



Housing

Department Summary

Department Overview

In FY 11-12, the Housing Authority of the City of Alameda transitioned to full autonomy. Its governing body, the Board of Commissioners, oversees the Housing Authority, including approving its annual budget and work activities. The City of Alameda has a staffing services agreement with the Housing Authority whereby the Housing Authority provides Housing Department services to the City. The Housing Department develops affordable rental housing, implements first-time homebuyer programs, manages the inclusionary housing program, and administers the Community Development Block Grant (CDBG) and HOME programs. The Housing Authority is the Successor Housing Agency for the former Community Improvement Commission of the City of Alameda. City staff carries out Successor Housing Agency functions.



Goals

- Administer the City's various affordable housing funds to maintain and expand the supply of affordable housing.
- Implement the Five-Year Affordable Housing Development plan, which calls for the development of over 200 units of housing affordable to very low-, low- and moderate-income families.
- Manage the Down Payment Assistance Program and Inclusionary Housing Program to provide ownership opportunities to first-time homebuyers.
- Implement and maintain policies and procedures for effective and efficient operation of the CDBG and HOME programs.

Workplan Highlights

- Complete the rehabilitation of the Islander Motel for conversion of 61 units to workforce housing for very low- and low-income one- and two-person households.
- Commence construction of Jack Capon Villa, a 19-unit affordable housing project serving developmentally disabled adults.
- Provide six Down Payment Assistance Loans to first-time homebuyers.
- Complete the transition from the Community Improvement Commission to the Successor Housing Agency in an efficient and effective manner.
- Administer the CDBG program to continue serving 5,000 low- and moderate-income residents annually through public service programs.



Housing Department Summary

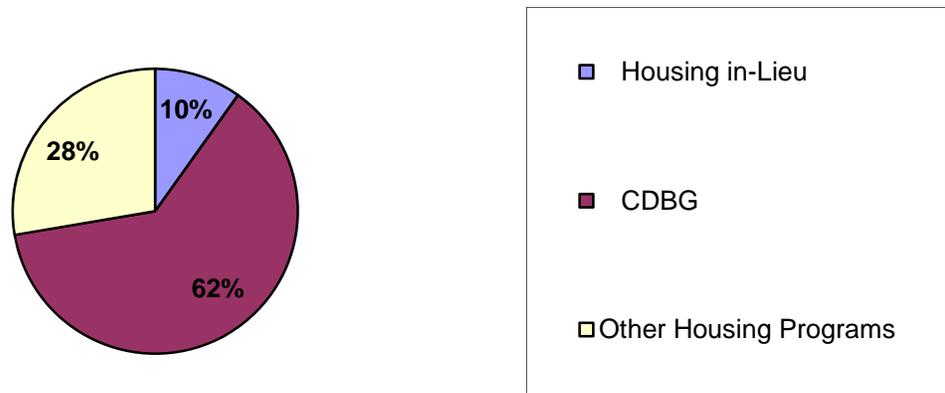
Mission Statement

To advocate for and provide quality, affordable and safe housing; encourage self-sufficiency; and strengthen community inclusiveness and diversity in housing.

Expenditure Summary by Program

<i>Program Name</i>	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Projected	FY 13-14 Budget	FY 14-15 Budget
Housing in-Lieu	\$ 424,724	\$ 305,730	\$ 156,000	\$ 176,000	\$ 8,000
CDBG	1,839,652	2,552,840	1,556,000	1,116,000	1,116,000
Other Housing Programs	2,065,873	479,980	374,000	494,000	397,000
Total Program Budget	\$ 4,330,249	\$ 3,338,550	\$ 2,086,000	\$ 1,786,000	\$ 1,521,000
Less Program Revenues	4,162,878	2,160,000	1,747,000	1,371,000	1,331,000
Net Program Budget	\$ 167,371	\$ 1,178,550	\$ 339,000	\$ 415,000	\$ 190,000
Cost Recovery %	96%	65%	84%	77%	88%

Department FY 13-14 Expenditures by Division





Housing

Housing In-Lieu

Program Description

Housing in-lieu fees are funds collected “in-lieu” of constructing required affordable housing units. These in-lieu fees are permitted for new residential construction of nine or fewer units or provided for in Disposition and Development or other negotiated agreements. Funds collected are used to support the City's Down Payment Assistance (DPA) program and other initiatives to increase home ownership and rental housing opportunities for low- and moderate-income residents.

