The Mission of the San Francisco Housing Authority is to deliver safe and decent housing for low income households and integrate economic opportunity for residents.”
LEASED HOUSING/RAD PROGRAMS-
OPERATIONS AND RESIDENT ENGAGEMENT COMMITTEE
SPECIAL MEETING NOTICE
Monday, January 22, 2018 2:00 PM

1. The Leased Housing/RAD Programs-Operations and Resident Engagement Committee of the Housing Authority of the City and County of San Francisco (Committee) is holding this meeting in the Community Room at 25 Sanchez Street, San Francisco, CA 94114.

2. Disability Access: The Community Room at 25 Sanchez Street is wheelchair accessible. The closest Metro station is Church St. MUNI bus lines that stop nearby are the K, T, J, N and the 22. For more information about MUNI accessible services, call (415) 923-6142.

3. Disability Accommodations: To request assistance listening devices, real time captioning, sign language interpreter, readers, large print agendas or other accommodations, please contact the Commission Clerk at (415) 715-3232 or gamezc@sfha.org at least 72 hours in advance of the meeting to ensure availability.

4. Public transportation is highly encouraged. Street parking is limited.

5. Agenda, minutes and attachments are available at www.sfha.org as well as the administrative office of the Housing Authority of the City and County of San Francisco (Authority), located at 1815 Egbert Avenue, San Francisco, California 94124. If any materials related to an item on this agenda have been distributed to the Committee after distribution of the agenda packet, those materials are available for public inspection during normal business hours at the Authority’s Administrative Offices.

6. In order to assist the Authority’s efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Authority accommodate these individuals.

7. The use of electronic sound-producing devices at/during public meetings is prohibited. Please be advised that the meeting Chair may remove any person(s) responsible for the ringing or use of cell phones, pagers and similar sound-producing electronic devices from the meeting room.

8. Requests for public comment may be heard on items not on the agenda as well as after staff presentation on any Regular Agenda Item. Speakers at Committee meetings are requested, but not required, to identify themselves and fill out cards placed on the table at the entrance door. When the Committee considers policy testimony is welcome during the Public Comment portion of the meeting. Testimony is not permitted when an opportunity has been given at a committee meeting for testimony on an item. The public may address the Committee for up to two minutes or four minutes for speakers who require an interpreter, or unless otherwise approved by the Committee. The Chair, or the Committee, may limit the total testimony to 30 minutes. A speaker may not yield his or her time to another speaker. Committee procedures do not allow for dialogue between the Committee and the public. The Committee may not take action on a new proposal, which is not on the agenda.
ORDER OF BUSINESS

1. Call to order

2. Roll call

3. Approval of minutes:
   - Regular Committee Meeting: December 18, 2017

4. General Public Comment on subject matters related to the Leased Housing/RAD Programs-Operations and Resident Engagement Committee

5. Action Item(s)

      Presented by: Scott Hunter, Director, Human Resources

6. Reports
   A. Monthly Report: Rental Assistance Demonstration (RAD) Update
   B. Monthly Report: Human Resources Update
   C. Monthly Report: Leased Housing Update

7. Adjournment
MINUTES

HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO
LEASED HOUSING/RAD PROGRAMS-
OPERATIONS AND RESIDENT ENGAGEMENT COMMITTEE MEETING

December 18, 2017

SCHEDULED: 2:00 p.m. City Hall, Dr. Goodlett Place Room 408, San Francisco, California 94102

COMMISSIONERS PRESENT: Leroy Lindo, Chairman
Lottie Titus, Alternate Member

COMMISSIONERS EXCUSED: Ted Yamasaki, Vice Chair
Joaquin Torres, Member

Item 1: Call to order

Commission Clerk, Cindy Gamez, called the Leased Housing/RAD Programs-Operations and Resident Engagement Committee (Committee) of the Housing Authority of the City and County of San Francisco (Authority) meeting to order at 2:05 p.m.

Item 2: Roll call

Quorum present.

Item 3: Approval of Minutes:

- Special Committee Meeting: November 14, 2017

Public Comment(s)

None

Motion

First: Commissioner Titus
Second: Chairman Lindo
Vote: Approved-Chairman Lindo and Commissioner Titus
Item 4:  General Public Comment on Subject Matters Related to the Leased Housing/RAD Programs-Operations and Resident Engagement Committee

- Ace Washington shared his condolences for the passing of Mayor Edwin Lee. Mr. Washington stated that he would report the Authority to the Ethics Commission and the Sunshine Ordinance Task Force because Committee and the Housing Authority of the City and County of San Francisco Board of Commissioners (Board) meetings are not video recorded. Mr. Washington requested a Rental Assistance Demonstration (RAD) update.

Item 5:  Action Item(s)

A. [RESOLUTION APPROVING THE CORRECTIVE ACTION PLAN ITEM IN COMPLIANCE WITH THE PUBLIC HOUSING AUTHORITY RECOVERY AND SUSTAINABILITY (PHARS) AGREEMENT FOR PORTFOLIO TRANSFORMATION: TENANT PROTECTION VOUCHER (TPV) SCHEDULE FOR SUNNYDALE AND POTRERO]

Presented by: Alicia Sisca, Director, Housing Development and Modernization

Ms. Alicia Sisca presented the staff report on behalf of Sarah Ramler, Director of Leased Housing. Chairman Lindo asked which scattered sites will be disposed. Ms. Sisca listed 363 Noe, 4101 Noriega, Great Highway, St. Jules, Eddy Street, and Randolph and Head. Chairman Lindo asked if the timeline for the Tenant Protection Vouchers (TPVs) are the same for Sunnydale and Potrero. Ms. Sisca responded that the timelines are different for both sites.

Public Comment(s)

None

Motion

First: Commissioner Titus motioned to move the item to the next Board of Commissioners Action Calendar
Second: Chairman Lindo
Vote: All approved-Commissioners Lindo and Titus

Commission Clerk, Cindy Gamez, notified the Committee that the presenter for the second Action Item B had not arrived yet. Chairman Lindo requested to move to Item 6: Reports.
Item 6: Reports

A. Monthly Report: Rental Assistance Demonstration (RAD) Update and RAD Workforce Initiative

Presented by: Brenda Morales, RAD Project Manager, Modernization and Development

Ms. Brenda Morales presented the Rental Assistance Demonstration (RAD) Phase I and Phase II update. Ms. Morales introduced Helen Hale from the Mayor’s Office of Housing and Community Development (MOHCD). Ms. Hale provided a presentation on the RAD Workforce Initiative with details on services provided and the purpose of the initiative. Ms. Hale introduced AJ Thomas from the Office of Economic and Workforce Development (OEWD). Mr. Thomas presented information on the RAD Workforce Initiative’s structure, goals, job placements, challenges and achievements. Chairman Lindo asked if there is training provided for those residents that are interested in carpentry, glazier, roofing, iron work or painting. Mr. Thomas responded that City Build Academy has a pre-apprenticeship program and some training was provided but there was not a lot of interest. Mr. Thomas added that efforts were made to try to recruit individuals. Mr. Thomas introduced Joshua Arsay, Director of City Build Academy. Mr. Arsay shared a resident success story and stated that City Build Academy is considering bringing back a tailored nine (9)-week training program focused on Public Housing residents, if resources are made available.

Janet Gomes and Richard Fukahara from OEWD shared their experiences as liaisons for City Build. Holly Courts Resident Joseph Hamilton King shared his success story with City Build. Chairman Lindo asked Mr. King to explain how he heard about City Build. Mr. King responded that he heard about it through Young Community Development (YCD) at Holly Courts. Commissioner Titus asked Mr. King what other services were provided at Holly Courts. Mr. King responded that YCD was previously located at Holly Courts, but YCD moved to a new location. Chairman Lindo asked Mr. King if he had any trouble working at the Alemany site. Mr. King responded that he had no issues. Ms. Hale acknowledged RAD family site partners and providers. Resident success stories were shared.

Commissioner Titus commended MOHCD, OEWD, community partners and service providers on their work with the residents. Chairman Lindo encouraged residents to keep up the good work and to remain engaged.
Chairman Lindo requested to move to Action Item B.

Item 5: Action Items

B. [RESOLUTION APPROVING HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN POLICY CHANGES IN (1) SECTION 3-IIIC. OTHER PERMITTED REASONS FOR DENIAL OF ASSISTANCE; (2) SECTION 4-IIIB. SELECTION AND HCV FUNDING SOURCES; AND (3) SECTION 8-I.D. ALLOWING LANDLORDS WHO OWN SIX (6) OR MORE UNITS THAT SHARE A METER IN THE SAME BUILDING TO CHARGE TENANTS UTILITIES WHERE THE UNITS ARE NOT INDIVIDUALLY METERED]

Presented by: Linda Martin-Mason, Director and Supervising Attorney, Government Affairs and Policy

Ms. Linda Martin-Mason presented the staff report. Chairman Lindo asked for the current procedure for the change regarding shared meters. Ms. Martin-Mason responded that currently if the meter is shared, the landlord has to pay the utilities fees. Ms. Martin-Mason added that with the proposed change, landlords would have to create their own procedure for charging for utilities if there are six (6) units or more, but the procedure would have to be fair and equitable to all residents sharing the meter.

Public Comment(s)

None

Motion

First: Commissioner Titus motioned to move the item to the next Board of Commissioners’ Action Calendar
Second: Chairman Lindo
Vote: All approved-Commissioners Lindo and Titus

Item 6: Reports

B. Monthly Report: Human Resources Update

Presented by: Scott Hunter, Director, Human Resources
Mr. Scott Hunter presented the November 2017 Human Resources update. Chairman Lindo asked if there is an evaluation of the process completed for trainings attended by employees. Mr. Hunter responded that the Authority will be sending out surveys to employees to make sure that trainings are successful and there is feedback from the managers on the trainings provided. Chairman Lindo asked if there is any additional incentive for bilingual employees to use their bilingual skills. Mr. Hunter responded that there is a pay differential if the employee performs 20 hours or more work in the second language.

C. Monthly Report: Leased Housing Update

Presented by: Gregory Kats, Assistant Director, Leased Housing

Mr. Gregory Kats presented the Leased Housing update for November 2017. Chairman Lindo asked for more information on port-outs. Mr. Kats responded that port-outs are residents that port out to other housing authorities. Chairman Lindo asked what areas of Public and Indian Housing Information Center (PIC) have declined. Mr. Kats responded that the areas are re-certifications and inspections. Chairman Lindo asked for information regarding Tenant Protection Vouchers (TPV). Ms. Sarah Ramler, Director of Leased Housing, responded that TPVs are replacement vouchers requested from HUD to replace demolished Public Housing units. Ms. Ramler added that TPVs are a way to protect the affordable units in San Francisco. Acting Executive Director, Barbara Smith, added that when the Authority receives the allocation of TPVs, the Authority will project base the subsidy and make commitments to the new housing built on the site.

Chairman Lindo asked if residents can make a complaint about a bad landlord. Mr. Kats responded that the Customer Care team receives the complaint and forwards it on to the Eligibility Worker, a manager or Mr. Kats. Mr. Kats added that the Authority addresses the issue by communicating with the resident and the landlord. Chairman Lindo emphasized that there needs to be fairness among residents and landlords. Mr. Kats responded that Authority staff addresses issues and makes sure issues are solved. Mr. Kats stated that it is important for landlords to know that the Authority is not the enforcer of the lease.

Public Comment(s)

None
Item 7: Adjournment

Chairman Lindo motioned to adjourn the meeting in the memory of Mayor Edwin Lee. Commissioner Titus agreed. Meeting adjourned at 3:49 p.m.
SUMMARY:

The existing Memorandum of Understanding (hereinafter “MOU”) between the Housing Authority of the City and County of San Francisco (hereinafter “Authority”) and the Laborers’ International Union AFL-CIO Local 261 (hereinafter “Union”) has an effective term of June 1, 2013 through September 30, 2015. The Authority and the Union reached an agreement regarding an extension of the MOU for the time period beginning October 1, 2015 through January 31, 2017, upon the conditions set forth in the Extension Agreement between the Authority and the Union (hereinafter “Extension Agreement”). In short, the Extension Agreement expired approximately a year ago.

The Authority and the Union have met and conferred regarding a second extension of the MOU. The parties reached a tentative agreement on the terms of the Second Extension Agreement between the Authority and the Union on January 16, 2018, which further extended and modified the MOU for the time period beginning February 1, 2017 through December 31, 2018 (“Second Extension Agreement” or "Agreement"). The Second Extension Agreement is subject to the final approval by the Board of Commissioners.

BACKGROUND:

The Authority and the Union began to meet and confer regarding the terms of a Second Extension Agreement in June 2017. On January 16, 2018, the parties reached a tentative agreement on the terms of the Second Extension Agreement, the components of which are summarized below:

1. The existing MOU between the Authority and the Union shall be extended through December 31, 2018.

2. Effective the first full pay period following approval and adoption of this Agreement by the Board of Commissioners, each employee covered by the Agreement who remains employed at the time of this disbursement, shall receive a one-time, lump sum payment of $1,250.00. The parties recognize that this one-time lump sum payment is in lieu of retroactivity.
3. Effective the first full pay period including February 1, 2018, each employee covered by the Agreement who remains employed at the time of this disbursement, shall receive an additional one-time, lump sum payment of $250.00.

