

# 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

MARY N. PIEPHO, *CHAIR*  
JOHN GIOIA  
GAYLE B. UILKEMA  
KAREN MITCHOFF  
FEDERAL D. GLOVER  
GENEVA GREEN (TENANT SEAT)

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

The Board of Commissioners respects your time, and every attempt is made to accurately estimate when an item may be heard by the Board. All times specified for items on the Board of Commissioners agenda are approximate. Items may be heard later than indicated depending on the business of the day. Your patience is appreciated.

### AGENDA February 14, 2012

**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 removed from this section will be considered as Short Discussion items.**

- C. 1 RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending December 31, 2011.
- C. 2 APPROVE and AUTHORIZE the Executive Director of the Housing Authority, or designee, to execute an agreement with Bayview Painting and Construction (Bayview) for the Bayo Vista Building 14 Reconstruction Project CA011010, Rodeo, California (Project) in the amount of \$493,000.
- C. 3 APPROVE the proposed revisions to the Housing Choice Voucher Administrative Plan, as recommended by the Executive Director.
- C. 4 DENY Housing Authority claim filed by Mabo Muanza.
- C. 5 ADOPT Resolution No. 5150 to approve collection loss write-offs in the public housing program in the amount of \$23,106.43 for the quarter ending December 31, 2011.

### **SHORT DISCUSSION:**

S.D. 1 PUBLIC COMMENT (3 Minutes/Speaker)

## **DELIBERATION ITEMS:**

- D. 1 HOLD public hearing on proposed revisions to the Housing Authority's Public Housing Admissions and Continued Occupancy Policy (ACOP) and APPROVE the proposed revisions to the ACOP as recommended by the Executive Director.
- D. 2 CONSIDER accepting a report on the status of the U.S. Department of Housing and Urban Development's (HUD) Public Housing Agency Recovery and Sustainability (PHARS) Team's On-Site Assessment of the Authority. (Joseph Villarreal, Executive Director)
- D. 3 CONSIDER accepting a report on the status of the Housing Authority of the County of Contra Costa's (HACCC) progress in complying with the obligations set forth in the U.S. Department of Housing and Urban Development's (HUD) Corrective Action Plan (CAP) designed to remove HACCC's troubled rating under the Section 8 Management Assessment Program (SEMAP). (Joseph Villarreal, Executive Director)

## **CLOSED SESSION:**

### Closed Session Agenda:

- A. CONFERENCE WITH LABOR NEGOTIATORS (Govt. Code Section 54957.6(a))
  - 1. Agency Negotiators: Fran Buchanan and Frances Trant  
Employee Organizations: Public Employees Union, Local No. 1.
  - 2. Agency Negotiators: Fran Buchanan and Joseph Villarreal  
Unrepresented Employees: All unrepresented agency management employees and all other unrepresented agency employees.

## **ADJOURN**

### **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.

# PERSONS WHO WISH TO ADDRESS THE BOARD MAY BE LIMITED TO THREE (3) MINUTES

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

Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

AB Assembly Bill

ABAG Association of Bay Area Governments

ACA Assembly Constitutional Amendment

ADA Americans with Disabilities Act of 1990

AFSCME American Federation of State County and Municipal Employees

AICP American Institute of Certified Planners

AIDS Acquired Immunodeficiency Syndrome

ALUC Airport Land Use Commission

AOD Alcohol and Other Drugs

BAAQMD Bay Area Air Quality Management District

BART Bay Area Rapid Transit District

BCDC Bay Conservation & Development Commission

BGO Better Government Ordinance

BOS Board of Supervisors

CALTRANS California Department of Transportation

CalWIN California Works Information Network

CalWORKS California Work Opportunity and Responsibility to Kids

CAER Community Awareness Emergency Response

CAO County Administrative Officer or Office

CCCPFD (ConFire) Contra Costa County Fire Protection District

CCHP Contra Costa Health Plan

CCTA Contra Costa Transportation Authority

CDBG Community Development Block Grant

CFDA Catalog of Federal Domestic Assistance

CEQA California Environmental Quality Act

CIO Chief Information Officer

COLA Cost of living adjustment

ConFire (CCCPFD) Contra Costa County Fire Protection District

CPA Certified Public Accountant

CPI Consumer Price Index

CSA County Service Area

CSAC California State Association of Counties

CTC California Transportation Commission

dba doing business as

EBMUD East Bay Municipal Utility District

ECCFPD East Contra Costa Fire Protection District

ECCRPC East Contra Costa Regional Planning Commission

EIR Environmental Impact Report

EIS Environmental Impact Statement  
EMCC Emergency Medical Care Committee  
EMS Emergency Medical Services  
EPSDT State Early Periodic Screening, Diagnosis and Treatment Program (Mental Health)  
et al. et alii (and others)  
FAA Federal Aviation Administration  
FEMA Federal Emergency Management Agency  
F&HS Family and Human Services Committee  
First 5 First Five Children and Families Commission (Proposition 10)  
FTE Full Time Equivalent  
FY Fiscal Year  
GHAD Geologic Hazard Abatement District  
GIS Geographic Information System  
HCD (State Dept of) Housing & Community Development  
HHS Department of Health and Human Services  
HIPAA Health Insurance Portability and Accountability Act  
HIV Human Immunodeficiency Syndrome  
HOV High Occupancy Vehicle  
HR Human Resources  
HUD United States Department of Housing and Urban Development  
Inc. Incorporated  
IOC Internal Operations Committee  
ISO Industrial Safety Ordinance  
JPA Joint (exercise of) Powers Authority or Agreement  
Lamorinda Lafayette-Moraga-Orinda Area  
LAFCo Local Agency Formation Commission  
LLC Limited Liability Company  
LLP Limited Liability Partnership  
Local 1 Public Employees Union Local 1  
LVN Licensed Vocational Nurse  
MAC Municipal Advisory Council  
MBE Minority Business Enterprise  
M.D. Medical Doctor  
M.F.T. Marriage and Family Therapist  
MIS Management Information System  
MOE Maintenance of Effort  
MOU Memorandum of Understanding  
MTC Metropolitan Transportation Commission  
NACo National Association of Counties  
OB-GYN Obstetrics and Gynecology  
O.D. Doctor of Optometry  
OES-EOC Office of Emergency Services-Emergency Operations Center  
OPEB Other Post Employment Benefits  
OSHA Occupational Safety and Health Administration  
Psy.D. Doctor of Psychology

RDA Redevelopment Agency  
RFI Request For Information  
RFP Request For Proposal  
RFQ Request For Qualifications  
RN Registered Nurse  
SB Senate Bill  
SBE Small Business Enterprise  
SRVRPC San Ramon Valley Regional Planning Commission  
SWAT Southwest Area Transportation Committee  
TRANSPAC Transportation Partnership & Cooperation (Central)  
TRANSPLAN Transportation Planning Committee (East County)  
TRE or TTE Trustee  
TWIC Transportation, Water and Infrastructure Committee  
VA Department of Veterans Affairs  
vs. versus (against)  
WAN Wide Area Network  
WBE Women Business Enterprise  
WCCTAC West Contra Costa Transportation Advisory Committee

**To: Housing Authority Bd of Commissioner**

**From: Joseph Villarreal, Executive Director**

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

**Date: February 14, 2012**

**Subject: Investment Report for the Quarter Ending December 31, 2011**

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## **RECOMMENDATIONS**

RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending December 31, 2011.

## **BACKGROUND**

California Government Code (CGC) Section 53646 requires the Housing Authority of the County of Contra Costa (Authority) to present the Board of Commissioners with a quarterly investment report that provides a complete description of the Authority's portfolio. The report is required to show the

issuers, type of investments, maturity dates, par values (equal to market value here) and the current market values of each component of the portfolio, including funds managed by third party contractors. It must also include the source of the portfolio valuation (in HACCC's case it is the issuer). Finally, the report must provide certifications that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and; (2) the Housing Authority will meet its expenditure obligations for the next six months. (CGC 53646(b)).

☐ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/14/2012**

☐ APPROVED AS RECOMMENDED

☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYES ☐ NOES ☐

ABSENT ☐ ABSTAIN ☐

RECUSE ☐

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: February 14, 2012**

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

**Contact:**

**cc:**

**BACKGROUND (CONT'D)**

The state-mandated report has been amended to indicate the amount of interest earned and how the interest was used or allocated. The amended report is attached. In summary, the Authority had \$24,013.78 in interest earnings for the quarter ending December 31, 2011. That interest was earned within discrete programs and most of the interest earned is available only for use within the program which earned the interest. Further, interest earnings may be restricted to specific purposes within a given program. For example, interest earned on excess housing choice voucher (Section 8) housing assistance payments (HAP) funds constituted 63.76% of the interest earned last quarter. The use of these funds is not only restricted to use within the Section 8 program, but also is limited to the funding of future HAP costs. The Authority is not permitted to utilize this money for any other purpose under HUD regulations. Non-restricted interest earnings within both the voucher and public housing programs must be used solely within those programs, but such interest earnings can be used more broadly. The interest earned in the State and Local fund can be used for any purpose within the Authority's scope of operations.

The interest earned for the quarter ending 12/31/11 is shown below. A more detailed report is attached.

<b>Public Housing</b>	<b>Housing Choice Voucher</b>	<b>Housing Choice Voucher</b>	<b>Rental Rehabilitation</b>	<b>State &amp; Local</b>
<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	
Non-Restricted Earned	Restricted Interest Earned	Non-Restricted Interest Earned	Restricted Interest Earned	Non-Restricted Interest Interest Earned
\$1,927.65	\$15,310.07	\$2,596.73	\$456.24	\$3,723.09

**FISCAL IMPACT**

None. For reporting purposes only.

**CONSEQUENCE OF NEGATIVE ACTION**

Should the Board of Commissioners elect not to accept the investment report it would result in an audit finding of non-compliance and could ultimately affect future funding from the U.S. Department of Housing and Urban Development (HUD).

