

# **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**

**JOHN GIOIA, CHAIR**  
**FEDERAL D. GLOVER, VICE CHAIR**  
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**JOSEPH VILLARREAL, EXECUTIVE DIRECTOR, (925) 957-8001**

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Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing 888-278-0254 followed by the access code 843298#. A caller should indicate they wish to speak on an agenda item by pushing "#2" on their phone. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: <https://cccounty-us.zoom.us/j/87344719204>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at [clerkoftheboard@cob.cccounty.us](mailto:clerkoftheboard@cob.cccounty.us) or call 925-655-2000. A Spanish language interpreter is available to assist Spanish-speaking callers.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. 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).

## **AGENDA May 16, 2023**

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

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

**DISCUSSION ITEMS**

D.1 CONSIDER waiving the 180-day “sit out period” for John Hunter, former Director of Finance – Exempt, at Housing Authority of the County of Contra Costa, FIND that the appointment of retiree Mr. Hunter as a temporary Housing Authority employee is necessary to fill a critically needed position, and APPROVE and AUTHORIZE the hiring of retiree Mr. Hunter as a temporary Housing Authority employee for the period of June 1, 2023, through May 31, 2024.

D.2 ADOPT Resolution No. 5251, certifying the results for the Section 8 Management Assessment Plan, subject to HUD confirmatory review, for the Housing Authority of the County of Contra Costa for the period April 1, 2022 through March 31, 2023.

D. 3 PUBLIC COMMENT (2 Minutes/Speaker)

D. 4 CONSIDER Consent Items previously removed.

**ADJOURN**

**CONSENT ITEMS:**

C.1 RECEIVE the Housing Authority of the County of Contra Costa’s investment report for the quarter ending March 31, 2023.

C.2 APPROVE and AUTHORIZE the Executive Director to execute a contract with Affordable Housing Network, LLC, for rent reasonableness determination and Housing Choice Voucher program rental listing services for the period March 1, 2023 through February 29, 2028.

C.3 APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or designee, to execute a three-year contract with Granite Telecommunications, LLC (Granite) in an amount not to exceed \$500,000 to provide telecommunications and data network connectivity and to provide managed network services to the Housing Authority; and RATIFY payments previously made to Granite in the amount of \$119,027 for telecommunications and data network connectivity and managed network services provided during the period October 1, 2022 through May 31, 2023.

## **GENERAL INFORMATION**

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Supervisors less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board 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 before the Board votes on the motion to adopt. Each member of the public will be allowed two minutes to comment on the entire consent agenda.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for public testimony. Each speaker during public testimony will be limited to two minutes. After public testimony, 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 Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 1025 Escobar Street, First Floor, Martinez, CA 94553 or to [clerkoftheboard@cob.cccounty.us](mailto:clerkoftheboard@cob.cccounty.us).

Time limits for public speakers may be adjusted at the discretion of the Chair.

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.

Anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda may contact the Office of the County Administrator or Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California.

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## **DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**

Pursuant to Government Code section 84308, members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Board member received, since January 1, 2023, more than \$250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item. Members of the Board of Supervisors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a Board member since January 1, 2023, are required to disclose that fact for the official

record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member, and may be made either in writing to the Clerk of the Board of Supervisors before the subject hearing or by verbal disclosure at the time of the hearing.



Contra  
Costa  
County

To: Contra Costa County Housing Authority Board of Commissioners  
From: Joseph Villarreal, Housing Authority  
Date: May 16, 2023

**Subject:** Temporary Hire of Housing Authority Retiree - Waiver of 180-Day 'Sit-out' Period at the Housing Authority of the County of Contra Costa

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**RECOMMENDATIONS**

1. CONSIDER waiving the 180-day “sit out period” for Mr. John Hunter, former Director of Finance – Exempt, at Housing Authority of the County of Contra Costa.
2. FIND that the appointment of retiree Mr. Hunter as a temporary Housing Authority employee is necessary to fill a critically needed position.
3. APPROVE and AUTHORIZE the hiring of retiree Mr. Hunter as a temporary Housing Authority employee for the period of June 1, 2023, through May 31, 2024.

**BACKGROUND**

Mr. Hunter retired from the Housing Authority of the County of Contra Costa on March 31, 2023, after 19 ½ years of service. It is essential that Mr. Hunter return as a temporary employee to provide continuity of services until his replacement is hired. The Housing Authority is in the process of recruiting to permanently fill the position.

