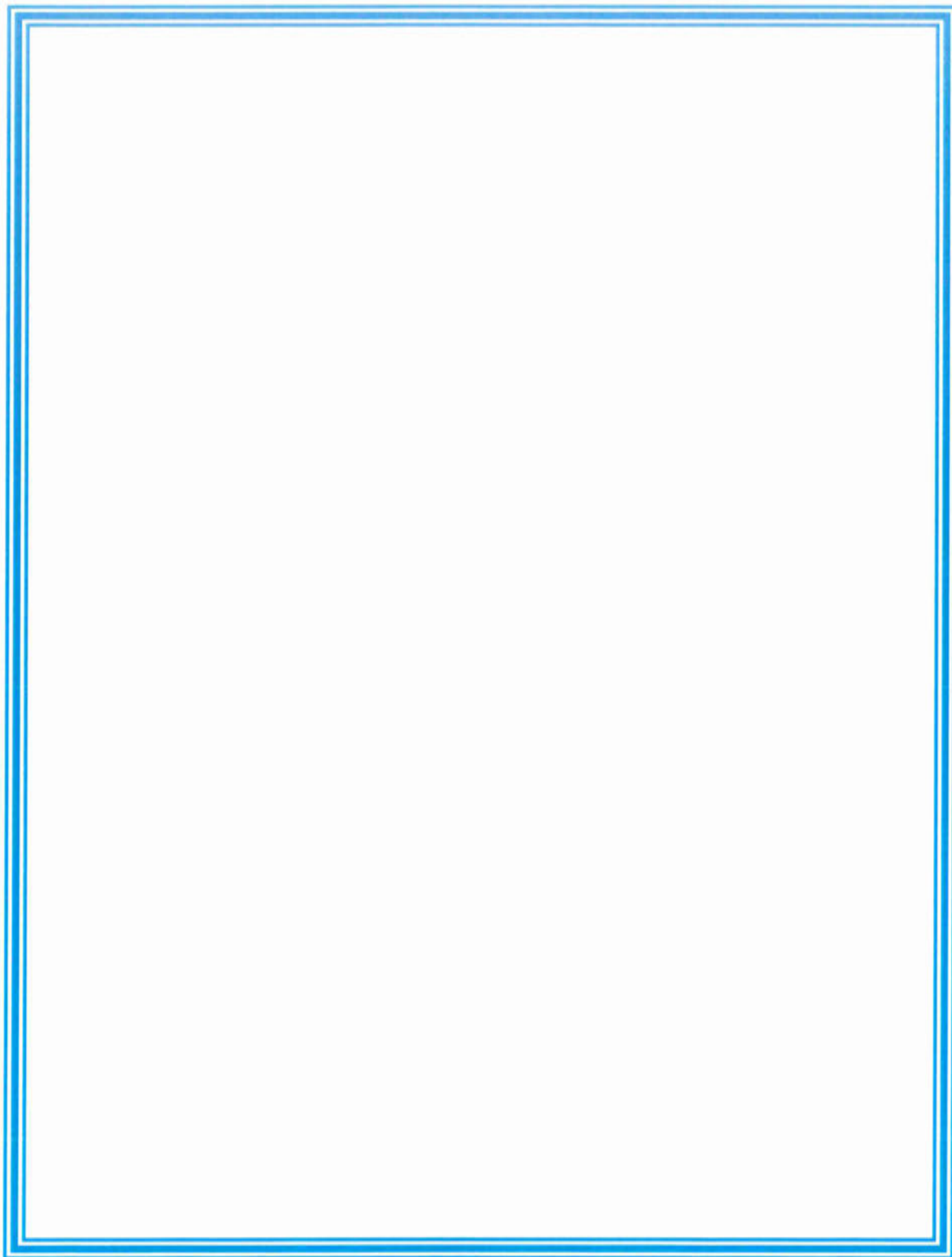
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing
Authority of the City of Oakland, California on May 23, 2022.*

Secretary / Executive Director

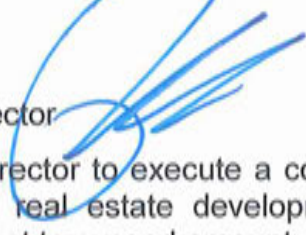
ADOPTED:

RESOLUTION NO.



**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director 

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

Date: May 23, 2022

Purpose: This action will approve a contract for Professional Real Estate Development Consulting and Advisory Services to utilize as needed for the following Specialty Areas with Devine & Gong, Inc. (Devine & Gong): Specialty Area Four (Affordable Housing Finance Consultant).

Funding: Authorizing \$300,000 for an initial two year contract and \$150,000 per year for three one year option terms for a total of five years with a not to exceed amount of \$750,000 utilizing GL Code 4182-00-000.

Background

The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021. The purpose of this solicitation is to qualify on call consultants to contract with OHA to provide staff augmentation, consulting/advisory services and/or other related services on behalf of OHA at a fixed hourly rate for one or more of the following Specialty Area: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) on an "as-needed" basis pursuant to the issuance of task orders during the term of the contract.

A total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on September 27, 2021 and in the local newspapers from September 30, 2021 to October 8, 2021. Seventeen companies responded by the deadline, Tuesday, October 25, 2021, however, many companies submitted proposals for multiple specialties. A total of thirty-three responsive proposals from seventeen firms were evaluated by an Evaluation Committee comprised of three

employees of the Oakland Housing Authority. The committee met on four occasions, February 9, 2022, February 16, 2022, February 22, 2022, and March 8, 2022 to review the proposals.

All panelist scores were averaged, resulting in one final score for each company within each of the five Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms who scored 80 points or more pursuant to the guidelines in the RFP.

The Evaluation Committee recommended that identical contracts be awarded to the firms in each specialty area and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work, prepare the task order, and will include the required completion date. This information will be sent to all vendors that were awarded in each specialty. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Recommendation

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to execute a contract for Professional Real Estate Development Consulting and Advisory Services with Devine & Gong for Specialty Area Four (Affordable Housing Finance Consultant) for \$300,000 for a two year initial term and \$150,000 per year for three one year option terms for a total amount not to exceed \$750,000.

Attachments: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
DEVINE & GONG, INC. FOR PROFESSIONAL REAL ESTATE DEVELOPMENT
CONSULTING AND ADVISORY SERVICES FOR SPECIALTY AREA FOUR FOR
\$300,000.00 FOR THE INITIAL TWO YEAR TERM AND \$150,000.00 PER YEAR
FOR THREE OPTION TERMS TO UTILIZE AS NEEDED FOR A TOTAL NOT TO
EXCEED AMOUNT OF \$750,000.00**

WHEREAS, the Oakland Housing Authority has a need for Professional Real estate Development Consulting and Advisory Services in the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18); and

WHEREAS, The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27,2021; and

WHEREAS, a total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane and was also publicly posted on the Oakland Housing Authority's website on September 27, 2021, and in the local newspapers from September 30, 2021 to October 8, 2021;and

WHEREAS, a total of thirty-three responsive proposals from seventeen firms across the five specialty areas were submitted by the deadline of Tuesday, October 25, 2021; and

WHEREAS, staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to Devine & Gong, Inc. for Specialty Area Four (Affordable Housing Financial Consultant); and

WHEREAS, four vendors are being recommended for award for Specialty Area Four (Baker Tilly US, LLP, California Housing Partnership Corporation, CTY Housing, Inc., and Devine & Gong, Inc.); and

WHEREAS, work will be awarded on a Task Order basis and when a task arises, the assignment will be awarded to the vendor that can best meet the needs and the timeline that OHA requires.

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the executive director to execute a contract with Devine & Gong, Inc. for professional real estate development consulting and advisory services for Specialty Areas Four for \$300,000.00 for the initial two year term \$150,000 per year for the three option terms to utilize as needed for a total not to exceed amount of \$750,000.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to execute a contract with Devine & Gong, Inc. for professional real estate development consulting and advisory services for Specialty Area Four (Affordable Housing Financial Consultant) for \$300,000.00 for the initial two year term and \$150,000.00 per year for three option terms for a total not to exceed amount of \$750,000.00; and

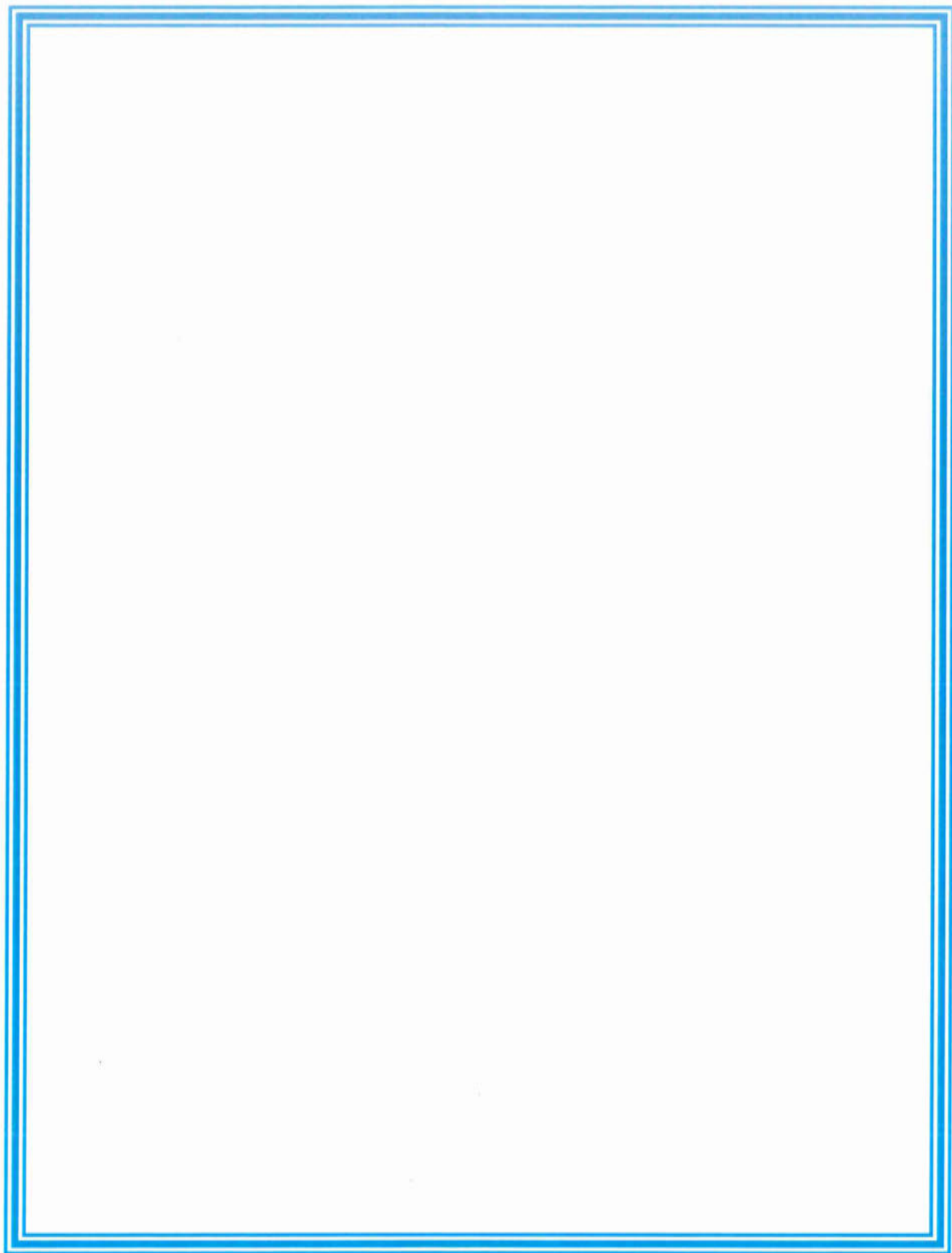
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing
Authority of the City of Oakland, California on May 23, 2022.*

Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director

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

Date: May 23, 2022

Purpose: This action will approve a contract for Professional Real Estate Development Consulting and Advisory Services to utilize as needed for the following Specialty Areas with Dominion Due Diligence Group, Inc.: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant) and Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18).

Funding: Authorizing \$900,000.00 for an initial two year contract and \$450,000.00 per year for three one year option terms with a total not to exceed amount of \$2,250,000.00 utilizing GL Code 4182-00-000.

Background

The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021. The purpose of this solicitation is to qualify on call consultants to contract with OHA to provide staff augmentation, consulting/advisory services and/or other related services on behalf of OHA at a fixed hourly rate for one or more of the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) on an "as-needed" basis pursuant to the issuance of task orders during the term of the contract.

A total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on September 27, 2021 and in the local newspapers from September 30, 2021 to October 8, 2021. Seventeen companies

responded by the deadline, Tuesday, October 25, 2021, however, many companies submitted proposals for multiple specialties. A total of thirty-three responsive proposals from seventeen firms were evaluated by an Evaluation Committee comprised of three employees of the Oakland Housing Authority. The committee met on four occasions, February 9, 2022, February 16, 2022, February 22, 2022, and March 8, 2022 to review the proposals.

All panelist scores were averaged, resulting in one final score for each company within each of the five Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms who scored 80 points or more pursuant to the guidelines in the RFP.

The Evaluation Committee recommended that identical contracts be awarded to the firms in each specialty area and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work, prepare the task order, and will include the required completion date. This information will be sent to all vendors that were awarded in each specialty. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Recommendation

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to execute a contract for Professional Real Estate Development Consulting and Advisory Services with Dominion Due Diligency Group, Inc. for Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant) and Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18) for \$900,000.00 for a two year initial term and \$450,000.00 per year for three one year option terms to utilize as needed for a total not to exceed amount of \$2,250,000.00.

Attachments: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
DOMINION DUE DILIGENCE GROUP INC. FOR PROFESSIONAL REAL ESTATE
DEVELOPMENT CONSULTING AND ADVISORY SERVICES FOR SPECIALTY
AREAS ONE, TWO, AND FIVE FOR \$900,000 FOR THE TWO YEAR INITIAL
TERM AND \$450,000 PER YEAR FOR THREE OPTION TERMS TO UTILIZE AS
NEEDED ACROSS ALL THREE SPECIALTY AREAS FOR A TOTAL NOT TO
EXCEED AMOUNT OF \$2,250,000**

WHEREAS, the Oakland Housing Authority has a need for Professional Real estate Development Consulting and Advisory Services in the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18); and

WHEREAS, The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021; and

WHEREAS, a total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane and was also publicly posted on the Oakland Housing Authority's website on September 27, 2021, and in the local newspapers from September 30, 2021 to October 8, 2021; and

WHEREAS, a total of thirty-three responsive proposals from seventeen firms across the five specialty areas were submitted by the deadline of Tuesday, October 25, 2021; and

WHEREAS, Staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to Dominion Due Diligence Group Inc. for

Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), and for Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section-18); and

WHEREAS, Six vendors are being recommended for award for Specialty Area One (Dahlin Group, Inc., David Baker Architects Inc., DCG Strategies, Inc., Dominion Due Diligence Group, Inc., Kobler Development Consulting, and Urban Focus, LLC); four vendors for Specialty Area Two (Collabo, LLC, Dominion Due Diligence Group, Inc., EJP Consulting Group, LLC, and Urban Focus, LLC) and, seven vendors for Specialty Area Five (Baker Tilly US, LLP, CTY Housing, Inc., Dominion Due Diligence Group, Eco Northwest, EJP Consulting Group, Recap Real Estate Advisors and Tag Associates); and

WHEREAS, Work will be awarded on a Task Order basis and when a task arises, the assignment will be awarded to the vendor that can best meet the needs and the timeline that OHA requires; and

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the executive director to execute a contract with Dominion Due Diligence Group, Inc. for professional real estate development consulting and advisory services for Specialty Areas One, Two, and Five for \$900,000 for the two year initial term and \$450,000 per year for three option terms to utilize as needed across all three specialty areas for a total not to exceed amount of \$2,250,000

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to execute a contract with Dominion Due Diligence Group, Inc. for professional real estate development consulting and advisory services for Specialty Areas One (Land Use and Zoning Analyst), Two (Choice Neighborhood Initiatives Planning Consultant), and Five (Public Housing Repositioning Specialist – RAD and Section 18) for \$900,000 for the two year initial term and \$450,000 per year for three option terms to utilize as needed across all three specialty areas for a total not to exceed amount of \$2,250,000; and

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

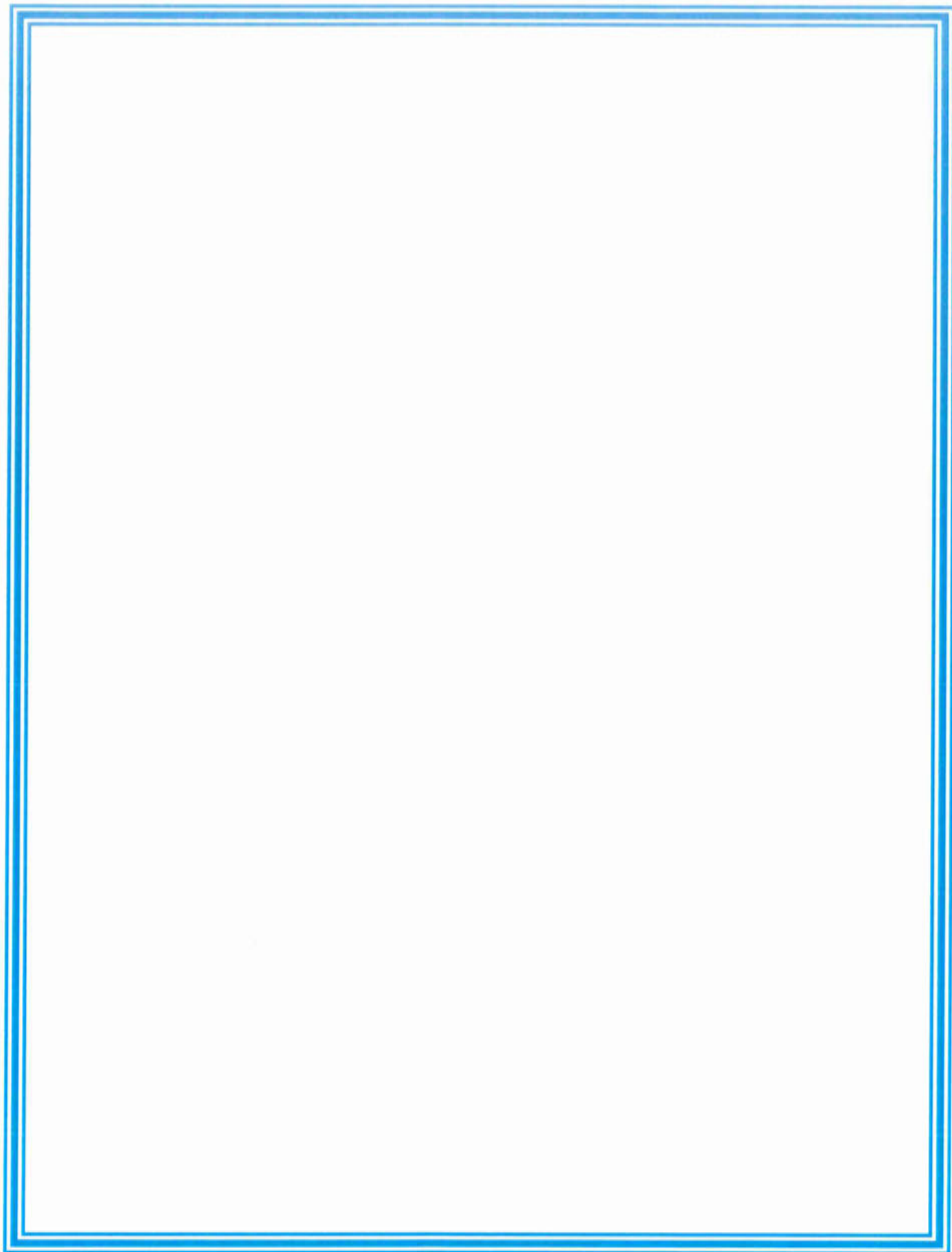
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on May 23, 2022.

Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director

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

Date: May 23, 2022

Purpose: This action will approve a contract for Professional Real Estate Development Consulting and Advisory Services to utilize as needed for the following Specialty Areas with Economic Consultants Oregon, LTD (Eco Northwest): Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18).

Funding: Authorizing \$300,000 for an initial two year contract and \$150,000 per year for three one year option terms for a total of five years with a not to exceed amount of \$750,000 utilizing GL Code 4182-00-000.

Background

The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021. The purpose of this solicitation is to qualify on call consultants to contract with OHA to provide staff augmentation, consulting/advisory services and/or other related services on behalf of OHA at a fixed hourly rate for one or more of the following Specialty Area: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) on an "as-needed" basis pursuant to the issuance of task orders during the term of the contract.

A total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on September 27, 2021 and in the local newspapers from September 30, 2021 to October 8, 2021. Seventeen companies responded by the deadline, Tuesday, October 25, 2021, however, many companies

submitted proposals for multiple specialties. A total of thirty-three responsive proposals from seventeen firms were evaluated by an Evaluation Committee comprised of three employees of the Oakland Housing Authority. The committee met on four occasions, February 9, 2022, February 16, 2022, February 22, 2022, and March 8, 2022 to review the proposals.

All panelist scores were averaged, resulting in one final score for each company within each of the five Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms who scored 80 points or more pursuant to the guidelines in the RFP.

The Evaluation Committee recommended that identical contracts be awarded to the firms in each specialty area and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work, prepare the task order, and will include the required completion date. This information will be sent to all vendors that were awarded in each specialty. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Recommendation

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to execute a contract for Professional Real Estate Development Consulting and Advisory Services with Eco Northwest for Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18) for \$300,000 for an initial two year contract and \$150,000 per year for three one year option terms for a total amount not to exceed \$750,000.

Attachments: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
ECONOMIC CONSULTANTS OREGON, LTD, DBA ECO NORTHWEST FOR
PROFESSIONAL REAL ESTATE DEVELOPMENT CONSULTING AND
ADVISORY SERVICES FOR SPECIALTY AREA FIVE FOR \$300,000 FOR THE
INITIAL TWO YEAR TERM AND \$150,000 PER YEAR FOR THREE OPTION
TERMS TO UTILIZE AS NEEDED FOR A TOTAL NOT TO EXCEED AMOUNT OF
\$750,000**

WHEREAS, the Oakland Housing Authority has a need for Professional Real estate Development Consulting and Advisory Services in the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18); and

WHEREAS, The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27,2021; and

WHEREAS, a total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane and was also publicly posted on the Oakland Housing Authority's website on September 27, 2021, and in the local newspapers from September 30, 2021 to October 8, 2021;and

WHEREAS, a total of thirty-three responsive proposals from seventeen firms across the

five specialty areas were submitted by the deadline of Tuesday, October 25, 2021; and

WHEREAS, Staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to Economic Consultants Oregon, Ltd, dba Eco Northwest for Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section-18); and

WHEREAS, Seven vendors are being recommended for award for Specialty Area Five (Baker Tilly US, LLP, CTY Housing, Inc., Dominion Due Diligence Group, Eco Northwest, EJP Consulting Group, Recap Real Estate Advisors and Tag Associates); and

WHEREAS, Work will be awarded on a Task Order basis and when a task arises, the assignment will be awarded to the vendor that can best meet the needs and the timeline that OHA requires.

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the executive director to execute a contract with Economic Consultants Oregon, Ltd, dba Eco Northwest for professional real estate development consulting and advisory services for Specialty Areas Five for \$300,000 for the initial two year term and \$150,000 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to execute a contract with Economic Consultants Oregon, Ltd, dba Eco Northwest for professional real estate development consulting and advisory services for Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) for \$300,000 for the initial two year term and \$150,000 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000; and

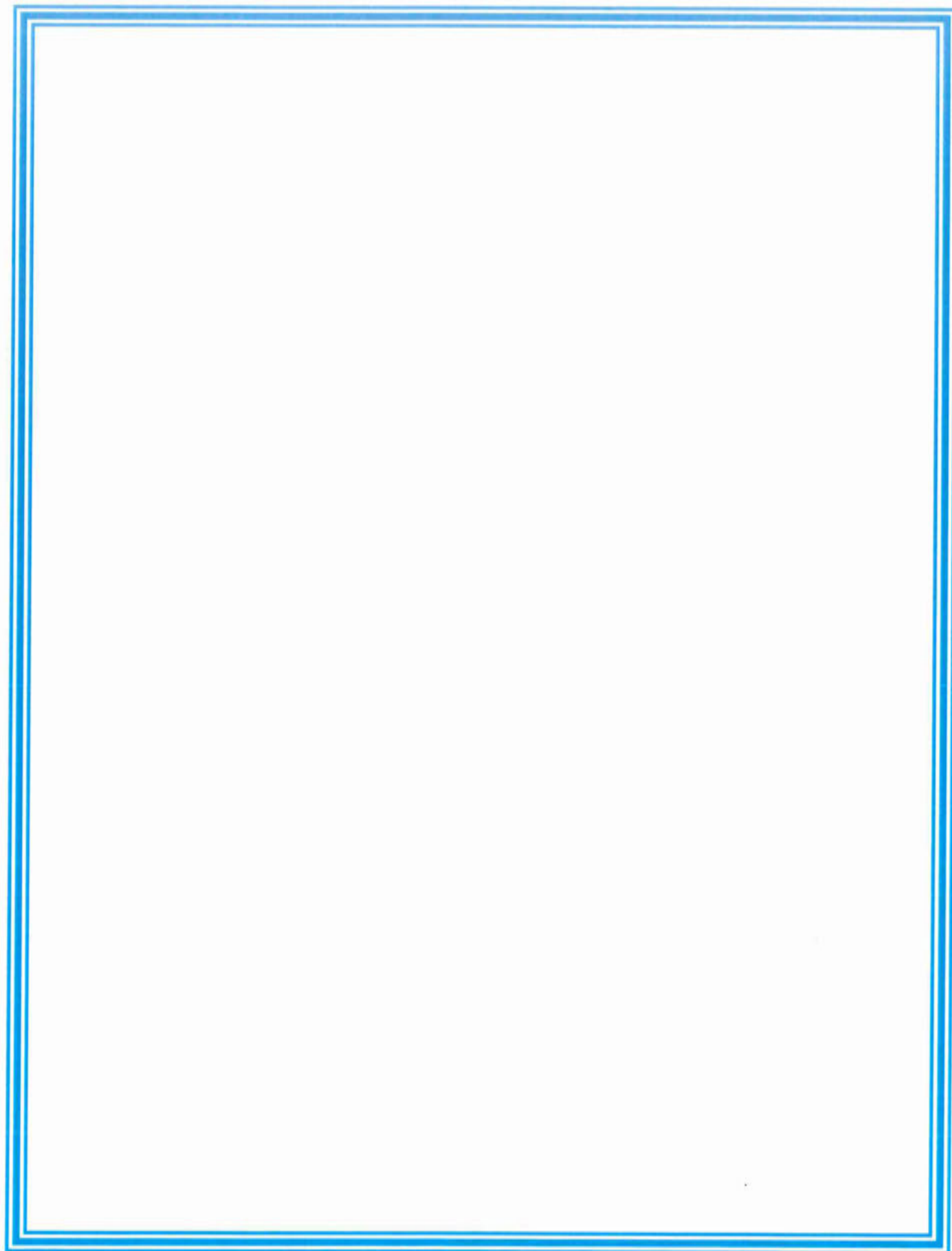
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on May 23, 2022.

Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director

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

Date: May 23, 2022

Purpose: This action will approve a contract for Professional Real Estate Development Consulting and Advisory Services to utilize as needed for the following Specialty Areas with EJP Consulting Group, LLC (EJP Consulting): Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant) and Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18).

Funding: Authorizing \$600,000 for an initial two year contract and \$300,000 per year for three one year option terms for a total of five years with a not to exceed amount of \$1,500,000 utilizing GL Code 4182-00-000.

Background

The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021. The purpose of this solicitation is to qualify on call consultants to contract with OHA to provide staff augmentation, consulting/advisory services and/or other related services on behalf of OHA at a fixed hourly rate for one or more of the following Specialty Area: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) on an "as-needed" basis pursuant to the issuance of task orders during the term of the contract.

A total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on September 27, 2021 and in the local newspapers from September 30, 2021 to October 8, 2021. Seventeen companies

responded by the deadline, Tuesday, October 25, 2021, however, many companies submitted proposals for multiple specialties. A total of thirty-three responsive proposals from seventeen firms were evaluated by an Evaluation Committee comprised of three employees of the Oakland Housing Authority. The committee met on four occasions, February 9, 2022, February 16, 2022, February 22, 2022, and March 8, 2022 to review the proposals.

All panelist scores were averaged, resulting in one final score for each company within each of the five Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms who scored 80 points or more pursuant to the guidelines in the RFP.

The Evaluation Committee recommended that identical contracts be awarded to the firms in each specialty area and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work, prepare the task order, and will include the required completion date. This information will be sent to all vendors that were awarded in each specialty. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Recommendation

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to execute a contract for Professional Real Estate Development Consulting and Advisory Services with EJP Consulting Group, LLC for Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant) and Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18) for \$600,000 for a two year initial term and \$300,000 per year for three one year option terms to utilize as needed for a total amount not to exceed \$1,500,000.

Attachments: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH EJP CONSULTING GROUP, LLC FOR PROFESSIONAL REAL ESTATE DEVELOPMENT CONSULTING AND ADVISORY SERVICES FOR SPECIALTY AREAS TWO AND FIVE FOR \$600,000 FOR THE TWO YEAR INITIAL TERM AND \$300,000 PER YEAR FOR THREE OPTION TERMS TO UTILIZE AS NEEDED ACROSS ALL THREE SPECIALTY AREAS FOR A TOTAL NOT TO EXCEED AMOUNT OF \$1,500,000.

WHEREAS, the Oakland Housing Authority has a need for Professional Real estate Development Consulting and Advisory Services in the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18); and

WHEREAS, The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27,2021; and

WHEREAS, a total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane and was also publicly posted on the Oakland Housing Authority's website on September 27, 2021, and in the local newspapers from September 30, 2021 to October 8, 2021;and

WHEREAS, a total of thirty-three responsive proposals from seventeen firms across the five specialty areas were submitted by the deadline of Tuesday, October 25, 2021; and

WHEREAS, Staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to EJP Consulting Group, LLC for Specialty

Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), and for Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section-18); and

WHEREAS, four vendors are being recommended for award for Specialty Area Two (Collabo, LLC, Dominion Due Diligence Group, Inc., EJP Consulting Group, LLC, and Urban Focus, LLC) and, seven vendors for Specialty Area Five (Baker Tilly US, LLP, CTY Housing, Inc., Dominion Due Diligence Group, Eco Northwest, EJP Consulting Group, Recap Real Estate Advisors and Tag Associates); and

WHEREAS, Work will be awarded on a Task Order basis and when a task arises, the assignment will be awarded to the vendor that can best meet the needs and the timeline that OHA requires; and

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the executive director to execute a contract with EJP Consulting Group, LLC for professional real estate development consulting and advisory services for Specialty Areas Two and Five for \$600,000 for the two-year initial term and \$300,000 per year for three option terms to utilize as needed across all three specialty areas for a total not to exceed amount of \$1,500,000.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to execute a contract with EJP Consulting Group, LLC for professional real estate development consulting and advisory services for Specialty Areas Two (Choice Neighborhood Initiatives Planning Consultant) and Five (Public Housing Repositioning Specialist – RAD and Section 18) for \$600,000 for the two-year initial term and \$300,000 per year for three option terms to utilize as needed across all three specialty areas for a total not to exceed amount of \$1,500,000; and

THAT, funds will be utilized as needed across the two Specialty Areas; and

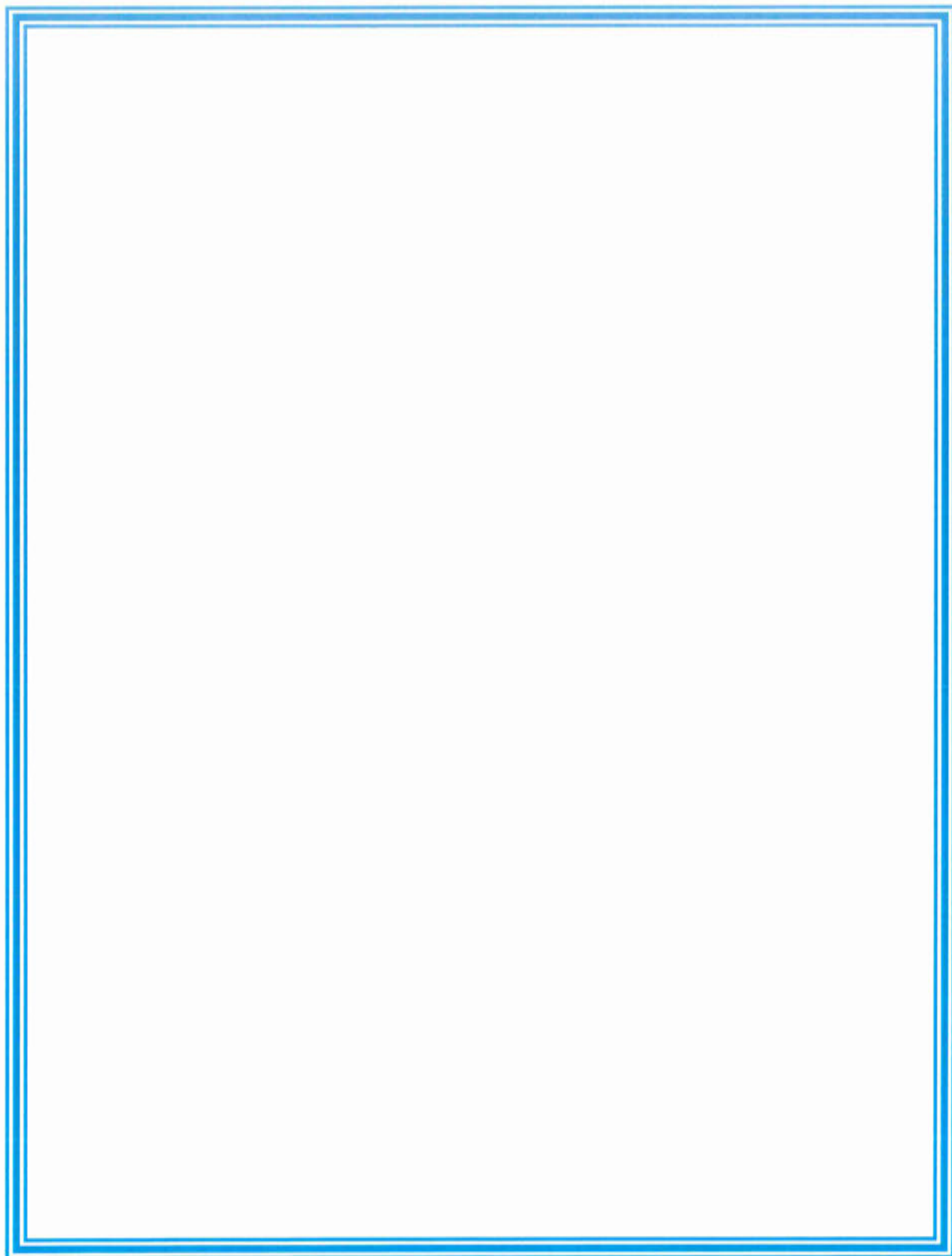
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on May 23, 2022.

Secretary / Executive Director

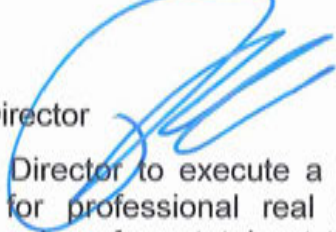
ADOPTED:

RESOLUTION NO.



**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director 

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

Date: May 23, 2022

Purpose: This action will approve a contract for Professional Real Estate Development Consulting and Advisory Services to utilize as needed for the following Specialty Areas with Kobler Development Consulting (Kobler): Specialty Area One (Land Use and Zoning Analyst).

Funding: Authorizing \$300,000 for an initial two year contract and \$150,000.00 per year for three one year option terms for a total of five years with a not to exceed amount of \$750,000 utilizing GL Code 4182-00-000.

Background

The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021. The purpose of this solicitation is to qualify on call consultants to contract with OHA to provide staff augmentation, consulting/advisory services and/or other related services on behalf of OHA at a fixed hourly rate for one or more of the following Specialty Area: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) on an "as-needed" basis pursuant to the issuance of task orders during the term of the contract.

A total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on September 27, 2021 and in the local newspapers from September 30, 2021 to October 8, 2021. Seventeen companies responded by the deadline, Tuesday, October 25, 2021, however, many companies

submitted proposals for multiple specialties. A total of thirty-three responsive proposals from seventeen firms were evaluated by an Evaluation Committee comprised of three employees of the Oakland Housing Authority. The committee met on four occasions, February 9, 2022, February 16, 2022, February 22, 2022, and March 8, 2022 to review the proposals.

All panelist scores were averaged, resulting in one final score for each company within each of the five Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms who scored 80 points or more pursuant to the guidelines in the RFP.

The Evaluation Committee recommended that identical contracts be awarded to the firms in each specialty area and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work, prepare the task order, and will include the required completion date. This information will be sent to all vendors that were awarded in each specialty. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Recommendation

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to execute a contract for Professional Real Estate Development Consulting and Advisory Services with Kobler for Specialty Area One (Land Use and Zoning Analyst) for \$300,000 for a two year initial term and \$150,000 per year for three one year option terms to utilize as needed for a total amount not to exceed \$750,000.

Attachments: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
KOBLER DEVELOPMENT CONSULTING FOR PROFESSIONAL REAL ESTATE
DEVELOPMENT CONSULTING AND ADVISORY SERVICES FOR SPECIALTY
AREA ONE FOR \$300,000 FOR THE INITIAL TWO YEAR TERM AND \$150,000
PER YEAR FOR THREE OPTION TERMS TO UTILIZE AS NEEDED FOR A
TOTAL NOT TO EXCEED AMOUNT OF \$750,000**

WHEREAS, the Oakland Housing Authority has a need for Professional Real estate Development Consulting and Advisory Services in the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18); and

WHEREAS, The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27,2021; and

WHEREAS, a total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane and was also publicly posted on the Oakland Housing Authority's website on September 27, 2021, and in the local newspapers from September 30, 2021 to October 8, 2021;and

WHEREAS, a total of thirty-three responsive proposals from seventeen firms across the five specialty areas were submitted by the deadline of Tuesday, October 25, 2021; and

WHEREAS, staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to Collabo LLC for Specialty Area One (Land Use and Zoning Analyst); and

WHEREAS, six vendors are being recommended for award for Specialty Area One (Dahlin Group, Inc., David Baker Architects Inc., DCG Strategies, Inc., Dominion Due Diligence Group, Inc., Kobler Development Consulting, and Urban Focus, LLC); and

WHEREAS, Work will be awarded on a Task Order basis and when a task arises, the assignment will be awarded to the vendor that can best meet the needs and the timeline that OHA requires; and

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the executive director to execute a contract with Kobler Development Consulting for professional real estate development consulting and advisory services for Specialty Area One for \$300,000 for the initial two-year term and \$150,000 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to execute a contract with Kobler Development Consulting for professional real estate development consulting and advisory services for Specialty Area One (Land Use and Zoning Analyst) for. \$300,000 for the initial two year term and \$150,000 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000; and

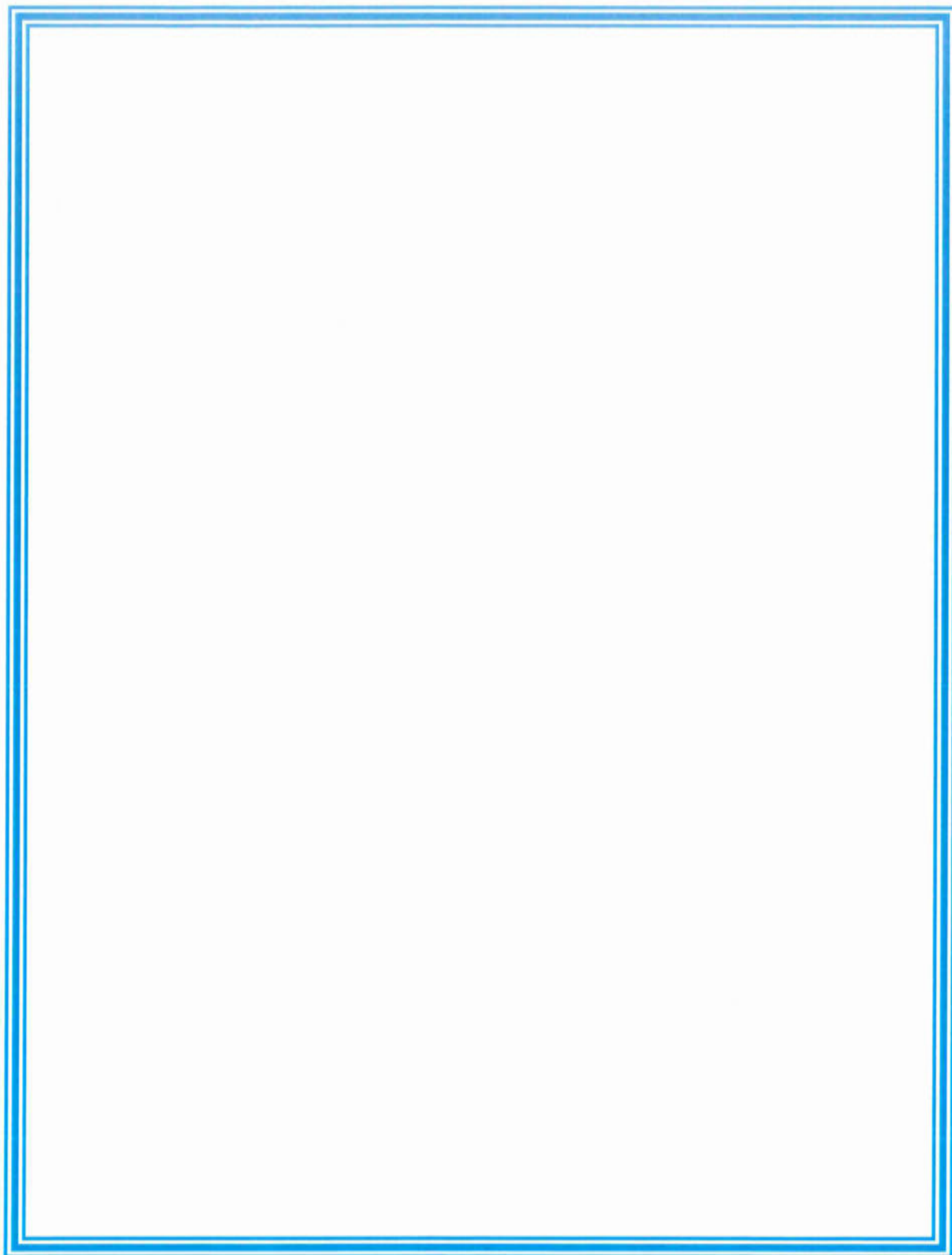
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing
Authority of the City of Oakland, California on May 23, 2022.*

Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director

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

Date: May 23, 2022

Purpose: This action will approve a contract for Professional Real Estate Development Consulting and Advisory Services to utilize as needed for the following Specialty Areas with Recap Advisors LLC, DBA Recap Real Estate Advisors (Recap): Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18).

Funding: Authorizing \$300,000 for an initial two year contract and \$150,000 per year for three one year option terms for a total of five years with a not to exceed amount of \$750,000 utilizing GL Code 4182-00-000.

Background

The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021. The purpose of this solicitation is to qualify on call consultants to contract with OHA to provide staff augmentation, consulting/advisory services and/or other related services on behalf of OHA at a fixed hourly rate for one or more of the following Specialty Area: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) on an "as-needed" basis pursuant to the issuance of task orders during the term of the contract.

A total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on September 27, 2021 and in the local newspapers from September 30, 2021 to October 8, 2021. Seventeen companies

responded by the deadline, Tuesday, October 25, 2021, however, many companies submitted proposals for multiple specialties. A total of thirty-three responsive proposals from seventeen firms were evaluated by an Evaluation Committee comprised of three employees of the Oakland Housing Authority. The committee met on four occasions, February 9, 2022, February 16, 2022, February 22, 2022, and March 8, 2022 to review the proposals.

All panelist scores were averaged, resulting in one final score for each company within each of the five Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms who scored 80 points or more pursuant to the guidelines in the RFP.

The Evaluation Committee recommended that identical contracts be awarded to the firms in each specialty area and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work, prepare the task order, and will include the required completion date. This information will be sent to all vendors that were awarded in each specialty. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Recommendation

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to execute a contract for Professional Real Estate Development Consulting and Advisory Services with Recap for Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18) for \$300,000 for a two year initial term and \$150,000 per year for three one year option terms to utilize as needed for a total amount not to exceed \$750,000.

Attachments: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
RECAP ADVISORS, LLC, DBA RECAP REAL ESTATE ADVISORS FOR
PROFESSIONAL REAL ESTATE DEVELOPMENT CONSULTING AND ADVISORY
SERVICES FOR SPECIALTY AREA FIVE FOR \$300,000 FOR THE INITIAL TWO
YEAR TERM AND \$150,000 PER YEAR FOR THREE OPTION TERMS TO UTILIZE
AS NEEDED FOR A TOTAL NOT TO EXCEED AMOUNT OF \$750,000.**

WHEREAS, the Oakland Housing Authority has a need for Professional Real estate Development Consulting and Advisory Services in the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18); and

WHEREAS, The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27,2021; and

WHEREAS, a total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane and was also publicly posted on the Oakland Housing Authority's website on September 27, 2021, and in the local newspapers from September 30, 2021 to October 8, 2021;and

WHEREAS, a total of thirty-three responsive proposals from seventeen firms across the five specialty areas were submitted by the deadline of Tuesday, October 25, 2021; and

WHEREAS, Staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to Recap Advisors, LLC, dba Recap Real Estate Advisors for Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section-18); and

WHEREAS, Seven vendors are being recommended for award for Specialty Area Five (Baker Tilly US, LLP, CTY Housing, Inc., Dominion Due Diligence Group, Eco Northwest, EJP Consulting Group, Recap Real Estate Advisors and Tag Associates); and

WHEREAS, Work will be awarded on a Task Order basis and when a task arises, the assignment will be awarded to the vendor that can best meet the needs and the timeline that OHA requires; and

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the executive director to execute a contract with Recap Advisors, LLC, dba Recap Real Estate Advisors for professional real estate development consulting and advisory services for Specialty Areas Five for \$300,000.00 for the initial two year term and \$150,000.00 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000.00.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to execute a contract with Recap Advisors, LLC, dba Recap Real Estate Advisors for professional real estate development consulting and advisory services for Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) for \$300,000 for the initial two year term and \$150,000 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000; and

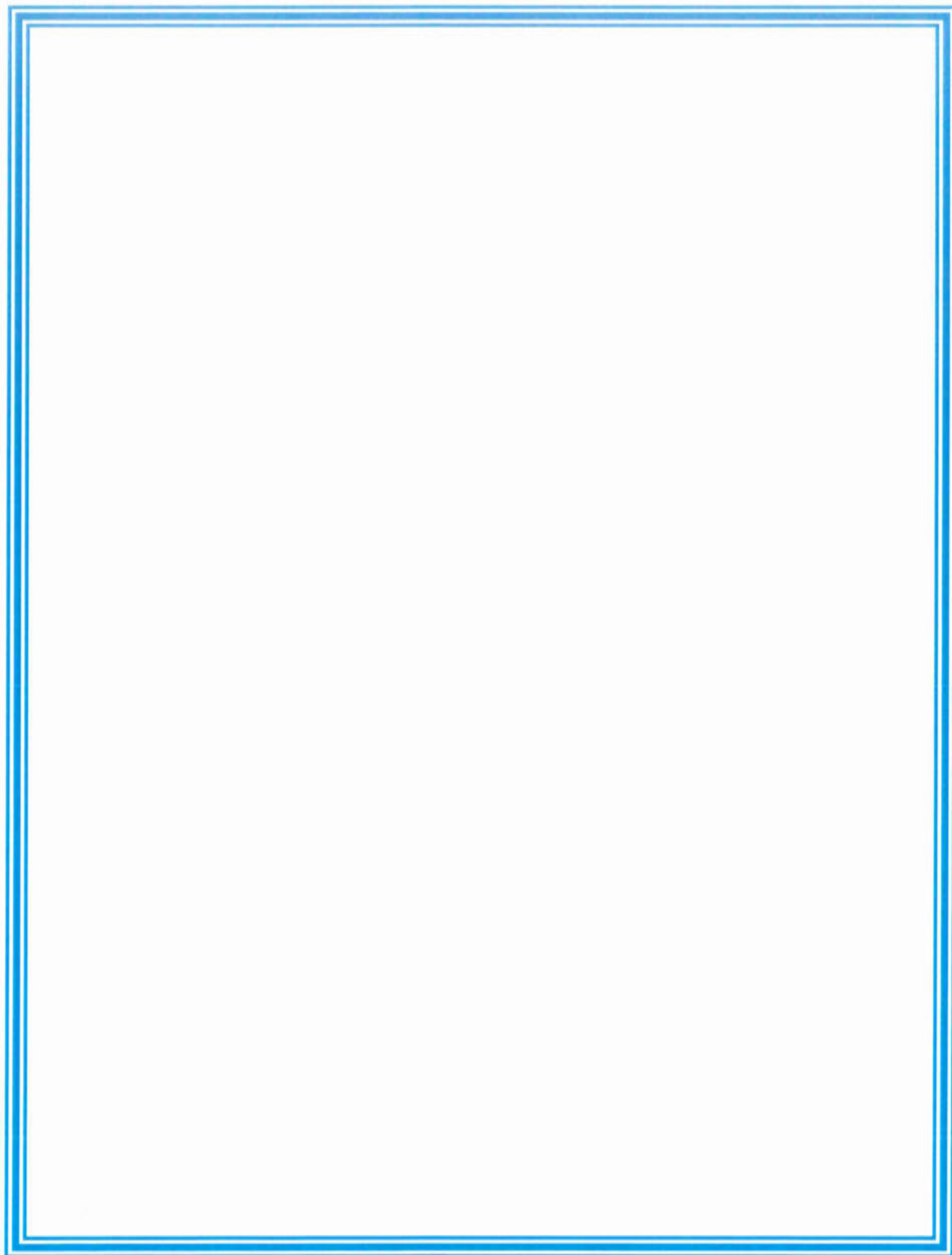
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing
Authority of the City of Oakland, California on May 23, 2022.*

Secretary / Executive Director

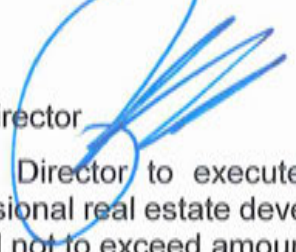
ADOPTED:

RESOLUTION NO.



**Executive Office
Oakland Housing Authority MEMORANDUM**

To: Board of Commissioners

From: Patricia Wells, Executive Director 

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

Date: May 23, 2022

Purpose: This action will approve a contract for Professional Real Estate Development Consulting and Advisory Services to utilize as needed for the following Specialty Areas with TAG Associates, Inc., (TAG Associates): Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18).

Funding: Authorizing \$300,000 for an initial two year contract and \$150,000 per year for three one year option terms for a total of five years with a not to exceed amount of \$750,000 utilizing GL Code 4182-00-000.

Background

The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021. The purpose of this solicitation is to qualify on call consultants to contract with OHA to provide staff augmentation, consulting/advisory services and/or other related services on behalf of OHA at a fixed hourly rate for one or more of the following Specialty Area: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) on an "as-needed" basis pursuant to the issuance of task orders during the term of the contract.

A total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on September 27, 2021 and in the local newspapers from September 30, 2021 to October 8, 2021. Seventeen companies responded by the deadline, Tuesday, October 25, 2021, however, many companies

submitted proposals for multiple specialties. A total of thirty-three responsive proposals from seventeen firms were evaluated by an Evaluation Committee comprised of three employees of the Oakland Housing Authority. The committee met on four occasions, February 9, 2022, February 16, 2022, February 22, 2022, and March 8, 2022 to review the proposals.

All panelist scores were averaged, resulting in one final score for each company within each of the five Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms who scored 80 points or more pursuant to the guidelines in the RFP.

The Evaluation Committee recommended that identical contracts be awarded to the firms in each specialty area and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work, prepare the task order, and will include the required completion date. This information will be sent to all vendors that were awarded in each specialty. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Recommendation

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to execute a contract with for Professional Real Estate Development Consulting and Advisory Services with TAG Associates for Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18) for \$300,000.00 for a two year initial term and \$150,000.00 per year for three one year option terms to utilize as needed for a total amount not to exceed \$750,000.00.