4. Effective the first full pay period including February 1, 2018, there shall be a four percent (4.0%) increase to regular Taxable Hourly Wage, which equates to the following by classification:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>Mechanic-Step 1</td>
<td>$0.9185/hr</td>
</tr>
<tr>
<td>Mechanic-Step 2</td>
<td>$0.9594/hr</td>
</tr>
<tr>
<td>Mechanic-Step 3</td>
<td>$1.0025/hr</td>
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<tr>
<td>Mechanic-Step 4</td>
<td>$1.0476/hr</td>
</tr>
<tr>
<td>Mechanic-Step 5</td>
<td>$1.0950/hr</td>
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5. Effective February 1, 2018, the Authority’s hourly contribution to Pension shall be increased by $0.25 per represented employee, for a total hourly contribution of $6.79.

6. Effective December 31, 2018, the Authority’s hourly contribution to Pension shall be increased by an additional $0.25 per represented employee, for a total hourly contribution of $7.04.

7. Except as set forth above, there shall be no additional wage or benefit increases during the term of this Second Extension Agreement.

8. In lieu of providing employees with uniforms under Article XVIII, the Authority will pay employees an annual uniform allowance of $350.00 during the first full pay-period that includes February 1, 2018.

**FISCAL IMPACT**

Assuming current staffing levels, the proposed wage increases, lump-sum payments, additional pension contribution and uniform allowance is estimated to have a total cost of $157,202 over the life of the MOU.

Exhibit A MOU
Exhibit B Extension Agreement
Exhibit C Second Extension Agreement

**ATTACHMENTS:**

I. LHRAD_SFHA-Laborers Second Extension Agreement_012218_Final  (DOCX)
II. LHRAD_Exhibit A Laborers MOU 06.01.2013-09.30.2015_012218 (PDF)
III. LHRAD_Exhibit B First Extension Agreement -Laborers 02.23.17pdf_012218  (PDF)
IV. LHRAD_Exhibit C Laborers Wage Schedule 2.1.2018_012218  (PDF)
V. LHRAD_Exhibit D Laborers RAD Labor Peace Agreement 2015-05-27_012218  (PDF)

WHEREAS, Housing Authority of the City and County of San Francisco (hereinafter “Authority”) entered into a Memorandum of Understanding (hereinafter “MOU”) with the Laborers’ International Union AFL-CIO Local 261 (hereinafter “Union”) that was effective for the duration of June 1, 2013 through September 30, 2015;

WHEREAS, the Authority and the Union entered into the Extension Agreement between the Authority and the Union (hereinafter “Extension Agreement”) which extended and modified the terms of the MOU from October 1, 2015 through January 31, 2017;

WHEREAS, the Authority and the Union have tentatively agreed to further extend and modify the terms of the Memorandum of Understanding (MOU) through December 31, 2018 under the terms and conditions set forth in the Second Extension Agreement Between the Authority and the Union (hereinafter “Second Extension Agreement”);

WHEREAS, the Board of Commissioners (Board) of the Authority is the governing body and approval is requested to authorize the Acting Executive Director to enter into this Second Extension Agreement;

WHEREAS, under the Second Extension Agreement, each regular, full-time maintenance employee who remains employed at the time of the disbursement, shall receive a one-time, lump sum payment of $1,250.00 effective the first full pay period following approval and adoption of the Second Extension Agreement by the Board of Commissioners;

WHEREAS, under the Second Extension Agreement, each regular, full-time maintenance employee who remains employed at the time of the disbursement, shall receive an additional one-time, lump sum payment of $250.00 effective the first full pay period including February 1, 2018;

WHEREAS, under the Second Extension Agreement, the Authority’s hourly contribution to Pension shall be increased by $0.25 per represented employee, effective February 1, 2018;

WHEREAS, under the Second Extension Agreement, the Authority’s hourly contribution to Pension shall be increased by an additional $0.25 per represented employee, effective December
WHEREAS, under the Second Extension Agreement, the Authority will pay employees an annual uniform allowance of $350.00 in lieu of providing employees with uniforms;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SAN FRANCISCO CITY AND COUNTY HOUSING AUTHORITY THAT:

1. The above recitals are true and correct, and together with the staff report, form the basis for the Board of Commissioners’ actions as set forth in this resolution.

2. The Laborers MOU Extension as described herein is approved, and the Acting Executive Director is hereby authorized to enter into the Second Extension Agreement with Local 261.

3. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Dianne Jackson McLean,
Goldfarb & Lipman, LLP
Special Legal Counsel

Barbara T. Smith
Acting Executive Director

Date: _____________________ Date: ________________
SECOND EXTENSION AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AND LABORERS' INTERNATIONAL UNION AFL-CIO LOCAL 261
(HEREINAFTER “SECOND EXTENSION AGREEMENT”)

The Memorandum of Understanding between the Housing Authority of the City and County of San Francisco (hereinafter “Authority”) and Laborers' International Union AFL-CIO Local 261 (hereinafter "Union") for the duration of June 1, 2013 through September 30, 2015 is attached hereto as Exhibit A (hereinafter “Agreement”).

The Agreement, incorporated herein by reference, was extended and modified by the Extension Agreement Between the Authority and the Union adopted February 23, 2017 (hereinafter “Extension Agreement”). The Extension Agreement, incorporated herein by reference and attached as Exhibit B, extended the term of the Agreement between October 1, 2015 through January 31, 2017.

The Agreement, as modified by the Extension Agreement, is further extended and modified as follows:

1. **TERM:** The term of the Agreement shall be extended through December 31, 2018.

2. **WAGES & FRINGE BENEFITS:** The Maintenance Mechanic total compensation packages shall be as set forth below and in Exhibit C.

   A. Effective the first full pay period following approval and adoption of this Agreement by the SFHA Board of Commissioners, each employee covered by the Agreement who remains employed at the time of this disbursement, shall receive a one-time, lump sum payment of $1,250.00. The parties recognize that this one-time lump sum payment is in lieu of retroactivity.

   B. Effective the first full pay period including February 1, 2018, each employee covered by the Agreement who remains employed at the time of this disbursement, shall receive an additional one-time, lump sum payment of $250.00.

   C. Effective the first full pay period including February 1, 2018, there shall be a four percent (4.0%) increase to regular Taxable Hourly Wage, which equates to the following by classification:

      - Mechanic-Step 1: $0.9185/hr
      - Mechanic-Step 2: $0.9594/hr
      - Mechanic-Step 3: $1.0025/hr
      - Mechanic-Step 4: $1.0476/hr
      - Mechanic-Step 5: $1.0950/hr

   D. Effective February 1, 2018, the Authority’s hourly contribution to Pension shall be increased by $0.25 per represented employee, for a total hourly contribution of $6.79.

   E. Effective December 31, 2018, the Authority’s hourly contribution to Pension shall be increased by an additional $0.25 per represented employee, for a total hourly contribution of $7.04.

   F. Except as set forth above, there shall be no additional wage or benefit increases during the term of this Extension Agreement.

3. **CARRY-OVER OF SICK LEAVE:** In accordance with Labor Code section 246(d), accrued sick leave days shall carry over to the following year of employment. However, an employee’s use of paid sick leave shall be limited to 80 hours (10 days) per calendar year.

4. **ADDITIONAL SCOPE OF JLMC:** The parties recognize the Authority is funded primarily by the federal government, and that future funding of the Authority is uncertain. In addition to JLMC issues set out in MOU section XI, the parties agree to explore opportunities for the retraining and reemployment of employees in the Local 261 bargaining unit should further reduction of the unit
SECOND EXTENSION AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AND LABORERS’ INTERNATIONAL UNION AFL-CIO LOCAL 261
(HEREINAFTER “SECOND EXTENSION AGREEMENT”)

become necessary. Such opportunities may include employment with contractors operating public housing, as well as the City and County of San Francisco. It is understood that these entities are entirely independent of SFHA, and not a party to this agreement.

UNIFORMS: In lieu of providing employees with uniforms under Article XVIII, SFHA will pay employees an annual uniform allowance of $350.00 the first full pay period following approval and adoption of this Agreement by the SFHA Board of Commissioners, subject to federal and state tax withholdings.

Effective January 1, 2019, the annual uniform allowance of $350.00 shall be paid annually during the pay period that includes January 1 of each year, subject to federal and state tax withholdings. For employees hired after January 1, employee will receive a pro-rated allowance based on remaining months left during the calendar year.

5. SUPPLEMENTAL AGREEMENT: Nothing in this Second Extension Agreement shall apply to or conflict with the Authority’s implementation of the Rental Assistance Demonstration (RAD) program and the Supplemental Agreement dated May 27, 2015 (Exhibit D). In addition, nothing in this Second Extension Agreement shall apply to the contractors and developers assuming management and control of SFHA properties pursuant to the RAD program.

Agreed and accepted this _____ day of __________________ 2018.

SIGNATORIES

______________________________  ________________________________
Barbara T. Smith                   Ramon Hernandez
Executive Director                 Business Manager
San Francisco Housing Authority    Laborers’ International Union AFL-CIO, Local 261

______________________________
Oscar De La Torre
Business Manager
Northern California District Council of Laborers
MEMORANDUM OF UNDERSTANDING BETWEEN
THE SAN FRANCISCO HOUSING AUTHORITY
AND
THE LABORERS' INTERNATIONAL UNION AFL-CIO LOCAL 261
JUNE 1, 2013 THROUGH SEPTEMBER 30, 2015
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PREAMBLE

This Memorandum of Understanding (hereinafter "MOU") is entered into by the San Francisco Housing Authority (hereinafter "Authority") and the Laborers’ International Union AFL-CIO Local 261 (hereinafter "Union"). The Authority and the Union (hereinafter "Parties") mutually acknowledge their commitment and obligation to provide the highest possible quality of service to the clientele of the Authority. In discharging this commitment, the Parties reaffirm their responsibility to deliver service in the most efficient, effective and courteous manner at all times. The Parties agree to comply with all applicable laws, including the provisions of the Meyers-Millas-Brown Act (MMBA) and all administrative regulations promulgated by the Department of Housing and Urban Development (hereinafter "HUD"), including Authority policies, procedures and practices that are not inconsistent with this MOU. The Parties agree to be courteous and respectful to each other at all times.

ARTICLE I - EFFECT AND TERM OF AGREEMENT

It is understood and agreed that the provisions of this MOU shall prevail over Authority practices and procedures and over State laws to the extent permitted by such law, and that in the absence of specific MOU provisions, such practices and procedures are discretionary with the Authority to the extent permitted by State law. In no instance will Authority policies and procedures confer upon covered individuals benefits greater than those specifically provided for under the provisions of this MOU. This MOU is made and entered into as of the 1st day of June 2013, by and between the Parties. The Parties agree to the provisions of the following articles through September 30, 2015.

ARTICLE II - SUPPORT OF AGREEMENT

Except as otherwise provided for herein, the Parties agree to abide by this MOU for its term and neither will appear before the other to seek change or improvement in any matter subject to the negotiation process, except by mutual agreement of the Parties.

ARTICLE III - SEPARABILITY

If any provision of this MOU is held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect. In the event of suspension or invalidation of any article or section of this MOU, the Parties agree to meet and negotiate within sixty (60) days after such determination to arrive at a mutually satisfactory replacement for such article or section.

ARTICLE IV - ZIPPER CLAUSE

Except as may be amended through the provisions herein, this MOU contains the full and entire understanding of the Parties regarding the matters herein and may only be
modified in writing upon mutual consent of the Parties. Any past practices and other understandings between the Parties, not expressly memorialized and incorporated into this MOU, shall no longer be enforceable.

ARTICLE V - MANAGEMENT RIGHTS

1. Except as otherwise provided herein, it is understood and agreed that the Authority retains all of its powers and exclusive rights to organize, direct, manage and control its operations to the fullest extent of the law, including but not limited to, the right to determine its organization; direct the work of its employees; establish the times and hours of operation; determine the kinds and levels of services to be provided, and the methods and means of providing these services; establish policies, goals and objectives; determine staffing patterns, including the number and kinds of personnel required; maintain the efficiency of Authority operations; build, move or modify facilities; determine and establish budgetary procedures and allocation; determine the methods of raising revenue; contract out work subject to meet confer with the Union and in accordance with HUD prevailing wage regulations; and take action on any matter in the event of an emergency. Additionally, the Authority retains the right to classify duties, allocate positions to classes, hire, classify, assign, evaluate, promote, discipline and terminate an individual's employment. Employment terminations) shall occur only for good cause such as the violation of the rules of conduct, or in accordance with the layoff provisions of this MOU.

2. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Authority, the adoption of policies, rules, procedures, and practices in the furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this MOU; and then only to the extent such specific and express terms are in conformance with law.

3. The Authority retains its right to amend, modify or suspend policies, procedures and practices referred to in this MOU in cases of emergency as provided in Public Contract Code Section 20654. Any amendment, modification or suspension shall be for a period 10 longer than the length of the emergency.

ARTICLE VI - REPRESENTATION SECURITY

The Union has been certified by the Housing Authority Commission as the exclusive representative for Laborers, Laborer Foremen and Laborer General Foremen. This MOU applies to employees in these classes who are employed in the Maintenance Program. All individuals covered by this MOU on its effective date, who are Union members in good standing, shall remain so. All individuals employed in the bargaining unit must as a condition of employment, become members in the local Union by the eighth (8th) day of employment and remain in good standing.

ARTICLE VII - UNION RIGHTS

The Union's designated officers (Business Representatives and Stewards) shall have the following rights in addition to the rights contained in any other section of this MOU.
1. The right to inspect, review or obtain class specifications, performance standards and rules of conduct that will enable the Union to fulfill its role as the certified representative of the individuals dispatched under this MOU.

2. The right to distribute this MOU to individuals dispatched to the Authority and to monitor MOU compliance.

3. The right to hold meetings on an "as needed" basis with members; however, such meetings shall be held prior to or after normal working hours, whenever possible.

