

**HOUSING AUTHORITY of the  
COUNTY OF CONTRA COSTA**

**CALENDAR FOR THE BOARD OF COMMISSIONERS  
BOARD CHAMBERS ROOM 107, COUNTY ADMINISTRATION BUILDING  
651 PINE STREET  
MARTINEZ, CALIFORNIA 94553-1229**

**KAREN MITCHOFF, CHAIR  
JOHN GIOIA, VICE CHAIR  
CANDACE ANDERSEN  
DIANE BURGIS  
FEDERAL D. GLOVER  
FAY NATHANIEL  
JANNEL GEORGE-ODEN**

**JOSEPH VILLARREAL, EXECUTIVE DIRECTOR, (925) 957-8000**

**PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA, WILL BE LIMITED TO TWO (2) MINUTES.**

The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day.  
Your patience is appreciated.

A closed session may be called at the discretion of the Board Chair.

Staff reports related to open session items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

**SPECIAL MEETING  
AGENDA**

**May 22, 2018**

**\*\*\*Please note time change\*\*\***

**1:00 P.M.** Convene and call to order.

**CONSIDER CONSENT ITEMS: (Items listed as C.1 through C.5 on the following agenda) -  
Items are subject to removal from the Consent Calendar by request from any  
Commissioner or on request for discussion by a member of the public. Items removed from  
the Consent Calendar will be considered with the Discussion Items.**

**DISCUSSION ITEMS**

**D. 1 CONSIDER** Consent Items previously removed.

**D. 2 PUBLIC COMMENT** (2 Minutes/Speaker)

**D.3 CONSIDER** adopting Resolution No. 5211 certifying the results for the Housing Authority's Section 8 Management Assessment Plan, subject to U.S. Department of Housing and Urban Development confirmatory review, for the period April 1, 2017 through March 31, 2018.

- D.4 CONSIDER accepting report on the award of HUD-Veterans Affairs Supportive Housing vouchers to the Housing Authority from the U.S. Department of Housing and Urban Development.
- D.5 RECEIVE oral report on the Family Self-Sufficiency program.

## **ADJOURN**

### **CONSENT ITEMS:**

- C.1 APPROVE and AUTHORIZE the Housing Authority Executive Director, or designee, to execute a contract with the City of Pittsburg in an amount not to exceed \$158,000 to provide additional law enforcement services at the El Pueblo public housing development for the period June 1, 2018 through May 31, 2019.
- C.2 APPROVE and AUTHORIZE the Housing Authority Executive Director, or designee, to execute a contract with Contra Costa County in an amount not to exceed \$493,000 to provide additional law enforcement services at the Bayo Vista and Las Deltas public housing developments for the period June 1, 2018 through May 31, 2019.
- C.3 ADOPT Resolution No. 5212 to approve collection loss write-offs in the public housing program in the amount of \$ 50,381.06 for the quarter ending March 31, 2018.
- C.4 ACCEPT the 4th Quarter (Unaudited) Budget Report for the period ending March 31, 2018.
- C.5 ACCEPT report on the relocation status of the families at the Las Deltas public housing development in North Richmond.

### **GENERAL INFORMATION**

Persons who wish to address the Board of Commissioners should complete the form provided for that purpose and furnish a copy of any written statement to the Clerk.

All matters listed under CONSENT ITEMS are considered by the Board of Commissioners to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board or a member of the public prior to the time the Commission votes on the motion to adopt.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board.

Comments on matters listed on the agenda or otherwise within the purview of the Board of Commissioners can be submitted to the office of the Clerk of the Board via mail: Board of

Commissioners, 651 Pine Street Room 106, Martinez, CA 94553; by fax: 925-335-1913; or via the County's web page: [www.co.contracosta.ca.us](http://www.co.contracosta.ca.us), by clicking "Submit Public Comment" (the last bullet point in the left column under the title "Board of Commissioners.")

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 335-1900; TDD (925) 335-1915. An assistive listening device is available from the Clerk, Room 106. Copies of taped recordings of all or portions of a Board meeting may be purchased from the Clerk of the Board. Please telephone the Office of the Clerk of the Board, (925) 335-1900, to make the necessary arrangements.

Applications for personal subscriptions to the monthly Board Agenda may be obtained by calling the Office of the Clerk of the Board, (925) 335-1900. The monthly agenda may also be viewed on the County's internet Web Page: [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

The Closed session agenda is available each month upon request from the Office of the Clerk of the Board, 651 Pine Street, Room 106, Martinez, California, and may also be viewed on the County's Web Page.

**AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.**



Contra  
Costa  
County

To: Contra Costa County Housing Authority Board of Commissioners  
From: Joseph Villarreal, Housing Authority  
Date: May 22, 2018

Subject: CERTIFICATION FOR THE U.S. DEPT OF HOUSING AND URBAN DEVELOPMENT (HUD) SECTION EIGHT MANAGEMENT ASSESSMENT PLAN (SEMAP) FOR FISCAL YEAR ENDING 3/31/18

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**RECOMMENDATIONS**

ADOPT Resolution No. 5211 certifying the results for the Section 8 Management Assessment Plan (SEMAP), subject to HUD confirmatory review, for the Housing Authority of the County of Contra Costa (HACCC) for the period from April 1, 2017 to March 31, 2018.