Attachments: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
TAG ASSOCIATES, INC.FOR PROFESSIONAL REAL ESTATE DEVELOPMENT
CONSULTING AND ADVISORY SERVICES FOR SPECIALTY AREA FIVE FOR
\$300,000 FOR THE INITIAL TWO YEAR TERM AND \$150,000 PER YEAR FOR
THREE OPTION TERMS TO UTILIZE AS NEEDED FOR A TOTAL NOT TO EXCEED
AMOUNT OF \$750,000.**

WHEREAS, the Oakland Housing Authority has a need for Professional Real estate Development Consulting and Advisory Services in the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18); and

WHEREAS, The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27,2021; and

WHEREAS, a total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane and was also publicly posted on the Oakland Housing Authority's website on September 27, 2021, and in the local newspapers from September 30, 2021 to October 8, 2021;and

WHEREAS, a total of thirty-three responsive proposals from seventeen firms across the five specialty areas were submitted by the deadline of Tuesday, October 25, 2021; and

WHEREAS, Staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to Recap Advisors, LLC, dba Recap Real Estate Advisors for Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section-18); and

WHEREAS, Seven vendors are being recommended for award for Specialty Area Five (Baker Tilly US, LLP, CTY Housing, Inc., Dominion Due Diligence Group, Eco Northwest, EJP Consulting Group, Recap Real Estate Advisors and Tag Associates); and

WHEREAS, Work will be awarded on a Task Order basis and when a task arises, the assignment will be awarded to the vendor that can best meet the needs and the timeline that OHA requires; and

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the executive director to execute a contract with Tag Associates, Inc. for professional real estate development consulting and advisory services for Specialty Areas Five for \$300,000 for the initial two year term and \$150,000 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to execute a contract with Tag Associates, Inc. for professional real estate development consulting and advisory services for Specialty Area Five (Public Housing Repositioning Specialist – RAD and Section 18) for \$300,000 for the initial two-year term and \$150,000 per year for three option terms to utilize as needed for a total not to exceed amount of \$750,000; and

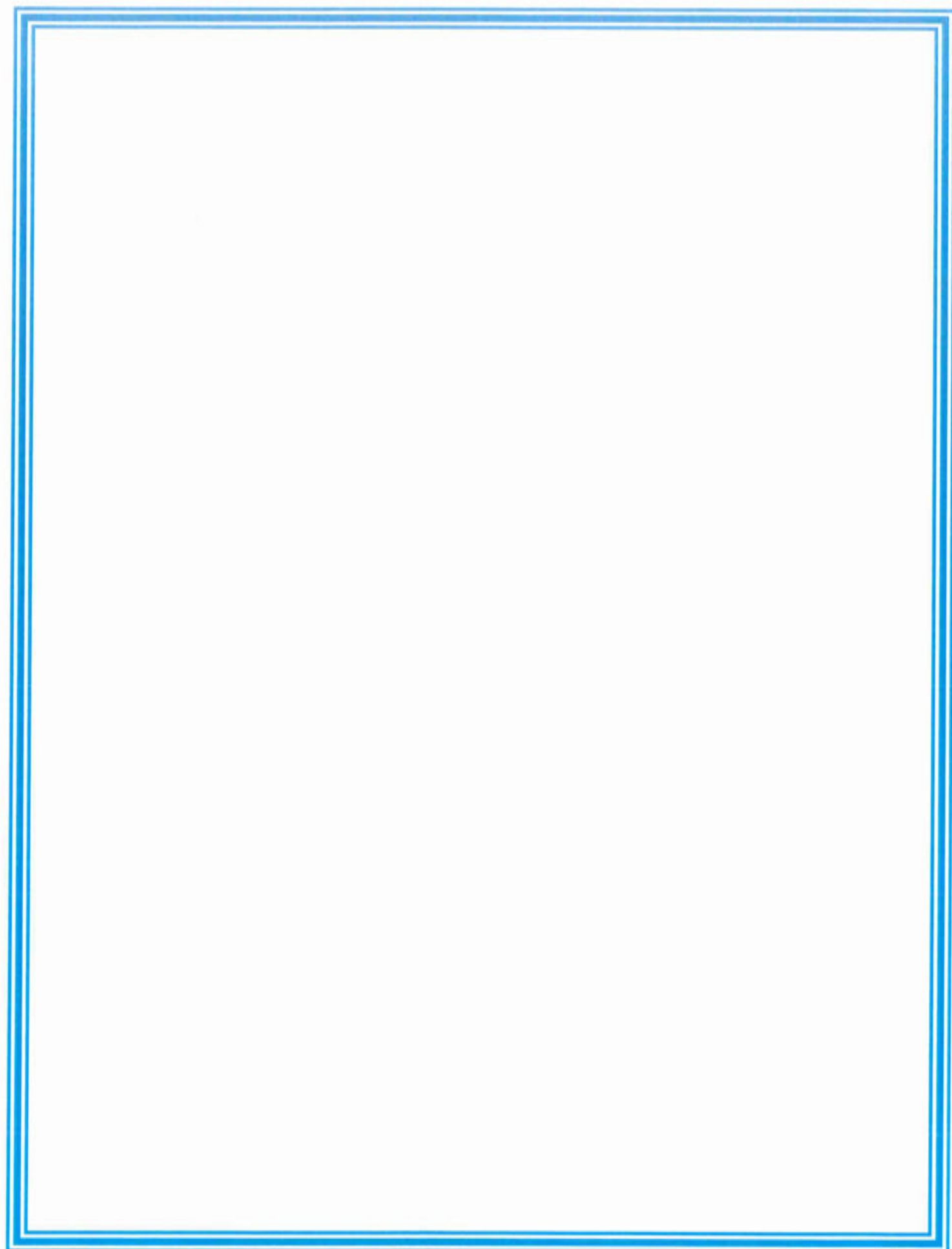
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on May 23, 2022.

Secretary / Executive Director

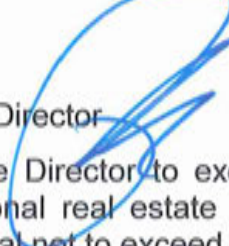
ADOPTED:

RESOLUTION NO.



Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director 

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

Date: May 23, 2022

Purpose: This action will approve a contract for Professional Real Estate Development Consulting and Advisory Services to utilize as needed for the following Specialty Areas with Urban Focus, LLC (Urban Focus): Specialty Area One (Land Use and Zoning Analyst) and Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant).

Funding: Authorizing \$600,000 for an initial two year contract and \$300,000 per year for three one year option terms for a total of five years with a not to exceed amount of \$1,500,000 utilizing GL Code 4182-00-000.

Background

The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27, 2021. The purpose of this solicitation is to qualify on call consultants to contract with OHA to provide staff augmentation, consulting/advisory services and/or other related services on behalf of OHA at a fixed hourly rate for one or more of the following Specialty Area: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18) on an "as-needed" basis pursuant to the issuance of task orders during the term of the contract.

A total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on September 27, 2021 and in the local newspapers from September 30, 2021 to October 8, 2021. Seventeen companies responded by the deadline, Tuesday, October 25, 2021, however, many companies submitted proposals for multiple specialties. A total of thirty-three responsive proposals

from seventeen firms were evaluated by an Evaluation Committee comprised of three employees of the Oakland Housing Authority. The committee met on four occasions, February 9, 2022, February 16, 2022, February 22, 2022, and March 8, 2022 to review the proposals.

All panelist scores were averaged, resulting in one final score for each company within each of the five Specialty Areas. The Evaluation Committee recommended awarding contracts to the highest ranked firms who scored 80 points or more pursuant to the guidelines in the RFP.

The Evaluation Committee recommended that identical contracts be awarded to the firms in each specialty area and work be awarded on a Task Order basis. When a task arises, OHA will outline the scope of work, prepare the task order, and will include the required completion date. This information will be sent to all vendors that were awarded in each specialty. The assignment will be awarded to the vendor that can best meet the need and deliver the assignment within the timeline OHA requires.

Recommendation

It is recommended that the Board of Commissioners adopt the attached Resolution authorizing the Executive Director to execute a contract for Professional Real Estate Development Consulting and Advisory Services with Urban Focus for Specialty Area One (Land Use and Zoning Analyst) and Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant) for \$600,000 for a two-year initial term and \$300,000 per year for three one-year option terms to utilize as needed for a total amount not to exceed \$1,500,000..

Attachments: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH URBAN FOCUS, LLC FOR PROFESSIONAL REAL ESTATE DEVELOPMENT CONSULTING AND ADVISORY SERVICES FOR SPECIALTY AREAS ONE AND TWO FOR \$600,000 FOR THE TWO-YEAR INITIAL TERM AND \$300,000 PER YEAR FOR THREE OPTION TERMS TO UTILIZE AS NEEDED ACROSS ALL THREE SPECIALTY AREAS FOR A TOTAL NOT TO EXCEED AMOUNT OF \$1,500,000.

WHEREAS, the Oakland Housing Authority has a need for Professional Real estate Development Consulting and Advisory Services in the following Specialty Areas: Specialty Area One (Land Use and Zoning Analyst), Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant), Specialty Area Three (Affordable Housing Project Management Consultant), Specialty Area Four (Affordable Housing Financial Consultant), and Specialty Area Five (Public Housing Repositioning Specialist –RAD and Section 18); and

WHEREAS, The Authority issued RFP #21-030 in accordance with the Oakland Housing Authority's Procurement Policy on September 27,2021; and

WHEREAS, a total of 657 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane and was also publicly posted on the Oakland Housing Authority's website on September 27, 2021, and in the local newspapers from September 30, 2021 to October 8, 2021;and

WHEREAS, a total of thirty-three responsive proposals from seventeen firms across the five specialty areas were submitted by the deadline of Tuesday, October 25, 2021; and

WHEREAS, Staff completed evaluations of all submitted qualified proposals, and recommended that OHA award a contract to Urban Focus, LLP. for Specialty Area One (Land Use and Zoning Analyst) and Specialty Area Two (Choice Neighborhood Initiatives Planning Consultant); and

WHEREAS, six vendors are being recommended for award for Specialty Area One (Dahlin Group, Inc., David Baker Architects Inc., DCG Strategies, Inc., Dominion Due Diligence Group, Inc., Kobler Development Consulting, and Urban Focus, LLC) and four vendors for Specialty Area Two (Collabo, LLC, Dominion Due Diligence Group, Inc., EJP Consulting Group, LLC, and Urban Focus, LLC); and

WHEREAS, Work will be awarded on a Task Order basis and when a task arises, the assignment will be awarded to the vendor that can best meet the needs and the timeline that OHA requires; and

WHEREAS, it is recommended that the Board of Commissioners adopt the attached Resolution authorizing the executive director to execute a contract with Urban Focus, LLC for professional real estate development consulting and advisory services for Specialty Areas One and Two for \$600,000 for the two-year initial term and \$300,000 per year for three option terms to utilize as needed across all three specialty areas for a total not to exceed amount of \$1,500,000.

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

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to execute a contract with Urban Focus, LLC for professional real estate development consulting and advisory services for Specialty Areas One (Land Use and Zoning Analyst) and Two (Choice Neighborhood Initiatives Planning Consultant) for \$600,000 for the two-year initial term and \$300,000 per year for three option terms to utilize as needed across all three specialty areas for a total not to exceed amount of \$1,500,000; and

THAT, funds will be utilized as needed across the two Specialty Areas; and

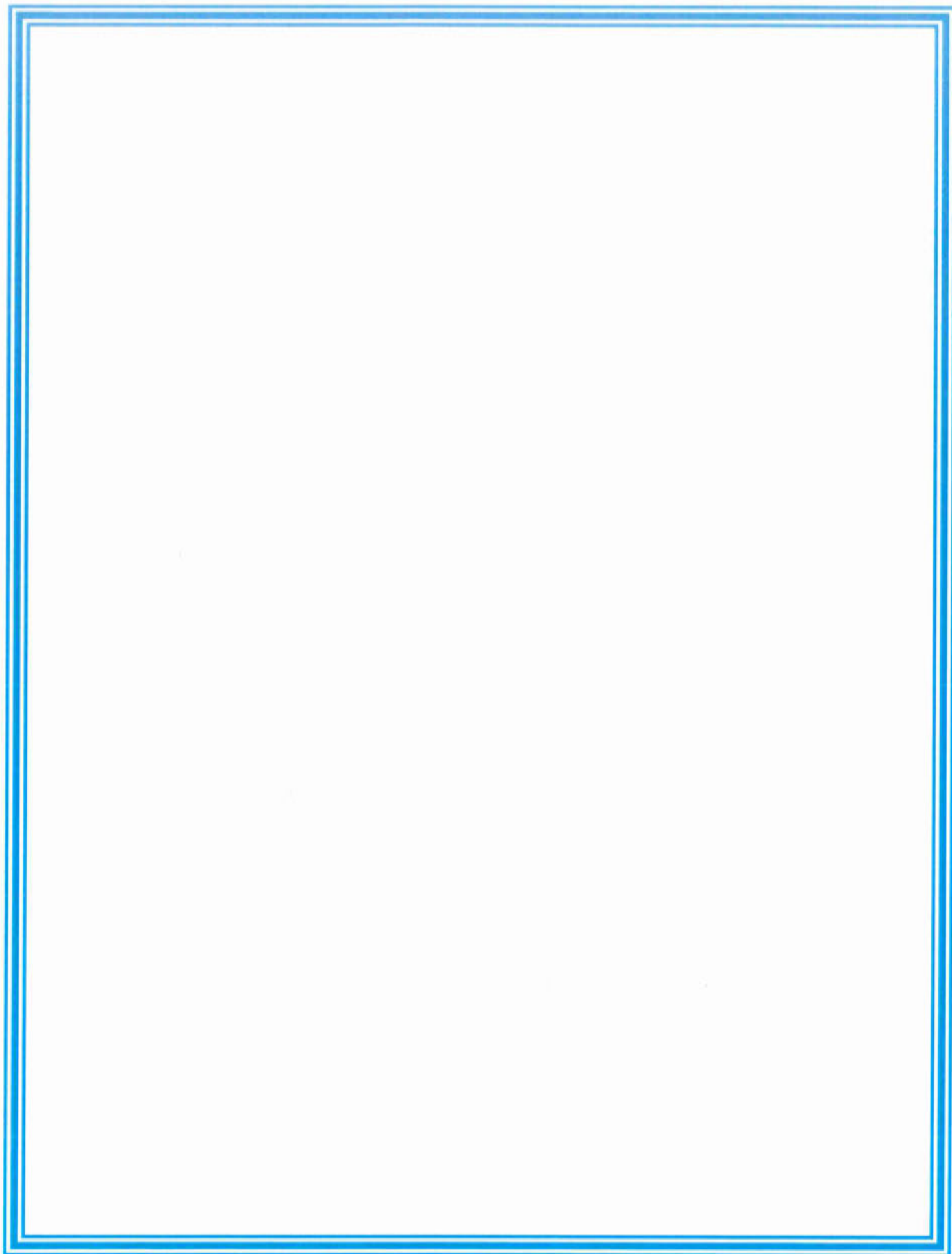
THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on May 23, 2022.

Secretary / Executive Director

ADOPTED:

RESOLUTION NO.



Executive Office

Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

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

Date: May 23, 2022

Purpose: This memorandum transmits for the consideration of the Board of Commissioners a resolution authorizing the Executive Director to enter into a grant agreement with the City of Oakland for the Sponsor-Based Housing Assistance Program in an amount not- to- exceed \$4,209,693 for the initial one-year term and \$4,209,693 for each of the two one-year option terms.

Funding: The funding for the initial one-year term, \$4,209,693, of the grant agreement is included in the proposed Fiscal Year (FY) 2023 annual operating budget in the Leased Housing budget line item number 4715-05-000 presented to the Board of Commissioners on May 9, 2022. Funding for the option terms, if the Authority elects to exercise them, will be included in the corresponding FY's budget.

Background:

In 2010, the Oakland Housing Authority (Authority) adopted the Sponsor-Based Housing Assistance Program (SBHAP) to serve low income clients who otherwise might not qualify or be successful in either the public housing or Section 8 programs. The goal of this MTW initiative is to assist a population of hard-to-house clients with special needs by leveraging additional funding and program expertise in the community. In order to meet these goals the Authority established a partnership with the City of Oakland's Department of Human Services and the Permanent Access to Housing (PATH) Strategy to end homelessness. On June 28, 2010, the Board of Commissioners adopted Resolution No. 4269, which authorized the Agency to enter into an agreement with the City of Oakland to provide up to \$925,000 in funding. The Authority augmented this amount by \$810,000 in September 2011 by the adoption of Resolution No. 4393. On February 4, 2013 OHA extended the agreement to provide up to \$1,500,000 in funding with the adoption of Resolution No. 4497. This amount was augmented to a funding level of \$1,926, 218, with the adoption of Resolution No. 4674 on May 23, 2016.

On April 9, 2018, the Authority Board of Commissioners approved Resolution No. 4800, further supporting the partnership by increasing it to its current funding level of \$2,000,000 and authorized the execution of a one-year contract with three additional one-year Option Terms. On June 24, 2019, the Authority Board of Commissioners approved Resolution No. 4874, further augmenting the agreement to its current funding level of \$2,020,000 and authorized the increase of \$20,000 per year for each of the three one-year Option Terms. Through the partnership, OHA has provided rental housing assistance and security deposits to up to one hundred and forty (140) households who are also receiving services from providers working under contract with the City's Department of Human Services. Of the one hundred forty (140) households that could be served under the SBHAP agreement, eighty (80) come from homeless encampments or are exiting the criminal justice system, in addition to twenty (20) youth and up to forty (40) homeless families with children.

In FY 2022, an additional \$1,061,093 funding was approved and provided an opportunity for OHA to pilot an increase in rental subsidies and security deposits to serve up to 40 homeless families with children. Families were referred through the Family Front Door (FFD). The FFD serves as the North County coordinated entry system for homeless families. The City contracted with Building Futures for Woman and Children (BFWC) for the family expansion. BFWC is an experienced provider of services to homeless families and is currently the lead agency partner of the FFD. As of April 30, 2022, all 40 slots for homeless families were filled. These families have exited the shelter and are residing in open market rental units.

In FY 2023, staff recommends further expansion of SBHAP to address homelessness and provide support for the unhoused population. The expansion would support 40 residents who reside in City of Oakland Community Cabins. The expansion will have a workforce services focus for those people ready, willing and able to work. In FY 2020, the Community Cabins served 508 individuals, including 260 chronically homeless individuals. The majority of clients, 63 percent, identified as Black or African American. Even for people exiting the cabin program with employment, initial wages usually do not support paying Bay Area rents. The expansion resolves the likelihood of individuals returning to homelessness and supports cabin residents on a path to permanent housing. The additional funding of \$1,128,600 will provide rental subsidies and security deposits for this population.

Recommended Action:

Staff recommends that the Board of Commissioners approve the attached resolution authorizing the Executive Director to execute a grant agreement with the City of Oakland for the Sponsor-Based Housing Assistance Program, in an amount not to exceed \$4,209,693 initial one-year term and \$4,209,693 for each of the two one-year option terms.

Attachment: 20-21 OPRI Year End OHA Report
Resolution

CITY of OAKLAND



LIONEL J. WILSON BUILDING • 150 FRANK H. OGAWA PLAZA, SUITE 4340 • OAKLAND,
CALIFORNIA 94612

Department of Human Services
Community Housing Services Division

(510) 238-3121
FAX (510) 238-7207
TDD (510) 238-3254

**Annual Report to the Oakland Housing Authority
Sponsor-Based Housing Assistance Program
City of Oakland: Oakland PATH Rehousing Initiative (OPRI)
FY 2020-2021**

Overview

The Oakland PATH Rehousing Initiative (OPRI), which began in 2010, has successfully housed 650 formerly homeless Oakland residents with subsidies provided by the Oakland Housing Authority (OHA) and services and program administration contracted by the City of Oakland. OPRI providers work with clients living in homeless encampments, exiting the criminal justice system, residing in shelters, and emancipating from foster care to move into permanent housing with targeted services and subsidies.

Community agencies implementing the services component of the program with the City of Oakland include:

- First Place for Youth (FPFY)
- Building Futures for Women and Children (BFWC)
- Abode Services (Abode)
- LifeLong Medical Care
- Operation Dignity
- St. Mary's Center

2020-2021 Program Updates and Trends

The COVID-19 pandemic greatly impacted the OPRI program in different facets. First and foremost, there was a decrease in the number of exits and step downs from the program due to COVID-19 and the need to remain housed under shelter in place conditions. Most of the youth spots are reserved for clients exiting the foster care system and due to multiple extensions for non-minor dependents, there has been a large decrease in the number of youth participants entering the OPRI program, whereas there were many adults who did not exit the OPRI program because of effects of the COVID 19 pandemic. Many OPRI clients, especially in the reentry segment were also hit hard by the loss of jobs and economic impacts of the pandemic. Many youth clients also struggled with attaining educational goals since most academic programs moved online during pandemic times. For those participants with SSI or other governmental assistance, there was less of an impact on loss of income, however, many issues with suspension of benefits and follow up with agencies that were understaffed remained a challenge. Health/safety precautions and the technology divide created significant barriers that

were not experienced in the past. Overall, engagement between clients and staff became virtual through phone and video chat, however, there were individuals who did not consistently have a phone or access to the internet which caused an inability to follow through with communication that could normally be done face to face.

Adult Program Successes (Abode Services)

The OPRI program continued to provide housing for 102 individuals, 89 adults and 13 children, despite loss of income and added hardships for many. Housing stability during these unprecedented times should not be underestimated as many participants have underlying health conditions increasing the potential of not only being exposed but most likely would have contracted COVID had they not been housed and able to isolate which had a direct impact on the eventual flattening of the curve.

One notable success during the past year was seen with a client who enrolled and move into their unit in August, during the middle of the pandemic. They experienced many barriers including the participant's family's health, PPE usage and his general unavailability. However, after exploring options regarding face-to-face contact, this participant was able to sign a lease and move into a unit. This created the foundation and stability needed for the individual to begin to partner with services on identifying goals and obtaining the support needed to address their emotional and financial needs. Overall, 71% of the households served have now been housed for 36 months or more. There has already been an increase in income for households that lost employment during the pandemic. By the end of the year, three programs met their goal for enrolling participants in health insurance and the remaining programs increased health insurance enrollment from the prior quarter, showing increased participant engagement as things open back up.

Youth Successes (First Place for Youth)

Housing became a challenging situation for participants who were trying to enter into lease agreements due to loss of employment, loss of childcare and other related impacts due to COVID 19. The pandemic impacted some of the client's mental health by increasing their anxiety or feelings of isolation. However, staff has worked diligently to make sure clients felt supported and obtain the mental health support that was needed. On the other hand, there were participants who were able to stay and retain stable housing. This provided them with the stability and support they needed to navigate the ups and downs experienced due to the pandemic. There were a number of youth who were able to either retain or obtain employment throughout the pandemic. In addition to employment, we have seen youth embark on new education/apprenticeship opportunities such as ITBiz and Year Up. We have seen an increase in engagement with staff, and higher workshop attendance. We see a gap in our youth getting enrolled in benefits programs. We are working closely with the services team to connect youth to programs that will benefit them.

One participant in particular, came into the program as homeless. She was able to move into a unit and quickly enroll into school. She has expressed her excitement to be in school and she told the staff how much she enjoys her courses. Staff were able to purchase all of her school supplies

and will work closely with her to make sure she continues to obtain the support she needs to be successful

Family Program Successes (Building Futures for Women and Children)

Building Futures for Women and Children is the newest addition to the OPRI collaboration. Working diligently to ramp up the program, there are currently 10 family households with a total of 29 individuals enrolled in the program after just a few short months from beginning to offer this assistance. They were able to prevent homeless for families that could have potentially exited back into homelessness. COVID 19 did present some struggles to the implementation of this program which included difficulty in communicating with owners and inspectors as staff were required to remain in the car and were unable to enter units while they were being inspected. COVID 19 also impacted case management styles and effected site visits due to lack of face mask availability. Staff were able to remedy the lack of face masks by providing families with COVID kits which included masks, hand sanitizer and gloves.

There are several clients who have had have enrolled in OPRI program for families and have accomplished impressive goals within the past year. A few families have secured full-time employment and have been connected to childcare opportunities while enrolled in the program. One participant has recently enrolled in grad school to pursue her MSW. Another client has made great strides in stabilizing her mental health disorder and has since started her own business which is thriving with the help of her support system. Last but not least, we have a participant that has four children and fled a domestic violence situation. This client is now safe and stable. All of the children are participating in therapy in order to address the trauma.

Grant To Date

Since the inception of the program 650 households have been placed into housing directly from homelessness. The Grant To Date referrals are in the chart below.

<i>ABODE</i>	
Encampment Referred:	158
BHCS Encampment Referred:	81
Reentry Referred:	134
Senior Shelter Referred:	27
Households with Children (Abode):	26
<i>FPFY</i>	
Homeless Youth:	178
<i>BFWC</i>	

Families:	10
Children:	19
Grant To Date Total as of June 30, 2021	650

Performance Measures

Annual Outputs:

Provide assistance to a minimum of 100 clients and a maximum of 140 clients (by the end of June 2021) who are homeless, residing in an encampment, at least 18 of whom will have a serious mental illness, and 17 to 20 of whom will be transition aged youth. Provide assistance to a minimum of 25 clients (by the end of June 2021) who are re-entering the community on probation or parole. Provide assistance to 20 families (by the end of June 2021) who are experiencing homelessness.

In Progress: OPRI provided assistance to a total of 138 clients in Q1-Q3 in FY 20-21. This included people in encampments (46), people in encampments with serious mental illness (19), seniors (8), re-entry clients (29), Transitional Age Youth (23), Households with Children (Abode) (7) and Families (BFWC) (10).

<i>ABODE</i>	
Encampment Referred:	46
BHCS Encampment Referred:	19
Reentry Referred:	29
Senior Shelter Referred:	8
Households with Children (Abode):	7
<i>FPFY</i>	
Homeless Youth:	23
<i>BFWC</i>	
Families:	10
Children:	19
Total 2020-2021	159

Goal #1:

Adult (age 18+) OPRI program participants who enter the program with no income will have some form of income within 6 months or will have applied for SSI within 6 months. (Goal 95 %)

Abode: N/A

FPFY: 80% **

BFWC: N/A ***

*Due to the pandemic, there was very little flow into the programs. No one entered the program with zero income.

**Some of the challenge in the past year is getting copies of income documentation for those on government benefits due to COVID-19. An example of an Encampment participant that didn't maintain or increases income was a situation where the client lost SSI this past year because they missed a re-certification deadline. Offices were closed forcing them to apply online which was very challenging even with case management support and so they have attempted to resolve this online but have not been successful. That said, the client did apply for GA and it was granted but GA income is significantly less than SSI.

Goal #2

Adult (age 18+) OPRI program participants who maintained or increased their income at annual/exit assessment. (Goal: 75 %)

Abode: 46.26% *

FPFY: 76.67%

BFWC: N/A ***

*46.26% of adults in the program maintained or increased their income at annual/exit assessment and this increased 51.72% from quarter one to quarter four of this fiscal year.

Goal #3:

Adult (age 18+) OPRI program participants enrolled in mainstream (non-cash) benefits at annual/exit assessment. (Goal 78%)

Abode: 24.49 % *

FPFY: 16.67 % **

BFWC: N/A ***

*Abode is working to increase the number of participants who access non-cash benefits and also working to improve the data quality to make sure all additions are captured in future reports.

**FPFY links clients are linked to mainstream benefits if they want to receive them but the primary focus has been to help them obtain earned income through employment or secure financial aid for educational progress.

Goal #4:

OPRI program participants enrolled in health insurance at the annual and/or exit assessment. (Goal 90%)

Abode: 72.11 %*

FPFY: 100 %

BFWC: N/A***

*Abode has worked to increase the number of participants who enroll in health insurance. There has been a 34% increase from quarter one to quarter four. All programs combined ended with 94.67% of participants enrolled in health insurance during quarter four of this fiscal year.

Goal #5:

OPRI participants who remain housed in the program for six months or longer. (Goal: 95%)

Abode: 97.33 %

FPFY: 95 %

BFWC: N/A***

Goal #6:

OPRI participants who remain housed in the program for 12 months or longer or exit to other permanent housing including step down units. (Goal: 85%)

Abode: 86.98 %

FPFY: 90 %

BFWC: N/A ***

Goal #7:

OPRI participants who remain housed in the program for 36 months or longer or exit to other permanent housing including step down units. (Goal: 65%)

Abode: 71.42 %

Among subpopulations, 83% of all Encampment clients, 70% of Encampment clients with serious mental illness, and 61% of Reentry clients, 72% of seniors and 33% of Women and Children maintained housing for at least three years.

FPFY: N/A (program model is for up to 24 months)

BFWC: N/A***

Goal #8:

OPRI program participants who exit to homeless destinations. (Goal: >10%)

Abode: 0.45 %

FPFY: 0 %

BFWC: N/A***

***Building Futures for Women and Children does not have data to report for outcomes yet since there have been no annual assessments or exit assessments yet. There have also been no participants enrolled in the program for longer than 6 months.

