

**HOUSING AUTHORITY of the  
COUNTY OF CONTRA COSTA**  
**CALENDAR FOR THE BOARD OF COMMISSIONERS**  
**BOARD CHAMBERS, COUNTY ADMINISTRATION BUILDING**  
**1025 ESCOBAR STREET**  
**MARTINEZ, CALIFORNIA 94553-1229**

**DIANE BURGIS, CHAIR**  
**FEDERAL D. GLOVER, VICE CHAIR**  
**JOHN GIOIA**  
**CANDACE ANDERSEN**  
**KAREN MITCHOFF**

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

**To slow the spread of COVID-19, the Health Officer's Shelter Order of December 16, 2020, prevents public gatherings ([Health Officer Order](#)). In lieu of a public gathering, the Board of Supervisors meeting will be accessible via television and live-streaming to all members of the public as permitted by the Governor's Executive Order N29-20. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).**

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA MAY CALL IN DURING THE MEETING BY DIALING **888-251-2949** FOLLOWED BY THE ACCESS CODE **1672589#**. To indicate you wish to speak on an agenda item, please push "#2" on your phone.

All telephone callers will be limited to two (2) minutes apiece. Your patience is appreciated.

A lunch break or 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 online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).

**SPECIAL MEETING**

**AGENDA**

**March 9, 2021**

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

**11:00 A.M.** Convene and call to order.

**CONSIDER CONSENT ITEMS:** (Items listed as C.1 through C.2 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.

**PRESENTATIONS (5 Minutes Each)**

- PR.1 ADOPT Resolution No. 5233 recognizing Habitat for Humanity of the East Bay and Silicon Valley for their ongoing partnership with the Housing Authority of the County of Contra Costa (HACCC).

## **DISCUSSION ITEMS**

D. 1 CONSIDER Consent Items previously removed.

D. 2 PUBLIC COMMENT (2 Minutes/Speaker)

- D.3 RECEIVE report concerning the COVID vaccine clinics hosted by the Housing Authority for senior residents of the Authority's public housing and tax credit units.
- D.4 CONSIDER approving the Housing Authority's Fiscal Year 2022 Annual Agency Budget; and adopting PHA Board Resolution No. 5232 Approving the Annual Agency Budget on HUD Form 52574.

## **ADJOURN**

## **CONSENT ITEMS:**

- C.1 RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending December 31, 2020.
- C.2 DETERMINE that the proposal submitted by OPC is the best value to the Authority for residential real estate services; and AWARD contract to OPC, Inc., the Best Value proposer, at the rates and prices set forth in OPC's December 17, 2020 proposal in a total amount not to exceed \$600,000.

## **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, 1025 Escobar Street, Martinez, CA 94553; by fax: 925-655-2006; 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) 655-2000. An assistive listening device is available from the Clerk. 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) 655-2000, 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) 655-2000. 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, 1025 Escobar Street, 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: March 9, 2021



**Contra  
Costa  
County**

Subject: ADOPT RESOLUTION NO. 5233 RECOGNIZING HABITAT FOR HUMANITY OF THE EAST BAY AND SILICON VALLEY FOR THEIR ONGOING PARTNERSHIP WITH THE HOUSING AUTHORITY

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## **RECOMMENDATIONS**

ADOPT Resolution No. 5233 recognizing Habitat for Humanity of the East Bay and Silicon Valley for their ongoing partnership with the Housing Authority of the County of Contra Costa (HACCC).

## **BACKGROUND**

Since July 2018, Habitat for Humanity counselors facilitated over 90 one-to-one financial counseling appointments with FSS families. In these meetings, financial counselors work directly with FSS families to develop an individualized budget, review a free copy of the family's credit report and draft an action plan for accomplishing financial goals. Habitat for Humanity of the East Bay and Silicon Valley also facilitated six (6) Department of Housing and Urban Development (HUD) Certified Homeownership Workshops with over 120 FSS and Homeownership Path families. These workshops prepare FSS members for the home buying process, promote progress on FSS employment goals and create opportunities for members to join together with peers on the path to self-sufficiency.

FSS and Homeownership Path families who engage the one-to-one financial counseling and workshops are offered the HACCC Homeownership Option Pre-Application. The first of this group of applicants closed on their new home in May 2019. The programming guidance provided by Habitat for Humanity of the East Bay and Silicon Valley was essential to improving FSS program outcomes. This partnership makes it possible for HACCC to integrate financial empowerment opportunities with housing subsidies and

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Action of Board On: **03/09/2021** ☐ 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: March 9, 2021

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

### BACKGROUND (CONT'D)

workforce development programming. By joining these services, HACCC's asset building model FSS program offers Contra Costa County working families a bridge out of poverty.

### FISCAL IMPACT

None. Habitat for Humanity of the East Bay and Silicon Valley works with participants of HACCC's Family Self-Sufficiency (FSS) program free of charge to participants and HACCC.

### CONSEQUENCE OF NEGATIVE ACTION

None. Information item only.

### ATTACHMENTS

Res. 5233 Habitat for Humanity

# HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA



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

### RESOLUTION NO. 5233

#### RESOLUTION NO. 5225 RECOGNIZING HABITAT FOR HUMANITY OF THE EAST BAY AND SILICON VALLEY FOR THEIR ONGOING PARTNERSHIP WITH THE HOUSING AUTHORITY

WHEREAS, since July 2018, Habitat for Humanity of the East Bay and Silicon Valley counselors have facilitated over 90 individualized financial counseling appointments with Family Self-Sufficiency (FSS) families. In these meetings, financial counselors work directly with FSS families to develop an individualized budget, review a free copy of the family's credit report and draft an action plan for accomplishing financial goals; and

WHEREAS, Habitat for Humanity of the East Bay and Silicon Valley also facilitated six (6) Department of Housing and Urban Development (HUD) Certified Homeownership Workshops with over 120 FSS and Homeownership Path families. These workshops prepare FSS members for the home buying process, promote progress on FSS employment goals and create opportunities for members to join together with peers on the path to self-sufficiency; and

WHEREAS, FSS and Homeownership Path families who participate in financial counseling and workshops are offered the HACCC Homeownership Option pre-application. The first of this group of applicants closed on their new home in May 2019; and

WHEREAS, The programming guidance provided by Habitat for Humanity of the East Bay and Silicon Valley was essential to improving FSS program outcomes. This partnership makes it possible for HACCC to integrate financial empowerment opportunities with housing subsidies and workforce development programming. By joining these services, HACCC's asset building model FSS program offers Contra Costa County working families a bridge out of poverty.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the County of Contra Costa does hereby recognize and commends the Habitat for Humanity of the East Bay and Silicon Valley and their ongoing partnership with the Housing Authority of the County of Contra Costa

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: March 9, 2021



Contra  
Costa  
County

Subject: COVID VACCINE CLINICS AT HOUSING AUTHORITY PROPERTIES

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## **RECOMMENDATIONS**

RECEIVE report concerning the COVID vaccine clinics hosted by the Housing Authority for senior residents of the Authority's public housing and tax credit units.