# HOUSING AUTHORITY OF CONTRA COSTA COUNTY

## INVESTMENT REPORT

For Period Ending: 12/31/2011

Issuer	Investment Type	Amount Invested	Yield	Investment Date	Maturity Date	Estimated Value@ Maturity Date	Notes
<b>Cantella &amp; Company</b>							
National Financials - Cash Fund	Money Market	20,368.35	0.0100%	ongoing	ongoing	20,368.35	INTEREST 12/31/2011
Invesco AIM - Premier Institutional	Money Market	139.00	0.0100%	ongoing	ongoing	139.00	BALANCE 12/31/2011
BMW-Bank of North Am	Certificate of Deposit	100,000.00	1.850%	10/29/10	10/29/15	109,255.07	INT SEMI ANN - 04/29 and 10/29
G E Money Bank	Certificate of Deposit	100,000.00	2.100%	6/17/11	6/17/16	110,511.51	INT SEMI ANN - 06/17 and 12/17
C I T Bank	Certificate of Deposit	160,000.00	1.900%	6/29/11	6/29/16	175,216.66	INT SEMI ANN - 06/29 and 12/29
State Bank of India (NY)	Certificate of Deposit	120,000.00	2.150%	6/28/11	6/28/16	132,914.14	INT SEMI ANN - 06/28 and 12/28
State Bank of India (NY)	Certificate of Deposit	128,000.00	2.150%	6/28/11	6/28/16	141,775.08	INT SEMI ANN - 06/28 and 12/28
Bank Leumi USA ( NY)	Certificate of Deposit	100,000.00	1.850%	6/30/11	7/08/16	109,300.68	INT SEMI ANN - 07/08 and 01/08
C I T Bank	Certificate of Deposit	85,000.00	1.900%	6/30/11	6/30/16	93,083.85	INT SEMI ANN - 06/30 and 12/30
Washington Trust Co	Certificate of Deposit	210,000.00	1.850%	6/30/11	7/08/16	229,531.44	INT SEMI ANN - 07/08 and 01/08
Citizen State Bank	Certificate of Deposit	100,000.00	1.800%	6/30/11	6/30/16	109,009.86	INT SEMI ANN - 06/30 and 12/30
Bank of Baroda	Certificate of Deposit	200,000.00	1.850%	8/02/11	8/02/16	218,520.27	INT SEMI ANN - 08/02 and 02/02
Unity Bank	Certificate of Deposit	100,000.00	1.800%	8/10/11	8/10/16	109,009.86	INT SEMI ANN - 08/10 and 02/10
G E Capital Financial	Certificate of Deposit	100,000.00	2.000%	10/07/11	10/07/16	110,010.96	INT SEMI ANN - 04/07 and 10/07
G E Capital Financial	Certificate of Deposit	147,000.00	2.000%	10/07/11	10/07/16	161,716.11	INT SEMI ANN - 04/07 and 10/07
Goldmans Sachs Bank	Certificate of Deposit	100,000.00	2.000%	10/12/11	10/12/16	110,010.96	INT SEMI ANN - 10/12 and 04/12
G E Capital Retail	Certificate of Deposit	145,000.00	2.100%	11/16/11	11/16/16	160,241.68	INT SEMI ANN - 11/16 and 05/16
American Express Centurion	Certificate of Deposit	100,000.00	2.050%	12/08/11	12/08/16	110,261.23	INT SEMI ANN - 12/08 and 08/08
Goldmans Sachs Bank	Certificate of Deposit	100,000.00	2.050%	12/07/11	12/07/16	110,261.23	INT SEMI ANN - 12/07 and 06/07
American Express Centurion	Certificate of Deposit	147,000.00	2.050%	12/08/11	12/08/16	162,084.01	INT SEMI ANN - 12/08 and 08/08
Barclays Bank	Certificate of Deposit	225,000.00	2.000%	12/28/11	12/28/16	247,524.66	INT SEMI ANN - 12/28 and 06/28
Cantella & Company Totals		2,487,507.35				2,730,746.62	
<b>Financial Northeastern Co.</b>							
Alliance Institutional Reserves Inc	Money Market	909.00	0.0100%	ongoing	ongoing	909.00	Cash Update 12/31/2011
Worlds Foremost Bank	Certificate of Deposit	100,000.00	3.1100%	1/05/2009	1/05/2012	109,330.00	INT-MONTHLY
Foundation bank,WI	Certificate of Deposit	99,000.00	2.5500%	3/27/2009	3/27/2012	106,580.42	INT-MONTHLY
First Republic Bank ( BOFA)	Certificate of Deposit	100,000.00	3.1600%	5/06/2010	5/06/2015	115,808.66	INT-MONTHLY
Queensborough National Bank	Certificate of Deposit	99,000.00	2.3000%	7/30/2010	7/30/2015	110,391.24	INT-MONTHLY
Cole Taylor Bank	Certificate of Deposit	99,000.00	2.0500%	12/30/2010	12/30/2015	109,153.06	INT- Quarterly
BMW-Bank of North America	Certificate of Deposit	99,000.00	2.100%	1/28/11	1/28/16	109,400.70	INT SEMI ANN - 07/28 and 01/28
Financial Northeastern Co. Totals		596,909.00				661,573.07	
<b>L.A.I.F. (Acct # 25-07-003)</b>							
L.A.I.F. (Acct # 25-07-003)	Liquid Account	\$ 4,102,468.81	0.3800%	ongoing	ongoing	4,102,468.81	
<b>De Anza Gardens, LP</b>							
De Anza Gardens, LP	Loan	1,000,000.00	3.0000%			1,000,000.00	
GRAND TOTALS		8,186,885.16				8,494,788.50	



# HOUSING AUTHORITY OF CONTRA COSTA COUNTY

## INVESTMENT REPORT

For Period Ending 12/31/2011

Issuer	Amount Invested	Amount Invested by Fund:				
		Rental Rehabilitation	Management	Aided General	Section 8 Housing Voucher	Housing Voucher FSS Escrow
<b>Cantella &amp; Company</b>						
National Financials - Cash Fund	20,368.35	3,842.11	12,859.61	1,474.10	2,192.53	
Invesco AIM - Premier Institutional	139.00				139.00	
BMW-Bank of North Am	100,000.00	100,000.00				
G E Money Bank	100,000.00			100,000.00		
C I T Bank	160,000.00		160,000.00			
State Bank of India (NY)	120,000.00		120,000.00			
State Bank of India (NY)	128,000.00				128,000.00	
Bank Leumi USA ( NY)	100,000.00				100,000.00	
C I T Bank	85,000.00				85,000.00	
Washington Trust Co	210,000.00				210,000.00	
Citizen State Bank	100,000.00		100,000.00			
Bank of Baroda	200,000.00		200,000.00			
Unity Bank	100,000.00				100,000.00	
G E Capital Financial	100,000.00			100,000.00		
G E Capital Financial	147,000.00				147,000.00	
Goldmans Sachs Bank	100,000.00		100,000.00			
G E Capital Retail	145,000.00				145,000.00	
American Express Centurion	100,000.00			100,000.00		
Goldmans Sachs Bank	100,000.00				100,000.00	
American Express Centurion	147,000.00				147,000.00	
Barclays Bank	225,000.00				225,000.00	
<b>Cantella &amp; Company Totals</b>	<b>2,487,507.35</b>	<b>103,842.11</b>	<b>692,859.61</b>	<b>301,474.10</b>	<b>1,389,331.53</b>	<b>-</b>
<b>Financial Northeastern Co.</b>						
Alliance Institutional Reserves Inc	909.00				909.00	
Worlds Foremost Bank	100,000.00				100,000.00	
Foundation bank,WI	99,000.00				99,000.00	
First Republic Bank ( BOFA)	100,000.00				100,000.00	
Queensborough National Bank	99,000.00				99,000.00	
Cole Taylor Bank	99,000.00				99,000.00	
BMW-Bank of North America	99,000.00				99,000.00	
<b>Financial Northeastern Co. Totals</b>	<b>596,909.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>596,909.00</b>	<b>-</b>
<b>L.A.I.F. (Acct # 25-07-003)</b>	<b>4,102,468.81</b>	<b>-</b>	<b>590,588.92</b>	<b>887,182.80</b>	<b>2,431,642.45</b>	<b>193,054.64</b>
<b>De Anza Gardens, LP</b>	<b>1,000,000.00</b>				<b>1,000,000.00</b>	
<b>GRAND TOTALS</b>	<b>8,186,885.16</b>	<b>103,842.11</b>	<b>1,283,448.53</b>	<b>1,188,656.90</b>	<b>5,417,882.98</b>	<b>193,054.64</b>

# HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Report per CGC 53646

For Period Ending 12/31/2011

Issuer	Investment Type	Maturity Date	Amount Invested	Current Market Value (at 12/31/11)	Yield
<b>Cantella &amp; Company</b>					
National Financials - Cash Fund	Money Market	ongoing	20,368.35	20,368.35	0.0100%
Invesco AIM - Premier Institutional	Money Market	ongoing	139.00	139.00	0.0100%
BMW-Bank of North Am	Certificate of Deposit	10/29/2015	100,000.00	100,307.00	1.8500%
G E Money Bank	Certificate of Deposit	6/17/2016	100,000.00	100,524.00	2.1000%
C I T Bank	Certificate of Deposit	6/29/2016	160,000.00	160,861.00	1.9000%
State Bank of India (NY)	Certificate of Deposit	6/28/2016	120,000.00	120,644.00	2.1500%
State Bank of India (NY)	Certificate of Deposit	6/28/2016	128,000.00	128,688.00	2.1500%
Bank Leumi USA ( NY)	Certificate of Deposit	7/08/2016	100,000.00	100,558.00	1.8500%
C I T Bank	Certificate of Deposit	6/30/2016	85,000.00	85,457.00	1.9000%
Washington Trust Co	Certificate of Deposit	7/08/2016	210,000.00	211,172.00	1.8500%
Citizen State Bank	Certificate of Deposit	6/30/2016	100,000.00	101,060.00	1.8000%
Bank of Baroda	Certificate of Deposit	8/02/2016	200,000.00	201,950.00	1.8500%
Unity Bank	Certificate of Deposit	8/10/2016	100,000.00	101,317.00	1.8000%
G E Capital Financial	Certificate of Deposit	10/07/2016	100,000.00	99,850.00	2.0000%
G E Capital Financial	Certificate of Deposit	10/07/2016	147,000.00	146,668.00	2.0000%
Goldmans Sachs Bank	Certificate of Deposit	10/12/2016	100,000.00	99,789.00	2.0000%
G E Capital Retail	Certificate of Deposit	11/16/2016	145,000.00	144,198.00	2.1000%
American Express Centurion	Certificate of Deposit	12/08/2016	100,000.00	100,067.00	2.0500%
Goldmans Sachs Bank	Certificate of Deposit	12/07/2016	100,000.00	99,977.00	2.0500%
American Express Centurion	Certificate of Deposit	12/08/2016	147,000.00	147,098.00	2.0500%
Barclays Bank	Certificate of Deposit	12/28/2016	225,000.00	222,896.00	2.0000%
Cantella & Company Totals			2,487,507.35	2,493,588.35	
<b>Financial Northeastern Co.</b>					
Alliance Institutional Reserves Inc	Money Market	ongoing	909.00	909.00	0.0100%
Worlds Foremost Bank	Certificate of Deposit	1/05/2012	100,000.00	100,000.00	3.1100%
Foundation bank, WI	Certificate of Deposit	3/27/2012	99,000.00	99,512.00	2.5500%
First Republic Bank ( BOFA)	Certificate of Deposit	5/06/2015	100,000.00	103,744.00	3.1600%
Queensborough National Bank	Certificate of Deposit	7/30/2015	99,000.00	101,520.00	2.3000%
Cole Taylor Bank	Certificate of Deposit	12/30/2015	99,000.00	99,189.00	2.0500%
BMW-Bank of North America	Certificate of Deposit	1/28/2016	99,000.00	99,115.00	2.1000%
Financial Northeastern Co. Totals			596,909.00	603,989.00	
<b>L.A.I.F. (Acct # 25-07-003)</b>					
	Liquid Account	ongoing	4,102,468.81	4,102,468.81	0.3800%
<b>De Anza Gardens, LP</b>					
	Loan		1,000,000.00	1,000,000.00	3.0000%
<b>GRAND TOTALS</b>					
			8,186,885.16	8,200,046.16	

This report includes all investment actions executed since the last report made in full compliance with Investment Policy.

# HOUSING AUTHORITY OF CONTRA COSTA COUNTY

## Agency Investment Portfolio by Program

For Period Ending 12/31/2011

Issuer	Investment Type	Amount Invested	Amounts Invested by Program			
			Rental Rehabilitation	State & Local	Public Housing	Housing Choice Voucher
<b>Cantella &amp; Company</b>						
National Financials - Cash Fund	Money Market	20,368.35	3,842.11	12,859.61	1,474.10	2,192.53
Invesco AIM - Premier Institutional	Money Market	139.00	-	-	-	139.00
BMW-Bank of North Am	Certificate of Deposit	100,000.00	100,000.00	-	-	-
G E Money Bank	Certificate of Deposit	100,000.00			100,000.00	
C I T Bank	Certificate of Deposit	160,000.00		160,000.00		
State Bank of India (NY)	Certificate of Deposit	120,000.00		120,000.00		
State Bank of India (NY)	Certificate of Deposit	128,000.00				128,000.00
Bank Leumi USA ( NY)	Certificate of Deposit	100,000.00				100,000.00
C I T Bank	Certificate of Deposit	85,000.00				85,000.00
Washington Trust Co	Certificate of Deposit	210,000.00				210,000.00
Citizen State Bank	Certificate of Deposit	100,000.00		100,000.00		
Bank of Baroda	Certificate of Deposit	200,000.00		200,000.00		
Unity Bank	Certificate of Deposit	100,000.00				100,000.00
G E Capital Financial	Certificate of Deposit	100,000.00			100,000.00	
G E Capital Financial	Certificate of Deposit	147,000.00				147,000.00
Goldmans Sachs Bank	Certificate of Deposit	100,000.00		100,000.00		
G E Capital Retail	Certificate of Deposit	145,000.00				145,000.00
American Express Centurion	Certificate of Deposit	100,000.00			100,000.00	
Goldmans Sachs Bank	Certificate of Deposit	100,000.00				100,000.00
American Express Centurion	Certificate of Deposit	147,000.00				147,000.00
Barclays Bank	Certificate of Deposit	225,000.00				225,000.00
Cantella & Company Totals		2,487,507.35	103,842.11	692,859.61	301,474.10	1,389,331.53
<b>Financial Northeastern Co.</b>						
Alliance Institutional Reserves Inc	Money Market	909.00	-	-	-	909.00
Worlds Foremost Bank	Certificate of Deposit	100,000.00	-	-	-	100,000.00
Foundation bank,WI	Certificate of Deposit	99,000.00	-	-	-	99,000.00
First Republic Bank ( BOFA)	Certificate of Deposit	100,000.00	-	-	-	100,000.00
Queensborough National Bank	Certificate of Deposit	99,000.00	-	-	-	99,000.00
Cole Taylor Bank	Certificate of Deposit	99,000.00	-	-	-	99,000.00
BMW-Bank of North America	Certificate of Deposit	99,000.00				99,000.00
Financial Northeastern Co. Totals		596,909.00	-	-	-	596,909.00
L.A.I.F. (Acct # 25-07-003)	Liquid Account	4,102,468.81	-	590,588.92	887,182.80	2,624,697.09
De Anza Gardens, LP	Loan	1,000,000.00				1,000,000.00
GRAND TOTALS	-	8,186,885.16	103,842.11	1,283,448.53	1,188,656.90	5,610,937.62

# HOUSING AUTHORITY OF CONTRA COSTA COUNTY

## Investment Earnings Report

For Period Ending 12/31/2011

Issuer	Amount Invested	Interest Earned this Qtr	Interest Earned this Quarter by Program				
			Rental Rehabilitation	State & Local	Public Housing	Housing Choice Voucher Fund	
			Restricted Interest Earned	Non-Restricted Interest Earned	Non-Restricted Interest Earned	Restricted Interest Earned	Non-Restricted Interest Earned
<b>Cantella &amp; Company</b>							
National Financials - Cash Fund	20,368.35	0.50	0.08	0.32	0.04	0.04	0.02
Invesco AIM - Premier Institutional	139.00	-	-	-	-	-	-
BMW-Bank of North Am	100,000.00	456.16	456.16	-	-	-	-
G E Money Bank	100,000.00	517.81	-	-	517.81	-	-
C I T Bank	160,000.00	749.59	-	749.59	-	-	-
State Bank of India (NY)	120,000.00	636.16	-	636.16	-	-	-
State Bank of India (NY)	128,000.00	678.58	-	-	-	461.03	217.55
Bank Leumi USA ( NY)	100,000.00	456.16	-	-	-	309.92	146.24
C I T Bank	85,000.00	398.22	-	-	-	270.55	127.67
Washington Trust Co	210,000.00	957.95	-	-	-	650.83	307.12
Citizen State Bank	100,000.00	443.84	-	443.84	-	-	-
Bank of Baroda	200,000.00	912.33	-	912.33	-	-	-
Unity Bank	100,000.00	443.84	-	-	-	301.54	142.30
G E Capital Financial	100,000.00	465.75	-	-	465.75	-	-
G E Capital Financial	147,000.00	684.66	-	-	-	465.16	219.50
Goldmans Sachs Bank	100,000.00	438.36	-	438.36	-	-	-
G E Capital Retail	145,000.00	375.41	-	-	-	255.05	120.36
American Express Centurion	100,000.00	129.18	-	-	129.18	-	-
Goldmans Sachs Bank	100,000.00	134.79	-	-	-	91.58	43.21
American Express Centurion	147,000.00	189.89	-	-	-	129.01	60.88
Barclays Bank	225,000.00	36.99	-	-	-	25.13	11.86
<b>Cantella &amp; Company Totals</b>	<b>2,487,507.35</b>	<b>9,106.17</b>	<b>456.24</b>	<b>3,180.60</b>	<b>1,112.78</b>	<b>2,959.84</b>	<b>1,396.71</b>
<b>Financial Northeastern Co.</b>							
Alliance Institutional Reserves Inc	909.00	0.03	-	-	-	0.02	0.01
Worlds Foremost Bank	100,000.00	766.85	-	-	-	521.00	245.85
Foundation bank,WI	99,000.00	622.48	-	-	-	422.91	199.57
First Republic Bank ( BOFA)	100,000.00	779.18	-	-	-	529.37	249.81
Queensborough National Bank	99,000.00	561.45	-	-	-	381.45	180.00
Cole Taylor Bank	99,000.00	500.42	-	-	-	339.99	160.43
BMW-Bank of North America	99,000.00	512.63	-	-	-	348.28	164.35
<b>Financial Northeastern Co. Totals</b>	<b>596,909.00</b>	<b>3,743.04</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,543.02</b>	<b>1,200.02</b>
<b>L.A.I.F. (Acct # 25-07-003)</b>	<b>4,102,468.81</b>	<b>3,767.31</b>	<b>-</b>	<b>542.49</b>	<b>814.87</b>	<b>2,409.95</b>	<b>-</b>
<b>De Anza Gardens, LP</b>	<b>1,000,000.00</b>	<b>7,397.26</b>				<b>7,397.26</b>	
<b>GRAND TOTALS</b>	<b>8,186,885.16</b>	<b>24,013.78</b>	<b>456.24</b>	<b>3,723.09</b>	<b>1,927.65</b>	<b>15,310.07</b>	<b>2,596.73</b>

**To:** Housing Authority Bd of Commissioner

**From:** Joseph Villarreal, Executive Director

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

**Date:** February 14, 2012

**Subject:** APPROVE and AUTHORIZE the Executive Director of the Housing Authority, or designee, to execute an agreement with Bayview Painting and Construction (Ba

### **RECOMMENDATIONS**

APPROVE and AUTHORIZE the Executive Director of the Housing Authority, or designee, to execute an agreement with Bayview Painting and Construction (Bayview) for the Bayo Vista Building 14 Reconstruction Project CA011010, Rodeo, California (Project) in the amount of \$493,000; and AUTHORIZE the Executive Director, or designee, to exonerate any bid bonds posted by the bidders and to return any checks or cash submitted for security in accordance with the bid documents and/or upon signature of the contract; and AUTHORIZE the Executive Director, or designee, to sign any escrow agreements prepared for the Project to permit direct payment of retentions into escrow or the substitution of securities for monies withheld by the Housing Authority to ensure performance under the contract.