The Housing Authority has determined that it is necessary for Mr. Hunter to return as a temporary employee to fulfill the duties of the Director of Finance to assist the Agency with upcoming financial reporting deadlines. The Housing Authority year-end reports and supporting documentation need to be reviewed and analyzed by the Finance Director.

Several Housing Authority financial reports have upcoming due dates and Mr. Hunter is needed to assist with submission of the Financial Data Schedule by June 30, 2023, internal reports to the County’s Internal Auditor by October 2023, and the year-end reports to the U.S. Department of Housing of Urban Development (HUD) by the end of December 2023. As a retiree temporary employee, Mr. Hunter will continue to perform the duties of the Director of Finance and play a central role in our analysis and submission.

Management requests the 180-day "sit-out period" to be waived so Mr. Hunter could assist and train the next incumbent that will take over this great responsibility within the Finance Department. His special knowledge of HUD rules and regulations must be retained in the department. Without this knowledge and skills, the department may fail to meet the reporting requirements and deadlines.

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Action of Board On: **05/16/2023**    APPROVED AS RECOMMENDED    OTHER

Clerks Notes:

**VOTE OF COMMISSIONERS**

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

ATTESTED: May 16, 2023

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

FISCAL IMPACT

If the request is approved, this action will have an annual cost of \$66,681, which is already included in the Housing Authority's operating budget.

CONSEQUENCE OF NEGATIVE ACTION

Failure to receive Board approval may adversely impact the ability to meet critical reporting requirements that will ultimately affect the Housing Authority's funding and annual budget.

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: May 16, 2023



Contra  
 Costa  
 County

**Subject:** CONTINUED HIGH PERFORMER STATUS UNDER THE U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT'S SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM FOR FISCAL Y

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**RECOMMENDATIONS**

APPROVE Resolution No. 5251, certifying the results for the Section 8 Management Assessment Plan (SEMAP), subject to HUD confirmatory review, for the Housing Authority of the County of Contra Costa (HACCC) for the period from April 1, 2022, to March 31, 2023.

**BACKGROUND**

HUD utilizes SEMAP to evaluate a public housing authority's (PHA) management of the HCV program. SEMAP scores are based on a combination of electronic data reported to HUD at regular intervals by PHAs and self-reported scores based on internal audits conducted by PHA staff. PHAs use HUD's SEMAP Certification form to submit their scores. HACCC's completed form for the fiscal year is attached. The SEMAP rating consists of fourteen separate performance indicators plus a Bonus Indicator. Scores for Indicators 1-8 on the attached SEMAP Certification form are based upon HACCC's internal review and an external review conducted by a consultant. Scores for Indicators 9-14 on the attached SEMAP Certification form are based on HUD's automatic scoring of these Indicators. Based on staff's certification, HACCC's HCV program is entitled to receive 130 out of 140 possible points, which will result in a SEMAP score of 93%. The rating becomes official after HUD reviews and approves the submission. If HUD maintains this score, HACCC will qualify as a "High Performer" under HUD's SEMAP program.

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

- Selection From the Waiting List
- Determination of Rent Reasonableness
- Determination of Adjusted Income
- Maintaining Current Utility Allowance Schedules
- Conducting Quality Control Inspections
- Expanding Housing Opportunities
- Maintaining Current Payment Standards
- Conducting Annual Income Reexaminations
- Correctly Calculating Tenant Rent

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Action of Board On: **05/16/2023**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF COMMISSIONERS**

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

ATTESTED: May 16, 2023

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONT'D)

- Conducting Pre-Contract Housing Quality Standards (HQS) Inspections
- Housing Quality Standards Enforcement
- Annual HQS Inspections
- Lease-Up/Utilization Rate
- Housing Quality Standards Enforcement

Because the Agency is no longer eligible; HACCC did not score any points in the following Indicator:

- Family Self Sufficiency (FSS)

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

FISCAL IMPACT

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

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to approve Resolution No. 5251, HACCC would be in jeopardy of losing over one hundred and seventy-four million dollars in funding that provides rental assistance for low-income families in Contra Costa County.

