

Housing Authority of Alameda County  
Commission Meeting Report  
June 12, 2024  
Peggy McQuaid

The Housing Authority of Alameda County (HACA) Commission met for the regular meeting on June 12, 2024.

#### **4. Executive Director's Report**

##### **Wait List Openings**

HACA recently opened several waitlists from April 2-5, 2024, and for an additional day on May 6, 2024. During the openings, HACA received over 35,500 applications, including approximately 33,000 for the HCV (Section 8) program and approximately 2,200 for HACA-owned 3- and 4-bedroom project-based voucher (PBV) units in Emeryville and Union City.

In addition to 11 application centers hosted by community partners throughout the jurisdiction, HACA assisted applicants at the main office, including over 250 applicants who used on-site computers and over 75 applicants who called for staff support to complete their applications.

HACA is in the process of conducting the lotteries to randomly select those applicants who will be placed on the waitlists. HACA will place 5,000 applicants on the HCV (Section 8) program waitlist, 1,500 applicants on 3-bedroom PBV waitlists, and 500 applicants on 4-bedroom PBV waitlists. Once the lottery drawings are completed, all those who submitted applications will be notified of their status by late August.

#### **5. New Business**

##### **5-1 Audit for the Fiscal Year Ending June 30, 2023**

###### **BACKGROUND**

The Housing Authority's (HACA) audit for the fiscal year ended June 30, 2023, was completed by the auditors, Harshwal & Company, LLP, on March 19, 2024.

###### **DISCUSSION and ANALYSIS**

###### **Independent Auditor's Report**

In the independent auditor's report addressed to the Board of Commissioners, Harshwal & Company, LLP opines that HACA's financial statements for the fiscal year ended June 30, 2023 were stated fairly in all material respects.

For specific information about the audit, please refer to the agenda, [Microsoft Word - HACA Agenda Packet 06-12-2024 FINAL POST](#) specifically Attachment A page 52

Audit accepted unanimously

**5-2 Resolution 04-24 Approving the Operating Budget and Budgeted Positions for the July 1, 2024 – June 30, 2025, Fiscal Year**

**BACKGROUND**

HACA's 2024-2025 fiscal year (FY) starts on July 1, 2024, and will end on June 30, 2025. HUD funding, which is provided on a calendar year (CY) basis, is HACA's primary source of income. This requires staff to estimate HUD funding for January to June 2025, the second half of our fiscal year.

For specific information about the budget, please refer to the agenda, [Microsoft Word - HACA Agenda Packet 06-12-2024 FINAL POST](#)

Budget approved unanimously

**5-3 Resolution No. 05-24 Contribution to Alameda County Employees' Retirement Association (ACERA) for Fiscal Year 2024-2025**

**BACKGROUND**

The Housing Authority is a participating employer in the Alameda County Employees' Retirement Association (ACERA). In 1996, ACERA established a health benefits account, called a 401(h) account, to satisfy the requirements of Internal Revenue Code (IRC) Section 401(h) for providing non-vested, tax-free healthcare to the retirees of participating employers.

In 2006, changes to the IRC regulations required that participating employers establish a separate 401(h) sub-account under the overall ACERA account and make contributions through ACERA designated specifically for healthcare benefits to fund the 401(h) sub-account. To continue providing HACA retirees with non-taxable health benefits, your Commission adopted a resolution in June 2006 (Resolution No. 14- 06) that authorized ACERA to establish and manage a 401(h) sub-account on our behalf.

In accordance with Section 31592.4 and Article 5.5 of the CERL, ACERA holds assets in a Supplemental Retirees' Benefits Reserve (SRBR). Once HACA makes its designated 401(h) contribution to ACERA, ACERA will automatically transfer the same amount from the SRBR to HACA's Advance Reserve Account. ACERA has consistently paid supplemental retirement and post-employment health care benefits through the SRBR since 1985.

**DISCUSSION and ANALYSIS**

The Commission has authorized HACA's contribution to its 401(h) sub-account every year since 2006. The Segal Company, ACERA's actuary, has determined that HACA's contribution for fiscal year July 1, 2024 – June 30, 2025, is \$344,137.00. ACERA requires that authorization to fund HACA's 401(h) subaccount be completed by June 30, 2024.

Authorized unanimously

## **5-4 Letter Opposing California SB 1357**

### **BACKGROUND**

In late February 2024, HACA staff was made aware of a California Senate Bill, SB 1357, proposed by Senator Aisha Wahab (District 10). HACA staff had no previous discussions with Sen. Wahab's office prior to the bill being proposed. The proposed bill is specifically related to HACA's website and would require HACA to:

- Conduct an evaluation of its website for accessibility and navigability, including for non-English Speakers; and,
- Develop and publish an annual report on its website that includes specific information and data regarding its housing programs.

The requirements of the bill apply solely to HACA and not to other housing authorities in the state.

### **DISCUSSION AND ANALYSIS**

Since March, HACA staff has been in communication with Sen. Wahab's office to discuss solutions for the proposed bill. HACA staff appreciates Sen. Wahab's engagement on issues related to affordable housing and has reiterated HACA's shared goals of promoting access to affordable housing through increased transparency, including ensuring the website is an accessible and useful resource for providing information regarding its housing programs. However, HACA staff believes that such legislation is unnecessary for the reasons summarized below.

- HACA's website already met requirements for providing information and documents related to its housing programs, though not all content was prominently located. HACA has already made changes to the location of such information on its website to be more visible.
- HACA has conducted an accessibility assessment of the website and has already implemented changes to enhance options for accessibility adjustments and to make existing language options more prominent. HACA continues to work to ensure improved accessibility across the website. 36
- HACA already complies with all HUD program reporting requirements. In addition, HACA includes monthly Program Activity Reports in public Housing Commission agenda packets that are available on its website. HACA is already working on plans to increase supplemental program information on its website beyond what is required by HUD.