Household Descriptions

Household types were primarily single adults:

Household Category	Adult (Abode)	Youth (FPFY)	Families (BFWC)
Households with Children	7	2	10
Single Adult/Couples	75	18	0
Total Households	82	20	10

Race and Ethnicity:

Individual Demographics

<i>Race</i>			
White	11	5	5
Black or African American	82	13	19
Asian	2	0	0
American Indian or Alaska Native	2	0	1
Nat Hawaiian or Other Pacific Islander	0	2	0
Multiple Races	5	3	4
Client Doesn't Know/Client Refused	0	0	0
Total	102	23	29
<i>Ethnicity</i>			
Non-Hispanic/Latino	92	17	21
Hispanic/Latino	10	6	8
Client Doesn't Know/Client Refused	0	0	0
Total	102	23	29

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A GRANT
AGREEMENT WITH THE CITY OF OAKLAND FOR THE SPONSOR-BASED
HOUSING ASSISTANCE PROGRAM (SBHAP) IN A TOTAL AMOUNT NOT-TO-
EXCEED \$4,209,693 FOR THE INITIAL ONE-YEAR TERM AND \$4,209,693 FOR
EACH OF THE TWO ONE-YEAR OPTION TERMS**

WHEREAS, in 2010, the Oakland Housing Authority (Authority) adopted the Sponsor-Based Housing Assistance Program (SBHAP) to serve low income clients who otherwise might not qualify or be successful in either the public housing or Section 8 programs ; and

WHEREAS, the goal of this MTW initiative is to assist a population of hard-to-house clients with special needs by leveraging additional funding and program expertise in the community; and

WHEREAS, in order to meet these goals the Authority established a partnership with the City of Oakland's Department of Human Services and the Permanent Access to Housing (PATH) Strategy to end homelessness; and

WHEREAS, on June 28, 2010, the Board of Commissioners adopted Resolution No. 4269, which authorized the Agency to enter into an agreement with the City of Oakland to provide up to \$925,000 in funding; and

WHEREAS, the Authority augmented this amount by \$810,000 in September 2011 by the adoption of Resolution No. 4393; and

WHEREAS, on February 4, 2013 OHA extended the agreement to provide up to \$1,500,000 in funding with the adoption of Resolution No. 4497; and

WHEREAS, this amount was augmented to a funding level of \$1,926, 218, with the adoption of Resolution No. 4674 on May 23, 2016;

WHEREAS, on April 9, 2018, the Authority Board of Commissioners approved Resolution No. 4800, further supporting the partnership by increasing it to its current funding level of \$2,000,000 and authorized the execution of a one-year contract with three additional one-year Option Terms; and

WHEREAS, on June 24, 2019, the Authority Board of Commissioners approved Resolution No. 4874, further augmenting the agreement to its current funding level of \$2,020,000 and authorized the increase of \$20,000 per year for each of the three one - year Option Terms; and

WHEREAS, through the partnership, OHA has provided rental housing assistance and security deposits to up to one hundred and forty (140) households who are also receiving services from providers working under contract with the City's Department of Human Services; and

WHEREAS, of the one hundred forty (140) households that could be served under the SBHAP agreement, eighty (80) come from homeless encampments or are exiting the criminal justice system, in addition to twenty (20) youth and up to forty (40) homeless families with children; and

WHEREAS, in FY 2022, an additional \$1,061,093 funding was approved and provided an opportunity for OHA to pilot an increase in rental subsidies and security deposits to serve up to 40 homeless families with children; and

WHEREAS, families were referred through the Family Front Door (FFD) which serves as the North County coordinated entry system for homeless families; and

WHEREAS, the City contracted with Building Futures for Woman and Children (BFWC) for the family expansion; and

WHEREAS, BFWC is an experienced provider of services to homeless families and is currently the lead agency partner of the FFD; and

WHEREAS, as of April 30, 2022, all 40 slots for homeless families were filled and these families have exited the shelter and are residing in open market rental units; and

WHEREAS, in FY 2023, staff recommends further expansion of SBHAP to address homelessness and provide support for the unhoused population; and

WHEREAS, the expansion would support 40 residents who reside in City of Oakland Community Cabins; and

WHEREAS, the expansion will have a workforce services focus for those people ready, willing and able to work; and

WHEREAS, in FY 2020, the Community Cabins served 508 individuals, including 260 chronically homeless individuals; and

WHEREAS, the majority of clients, 63 percent, identified as Black or African American; and

WHEREAS, even for people exiting the cabin program with employment, initial wages usually do not support paying Bay Area rents; and

WHEREAS, the expansion resolves the likelihood of individuals returning to homelessness and supports cabin residents on a path to permanent housing; and

WHEREAS, the additional funding of \$1,128,600 will provide rental subsidies and security deposits for this population.

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

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

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

*I certify that the foregoing resolution is a full, true and
correct copy of a resolution passed by the Commissioners of the Housing
Authority Of the City of Oakland, California on May 23, 2022.*

Secretary/ Executive Director

ADOPTED:


RESOLUTION NO.

CONSENT AGENDA ITEMS

Executive Office

Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director 

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

Date: May 23, 2022

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

Funding: No funding is required.

Background:

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

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

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

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

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

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

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

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

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

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

The procedures currently set up for Board of Commissioners' meetings, which provide public attendance and comment through a call-in or internet-based service option, satisfy the requirements of AB 361. The Executive Director, or designee, will work with the Board to ensure that meeting procedures for all teleconferenced meetings comply with AB 361. Continued reliance will require the Board of Commissioners to adopt a new resolution making required findings every 30 days.

Recommendation:

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

Attachments: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

THAT, Section 5. Remote Teleconference Meetings. The Housing Authority's Executive Director, and designee, and the Board of Commissioners are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continued teleconferencing and conducting open and public meetings in

accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act; and

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

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority Of the City of Oakland, California on May 23, 2022.

Secretary / Executive Director

ADOPTED:

RESOLUTION NO.

Executive Office Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Authorizing the Executive Director to renew the commercial general liability insurance policy and to make payment of the annual premium in the amount not to exceed \$323,559.

Date: May 23, 2022

Purpose: This memorandum forwards for the Board's consideration a resolution authorizing the Executive Director to renew the commercial general liability insurance policy with the Housing Authority Risk Retention Group (HARRG), for the period June 1, 2022 to June 1, 2023, and to make the payment of the annual premium in the amount not to exceed \$323,559.

Funding: Funds are included in the FY 2022 Operating Budget.

Background

The Oakland Housing Authority (OHA) carries a commercial general liability insurance policy through the Housing Authority Risk Retention Group (HARRG), which covers to following risks:

Coverage	Limit	Deductible
Commercial Liability	\$5,000,000	\$50,000
Public Officials Liability	\$1,000,000	\$50,000
Lead-Based Paint Liability	\$ 500,000	\$25,000
Pesticide	\$ 50,000	\$ 2,500
Law Enforcement Liability	\$3,000,000	\$50,000
Terrorism	per commercial liability limit	
Mold, Other Fungi or Bacteria Liability	\$ 250,000	\$10,000

Third Party Discrimination	\$ 500,000	\$50,000
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The U.S. Department of Housing and Urban Development (HUD) issued a bid waiver on August 22, 2019 that allows public housing authorities to place insurance coverage with HARRG without requiring a competitive bid process. Utilizing this authority OHA has placed the commercial liability coverages with HARRG in the past.

Approval is sought to renew this insurance policy for the term of June 1, 2022 through June 1, 2023 for the premium of \$323,559.

Recommendation

It is recommended that the Board of Commissioners authorize the Executive Director to renew the commercial general liability insurance policy with HARRG, for the period June 1, 2022 to June 1, 2023, and to make the payment of the annual premium in the amount of \$323,559.

Attachment: Resolution

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

On Motion of Commissioner:

Seconded by Commissioner

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW THE COMMERCIAL
GENERAL LIABILITY INSURANCE POLICY AND TO MAKE PAYMENT OF THE
ANNUAL PREMIUM IN THE AMOUNT OF \$323,559**

WHEREAS, the Oakland Housing Authority (OHA) is a member of the Housing Authority Risk Retention Group (HARRG), a nonprofit, tax-exempt risk retention group owned by public housing authorities; and

WHEREAS, HARRG is qualified under U.S. Department of Housing and Urban Development (HUD) regulations as being substantially equivalent to a "financially sound and responsible insurance company"; and

WHEREAS, HUD permits public housing authorities to select HARRG for insurance coverage without following the normal bidding requirements; and

WHEREAS, HARRG currently provides commercial general liability insurance coverage to OHA; and

WHEREAS, the commercial general liability insurance policy for the period June 1, 2022 to June 1, 2023 is up for renewal; and

WHEREAS, OHA received from HAARG a commercial general liability insurance renewal premium quote in the amount of \$323,559.

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

THAT, the Board of Commissioners authorize the Executive Director to renew the commercial general liability insurance policy with HARRG, for the period June 1, 2022 to June 1, 2023, and to make the payment of the annual premium in the amount of \$323,559; and

THAT, the Executive Director is authorized to take all steps necessary and appropriate that is consistent with the Authority's Purchasing Policy and Procedures Manual and HUD guidelines.

*I certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing
Authority of the City of Oakland, California on May 23, 2022.*

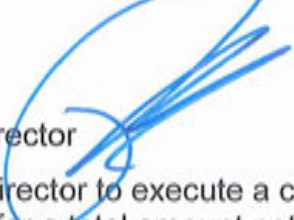
Secretary / Executive Director

ADOPTED:

RESOLUTION NO.

Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Authorizing the Executive Director to execute a contract with Mikko Design for graphic design services for a total amount not to exceed \$225,000.

Date: May 23, 2022

Purpose: Authorizing the Executive Director to execute a contract with Mikko Design for graphic design services for a total amount not to exceed \$225,000.

Funding: The proposed funding for first contract year (\$45,000) is included in the Authority's Fiscal Year 2023 Operating Budget approved by the Board of Commissioners on June 7, 2021 under GL-Code 4182-00-000. This amount is for a contract term of three (3) years with options to renew for two (2) one-year terms. The funding for the subsequent contract years will be included in future years' corresponding annual operating budgets.

Background

The Authority issued RFP 21-031 for Graphic Designer Services on November 16, 2021. A total of 318 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website and in the local newspapers. Six companies responded by the deadline Monday, December 22, 2021 at 10:00AM.

A panel comprised of three Authority employees convened on Tuesday, January 25, 2022, to evaluate and rate the six responsive proposals. After reviewing and scoring all proposals and to help finalize the recommendation, the Evaluation Committee opted to interview the vendors that scored within the competitive range (score of 80 and above). On Friday, March 4, 2022, the Evaluation Committee conducted vendor interviews and finalized scores and recommendations.

All panelist scores were averaged, resulting in one final score for each company. The Evaluation Committee recommended awarding two contracts to the highest ranked vendors, which included Mikko Design.

The total cost of the initial year of the contract is \$45,000, which covers roughly 300 hours of graphic design services split between the two vendors and is in line with previous contracts.

Vendor Experience: Mikko Design has served as the Authority's primary graphic design vendor since its initial contract in 2012. The firm was instrumental in developing the agency's brand guidelines and has produced in excess of 1,000 pieces of print collateral in partnership with our communications team. The collateral includes campaign marketing documents, newsletters, reports, posters, flyers, signage, event material, logos and other design elements for use on our website, presentations and for other purposes as needed. Mikko Design successfully fulfilled the requirements of its previous contracts. Staff looks forward to new creative output from this vendor.

Recommendation

Staff recommends that the Board of Commissioners authorize the Executive Directors to execute a three-year contract with two one-year option terms with Mikko Design for graphic design services in an amount not to exceed \$225,000.

Attachments: CCGS Memorandum
 Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES

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

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Duane Hopkins, Chief Officer of Program and Finance Administration ^{ea}
Greer McVay, Assistant Director of Communications ^{ea}
Daniel Mermelstein, Manager of CCGS ^{ea}

From: Courtney Sharif, Contract Specialist, CCGS ^{ea}

Subject: RFP # 21-031 Graphic Design Services

Date: April 20, 2022

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This memo is to advise you that an RFP for Graphic Design Services was issued. After all proposals were reviewed and evaluated, it is being recommended that OHA award to two contracts to the two highest ranked vendors, Percolate and Mikko Design.

Background

The Authority issued RFP #21-031 in accordance with the Oakland Housing Authority's Procurement Policy on November 16, 2021. A total of 318 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on November 16, 2021 and in the local newspapers on 11/19/21, 11/22/21, 11/29/21, 12/06/21 and 12/13/21. Six companies responded by the deadline Monday, December 22, 2021 at 10:00AM.

A panel comprised of three OHA Employees convened on Tuesday, January 25, 2022 to initially evaluate and rate the six responsive proposals. After all proposals were reviewed and scored, the Evaluation Committee determined that interviewing the vendors scoring within the competitive range (score of 80 and above) would assist them in finalizing their scores and recommendations. On Tuesday February 15, 2022 the Evaluation Committee finalized their questions for the vendor interviews. On Friday, March 4, 2022 the vendor interviews were conducted and scores were finalized.

Scoring

All panelist scores were averaged, resulting in one final score for each company. The Evaluation Committee recommended awarding two contracts to the highest ranked vendors, Percolate and Mikko Design.

Recommendation

It is recommended that the Oakland Housing Authority proceed with awarding two contracts to the highest ranked vendors, Percolate and Mikko Design.

Debarment: Percolate and Mikko Design have not been debarred or limited from participating in federally funded projects.

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

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

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

Approved:

Not Approved:

DocuSigned by:
Patricia Wells

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Patricia Wells

Executive Director

4/30/2022

Date

Patricia Wells

Executive Director

Date

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

On Motion of Commissioner

Seconded by Commissioner

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
MIKKO DESIGN FOR GRAPHIC DESIGN SERVICES FOR A TOTAL AMOUNT NOT
TO EXCEED \$225,000**

WHEREAS, OHA issued RFP 21-031 for Graphic Designer Services on November 16, 2021; and

WHEREAS, a total of 318 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane; and

WHEREAS, the RFP was also publicly posted on the Oakland Housing Authority's website and in the local newspapers; and

WHEREAS, six companies responded by the deadline Monday, December 22, 2021 at 10:00AM; and

WHEREAS, a panel comprised of three OHA Employees convened on Tuesday, January 25, 2022 to initially evaluate and rate the six responsive proposals; and

WHEREAS, after all proposals were reviewed and scored, the Evaluation Committee determined that interviewing the vendors scoring within the competitive range (score of 80 and above) would assist them in finalizing their scores and recommendations; and

WHEREAS, on Friday, March 4, 2022 the vendor interviews were conducted and scores were finalized; and

WHEREAS, all panelist scores were averaged, resulting in one final score for each company; and

WHEREAS, the Evaluation Committee recommended awarding two contracts to the highest ranked vendors, which included Mikko Design; and

WHEREAS, staff is requesting authorization to execute a three-year contract with two one-year option terms with Mikko Design for a total amount not to exceed \$225,000.

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

THAT, the Board of Commissioners approve executing a three-year contract with two one-year option terms with Mikko Design for a total amount not to exceed \$225,000; and

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

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing Authority
Of the City of Oakland, California on May 23, 2022.*

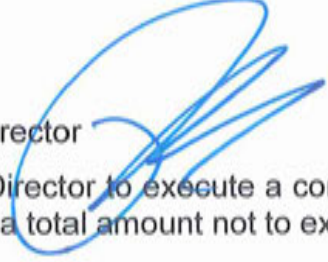
Secretary / Executive Director

ADOPTED:

RESOLUTION NO.

Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director 

Subject: Authorizing the Executive Director to execute a contract with Percolate for graphic design services for a total amount not to exceed \$225,000.

Date: May 23, 2022

Purpose: Authorizing the Executive Director to execute a contract with Percolate or graphic design services for a total amount not to exceed \$225,000.

Funding: This action authorizes a total amount, not to exceed \$225,000 for graphic design services. The proposed funding for the first contract year (\$45,000) is included in the Authority's Fiscal Year 2022 Operating Budget that was approved by the Board of Commissioners on June 7, 2021 under GL Code 4182-00-000. This amount is for a contract term of three (3) years with options to renew for two (2) one-year terms. The funding for the subsequent contract years will be included in future years' corresponding annual operating budgets.

Background

The Authority issued RFP 21-031 for Graphic Designer Services on November 16, 2021. A total of 318 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP also was publicly posted on the Oakland Housing Authority's website and in the local newspapers. Six companies responded by the deadline Monday, December 22, 2021 at 10:00AM.

A panel comprised of three Authority employees convened on Tuesday, January 25, 2022, to evaluate and rate the six responsive proposals. After reviewing and scoring all proposals and to help finalize the recommendation, the Evaluation Committee opted to interview the vendors that scored within the competitive range (score of 80 and above). On Friday, March 4, 2022, the Evaluation Committee conducted vendor interviews and finalized scores and recommendations.

All panelist scores were averaged, resulting in one final score for each company. The Evaluation Committee recommended awarding two contracts to the highest ranked vendors, which included Percolate.

The total cost of the initial year of the contract is \$45,000, which covers roughly 300 hours of graphic design services split between the two vendors and is in line with previous contracts. The work will include design work for marketing collateral to include campaign marketing documents, newsletters, reports, posters, flyers, signage, event material, logos and other design elements for use on our website, presentations and for other purposes as needed.

Vendor Experience

Percolate is a design firm from Berkeley, CA, that collaborates with clients to introduce creative design solutions that are easy and enjoyable to use and understand and engaging to view. They have developed and refined unique methods for presenting and communicating ideas, concepts, and vision, including specialized methods for helping clients and stakeholders arrive at fulfilling concepts and design conclusions. The Authority looks forward to expanding its creative capacity through the introduction a second design vendor.

Recommended Action

Staff recommends that the Board of Commissioners authorize the Executive Director to execute a three-year contract with two one-year option terms with Percolate for graphic design services for a total amount not to exceed \$225,000.

Attachments: CCGS Memorandum
Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES

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

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Duane Hopkins, Chief Officer of Program and Finance Administration ^{DS}
Greer McVay, Assistant Director of Communications ^{DS}
Daniel Mermelstein, Manager of CCGS ^{DS}

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

Subject: RFP # 21-031 Graphic Design Services

Date: April 20, 2022

=====

This memo is to advise you that an RFP for Graphic Design Services was issued. After all proposals were reviewed and evaluated, it is being recommended that OHA award to two contracts to the two highest ranked vendors, Percolate and Mikko Design.

Background

The Authority issued RFP #21-031 in accordance with the Oakland Housing Authority's Procurement Policy on November 16, 2021. A total of 318 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on November 16, 2021 and in the local newspapers on 11/19/21, 11/22/21, 11/29/21, 12/06/21 and 12/13/21. Six companies responded by the deadline Monday, December 22, 2021 at 10:00AM.

A panel comprised of three OHA Employees convened on Tuesday, January 25, 2022 to initially evaluate and rate the six responsive proposals. After all proposals were reviewed and scored, the Evaluation Committee determined that interviewing the vendors scoring within the competitive range (score of 80 and above) would assist them in finalizing their scores and recommendations. On Tuesday February 15, 2022 the Evaluation Committee finalized their questions for the vendor interviews. On Friday, March 4, 2022 the vendor interviews were conducted and scores were finalized.

Scoring

All panelist scores were averaged, resulting in one final score for each company. The Evaluation Committee recommended awarding two contracts to the highest ranked vendors, Percolate and Mikko Design.

Recommendation

It is recommended that the Oakland Housing Authority proceed with awarding two contracts to the highest ranked vendors, Percolate and Mikko Design.

Debarment: Percolate and Mikko Design have not been debarred or limited from participating in federally funded projects.

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

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

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

Approved:

Not Approved:

DocuSigned by:

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Patricia Wells
Executive Director

4/30/2022

Date

Patricia Wells
Executive Director

Date

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

On Motion of Commissioner

Seconded by Commissioner

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
PERCOLATE FOR GRAPHIC DESIGN SERVICES FOR A TOTAL AMOUNT NOT TO
EXCEED \$225,000**

WHEREAS, OHA issued RFP 21-031 for Graphic Designer Services on November 16, 2021; and

WHEREAS, a total of 318 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane; and

WHEREAS, the RFP was also publicly posted on the Oakland Housing Authority's website and in the local newspapers; and

WHEREAS, six companies responded by the deadline Monday, December 22, 2021 at 10:00AM; and

WHEREAS, a panel comprised of three OHA Employees convened on Tuesday, January 25, 2022 to initially evaluate and rate the six responsive proposals; and

WHEREAS, after all proposals were reviewed and scored, the Evaluation Committee determined that interviewing the vendors scoring within the competitive range (score of 80 and above) would assist them in finalizing their scores and recommendations; and

WHEREAS, on Friday, March 4, 2022 the vendor interviews were conducted and scores were finalized; and

WHEREAS, all panelist scores were averaged, resulting in one final score for each company; and

WHEREAS, the Evaluation Committee recommended awarding two contracts to the highest ranked vendors, which included Percolate; and

WHEREAS, staff is requesting authorization to execute a three-year contract with two one-year option terms with Percolate for a total amount not to exceed \$225,000.

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

THAT, the Board of Commissioners approve executing a three-year contract with two one-year option terms with Percolate for a total amount not to exceed \$225,000; and

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

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing Authority
Of the City of Oakland, California on May 23, 2022.*

Secretary / Executive Director

ADOPTED:

RESOLUTION NO.

Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

Subject: Authorizing the Executive Director to amend the current IT consulting services contract with Cobra Technology by extending the contract for six months and increasing the total amount not to exceed \$440,000.

Date: May 23, 2022

Purpose: Authorizing the Executive Director to amend the current IT consulting services contract with Cobra Technology by extending the contract for six months and increasing the total amount not to exceed \$440,000.

Funding: Authorizing an additional \$300,000 for IT consulting services with Cobra Technology, Inc. utilizing funding under GL Code 4182-00-000

Background

On January 24, 2022, OHA entered into a six-month contract with Cobra Technology, Inc. for IT consulting services for \$140,000, expiring on June 30, 2022.

The Authority is currently in the process of evaluating the proposals received for Application and Network Consultants to cover future services under the current contract with Cobra Technology, Inc.

The Authority needs to extend the current contract with Cobra Technology, Inc. to allow for sufficient time to hire the new IT Director and involve them in the procurement process, which includes completing the evaluations, possible negotiations, and preparing a recommendation.

Staff assessed the time needed to complete the procurement process and the budgetary impact of this contract amendment. Staff requests approval to extend the contract with Cobra Technology, Inc. for six-months through December 31, 2022 and to increase the total contract amount not to exceed to \$440,000.

Recommendation

Staff recommends that the Board of Commissioners approve the Executive Directors' to amend the current IT consulting services contract with Cobra Technology, Inc. by

extending the contract for six-months through December 31, 2022 and to increase the total contract amount not to exceed to \$440,000.

Attachments: Resolution

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

On Motion of Commissioner

Seconded by Commissioner

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE CURRENT IT
CONSULTING SERVICES CONTRACT WITH COBRA TECHNOLOGY, INC. BY
EXTENDING THE CONTRACT FOR SIX MONTHS AND INCREASING THE TOTAL
AMOUNT NOT TO EXCEED \$440,000**

WHEREAS, on January 24, 2022 OHA entered into a six-month contract with Cobra Technology, Inc. for IT consulting services for \$140,000, expiring on June 30, 2022; and

WHEREAS, the Authority is currently in the process of evaluating the proposals received for Application and Network Consultants to cover the services under the current contract with Cobra Technology, Inc.; and

WHEREAS, the Authority needs to extend the current contract with Cobra Technology, Inc. to allow for sufficient time to complete the procurement process; and

WHEREAS, the additional time is needed to complete evaluations, possible negotiations, and to prepare a recommendation; and

WHEREAS, Staff has assessed the time needed to complete the procurement process and the budgetary impact of this contract amendment; and

WHEREAS, Staff is requesting approval to extend the contract with Cobra Technology, Inc. for six-months through December 31, 2022 and to increase the total amount not to exceed to \$440,000.

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

THAT, the Board of Commissioners approve the six-month contract extension for IT consulting services with Cobra Technology, Inc. increasing the total amount not to exceed to \$440,000; and

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

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing Authority
Of the City of Oakland, California on May 23, 2022.*

Secretary / Executive Director

ADOPTED:

RESOLUTION NO.

Executive Office
Oakland Housing Authority MEMORANDUM

To: Board of Commissioners

From: Patricia Wells, Executive Director

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

Date: May 23, 2022

Purpose: This action seeks authorization of the Executive Director to award a contract to Sun Ridge Systems for a computer-aided dispatch (CAD) and records management system (RMS) for the Oakland Housing Authority Police Department (OHAPD).

Funding: The total cost for purchase of the CAD/RMS system shall not exceed \$526,000. This includes three (3) year's annual maintenance, software, software upgrades, licensing, installation, and staff training. In addition, \$45,000 is being requested for additional equipment and hardware. The total project cost is \$571,000.

In anticipation of needing a new CAD/RMS system, staff reserved \$131,500 in the Police Departments fiscal Year FY 2022 Capital Budget in line item OHAPD_5510-00-000 The \$131,500 represents an initial 25% payment due upon signing a contract. The remaining amount of \$394,500 will be included in the proposed FY 2023 Capital budget and will be paid to the vendor incrementally during the installation process.

Definitions

Computer-aided Dispatch (CAD) Are systems utilized by dispatchers, call-takers, and 911 operators to prioritize and record incident calls, identify the status and location of responders in the field, and effectively dispatch responder personnel.

Records Management System (RMS) Are systems that provides for the storage, retrieval, retention, archiving, and viewing of information, records, documents, or files pertaining to law enforcement operations.

Mobile Dispatch Are systems that simplifies the mobile tracking and dispatching process by maintaining communication between members in the field and dispatchers.

Background and Analysis

The OHAPD currently utilizes CAD, mobile, and RMS software for emergency call taking and the dispatching of law enforcement members in the field. The existing CAD/RMS software was obtained in calendar year (CY) 1999 after the issuance of an RFP. However, the current CAD/RMS vendor decided to focus solely on the RMS portion of their software after receiving a contract from one of the largest police departments in the country. As a result, the current vendor no longer supports the critical CAD portion of the system and OHAPD has not received CAD updates.

In addition to the absence of CAD support, State and Federal guidelines require specific crime reporting statistics and formats to the FBI and Department of Justice using the National Incident-Based Reporting System (NIBRS) and California Incident-Based Reporting System (CIBRS). In addition, and beginning in January 2022 the recording and reporting of Racial Identity Profiling Act (RIPA) statistics were required by OHAPD. These are just two examples of data the current CAD/RMS system is not capable of capturing or reporting. OHAPD staff worked with our current vendor through CY 2021, however they were not able to upgrade the existing CAD/RMS system to comply with State and Federal mandates.

As a result, a Request for Proposals (RFP) process was initiated to identify a new CAD/RMS vendor who could provide a system that would meet current and future needs. A CAD/RMS selection group comprised of members of OHAPD was formed and sought input for the Alameda County Chiefs of Police and Sheriff Association (ACCOPSA) Technology group to design an RFP scope.

RFP #22-010 was issued in accordance with the Oakland Housing Authority's Procurement Policy on February 18, 2022. A total of 379 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP also was publicly posted on the Oakland Housing Authority's website on February 18, 2022, and in the local newspapers on February 25, 2022, March 3, 2022 and March 4, 2022. Four (4) companies responded by the deadline of March 31, 2022. An evaluation panel, which was comprised of four (4) individuals, convened on Wednesday, April 27, 2022 to evaluate and rate each of the proposals. Two (2) of the participating panelists were law enforcement employees of the Oakland Housing Authority and two (2) were employees of outside law enforcement agencies.