## **BACKGROUND**

As the Board is aware, the Housing Authority (HACCC) serves a group of people that have been among the hardest hit by COVID. This is true in terms of race/ethnicity, income levels, age and disability and it is also true that many of the families we serve have difficulty accessing medical systems for a variety of reasons.

Given these facts, HACCC was fortunate to partner with the County's Health Department (CCHS) and Choice in Aging to provide COVID vaccines at nine different HACCC properties. Most were senior/disabled properties, but three were family properties with significant senior populations. Both CCHS and Choice in Aging administered shots at our sites and so did the San Ramon Valley Fire Department, CVS and the County's Medical Reserve Corps.

We want to particularly acknowledge Elizabeth Hernandez and Willem Decker from CCHS as well as Debbie Toth from Choice in Aging. These three were our primary coordinating contacts and spent many hours working with our staff.

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Action of Board On: **03/09/2021** ☐ 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: March 9, 2021

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

### BACKGROUND (CONT'D)

I also want to thank the following staff from HACCC who helped make the mobile clinics happen: Elizabeth Campbell, Linda Givins, Stefanie Monge, Noor Forsland, Martha Flores, Mario Rinaldi, Jaclyn Ellsworth, Amber Nicholson, Leticia Morales, Kathy Sosa, Tony Ucciferri, Dan Tenorio, Roderick Evans, Victor Carranza, Joe Calcagno, Mike Hervey, Ingrid Layne, Nataline Jindoian, Raven Maier Bell, Emma Casey, Norine Gerald, David Broussard, Charlene Calica, Joseph Villarreal, Edwin Lugo, Forrest Thompson, Karis Charles and Christina Rogers.

At the time of writing this Board Order, we are in the middle of the second round of vaccines and some of our tenants are only now receiving their first shot. To date, 441 individuals have received their first dose of vaccine. By property, here is how many persons received their first vaccine dose:

Casa Del Rio, Antioch: 60  
Bayo Vista, Rodeo: 82  
Casa De Manana, Oakley: 51  
Casa Serena, Bay point: 33  
Hacienda, Martinez: 42  
Kidd Manor, San Pablo: 34  
Alhambra Terrace, Martinez: 35  
Elder Winds, Antioch: 73  
El Pueblo, Pittsburg: 31

Attached are a list of all of HACCC's property-based senior housing and demographics for these units. HACCC has been speaking to the County about using our properties as mobile clinics again in order to provide COVID vaccines to our 3,541 seniors in our tenant-based voucher programs. We are hoping this can begin later this month, or sometime in April. Attached is a listing by City of our senior voucher tenants. Demographics for this group are attached as well.

### FISCAL IMPACT

None. Information item only.

### CONSEQUENCE OF NEGATIVE ACTION

None. Information item only.

### ATTACHMENTS

Covid Vaccine Clinic Attachment



## Property-based Senior Units

### HACCC Public Housing Units

| PROPERTY NAME  | ADDRESS                                 | 0 BR | 1 BR | 2 BR | 3 BR | TOTAL UNITS | PROPERTY RESTRICTIONS |
|----------------|---|------|------|------|------|-------------|-----------------------|
| Elder Winds    | 2100 Buchanan Road<br>Antioch           |      | X    | X    |      | 100         | Over 62 or Disabled   |
| Casa de Serena | 1016-1065 Clearland<br>Drive, Bay Point |      | X    |      |      | 50          | Over 62 or Disabled   |
| Hacienda       | 1111 Ferry Street,<br>Martinez          |      | X    |      |      | 50          | Over 62 or Disabled   |
| Casa de Mañana | Rosemary Lane, Oakley                   |      | X    | X    |      | 40          | Over 62 or Disabled   |
| Kidd Manor     | 100 Austin Court<br>San Pablo           | X    | X    |      |      | 41          | Over 62 or Disabled   |

### HACCC Tax Credit Units

| PROPERTY NAME | ADDRESS                         | 0 BR | 1 BR | 2 BR | 3 BR | TOTAL UNITS | PROPERTY RESTRICTIONS |
|---------------|---------------------------------|------|------|------|------|-------------|-----------------------|
| Casa del Rio  | 615 West Seventh St.<br>Antioch |      | X    | X    |      | 82          | Over 62 or Disabled   |

### Project-based Voucher Units (PBV)

| PROPERTY NAME                 | ADDRESS                                | 0 BR | 1 BR | 2 BR | 3 BR | TOTAL UNITS | PROPERTY RESTRICTIONS  |
|-------------------------------|--|------|------|------|------|-------------|--|
| Brentwood Senior Apartments   | 750 Larkspur Lane,<br>Brentwood        |      | X    |      |      | 80          | Over 62  |
| Samara Terrace Apartments     | 102 Civic Dr, Hercules                 |      | X    |      |      | 52          | Over 62  |
| Hookston Senior Homes         | 80 West Hookston Rd.,<br>Pleasant Hill |      | X    | X    |      | 99          | Over 62  |
| Belle Terre Senior Apartments | 3428 Mt. Diablo Blvd,<br>Lafayette     |      | X    |      |      | 46          | Over 62, 17 Verifiably Disabled Units                                |
| Monteverde Senior Apartments  | 2 Irwin Place, Orinda                  |      | X    |      |      | 67          | Over 62  |
| Berrellesa Palms Apartments   | 310 Berrellesa St.,<br>Martinez        |      | X    |      |      | 48          | Frail elderly (over 62),<br>Some units for disabled<br>with HIV/AIDS |

## Property-based Senior Units

| PROPERTY NAME                    | ADDRESS                                 | 0 BR | 1 BR | 2 BR | 3 BR | TOTAL UNITS | PROPERTY RESTRICTIONS    |
|----------------------------------|---|------|------|------|------|-------------|--------------------------|
| <b>Tabora Gardens Apartments</b> | 3701 James Donlon Blvd., Antioch        |      | X    |      |      | 85          | Over 62, Veterans, HOPWA |
| <b>Hana Gardens Apartments</b>   | 10860 San Pablo Ave., El Cerrito        |      | X    |      |      | 63          | Over 62                  |
| <b>Trinity Plaza Apartments</b>  | 350 MacDonald Ave., Richmond, CA 94801  |      | X    |      |      | 65          | Over 62                  |
| <b>Carquinez Apartments</b>      | 400 Harbour Way, Richmond, CA 94801     |      | X    |      |      | 35          | Over 62                  |
| <b>Miraflores</b>                | 150 So. 45th Street, Richmond, CA 94804 |      | X    |      |      | 79          | Over 62                  |
| <b>Friendship Manor</b>          | 564 Stege Avenue, Richmond, CA 94804    |      | X    | X    |      | 56          | Over 62                  |