ATTACHMENTS

HA Resolution No. 5251

SEMAP Certification

SEMAP Certification Page 2

SEMAP SCORE SHEET



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

**RESOLUTION NO. 5251**

RESOLUTION APPROVING THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM  
CERTIFICATION FOR THE HOUSING CHOICE VOUCHER PROGRAM AND AUTHORIZING  
SUBMISSION OF RELATED DOCUMENTATION

WHEREAS, it is the desire of the Board of Commissioners of the Housing Authority of the County of Contra Costa to continue to provide housing assistance payments for qualified low-income tenants; and

WHEREAS, the Housing Authority of the County of Contra Costa desires to ensure that its Housing Choice Voucher program functions within the standards of the U.S. Department of Housing and Urban Development (HUD) Section 8 Management Assessment Program (SEMAP);

WHEREAS, 24 CFR Section 985.101, a PHA to submit the HUD-required SEMAP certification form within 60 calendar days after the end of its fiscal year;

WHEREAS, the certification must be approved by PHA board resolution and signed by the PHA executive director.

WHEREAS, a PHA's SEMAP certification is subject to HUD verification by an on-site confirmatory review at any time.

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY, as follows:

1. The SEMAP certification for the Housing Authority of the County of Contra Costa for the period ending March 31, 2023, is hereby approved subject to any subsequent HUD confirmatory reviews; and,
2. The Executive Director of the Housing Authority of the County of Contra Costa is authorized to submit this certification and any related documentation to the U.S. Department of Housing and Urban Development. This Resolution shall be effective immediately.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

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

By \_\_\_\_\_

# Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0215  
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours 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 conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
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**Check here if the PHA expends less than \$300,000 a year in Federal awards**

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

## Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

**PHA Response** Yes  No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

**PHA Response** Yes  No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

**PHA Response** Yes  No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

**PHA Response**  At least 98% of units sampled  80 to 97% of units sampled  Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

**PHA Response**  At least 90% of files sampled  80 to 89% of files sampled  Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

**PHA Response** Yes  No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

**PHA Response** Yes  No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

**PHA Response**  At least 98% of cases sampled  Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

**Applies only to PHAs with jurisdiction in metropolitan FMR areas.**

**Check here if not applicable**

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

**PHA Response** Yes  No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

**PHA Response** Yes  No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

**PHA Response** Yes  No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

**PHA Response** Yes  No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

**PHA Response** Yes  No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

**PHA Response** Yes  No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

**PHA Response** Yes  No

Enter current FMRs and payment standards (PS)

0-BR FMR \_\_\_\_\_ 1-BR FMR \_\_\_\_\_ 2-BR FMR \_\_\_\_\_ 3-BR FMR \_\_\_\_\_ 4-BR FMR \_\_\_\_\_  
PS \_\_\_\_\_ PS \_\_\_\_\_ PS \_\_\_\_\_ PS \_\_\_\_\_ PS \_\_\_\_\_

**If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.**

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

**PHA Response** Yes  No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

**PHA Response** Yes  No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

**PHA Response** Yes  No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

**PHA Response** Yes  No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

**PHA Response** Yes  No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

**Applies only to PHAs required to administer an FSS program.**

**Check here if not applicable**

**PHA Response**

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

**Applies only to PHAs required to administer an FSS program .**

**Check here if not applicable**

**PHA Response**

**Yes**

**No**

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

**or**

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

**PHA Response**

**Yes**

**No**

**If yes, attach completed deconcentration bonus indicator addendum.**

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

**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, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name \_\_\_\_\_

Principal Operating Area of PHA \_\_\_\_\_  
(The geographic entity for which the Census tabulates data)

**Special Instructions for State or regional PHAs** Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) \_\_\_\_\_ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- \_\_\_\_\_ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- \_\_\_\_\_ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes  No

- 2) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes  No

- 3) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes  No

**If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.**

**See instructions above concerning bonus points for State and regional PHAs.**

## CA011 - SEMAP Certification - Indicator #8 - Page 2

Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes  No

Enter current FMRs and payment standards (PS) Effective **10/1/2021**

0-BR FMR   \$1538   1-BR FMR   \$1854   2-BR FMR   \$2274   3-BR FMR  
  \$3006   4-BR FMR   \$3578  

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0-BR PS   \$1515   1-BR PS   \$1837   2-BR PS   \$2264   3-BR PS   \$3036    
4-BR PS   \$3593  

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Current FMRs and Payment Standards (PS) Effective **10/1/2022**

