
NOTICE OF BOARD MEETING

Board of Directors

Director Anne Griffith
Director Mark Tortorich
Director Patricia Wells

In accordance with Article IV, Section 4.11, of the Bylaws of the Oakland Affordable Housing Preservation Initiatives, Inc., NOTICE IS HEREBY GIVEN that the **Annual Meeting of the Board of Directors** will be held as follows:

**OAHPI BOARD OF DIRECTORS
ANNUAL MEETING**

**Monday, June 21 2021
5:30 p.m.**

Tele-Conference

***NOTE:** Pursuant to the Governor's Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to Coronavirus (COVID-19), a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.*

Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/92886506540?pwd=cXNOTHYxb0ttN25JQzhyVkJpTGkzdz09>

ID (access code): 928 8650 6540

Meeting Passcode: 236379

To participate by Telephone: 1 (699) 900-9128

Meeting ID (access code): 928 8650 6540 Meeting Passcode: 236379#

If you need special assistance to participate in the meeting, please contact OAHPI at (510) 874-1510 (English TTY 800-735-2929 or Spanish TTY 800-855-3000). Notification at least 48 hours prior to the meeting will allow reasonable accommodations to ensure accessibility.



All public comment on action items will be taken at the public comment portion of the meeting. You may comment via zoom by “raising your hand” or by submitting an e-mail to publiccomments@oakha.org or leave a voicemail at 510-874-1517 before 5:00 p.m. the day of the meeting.

- You may request to make a public comment by “raising your hand” through Zoom’s video conference or phone feature, as described below. Requests will be received only during the designated times in which to receive such requests and only for eligible Agenda items. Public comments will be subject to the appropriate time limit of three (3) minutes.
- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the phone numbers listed below. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Please unmute yourself by pressing *6. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.



AGENDA

Annual Meeting
June 21, 2021
Time: 5:30 p.m.

- I. Roll Call
- II. Approval of Minutes:
 - Approval of Minutes of the Regular Board Meeting of March 11, 2021.
- III. Recognition of people wishing to address the Directors.
- IV. Old or Unfinished Business
 - A. Staff Update on the Development of Diversity Goals for Business Opportunities with OAHPI for Potential MBE/WBE/SBE/DBE and Section 3 Vendors.
 - B. Staff Update on the Feasibility Study for Foothill Family Apartments in partnership with Oakland Housing Initiatives.
- V. Modifications to the Agenda
(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists or a need arose after agenda posting.
- VI. New Business
 - A. Presentation of Audit Report and Quarterly Financial Status Report for the period of July 1, 2020 through March 31, 2021.
 - B. Consideration and approval of the Oakland Affordable Housing Preservation Initiatives Fiscal Year 2021-2022 Operating Budget and Authorization for the Executive Director of OAHPI to issue blanket purchase orders to multiple vendors and service providers in specified amounts for routine, recurring, low-dollar amount purchases for FY 2021-2022.
 - C. Authorization for the Executive Director to execute a two-year contract, with up to three one-year option terms, with Baila Floors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000

- D. Authorization for the Executive Director to execute a two-year contract, with up to three one-year option terms, with Bay Area Contract Carpets to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000.
- E. Authorization for the Executive Director to execute a two-year contract, with up to three one-year option terms, with Royal Floors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000.
- F. Consideration of a resolution authorizing the Executive Director to execute a two-year contract, with three additional one-year option terms, with Santa Clara Appliances in an amount not to exceed \$93,750 per year for the purchase, delivery and installation of refrigerators for vacancy turnover and the interior rehabilitation of vacant and occupied units
- G. Consent Agenda:
Items on the Consent Agenda are considered routine and do not require separate discussion. If a Director wishes to have discussion, or if a member of the public wishes to comment on any consent item, the item may be removed from the consent agenda and considered separately. Questions or clarifications may be considered by the Directors without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.
1. Ratification of a contract with Montgomery Sansome to Rehabilitate Fire Damage units located at 2349 83rd Ave., Oakland.
 2. Retroactive Payment of Landscaping and General Cleaning Services during the COVID -19 Pandemic
 3. Authorization for the Executive Director to increase the contract amount for two remaining one-year option terms with The Law Offices of Charles Ramsey to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$175,000 per option term.
 4. Authorization for the Executive Director to increase the contract amount for two remaining one-year option terms with Edrington, Schirmer & Murphy, LLP to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$75,000 per option term.
 5. Authorization for the Executive Director to increase the contract amount for two remaining one-year option terms with The Law Offices of Bill Ford to provide legal services for OAHPI properties by

\$25,000 per option term to a total not-to-exceed amount of \$125,000 per option term.

6. Authorization for the Executive Director to increase the contract amount for two remaining one-year option terms with Zanghi, Torres & Arshawsky, LLP to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$125,000 per option term.

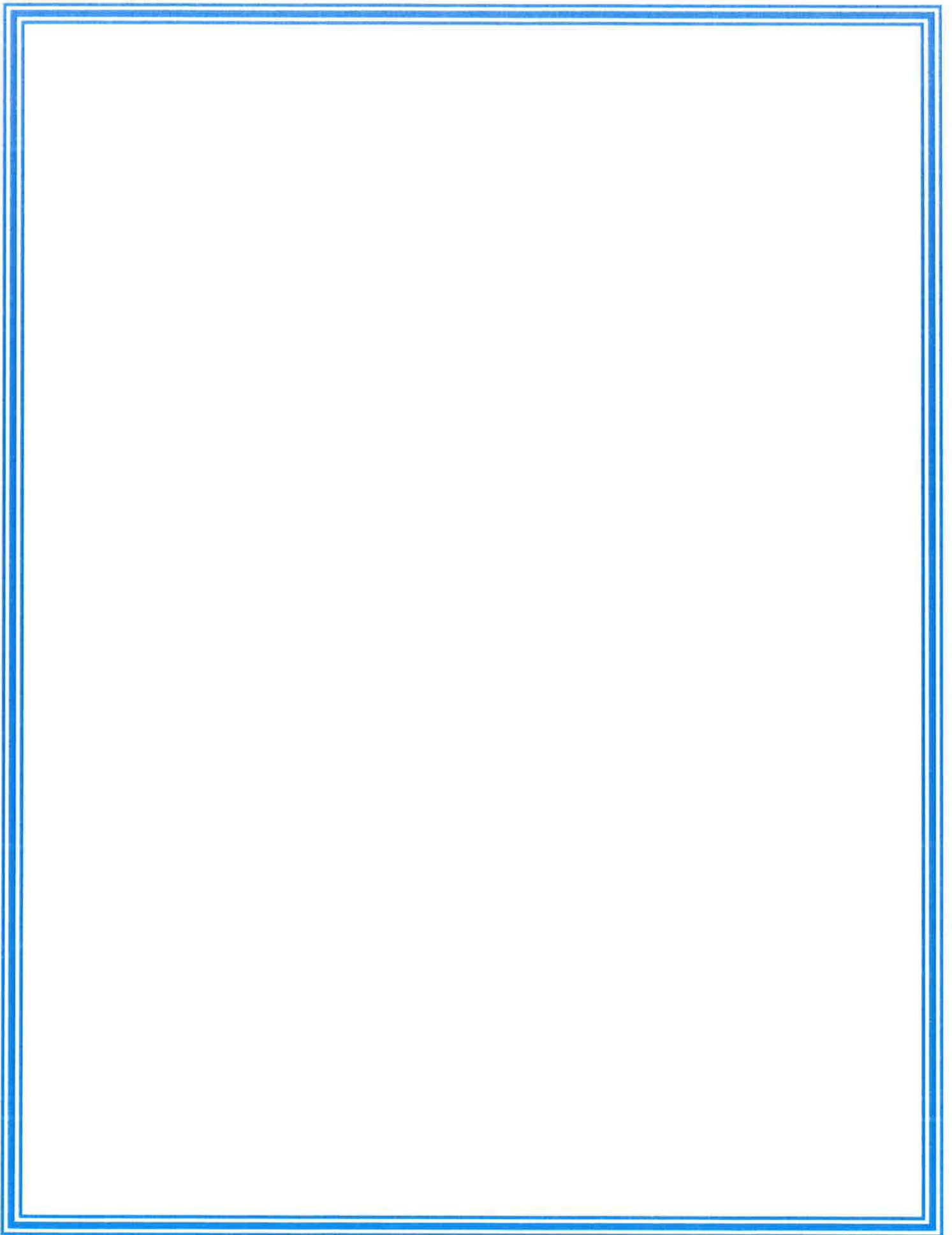
H. Portfolio Performance.

VII. Adjournment

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.



Patricia Wells, Secretary/Executive Director



**MINUTES OF THE REGULAR MEETING
BOARD OF DIRECTORS OF THE
OAKLAND AFFORDABLE HOUSING
PRESERVATION INITIATIVES, INC.**

Thursday, March 11, 2021

Regular Meeting

NOTE: In accordance with Governor Newsom's issued Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to Coronavirus (COVID-19), a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.

Director, Patricia Wells called the meeting to order at 12:03 p.m. President, Anne Griffith rolled the agenda and Director Wells responded as Acting Secretary until the completion of Item A – New Business.

I. Roll Call

Present were all three (3) Directors – Anne Griffith, Mark Tortorich, and Patricia Wells.

II. Approval of Minutes for the Special Meeting of February 09, 2021

On approval of the minutes moved by Director Tortorich, seconded by Director Wells. The motion carried by the following vote.

Ayes 3 – Griffith, Tortorich, Wells

III. Recognition of people wishing to address the Directors

There were no persons wishing to address the Directors.

IV. Old or Unfinished Business

There were no old or unfinished business items.

V. Modifications to the Agenda

There were no modifications to the Agenda.

VI. New Business

A. Designation of Kris Warren, Acting COO for the Position of Acting Secretary.

The item was introduced by Director Wells to designate and appoint Kris Warren, current Acting Chief Operating Officer (COO) to the position of Acting Secretary for future OAHPI Board meetings. The Articles of Incorporation and Bylaws require that the Board of Directors appoint an officer for secretary. In 2019, COO Andres Manriquez was appointed as secretary for the OAHPI board but is currently unable to fulfill the role of secretary due to his leave of absence. During the absence of Mr. Manriquez, Kris Warren, consultant with CVR Associates, is currently fulfilling the role of Acting COO and it is therefore recommended that Ms. Warren be placed as Acting Secretary for the OAHPI Board meetings.

On approval of Item A moved by Director Tortorich, seconded by Director Wells. The motion carried by the following vote.

Ayes 3 – Griffith, Tortorich, Wells

B. Consideration of a resolution authorizing OAHPI to collaborate with Oakland Housing Initiatives (OHI) on a feasibility study of redevelopment options for Foothill Family Apartments and OAHPI sites in the vicinity.

Ms. Warren introduced the item and provided a brief background on the OHI board's recent approved contract with Helen Dunlap Consultants (HDC) to conduct a feasibility study of various rehab and redevelopment scenarios controlled by OHA, CAHI, OAHPI and additional owners.

Ms. Helen Dunlap provided further details stating the non-profit foundation, OHI, is a general partner of OHA and Limited Partner to the Foothill Family Apartments. OHI and OHA are looking into the possible options for reinvestment and redevelopment of the property. The feasibility study will consider the inclusion of OAHPI and CAHI properties within the area that also need improvement. The feasibility study will determine the possible options for the property, including re-zoning, building improvements, a complete redevelopment and community building.

Director Wells added that the Agency has invested heavily invested in various Oakland communities; however, East Oakland has not received the investment it deserves, and there are opportunities to leverage partnerships and improve areas in East Oakland Communities. There were no further questions from the board.

On approval of Item B moved by Director Wells, seconded by Director Griffith. The motion carried by the following vote.

Ayes 3 – Griffith, Tortorich, Wells

- C. Authorization for the Executive Director to execute a Memorandum of Understanding with Alameda County Health Care Services Agency, and other entities as necessary, to participate in and provide housing assistance to formerly homeless families as part of the Building Bridges – JPAL research partnership, sponsored by the Jameel Abdul Latif Poverty Action Lab (JPAL) at the Massachusetts Institute of Technology (MIT).

Director Henderson reported that the item is for an approval of a MOU with Alameda County to participate in a randomized controlled trial to study the impact of different service delivery models on the short and medium outcomes for formerly homeless families. The County will agree to complete extensive data collection, while the Authority will collect data on participants. The behavior health care services of the county will refer 100 households to the Authority. The Leased Housing Department will conduct the eligibility screening and OAHPI will house the families. All families will be informed to participate in the study and approve their involvement with the project. The project is expected to start September 2021.

Tortorich asked if there are any impacts to staff with this project. Director Henderson stated that staff would not see much of a difference in the program process as the method used for JPAL applicant referrals will be similar to the process currently in place with our Leased Housing Department and the OAHPI team.

On approval of Item C moved by Director Tortorich, seconded by Director Wells. The motion carried by the following vote.

Ayes 3 – Griffith, Tortorich, Wells

- D. Consent Agenda:
Items on the Consent Agenda are considered routine and do not require separate discussion. If a Director wishes to have discussion, or if a member of the public wishes to comment on any consent item, the item may be removed from the consent agenda and considered separately. Questions or clarifications may be considered by the Directors without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.
1. Authorization for RAMP Housing, Inc. to make technical amendments to its Articles of Incorporation to confirm that

RAMP Housing, Inc. is a supporting organization of the Oakland Housing Authority.

2. Authorization to execute a two-year contract with three one-year option terms with West Coast Arborists, Inc. (WCA) for tree trimming services at OAHPI properties, in an amount not to exceed \$100,000 for the initial term and \$50,000 for each option term.
3. Authorization to execute a one-year contract with Pure Facilities Solutions for monthly pressure-washing of common areas and trash enclosures at OAHPI properties, in an amount not to exceed \$345,360 for the contract term.
4. Ratification of a Contract with ADL Construction to Rehabilitate Fire Damaged Units Located at 1733 92nd Avenue, Oakland.
5. Ratification of a Contract with ADL Construction to Rehabilitate Fire Damaged Units Located at 1900 East 24th Street, Oakland.
6. Ratification of a Contract with ADL Construction to Rehabilitate Fire Damaged Units Located at 2353 East 24th Street, Oakland.

On approval of Item C moved by Director Wells, seconded by Director Griffith. The motion carried by the following vote.

Ayes 3 – Griffith, Tortorich, Wells

- E. Staff Briefing on Outreach Efforts to Ensure Access for Minority Owned Businesses during Procurement Opportunities.

The Contracts Compliance and General Services Manager, Daniel Mermelstein, provided an overview of the outreach efforts for the vacant unit rehabilitation procurement. The Contracts Compliance and General Services (CCGS) Department notified 490 vendors from the Housing Agency Marketplace bidding system (an external database) as well as 698 vendors through Infolane (an internal database). Additionally, an e-mail was sent to 26 Bay Area Contractors directly to increase competition and vendor outreach.

Director Griffith asked if this is standard procedures used for outreach and were the results standard. Daniel stated that it is standard procedures but not standard results.

Director Tortorich asked what are the goals for diversity, when contracting and sub-contracting for the year, Director Wells stated that currently there are no goals; however, it will be added for discussion at the next meeting.

There were no further questions from the board.

F. Staff Briefing on Ney Avenue Corridor.

Director of Property Management, Mark Schiferl provided an update on Ney Avenue Corridor stating that Chief Duplessis and the OHAPD conducted a CPTED (Crime Prevention Through Environmental Design) study to make recommendations for enhancements for crime prevention. As a result of the report, lighting was changed at the Ney Ave. properties with LED lighting and cameras were installed at the exterior of the properties. Additionally, vehicle gates, electric gates, and pedestrian gates will be added to limit access to the property. Furthermore, a change in location to the trash areas will be implemented as well as a refresh to the common areas. To further enhance the corridor, OHAPD and Property Management teams conducted a property clean up team to improve the area.

There were no further questions from the board.

G. Staff Briefing on Harrison Tower Project Update.

Interim Assistant Director, Deni Adaniya provided an update on two significant developments in 2020 and the implications of the developments. Ms. Adaniya discussed information provided by Saida & Sullivan and Miyamoto International about a PML study that was completed for Harrison Tower that identified seismic challenges that need to be addressed as a part of the Harrison Tower rehabilitation project. Second Deni discussed funding constraints and challenges associated with the California Debt Limit Allocation Committee the state agency that awards financing for affordable housing rehabilitation and new construction. In the past CDLAC funding has been relatively easy to obtain but now there is a large pool of applications and as a result CDLAC has instituted a new competitive allocation methodology that prioritizes new construction. Due to the new competitive process it is difficult to predict when/if Harrison Tower will secure bond and tax credit financing.

The team evaluated two scenarios. One is to complete all of the rehab work at the same time and the second is to complete the work in two phases. The first phase would consist of a portion of the seismic work related to strengthening the building. The second phase would include

the remaining seismic scope including the foundation work and tower improvements as well as replacement of all building systems and rehabilitation of the unit interiors utilizing bonds and tax credit equity.

There were no further questions from the board.

H. Portfolio Performance.

Director of Property Management, Mark Schiferl presented on the portfolio performance highlighting the performance report for the month ending of January 2021. Trends on the occupancy of units available for leasing were three bedroom units. Mr. Schiferl stated that at the next board meeting, a breakdown of rent collection trends will be provided for 12-months on tenant account receivables. Mr. Schiferl concluded his report by sharing that the conservation resource team conducted assessments on trash and recycling for property sites in order to implement green environmental solutions.

Director Wells stated that strategic work is being completed to ensure adequate staffing and supports to encourage enhanced community engagement when the Authority re-opens.

There were no further questions from the board.

VII. Adjournment

On approval to adjourn moved by Director Tortorich, seconded by Director Wells, the meeting adjourned at 1:17 p.m. by the following vote.

Ayes 3 – Griffith, Tortorich, Wells

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.

Patricia Wells, Executive Director

OLD OR UNFINISHED BUSINESS

Executive Office

Oakland Affordable Housing Preservation Initiatives

MEMORANDUM

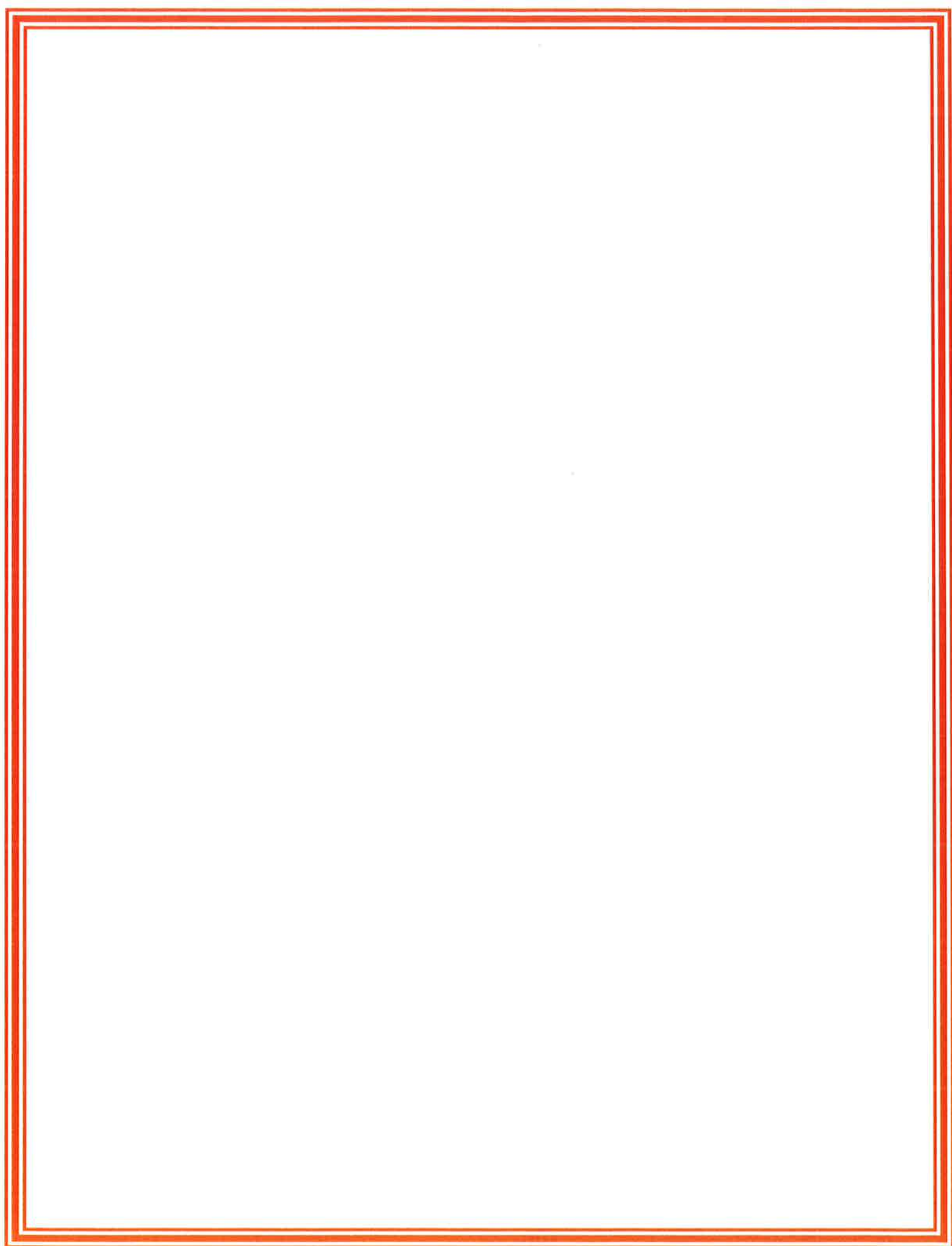
To: Board of Directors

From: Patricia Wells, Executive Director

Subject: Update on the Development of Diversity Goals for Business Opportunities with OAHPI for Potential MBE/WBE/SBE/DBE and Section 3 Vendors.

Date: June 21, 2021

Staff will provide a brief update on the current and planned actions to increase outreach to potential MBE/WBE/SBE/DBE and Section 3 vendors to provide access to business opportunities to all qualified businesses. This briefing is in follow-up to a query made by the Directors to staff during the March 11, 2021 OAHPI Board meeting.