### PBV Units – NOT OPEN YET

| PROPERTY NAME          | ADDRESS                             | 0 BR | 1 BR | 2 BR | 3 BR | TOTAL UNITS | PROPERTY RESTRICTIONS |
|------------------------|-------------------------------------|------|------|------|------|-------------|-----------------------|
| <b>Terraces Senior</b> | 2300 Nevin Ave., Richmond, CA 94801 |      |      |      |      | 127         | Over 62               |



## Housing Choice Voucher Seniors (62+)

| City                    | Total       | %     |
|-------------------------|-------------|-------|
| ANTIOCH                 | 627         | 17.7% |
| BAY POINT               | 93          | 2.6%  |
| BETHEL ISLAND           | 1           | 0.0%  |
| BRENTWOOD               | 147         | 4.2%  |
| BYRON                   | 3           | 0.1%  |
| CLAYTON                 | 2           | 0.1%  |
| CONCORD, CA             | 433         | 12.2% |
| CROCKETT                | 7           | 0.2%  |
| DANVILLE                | 20          | 0.6%  |
| DISCOVERY BAY           | 4           | 0.1%  |
| DUBLIN                  | 5           | 0.1%  |
| EL CERRITO              | 98          | 2.8%  |
| EL SOBRANTE             | 27          | 0.8%  |
| HERCULES                | 90          | 2.5%  |
| LAFAYETTE               | 64          | 1.8%  |
| MARTINEZ                | 147         | 4.2%  |
| N. RICHMOND             | 6           | 0.2%  |
| OAKLEY                  | 110         | 3.1%  |
| ORINDA                  | 77          | 2.2%  |
| PACHECO                 | 2           | 0.1%  |
| PINOLE                  | 42          | 1.2%  |
| PITTSBURG               | 46          | 1.3%  |
| PLEASANT HILL           | 126         | 3.6%  |
| RICHMOND                | 789         | 22.3% |
| RODEO                   | 15          | 0.4%  |
| SAN ELIZARIO            | 1           | 0.0%  |
| SAN FRANCISCO           | 1           | 0.0%  |
| SAN PABLO               | 270         | 7.6%  |
| SAN RAMON               | 104         | 2.9%  |
| WALNUT CREEK            | 184         | 5.2%  |
| <b>Senior HCV Total</b> | <b>3541</b> |       |

| Race             | Total       | %     |
|------------------|-------------|-------|
| White            | 1449        | 40.9% |
| Black            | 1430        | 40.4% |
| American Indian  | 26          | 0.7%  |
| Asian            | 566         | 16.0% |
| Multiple         | 21          | 0.6%  |
| Pacific Islander | 43          | 1.2%  |
| N/A              | 6           | 0.2%  |
|                  | <b>3541</b> |       |

| Ethnicity    | Total       | %     |
|--------------|-------------|-------|
| Hispanic     | 304         | 8.6%  |
| Non-Hispanic | 3237        | 91.4% |
|              | <b>3541</b> |       |

# Public Housing and PBV Seniors (62+)

## Public Housing

| Race            | Total      | %     |
|-----------------|------------|-------|
| White           | 177        | 54.5% |
| Black           | 97         | 29.8% |
| American Indian | 2          | 0.6%  |
| Asian           | 42         | 12.9% |
| Multiple        | 4          | 1.2%  |
| Undisclosed     | 3          | 0.9%  |
|                 | <b>325</b> |       |

| Ethnicity    | Total      | %     |
|--------------|------------|-------|
| Hispanic     | 92         | 28.3% |
| Non-Hispanic | 230        | 70.8% |
| Undisclosed  | 3          | 0.9%  |
|              | <b>325</b> |       |

## Project-based Vouchers (PBV)

| Race            | Total      | %     |
|-----------------|------------|-------|
| White           | 380        | 41.5% |
| Black           | 283        | 30.9% |
| American Indian | 6          | 0.7%  |
| Asian           | 218        | 23.8% |
| Multiple        | 12         | 1.3%  |
| Undisclosed     | 17         | 1.9%  |
|                 | <b>916</b> |       |

| Ethnicity    | Total      | %     |
|--------------|------------|-------|
| Hispanic     | 98         | 10.7% |
| Non-Hispanic | 815        | 89.0% |
| Undisclosed  | 3          | 0.3%  |
|              | <b>916</b> |       |

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: March 9, 2021



Contra  
Costa  
County

Subject: Annual Agency Budget Fiscal Year 2022

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### **RECOMMENDATIONS**

1. CONSIDER approving the Housing Authority's Fiscal Year 2022 Annual Agency Budget; and
2. CONSIDER adopting PHA Board Resolution No. 5232 Approving the Annual Agency Budget on HUD Form 52574.

### **BACKGROUND**

In compliance with the U. S. Department of Housing and Urban Development's (HUD) regulations, the Housing Authority of the County of Contra Costa (HACCC) has prepared its proposed budget for fiscal year (FY) 2022. At present, HUD's allocations to housing authorities under the federal government's FY 2021 budget are not finalized. As a result, the proposed budget presented here is based on current HUD funding advances. Staff will update HACCC's budget as part of the quarterly budget to actual presentations unless a significant change occurs earlier. The federal fiscal year (FFY) runs from October 1st through September 30<sup>th</sup>. As a result, HACCC's budget year is bifurcated by two FFYs. Additional unpredictability is added to HACCC's budget process by the fact that the agency's major programs are funded on a calendar year basis.

Three primary factors impact the funding of a housing authority's public housing and housing choice voucher (HCV) programs. These factors are the amount of funding allocated to HUD by Congress, the

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Action of Board On: **03/09/2021** ☐ 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: March 9, 2021

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

## BACKGROUND (CONT'D)

national utilization rate (number of families housed) and the local utilization rate. Congressional funding of HUD sets baseline funding for the Department's programs. For decades now, HUD has not been fully funded by Congress. As a result, housing authority programs are almost always funded at less than 100% of need. Once Congressional funding is known, HUD adjusts the funding provided to housing authorities based on the national utilization rate of each program. Utilization is the number of families under contract at a given time or period. At the national level, if utilization has increased past HUD's budget projections because more families are being housed, then HUD will reduce the money available to each housing authority. If fewer families are being housed nationally, then the money available to each housing authority is increased. At the individual housing authority level proration works in reverse. Within the parameters set by Congressional funding and national utilization, funding for an individual housing authority will rise when local utilization increases and will fall when the number of families housed drops. HUD calculates program funding and utilization 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.

