

**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**  
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**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**

**February 13, 2018**

**\*\*NOTE TIME CHANGE\*\***

**9:30 A.M.** Convene and call to order.

**CONSIDER CONSENT ITEMS: (Items listed as C.1 through C.4 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)

**ADJOURN**

**CONSENT ITEMS:**

- C.1 APPROVE contract with Net Electric, Inc. (Net Electric), the lowest responsive and responsible bidder, in an amount not to exceed \$300,000 to upgrade smoke and carbon monoxide detectors in all public housing units; and AUTHORIZE the Executive Director of the Housing Authority, or designee, to execute a contract with Net Electric and sign any escrow agreements prepared to ensure performance under the contract, pursuant to Section 22300 of the Public Contract Code.
- C.2 ADOPT Resolution No. 5210 to approve collection loss write-offs in the public housing program in the amount of \$ 35,979.41 for the quarter ending January 31, 2018.
- C.3 APPROVE the 2018-2019 Annual Agency Budget; and ADOPT Public Housing Agency Board Resolution No. 5209 to approve the Annual Agency Budget on the U.S. Department of Housing and Urban Development Form 52574.
- C.4 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.**

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: February 13, 2018



Contra  
Costa  
County

Subject: APPROVE CONTRACT WITH NET ELECTRIC, INC. AT \$300,000 TO UPGRADE SMOKE AND CARBON MONOXIDE DETECTORS IN ALL PUBLIC HOUSING UNITS

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## **RECOMMENDATIONS**

APPROVE contract with Net Electric, Inc. (Net Electric), the lowest responsive and responsible bidder, in an amount not to exceed \$300,000 to upgrade smoke and carbon monoxide detectors in all public housing units; and

AUTHORIZE the Executive Director of the Housing Authority, or his designee, to execute a contract with Net Electric; and

AUTHORIZE the Executive Director, or his 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, pursuant to Section 22300 of the Public Contract Code.

## **BACKGROUND**

HACCC received three bids to upgrade existing smoke and carbon monoxide detectors in all public housing units except Las Deltas. The bids received were as follows:

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Action of Board On: **02/13/2018** ☐ 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: February 13, 2018

Contact:  
925-957-8028

Joseph Villarreal, Executive Director

By: , Deputy

cc:

## BACKGROUND (CONT'D)

Net Electric	\$259,930
Gibraltar Construction	\$335,150
Professional Electric	\$340,669

Las Deltas was not included in the bid price because it is unknown how many Las Deltas units will be occupied during the work period of this contract. This is because Las Deltas is being permanently vacated under the RAD program, and families are moving out as they find suitable housing. After a contract to upgrade the smoke detectors is executed, a change order will be developed that includes any remaining occupied units at Las Deltas. The timing of this will be based on a joint work plan developed with the contractor. The \$300,000 not to exceed amount includes money to pay for the Las Deltas upgrades as well as an allowance for any unanticipated costs for the total project.

Net Electric submitted the lowest responsive and responsible bid at \$259,930, and staff recommends that the Board approve award of this contract to Net Electric.

## FISCAL IMPACT

Funding for this Project is provided through the Housing Authority's (HACCC) annual Capital Fund grant from the United States Department of Housing and Urban Development. Funding for this project is provided for in HACCC's current budget.

## CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to award the contract to Net Electric, HACCC will need to expend staff time and resources to rebid the project. A delay may also jeopardize the funding allocated to the project. Finally, such action would also delay the needed upgrade of smoke and carbon monoxide detectors in HACCC's public housing units.



To: Board of Supervisors  
From: Joseph Villarreal, Housing Authority  
Date: February 13, 2018

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

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### **RECOMMENDATIONS**

ADOPT Resolution No. 5210 to approve collection loss write-offs in the public housing program in the amount of \$ 35,979.41 for the quarter ending January 31, 2018.

### **BACKGROUND**

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

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Action of Board On: **02/13/2018** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

### **VOTE OF COMMISSIONERS**

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ATTESTED: February 13, 2018

Contact:  
925-957-8028

Joseph Villarreal, Executive Director

By: , Deputy

cc:

