



Housing Authority of the City of Alameda

701 Atlantic Avenue, Alameda, CA 94501 ~ Phone: (510) 747-4300 ~ Fax: (510) 522-7848 ~ TDD: (510) 522-8467 ~ Web: www.alamedahsg.org

HOUSING REHABILITATION PROGRAM

The Housing Rehabilitation Program (Program) provides financial and technical assistance to low- and moderate-income homeowners (Owner) to preserve and improve the condition of the City of Alameda's existing housing stock. Assistance may be provided to correct substandard and/or health and safety conditions, to remediate lead-based paint (LBP) hazards, to extend energy conservation measures, and/or to repair or replace major systems in danger of failure. The Program may be subject to administrative review and revision periodically in response to updated information.

ELIGIBLE PROPERTIES

Applications are available from the Alameda Housing Authority's Housing & Community Development Department (HCD) and include providing information regarding household size and income, including most recent tax return, and children's Lead Blood Level (if available). To be eligible for the Program the application must meet all of the criteria below:

- Applicant must be the owner of record at the time of application.
- Owner's household income shall be at or below 80% of the Median Income as established by HUD for the Oakland PMSA*.
- The home must be either:
 - Owner-occupied single family dwelling or condominium
 - Owner-occupied unit in a 1-4 unit residential structure
 - Owner-occupied residence in a mixed-use structure
- Available public and private funds must be sufficient to bring the dwelling unit up to HQS, LBP Clearance Standards and the 1997 Uniform Housing Code.
- Applications **WILL NOT** be accepted for improvements that are underway or completed.

SELECTION CRITERIA

Projects meeting the Eligibility criteria shall be accepted into the Program on a first-come, first-served basis until the available funds have been exhausted. Priority may be given to properties:

- Occupied by very low-income households
- With significant health and safety hazards and/or code violations
- Which are over-crowded.

ELIGIBLE SERVICES

The specific scope of work for each home will be determined upon review of the application and HCD property inspection. The scope of work will be prioritized in the following order: Health and Safety; LBP Hazard Reduction; Incipient Code Violations; and Energy Conservation. Accessibility improvements for residents with physical disabilities may also be included. General Property Improvements may not exceed 10% of the total project budget. HCD may assist Owner with contractor selection and monitoring. At completion, assisted dwelling units will meet U.S. Department of Housing and Urban Development (HUD) Standards* regarding Housing Quality Standards (HQS), LBP Clearance and energy conservation.

FINANCIAL ASSISTANCE

Financial assistance may be in the form of direct below market-rate loans, tailored to the specifics of each project, at affordable repayment terms. The maximum direct loan amount is \$50,000. (Waivers of this maximum may be granted for complex projects, e.g. accessibility improvements.) Costs relating to: loan processing, such as title and credit reports; environmental testing including lead dust sampling and risk assessment/paint inspection; National Historic Register eligibility review; design assistance for plans and specifications; and planning and building fees may be included in the loan. Funded applications will result in an agreement between the City of Alameda and Owner, including one or more promissory notes and recorded Deed of Trust.

* Available upon request

For further information or an application, please call (510) 747-4341. *under*

*Provided by Housing Authority
Staff at the 1-20-15 meeting
Special Order*



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PROVISIONS FOR PERSONS WITH DISABILITIES

If any person with an interest in participating in a Community Development Block Grant (CDBG) / HOME program and is a person with a disability as defined by Section 504 of the Rehabilitation Act of 1974 who requires an accommodation to participate or take interest, that person must make a request for accommodation to Rosemary Valeska, 510.747.4316 or email rvaleska@alamedahsg.org. Such request shall include a description of the accommodation sought, along with a statement of the impairment that necessitates the accommodation. Any request for accommodation shall be reviewed and a response provided within five business days of receipt of such request. Notice of any accommodation granted will be promptly provided to the requester. Please contact the Housing Authority of the City of Alameda ("AHA") at (510) 747-4316 (Voice) (510) 522-8467 (TDD) or e-mail rvaleska@alamedahsg.org to request any other reasonable accommodations that may be necessary. The CDBG/HOME Section 504 coordinator is Vanessa Cooper. Ms. Cooper can be reached at (510) 747-4300 or vcooper@alamedahsg.org. A copy of the Housing Authority of the City of Alameda's 504 grievance procedure can be found online at www.alamedahsg.org.