As stated above, housing authorities usually never receive full program funding. Further, there are often significant swings in program funding levels from year-to-year. Over the past nine years, public housing proration levels have been as follows:

2021 95.23% (advanced funding)  
2020 112.00% (as a result of COVID-19 supplemental funding)  
2019 96.54%  
2018 94.74%  
2017 93.10%  
2016 90.21%  
2015 85.36%  
2014 88.79%  
2013 81.86%

During the same period, HCV administrative fee proration levels have been as follows:

2021 80.00% (current HUD advance)  
2020 92.00% (as a result of COVID-19 supplemental funding)  
2019 79.00%  
2018 80.00%  
2017 77.51%  
2016 83.94%  
2015 81.57%  
2014 79.77%  
2013 69.27%

In developing HACCC's proposed budget, staff used HUD's two-year forecasting tool to project Housing Assistance Payments (HAP) for the HCV program including updated projections, and the PHA Excel Tool for computing Operating Subsidy eligibility for the Public Housing Program. Other revenue items were estimated by utilizing the past three-year's median funding levels.

The two primary expenditures, labor and benefits, were computed using projected costs based on the updated approved pay schedule. All other expenditures were computed by augmenting the three-year median funding levels with any new 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 a breakdown of HACCC's four major program areas, HCV, Public Housing, State and Local programs and Certificate programs. Each section provides a brief program overview, the projected budget, last year's approved budget, 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 Summary

|  | <b>2021-2022 Budget</b> | <b>2020-2021 Budget</b> | <b>Change</b> |
|--|-------------------------|-------------------------|---------------|
| Revenue  | \$209,095,880           | \$181,082,889           | \$28,012,991  |
| Operating Expenditures                                   | \$ 30,306,338           | \$ 28,231,899           | \$ 2,074,439  |
| Program Costs, Debt Service & Other Capital Improvements | \$178,098,764           | \$153,502,665           | \$24,596,099  |
| To Reserves  | \$ 690,778              | -\$651,675              | \$ 1,342,453  |

|                       | <b>Restricted Reserves</b> | <b>Unrestricted Reserves</b> | <b>Consolidated Reserves</b> |
|-----------------------|----------------------------|------------------------------|------------------------------|
| Projected 3/31/2021   | \$ -0-                     | \$12,240,444                 | \$12,240,444                 |
| FY 2022 Budget Impact | \$ 627,397                 | \$ 63,382                    | \$ 690,779                   |
| Projected 3/31/2021   | \$ 627,397                 | \$12,303,826                 | \$12,931,223                 |

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 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 9,251 families. Due to funding and regulatory restrictions, HACCC is projected to house an average of 7,886 families per month under the proposed budget.

## HCV Summary

|  | 2021-2022 Budget    | 2020-2021 Budget      | Change                |
|--|---------------------|-----------------------|-----------------------|
| Revenue  | \$181,696,744       | \$154,948,218         | \$ 26,748,526         |
| Expenditures   | \$ 11,176,341       | \$ 9,242,747          | \$ 1,933,594          |
| Program Costs, Debt Service & Other Capital Improvements | \$169,518,140       | \$146,094,005         | \$23,424,135          |
| To Reserves  | \$ 1,002,263        | -\$ 388,534           | \$ 1,390,798          |
|  | Restricted Reserves | Unrestricted Reserves | Consolidated Reserves |
| Projected 3/31/2021                                      | \$ 0                | \$ 5,985,278          | \$ 5,985,278          |
| FY 2022 Budget Impact                                    | \$ 23,912           | \$ 978,351            | \$ 1,002,263          |
| Projected to 3/31/2022                                   | \$ 23,912           | \$ 6,963,629          | \$ 6,987,541          |

### Explanation of Change:

The increase in revenue and expense is primarily related to the expansion in program activities related to portability and the fact that HUD's Fair Market Rents are starting to catch up to the Bay Area rental market.

## Public Housing & Capital Fund Overview:

HACCC previously owned and managed 1,179 public housing units at 16 different sites throughout the County. These numbers were reduced during the prior budget year to 965 units, due to the removal of our Las Deltas property in North Richmond from the public housing program. Despite the loss of 214 units, the budget was not dramatically impacted. This is because the property has been primarily vacant for most of the past decade. Not only HACCC not collect tenant rents from a vacant property, we no longer receive a HUD subsidy for the unit if it is vacant. Revenue to manage public housing properties is derived from tenant rents and an operating subsidy received from HUD. Because tenant rents are limited by income, and are significantly less than the operating costs of the properties, HUD provides a subsidy to supplement 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 as well as for management improvements.

## Public Housing Summary - All Units

|  | 2021-2022 Budget | 2020-2021 Budget | Change     |
|--|------------------|------------------|------------|
| Revenue  | \$13,924,080     | \$13,577,775     | \$ 346,305 |
| Expenditures   | \$12,393,722     | \$12,185,591     | \$ 208,131 |
| Program Costs, Debt Service & Other Capital Improvements | \$ 1,675,885     | \$ 1,502,608     | \$ 173,277 |
| To Reserves  | -\$ 145,527      | -\$ 110,424      | -\$ 35,103 |



| <b>Public Housing by Asset Management Property (Amp)</b> | <b>Area</b>       | <b>2021-2022 Revenue</b> | <b>2021-2022 Expenditure</b> | <b>2021-2022 Residual/ - Loss</b> |
|--|-------------------|--------------------------|------------------------------|-----------------------------------|
| AMP-1,Ca001,Ca011,                                       | Martinez          | \$ 874,224               | \$812,062                    | \$ 62,162                         |
| AMP-2,Ca045a,Ca045b                                      | San Pablo         | \$1,645,447              | \$1,589,461                  | \$ 55,986                         |
| AMP-3,Ca004,Ca008,Ca012                                  | Brentwood, Oakley | \$1,066,718              | \$1,286,358                  | -\$219,640                        |
| AMP-4,Ca010  | Rodeo             | \$2,970,035              | \$3,010,235                  | -\$ 40,199                        |
| AMP-5,Ca005  | Pittsburg         | \$1,995,671              | \$1,953,238                  | \$ 42,433                         |
| AMP-6,Ca009a,Ca009b                                      | North Richmond    | \$ 20,537                | \$ 206,040                   | -\$185,502                        |
| AMP-7,Ca006  | North Richmond    | \$ 1,456                 | \$ 126,977                   | -\$125,520                        |
| AMP-8,Ca002,Ca013  | Bay Point         | \$ 441,291               | \$464,095                    | -\$ 22,804                        |
| AMP-9,Ca003,Ca015  | Antioch           | \$1,028,000              | \$1,164,389                  | -\$136,389                        |
| Capital Funding  | All AMPS          | \$3,880,700              | \$3,456,753                  | \$258,397                         |
| <b>Program Totals</b>                                    |                   | <b>\$13,924,800</b>      | <b>\$14,069,607</b>          | <b>-\$145,527</b>                 |

| <b>Public Housing Reserves</b> | <b>Restricted Reserve Balance</b> | <b>Unrestricted Reserve Balance</b> | <b>Reserve Balance</b> |
|--------------------------------|-----------------------------------|-------------------------------------|------------------------|
| Projected 3/31/21              | \$0                               | \$2,318,217                         | \$2,318,217            |
| FY 2022 Budget Impact          | \$0                               | -\$ 145,527                         | -\$ 145,527            |
| Projected to 3/31/22**         | \$0                               | \$2,172,690                         | \$2,172,690            |

\*\* Unrestricted Reserve balance should not be below \$2,030,932

Explanation of Change:

The increase in revenue and expenditures is a result of the use of Capital Funds supplementing the operations during the transition of the demolition and disposition of the N. Richmond project.