## BACKGROUND (CONT'D)

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

CA011-001	Alhambra Terrace Martinez	\$
CA011-003	Bridgemont Antioch	\$0
CA011-004	Los Nogales Brentwood	\$566.00
CA011 005	El Pueblo Pittsburg	\$1,571.21
CA011-006	Las Deltas N. Richmond	\$0
CA11-008	Los Arboles Oakley	\$4,802.00
CA011-009A	Las Deltas N. Richmond	\$4,990.00
CA011-009B	Las Deltas N. Richmond	\$0
CA011-010	Bayo Vista Rodeo	\$15,905.35
CA011-011	Hacienda Martinez	\$0
CA011-012	Casa de Manana Oakley	\$0
CA011-013	Casa de Serena Bay Point	\$1,409.35
CA011-015	Elder Winds Antioch	\$0
CA011-4501	Vista del Camino San Pablo	\$6,735.50
CA011-4502	Kidd Manor	\$0
TOTAL		<b>\$35,979.41</b>

A total of 9 accounts are being recommended for write-off, representing an average of \$3,998.00 per account.

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

### **Conventional Program**

THIS QUARTER 01/31/2018	\$35,979.41
09/31/17	\$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**

Uncollectable 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 uncollectable. Once an account is written off, it can be turned over to a collection agency. For the period ending January 31, 2018, the collection loss write-off total is \$35,979.41.

### **CONSEQUENCE OF NEGATIVE ACTION**

Should the Board of Commissioners elect not to adopt Resolution No. 5210, these accounts would inflate the total accounts receivable for HACCC and present and inaccurate financial picture.

### **ATTACHMENTS**

Write off Memo

Resolution Collection Write Off Jan 31, 18

## 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: JANUARY 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-	-0-	\$566.00	1
El Pueblo, Pittsburg CAL 11-5	-0-	-0-	\$1,571.21	\$1,571.21	1
Las Deltas, N. Richmond CAL 11-6	-0-	-0-	-0-	-0-	0
Los Arboles, Oakley CAL 11-8	-0-	-0-	\$4,802.00	\$4,802.00	1
Las Deltas, N. Richmond CAL 11-9A	\$4,790.00	-0-	\$200.00	\$4,990.00	1
Las Deltas, N. Richmond CAL 11-9B	-0-	-0-	-0-	-0-	0
Bayo Vista, Rodeo CAL 11-10	\$13,513.96	-0-	\$2,391.39	\$15,905.35	3
Hacienda, Martinez CAL 11-11	-0-	-0-	-0-	-0-	0
Casa de Manana, Oakley CAL 11-12	-0-	-0-	-0-	-0-	0
Casa de Serena Bay Point CAL 11-13	\$1,031.00	-0-	\$378.35	\$1,409.35	1
Elder Winds, Antioch CAL 11-15	-0-	-0-	-0-	-0-	0
Vista del Camino San Pablo 4501	\$5,723.00	\$145.00	\$867.50	\$6,735.50	1
Kidd Manor, San Pablo 4502	-0-	-0-	-0-	-0-	0
<b>TOTALS:</b>	<b>\$25,057.96</b>	<b>\$145.00</b>	<b>\$10,210.45</b>	<b>\$35,979.41</b>	<b>9</b>



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

RESOLUTION NO. 5210

RESOLUTION APPROVING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$35,979.41 FOR THE  
PERIOD ENDING JANUARY 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 January 31, 2018.

	Conventional Program
Dwelling Rent	\$25,057.96
Legal Charges	\$145.00
Maintenance & Other Charges	\$10,210.45
<b>TOTAL</b>	<b>\$35,979.41</b>

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

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: February 13, 2018



Contra  
Costa  
County

Subject: 2018-2019 ANNUAL AGENCY BUDGET

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## **RECOMMENDATIONS**

1. APPROVE the 2018-2019 Annual Agency Budget; and
2. ADOPT Public Housing Agency Board Resolution No. 5209 approving the Annual Agency Budget on HUD Form 52574.

## **BACKGROUND**

In compliance with the United States Department of Housing and Urban Development's (HUD) regulations, the Housing Authority of the County of Contra Costa (HACCC) has prepared the proposed budget for fiscal year (FY) 2018-2019. Currently, the federal government is operating on a Continuing Resolution. As a result, the final funding levels for the federal fiscal year (FFY) 2018 and 2019 are unknown. This means that federal funding for HACCC's programs since January 1, 2017 is also unknown. The proposed budget is based on current HUD funding projections. When the federal budget for FFY 2018 is finalized, any changes in the funding levels advanced by HUD to housing authorities will be applied retroactively to January 1, 2017. If any budget changes are required, they will be compounded by the fact that HUD's funding process applies additional layers of retroactive

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Action of Board On: **02/13/2018** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

### **VOTE OF COMMISSIONERS**

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ATTESTED: February 13, 2018

Contact:  
925-957-8028

Joseph Villarreal, Executive Director

By: , Deputy

cc:

## BACKGROUND (CONT'D)

adjustments after the federal budget is finalized. Staff will update the budget as required in the quarterly budget to actual presentations or, sooner, if necessary.