PROVISIONS FOR NON-ENGLISH SPEAKING RESIDENTS

The AHA has a network of employees speaking some 45 languages who can act as interpreters for residents seeking information regarding CDBG/HOME programs. If notified five business days in advance, the AHA will arrange to have an interpreter available. Please contact the AHA at (510) 747-4316 (Voice) (510) 522-8467 (TDD) or e-mail rvaleska@alamedahsg.org.

NON-DISCRIMINATION POLICY

The City of Alameda and the AHA do not discriminate against any persons on the grounds of race, color, national origin, religion, sex or age, per Title VI of the Civil Rights Act, Section 109.





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MINOR HOME REPAIR PROGRAM

The Minor Home Repair Program (Program) provides financial and technical assistance to low- and moderate-income homeowners (Owner) to provide EMERGENCY repairs, geared to correct immediate threats to the health and safety of the client, in order to stabilize the condition of the property and reduce the need for more substantial rehabilitation. Assistance utilizing Federal Department of Housing and Urban Development funds (HUD) may be provided to correct substandard and/or health and safety conditions, security items, accessibility modifications, carpentry, plumbing, heating, and electrical repairs. The Program may be subject to administrative review and revision periodically in response to updated information.

ELIGIBLE PROPERTIES

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- Applicant must be the owner of record at the time of application.
- Owner's household income shall be at or below 80% of the Median Income as established by U.S. Department of Housing and Urban Development (HUD) for the Oakland PMSA*.
- The home must be either:
 - Owner-occupied single family dwelling or condominium
 - Owner-occupied unit in a 1-4 unit residential structure or a mixed-use structure
 - Only the unit occupied by the Owner is eligible to receive repair assistance. Common areas or systems of multi unit properties are not eligible.
- Available public and private funds must be sufficient to bring the dwelling unit up to HUD's Housing Quality Standards (HQS), Lead-Based Paint (LBP) Clearance Standards and the 1997 Uniform Housing Code.

SELECTION CRITERIA

Projects meeting the Eligibility criteria shall be accepted into the Program on a first-come, first-served basis until the available funds have been exhausted. Priority may be given to properties:

- Occupied by very low-income households

ELIGIBLE SERVICES

The specific scope of work for each home will be determined upon review of the application and property inspection by HCD staff. At completion, assisted dwelling units will meet U.S. Department of Housing and Urban Development (HUD) requirements regarding Housing Quality Standards* (HQS) and LBP clearance of the work site.

FINANCIAL ASSISTANCE

Financial assistance may be in the form of grant of 100% of the cost, up to \$2,000, limited to one repair per each two fiscal years. If the unit cannot comply with the minimum HQS using only Grant funds, direct loans with affordable payments can be made under the City's Housing Rehabilitation (HR) Program. Costs relating to: environmental testing including lead dust sampling and risk assessment/paint inspection; National Historic Register eligibility review; and planning and building fees may be included in the Grant.

- Available upon request

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ACCESSIBILITY MODIFICATION PROGRAM

WHAT IS THE ALAMEDA ACCESSIBILITY MODIFICATION PROGRAM?

The City of Alameda Housing Development and Programs (HDP) at Housing Authority of the City of Alameda ("AHA") assists eligible persons with disabilities in making modifications to their residence, allowing the individual to attain greater mobility and remain safely in their home. Alameda Accessibility Modification Program (AAMP) focuses on the person's most immediate needs as they relate to improving safety and accessibility. Funds are available on a first-come first served basis. Eligible applicants may be added to a wait-list if funds are not available.

WHO IS ELIGIBLE?

To be eligible for AAMP assistance, the following conditions must be met:

- The applicant is an Alameda resident.
- The applicant's annual household income must not exceed 80% of the median income for the Oakland Area, as established by the U.S. Dept of Housing and Urban Development.
- The property to be modified is the applicant's primary residence.
- A physician or health care provider verifies the applicant's physical disabilities.
- If rental property, the applicant's landlord must provide written agreement allowing the modifications.
- Funding for units is for one-time use only and shall be used primarily for renovations that make the inside of the (rental) property more accessible to the occupant.
- Occupants are allowed a maximum of \$5,000 for one-time repairs and modifications. Any additional funds required may be provided by a low-interest secured loan tailored to the individual project.