**BACKGROUND**

HUD utilizes SEMAP to evaluate a public housing authority’s (PHA) management of the HCV program. SEMAP scores are based on a combination of electronic data reported to HUD at regular intervals by PHAs and self-reported scores based on internal audits conducted by PHA staff. PHAs use HUD’s SEMAP Certification form to submit their scores. HACCC’s completed form for fiscal year 2018 is attached. The SEMAP rating consists of fourteen separate performance indicators plus a Bonus Indicator. Scores for Indicators 1-8 on the attached SEMAP Certification form are based upon HACCC’s internal review and an external review conducted by a consultant. Scores for Indicators 9-14 on the attached SEMAP Certification form are based on HUD’s automatic scoring of these Indicators. Based on staff’s certification, HACCC’s HCV program is entitled to receive 125 out of 140 possible points, which will result in a SEMAP score of 89%. The rating becomes official after HUD reviews and approves the submission. If HUD maintains this score, HACCC will qualify as a “Standard Performer” under HUD’s SEMAP program.

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Action of Board On: **05/22/2018**    APPROVED AS RECOMMENDED    OTHER

Clerks Notes:

**VOTE OF COMMISSIONERS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 22, 2018  
Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

## BACKGROUND (CONT'D)

HACCC achieved a favorable score in all 13 of the SEMAP Indicators for which it is eligible. Specifically, HACCC scored points in the following Indicators:

- Selection From the Waiting List
- Determination of Rent Reasonableness
- Determination of Adjusted Income
- Maintaining Current Utility Allowance Schedules
- Conducting Quality Control Inspections
- Housing Quality Standards Enforcement
- Expanding Housing Opportunities
- Maintaining Current Payment Standards
- Conducting Annual Income Reexaminations
- Correctly Calculating Tenant Rent
- Conducting Pre-Contract Housing Quality Standards (HQS) Inspections
- Annual HQS Inspections
- Lease-Up/Utilization Rate

Because HACCC exceeded its requirements, HACCC did not score any points in the following Indicator:

- Family Self Sufficiency (FSS)

HACCC is no longer rated under SEMAP for this Indicator because we have graduated more FSS participants than the minimum required by HUD. Were the Agency still rated, HACCC would receive points for this Indicator.

## FISCAL IMPACT

HUD provides over \$105 million annually to serve low-income families in Contra Costa County via the Housing Choice Voucher (HCV) rental assistance program. Approval of this SEMAP certification is a condition for continued funding.

## CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to approve Resolution No. 5211, HACCC would be in jeopardy of losing over \$105 million in funding that provides rental assistance for low income families in Contra Costa County.



Contra  
Costa  
County

To: Contra Costa County Housing Authority Board of Commissioners  
From: Joseph Villarreal, Housing Authority  
Date: May 22, 2018

Subject: AWARD OF HUD-VETERANS AFFAIRS SUPPORTIVE HOUSING GRANTS (HOMELESS HOUSING)

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**RECOMMENDATIONS**

ACCEPT report on the award of HUD-Veterans Affairs Supportive Housing vouchers to the Housing Authority from the U.S. Department of Housing and Urban Development.

**BACKGROUND**

HUD-Veterans Affairs Supportive Housing (VASH) is one of HACCC's more significant homeless programs. HACCC currently houses 226 Veterans through the HUD-VASH program. This new allocation of 15 vouchers, combined with existing vouchers, will permit HACCC and the VA to house over 240 Veterans through the VASH program.

While all of HACCC's programs are available to serve the homeless via the normal application process, VASH is one of 6 that HACCC operates that are targeted solely to homeless individuals and families. The programs, and the current number of participants in each, are as follows:

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Action of Board On: **05/22/2018**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF COMMISSIONERS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 22, 2018  
Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONTD)

Shelter Plus Care	323
VASH	211
VASH (HACCC) (127)	
VASH (Pittsburg) (84)	
PBV	66
Lakeside Apartments (11)	
Garden Park Apartments (27)	
Idaho Apartments (28)	
<b>Total</b>	<b>600</b>
New VASH	15
Moving On	50
<b>Committed Total</b>	<b>665</b>

HUD-VASH is a joint effort between HUD and the U.S. Department of Veterans Affairs (VA) designed to move Veterans and their families out of homelessness and into permanent housing. HUD provides Housing Choice Voucher (HCV) rental assistance, thus allowing homeless Veterans to rent privately-owned housing, and the VA offers case management and clinical services for participating Veterans at VA medical centers and community-based outreach clinics.

The HUD-VASH program is for veterans who:

- Are eligible for VA health care services;
- Are chronically homeless, meaning homeless for a year or more or 4 or more times in the past 3 years;
- Have a history of medical, mental health or substance abuse problems that are now stabilized;
- Are ready for independent housing in the community, but need ongoing case management services to maintain it;
- Have some type of income to pay for their housing;
- Are motivated to improve the quality of their lives by working with a VA case manager; and
- Are actively participating in treatment through the VA for their conditions.

To apply for the HUD-VASH program, Veterans should contact the VA Homeless Program at (925) 372-2061. The VA's HUD-VASH Admission Team will assess eligibility for the program. Eligible Veterans will then be referred by the VA to HACCC to obtain a voucher. HACCC will then determine if the Veteran meets HUD's regulations for the HUD-VASH program. Veterans can also contact HACCC at (925) 957-7042 or (925) 957-7010 to be placed on a referral list that will be provided to the VA Homeless Program.

FISCAL IMPACT

The U.S. Department of Housing and Urban Development (HUD) has awarded the Housing Authority (HACCC) \$203,119 in Federal Fiscal Year (FFY) 2018 funding to support 15 new vouchers under the HUD-Veterans Affairs Supportive Housing (HUD-VASH) program.

CONSEQUENCE OF NEGATIVE ACTION

None. Informational item only.