Three primary factors impact the funding of a housing authority's housing choice voucher and public housing programs. These factors are the amount of funding allocated to HUD by Congress, the national utilization rate (number of families housed), and the local utilization rate. Congressional funding of HUD sets baseline funding for HUD's programs. In the recent past, funding to HUD has usually been prorated, meaning that HUD, or specific programs, were not fully funded. Congressional funding for HUD is then modified first by national program utilization and then by local program utilization in order to determine final program funding levels for each housing authority.

The utilization rate of a program is defined as the number of families under contract at the beginning of a given month. If every public housing unit is occupied at the beginning of May, then the utilization rate for May is 100%. If only 90 out of 100 units are occupied, the utilization rate is 90%. For national utilization, if housing authorities across the nation are collectively housing more families than in a previous period, then HUD will have to adjust the proration level downward. When fewer families collectively are assisted, then proration will be increased. Within the parameters set by Congressional funding and national utilization, funding for each individual housing authority will rise when local utilization increases and fall when the number of families housed drops. HUD's current budget process calculates utilization and program funding retroactively. Final public housing funding in a given calendar year is not usually calculated until November of the same calendar year. Funding for the voucher program is normally adjusted quarterly, with final funding usually calculated by March of the following calendar year.

In addition to budgetary delays, housing authorities have also become accustomed to significant swings in funding levels. Over the past six years, proration levels in public housing have been as follows:

2018 90.00% (Advance)  
2017 93.10%  
2016 90.21%  
2015 85.36%  
2014 88.79%  
2013 81.86%

During the same period, proration levels in housing choice voucher administrative fees have been as follows:

2018 76.00% (estimated)

2017 77.51%

2016 83.94%

2015 81.57%

2014 79.77%

2013 69.27%

In developing HACCC's proposed budget, staff used the HUD two year forecasting tool supplied by the HUD Short Fall Team to determine the Housing Assistance Payments (HAP) for the Housing Choice Voucher (HCV) Program. The administrative fees and other revenue items were estimated using the three-year median funding levels. The primary expenditures, labor and benefits, were computed using the most current planned practices. All other expenditures were computed using a combination of the three-year median and any known, planned activities.

HACCC's proposed overall budget is shown below in comparison to last year's approved budget along with the projected change in reserve levels. This overview is followed by the HACCC's four major program areas: Housing Choice Vouchers (HCV), Public Housing, State and Local programs, and Certificate Programs. Each area provides a brief program overview, last year's approved budget along with the projected change in reserve levels, and an explanation of the change from prior year. A more detailed budget is available for viewing at HACCC's administrative office.

#### **Agency Overview:**

<b>HACCC Agency Summary</b>	<b>2018-2019 Budget</b>	<b>2017-2018 Budget</b>	<b>Change</b>
Revenue	\$ 137,181,965	\$ 114,281,783	\$ 22,900,182
Operating Expenditures	\$ 24,314,812	\$ 23,155,945	\$ 1,158,867
Program Costs, Debt Service & Other Capital Improvements	\$ 113,142,116	\$ 90,262,007	\$22,880,109
To Reserves	\$ (274,963)	\$ 863,831	( \$ 1,138,794)

<b>HACCC Consolidated Reserves</b>	Restricted Reserve Bal.	Unrestricted Reserve Bal.	Reserve Balances
Projected 3/31/18	\$ 2,038,236	\$ 11,192,662	\$ 13,230,898
<b>FY 2018 Budget Impact</b>	<b>\$ 60,718</b>	<b>(\$ 335,681)</b>	<b>\$(274,963)</b>
Projected to 3/31/19	\$ 2,098,954	\$ 10,856,981	\$ 12,955,935

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 exception to this rule is the unrestricted balance within the State and Local Fund. This balance can be used in any of HACCC's programs.

### **Housing Choice Voucher Overview:**

The HCV program provides rental assistance to families in the private market. HACCC qualifies families for the program based on income. Eligible families find a home in the private rental market and HACCC provides them with a subsidy via a Housing Assistance Payment (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 as many as 6,921 families. Due to funding, regulatory and market restrictions, HACCC is projected to house an average of only 6,098 families per month under the proposed budget, a decrease of 2.6% from the fiscal year prior.