4. The Union shall be entitled to appoint up to four (4) stewards, who shall in addition to their normal work, be permitted to perform during working hours, Union duties that cannot be performed at other times. Such duties shall be performed as expeditiously as possible and the Authority shall allow the Steward a reasonable amount of time for the performance of said duties. The Union shall immediately notify the Authority in writing of Steward Appointments.

5. Regular dues will be deducted from member paychecks in accordance with Authority procedures and upon voluntary written authorization by the member that is in accordance with the requirements of Section 300 of the California Labor Code. Dues deduction authorization may be revoked in the same fashion with a copy of such notice sent to the Union. All other legal and required deductions have priority over Union dues. Dues withheld by the authority shall be transmitted to the designee identified in writing by the Union who is authorized to receive such funds. The Authority shall charge no service fee for the deduction and transmission of such dues and the Union shall indemnify, defend and hold harmless the Authority against any claim or suit related to such activity. The Union shall refund any amount paid in error upon presentation of supporting evidence.

ARTICLE VIII - WORK COVERED

Covered work shall include, but not necessarily be limited to the following:

- Loads and unloads construction, structural maintenance and wrecking supplies, materials and equipment on and off trucks or other vehicles.
- Operates a variety of motor vehicles to haul debris to dumpsite and deliver building supplies, equipment or other materials to various locations.
- Digs, grades and- backfills trenches, excavations or elevations.
- Cleans sewers and flushes catch basins.
- Operates a variety of maintenance equipment such as pneumatic tools, portable pumps and other devices.
- Assists a variety of craft workers on projects by accessing and providing tools, and cleaning components, equipment or machinery.
- Collects and removes litter and debris from buildings, grounds, and construction sites, including the handling and removal of asbestos and other hazardous material.
- Washes, sweeps and cleans rental units, both inside and out in all Authority properties; cleans stoves, refrigerators and other appliances. Sweeps and washes down parking lots, sidewalks, and other common areas.
• Mixes concrete, mortar or other substances and materials used in construction or building repair.

• Removes graffiti or other unauthorized advertising from utility poles and Authority property; boards up broken windows.

• Sets up and takes down traffic and pedestrian barricades, wherever needed.

• Cuts, trims and removes brush, weeds, shrubbery, and trees; mows lawns and performs other landscape maintenance activities.

• Applies pesticides or engages in other forms of pest or vector control.

• Sets up and takes down chairs, tables, stages and other items needed for meetings, conferences or other events.

• Moves furniture and equipment in and out of buildings or from room to room.

• Represented employees will perform any and all traditional jurisdictional work (as defined in the MOU between Union and the San Francisco Housing Authority) in connection with solar installations/maintenance, and weatherization projects/maintenance.

ARTICLE IX – NONDISCRIMINATION

1. The Authority agrees not to discriminate against any employee because of membership in the Union or because of any activities on behalf of the Union. In any event, such activities shall not interfere with the normal operations of the Authority.

2. The Parties agree to support the principles of Equal Employment Opportunity and will obey all laws and regulations regarding discrimination against any employee or applicant for employment because of religion, race, color, national origin, age, sex, sexual preference, or disability. The Authority will not, nor will the Union cause the Authority to discharge or otherwise discriminate against any employee based on any of the above categories.

ARTICLE X - SAFETY SECURITY

1. The Parties agree that it is in the best interests to all concerned to provide a safe, secure, and healthy working environment. The Authority and the individuals covered by this MOU agree to abide by the safety standards established by the State Department of Industrial Relations and comply with the Occupational Safety and Health Act.

2. To assure that health and safety hazards are handled in a timely fashion, the following procedures shall be followed: (1) employees shall report health or safety hazards to their immediate supervisor; (2) if the immediate supervisor is unable to abate the hazard, the matter shall be referred to the Authority's Director of Occupational Safety & Health who will meet with the employee and immediate supervisor regarding the matter; (3) if the matter cannot be resolved by the Authority's Occupational Safety & Health Director, it will be referred to that individual's immediate superior.

3. Among the individuals covered by this MOU, at least two (2) Journey Laborers shall be certified in Hazardous Material & Asbestos removal.
ARTICLE XI - LABOR/MANAGEMENT COMMITTEE

The parties agree to convene a Joint Labor/Management Committee to discuss matters of mutual concern which may arise during the term of the Agreement. The Committee is meant to provide a forum for continuing communication to support the mission of the Housing Authority; to suggest ideas for a culture change in the workplace; and to sustain a supportive, productive, challenging, high-quality environment in which all employees, regardless of job status, are treated with respect and are valued for their individual and collective achievements. The parties further agree that both sides bring value and leadership to providing excellent public service delivery to the Agency's stakeholders. The Committee shall comprise of no more than four (4) represented employees (three attending employees + an alternate) and no more than three (3) management employees. They shall meet in good faith on a monthly basis or otherwise as-needed to address workplace issues. These issues may include, but are not limited to, working conditions, classifications, grievances, assignments, workload distribution, and the fiscal health of the Agency.

The Authority agrees to support initiatives jointly developed in the JLMC, financial or otherwise, to support employee recognition and continuing educational opportunities, including training and promotive opportunities (e.g., "promotive path") for represented employees to qualify for the Maintenance Mechanic position.

ARTICLE XII - OUTSIDE CONTRACTING/COMPETITIVE BIDDING

1. Authority Resolution No. 2304 regarding Competitive Bidding authorizes and directs management to engage in outside competitive contracting at its discretion. All work that is put out to bid will be at the prevailing wage rates for the appropriate classifications in accordance with the regulations established by the Department of Housing and Urban Development, the policies of the Authority, federal regulations where Davis-Bacon wage rates are required, local ordinances when city funds are utilized.

2. The Authority shall notify the Union in writing within ten (10) working days following the Board of Commissioners award of the contract, the name of the contractors), the starting date and the location of the project(s).

3. Contracting out of covered work will not result in staff reduction of represented employees.

ARTICLE XIII - NO STRIKES

The Parties agree there shall be no strike, lockout or work stoppage by either party. The Union may withhold individuals from dispatch or picket the Authority for nonpayment of wages or trust fund contributions. The observance of the picket line of another organization sanctioned by San Francisco Building and Construction Trades Council or the San Francisco Central Labor Council shall not be considered a violation of this article.
ARTICLE XIV - EMPLOYEE SELECTION

1. Initial Hiring

Upon faxed, or telephone notification by the Authority Human Resources staff, the Union shall expeditiously dispatch the requested classes and numbers of individuals to the Authority's Human Resources office for processing and hiring. The Parties agree that every effort shall be made to recruit from the public housing resident and Section 8 population in recognition of the federal requirement that the Authority's work force consist of at least 25% of these individuals.

2. Foreman Selection & Appointment

Foreman and General Foreman selection and appointment shall occur from the Laborer ranks and shall be at the Authority's sole discretion based on input from the JLMC. Selection and appointment is conditioned upon the individual having been a Laborer with the Authority for at least eighteen (18) months and having received at least a "Standards Achieved" rating on their latest performance evaluation. The Union shall be notified of all such appointments and compensation at the higher rate will begin on the first day that the individual begins to perform the higher level duties. During the period of this MOU, there shall always be at least (1) Foreman. With the exception of emergency situations, work directives or instruction given by the Laborer Foreman/General Foreman take precedence over competing directives by other craft individuals.

The Foreman's administrative duties shall include participation in the JLMC and membership education.

ARTICLE XV - STATUS, SENIORITY & LAYOFF

1. Individuals are on probationary status for the first sixty (60) calendar days of their employment and may be discharged during this period without cause and without recourse through the grievance procedure. At the Authority's discretion, workdays missed during this time may be added to the end of the probationary period.

2. Individuals who pass the sixty (60) day probationary period will accrue seniority from their initial hire date.

Seniority is defined as the length of continuous paid employment in the Authority's Maintenance Program. Seniority shall be retained, but shall not accrue during unpaid leaves of absence that exceed thirty (30) calendar days in length. Lay-off and re-hire shall be based on accrued seniority in accordance with these provisions.

Layoff Limitations: Notwithstanding the layoff provisions in Article XV above, the following layoff limitations shall apply during the term of the June 1, 2013 – September 30, 2015 Agreement:

a. Between June 1, 2013 and March 31, 2014, inclusive, there will be no layoffs or layoff notices issued for employees represented by Laborers, Local 261.

3. Lay-off notice shall be in writing stating the reason(s) for lay-off with a same day copy to the Union. Individuals being laid off will be sent home at the close of business immediately following receipt of the written notice; however, their names will remain active on the payroll for one (1) additional day before being terminated. Final paychecks will be
distributed at the time of notice and will include the one (1) additional day's pay, except for individuals who have not completed the 60 day probationary period.

For employees whose layoff became effective June 14, 2013: During the period June 1, 2013 through August 31, 2013, the Authority agrees to return to duty laid-off employees, in seniority order and on a one retired active employee for one laid-off employee basis, if an active employee retires from the Authority no later than close of business August 31, 2013. The employee who retires between June 1, 2013 and August 31, 2013, inclusive, shall also receive two weeks of pay, calculated at his/her regular hourly rate. The aforementioned additional two weeks of pay for employees who retire shall sunset close of business August 31, 2013.

The laid-off employee returned to duty shall be subject to the layoff limitations in Article XV.2. above.

4. In accordance with the above seniority provisions, individuals who are laid off shall have re-hire rights to the class from which they were laid off for a maximum period of twelve (12) months following the employment termination date. These provisions do not apply to individuals in the 60 day probation period. (Amended by mutual agreement of the Parties on 10/29/02)

ARTICLE XVI - PERFORMANCE & DISCIPLINE

1. The Authority shall establish reasonable rules and regulations concerning the conduct and performance of individuals covered by this MOU. The enactment of such rules and regulations shall be preceded by advance notice to the Union and subject to the meet and confer provisions of MMBA. The standard Authority Performance Evaluation Factors are contained in Appendix A.

2. The Authority reserves the right to establish performance standards for all classifications covered by this MOU. The enactment of such standards shall be preceded by advance notice to the Union and subject to the meet and confer provisions of MMBA. Any probationary employee who does not meet acceptable standards of performance shall be instructed to cease work and return to the Union Hall. That individual shall not be dispatched to the Authority for future jobs.

3. The Authority reserves the right to take appropriate disciplinary action including, the immediate dismissal for good cause, of individuals for violation of the Rules of Conduct or failure to meet performance standards as outlined in Appendix A. The Authority shall notify the employee and copy the Union in writing of its intent to take any disciplinary action that diminishes an employee's property rights. Such notice shall be within five (5) days of the effective date of the proposed action. Letters of reprimand do not diminish property rights; and therefore, are not subject to this notice requirement. The Authority however, shall copy the Union with any letter of reprimand within two (2) working days from the date of issuance. Violation of the Rules of Conduct shall include, but not be limited to possession of intoxicants (including alcohol and drugs) on Authority premises; being under the influence of intoxicants (including alcohol and drugs) during working hours; insubordination; theft; falsification of records, including employment records, gross negligence; dishonesty; fighting or inciting others to fight on Authority premises or during working time; failure to possess and maintain a valid California driver's license or uninsurability by the Authority's insurance carrier; unauthorized use of the Authority's property or vehicles; deliberate destruction of any
property not belonging to the employee; concealment of defective work; sleeping on the job, failure to report to work for two (2) consecutive work days without notice to the Authority; and excessive tardiness. The Union shall not dispatch to the Authority individuals who have been discharged for good cause.

4. All disciplinary actions including letters of reprimand will remain active in the employee's personnel file for twenty-four (24) months following the date of the underlying incident. Previous disciplinary actions/correspondence older than 24 months will not be used in support of new disciplinary action against an employee. All disciplinary actions/correspondence shall physically remain in the employee's file indefinitely; however, after 24 months following the date of the incident, an employee may in writing, petition the Human Resources Director for its physical removal.

**ARTICLE XVII - GRIEVANCE PROCEDURE**

The following procedures are adopted by the Parties to provide for the orderly and efficient disposition of grievances and are the sole and exclusive procedures for resolving grievances as defined herein.

1. **Definition**

A grievance shall be defined as any dispute that involves the interpretation, application of, or compliance with this MOU. Grievances that proceed beyond step one of the process may be filed only by the Union. The Parties agree that the grievance procedure and arbitration are the sole remedy for resolving disputes that arise from this MOU.

2. **Eligibility**

All members of the bargaining unit can use the grievance process as a method to resolve alleged violations of specific provision(s) of this MOU. The process is also available to the Union for the resolution of issues as defined under Definition above. Union initiated grievances shall begin at Step Two of the process.

3. **Time Limits**

The time limits set forth herein may be extended or waived by mutual agreement of the Parties. Any such agreement must be confirmed in writing. For purposes of time calculation, a "day" is defined as a "working day"; thus, excluding weekends and holidays. Failure by the Authority to respond within the time limits at any level shall be implied as a negative response to the grievance and the Union shall have the right to proceed to the next level. Failure by the Union at any step in the process to adhere to specified time limits shall nullify the grievance and the right to grieve shall be waived and lost.