ATTACHMENTS

VASH





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

May 15, 2018

CA011
COUNTY OF CONTRA COSTA HSG AUTH
3133 ESTUDILLO ST
P O BOX 2759
MARTINEZ, CA 94553-0000

Dear Executive Director:

SUBJECT: Housing Choice Voucher Program
HUD-Veterans Affairs Supportive Housing Vouchers

Your agency was notified in a letter dated April 11, 2018 that you were awarded funds to support HUD-Veterans Affairs Supportive Housing (HUD-VASH) vouchers from the Fiscal Year (FY) 2017 allocation. This letter provides specific details of the funding awarded and information concerning the disbursement of these funds. Disbursements will begin based on the effective date identified in the table below.

These vouchers must be used for the purpose for which they were provided. Operation requirements for VASH vouchers and additional information can be found at the following Internet link:
http://www.hud.gov/offices/pih/programs/hcv/vash/.

Administrative fees are not being provided at this time. Fees will be provided for units leased as of the first day of the month, based on data reported in the Voucher Management System (VMS).

The following table identifies the funding obligated for your agency's HUD-VASH award:

Table with 6 columns: Funding Increment Number, Effective Date, Term (Months), BA Assigned, Units, Approximate Monthly Disbursement. Row 1: CA011VO0215, 6/1/2018, 12, \$203,119, 15, \$16,927

Attached is your Notice to Amend the Consolidated Annual Contributions Contract (CACC) with revised funding exhibits reflecting the change(s) described above. The amendment notice and revised funding exhibits should be filed with your most recent CACC. No execution by HUD or your PHA is required.

Public housing agencies receiving an increment in excess of \$100,000 in Budget Authority (BA) are required to submit Form HUD-50071, Certification of Payments to Influence Federal Transactions, and if applicable, Form SF-LLL, Disclosure of Lobbying Activities. If this letter notifies you of a renewal in excess of \$100,000, and your PHA has not submitted the Form(s) HUD-50071 (and SF-LLL where applicable) for your current fiscal year; the documents must be submitted to your Financial Analyst at the Financial Management Center (FMC) within 30 days of the date of this letter. These forms are located on the Internet at the following addresses:

Form HUD-50071
http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\_11733.pdf

Form SF-LLL
http://www.hud.gov/offices/adm/hudclips/forms/files/sflll.pdf

Please contact your Financial Analyst at the FMC if you have any questions.

Sincerely

**Brenda Buhrmester**



Digital signed by Brenda Buhrmester  
DN: CN = Brenda Buhrmester, C = US,  
O = Financial Management Center,  
OU = Division Director  
Reason: I am approving this document

Division Director

Enclosures

Memo Reference: 18-130

**Consolidated  
Annual Contributions Contract**

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Housing Choice Voucher Program

Section 8

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**HUD NOTICE TO HOUSING AGENCY AMENDING  
CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT**

**Housing Agency: CA011  
COUNTY OF CONTRA COSTA HSG AUTH**

In accordance with Paragraph 2.c. of the Consolidated Annual Contributions Contract between HUD and the HA, you are notified that the funding exhibits of the Consolidated Annual Contributions Contract is hereby revised to add a new funding increment as provided in the attached revised funding exhibit. (This notice adds one or more funding increments listed on the attached funding exhibit.)

The revised funding exhibit is attached to this HUD notice. This revised funding exhibit replaces and revises the prior funding exhibit.

In accordance with Paragraph 2.d. of the Consolidated Annual Contributions Contract, this HUD notice and the attached funding exhibit constitutes an amendment to the Consolidated Annual Contributions Contract.

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**United States of America** Secretary of Housing and Urban Development  
Authorized Representative

Date of Document:

Robert H Boepple, Acting Director  
Financial Management Center

5/15/2018

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Form HUD-52520A (12/97)

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PIH SECTION 8 - FUNDING EXHIBIT