WHAT MODIFICATIONS ARE ALLOWED?

Examples of housing modifications allowed by AAMP include:

- Installation of bathroom grab-bars, roll-in showers or raised toilet fixtures
- Construction of wheelchair ramps
- Widening doorways
- Walkway construction
- Hearing Assistance devices for doorbells, telephone ringers or smoke detectors (strobe indicators)

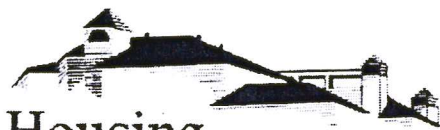
HOW AAMP WORKS

AAMP applicants apply directly to HDP. Staff review applications for program eligibility and certify that the applicant's household income meets program guidelines.

The applicant's physician or other social service professional must submit a Third-Party Verification form certifying a medical need exists before work may start. However, the specific nature or severity of the individual's disability is not to be revealed.

PROGRAM PROVIDES:

- Construction management and inspections
- Preparation of detailed work specifications
- Housing and building codes compliance
- Cost estimating & competitive bid procurement processes
- Management of job contracts and contractors



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OTHER INFORMATION

The Contractor selected by the Grantee must complete the Contractor Terms & Conditions and be a cost-reasonable bidder. The Contractor's work must be guaranteed for one year from the date of approved completion. Contact HDP staff at 747-4341 for information or an application.

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RENTAL REHABILITATION PROGRAM

The Rental Rehabilitation Program (Program) of the Housing Authority of the City of Alameda ("AHA") provides financial and technical assistance to residential rental property owners (Owner) to preserve and improve existing affordable rental housing without passing the costs through to tenants. Assisted units must be occupied by low- and moderate-income households. The Program may be subject to administrative review and revision periodically in response to updated information.

APPLICATION PROCESS

Applications are available from the AHA's Housing & Community Development Department ("HCD"). The applicant must be the Owner of record at the time of submission. A property background check with no outstanding City complaints or violations against the property or the Owner is required. Tenants must submit standard information regarding household size and income. Children's Lead Blood Level (if available) are also requested. A \$500 application deposit to cover out-of-pocket expenses (e.g. credit report, title report, etc.) is required at the time the property is accepted into the program but this fee can be included in the loan proceeds and reimbursed to the owner when the agreement is signed.

ELIGIBLE PROPERTIES

To be eligible for the Program, the application must meet all of the criteria below:

- At least 51% (50% for duplexes) of the tenant households in the structure must have incomes at or below 80% of the Median Income as established by the U.S. Department of Housing and Urban Development (HUD) for the Oakland PMSA*.
- Rents for the qualifying units (occupied by low- and moderate-income households) must be at or below the Voucher Payment Standards* developed by the AHA.
- At least 51% of the qualifying units should be two bedrooms or larger (exception: 1 - 4 unit structures). An exception will be granted for a property where 75% of the tenants are at or below the low- to moderate-income limits or which has senior or disabled tenants residing in studio or one-bedroom units who meet income guidelines.
- Available public and private funds must be sufficient to fund the scope of work including:
 - Bringing the assisted units and common areas up to HUD Standards* regarding Housing Quality (HQS), Lead-Based Paint (LBP) Clearance, and Cost Effective Energy Conservation; and
 - Addressing hazardous and/or unsafe conditions in all units.
- Existing tenants, if any, shall not be permanently displaced during application review and/or following construction. Temporary relocation may be required in some situations; if so, relocation/displacement assistance will be provided in accordance with the Uniform Residential Anti-Displacement and Relocation Assistance Plan.
- Unoccupied units receiving assistance will, upon completion, be made available to low- and moderate-income tenants.
- Applications **WILL NOT** be accepted for improvements that are underway or completed.