- HACA remains committed to continuing to improve its website to be more user-friendly and to ensure that information is readily available, accessible, and understandable to the general public and those it serves.
- HACA has communicated a willingness to commit to providing the requested annual program information without the proposed legislation.

In addition, in May, the California Association of Housing Authorities (CAHA), a statewide association representing over seventy-five Public Housing Authorities (PHAs) throughout the state, submitted formal opposition to SB 1357.

After some discussion, the Commission voted to send the letter to Senator Wahab with language included that should the legislation pass, HACA will seek reimbursement for any cost associated with this mandate.

Post meeting notes – the bill did pass the Housing and Community Development Committee on June 12 and has been referred to the Appropriations Committee.

#### **5-5 Approve the 2024 HACA Scholarship and the Donald C. Biddle Memorial Scholarship Awards**

##### **BACKGROUND**

Every year, the HACA Scholarship Program provides an opportunity for participants of the Family SelfSufficiency (FSS) program and for tenants of the HACA-managed properties owned by Preserving Alameda County Housing, Inc. (PACH), to apply for a scholarship that can be used to pay eligible expenses related to their education.

##### **DISCUSSION AND ANALYSIS**

This year, staff received 9 applications for the 2024 HACA Scholarship and 7 applications for the 2024 Donald C. Biddle Memorial Scholarship.

A virtual meeting with the Scholarship Committee was held on June 3 to discuss their selections and recommendations for awards. The committee awarded a total of 9 HACA scholarships and 2 Donald C. Biddle Memorial Scholarship awards.

Approved unanimously.

#### **5-6 Nominating Committee for Housing Commission Officers**

##### **DISCUSSION AND ANALYSIS**

The Housing Commission must appoint a Nominating Committee to select candidates for the positions of Chairperson and Vice-Chairperson. The terms are for one year.

At the Housing Commission's July meeting, the Nominating Committee will present the candidates and an election will be held. The newly elected officers will take office immediately and the new Chairperson will chair the July meeting.

A nominating committee was selected by the Commission but I forgot to record who is on the committee.

Passed unanimously.

## **5-7 Budget Report for Quarter ended March 31, 2024**

### **BACKGROUND**

The Commission approved the FY2023-2024 Budget at their June 2023 meeting. This quarterly budget report informs the Commission about the status as of the end of March 31, 2024.

### **DISCUSSION AND ANALYSIS**

**Housing Choice Voucher Program (HCV):** The HCV program received Housing Assistance Payment (HAP) grants in the amount of \$126.3 million including an advance for April 2024 and paid out \$113.7 million through March 2024. Administrative revenues were \$9.5 million vs the YTD budget of \$7.7 million primarily due to the increase in proration by HUD. The budget assumed a proration factor of 89.5% and HUD paid fees using a proration factor of 99%. Administrative expenses were \$7.12 million vs the YTD budget of \$7.9 million. This is primarily due to salary and benefit savings caused by vacancies during the year. Staff anticipates that expenses in the fourth quarter will be higher due to 5 positions hired in late March as well as year-end payroll and expense accruals.

**Housing Development Fund (HDF):** HDF revenues were \$1.63 million and tracked very close to the YTD budget of \$1.64 million. Expenses were \$691.8 thousand vs the YTD budget of \$810.6 thousand. Maintenance, contract, and legal expenses were less than anticipated resulting in greater than budget income of \$941.8 thousand.

**PACH:** PACH revenues were slightly higher than budget at \$4.27 million primarily due to greater than budgeted investment income offset by reductions in rental revenues due to unit vacancies. Expenses were \$631.5 thousand less than budget at \$3.0 million due to reduced allocation of salaries and benefits as well as other cost savings across the board. Expenses are expected to be higher in the fourth quarter due to yearend payroll and expense accruals.

## **5-8 Program Activity Report**

Currently there are 6933 Section 8 HCV (Housing Choice Voucher) program units under contract. The average HAP (housing assistance payment) subsidy is \$1836, the average tenant paid rent is \$619, the average contract rent is \$2455.

PACH (Preserving Alameda County Housing, Inc) has 220 PBV (Project Based Voucher) Units. These are properties owned by HACA.

Albany currently has 11 HCV contracts. The average contract rent is \$1804 the average HAP payment is \$1449, the average rent paid by family is \$355 (20% of total rent).

Note this is an increase of 2 contracts in Albany.

### **The Family Self Sufficiency Program (FSS)**

The FSS Program is a partnership between low-income families on the Section 8 Housing Choice Voucher program and the US Department of Housing and Urban Development (HUD). This five-year program, which began 30 years ago, helps families who are receiving rental assistance move to economic independence.

### **FSS PROGRAM ACTIVITIES**

#### HACA Family Self-Sufficiency (FSS) Resource Fair

The annual FSS Resource Fair is scheduled for Saturday, July 27, 2024, from 10:30 a.m.-1:00 p.m. at HACA. This is an opportunity for FSS participants to learn about services and resources from a variety of community partners that can assist them in reaching their Contract of Participation (COP) goals. HACA is still finalizing the details but has already confirmed participation for the following organizations:

- Rubicon Programs
- A-1 Community Housing Services
- Hayward Library
- Davis Street Community Center
- Hayward Fire Department
- Five Keys Schools & Programs, and Job Train

### **FSS PROGRAM SUMMARY**

May 2024

Total Clients Under Contract: 216

Graduates: 2

Escrow Disbursed: \$ 24,248.09

Ports In: 0

Ports Out: 0

Terminations: 1

New Contracts: 1

Case Management Referrals: 11

Job Referrals: 14