PROGRAM-BASED

ACC NUMBER: CA011

FIELD OFFICE: 9APH

CA011  
 COUNTY OF CONTRA COSTA HSG AUTH  
 3133 ESTUDILLO ST  
 P O BOX 2759  
 MARTINEZ, CA 945530000

HA FISCAL YEAR-END: 03/31 PROGRAM TYPE: Voucher Program

FUNDING INCREMENT NUMBER	FIRST DAY OF TERM	LAST DAY OF TERM	CONTRACT TERM	BUDGET AUTHORITY	UNITS
CA011VO0168	10/1/2015	9/30/2016	12	353,400	25
CA011VO0169	10/1/2015	9/30/2016	12	282,720	20
CA011VO0179	4/1/2016	9/30/2016	6	47,961,451	6783
CA011VO0180	10/1/2016	10/31/2016	1	7,447,354	6783
CA011VO0172	1/1/2016	12/31/2016	12	1	33
CA011VO0173	1/1/2016	12/31/2016	12	1	15
CA011VO0174	10/1/2016	12/31/2016	3	1	25
CA011VO0175	10/1/2016	12/31/2016	3	1	20
CA011VO0177	1/1/2016	12/31/2016	12	132,367	11
CA011VO0183	11/1/2016	12/31/2016	2	14,894,704	6783
CA011VO0184	1/1/2017	2/28/2017	2	13,187,178	6794
CA011VO0185	3/1/2017	4/30/2017	2	13,187,178	6794
CA011VO0181	6/1/2016	5/31/2017	12	195,120	15
CA011VO0192	5/1/2017	6/30/2017	2	13,187,178	6794
CA011VO0182	9/1/2016	8/31/2017	12	247,152	19
CA011VO0193	7/1/2017	9/30/2017	3	23,631,574	6794
CA011VO0194	10/1/2017	10/31/2017	1	7,021,457	6794
CA011VO0195	10/1/2017	10/31/2017	1	572,956	N/A
CA011VO0196	10/1/2017	10/31/2017	1	634,614	N/A
CA011VO0197	10/1/2017	10/31/2017	1	2,365,000	N/A
CA011VO0198	10/1/2017	10/31/2017	1	6,293,777	N/A
CA011VOPR16	10/1/2017	10/31/2017	1	306,025	N/A
CA011VO0186	1/1/2017	12/31/2017	12	1	33
CA011VO0187	1/1/2017	12/31/2017	12	1	15
CA011VO0188	1/1/2017	12/31/2017	12	1	25
CA011VO0189	1/1/2017	12/31/2017	12	1	20
CA011VO0190	6/1/2017	12/31/2017	7	1	15
CA011VO0191	9/1/2017	12/31/2017	4	1	19
CA011VO0199	11/1/2017	12/31/2017	2	10,470,344	6794
CA011VO0200	11/1/2017	12/31/2017	2	1,186,394	N/A
CA011VO0201	1/1/2018	2/28/2018	2	16,288,929	6794
CA011VO0202	1/1/2018	2/28/2018	2	24,305	N/A
CA011VO0203	3/1/2018	3/31/2018	1	8,123,854	6794
CA011VO0204	2/1/2018	3/31/2018	2	510,401	N/A
CA011VO0205	2/1/2018	3/31/2018	2	1,275,039	N/A

CA011VO0206	3/1/2018	3/31/2018	1	2,142,538	N/A
CA011VO0207	4/1/2018	4/30/2018	1	8,123,854	6794
CA011VO0214	5/1/2018	5/31/2018	1	8,206,751	6794
CA011VO0208	1/1/2018	12/31/2018	12	1	33
CA011VO0209	1/1/2018	12/31/2018	12	1	15
CA011VO0210	1/1/2018	12/31/2018	12	1	25
CA011VO0211	1/1/2018	12/31/2018	12	1	20
CA011VO0212	1/1/2018	12/31/2018	12	1	15
CA011VO0213	1/1/2018	12/31/2018	12	1	19
CA011VO0215	6/1/2018	5/31/2019	12	203,119	15

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: May 22, 2018



Contra  
 Costa  
 County

Subject: FAMILY SELF-SUFFICIENCY PROGRAM UPDATE

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## **RECOMMENDATIONS**

RECEIVE oral report on the Family Self-Sufficiency (FSS) program.

## **BACKGROUND**

HUD's FSS program encourages housing authorities to develop local strategies aimed at helping voucher families obtain employment that will lead to economic independence. Housing authorities work with welfare agencies, schools, businesses, and other local partners to link program participants to the supportive services, schools, training and job opportunities they need to obtain employment that pays a living wage.

Each FSS participant family signs a 5-year contract that specifies the unique goals and services required by them to reach independence. Family members must fulfill all of the 5-year contract's requirements in order to graduate from the program. In addition to each family's specific goals, the FSS contract requires that the family comply with the lease, that all family members become independent of welfare, and that the head of the family seek and maintain suitable employment. An interest-bearing FSS escrow account is established by HACCC for each FSS family. An escrow credit, based on increases in earned income of the family, is credited to this account by HACCC during the term of the FSS contract. A portion of this escrow account may be made available to the family during the term of the contract to enable the family to pay for interim goals required for independence such as completing a degree program.

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Action of Board On: **05/22/2018**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

## **VOTE OF COMMISSIONERS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 22, 2018

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONT'D)

If the family completes the contract and meets all requirements, the full amount of the FSS escrow account is paid to the head of the family. If HACCC terminates the FSS contract for any reason, or if the family fails to complete the contract before its expiration, the family's FSS escrow funds are forfeited and become part of HACCC's restricted Section 8 reserves.

HACCC has graduated over 240 families from its FSS program. Currently, approximately 164 families participate in the program.

FISCAL IMPACT

None. Informational item only.

CONSEQUENCE OF NEGATIVE ACTION

None. Informational item only.

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: May 22, 2018



Contra  
 Costa  
 County

Subject: CONTRACT WITH THE CITY OF PITTSBURG POLICE DEPT. FOR COMMUNITY POLICING SERVICES AT THE EL PUEBLO PUBLIC HOUSING DEVELOPMENT IN THE CITY OF PITTSBURG

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### **RECOMMENDATIONS**

APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or his designee, to execute a twelve month contract with the City of Pittsburg to provide the Housing Authority's El Pueblo public housing development with additional law enforcement services for the period beginning June 1, 2018 and ending May 31, 2019 in an amount not to exceed \$158,000.

### **BACKGROUND**

For the past twenty-three years (or more), HACCC has contracted with the City of Pittsburg to provide one full-time police officer for additional community-oriented policing duties at the El Pueblo Housing Development. The officer focuses on eliminating drug-related activities, eliminating violent crimes, and working closely with residents to provide services beyond those normally offered by the police.

### **FISCAL IMPACT**

The Housing Authority's (HACCC) total cost for one year service will not exceed \$158,000. Funding for this contract is included in HACCC's current budget using the public housing operating subsidy provided by the U. S. Department of Housing and Urban Development.