Executive Office

Oakland Affordable Housing Preservation Initiatives

MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director

Subject: Update on Feasibility Study of redevelopment options for Foothill Family Apartments in partnership with Oakland Housing Initiatives

Date: June 21, 2021

The Helen Dunlap Consultant team will provide a brief update on the recent milestones achieved with the feasibility study of the Foothill Family Apartments owned by Oakland Housing Initiatives. This study was approved by the OAHPI Board at the March 11, 2021 OAHPI Board meeting.

NEW BUSINESS

Executive Office
Oakland Affordable Housing Preservation Initiatives
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director

Subject: Presentation of the Audit Report and Quarterly Financial Status Report for the period July 1, 2020 through March 31, 2021

Date: June 21, 2021

This presentation provides supplemental information to the Fiscal 2021 Third Quarter Financial Report, July 1, 2020 through March 31, 2021.

Fund Revenue and Expenditure Trends below.

Sources of Funds for Operations:

- Tenant Rent Income for the 3rd quarter is under budget due to lower tenant rents and vacancies.
- Housing Assistant Payments were slightly higher than budget in the 3rd quarter.
- Interest Income decreased to lower interest rates. Previous year's interest resulted from higher negotiated interest from the bank for money market funds. These rates were lower in the current year due to COVID-19 Pandemic. We are currently reviewing options for an OAHPI investment policy to present to the Board.
- Other Miscellaneous Income is higher in the 3rd quarter due to reimbursements from mixed finance partnerships managed thru OAHPI.

Uses of Funds from Operations:

- Administrative Expenses were down due to staff vacancies and lower operating expenses during the period,
- Tenant Services slightly under budget in the 3rd quarter.
- Utility Expenses slightly over budget in the 3rd quarter.
- Maintenance and General expenses were lower than expected due to vacant positions and only offering essential services during the pandemic.
- Central Office Cost Center (COCC) expenses from OHA was lower due to reduced expenditures in COCC.

Overall results indicate that OAPHI operations finished the 3rd quarter with a Surplus of \$11.1M before depreciation. OAHPI financial position at 3rd quarter with Cash balance at 68% of the equity position of the agency, in addition of a current ratio at 30.07, which is extremely healthy.

Non-Operating revenues (expenses)

- OPEB and Pension were funded as planned.
- Capital Items:
 - Development Activities budget line item for the annual budget reflects a multi-year development strategy. Development activities are being planned and we will update future budget's to reflect a multi-year budget to align with that strategy.
 - Rehab Activities are in the early stages of being implemented.

Attachment: Audit Report
 MGO Certified Public Accountants Letter
 Fiscal Year 2021 3rd Quarter Financial Report

**OAKLAND AFFORDABLE HOUSING
PRESERVATION INITIATIVES
(A Component Unit of the Housing Authority of the
City of Oakland)**

Independent Auditor's Reports, Management's
Discussion and Analysis, and
Basic Financial Statements

For the Years Ended
June 30, 2020 and 2019



Certified
Public
Accountants

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES
(A Component Unit of the Housing Authority of the City of Oakland)
For the Years Ended June 30, 2020 and 2019

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Certified
Public
Accountants

Independent Auditor's Report

Board of Directors
Oakland Affordable Housing Preservation Initiatives
Oakland, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Oakland Affordable Housing Preservation Initiatives (OAHPI), a component unit of the Housing Authority of the City of Oakland, as of and for the years ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise OAHPI's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of OAHPI as of June 30, 2020 and 2019, and the changes in its financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 6, 2021, on our consideration of OAHPI's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of OAHPI's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering OAHPI's internal control over financial reporting and compliance.

Macias Gini & O'Connell LLP

Sacramento, California
April 6, 2021

**OAKLAND AFFORDABLE HOUSING
PRESERVATION INITIATIVE, CALIFORNIA**
Management's Discussion and Analysis (Unaudited)
For the Year Ended June 30, 2020

This section of the Oakland Affordable Housing Preservation Initiative (OAHPI) financial report presents management's discussion and analysis of OAHPI's financial performance during the fiscal year ended June 30, 2020. Please read it in conjunction with the OAHPI's financial statements and related notes, which follow this section.

As required under accounting principles generally accepted in the United States of America (GAAP), OAHPI uses the accrual basis of accounting to prepare its basic financial statements. Under this basis of accounting, revenues are recognized in the period in which they are earned and expenses, including depreciation, are recognized in the period in which they are incurred. All assets, deferred outflows of resources, liabilities, and deferred inflows of resources associated with the operations of OAHPI are included in the statement of net position.

Financial Highlights

- Total net position decreased from \$122.1 million to \$122.0 million as of June 30, 2020, a net decrease of \$0.1 million.
- Total assets increased by \$2.4 million. The biggest change contributing to this increase includes an increase of accounts receivable of \$2.6 million.
- Capital assets increased by \$2.8 million, representing additions of \$6.6 million netted with a \$3.8 million charge for depreciation.
- Total liabilities increased by \$2.5 million. Changes contributing to this increase include an increase of \$2.4 million in current liabilities due to timing differences in accounts payable and other year-end accruals, and an increase of \$0.5 million in noncurrent liabilities, primarily due to the increase in OAHPI's net pension liability.
- Total operating revenues increased by \$1.7 million from \$35.1 million to \$36.8 million. The increase is primarily comprised of a decrease in tenant rent revenues of \$0.3 million, and increases of \$1.6 million in operating subsidy revenue, and \$0.4 million in miscellaneous income.

Overview of the Financial Statements

The financial section of this report consists of the independent auditor's report, management's discussion and analysis, the basic financial statements and supplementary information. The basic financial statements include the following:

The *Statement of Net Position* reports on OAPHI's short and non-current asset and liabilities with the difference reported as net position. Amounts are reported in order of relative liquidity and are shown on the statement as current (to be received or used within one year) or noncurrent.

The *Statement of Revenues, Expenses and Changes in Net Position* provides information about OAHPI's overall financial position and results.

**OAKLAND AFFORDABLE HOUSING
PRESERVATION INITIATIVE, CALIFORNIA**
Management's Discussion and Analysis (Unaudited) (Continued)
For the Year Ended June 30, 2020

The *Statement of Cash Flows* reports how OAPHI obtained and used its cash during the fiscal year. Activities are reported by its operating, noncapital financing, capital and related financing and investment activities. This statement was prepared using the direct method and includes a reconciliation of operating activities to operating income.

Notes to Basic Financial Statements provides additional disclosures and are considered an integral part of the financial statements. These disclosures supplement the statements and are essential to a comprehensive understanding of the financial activities of OAHPI.

The remainder of the overview section of management's discussion and analysis explains the structure and contents of each of these statements. The basic financial statements include both blended and discretely presented component units. Complete financial statements of individual component units can be obtained from OAHPI's Finance Department.

Financial Analysis of the Oakland Affordable Housing Preservation Initiative

Statement of Net Position - OAHPI's net position decreased by \$0.1 million during the current fiscal year. This represents a decrease of less than 1% of net position. A summary of the statement of net position as of June 30, 2020 and 2019 is shown in the following table (dollars in millions).

	June 30		Increase/(Decrease)	
	2020	2019	Amount	%
Assets:				
Current and other assets	\$ 105.7	\$ 106.0	\$ (0.3)	-3%
Capital assets	26.4	23.6	2.8	12%
Total assets	132.4	129.6	2.5	9%
Liabilities:				
Current liabilities	8.3	5.9	2.4	41%
Noncurrent liabilities	1.7	1.6	0.1	6%
Total liabilities	10.4	7.5	2.5	33%
Net position:				
Net investment in capital assets	26.4	23.6	2.8	12%
Restricted	82.4	81.5	0.9	1%
Unrestricted	13.2	17.0	(3.8)	-22%
Total net position	\$ 122.0	\$ 122.1	\$ (0.1)	0%

**OAKLAND AFFORDABLE HOUSING
PRESERVATION INITIATIVE, CALIFORNIA**
Management's Discussion and Analysis (Unaudited) (Continued)
For the Year Ended June 30, 2020

There was no change in the OAHPI's current and other assets of \$106 million compared to the prior year.

The net increase in OAHPI's total liabilities was \$2.5 million compared to the prior year due to:

- Accounts payable and accrued payroll timing differences accounted for a \$2.4 million increase.
- Other accrued liabilities increased by \$0.5 million.

The slight decrease of \$0.1 million in OAHPI's net position was due to factors as summarized below:

- Restricted net position increase of \$0.9 million primarily as a result of OAHPI's restricted assets.
- Unrestricted net position decreased by \$3.8 million primarily due to reclassifying funds as restricted offset by expenses exceeding revenues in the current year.

**OAKLAND AFFORDABLE HOUSING
PRESERVATION INITIATIVE, CALIFORNIA**
Management's Discussion and Analysis (Unaudited) (Continued)
For the Year Ended June 30, 2020

Statement of Revenues, Expenses and Changes in Net Position - This statement shows the sources of OAHPI's changes in net position. A summary of the activities for the year ended June 30, 2020 and 2019 is shown in the following table (dollars in millions).

	June 30		Increase/(Decrease)	
	2020	2019	Amount	%
Operating revenues:				
Rental income	\$ 9.3	\$ 9.6	\$ (0.3)	-3%
Rental income from Housing Authority of the City of Oakland	27.1	25.4	1.6	6%
Miscellaneous and other revenues	0.4	-	0.4	100%
Total operating revenues	36.8	35.0	1.7	5%
Operating expenses:				
Program service - providing affordable housing:				
Administrative	2.0	1.8	0.2	11%
Tenant services	0.1	0.1	(0.0)	0%
Utilities	2.3	2.4	(0.1)	-4%
Maintenance and operations	8.8	7.8	1.0	13%
Management and general:				
General	0.6	1.0	(0.4)	-40%
Allocated overhead	9.0	6.2	2.8	45%
Depreciation	3.8	3.8	-	0%
Total operating expenses	26.6	23.1	3.5	15%
Operating income	10.2	11.9	(1.8)	-15%
Nonoperating revenues (expenses):				
Operating contributions from Housing Authority of City of Oakland	-	5.0	(5.0)	-100%
Investment income	1.1	1.6	(0.5)	-31%
Transfers out	(11.4)	-	(11.4)	100%
Income before capital contributions and special item	(0.1)	18.5	(18.6)	-100%
Capital contributions from Housing Authority of City of Oakland	-	75.0	(75.0)	-100%
Changes in net position	(0.1)	93.5	(93.6)	-100%
Net position, beginning of year	122.1	28.6	93.5	327%
Net position, end of year	\$ 122.0	\$ 122.1	\$ (0.1)	-1%

Revenues: Operating revenues increased by \$1.8 million with the following explanations:

- A decrease of \$0.3 million in rental income due to COVID-19.
- Housing assistance and other operating grant revenues were \$1.7 million higher due to increases in fair market rents in the HUD contracts administered by the Housing Authority of the City of Oakland.

**OAKLAND AFFORDABLE HOUSING
PRESERVATION INITIATIVE, CALIFORNIA**
Management's Discussion and Analysis (Unaudited) (Continued)
For the Year Ended June 30, 2020

Expenses: Operating expenses increased by \$3.5 million with the following explanations:

- Allocated overhead increased by \$2.8 million due to the increased costs for employee benefits, primarily pension and health care benefits.
- Maintenance and operations increased by \$1 million due to an increase in management fees and COVID-19 -related expenses.

Capital Asset Activity

The following summarizes the Oakland Affordable Housing Preservation Initiative's capital assets, net of accumulated depreciation and the changes for fiscal years ended June 30, 2020 and 2019:

	June 30		Increase/(Decrease)	
	2020	2019	Amount	%
Construction in process	\$ 3.4	\$ 2.7	\$ 0.7	26%
Building and improvements	130.0	124.2	5.8	5%
	133.4	126.9	6.5	5%
Accumulated depreciation	(107.0)	(103.3)	(3.7)	4%
Total capital assets, net	<u>\$ 26.4</u>	<u>\$ 23.6</u>	<u>\$ 2.8</u>	<u>12%</u>

Contact

Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Oakland Affordable Housing Preservation Initiative, Director of Finance, 1619 Harrison Street, Oakland, CA 94612.

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OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES

Statements of Net Position

June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Assets:		
Current assets:		
Unrestricted cash	\$ 10,497,515	\$ 13,158,914
Accounts receivable, net:		
Tenants	1,589,429	1,622,060
Others	5,327,313	2,734,901
Prepaid expense	91,238	92,073
Restricted cash:		
Cash held with RAMP	10,249,551	-
Operating reserve	5,171,551	5,099,665
Capital replacement reserve	15,513,016	15,297,377
Replacement development reserve	51,490,661	61,090,057
Tenant security deposits	415,829	396,630
Contract compliance escrow	1,895	1,895
Total current assets	<u>100,347,998</u>	<u>99,493,572</u>
Noncurrent assets:		
Other assets	5,316,618	6,551,177
Capital assets:		
Nondepreciable capital assets	3,389,187	2,719,515
Depreciable capital assets, net	<u>23,007,630</u>	<u>20,872,506</u>
Total noncurrent assets	<u>31,713,435</u>	<u>30,143,198</u>
Total assets	<u>132,061,433</u>	<u>129,636,770</u>
Liabilities:		
Current liabilities:		
Accounts payable	1,406,726	1,292,559
Due to the Housing Authority of the City of Oakland	5,082,368	2,946,530
Other accrued liabilities	803,814	513,782
Tenant security deposits	415,829	396,630
Unearned revenue	<u>635,356</u>	<u>749,285</u>
Total current liabilities	8,344,093	5,898,786
Noncurrent liabilities:		
Other accrued liabilities	<u>1,697,955</u>	<u>1,618,633</u>
Total liabilities	<u>10,042,048</u>	<u>7,517,419</u>
Net Position:		
Net investment in capital assets	26,396,817	23,592,021
Restricted	82,424,779	81,487,099
Unrestricted	<u>13,197,789</u>	<u>17,040,231</u>
Total net position	<u>\$ 122,019,385</u>	<u>\$ 122,119,351</u>

See accompanying notes to the basic financial statements.

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES

Statements of Revenues, Expenses and Changes in Net Position

For the Years Ended June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Operating revenues:		
Rental income	\$ 9,251,575	\$ 9,577,882
Rental income from Housing Authority of the City of Oakland	27,111,788	25,483,341
Miscellaneous and other revenues	<u>397,415</u>	<u>12,746</u>
Total operating revenues	<u>36,760,778</u>	<u>35,073,969</u>
Operating expenses:		
Program service - providing affordable housing:		
Administrative	1,986,414	1,776,722
Tenant services	58,902	84,411
Utilities	2,295,285	2,440,543
Maintenance and operations	8,751,086	7,791,695
Management and general:		
General	641,844	1,012,833
Allocated overhead	9,038,803	6,184,884
Depreciation	<u>3,762,094</u>	<u>3,847,543</u>
Total operating expenses	<u>26,534,428</u>	<u>23,138,631</u>
Operating income	<u>10,226,350</u>	<u>11,935,338</u>
Nonoperating revenues (expenses):		
Operating contributions from Housing Authority of City of Oakland	-	5,000,000
Investment income	1,130,393	1,632,101
Other nonoperating expenses	(33,272)	(28,208)
Transfers to the Housing Authority of the City of Oakland	<u>(11,423,437)</u>	<u>-</u>
Income before capital contributions	(99,966)	18,539,231
Capital contributions from Housing Authority of the City of Oakland	-	75,000,000
Changes in net position	(99,966)	93,539,231
Net position, beginning of year	<u>122,119,351</u>	<u>28,580,120</u>
Net position, end of year	<u>\$ 122,019,385</u>	<u>\$ 122,119,351</u>

See accompanying notes to the basic financial statements.

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES

Statements of Cash Flows

For the Years Ended June 30, 2020 and 2019

	2020	2019
Cash flows from operating activities:		
Receipts from tenants and Housing Authority of the City of Oakland	\$ 33,708,852	\$ 33,860,758
Receipts from customers and others	397,415	12,746
Payments to suppliers for goods and services	(21,086,691)	(19,005,784)
Net cash provided by operating activities	13,019,576	14,867,720
Cash flows from noncapital financing activities:		
Nonoperating transfers to the Housing Authority of the City of Oakland	(11,423,437)	-
Borrowings from the Housing Authority of the City of Oakland	2,135,838	2,844,850
Operating contributions from the Housing Authority of City of Oakland	-	5,000,000
Net cash provided by (used in) noncapital financing activities	(9,287,599)	7,844,850
Cash flows from capital and related financing activities:		
Capital contributions from the Housing Authority of City of Oakland	-	75,000,000
Acquisition of capital assets	(6,566,890)	(4,678,291)
Net cash provided by (used in) capital and related financing activities	(6,566,890)	70,321,709
Cash flows from investing activities:		
Investment income	1,130,393	1,632,101
Net increase (decrease) in cash	(1,704,520)	94,666,380
Cash, beginning of year	95,044,538	378,158
Cash, end of year	\$ 93,340,018	\$ 95,044,538
Cash:		
Unrestricted cash	\$ 10,497,515	\$ 13,158,914
Restricted cash:		
Cash held with RAMP	10,249,551	-
Operating reserve	5,171,551	5,099,665
Capital replacement reserve	15,513,016	15,297,377
Replacement development reserve	51,490,661	61,090,057
Tenant security deposits	415,829	396,630
Contract compliance escrow	1,895	1,895
Total cash	\$ 93,340,018	\$ 95,044,538
Reconciliation of operating income to net cash provided by operating activities:		
Operating income	\$ 10,226,350	\$ 11,935,338
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation	3,762,094	3,847,543
Other nonoperating expenses	(33,272)	(28,208)
(Increase) decrease in:		
Accounts receivable, net:		
Tenants	32,631	126,374
Other	(2,592,412)	(1,502,726)
Prepaid expense	835	29,505
Other assets	1,234,559	267,233
Increase (decrease) in:		
Accounts payable	114,167	851,052
Other accrued liabilities	369,354	(834,278)
Tenant security deposits	19,199	22,166
Unearned revenue	(113,929)	153,721
Net cash provided by operating activities	\$ 13,019,576	\$ 14,867,720

See accompanying notes to the basic financial statements.

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES

Notes to the Basic Financial Statements
For the Years Ended June 30, 2020 and 2019

NOTE 1 – ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

(a) *Organization*

The Oakland Affordable Housing Preservation Initiatives (OAHPI) was established as a California non-profit public benefit corporation in February 2009. The purpose of OAHPI is to (1) acquire, develop, lease, finance, rehabilitate, own and operate decent, safe and sanitary housing affordable to persons and households of low income where no adequate housing exists for such groups; (2) lessen the burdens of government by acquiring leasehold or fee interests in housing for low income persons and households that were previously owned by the Housing Authority of the City of Oakland (Authority) as Low Income Public Housing and continue to operate it as housing for low income households; (3) promote social welfare through activities related to the development of housing for low income persons and households; and (4) implement such other activities as the Board of Directors determines will benefit and support OAHPI. At June 30, 2020 and 2019, OAHPI has a portfolio of approximately 1,539 units and 1,545 units, respectively.

The Board of Directors of OAHPI is comprised of three members: two members are from the Authority's Board of Commissioners and one member is the Authority's Executive Director. OAHPI and the Authority have a financial and operational relationship which requires that OAHPI's financial statements be blended into the Authority's financial statements. As a result, OAHPI is considered to be a blended component unit of the Authority and is included as part of the Authority's Other Housing Programs in its Comprehensive Annual Financial Report (Financial Report).

Management applied the criteria of GASB Statement No. 14, *The Financial Reporting Entity*, Statement No. 39, *Determining Whether Certain Organizations are Component Units – an Amendment of GASB Statement No. 14*, Statement No. 61, *The Financial Reporting Entity: Omnibus – an Amendment of GASB Statements No. 14 and No. 34*, and GASB Statement No. 80, *Blending Requirements for Certain Component Units – an Amendment of GASB Statement No. 14*, to determine whether the component unit should be reported as a blended or discretely presented component unit. The criteria included whether OAHPI appoints the voting majority of the governing board, there is a financial benefit/burden relationship, OAHPI is able to impose its will, the component unit is fiscally dependent on OAHPI, the component unit's governing body is substantially the same as OAHPI, and management of OAHPI have operational responsibility for the activities of the component unit. These criteria were used to determine the following:

Blended Component Unit

RAMP Housing, Inc. – RAMP Housing, Inc. (RAMP), is a California nonprofit public benefit corporation and limited partner of Oak Groves Senior Housing, LP, a California limited partnership formed in October 2018 to acquire, rehabilitate, develop and operate a 151-unit senior affordable housing development, with a management office, located in Oakland. Since OAHPI and RAMP Board members are the same, and OAHPI can impose its will on RAMP, management has determined that OAHPI is financially accountable to RAMP. OAHPI's management also has a financial and operational relationship. Therefore, RAMP's financial statements are blended into the OAHPI's financial statements.

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES

Notes to the Basic Financial Statements (Continued)

For the Years Ended June 30, 2020 and 2019

NOTE 1 – ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

(b) Basis of Accounting

The accompanying financial statements are prepared on the accrual basis of accounting. Revenues from rental income are recognized when earned, and expenses are recognized when incurred, which is in accordance with accounting principles generally accepted in the United States of America (GAAP).

(c) Allowance for Bad Debts

Management reviews the collectability of receivables on a periodic basis that include, but are not limited to, age of receivable, re-payment agreement status, total outstanding amount, and disposition of tenancy. At June 30, 2020 and 2019, OAHPI established an allowance for bad debts for accounts receivable in the amount of \$419,987 and \$755,890, respectively.

(d) Other Noncurrent Assets/Liabilities

Other noncurrent assets include OAHPI's allocation of the Authority's prepaid pension contributions made, other postemployment benefit contributions to the California Public Employees' Retirement System (CalPERS), and the associated deferred outflows and inflows of resources related to the Authority's pension and OPEB liabilities.

(e) Capital Assets

OAHPI defines capital assets as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. OAHPI records structures and equipment on a historical cost basis or at the Authority's book value at date of transfer. Costs of repairs and maintenance are expensed as incurred. Depreciation is recognized over the estimated useful lives of the assets using the straight-line method.

The estimated useful lives are as follows:

Dwelling and non-dwelling structures:	
Building	27.5 years
Building improvements (on-site)	10-15 years
Nonexpendable equipment:	
Equipment and vehicles	5-7 years

(f) Net Position

Net position comprises the various net earnings from operating income, non-operating revenues and expenses and capital contributions. Net position is classified in the following three components:

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES

Notes to the Basic Financial Statements (Continued)

For the Years Ended June 30, 2020 and 2019

NOTE 1 – ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

Net investment in capital assets – This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of net investment in capital assets. Rather, that portion of the debt is included in the same net position component as the unspent proceeds.