<b>HCV Summary</b>	2018-2019 Budget	2017-2018 Budget	Change
Revenue	\$ 114,086,817	\$ 92,564,347	\$ 21,522,470
Expenditures	\$ 7,073,098	\$ 6,843,945	\$ 229,153
Program Costs, Debt Service & Other Capital Improvements	\$ 107,321,470	\$ 84,800,519	\$ 22,520,951
To Reserves	\$(307,751)	\$ 919,883	(\$1,227,634)
<b>HCV Reserves</b>	Restricted Reserve Bal.	Unrestricted Reserve Bal.	Reserve Balances
Projected 3/31/18	\$ -0-	\$ 4,918,033	\$ 4,918,033
<b>FY 2018 Budget Impact</b>	<b>\$ -0-</b>	<b>(\$ 307,751)</b>	<b>(\$ 307,751)</b>
Projected to 3/31/19	\$ -0-	\$ 4,610,282	\$ 4,610,282

### **Explanation of Change:**

The \$21,522,470 increase in revenue and the \$22,520,951 in program costs are almost entirely related to increases in housing assistance payment subsidies.

## Public Housing & Capital Fund Overview:

HACCC owns and manages 1,179 public housing units at 16 different sites throughout the County. Revenue to manage these properties is derived from tenant rents and an operating subsidy received from HUD. Because tenant rents are set by income and not the actual operating costs of the properties, most public housing properties across the nation are not able to charge enough rent to meet operating needs. HUD's operating subsidy is designed to supplement some of the shortfall in actual operating costs versus tenant rents. HUD also provides annual Capital Fund grants via formula to approximately 3,300 housing authorities. Capital Fund grants may be used for the development, financing, and modernization of public housing developments and for management improvements.

<b>Public Housing Summary - All Units</b>	2018-2019 Budget	2017-2018 Budget	Change
Revenue	\$ 11,867,879	\$ 11,053,573	\$814,306
Expenditures	\$ 11,448,135	\$ 10,648,875	\$799,260
Program Costs, Debt Service & Other Capital Improvements	\$ 431,157	\$ 872,281	(\$441,124)
To Reserves	(\$ 11,413)	(\$ 467,583)	\$456,170

  

<b>Public Housing by Asset Management Property (AMP)</b>	Area	2018-2019 Revenue	2018-2019 Expenditure	2018-2019 Residual/(Loss)
AMP-1,Ca001,Ca011,	Martinez	\$ 761,156	\$ 736,764	\$ 24,391
AMP-2,Ca045a,Ca045b	San Pablo	\$ 1,326,391	\$ 1,043,689	\$282,703
AMP-3,Ca004,Ca008,Ca012	Brentwood, Oakley	\$ 1,033,847	\$1,000,141	\$ 33,706
AMP-4,Ca010	Rodeo	\$ 2,881,780	\$ 2,819,165	\$ 62,615
AMP-5,Ca005	Pittsburg	\$ 1,574,396	\$ 1,880,421	(\$ 306,025)
AMP-6,Ca009a,Ca009b	North Richmond	\$ 616,498	\$ 771,671	(\$ 155,172)
AMP-7,Ca006	North Richmond	\$ 235,499	\$ 380,505	(\$ 145,006)
AMP-8,Ca002,Ca013	Bay Point	\$426,005	\$ 448,432	(\$ 22,428)
AMP-9,Ca003,Ca015	Antioch	\$978,220	\$ 1,078,156	(\$ 99,936)
Capital Funding	All AMPS	\$ 1,812,174	\$ 1,498,435	\$ 313,739
Program Totals		\$11,645,966	\$ 11,657,379	(\$ 11,413)

<b>Public Housing Reserves</b>	Restricted Reserve Balance	Unrestricted Reserve Balance	Reserve Balance
Projected 3/31/18	\$ -0-	\$ 2,700,627	\$ 2,700,627
<b>FY 2018 Budget Impact</b>	<b>\$ -0-</b>	<b>(\$ 11,413)</b>	<b>(\$ 11,413)</b>
Projected to 3/31/19	\$ -0-	\$ 2,689,214	\$ 2,689,214

#### Explanation of Change:

The increase in revenue and expenditures of \$814,306 and \$799,260 respectively is a result of deferred capital fund items that are required to be recognized on a cash basis due to grant funding from HUD.

The \$441,124 reduction in capital improvements is a result of the cost associated with relocation (RAD) component of the capital fund grants that are reported as expenditures versus capital improvements.