### **BACKGROUND**

Building 14 is a four-plex apartment building in the Bayo Vista public housing development in Rodeo, which was heavily damaged by fire. This project will reconstruct the building, primarily using funds provided by the Authority's insurance provider. The Capital Fund will provide the deductible payment. Bids for the above project were received on January 26, 2012. There were four bids received. A copy of the Bid Abstract is attached. Bayview submitted the lowest responsive and responsible bid at \$493,000.

☐ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/14/2012**

☐ APPROVED AS RECOMMENDED

☐ OTHER

Clerks Notes:

### **VOTE OF SUPERVISORS**

AYES ☐ NOES ☐

ABSENT ☐ ABSTAIN ☐

RECUSE ☐

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: February 14, 2012**

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

**Contact:**

**cc:**

**FISCAL IMPACT**

Funding for this contract is provided by the Authority's insurance provider and the annual Capital Fund grant from the U.S. Department of Housing and Urban Development.

**CONSEQUENCE OF NEGATIVE ACTION**

Should the Board of Commissioners elect not to award the contract to Bayview, the Housing Authority will experience scheduling delays which may jeopardize the funding allocated to the project by the insurer.

# HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA

3133 Estudillo Street, P.O. Box 2759

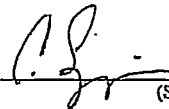
Martinez, CA 94553

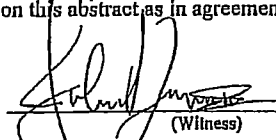
## ABSTRACT OF BIDS

### **Building 14 Reconstruction Project ~ CA011010 Bayo Vista Rodeo**

(Scope of Invitation)

I personally opened and read the following bids received at 3133 Estudillo Street, Martinez, California at 2:00 p.m. on Thursday, January 26, 2012, and verified all entries on this abstract as in agreement with bid amounts.

  
(Signature)

  
(Witness)

BID NO.	NAME AND ADDRESS OF BIDDERS	AMOUNT OF BID
1	Taber Construction 2278 Pike Court Concord, CA 94520	\$ 672,000.00
2	Bayview Painting & Construction 1329 Marsten Road Burlingame, CA 94010	\$ 493,000.00
3	Sausal Corporation 422 Whitney Street San Leandro, CA 94577	
4	Ane Emaar 727 San Pablo Avenue #220 Albany, CA 94706	
5	A M Woo Construction 11040 Bollinger Canyon Road Suite 508 San Ramon, CA 94582	\$ 611,000.00
6	OnPoint Construction 8 Seville Court Millbrae, CA 94030	\$739,000.00
7		
8		
9		

For: \$ \_\_\_\_\_

By: 

Title: DIRECTOR FACILITIES Mgmt/PURCHASING

Date: 26 Jan 2012  
Housing Authority of the County of Contra Costa

**To:** Housing Authority Bd of Commissioner

**From:** Joseph Villarreal, Executive Director

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

**Date:** February 14, 2012

**Subject:** APPROVE the proposed revisions to the Housing Choice Voucher Administrative Plan, as recommended by the Executive Director.

### **RECOMMENDATIONS**

APPROVE the proposed revisions to the Housing Choice Voucher Administrative Plan, as recommended by the Executive Director.

### **BACKGROUND**

Staff is proposing updates to the housing quality standards and rent reasonableness chapter of the Housing Authority of the County of Contra Costa's (HACCC) Housing Choice Voucher Administrative Plan

(Admin Plan). The Admin Plan sets forth local policies governing the Housing Choice Voucher (HCV) program and operates in conjunction with the U.S. Department of Housing and Urban Development (HUD) regulations and local and state laws. The following proposed changes are designed to maintain compliance with HUD regulations.

Chapter 8 Housing Quality Standards and Rent Reasonableness Determinations: Section 8.II.F. Notification of Corrective Actions

☐ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/14/2012**

☐ APPROVED AS RECOMMENDED

☐ OTHER

Clerks Notes:

### **VOTE OF SUPERVISORS**

AYES ☐ NOES ☐

ABSENT ☐ ABSTAIN ☐

RECUSE ☐

**Contact:**

**cc:**

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: February 14, 2012**

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy



## **BACKGROUND (CONT'D)**

HUD requires that all units occupied by families receiving HCV assistance meet HUD's Housing Quality Standards (HQS). HQS defines "standard housing" and establishes the minimum criteria necessary for the health and safety of program participants. HQS inspections are less comprehensive than local code inspections and are required before a unit goes under contract in the HCV program and at least annually during the term of the contract.

The Notification of Corrective Actions section of the HQS policy governs the amount of time the owner or tenant has to correct any HQS fail items for which they are responsible. The proposed language clarifies that the fail items must be corrected within 30 days of the inspection unless an extension is granted by HACCC and also adds language about notification for life-threatening fail items.

### **Existing Language**

When failures that are not life threatening are identified, HACCC will send the owner and the family a written notification of the inspection results within 5 business days of the inspection. The written notice will specify who is responsible for correcting the violation, and the time frame within which the failure must be corrected. Generally not more than 30 days will be allowed for the correction.

### **Proposed Language**

When failures that are not life threatening are identified, HACCC will send the owner and the family a written notification of the inspection results within 5 business days of the inspection. Notification of failures that are life-threatening (such as gas leaks) will be left with the tenant and owner (if present). If the owner is not present, then HACCC will make every effort to notify the owner immediately. This will include email, phone calls and mailing the notice overnight. The written notice will specify who is responsible for correcting the violation, and the time frame within which the failure must be corrected. Deficiencies must be corrected within the specified time period, not to exceed 30 days from the date of inspection. The correction period for non life-threatening items may be prolonged if an extension has been requested by the owner or tenant and approved by HACCC for good cause. A re-inspection will be performed at the end of the correction period to verify the correction was made within the specified time period.

### **Chapter 8 Housing Quality Standards and Rent Reasonableness Determinations: Section 8.II.F. Re-Inspections**

As stated in the policy above, when one or more items fail the HQS inspection, HACCC must conduct a re-inspection to verify that these items were corrected. The proposed changes for this section state that a re-inspection will occur at the end of the correction period, instead of an indeterminate time in the future. It also states that emergency items will be re-inspected on holidays and other days off in order to ensure compliance with HUD's 24 hour correction requirement.

### **Existing Language**

HACCC will conduct a re-inspection immediately following the end of the corrective period, or any HACCC approved extension.

### **Proposed Language**

HACCC will conduct a re-inspection at the end of the correction period, or any HACCC-approved extension.

HACCC will ensure that re-inspections for 24 hour fail deficiencies are completed within 24 hours, regardless of whether the corrective period falls on a holiday, weekend or scheduled 9/80 day off. Re-inspections for non-life threatening fail items will be performed prior to the holiday, weekend or scheduled 9/80 day off.

### **Chapter 8 Housing Quality Standards and Rent Reasonableness Determinations: Section 8.II.G. HAP Contract Termination**

If an owner fails to correct any HQS fail items in a timely manner, then HACCC will "abate" the rent subsidy for that unit, meaning HACCC will not pay its portion of the rent, not even retroactively. The owner is not entitled to collect this money from the tenant either. Abatement is the first step in canceling the contract with the owner. The abatement period is designed primarily to give the tenant time to look for a new unit. The abatement period also allows HACCC to provide proper notice to the owner and gives the owner one last chance to correct any fail items. The proposed change to the Admin Plan specifies that HACCC will terminate contracts where the abatement has continued for 90-days.

### **Existing Language**

The maximum length of time that a HAP may be abated is 90 days.

### **Proposed Language**

HACCC will terminate the contract after reasonable notice if the abatement continues for 90 days. HUD states that reasonable notice of HAP contract termination is 30 days. HACCC will send the 30 day contract cancellation notice to the Owner if any HQS fail items have not been corrected by the 60th day of abatement.

### **Chapter 8 Housing Quality Standards and Rent Reasonableness Determinations: Section 8.III.D. How Rents are Determined**

HUD requires housing authorities to determine that units rented by families assisted under the HCV program have rents that are

reasonable when compared to similar unassisted units in the market area. The proposed changes to the existing policy reflect changes in HACCC's comparability software and also more fully comply with HUD regulations.

#### Existing Language

In order to determine whether or not a requested rent is comparable, HACCC will compare the proposed rent to those for similar units in its rent comparable database. The database will first sort units by the most important variables: city and/or zip code, number of bedrooms and baths, and unit type. These factors will determine the universe of units that will be used to compare the proposed rent. All units entered in the database receive points for each of the remaining factors required by HUD: age, quality, square footage, maintenance, amenities, services and utilities included in the rent. Units within +/- 25 points of the subject unit will be considered in this second sort as comparables.

The database will return up to three units based on score. The units returned will be those closest in score to the unit for which the proposed rent is being reviewed. If there are more than three comparable units available, the proposed rent may not exceed the average rent for the three comparable units. If there are fewer than three comparable units, then HACCC will follow HUD's guidance in Chapter 9 of the Housing Choice Voucher Program Guidebook in the highlight box titled "Using Data From An Adjacent Neighborhood" in order to obtain three valid comparables. Copies of all comparability calculations and documentation will be placed in the client file.