Restricted – This component of net position consists of constraints on assets imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation, reduced by liabilities related to those restricted assets.

Unrestricted – This component of net position consists of amounts that do not meet the definition of “restricted” or “net investment in capital assets.”

(g) *Operating Revenues and Expenses*

OAHPI distinguishes operating revenues and expenses from nonoperating items. Operating revenues and expenses are derived from providing services in connection with OAHPI’s ongoing operations. Operating revenues generally include rental income from tenants and from the Authority. Operating expenses generally include program service expenses, management and general expenses and depreciation on capital assets. All other revenues and expenses not meeting the definition of operating revenues and expenses are reported as non-operating revenues and expenses or as capital contributions.

(h) *Compensated Absences*

Under the current organizational structure, OAHPI does not have compensated employees and all required tasks are performed by personnel retained under contractual arrangements. However, OAHPI is allocated a percentage of the Authority’s employee compensated absences liability that is reported as a component of other accrued liabilities in the accompanying financial statements.

(i) *Income Taxes*

OAHPI is a public charity under Internal Revenue Code (IRC) Section 509(a)(2) and is exempt from taxation under Section 501(c)(3) of the IRC and 23701d of the California Revenue and Taxation Code and is generally not subject to federal or state income taxes. However, OAHPI is subject to income taxes on any net income that is derived from a trade or business carried on, and not in furtherance of the purposes for which it was granted exemption. No income tax provision has been recorded as the net income, if any, from any unrelated trade or business, in the opinion of management, is not material to the accompanying financial statements taken as a whole.

OAHPI follows the accounting for uncertainty in income taxes recognized in a nonpublic entity’s financial statements. It details how entities should recognize, measure, present, and disclose uncertain tax positions that have been or are expected to be taken. As such, the financial statements will reflect expected future tax consequences of uncertain tax positions presuming the

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES

Notes to the Basic Financial Statements (Continued)

For the Years Ended June 30, 2020 and 2019

NOTE 1 – ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

taxing authorities' full knowledge of the position and all relevant facts. There was no impact to OAHPI's financial statements as a result of these provisions. OAHPI is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

(j) Use of Estimates

Management of OAHPI has made certain estimates and assumptions relating to the reporting of assets and liabilities and revenues and expenses to prepare these financial statements in conformity with GAAP. Actual results may differ from those estimates.

NOTE 2 – CASH

OAPHI's cash is presented on the accompanying statements of net position as of June 30, 2020 and 2019, as follows:

	<u>2020</u>	<u>2019</u>
Unrestricted cash	\$ 10,497,515	\$ 13,158,914
Restricted cash:		
Cash held by RAMP	10,249,551	-
Operating reserve	5,171,551	5,099,665
Capital replacement reserve	15,513,016	15,297,377
Replacement development reserve	51,490,661	61,090,057
Tenant security deposits	415,829	396,630
Contract compliance escrow	<u>1,895</u>	<u>1,895</u>
Total cash	<u>\$ 93,340,018</u>	<u>\$ 95,044,538</u>

OAHPI's cash consists of bank accounts maintained with a financial institution and petty cash used for minor operating expenses. At June 30, 2020 and 2019, OAHPI's cash is as follows:

	<u>2020</u>	<u>2019</u>
Operating account	\$ 20,746,841	\$ 13,158,689
Bank accounts for reserve	72,175,228	81,487,099
Bank accounts for tenant security deposits and contract compliance escrow	417,724	398,525
Petty cash	<u>225</u>	<u>225</u>
Total cash	<u>\$ 93,340,018</u>	<u>\$ 95,044,538</u>

All bank accounts are maintained with one financial institution and insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC). In accordance with the California Government Code, the financial institution has to secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES

Notes to the Basic Financial Statements (Continued)

For the Years Ended June 30, 2020 and 2019

NOTE 2 – CASH (Continued)

by the public agencies. Although OAHPI is not a governmental entity, its agreement with MUFG Union Bank, N.A. (Union Bank) is established as part of an agreement with Union Bank under the Authority. Therefore, its deposits are subject to collateralization as required by the California Government Code. California law also allows financial institutions to secure the OAHPI deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

NOTE 3 – CAPITAL ASSETS

OAHPI's capital assets activity for the years ended June 30, 2020 and 2019, was as follows:

	Balance July 1, 2019	Additions	Disposals	Transfers / Adjustments	Balance June 30, 2020
<i>Capital assets, not being depreciated:</i>					
Construction in progress	\$ 2,719,515	\$ 3,387,425	\$ -	\$ (2,717,753)	\$ 3,389,187
<i>Capital assets, being depreciated:</i>					
Buildings and improvements	124,118,762	3,191,978	-	2,705,240	130,015,980
Equipment and vehicles	31,347	-	-	-	31,347
Total capital assets, being depreciated	124,150,109	3,191,978	-	2,705,240	130,047,327
<i>Less accumulated depreciation</i>					
Buildings and improvements	(103,251,390)	(3,759,707)	-	-	(107,011,097)
Equipment and vehicles	(26,213)	(2,387)	-	-	(28,600)
Total accumulated depreciation	(103,277,603)	(3,762,094)	-	-	(107,039,697)
Total capital assets, being depreciated, net	20,872,506	(570,116)	-	2,705,240	23,007,630
Capital assets, net	\$ 23,592,021	\$ 2,817,309	\$ -	\$ (12,513)	\$ 26,396,817
	July 1, 2018	Additions	Disposal	Transfers	June 30, 2019
<i>Capital assets, not being depreciated:</i>					
Construction in progress	\$ 1,330,046	\$ 2,462,684	\$ -	\$ (1,073,215)	\$ 2,719,515
<i>Capital assets, being depreciated:</i>					
Buildings and improvements	121,305,946	2,215,607	(476,006)	1,073,215	124,118,762
Equipment and vehicles	31,347	-	-	-	31,347
Total capital assets, being depreciated	121,337,293	2,215,607	(476,006)	1,073,215	124,150,109
<i>Less accumulated depreciation</i>					
Buildings and improvements	(99,883,760)	(3,843,636)	476,006	-	(103,251,390)
Equipment and vehicles	(22,306)	(3,907)	-	-	(26,213)
Total accumulated depreciation	(99,906,066)	(3,847,543)	476,006	-	(103,277,603)
Total capital assets, being depreciated, net	21,431,227	(1,631,936)	-	1,073,215	20,872,506
Capital assets, net	\$ 22,761,273	\$ 830,748	\$ -	\$ -	\$ 23,592,021

NOTE 4 – INSURANCE

OAHPI is additionally insured under the Authority's coverage for commercial liability with the Housing Authority Risk Retention Group for losses incurred above the deductible limit of \$100,000 (fire damage) and \$250,000 (other coverage) and up to a general aggregate of \$5,000,000. No losses have been incurred or claimed by OAHPI under these policies during the years ended June 30, 2020 and 2019, respectively.

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES

Notes to the Basic Financial Statements (Continued)

For the Years Ended June 30, 2020 and 2019

NOTE 5 – RELATED PARTY TRANSACTIONS

On January 22, 2010, OAHPI entered into a property management agreement with the Authority to manage 329 buildings acquired from the Authority in April 2010. Pursuant to the agreement, the Authority charges OAHPI for management and general allocated overhead. During the year ended June 30, 2020 and 2019, the Authority charged OAHPI \$9.0 million and \$6.2 million, respectively, for management and general allocated overhead. The Authority's Capital Improvement Department continues to assist OAHPI in addressing deferred maintenance on buildings, renovate units/properties, and return them to the rental market. In fiscal years 2020 and 2019, the Authority focused on financial stability of OAHPI to make substantial ongoing repairs to stabilize their housing stock and complete unit renovations on vacated units. The Authority, in conjunction with the OAHPI Board, continues to perform unit restorations and is looking at financing options to complete unit and building restorations on viable properties, identifying those properties that may lend themselves to future redevelopment, and selling at market rate those properties that are not viable, pursuant to HUD approvals.

During fiscal year 2020, OAHPI paid the Authority surplus cash for \$11,326,432. In accordance with the Lease Agreement with the Authority, as stated in section 6.2, any surplus cash generated from the operations of leased premises shall annually be returned to the Authority no later than 180 days after the end of OAHPI's fiscal year.

NOTE 6 – OAKLAND HOUSING AUTHORITY CONTRIBUTIONS

During fiscal year 2019, the Authority contributed \$80 million to OAHPI pursuant to the Authority's Board of Commissioners approval and adoption of a resolution on June 25, 2018, authorizing the Executive Director to instruct OAHPI to establish and maintain a restricted operating reserve in the amount of \$5 million, a restricted capital replacement reserves in the amount of \$15 million, and a restricted replacement development reserve in the amount of \$60 million to facilitate the operations, preservation, and redevelopment of OAHPI's portfolio.

During fiscal year 2020, OAHPI provided \$10,050,000 in capital contributions and an additional operating contribution of \$250,000 to RAMP, OAHPI's blended component unit, to support its development and operational activities.

NOTE 7 – ECONOMIC DEPENDENCY

OAHPI through its housing assistance contract with the Authority is dependent on the U.S Department of Housing and Urban Development's appropriation of funds to support subsidy payments on behalf of tenants. During the fiscal year ended June 30, 2020 and 2019, OAHPI received rental income from the Authority in the amount of \$27,111,788 and \$23,871,141, respectively.

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES

Notes to the Basic Financial Statements (Continued)

For the Years Ended June 30, 2020 and 2019

NOTE 8 – COMBINING FINANCIAL STATEMENT INFORMATION

Condensed statement of net position:

	<u>OAHPI</u>	<u>RAMP</u>	<u>Eliminations</u>	<u>Total</u>
ASSETS				
Current				
Cash	\$ 83,090,467	\$ 10,249,551	\$ -	\$ 93,340,018
Accounts Receivable	6,666,742	250,000	-	6,916,742
Other current	91,238	-	-	91,238
Total current assets	<u>89,848,447</u>	<u>10,499,551</u>	<u>-</u>	<u>100,347,998</u>
Noncurrent	<u>31,713,435</u>	<u>-</u>	<u>-</u>	<u>31,713,435</u>
Total assets	<u>121,561,882</u>	<u>10,499,551</u>	<u>-</u>	<u>132,061,433</u>
LIABILITIES				
Current	<u>8,308,423</u>	<u>35,670</u>	<u>-</u>	<u>8,344,093</u>
Noncurrent	<u>1,697,955</u>	<u>-</u>	<u>-</u>	<u>1,697,955</u>
Total liabilities	<u>10,006,378</u>	<u>35,670</u>	<u>-</u>	<u>10,042,048</u>
NET POSITION				
Net investment in capital assets	26,396,817	-	-	26,396,817
Restricted	71,960,898	10,463,881	-	82,424,779
Unrestricted	<u>13,197,789</u>	<u>-</u>	<u>-</u>	<u>13,197,789</u>
Total net position	<u>\$ 111,555,504</u>	<u>\$ 10,463,881</u>	<u>\$ -</u>	<u>\$ 122,019,385</u>

Condensed statement of revenue, expenses and change in net position:

	<u>OAHPI</u>	<u>RAMP</u>	<u>Eliminations</u>	<u>Total</u>
Operating revenue	\$ 36,760,778	\$ -	\$ -	\$ 36,760,778
Operating expenses	<u>26,521,120</u>	<u>13,308</u>	<u>-</u>	<u>26,534,428</u>
Operating income	<u>10,239,658</u>	<u>(13,308)</u>	<u>-</u>	<u>\$ 10,226,350</u>
Nonoperating revenues (expenses)	<u>(10,503,505)</u>	<u>177,189</u>	<u>-</u>	<u>(10,326,316)</u>
Capital contributions in	-	10,050,000	(10,050,000)	-
Capital contributions out	(10,050,000)	-	10,050,000	-
Operating contribution in	-	250,000	(250,000)	-
Operating contribution out	<u>(250,000)</u>	<u>-</u>	<u>250,000</u>	<u>-</u>
Change in net position	<u>(513,847)</u>	<u>10,463,881</u>	<u>-</u>	<u>(99,966)</u>
Net position				
Beginning of the year	<u>122,119,351</u>	<u>-</u>	<u>-</u>	<u>122,119,351</u>
End of the year	<u>\$ 121,605,504</u>	<u>\$ 10,463,881</u>	<u>\$ -</u>	<u>\$ 122,019,385</u>

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES

Notes to the Basic Financial Statements (Continued)

For the Years Ended June 30, 2020 and 2019

NOTE 8 – COMBINING FINANCIAL STATEMENT INFORMATION (Continued)

Condensed statement of cash flows:

	<u>OAHPI</u>	<u>RAMP</u>	<u>Eliminations</u>	<u>Total</u>
Net cash provided (used) by:				
Operating activities	\$ 12,828,636	\$ 190,940	\$ -	\$ 13,019,576
Noncapital financing activities	(9,287,599)	-	-	(9,287,599)
Capital and related financing activities	(16,616,890)	10,050,000	-	(6,566,890)
Investing activities	<u>1,121,782</u>	<u>8,611</u>	<u>-</u>	<u>1,130,393</u>
Net increase (decrease) in cash	<u>(11,954,071)</u>	<u>10,249,551</u>	<u>-</u>	<u>(1,704,520)</u>
Cash				
Beginning of the year	<u>95,044,538</u>	<u>-</u>	<u>-</u>	<u>\$ 95,044,538</u>
End of the year	<u>\$ 83,090,467</u>	<u>\$ 10,249,551</u>	<u>\$ -</u>	<u>\$ 93,340,018</u>

NOTE 9 – COVID-19

In March 2020, the World Health Organization declared coronavirus COVID-19 a global pandemic. This contagious disease outbreak, which has continued to spread, and any related adverse public health developments, has adversely affected workforces, customers, economies, and financial markets globally. Due to the nature of OAHPI's operations, there was minimal impact of COVID-19 on this year's financial statements. At this time, OAHPI cannot estimate the impact of COVID-19 on future year's financial statements.



**Independent Auditor’s Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance with *Government Auditing Standards***

Board of Directors
Oakland Affordable Housing Preservation Initiatives
Oakland, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Oakland Affordable Housing Preservation Initiatives (OAHPI), a component unit of the Housing Authority of the City of Oakland, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise OAHPI’s basic financial statements, and have issued our report thereon dated April 6, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered OAHPI’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of OAHPI’s internal control. Accordingly, we do not express an opinion on the effectiveness of OAHPI’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether OAHPI's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Macias Gini & O'Connell LLP

Sacramento, California

April 6, 2021



Certified
Public
Accountants

Board of Directors
Oakland Affordable Housing Preservation Initiatives
Oakland, California

We have audited the financial statements of the Oakland Affordable Housing Preservation Initiatives (OAHPI) as of and for the year ended June 30, 2020, and have issued our report thereon dated April 6, 2021. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated September 21, 2020, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of OAHPI solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing that was previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm has complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by OAHPI is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies during 2020. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

- Estimated allowance for losses on receivables are based on historical experience and management's estimate regarding the likelihood of collectability.
- Depreciation expense and accumulated depreciation are based on the expected lives of capital assets, which are determined by management based on the nature of the capital asset.

We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting OAHPI's financial statements relate to:

- The disclosure of the related party transactions with the Housing Authority of City of Oakland in Note 5 to OAHPI's financial statements.
- The disclosure of the economic dependency on the U.S. Department of Housing and Urban Development's appropriation of funds to support subsidy payments on behalf of tenants in Note 7 to OAHPI's financial statements.
- The impacts of COVID-19 as discussed in Note 9 to OAHPI's financial statements.

Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. There were no identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to OAHPI's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are dated April 6, 2021.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with OAHPI we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as OAHPI's auditors.

Other Information in Documents Containing Audited Financial Statements

We applied certain limited procedures to management's discussion and analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the Board of Directors and management of OAHPI and is not intended to be and should not be used by anyone other than these specified parties.

Macias Gini & O'Connell LLP

Sacramento, California
April 6, 2021

OAHPI Sources and Uses
 FY21 3rd Quarter
 For the 9 months ended 03/31/2021

Sources of Funds from Operations	YTD Actual	YTD Budget	Over/(Under)	YTD % Variance	Last Year Actuals	Annual Budget
Tenant Income	6,727,817	8,109,458	(1,381,640)	-17.0%	6,570,507	10,812,609
Housing Assiatnt Payment	22,144,271	21,999,603	144,668	0.7%	20,077,404	29,332,804
Total Grant Income	\$ 28,872,088	\$ 30,109,061	\$ (1,236,972)	-4.1%	\$ 26,647,911	\$ 40,145,413
Other Miscellaneous Income	261,148	-	261,148	100.0%	211,352	-
Investment Income	21,828	1,038,506	(1,016,677)	(1)	1,073,272	1,384,674
Total	\$ 29,155,064	\$ 31,147,566	\$ (1,992,502)	-6.4%	\$ 27,932,536	\$ 41,530,087

Uses of Funds from Operations

Administrative Expenses	1,017,892	2,254,291	(1,236,399)	-54.8%	992,153	3,056,345
Tenant Services	53,536	91,875	(38,339)	-41.7%	35,019	122,500
Utility Expenses	2,067,155	1,892,500	174,656	9.2%	1,674,087	2,523,333
Maintenance and General Expenses	6,483,116	8,539,262	(2,056,146)	-24.1%	5,746,543	11,470,943
Allocated Cost from OHA	6,035,454	6,822,290	(786,836)	-11.5%	5,306,929	9,096,387
Total	\$ 15,657,153	\$ 19,600,218	\$ (3,943,065)	-20.1%	\$ 13,754,730	\$ 26,269,508

Excess Revenue over Expenses

	\$ 13,497,911	\$ 11,547,348	\$ 1,950,563	16.9%	14,177,805	\$ 15,260,579
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Non Operating items

Depreciation Expense	\$ 2,821,570	\$ -	2,821,570		2,885,657	\$ 29,868
OPEB	49,468	22,401	27,067	120.8%	21,333	
Capital Items:						
- Development Activities	245,557	23,775,000	(23,529,443)	-99.0%	1,656,617	31,700,000
- Rehab Activities	2,052,517	9,873,322	(7,820,805)	-79.2%	2,374,146	13,164,429

Total

	\$ 5,169,113	\$ 33,670,722	\$ (28,501,610)	-84.6%	6,937,753	\$ 44,894,297
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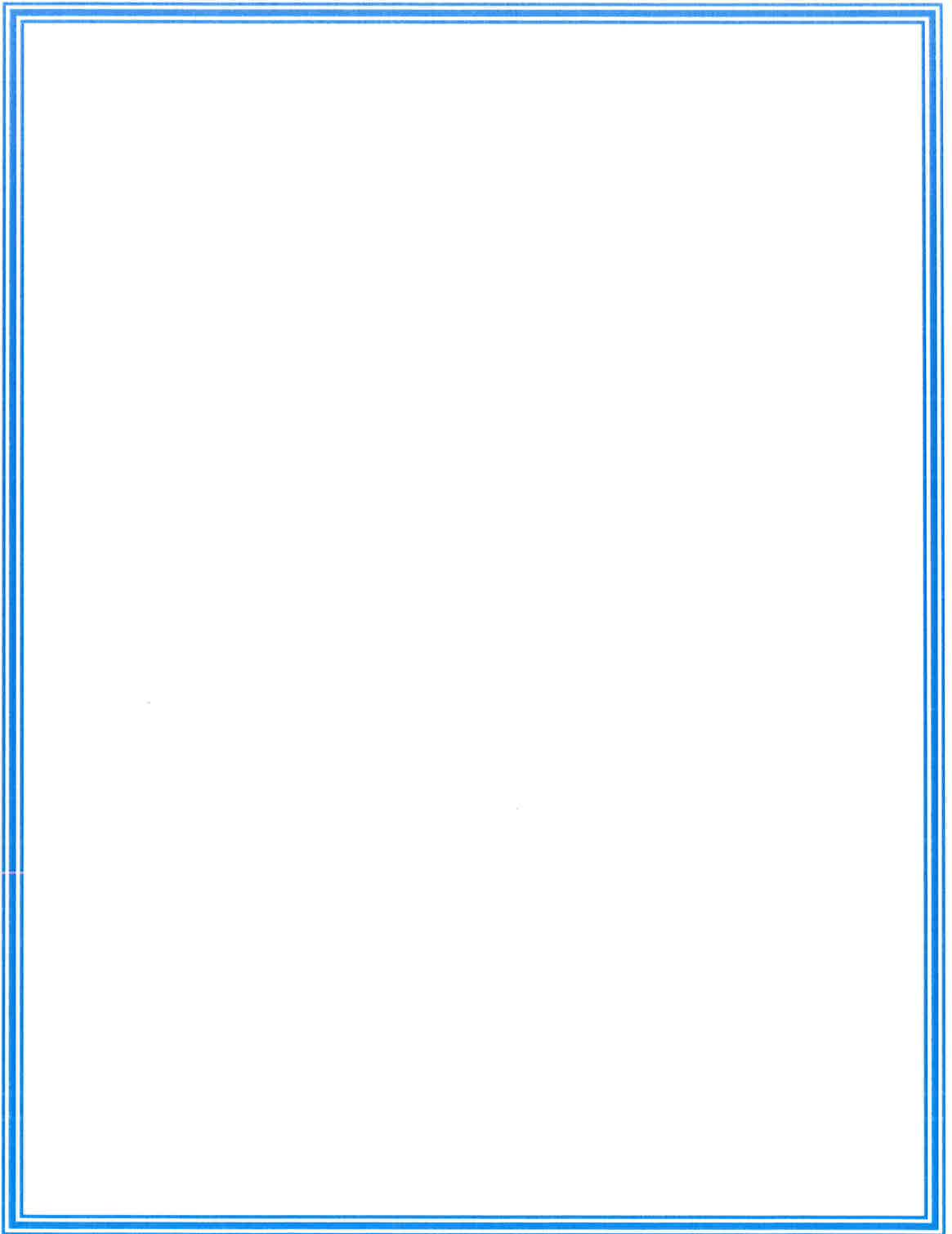
OAHPI Uses of Funds from Operations
 Details of Uses of Funds - 3rd Quarter
 3/31/2021