After evaluating scoring the responses, the panel identified Sun Ridge Systems, Inc. as the most responsive to the RFP requirements. Sun Ridge Systems also scored the highest overall when evaluated on experience and technical capabilities. In addition, staff has sought references of Sun Ridge CAD/RMS capabilities, the comprehensiveness of their product including fully deployed, as well as the newly enacted NIBRS/CIBRS and RIPA reporting requirements. Sun Ridge Systems' RIMS CAD/RMS is currently used by 168 agencies in California, which is four times more than any other CAD/RMS vendor in the state of California. With respect to the other responses, one (1) of the vendors was not able to meet the minimum requirements and

deemed Not Responsive to the RFP. The other two (2) responsive vendors, were competitively priced, but were lacking in key areas where necessary components are not implemented.

The one-time investment cost of \$526,000 for the Sun Ridge Systems CAD/RMS System includes all of the licensing, implementation, data conversion, training, the first three years of maintenance, support, and software updates. In addition to CAD the system also combines mapping, evidence and property management, in-field report writing, interfacing with officer's body worn cameras, and many other upgraded benefits over our current system.

Recommended Action

Staff recommends that the Board of Commissioners adopt the proposed resolution authorizing the Executive Director to execute an agreement with Sun Ridge Systems, Inc. for the purchase and implementation of their CAD/RMS system for OHAPD in an amount not to exceed \$571,000.

Attachments: CCGS Memorandum
 Resolution



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

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Duane Hopkins, Chief Officer of Program and Finance Administration ^{DS}
Carel Duplessis, Chief of Police ^{CD}
Daniel Mermelstein, CCGS Manager ^{DM}

From: Jeanne Smith, Contract Specialist, CCGS ^{JS}

Subject: RFP #22-010 Fully Integrated Comprehensive Public Safety Software System

Date: May 4, 2022

=====

This memo is to advise you that an RFP for Fully Integrated Comprehensive Public Safety Software System was issued. After all proposals were reviewed and evaluated, it is being recommended that OHA award a contract to Sun Ridge Systems, Inc.

Background

The Authority issued RFP #22-010 in accordance with the Oakland Housing Authority's Procurement Policy on February 18, 2022. A total of 379 vendors received notification of issuance of the RFP through the agency's bidding systems, Economic Engine and Infolane. The RFP was also publicly posted on the Oakland Housing Authority's website on February 18, 2022, and in the local newspapers on February 25, 2022, March 3, 2022 and March 4, 2022. Four companies responded by the deadline of March 31, 2022. All four responsive proposals were evaluated by the Evaluation Committee on April 27, 2022.

A panel comprised of four individuals convened on Wednesday, April 27, 2021 to evaluate and rate each of the proposals. Two of the participating panelists are law enforcement employees of the Oakland Housing Authority and two are employees of outside law enforcement agencies.

Scoring

All panelist scores were averaged, resulting in one final score for each company. The Evaluation Committee recommended awarding a contract to Sun Ridge Systems, Inc.

Recommendation

It is recommended that the Oakland Housing Authority proceed with awarding a contract to the Sun Ridge Systems, Inc.

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

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

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

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

Approved:

Not Approved:

DocuSigned by:

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5/5/2022
Patricia Wells
Executive Director
Date

Patricia Wells
Executive Director
Date

WHEREAS, after evaluation of the proposals the panel recommended awarding a contract to Sun Ridge Systems Inc. in an amount not to exceed \$526,000; and

WHEREAS, the Board of Commissioners authorizes an additional \$45,000 for supplementary project costs, such as hardware, interfaces, and equipment required to implement this project.

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

THAT, the Board of Commissioners hereby authorizes the Executive Director to execute an agreement with Sun Ridge Systems, Inc. for the purchase and implementation of their CAD/RMS system for OHAPD in an amount not to exceed \$571,000; and

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

*I hereby certify that the foregoing resolution is a full, true and correct
copy of a resolution passed by the Commissioners of the Housing
Authority of the City of Oakland, California on May 23, 2022.*

Secretary/Executive Director

ADOPTED:

RESOLUTION NO.

WRITTEN
COMMUNICATIONS
(MONTHLY REPORT)



Oakland Housing Authority
Monthly Status Report
April 2022

Family and Community Partnerships Department (FCP)

Section 3 Construction and Non-Construction

- Twenty-seven (27) participants are enrolled in the Section 3 program; eighteen (18) are currently working on construction projects and nine (9) are seeking employment.

Section 3 List

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

Number*	Trade	Level	Union Affiliation	Work Status
25	Laborers	Journey Level	Laborers	Not Working
26	Carpenters	Journey Level	Carpenters	Not working
27	Iron Workers	Apprentice (1 st)	Iron Worker –Local 378	Not Working

Section 3 New Hires (Construction & Non-Construction)

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

Section 3 Compliance

FCP received three (3) trade requests from three (3) contractors for four (4) Section 3 employment opportunities. Three (3) contractors received a compliance report as FCP was unable to refer residents to these employment opportunities due to the current list of unionized workers are currently employed and the others don't possess the necessary qualifications.

Section 3 Compliance

Employer(s)	Trade	Requests	OHA Referrals	OHA Hires	Compliance Reports Issued
Nibbi Brothers & Condon-Johnson & Associates	Pile Driver	1	0	0	1
Nibbi Bros. & PMN Design Electric, Inc.	Wireman	2	0	0	1
Nibbi Brothers & Condon-Johnson & Associates	Operating Engineer	1	0	0	1
Total	-	4	0	0	3

Employment and Economic Development

FCP Program	Job Retention	Referrals	Job Readiness	Budget	Total
FSS	0	5	8	0	13
General Support	0	17	14	0	31
Section 3	0	0	0	0	0
ROSS	0	0	0	0	0
Homeownership	0	0	0	0	0
Total	0	22	22	0	44

Winning Wednesday Hiring Events

OHA hosted four (4) hiring/career events – virtual & in person in April in partnership with Laney College on 4/6/2022, 4/13/2022, 4/20/2022, 4/27/2022; the virtual recruitments were followed by employability workshops on Interview Skills & Resume Development.

Winning Wednesdays Attendance Table

Company	OHA participants	Community Participants	Employability Workshop participants
RydeTrans On-Site @ OHA	8	3	N/A
Alameda Health System Virtual	13	7	10
United States Postal Service On-Site @ OHA	11	2	N/A
Allied Universal Virtual	8	15	9
TOTAL	40	27	19

In addition to the Winning Wednesday's events, OHA Career Services participated in an outdoor job fair on 4/7/2022 at Defremery Park, organized by the Oakland Private Industry Council (PIC). The event attracted over one hundred (100) job seekers and twelve (12) were OHA residents.



RydeTrans 4/6/2022



United States Postal Service 4/20/2022



On-site Training Recruitments

Training Recruitments	OHA Participants	Community Participants	Total
Bread Project On-site 4/19/22	11	1	12
Rising Sun Center for Opportunity On-site 4/26/22	11	2	13
Total	22	3	25

General Employment

FCP Program	Interviewed	Hired Part-Time	Hired Full-Time	Company	Position	Pay Hourly Rate
All programs	1	0	1	FoodCo	Cashier	\$15.03
Total	0	0	1			

Youth Employment Development

To date one hundred and sixty-five (165) youth have enrolled in the 2021 program year (contract term June 2021-May 2022), one hundred thirty-six (136) have completed their job readiness training and ninety-six (96) have received their job placement.

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

Youth Employment

Provider	Enrolled this month	Enrolled in this contract term	Enrolled in Training	Completed Training	Job Placements
LAO Family	0	148	138	125	86
YEP	1	17	1	11	10

Education

Schools	New Enrollment	Continued Enrollment	Graduates
Adult Education (GED/ HS Diploma)	0	39	0
Community Colleges	0	55	0
California State Colleges (CSU)	0	23	0
University of California Colleges (UC)	0	10	0

Schools	New Enrollment	Continued Enrollment	Graduates
Private Colleges	0	15	0
Vocational Training	0	15	0
Professional Development	0	0	0
Entrepreneurship Program	0	1	0
Total	0	158	0

Resident Owned Businesses

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

Financial Literacy

Programs	New Enrollment	Cont. Enrollment	Completed
Financial Literacy Workshop	9	0	9
Total	9	0	9

- Nine (9) FSS participants completed one or more of the workshops offered through OCCUR's Financial Management Training Series. The series consisted of six (6) workshops conducted in April on the following topics: Money Mindset, Money Management, Credit, Life Insurance, Investments and Retirement.

Volunteer Income Tax Assistance (VITA)

FCP partnered with United Way's Earn It, Keep It, Save It campaign and the East Bay Asian Local Development Corporation (EBALDC) to offer OHA residents free tax services. Thirty-seven (37) residents received help scheduling their tax appointment or preparing their tax documents. Twenty-five (25) residents received assistance getting their taxes prepared and collectively received \$44,031 in tax refunds.

Family Self-Sufficiency Program (FSS)

- One (1) FSS participant graduated the program with \$19,377.43 in escrow earnings. This graduate is employed full-time with OUSD as a Physical Education Teacher and Coach. While enrolled in the FSS program, she managed to

complete the First Time Homebuyers Education workshop to prepare for her future home purchase. She plans to use her escrow to purchase a car, take a family vacation and to begin saving towards her down payment for a home.

- One (1) FSS participant graduated the program with \$3,237.97 in escrow earnings. This participant is employed full-time in the education field, working more than 40 hours per week with two separate employers. During her time in the FSS program, this graduate not only focused on increasing her employment,—but also on increasing her financial literacy and maintaining a successful budget.



- One (1) FSS participant graduated the program with \$9,099.21 in escrow earnings. This graduate is employed full-time as a Security Supervisor with Universal Protection Service. While in the program, he successfully passed the required assessment test to enter into the Operating Engineers Apprenticeship Program. He is now preparing to make a career change and hopes to continue advancing his career in the trades. He has also increased his credit score to over 680, and plans to purchase a home in the future. He plans to save his escrow funds for his home purchase.

- One (1) FSS participant graduated the program with \$15,590.35 in escrow earnings. This graduate is employed full-time with the City of Oakland, serving as a Council Aide for District 4. During her time in the FSS program, she has participated in a number of workshops and programs focused on community engagement and public service. While focusing on her career goals, she also focused on supporting her four children to ensure they were on track for higher education. Her oldest daughter has graduated from St.



John's University and her second oldest child is currently attending the University of Las Vegas. She plans to use her escrow funds to pay her kids college tuition, start a business and create an emergency fund.

- One (1) FSS participant graduated the program with \$23,585.82 in escrow. She also completed the First Time Homebuyer Education Certificate program and improved her credit score above 640 to participate in OHA's Homeownership program. In addition, she enrolled in a teacher's credential program to advance from a Teacher's Aide to a Teacher within the Oakland Unified School District where she has worked for the past six (6) years. She plans to set aside \$2,000 in her savings account and use \$13,000 for a down payment on a home. She will use the remaining money to pay her credit cards, car insurance and purchase new furniture.

- One (1) FSS participant enrolled in the FSS program effective May 1st.
- Twelve (12) FSS participants are within six (6) months of graduation and have met with their Coordinator to review and update their Individual Training Service Plans (ITSP) goals.
- Seven (7) FSS participants received a COVID-19 care bag with PPE supplies.
- FSS Coordinators completed two (2) escrow audits.

Family Self-Sufficiency (FSS)

Program	Total	New Enrollees	Escrow Accounts	Graduates	Escrow Disbursed	Termination or Exits	Escrow Forfeited	Escrow Transferred (RHA)
Section 8	149	1	94	5	\$70,890.78	1	\$0	\$0
PH	13	0	2	0	\$0	0	\$0	\$0
FUP- Youth	10	0	4	0	\$0	0	\$0	\$0
Total	172	1	100	5	\$70,890.78	1	\$0	\$0

Family Unification Program (FUP) Youth

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

Family Unification Program (FUP) Youth

Applicants	Current Participants	New Enrollments (Current Month)	Transitioned to FSS	Program Exits To Date	Program Enrollments To Date
0	10	0	11	8	29

Parents and Children Together (PACT) Program

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

Parents and Children Together (PACT) Program

New Enrollments (Month)	Program Participants	Pending Terminations	Enrollments (YTD)	Exits (YTD)
1	9	4	1	1

Resident Opportunities Self Sufficiency (ROSS) Program

Program	ROSS Participants	New Enrollees (Month)	YTD (Exits)
Public Housing	151	0	2

- The ROSS coordinators met with one hundred and six (106) ROSS program participants to issue them employment and community resource information.

Civic Engagement and Leadership Development Programs

OHA Resident Advisory Board (RAB)

The Resident Advisory Board held a virtual meeting on April 13th with ten (10) RAB members, and two (2) OHA guests in attendance. Eight (8) RAB members also attended the RAB debrief and agenda planning committee meetings.

	RAB committee meetings	RAB Meetings	Volunteers	Total
OHA Residents	8	10	1	19
Non OHA Residents	0	2	0	2
Total	8	12	1	21

OHA Volunteer Program

One (1) public housing residents volunteered sixteen (16) hours to support the Health & Wellness and Spectrum meal program.



Youth and Education

Ninety-six (96) OHA youth are enrolled in the Promise Plus program. Forty-five (45) students attend a partner school and fifty-one (51) attend a non-partner school. The Education Team has been diligently working to develop a comprehensive, feeder school model to scale the Education Initiative. This new model will increase program enrollment at each grade level in (Elementary, Middle and High School) which will align with the Promise Plus pillars of addressing kindergarten readiness, literacy, attendance, high school completion with pathways to college or a vocational career.

School	Current Enrollment	Enrollment 2015 - Present
Lockwood Steam Academy	17	80
Markham	3	21
MLK Jr.	11	54
Parker	0	35
Prescott	0	21
WOMS	14	30

Non-Partner School	51	107
Total	96	348

Education Community Events

OHA CARES Vaccination Clinics

The Education Team tabled at the community vaccination clinics held at Lockwood Gardens and Peralta Village sites to recruit new families and share family resources for upcoming summer activities. The team able to make contact with twenty-three (23) families enrolled in the Education Initiative.

City of Oakland Head Start Registration Fair

The Education Team tabled at Fairyland to provide information to families enrolling their children into the City of Oakland's Head Start Programs. This event provided an opportunity for FCP to engage with families outside of their community to promote kindergarten readiness and enrollment.

Camp Medocino

FCP continue to recruit youth to participate in the 10-day Camp Mendocino trip, to date we have 57 students signed up and final registration will conclude on May 6, 2022. FCP goal was to register 40 OHA students to attend Camp Mendocino.

OUSD School Site Attendance Meetings and Tutoring Services

The Education team participated in the Lockwood STEAM Academy Elementary monthly attendance team meetings to support six (6) OHA youth to address the students with attendance challenges. The Education Team will be facilitating an end of school year celebration for students with improved attendance enrolled at our partner schools. These end of year celebrations will increase awareness around school attendance and promote the Education Team's presence and partnership at each school site as we prepare for next school year.

Tutoring Referrals

Referrals	In-Progress	Assigned Tutor	Total Assigned Tutor (YTD)
1	7	30	0

Senior Services

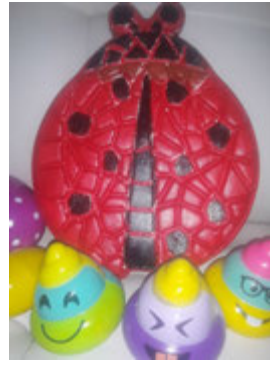
OBAR Grant- “Seniors Connect “ Newsletter and Art & Craft kits

For the month of April, ninety-six (96) senior residents from Peralta Village, Lockwood Gardens, Palo Vista, and Campbell Village received a “*Seniors Connect*” newsletter. Seniors received the following art craft items: creative roots paint your own mosaic, Easter stickers, build your own picture frame, and one (1) BINGO card, for a planned virtual BINGO event held on April 28, 2022.

The Seniors Connect Newsletter, April: The “Easter Day” edition included information regarding: free CV-19 home test kit ordering instructions for four (4) additional kits, Spring Break COVID Vaccination Clinics at Lockwood and Peralta Village, and the April “Zoom on the Move” schedule. This month, seniors were invited to a “Seniors Connect” BINGO Zoom session. The “Seniors Connect” Newsletter is a platform where seniors can share their art work and play BINGO with their senior community members at Lockwood Gardens, Palo Vista, Campbell Village and Peralta Village.

This program allows senior residents to expand their creative growth, promote stress relief, bolster memory, and stimulate an optimistic attitude. Seniors have expressed the gratitude for the Art & Craft kits and the “Seniors Connect” Newsletter.

- “I appreciate the art kits; they keep me entertained!”
- “Thank you OHA for the continuous love shown to our senior community!”



Senior Lunch “Grab and Go” Hot Meal Distribution- Peralta Village residents

For the month of April, twenty-seven (27) Peralta Village senior residents received a hot meal from the Spectrum meal program. Three hundred and twenty-three (323) the total number of hot meals provided to seniors for the month of April was three hundred and twenty-three (323).

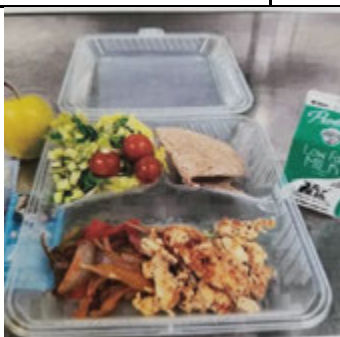
In order to reduce trash and help the environment, Spectrum collaborated with *Spark/Reusable* to provide Peralta Village seniors with reusable food containers. The senior residents have been doing a great job in returning the containers.

The seniors received weekly educational materials and resources provided by Spectrum. Seniors have expressed the following comments to the food assistance they are receiving from Spectrum and OHA:

- “I love the food; it is very tasty!”
- “The salads are so fresh!”
- “The gumbo has been my favorite dish so far.”

Senior Lunch Delivery Program

	<i>Monthly Total</i>	<i>YTD</i>
Meals “Grab &Go”	323	

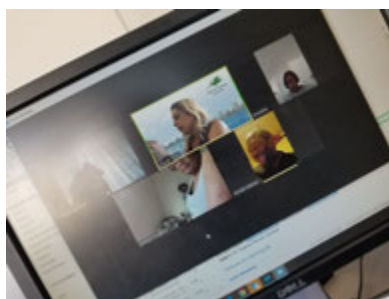
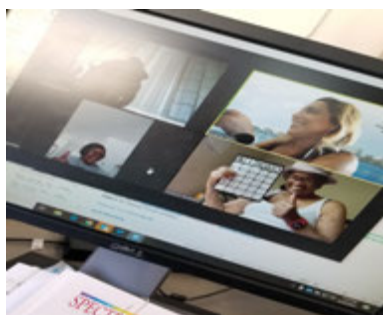
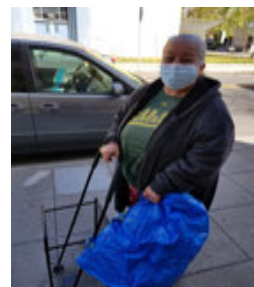


Spectrum Emergency Food Boxes

Thirty (30) Peralta Village seniors received an emergency food box that contained a five-day dinner supply of nonperishable items.

Seniors Connect- Zoom BINGO

Senior residents who are active participants in the Seniors Connect- Art & Craft program received an invitation to attend the Seniors Connect, “Zoom BINGO”. On April 28, 2022, four (4) senior participants were able to introduce themselves and play BINGO. Four (4) BINGO winners received \$15 Walgreens gift cards.



Food Programs - Peralta Village & Lockwood Gardens

FCP collaborated with the Alameda County Community Food Bank to conduct two (2) food pantries at Peralta Village and two (2) food pantries at Lockwood Gardens. FCP provided resources in each bag, including the "Zoom on the Move" calendar, job fair notices, COVID-19 vaccination updates, healthcare resources, and free legal and financial services.

Food Pantry Assistance

Support Items	Lockwood Garden	Peralta Village
Food Bank (Food bags)	96	120
Semi Freddi's bread donation	75	75

Food Assistance

	Senior Lunch Food Delivery	Peralta Village	Lockwood Gardens	Total
Food bags provided	323	120	96	216
Total people served	27	242	223	465

Health and Wellness

Zoom on the Move Virtual Workshops

FCP continues to host the virtual workshop series called "Zoom on the Move". Eleven (11) residents attended virtual sessions provided by FCP, seven (7) for homeownership and four (4) Seniors Connect BINGO.

Zoom on the Move Attendance Table

Organizations	Number of Sessions (Month)	Number of Participants (Month)
FCP Homeownership	1	7
A New America Entrepreneur	1	0
St Mary's Senior Exercise	8	0
ACPHD-Cooking 4 Health	1	0
West Oakland Health Council	1	0
Seniors Connect BINGO	1	4
Total	13	11

*Contains Duplicate Participants

Wellness Checks

FCP continues to conduct wellness calls to ensure residents are okay throughout this pandemic and outreach FCP services and resources. FCP contacted two-hundred and sixty-seven (267) residents this month.

FCP Program	Monthly Total	YTD
FSS	23	81
General Support	37	128
OHA Seniors	96	492
ROSS	106	194
Section 3	2	10
FUP	3	12
Total	267	917

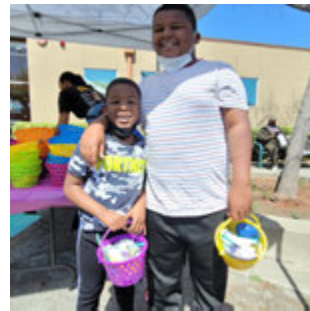
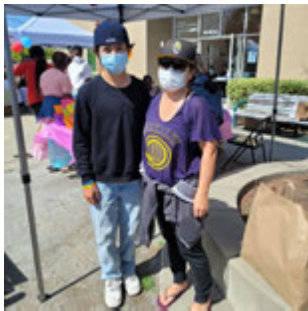
COVID-19 Relief Closet

	Individual Resident Orders	Bulk Orders	Total
Residents served	110	0	110

- The COVID-19 Relief closet filled one hundred ten (110) orders for residents in need.

COVID-19 Vaccination Clinics

FCP partnered with the OPO Green Team, Alameda County Public Health, Haller's Pharmacy, and CORE to provide four (4) onsite vaccination events, which included Covid-19 testing, Covid-19 vaccinations, and boosters. Eighty (80) youth and adults attended these events held at Lockwood Gardens and Peralta Village, with fifty-four (54) adults receiving vaccinations or boosters. OHA staff engaged with residents, provided resources and program information, while registering those interested in services. Children were encouraged to participate in FCP's "build an Easter basket," Re-Art, and poster contest activities, which proved to be a great outdoor activity for our youth participants during Spring Break.



Homeownership

- Three (3) homeownership program participants are currently searching for a home and two of them have been searching for several months. The third participant was recently selected for the AC Boost waiting list to receive down payment assistance. She was approved for a mortgage loan and has started searching for her new home.
- Five (5) OHA residents participated in the "Zoom on the Move" Homeownership Q&A session facilitated by the homeownership team on April 19th.
- Nineteen (19) residents have met the homeownership program's minimum income, savings and credit requirements and seventeen (17) are going through the Section 8 Eligibility process; one (1) is working on obtaining a loan approval, and one (1) is waiting for additional down payment assistance through the AC Boost program.
- The Homeownership Coordinator responded to twenty-one (21) program inquiries by phone or email.
- The Homeownership Coordinator assisted two (2) current homeowners with ongoing mortgage payment issues with their lender.
- The Homeownership Coordinator supported one (1) current homeowner by referring her for assistance with estate planning and setting up a living trust. She was referred to Housing and Economics Rights Advocates (HERA) for assistance and is currently working with them.
- One (1) current homeowner is in the process of refinancing his home.

- Two (2) current homeowners completed one or more of the workshops offered through OCCUR's Financial Management Training Series. The series consisted of six (6) workshops on the following topics: Money Mindset, Money Management, Credit, Life Insurance, Investments and Retirement.

Residents Pre-qualified for Homeownership

Voucher Size	# Families Searching	Average Household Income	Average Loan Amount
1 Bedroom	0	N/A	N/A
2 Bedrooms	3	\$34,473	\$450,000
3 Bedrooms	0	N/A	N/A
4 Bedrooms	0	N/A	N/A

Homeownership Applicants

Homeownership Requirements Met	Approved for Mortgage	Executed Purchase Contract/In Escrow	Closings	Homes Purchased (YTD)	Homes Purchased Outside of Oakland (YTD)
19	3	0	0	0	0

Homeownership Program

Current Homeowners	Total Homes Purchased (Since 2004)	Program Terminations (YTD)	Program Graduates (YTD)	Pending Refinance	Total Homes Refinanced (YTD)
79	120	0	1	1	1

Site Meetings

FCP staff participated in fourteen (14) site meetings with a total of forty-seven (47) residents in attendance. The Site meetings were conducted in coordination with the OPO Green Team and OHAPD.

Site Services

Site Intervention and Service Referrals

FCP staff closed eighteen (18) resident referrals and provided counseling, supportivservices or resources.

Development	Rent	HQS	Lease Comp.	DV	Supportive Services	Housing Search	Continued	Completed	Completed YTD
Lockwood	0	7	0	0	0	0	0	7	20
Peralta	0	1	3	0	0	0	0	4	22
Deep East (9)	0	0	0	0	0	0	0	0	2
East (10)	0	0	0	0	0	1	0	1	4
Fruitvale (11)	0	1	1	0	0	0	0	2	5
San Antonio (12)	0	0	0	0	0	0	0	0	2
West (13)	0	0	0	0	1	0	0	1	6
North (14)	2	0	0	0	0	0	0	2	10
Asset Management	0	0	0	0	0	0	0	0	0
Leased Housing	0	1	0	0	0	0	0	1	16
OHAPD	0	0	0	0	0	0	0	0	0
Total	2	10	4	0	1	1	0	18	87

Leased Housing Department- April 2022 Report

2011 Housing Choice Voucher Wait List

There are a total of **303** applicants on the waitlist. OHA has reconciled its purged records for a final applicant list.

Virtual briefings FY22

IE Virtual Briefing Dates	# of families invited	# of families attended
July 2021	120	106
August 2021	86	81
September 2021	58	53
October 2021	61	49
November 2021	37	34
December 2021	64	62
January 2022	44	39
February 2022	46	43
March 2022	64	62
April 2022	94	79

Mainstream Section 8

Intake Date	# of Families invited	# of Families attended
September 21, 2021	87	30
January 13, 2022	111	35
March 10, 2022	61	16

OAHPI Intake

Intake date	# of families invited	# of families attended	# of families removed from waitlist	# Referred pending
August 26, 2021	24	14	0	1
October 14, 2021	95	59	7	3
November 18, 2021	30	10	1	7

December 16, 2021	138	77	2	11
January 27, 2022	164	82	39	29
April 2022		0	0	22

PBV to HCV Activity

- Thirty-Five families remain on the Request List.

2014 Public Housing Wait List

Intake date	# of families invited	# of families attended	# of families removed from waitlist	# Referred pending
July 2021	0	0	0	2
August 2021	0	0	0	1
October 2021	151	38	25	0
Dec 2, 2021	89	7	82*	13
February 10, 2022	100	19	0	0
March 24, 2022	100	29	0	7
April 28, 2022	0	0	0	6

*no show 2nd intake appointment

Waitlist Openings:

Leased Housing opened the OAHPI PBV waitlist for 2bdrm and 3bdrm units during the period February 1-18, 2022. A total of 5,733 pre-applications were received. OHA will conduct a lottery to place 600 applicants for OAHPI 3 bedrooms and 200 applicants for 2 bedroom units. Additionally, we expect to open the Public Housing waitlists for Lockwood and Peralta in May 2022.