4. **Steps of the Procedure**

The grievance procedure is a four-level sequential process. Except for grievances involving multiple employees, all employee-initiated grievances must begin at Step One of the procedure. The step procedures set forth herein may be modified or waived by mutual agreement of the Parties. Any such agreement must be in writing.
A. Step One - Immediate Supervisor

An employee shall first attempt to resolve the alleged violation or dispute with his/her immediate supervisor. Not later than the tenth (10th) working day after an employee knew of the alleged violation, the employee and/or his/her representative shall memorialize in written form the grievance to the employee's immediate supervisor and, thereafter, explain orally the grievance to the employee's immediate supervisor. The supervisor shall memorialize in written form a decision and present it to the employee and/or her/his representative within seven (7) working days of receiving the grievance in written form.

B. Step Two - Administrator

If the alleged violation is not resolved informally with the immediate supervisor, the Union shall submit the grievance on behalf of the represented employee, in writing, to the appropriate Administrator within seven (7) working days after receipt of the immediate supervisor's decision. Union initiated grievances shall commence at this step in the process. The Administrator or designee shall render a written decision setting forth the Authority's position within ten (10) working days after receipt of grievances at this level.

Skelly hearings involving disciplinary actions occur at this level, but are not subject to the filing time frames contained in these provisions.

C. Step Three - Executive Director

If the Step Two response is unsatisfactory to the employee and/or the Union, the Union may in writing elevate the grievance to the Executive Director or designee within seven (7) working days after receipt of the Step Two decision. The Executive Director or designee may convene a grievance meeting within fifteen (15) working days with the Union and one (1) bargaining unit member, exclusive of the grievant. The Executive Director shall respond to the grievance within fifteen (15) working days of the meeting, or if none is held, within twenty (20) working days of receipt of the appeal from the Step Two response. Grievances alleging improper dismissal must be filed in writing at Step Three, within seven (7) working days after such dismissal.

D. Step Four - Arbitration

If the Union is dissatisfied with the Step Three response, it may appeal by notifying the Executive Director in writing, within fifteen (15) days of the Step Three decision that arbitration is being invoked. The Parties shall select an arbitrator within fifteen (15) days of receipt of the Unions written notice of its intent to arbitrate. At any time in the process, by mutual agreement of the Parties, an issue may be submitted directly to an arbitrator for resolution. Under these conditions, the arbitration shall be conducted within 60 days, unless delayed by fault of the arbitrator.

1) Arbitration, Arbitrators & Fees

   a) The Parties agree that any arbitration decision will be binding on all parties;

   b) The arbitrator shall be selected by mutual agreement of the Parties from the following list of arbitrators.
c) Except when an agreement of the facts is submitted by the Parties, it shall be the duty of the arbitrator to hear and consider the evidence submitted by the Parties, make written findings of fact, and render a disposition that shall be final and binding on the Parties. The arbitrator shall have no power to amend this agreement or to recommend amendment.

d) Fees and expenses incurred for the arbitrator shall be borne equally by both parties. Fees and expenses incurred for a reporter shall be borne solely by the party requesting such service. If both parties agree to the reporter services, the fees and expenses shall be shared equally by the Parties.

ARTICLE XVIII - WORK CLOTHING, TOOLS, EQUIPMENT & PARKING

1. Within fifteen (15) days following initial appointment, the Authority shall provide two (2) sets of the required uniform items that individuals must wear along with their photo 10 badges during work hours. Each fiscal year thereafter, the Authority shall continue to provide a total of three (3) additional sets of uniform items per employee, to be distributed on or about November 15th and/or May 15th.

2. The Parties will work together through the Labor Management Committee to agree to a mutually acceptable modified uniform requirement that provides both comfort and protection while being adaptable to seasonal weather changes.

3. All tools and equipment required for the performance of the employee's duties shall be provided exclusively by the Authority. Employees shall not bring to work, or be requested by the Authority to supply personal tools or equipment for the performance of assigned duties.

4. The Authority shall provide inclement weather gear when and where conditions dictate.

5. The Authority shall continue to allow individuals to park at no cost on its property.

ARTICLE XIX - WAGES & FRINGE BENEFITS

The Journey Laborer total compensation package shall be increased in accordance with the following schedule and initially allocated among wages and the respective trust funds. As detailed in Appendix B. Wage increases are based on the total taxable/non-taxable wage and benefit package.

- A wage freeze for the period June 1, 2013 through September 30, 2015.

- In the event the Authority's concession proposal to other Housing Authority bargaining units is less than twelve percent (12%) during the period June 1, 2013 through September 30, 2015, inclusive, that amount, which is less than 12%, will be extended to the Union's represented employees in a manner consistent with the overall
economic agreement between the Housing Authority and the union with which it previously agreed.

- Beginning, pay period closest to, October 1, 2011 Local 261 will be given a $1.50/hour increase to maintain benefits.

The Foremen is 10% above the Laborer Journeyman taxable hourly rate and is 5% above the Laborer Foreman taxable hourly rate for General Foremen.

1. The categories of Vacation/Holiday, Health & Welfare, and Pension will comprise the fringe benefit package. Allocation amounts identified by the Union will be forwarded to the respective fund and any reallocation or formula changes shall occur only on July 1ST each year of this MOU. The Authority shall for the duration of this MOU, contribute to the Retirees’ Health & Welfare fund in accordance with appendix B. The Union will notify the Authority in writing of any such changes, and reallocations shall be effective no later than the second pay period following receipt of such notice.

Notwithstanding the provision in Article XIX above, for the period July 1, 2013 through September 30, 2015, the parties agree, as follows:

1. For the period July 1, 2013 through December 31, 2013, the Authority will suspend payment to the Laborers’ Health & Welfare trust fund on behalf of represented employees.
2. Effective January 1, 2014 through December 31, 2014, the Authority will pay $982 per month per represented employee to the Laborers’ Health & Welfare Trust Fund for health benefits.
3. Effective January 1, 2015 through September 30, 2015, the Authority will pay up to $1,000 per month per represented employee to the Laborers’ Health & Welfare trust fund for health benefits.
4. Effective October 1, 2015, the Authority will either pay to the Laborers’ Health & Welfare trust fund the monthly rate in effect to provide health care or propose alternative health coverage for represented employees.

ARTICLE XX - WORKDAY, WORKWEEK, SCHEDULES & OVERTIME

This article defines the normal hours of work and overtime provisions and shall not be construed as a guarantee of hours of work per day nor of days of work per week.

1. Schedule protection: The parties agree to discuss schedule protection in the JLMC.
2. Furlough Hours: One unpaid furlough hour per week for all represented employees.
3. The shifts will be as follows:
   a. Weekday only shift:
      i. Monday through Thursday - 8:00 a.m.-4:30 p.m., and
      ii. Friday-8:00 a.m.-3:30 p.m.
   b. Alternative Shift to provide Weekend Coverage:
      i. Thursday through Monday - 8:30-5:00 p.m., and
      ii. Sunday - 8:30 a.m.-4:00 p.m.
4. **Overtime:** Regularly scheduled weekend coverage shall be paid at his/her regular base hourly rate. If a represented employee works in excess of eight hours on a regular workday, he/she will receive overtime at one and a half times the base hourly rate. Overtime pay will also accrue at the applicable rate if a represented employee works more than 39 hours a week or in excess of seven hours on an unpaid furlough day.

5. **Shift Assignments:** The alternative shift will be filled by "temporary" represented employees first. If there are not enough temporary employees to fill the alternate shift, the Authority shall seek to fill the vacant positions by inverse seniority from the permanent pool in the classification. An employee's seniority is defined in Article XV. If deemed necessary, either party may wish to discuss other cost-equivalent appointment methods related to the alternate shift in the Joint Labor Management Committee. Employees hired on or after July 1, 2011 will be scheduled according to operational needs.

6. **CALL BACK**

Call back pay shall be a minimum of two (2) hours and subject to the overtime provisions in this MOU, if applicable. When an individual is called back and the work is accomplished in less than two (2) hours, the Authority may assign additional work that fulfills the entire two (2) hour period.

7. **HOLIDAYS**

Recognized holidays are New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, the Friday following Thanksgiving Day, and Christmas Day. If any of the above holidays fall on a Saturday the preceding Friday shall be observed as the holiday. Holidays that fall on Sunday, the following Monday shall be observed as the holiday. Except for the preceding holidays, individuals desiring to work shall be allowed to do so, even if the Authority is otherwise closed for business, (Lincoln's Birthday & Admissions Day).

8. **MEAL PERIODS**

Meal periods are one half hour, do not count as time worked, and are not compensable in any way.

**ARTICLE XXI – LEAVES**

1. **WITNESS OR JURY DUTY LEAVE**

Effective October 1, 2002, individuals shall be eligible for paid leave up to a maximum of sixteen (16) working days while going to and from or while serving on jury duty, or answering a subpoena in any case that they are not a litigant. Any jury or witness fee awarded, excluding mileage, shall be deposited with the Authority upon receipt by the individual.

2. **BEREAVEMENT LEAVE**

Effective October 1, 2002 individuals shall be eligible for paid leave due to the death of a parent(s), stepparent(s), grandparent(s), parent(s)-in-law, spouse, domestic partner, child, sibling, grandchild, step child, adopted child, legal guardian or any person who is permanently residing in the household of the employee shall not exceed three (3) days and shall be taken within thirty (30) calendar days of the date of death. Two (2) additional
working days shall be granted if travel of over seventy-five (75) miles is required as a result of the death.

A. Paid leave due to the death of other relatives shall not exceed one (1) working day and shall be taken within thirty (30) calendar days of the date of death. Two (2) additional working days shall be granted if travel of over seventy-five (75) miles is required as a result of the relative's death.

B. The Authority may require the employee to produce documentation validating the legitimacy of the claim. Failure to produce documentation will invalidate a request for paid bereavement leave.

3. SICK LEAVE

Effective October 1, 2013, represented employees shall receive paid sick leave, described below. Sick leave usage procedures shall be addressed in the parties' JLMC.

A. In fiscal year 2013-2014, represented employees shall receive three (3) days of paid sick leave. Any unused sick leave shall not be carried forward to the next fiscal year.

B. In fiscal year 2014-2015, represented employees shall receive three (3) days of paid sick leave. Any unused sick leave shall not be carried forward to the next fiscal year.

C. Effective September 30, 2015, represented employees shall accrue one (1) hour of sick leave for every thirty (30) hours of work.

SIGNATORIES

This MOU has been entered into in accordance with the provisions contained in Article 1, on this ____ day of ______ by the following:

FOR THE SAN FRANCISCO HOUSING AUTHORITY

Barbara T. Smith
Acting Executive Director

FOR THE UNION

Ramon Hernandez
Business Manager
Laborers, Local 261

Vince Courtney
Special Assistant to Business Manager, Northern District Council of Laborers

Joseph Scott
Business Representative
Laborers, Local 261
RESOLUTION NO.: 0012-17
DATE ADOPTED: February 23, 2017

RESOLUTION APPROVING AND AUTHORIZING THE ACTING EXECUTIVE DIRECTOR TO ENTER INTO AN EXTENSION AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO AND THE LABORERS' INTERNATIONAL UNION AFL-CIO LOCAL 261

WHEREAS, the Housing Authority of the City and County of San Francisco (Authority) entered into a Memorandum of Understanding with the Laborer’s International Union AFL-CIO Local 261 (Union) that was effective for the duration of June 1, 2013 through September 30, 2015;

WHEREAS, the Authority and the Union have tentatively agreed to extend the duration of the Memorandum of Understanding (MOU) from October 1, 2015 through January 31, 2017 (hereinafter “Extension Agreement”);

WHEREAS, the Board of Commissioners (Board) of the Authority is the governing body and approval is requested to authorize the Acting Executive Director to enter into this Extension Agreement;

WHEREAS, under the Extension Agreement, each regular, full-time maintenance employee covered by this Extension Agreement who remains employed at the time of the disbursement, shall receive a one-time, lump sum payment of $1,750.00;

WHEREAS, each temporary employee covered by this Extension Agreement who was hired on or before August 20, 2015 and who remains employed at the time of this disbursement shall also receive a one-time, lump sum payment of $1,750.00;

WHEREAS, in accordance with the Extension Agreement each temporary employee covered by this Extension Agreement who was hired after August 20, 2015 and who remains employed at the time of this disbursement shall receive a one-time, lump sum payment of $250.00.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The above recitals are true and correct, and together with the staff report, form the basis for the Board of Commissioners’ actions as set forth in this resolution.

2. The Laborers MOU Extension as described herein is approved, and the Acting Executive Director is hereby authorized to enter into the Extension Agreement with Local 261.

3. This Resolution shall take effect immediately.

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APPROVED AS TO FORM AND LEGALITY:

Dianne Jackson McLean,
Goldfarb & Lipman, LLP
Special Legal Counsel

Date: February 23, 2017

REVIEWED BY:

Barbara T. Smith
Acting Executive Director

Date: February 23, 2017
BASIC WAGES
Mechanic-Step 1 $21.4002
Mechanic-Step 2 $22.4652
Mechanic-Step 3 $23.5838
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Effective October 1, 2017, the IPF changed to $1.17/hour.
The Maint Mechanic gets Step 4 pay for the 1st seven working days, then go to Step 5.
Memorandum of Agreement
Between San Francisco Housing Authority and
Laborers’ International Union, Local 261

RAD Impacts
May 27, 2015

The San Francisco Housing Authority ("SFHA") and the Laborers’ International Union, Local 261 ("Union") have met and conferred over all identifiable impacts to bargaining unit members due to the anticipated implementation of the Rental Assistance Demonstration program ("RAD Program").

1. It is understood that United States Department of Housing and Urban Development ("HUD") has accepted certain SFHA Properties into the RAD and Section 18 Programs ("the RAD Program"). Those programs, if implemented, will result in the transfer of these properties to the control of third party non-profit partnerships and affiliated entities. Once transfer of properties is complete, the parties anticipate that there will be a reduction in the number of positions at the SFHA represented by the Union.