SELECTION CRITERIA

Eligible applications shall be reviewed by a panel. Priority for funding will be based on availability of funding and a combination of the following factors:

- Greatest percentage of low- and moderate-income households
- Units occupied by very low-income families

ELIGIBLE SERVICES

The specific scope of work for each proposed structure will be determined upon review of the application, LBP Risk Assessment and the AHA's HCD property inspection. Loan funds may also be used for: accessibility modifications not covered by the grant program; environmental and National Historic Register eligibility review; design assistance for plans and specifications; relocations costs; and planning and building fees. HCD may assist Owner with contractor selection and monitoring, construction management and payment approval. At completion, assisted units and common areas will meet HUD Standards* regarding Housing Quality, Lead-Based Paint Clearance, and hazardous and/or unsafe conditions will have been repaired in all units.

FINANCIAL ASSISTANCE

The City makes direct loans to owners at two percent (2%) interest, with repayment amortized over seven years. Financial assistance may be up to 100% of the allowable improvements based on the percentage of qualifying units. The per unit loan maximums are: 1 bedroom units \$18,000; 2 bedroom \$22,000; 3 bedroom \$25,000; 4 bedroom \$30,000. (Waivers of these limits may be granted in some circumstances.) At the City's option and subject to the Executive Director's approval, loan repayment may be deferred for up to three years following loan closing, in which case amortization will occur over the remaining four year period. Funded applications will result in an agreement between the City and Owner, including one or more promissory notes and Deed of Trust.

For further information or an application please call (510) 747-4341.

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NON-DISCRIMINATION POLICY

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SOFT STORY STRUCTURAL ASSESSMENT GRANT FOR RENTAL UNITS PROGRAM

The Soft Story Structural Assessment Grant for Rental Units Program (Program) provides financial assistance to residential rental property owners (Owner) to assess their soft story structure without passing the costs through to tenants. At least 51% of the units in the building must be occupied by low- and moderate-income households. The Program may be subject to administrative review and revision periodically in response to updated information.

APPLICATION PROCESS

Applications are available from the Housing Authority of the City of Alameda's ("AHA") Housing & Community Development ("HCD"). The applicant must be the Owner of record at the time of submission. A property background check with no outstanding City complaints or violations against the property or the Owner is required. Tenants must submit standard information regarding household size and income. There are a limited number of grants available to offset some or all of the engineering cost required by the ordinance to a maximum of \$5,000 per property. These grants will be awarded to eligible properties on a first come/first served basis as long as funds are available.

ELIGIBLE PROPERTIES

To be eligible for the Program, the application must meet all of the criteria below:

- At least 51% (50% for duplexes) of the tenant households (units) in the structure must have incomes at or below 80% of the Median Income as established by the U.S. Department of Housing and Urban Development (HUD) for the Oakland PMSA*.
- Rents for the qualifying units (occupied by low- and moderate- income households) must be at or below the Fair Market Rents for the Oakland Metropolitan area or Alameda Housing Authority's Payment Standards*
- At least 51% of the qualifying units must be two bedrooms or larger (exception: 1 - 4 unit structures).
- Unoccupied buildings receiving assistance will make 51% of their units available to low- and moderate-income tenants upon completion.
- Applications **WILL NOT** be accepted for assessments that are underway or completed.

ELIGIBLE SERVICES

Grants up to \$5,000 each are available to offset engineering evaluation and fees required to produce a report acceptable to the Building Department for review. Participation in this Program also provides eligibility for Rental Rehabilitation Loan Program funds to assist in the cost to retrofit the structure, subject to funding availability and eligibility criteria above. Please contact AHA staff for additional information or an application.

FINANCIAL ASSISTANCE

The AHA makes direct grant to owners of up to \$5,000 per project after the report has been submitted to the City's plan check engineering staff.

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SUBSTANTIAL REHABILITATION PROGRAM

The Substantial Rehabilitation Program (Program) provides financial and technical assistance to private property owners (Owner) to preserve and improve the condition of the City's existing housing stock, while adding affordable rental housing opportunities for low-income families. This public/private partnership creates new housing units in vacant or underutilized spaces within the footprint of existing structures (Structure). Upon completion, units constructed with Program assistance will be occupied by tenants holding Housing Choice Vouchers for a period of not less than 15 years, to be determined by the source of public funds. The Program may be subject to administrative review and revision periodically in response to updated information.