	Actual	Budget	Annual Budget	YTD Over/(Under)	YTD % Variance
Uses of Funds from Operations					
Administrative Expenses					
Salaries and Benefits	\$ 828,892	\$ 1,539,077	\$ 2,102,728	\$ (710,185)	-46.1%
Consultants/Audit Fees	\$ 21,360	\$ 60,000	\$ 80,000	\$ (38,640)	-64.4%
Legal Fees	\$ 61,613	\$ 281,250	\$ 375,000	\$ (219,637)	-78.1%
Training, Travel & Meetings	\$ 1,339	\$ 114,751	\$ 153,000	\$ (113,412)	-98.8%
Other Admin Expenses	\$ 104,687	\$ 259,214	\$ 345,617	\$ (154,527)	-59.6%
Total	\$ 1,017,891	\$ 2,254,291	\$ 3,056,345	\$ (1,236,400)	-54.8%
Tenant Services					
Other Tenant Expenses	\$ 53,536	\$ 91,875	\$ 122,500	\$ (38,339)	-41.7%
Total	\$ 53,536	\$ 91,875	\$ 122,500	\$ (38,339)	-41.7%
Utility Expenses					
	\$ 2,067,155	\$ 1,892,500	\$ 2,523,333	\$ 174,656	9.2%
Maintenance and General Expenses					
Salaries and Benefits	\$ 2,262,593	\$ 2,412,269	\$ 3,301,618	\$ (149,676)	-6.2%
Maintenance Expenses	\$ 3,700,636	\$ 5,259,641	\$ 7,012,855	\$ (1,559,005)	-29.6%
General Expenses	\$ 519,888	\$ 867,352	\$ 1,156,470	\$ (347,465)	-40.1%
Total	\$ 6,483,116	\$ 8,539,262	\$ 11,470,943	\$ (2,056,146)	-24.1%
Allocated COCC Cost from OHA					
	\$ 6,035,454	\$ 6,822,290	\$ 9,096,387	\$ (786,836)	-11.5%
Total	\$ 15,657,153	\$ 19,600,218	\$ 26,269,508	\$ (3,943,066)	-20.1%

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVE

Actual vs Budget - as of March-2021

	YTD	YTD	YTD	Last Year	Annual	Projected	Annual
	Actual	Budget	Over/(Under)	Actual	Budget	Actual	Over/(Under)
Non-Operating Items:							
OPEB and Retirees	\$ 49,468	\$ 22,401	27,067	\$ 21,333	\$ 29,868	\$ 65,957	36,090
Capital Items:							
OAHPI-Dev							
LIHTC repositioning	-	1,500,000	(1,500,000)	-	2,000,000	\$ -	(2,000,000)
Turn Key (RFQ)	-	15,750,000	(15,750,000)	-	21,000,000	\$ -	(21,000,000)
Harrison Tower Rehab	196,089	2,775,000	(2,578,911)	845,727	3,700,000	\$ 392,178	(3,307,822)
Property Acquisition	-	3,750,000	(3,750,000)	-	5,000,000	\$ -	(5,000,000)
Total	245,557	23,775,000	(23,529,443)	845,727	31,700,000	\$ 392,178	(31,307,822)
Rehab Activities:							
OAHPI-LL	-	4,237,500	(4,237,500)	-	5,650,000	-	(5,650,000)
OAHPI-DE	480,947	445,010	35,938	652,801	593,346	961,895	368,549
OAHPI-FV	258,677	215,927	42,750	496,913	287,902	517,354	229,452
OAHPI-SA	338,356	699,835	(361,478)	370,049	933,113	676,713	(256,400)
OAHPI-E	589,839	692,535	(102,696)	111,140	923,380	1,179,678	256,298
OAHPI-W	141,541	426,516	(284,975)	186,952	568,688	283,082	(285,606)
OAHPI-N	243,157	3,156,000	(2,912,843)	556,291	4,208,000	486,314	(3,721,686)
Total	2,052,517	9,873,322	(7,820,805)	2,374,146	13,164,429	4,105,034	(9,059,395)
Grand Total	2,347,542	33,670,722	(31,323,180)	3,241,207	44,894,297	\$ 4,563,170	(40,331,127)



**Executive Office
Oakland Affordable Housing Preservation Initiatives
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Consideration and Approval of the Oakland Affordable Housing Preservation Initiatives FY 2021-2022 Operating Budget and Authorization for the Executive Director of OAHPI to issue blanket purchase orders to multiple vendors and service providers in specified amounts for routine, recurring, low-dollar amount purchases for FY 2021-2022.

Date: June 21, 2021

Purpose: Approval of the Oakland Affordable Housing Preservation Initiatives FY 2021-2022 operating budget and related actions

Funding: This action approves funding allocations

Background:

The Oakland Housing Authority (OHA) FY 2021-2022 budget request was presented to the OHA Board of Commissioners for review on June 7, 2021 and will be presented to the Board of Commissioners for adoption on June 28, 2021.

The annual budget for Oakland Affordable Housing Preservation Initiatives (OAHPI) was prepared in conjunction with OHA's budget. The budget for OAHPI shows a surplus of approximately \$764,486.00.

Additionally, the table below shows the vendors and estimated blanket purchase order amounts that OAHPI expects to use during the fiscal year that will be issued by OAHPI and paid for directly by OAHPI.

Recommended Action:

Staff recommends that the Board of Directors approve the attached Resolution approving the fiscal year 2022 operating budget and authorizing the Executive Director to issue blanket purchase orders to multiple vendors and service providers in specified amounts for routine, recurring, low-dollar amount purchases for fiscal year 2021-2022.

Attachments: Major Maintenance and Operating Vendors FY 2021-2022
OAHPI Consolidated Budget Comparison for FY 2021-2022
Resolution for OAHPI Blanket Purchase Orders for FY 2021-2022

ATTACHMENT A

Major Maintenance & Operating Vendors

FY22 BLANKET PURCHASE ORDERS - OAHPI	
	BPO Authorization
GARBAGE COLLECTION AND DISPOSAL	
Waste Management Turnkey (v0000029)	
Waste Management Roll Off (v0000121)	
Waste Management Davis Street Transfer Station (v0000175)	
Berkeley Transfer Station (v0000328)	
Total	\$ 2,950,000
GENERAL BUILDING MATERIALS AND HARDWARE	
HD Supply (v0000003)	
Home Depot (v0000108)	
Oakland Area (Westside Building Materials) (v0005577)	
Markus Supply Ace Hardware (v0000146)	
Economy Lumber Company (v0000127)	
American Emperor (v0009146)	
Emperor Supply (v0000295)	
Total	\$ 750,000
WINDOWS SUPPLIES & COVERINGS	
Tri Star Window Coverings (v0007789)	
All Glass Global (v0006579)	
East Bay Glass (v0000288)	
Total	\$ 100,000
EQUIPMENT RENTAL	
Herc Rental (v0005207)	
Total	\$ 250,000
CABINETS, COUNTERTOPS & KITCHEN SUPPLIES	
J.C.W. Cabinet Manufacturing (v0005862)	
A-Step Ahead Kitchen & Bath (v0004025)	
Total	\$ 150,000
PLUMBING SUPPLIES	
Rubenstein Supply (v0000086)	
Ferguson/Cal Steam (v0007888)	
Standard Plumbing Supply (v0007591)	
WHCI Plumbing Supply (v0009022)	
Total	\$ 300,000
ELECTRICAL MATERIALS	
Wille Electric/San Leandro Electric	
Total	\$ 200,000
TENANT RELOCATION	
Extended Stay America (v0006184)	
Total	\$ 200,000
FLOORING MATERIALS	
Sac ProFloors (v0008967)	
Total	\$ 350,000
WALL HEATERS	
Geary Pacific (v0005007)	
Johnstone Supply (v0000140)	
Total	\$ 100,000
LARGE APPLIANCES	
Santa Clara Appliance (v0006883)	
ARCA Recycling (v0009669)	
Total	\$ 350,000
TOTAL	\$ 5,700,000

*Some vendors listed are used as both materials suppliers and contractors. BPOs are only used for material purchase. Amounts charged to contracts accounts are not included in the actual spending by vendor.

ATTACHMENT B

OAHPI Consolidated FY22 Budget Comparison

OAHPI Annual Operating Budget FY21 vs. FY22 Comparison					
Acct#	Account Description	A FY21 Budget	B FY22 Budget	B-A Variance	(B-A)/A % Variance
REVENUE					
3100-00-000	TENANT INCOME				
3101-00-000	Rental Income				
3110-00-000	Tenant Rent	11,118,124	10,808,409	(309,715)	-3%
3112-00-000	Tenant Assistance Payments	29,332,804	34,194,629	4,861,825	14%
3113-00-000	Less: Vacancies	(305,515)	(1,110,600)	(805,085)	72%
3114-00-000	Less: Concessions	-	(3,072,036)	(3,072,036)	100%
3117-00-000	Less: Admin/Employee Unit	-	(225,600)	-	0%
Sub Total	Net Tenant Rental Revenue	40,145,413	40,594,392	449,390	1%
3120-06-000	NSF Charges	-	600	600	100%
3120-09-000	Misc. Tenant Income	-	18,000	18,000	100%
Sub Total	Total Other Tenant Income	-	18,600	18,600	100%
Total	Tenant Income	40,145,413	40,613,402	467,990	1%
3610-00-000	Investment Income - Unrestricted	1,384,674	46,322	(1,338,352)	-2889%
Total	Total Other Income	1,384,674	46,322	(1,338,352)	-2889%
Total	Total Income from Operations	41,530,087	40,659,724	(870,363)	-2%
4110-00-000	Administrative Salaries	1,368,379	1,027,292	(341,087)	-33%
4110-03-000	Employer FICA & Medicare	104,682	78,383	(26,299)	-34%
4110-03-001	State Unemployment Insurance Tax (SUI)	8,895	2,912	(5,983)	-205%
4110-03-002	Pension & Retirement Contributions	227,366	152,688	(74,678)	-49%
4110-03-003	Life Ins Contr & Management Package	14,998	2,374	(12,424)	-483%
4110-03-004	Medical & Dental Benefits	243,408	239,904	(3,504)	-1%
4110-03-005	Employee Benefits Management & Others	-	9,675	9,675	100%
4110-05-000	Salary Reimbursements from Others	135,000	135,000	-	0%
Sub Total	Administrative Salaries	2,102,728	1,648,427	(454,301)	-28%
4130-01-000	Unlawful Detainers	350,000	500,000	150,000	30%
4130-04-000	General Legal Expense	25,000	35,000	10,000	29%
Sub Total	Legal Expense	375,000	535,000	160,000	30%

OAHPI Annual Operating Budget

FY21 vs. FY22 Comparison

Acct#	Account Description	A FY21 Budget	B FY22 Budget	B-A Variance	(B-A)/A % Variance
4140-00-000	Staff Training	120,000	60,000	(60,000)	-100%
4150-00-000	Travel	12,000	12,000	-	0%
4160-00-000	Meetings	21,000	21,000	-	0%
4171-00-000	Auditing Fees	20,000	30,000	10,000	33%
4182-00-000	Consultants	60,000	50,000	(10,000)	-20%
Sub Total	Other Admin Expenses	233,000	173,000	(60,000)	-33%
4190-04-000	Office Supplies	21,000	21,250	250	1%
4190-06-000	Copier Supplies	12,000	12,250	250	2%
4190-07-000	Telephone	4,500	4,500	-	0%
4190-08-000	Postage	15,000	15,000	-	0%
4190-09-000	Computer Hardware, Software & Supplies	11,000	25,700	14,700	57%
4190-10-000	Computer Licenses & Maintenance Contracts	-	2,160	2,160	100%
4190-11-000	Utility Transmission Charges	7,500	7,500	-	0%
4190-15-000	Cell Phones/Pagers	40,100	36,268	(3,832)	-11%
4190-18-000	Office Equipment Maintenance & Contracts	12,000	13,000	1,000	8%
4190-20-000	Bank Fees	200,517	79,388	(121,129)	-153%
4190-21-000	Fees, Taxes & Other Costs	19,000	19,000	-	0%
4190-22-000	Other Misc. Admin Expenses	3,000	2,000	(1,000)	-50%
Sub Total	Total Miscellaneous Admin Expenses	345,617	238,016	(107,601)	-45%
Total	TOTAL ADMINISTRATIVE EXPENSES	3,056,345	2,594,443	(461,902)	-18%
4220-01-000	Other Tenant Svcs.	20,500	20,500	-	0%
4225-03-000	Special Events	21,000	21,000	-	0%
4225-04-000	Translation Services	4,000	6,600	2,600	39%
4230-01-000	Tenant Relocation	77,000	100,000	23,000	23%
TOTAL	TOTAL TENANT SERVICES EXPENSES	122,500	148,100	25,600	17%

OAHPI Annual Operating Budget

FY21 vs. FY22 Comparison

Acct#	Account Description	A FY21 Budget	B FY22 Budget	B-A Variance	(B-A)/A % Variance
4310-00-000	Water	1,885,482	1,998,611	113,129	6%
4320-00-000	Electricity	147,599	172,691	25,092	15%
4330-00-000	Gas	490,252	529,472	39,220	7%
TOTAL	UTILITY EXPENSES	2,523,333	2,700,774	177,441	7%
4410-00-000	Ordinary Maintenance & Operations Salaries	2,117,192	2,298,560	181,368	8%
4410-02-000	Ordinary Maintenance & Operations Overtime	160,000	160,000	-	0%
4410-05-000	Employer FICA & Medicare	161,965	188,118	26,153	14%
4410-05-001	State Unemployment Insurance Tax (SUI)	13,762	8,512	(5,250)	-62%
4410-05-002	Pension & Retirement Contributions	280,358	304,565	24,207	8%
4410-05-003	Life Ins Contr & Management Package	6,023	6,138	115	2%
4410-05-004	Medical & Dental Benefits	562,318	672,047	109,729	16%
4411-00-000	Maintenance Uniforms	18,000	18,000	-	0%
4412-00-000	Maintenance Travel/Training	18,000	18,000	-	0%
4413-00-000	Vehicle - Gas	71,055	71,055	-	0%
4413-00-001	Vehicles - Materials & Parts	34,000	18,000	(16,000)	-89%
4413-00-002	Vehicles - GPS Expenses	11,200	11,200	-	0%
Sub Total	General Maint Expense	3,453,873	3,774,195	320,322	8%

OAHPI Annual Operating Budget

FY21 vs. FY22 Comparison

Acct#	Account Description	A FY21 Budget	B FY22 Budget	B-A Variance	(B-A)/A % Variance
4420-00-001	Materials - Building	220,000	275,000	55,000	20%
4420-00-002	Materials - Electrical	42,000	32,500	(9,500)	-29%
4420-00-003	Materials - Floor Coverings	150,000	270,000	120,000	44%
4420-00-004	Materials - Hardware	15,000	15,500	500	3%
4420-00-005	Materials - Heater Parts	30,000	30,000	-	0%
4420-00-006	Materials - Kitchen & Lavatory	45,000	42,500	(2,500)	-6%
4420-00-007	Materials - Locks	11,500	15,000	3,500	23%
4420-00-008	Materials - Paint	30,000	26,500	(3,500)	-13%
4420-00-009	Materials - Appliances	171,750	171,750	-	0%
4420-00-010	Materials - Other	6,000	6,500	500	8%
4420-01-000	Supplies-Grounds	60,000	60,000	-	0%
4420-02-000	Supplies-Light Fixtures	27,000	23,500	(3,500)	-15%
4420-03-000	Supplies-Decorating	12,000	14,000	2,000	14%
4420-05-000	Supplies-Exterminating	6,000	6,000	-	0%
4420-06-000	Supplies-Janitorial/Cleaning	45,000	30,000	(15,000)	-50%
4420-07-000	Supplies-Mechanical	3,000	3,000	-	0%
4420-08-000	Supplies-Plumbing	60,000	77,000	17,000	22%
4420-09-000	Tools and Equipment	23,000	60,000	37,000	62%
Sub Total	Materials and Other	957,250	1,158,750	201,500	17%

OAHPI Annual Operating Budget

FY21 vs. FY22 Comparison

Acct#	Account Description	A FY21 Budget	B FY22 Budget	B-A Variance	(B-A)/A % Variance
4430-01-000	Contract-Alarm/Extinguisher	19,000	14,000	(5,000)	-36%
4430-04-000	Contract-Responsible Person Services	90,000	90,000	-	0%
4430-05-000	Contract-Decorating/Painting	240,000	210,000	(30,000)	-14%
4430-06-000	Contract-Electrical	90,000	90,000	-	0%
4430-07-000	Contract-Pest Control	450,000	450,000	-	0%
4430-08-000	Contract-Floor Covering	200,000	270,000	70,000	26%
4430-09-000	Contract-Grounds	850,000	1,260,000	410,000	33%
4430-10-000	Contract-Janitorial/Cleaning	90,000	100,000	10,000	10%
4430-11-000	Contract-Plumbing	240,000	235,000	(5,000)	-2%
4430-12-000	Contract-Garbage Services	2,376,150	2,494,958	118,808	5%
4430-13-000	Contract-HVAC	30,000	27,500	(2,500)	-9%
4430-14-000	Contract-Vehicle Maintenance	45,000	45,000	-	0%
4430-15-000	Contract-Equipment Rental	9,000	280,000	271,000	97%
4430-18-000	Contract-Uniforms	3,000	3,000	-	0%
4430-19-000	Contract-Car Wash	7,200	7,200	-	0%
4430-20-000	Routine Make Ready	960,000	1,300,000	340,000	26%
4430-21-000	Roof & Decks Routine	180,000	180,000	-	0%
4430-24-000	Contract-Call Center	17,000	17,000	-	0%
4430-99-000	Contract Costs-Other	7,000	225,000	218,000	97%
Sub Total	Total Contract Costs	5,903,350	7,298,658	1,395,308	19%

OAHPI Annual Operating Budget

FY21 vs. FY22 Comparison

Acct#	Account Description	A FY21 Budget	B FY22 Budget	B-A Variance	(B-A)/A % Variance
TOTAL	TOTAL MAINTENANCE EXPENSES	10,314,473	12,231,602	1,917,129	16%
4510-10-000	Property Insurance	260,010	512,895	252,885	49%
4510-20-000	Liability Insurance	99,244	120,890	21,646	18%
4540-00-000	Workers Compensation	265,253	245,231	(20,022)	-8%
4550-00-000	All Other Insurance	17,958	17,958	-	0%
4560-00-000	Auto Insurance	83,248	83,248	-	0%
4565-00-000	Employment Practices Liability Insurance	24,157	24,157	-	0%
4570-00-000	Bad Debt-Tenant Rents	406,600	406,600	-	0%
TOTAL	GENERAL EXPENSES	1,156,470	1,410,979	254,509	18%
Total	Total Routine Operating Expenses	17,173,121	19,085,899	1,912,778	10%
Total	Excess Operating Revenue over Operating Expenses	24,356,966	21,573,825	(2,783,141)	-13%
5205-00-001	COCC Allocation	3,628,391	2,966,828	(661,563)	-22%
5205-00-002	Other Property Management/Asset Mgmt. Allocation	2,622,363	2,352,954	(269,409)	-11%
5205-00-004	CID Allocation	2,845,633	5,376,389	2,530,756	47%
Sub Total	Allocations	9,096,387	10,696,172	1,599,785	15%
Total	Total Non-Routine Expenses	9,096,387	10,696,172	1,599,785	15%
Total	Total Revenue	41,530,087	40,659,724	(870,363)	-2%
Total	Total Expenses	26,269,508	29,782,071	3,512,563	12%
Total	Excess Revenue over Expenses	15,260,579	10,877,653	(4,382,925)	-34%
5510-00-000	Capital Outlay	44,864,429	10,083,300	(34,781,129)	-34%
5520-00-000	OPEB/Retirees Medical	29,868	29,868	-	0%
Total	Total Expenses (Inc. CapEx & OPEB)	71,163,805	39,895,238	(31,268,566)	-78%
Total	Excess Revenue over Operating Expenses & Capital Expenditures	(29,633,718)	764,486	30,398,204	3976%
Total	NET INCOME (Deficit) to Reserve	(29,633,718)	764,486	30,398,204	3976%

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**RESOLUTION APPROVING THE FISCAL YEAR 2022 OPERATING BUDGET AND
AUTHORIZING THE EXECUTIVE DIRECTOR OF OAHPI TO ISSUE BLANKET
PURCHASE ORDERS TO MULTIPLE VENDORS AND SERVICE PROVIDERS IN
SPECIFIED AMOUNTS FOR ROUTINE, RECURRING, LOW-DOLLAR AMOUNT
PURCHASES FOR FISCAL YEAR 2021-2022**

WHEREAS, the Oakland Housing Authority (OHA) FY 2021-2022 budget request was presented to the OHA Board of Commissioners for review on June 7, 2021 and will be presented to the Board of Commissioners for adoption on June 28, 2021; and

WHEREAS, the annual budget for Oakland Affordable Housing Preservation Initiatives (OAHPI) was prepared in conjunction with OHA's budget; and

WHEREAS, the budget for OAHPI shows a surplus of approximately \$764,486.00; and

WHEREAS, OAHPI has a need to make repetitive, routine purchases of supplies and services for use throughout the OAHPI portfolio; and

WHEREAS, the OAHPI amended Procurement Policy (3.C.Noncompetitive Negotiations): *"OAHPI may negotiate a contract with a vendor who has been competitively selected through an OHA procurement process, or another competitive procurement process, without having to undergo a duplicate competitive selection process";* and

WHEREAS, the Oakland Housing Authority (OHA), has procured vendors in accordance with HUD's Procurement Handbook for Public Housing Agencies (PHA) (7460.8, Rev.