#### Proposed Language

In order to determine whether or not a requested rent is comparable HUD requires housing authorities to consider: location, quality, size, unit type and age of the contract unit as well as amenities, housing services, maintenance, and owner-provided utilities. HACCC's rent comparable database provides comparable rent data for a given unit by first matching units that are similar based on city and/or zip code (location), number of bedrooms and baths (size) and unit type (type). Units that match in these categories form the universe used to determine a comparable rent. The system assigns points to the subject unit and all units in the database for the remaining factors that HUD requires to be considered (quality, age, amenities, housing services, maintenance and owner-provided utilities) and each unit is given a score. If there are at least three units in the universe, the database will return the three units whose score most closely matches the subject unit. Of the three comparable units pulled from the universe, the rent of the unit whose score most closely matches the subject unit will be used to determine whether or not the Owner's proposed rent is justified. If there are fewer than three comparable units, HACCC will follow HUD's guidance in Chapter 9 of the Housing Choice Voucher Program Guidebook in the highlight box titled "Using Data From An Adjacent Neighborhood" in order to obtain three valid comparables. Copies of all comparability calculations and documentation will be placed in the client file.

#### **FISCAL IMPACT**

No direct financial impact.

#### **CONSEQUENCE OF NEGATIVE ACTION**

Should the Board of Commissioners elect not to approve these revisions, HACCC will not be fully compliant with HUD regulations.

**To: Housing Authority Bd of Commissioner**

**From: Joseph Villarreal, Executive Director**

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

**Date: February 14, 2012**

**Subject: Housing Authority Claims**

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### **RECOMMENDATIONS**

DENY Housing Authority claim filed by Mabo Muanza.

### **BACKGROUND**

\*

☐ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/14/2012**

☐ APPROVED AS RECOMMENDED

☐ OTHER

Clerks Notes:

### **VOTE OF SUPERVISORS**

AYES ☐ NOES ☐

ABSENT ☐ ABSTAIN ☐

RECUSE ☐

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: February 14, 2012**

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

**Contact:**

**cc:**

**To:** Housing Authority Bd of Commissioner

**From:** Joseph Villarreal, Executive Director

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

**Date:** February 14, 2012

**Subject:** Collection Loss Write-Off for the Quarter Ending December 31, 2011

---

### **RECOMMENDATIONS**

ADOPT Resolution No. 5150 to approve collection loss write-offs in the public housing program in the amount of \$23,106.43 for the quarter ending December 31, 2011.

### **BACKGROUND**

This collection loss is for the public housing program. The requested collection loss write-off reflects a total of 17 accounts that are recommended for write-off. The following chart illustrates the collection losses per quarter for the past four quarters:

#### Conventional Program

12/11	\$23,106.43
09/11	\$64,925.62

☐ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/14/2012**

☐ APPROVED AS RECOMMENDED

☐ OTHER

Clerks Notes:

### **VOTE OF SUPERVISORS**

AYES ☐ NOES ☐

ABSENT ☐ ABSTAIN ☐

RECUSE ☐

**Contact:**

**cc:**

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: February 14, 2012**

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

**BACKGROUND (CONT'D)**

06/11     \$43,237.67   03/11     \$74,275.82

Prior to submission of an account for write-off, staff makes every effort to collect money owed to HACCC. Once an account is written-off, it may be referred to a collection agency for further repayment efforts. Past participants who owe HACCC, or any other housing authority, money may be denied admission to the public housing or housing choice voucher programs in the future unless the debt is repaid. Past participants can be denied admission in the future even if their debt has been written off.

**FISCAL IMPACT**

Uncollectable accounts impact on the budget by reducing total rental income. At the end of each quarter, the Housing Authority of the County of Contra Costa (HACCC) writes off those accounts that have been determined to be uncollectable. Once an account is written off, it can be turned over to a collection agency. For the quarter ending December 31, 2011, the collection loss write-off total is \$23,106.43.

**CONSEQUENCE OF NEGATIVE ACTION**

Should the Board of Commissioners elect not to adopt Resolution No. 5150 these accounts would inflate the total accounts receivable for HACCC and present an inaccurate financial picture.

# 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: December 31, 2011

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-	\$523.60	\$523.60	1
El Pueblo, Pittsburg CAL 11-5	\$1496.00	-0-	\$4488.31	\$5984.31	2
Las Deltas, N. Richmond CAL 11-6	\$2014.48	-0-	\$978.12	\$2992.60	2
Los Arboles, Oakley CAL 11-8	-0-	-0-	-0-	-0-	0
Las Deltas, N. Richmond CAL 11-9A	-0-	-0-	\$528.45	\$528.45	2
Las Deltas, N. Richmond CAL 11-9B	-0-	-0-	\$1103.25	\$1103.25	2
Bayo Vista, Rodeo CAL 11-10	\$6562.95	-0-	\$3908.32	\$10471.27	6
Hacienda, Martinez CAL 11-11	-0-	-0-	-0-	-0-	0
Casa de Manana, Oakley CAL 11-12	\$79.58	-0-	\$339.32	\$418.90	1
Casa de Serena Bay Point CAL 11-13	-0-	-0-	\$851.05	\$851.05	1
Elder Winds, Antioch CAL 11-15	-0-	-0-	-0-	-0-	0
Vista del Camino San Pablo 4501	-0-	-0-	-0-	-0-	0
Kidd Manor, San Pablo 4502	\$233.00	-0-	-0-	\$233.00	0
<b>TOTALS:</b>	<b>\$10,386.01</b>	<b>-0-</b>	<b>\$12,720.42</b>	<b>\$23,106.43</b>	<b>17</b>

H:\JudyHayes\MSOFFICE\WINWORD\BOARD\BO-clwo worksheet-1.doc

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

RESOLUTION NO. 5150

RESOLUTION APPROVING COLLECTION LOSS WRITE-OFF IN THE  
AMOUNT OF \$23, 106.43 FOR THE QUARTER ENDING DECEMBER 31,  
2011

WHEREAS, 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 continuing 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 the quarter ending DECEMBER 31, 2011

	Conventional Program
Dwelling Rent	\$10,386.01
Legal Charges	\$ -0-
Maintenance & Other Charges	\$12,720.42
<b>Total</b>	<b>\$23, 106.43</b>

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

AYES:

NOES:

ABSENT:

ABSTAIN:

I HEREBY CERTIFY THAT THIS IS A  
TRUE AND CORRECT COPY OF AN  
ACTION TAKEN AND ENTERED ON THE  
MINUTES OF THE BOARD OF  
COMMISSIONERS ON THE DATE SHOWN.

ATTESTED \_\_\_\_\_  
JOSEPH VILLARREAL, SECRETARY  
OF THE BOARD OF COMMISSIONERS  
AND EXECUTIVE DIRECTOR

BY \_\_\_\_\_

**To: Housing Authority Bd of Commissioner**

**From: Joseph Villarreal, Executive Director**

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

**Date: February 14, 2012**

**Subject: HEARING to Consider the Proposed Revisions to the Public Housing Admissions and Continued Occupancy Plan, as recommended by the Executive Director**

---

### **RECOMMENDATIONS**

HOLD public hearing on proposed revisions to the Housing Authority's Public Housing Admissions and Continued Occupancy Policy ACOP); and APPROVE the proposed revisions to the ACOP as recommended by the Executive Director.

### **FISCAL IMPACT**

No direct financial impact.

☐ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/14/2012**

☐ APPROVED AS RECOMMENDED

☐ OTHER

Clerks Notes:

### **VOTE OF SUPERVISORS**

AYES ☐ NOES ☐

ABSENT ☐ ABSTAIN ☐

RECUSE ☐

**Contact:**

**cc:**

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: February 14, 2012**

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy



## **BACKGROUND**

Public housing authorities (PHAs) are required by the United States Department of Housing and Urban Development (HUD) to maintain an ACOP. The ACOP is the principal statement of the local policies to be used in the administration of the public housing program. A public hearing must be held to consider significant changes to the ACOP. The proposed changes to the ACOP presented here include changes to the admissions and termination policies. These are considered significant changes and thus a public hearing is required. The Board of Commissioners must conduct this public hearing in a location that is accessible to the residents served by the Housing Authority of the County of Contra Costa (HACCC). As required by HUD, HACCC staff provided public notice of this hearing in the Contra Costa Times on December 30-31, 2011 and on January 1, 2012. HACCC staff met with the Agency's Resident Advisory Board (RAB) on September 27, 2011 and November 28, 2011 to discuss the proposed changes to the ACOP. The RAB had no objections to the proposed language. Staff also discussed the changes with Bay Area Legal Aid (Legal Aid) via email and phone in November and December 2011 and in person on February 1, 2012. Legal Aid was not in full support of all the proposed changes (for example, Legal Aid would prefer that the screening period not be increased to 5 years) but does not plan to oppose any of the items presented here.

Staff proposes to make the following policy changes in the ACOP:

### **Screening for drug-related and violent criminal activity**

PHAs are required to screen applicants' history for crimes that would be considered lease violations under the public housing program. The proposed policy is being changed to match the screening period for the Housing Choice Voucher Program.

#### **Existing Policy**

HACCC currently screens applicants to the program for drug-related and violent criminal activity over the past 1 year.

#### **Proposed Policy**

Applicants to the program will be screened for drug-related and violent criminal activity over the past 5 years.

#### **Guest Policy**

The composition of the household being assisted under the public housing program is central to determining who is and is not eligible for the program, the unit size (i.e. the number of bedrooms) a household qualifies for, and the amount of rent that must be paid. The guest policy is one tool PHAs use to ensure that unauthorized household members are not present.

#### **Existing Policy**

Guests are allowed to stay up to "14 days in any month or 45 days in any calendar year".

#### **Proposed Policy**

A guest can stay less than "14 consecutive calendar days at one time" and "no more than a total of 30 cumulative days during any 12-month period."

#### **Late Rent Fee**

HACCC has not raised the late rent fees it charges tenants since 2002. Since that time the administrative costs to manage the collection of late rents and, in some cases, the eviction process have risen significantly. In order to defray a portion of the administrative costs incurred by late rent payments, staff propose raising the late payment penalty by \$15.