Predevelopment Assistance

The Program will assist Owner to determine property eligibility and development potential, pay initial "soft costs" including but not limited to title and credit reports, Planning Department fees, and to contract with:

- Licensed architect to prepare plans and elevations suitable to obtain Preliminary Design Review Approval;
- Other specialized professionals to conduct environmental and National Register eligibility review and consultant/engineering services to assess existing health and safety hazards including lead-based paint (LBP) risk assessment.

Eligible Properties

Applications are available from the Housing & Community Development Department ("HCD") of the Alameda Housing Authority ("AHA"). To be eligible for the Program, the application must meet all of the criteria below:

- Applicant must be the owner of record at the time of application.
- Portions of the Structure shall be underutilized or unoccupied at application and for the prior twelve months. Existing residential and/or commercial tenants, if any, shall not be permanently displaced by Owner during application review and/or following construction. Temporary relocation may be required in some situations; if so, relocation assistance will be provided in accordance with the Uniform Residential Anti-Displacement and Relocation Assistance Plan.
- Owner shall apply for preliminary design review approval, variances and use permits as determined to be necessary through Predevelopment Assistance.
- Proposed Program units shall meet or exceed planning and/or building requirements for an additional living unit. Assistance for the City's Amnesty Program for vacant, undocumented units can be provided.
- Owner shall agree to refrain from any construction or remodeling during application review and prior to execution of the Program agreement. Applications **WILL NOT** be accepted for improvements that are underway or completed.

Selection Criteria

Priority for funding will be based on availability of funds and a combination of the following factors regarding the proposed Program unit:

- Suitability for family housing (2 or more bedrooms)
- Suitability for households with elderly members or individuals with physical disabilities (flat access and/or fully accessible units, if possible)
- Potential for historic preservation

- Location within reasonable range of shopping, school, transportation and recreation facilities

Eligible Services

The specific scope of work for each proposed unit will be determined upon HCD property inspection. Services may consist of, but are not limited to: technical assistance for development of plans and specifications conforming to Title 24 and Uniform Building Codes as adopted by the City of Alameda; property refinancing or financial packaging for matching funds; help with contractor selection and monitoring; construction management and construction payment approval; and final inspection. At completion, Program units will meet U.S. Department of Housing and Urban Development (HUD) Standards* regarding Housing Quality Standards (HQS), LBP Clearance and energy conservation.

Financial Assistance

Financial assistance will be in the form of direct below market-rate loans, tailored to the specifics of each project and limited to the "gap" which cannot be filled through private financing. Assistance is designed to create a "break-even" situation at the point of initial occupancy. Funded applications will result in an agreement between the City and Owner, including one or more promissory notes and recorded Deed of Trust. Private financing may be used to pay for additional general property improvements in conjunction with the unit development.

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**Housing Authority of the City of Alameda
Announces
Housing Choice Voucher Wait List Opening**

The Housing Authority of the City of Alameda will open the Wait List for the Housing Choice Voucher (Section 8 Tenant-Based Voucher) Program and begin accepting applications on Thursday, January 29, 2015 at 10:00 a.m. PST. It will stop accepting applications on Tuesday, February 3, 2015 at 9:59 a.m. PST.

To better serve applicants and to make the application process available to all, the entire application process is available online at www.waitlistcheck.com/CA955. A link to this website is available at www.alamedahsg.org during the Wait List opening period. Instructions regarding obtaining status information are provided during the online application process. **Applications can only be submitted online.** Accommodations for persons with disabilities will be provided, but must be requested in advance by e-mailing RA@alamedahsg.org or sending a written request to P.O. Box 3199, 1415 Webster St., Alameda, CA 94501. Requests must be received by January 31, 2015. Applicants can only apply during the period the list is open for applications. **No applications will be accepted at the Agency.**