2): "PHAs may avoid making repetitive small purchases by awarding indefinite-delivery contracts, sometimes referred to as 'blanket' or 'open-end' contracts"; and

WHEREAS, the OHA Blanket Purchase Orders are issued to various vendors and in various amounts included in the FY 2021-2022 budget request; and

WHEREAS, the purchases made through these OHA Blanket Purchase Orders are either intergovernmental agreements or routine, recurring, low-dollar amount purchases; and

WHEREAS, OAHPI will utilize these vendors, as indicated, to purchase commodities or services of low dollar value and high volume, or repetitive activity involving services for the OAHPI portfolio.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Executive Director, on behalf of OAHPI, is hereby authorized to adopt the fiscal year 2022 operating budget; and

THAT, the Executive Director is hereby authorized to issue Blanket Purchase Orders up to the amounts as listed in Attachment A of this Resolution; and

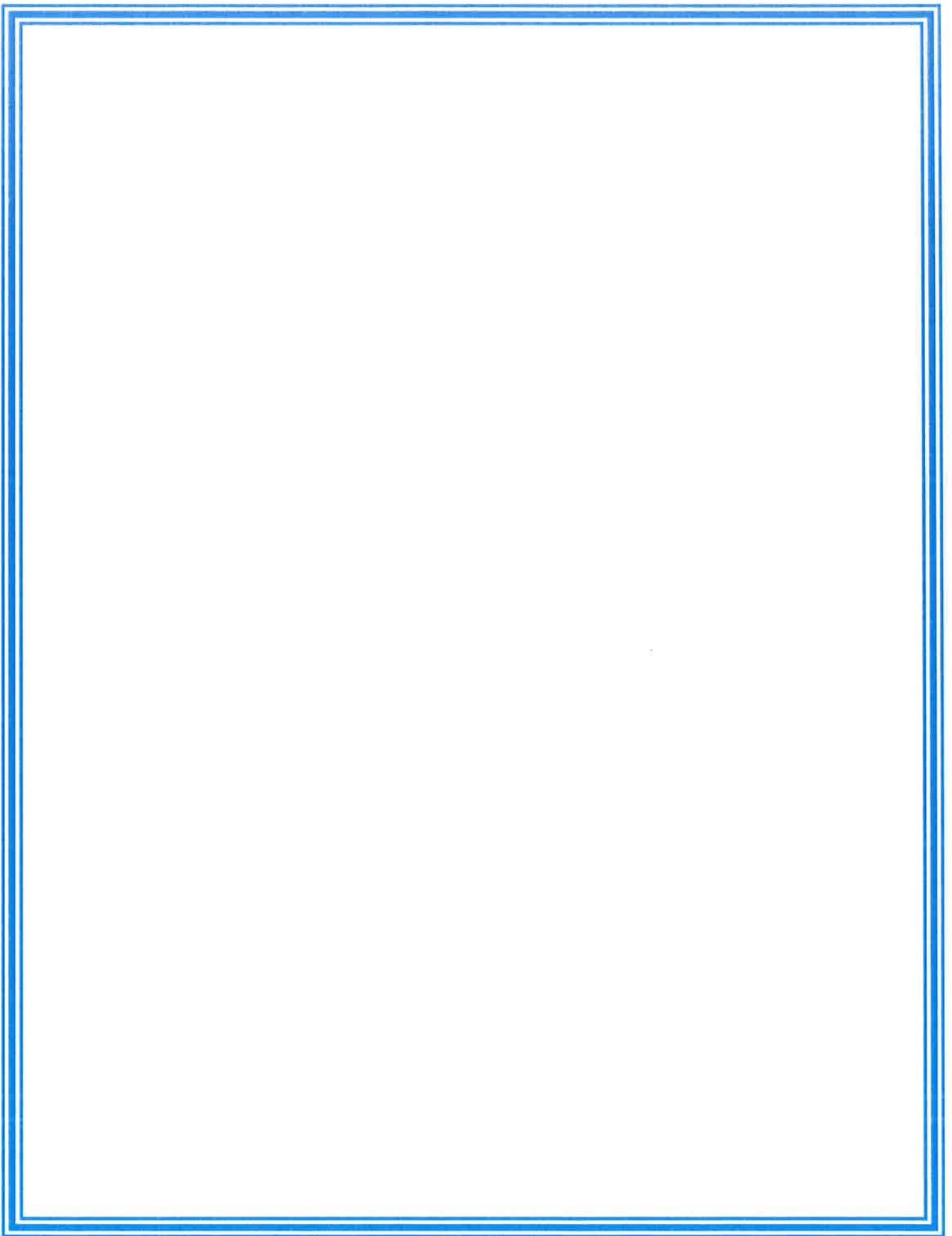
THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on June 21, 2021.

Patricia Wells, Secretary/Executive Director


ADOPTED:

RESOLUTION NO.



Executive Office
Oakland Affordable Housing Preservation Initiatives
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Authorization for the Executive Director to execute a two-year contract, with up to three one-year option terms, with Baila Floors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000

Date: June 21, 2021

Purpose: This action will authorize the Executive Director to execute a two-year contract with up to three one-year option terms with Baila Floors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000.

Funding: Funding for the initial contract term is included in the FY 2022 operating budget in accounts 4420-00-003 Floor Coverings, 4430-08-000 Contract Floor Covering and 5510-00-000 Capital Outlay. Funding for each subsequent option term will be included in the corresponding fiscal year's operating budget in accounts 4420-00-003 Floor Coverings, 4430-08-000 Contract Floor Covering and 5510-00-000 Capital Outlay.

Background:

Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide flooring supply and flooring installation services for the 1,522 units, contract-managed by the Oakland Housing Authority (Authority). The services under this contract will be rendered for vacancy turnover and the interior rehabilitation of vacant and occupied units.

The Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #20-002 on August 20, 2020, to provide flooring supply and flooring installation services at OAHPI properties in accordance with the OAHPI's Procurement Policy. CCGS posted the RFP to the Authority's website under *Bid Opportunities*. Three (3) companies submitted responses by the deadline of 10:00 a.m., Wednesday September 23, 2020.

A panel comprised of three (3) individuals convened on Wednesday, January 27, 2021,

to evaluate and rate each of the proposals. Two panelists are employees of the Oakland Housing Authority and one was from an outside agency. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award.

Baila Floors was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide flooring supply and flooring installation services at OAHPI properties.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with three one-year option terms, with Baila Floors to provide flooring supply and flooring installation services at OAHPI properties. The total amount authorized under these contracts is an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000.

Recommendation Action:

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a two-year contract with up to three one-year option terms with Baila Floors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term, for a total contract amount not to exceed \$1,250,000.

Attachments: CCGS Review Memo
 Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES

1619 Harrison Street, Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Kris Wells, Interim Chief of Program and Finance Administration/Chief Operating Officer ^{DS} KW
Bruce E. [redacted], Director of Capital Improvements ^{DS} BB
Mark Schiferl, Director of Property Management ^{DS} MS
Daniel Mermelstein, CCGS Manager ^{DS} DM

From: Jeanne Smith, Contract Specialist, CCGS ^{DS} JS

Subject: CCGS Review Memo for RFP #20-002 Flooring Services

Date: February 18, 2021

This memo is to advise you that a Request for Proposals (RFP) for Flooring Services was issued on August 20, 2020. After a review of all the proposals received on September 23, 2021, the Evaluation Committee rated the three (3) proposals received and determined that Baila Floors, Bay Area Contract Carpet and Royal Floors were all responsive and responsible. CCGS is therefore, recommending award of Baila Floors, Bay Area Contract Carpet and Royal Floors for Flooring Services for the Oakland Affordable Housing Preservation Initiatives (OAHPI).

Background

The Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #20-002 in an effort to obtain vendors that can provide Flooring Services for OAHPI Properties. RFP #20-002 was issued in accordance with OAHPI's Procurement Policy on August 20, 2020. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Housing Agency Marketplace site. Three (3) firms submitted proposals by the deadline of 10:00 a.m. Wednesday, September 23, 2020.

Evaluation

A panel comprised of three (3) individuals convened on Wednesday, January 27, 2021, to evaluate and rate each of the proposals. The two panelists are employees of the Oakland Housing Authority and one was from an outside agency. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award.

Recommendation

It is recommended that OAHPI award contracts to three (3) companies: Baila Floors, Bay Area Contract Carpet and Royal Floors. All three companies scored within the competitive range of 70 points or higher.

Insurance Requirement: Copies of General, Automobile, and Worker’s Comp Insurance (naming the Oakland Affordable Housing Preservation Initiatives as additionally insured) shall be requested and received by CCGS for this project. The contracted firms shall be responsible for collecting and forwarding all insurance documents from its subcontractors to CCGS.

Approved:

Not Approved:

DocuSigned by:
Patricia Wells
722CF180EE194A1

2/22/2021

Patricia Wells
Executive Director

Date

Patricia Wells
Executive Director

Date

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH BAILA FLOORS TO PROVIDE FLOORING SUPPLY AND FLOORING INSTALLATION SERVICES AT OAHPI PROPERTIES, IN AN AMOUNT NOT TO EXCEED \$500,000 FOR THE INITIAL TERM AND \$250,000 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$1,250,000.

WHEREAS, OAHPI requires a vendor that can provide flooring supply and flooring installation services for their 1,522 units, contract-managed by the Oakland Housing Authority (Authority) for vacancy turnover and the interior rehabilitation of vacant and occupied units; and

WHEREAS, The Authority's Contract and General Services (CCGS) Department issued Request for Proposals (RFP) #20-002 on August 20, 2020 to provide flooring supply and flooring installation services; and

WHEREAS, Request for Proposals (RFP) #20-002 was issued in accordance with the OAHPI's Procurement Policy; and

WHEREAS, Baila Floors submitted a response by the deadline of 10:00 a.m., Wednesday September 23, 2020; and

WHEREAS, an evaluation panel evaluated and rated each of the proposals, the scores were averaged and resulted in the recommendation of a contract award to Baila Floors; and

WHEREAS, Baila Floors was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide flooring supply and flooring installation services at OAHPI properties.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:

THAT, the Board of Directors authorizes the Executive Director to execute a two-year contract, with up to three one-year option terms, with Baila Floors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000; and

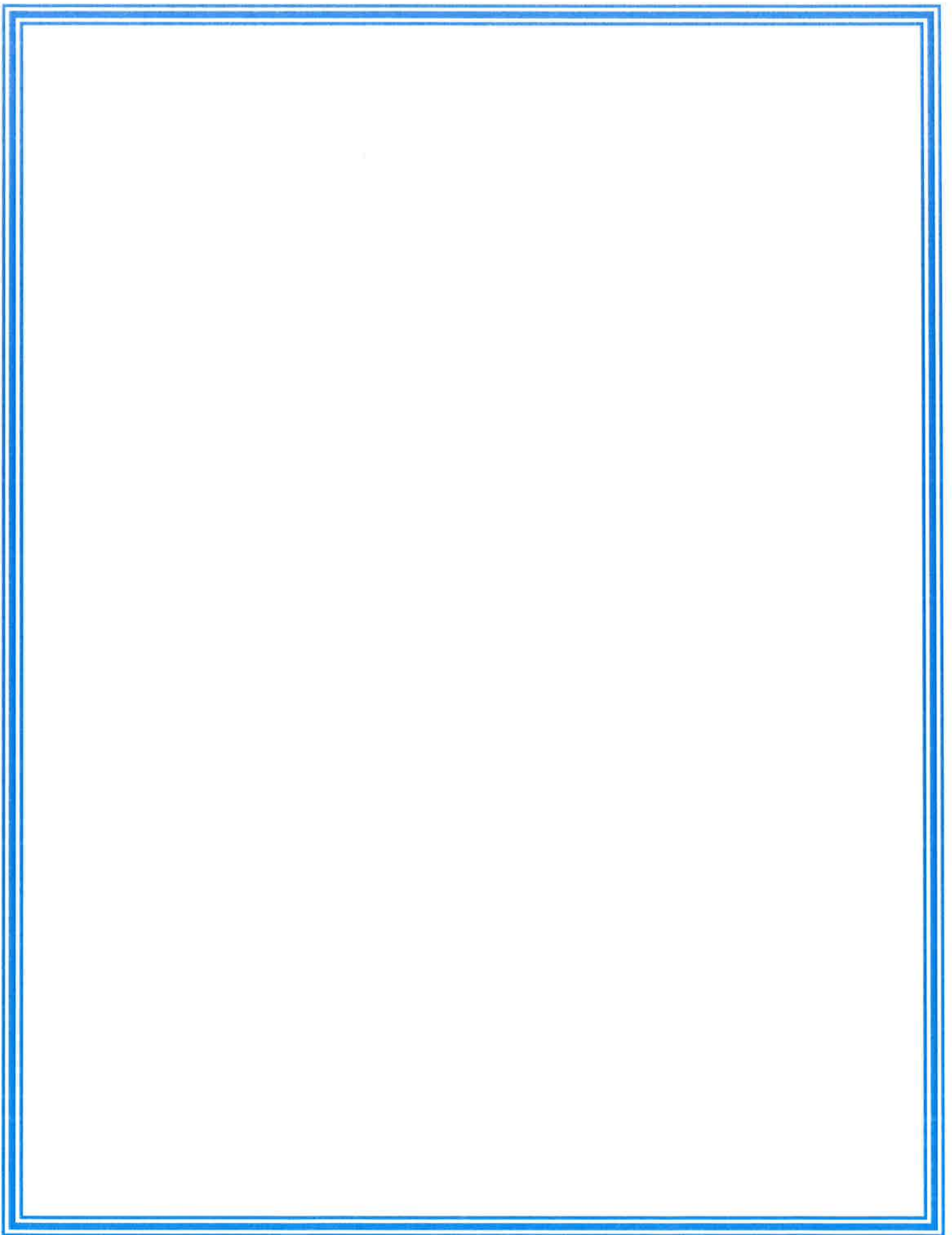
THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on June 21, 2021.

Patricia Wells, Secretary/Executive Director


ADOPTED:

RESOLUTION NO.



Executive Office
Oakland Affordable Housing Preservation Initiatives
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Authorization for the Executive Director to execute a two-year contract, with up to three one-year option terms, with Bay Area Contract Carpets to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000.

Date: June 21, 2021

Purpose: This action will authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with Bay Area Contract Carpets to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000.

Funding: Funding for the initial contract term is included in the FY 2022 operating budget in accounts 4420-00-003 Floor Coverings, 4430-08-000 Contract Floor Covering and 5510-00-000 Capital Outlay. Funding for each subsequent option term will be included in the corresponding fiscal year's operating budget in accounts 4420-00-003 Floor Coverings, 4430-08-000 Contract Floor Covering and 5510-00-000 Capital Outlay.

Background:

Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide flooring supply and flooring installation services for the 1,522 units, contract-managed by the Oakland Housing Authority (Authority). The services under this contract will be rendered for vacancy turnover and the interior rehabilitation of vacant and occupied units.

The Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #20-002 on August 20, 2020, to provide flooring supply and flooring installation services at OAHPI properties in accordance with the OAHPI's Procurement Policy. CCGS posted the RFP to the Authority's website under *Bid Opportunities*. Three (3) companies submitted responses by the deadline of 10:00 a.m., Wednesday September 23, 2020.

A panel comprised of three (3) individuals convened on Wednesday, January 27, 2021,

to evaluate and rate each of the proposals. Two panelists are employees of the Oakland Housing Authority and one was from an outside agency. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award.

Bay Area Contract Carpets was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide flooring supply and flooring installation services at OAHPI properties.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with three one-year option terms, with Bay Area Contract Carpets to provide flooring supply and flooring installation services at OAHPI properties. The total amount authorized under these contracts is an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000.

Recommendation Action:

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Bay Area Contract Carpets to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000.

Attachments: CCGS Review Memo
 Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES

1619 Harrison Street, Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Kris We ^{DS} *KW* nterim Chief of Program and Finance Administration/Chief Operating Officer
Bruce E ^{DS} *BB* rt, Director of Capital Improvements
Mark Schiferl, Director of Property M ^{DS} *MS* nagement
Daniel Mermelstein, CCGS Manager ^{DS} *DM*

From: Jeanne Smith, Contract Specialist, CCGS ^{DS} *JS*

Subject: CCGS Review Memo for RFP #20-002 Flooring Services

Date: February 18, 2021

This memo is to advise you that a Request for Proposals (RFP) for Flooring Services was issued on August 20, 2020. After a review of all the proposals received on September 23, 2021, the Evaluation Committee rated the three (3) proposals received and determined that Baila Floors, Bay Area Contract Carpet and Royal Floors were all responsive and responsible. CCGS is therefore, recommending award of Baila Floors, Bay Area Contract Carpet and Royal Floors for Flooring Services for the Oakland Affordable Housing Preservation Initiatives (OAHPI).

Background

The Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #20-002 in an effort to obtain vendors that can provide Flooring Services for OAHPI Properties. RFP #20-002 was issued in accordance with OAHPI’s Procurement Policy on August 20, 2020. The RFP was publicly posted on the Oakland Housing Authority’s website as well as on the Housing Agency Marketplace site. Three (3) firms submitted proposals by the deadline of 10:00 a.m. Wednesday, September 23, 2020.

Evaluation

A panel comprised of three (3) individuals convened on Wednesday, January 27, 2021, to evaluate and rate each of the proposals. The two panelists are employees of the Oakland Housing Authority and one was from an outside agency. The panelists’ scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award.

Recommendation

It is recommended that OAHPI award contracts to three (3) companies: Baila Floors, Bay Area Contract Carpet and Royal Floors. All three companies scored within the competitive range of 70 points or higher.

Insurance Requirement: Copies of General, Automobile, and Worker's Comp Insurance (naming the Oakland Affordable Housing Preservation Initiatives as additionally insured) shall be requested and received by CCGS for this project. The contracted firms shall be responsible for collecting and forwarding all insurance documents from its subcontractors to CCGS.

Approved:

Not Approved:

DocuSigned by:
Patricia Wells 2/22/2021
722CF180EE184A1

Patricia Wells Date
Executive Director

Patricia Wells Date
Executive Director

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH BAY AREA CONTRACT CARPETS TO PROVIDE FLOORING SUPPLY AND FLOORING INSTALLATION SERVICES AT OAHPI PROPERTIES, IN AN AMOUNT NOT TO EXCEED \$500,000 FOR THE INITIAL TERM AND \$250,000 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$1,250,000

WHEREAS, OAHPI requires a vendor that can provide flooring supply and flooring installation services for their 1,522 units, contract-managed by the Oakland Housing Authority (Authority) for vacancy turnover and the interior rehabilitation of vacant and occupied units; and

WHEREAS, The Authority's Contract and General Services (CCGS) Department issued Request for Proposals (RFP) #20-002 on August 20, 2020 to provide flooring supply and flooring installation services; and

WHEREAS, Request for Proposals (RFP) #20-002 was issued in accordance with the OAHPI's Procurement Policy; and

WHEREAS, Bay Area Contract Carpets submitted a response by the deadline of 10:00 a.m., Wednesday September 23, 2020; and

WHEREAS, an evaluation panel evaluated and rated each of the proposals, the scores were averaged and resulted in the recommendation of a contract award to Bay Area Contract Carpets; and

WHEREAS, Bay Area Contract Carpets was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide flooring supply and flooring installation services at OAHPI properties.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:

THAT, the Board of Directors authorizes the Executive Director to execute a two-year contract, with up to three one-year option terms, with Bay Area Contract Carpets to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000; and

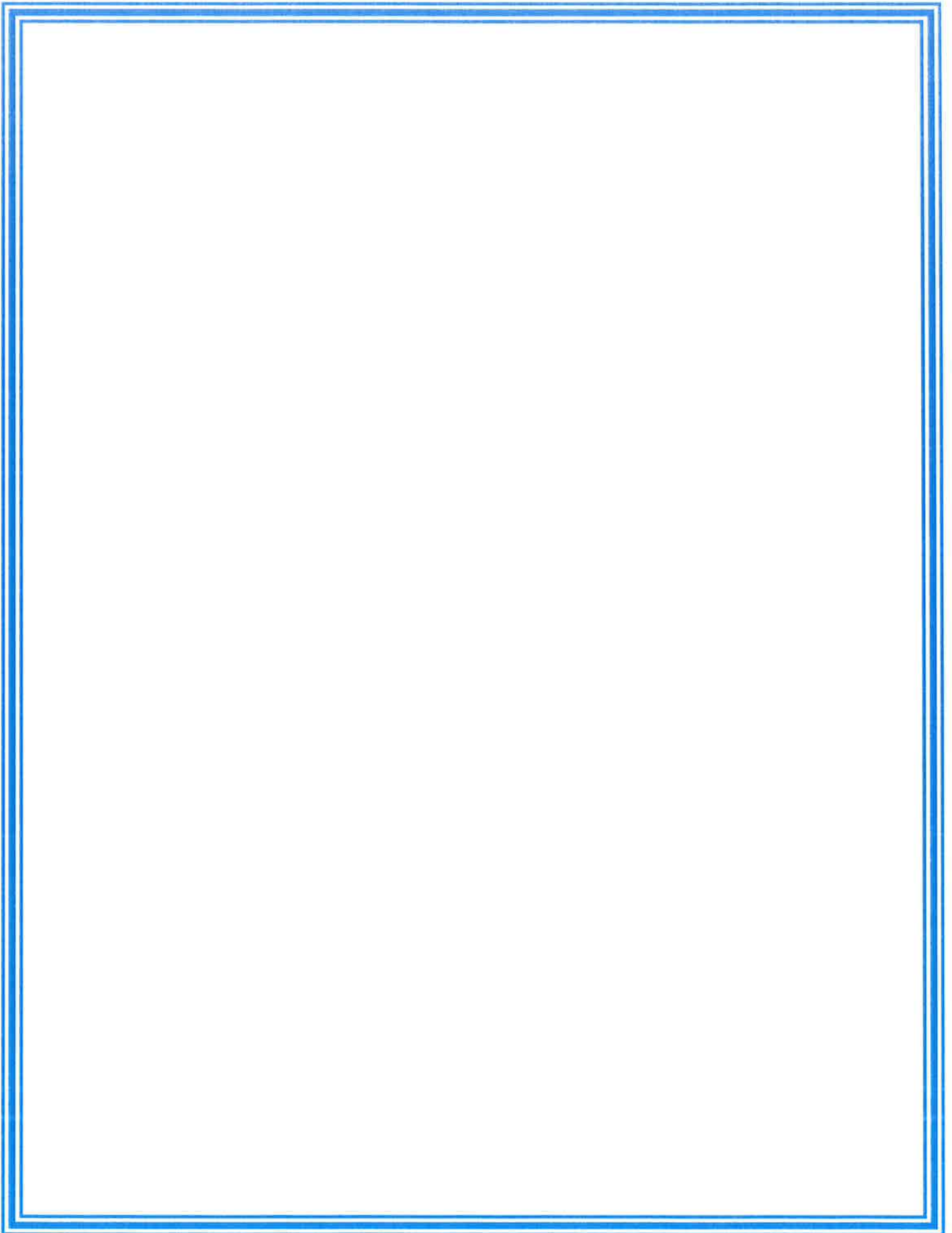
THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on June 21, 2021.