#### **Existing Policy**

HACCC currently charges a \$10 late fee, if a tenant fails to pay their rent by the 5th day of the month.

#### **Proposed Policy**

The late fee would be increased to \$25 if a tenant fails to pay their rent by the 5th day of the month.

#### **Pet Deposit**

As with the late rent fee, HACCC has not increased the pet deposit since 2002. The number of families with pets has increased since that time and the costs to clean homes after a tenant with a pet moves out have also increased. A \$100 increase is being requested for tenants with large pets. This will help defray a portion of the increased cost to clean units that had been occupied by pets. The fee will remain the same for tenants with small pets. As a note, assistance animals that are needed as a reasonable accommodation are not subject to HACCC's pet policy because by law these animals are not considered pets. These families do not pay a pet deposit.

#### **Existing Policy**

HACCC currently charges a \$150 pet security deposit, to cover repair or replacement cost directly related to the pet on the premises. The current policy does not distinguish between small or large pets.

### Proposed Policy

The pet security deposit would increase to \$250 for dogs and cats, small animals allowed to roam outside of a cage (such as a ferret) and large aquariums (more than 10 gallons). The pet deposit would remain at \$150 for small caged animals (such as hamsters), small amphibians and small aquariums (10 gallons and under)

### Criminal Activity

A criminal act that is committed by a PHA tenant that threatens the health or safety of other residents, PHA employees, or persons residing in the immediate vicinity of the premises is grounds for termination of tenancy. The proposed policy has been revised to include a definition of “immediate vicinity”.

### Existing Policy

The ACOP and the lease both provide for termination of assistance for any household where a member commits a criminal act that threatens the health or safety of other residents, PHA employees, or persons residing in the immediate vicinity of the premises is grounds for termination of tenancy.

### Proposed Policy

The ACOP and lease will be revised to include a definition of “Immediate vicinity” as six blocks within the public housing property.

### Rent Adjustments

In general, tenants on the public housing program pay 30% of their adjusted income for rent. Adjustments are made for factors such as medical expenses and dependent care allowances. As a tenant’s income goes up, their rent portion will rise as well, when income drops, their rent portion decreases. Tenants must notify the PHA when they have an increase or decrease in income. A PHA must process decreases in tenant income (which will lead to a decrease in rent) immediately. However, PHAs have flexibility in deciding when a rent increase will go into effect. It can be increased as quickly as 30 days after the rent increase has been calculated by staff, or the increase does not have to take effect until the tenant’s next annual income certification which could be nearly a year away. PHAs must balance the need to maximize operating income needed to maintain the property with the expense of the income verification process, which can cost far more in staff time than is gained by a small increase in rent.

### Existing Policy

Rent adjustments resulting from any increase in income do not become effective until the next regularly scheduled income recertification.

### Proposed Policy

Rent adjustments resulting from any increase in income will become effective on the first of the month following HACCC’s 30-day written notice of the increase to the tenant.

### Right to Examine PHA Documents Before Hearing or Trial

Lease termination notices must inform the tenant of their right to examine and copy (at their own expense), any documents or regulations that are directly relevant to the lease termination or eviction. The policy will be changed to increase the amount of notice required to review a file and to reflect the amount that HACCC will start charging for copying costs or staff time.

### Existing Policy

All documents must be requested to be reviewed 24 hours prior to the hearing/trial. HACCC has not charged for copying costs or staff time.

### Proposed Policy

All documents must be requested to be reviewed no later than 48 hours prior to the hearing/trial and a charge of \$0.25 per page copied will be imposed.

### **CONSEQUENCE OF NEGATIVE ACTION**

Should the Board of Commissioners elect not to approve the proposed revisions, improvements in both HACCC’s financial position and tenant population may not be realized.

**To:** Housing Authority Bd of Commissioner

**From:** Joseph Villarreal, Executive Director

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

**Date:** February 14, 2012

**Subject:** Status of the U.S. Department of Housing and Urban Development's (HUD) Public Agency Recovery and Sustainability (PHARS) Team's On-site Assessment

## **RECOMMENDATIONS**

CONSIDER accepting a report on the status of the U.S. Department of Housing and Urban Development's (HUD) Public Housing Agency Recovery and Sustainability (PHARS) Team's On-Site Assessment of the Authority.

## **BACKGROUND**

HUD annually evaluates a public housing authority's (PHA) management of its public housing program using four tools, referred to collectively as the Public Housing Assessment System (PHAS). The four indicators that comprise PHAS are physical condition, financial condition, management operations, and resident service and satisfaction. Each indicator is evaluated and scored separately. Physical condition, financial condition, and management operations are worth 30 points each, and resident service and satisfaction is worth 10 points for an overall score of 100 points. A PHA that receives a score of less than 60% overall, or in one area, is designated as troubled. A PHA that is designated as troubled must enter into a Memorandum of Agreement with HUD for the purpose of improving the agency's score to 60% or above.

☐ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/14/2012**

☐ APPROVED AS RECOMMENDED

☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYES ☐ NOES ☐

ABSENT ☐ ABSTAIN ☐

RECUSE ☐

**Contact:**

**cc:**

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: February 14, 2012**

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

## **BACKGROUND (CONT'D)**

HACCC received a PHAS score of 76 for Fiscal Year 2009-2010. Normally, this score would qualify HACCC as a standard performer. However, HACCC failed two components of the financial condition indicator. Specifically, HACCC did not receive any points for “Tenant Receivable Outstanding” and “Net Income or Loss”.

The “Tenant Receivable Outstanding” component of the financial condition indicator measures HACCC’s rent collection ability. HACCC scored poorly in this Indicator in part due to a glitch in a computer conversion that duplicated data in the system. This inflated the number of tenants that appeared to owe HACCC money and made it difficult to completely erase debts that had been written off. HACCC also scored poorly in this Indicator due to past rent collection practices that were not as aggressive as they should have been. The amount of outstanding rent has been cut in half and staff continue to make improvements in this area.

The “Net Income or Loss” component of the financial condition indicator measures how the results of the operations affect the PHA’s viability. It compares a PHA’s adjusted net income to the net available (unrestricted) current resources. It indicates whether the housing authority is adequately managing its income and expenses to maintain a balanced budget. It includes not only public housing data, but also data for the voucher program and an additional variety of smaller programs operated by PHAs. HACCC failed this Indicator primarily due to a shortfall in voucher funding in fiscal year end 2010. Voucher funding is the single largest component of the rating formula.

HUD has come under increasing pressure from Congress to reduce costs in the public housing and voucher programs. HUD’s programs are often not fully funded by Congress and thus HUD must pro-rate the program funding provided to housing authorities. In order to minimize funding pro-rations in any given year, or to respond to Congressional requests to free up more money, HUD has limited the amount of reserves held by housing authorities. Such was the case in fiscal year 2009-2010 when HUD limited amount of voucher reserves a PHA could hold to 7% of that agency’s annual voucher subsidy costs (a reserve level of less than one month). If a PHA had more than that amount in reserve, HUD decreased its funding, which forced the agency to spend reserves to fund the program. HACCC began fiscal year 2009-2010 with reserves of \$13.6 million, an amount that was over the 7% threshold. As a result, HUD did not fully fund HACCC’s voucher subsidy, forcing HACCC to spend approximately \$11.5 million from reserves to fund rent subsidies. This had the dual affect of radically decreasing HACCC’s net income for the year and reducing voucher reserves to \$2.1 million.

Due to HACCC’s financially troubled rating, HUD has assigned a Public Housing Agency Recovery and Sustainability (PHARS) team to conduct an assessment of HACCC’s financial condition, governance and management practices. The purpose of the assessment is to identify the causes of HACCC's substandard

financial performance, and to work with HACCC to develop a plan designed to move from a troubled status to a sustainably good or high performer status. As part of this process, the PHARS Team met at HACCC’s offices with staff and Chair Uilkema on September 19 and 20, 2011. Since that time, staff have met at least weekly via teleconference with members of the PHARS Team and have continued to provide requested information to HUD and to discuss ways to move HACCC to a sustainable financial status. Members of the PHARS Team have also met via teleconference with Chair Uilkema.

The PHARS Team is currently preparing a Results and Determination Letter that will summarize their assessment of the causes of HACCC's substandard financial performance. Once the Results and Determination Letter is received, HACCC will be required to sign a Recovery Agreement with HUD. The Recovery Agreement will list tasks designed to address areas causing financial weakness for the agency. HACCC will be required to complete these by a specific date.

While continuing to work with the PHARS Team on the initial assessment, HACCC has taken the following steps to move toward a sustainable financial position in the public housing program:

- Completed the initial outline of a Recovery Agreement. Staff will discuss this draft with HUD in the next one to two weeks.
- Engaged Casterline Associates to work with staff to further develop a financial recovery plan aimed at improving HACCC’s financial scores with HUD. Although HACCC engaged Casterline, Casterline is one of only 15 agencies nationwide under direct contract with HUD to assist financially troubled PHAs. Casterline began working with staff on January 30, 2012 and expects to complete the financial recovery plan by the end of April.
- Engaged Nan McKay and Associates to assist in completing HACCC’s transition to asset management. The asset management program was developed by HUD to move the public housing program to a business model similar to HUD’s multifamily housing programs, with project-based budgeting, project-based accounting, and project-based management. In the short term, asset management will have the effect of highlighting financial weaknesses at particular properties since some of the accounting techniques used to support these properties in the past are no longer permitted (such as utilizing excess Section 8 revenues) and not all units/properties will survive the transition to asset management. Asset management will, however, drive business decisions that should make HACCC’s overall public housing program healthier. Nan McKay & Associates is the leading provider of consulting, training, and products to the public housing and section 8/housing choice voucher industry. As with Casterline, Nan McKay has extensive experience working with PHAs on an individual basis and on contract with HUD. Nan McKay will start working with staff on March 5, 2012.
- Began the disposition process to remove 38 long-term vacant units at HACCC’s Las Deltas project in North Richmond. This will improve HACCC’s asset management scores.