Applicants can use any device with Internet access to complete the application including mobile phones and tablets. A confirmation receipt is issued immediately after the application is submitted. An e-mail address is required to apply. (A link is provided on the application page to a free e-mail service.) There is no cost to apply for housing and a credit report is not needed to apply. Housing Authority of the City of Alameda officials caution applicants not to use any other website or a search engine (like Google) to apply for the Wait List. A number of illegitimate websites charge fees to submit an application and may require personal information such as social security numbers or debit/credit card information to apply for a voucher. These false websites may claim that this information is needed for a credit check to submit an application for a housing voucher. This is a scam and could lead to possible identify theft. Housing Authority officials advise that the best way to find the correct website to fill out the application is to type <https://www.waitlistcheck.com/CA955> directly into the website address bar usually located at the top left of the browser on the computer screen. The application can be translated online using Google Translate. Information will be supplied at www.alameda.hsg.org in the following languages: English, Spanish, Tagalog/Filipino, Chinese, and Vietnamese as required under the Limited English Proficiency requirement set by HUD.

Due to limited funding availability, not all applicants will be placed on the Wait List. Applications will be selected and ordered using a random lottery system. By randomly selecting the applications received for placement on the Wait Lists, the process is equitable. **The time and date of receipt of the application online during the Wait List opening has no bearing on whether an application will be selected for the Wait List.** There is no need or advantage to applying immediately after the list opens, in fact, those who do may experience slower response times from the online system. Out of all the applications received, 750 applications will be selected for placement on the Wait List. Once these 750 applications are selected, claimed preferences will be applied. The applicants will be processed by the aggregate number of preference points for which the family is eligible and then by the lottery number randomly assigned to the applicant. Applicants can check their status on the Wait List at the same website on which they applied www.waitlistcheck.com/CA955 starting 3 weeks after closing. Applicants can also call (844) 451-1756 for an automated system to check status. Do not contact the Housing Authority offices for a status on Wait List application.

The approved preferences for this Wait List are: FUP Graduates, Displaced, Special Provisions, Terminated, Residency, Family, and Veteran. More information on these preferences can be obtained at www.alamedahsg.org.

Because of the considerable demand for the housing program, a multi-lingual information-line will be established to provide pre-recorded information about the application process during the opening. The toll free number is (888) 366 - 9510. This same information is available at www.alamedahsg.org. Applicants should not call the main Agency number for assistance with the online process.

To ensure availability and access to the online system, the Housing Authority of the City of Alameda has partnered with the community organizations listed below. During the Wait List opening these agencies will have workstations with internet access to allow applicants who do not have access the option to apply. Additionally, volunteers will be present at these locations to assist those who need help with the online process.

Mastick Senior Center
1155 Santa Clara Ave
Alameda, CA 94501

HOURS: M-F 9:00 a.m. to 3:30 p.m.

Alameda Point Collaborative
451 Stardust
Alameda, CA 94501

HOURS: M-F 9:00 a.m. to 6:00 p.m.

Alameda One-Stop Center
555 Ralph Appezato Pkwy
Alameda, CA 94501

HOURS: M-F 9:00 a.m. to 4:30 p.m.
(varies by day)
510-748-2399

Islamic Center of Alameda
901 Santa Clara Ave
Alameda, CA 94501

HOURS: M-F 5:00 p.m. to 8:00 p.m.

Alameda Boys & Girls Club
1900 Third St
Alameda, CA 94501

HOURS: call 510-522-4900

Ethiopian Community Cultural Center
6116 Telegraph Ave
Oakland, CA 94609

HOURS: M-F 10:00 a.m. to 5:00 p.m.

Family Violence Law Center
470 27th St
Oakland, CA 94612

HOURS: M-F 9:00 a.m. to 5:00 p.m.

United Indian Nations
1436 Clarke St
San Leandro, CA 94577

HOURS: M-F 8:30 a.m. to 5:00 p.m.

AIDS Project of the East Bay
1320 Webster St
Oakland, CA 94612

HOURS: M-F 9:30 a.m. to 11:30 a.m.
and 1:30 p.m. to 3:30 p.m.

Alternatives in Action
3666 Grand Ave Suite A
Oakland, CA 94610

HOURS: M-F 10:00 a.m. to 2:00 p.m.

Lions' Center for the Blind
2115 Broadway
Oakland, CA 94612

HOURS: call 510-450-1580

Most public libraries can also provide free internet access.

Submission of an application does not guarantee placement on a Wait List, eligibility, or an offer of housing.