Summary Report

March 2022

April 2022

Eligibility

Waitlist Activities and Port-in

• Intake appointments scheduled 2011 waitlist	0	0
• Intake appointments attended 2011 waitlist	0	0
• Briefing and voucher issued for applicants from 2011 wait list and Mainstream	8	0
• Intake, Briefing and voucher issued for Port-In and Survivor vouchers/FUP	0	1

Summary Report

March 2022

April 2022

Project Based Voucher and Tenant Protection Vouchers

• New Move-in Intake and briefing PBV/TPV	43	73
• Relocation vouchers issued for OAHPI Households	0	0

Special Programs (including non-MTW)

Intake, briefing and voucher issued:

• HUD VASH	4	2
• Mod Rehab/S+C to Section 8	1	8
• Intake, briefing: Local Programs/ PACT	0	2

Public Housing and OAHPI Eligibility:

• Intake	0
• Processing for Eligibility	45
• Referred Households	28

Total new vouchers issued (tenant & unit based)	56	86
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Denial of Admission/Withdrawals	39	0
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Owner Services

Initial Inspections

• Move-in inspections	251	218
• Passed Inspections	90	121
• New contracts (new, transfer, port-ins)	141	126

Rent Increases

• Rent increases requested	793	417
• Rent increases approved	507	387
• Rent increases denied/declined	39	29
• Rent increases pending review/HQS	30	1

Annual Inspections

• Total number of Annual Inspections performed	631	591
• Number of annual inspections passed	193	175
• Failed with owner and tenant items	300	276
• Inspections rescheduled, vacant, or cancelled	64	83
• No Shows	74	57

Summary Report

March 2022

April 2022

Reasonable Accommodations

• Total number of requests received	27	52
• Total number approved	16	29
• Total number pending	7	17
• Total number denied	4	6

Occupancy

• Total annual recertification scheduled	263	242
• Total annual recertifications completed	265	250
• Total interim recertifications completed	179	164
• Transfer voucher within Oakland	76	53
• Portability vouchers issued	29	34
• Total no. of transfer vouchers issued	105	87
• Total no. of Decisions to Terminate Assistance	30	18
• Total Meet & Discuss appointments	0	0
• Resolution cases	187	103

Special Programs

• Interims completed	92	99
• Recertifications completed	103	159
• Field recertifications	0	0
• Transfer port vouchers issued	10	26
• Resolution cases	41	34

Program Terminations

• Informal Hearings held	0	0
• Termination upheld	0	0
• Termination reversed	0	0
• Pending outcome	0	0
• Requests for Executive Review	0	0
• ER Termination upheld	0	0
• ER Termination reversed	0	0
• ER Outcome pending	3	3

Customer Service

• Walk in visitors	0	0
• 1540 Leased Housing main phone line	3,857	3,195

Summary Report

- Avg. calls/day to Customer Service

March 2022

258

April 2022

168

LEP Calls

- Cantonese/Mandarin
- Spanish
- Vietnamese

86

57

21

38

5

28

Leased Housing Department Special Programs and Initiatives:

VASH

OHA has a total allocation of 526 VASH vouchers and 306 leased. OHA received a new allocation of 130 new vouchers effective January 1, 2021. OHA received 5 new referrals. OHA approved a conditional award of 14 vouchers to the Lake Park affordable housing project. OHA is working with Operation Dignity, a non-profit, and the Veterans Administration to lease 22 SRO units at the Temescal Inn to VASH eligible veterans. All units passed HQS. The Temescal Inn, a former motel, was purchased by the City of Oakland as part of the Home Key program administered by the State. The property is located at 3720 Telegraph Avenue. Currently 12 units are leased to VASH voucher holders.

Mainstream

OHA has a total allocation of 212 Mainstream vouchers (MS5/MS28), 185 utilized and 20 searchers.

Confidential Client Request (CCR) Policy

The purpose of this policy is to ensure OHA and OAHPI are in compliance with the provisions of the Violence Against Women's Act (VAWA) and to describe the procedures for processing VAWA and the Threat of Physical Harm requests, timely, effectively, fairly, and to maintain confidentiality. OAHPI PBV is amending its transfer policy to allow a 5 to 1 ratio. For every five applicants housed, one transfer will be approved. If determined an imminent threat exists, OHA will offer transfer to vacant and available 3rd party PBV unit or if available a Housing Choice Voucher. The goal is to fill vacant available units with applicants in need of affordable housing on the existing OAHPI waitlist and not simply transfer internal housed residents.

The Leased Housing Department received 17 CCR's for review and processing.

Portability

A total of 12 participant households ported in from other PHA's. OHA is absorbing all port in households except VASH and EHV.

There are 58 unabsorbed OHA participant families living in the jurisdiction of another housing authority. The majority are living in the following jurisdictions: Contra Costa County, Alameda County, City of Alameda, Berkeley, and Richmond.

The Housing Authority of Alameda County and Contra Costa Housing Authority are absorbing all port in program participants. OHA has a MTW activity that restricts portability to neighboring PHA's within 30 miles of OHA unless the receiving PHA is absorbing the voucher or family has one of 11 exceptions. Exceptions include emergency VAWA cases, employment, reasonable accommodations and educational needs.

Emergency Housing Vouchers

The Department of Housing and Urban Development (HUD) allocated \$5 billion in American Rescue Plan (ARP) funds for emergency housing vouchers that will assist individuals and families who are experiencing or at risk of experiencing homelessness. The \$5 billion funding gives communities the resources needed to help eligible households find and remain in housing. HUD estimates that these Emergency Housing Vouchers (EHVs), alongside resources provided by the CARES Act, could help house 130,000 households nationwide.

In May 2021, HUD awarded the Oakland Housing Authority 515 EHVs. OHA will work in partnership with its local Continuum of Care, the Coordinated Entry System and other local Public Housing Authorities to advance and improve the housing outcomes of individuals most impacted in Alameda County.

In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories:

- Homeless
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

The EHV program is a direct referral program. Alameda County Coordinated Entry will send direct applicant referrals for Emergency Housing Vouchers to OHA. OHA will conduct eligibility screening and inspect all units. OHA also received Administrative fees for activities related to assisting EHV applicants with leasing units. OHA is working closely with Alameda County PHAs and the Continuum of Care to finalize a joint Memorandum of Understanding. OHA has convened an EHV work team who are collaborating with other local PHAs, County staff and a community partner to prepare a

standardized application, workflow and SOP's. HUD has also provided administrative fee funding for a number of activities to assist with leasing such as landlord incentives, security deposits, "speed" leasing bonus and care packages for new residents. The program launched late July 2021. The EHV dashboard can be viewed on the website www.oakha.org.

Owner Incentives

Per OHA's MTW plan, Leased Housing has launched four owner incentives: Vacancy Loss (Re-Rent Bonus), Pre-Qualifying inspections, Signing Bonus, and Owner Recognition and Unit Repair.

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

OHA paid \$15,719.27 in vacancy loss to 6 owners. Units had an average vacancy period of 99 days.

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

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

Signing Bonus - For new landlords who sign a contract with OHA allowing a Section 8 family to move into one of their available units; OHA will pay the owner a \$1,000 signing bonus. This is for all owners who sign a contract with OHA.

OHA paid 66 new owners a \$1,000 bonus/\$66,000.

Apartment Repair Loan –OHA will reimburse owners up to \$2,250 for repairs made to fix Housing Quality Standard fail items on units that have never received HUD subsidy. The repairs must be verified by OHA. Once the Housing Assistance Payment (HAP) contract is signed and repairs are verified, OHA will reimburse the owner requests received within 30 days of HAP contract execution. This incentive launched November 2021.

New Contracts Entered for Owner Payment April 2022

PBV	35
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Section 8	79
HUD VASH	6
TRA/Shelter Plus	6
Mod Rehab	0
Other	0
Contracts Entered for Payment	126

Project Based Vouchers

Projects in the pipeline/leasing

	Project	Awarded PBVs	Families submitted	Families in Process	Eligible Families	Denied/Declined
1	Fruitvale Studios	12	13	1	11	1
2	Coliseum Place	37	42	9	28	5
3	Fook Lok West	65	59	38	17	4

Program Compliance Team

Program Compliance team is focused on the analysis, prevention or remedial action, if necessary, to prevent or correct program noncompliance by participants and owners. Program Compliance staff works with all the Leased Housing teams as well as the Oakland Housing Authority Police Department and the Executive Office. The team conducted 30 client interactive/warning meetings, processed 20 owner notification letters, resolved 11 late rent notices, resolved 82 resolution cases and processed 14 proposed termination notices. Additionally, the team assigned 0 police reports and calculated no subsidy overpayments. The team is developing an owner notice explaining the federal eviction moratorium end and in place City of Oakland moratorium and State resources for non-payment of rent to limit potential evictions.

Rent Increases

Leased Housing received 417 rent increase requests. There were 209 Housing Choice Vouchers completed. A total of 208 were Project Based Vouchers and Mod Rehab. The average rate of increase was 7% and average amount approved was \$116.

Existing Units PBV 16-008 project update

The Oakland Housing Authority issued RFQ #16-008 to invite qualified owners, property managers, and developers servicing the residents within the City of Oakland to solicit proposals for the award of Project Based Voucher Rental Assistance for existing units.

There are a total of 636 project based vouchers in 21 projects which received an award through the Existing Project Based Voucher program. OHA has executed Housing Assistance Payment contracts for twenty (20) projects.

Projects in process :

	Project	Awarded PBVs	Families submitted	Families in Process	Eligible Families	Denied/Declined
1	Kenneth Henry Court	15	13	1	8	4

Special Needs Housing

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

Local Programs

Sponsor Based Housing Assistance Program (SBHAP)

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

The program can serve up to 140 households in FY22.

Services/ Funder	HH Served Min - Max.	Target Population	Supportive Services Provider	Housing Services Provider
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PATH: Community Housing Services	27-30	Encampments/ Shelter	Lifelong Medical St. Mary's Center Building Futures w/ Women & Children	Abode Services
Behavioral Health Care Services	18 - 20	Encampments/ Shelter: Homeless. Serious Mental Illness	Lifelong Medical	Abode Services
Oakland Unite: Dept. of Human Services	25-30	Re-entry: Adult Probation & Parole	Abode Services	Abode Services
PATH: ESG & THP+ Funding	17-20	Homeless Youth Ages 18-24 who are homeless or at-risk of homelessness and exiting the foster care or juvenile justice system	First Place for Youth	First Place for Youth
City of Oakland – HSD - CHS	20-40	Families experiencing homelessness, at risk of homelessness or victims of domestic violence	Building Futures for Women & Children	Building Futures for Women & Children

Building Bridges

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

CalWORKs

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

An average of 50 families per month will receive an average of \$1,500 per month local rental assistance from OHA. Contract term is 5 years. Costs to not exceed \$5,000,000 over the five year term; with \$1,000,000 budgeted annually. Reasons for denial: Incomplete information, client exited from Housing Support Program by County, client request, non-compliance with CalWORKs program, or no inspection requested or passed.

Available	Referrals received	Households admitted	Households in eligibility process/inspection
50	38	27	3

First Place for Youth (FPFY)

FPFY Building Bridges program is a short-term five-year program for up to 50 participants. The short-term assistance payment will phase down funding in year four and year five. Roommate living arrangements are allowed. The service provider will be responsible for ensuring that participants and units meet program eligibility requirements and submitting required reports and periodic invoices. OHA Board of Commissioners on April 9, 2018 approved funding for the project up to \$5,000,000 over a five year term. Reasons for denial: no HQS passed inspection and incomplete or missing documentation

Available	Referrals received	Households Admitted	Households in eligibility process and inspection
50	57	22	23

Local Housing Assistance Program/Single Room Occupancy – LHAP/SRO

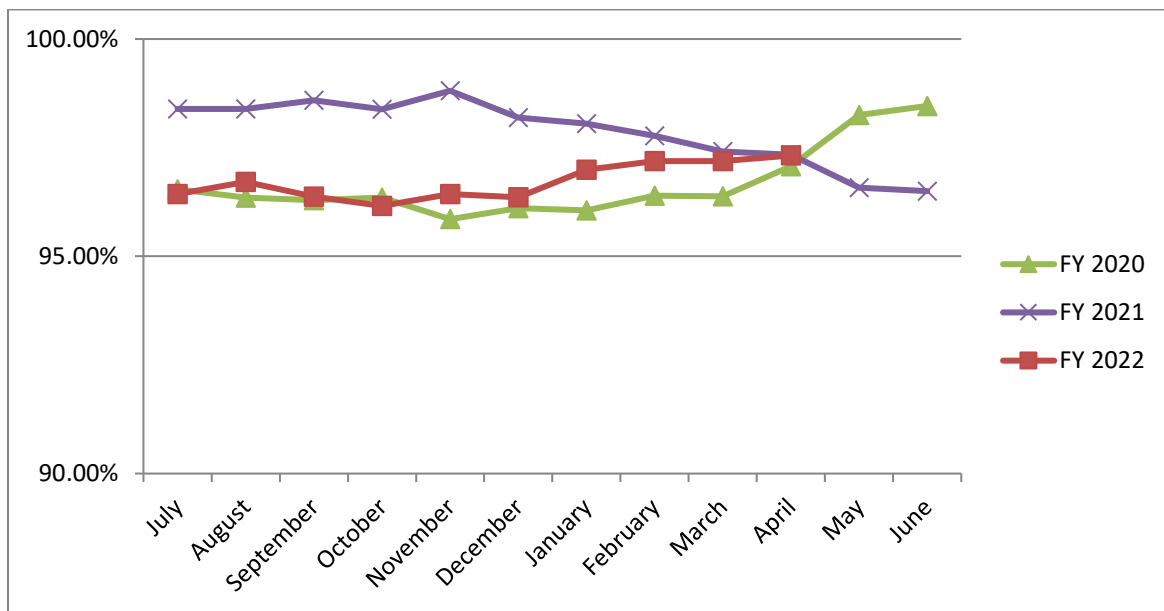
As of December 2021 TOTALS	Total Units	Vacant or Non- Eligible Units	Eligible Units	Subsidy Per Unit
	311	126	185	\$897

- All properties received subsidy increase with FY21 HUD Fair Market Rent.

Property Operations Department

Occupancy Report

Public Housing Occupancy Rates - TOTAL PORTFOLIO 97.32%



All Authority Public Housing Units

Month	Occupancy Rate
May 2021	96.58%
June 2021	96.50%
July 2021	96.43%
August 2021	96.71%
September 2021	96.37%
October 2021	96.16%
November 2021	96.43%
December 2021	96.36%
January 2022	96.99%
February 2022	97.19%
March 2022	97.19%
April 2022	97.32%

Authority Managed Public Housing Units

Development	Total Units	Non-dwelling Units/Exempt	Available Units	Occupied Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Lockwood Gardens	372	2	370	361	6	2	1	97.57%	97.57%
Peralta Villa	390	2	388	378	5	2	3	96.39%	97.42%
Total	762	4	758	739	11	4	4	96.97%	97.49%

OAHPI Project Based Section 8 Units

Portfolio	Total Units	Excluded Units (HCEB)	Available Units	Occupied Units	Down Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Deep East	278	10	268	223	24	2	5	14	82.46%	83.21%
East	258	0	258	223	29	0	4	2	85.66%	86.43%
Fruitvale	270	3	267	253	11	2	0	1	93.63%	94.76%
San Antonio	244	4	240	227	7	3	2	1	95.83%	94.58%
West	231	0	231	220	9	2	0	0	95.24%	95.24%
North	239	0	239	226	8	1	0	4	93.31%	94.56%
Total	1,520	17	1,503	1,372	88	10	11	22	90.82%	91.28%

OAHPI – PACT Program

Portfolio	Total Units	Office Units for Admin Purposes	Program Units	Program Occupied Units	Employee Occupied Units	Down Units/CID	Units in Turnover	Application in process from ACSO	Reserved/Preleased Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
East	20	1	19	14	1	1	0	0	0	4	78.9%	78.9%

Recertification Report

Authority Managed Public Housing Units

Development	Completed Annual Recertifications	Recertifications/Outstanding	Recertifications/Legal	Current Month Backlog
Lockwood Gardens	47	73	5	68
Peralta Villa	0	19	4	15
Total	47	92	9	83

Tenant Rent Collections

Authority Managed Public Housing Units

Development	Charged	Collected	Percent Collected
Lockwood Gardens	\$256,451	\$92,540	36.09%
Peralta Village	\$141,748	\$106,462	75.11%

OAHPI Project Based Section 8 Units (Includes HAP)

Portfolio	Charged	Collected	Percent Collected
Deep East	\$505,358	\$426,000	84.30%
East	\$551,282	\$470,947	85.43%
Fruitvale	\$649,950	\$564,536	86.86%
San Antonio	\$542,950	\$475,755	87.62%
West	\$507,666	\$458,611	90.34%
North	\$553,387	\$497,356	89.87%

Tenant Accounts Receivable

Authority Managed Public Housing Units

Development	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Lockwood Gardens	\$206,325	\$69,144	\$57,333	\$610,031	(\$27,057)	\$915,776
Peralta Villa	\$64,118	\$39,996	\$36,868	\$351,954	(\$54,439)	\$438,497

OAHPI Project Based Section 8 Units Tenant Rent

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$94,693	\$50,401	\$46,597	\$1,800,942	(\$60,052)	\$1,932,581
East	\$110,837	\$93,153	\$78,566	\$1,656,561	(\$71,931)	\$1,887,186
Fruitvale	\$103,144	\$81,571	\$71,025	\$979,011	(\$83,400)	\$1,151,350
San Antonio	\$66,461	\$51,175	\$49,821	\$671,447	(\$111,341)	\$727,563
West	\$78,981	\$64,412	\$53,427	\$662,532	(\$128,707)	\$730,645
North	\$77,841	\$69,035	\$53,729	\$896,896	(\$155,874)	\$941,625

Work Order Report

Work Order Report - Authority Managed Public Housing Units

Development	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Lockwood Gardens	372	426	191	284	333
Peralta Villa	390	67	188	214	41
Total	762	493	379	498	374

Work Order Report – OAHPI Project Based Section 8 Units

Portfolio	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Deep East	278	515	189	138	566
East	278	829	144	170	803
Fruitvale	270	112	228	281	59
San Antonio	244	77	127	151	53
West	231	344	154	166	332
North	239	347	172	129	390
Total	1,540	2,224	1,014	1,035	2,203

Legal Report

Legal Report – Authority Managed Public Housing Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
May-21	0	0	0	\$ -
Jun-21	0	0	0	\$ -
Jul-21	0	0	0	\$ -
Aug-21	0	0	0	\$ -
Sep-21	0	0	0	\$ -
Oct-20	0	1	1	\$ 600.00
Nov-21	0	0	0	\$ -
Dec-21	0	0	0	\$ -
Jan-22	0	0	0	\$ -
Feb-22	0	0	0	\$ -
Mar-22	0	0	0	\$ -
Apr-22	0	0	0	\$ -

Legal Report – OAHPI Project Based Section 8 Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
May-21	1	0	1	\$ 21,564.00
Jun-21	0	0	0	\$ -
Jul-21	4	0	4	\$ 64,805.41
Aug-21	2	0	2	\$ 251.00
Sep-21	0	0	0	\$ -
Oct-21	0	0	0	\$ -
Nov-21	0	0	0	\$ -
Dec-21	0	0	0	\$ -
Jan-22	0	0	0	\$ -
Feb-22	0	0	0	\$ -
Mar-22	1	0	0	\$ 4,024.00
Apr-22	0	0	0	\$ -

Resource Conservation Community Engagement and Outreach

Authority Managed Public Housing Units

Development	Site Assessments	Resident Contact	Flyer Outreach	In-Person Site Meetings
Lockwood Gardens	3	22	361	0
Peralta Villa	4	0	378	0
Total	7	22	739	0

OAHPI Project Based Section 8 Units

Portfolio	# of Sites Visited	Site Assessments (includes multiple visits)	Resident In-Person Contact	Resident Phone Outreach	Flyer Outreach	In-Person Site Meetings
Deep East	10	10	8	0	223	3
East	11	11	20	0	237	4
Fruitvale	10	10	0	0	253	0
San Antonio	35	52	0	0	227	0
West	23	32	9	0	220	3
North	28	36	23	0	226	5
Total	117	151	60	0	1,386	15

Emergency Rental Assistance Program

*Emergency Rental Assistance Program information is a cumulative summary of payments received

Emergency Rental Assistance - OAHPI Project Based Section 8 Units

Portfolio	# Residents Processed	Assistance Processing	# of Residents Paid	Assistance Received	Total Dollars
Deep East	37	\$6,325	16	\$175,988	\$182,313
East	13	\$0	8	\$57,936	\$57,936
Fruitvale	12	\$0	8	\$46,078	\$46,078
San Antonio	33	\$23,230	18	\$113,745	\$136,975
West	22	\$0	13	\$122,656	\$122,656
North	27	\$0	17	\$114,392	\$114,392

Emergency Rental Assistance – Authority Managed Public Housing Units

Portfolio	# Residents Processed	Assistance Processing	# of Residents Paid	Assistance Received	Total Dollars
Lockwood Gardens	77	\$25,515	15	\$59,233	\$84,748
Peralta Village	53	\$0	36	\$119,305	\$119,305

Additional Rental Assistance Resources - OAHPI Project Based Section 8 Units

Portfolio	# of Residents Applied	Alameda County	BACS	City of Oakland	EDC	Assistance Received
Deep East	8	\$0	\$3,233	\$3,146	\$10,512	\$16,891
East	8	\$0	\$10,467	\$0	\$6,648	\$17,115
Fruitvale	2	\$0	\$0	\$1,623	\$15,563	\$17,186
San Antonio	5	\$4,785	\$0	\$10,789	\$14,473	\$30,047
West	7	\$2,604	\$32,290	\$2,062	\$47,167	\$84,123
North	5	\$0	\$10,796	\$7,238	\$0	\$18,034

Additional Rental Assistance Resources –Authority Managed Public Housing Units

Portfolio	# of Residents Applied	Alameda County	BACS	City of Oakland	EDC	Assistance Received
Lockwood Gardens	4	\$0	\$0	\$9,937	\$0	\$9,937
Peralta Village	3	\$0	\$562	\$7,238	\$0	\$7,800

Capital Improvement Department

Rehabilitation Team:

Unit Renovations

	OHA	OAHPI
Units Completed and Returned to OPO in April	2	14
Units Received From OPO in April	0	9
Units Completed in Fiscal Year 2021-22 To Date	22	87

These unit renovations are complete turns, typically stripped down to the sheetrock. They include:

- Asbestos abatement in walls and flooring if present
- Re-textured and painted
- Kitchen and bathroom cabinet replacements including granite countertops
- New bathtubs and new plumbing fixtures
- All the mill work gets replaced i.e. doors, frames, floor molding, closet doors etc.
- Electrical panels are moved to new, code approved locations
- All smoke and carbon monoxide detectors are rewired to the main panel
- Installation of new, always on, bath fans to improve indoor air quality
- Replacement of all flooring and carpeting
- Added light fixtures on the ceilings of living and bedroom areas

OHA/OAHPI Recently Completed:

- 2126 High St. #9
- 914 Mandela Unit F
- 1915 Seminary Ave #14
- 1248 E 34th St. #202
- 3366 62nd Ave. #5
- 2021 24th Ave. #3
- 421 Oakland Ave. #4
- 1377 10th St.
- 59 Pearl #5
- 2381 E 21st St. #2
- 1445 50th Ave. #2
- 6656 Laird Ave. Unit B
- 3370 62nd Ave. #2
- 6921 Fresno #5
- 3366 62nd Ave. #6
- 5944 Bromley Ave. Unit B
- 2309, 2311, 2315, & 2317 98th Ave. deck rebuilds and exterior renovations
- 6645 Brann St. window replacement and reside
- Infrastructure for kiosks
- Boiler replacement at 1619/1621 Harrison St.
- Palo Vista Gates

In the Preconstruction/Construction Process:

- 541 29th Street soft story seismic retrofit
- 1248 34th Avenue soft story seismic retrofit
- 676 Fairmount Avenue soft story seismic retrofit
- 368 62nd Street soft story seismic retrofit
- 3217 West St. deck and repairs
- Palo Vista deck edge repairs and concrete walk replacements

Administrative Buildings

- Service Center Driveway asphalt R&R, reseal, and stripe
- Additional card reader locations

Oak Groves Rehab - OHA/RAMP Development



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

Project Description:

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:	\$5,449,437
• OHA Sponsor Loan	\$15,000,000	• GP Equity	\$100
		• Tax Credit (LP) Equity	\$44,967,088

OHA Board Authorizing Resolutions:

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

Affiliate Board Authorizing Resolutions:

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

Approved OHA/Affiliate Funding:

RAMP: \$100 GP Equity

Disbursements to Date:

\$100 GP Equity

Current Project Status: Work is completed on Oak Grove North and almost complete at Oak Grove South.**Construction Progress:**

% Complete on 2/28/22: 99.99%

% Complete last Month: 99.99%

Scheduled Completion Date: 5/2022

New Hires:

Number of New Hires: 158

Number of Section 3 Hires: 47

% Section 3: 29.75%

Construction Contract Status:

Original Contract Amount	\$44,117,725.00	Pending Change Orders (PCOs)	\$68,775.33
Approved Change Orders	\$ 5,019,189.23	Potential Future Changes	\$0.00
	\$49,136,914.23		<u>\$49,205,689.56</u>

Current Contract Amount**Potential Contract Amount**

Milestones Completed Past Month:

Oak Grove North

- The building is fully occupied and residents are utilizing the courtyard
- City sidewalk work, including street trees, has been completed

Oak Grove South

- All temporarily relocated residents have been moved back
- Ground floor residents will move in upon approval of ACDEH
- The courtyard and east side yard are complete with some minor painting of planters remaining
- The landscaping is complete
- Sidewalk and street trees have been installed

Harrison Tower – OHA/RAMP Development



Harrison Tower, a 101-unit senior public housing development, was approved for a Section 18 Disposition by HUD in July 2018. This approval will allow the property to be refinanced utilizing tax-exempt bonds, conventional debt, and low income housing tax credits to modernize all building systems and renovate the 100 senior apartments and one (1) manager's unit.

In addition to substantially rehabilitating all residential units, the 3rd floor residential amenities and property management/ services offices will be reconfigured and updated, and seismic upgrades will be performed throughout the building which will include the garage and the Authority's offices on the 1st and 2nd floors.

Project Description:

Project Address:	1621 Harrison Street	Affordability Targeting:	50% AMI or less
Project Type:	Rehabilitation	Other Uses:	OHA Headquarters
Number of Units:	101	Architect:	Saida +Sullivan Architects
PBVs:	100	General Contractor:	To be determined
Target Population:	Seniors	Property Management:	To be determined
		Total Development Cost:	\$86.4M (includes \$30.1M Seller Carryback Loan)

Targeted Permanent Funding Sources:

- Permanent Hard Loan
- Tax Credit (LP) Equity
- GP Equity
- OHA Loan
- OAHPI Seller Carryback Loan
- Deferred Developer Fee

OHA Board Authorizing Resolutions – None to date

Affiliate Board Authorizing Resolutions:

- OAHPI No. 19-006, 5/31/19: Arch. and Engineering Contract with Saida + Sullivan Design Partners
- OAHPI No. 20-001, 5/5/20; Construction Manager contract with Buis Construction Services, Inc.
- OAHPI No. 20-009, 10/19/20; First Amendment to Saida + Sullivan Design Partners Contract
- OAHPI No. 21-002, 2/9/21; Relocation Consultant Contract with Overland Pacific & Cutler

Approved OHA/Affiliate Funding:

\$4,840,000 for Predev. in FY21 OAHPI Budget

Disbursements to Date:

\$700,941

Current Project Status:

Predevelopment: Four residents have transferred from Harrison Tower to Oak Grove South in January. Two additional residents are prepared to move once the Oak Grove South units are available. Staff continue to work through rehab phasing and related financing options in response to significant program changes to the CA tax-exempt bond program.