Patricia Wells, Secretary/Executive Director

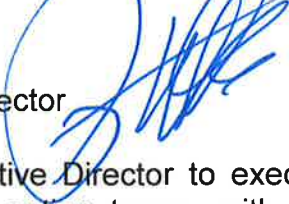
ADOPTED:

RESOLUTION NO.



Executive Office
Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Authorization for the Executive Director to execute a two-year contract, with up to three one-year option terms, with Royal Floors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000.

Date: June 21, 2021

Purpose: This action will authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with Royal Floors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000.

Funding: Funding for the initial contract term is included in the FY 2022 operating budget in accounts 4420-00-003 Floor Coverings, 4430-08-000 Contract Floor Covering and 5510-00-000 Capital Outlay. Funding for each subsequent option term will be included in the corresponding fiscal year's operating budget in accounts 4420-00-003 Floor Coverings, 4430-08-000 Contract Floor Covering and 5510-00-000 Capital Outlay.

Background:

Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide flooring supply and flooring installation services for the 1,522 units, contract-managed by the Oakland Housing Authority (Authority). The services under this contract will be rendered for vacancy turnover and the interior rehabilitation of vacant and occupied units.

The Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #20-002 on August 20, 2020, to provide flooring supply and flooring installation services at OAHPI properties in accordance with the OAHPI's Procurement Policy. CCGS posted the RFP to the Authority's website under *Bid Opportunities*. Three (3) companies submitted responses by the deadline of 10:00 a.m., Wednesday September 23, 2020.

A panel comprised of three (3) individuals convened on Wednesday, January 27, 2021,

to evaluate and rate each of the proposals. Two panelists are employees of the Oakland Housing Authority and one was from an outside agency. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award.

Royal Floors was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide flooring supply and flooring installation services at OAHPI properties.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with three one-year option terms, with Royal Floors to provide flooring supply and flooring installation services at OAHPI properties. The total amount authorized under these contracts is an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000.

Recommendation Action:

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Royal Floors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000.

Attachments: CCGS Review Memo
 Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES

1619 Harrison Street, Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Kris Wells, Interim Chief of Program and Finance Administration/Chief Operating Officer ^{DS} KW
 Bruce Elliott, Director of Capital Improvements ^{DS} BB
 Mark Schiferl, Director of Property Management ^{DS} MS
 Daniel Mermelstein, CCGS Manager ^{DS} DM

From: Jeanne Smith, Contract Specialist, CCGS ^{DS} JS

Subject: CCGS Review Memo for RFP #20-002 Flooring Services

Date: February 18, 2021

This memo is to advise you that a Request for Proposals (RFP) for Flooring Services was issued on August 20, 2020. After a review of all the proposals received on September 23, 2021, the Evaluation Committee rated the three (3) proposals received and determined that Baila Floors, Bay Area Contract Carpet and Royal Floors were all responsive and responsible. CCGS is therefore, recommending award of Baila Floors, Bay Area Contract Carpet and Royal Floors for Flooring Services for the Oakland Affordable Housing Preservation Initiatives (OAHPI).

Background

The Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #20-002 in an effort to obtain vendors that can provide Flooring Services for OAHPI Properties. RFP #20-002 was issued in accordance with OAHPI's Procurement Policy on August 20, 2020. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Housing Agency Marketplace site. Three (3) firms submitted proposals by the deadline of 10:00 a.m. Wednesday, September 23, 2020.

Evaluation

A panel comprised of three (3) individuals convened on Wednesday, January 27, 2021, to evaluate and rate each of the proposals. The two panelists are employees of the Oakland Housing Authority and one was from an outside agency. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award.

Recommendation

It is recommended that OAHPI award contracts to three (3) companies: Baila Floors, Bay Area Contract Carpet and Royal Floors. All three companies scored within the competitive range of 70 points or higher.

Insurance Requirement: Copies of General, Automobile, and Worker's Comp Insurance (naming the Oakland Affordable Housing Preservation Initiatives as additionally insured) shall be requested and received by CCGS for this project. The contracted firms shall be responsible for collecting and forwarding all insurance documents from its subcontractors to CCGS.

Approved:

Not Approved:

DocuSigned by:
Patricia Wells 2/22/2021
722CF180EE164A1

Patricia Wells
Executive Director

Date

Patricia Wells
Executive Director

Date

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH ROYAL FLOORS TO PROVIDE FLOORING SUPPLY AND FLOORING INSTALLATION SERVICES AT OAHPI PROPERTIES, IN AN AMOUNT NOT TO EXCEED \$500,000 FOR THE INITIAL TERM AND \$250,000 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$1,250,000

WHEREAS, OAHPI requires a vendor that can provide flooring supply and flooring installation services for their 1,522 units, contract-managed by the Oakland Housing Authority (Authority) for vacancy turnover and the interior rehabilitation of vacant and occupied units; and

WHEREAS, The Authority's Contract and General Services (CCGS) Department issued Request for Proposals (RFP) #20-002 on August 20, 2020 to provide flooring supply and flooring installation services; and

WHEREAS, Request for Proposals (RFP) #20-002 was issued in accordance with the OAHPI's Procurement Policy; and

WHEREAS, Royal Floors submitted a response by the deadline of 10:00 a.m., Wednesday September 23, 2020; and

WHEREAS, an evaluation panel evaluated and rated each of the proposals, the scores were averaged and resulted in the recommendation of a contract award to Royal Floors; and

WHEREAS, Royal Floors was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide flooring supply and flooring installation services at OAHPI properties.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:

THAT, the Board of Directors authorizes the Executive Director to execute a two-year contract, with up to three one-year option terms, with Royal Floors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000; and

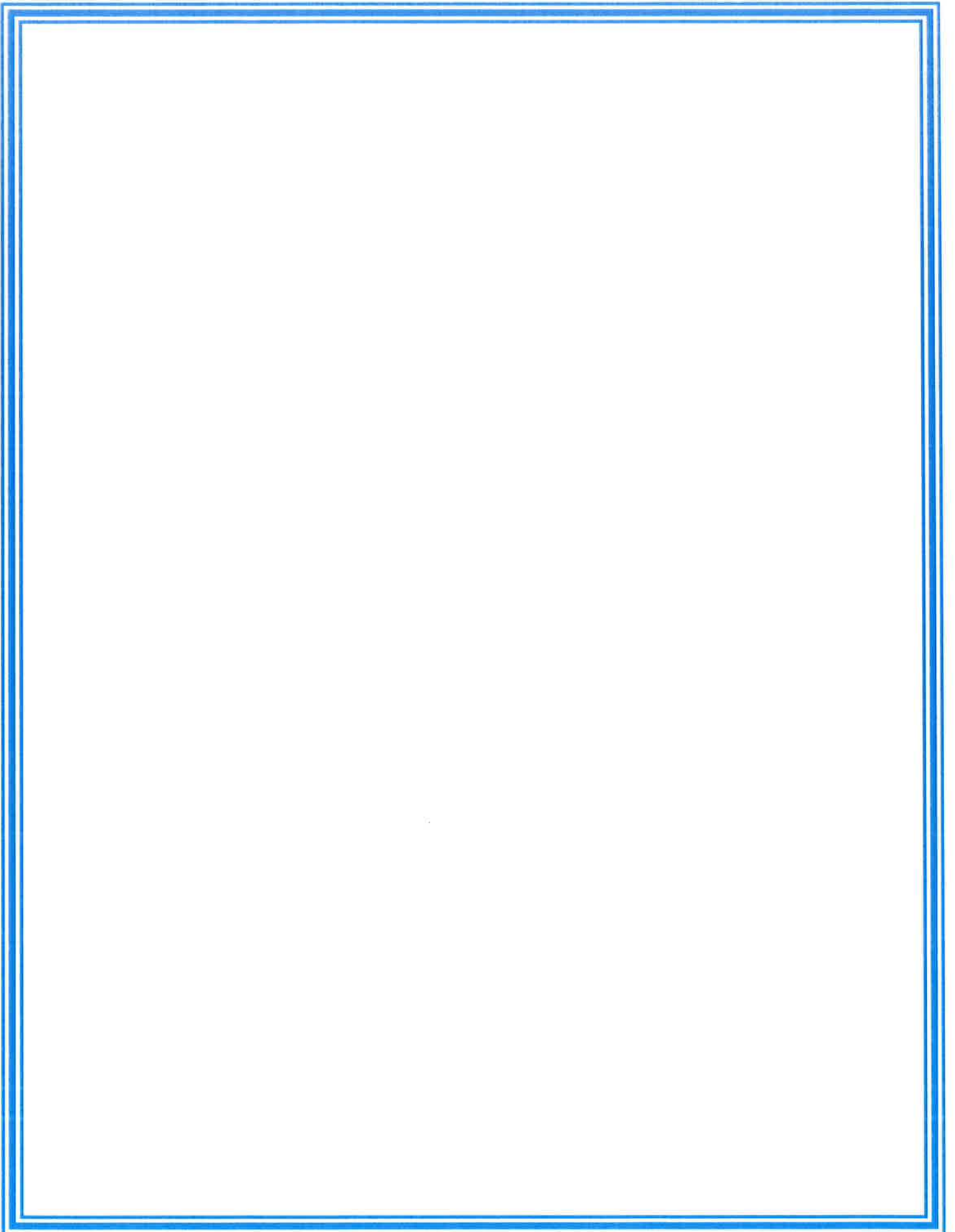
THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on June 21, 2021.

Patricia Wells, Secretary/Executive Director

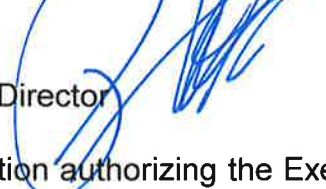
ADOPTED:

RESOLUTION NO.



Executive Office
Oakland Affordable Housing Preservation Initiatives
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Consideration of a resolution authorizing the Executive Director to execute a two-year contract, with three additional one-year option terms, with Santa Clara Appliances in an amount not to exceed \$93,750 per year for the purchase, delivery and installation of refrigerators for vacancy turnover and the interior rehabilitation of vacant and occupied units

Date: June 21, 2021

Purpose: This action will authorize the Executive Director to execute a two-year contract, with three additional one-year option terms, with Santa Clara Appliances in an amount not to exceed \$93,750 per year for the purchase, delivery, and installation of refrigerators for vacancy turnover and the interior rehabilitation of vacant and occupied units.

Funding: Funding for each contract term will be included in each corresponding fiscal year's operating budget in account 4420-00-009 Materials- Appliances.

Background:

The Oakland Affordable Housing Preservation Initiatives (OAHPI) has a need to purchase appliances for the 1,522 units, managed by the Oakland Housing Authority (Authority) for vacancy turnover and the interior rehabilitation of vacant and occupied units.

The Authority's Contract, Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #19-018 in accordance with the OAHPI's Procurement Policy for the purchase of appliances and appliance parts on October 4, 2019. A total of 398 vendors received notification of issuance of the RFP. In addition, CCGS also posted the RFP to the Authority's website under Bid Opportunities. Two (2) companies submitted responses by the deadline of 10:00 a.m., Monday, October 14, 2019.

CCGS determined that ARCA Recycling, Inc. submitted a responsive and responsible proposal and had the capabilities, license, and experience to meet the Authority's needs for the purchase, delivery, and installation of refrigerators. The OAHPI Board of Directors approved Resolution No. 19-012 on December 19, 2019, and ARCA Recycling, Inc. entered into contract C-20005-P19018AH-SER with OAHPI.

ARCA Recycling, Inc. was sold to another company (ARCA Services, Inc.) and staff decided it is not in OAHPI's best interest to enter into a new contract for service with ARCA Services, Inc. CCGS recommended entering into a contract with Santa Clara Appliances, the next responsive and responsible bidder from Request for Proposals (RFP) #19-018.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with three additional one-year option terms, in a total amount not to exceed \$93,750 per year.

Recommended Action:

It is recommended that the Board of Directors adopt the resolution authorizing the Executive Director to execute a two-year contract, with three additional one-year option terms with Santa Clara Appliances in an amount not to exceed \$93,750 per year for the purchase, delivery, and installation of refrigerators for vacancy turnover and the interior rehabilitation of vacant and occupied units.

Attachment: Resolution

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH THREE ADDITIONAL ONE-YEAR OPTION TERMS, WITH SANTA CLARA APPLIANCES IN AN AMOUNT NOT TO EXCEED \$93,750 PER YEAR FOR THE PURCHASE, DELIVERY AND INSTALLATION OF REFRIGERATORS FOR VACANCY TURNOVER AND THE INTERIOR REHABILITATION OF VACANT AND OCCUPIED UNITS.

WHEREAS, the Oakland Housing Authority (Authority) manages 1,522 units for Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, OAHPI has a need to make purchases of materials used for vacancy turnover and the interior rehabilitation of vacant and occupied units; and

WHEREAS, in accordance with the OAHPI Procurement Policy, the Authority's Contracts, Compliance and General Services (CCGS) Department released the Request for Proposals (RFP) #19-018 in accordance with the OAHPI's Procurement Policy for the purchase of appliances and appliance parts on October 4, 2019; and

WHEREAS, a total of 398 vendors were solicited and the RFP was posted to OHA's website under Bid Opportunities; and

WHEREAS, two (2) companies submitted responses by the deadline of 10:00 a.m., Monday, October 14, 2019; and

WHEREAS, the OAHPI Board of Directors approved Resolution No. 19-012 on December 19, 2019 and entered into contract C-20005-P19018AH-SER with OAHPI for the purchase of appliances and appliance parts; and

WHEREAS, ARCA Recycling, Inc. has been sold to ARCA Services, Inc. and staff determined it is not in OAHPI's best interest to enter into a new contract for service; and

WHEREAS, CCGS determined that Santa Clara Appliances submitted a responsive and responsible proposal and had the capabilities, license and experience to meet the Authority's needs for the purchase, delivery and installation of refrigerators; and

WHEREAS, CCGS recommended entering into a contract with Santa Clara Appliances, the next responsive and responsible bidder; and

WHEREAS, funding will be included in each corresponding fiscal year's operating budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Directors authorizes the Executive Director to execute a two-year contract, with three additional one-year option terms, with Santa Clara Appliances in an amount not to exceed \$93,750 per year for the purchase, delivery, and installation of refrigerators for vacancy turnover and the interior rehabilitation of vacant and occupied units; and

THAT, the Executive Director, on behalf of OAHPI, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on June 21, 2021.

Patricia Wells, Secretary/Executive Director


ADOPTED:

RESOLUTION NO.

CONSENT AGENDA ITEMS

Executive Office
Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Ratification of the authorization of the Executive Director to execute a contract with Montgomery Sansome to rehabilitate fire-damaged units in an amount not to exceed \$916,882.18

Date: June 21, 2021

Purpose: This action will ratify the authorization of the Executive Director to execute a contract with vendor Montgomery Sansome (MS). Oakland Affordable Housing Preservation Initiatives (OAHPI) executed a contract with MS on November 25, 2019, to provide rehabilitation and construction services at 2349-83rd Avenue in Oakland due to fire damage.

Funding: Funding for this contract is included in FY2021 operating budget. One Hundred Thousand Dollars (\$100,000) will be paid by OAHPI for the deductible plus an additional Two Hundred Fifty Thousand Dollars (\$250,000) for contingency items. The total to be paid by OAHPI is \$350,000. Eight Hundred Sixteen Thousand Eight Hundred Eighty-Two Dollars and Eighteen Cents (\$816,882.18) will be paid for by insurance.

Background:

The OAHPI apartment located at 2349-83rd Avenue was damaged by a fire, which necessitated an insurance claim. The scope of work and repair costs were developed in coordination with the insurance adjuster, Douglas Blakely from Koning and Associates. Montgomery Sansome agreed to complete repairs at the amount of the Koning and Associates estimate.

OHA's insurance policy currently insures this property since it owns the property. However, OAHPI will purchase its own property insurance in the future.

Ratification Request and Noncompetitive Procurement:

OAHPI executed this contract on November 25, 2019, based on the emergency nature of this work. This site is one of five properties that are sites in the Building Bridges -- Key to Home partnership to house formerly homeless families. All units are expected to be delivered in July 2021. It is imperative that these units are rehabilitated and delivered to the County as quickly as possible to house the families who are temporarily residing

in hotels.

OHA Board of Commissioners' Resolution No. 4907 authorized the Executive Director, or her designee, to make critical, emergency decisions regarding operations, resident and employee safety, and regulatory compliance issues in timely manner during the COVID-19 public health crisis as well as to bring these decisions to the board for ratification after-the-fact. The essence of this Resolution also carries forward to these OAHPI units, as OHA is the property manager. Due to the significant public health concerns brought about by COVID-19, the emergency nature of housing currently homeless families, and the imminent closure of temporary hotel facilities, the Executive Director signed the Montgomery Sansome contracts to expedite the construction completion of these OAHPI fire units as quickly as possible.

Recommendation Action:

It is recommended that the Board of Directors adopt the attached resolution, which ratifies the authorization of the Executive Director to execute a contract with Montgomery Sansome for \$916,882.18, of which \$816,882.18 will be paid for by insurance and \$100,000 will be paid by OAHPI for the deductible, plus an additional \$250,000 for contingency items. The total to be paid by OAHPI is a maximum amount not to exceed \$350,000.

Attachments: Resolution No. 4907
 Resolution

**THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

On Motion of Commissioner: Lynette Jung-Lee

Seconded by Commissioner: Barbara Montgomery

And approved by the following vote:

AYES: Lou Wright, Montgomery, Hartwig, Griffith, Tortorich, Jung-Lee, Castillo

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 4907

**AUTHORIZE THE EXECUTIVE DIRECTOR OR HER DESIGNEE TO MAKE
CRITICAL, EMERGENCY DECISIONS REGARDING OPERATIONS, RESIDENT AND
EMPLOYEE SAFETY, AND REGULATORY COMPLIANCE ISSUES IN A TIMELY
MANNER DURING THE COVID-19 PUBLIC HEALTH CRISIS**

WHEREAS, the Oakland Housing Authority (Authority) serves some of the most vulnerable members of the Oakland community; and

WHEREAS, the current Corona Virus (COVID-19) pandemic has limited the availability of a wide range of local services, further placing these vulnerable groups such as elderly and disabled people that the Authority serves at additional risk; and

WHEREAS, the crisis has imposed significant pressure on the Authority's daily operational environment, requiring quick decision-making and rapid responses to Federal, State, and local orders; and

WHEREAS, the Executive Director appointed the COVID-19 Incident Command Team (CICT), which is closely monitoring and developing responses to the crisis that reduce exposure for staff and tenants; and

WHEREAS, the Authority continues to provide critical essential services; and

WHEREAS, in leading the work of the CICT, the Executive Director deployed a multilayered strategy in response to the pandemic to address personnel management as well as public health and safety; and

WHEREAS, part of this strategy includes implementation of quick-response, agency-wide actions, some of which typically require Board approval prior to implementation; and

WHEREAS, in order to continue to present nimble solutions to a fluid challenge, the Executive Director needs to be empowered with the authority to make decisions regarding the direction and response of the Authority in real-time; and

WHEREAS, the Executive Director will communicate with the Board of Commissioners regarding any action taken using this authorization via email within 24 hours; and

WHEREAS, whenever possible, she will also discuss pending decisions with the Board Chair, Vice Chair and General Council prior to taking any action; and

WHEREAS, any actions taken using this authority will be presented to the board at the following board meeting for ratification; and

WHEREAS, all decisions made by the Executive Director under this authorization will be made to provide resolution to time sensitive issues, and focus on risk reduction and avoidance, operational and program sustainability, funding availability, and comply with all applicable local, state and federal laws and regulations.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF
THE CITY OF OAKLAND, CALIFORNIA;**

THAT, the Board of Commissioners authorizes the Executive Director or her designee to make critical, emergency purchases regarding operations, resident and employee safety, and regulatory compliance issues only related to COVID-19 and to include a cap of \$100,000 for emergency purchases without requiring the typical procedures to obtain such authorizations; and

THAT, the Executive Director will communicate with the Board of Commissioners regarding any action taken using this authorization via email within 24 hours; and

THAT, whenever possible, she will also discuss pending decisions with the Board Chair, Vice Chair and General Council prior to taking any action; and

THAT, any actions taken using this authority will be presented to the board at the following board meeting for ratification; and

THAT, all decisions made by the Executive Director under this authorization will be made to provide resolution to time sensitive issues, and focus on risk reduction and

avoidance, operational and program sustainability, funding availability, and comply with all applicable local, state and federal laws and regulations.

THAT, during the Special Meeting on May 11, 2020, the Board of Commissioners will review the actions taken during the COVID-19 period to determine if an extension of the executive authorizations is merited; and

THAT, the Executive Director, on behalf of the Oakland Housing Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Commissioners of the Housing Authority of the City of Oakland, California on April 14, 2020.

A handwritten signature in black ink, appearing to read 'Patricia Wells', is written over a horizontal line. The signature is fluid and cursive.