- Continued to focus staff on intensive lease-up efforts at Bayo Vista in Rodeo.
- Conducted training for financial and public housing staff of HACCC's recently upgraded public housing management software YARDI). The training was conducted by a YARDI contractor who also worked with staff to begin developing additional management and financial reports necessary to develop a complete report package for executive management and the Board.
- Continued to provide financial and public housing staff with financial training.
- Continued to provide public housing and maintenance staff with asset management training.

**FISCAL IMPACT**

No immediate impact.

**CONSEQUENCE OF NEGATIVE ACTION**

None. Information item only.

**To:** Housing Authority Bd of Commissioner

**From:** Joseph Villarreal, Executive Director

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

**Date:** February 14, 2012

**Subject:** Status of HACCC's Corrective Action Plan with the U.S. Department of Housing and Urban Development to Remove the Authority's Troubled Rating

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### **RECOMMENDATIONS**

CONSIDER accepting a report on the status of the Housing Authority of the County of Contra Costa's (HACCC) progress in complying with the obligations set forth in the U.S. Department of Housing and Urban Development's (HUD) Corrective Action Plan (CAP) designed to remove HACCC's troubled rating under the Section 8 Management Assessment Program (SEMAP). (Joseph Villarreal, Executive Director)

### **BACKGROUND**

SEMAP is HUD's report card for the Section 8 Housing Choice Voucher (HCV) program. Data on the essential operations of the HCV program are reported annually to HUD and scored according to HUD regulations. SEMAP scores are derived using a combination of HUD's national database of HCV tenant data, information from annual independent audits and self-reported data from public housing authorities (PHAs). HUD conducts on-site audits periodically to verify the data.

Under SEMAP, PHAs that manage an HCV program receive an annual rating on fourteen separate required Indicators and one bonus Indicator. These Indicators are as follows:

1. Selection from the Waiting List

☐ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/14/2012**

☐ APPROVED AS RECOMMENDED

☐ OTHER

Clerks Notes:

### **VOTE OF SUPERVISORS**

AYES ☐ NOES ☐

ABSENT ☐ ABSTAIN ☐

RECUSE ☐

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: February 14, 2012**

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

**Contact:**

**cc:**

## **BACKGROUND (CONT'D)**

2. Reasonable Rent 3. Determination of Adjusted Income 4. Utility Allowance Schedule 5. HQS Quality Control 6. HQS Enforcement 7. Expanding Housing Opportunities 8. Payment Standards 9. Timely Annual Reexaminations 10. Correct Tenant Rent Calculations 11. Pre-Contract HQS Inspections 12. Annual HQS Inspections 13. Lease-up 14. Family Self-Sufficiency 15. Deconcentration Bonus

A PHA that scores at least 90 percent on the fourteen required Indicators receives a high performer rating. A PHA with a score between 60 and 89 percent receives a standard rating. Any PHA that scores less than 60 percent is considered a troubled Section 8 agency. HACCC scored 24% on its last SEMAP review, which resulted in the current troubled rating. HACCC worked with HUD staff to develop a CAP designed to remove HACCC's troubled rating. The proposed CAP was approved by the Board of Commissioners on August 16, 2011 and by HUD on November 1, 2011.

HACCC must complete the required items on the CAP by March 31, 2012. Once all of the required CAP items are completed, HUD will perform a SEMAP on-site audit. If HACCC scores better than 60% on the on-site audit the agency will return to a standard performer status. However, because many of the CAP items are tied to tasks that occur on an annual basis, it could take up to a year after the CAP is complete to have all of the files fully reflect the changes made. Because it will be difficult to obtain a standard performer status until most files reflect all of the CAP changes, HACCC has begun to utilize a consultant to expedite this process. It is expected that additional contract employees will be brought on to further accelerate the file transformation. HACCC's 2012-2013 budget projections are currently being prepared for the March Board of Commissioners meeting. The staffing budget for this project will be discussed in more depth at that meeting.

HACCC has completed most of the required tasks in the CAP. The CAP is attached and shows when tasks were completed along with a brief description of the deliverables that HUD requested. The next CAP items that HACCC must complete are as follows:

1. Submit updated procedures for documenting utility allowances in tenant files to HUD by February 28, 2012.
2. Train staff on the new procedures for documenting utility allowances in tenant files and internal file protocol. Submit sign-in sheets and an agenda from the training to HUD by February 28, 2012.
3. Re-train staff on file documentation procedures for tenant rent calculations. Submit sign-in sheets and an agenda from the training to HUD by February 28, 2012.

## **FISCAL IMPACT**

No immediate impact.

## **CONSEQUENCE OF NEGATIVE ACTION**

None. This item is an information item only.

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)**  
**Housing Authority of the County of Contra Costa (HACCC)**  
**Effective Dates: November 1, 2011 – March 31, 2012**

February 14, 2012

**Note:** This Corrective Action Plan (CAP) addresses the findings of the confirmatory review of HACCC's SEMAP for FY 2009-2010.

**Indicator A: Selection from Waiting List**

**Goal:** 24 CFR 985.3(a).3.i.B: "Based on the PHA's quality control samples, drawn separately for applicants reaching the top of the waiting list for admissions documentation shows that least 98 percent of the families in both samples of applicants and admissions were selected from the wait list for admission in accordance with these policies and met the selection criteria that determined their places on the waiting list and their order of selection."

**Maximum 15 Points Available**

<b>Program Deficiency</b>	<b>Objective</b>	<b>Key Tasks/Action Items</b>	<b>Revised Target Date</b>	<b>Completion Date and Comments</b>
A. Ensure Correct Universe and Quality Control Sample.	Implement effective sampling and quality control methods and procedures.	<p>a. Update written SEMAP QC procedures to include specific procedures that will assist the PHA staff to identify the correct QC sample universe and sample size for the two quality control samples as required at 24 CFR 985.2(b) (families reaching the top and new admissions).</p> <p>b. Written procedures must identify how sample size was selected.</p> <p><b>Deliverable:</b> Provide to HUD a written copy of updated QC procedures for the Wait List Indicator (24.CFR 985.2(b).</p>	<b>12-30-2011</b>	12-28-11

Housing Authority of the County of Contra Costa

Final Draft October 25, 2011



**SEMAP Corrective Action Plan (AMENDED for FYE 2007)**  
**Housing Authority of the County of Contra Costa (HACCC)**  
**Effective Dates: November 1, 2011 – March 31, 2012**

**Indicator B: Reasonable Rent**

**Goal:** 24 CFR 985.3(b).3.i.B: "based on the PHA's quality control samples of tenant files, the PHA follows its written method to determine reasonable rent and has documented its determination that the rent to owner is reasonable in accordance with 982.507 for at least 98 percent of units sampled at the time of initial leasing, if there is any increase in the rent to owner and at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary."

**Maximum 20 Available Points**

<b>Program Deficiency</b>	<b>Objective</b>	<b>Key Tasks/Action Items</b>	<b>Revised Target Date</b>	<b>Completion Date and Comments</b>
A. Incorrect Rent Reasonableness Quality Control Universe and sample size	Determine correct universe for quality control reviews and sample size	a. Update quality control procedures to ensure a complete universe of all families assisted at anytime during the Fiscal Year (i.e. "active" and "EOP" [including Port-out] families) and correct sampling method is used. <b>Deliverable:</b> Submit updated Quality Control and Sampling Procedures.	<b>12-30-2011</b>	12-28-11
B. Incorrect Rent Reasonableness determinations + documentation	Improve quality of rent reasonableness determinations + documentation	a. Evaluate current rent comparability procedures, policies, forms and systems and modify as needed. <b>Deliverable:</b> Checklist of required documentation.	<b>01-29-2012</b>	1-30-12

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)**  
**Housing Authority of the County of Contra Costa (HACCC)**  
**Effective Dates: November 1, 2011 – March 31, 2012**

**Indicator C: Determination of Adjusted Income**

Goal: 24 CFR 985.3(c).3.i.A: "based on the PHA's quality control samples of tenant files, for at least 90 percent of families: (A) the PHA obtains third party verification of reported family annual income, the value of assets totaling more than \$5,000, expenses related to deductions from annual income, and uses the verified information in determining adjusted income, and/or documents tenant files to show why third party verification was not available."

**Maximum 20 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
A. Incorrect Adjusted Income determination universe	Determine correct universe for quality control sample	<p>a. Update quality control procedures to specify how to compile a complete universe including all families assisted at any time during the FY (i.e. "active" and "EOP" and port out families).</p> <p><b>Deliverable:</b> Submit updated quality control and sampling procedures.</p>	12-30-2011	12-28-11
B. Files missing required documentation.	Ensure utility allowance form and other required documentation is completed correctly and included in each participant file	<p>a. Update and implement procedures for ensuring that files are documented for all adjusted income factors, including utility allowance determinations.</p> <p>b. Train staff to re-review and document the number of bedrooms and utility allowance at each annual recertification.</p> <p>c. Complete refresher training for staff on internal file protocol.</p> <p><b>Deliverables:</b> 1. Submit updated procedures; 2. Submit sign-in sheets and agenda showing training on utility allowance documentation and internal file protocol</p>	2-28-2012	

Final Draft October 25, 2011

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)**  
**Housing Authority of the County of Contra Costa (HACCC)**  
**Effective Dates: November 1, 2011 – March 31, 2012**

**Indicator D: Utility Allowance Schedule**

Goal: 24 CFR 985.3(d).3.i: "The PHA's SEMAP certification states that the PHA reviewed utility rate data within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10 percent or more in a utility rate since the last time the utility allowance schedule was revised."