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Action of Board On: **05/22/2018**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

### **VOTE OF COMMISSIONERS**

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ATTESTED: May 22, 2018

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:



CONSEQUENCE OF NEGATIVE ACTION

If the Board of Commissioners does not approve this contract, the City of Pittsburg will not have sufficient resources to continue providing additional law enforcement services to the residents of the El Pueblo public housing community.



Contra  
Costa  
County

To: Contra Costa County Housing Authority Board of Commissioners

From:

Date: May 22, 2018

Subject: CONTRACT WITH THE CONTRA COSTA COUNTY SHERIFF'S DEPARTMENT FOR COMMUNITY  
POLICING SERVICES AT THE BAYO VISTA AND LAS DELTAS PUBLIC HOUSING DEVELOPMENT

---

### **RECOMMENDATIONS**

APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or his designee, to execute a twelve-month contract with Contra Costa County to provide the Housing Authority's Bayo Vista and Las Deltas public housing developments with additional law enforcement services for the period beginning June 1, 2018 and ending May 31, 2019 in an amount not to exceed \$493,000.00.

### **BACKGROUND**

For over twenty-five years, HACCC has contracted with the Contra Costa County Sheriff's Department to provide two full-time sheriff deputies for additional community-oriented policing duties at the Bayo Vista and Las Deltas Housing Developments. The deputies focus on deterring drug-related activities, eliminating violent crimes, and working closely with residents to provide services beyond those normally offered by the Sheriff's office.

### **FISCAL IMPACT**

The Housing Authority's (HACCC) total cost for one year service will not exceed \$493,000. Funding for this contract is included in HACCC's current budget using the public housing operating subsidy provided by the U. S. Department of Housing and Urban Development.

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Action of Board On: **05/22/2018**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

### **VOTE OF COMMISSIONERS**

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ATTESTED: May 22, 2018

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION

If the Board of Commissioners does not approve this contract, the Sheriff's department will not have sufficient resources to continue providing additional law enforcement services to the residents of the Bayo Vista and Las Deltas public housing communities.

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: May 22, 2018



Contra  
 Costa  
 County

Subject: COLLECTION LOSS WRITE-OFF FOR THE QUARTER ENDING MARCH 31, 2018

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## **RECOMMENDATIONS**

ADOPT Resolution No. 5212 to approve collection loss write-offs in the public housing program in the amount of \$50,381.06 for the quarter ending March 31, 2018.

## **BACKGROUND**

The Housing Authority takes action to write off accounts that have been determined to be non-collectible.

For this quarter ending MARCH 31, 2018 a breakdown of the recommended write-offs, by housing development, is provided in the table on the following page:

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Action of Board On: **05/22/2018**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

## **VOTE OF COMMISSIONERS**

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ATTESTED: May 22, 2018

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONTD)

CA011-001	Alhambra Terrace Martinez	\$0
CA011-003	Bridgemont Antioch	\$0
CA011-004	Los Nogales Brentwood	\$566.00
CA011 005	El Pueblo Pittsburg	\$6,249.03
CA011-006	Las Deltas N. Richmond	\$0
CA11-008	Los Arboles Oakley	\$4,802.00
CA011-009A	Las Deltas N. Richmond	\$0
CA011-009B	Las Deltas N. Richmond	\$0
CA011-010	Bayo Vista Rodeo	\$22,648.05
CA011-011	Hacienda Martinez	\$0
CA011-012	Casa de Manana Oakley	\$202.44
CA011-013	Casa de Serena Bay Point	\$1,409.35
CA011-015	Elder Winds Antioch	\$1,868.21
CA011-4501	Vista del Camino San Pablo	\$12,569.98
CA011-4502	Kidd Manor	\$0
<b>TOTAL</b>		<b>\$50,381.06</b>

A total of 17 accounts are being recommended for write-off, representing an average of \$2,963.59 per account.

The following table illustrates the collection losses per quarter for the past four quarter.

## Conventional Program

THIS QUARTER	
03/31/2018	\$50,381.06
09/30/2017	\$193,229.09
03/31/16	\$5,836.41
12/31/15	\$18,823.43

Prior to submission of an account for write-offs, the staff makes every effort to collect money owed to HACCC. Once the account is written off, staff uploads debt amount to HUD's Debts Owed System, to further Housing Authorities efforts to collect monies owed. Past participants that owe Housing Agencies may be denied admission to public housing or housing choice voucher programs in the future unless debt is repaid.

### FISCAL IMPACT

Uncollectible amounts impact the budget by reducing total rental income. The Housing Authority of the County of Contra Costa (HACCC) regularly writes off those accounts that have been determined to be uncollectible. Once an account is written off, it can be turned over to a collection agency. For the period ending March 31, 2018, the collection loss write-off total is \$50,381.06

### CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to adopt Resolution No. 5212, these accounts would inflate the total accounts receivable for HACCC and present and inaccurate financial picture.

### ATTACHMENTS

Resolution Collection Write Off

Board Order Collection Write Off Chart

THE BOARD OF COMMISSIONERS  
HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA

RESOLUTION NO. 5212

RESOLUTION APPROVING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$50,381.06 FOR THE  
PERIOD ENDING MARCH 31, 2018

WHEREAS, a certain vacated tenant accounts have been determined to be uncollectable by  
management; and

WHEREAS, these tenant accounts may have been, or may be, turned over to a collection agency for  
continued collection efforts;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the  
County of Contra Costa that the following amounts be written off for collection loss for period  
ending March 31, 2018

	Conventional Program
Dwelling Rent	\$34,070.00
Legal Charges	\$290.00
Maintenance & Other Charges	\$16,021.06
<b>TOTAL</b>	<b>\$50, 381.06</b>

PASSED AND ADOPTED ON \_\_\_\_\_ by the following vote of the Commissioners.