Milestones Completed Past Month:

Predevelopment activities are ongoing.

Partnerships with Nonprofit Developers

Brooklyn Basin Master Plan

The Authority, in partnership with the City of Oakland and MidPen Housing, is engaged in developing 465 units of affordable housing for low-income families and seniors as part of the Brooklyn Basin master planned community.

The Brooklyn Basin project (formerly known as “Oak to Ninth”) is a large scale, master planned community on a formerly-industrial site along Oakland’s waterfront. The site is approximately 64 acres of waterfront property off Embarcadero Road and 10th Ave.

When complete, the project will include up to 3,100 residential units (including the 465 affordable rental units), 200,000 square feet of commercial space, approximately 32 acres of parks and public open space, two renovated marinas (170 boat slips), and an existing wetlands restoration area. The master developer is Zarsion-OHP I, LLC (ZOHP) whose principal local partner is the Signature Development Group.

The City of Oakland acquired Parcels A and F from ZOHP for the purpose of developing the 465 affordable units of affordable housing. The Authority acquired a 50% share of Parcels A and F on October 19, 2017 for \$10 million. Four distinct projects are planned for these properties. Projects 1, 2 and 3 are described in detail below. Project 4 is expected to break ground in the second quarter of 2022.



Brooklyn Basin Projects 1 and 2 – Partnership with MidPen



Brooklyn Basin Projects 1 (Paseo Estero) and 2 (Vista Estero) include a total of 211 units on Parcel F. Both projects were completed in January 2021.

Paseo Estero includes 101 units for very low-income families and Vista Estero includes 110 units for very low-income seniors.

Photo: Front view of Vista Estero.

Photo credit: David Wakely

Project Description:

Project Address:	255-285 8 th Avenue	Affordability Targeting:	30-60%
Project Type:	New Construction	Other Uses:	None
Number of Units:	211	Architect:	HKIT Architects
PBVs:	132	General Contractor:	Nibbi Brothers
Target Population:	Paseo Estero - families Vista Estero - seniors	Property Management:	MidPen
		Total Development Cost:	\$137.2M

Permanent Funding Sources:

• OHA Acquisition Funds (included in City Loan)	• City of Oakland	\$12,670,000
• Federal Home Loan Bank AHP	• Tax Credits – Wells Fargo	\$70,076,353
• Deferred Dev. Fee	• General Partner Equity	\$580,507
• Parcel T Reimb.	• Permanent Mortgage – Wells Fargo/Freddie Mac	\$37,111,000
		\$5,000,000
		\$1,690,000
		\$9,623,545
		\$455,798

OHA Board Authorizing Resolutions:

- No. 4765, 8/28/17: CEQA
- No. 4766, 8/28/17: Purchase and Sale Agreement; Joint Ownership Agmt.; Master Housing Agmt.
- No. 4792, 2/26/18: Lease Disposition and Development Agreement for Projects 1 and 2; 258 PBVs
- No. 4868, 5/13/19: Lease Disposition and Development Agreement for Projects 3 and 4

Affiliate Board Authorizing Resolutions – Not applicable

Approved OHA/Affiliate Funding:

MTW: \$10,000,000 Land Acquisition

Disbursements to Date:

\$10,000,000

Current Project Status:

Construction is 100% complete and achieved 100% occupied in July 2021. All construction period financing was converted to permanent financing on January 14, 2022.

Construction Progress:

% Complete on 1/31/21:	100%
% Complete last Month:	100%
Completion Date	1/31/21

New Hires:

Number of New Hires:	767
Number of Section 3 Hires:	65
% Section 3:	8.47%
% Local Residents:	31.55%
% Local Apprentices:	27.12%

Milestones Completed Past Month:

Brooklyn Basin, Project 3 Partnership with MidPen Housing Corp.



*Project 3 (named **Foon Lok West**) on Parcel A will include 130 units for very low-income families and formerly homeless individuals and couples.*

Photo: Foon Lok West and remainder of Parcel A to the left where Foon Lok East (Project 4) will be built. The Orion, a market rate property is to the right (April 1, 2022).

Project Description:

Project Address:	311 9 th Avenue	Affordability Targeting:	20-60%
Project Type:	New Construction	Other Uses:	None
Number of Units:	130	Architect:	HKIT Architects
PBVs:	65	General Contractor:	Nibbi Brothers
Target Population:	Very low-income families and formerly homeless individuals and couples	Property Management:	MidPen
		Total Development Cost:	\$108.7M

Permanent Funding Sources:

• OHA Acquisition Funds (included in City loan)	• Alameda County A1 Funds	\$9,698,000
• SF Federal Home Loan Bank AHP	• Tax Credits – Wells Fargo	\$50,907,000
• CA HCD – No Place Like Home	• General Partner Equity	\$110,000
• City of Oakland	• Permanent Mortgage – CA Community Reinvestment Corporation	\$19,970,000
\$12,442,000		

OHA Board Authorizing Resolutions:

- No. 4765, 8/28/17: CEQA
- No. 4766, 8/28/17: Purchase and Sale Agreement; Joint Ownership Agmt.; Master Housing Agmt.
- No. 4792, 2/26/18: Lease Disposition and Development Agreement for Projects 1 and 2; 258 PBVs
- No. 4868, 5/13/19: Lease Disposition and Development Agreement for Projects 3 and 4

Affiliate Board Authorizing Resolutions – Not applicable

Approved OHA/Affiliate Funding:

MTW: \$10,000,000 Land Acquisition

Disbursements to Date:

\$10,000,000

Current Project Status:

Construction is 98% complete. Final component inspections have been underway for the past 10 days with the final Transportation, Oakland Fire Department and Building Department inspections occurring on 5/5/22. The Temporary Certificate of Occupancy is expected on 5/6/22.

Construction Progress:

% Complete:	98.00%
% Complete last Month:	95.88%
Scheduled Completion Date	May 2022

New Hires:

Number of New Hires:	316
Number of Section 3 Hires:	35
% Section 3:	11.08%
% Local Residents:	43.99%
% Local Apprentices:	48.18%

Milestones Completed Past Month: Construction is nearing completion.

Brooklyn Basin, Project 4 Partnership with MidPen Housing Corp.



VIEW ALONG NINTH AVENUE AND CLINTON LANE
RENDERINGS
HKIT ARCHITECTS
BROOKLYN BASIN, PARCELS A.5

*Project 4 (named **Foon Lok East**) on Parcel A will include 124 units for very low-income families and formerly homeless individuals and couples.*

Project Description:

Project Address:	389 9 th Avenue	Affordability Targeting:	20-60%
Project Type:	New Construction	Other Uses:	None
Number of Units:	124	Architect:	HKIT Architects
PBVs:	61	General Contractor:	Nibbi Brothers
Target Population:	Very low-income families, formerly homeless individuals and couples	Property Management:	MidPen
		Total Development Cost:	\$109.7M

Targeted Permanent Funding Sources:

- OHA Acquisition Funds (included in City loan)
- CA HCD – No Place Like Home (homeless funding)
- City of Oakland
- CA HCD – Cal Housing Accelerator Program
- General Partner Equity
- Permanent Mortgage – Century Housing

OHA Board Authorizing Resolutions:

- No. 4765, 8/28/17: CEQA
- No. 4766, 8/28/17: Purchase and Sale Agreement; Joint Ownership Agmt.; Master Housing Agmt.
- No. 4792, 2/26/18: Lease Disposition and Development Agreement for Projects 1 and 2; 258 PBVs
- No. 4868, 5/13/19: Lease Disposition and Development Agreement for Projects 3 and 4

Affiliate Board Authorizing Resolutions – Not applicable

Approved OHA/Affiliate Funding:	Disbursements to Date:
MTW: \$10,000,000 Land Acquisition	\$10,000,000

Current Project Status:

Foon Lok East is fully entitled and the Oakland Building Department plan check review is 100% complete. MidPen received notification on 2/3/22 that the project has been awarded CA Housing Accelerator Program funds sufficient to replace the bonds and 4% tax credits. The project is on track to close all construction financing the week of 5/16/22. Construction will start within days afterwards.

Construction Progress:	New Hires:
% Complete: 0%	Number of New Hires:
% Complete last Month: 0%	Number of Section 3 Hires:
Scheduled Completion Date	% Section 3: %
	% Local Residents: %
	% Local Apprentices: %

Milestones Completed Past Month: Secured the final financing commitment necessary to start construction from CA HCD for California Housing Accelerator Program on 2/3/22

285 12th Street – Partnership with EBALDC



Construction of a new 65-unit affordable housing building on a former parking lot at 12th and Harrison Street Downtown Oakland.

Project Description:

<i>Project Address:</i>	285 12 th Street	<i>Affordability Targeting:</i>	20%-70% AMI
<i>Project Type:</i>	New Construction	<i>Other Uses:</i>	3,500 sq. ft. commercial
<i>Number of Units:</i>	65	<i>Architect:</i>	David Baker Architects
<i>PBVs:</i>	16	<i>General Contractor:</i>	Roberts-Obayashi Corp.
<i>Target Population:</i>	Low-income families, 7 special needs units	<i>Property Management:</i>	EBALDC
		<i>Total Development Cost:</i>	\$53.6M

Targeted Permanent Funding Sources:

<ul style="list-style-type: none"> • Tax Credit Investor Equity • Permanent Hard Loan • OHA Land Purchase • General Partner Equity • Deferred Developer Fee 	<i>Soft Loans & Grants</i> <ul style="list-style-type: none"> • OHA Loan • Multifamily Housing Program (MHP) • Infill Infrastructure Grant (IIG) • Housing for a Healthy California (HHC)
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OHA Board Authorizing Resolutions:

- Reso. No. 4881, 9/22/19: Land purchase and soft loan in combined amount not to exceed \$12,000,000. Conditionally awarded 16 Project-Based Section 8 Vouchers.
- Reso. No. 4992, 8/23/21: Acquisition bridge loan not to exceed \$7,265,880.

Affiliate Board Authorizing Resolutions – Not applicable.

Approved OHA/Affiliate Funding:

MTW: \$12,000,000 for land purchase and loan

Disbursements to Date:

\$6,843,286.11

Current Project Status:

Predevelopment – EBALDC is continuing architecture and engineering design, refining construction cost estimates, and applying for funding. EBALDC is preparing an application for MHP and IIG funding through the California Department of Housing and Community Development Super NOFA. This application will be submitted in late June.

500 Lake Park – Partnership with EAH



OHA is partnering with EAH on the development of a 53-unit affordable housing building on the former site of the Kwik-Way Drive-In, in the Grand Lake Neighborhood of Oakland.

Project Description:

<i>Project Address:</i>	500 Lake Park	<i>Affordability Targeting:</i>	20%-60% AMI
<i>Project Type:</i>	New Construction	<i>Other Uses:</i>	2,900 sq. ft. commercial
<i>Number of Units:</i>	53	<i>Architect:</i>	Lowney Architecture
<i>PBVs:</i>	14 VASH Vouchers	<i>General Contractor:</i>	JH Fitzmaurice
<i>Target Population:</i>	Low-income families; 20 units for homeless or at-risk veterans	<i>Property Management:</i>	EAH
		<i>Total Development Cost:</i>	\$57.2 M

Targeted Permanent Funding Sources:

<ul style="list-style-type: none"> • Tax Credit Investor Equity • Permanent Hard Loan • OHA Land Purchase • General Partner Equity • Deferred Developer Fee 	Soft Loans & Grants <ul style="list-style-type: none"> • OHA Loan • Calif. HCD Veterans Housing & Homelessness Prevention Program (VHHP) • Calif. HCD Multifamily Housing Program (MHP) • Calif. HCD Infill Infrastructure Grant (IIG)
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OHA Board Authorizing Resolutions:

- Reso. No. 4900, 2/3/20: Land purchase and soft loan in combined amount not to exceed \$7,500,000. Conditionally awarded 14 Project-Based VASH Vouchers.

Affiliate Board Authorizing Resolutions – Not applicable.

Approved OHA/Affiliate Funding:

MTW: \$7,500,000 for land purchase and loan

Disbursements to Date:

\$6,499,291

Current Project Status: Predevelopment – EAH is continuing architecture and engineering design, refining construction cost estimates, and applying for funding. EAH is working on their application for MHP and IIG funding through the California Department of Housing and Community Development Super NOFA.

Milestones Completed Past Month:

Continued predevelopment work.

Asset Management Department

Occupancy Report - Contract Managed Public Housing Units

Development	Total Units	Non-dwelling units/ Exempt	Offline	Units Occupied by Employee	Available Units	Units In Rehab	Vacant and Available	Reserved Units	Occupied Units	Previous Month Occupancy Rate	Current Month Occupancy Rate
Harrison Towers	101	0	25	1	75	0	0	0	75	100.00%	100.00%
Adel Court	30	0	0	0	30	0	2	2	28	93.33%	93.33%
Campbell Village	154	2	0	1	151	0	5	5	146	98.01%	96.69%
Palo Vista	100	0	0	1	99	0	2	2	97	96.94%	97.98%
Linden Court	38	0	0	0	38	0	4	4	34	89.47%	89.47%
Mandela Gateway	46	0	0	0	46	0	0	0	46	100.00%	100.00%
Chestnut Court	45	0	0	0	45	0	4	4	41	91.11%	91.11%
Foothill Family	21	0	0	0	21	0	1	1	20	100.00%	95.24%
Lion Creek I & II	99	0	0	0	99	0	1	1	98	100.00%	98.99%
Lion Creek III	37	0	0	0	37	0	0	0	37	100.00%	100.00%
Lion Creek IV	21	0	0	0	21	0	0	0	21	100.00%	100.00%
Total	692	2	25	3	662	0	19	19	643	97.59%	97.13%

Recertification Report - Contract Managed Public Housing Units

Development	Completed Annual Re-certifications	Re-certifications/ Outstanding	Re-certifications/ Legal	Total Backlog
Harrison Towers	2	0	0	0
Adel Court	0	0	0	0
Campbell Village	8	0	0	0
Palo Vista Gardens	0	0	0	0
Linden Court	2	1	0	1
Mandela Gateway	2	1	0	1
Chestnut Court	0	1	0	1
Lion Creek Crossings	0	0	0	0
Foothill Family	0	0	0	0
Total	14	3	0	3

TARs - Contract Managed Public Housing Units

Development	Charged	Collected	Current Month Uncollected	TARs	1- 30 Days	31- 60 Days	61 and Over	Total Balance
Harrison Towers	\$29,963	\$29,053	\$910	3.04%	\$0	\$0	\$0	\$910
Adel Court	\$9,764	\$6,131	\$3,633	37.21%	\$32	\$219	\$7,580	\$11,464
Campbell Village	\$47,487	\$40,922	\$6,565	13.83%	\$1,292	\$4,640	\$30,097	\$42,594
Palo Vista Gardens	\$32,226	\$22,606	\$9,620	30%	-\$1,463	\$4,640	\$14,310	\$27,106

Work Order Report - Contract Managed Public Housing Units

Development Name	Total Units	Beginning of Mon14th Open WOs	Opened Within Date Range	Closed Within Date Range	Remaining Open WO's
Harrison Towers	101	0	26	26	0
Adel Court	30	1	4	2	3
Campbell Village	154	3	86	88	1
Palo Vista	100	0	25	25	0
Chestnut Court	38	14	23	25	12
Linden Court	45	3	14	7	10
Mandela Gateway	46	13	55	35	33
Lion Creek Crossings*	157	253	95	291	57
Foothill Family	21	16	0	16	0
Total	692	303	328	515	116

Senior Site Activities

Outreach Efforts/Activities	Harrison Towers	Adel Court	Palo Vista Gardens	Total
Wellness Phone Calls	150	210	315	675
Mercy Brown Bags	65	34	35	134
DEEP Food Produce Bags	N/A	N/A	50	50
Home Visits	3	N/A	N/A	3
Spectrum Senior Lunches Served	N/A	N/A	736	736
Case Management	4	N/A	N/A	4
Home Management	4	N/A	N/A	4
Supplemental Support (Benefits/Insurance)	33	N/A	N/A	33
Birthday Cards	8	1	3	12
Laundry Card Refill	N/A	N/A	15	15

Bingo	39	N/A	0	39
Fun Friday	24	N/A	N/A	24
Meditation Class	N/A	N/A	2	2
Arts and Crafts	14	N/A	0	14
Computer/iPad Learning Class	7	N/A	N/A	7
Safety Demonstration Day with OHAPD	53	N/A	N/A	53
Earth Day Lunch	N/A	20	20	40
Easter Celebration and Decorations	4	28	25	53

Food Resources

- **Mercy Brown Bags/Produce Bags:** The Mercy Brown Bag program provides food delivery each month, usually containing a variety of protein, fresh produce, and baked goods, such as ground beef, tilapia, eggs, bread, celery, carrots, strawberries, pears, and oranges. In April, they delivered sixty-five (65) bags to Harrison Towers residents, thirty-four (34) to Adel Court residents, and thirty-five (35) bags to Palo Vista Gardens residents. Furthermore, at Palo Vista Gardens, a new food bag program from DEEP Food Produce provided additional bags of fresh produce to the residents. Fifty (50) residents signed up to receive DEEP Food bags. For the residents with mobility constraints, the staff continued to help with bagging groceries and delivering the bags directly to the resident's unit.
- **Spectrum Lunch Program:** At Palo Vista Gardens, from Monday to Friday, Spectrum Foods provides hot meals to the residents. In April, seven hundred thirty-six (736) hot lunches were served. Residents were able to pick up their hot lunches from the community room and property management staff provided lunch delivery to the residents with mobility issues.

Health & Wellness

- **Wellness Checks:** At Harrison Towers, the property management team continues to conduct outreach to every household in the building. In April, the management team was able to get in direct contact with each household, making a total of one hundred and fifty (150) wellness calls to Harrison Towers residents. Additionally, two hundred ten (210) calls to Adel Court residents and three hundred fifteen (315) calls to Palo Vista residents were made. Property management staff called each household to conduct a check-up and assessed residents' wellness with a series of questions that were designed to determine whether the residents required additional support and/or assistance.
- **Birthday Celebrations:** During April, eight (8) Harrison Towers residents, one (1) Adel Court resident and three (3) Palo Vista residents had their birthdays. To celebrate, property management staff at Harrison Towers continued the tradition

of delivering a birthday gift bag of goodies and a birthday card to each celebrant. The gift bag included snacks, hand soap, laundry detergent, household cleaning products, and a birthday cupcake. Celebrants at Palo Vista Gardens were invited to a pizza party in the community room to celebrate with their fellow residents.



- **Social Activities:** The management team at Harrison Towers resumed in person social activities in March 2022. To help keep residents safe and healthy, management continues to encourage social distancing in the common areas. In April, thirty-nine (39) residents came together to play Bingo while another fourteen (14) residents got together to do arts and craft and seven (7) residents benefitted from an iPad learning class. Similarly, at Palo Vista Gardens, in-person social activities have opened back up and the management team planned activities for the residents, such as Bingo and meditation classes, although with many residents still cautious of COVID-19, participation levels have remained low. In April, two (2) residents showed up for a game of Bingo.



- **Supplementary Services:** During the month of April at Harrison Towers, through phone appointment meetings, the management staff was able to provide thirty-three (33) residents with supplemental services. These services included language translation, such as assistance with reading food stamp letters, reading bank statements and social security letters, scheduling doctor appointments as well calling the IRS for a tenant due to concerns over a possible identify theft.
- **Easter Celebration:** Four (4) residents at Harrison Towers helped to put up Easter decorations at the front entry doorway and lobby to celebrate the holiday. At Adel Court and Palo Vista Garden, twenty-eight (28) and twenty-five (25) residents, respectively, received colorful Easter baskets filled with candy.



- **Safety Demonstration Day:** On April 28, OHAPD hosted a Safety Demonstration Day in the Community Room of Harrison Towers where fifty-three (53) residents attended to learn useful safety tips. OHAPD provided attendees with advice on

preventative measures and safety precautions to help residents with their personal safety. Those who attended expressed appreciation for the Demonstration Day.



Campbell Village Community Center

Outreach Efforts/Activities	Total
Contactless Food & Supply Delivery (Seniors only)	13
Phone Calls	59
Auto-Dialer Resident Phone Calls	59
Food Pantry	37
Garden Club	2
Birthday Cards	24
Computer Lab	6
Bingo	18
Ross Program (Zoom on the Move)	3
Spring Break Event	10
Coffee Hour	3
Rent Assistance	10

Food Resources

- **Food Pantry:** the resident services coordinator recently resumed sending out text reminders to Campbell Village residents notifying them the community room was once again open for food distribution. In April, thirty-seven (37) fresh food boxes were distributed, containing fresh produce, milk, eggs, frozen meats along with other food staples.
- **Senior Meal & Supply Delivery:** Thirteen (13) senior households had boxes containing food, water, toilet paper, and hand sanitizer brought to their household's door through contactless delivery.

Health & Wellness

- **Wellness Checks:** In the month of April, the resident service coordinator reached out to fifty-nine (59) households by telephone. During the phone conversations, the resident services coordinator assessed the needs of the residents and provided them with information about the programs currently running at Campbell Village and opportunities to volunteer outside in the garden. The calls also gave residents an opportunity to provide feedback about programs they would like to see at Campbell Village. In addition to these regular calls, fifty-nine (59) auto-dialer calls were made to residents to inform them about site updates.
- **Computer Lab:** Six (6) residents used the computer lab to print documents and apply for unemployment benefits during April. Each time, the computer lab was utilized by only one person through an appointment and was thoroughly cleaned in between uses.
- **Birthday Celebrations:** In April, twenty-four (24) Campbell Village residents celebrated their birthdays and the property management acknowledged each one of them with a birthday card.
- **Rent Assistance:** The resident service coordinator worked with three (3) residents who indicated they were having difficulty paying their rent. The coordinator connected the residents with resources that could assist them in meeting their rent obligations.
- **Spring Break Event:** The resident services team planned a week full of fun activities for the younger residents at Campbell Village who were on their Spring Break from April 4th to April 8th. Ten (10) kids participated in a week full of activities that included a cooking class, arts and crafts, outdoor games, a tie-dying class and a "sip and paint" class where they enjoyed sparkling apple cider while painting.

Campbell Village

Spring Break

Sip & Paint

2022

PIC

Campbell Village

Spring Break

2022

PIC•COLLAGE

Key to Home Activities

Outreach Efforts/Activities	1242 95 th	1733 92 nd	1900 E. 24 th	2353 E. 24 th	2349 83 rd	Key to Home Total
Wellness Phone Calls	5	6	5	4	5	25
Socially Distanced Wellness Checks	3	2	3	3	5	16
Conflict Resolution	1	1	0	0	1	3
Harbor House Ministries Food Bag	1	1	0	1	1	4
Services Matching	2	3	2	2	1	10
Banana Childcare	2	1	1	1	1	6

Food Resources

- **Harbor House Ministries Food Supply:** Every Tuesday and Thursday, households can elect to receive a three-day supply of food from the Harbor House Ministries. To minimize waste due to unwanted items, households are encouraged to select the foods they would like from available items. A total of four three-day food supplies were delivered to Key to Home residents during the month of April. The food options provided by the Harbor House Ministries program included a variety of healthy food options including fresh fruit, vegetables, grains, eggs and dairy. In the coming month, the resident service coordinator will focus on getting new households engaged in the food program.

Health & Wellness

- **Service Matching and Support:** The resident services coordinator worked with a total of ten (10) residents with service matching to support them in finding additional opportunities to improve their quality of life. This service also included working with each resident to help them draft up an action and financial plan to manage their finances.
- **BANANAS Childcare:** In coordination with BANANAS, an organization whose mission is to partner with families and child-care providers to raise happy and confident children, the resident service coordinator connected six (6) residents with case managers and online resources regarding childcare classes and professional development training.

WRITTEN
COMMUNICATIONS
(Executive Director's Report)

Owner *Appreciation* Day

**Leveraging Your Rental Property
through Affordable Housing**

*Join OHA for our Online Owner Appreciation Day Workshop
& In Person Food Truck Luncheon Meet & Greet*

1540 Webster Street, Oakland CA 94612

Friday, May 20, 2022

9am-2pm (Virtual)

Saturday, May 21, 2022

12 noon-2pm (In Person)

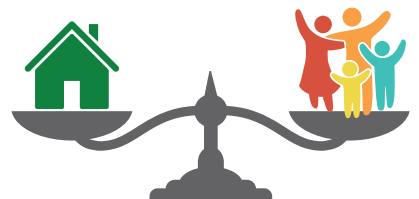
Raffles & Prizes

Registration at: <https://2022ownerappreciationday.eventbrite.com>



Oakland Housing
Authority

**OHA is committed to giving you
an exciting, information-packed
virtual experience**





TOGETHER 2026

5-year plan to end homelessness in Alameda County

EXECUTIVE SUMMARY



Executive summary



This Home Together 2026 Community Plan (the Plan) lays out the goals, strategies and investments needed to dramatically reduce homelessness in Alameda County by 2026 and combat racial disparities in homelessness by fully centering equity. The Plan’s overarching goals and time frame align with **Alameda County’s Vision 2026**, which holds as one of its primary objectives to “ensure the availability of diverse and affordable housing for all residents with the goal of eliminating homelessness in Alameda County.”

Alameda County

Alameda County is home to more than 1.6 million residents and includes 14 cities and six unincorporated communities. Nonprofit organizations, public entities, and a range of interested parties, including those with direct experience of homelessness, work together in a Continuum of Care (the Oakland-Berkeley-Alameda County Continuum of Care, or CoC) to seek new resources and coordinate housing and services funding for addressing homelessness. The CoC is led by a representative Leadership Board, supported by a number of committees and staffed by EveryOne Home.

The County’s Office of Homeless Care and Coordination (OHCC), formed in early 2020 within the Health Care Services Agency, participates in CoC Leadership and coordinates with residents, providers, other County agencies and local jurisdictions around strategic planning and service delivery. Cities across Alameda County participate in the CoC and dedicate local resources to funding, siting and supporting shelters, housing, and services within their communities. This Plan seeks to serve as a playbook for all of these parties working together, recognizing that each jurisdiction will need to make specific decisions regarding the resources under their authority. Specific annual action plans are developed for the county and for cities in conjunction with this framework.

Foundations for this plan

This Plan builds upon many sources and efforts, particularly the 2020 **Centering Racial Equity in Homeless System Design** report (CRE) prepared by partners in the Continuum of Care and informed by a homelessness response system needs analysis and focus groups with persons of color who have experienced homelessness. The CRE process modeled what an optimal system to respond to all homelessness and reduce racial disparities would look like and what gaps need to be filled. The Plan is also responsive to requirements laid out in the California Comeback Plan to draw down key state housing and health funding. It is informed by and consistent with other local and regional efforts, including the **All Home Regional Action Plan, Plan Bay Area 2050** and local city plans to address homelessness. Companion county and city-specific plans that align with the Home Together 2026 Community Plan will speak to the specific roles of local jurisdictions in co-leading efforts to address homelessness, and the key roles of County agencies, community partners and specific resources.

The community of Alameda County adopts this plan and vision at a time when the future is uncertain. New resources received, both one-time and ongoing, provide the groundwork for supporting this plan and its outcomes, but alone are not enough to realize its vision. The response to COVID-19 has shown that this community can pull together and work at speeds we have not seen before, a strong foundation to build from.