Key Objectives

1. Preserve and improve City neighborhoods through strategic planning, home ownership, and housing counseling services.
2. Promote first-time homebuyer programs to residents and employers.
3. Provide down payment assistance loans for eligible first-time homebuyers.
4. Participate in the County-wide Mortgage Credit Certificate Program.

Budget Highlights and Significant Proposed Changes

- Current projections show a \$41,000 available fund balance for FY 14-15. If additional revenue is not received, the City will need to place its Down Payment Assistance Program on hiatus or identify an alternate revenue to fund the Program in FY 14-15.
- The fluctuation in Contractual Services is due to a projected increase in costs for the administration of loans made for down payment assistance.

Performance Indicators

Performance Indicator	Relates to Objective	FY 11-12 Actual	FY 12-13 Projected	FY 13-14 Budget	FY 14-15 Budget
Number first-time homebuyer/DPA loans	1, 3	6	4	4	0
Number of first-time homebuyer workshops / Number of attendees	1, 2	2/75	2/75	2/75	0
Number of trainings provided	1	1	1	1	1





Housing

Housing In-Lieu (0228)

Funding Sources:

Housing In-Lieu (228)

Summary of Expenditures and Revenues

<u>Expenditure Category</u>	FY11-12 Actual	FY12-13 Budget	FY12-13 Projected	FY13-14 Budget	FY14-15 Budget
Contractual Services	424,724	300,000	150,000	169,000	1,000
Cost Allocation	-	5,730	6,000	7,000	7,000
Total Program Budget	\$ 424,724	\$ 305,730	\$ 156,000	\$ 176,000	\$ 8,000
Less: Program Revenues	538	302,077	54,000	1,000	-
Net Program Budget	\$ 424,186	\$ 3,653	\$ 102,000	\$ 175,000	\$ 8,000

Full-Time Personnel Summary

<u>Position</u>	FY11-12 Actual	FY12-13 Budget	FY13-14 Budget	FY14-15 Budget
Totals	-	-	-	-



Housing HOME Projects

Program Description

HOME Investment Partnership Program (HOME) funds are federal monies received through the City's participation in Alameda County's HOME Consortium. HOME funds are administered by Alameda County. The City of Alameda uses HOME funds, leveraged with other affordable housing resources, to finance acquisition, rehabilitation and new construction of housing affordable to very-low and low-income households. In addition, HOME funds can be used to provide rental assistance to very-low and low-income households.

Key Objectives

1. Begin predevelopment on the 23-unit affordable housing project at Alameda Landing.
2. Continue rehabilitation and new construction projects as funding permits.

Budget Highlights and Significant Proposed Changes

- The FY 11-12 budget reflected prior year allocations totaling \$1.7 million which was expended on the rehabilitation of the Islander Motel (now Park Alameda).
- In FY 12-13, \$121,000 in HOME funds was expended on one rehabilitation project.
- HOME Consortium allocation will be reduced 5%, from FY 12-13 funding of \$141,817 to \$134,726 in FY 13-14.

Performance Indicators

Performance Indicator	Relates to Objective	FY 11-12 Actual	FY 12-13 Projected	FY 13-14 Budget	FY 14-15 Budget
Number of units rehabilitated/constructed	1	0	62	0	0
Number of regulatory agreements executed to preserve long-term affordability	1	2	1	1	1
New construction/rehabilitation projects assisted	2	2	1	1	1





Housing

HOME Projects (6540)

Funding Sources:

Home (235)

Summary of Expenditures and Revenues

<i>Expenditure Category</i>	FY11-12 Actual	FY12-13 Budget	FY12-13 Projected	FY13-14 Budget	FY14-15 Budget
Personnel Services	\$ 21,789	\$ 8,465	\$ 6,000	\$ 7,000	\$ 7,000
Contractual Services	1,678,000	133,355	121,000	128,000	128,000
Total Program Budget	\$ 1,699,789	\$ 141,820	\$ 127,000	\$ 135,000	\$ 135,000
Less: Program Revenues	1,774,288	141,820	53,000	135,000	135,000
Net Program Budget	\$ (74,499)	\$ -	\$ 74,000	\$ -	\$ -

Full-Time Personnel Summary

<i>Position</i>	FY11-12 Actual	FY12-13 Budget	FY13-14 Budget	FY14-15 Budget
Community Development Program Manager	-	0.05	0.05	0.05
Totals	-	0.05	0.05	0.05



Housing CDBG Administration

Program Description

The CDBG Administration program includes planning and administering the federal Community Development Block Grant (CDBG) program. Fair housing, homeless service programs, public service and information and referral services administration are also included in this program. The Housing Department is responsible for administering the CDBG program.