2. Specifically, the parties anticipate that the following chart reflects the maximum number of permanent, non-Force Account positions (represented by Union) that would be eliminated in both Phase I and II of the RAD program:

<table>
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<tr>
<th>Position</th>
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<td>9</td>
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<td>33</td>
<td>25</td>
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</table>
Memorandum of Agreement
Between SFHA & Laborers

3. It is anticipated that Phase 1 conversions will take place in the fall of 2015, and that Phase 2 will occur approximately a year later. As arrangements are not final, there may be changes in the number of units being converted as well as the timing.

4. Under the terms of the RAD program, all maintenance activities on the sites will be under the sole and exclusive control of Developers, who will be responsible for all maintenance on the Properties.

5. RAD conversion will make possible nearly $500 million in private investment to rehabilitate the RAD properties. The parties have agreed that the construction work will be performed pursuant to a Project Labor Agreement (PLA) with the San Francisco Building Trades Council and all of its affiliates, including the signatories to this agreement. A copy of the agreement is attached as ATTACHMENT A to this MOA.

6. SFHA gave notice to the Union in February 2014 of its intention to proceed with the RAD conversion program, Phases 1 and 2, as approved by HUD. In addition to meeting and conferring with the San Francisco Building Trade Council over the terms of the PLA, the parties have completed meet and confer over the bargainable impacts of the RAD program. Resulting from that meet and confer, the parties agree as follows:

A. Layoff and Displacement Impacts. SFHA and Local 261 have worked in cooperation to identify employees in the Local 261 bargaining unit impacted by the position reductions resulting from the implementation of the RAD Program. SFHA will work with these identified, impacted employees from the execution of this Agreement until 90 days after the transfer of ownership, pursuant to the RAD Program, of the last SFHA property to help find alternative employment for employees laid off due to RAD implementation. In particular, SFHA shall:

   i. Provide current seniority rosters by classification to Local 261 within a month of this Agreement;

   ii. Provide a complete list of SFHA employees in Local 261 represented classifications to be laid off ("Layoff List"). Updates of the layoff List will be provided to Local 261 as necessary but no less than quarterly or when SFHA becomes aware of potential actual layoffs;

   iii. Provide a status report to Local 261 that includes propose displacement actions resulting from the anticipated layoffs of Local 261 represented classifications or as SFHA becomes aware of such proposed displacement actions but not less than quarterly;

   iv. Provide Local 261 a current organizational chart every six months or twice a calendar year;
Memorandum of Agreement
Between SFHA & Laborers

v. Identify positions that are vacated in same or similar classifications in SFHA that impacted Local 261 employees may transfer or promote into consistent with agency policies;

vi. Obtain from the City and County of San Francisco classification matches for employees in the Maintenance Mechanic class;

vii. Manage attrition in impacted classifications during the effective period of this Agreement with the intent to minimize and decrease the actual number of layoffs of permanent employees eventually implemented to the greatest feasible extent; and

It is the desire of the parties that the SFHA employees impacted by the RAD implementation remain in public employment to the maximum extent possible.

B. In addition, SFHA shall provide impacted employees with job transition support services. This includes but is not necessarily limited to:

i. Other Bay Area Housing Authorities: SFHA shall contact all other housing authority agencies in the San Francisco Bay Area (Counties: Alameda, Contra Costa, Marin, Napa, Santa Clara, San Mateo) to ascertain vacancies and other potential job opportunities for all impacted employees and request recruitment bulletins be sent to both SFHA and Local 261 designated representatives for distribution.

ii. RAD Developers: SFHA shall work with the new property developers to ascertain new job and/or vacancy postings and provide such postings to impacted employees. All developers have agreed to interview impacted SFHA employees interested and qualified for position vacancies. SFHA agrees to work with displaced employees and RAD developers to place the maximum number of impacted employees.

iii. Employment Workshops or Trainings: SFHA, through the JTSSP, will provide training workshops on resume-writing, interviewing skills, tax credit certification, test-taking, and assistance applying for other employment including processes and procedures for seeking permanent employment at the CCSF.

C. SFHA shall retain a minimum of 25 permanent Maintenance Mechanics after the RAD-related layoffs in both phases. It is understood this number may change in the future if the Housing Authority substantially remodels or ceases to operate its remaining housing units.

D. SFHA pledges to work with the Union and the City and County of San Francisco to place at least ten (10) laid off permanent Maintenance Mechanics in alternative
Memorandum of Agreement
Between SFHA & Laborers

employment with the City. It is understood that the City and County is a separate employer, and is not a party to this agreement. The Parties will continue to meet and confer with over the best means of accomplishing this commitment.

E. If additional layoff mitigations are offered to any other union employing skilled trades workers at the SFHA, including but not limited to severance pay, SFHA agrees to negotiate an equivalent benefit for Local 261 members. It is understood that this pledge shall not include any payments SFHA may make in settlement of trust fund disputes with other unions.

F. SFHA shall continue to participate in and support the development of the Local 261 pre-apprenticeship program. Local 261, in turn, agrees to work with the Housing Authority to place SFHA residents in the program.

G. The San Francisco Housing Authority Commission shall approve the negotiated PLA (ATTACHMENT A) as a requirement for all Developers and contractors who perform RAD work on facilities formerly managed by SFHA;

H. In exchange for the above agreements, the Union, its officers, directors, agents and members shall forever discharge and agree not to pursue any legal or administrative action against SFHA, its Commissioners, officers, directors, agents and employees from any and all actions, claims, judgments, obligations, damages, and liabilities of any kind and character which they may have or ever had arising from the application or implementation of the RAD Program, including but not limited to:

i. Any and all claims for wages, salary, paid leave and/or benefits on behalf of its members;

ii. Any litigation, charges, grievances now pending or contemplated by the signatory unions, or which might at any time be filed, including without limitation any and all matters arising out of the RAD program including the SFHA’s decision to apply for and implement the RAD program;

iii. Any and all claims relating to the RAD program’s impact on the MOU, express or implied, and/or upon the wages, hours, or conditions of employment of any bargaining unit members, express or implied;

iv. Any and all claims for attorneys’ fees or costs.

v. The union shall dismiss its grievance dated May 22, 2015 on behalf of Maintenance Generalist IIs.

I. The Union does not object to the revisions to the Maintenance Mechanic job description attached as ATTACHMENT B.
Memorandum of Agreement
Between SFHA & Laborers

7. This Agreement sets forth the entire agreement between the parties and supersedes any and all prior agreements between the parties, written or oral, pertaining to the subject matter of this Agreement. It is hereby understood and agreed that, other than those that are expressly contained herein, no party has made any promises, representations, understandings or warranties. The terms of this Agreement are contractual and not mere recitals.

8. The parties agree that each and every provision of this agreement is severable, and a decision by a court or arbitrator not to enforce one provision of the agreement shall have no effect on any other provision of this agreement.

9. Each party has cooperated in the drafting and preparation of the Agreement. Hence, in any construction to be made of this Agreement, the same shall not be construed against any party on the basis that the party was the drafter.

10. This agreement is subject to the approval of the San Francisco Housing Authority Board of Commissioners.

ATTACHMENT A: Project Labor Agreement
ATTACHMENT B: Maintenance Mechanic Job Description (Revised)

IN WITNESS WHEREOF, the Parties hereto have executed this agreement this 26th day of May, 2015.

FOR UNION:

Ramon Hernandez, Business Manager
Laborers’ International Union, Local 261
Memorandum of Agreement
Between SFHA & Laborers

FOR SFHA:

Barbara Smith, Acting Executive Director
San Francisco Housing Authority

Joaquin Torres, President
San Francisco Housing Authority
Commission

Approved as to form:

Jonathan Holtzman, Counsel for
San Francisco Housing Authority
Memorandum

To: Board of Commissioners
From: Brenda Morales, Housing Development and Modernization RAD Project Manager
Re: General Update, RAD Implementation
Date: January 22, 2018

This memorandum provides a general update on the implementation activities of MOHCD, SFHA staff and the eight cluster developers for the RAD projects.

Phase I. Recent accomplishments:
- Construction is ending at all sites, with work completed almost at 100%.

Phase II. Recent accomplishments:
- Construction is underway at all sites, with work completed averaging 62%.

Please see additional materials, attached, for more detail on the progress of each project.

1. Excel report addressing all 14 Phase I projects
2. Excel report addressing all 14 Phase II projects
3. Slide show of 227 Bay & 990 Pacific
4. RAD Service funding update by Helen Hale
<table>
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<th>DEVELOPER</th>
<th>SITE</th>
<th>% CONSTRUCTION</th>
<th>ESTIMATED COMPLETION DATE</th>
<th>RELLOCATION</th>
<th>LEASE ENFORCEMENT / EVICTIONS</th>
<th>MAINTENANCE</th>
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### December PHASE I spreadsheet

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**COMMENTS**

SAFETY

WORK ORDERS

MAINTENANCE

LEASE ENFORCEMENT / EVICTIONS

RELOCATION

CONSTRUCTION

% CONSTRUCTION

ESTIMATED COMPLETION DATE

RELOCATION

LEASE ENFORCEMENT / EVICTIONS

MAINTENANCE

SAFETY

WORK ORDERS

COMMENTS

Packet Pg. 43
1. Phase 1 Service Connection Summary: More details provided in Phase 1 reports
   a. City funded DAAS (Senior / Disabled buildings) contract is providing service connection support in conjunction with their building operating budget.
      i. Sites and provider:
         1. Cluster 1 – 227 Bay and 990 Pacific (CCDC - provider)
         2. Cluster 3 – 430 Turk and 939/951 Eddy (NCPHS - provider)
         3. Cluster 4 – 666 Ellis (CHP provider)
         4. Cluster 6 – 25 Sanchez, 462 Duboce and 255 Woodside (NCPHS - provider)
         5. Cluster 7 – 1880 Pine, 345 Arguello, and 491 31st Avenue (Mercy - provider)
      ii. Scope of Work and Budget monitored by DAAS with support from MOHCD.
      iii. Building operations budget allows for 1:100 FTE services staff, but with City dollars it improves the staffing ratio to 1:75 and provides program support, supervision and administrative costs
      iv. New contract year began 7.1.2017 for FY 2017/18
   b. City funded MOHCD (Family buildings) contract is providing service connection support in conjunction with their building operating budget.
      i. Sites and provider:
         2. Cluster 5 – Holly Courts (Urban Services YMCA – provider)
         3. Cluster 8 – Hunter Point E & W (SFHDC – provider)
      ii. Scope of Work and Budget monitored by MOHCD.
      iii. Building operations budget allows for 1:100 FTE services staff, but with City dollars it improves the staffing ratio to 1:75 and provides program support, supervision and administrative costs
      iv. New contract year began 7.1.2017 for FY 2017/18
   c. Bank of America loan additional services funding
      i. For construction period only
         1. 2 properties have converted to permanent loan and are officially out of construction – 430 Turk and Eddys
      ii. Scope of work and budgets submitted and approved by MOHCD for all 14 Phase 1 properties. MOHCD monitors and approves this BOA work.
      iii. Primary focus is increased staff and support during relocation and construction including mental health support, housekeeping, health and wellness activities, youth programs, community projects, field trips, stipends, and coordinated care plans.
   d. MOHCD has approved all 14 Phase 1 Housing Retention plans.
   e. Ongoing support/ dialogue for transition of Tenant Councils to new owners.
      MOU in negotiation between new owners, Tenant Councils and CCS / PHTA.
      i. 14 MOUs signed
      ii. 1 unsigned (inactive)
iii. MOHCD providing support to implementation of elections, operations, and funding streams to both owners and TAs

f. RAD Phase 1 properties Legal Status update for Calendar Year 2017 to be provided next month.

2. Phase 2 Service Connection Summary: More details provided in Phase 2 reports

a. City funded DAAS (Senior / Disabled buildings) contract is providing service connection support in conjunction with their building operating budget.
   i. Sites and provider:
      1. Cluster 3 – 1750 McAllister (CHP – provider) and Rosa Parks (NCPHS – provider)
      2. Cluster 4 – 350 Ellis (Glide – provider) and 320/330 Clementinas (NCPHS – provider)
      3. Cluster 6 – Mission Dolores and 3850 18th Street (NCPHS – provider)
      4. Cluster 7 – JFK, 170 Bush, and 2698 California (Mercy provider)
   ii. Scope of Work and Budget monitored by DAAS with support from MOHCD.
   iii. Building operations budget allows for 1:100 FTE services staff, but with City dollars it improves the staffing ratio to 1:75 and provides program support, supervision and administrative costs.
   iv. New contract year began 7.1.2017 for FY 2017/18

b. City funded MOHCD (Family buildings) contract is providing service connection support in conjunction with their building operating budget.
   i. Sites and provider:
      1. Cluster 1 – Ping Yuen and Ping Yuen North (CCDC – provider)
      2. Cluster 2 – Westside Courts (FRH Consulting – provider)
      3. Cluster 5 – Alemany (Urban Services YMCA – provider)
      4. Cluster 8 – Westbrook (SFHDC – provider)
   ii. Scope of Work and Budget monitored by MOHCD.
   iii. Building operations budget allows for 1:100 FTE services staff, but with City dollars it improves the staffing ratio to 1:75 and provides program support, supervision and administrative costs.
   iv. New contract year began 7.1.2017 for FY 2017/18

b. City funded MOHCD (Family buildings) contract is providing service connection support in conjunction with their building operating budget.
   i. Sites and provider:
      1. Cluster 1 – Ping Yuen and Ping Yuen North (CCDC – provider)
      2. Cluster 2 – Westside Courts (FRH Consulting – provider)
      3. Cluster 5 – Alemany (Urban Services YMCA – provider)
      4. Cluster 8 – Westbrook (SFHDC – provider)
   ii. Scope of Work and Budget monitored by MOHCD.
   iii. Building operations budget allows for 1:100 FTE services staff, but with City dollars it improves the staffing ratio to 1:75 and provides program support, supervision and administrative costs.
   iv. New contract year began 7.1.2017 for FY 2017/18

c. Bank of America loan additional services funding
   i. For construction period only
   ii. Scope of work and budgets submitted and approved by MOHCD for all 14 Phase 2 properties. MOHCD monitors and approves this BOA work.
   iii. Primary focus is increased staff and support during relocation and construction including mental health support, housekeeping, health and wellness activities, youth programs, community projects, field trips, stipends, and coordinated care plans.

d. MOHCD has approved all 14 Phase 2 Housing Retention plans.

e. Ongoing support/ dialogue for transition of Tenant Councils to new owners. 
MOU in negotiation between new owners, Tenant Councils and CCSD / PHTA.
   i. 11 MOUs signed (2 will require a bit of help to get operational – Mission Dolores and 18th Street)
   ii. 2 MOUs unsigned (MOHCD helping with last 2 - JFK and 1750 McAllister)
iii. MOHCD providing support to implementation of elections, operations, and funding streams to both owners and TAs

f. RAD Phase 2 properties Legal Status update for October 2016 through Calendar Year 2017 to be provided next month.