## M E M O R A N D U M

TO: Joseph Villarreal, Executive Director

FROM: Elizabeth Campbell, Director of Managed Housing Programs

SUBJECT: Vacated Collection Loss Write-Offs

DATE: March 31, 2018

I have reviewed the request for Vacated Collection Loss Write-Off Accounts submitted by the Housing Managers and recommend that the following amounts be written off/submitted as non-collectible:

PROJECT	RENT	LEGAL	MAINTENANCE	TOTAL	TENANT ACCOUNTS
Alhambra Terr. Martinez CAL 11-1	-0-	-0-	-0-	-0-	0
Bridgemont, Antioch CAL 11-3	-0-	-0-	-0-	-0-	0
Los Nogales, Brentwood CAL 11-4	-0-	-0-	\$566.00	\$566.00	1
El Pueblo, Pittsburg CAL 11-5	\$3,507.00	-0-	\$2,742.03	\$6,249.03	3
Las Deltas, N. Richmond CAL 11-6	-0-	-0-	-0-	-0-	0
Los Arboles, Oakley CAL 11-8	-0-	-0-	\$4,802.00	\$4802.00	1
Las Deltas, N. Richmond CAL 11-9A	-0-	-0-	-0-	-0-	0
Las Deltas, N. Richmond CAL 11-9B	-0-	-0-	-0-	-0-	0
Bayo Vista, Rodeo CAL 11-10	\$18,151.12	-0-	\$4,496.93	\$22,648.05	5
Hacienda, Martinez CAL 11-11	-0-	-0-	-0-	-0-	0
Casa de Manana, Oakley CAL 11-12	\$202.44	-0-	-0-	\$202.44	1
Casa de Serena Bay Point CAL 11-13	\$1,006.00	-0-	\$403.35	\$1,409.35	1
Elder Winds, Antioch CAL 11-15	\$1,835.46	-0-	\$32.75	\$1,868.21	1
Vista del Camino San Pablo 4501	\$9,301.98	\$290.00	\$2,978.00	12,569.98	3
Kidd Manor, San Pablo 4502	\$66.00	-0-	-0-	\$66.00	1
<b>TOTALS:</b>	<b>\$34,070.00</b>	<b>\$290.00</b>	<b>\$16,021.06</b>	<b>\$50,381.06</b>	<b>17</b>



To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: May 22, 2018



Contra  
 Costa  
 County

Subject: FY 2017-2018 4th QUARTER BUDGET REPORT

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## **RECOMMENDATIONS**

ACCEPT the 4th Quarter (Unaudited) Budget Report for the period ending March 31, 2018.

## **BACKGROUND**

This report is intended to provide the Board of Commissioners with an overview of the financial position of the Housing Authority of the County of Contra Costa (HACCC) for the 4th quarter period ending 3/31/2018. The report begins with a summary of HACCC's overall fiscal standing at the end of the quarter. The overall numbers are then broken down by individual funds. Each fund overview includes a brief program summary and an explanation of the variance between budgeted and actual performance.

## **AGENCY OVERVIEW: Budget Report**

HACCC's overall budget position for the quarter ending 3/31/18 is shown in the chart below. Activity in Section 8 Voucher and Housing Certificate programs had the most significant impact on HACCC's budget.

The revenue increases of \$20,276,644 is a result of federal funding being received at a greater level than budgeted.

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Action of Board On: **05/22/2018**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

## **VOTE OF COMMISSIONERS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 22, 2018

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONTD)

The expenditure increases of \$15,626,070 is a result of HUD raising the payment standards in the Section 8 Voucher and Housing Certificate programs for Northern California. This increase was necessary to assisted the authority to fully utilize the program, and families to find units in the market of rapidly rising rents.

HACC Agency Summary	Annual Budget	4th Quarter Actual 3/31/18	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 114,267,871	\$ 134,544,514	\$ -0-	\$ 134,544,514	\$ 20,276,644
Expenditures	\$ 116,685,046	\$ 132,311,117	\$ -0-	\$ 132,311,116	\$(15,626,070)
	\$ (2,417,175)	<b>\$ 2,233,397</b>	\$ -0-	<b>\$ 2,233,398</b>	

The net change to reserve totals for the end of this fiscal year was a gain of \$2,233,397. The net reduction to restricted reserves in the amount of \$105,671 and net gain to unrestricted reserves of \$2,339,068 is shown in the summary below.

Analysis of Agency Reserves	Beginning Balance 4/1/17 (Unaudited)	4th Quarter ending 3/31/18 (Unaudited)	Reserve Balance period ending 3/31/18 (Unaudited)
Total Reserves	\$ 9,104,937	<b>\$ 2,233,397</b>	\$ 11,338,334
<u>Restricted Reserves</u>			
Housing Choice Vouchers	\$ -0-	\$ -0-	\$ -0-
Public Housing & Cap. Funds	\$ -0-	\$ -0-	\$ -0-
State & Local Programs	\$ 2,045,492	\$ (105,671)	\$ 1,939,821
Housing Certificates Programs	\$ -0-	\$ -0-	\$ -0-
Total Restricted Reserves	\$ 2,045,492	<b>\$ (105,671)</b>	\$ 1,939,821
<u>Unrestricted Reserves</u>			
Housing Choice Vouchers	\$ 3,908,751	\$ 776,919	\$ 4,685,670
Public Housing & Cap. Funds	\$ 1,205,014	\$ 1,142,849	\$ 2,347,863
State & Local Programs	\$ 1,945,680	\$ 419,300	\$ 2,364,980*
Housing Certificates Programs	\$ -0-	\$ -0-	\$ -0-
Total Unrestricted Reserves	\$ 7,059,445	<b>\$ 2,339,068</b>	\$ 9,398,513

\* Does not include unfunded pension & OPEB liability of roughly \$15.9 million.