Patricia Wells, Secretary / Executive Director

ADOPTED: April 14, 2020

RESOLUTION NO. 4907

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**RATIFICATION OF A CONTRACT WITH MONTGOMERY SANSOME
CONSTRUCTION TO REHABILITATE FIRE DAMAGE FOR 2349 83RD AVENUE IN
OAKLAND IN THE AMOUNT OF \$916,882.18**

WHEREAS, 2349 83rd Avenue was damaged by fire, which necessitated an insurance claim; and

WHEREAS, 2349 83rd Avenue is one of five (5) OAHPI properties that have been offered to Alameda County as part of our joint partnership to house homeless families who are exiting Project RoomKey hotels (a program that is internally referred to "Building Bridges – Key to Home") that are slated to be imminently returned to commercial hotel use thus potentially making the families homeless again; and

WHEREAS, the scope of work and repair costs were generated in coordination with the insurance adjuster, Douglas Blakely from Koning and Associates; and

WHEREAS, two bids and a separate cost estimate from Koning were received and Montgomery Sansome was willing to match the adjuster's estimate and therefore, the company was awarded the contract; and

WHEREAS, the contract with Montgomery Sansome in the amount of Nine Hundred and Sixteen Thousand and Eight Hundred Eighty-Two Dollars and Eighteen Cents (\$916,882.18) was prepared by Montgomery Sansome; and

WHEREAS, Eight Hundred Sixteen Thousand and Eight Hundred Eighty-Two dollars and Eighteen cents (\$816,882.18) will be paid for by insurance and the One Hundred Thousand Dollar (\$100,000) deductible, plus an additional Two Hundred Fifty Thousand Dollars (\$250,000) for contingency items, will be paid by OAHPI; and

WHEREAS, the Executive Director has executed this Contract based on the emergency nature of the work and Oakland Housing Authority’s Board of Commissioners’ Resolution No. 4907, which authorizes the Executive Director or her designee to make critical, emergency decisions regarding operations, resident and employee safety, and regulatory compliance issues in timely manner during the COVID-19 public health crisis as well as bringing these decisions to the Board for ratification after-the-fact; and

WHEREAS, the essence of this Resolution No. 4907 also carries forward to these OAHPI units as OHA maintains property ownership; and

WHEREAS, due to the significant public health concerns brought about by COVID-19, the emergency nature of housing currently homeless families, and the imminent closure of their temporary hotel facilities by Alameda County, the Executive Director has signed the ADL contracts in order to expedite the rehabilitation completion of these OAHPI fire units.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:

THAT, the Board of Directors adopt this resolution ratifying a contract with Montgomery Sansome in the amount of \$916,882.18 to provide rehabilitation services at 2349 83rd Avenue in Oakland due to fire damage; and

THAT, \$816,882.18 will be paid for by insurance and the \$100,000 deductible will be paid by OAHPI; and

THAT, the Executive Director shall be authorized to further modify the contract scope and/or increase the contract amount by up to \$250,000 for contingency items; and

THAT, the Executive Director shall be authorized to take any and all other necessary actions on behalf of OAHPI consistent with this resolution and OAHPI’s procurement policies.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of Oakland Affordable Housing Preservation Initiatives on June 21, 2021

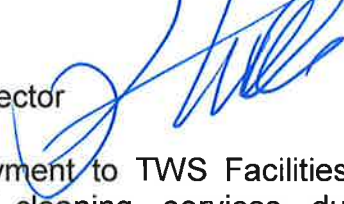
Patricia Wells, Secretary/Executive Director

ADOPTED:

RESOLUTION NO.

**Executive Office
Oakland Affordable Housing Preservation Initiatives
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Resolution ratifying the payment to TWS Facilities Services (TWS) for landscaping and general cleaning services during the COVID-19 pandemic in the amount of \$184,033.17 for the period of December 2020 - April 2021

Date: June 21, 2021

Purpose: This correspondence transmits for your review and consideration a resolution ratifying the payment to TWS Facilities Services (TWS) for Landscaping and General Cleaning Services during the COVID-19 Pandemic in the amount of \$184,033.17 for the period of December 2020 - April 2021.

Funding: Funding for these services are budgeted in the FY 2021 budget in 4430-09-000 Contract Grounds.

Background:

The National Emergency concerning the Novel Coronavirus (COVID-19) was first evidenced by the Secretary of Health and Human Services on January 31, 2020. On March 13, 2020 the U.S. President declared a National Emergency concerning COVID-19 under Section 319 of the Public Health Services Act (42 U.S.C. 247D). The proclamation of a State of Emergency by California Governor Gavin Newsom concerning COVID-19 was issued on March 4, 2020 (and related Executive Orders), and a *Shelter in Place* Order was issued by the Health Officer of the County of Alameda on March 16, 2020.

Alameda County issued a Health Order, No. 21-01, on January 25, 2021 extending the previously issued *Shelter In Place* Order stating "Individuals in the County are to continue to comply with Social Distancing Measures and other restrictions necessary to control the spread of COVID-19".

On February 24, 2021, President Biden issued a Notice of Continuation of the National Emergency Concerning the Coronavirus Pandemic stating "The National Emergency declared on March 13, 2020, and beginning March 1, 2020, must continue in effect beyond March 1, 2021. Therefore, in accordance with Section 202(d) of the National Emergencies Act (50 U.S.C. 1622(d)), I am continuing the National Emergency declared

in Proclamation 9994 concerning the COVID-19 pandemic.” Since the onset of the “National Emergency Concerning the Coronavirus Pandemic”, various OAHPI staff has been utilizing COVID leave as outlined by federal government guidelines in order assist their families during these difficult times as well as to limit exposure to the virus.

Due to staff shortages, staff requested approval to contract with TWS on July 30, 2020 for 90 days, with pricing received through a competitive bid process.

Approval was obtained on July 28, 2020 from the Executive Director to proceed with TWS as the most responsive and responsible bidder, providing landscaping and general cleaning services to OAHPI properties in the San Antonio, West, and North portfolios for \$38,133.00 per month.

Month	Cost Per Month
August 2020	\$38,133.00
September 2020	\$38,133.00
October 2020	\$12,133.23
Total Invoices Paid	\$88,399.23

OAHPI staff was scheduled to return in mid October 2020 and, as a result, TWS provided partial services in the month of October 2020. Unfortunately, OAHPI staff did not return to their normal work assignments as planned, and utilizing the bid for services obtained in early 2020, services resumed in December 2020 through April 30, 2021. There were no services provided from TWS in November 2020.

OAHPI staff resumed their normal work assignments starting May 1, 2021.

OAHPI has paid the invoices for August 2020 – October 2020, and is requesting ratification of the payment made to TWS for Landscaping and General Cleaning Services provided at OAHPI Properties for the period of December 2020 - April 2021.

Month	Total
December 2020	\$31,501.17
January 2021	\$38,133.00
February 2021	\$38,133.00
March 2021	\$38,133.00
April 2021	\$38,133.00
Total Invoices Outstanding	\$184,033.17

Recommendation Action:

It is recommended that the Board of Directors adopt the resolution ratifying the payment to TWS Facilities Services (TWS) for Landscaping and General Cleaning Services during the COVID-19 Pandemic in the amount of \$184,033.17 for the period of December 2020 - April 2021.

Attachment: Resolution

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**RATIFYING THE PAYMENT TO TWS FACILITIES SERVICES (TWS) FOR
LANDSCAPING AND GENERAL CLEANING SERVICES DURING THE COVID-19
PANDEMIC IN THE AMOUNT OF ONE HUNDRED EIGHTY FOUR THOUSAND
THIRTY-THREE DOLLARS AND SEVENTEEN CENTS (\$184,033.17) FOR THE
PERIOD OF DECEMBER 2020- APRIL 2021**

WHEREAS, due to staff shortages as a result of the COVID-19 pandemic, OAHPI obtained approval to contract with TWS on July 30, 2020 for 90 days; and

WHEREAS, TWS provided Landscaping and General Cleaning Services to OAHPI San Antonio, West, and North for \$38,133.00 per month; and

WHEREAS, OAHPI staff was scheduled to return in October 2020, and due to the pandemic OAHPI staff would did not return to perform their normal work assignments; and

WHEREAS, OAHPI continued TWS's services in December 2020 – April 30, 2021 utilizing the former competitive bid for services; and

WHEREAS, OAHPI has paid the invoices for August 2020 – October 2020, and is requesting ratification of the payment made to TWS for landscaping and general cleaning services provided at OAHPI properties for the period of December 2020 –

April 2021; and

WHEREAS, as of May 1, 2021, TWS's services were no longer required to supplement OAHPI staff assignments.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:

THAT, the Board of Directors adopt the attached resolution ratifying the payment to TWS Facilities Services for landscaping and general cleaning services during the COVID-19 pandemic in the amount of \$184,033.17 for the period of December 2020 – April 2021; and

THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on June 21, 2021.


Patricia Wells, Secretary/Executive Director

ADOPTED:

RESOLUTION NO.

Executive Office
Oakland Affordable Housing Preservation Initiative
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Authorization for the Executive Director to increase the contract amount for two remaining one-year option terms with The Law Offices of Charles Ramsey to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$175,000 per option term.

Date: June 21, 2021

Purpose: This action will authorize the Executive Director to increase contract amount for the two remaining one-year option terms with The Law Offices of Charles Ramsey to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$175,000 per option term.

Funding: Funding for each option term will be included in each corresponding fiscal year's operating budget in account 4130-01-000 Unlawful Detainers.

Background:

On July 17, 2018, the Board of Directors adopted Resolution No. 18-002, authorizing the Executive Director to enter into a contract with a two-year initial term and three one-year option terms with four different law firms for professional legal services. Based on that authorization, OAHPI entered into contracts with Edrington, Schirmer & Murphy, LLP; The Law Offices of Bill Ford; Zanghi, Torres & Arshawsky, LLP and The Law Offices of Charles Ramsey to provide legal services related to evictions, unlawful detainer proceedings and other related matters. Typical services rendered under these contracts include staff training, updating notices to residents for non-payment of rent, lease compliance and lease enforcement actions, working with residents for negotiated settlement agreements and representing the Authority in unlawful detainer actions.

The Coronavirus (COVID-19) pandemic increased the need for additional legal services to provide staff training, update legal notices and negotiate with residents with delinquent accounts that may be impacted by the pandemic over the past. Each firm successfully completed the initial term of the contract and is in the first option term. The remaining two option terms require an increased contract amount to ensure adequate funding to complete updates to legal notices, negotiation of settlement agreements as part of the legal process, staff training to ensure compliance with eviction moratorium requirements and any additional enhancements to the legal process through the end of the pandemic.

Recommendation Action:

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to increase the contract amount for two remaining one-year option terms with The Law Offices of Charles Ramsey to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$175,000 per option term.

Attachments: Resolution No. 18-002
 Resolution

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director Griffith

Seconded by Director Griggs-Murphy

And approved by the following vote:

AYES: Griffith, Griggs-Murphy, Johnson

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 18-002

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE CONTRACTS WITH
EDRINGTON, SCHIRMER & MURPHY; THE LAW OFFICES OF BILL FORD;
ZANGHI, TORRES & ARSHAWASKY, AND THE LAW OFFICES OF CHARLES
RAMSEY FOR LEGAL SERVICES RELATED TO EVICTIONS AND UNLAWFUL
DETAINER PROCEEDINGS**

WHEREAS, periodically, Oakland Affordable Housing Preservation Initiatives (OAHPI) needs to evict tenants for nonpayment of rent and/or for violating other terms of their lease; and

WHEREAS, the eviction process must follow specific requirements established by state and local laws for providing notice to tenants and, if necessary, court hearings; and

WHEREAS, OAHPI needs representation by qualified and experienced law firms for eviction and Unlawful Detainer proceedings; and

WHEREAS, the OAHPI Procurement Policy states that a "competitive negotiations" process should be used to procure services that are estimated to cost more than \$20,000; and

WHEREAS, under the "competitive negotiations" process, a request for proposals (RFP) that describes the services needed and identifies the factors that will be used to evaluate the proposals is prepared and sent to at least three qualified vendors; and
WHEREAS, the proposals must be evaluated and a written evaluation must be prepared; and

WHEREAS, the Oakland Housing Authority (the Authority) recently completed a procurement process to select law firms to provide representation in eviction and Unlawful Detainer proceedings; and

WHEREAS, the Authority's procurement process met the requirements of the "competitive negotiations" procurement process set forth in the OAHPI Procurement Policy; and

WHEREAS, the Authority's procurement process selected the following four firms: Edrington, Schirmer & Murphy; the Law Offices of Bill Ford; Zanghi, Torres & Arshawasky, and the Law Offices of Charles Ramsey; and

WHEREAS, funding is available in the OAHPI FY 2019 budget approved by the Board of Directors on June 14, 2018; and


WHEREAS, OAHPI wishes to use the Authority's procurement process as the basis to award contracts to represent OAHPI in eviction cases to the law firms that were selected by the Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:

THAT, the Executive Director is authorized to execute a two-year contract with three additional one-year option terms with Edrington, Schirmer & Murphy; the Law Offices of Bill Ford; Zanghi, Torres & Arshawasky, and the Law Offices of Charles Ramsey for as needed eviction and unlawful detainer legal services in the combined amount not exceed \$800,000 for the initial two-year term and \$400,000 for each one-year option term and the Executive Director shall have the authority to allocate the authorized contract amount between the four contracts at his discretion in the best interest of OAHPI; and

THAT, the Executive Director, on behalf of OAHPI, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of Oakland Affordable Housing Preservation Initiatives on July 17, 2018.



Eric Johnson, Executive Director

ADOPTED: July 17, 2018

RESOLUTION NO. 18-002

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

AUTHORIZING THE EXECUTIVE DIRECTOR TO INCREASE THE CONTRACT AMOUNT FOR TWO REMAINING ONE-YEAR OPTION TERMS WITH THE LAW OFFICES OF CHARLES RAMSEY TO PROVIDE LEGAL SERVICES FOR OAHPI PROPERTIES BY \$25,000 PER OPTION TERM TO A TOTAL NOT-TO-EXCEED AMOUNT OF \$175,000 PER OPTION TERM.

WHEREAS, the OAHPI requires a vendor that can provide legal services for their properties; and

WHEREAS, the legal process must follow specific requirements established by state and local laws for providing notice to residents; and

WHEREAS, On July 17, 2018, the Board of Directors adopted Resolution No. 18-002, authorizing the Executive Director to enter into a two-year initial term contract, with three one-year option terms with The Law Offices of Charles Ramsey; and

WHEREAS, OAHPI entered into a contract with The Law Offices of Charles Ramsey to provide legal services related to evictions, unlawful detainer proceedings and other related matters; and

WHEREAS, the Corona Virus (COVID-19) pandemic has increased the need for additional legal services; and

WHEREAS, increasing funding to the remaining two option terms will ensure the completion of updates to legal notices, negotiation of settlement agreements as part of the legal process, staff training to ensure compliance with eviction moratorium requirements and any additional enhancements to the legal process through the end of the pandemic.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:

THAT, the Board of Directors authorizes the Executive Director to increase the contract amount for two remaining one-year option terms with The Law Offices of Charles Ramsey to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$175,000 per option term; and

THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on June 21, 2021.

Patricia Wells, Secretary/Executive Director

ADOPTED:

RESOLUTION NO.

Executive Office

Oakland Affordable Housing Preservation Initiatives, Inc.

MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director

Subject: Authorization for the Executive Director to increase the contract amount for two remaining one-year option terms with Edrington, Schirmer & Murphy, LLP to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$75,000 per option term.

Date: June 21, 2021

Purpose: This action will authorize the Executive Director to increase the contract amount for two remaining one-year option terms with Edrington, Schirmer & Murphy, LLP to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$75,000 per option term.

Funding: Funding for each option term will be included in each corresponding fiscal year's operating budget in account 4130-01-000 Unlawful Detainers.

Background:

On July 17, 2018, the Board of Directors adopted Resolution No. 18-002, authorizing the Executive Director to enter into a contract with a two-year initial term and three one-year option terms with four different law firms for professional legal services. Based on that authorization, OAHPI entered into contracts with Edrington, Schirmer & Murphy, LLP; The Law Offices of Bill Ford; Zanghi, Torres & Arshawsky, LLP and The Law Offices of Charles Ramsey to provide legal services related to evictions, unlawful detainer proceedings and other related matters. Typical services rendered under these contracts include staff training, updating notices to residents for non-payment of rent, lease compliance and lease enforcement actions, working with residents for negotiated settlement agreements and representing the Authority in unlawful detainer actions.

The Coronavirus (COVID-19) pandemic increased the need for additional legal services to provide staff training, update legal notices and negotiate with residents with delinquent accounts that may be impacted by the pandemic over the past. Each firm successfully completed the initial term of the contract and is in the first Option term. The remaining two option terms require an increased contract amount to ensure adequate funding to complete updates to legal notices, negotiation of settlement agreements as part of the legal process, staff training to ensure compliance with eviction moratorium requirements and any additional enhancements to the legal process through the end of the pandemic.

Recommendation Action:

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to increase the two remaining one-year option terms with Edrington, Schirmer & Murphy, LLP to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$75,000 per option term.

Attachments: Resolution No. 18-002
 Resolution

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director Griffith

Seconded by Director Griggs-Murphy

And approved by the following vote:

AYES: Griffith, Griggs-Murphy, Johnson

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 18-002

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE CONTRACTS WITH
EDRINGTON, SCHIRMER & MURPHY; THE LAW OFFICES OF BILL FORD;
ZANGHI, TORRES & ARSHAWASKY, AND THE LAW OFFICES OF CHARLES
RAMSEY FOR LEGAL SERVICES RELATED TO EVICTIONS AND UNLAWFUL
DETAINER PROCEEDINGS**

WHEREAS, periodically, Oakland Affordable Housing Preservation Initiatives (OAHPI) needs to evict tenants for nonpayment of rent and/or for violating other terms of their lease; and

WHEREAS, the eviction process must follow specific requirements established by state and local laws for providing notice to tenants and, if necessary, court hearings; and

WHEREAS, OAHPI needs representation by qualified and experienced law firms for eviction and Unlawful Detainer proceedings; and

WHEREAS, the OAHPI Procurement Policy states that a "competitive negotiations" process should be used to procure services that are estimated to cost more than \$20,000; and

WHEREAS, under the "competitive negotiations" process, a request for proposals (RFP) that describes the services needed and identifies the factors that will be used to evaluate the proposals is prepared and sent to at least three qualified vendors; and
WHEREAS, the proposals must be evaluated and a written evaluation must be prepared; and

WHEREAS, the Oakland Housing Authority (the Authority) recently completed a procurement process to select law firms to provide representation in eviction and Unlawful Detainer proceedings; and

WHEREAS, the Authority's procurement process met the requirements of the "competitive negotiations" procurement process set forth in the OAHPI Procurement Policy; and

WHEREAS, the Authority's procurement process selected the following four firms: Edrington, Schirmer & Murphy; the Law Offices of Bill Ford; Zanghi, Torres & Arshawasky, and the Law Offices of Charles Ramsey; and

WHEREAS, funding is available in the OAHPI FY 2019 budget approved by the Board of Directors on June 14, 2018; and


WHEREAS, OAHPI wishes to use the Authority's procurement process as the basis to award contracts to represent OAHPI in eviction cases to the law firms that were selected by the Authority.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Executive Director is authorized to execute a two-year contract with three additional one-year option terms with Edrington, Schirmer & Murphy; the Law Offices of Bill Ford; Zanghi, Torres & Arshawasky, and the Law Offices of Charles Ramsey for as needed eviction and unlawful detainer legal services in the combined amount not exceed \$800,000 for the initial two-year term and \$400,000 for each one-year option term and the Executive Director shall have the authority to allocate the authorized contract amount between the four contracts at his discretion in the best interest of OAHPI; and

THAT, the Executive Director, on behalf of OAHPI, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of Oakland Affordable Housing Preservation Initiatives on July 17, 2018.



Eric Johnson, Executive Director

ADOPTED: July 17, 2018

RESOLUTION NO. 18-002

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO INCREASE THE CONTRACT
AMOUNT FOR TWO REMAINING ONE-YEAR OPTION TERMS WITH EDRLINGTON,
SCHIRMER & MURPHY, LLP TO PROVIDE LEGAL SERVICES FOR OAHPI
PROPERTIES BY \$25,000 PER OPTION TERM TO A TOTAL NOT-TO-EXCEED
AMOUNT OF \$75,000 PER OPTION TERM.**

WHEREAS, the OAHPI requires a vendor that can provide legal services for their properties; and

WHEREAS, the legal process must follow specific requirements established by state and local laws for providing notice to residents; and

WHEREAS, On July 17, 2018, the Board of Directors adopted Resolution No. 18-002, authorizing the Executive Director to enter into a two year initial term contract, with three one year option terms with four law firms; and

WHEREAS, OAHPI entered into a contract with Edrlington, Schirmer & Murphy, LLP to provide legal services related to evictions, unlawful detainer proceedings and other related matters; and

WHEREAS, the Corona Virus (COVID-19) pandemic has increased the need for additional legal services; and

WHEREAS, increasing funding to the remaining two option terms will ensure the completion of updates to legal notices, negotiation of settlement agreements as part of the legal process, staff training to ensure compliance with eviction moratorium requirements and any additional enhancements to the legal process through the end of the pandemic.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Directors authorizes the Executive Director to increase the contract amount for two remaining one-year option terms with Edrington, Schirmer & Murphy, LLP to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$75,000 per option term; and

THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on June 21, 2021.


Patricia Wells, Secretary/Executive Director

ADOPTED:

RESOLUTION NO.

**Executive Office
Oakland Affordable Housing Preservation Initiatives
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Authorization for the Executive Director to increase the contract amount for two remaining one-year option terms with The Law Offices of Bill Ford to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$125,000 per option term.

Date: June 21, 2021

Purpose: This action will authorize the Executive Director to increase the contract amount for two remaining one-year option terms with The Law Offices of Bill Ford to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$125,000 per option term.

Funding: Funding for each option term will be included in each corresponding fiscal year's operating budget in account 4130-01-000 Unlawful Detainers.

Background:

On July 17, 2018, the Board of Directors adopted Resolution No. 18-002, authorizing the Executive Director to enter into a contract with a two-year initial term and three one-year option terms with four different law firms for professional legal services. Based on that authorization, OAHPI entered into contracts with Edrington, Schirmer & Murphy, LLP; The Law Offices of Bill Ford; Zanghi, Torres & Arshawsky, LLP and The Law Offices of Charles Ramsey to provide legal services related to evictions, unlawful detainer proceedings and other related matters. Typical services rendered under these contracts include staff training, updating notices to residents for non-payment of rent, lease compliance and lease enforcement actions, working with residents for negotiated settlement agreements and representing the Authority in unlawful detainer actions.

The Coronavirus (COVID-19) pandemic increased the need for additional legal services to provide staff training, update legal notices and negotiate with residents with delinquent accounts that may have been impacted by the pandemic over the past. Each firm successfully completed the initial term of the contract and is in the first option term. The remaining two option terms require an increased contract amount to ensure adequate funding to complete updates to legal notices, negotiation of settlement agreements as part of the legal process, staff training to ensure compliance with eviction moratorium requirements and any additional enhancements to the legal process through the end of the pandemic.

Recommendation Action:

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to increase the contract amount for two remaining one-year option terms with The Law Offices of Bill Ford to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$125,000 per option term.