### **Homeless Certificate Program Overview:**

HACCC's Certificate Program is solely comprised of the Authority's Continuum of Care (COC) Funding Program. This 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 Health, Housing and Homeless Program currently operates the supportive services and casework portions. Approximately 323 clients are assisted under this program. The Homeless Certificate program is separate from (and in addition to) HACCC's other major homeless programs, the VASH and Mainstream voucher programs. Unlike the Certificate program, funding for both VASH and Mainstream comes from HUD via the voucher program and, thus, is included in the Housing Choice Voucher budget.

| <b>Certificate Programs Summary</b>                      | <b>2021-2022 Budget</b>        | <b>2021-2022 Budget</b>          | <b>Change</b>           |
|--|--------------------------------|----------------------------------|-------------------------|
| Revenue  | \$6,456,381                    | \$5,838,998                      | \$ 617,383              |
| Expenditures   | \$ 372,432                     | \$ 680,156                       | -\$ 307,724             |
| Program Costs, Debt Service & Other Capital Improvements | \$6,208,194                    | \$5,158,842                      | \$1,049,352             |
| To Reserves  | -\$ 124,245                    | \$-0-                            | -\$ 124,245             |
| <b>Certificate Programs Reserves</b>                     | <b>Restricted Reserve Bal.</b> | <b>Unrestricted Reserve Bal.</b> | <b>Reserve Balances</b> |
| Projected 3/31/21  | \$0                            | -\$125,931                       | -\$ 125,931             |
| FY 2022 Budget Impact                                    | \$0                            | -\$124,245                       | -\$ 124,245             |
| Projected to 3/31/22                                     | \$0                            | -\$250,176                       | -\$ 280,176             |

Explanation of Change:

The primary changes in the Certificate Program related to revenues are a result of increases in HAP funding. The reduced expenditures are the result of a reduction in administrative funding as well as changes in allocation methodology.

### State and Local Overview:

HACCC administers several programs and activities that are either not HUD-funded, or that involve non-restricted HUD funds. HACCC is the managing general partner for two tax credit projects, De Anza Gardens and Casa Del Rio. Additionally, under HUD's asset management regulations, the State and Local fund receives management fees for administering the public housing and HCV programs. Pension & Other Post-Employment Benefit costs are also reflected in the State and Local fund.

| <b>State &amp; Local Summary</b>                         | <b>2021-2022 Budget</b> | <b>2020-2021 Budget</b> | <b>Change</b> |
|--|-------------------------|-------------------------|---------------|
| Revenue  | \$7,018,675             | \$6,717,909             | \$300,766     |
| Expenditures   | \$6,363,843             | \$6,123,405             | \$240,438     |
| Program Costs, Debt Service & Other Capital Improvements | \$ 696,545              | \$ 747,221              | -\$ 50,676    |
| To Reserves  | -\$ 41,713              | -\$ 152,717             | \$111,004     |

| <b>State &amp; Local Reserves</b> | <b>Restricted Reserve Bal.</b> | <b>Unrestricted Reserve Balance</b> | <b>Reserve Balances</b> |
|-----------------------------------|--------------------------------|-------------------------------------|-------------------------|
| Projected 3/31/21                 | \$-0-                          | \$4,062,880                         | \$4,062,880             |
| FY 2022 Budget Impact             | \$ 603,485                     | -\$ 645,198                         | -\$ 41,713              |
| Projected to 3/31/22              | \$ 603,485                     | \$3,417,682                         | \$4,021,167             |

#### Explanation of Change:

The projected changes in revenue and expense are primarily tied to the tax credit properties. The Reserve Balance reported does not include the unfunded Pension and Other Post-Employment Benefits (OPEB) in the amount of \$3,099,155.

#### CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners choose not adopt Resolution No. 5232 approving HACCC's budget for the fiscal year 2021-2022, 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 52574

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. 06/30/2022)

**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: |
|---------------------------------|------------|-------|

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: March 9, 2021



Contra  
Costa  
County

Subject: INVESTMENT REPORT FOR THE QUARTER ENDING DECEMBER 31, 2020

---

## **RECOMMENDATIONS**

RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending December 31, 2020.

## **BACKGROUND**

California Government Code (CGC) Section 53646 requires the Housing Authority of the County of Contra Costa (HACCC) to present the Board of Commissioners with a quarterly investment report that provides a complete description of HACCC'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) HACCC will meet its expenditure obligations for the next six months. (CGC 53646(b)).

The state-mandated report has been amended to indicate the amount of interest earned and how the interest was allocated. The amended report is attached.

---

Action of Board On: **03/09/2021** ☐ 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: March 9, 2021

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

## BACKGROUND (CONT'D)

In summary, HACCC had \$23,231.38 in interest earnings for the quarter ending Dec 31st, 2020. 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.

The Housing Choice Voucher Program reserve as of 12/31/2013 held in cash and investments was transitioned to HUD held program reserve account.

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 for a wider range of purposes within the individual programs. The interest earned in the State and Local fund can be used for any purpose within HACCC's scope of operations.

The interest earned for the quarter ending December 31st, 2020 is shown below. A more detailed report is attached.

| Public Housing               | Housing Choice Voucher Fund |                              | Central Office               | State & Local                |
|------------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|
| Unrestricted Interest Earned | Restricted Interest Earned  | Unrestricted Interest Earned | Unrestricted Interest Earned | Unrestricted Interest Earned |
| \$10,243.71                  |                             | \$7,397.26                   | \$2,109.30                   | \$3,571.11                   |