0-BR FMR   \$1658   1-BR FMR   \$1969   2-BR FMR   \$2405   3-BR FMR  
  \$3144   4-BR FMR   \$3706  

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0-BR PS   \$1823   1-BR PS   \$2165   2-BR PS   \$2645   3-BR PS   \$3458    
4-BR PS   \$4076  

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0-BR FMR   \$1658   1-BR FMR   \$1969   2-BR FMR   \$2405   3-BR FMR  
  \$3144   4-BR FMR   \$3706  

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0-BR PS   \$1658   1-BR PS   \$1969   2-BR PS   \$2405   3-BR PS   \$3144    
4-BR PS   \$3706  

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**If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.**

**Housing Authority of the County of Contra Costa  
SEMAP Score Projection**

	<b>Indicator</b>	<b>Max Points</b>	<b>Projected Points</b>	<b>Rating Criteria</b>	<b>Status</b>
1	<b>Selection from the Waiting List.</b> Written policies in Admin Plan; At least 98% were selected in accordance with policies and met the selection preference criteria	15	15	Yes response - 15 Pts; No - 0 Pts	PBV and Tenant-Based wait lists all accessed correctly.
2	<b>Reasonable Rent.</b> Written method to determine and document when rent is reasonable. PHA's method takes into consideration the location, size, type, quality, and age of the program unit and any amenities, housing services, maintenance or utilities provided by the owners.	20	20	98 % in compliance - 20 Pts; 80 - 97 % in compliance - 15 Pts; < 80 points - 0 Pts	Rent reasonableness was determined correctly on all samples; standard met for full points
3	<b>Determination of Adjusted Income.</b> PHA obtained third party verification or documented why third party verification was not available; properly attributed allowances for expenses; and, where the family is responsible for utilities, used the appropriate utility allowance	20	15	90 % met standard - 20 Pts; 80 to 89 % met standard - 15 Pts	48 of 60 files sampled had correct tenant rent calculations.
4	<b>Utility Allowance Schedule.</b> The PHA reviewed utility rate data within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.	5	5	Yes response - 5 Pts; No - 0 Pts	Implemented new schedules effective 3/1/2022 and 3/1/2023
5	<b>HQS Quality Control Inspections.</b> A PHA supervisor met the minimum sample size required for quality control of HQS inspections. and represents a cross section of neighborhoods and the work of a cross section of inspectors.	5	5	Yes response - 5 Pts; No - 0 Pts	QC inspections completed as required
6	<b>HQS Enforcement.</b> Quality control for all cases sampled that cited life-threatening HQS deficiencies were corrected within 24 hours and 98 % of all other cited HQS deficiencies were corrected within no more than 30 calendar days or abated	10	10	100 % of 24 Hr and 98 % of 30 Day Fails Corrected or Abated - 10 Pts. If not, 0 - Pts	QC indicates standards met for full points.
7	<b>Expanding Housing Opportunities.</b> 1) written policy defining areas 2) Documented action taken to encourage owner participation 3) Maps with job, school and Services detailed 4) Listing in Briefing Packet of Owners 5) Explanation of Portability in Packet with Contacts for surrounding PHAs 6) Analysis of Difficulty to find housing and whether need higher Payment Standards	5	5	All Items met - 5 Pts; Any missed - 0 Pts.	Completed all requirements
8	<b>Payment Standards.</b> Must be between 90% and 110 %	5	5	Yes response - 5 Pts; No - 0 Pts	PS updated and within 90 to 110 % range