Attachments: Resolution No. 18-002
 Resolution

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director Griffith

Seconded by Director Griggs-Murphy

And approved by the following vote:

AYES: Griffith, Griggs-Murphy, Johnson

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 18-002

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE CONTRACTS WITH
EDRINGTON, SCHIRMER & MURPHY; THE LAW OFFICES OF BILL FORD;
ZANGHI, TORRES & ARSHAWASKY, AND THE LAW OFFICES OF CHARLES
RAMSEY FOR LEGAL SERVICES RELATED TO EVICTIONS AND UNLAWFUL
DETAINER PROCEEDINGS**

WHEREAS, periodically, Oakland Affordable Housing Preservation Initiatives (OAHPI) needs to evict tenants for nonpayment of rent and/or for violating other terms of their lease; and

WHEREAS, the eviction process must follow specific requirements established by state and local laws for providing notice to tenants and, if necessary, court hearings; and

WHEREAS, OAHPI needs representation by qualified and experienced law firms for eviction and Unlawful Detainer proceedings; and

WHEREAS, the OAHPI Procurement Policy states that a "competitive negotiations" process should be used to procure services that are estimated to cost more than \$20,000; and

WHEREAS, under the "competitive negotiations" process, a request for proposals (RFP) that describes the services needed and identifies the factors that will be used to evaluate the proposals is prepared and sent to at least three qualified vendors; and
WHEREAS, the proposals must be evaluated and a written evaluation must be prepared; and

WHEREAS, the Oakland Housing Authority (the Authority) recently completed a procurement process to select law firms to provide representation in eviction and Unlawful Detainer proceedings; and

WHEREAS, the Authority's procurement process met the requirements of the "competitive negotiations" procurement process set forth in the OAHPI Procurement Policy; and

WHEREAS, the Authority's procurement process selected the following four firms: Edrington, Schirmer & Murphy; the Law Offices of Bill Ford; Zanghi, Torres & Arshawasky, and the Law Offices of Charles Ramsey; and

WHEREAS, funding is available in the OAHPI FY 2019 budget approved by the Board of Directors on June 14, 2018; and

WHEREAS, OAHPI wishes to use the Authority's procurement process as the basis to award contracts to represent OAHPI in eviction cases to the law firms that were selected by the Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:

THAT, the Executive Director is authorized to execute a two-year contract with three additional one-year option terms with Edrington, Schirmer & Murphy; the Law Offices of Bill Ford; Zanghi, Torres & Arshawasky, and the Law Offices of Charles Ramsey for as needed eviction and unlawful detainer legal services in the combined amount not exceed \$800,000 for the initial two-year term and \$400,000 for each one-year option term and the Executive Director shall have the authority to allocate the authorized contract amount between the four contracts at his discretion in the best interest of OAHPI; and

THAT, the Executive Director, on behalf of OAHPI, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of Oakland Affordable Housing Preservation Initiatives on July 17, 2018.



Eric Johnson, Executive Director

ADOPTED: July 17, 2018

RESOLUTION NO. 18-002

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO INCREASE THE CONTRACT
AMOUNT FOR TWO REMAINING ONE-YEAR OPTION TERMS WITH THE LAW
OFFICES OF BILL FORD TO PROVIDE LEGAL SERVICES FOR OAHPI
PROPERTIES BY \$25,000 PER OPTION TERM TO A TOTAL NOT-TO-EXCEED
AMOUNT OF \$125,000 PER OPTION TERM.**

WHEREAS, the OAHPI requires a vendor that can provide legal services for their properties; and

WHEREAS, the legal process must follow specific requirements established by state and local laws for providing notice to residents; and

WHEREAS, On July 17, 2018, the Board of Directors adopted Resolution No. 18-002, authorizing the Executive Director to enter into a two-year initial term contract, with three one-year option terms with The Law Offices of Bill Ford; and

WHEREAS, OAHPI entered into a contract with The Law Offices of Bill Ford to provide legal services related to evictions, unlawful detainer proceedings and other related matters; and

WHEREAS, the Corona Virus (COVID-19) pandemic has increased the need for additional legal services; and

WHEREAS, increasing funding to the remaining two option terms will ensure the completion of updates to legal notices, negotiation of settlement agreements as part of the legal process, staff training to ensure compliance with eviction moratorium requirements and any additional enhancements to the legal process through the end of the pandemic.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Directors authorizes the Executive Director to increase the contract amount for the two remaining one-year option terms with The Law Offices of Bill Ford to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$125,000 per option term; and

THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

*I certify that the foregoing resolution is a full, true and
correct copy of a resolution passed by the Board of Directors of the
Oakland Affordable Housing Preservation Initiatives on June 21, 2021.*

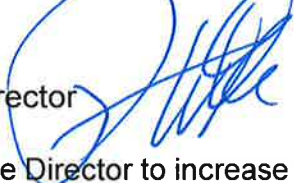
Patricia Wells, Secretary/Executive Director

ADOPTED:

RESOLUTION NO.

**Executive Office
Oakland Affordable Housing Preservation Initiatives
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Authorization for the Executive Director to increase the contract amount for two remaining one-year option terms with Zanghi, Torres & Arshawsky, LLP to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$125,000 per option term.

Date: June 21, 2021

Purpose: This action will authorize the Executive Director to increase the contract amount for two remaining one-year option terms with Zanghi, Torres & Arshawsky, LLP to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$125,000 per option term.

Funding: Funding for each option term will be included in each corresponding fiscal year's operating budget in account 4130-01-000 Unlawful Detainers.

Background:

On July 17, 2018, the Board of Directors adopted Resolution No. 18-002, authorizing the Executive Director to enter into a contract with a two-year initial term and three one-year option terms with four different law firms for professional legal services. Based on that authorization, OAHPI entered into contracts with Edrington, Schirmer & Murphy, LLP; The Law Offices of Bill Ford; Zanghi, Torres & Arshawsky, LLP and The Law Offices of Charles Ramsey to provide legal services related to evictions, unlawful detainer proceedings and other related matters. Typical services rendered under these contracts include staff training, updating notices to residents for non-payment of rent, lease compliance and lease enforcement actions, working with residents for negotiated settlement agreements and representing the Authority in unlawful detainer actions.

The Coronavirus (COVID-19) pandemic increased the need for additional legal services to provide staff training, update legal notices and negotiate with residents with delinquent accounts that may have been impacted by the pandemic over the past. Each firm successfully completed the initial term of the contract and is in the first option term. The remaining two option terms require an increased contract amount to ensure adequate funding to complete updates to legal notices, negotiation of settlement agreements as part of the legal process, staff training to ensure compliance with eviction moratorium requirements and any additional enhancements to the legal process through the end of the pandemic.

Recommendation Action:

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to increase the contract amount for two remaining one-year option terms with Zanghi, Torres & Arshawsky, LLP to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$125,000 per option term.

Staff is available to answer any questions.

Attachments: Resolution No. 18-002
 Resolution

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director Griffith

Seconded by Director Griggs-Murphy

And approved by the following vote:

AYES: Griffith, Griggs-Murphy, Johnson

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 18-002

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE CONTRACTS WITH
EDRINGTON, SCHIRMER & MURPHY; THE LAW OFFICES OF BILL FORD;
ZANGHI, TORRES & ARSHAWASKY, AND THE LAW OFFICES OF CHARLES
RAMSEY FOR LEGAL SERVICES RELATED TO EVICTIONS AND UNLAWFUL
DETAINER PROCEEDINGS**

WHEREAS, periodically, Oakland Affordable Housing Preservation Initiatives (OAHPI) needs to evict tenants for nonpayment of rent and/or for violating other terms of their lease; and

WHEREAS, the eviction process must follow specific requirements established by state and local laws for providing notice to tenants and, if necessary, court hearings; and

WHEREAS, OAHPI needs representation by qualified and experienced law firms for eviction and Unlawful Detainer proceedings; and

WHEREAS, the OAHPI Procurement Policy states that a "competitive negotiations" process should be used to procure services that are estimated to cost more than \$20,000; and

WHEREAS, under the "competitive negotiations" process, a request for proposals (RFP) that describes the services needed and identifies the factors that will be used to evaluate the proposals is prepared and sent to at least three qualified vendors; and
WHEREAS, the proposals must be evaluated and a written evaluation must be prepared; and

WHEREAS, the Oakland Housing Authority (the Authority) recently completed a procurement process to select law firms to provide representation in eviction and Unlawful Detainer proceedings; and

WHEREAS, the Authority's procurement process met the requirements of the "competitive negotiations" procurement process set forth in the OAHPI Procurement Policy; and

WHEREAS, the Authority's procurement process selected the following four firms: Edrington, Schirmer & Murphy; the Law Offices of Bill Ford; Zanghi, Torres & Arshawasky, and the Law Offices of Charles Ramsey; and

WHEREAS, funding is available in the OAHPI FY 2019 budget approved by the Board of Directors on June 14, 2018; and


WHEREAS, OAHPI wishes to use the Authority's procurement process as the basis to award contracts to represent OAHPI in eviction cases to the law firms that were selected by the Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:

THAT, the Executive Director is authorized to execute a two-year contract with three additional one-year option terms with Edrington, Schirmer & Murphy; the Law Offices of Bill Ford; Zanghi, Torres & Arshawasky, and the Law Offices of Charles Ramsey for as needed eviction and unlawful detainer legal services in the combined amount not exceed \$800,000 for the initial two-year term and \$400,000 for each one-year option term and the Executive Director shall have the authority to allocate the authorized contract amount between the four contracts at his discretion in the best interest of OAHPI; and

THAT, the Executive Director, on behalf of OAHPI, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of Oakland Affordable Housing Preservation Initiatives on July 17, 2018.



Eric Johnson, Executive Director

ADOPTED: July 17, 2018

RESOLUTION NO. 18-002

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

AUTHORIZING THE EXECUTIVE DIRECTOR TO INCREASE THE CONTRACT AMOUNT FOR TWO REMAINING ONE-YEAR OPTION TERMS WITH ZANGHI, TORRES & ARSHAWSKY, LLP TO PROVIDE LEGAL SERVICES FOR OAHPI PROPERTIES BY \$25,000 PER OPTION TERM TO A TOTAL NOT-TO-EXCEED AMOUNT OF \$125,000 PER OPTION TERM.

WHEREAS, the OAHPI requires a vendor that can provide legal services for their properties; and

WHEREAS, the legal process must follow specific requirements established by state and local laws for providing notice to residents; and

WHEREAS, On July 17, 2018, the Board of Directors adopted Resolution No. 18-002, authorizing the Executive Director to enter into a two year initial term contract, with three one year option terms with Zanghi, Torres & Arshawsky, LLP; and

WHEREAS, OAHPI entered into a contract with Zanghi, Torres & Arshawsky, LLP to provide legal services related to evictions, unlawful detainer proceedings and other related matters; and

WHEREAS, the Corona Virus (COVID-19) pandemic has increased the need for additional legal services; and

WHEREAS, increasing funding to the remaining two option terms will ensure the completion of updates to legal notices, negotiation of settlement agreements as part of the legal process, staff training to ensure compliance with eviction moratorium requirements and any additional enhancements to the legal process through the end of the pandemic.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Directors authorizes the Executive Director to increase the contract amount for two remaining one-year option terms with Zanghi, Torres & Arshawsky, LLP to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$125,000 per option term; and

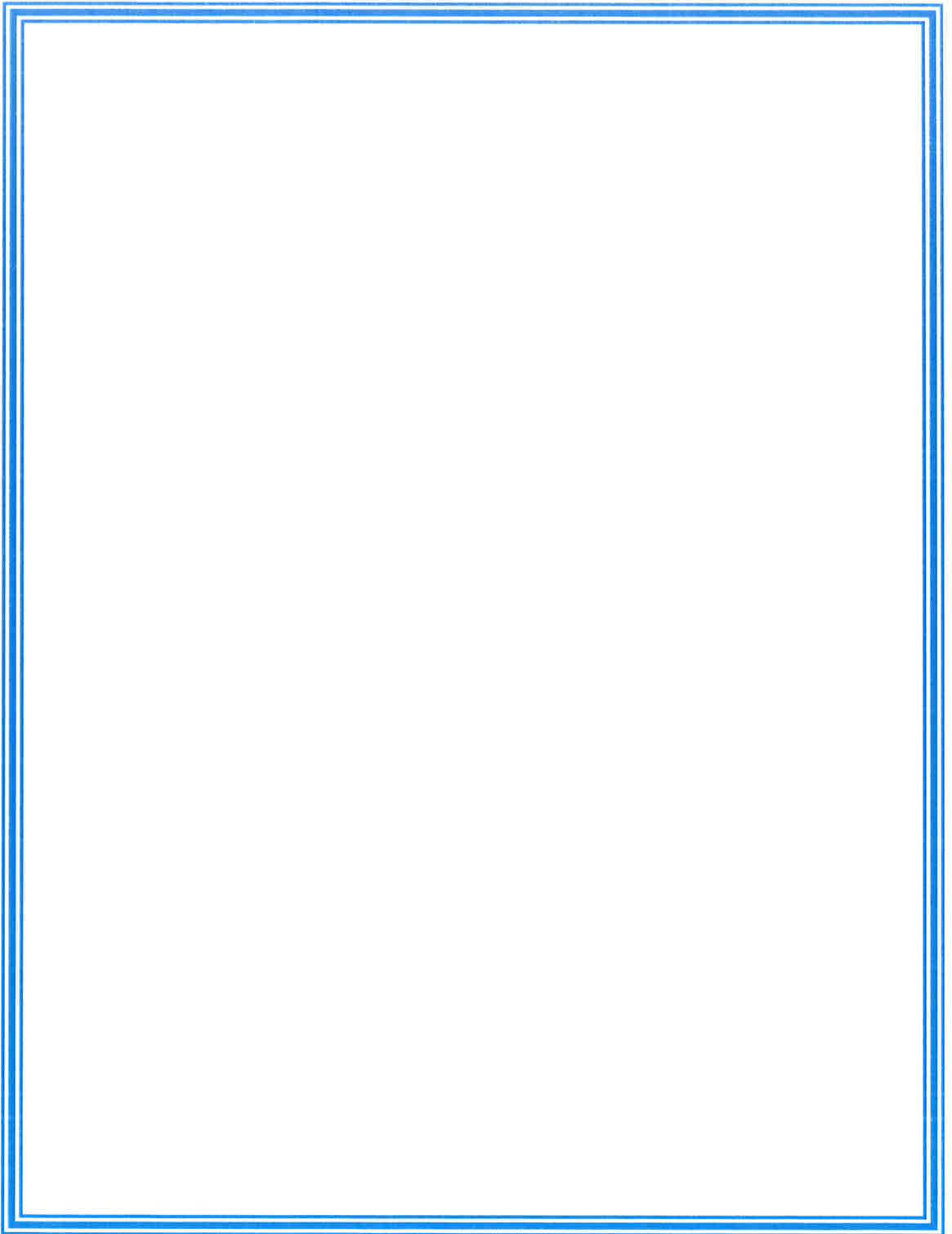
THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on June 21, 2021.

Patricia Wells, Secretary/Executive Director

ADOPTED:

RESOLUTION NO.



Executive Office
Oakland Affordable Housing Preservation Initiatives
MEMORANDUM

To: Board of Directors
From: Patricia Wells, Executive Director
Subject: Portfolio Performance
Date: June 21, 2021



Purpose: Staff will present information on the portfolio operations and performance data.

Funding: This action does not require funding

Attachments: OAHPI portfolio operations report and Performance Data report for the month ending April 2021

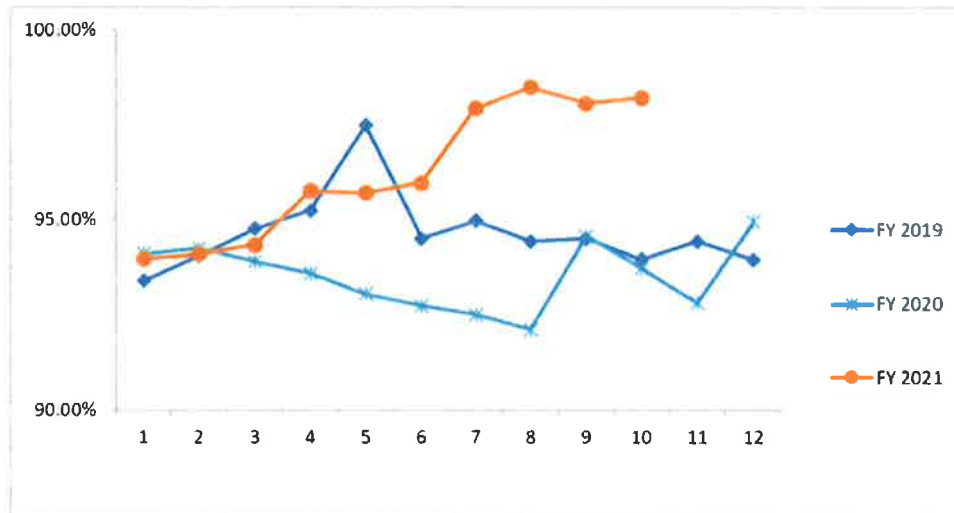


Oakland Affordable Housing Preservation Initiatives

Property Operations Report For the Month of April 2021

Occupancy Report

OAHPI Occupancy Rates - TOTAL PORTFOLIO 98.22%



OAHPI			
Month	FY 2019	FY 2020	FY 2021
July	93.39%	94.10%	93.97%
August	94.05%	94.25%	94.10%
September	94.77%	93.90%	94.34%
October	95.24%	93.59%	95.76%
November	97.48%	93.04%	95.71%
December	94.50%	92.73%	95.98%
January	94.98%	92.51%	97.94%
February	94.44%	92.11%	98.50%
March	94.51%	94.58%	98.07%
April	93.96%	93.72%	98.22%
May	94.44%	92.82%	
June	93.95%	94.95%	



Oakland Affordable Housing Preservation Initiatives

OAHPI Project Based Section 8 Units

Portfolio	Total Units	Non-dwelling Units/ Exempt	Available Units	Occupied Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Deep East	278	43	235	225	8	1	1	96.58%	95.74%
East	258	26	232	222	5	3	2	95.26%	95.69%
Fruitvale	270	16	254	253	0	1	0	98.82%	99.61%
San Antonio	244	8	236	235	1	0	0	100.00%	99.58%
West	230	5	225	223	1	1	0	98.67%	99.11%
North	239	20	219	218	1	0	0	99.09%	99.54%
Total	1,519	118	1,401	1,376	16	6	3	98.07%	98.22%

OAHPI – PACT Program

Portfolio	Total Units	Non-dwelling Units/ Exempt	Available Units	Occupied Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
East	20	2	18	14	2	0	2	88.33%	77.78%

Leasing Report

Unit Availability Breakdown

Bedroom size	# of units to lease
2	2
3	1
4	0
5	0

*Applicants on the waiting list applied for 3 bedroom units. Approved bedroom sizes may change during the eligibility process

Tenant Rent Collection Report for the Month of April 2021

Portfolio	Charged	Collected	Percent Collected	Budgeted Rent	Collect to Budget
Deep East	\$112,310	\$75,010	66.7%	\$154,980	48.3%
East	\$129,558	\$93,466	72.1%	\$164,076	56.9%
Fruitvale	\$137,362	\$124,010	90.2%	\$165,520	74.9%
San Antonio	\$113,971	\$101,962	89.4%	\$149,614	68.4%
West	\$130,997	\$118,415	90.3%	\$147,160	80.4%
North	\$112,617	\$102,470	90.9%	\$145,158	70.5%



Oakland Affordable Housing Preservation Initiatives

OAHPI Project Based Section 8 Units TARs

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$72,880	\$67,112	\$62,445	\$797,975	(\$59,383)	\$941,029
East	\$74,663	\$64,252	\$62,873	\$854,278	(\$55,498)	\$1,000,568
Fruitvale	\$77,638	\$67,802	\$56,748	\$435,370	(\$65,685)	\$571,874
San Antonio	\$51,458	\$41,070	\$35,245	\$253,917	(\$101,536)	\$280,154
West	\$65,953	\$56,103	\$41,693	\$412,659	(\$92,959)	\$483,449
North	\$63,568	\$49,760	\$42,135	\$404,998	(\$158,208)	\$402,253

* Includes Current Tenant Rent and Misc. charges.

OAHPI Project Based Section 8 Units Housing Assistance Payments (HAP)

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total HAP Owed
Deep East	\$21,597	\$17,228	\$16,439	\$294,976	\$0	\$350,240
East	\$19,872	\$14,124	\$14,700	\$197,169	\$0	\$245,865
Fruitvale	\$11,833	\$11,628	\$15,076	\$271,454	\$0	\$309,990
San Antonio	\$20,649	\$20,335	\$11,036	\$177,746	\$0	\$229,766
West	\$20,772	\$13,088	\$11,369	\$282,202	\$0	\$327,431
North	\$18,976	\$10,137	\$13,396	\$331,148	\$0	\$373,657

* Current tenants only

Work Order Report

Work Order Report – OAHPI Project Based Section 8 Units

Portfolio	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Deep East	278	339	183	159	363
East	278	319	204	229	294
Fruitvale	270	290	238	270	258
San Antonio	244	171	199	302	68
West	271	151	244	256	139
North	239	177	174	219	133
Total	1,539	1,447	1,242	1,435	1,254



Oakland Affordable Housing Preservation Initiatives

Legal Report

Legal Report – OAHPI Project Based Section 8 Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
May-20	0	0	0	\$ -
Jun-20	0	0	0	\$ -
Jul-20	0	0	0	\$ -
Aug-20	0	0	0	\$ -
Sep-20	0	0	0	\$ -
Oct-20	1	0	1	\$ -
Nov-20	0	0	0	\$ -
Dec-20	1	1	2	\$ 57,571.00
Jan-21	0	0	0	\$ -
Feb-21	0	0	0	\$ -
Mar-21	0	0	0	\$ -
Apr-21	0	0	0	\$ -

Resource Conservation Community Engagement and Outreach

OAHPI Project Based Section 8 Units

Portfolio	# of Sites Visited	Site Assessments (includes multiple visits)	Resident In-Person Contact	Resident Phone Outreach	Flyer Outreach	In-Person Site Meetings	Virtual Meetings
Deep East	45	70	0	0	225	0	0
East	36	50	0	0	222	0	0
Fruitvale	36	97	0	0	253	0	0
San Antonio	45	135	6	0	235	0	0
West	40	95	0	0	223	0	0
North	38	98	7	0	218	0	0
Total	240	545	13	0	1,376	0	0