3. Workforce Update:
   a. 7 Family Sites each received funding from MOHCD for employment services. This work includes: 1FTE employment specialist, barrier removal and program support costs. **These funds are intended to support implementation of construction projects although it has also supported non construction employment.** Funds have been provided since April 2015 through MOHCD. Scopes of work and budgets were completed and executed for every contract year. Phase 1 workforce contracts concluded June 30, 2017, but sites are hopeful that workforce services will be included in the permanent operating budget for Robert B. Pitts and Hunters Pont E & W (increased FMR uses). The current City contracts are for Phase 2 sites only.
      i. Sites and Provider:
         1. Cluster 1 - Ping Yuens (Self Help for the Elderly and Young Community Developers)
         2. Cluster 2 – Westside Courts (FRH Consulting)
         3. Cluster 5 – Alemany (Young Community Developers)
         4. Cluster 8 – Westbrook (Hunters Point Family)
      b. Sites are providing assessments, job readiness training, barrier removal and placement according to their FY 17-18 scope of work.
      c. MOHCD is monitoring this work in collaboration with OEWD.
      d. Employment Specialists are sharing space with Service Connectors on site.
      e. OEWD staff have established support for construction assessments, job readiness, CityBuild, placement, and compliance
      f. Summary of activities for December 2017
         i. # of completed new assessments:
            1. 1 for Ping Yuens
            2. 2 for Westside Courts
            3. 2 for Alemany
            4. 8 for Westbrook
         ii. # of CityBuild referrals:
            1. 0 from Cluster 1
            2. 0 from Cluster 2
            3. 7 from Cluster 5
            4. 4 from Cluster 8
         iii. # of other job referrals broken out by type:
            1. 25 referrals
               a. Neighborhood Access Points / General Job Search
               b. Administrative / Office
               c. Construction
            iv. # of job ready participants and potential next steps:
               1. 1 placement from Cluster 1 – IHSS worker
               2. 7 placements from Cluster 5 – Construction
3. 4 placements from Cluster 8 – Shanska US Building, Inc, McGuire & Hester, Local 261 Apprenticeship, Office Team Staffing service

v. # of job readiness workshops and # of participants:
   1. Ping Yuen (JRT class) 1 participant
   2. Alemany (JRT class) 7 participants
   3. Westbrook (JRT class) 1 participant

vi. # of Barrier Removal applicants (reason)
   1. Cluster 1 – 1 (Shoes, Inserts, Water Bottles)
   2. Cluster 5 – 4 (Work Boots, Tools, Clipper Cards)

vii. Outreach Strategy – door to door, telephones, office hours, canvassing, employment workshops, flyers, neighborhood partnerships, and participation in onsite events. Additional specifics:
   1. Neighborhood Access Point doing more intentional targeted outreach at sites as well as topical workshops to promote interest in employment
   2. “Partnership” with influential residents who have been instrumental in recruiting young men/women to visit offices, and work with employment specialists
   3. Supported on site community building activities for better engagement and development of trust with residents.
   4. Continued partnership with SVIP at Cluster 2, 5 & 8 properties
   5. Intentional Workforce partnerships with Southeast businesses
   6. Workforce Surveys at Cluster 5 (Alemany)
   7. Gift card Incentive at Alemany, PY and PYN for completion of assessment and job readiness workshops

viii. Section 3 business development
   1. Cluster 2 – Royalty Pro Painting has successfully completed the registration process. They are working at Pitts as subcontractor and been chosen as a subcontractor at Westside Courts
   2. Cluster 8 – 6 approved/certified: Gold Standard Painting, Hercules Builders, YCAT, Empire Construction, Green Globe Construction, and B & C Painting and Decorating

4. Ongoing Services Related RAD meetings
   a. Services Working group:
      i. Focuses on improved service strategies, outcomes and goals to support RAD sites as well as coordination with City systems. Intentional partnerships with HSA, DAAS, DCYF, First 5, OEWD. APD, JPD, SFPD, HOM, and DPH.
   b. Housing Retention Working group:
      i. Focuses on supporting property management systems, partnership with services, implementation of RAD polices, and coordination with SFHA. A housing first model focused on housing stability for tenants.
   c. Service Connectors Check In
      i. Provides onsite service coordinators a forum to support best practice and solutions to challenges. MOHCD staff shares SFHA updates (rent
calculations, add family members, income changes), lease ups, relocation, construction, housing retention plans, and city resources.

d. Workforce Check In
   i. Provides onsite employment specialists a forum to support best practice and strategies to get residents working and/or enrolled in school or training program including removing barriers. MOHCD and OEWD staff shares leadership of this work.

5. Other MOHCD RAD related contracts:
   a. Legal Advocacy/ Eviction Prevention – Staff positions to support RAD residents who have disputed rent balances and pending legal action including understanding their rights and support with legal procedures. Funding comes from General Fund and Housing Trust Funds dollars.
      a. Positions filled at both HRC and BALA
      b. Additional support through the Eviction Defense Collaborative partners for legal issues and rental assistance if appropriate referral
      c. Active Caseload as reported in their monthly invoices/reports
      d. HRC and BALA are providing presentations at RAD community meetings or tenant workshops about their services as requested. Flyers are distributed through mailings or posted throughout designated site.
      e. Staff are working closely with SFHA on file reconciliation process to support residents who need to get into repayment agreements.
      f. Staff are working closely with MOHCD and new owners (property management and services) in legal cases if appropriate.
      g. HRC and BALA regularly participate in RAD Housing Retention Working group and Wait list Working group.
227 Bay St

Partner developer:
Chinatown Community Development Center
41 units
990 Pacific
Partner Developer:
Chinatown Community Development Center
Human Resources
Committee Report: January 2018

San Francisco Housing Authority
Presented by: Scott Hunter, Director Human Resources
Agency Data

<table>
<thead>
<tr>
<th>Union Demographics</th>
<th>%</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Rep</td>
<td>3%</td>
<td>7</td>
</tr>
<tr>
<td>Confidential</td>
<td>7%</td>
<td>18</td>
</tr>
<tr>
<td>MEA</td>
<td>10%</td>
<td>25</td>
</tr>
<tr>
<td>SEIU Admin</td>
<td>37%</td>
<td>92</td>
</tr>
<tr>
<td>Painter</td>
<td>6%</td>
<td>15</td>
</tr>
<tr>
<td>Laborer</td>
<td>18%</td>
<td>44</td>
</tr>
<tr>
<td>Custodian</td>
<td>2%</td>
<td>4</td>
</tr>
<tr>
<td>Glazier</td>
<td>1%</td>
<td>2</td>
</tr>
<tr>
<td>Carpenter</td>
<td>6%</td>
<td>16</td>
</tr>
<tr>
<td>Electrician</td>
<td>4%</td>
<td>10</td>
</tr>
<tr>
<td>Plumber</td>
<td>4%</td>
<td>9</td>
</tr>
<tr>
<td>Steamfitter</td>
<td>2%</td>
<td>5</td>
</tr>
<tr>
<td>Tile Layer</td>
<td>1%</td>
<td>3</td>
</tr>
</tbody>
</table>

250

- **35** Temporary Force Account Workers
- **49** Temporary General Employees
- **166** Regular Full-Time Employees

As of 1/10/18
Agency Data

**Gender**

- Male: 47%
- Female: 53%

As of 1/10/18

**Race**

- Asian: 21%
- Black/African American: 38%
- Hispanic/Latino: 24%
- Native Hawaiian/Pacific Islander: 2%
- Two or More Races: 5%
- White/Caucasian: 10%

Percentage
## Recruitments:

<table>
<thead>
<tr>
<th>Vacant Position Title</th>
<th>Department</th>
<th>CBU/As soc</th>
<th>No. of Vacancies</th>
<th>Temp/Permanent</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Service Rep</td>
<td>HCV</td>
<td>Non-Rep</td>
<td>2</td>
<td>Permanent</td>
<td>2nd interviews set for 01/12/18 &amp; 01/16/18</td>
</tr>
<tr>
<td>Management Analyst</td>
<td>HCV</td>
<td>MEA</td>
<td>1</td>
<td>Permanent</td>
<td>Reviewing resumes</td>
</tr>
<tr>
<td>Sr. Eligibility Clerk</td>
<td>HCV</td>
<td>SEIU</td>
<td>1</td>
<td>Permanent</td>
<td>01/12/18 – Posting position</td>
</tr>
<tr>
<td>Systems Administrator</td>
<td>IT</td>
<td>MEA</td>
<td>1</td>
<td>Permanent</td>
<td>Temporary Contractor in place.</td>
</tr>
<tr>
<td>Principal Business Analyst</td>
<td>IT</td>
<td>MEA</td>
<td>1</td>
<td>Permanent</td>
<td>Temporary Contractor in place.</td>
</tr>
<tr>
<td>Construction Inspector</td>
<td>Housing Dev &amp; MOD</td>
<td>SEIU</td>
<td>1</td>
<td>Permanent</td>
<td>01/08/18 – Hired</td>
</tr>
<tr>
<td>Sr. Accountant</td>
<td>Housing Dev &amp; MOD</td>
<td>SEIU</td>
<td>1</td>
<td>Permanent</td>
<td>Offer made to candidate to start on 01/29/18</td>
</tr>
<tr>
<td>Eligibility Worker II</td>
<td>Gov’t Affairs &amp; Policy</td>
<td>SEIU</td>
<td>1</td>
<td>Temporary</td>
<td>Possible internal candidate</td>
</tr>
</tbody>
</table>

As of 1/10/18
## Corrective Action Plan Update

<table>
<thead>
<tr>
<th>Action Plan Item</th>
<th>Results and Determinations from Assessment</th>
<th>Desired Outcome</th>
<th>Measures to Achieve Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources 01</td>
<td>SFHA has developed strategic plans for employee performance planning reviews, on-boarding and ongoing training for employees, supervisors, and senior leadership. However, not all of the tactical plans for these areas have been fully implemented.</td>
<td>SFHA fully implements tactical plans for employee performance planning reviews, on-boarding and ongoing training for employees, supervisors, and senior leadership.</td>
<td>Confirmation that SFHA has fully implemented tactical plans for employee performance planning reviews, on-boarding and ongoing training for employees, supervisors, and senior leadership.</td>
</tr>
</tbody>
</table>
Employee Performance Management & Reviews

1. **October 2016**
   - The SFHA embarked on a new performance management program.
2. **October - December 2016**
   - Department Directors completed a SMART Goal workshop and completed SMART Goals for all classifications within their units.
3. **December 2016**
   - All 42 supervisors were trained in Performance Management, Communication and Feedback.
4. **January 2017**
   - Managers review SMART Goals with SFHA employees
5. **April 2017**
   - 1st Quarter Review (Non-Quantitative)
6. **July 2017**
   - 2nd Quarter Review (Non-Quantitative)
7. **October 2017**
   - 3rd Quarter Review (Non-Quantitative)
8. **January 2018**
   - 2017 Full Year Evaluation (Quantitative)
Training & Development
Sample Development Plan

Department Leadership
- Strategic Planning
- Team Building/Group Work
- Project Management
- Fiscal Management

Department Skill Specific
- Labor & Employee Relations
- Employment & Legislative Acts
- I 9 Form Compliance
- Benefits Administration Protocol
- Business Writing/Email Etiquette for HR Professionals
- Contract Writing & Negotiations
- Labor Regulations

Department Essential
- Records Management
- Proof Reading
- De-escalation Training
- HR Personnel Policies
- Interdepartmental Policies/Procedure

ALL STAFF Essential
- Trauma Informed
- Fair Housing Compliance
- Anti-Bullying & Anti-Violence
- Diversity & Inclusion
- New Employee Orientation NED
- Fraud Prevention
- Sexual Harassment Prevention
- Safety and IIP
- Cultural Sensitivity
- Ethics Training
- Customer Service
- LEP Training
- Supervisor Training Series

FOUNDATIONAL TRAINING FOR
- CP Training
- Voice Mail Training
- HUD Procurement Procedures
- OSHA Introduction Training
- Foundations of Acuity
- Onboarding
- Introduction to Employee Involving Elite Work Orders
- Understanding the ID/RF System
Training & Development

Training Program Overview

Leadership Excellence and Development

Building Agency Staff Excellence

Supervisors

Non-Supervisors
Training and Development

LE.A.D. (Leadership Excellence And Develop) Program began September 27th, 2017. To facilitate an atmosphere of participatory learning, all Managers for SFHA are placed in Leadership Cohorts and will take the entire program with their groups. The program consists of five modules for all managers. A sixth module, Advancing the Cause, is specifically designed for strategic and succession planning for Senior Leadership staff.