**Housing Authority of the County of Contra Costa  
SEMAP Score Projection**

9	<b>Annual Reexaminations.</b> Within last 12 months.	10	10	96 - 100 % on time - 10 Pts; 90 to 95% on time - 5 Pts; < 90 % on time - 0 Pts	Standard met for full points. Backlog percentage 4 %
10	<b>Correct Tenant Rent Calculations.</b> The PHA correctly calculates tenant rent.	5	5	98 % Accurate - 5 Pts; Less than 98 % accurate - 0 Pts.	HACCC met standard for correct tenant rent calculations and full points for this indicator.
11	<b>Precontract HQS Inspections.</b> Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract.	5	5	98 % Inspected prior to HAP - 5 Pts. Less than 98 % - 0 Pts.	All units inspected prior to HAP execution. HACCC 100% in compliance.
12	<b>Annual HQS Inspections.</b> The PHA inspects each unit under contract at least annually.	10	10	96 - 100 % on time - 10 Pts; 90 to 95% on time - 5 Pts; < 90 % on time - 0 Pts	Most inspections completed within 12 months. 4% late as a result of data entry errors. All inspections entered correctly
13	<b>Lease-Up.</b> The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.	20	20	98 % Utilized - 20 Pts.; 95 to 97 % Utilized - 15 Pts; < 95% Utilized - 0 Pts.	105% of budget expended.
14	<b>Family Self-Sufficiency Enrollment.</b> The PHA has enrolled families in FSS as required.	0	0	80 % of Slots Filled and 30 % Escrow - 10 Pts; 60 - 79 % Slots filled and 30 % Escrow - 8 Pts; 80 % filled and < 30 % escrow - 5 Pts; < 60 % Slots Filled but 30 % Escrow - 5 Pts.; 60 - 79 % Slots filled but < 30 % Escrow - 3 Pts.	Program Voluntary and Not Rated
15	<b>Deconcentration Bonus</b>	5	0	50 % of all families in low poverty Census tracts; or Percent of movers with children to low poverty CTs 2 % > than last FY; or percent of movers over last 2 FYs 2 % or greater than second to last FY - 5 Pts	Census Data in Yardi does not support points for any of three criteria methods

**Total    140                    130                                    93.00%**

**90 - 100 % = High Performer**  
**60 - 89 % = Standard Performer**  
**Less Than 60 % = Troubled**





To: Board of Supervisors  
From: Joseph Villarreal, Housing Authority  
Date: May 16, 2023

Subject: INVESTMENT REPORT FOR THE QUARTER ENDING MARCH 31, 2023

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**RECOMMENDATIONS**

RECEIVE the Housing Authority of the County of Contra Costa’s investment report for the quarter ending March 31st, 2023.

**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.

In summary, HACCC had \$29,039.71 in interest earnings for the quarter ending March 31st, 2023. 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.

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Action of Board On: **05/16/2023**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF COMMISSIONERS**

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

ATTESTED: May 16, 2023

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONT'D)

The interest earned for the quarter ending March 31st, 2023 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
\$13,857.80			\$4,019.77	\$11,162.14

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

**HOUSING AUTHORITY OF CONTRA COSTA COUNTY**  
**INVESTMENT REPORT : PORTFOLIO HOLDINGS BY TYPE**

**For Period Ending: 3/31/2023**

Issuer	Investment Type	Amount Invested	Yield	Investment Date	Maturity Date	Estimated Value@ Maturity Date
<b>Cantella &amp; Company</b>						
Fidelity Market Reserves	Money Market	86,003.31	3.95%	ongoing	ongoing	86,003.31
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
State Bank of India	Certificate of Deposit	105,000.00	1.000%	4/27/21	4/27/26	110,252.88
Sally Mae Bank	Certificate of Deposit	75,000.00	1.050%	9/23/21	9/22/26	78,937.50
Synchrony Bank	Certificate of Deposit	100,000.00	0.950%	9/24/21	9/24/26	104,752.60
Federal Home Loan bank	Govt Agency	115,000.00	1.350%	1/27/22	1/27/26	121,214.25
Federal Home Loan bank	Govt Agency	110,000.00	1.750%	2/04/22	1/27/27	119,588.08
American Express national Bank	Certificate of Deposit	247,000.00	2.000%	3/09/22	3/09/27	271,713.53
Capital One Bank, USA	Certificate of Deposit	230,000.00	2.250%	3/23/22	3/23/27	255,889.18
Ally Bank	Certificate of Deposit	220,000.00	3.100%	5/19/22	5/09/25	240,291.84
BMO Harris Bank	Certificate of Deposit	150,000.00	3.300%	6/15/22	6/15/27	174,763.56
Morgan Stanley Bank	Certificate of Deposit	150,000.00	3.750%	6/30/22	6/30/27	178,140.41
Discover Bank	Certificate of Deposit	140,000.00	3.300%	7/20/22	7/20/26	158,492.66
Sallie Mae Bank	Certificate of Deposit	173,000.00	3.300%	7/20/22	7/21/25	190,158.28
Federal Home Loan bank	Govt Agency	150,000.00	4.000%	9/02/22	8/25/27	179,884.93
Capital One NA	Certificate of Deposit	245,000.00	4.300%	9/30/22	9/30/27	297,703.86
<b>GRAND TOTALS</b>		<b>3,166,003.31</b>				<b>3,541,664.09</b>
L.A.I.F. (Acct # 25-07-003)	Liquid Account	109,611.04	2.74%	ongoing	ongoing	109,611.04
De Anza Gardens, LP	Loan	1,000,000.00	3.00%			1,000,000.00
<b>GRAND TOTALS</b>		<b>4,275,614.35</b>				<b>4,651,275.13</b>