#### Housing Certificate Programs Overview:

HACCC's Housing Certificate Programs have been reduced to one program area, that being Shelter-Plus Care. The Section 8 Moderate Rehabilitation (Mod Rehab) program was merged by HUD into the Housing Choice Voucher program using project-based vouchers.

The Shelter-Plus Care Program provides rental assistance for hard-to-serve homeless persons with disabilities in connection with supportive services. HACCC operates the housing and financial portions of the program and the County's Homeless Program operates the supportive services and casework portions. Approximately 306 clients are assisted under this program.

<b>Certificate Programs Summary</b>	2018-2019 Budget	2017-2018 Budget	Change
Revenue	\$ 5,164,313	\$ 4,418,628	\$ 745,685
Expenditures	\$ 524,620	\$ 49,509	\$ 475,111
Program Costs, Debt Service & Other Capital Improvements	\$ 4,643,633	\$ 3,889,841	\$ 753,792
To Reserves	(\$ 3,940)	\$ 37,278	(\$ 41,218)
<b>Certificate Programs Reserves</b>	Restricted Reserve Bal.	Unrestricted Reserve Bal.	Reserve Balances
Projected 3/31/18	\$ 0	\$ 0	\$ 0

<b>FY 2018 Budget Impact</b>	<b>\$ 0</b>	<b>(\$3,940)</b>	<b>(\$3,940)</b>
Projected to 3/31/19	\$ 0	(\$3,940)	(\$3,940)

**Explanation of Change:**

The primary changes in the Certificate Program related to revenues and program costs are shifts in HAP funding and expense. The change in expenditures are Supportive Services that HUD has allowed to be funded in the program area.

**State and Local Overview:**

HACCC administers a variety of programs and activities that are either not HUD funded 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 contracts with the City of Antioch to run their rental rehabilitation program. Additionally, HACCC receives management fees for administering HUD programs.

<b>State &amp; Local Summary</b>	2018-2019 Budget	2017-2018 Budget	Change
Revenue	\$ 6,062,956	\$ 6,245,234	(\$182,278)
Expenditures	\$ 5,268,959	\$ 5,171,616	\$ 97,343
Program Costs, Debt Service & Other Capital Improvements	\$ 745,856	\$ 699,366	\$46,490
To Reserves	\$ 48,141	\$ 374,252	(\$326,111)
<b>State &amp; Local Reserves</b>	Restricted Reserve Bal.	Unrestricted Reserve Bal.	Reserve Balances
Projected 3/31/18	\$ 2,008,747	\$ 3,603,491	\$ 5,377,677
<b>FY 2018 Budget Impact</b>	<b>\$ 64,658</b>	<b>(\$16,517)</b>	<b>\$ 374,251</b>
Projected to 3/31/19	\$ 2,073,405	\$ 3,586,974	\$ 5,751,928

**Explanation of Change:**

The primary changes in revenue was a result of a delayed rent increase in the tax credit property. The increase in expenditures was a direct result of maintaining the increased management performance in program utilization. The increased program costs were all related to the tax credit financed properties.

**CONSEQUENCE OF NEGATIVE ACTION**

Should the Board of Commissioners choose not adopt Resolution No. 5209 approving HACCC's budget for the fiscal year 2018-2019, HACCC will not be in compliance with HUD regulations. Further, HACCC will not be in compliance in fulfilling its financial and programmatic obligations to program participants and property owners, as well as HACCC employees, contractors, and vendors.



ATTACHMENTS

HUD FORM 52574 Approving Agency Budget

PHA Board Resolution  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 07/31/2019)

**Public reporting burden for** this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: \*\*\*\*\*PHA Code:

PHA Fiscal Year Beginning: \*\*\*\*\*Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: February 13, 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, HACCC 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, HACCC began officially moving families out of Las Deltas, although a few of the 81 families had moved before this date (the "early movers" retained eligibility for, and were offered, relocation benefits). The mover status of the Las Deltas families as of February 1, 2018 is as follows:

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Action of Board On: **02/13/2018** ☐ 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: February 13, 2018

Contact:  
925-957-8028

Joseph Villarreal, Executive Director

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>29</b>
Moved to other public housing	18
Moved using voucher within HACCC jurisdiction	7
Moved using voucher outside of HACCC jurisdiction	3
Moved and left HACCC programs	1
<b>Total Families Pending Move</b>	<b>52</b>
Waiting to move to other public housing unit	12
Already issued voucher, searching for a unit	34
Waiting for voucher to be issued	6

## FISCAL IMPACT

Funding of approximately \$1.4 million is provided in the Housing Authority's (HACCC) 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.