As a reminder, almost all reserves are restricted for use within each program. The designation of restricted or unrestricted reserves merely indicates that the funds are obligated for special use within the program (restricted) or that they can be used for any purpose tied to the program (unrestricted). The only reserves that can be used freely are unrestricted reserves within the State and Local Programs that are not tied to the tax credit properties. These reserves can be used to support any of HACC's programs.

**FUNDS OVERVIEW:**  
**Housing Choice Vouchers**

Program Summary - The HCV program provides assistance to families in the private rental market.

HACCC qualifies families for the program based on income. These families find a home in the private rental market and HACCC provides them with a subsidy via a HAP contract with the property owner. HAP is paid by HACCC directly to the owner. Through its HCV program, HACCC is authorized to provide affordable housing assistance to a maximum of 6,910 families. However, funding constraints limited program utilization to approximately 6,300 families.

**Summary of Difference Between Budgeted and Annual Estimate:**

**Revenue** – The revenue increase of \$18,198,872 is a result of greater federal funding being received than budgeted.

**Expenditures**- The projected increase in expenditures of \$18,199,323 was a result of increases in rental costs in the County. These rental cost increases were confirmed by HUD after an appeal by housing agencies in Alameda and Contra Costa counties. As a result of the new study funded by local agencies, HUD approved an increase of up to 33% in the FMR for the two counties. This increase was not properly projected in the HUD funding allocation for the 2017 annual funding, leading the Authority to become in a shortfall status. HUD has currently funded all short falls.

Housing Choice Vouchers	Annual Budget	4th Quarter Actual 3/31/18 (Unaudited)	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 92,564,347	\$ 110,763,219	\$ -0-	\$ 110,763,219	\$ 18,198,872
Expenditures	\$ 91,786,977	\$ 109,986,300	\$ -0-	\$ 109,986,300	\$(18,199,323)
	\$ 777,370	\$ 776,919	\$ -0-	\$ 776,919	

**Analysis of Program Reserves:**

Housing Choice Vouchers	Beginning Balance 4/1/17 (Unaudited)	4th Quarter 3/31/18 (Unaudited)	Reserve Balance period ending 3/31/18 (Unaudited)
Restricted Reserves	\$ -0-	\$ -0-	\$ -0-
Unrestricted Reserves	\$ 3,908,751	\$ 776,919	\$ 776,919
Total Reserves	\$ 3,908,751	\$ 776,919	\$ 4,685,670

**Public Housing Operating and Capital Funds**

**Program Summary** - HACCC owns and manages 1,179 public housing units at 16 different sites throughout the County. Operating funds for these properties come from tenant rents as well as an operating subsidy received from HUD that is designed to cover the gap between rents collected from the low-income tenants and annual operating expenses. HUD allocates the Capital Fund annually via formula to approximately 3,200 housing authorities. Capital Fund grants may be used for development, financing, modernization, and management improvements within public housing.

**Summary of Difference Between Budgeted and Annual Estimate:**

**Revenue** – The increase in revenue of \$1,083,837 is a result of increased HUD funding over the annual budgeted amount for Capital Fund in the amount of \$791,673 and an increase in HUD operating subsidy of \$292,164.

Expenditures - The decrease in expenditures of \$2,345,324 is a result of primary items, 1) Implementing GASB (General Accounting Standards Board) -75 Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions resulting in a prior period credit of \$1,150,702 and 2) reduced capitalized projects completed in fiscal year in the amount of \$1,194,622.

Public Housing Operating and Capital Fund	Annual Budget	4th Quarter Actual 3/31/18 (Unaudited)	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 11,053,573	\$ 12,137,410	\$ -0-	\$ 12,137,410	\$ 1,083,837
Expenditures	\$ 13,339,885	\$ 10,994,561	\$ -0-	\$ 10,994,561	\$ 2,345,324
	\$ (2,286,312)	\$ 1,142,849	\$ -0-	\$ 1,142,849	

**Analysis of Program Reserves:**

Public Housing & Capital Fund	Beginning Balance 4/1/17 (Unaudited)	4th Quarter 3/31/18 (Unaudited)	Reserve Balance period ending 3/31/18 (Unaudited)
Restricted Reserves	\$ -0-	\$ -0-	\$ -0-
Unrestricted Reserves	\$ 1,205,014	\$ 1,142,849	\$ 2,347,863
Total Reserves	\$ 1,205,014	\$ 1,142,849	\$ 2,347,863

**State and Local Programs**

**Program Summary** - HACCC administers a variety of programs and activities that are either not funded by HUD or that involve non-restricted HUD funds. Currently, HACCC is the managing general partner for two tax credit projects (DeAnza Gardens & Casa Del Rio) and also has a contract with the City of Antioch to run their rental rehabilitation program. HACCC receives management fees for administering the Public Housing and HCV programs under HUD’s asset-management model. In addition, the State and Local Program manages the employee pension and OPEB benefit program.

**Summary of Difference between Budgeted and Annual Year-End Estimate:**

Revenue –The projected decrease in revenue of \$291,141 was related to rental loss in the tax credit programs.