# HOUSING AUTHORITY OF CONTRA COSTA COUNTY

## INVESTMENT REPORT BY FUND

For Period Ending 3/31/2023

Issuer	Amount Invested	Amount Invested by Fund:				
		Public Housing	Management	Central Office	Housing Choice Voucher	Rental Rehabilitation
<b>Cantella &amp; Company</b>						
Fidelity Market Reserves	86,003.31	52,115.50	22,624.43	11,263.38		
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			
State Bank of India	105,000.00	105,000.00				
Sally Mae Bank	75,000.00	-		75,000.00		
Synchrony Bank	100,000.00	100,000.00				
Federal Home Loan bank	115,000.00	115,000.00				
Federal Home Loan bank	110,000.00	110,000.00				
American Express national Bank	247,000.00	247,000.00				
Capital One Bank, USA	230,000.00	230,000.00				
Ally Bank	220,000.00	220,000.00				
BMO Harris Bank	150,000.00	150,000.00				
Morgan Stanley Bank	150,000.00	150,000.00				
Discover Bank	140,000.00	140,000.00				
Sallie Mae Bank	173,000.00		173,000.00			
Federal Home Loan bank	150,000.00	150,000.00				
Capital One NA	245,000.00	245,000.00				
<b>GRAND TOTALS</b>	<b>3,166,003.31</b>	<b>2,014,115.50</b>	<b>540,624.43</b>	<b>611,263.38</b>	<b>-</b>	<b>-</b>

L.A.I.F. (Acct # 25-07-003)	109,611.04	-	-	-		109,611.04
De Anza Gardens, LP	1,000,000.00		1,000,000.00			
<b>GRAND TOTALS</b>	<b>4,275,614.35</b>	<b>2,014,115.50</b>	<b>1,540,624.43</b>	<b>611,263.38</b>	<b>-</b>	<b>109,611.04</b>



# HOUSING AUTHORITY OF CONTRA COSTA COUNTY

## Report per CGC 53646 CURRENT MARKET VALUE

For Period Ending 3/31/2023

Issuer	Investment Type	Maturity Date	Amount Invested	Current Market Value (at 3/31/23)	Yield
<b>Cantella &amp; Company</b>					
Fidelity Market Reserves	Money Market	ongoing	86,003.31	86,003.31	3.95%
Citi Bank NA	Certificate of Deposit	5/04/2023	100,000.00	99,824.00	3.10%
Goldman Sacs	Certificate of Deposit	7/25/2023	100,000.00	99,442.00	3.30%
Commenty Capital Bank	Certificate of Deposit	8/14/2023	120,000.00	119,214.00	3.25%
Citi Bank NA	Certificate of Deposit	2/15/2024	145,000.00	142,371.15	3.00%
Morgan Stanley Private Bank	Certificate of Deposit	7/25/2024	160,000.00	154,216.00	2.20%
Slate Bank of India	Certificate of Deposit	5/28/2025	140,000.00	129,099.60	1.10%
Texas Exchange Bank	Certificate of Deposit	6/19/2025	105,000.00	96,324.90	1.00%
Slate Bank of India	Certificate of Deposit	4/27/2026	105,000.00	93,437.40	1.00%
Sally Mae Bank	Certificate of Deposit	9/22/2026	75,000.00	65,830.50	1.05%
Synchrony Bank	Certificate of Deposit	9/24/2026	100,000.00	87,439.00	0.95%
Federal Home Loan bank	Govt Agency	1/27/2026	115,000.00	106,618.80	1.35%
Federal Home Loan bank	Govt Agency	1/27/2027	110,000.00	101,223.10	1.75%
American Express national Bank	Certificate of Deposit	3/09/2027	247,000.00	221,423.15	2.00%
Capital One Bank, USA	Certificate of Deposit	3/23/2027	230,000.00	208,025.80	2.25%
Ally Bank	Certificate of Deposit	5/09/2025	220,000.00	211,866.60	3.10%
BMO Harris Bank	Certificate of Deposit	6/15/2027	150,000.00	140,887.50	3.30%
Morgan Stanley Bank	Certificate of Deposit	6/30/2027	150,000.00	143,457.00	3.75%
Discover Bank	Certificate of Deposit	7/20/2026	140,000.00	133,207.20	3.30%
Sallie Mae Bank	Certificate of Deposit	7/21/2025	173,000.00	166,886.18	3.30%
Federal Home Loan bank	Govt Agency	8/25/2027	150,000.00	146,652.00	4.00%
Capital One NA	Certificate of Deposit	9/30/2027	245,000.00	239,296.40	4.30%
			<b>3,166,003.31</b>	<b>2,992,745.59</b>	
L.A.I.F. (Acct # 25-07-003)	Liquid Account	ongoing	109,611.04	109,611.04	2.74%
De Anza Gardens, LP	Loan		1,000,000.00	1,000,000.00	3.00%
<b>GRAND TOTALS</b>			<b>4,275,614.35</b>	<b>4,102,356.63</b>	