Foundational Leadership
The Authentic Leader
The Art of Effective Communication
Leading Diverse Teams
Collaboration & Project Management
Advancing the Cause
Training and Development

B.A.S.E (Building Agency Staff Excellence) Program will begin in Spring 2018. The program consists of modules designed for all staff that correspond to the L.E.A.D. Program in several ways specifically:

- Communication & Supportive Environments
- De-Escalation & Conflict Management
- Building Inclusive Environments
- Exemplary Customer Service
- Business Etiquette & Work Efficiency

Through this program we will foster a deeper understanding of the Ethos, Mission and Vision of our agency, thus broadening the connection each person has with their contributions to those we serve.
New Employee Orientation/Onboarding

Pre-Employment
The Pre-Employment section is the pre start date portion of the onboarding process.
Offer letter/paperwork
Welcome chat with HR or Manager
Getting to know you questionnaire
Workspace configuration questionnaire
Welcome to the Bay Area e-mail

Onboarding
A comprehensive overview and welcome session lasting between 4 hours for temporary/PT to 3 days for FT regular staff.

New Hire Paperwork
Policies and Information
Benefits
Union specific information
SFHA aspires to be a green business
Perks
Who We Are (Ethos, History, Org Chart)
SFHA Building Tour
### Training & Development

<table>
<thead>
<tr>
<th>Course</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyber Security</td>
<td>This mandated policy training initiative is scheduled for <strong>Spring 2018</strong></td>
</tr>
<tr>
<td>Trauma Informed</td>
<td><strong>80%</strong> of SFHA staff have attended. More sessions are being coordinated with DPH for remaining employees to attend.</td>
</tr>
<tr>
<td>Fair Housing/Document Retention and Fraud Prevention</td>
<td>SFHA Internal policy training for all staff to be scheduled in <strong>Spring 2018</strong>.</td>
</tr>
<tr>
<td>HCV Specialist</td>
<td>SFHA Program Training scheduled for 70 employees throughout <strong>January and February 2018</strong> - Currently, <strong>29</strong> have completed this training on <strong>1/12/18</strong>.</td>
</tr>
<tr>
<td>Property Manager Essentials</td>
<td>All SFHA property managers attended training <strong>10/26</strong>.</td>
</tr>
<tr>
<td>Sexual Harassment for Non Supervisors</td>
<td><strong>84%</strong> of staff have attended; Remaining will be scheduled in <strong>Spring 2018</strong>.</td>
</tr>
<tr>
<td>Workplace Violence Prevention</td>
<td>ALL staff attended and participated in training: <strong>10/3/17 - 10/4/17</strong></td>
</tr>
</tbody>
</table>

As of 1/10/18
Training and Development

Successes for 2017/18

- 100% participation in the DISC Communication Assessment and training program for all supervisors
- 100% participation in the Performance Management and Evaluation training program for all supervisors
- 100% participation in the LEP Program for ALL agency staff
- Launch of the comprehensive L.E.A.D. Program for agency supervisors, the first 2 of 5 courses in this program are already scheduled throughout Fall/Winter 2017.
- 100% participation in the Sexual Harassment Prevention mandatory training requirement for all supervisors
- Seventeen newly certified Hearing Officers were trained over a 2 day course in December 2017.
- Approximately 50% of HCV Staff completed the HCV Specialist training on 1/12/18.

As of 1/10/18
The Mission of the San Francisco Housing Authority is to deliver safe and decent housing for low income households and integrate economic opportunity for residents.

Questions?
San Francisco Housing Authority (SFHA)

Leased Housing Programs
SEMAP and Program Updates as of December 31, 2017
<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Utilization Summary</td>
<td>3 - 7</td>
</tr>
<tr>
<td>Program Leasing Summary</td>
<td>8 - 10</td>
</tr>
<tr>
<td>PIC Reporting Rate</td>
<td>11 - 12</td>
</tr>
<tr>
<td>Operational Updates – Recertifications and Inspections</td>
<td>13 - 14</td>
</tr>
<tr>
<td>Section Eight Management Assessment Program (SEMAP)</td>
<td>15 - 16</td>
</tr>
<tr>
<td>Corrective Action Plan Items</td>
<td>17-21</td>
</tr>
</tbody>
</table>
HCV Program Utilization CY17

**Summary Graph A**

- **Leasing %**
- **BA Utilization**
- **BA+ NRA Utilization**

<table>
<thead>
<tr>
<th>Month</th>
<th>UMA</th>
<th>UML</th>
<th>Leasing %</th>
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<tbody>
<tr>
<td>JAN</td>
<td>8,632</td>
<td>8,981</td>
<td>104%</td>
</tr>
<tr>
<td>FEB</td>
<td>10,428</td>
<td>9,047</td>
<td>87%</td>
</tr>
<tr>
<td>MAR</td>
<td>10,471</td>
<td>9,076</td>
<td>87%</td>
</tr>
<tr>
<td>APR</td>
<td>10,553</td>
<td>9,159</td>
<td>87%</td>
</tr>
<tr>
<td>MAY</td>
<td>10,630</td>
<td>9,120</td>
<td>86%</td>
</tr>
<tr>
<td>JUN</td>
<td>10,683</td>
<td>9,955</td>
<td>93%</td>
</tr>
<tr>
<td>JUL</td>
<td>10,883</td>
<td>9,440</td>
<td>87%</td>
</tr>
<tr>
<td>AUG</td>
<td>10,949</td>
<td>9,598</td>
<td>88%</td>
</tr>
<tr>
<td>SEP</td>
<td>10,965</td>
<td>9,544</td>
<td>87%</td>
</tr>
<tr>
<td>OCT</td>
<td>11,322</td>
<td>9,914</td>
<td>88%</td>
</tr>
<tr>
<td>NOV</td>
<td>11,454</td>
<td>9,588</td>
<td>84%</td>
</tr>
<tr>
<td>YTD</td>
<td>116,970</td>
<td>103,422</td>
<td>88%</td>
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</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>ABA</th>
<th>HAP</th>
<th>BA plus NRA</th>
<th>BA Utilization</th>
<th>BA plus NRA Utilization</th>
<th>PUC</th>
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<tbody>
<tr>
<td>JAN</td>
<td>$12,319,656</td>
<td>$11,773,677</td>
<td>$12,319,656</td>
<td>96%</td>
<td>$1,310.95</td>
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<tr>
<td>FEB</td>
<td>$12,257,863</td>
<td>$12,101,250</td>
<td>$12,257,863</td>
<td>99%</td>
<td>$1,337.6</td>
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<tr>
<td>MAR</td>
<td>$12,373,352</td>
<td>$12,239,362</td>
<td>$12,373,352</td>
<td>99%</td>
<td>$1,348.54</td>
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<tr>
<td>APR</td>
<td>$11,467,340</td>
<td>$12,768,845</td>
<td>$11,467,340</td>
<td>111%</td>
<td>$1,394.13</td>
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<tr>
<td>MAY</td>
<td>$11,410,938</td>
<td>$12,509,983</td>
<td>$11,410,938</td>
<td>113%</td>
<td>$1,415.57</td>
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<tr>
<td>JUN</td>
<td>$11,400,194</td>
<td>$13,100,492</td>
<td>$11,400,194</td>
<td>115%</td>
<td>$1,315.97</td>
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<tr>
<td>JUL</td>
<td>$16,549,807</td>
<td>$14,212,453</td>
<td>$16,549,807</td>
<td>86%</td>
<td>$1,505.56</td>
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</tr>
<tr>
<td>AUG</td>
<td>$16,554,273</td>
<td>$15,027,752</td>
<td>$16,554,273</td>
<td>91%</td>
<td>$1,565.72</td>
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<tr>
<td>SEP</td>
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<td>$14,734,551</td>
<td>$16,966,210</td>
<td>87%</td>
<td>$1,543.85</td>
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<tr>
<td>OCT</td>
<td>$16,787,460</td>
<td>$14,619,040</td>
<td>$16,787,460</td>
<td>87%</td>
<td>$1,474.59</td>
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<tr>
<td>NOV</td>
<td>$17,061,170</td>
<td>$14,873,178</td>
<td>$17,061,170</td>
<td>87%</td>
<td>$1,551.44</td>
<td></td>
</tr>
<tr>
<td>YTD</td>
<td>$155,148,263</td>
<td>$148,262,583</td>
<td>$141,104,387.55</td>
<td>96%</td>
<td>$1,434.54</td>
<td></td>
</tr>
</tbody>
</table>
VASH & FUP Utilization

VASH utilization is at 87% and FUP utilization is at 88% for December 2017.

Veterans Affairs Supportive Housing Program
VASH Award at 100%

Family Unification Program (FUP)
FUP Award at 100%
# RAD I Phase I Utilization by Property – December 2017

## Phase I Lease Up @ RAD I Properties

<table>
<thead>
<tr>
<th>RAD I Phase I Units</th>
<th>Total Contract Units</th>
<th>Total AHAP Units</th>
<th>Total HAP Units</th>
<th>HAP Leased</th>
<th>HAP Vacant</th>
<th>% HAP Leased</th>
</tr>
</thead>
<tbody>
<tr>
<td>1880 Pine</td>
<td>112</td>
<td>0</td>
<td>112</td>
<td>100</td>
<td>12</td>
<td>89%</td>
</tr>
<tr>
<td>227 Bay</td>
<td>50</td>
<td>0</td>
<td>50</td>
<td>46</td>
<td>4</td>
<td>93%</td>
</tr>
<tr>
<td>25 Sanchez</td>
<td>89</td>
<td>0</td>
<td>89</td>
<td>67</td>
<td>22</td>
<td>75%</td>
</tr>
<tr>
<td>255 Woodside</td>
<td>108</td>
<td>0</td>
<td>108</td>
<td>102</td>
<td>6</td>
<td>94%</td>
</tr>
<tr>
<td>345 Aruguello</td>
<td>56</td>
<td>0</td>
<td>56</td>
<td>45</td>
<td>11</td>
<td>79%</td>
</tr>
<tr>
<td>430-440 Turk</td>
<td>89</td>
<td>0</td>
<td>89</td>
<td>87</td>
<td>2</td>
<td>98%</td>
</tr>
<tr>
<td>462 Duboce</td>
<td>41</td>
<td>0</td>
<td>41</td>
<td>37</td>
<td>4</td>
<td>89%</td>
</tr>
<tr>
<td>491 31st Ave.</td>
<td>74</td>
<td>0</td>
<td>74</td>
<td>73</td>
<td>1</td>
<td>98%</td>
</tr>
<tr>
<td>666 Ellis</td>
<td>99</td>
<td>43</td>
<td>56</td>
<td>40</td>
<td>16</td>
<td>78%</td>
</tr>
<tr>
<td>939 Eddy/ 951 Eddy</td>
<td>61</td>
<td>0</td>
<td>61</td>
<td>55</td>
<td>6</td>
<td>89%</td>
</tr>
<tr>
<td>990 Pacific</td>
<td>91</td>
<td>50</td>
<td>41</td>
<td>33</td>
<td>8</td>
<td>40%</td>
</tr>
<tr>
<td>Holly Court</td>
<td>117</td>
<td>0</td>
<td>117</td>
<td>103</td>
<td>14</td>
<td>88%</td>
</tr>
<tr>
<td>Hunters Point East/ West</td>
<td>211</td>
<td>47</td>
<td>164</td>
<td>127</td>
<td>37</td>
<td>79%</td>
</tr>
<tr>
<td>Hunters View Phase 1</td>
<td>80</td>
<td>0</td>
<td>80</td>
<td>62</td>
<td>18</td>
<td>69%</td>
</tr>
<tr>
<td>Robert Pitts</td>
<td>199</td>
<td>0</td>
<td>199</td>
<td>177</td>
<td>22</td>
<td>91%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>1477</strong></td>
<td><strong>140</strong></td>
<td><strong>1337</strong></td>
<td><strong>1154</strong></td>
<td><strong>183</strong></td>
<td><strong>83%</strong></td>
</tr>
</tbody>
</table>
# RAD I Phase II Utilization by Property – December 2017