## 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).

## ATTACHMENTS

Investment Report QE 12.31.2020

# HOUSING AUTHORITY OF CONTRA COSTA COUNTY

## INVESTMENT REPORT : PORTFOLIO HOLDINGS BY TYPE

For Period Ending: 12/31/2020

| Issuer                             | Investment Type        | Amount Invested     | Yield  | Investment Date | Maturity Date | Estimated Value@ Maturity Date |
|------------------------------------|------------------------|---------------------|--------|-----------------|---------------|--------------------------------|
| <b>Cantella &amp; Company</b>      |                        |                     |        |                 |               |                                |
| Prime Fund Capital Reserves (Cash) | Money Market           | 49,375.39           | 0.01%  | ongoing         | ongoing       | 49,375.39                      |
| Farmer Mac                         | Govt Agency            | 100,000.00          | 1.920% | 3/17/16         | 1/07/21       | 109,242.30                     |
| Discover Bank                      | Certificate of Deposit | 105,000.00          | 2.250% | 1/11/17         | 1/11/22       | 116,818.97                     |
| Federal Farm Credit Bank           | Govt Agency            | 105,000.00          | 2.030% | 2/10/17         | 2/03/22       | 115,622.46                     |
| Everbank                           | Certificate of Deposit | 247,000.00          | 2.150% | 4/28/17         | 4/28/22       | 273,567.05                     |
| Capital One , NA                   | Certificate of Deposit | 100,000.00          | 2.300% | 5/10/17         | 5/10/22       | 111,506.30                     |
| Capital One , NA                   | Certificate of Deposit | 110,000.00          | 2.300% | 5/10/17         | 5/10/22       | 122,656.93                     |
| Goldman Sachs                      | Certificate of Deposit | 149,000.00          | 2.400% | 6/07/17         | 6/07/22       | 166,889.80                     |
| Capital One Bank, USA              | Certificate of Deposit | 220,000.00          | 2.250% | 9/20/17         | 9/20/22       | 244,763.56                     |
| Barclays Bank Delaware             | Certificate of Deposit | 247,000.00          | 2.250% | 9/27/17         | 9/27/22       | 274,802.73                     |
| Discover Bank                      | Certificate of Deposit | 140,000.00          | 2.550% | 12/28/17        | 12/28/22      | 157,859.78                     |
| Morgan Stanley Bank                | Certificate of Deposit | 150,000.00          | 2.650% | 1/11/18         | 1/11/23       | 169,885.89                     |
| Sally Mae Bank                     | Certificate of Deposit | 173,000.00          | 2.650% | 2/08/18         | 2/08/23       | 195,935.06                     |
| Citi Bank NA                       | Certificate of Deposit | 100,000.00          | 3.100% | 5/04/18         | 5/04/23       | 115,508.49                     |
| Goldman Sacs                       | Certificate of Deposit | 100,000.00          | 3.300% | 7/25/18         | 7/25/23       | 116,509.04                     |
| Commenty Capital Bank              | Certificate of Deposit | 120,000.00          | 3.250% | 8/13/18         | 8/14/23       | 139,521.37                     |
| Citi Bank NA                       | Certificate of Deposit | 145,000.00          | 3.000% | 2/15/19         | 2/15/24       | 166,761.92                     |
| Morgan Stanley Private Bank        | Certificate of Deposit | 160,000.00          | 2.200% | 7/25/19         | 7/25/24       | 177,619.29                     |
| State Bank of India                | Certificate of Deposit | 140,000.00          | 1.100% | 5/28/20         | 5/28/25       | 147,704.22                     |
| Texas Exchange Bank                | Certificate of Deposit | 105,000.00          | 1.000% | 6/19/20         | 6/19/25       | 110,252.88                     |
| J P Morgan Chase Bank              | Certificate of Deposit | 105,000.00          | 0.500% | 10/30/20        | 10/30/25      | 107,626.44                     |
| <b>GRAND TOTALS</b>                |                        | <b>2,870,375.39</b> |        |                 |               | <b>3,190,429.87</b>            |

|                             |                |                     |       |         |         |                     |
|-----------------------------|----------------|---------------------|-------|---------|---------|---------------------|
| L.A.I.F. (Acct # 25-07-003) | Liquid Account | 107,325.17          | 0.63% | ongoing | ongoing | 107,325.17          |
| De Anza Gardens, LP         | Loan           | 1,000,000.00        | 3.00% |         |         | 1,000,000.00        |
| <b>GRAND TOTALS</b>         |                | <b>3,977,700.56</b> |       |         |         | <b>4,297,755.04</b> |



# HOUSING AUTHORITY OF CONTRA COSTA COUNTY

## INVESTMENT REPORT BY FUND

For Period Ending 12/31/2020

| Issuer                               | Amount Invested     | Amount Invested by Fund: |                   |                   |                        |                       |
|--------------------------------------|---------------------|--------------------------|-------------------|-------------------|------------------------|-----------------------|
|                                      |                     | Public Housing           | Management        | Central Office    | Housing Choice Voucher | Rental Rehabilitation |
| <b><u>Cantella &amp; Company</u></b> |                     |                          |                   |                   |                        |                       |
| Prime Fund Capital Reserves (Cash)   | 49,375.39           | 34,926.81                | 12,337.43         | 2,111.15          |                        |                       |
|                                      |                     |                          |                   |                   |                        |                       |
| Farmer Mac                           | 100,000.00          | 100,000.00               |                   |                   |                        |                       |
| Discover Bank                        | 105,000.00          |                          |                   | 105,000.00        |                        |                       |
| Federal Farm Credit Bank             | 105,000.00          | 105,000.00               |                   |                   |                        |                       |
| Everbank                             | 247,000.00          | 247,000.00               |                   |                   |                        |                       |
| Capital One , NA                     | 100,000.00          | 100,000.00               |                   |                   |                        |                       |
| Capital One , NA                     | 110,000.00          |                          |                   | 110,000.00        |                        |                       |
| Goldman Sachs                        | 149,000.00          | 149,000.00               |                   |                   |                        |                       |
| Capital One Bank, USA                | 220,000.00          | 220,000.00               |                   |                   |                        |                       |
| Barclays Bank Delaware               | 247,000.00          | 247,000.00               |                   |                   |                        |                       |
| Discover Bank                        | 140,000.00          | 140,000.00               |                   |                   |                        |                       |
| Morgan Stanley Bank                  | 150,000.00          | 150,000.00               |                   |                   |                        |                       |
| Sally Mae Bank                       | 173,000.00          |                          | 173,000.00        |                   |                        |                       |
| Citi Bank NA                         | 100,000.00          |                          | 100,000.00        |                   |                        |                       |
| Goldman Sacs                         | 100,000.00          |                          |                   | 100,000.00        |                        |                       |
| Commenty Capital Bank                | 120,000.00          | 120,000.00               |                   |                   |                        |                       |
| Citi Bank NA                         | 145,000.00          | 145,000.00               |                   |                   |                        |                       |
| Morgan Stanley Private Bank          | 160,000.00          |                          | 160,000.00        |                   |                        |                       |
| State Bank of India                  | 140,000.00          |                          | 140,000.00        |                   |                        |                       |
| Texas Exchange Bank                  | 105,000.00          |                          | 105,000.00        |                   |                        |                       |
| J P Morgan Chase Bank                | 105,000.00          |                          |                   | 105,000.00        |                        |                       |
|                                      | -                   |                          |                   |                   |                        |                       |
| <b>GRAND TOTALS</b>                  | <b>2,870,375.39</b> | <b>1,757,926.81</b>      | <b>690,337.43</b> | <b>422,111.15</b> | <b>-</b>               | <b>-</b>              |