# HOUSING AUTHORITY OF CONTRA COSTA COUNTY

## Investment Interest Earnings Report

For Period Ending 3/31/2023

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>							
Fidelity Market Reserves	86,003.31	837.65	507.59	220.36	109.70	-	-
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	-	-	-
State Bank of India	105,000.00	258.90	258.90	-	-	-	-
Sally Mae Bank	75,000.00	194.18	-	-	194.18	-	-
Synchrony Bank	100,000.00	234.25	234.25	-	-	-	-
Federal Home Loan bank	115,000.00	382.81	382.81	-	-	-	-
Federal Home Loan bank	110,000.00	474.66	474.66	-	-	-	-
American Express national Bank	247,000.00	1,218.08	1,218.08	-	-	-	-
Capital One Bank, USA	230,000.00	1,276.03	1,276.03	-	-	-	-
Ally Bank	220,000.00	1,681.64	1,681.64	-	-	-	-
BMO Harris Bank	150,000.00	1,220.55	1,220.55	-	-	-	-
Morgan Stanley Bank	150,000.00	1,386.99	1,386.99	-	-	-	-
Discover Bank	140,000.00	1,139.18	1,139.18	-	-	-	-
Sallie Mae Bank	173,000.00	1,407.70	-	1,407.70	-	-	-
Federal Home Loan bank	150,000.00	1,479.45	1,479.45	-	-	-	-
Capital One NA	245,000.00	2,597.67	2,597.67	-	-	-	-
-	<b>3,166,003.31</b>	<b>20,908.64</b>	<b>13,857.80</b>	<b>3,031.07</b>	<b>4,019.77</b>	-	-
L.A.I.F. (Acct # 25-07-003)	109,611.04					733.81	
De Anza Gardens, LP	1,000,000.00	7,397.26		7,397.26			
<b>GRAND TOTALS</b>	<b>4,275,614.35</b>	<b>29,039.71</b>	<b>13,857.80</b>	<b>10,428.33</b>	<b>4,019.77</b>	<b>733.81</b>	<b>-</b>

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: May 16, 2023



Contra  
 Costa  
 County

**Subject:** CONTRACT WITH AFFORDABLE HOUSING NETWORK, LLC. FOR RENT REASONABLENESS DETERMINATION AND HOUSING CHOICE VOUCHER PROGRAM RENTAL LISTING SERVICES

---

**RECOMMENDATIONS**

APPROVE and AUTHORIZE the Executive Director to execute a contract with Affordable Housing Network, LLC. for rent reasonableness determination and Housing Choice Voucher program rental listing services for the period of March 1, 2023, through February 29, 2028.

**BACKGROUND**

All of the Assisted Housing Programs operated by HACCC require that families select and rent units that meet program housing quality standards as well as rent reasonableness. HACCC may not approve a tenancy unless the rent is reasonable. HUD requires housing authorities to complete rent reasonableness determinations for all units at initial occupancy, anytime there is a rent adjustment requested by the owner, whenever units are added to an existing Project-Based Voucher contract, anytime there is a 10% or greater reduction in the Fair Market Rents published by HUD each year or at the request of HUD.