However, we face continuing challenges including uncertainties from COVID-19, unpredictable housing markets, future state, federal and local budgets, and a strained public and non-profit sector with significant capacity needs. All of these challenges require continuing the current level of unprecedented collaboration and coordination, building on the progress made to unify the community response and forge an aligned response system centered in racial equity.

Estimated number of housing solutions, by type, needed by 2026

4,195	Additional supportive housing units
3,190	New supportive housing units for older/frail adults
10,070	New dedicated affordable units or subsidies
5,240	New shallow subsidies
1,645	Additional rapid rehousing slots
24,340	Total units & subsidy slots

Source: CA-502 System Model, Abt Associates, 1/20/2022

Homelessness in Alameda County

On any given night over 8,000 people experience homelessness in Alameda County, a number that grows to approximately 15,000 people over the course of a year. More than 90% of homeless households in Alameda County are adults without minor children.

The homeless population does not reflect the demographics of the county. Dramatic racial disparities exist in Alameda County as in the nation, in which African Americans experience homelessness at more than four times their representation in the population (47% vs. 11%). Native Americans, multiracial people and Hawaiian Native/Pacific Islanders are also vastly overrepresented in homelessness, among those newly homeless, and in the rates at which they return to homelessness even after getting housing. These disparities call out the need to invest, both more and differently, in creating solutions that meet the needs of those overrepresented. Special populations such as transition age youth, veterans, older adults, survivors of intimate partner violence, people with behavioral health needs and people who have had involvement with the criminal justice system have additional risks and vulnerabilities leading to homelessness and require targeted resources and responses specific to their needs.

Homelessness response system needs analysis

A systemwide needs analysis conducted in 2019-20 and updated in 2021 points to significant gaps in the current homelessness response system in the type and availability of housing resources to help people leave homelessness. Today, only an estimated 36% of those experiencing homelessness can be supported to end their homelessness with local resources or are able to find housing on their own. Each year, thousands of people remain homeless and new people who become homeless join them. Without significant effort and investment this trajectory will continue, and homelessness will continue to grow in Alameda County.

Importantly, focus groups with local stakeholders and people of color who have experienced homelessness and research on racial equity strategies informed the needs analysis. This expertise was used to develop the proposed new program models and pathways out of homelessness through new investments at every level. Housing investments needed to address the deep disparities include:

- Create significant additional affordable housing dedicated specifically for people experiencing homelessness
- Develop supportive housing for people who need increased supports, such as older and frail adults
- Grow the supply of transitional housing for youth
- Fund shallow and flexible rental assistance to fill gaps for people with limited incomes

- Expand current program models such as Rapid Rehousing and supportive housing¹
- Expand targeted behavioral health services throughout the system
- Improve and expand targeted homelessness prevention

The 2021 update to the analysis explored different scenarios related to anticipated new homelessness and levels of investment to determine what will be required to fill significant system gaps. The scenario selected for this Plan seeks to reduce new entries to homelessness by prevention when possible, and to create a more robust response system with enough housing resources at the end of five years to provide a pathway out of homelessness to every person who does enter the homelessness response system.

¹ This Plan uses the term “supportive housing” to refer to all housing types that include ongoing subsidy and continuously available services, often referred to as “permanent supportive housing” or “PSH” in other contexts.

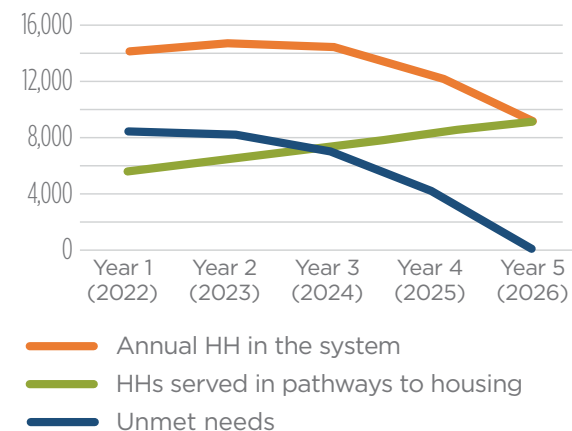
Building a system where people are rehoused quickly

Overall, increased investment in prevention and the addition of more than 24,000 housing opportunities in a variety of program models are needed to reach a point within five years at which the number of people who become homeless in a year and the number who are able to leave homelessness in that time are in balance. These 24,000+ interventions include everything from short-term support to prevent homelessness to ongoing rental subsidies and supportive housing with services.

In addition to the significant need for housing, because 79% of people experiencing homelessness in Alameda County are unsheltered, the Home Together 2026 Community Plan proposes a significant increase in shelter in the first two years, followed by a slow decline in shelter as more housing resources become available and less shelter is needed. Some added shelter will be able to be converted to much needed housing in later years, as has been demonstrated by successful Project Roomkey to Project Homekey transitions, which have created new permanent housing by renovating hotels used as shelters during the COVID-19 pandemic. By Year 5 the amount of shelter needed on an ongoing basis is expected to be slightly less than what is available today if all housing resources are in place.

The total cost of increasing the shelter and housing inventory over the coming five years to fully meet the need would be approximately \$2.5 billion. This includes roughly \$430 million for additional shelter capacity, \$1.68 billion for permanent housing such as dedicated affordable housing and supportive housing, and

Impact of increased investment on homeless system outcomes



Source: CA-502 System Model, Abt Associates, 1/20/2022

\$388 million for prevention, rapid rehousing and shallow (more limited) subsidies. This does not include the one-time development costs for acquiring or constructing new buildings, but covers operations and services, and subsidies to help people rent existing housing. The new investments should be made in alignment with the household types experiencing homelessness; roughly 10% (\$194 million) is needed for expanded inventory and resources for households with minor children, and 90% (\$2.3 billion) for the inventory and resources to serve adult only households, including transition age youth (ages 18-24 years). A range of federal, state and locally generated resources are needed to fill the gap. Without a significant federal investment in targeted Housing Choice Vouchers or similar rental assistance, meeting the dedicated affordable housing goal will be particularly challenging.

Goals and strategies

To reach the expansion goals while decreasing racial disparities, the Home Together 2026 Community Plan recommends specific action steps in four categories.

Taken together, the significant increase in investment and the creation of new program models and pathways out of homelessness will lead to decreases in new homelessness, improved racial equity in outcomes, shorter lengths of time being homeless, and a reduced rate at which people return to homelessness.

The Home Together 2026 Community Plan adopts bold, ambitious, and measurable goals for Alameda County, both for reducing homelessness and for achieving greater equity. To bring these new programs and solutions into being will take every partner committing every available dollar from various sources in ways that uphold performance and invest in working and desired models. With these commitments and agreements for joint accountability we will, by 2026, be home, together.

1 Prevent homelessness for our residents

1. Address racial disparities in mainstream/upstream systems to prevent racially disproportionate inflow into homelessness
2. Focus resources for prevention on people most likely to lose their homes
3. Rapidly resolve episodes of homelessness through Housing Problem Solving
4. Prevent racially disproportionate returns to homelessness

3 Increase housing solutions

1. Add units and subsidies for supportive housing, including new models for frail/older adults
2. Create dedicated affordable housing subsidies for people who do not need intensive services
3. Create shallow subsidies for those who can exit or avoid homelessness with more limited assistance
4. Add new slots of rapid rehousing for those who can pay full rent over time
5. Ensure new housing funding is distributed across the county according to need
6. Reduce entry barriers to housing and ensure racial equity in referrals and placements

2 Connect people to shelter and needed resources

1. Expand access in key neighborhoods and continue improvements to Coordinated Entry
2. Lower programmatic barriers to crisis services such as prevention, problem solving, and shelter
3. Prevent discharge from mainstream systems to homelessness
4. Significantly increase the availability of shelter, especially non-congregate models, to serve vulnerable adults and families with children and to reduce unsheltered homelessness
5. Provide accessible behavioral health services to people with serious mental illness or substance use needs and who are unsheltered, in shelter, or in supportive housing programs

4 Strengthen coordination, communication and capacity

1. Use data to improve outcomes and track racial equity impacts
2. Improve messaging and information availability
3. Build infrastructure to support and monitor new and expanded programs

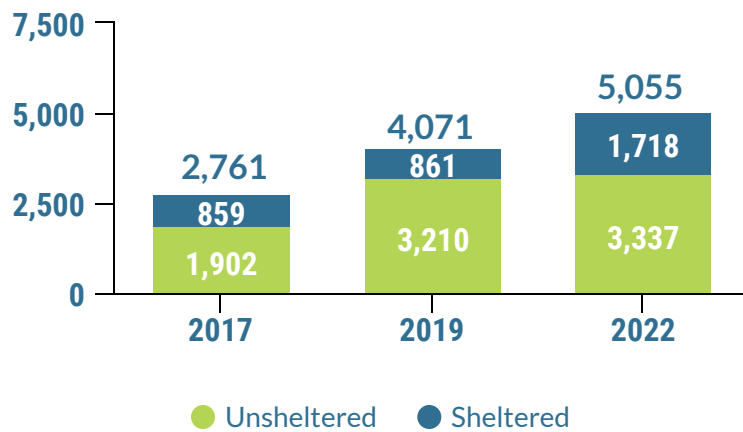


Oakland 2022 Point In Time Count Unsheltered & Sheltered Report

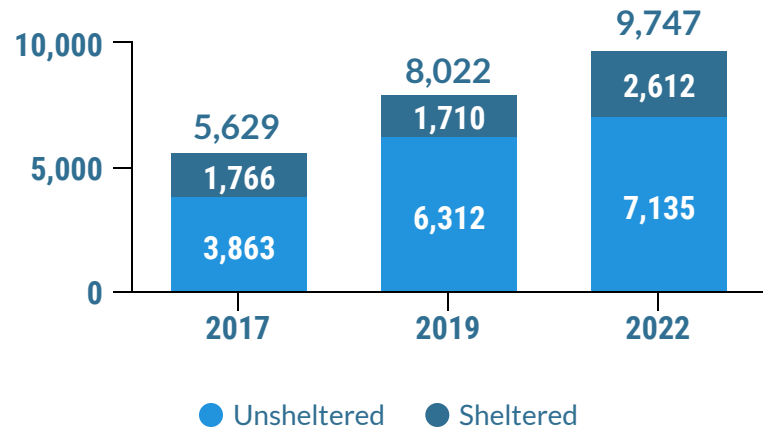


Every 2 years, communities conduct comprehensive counts of people experiencing homelessness in order to measure the prevalence of homelessness in each local community. The 2022 Alameda County EveryOne Counts! Point-in-Time Count was a community-wide effort conducted on February 23, 2022. The Count had not been conducted since 2019 due to COVID 19. Results presented below are for those individuals that were enrolled in sheltered services in Oakland on the night of 2/22/22, or observed as part of the Count on the morning of 2/23/22.

Count of Unsheltered/Sheltered
Individuals for Oakland



Count of Unsheltered/Sheltered
Individuals for Alameda County



Unsheltered Homelessness Data Summary



3,337 Individuals

Were observed as being
unsheltered in Oakland.



7,135 Individuals

Were observed as being
unsheltered in Alameda County.

47% of *unsheltered* Individuals in Alameda County Live in Oakland

Unsheltered Population by Location



	Tent	Car/Van	RV	Street/ Outside	Abandoned Building
Oakland 2022	1063 (32%)	1031 (31%)	907 (27%)	308 (9%)	28 (1%)
Oakland 2019	1320 (41%)	727 (23%)	703 (22%)	420 (13%)	40 (1%)
Alameda County 2022	2216 (31%)	2318 (32%)	1600 (22%)	958 (13%)	43 (1%)
Alameda County 2019	2172 (34%)	1431 (23%)	1386 (22%)	1239 (20%)	84 (1%)

Sheltered Homelessness Data Summary



1,718 Individuals

Were Enrolled in Sheltered
Services in Oakland



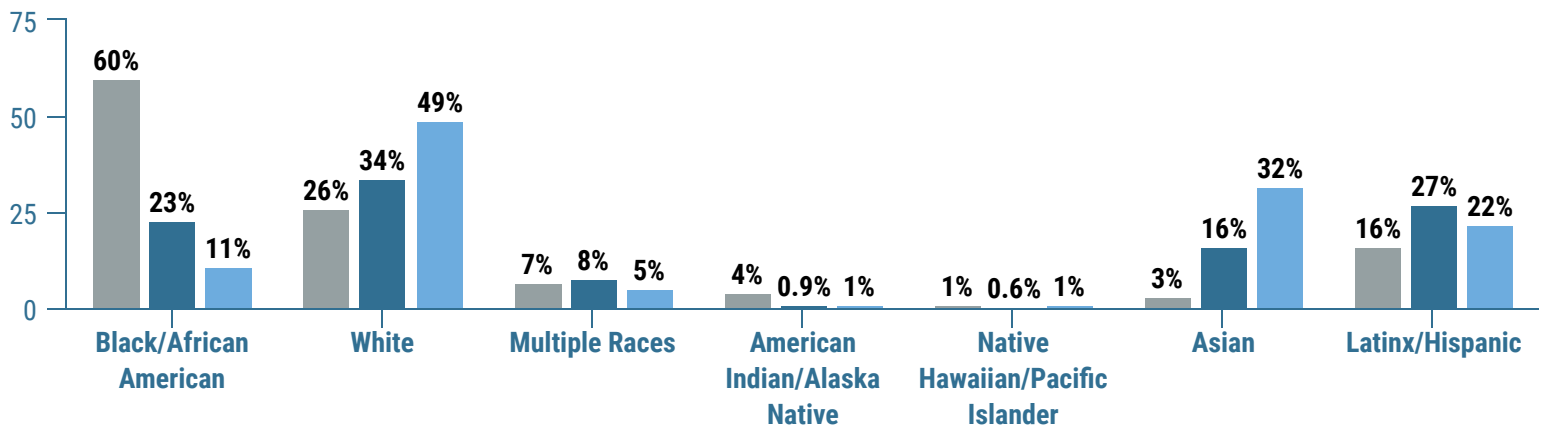
2,612 Individuals

Were Enrolled in Sheltered
Services in Alameda County

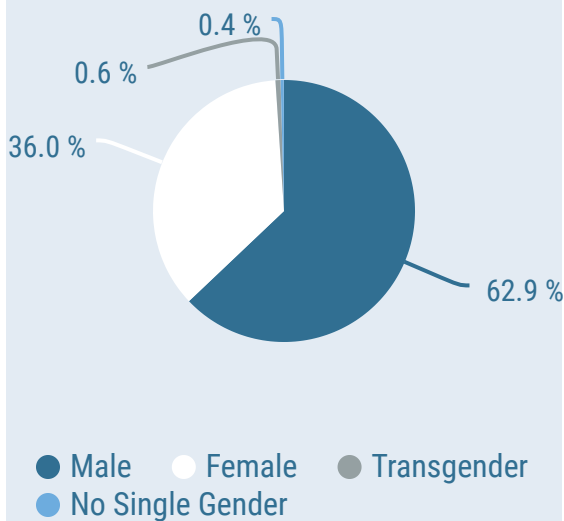
66% of sheltered individuals in Alameda County Live in Oakland

% of Sheltered Individuals by Race/Ethnicity*

● Oakland Sheltered Homeless 2022 ● Oakland Population 2021 ● Alameda County Population 2021



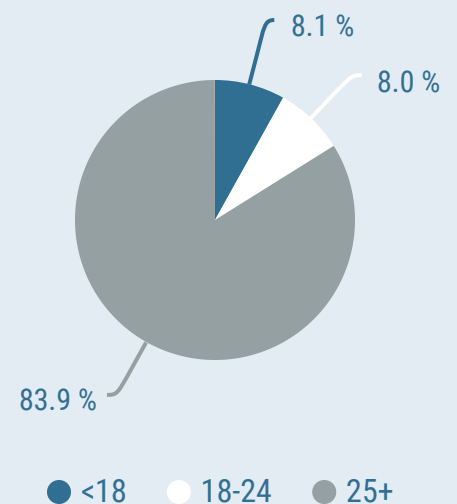
Gender Identity



Characteristics of Sheltered Clients**



Age



Emergency Shelter
78%



Type of Shelter Accessed:
Transitional Housing
21%



Safe Haven
1%

* Population data from 2021 Census Population Estimates. **Individuals can be in more than one category. Definition of *chronic homelessness*, according to HUD, is an individual that has a disabling condition and has had 4 episodes of homelessness in the last 3 years OR has been continuously homeless for 1 year or more.



March 24, 2022

Gerard Windt, Director of Public Housing
U.S. Department of Housing and Urban Development
One Sansome Street, Suite 1200
San Francisco, CA 94104-4430
Submitted via electronic mail to Gerard.Windt@hud.gov

Subject: Expedited Pandemic Regulatory Waiver Request, (Oakland Housing Authority, CA003)

Submitted Electronically via PIH_Expedited_Waivers@hud.gov

Dear Mr. Windt:

The Oakland Housing Authority (Authority) respectfully requests permission to use an expedited regulatory waiver called "Voucher Tenancy New Payment Standard Amount", which waives regulatory requirements under 982.503(b) as specified in PIH notice 2021-34 (Notice). This waiver relief of regulatory requirements allows for the Authority to establish payment standards from 111 to 120 percent of the Fair Market Rent (FMR) for all of its voucher programs. The Authority requests this waiver because and certifies that current year-to-date Housing Choice Voucher (HCV) utilization rates are lower in the HCV program and are below 98 percent.

Oakland's rental housing market is highly competitive, especially for smaller bedroom sizes. The limited inventory of one- and two-bedroom apartments in Oakland presents significant barriers for low-income families to access suitable housing in areas of choice. Using our Moving to Work (MTW) authorizations, the Authority created several successful landlord incentives, however the most powerful incentive for a landlord to participate in the HCV program remains the ability of the Authority to offer competitive, market-based rents to property owners. Given the 5% decrease in FY 2022 published Fair Market Rent (FMR) below that of FY 2021 for two-bedroom apartments, the most sought-after bedroom size, the Authority requires additional flexibility to support voucher families and ensure that they can compete with unassisted households. As required by the Notice, the Authority determined that it has available budget authority to implement this waiver and increase payment standards up to the new maximum of 120%.

The Authority does not have a pending FMR reevaluation, plans to use the waiver for the FY 2022 FMRs, and acknowledges that all rent reasonableness requirements under 982.507 will apply, except where waived by existing MTW authorizations.



Oakland Housing
Authority

Thank you for the opportunity to apply regulatory waivers, which provide additional flexibility as the country emerges from the uncertainty and disruption caused by the pandemic. Please contact Dominica Henderson at (510) 874-1518 or dhenderson@oakha.org should you have any questions or require additional information.

Sincerely,

DocuSigned by:
Patricia Wells
722CF180EE194A1...

Patricia Wells
Executive Director



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

April 25, 2022

Ms. Patricia Wells
Executive Director
Oakland Housing Authority
1619 Harrison Street
Oakland, CA 94612

Dear Ms. Wells:

The Department of Housing and Urban Development (HUD) reviewed the Oakland Housing Authority (OHA) request submitted pursuant to **Notice PIH 2021-34, "Expedited Regulatory Waivers for the Public Housing and Housing Choice Voucher (including Mainstream and Mod Rehab) Programs."** The Notice provided instructions on the expedited processing of public housing authority (PHA) requests to continue to use specific regulatory waivers for the Public Housing and Housing Choice Voucher (HCV) (including Mainstream and Mod Rehab) programs impacted by the COVID-19 pandemic. The waivers you requested are marked "Yes" in column one on the table below.

Background:

The Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law 116-136) provided HUD with authority, in the context of the public health emergency, to waive statutes and regulations (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment) for the HCV and Public Housing programs. Most CARES Act waivers and alternative requirements contained in notice PIH 2021-14 (published May 5, 2021) expire on December 31, 2021; specific previously exercised HCV waiver approvals may extend into 2022. Notice PIH 2021-34 provides instruction on expedited waiver processing that would allow for PHAs to continue to use specific CARES Act regulatory waivers for the Public Housing and Housing Choice Voucher (including Mainstream and Mod Rehab) programs. It also provides for an expedited approval process for one new waiver in the Housing Choice Voucher Program related to payment standards that will help facilitate leasing, which was not part of the CARES Act waivers. The regulatory waivers covered under Notice PIH 2021-34 are stated in the chart below.

OHA's application was submitted by an authorized official and included OHA's justifications for the waiver(s) to be granted. Notice PIH 2021-34 specifies that good cause justification must include: (a) why a PHA needs the waiver; (b) the impact on PHA operations or applicants if the waiver is not provided; and (c) the proposed waiver duration is limited to only the time necessary for a PHA to resume normal operations and not to exceed December 31, 2022.

Additionally, if requesting a waiver of Regulation 24 CFR § 982.503(b) Voucher Tenancy: New Payment Standard Amount, a PHA must certify that it meets one of the following good cause reasons (explained in further detail in Notice PIH 2021-34): (1) The PHA's jurisdiction is in a Fair Market Rent (FMR) area identified by HUD to have significant rental market fluctuations, where an increase in the PHA's payment standards up to 120 percent of the FMR may help the PHA more quickly respond to local circumstances (a list of these FMR areas is attached to Notice 2021-34); (2) Utilization Rate is lower than 98 percent for the current year-to-date or more than a 5 percent reduction between years 2019 and 2021; or (3) less than 85 percent of the PHA's vouchers issued in the last six months have leased. If your PHA adopts this waiver, please notify PIH_Expedited_Waivers@hud.gov if it elects to change its payment standards back to the basic range between 90 and 110 percent based on the FY 2022 FMR.

After reviewing the waiver request(s) and considering OHA's stated justification(s) of good cause, HUD: (1) finds there is good cause to waive, and hereby waives, the regulations and/or requirements marked "APPROVED" in the "Waiver Status" column and/or (2) finds there is not good cause to waive, and therefore does not waive, the regulations and/or requirements marked "NOT APPROVED" in the "Waiver Status" column.

List of expedited regulatory waivers

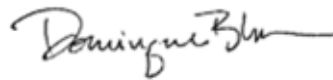
Waiver Requested	Waiver Status/Term Expiration	Waiver Name	Regulation	Summary of relief from HUD Requirements
		Increase in Payment Standard During Housing Assistance Payment (HAP) Contract Term	24 CFR § 982.505(c)(4)	PHAs have the option to increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination.
		SEMAP Score	24 CFR § 985.105 24 CFR § 985.101	PHAs with a fiscal year end 3/31/22, 6/30/22, or 9/30/22, may request to waive the application of SEMAP in its entirety, only if the PHA has a SEMAP indicator affected directly or indirectly because of the disruption to PHA operations caused by its adoption of available CARES Act waivers.

Waiver Requested	Waiver Status/Term Expiration	Waiver Name	Regulation	Summary of relief from HUD Requirements
		Term of Voucher: Extensions of Term	24 CFR § 982.303(b)(1)	Allows PHAs to grant a family one or more extensions of the initial voucher term regardless of the policy described in the Administrative Plan. PHAs should ensure consistency with these requests and remain in compliance with the PHA's informally adopted interim standard.
		Homeownership: Max. Term of Assistance	24 CFR § 982.634(a)	Allows a PHA to extend homeownership assistance for up to one additional year.
Yes	APPROVED: Expiration 12/31/2022	Voucher Tenancy: New Payment Standard Amount	24 CFR § 982.503(b)	PHAs may request an expedited waiver to allow for establishment of payment standards from 111 to 120 percent of the FMR.

All waiver approvals are set to expire at the end of the term requested or December 31, 2022, whichever is earliest, unless an alternative limit is provided by HUD. If any provision of these waivers or their application to any HUD requirement is made invalid by PHA omission or is no longer needed due to changing circumstances, HUD reserves the right to revoke all or a portion of these waivers at any time.

Should you have any questions, please contact the Waiver Processing Team at ***PIH_Expedited_Waivers@hud.gov***.

Sincerely,



Dominique Blom
General Deputy Assistant Secretary

ALEX PADILLA
CALIFORNIA

(202) 224-3553
PADILLA.SENATE.GOV

United States Senate
WASHINGTON, DC 20510-0507

COMMITTEES:
BUDGET
ENVIRONMENT AND PUBLIC WORKS
HOMELAND SECURITY AND
GOVERNMENTAL AFFAIRS
JUDICIARY
RULES AND ADMINISTRATION

March 23, 2022

Ms. Patricia Wells
1805 Harrison Street
Oakland, CA 94612

Dear Ms. Wells,

Thank you for writing to express your support for relief for the homeless community. I appreciate hearing from you, and I apologize for the delay in my response.

I strongly believe that everyone deserves a safe, stable place to call home. That is why I am proud to say that California will receive \$125 million for Emergency Rental Assistance and an additional \$250 million in federal funding for Emergency Housing Vouchers through the *American Rescue Plan Act of 2021* (Public Law 117-2), which I strongly supported. This new funding will allow money to be disbursed quickly and efficiently to on-the-ground emergency programs, while the Emergency Housing Vouchers will be made available to public housing agencies to assist those who are experiencing homelessness, those at risk of homelessness, and those who have recently become homeless.

Additionally, I have joined my colleagues Senator Chris Coons (D-DE) and Senator Dianne Feinstein (D-CA) in sending a letter to Senate Appropriations Committee leadership to support robust funding for the HOME Investment Partnership Program. Housing is infrastructure, and improving access to affordable housing is pivotal for those at risk in their current living situations.

Please know that I appreciate hearing your thoughts on this issue, and addressing homelessness is one of my top priorities in the Senate.

Once again, thank you for writing. Should you have any other questions or comments, please call my Washington, D.C. office at (202) 224-3553 or visit my website at padilla.senate.gov. You can also follow me on <https://www.facebook.com/SenAlexPadilla/> and <https://twitter.com/SenAlexPadilla>.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Padilla", with a stylized, cursive script.

Alex Padilla
United States Senator

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE FINANCIAL ASSISTANCE**

2020 W. El Camino Avenue, Suite 670, 95833
P.O. Box 952054
Sacramento, CA 94252-2054
(916) 263-2771
www.hcd.ca.gov



May 17, 2022

Shola Olatoye, Director
Housing and Community Development
City of Oakland
250 Frank H. Ogawa Plaza, Suite 5313
Oakland, CA 94612

Daniel Johnson, President
Danco Communities
5251 Ericson Way
Arcata, CA 95521

Marguerite Bachand, Executive Director
Operation Dignity, Inc.
318 Harrison Street, Suite 302
Oakland, CA 94607

Dear Shola Olatoye, Daniel Johnson, and Marguerite Bachand:

**RE: Award Announcement – Homekey Program
Notice of Funding Availability Fiscal Year 2021/2022, Round 2
City of Oakland, Danco Communities, and Operation Dignity, Inc. –
Inn at Coliseum
Contract No. 21-HK-17273**

The California Department of Housing and Community Development (Department) is pleased to announce that the City of Oakland, (Awardee) has been awarded a Homekey Round 2 award in the amount of \$11,115,176. This letter constitutes notice of the designation of Homekey funds for the Awardee.

Awardees will be able to draw down funds when the Standard Agreement is fully executed, and any general and special conditions have been cleared in writing.

Your Ambassador will be in communication with you to develop a Standard Agreement and confirm any documents needed to execute this contract.

Congratulations on your successful application. For further information, please contact Merritt Beckett, Homekey Program Manager, Program Design and Implementation Branch, at (916) 776-7788 or Merritt.Beckett@hcd.ca.gov.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer Seeger".

Jennifer Seeger
Deputy Director
Division of State Financial Assistance