Key Objectives

1. Identify, implement, and administer activities that benefit low- and moderate-income residents.
2. Ensure activities meet a community need, as identified in the City's Consolidated Plan.
3. Ensure the CDBG program is administered in compliance with federal CDBG regulations.
4. Coordinate with regional partners to plan and implement homeless service programs.

Budget Highlights and Significant Proposed Changes

- CDBG Entitlement funding will be reduced 5%, from FY 12-13 funding of \$1,017,685 to \$966,801 in FY 13-14. Prior year Program Income is estimated at approximately \$150,000. In addition, there will be approximately \$685,812 in carry forward entitlement funds from FY 12-13 and approximately \$383,520 in carry forward Program Income.
- Administration is capped at 20% of entitlement and Program Income funds. This results in a reduction in administration funds available for FY 13-14.
- Changes in expenditures for the next two fiscal years are the result in the change of the allocation of staff to this program and the implementation of the City's revised cost allocation plan.

Performance Indicators

Performance Indicator	Relates to Objective	FY 11-12 Actual	FY 12-13 Projected	FY 13-14 Budget	FY 14-15 Budget
Plans and reports completed	1	5	5	5	5
CDBG Agreements executed	1	20	15	15	15
Public meetings held	1	4	4	4	4





Housing

CDBG Administration (6135)

Funding Sources:

CDBG Administration (236)

Summary of Expenditures and Revenues

<u>Expenditure Category</u>	FY11-12 Actual	FY12-13 Budget	FY12-13 Projected	FY13-14 Budget	FY14-15 Budget
Personnel Services *	\$ 100,222	\$ 129,695	\$ 121,000	\$ 144,000	\$ 153,000
Contractual Services	96,082	71,455	70,000	71,000	63,000
Materials & Supplies	5,412	4,680	5,000	5,000	4,000
Capital Outlay	1,286	-	-	-	-
Cost Allocation	37,416	37,710	38,000	7,000	7,000
Total Program Budget	\$ 240,418	\$ 243,540	\$ 234,000	\$ 227,000	\$ 227,000
Less: Program Revenues	240,418	243,540	234,000	227,000	227,000
Net Program Budget	\$ -	\$ -	\$ -	\$ -	\$ -

* Includes Part-Time Personnel Costs of: \$ - \$ - \$ - \$ - \$ -

Full-Time Personnel Summary

<u>Position</u>	FY11-12 Actual	FY12-13 Budget	FY13-14 Budget	FY14-15 Budget
Community Development Program Manager	0.75	0.65	0.65	0.65
Office Assistant	0.20	0.55	0.55	0.55
Administrative Services Coordinator	0.25	-	-	-
Accounting Technician	-	-	0.15	0.15
Totals	1.20	1.20	1.35	1.35



Housing

CDBG Projects

Program Description

The Community Development Block Grant (CDBG) Projects program implements CDBG housing and community development activities, including public facilities capital improvements, public services, residential rehabilitation, economic development, micro-enterprise, and planning/technical assistance. The Housing Department implements the CDBG Projects Program.

Key Objectives

1. Identify and implement residential rehabilitation projects.
2. Ensure public service programs meet a community need, as identified in the City's Consolidated Plan.
3. Ensure the CDBG housing and public service programs are administered in compliance with CDBG regulations.
4. Identify and implement non-housing activities in compliance with CDBG regulations.
5. Provide support for capital improvements in low- and moderate-income neighborhoods.
6. Implement public and non-profit facilities projects.
7. Provide access to economic development and micro-enterprise opportunities.



Budget Highlights and Significant Proposed Changes

- CDBG Entitlement funding will be reduced 5%, from FY 12-13 funding of \$1,017,685 to \$966,801 in FY 13-14. Prior year Program Income is estimated at approximately \$150,000.
- Public Services funding is capped at 15% of entitlement and prior year Program Income funds. This results in a reduction in Public Services funds available for FY 13-14.
- The decrease in expenditures for the next two fiscal years is a result of the reduced federal allocation for this program, including for residential rehabilitation and business assistance.