Assisted rents must be comparable to unassisted units in the private rental market or in the premises. To make this determination, HACCC must consider: (1) The location, quality, size, unit type, and age of the contract unit; and (2) Any amenities, housing services, maintenance, and utilities to be provided by the owner in accordance with the lease. HACCC historically has been using the services of GoSection8 to collect, document and disperse comparability data and information to support its leasing activity under all assisted housing programs. In 2019, GoSection8 rebranded itself as AffordableHousing.com, a product of Affordable Housing Network, LLC. The contract with GoSection8/Affordable Housing Network, LLC has expired, yet HACCC continues to need their services for rent reasonableness determination.

Given the lack of qualified vendors to provide these services, HACCC secured approval from the HUD regional office of procurement to pursue a contract with Affordable Housing Network, LLC as a sole-source procurement action. HACCC negotiated renewal terms with Affordable Housing Network, LLC and is now seeking to get Board approval to execute the contract.

The annual costs indicated above reflects an average per year since an annual cost of living adjustment was built into the pricing for each contract year after the initial year for up to five(5) years.

---

Action of Board On: **05/16/2023**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF COMMISSIONERS**

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

ATTESTED: May 16, 2023

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

FISCAL IMPACT

The total annual cost for this contract averages out to approximately \$30,000 per year and up to \$150,000 over a five-year period. Funding for this contract is included in the Housing Authority's (HACCC) budget.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners not approve a contract renewal with Affordable Housing Network, LLC for rent reasonableness services for all its assisted housing programs, there would be corresponding delay in leasing all households into units and processing any rent increases as staff would have to take time away from their work to search for unit comparability data and build a database of resources that can be used on a daily basis. This would cause HACCC to fall out of compliance with HUD's regulated timelines for the execution of new leases and initial Housing Assistance Payments and delay occupancy for families.





To: Board of Supervisors  
From: Joseph Villarreal, Housing Authority  
Date: May 16, 2023

**Subject:** CONTRACT WITH GRANITE TELECOMMUNICATIONS, LLC TO PROVIDE TELECOMMUNICATION AND DATA SERVICES FOR ALL HOUSING AUTHORITY LOCATIONS

---

**RECOMMENDATIONS**

1. APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or designee, to execute a three-year contract with Granite Telecommunications, LLC (Granite) to provide telecommunications and data network connectivity and to provide managed network services to the Housing Authority; and
2. RATIFY payments previously made to Granite for telecommunications and data network connectivity and managed network services for the period beginning October 1, 2022, and ending May 31, 2023, in the amount of \$119,026.31.

**BACKGROUND**

GRANITE currently provides Telecommunication and Data connectivity for the Housing Authority. Although functioning, HACCC's current network technology is aging and has single points of failure that have resulted in numerous phone and computer service outages, and quality of service issues over the past few years. The systems and services provided in this new contract will provide HACCC with up-to-date, secure, internet-based network connectivity that includes network failover redundancy designed to keep our locations up and running and to provide continuity of services to our tenants, landlords and stakeholders. Each of HACCC's office locations will have their own dedicated internet access (DIA), which will also eliminate single points of failure within our network.

Due to pricing decreases in the cost of internet-based connectivity options, we have added critical and necessary features such as increased bandwidth (network speed), backup circuits by location, and network stability for a monthly cost that is less than our current monthly spend with the vendor. As our current provider, Granite also brings their experience, expertise, and specific knowledge of our network to the relationship.

This contract was procured via OMNIA Partners, the largest and most experienced organization in procurement and supply chain management. Covering private sector, public sector, nonprofit and multifamily housing, OMNIA Partners unites industry-leading buying power and world-class suppliers to offer an extensive portfolio of sourcing solutions and partnerships. Through economies of scale, OMNIA Partners delivers more contracts, in more verticals, with transparent, value-driven pricing.

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Action of Board On: **05/16/2023**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF COMMISSIONERS**

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

ATTESTED: May 16, 2023

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

FISCAL IMPACT

The annual cost for services under the new contract will show a decrease of approximately \$40,000 versus the cost Granite is currently billing HACCC. The three-year cost for this contract will not exceed \$500,000 for all services.

CONSEQUENCE OF NEGATIVE ACTION

If the Board fails to approve Granite Telecommunications, LLC to provide our upgraded network and managed services, we will remain on aging network technology and continue to be susceptible to network outages, phone and system outages for our employees, and interruption of services provided to HACCC stakeholders.