Expenditures - The projected \$1,550,311 reduction in expenditures is related to two primary factors, 1) tax credit properties accounted for \$967,057 in saving due to timing difference in accounting periods. 2) implementing GASB (General Accounting Standards Board) -75 Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions in the amount of \$583,254

State & Local Programs	Annual Budget	4th Quarter Actual 3/31/18	Remaining FY Estimate	Annual Total	Variance
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Programs		(Unaudited)	Estimate		
Revenue	\$ 6,231,322	\$ 5,940,181	\$ -0-	\$ 5,940,181	\$ (291,141)
Expenditures	\$ 7,176,863	\$ 5,626,552	\$ -0-	\$ 5,626,552	\$ 1,550,311
	\$ (945,541)	\$ 313,629	\$ -0-	\$ 313,629	

### Analysis of Reserves:

State & Local Programs	Beginning Balance 4/1/17 (Unaudited)	4th Quarter 3/31/18 (Unaudited)	Reserve Balance Period ending 3/31/18 (Unaudited)
Restricted Reserves	\$ 2,045,492	\$ (105,671)	\$ 1,939,821
Unrestricted Reserves	\$ 1,945,680	\$ 419,300	\$ 2,364,980*
Total Reserves	\$ 3,991,172	\$ 313,629	\$ 4,304,801

\* does not include the unfunded pension & OPEB liability of roughly 15.9 million.

### Housing Certificate Programs

Program Summary - HACCC administers two separate Housing Certificate Programs; Shelter Plus Care and Moderate Rehabilitation (Mod Rehab). The Shelter-Plus Care Program provides rental assistance for hard-to-serve homeless persons with disabilities in connection with supportive services funded from sources outside the program. HACCC assists approximately 311 clients under this program. The Mod Rehab program was designed in 1978 as an expansion of the rental certificate program. Mod Rehab was designed to provide low-cost loans for the rehabilitation of rental units in an effort to upgrade and preserve the nation's housing stock. In return, the owner agreed to provide long-term affordable housing for low income families. The program was repealed in 1991 and no new projects are authorized for development. HACCC administers 28 Mod Rehab units. It should be noted that effective December 1, 2017 the Mod Rehab. program has been merged into the Housing Choice Vouchers program.

### Summary of Difference Between Budgeted and Annual Year-End Estimate:

Revenue & Expenditure -The projected increase of \$1,285,076 in revenue is tied to the increase of \$1,322,354 in HAP expenses. HUD increases revenue (to a budget cap) to reimburse HACCC for added rental costs.

Housing Certificate Programs	Annual Budget	4th Quarter Actual 3/31/18 (Unaudited)	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 4,418,628	\$ 5,703,704	\$ -0-	\$ 5,703,704	\$ 1,285,076
Expenditures	\$ 4,381,350	\$ 5,703,704	\$ -0-	\$ 5,703,704	\$ (1,322,354)
	\$ 37,278	\$ -0-	\$ -0-	\$ -0-	

### Analysis of Reserves:

Housing Certificate Programs	Beginning Balance 4/1/17 (Unaudited)	4th Quarter 3/31/18 (Unaudited)	Reserve Balance period ending 3/31/18 (Unaudited)
Restricted Reserves	\$ -0-	\$ -0-	\$ -0-
Unrestricted Reserves	\$ -0-	\$ -0-	\$ -0-
Total Reserves	\$ -0-	\$ -0-	\$ -0-

FISCAL IMPACT

None. Information item only.

CONSEQUENCE OF NEGATIVE ACTION

None. Information item only.

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: May 22, 2018



Contra  
 Costa  
 County

Subject: RELOCATION STATUS OF LAS DELTAS RESIDENTS

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### **RECOMMENDATIONS**

ACCEPT report on the relocation status of the families at the Las Deltas public housing development in North Richmond.

### **BACKGROUND**

As part of the RAD conversion of the Las Deltas public housing units, the Housing Authority is required to assist the families living at Las Deltas to find new, affordable places to live. All of the residents living at Las Deltas at the time of conversion, must be assisted under the laws and regulations set forth in the Uniform Relocation Act, California Relocation Assistance Law and the California Relocation Assistance and Real Property Acquisition Guidelines.

There were 81 families living at Las Deltas when it was approved for RAD. All are/were eligible for relocation benefits. In September 2017, the Housing Authority began officially moving families out of Las Deltas. Although a few of the 81 families had moved before this date, these early movers retained eligibility for, and were offered, relocation benefits. The mover status of the Las Deltas families as of May 7, 2018 is as follows:

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Action of Board On: **05/22/2018**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

### **VOTE OF COMMISSIONERS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 22, 2018

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONT'D)

<b>Total Las Deltas Families Eligible for Relocation</b>	<b>81</b>
<b>Total Families That Have Moved</b>	<b>44</b>
Moved to other public housing	28
Moved using voucher within HACCC jurisdiction	9
Moved using voucher outside of HACCC jurisdiction	6
Moved and left HACCC programs	1
<b>Total Families Pending Move</b>	<b>37</b>
Waiting to move to other public housing unit	11
Already issued voucher, searching for a unit	24
Waiting for voucher to be issued	2

FISCAL IMPACT

Funding of approximately \$1.4 million is provided in the Housing Authority's current PHA Annual Plan Capital Fund Program budget for the cost of the relocation consultants and all direct relocation costs that will be provided to families (e.g., security deposits, utility transfer fees and the costs to hire movers). \$1 million is targeted for direct relocation costs for the families of Las Deltas.

CONSEQUENCE OF NEGATIVE ACTION

None. Information item only.