Performance Indicators

Performance Indicator	Relates to Objective	FY 11-12 Actual	FY 12-13 Projected	FY 13-14 Budget	FY 14-15 Budget
Persons served by public service programs	2	5,600	5,000	5,000	5,000
Job training opportunities provided	7	40	30	30	30
Residential units rehabilitated	1	12	12	12	12
Soft story engineering reports funded	1	1	1	1	1
Public facility projects completed	5	3	1	1	1



Housing

Affordable Housing

Program Description

Affordable Housing impact fees are levied on all new commercial construction and are intended to meet the demand for new workforce housing generated by commercial and industrial activity. Funds support the City's Inclusionary Housing Program and are leveraged with housing in-lieu fees to make down payment assistance loans for first-time home buyers.

Key Objectives

1. Administer the City's Inclusionary Housing Program, including conducting annual monitoring, processing refinancing requests, and reselling below market rate (BMR) units to qualified homebuyers.
2. Leverage housing in-lieu monies to provide down payment assistance loans for first-time homebuyers.

Budget Highlights and Significant Proposed Changes

- The increase in expenditures for FY 13-14 is due to a change in staff allocated to this program, changes resulting from the recently updated Cost Allocation Plan and additional monies set aside for the affordable housing down payment assistance program.
- Commercial Projects (new construction & expansions) pay an affordable unit fee to mitigate impacts on the housing market. Fund revenue tied to commercial development activity.

Performance Indicators

Performance Indicator	Relates to Objective	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Projected	FY 14-15 Budget
Number of BMR units monitored	1	94	94	94	94
Number of refinancing requests processed	1	10	11	10	10
Number of BMR units resold	1	3	1	1	1





Housing

Affordable Housing (6620)

Funding Sources:

Affordable Housing (266)

Summary of Expenditures and Revenues

<i>Expenditure Category</i>	FY11-12 Actual	FY12-13 Budget	FY12-13 Projected	FY13-14 Budget	FY14-15 Budget
Personnel Services	\$ -	\$ 10,000	\$ 6,000	\$ 36,000	\$ 37,000
Contractual Services	40,649	209,000	101,000	171,000	71,000
Cost Allocation	18,672	70	-	12,000	12,000
Total Program Budget	\$ 59,321	\$ 219,070	\$ 107,000	\$ 219,000	\$ 120,000
Less: Program Revenues	306,740	7,568	6,000	44,000	1,000
Net Program Budget	\$ (247,419)	\$ 211,502	\$ 101,000	\$ 175,000	\$ 119,000

Full-Time Personnel Summary

<i>Position</i>	FY11-12 Actual	FY12-13 Budget	FY13-14 Budget	FY14-15 Budget
Division Manager	-	-	0.15	0.15
Community Development Program Manager	-	-	0.05	0.05
Totals	-	-	0.20	0.20



Housing

Social Service Human Relations Board

Program Description

The Social Service Human Relations Board (SSHRB) is a City-chartered board that works to create an environment that will encourage and bring about mutual understanding, respect, and goodwill among groups of people in the community and to improve social services in the community. Staff support is provided through part-time personnel.

Key Objectives

1. Support SSHRB meetings and work group projects and events.

Budget Highlights and Significant Proposed Changes

- No significant changes are proposed for this program.

Performance Indicators

Performance Indicator	Relates to Objective	FY 11-12 Actual	FY 12-13 Projected	FY 13-14 Budget	FY 14-15 Budget
SSHRB meetings held	1	9	9	9	9
Alameda Services Collaborative meetings		3	4	4	4
Annual Work Group projects accomplished		6	5	5	5





Housing Youth Collaborative (ACCYF)

Program Description

The Alameda Collaborative for Children, Youth and Their Families (ACCYF) program provides coordinated support for services supporting children, youth, and families. The program is jointly-sponsored by the City, Alameda County Supervisor Wilma Chan, and the Alameda Unified School District.

Key Objectives

1. Promote positive child and youth development through building innovative community partnerships, sharing information, and maximizing resources.
2. Coordinate with Alameda Youth Advisory Commission activities.

Budget Highlights and Significant Proposed Changes

- No significant changes are proposed for this program.

Performance Indicators

Performance Indicator	Relates to Objective	FY 11-12 Actual	FY 12-13 Projected	FY 13-14 Budget	FY 14-15 Budget
Youth Collaborative meetings held	1	9	9	9	9
Annual activities accomplished	1	9	9	9	9





Housing FY 13-14 / 14-15