  

|                             |                     |                     |                   |                   |                     |                   |
|-----------------------------|---------------------|---------------------|-------------------|-------------------|---------------------|-------------------|
| L.A.I.F. (Acct # 25-07-003) | 107,325.17          | -                   | -                 | -                 |                     | 107,325.17        |
|                             |                     |                     |                   |                   |                     |                   |
| De Anza Gardens, LP         | 1,000,000.00        |                     |                   |                   | 1,000,000.00        |                   |
|                             |                     |                     |                   |                   |                     |                   |
| <b>GRAND TOTALS</b>         | <b>3,977,700.56</b> | <b>1,757,926.81</b> | <b>690,337.43</b> | <b>422,111.15</b> | <b>1,000,000.00</b> | <b>107,325.17</b> |



# HOUSING AUTHORITY OF CONTRA COSTA COUNTY

## Report per CGC 53646 CURRENT MARKET VALUE

For Period Ending 12/31/2020

| Issuer                             | Investment Type        | Maturity Date | Amount Invested     | Current Market Value (at 12/31/20) | Yield |
|------------------------------------|------------------------|---------------|---------------------|------------------------------------|-------|
| <b>Cantella &amp; Company</b>      |                        |               |                     |                                    |       |
| Prime Fund Capital Reserves (Cash) | Money Market           | ongoing       | 49,375.39           | 49,375.39                          | 0.01% |
| Farmer Mac                         | Govt Agency            | 1/07/2021     | 100,000.00          | 100,017.00                         | 1.92% |
| Discover Bank                      | Certificate of Deposit | 1/11/2022     | 105,000.00          | 107,370.90                         | 2.25% |
| Federal Farm Credit Bank           | Govt Agency            | 2/03/2022     | 105,000.00          | 107,163.00                         | 2.03% |
| Everbank                           | Certificate of Deposit | 4/28/2022     | 247,000.00          | 253,812.26                         | 2.15% |
| Capital One , NA                   | Certificate of Deposit | 5/10/2022     | 100,000.00          | 103,029.00                         | 2.30% |
| Capital One , NA                   | Certificate of Deposit | 5/10/2022     | 110,000.00          | 113,331.90                         | 2.30% |
| Goldman Sachs                      | Certificate of Deposit | 6/07/2022     | 149,000.00          | 153,978.09                         | 2.40% |
| Capital One Bank, USA              | Certificate of Deposit | 9/20/2022     | 220,000.00          | 228,164.20                         | 2.25% |
| Barclays Bank Delaware             | Certificate of Deposit | 9/27/2022     | 247,000.00          | 256,267.44                         | 2.25% |
| Discover Bank                      | Certificate of Deposit | 12/28/2022    | 140,000.00          | 146,837.60                         | 2.55% |
| Morgan Stanley Bank                | Certificate of Deposit | 1/11/2023     | 150,000.00          | 157,743.00                         | 2.65% |
| Sally Mae Bank                     | Certificate of Deposit | 2/08/2023     | 173,000.00          | 182,246.85                         | 2.65% |
| Citi Bank NA                       | Certificate of Deposit | 5/04/2023     | 100,000.00          | 106,948.00                         | 3.10% |
| Goldman Sacs                       | Certificate of Deposit | 7/25/2023     | 100,000.00          | 108,075.00                         | 3.30% |
| Commenty Capital Bank              | Certificate of Deposit | 8/14/2023     | 120,000.00          | 129,720.00                         | 3.25% |
| Citi Bank NA                       | Certificate of Deposit | 2/15/2024     | 145,000.00          | 157,648.35                         | 3.00% |
| Morgan Stanley Private Bank        | Certificate of Deposit | 7/25/2024     | 160,000.00          | 171,084.80                         | 2.20% |
| State Bank of India                | Certificate of Deposit | 5/28/2025     | 140,000.00          | 144,467.40                         | 1.10% |
| Texas Exchange Bank                | Certificate of Deposit | 6/19/2025     | 105,000.00          | 105,049.35                         | 1.00% |
| J P Morgan Chase Bank              | Certificate of Deposit | 10/30/2025    | 105,000.00          | 105,161.70                         | 0.50% |
|                                    |                        |               | <b>2,870,375.39</b> | <b>2,987,491.23</b>                |       |
|                                    |                        |               |                     |                                    |       |
| L.A.I.F. (Acct # 25-07-003)        | Liquid Account         | ongoing       | 107,325.17          | 107,325.17                         | 0.63% |
| De Anza Gardens, LP                | Loan                   |               | 1,000,000.00        | 1,000,000.00                       | 3.00% |
|                                    |                        |               |                     |                                    |       |
| <b>GRAND TOTALS</b>                |                        |               | <b>3,977,700.56</b> | <b>4,094,816.40</b>                |       |

# HOUSING AUTHORITY OF CONTRA COSTA COUNTY

## Investment Interest Earnings Report

For Period Ending 12/31/2020

| 150189                             | Amount Invested     | Interest Earned this Qtr | Interest Earned this Quarter by Fund |                 |                 |               |                 |
|------------------------------------|---------------------|--------------------------|--------------------------------------|-----------------|-----------------|---------------|-----------------|
|                                    |                     |                          | Public Housing                       | Management      | Central         | Rental Rehab  | Housing Voucher |
|                                    |                     |                          | Unrestricted                         | Unrestricted    | Unrestricted    | Unrestricted  | Unrestricted    |
| <b>Cantella &amp; Company</b>      |                     |                          |                                      |                 |                 |               |                 |
| Prime Fund Capital Reserves (Cash) | 49,375.39           | 1.22                     | 0.86                                 | 0.30            | 0.05            | -             | -               |
| Farmer Mac                         | 100,000.00          | 473.42                   | 473.42                               | -               | -               | -             | -               |
| Discover Bank                      | 105,000.00          | 582.53                   | -                                    | -               | 582.53          | -             | -               |
| Federal Farm Credit Bank           | 105,000.00          | 525.58                   | 525.58                               | -               | -               | -             | -               |
| Everbank                           | 247,000.00          | 1,309.44                 | 1,309.44                             | -               | -               | -             | -               |
| Capital One , NA                   | 100,000.00          | 567.12                   | 567.12                               | -               | -               | -             | -               |
| Capital One , NA                   | 110,000.00          | 623.84                   | -                                    | -               | 623.84          | -             | -               |
| Goldman Sachs                      | 149,000.00          | 881.75                   | 881.75                               | -               | -               | -             | -               |
| Capital One Bank, USA              | 220,000.00          | 1,220.55                 | 1,220.55                             | -               | -               | -             | -               |
| Barclays Bank Delaware             | 247,000.00          | 1,370.34                 | 1,370.34                             | -               | -               | -             | -               |
| Discover Bank                      | 140,000.00          | 880.27                   | 880.27                               | -               | -               | -             | -               |
| Morgan Stanley Bank                | 150,000.00          | 980.14                   | 980.14                               | -               | -               | -             | -               |
| Sally Mae Bank                     | 173,000.00          | 1,130.42                 | -                                    | 1,130.42        | -               | -             | -               |
| Citi Bank NA                       | 100,000.00          | 764.38                   | -                                    | 764.38          | -               | -             | -               |
| Goldman Sacs                       | 100,000.00          | 813.70                   | -                                    | -               | 813.70          | -             | -               |
| Commenty Capital Bank              | 120,000.00          | 961.64                   | 961.64                               | -               | -               | -             | -               |
| Citi Bank NA                       | 145,000.00          | 1,072.60                 | 1,072.60                             | -               | -               | -             | -               |
| Morgan Stanley Private Bank        | 160,000.00          | 867.95                   | -                                    | 867.95          | -               | -             | -               |
| State Bank of India                | 140,000.00          | 379.73                   | -                                    | 379.73          | -               | -             | -               |
| Texas Exchange Bank                | 105,000.00          | 258.90                   | -                                    | 258.90          | -               | -             | -               |
| J P Morgan Chase Bank              | 105,000.00          | 89.18                    | -                                    | -               | 89.18           | -             | -               |
| -                                  | 2,870,375.39        | 15,754.70                | 10,243.71                            | 3,401.68        | 2,109.30        | -             | -               |
| L.A.I.F. (Acct # 25-07-003)        | 107,325.17          |                          |                                      |                 |                 | 169.43        |                 |
| De Anza Gardens, LP                | 1,000,000.00        | 7,397.26                 |                                      |                 |                 |               | 7,397.26        |
| <b>GRAND TOTALS</b>                | <b>3,977,700.56</b> | <b>23,321.38</b>         | <b>10,243.71</b>                     | <b>3,401.68</b> | <b>2,109.30</b> | <b>169.43</b> | <b>7,397.26</b> |