**Maximum 5 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
A. Incomplete documentation of Utility Allowance analysis	Demonstrate analysis of Utility Allowance changes	<p>a. Obtain a final report and/or executive summary from the contractor or staff performing the utility analysis stating whether or not there was a change in rates and whether the change was 10% or more than the previous survey, with the previous survey rates and current survey rates.</p> <p>b. Maintain a copy of the most recent Utility Allowance Study with supporting data for each utility type in the PHA's utility district.</p> <p><b>Deliverables:</b> 1. Report/summary from contractor or staff performing the utility analysis clearly stating whether there was a change of 10% or more and the current survey rates; 2. Maintain complete supporting documentation of utility analysis review for next SEMAP confirmatory.</p>	<p><b>3-31-2011</b></p> <p>Provide when the next U.A. study is complete and when the next U.A. schedule is updated.</p>	

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)  
Housing Authority of the County of Contra Costa (HACCC)  
Effective Dates: November 1, 2011 – March 31, 2012**

**Indicator E: Housing Quality Standards (HQS) Quality Control Inspections**

Goal: 24 CFR 985.3(e).3.i.: "The PHA's SEMAP certification states that an PHA supervisor or other qualified person performed quality control HQS reinspections during the PHA fiscal year for a sample of units under contract which meets the minimum sample size requirements specified in 983.2 under PHA's quality control sample. The PHA's SEMAP certification also states that the reinspected sample was drawn from recently completed HQS inspections (i.e., performed during the 3 months preceding the quality control reinspection) and was drawn to represent a cross section of neighborhoods and the work of a cross section of inspectors."

**Maximum 5 Points Available**

(No Deficiencies or Required Actions)

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)**  
**Housing Authority of the County of Contra Costa (HACCC)**  
**Effective Dates: November 1, 2011 – March 31, 2012**

**Indicator F: HQS Enforcement**

Goal: 24 CFR 985.3(f).3.i.: "The PHA's SEMAP certification states that the PHA's quality control sample of case files with failed HQS inspection shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, for at least 98 percent of cases sampled, all other cited HQS deficiencies were corrected within no more than 30 calendar days or any PHA-approved extension, the PHA stopped (abated) housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce family obligations."

**Maximum 10 Points Available**

Maximum 10 Points Available				
Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
A. Lack of quality control of HQS Enforcement.	Ensure HQS enforcement in compliance with HUD regulations.	a. Re-train staff and inspectors on the HQS Enforcement procedures, including correction timeframes and scheduling.	a. 2-28-2012	1-30-12
		b. Create and maintain an HQS Enforcement Log that includes at minimum, name of tenant, property address, whether deficiency is 24 hour or 30 day; date landlord notified; date corrected; and date abated. Please refer to the HCV Guidebook, Chapter 10.6 for guidance.	b. 1-29-2012	1-30-12
		c. Draft and implement a policy for reinspections and 24 hour fails during holidays.	c. 1-29-2012	1-30-12
		d. Implement monthly quality control reviews to identify incorrect repair timeframes and reinspection scheduling. Reduce frequency to quarterly reviews once sufficient progress is shown.	d. 1-29-2012	1-30-12
		<b>Deliverables:</b> (1) Submit sign-in sheet and agenda showing staff was trained on new HQS enforcement procedures. (2) Submit a copy of the HQS Enforcement Log. (3) Update Admin Plan with a holiday reinspection policy. (4) Submit summary/evidence of first monthly quality control review.		

Final Draft October 25, 2011

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)**  
**Housing Authority of the County of Contra Costa (HACCC)**  
**Effective Dates: November 1, 2011 – March 31, 2012**

**Indicator G: Expanding Housing Opportunities**

Goal: 24 CFR 985.3(g).3.i.D-F: "The PHA's information packet for rental voucher holders contains either a list of owners who are willing to lease (or properties available for lease) under the rental voucher program; or a current list of other organizations that will help families find units and the PHA can demonstrate that the list(s) includes properties or organizations that operate outside areas of poverty or minority concentration; The PHA's information packet includes an explanation of how portability works and includes a list of portability contact persons for neighboring housing agencies, with name, address and telephone number of each, for use by families who move under portability; and PHA documentation shows that the PHA has analyzed whether rental voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, if such difficulties have been found. PHA documentation shows that the PHA has analyzed whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval of exception payment standard amounts when necessary."

**Maximum 5 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Comments Completion Date and
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(No Deficiencies/Required Actions.)

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)  
Housing Authority of the County of Contra Costa (HACCC)  
Effective Dates: November 1, 2011 – March 31, 2012**

**Indicator H: Deconcentration Bonus**

Goal: 24 CFR 985.3(h).3.i: "The data submitted by the PHA for the deconcentration bonus shows that the PHA met the requirements for bonus points."  
Maximum 5 Points Available

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
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(No Points claimed in 2009/2010)

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)  
Housing Authority of the County of Contra Costa (HACCC)  
Effective Dates: November 1, 2011 – March 31, 2012**

**Indicator I: Payment Standards**

Goal: 24 CFR 985.3(i).3.i.: "PHA has adopted a payment standard schedule that establishes voucher payment standard amounts by unit size for each FMR area in the PHA jurisdiction; The PHA's voucher program payment standard schedule contains payment standards which do not exceed 110 percent of the current applicable published FMR and which are not less than 90 percent of the current applicable published FMR (unless a higher or lower payment standard amount is approved by HUD."

**5 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
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(No Deficiencies or Required Actions.)



**SEMAP Corrective Action Plan (AMENDED for FYE 2007)  
Housing Authority of the County of Contra Costa (HACCC)  
Effective Dates: November 1, 2011 – March 31, 2012**

**Indicator J: Annual Reexaminations**

**Goal:** 24 CFR 985.3(j).3.i: "Whether the PHA completes a reexamination for each participating family at least every 12 months; Fewer than 5 percent of the reexaminations are more than 2 months overdue."

**Maximum 10 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
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(No Deficiencies or Required Actions.)

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)**  
**Housing Authority of the County of Contra Costa (HACCC)**  
**Effective Dates: November 1, 2011 – March 31, 2012**

**Indicator K: Correct Tenant Rent Calculation**

**Goal:** 24 CFR 985.3(k).3.i: "Whether the PHA correctly calculates tenant rent in the rental certificate program and the family's share of the rent to owner in the rental voucher program; 2 percent or fewer of PHA tenant rent and family's share of the rent to owner calculations are incorrect."

**Maximum 5 Points Available**

<b>Program Deficiency</b>	<b>Objective</b>	<b>Key Tasks/Action Items</b>	<b>Revised Target Date</b>	<b>Completion Date and Comments</b>
Incomplete file documentation of tenant rent calculations	Ensure proper file documentation	a. Re-train staff on file documentation procedures to ensure all documentation (EIV, income documentation, bank statements, utility allowance and executed HAP with contract rent) is included in the files. <b>Deliverable:</b> Attendance sheets and agenda for file documentation training.	<b>2-28-2012</b>	
Insufficient Quality Control.	To improve performance through ongoing quality control reviews.	a. Update and implement procedures for conducting quarterly quality control reviews of tenant files for correct tenant rent calculations that includes a checklist showing all third party verifications have been obtained, all documentation is included and all calculations are correct.  <b>Deliverable:</b> Submit summary/evidence of the updated procedures and checklist to HUD field office for review.	<b>1-29-2012</b>	1-30-12

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)**  
**Housing Authority of the County of Contra Costa (HACCC)**  
**Effective Dates: November 1, 2011 – March 31, 2012**

**Indicator L: Pre-contract Housing Quality Standards (HQS) Inspections**

**Goal: 24 CFR 985.3(l).3.i: "Whether newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract (24 CFR 982.305); Fewer than 5 percent of annual HQS inspections of units under contract are more than 2 months overdue."**

**Maximum 10 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
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(No Deficiencies or Required Actions.)

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)  
Housing Authority of the County of Contra Costa (HACCC)  
Effective Dates: November 1, 2011 – March 31, 2012**

**Indicator M: Annual HQS Inspections**

Goal: 24 CFR 985.3(m).3.i: "Whether the PHA inspects each unit under contract at least annually (24 CFR 982.405(a)); Fewer than 5 percent of annual HQS inspections of units under contract are more than 2 months overdue."

**Maximum 10 Points Available**

<b>Program Deficiency</b>	<b>Objective</b>	<b>Key Tasks/Action Items</b>	<b>Revised Target Date</b>	<b>Completion Date and Comments</b>
A. Late Annual Inspections reported in PIC.	Improve on-time inspection rate.	<p>a. Identify overdue inspections in PIC and take appropriate action to resolve them.</p> <p>b. Adopt strict internal requirements for timely and accurate 50058 data entry and MTCS/PIC submission.</p> <p>c. Review PIC/MTCS report for this indicator on a monthly basis, address late annual inspections and maintain a record of progress.</p> <p><b>Deliverables:</b> (1) Submit an action plan for resolving late annual inspections; (2) Submit procedures for timely PIC submissions; (3) Submit a summary/evidence of monthly PIC review and progress made.</p>	<b>12-30-2011</b>	12-28-11

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)  
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Effective Dates: November 1, 2011 – March 31, 2012**

**Indicator N: Lease-up**

**Goal:** 24 CFR 985.3(n).3.i.: "Whether the PHA enters HAP contracts for the number of units reserved under ACC for at least one year. The percent of units leased during the last PHA fiscal year was 98 percent or more, or the percent of allocated budget authority expended during the last PHA fiscal year was 98 percent or more."

**Maximum 20 Points Available**

<b>Program Deficiency</b>	<b>Objective</b>	<b>Key Tasks/Action Items</b>	<b>Revised Target Date</b>	<b>Completion Date and Comments</b>
Incorrect VMS reporting of participants who move and execute leases after the first of the month.	Correct VMS reporting	Ensure accurate VMS reporting of participants who move and execute HAPs after the first of the month.  <b>Deliverable:</b> Written confirmation that errors have been corrected to HUD's Quality Assurance Division with a copy to the local Field Office Director.	<b>11-30-2011</b>	11-9-11

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)  
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Effective Dates: November 1, 2011 – March 31, 2012**

**Indicator O: Family Self-Sufficiency**

Goal: 24 CFR 985.3(o).3.i.: "The PHA has filled 60 to 79 percent of its mandatory FSS slots and 30 percent or more of FSS families have escrow account balances."

**Maximum 10 Points Available**

(No Required Actions in 2009/2010 confirmatory)