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: March 9, 2021



Contra  
Costa  
County

Subject: AWARD CONTRACT TO OVERLAND, PACIFIC & CUTLER, INC. (OPC) FOR RESIDENTIAL REAL ESTATE SERVICES, RFP-20120-165A, Martinez Area.

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## **RECOMMENDATIONS**

**DETERMINE** that the proposal submitted by OPC is the Best Value to the Authority for Residential Real Estate Services; and

**AWARD** contract to OPC, Inc., the Best Value proposer, for Residential Real Estate Services at the rates and prices set forth in OPC's December's 17, 2020 Proposal in a total amount (commissions and fees) not to exceed Six Hundred Thousand Dollars (\$ 600,000); and

**ORDER** that, after OPC has signed the contract in a form acceptable to County Counsel and returned it, together with performance and payment bond, insurance certificates, and any other required documentation, and the Executive Director, or his designee, has reviewed and found them to be sufficient, the Executive Director, or his designee, is authorized to execute the contract for this Board.

## **BACKGROUND**

In April of 2021, HACCC issued a Request for Proposals (RFP) inviting realtors to submit Proposals for representing the agency in Residential Real Estate transactions related to the disposition of properties from the former Las Deltas public housing development in North Richmond. At that time, four proposals were submitted and HACCC reviewed and scored the proposals to select the most responsive and cost-effective

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Action of Board On: **03/09/2021** ☐ 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: March 9, 2021

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

### BACKGROUND (CONT'D)

realtor. However, the original RFP did not make it clear that some of the units would be sold at below-market rates and some community groups pointed out that they were not made aware of the posting and that community-based realtors did not have an opportunity to respond to the RFP. HACCC chose not to award a contract and, instead, re-posted the RFP.

On November 18, 2020, HACCC issued a new RFP inviting all realtors to submit proposals to represent the agency in the sale of the scattered-site units at Las Deltas. All proposals were reviewed for compliance with the RFP requirements and forwarded for ranking and scoring by a panel of HACCC management staff.

HACCC received four Proposals from the following firms for Residential Real Estate Services:

| <b>Proposer</b>                  | <b>Standard Transaction Fee</b>   | <b>Fees for Add'l Services</b> | <b>Minimum Fee Per Transaction</b> | <b>Hourly Consultant Fee</b> |
|----------------------------------|---|--------------------------------|------------------------------------|------------------------------|
| Overland, Pacific & Cutler, Inc. | \$7,500<br><br>.5% commission for unrepresented buyers<br><br>3% Commission when buyer represented – Split 50/50 with buyer's agent | 130/Hr                         | \$7,500                            | \$130/ Hr                    |
| Keller William Realty            | \$35,000  | \$100                          | \$550                              | \$250                        |
| Cotton Realty                    | \$25,000  | \$0                            | \$300                              | \$50                         |
| Genesis Real Estate - Compass    | 2% Listing Broker and 2.5% for Selling Broker   | \$0                            | \$10,000                           | \$0                          |

An Evaluation Committee comprised of three HACCC management staff members reviewed and scored the four Proposals based on "Best Value" to HACCC using the criteria noted in the RFP. The ranking outcome was as follows:

OPC - ranked first (274 total points, 91 average points), unanimous top-ranked firm  
Keller Williams - ranked second (221 total points, 74 average points)  
Cotton - ranked third (202 total points, 67 average points)  
Genesis - ranked fourth (127 total points, 42 average points)

OPC was significantly more experienced at residential real estate transactions involving public entities like housing authorities than Keller Williams, Cotton, and Genesis and was a significant factor in the selection process since the sales will involve restrictive covenants, delayed closings, and HUD approvals.

Based on the proposal evaluation and ranking, HACCC staff recommends that the Board determine that OPC has submitted the Proposal that provides Best Value to HACCC and that the Board award a contract to OPC for Residential Real Estates Services in a total amount (commissions and fees) not to exceed \$600,000 for all 42 buildings needed to be sold. OPC is the highest-scored, most-qualified applicant for residential real estate representation and will best fulfill our needs to provide Residential Real Estate



transactions related to the disposition of properties from the former Las Deltas public housing development in North Richmond.

While we continue to assess exactly what our needs may be, it is clear that we will need the services of a residential real estate broker to handle any actions we take. OPC is a leader in their field and an excellent choice to represent HACCC for our property related needs.

#### FISCAL IMPACT

All fees and commissions for the real estate services provided by OPC will come from proceeds of the sale of the Residential Real Estate transactions related to disposition of properties from the former Las Deltas public housing development in North Richmond. Any further costs will be paid from HACCC's annual Capital Fund. The contract stipulates that all fees are to be in an amount not to exceed \$600,000 for all transactions.

#### CONSEQUENCE OF NEGATIVE ACTION

If the Board does not award a contract to OPC to represent HACCC for the agency's residential real estate needs for the Las Deltas properties, HACCC will not be able to properly process the sale of the scattered sites at Las Deltas and would likely have to re-post an RFP to find a qualified agent in order to facilitate all the sales.