## Phase II Lease Up @ RAD I Properties

<table>
<thead>
<tr>
<th>RAD I Phase II Units</th>
<th>Total Contract Units</th>
<th>Total AHAP Units</th>
<th>Total HAP Units</th>
<th>HAP Leased</th>
<th>HAP Vacant</th>
<th>% HAP Leased</th>
</tr>
</thead>
<tbody>
<tr>
<td>1750 McAllister</td>
<td>97</td>
<td>45</td>
<td>52</td>
<td>31</td>
<td>21</td>
<td>56%</td>
</tr>
<tr>
<td>1760 Bush</td>
<td>107</td>
<td>63</td>
<td>44</td>
<td>34</td>
<td>10</td>
<td>39%</td>
</tr>
<tr>
<td>2698 California</td>
<td>39</td>
<td>10</td>
<td>29</td>
<td>20</td>
<td>9</td>
<td>75%</td>
</tr>
<tr>
<td>320 &amp; 330 Clementina</td>
<td>274</td>
<td>161</td>
<td>113</td>
<td>93</td>
<td>20</td>
<td>41%</td>
</tr>
<tr>
<td>350 Ellis</td>
<td>96</td>
<td>33</td>
<td>63</td>
<td>39</td>
<td>24</td>
<td>64%</td>
</tr>
<tr>
<td>3850 18th Street</td>
<td>106</td>
<td>27</td>
<td>79</td>
<td>60</td>
<td>19</td>
<td>78%</td>
</tr>
<tr>
<td>Alemany</td>
<td>148</td>
<td>53</td>
<td>95</td>
<td>83</td>
<td>12</td>
<td>85%</td>
</tr>
<tr>
<td>Hunters View Phase 2</td>
<td>80</td>
<td>0</td>
<td>80</td>
<td>61</td>
<td>19</td>
<td>68%</td>
</tr>
<tr>
<td>Kennedy Towers</td>
<td>97</td>
<td>37</td>
<td>60</td>
<td>51</td>
<td>9</td>
<td>83%</td>
</tr>
<tr>
<td>Mission Dolores</td>
<td>90</td>
<td>46</td>
<td>44</td>
<td>32</td>
<td>12</td>
<td>36%</td>
</tr>
<tr>
<td>Ping Yuen North</td>
<td>199</td>
<td>87</td>
<td>112</td>
<td>100</td>
<td>12</td>
<td>45%</td>
</tr>
<tr>
<td>Pung Yuen</td>
<td>233</td>
<td>72</td>
<td>161</td>
<td>136</td>
<td>25</td>
<td>42%</td>
</tr>
<tr>
<td>Rosa Parks</td>
<td>202</td>
<td>101</td>
<td>101</td>
<td>80</td>
<td>21</td>
<td>40%</td>
</tr>
<tr>
<td>Westbrook Apartments</td>
<td>221</td>
<td>84</td>
<td>137</td>
<td>112</td>
<td>25</td>
<td>41%</td>
</tr>
<tr>
<td>Westside Courts</td>
<td>134</td>
<td>52</td>
<td>82</td>
<td>62</td>
<td>20</td>
<td>38%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>2123</strong></td>
<td><strong>871</strong></td>
<td><strong>1252</strong></td>
<td><strong>994</strong></td>
<td><strong>258</strong></td>
<td><strong>79%</strong></td>
</tr>
</tbody>
</table>
Special Program Utilization Summary

Total Voucher Utilization: PBV, RAD Phase I and MOD

PBV, RAD I & MOD Units Leasing

<table>
<thead>
<tr>
<th>Month</th>
<th>PBV</th>
<th>RAD I</th>
<th>MOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec</td>
<td>98%</td>
<td>63%</td>
<td>93%</td>
</tr>
<tr>
<td>Jan</td>
<td>97%</td>
<td>64%</td>
<td>94%</td>
</tr>
<tr>
<td>Feb</td>
<td>97%</td>
<td>66%</td>
<td>94%</td>
</tr>
<tr>
<td>Mar</td>
<td>97%</td>
<td>67%</td>
<td>95%</td>
</tr>
<tr>
<td>Apr</td>
<td>97%</td>
<td>68%</td>
<td>95%</td>
</tr>
<tr>
<td>May</td>
<td>97%</td>
<td>93%</td>
<td>95%</td>
</tr>
<tr>
<td>Jun</td>
<td>96%</td>
<td>94%</td>
<td>96%</td>
</tr>
<tr>
<td>Jul</td>
<td>96%</td>
<td>95%</td>
<td>96%</td>
</tr>
<tr>
<td>Aug</td>
<td>96%</td>
<td>96%</td>
<td>96%</td>
</tr>
<tr>
<td>Sep</td>
<td>96%</td>
<td>98%</td>
<td>97%</td>
</tr>
<tr>
<td>Oct</td>
<td>96%</td>
<td>91%</td>
<td>96%</td>
</tr>
<tr>
<td>Nov</td>
<td>90%</td>
<td>93%</td>
<td>92%</td>
</tr>
<tr>
<td>Dec</td>
<td>98%</td>
<td>86%</td>
<td>98%</td>
</tr>
</tbody>
</table>

Goal: 98%
## HCV Program Leasing

### Voucher Issuance By Program FY 2017

<table>
<thead>
<tr>
<th>Issue Month</th>
<th>HCV</th>
<th>MOI</th>
<th>VASH</th>
<th>FUP</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec-16</td>
<td>35</td>
<td>26</td>
<td>1</td>
<td>1</td>
<td>62</td>
</tr>
<tr>
<td>Jan-17</td>
<td>68</td>
<td>35</td>
<td>1</td>
<td>2</td>
<td>106</td>
</tr>
<tr>
<td>Feb-17</td>
<td>90</td>
<td>23</td>
<td>39</td>
<td></td>
<td>152</td>
</tr>
<tr>
<td>Mar-17</td>
<td>159</td>
<td>32</td>
<td>6</td>
<td></td>
<td>197</td>
</tr>
<tr>
<td>Apr-17</td>
<td>122</td>
<td>35</td>
<td>12</td>
<td></td>
<td>169</td>
</tr>
<tr>
<td>May-17</td>
<td>110</td>
<td>33</td>
<td>10</td>
<td>1</td>
<td>154</td>
</tr>
<tr>
<td>Jun-17</td>
<td>114</td>
<td>31</td>
<td>7</td>
<td>1</td>
<td>153</td>
</tr>
<tr>
<td>Jul-17</td>
<td>78</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>89</td>
</tr>
<tr>
<td>Aug-17</td>
<td>108</td>
<td>14</td>
<td>5</td>
<td>2</td>
<td>129</td>
</tr>
<tr>
<td>Sep-17</td>
<td>67</td>
<td>10</td>
<td>2</td>
<td>2</td>
<td>81</td>
</tr>
<tr>
<td>Oct-17</td>
<td>51</td>
<td>16</td>
<td>11</td>
<td>1</td>
<td>79</td>
</tr>
<tr>
<td>Nov-17</td>
<td>76</td>
<td>13</td>
<td>12</td>
<td>7</td>
<td>108</td>
</tr>
<tr>
<td>Dec-17</td>
<td>57</td>
<td>1</td>
<td>16</td>
<td>1</td>
<td>75</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>1078</strong></td>
<td><strong>273</strong></td>
<td><strong>125</strong></td>
<td><strong>20</strong></td>
<td><strong>1479</strong></td>
</tr>
</tbody>
</table>
## HCV Program Leasing

### FY 2017 Voucher Lease-Up Overview

#### HCV Voucher and Lease-Up Data - Monthly Rolling CY

<table>
<thead>
<tr>
<th>Month</th>
<th>New Issued</th>
<th>Open Vouchers</th>
<th>Leased Up</th>
<th>PORT-OUT</th>
<th>Port-Out Ratio</th>
<th>Lease-Up Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec-16</td>
<td>35</td>
<td>6</td>
<td>19</td>
<td>0</td>
<td>0%</td>
<td>54%</td>
</tr>
<tr>
<td>Jan-17</td>
<td>68</td>
<td>13</td>
<td>29</td>
<td>4</td>
<td>6%</td>
<td>49%</td>
</tr>
<tr>
<td>Feb-17</td>
<td>90</td>
<td>61</td>
<td>25</td>
<td>2</td>
<td>2%</td>
<td>30%</td>
</tr>
<tr>
<td>Mar-17</td>
<td>159</td>
<td>81</td>
<td>27</td>
<td>4</td>
<td>3%</td>
<td>19%</td>
</tr>
<tr>
<td>Apr-17</td>
<td>122</td>
<td>73</td>
<td>33</td>
<td>3</td>
<td>2%</td>
<td>30%</td>
</tr>
<tr>
<td>May-17</td>
<td>110</td>
<td>67</td>
<td>39</td>
<td>1</td>
<td>1%</td>
<td>36%</td>
</tr>
<tr>
<td>Jun-17</td>
<td>114</td>
<td>62</td>
<td>36</td>
<td>5</td>
<td>4%</td>
<td>36%</td>
</tr>
<tr>
<td>Jul-17</td>
<td>78</td>
<td>41</td>
<td>18</td>
<td>7</td>
<td>9%</td>
<td>32%</td>
</tr>
<tr>
<td>Aug-17</td>
<td>108</td>
<td>53</td>
<td>35</td>
<td>13</td>
<td>12%</td>
<td>44%</td>
</tr>
<tr>
<td>Sep-17</td>
<td>67</td>
<td>20</td>
<td>29</td>
<td>8</td>
<td>12%</td>
<td>55%</td>
</tr>
<tr>
<td>Oct-17</td>
<td>51</td>
<td>11</td>
<td>29</td>
<td>7</td>
<td>14%</td>
<td>71%</td>
</tr>
<tr>
<td>Nov-17</td>
<td>76</td>
<td>15</td>
<td>17</td>
<td>3</td>
<td>4%</td>
<td>26%</td>
</tr>
<tr>
<td>Dec-17</td>
<td>13</td>
<td>18</td>
<td>17</td>
<td>1</td>
<td>8%</td>
<td>138%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>1091</strong></td>
<td><strong>521</strong></td>
<td><strong>356</strong></td>
<td><strong>58</strong></td>
<td><strong>5%</strong></td>
<td><strong>38%</strong></td>
</tr>
</tbody>
</table>
# Program Utilization & Leasing

## Key Takeaways

- **SEMAP Lease-Up indicator** shows we are 2% away from being at max points. Hoping we will reach this by close of December as a result of the LOSP lease up efforts.

- **Utilization strategies:**
  - **LOSP project basing** - This project has been completed
  - **MOI** - Continue coordinating with HSH and Brilliant Corners but leasing activity continues to be slow
  - **MOD to RAD** - There are 5 new properties in the pipeline
  - **Limited Preferences** - SFHA is finalizing the full referral process, eligibility requirements and MOU’s with partner agencies. Expecting first referrals in early February.
The confirmed December 2017 PIC Reporting rate for HCV is 100%.
## PIC Reporting

<table>
<thead>
<tr>
<th>Key Takeaways</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>100%</strong> is the reporting rate for HCV programs for December 2017.</td>
</tr>
<tr>
<td>• PIC reporting numbers fluctuate monthly based on Voucher Management System (VMS) reported voucher utilization numbers</td>
</tr>
<tr>
<td>• HUD requires that the SFHA reporting rate be at <strong>95%</strong> or higher.</td>
</tr>
</tbody>
</table>
Annual Re-examinations and HQS Inspections

SFHA is at 95% for Re-examinations and 93% for HQS Inspections in December 2017.

<table>
<thead>
<tr>
<th>Program</th>
<th>FY16</th>
<th>Dec-17</th>
<th>SEMAP Min Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual ReExaminations</td>
<td>94%</td>
<td>95%</td>
<td>90%</td>
</tr>
<tr>
<td>HQS Inspections</td>
<td>97%</td>
<td>93%</td>
<td>96%</td>
</tr>
</tbody>
</table>
## Operational Updates – Re-examinations and HQS Inspections

### Key Takeaways

- **95%** is the Annual Re-examination rate for December 2017.
- **93%** is the Annual HQS Inspection rate for December 2017.
- HCV team will continue monitoring productivity on a weekly basis to ensure both inspections and reexaminations are addressed timely.
# SEMAP Preliminary Report

## December 2017 Score is

<table>
<thead>
<tr>
<th>SEMAP Indicator</th>
<th>Points Possible</th>
<th>Maximum Score</th>
<th>2017 Score</th>
<th>2018 Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Selection from the Waiting List</td>
<td>0 or 15</td>
<td>15</td>
<td>0</td>
<td>In Process</td>
</tr>
<tr>
<td>2. Reasonable Rent</td>
<td>0, 15 or 20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>3. Determination of Adjusted Income</td>
<td>0, 15 or 20</td>
<td>20</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>4. Utility Allowance Schedule</td>
<td>0 or 5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>5. HQS Quality Control (QC) Inspections</td>
<td>0 or 5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>6. HQS Enforcement</td>
<td>0 or 10</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7. Expanding Housing Opportunities</td>
<td>0 or 5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>8. Payment Standards</td>
<td>0 or 5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>9. Annual Reexaminations</td>
<td>0, 5, or 10</td>
<td>10</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>10. Correct Tenant Rent Calculations</td>
<td>0 or 5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>11. Pre-Contract HQS Inspections</td>
<td>0 or 5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>12. Annual HQS Inspections</td>
<td>0, 5 or 10</td>
<td>10</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>13. Lease-Up</td>
<td>0, 15 or 20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>14. Family Self-Sufficiency</td>
<td>0, 3, 5, 8 or 10</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>15. Bonus Indicator - Deconcentration</td>
<td>0 or 5</td>
<td>0</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

**NOTES**

| Total Percentage | 145 | 72.4% | 105 | 69.0% |

Packet Pg. 107
### Section Eight Management Assessment Program (SEMAP)

#### Key Takeaways

- The SFHA is monitoring SEMAP monthly.
- An overall score of 60-89% will receive a STANDARD rating per HUD.
- FSS Waiver is pending with HUD. HUD approval will remove FSS points from FY2017 SEMAP reporting requirements.
Department Activities in Progress

<table>
<thead>
<tr>
<th>Department Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Landlord Engagement Activities:</strong></td>
</tr>
<tr>
<td>• First landlord event of the year is scheduled for January 19\textsuperscript{th} and is geared towards PBV and Mod Rehab landlords</td>
</tr>
<tr>
<td>- Topics include: Rent increases, inspections, and lease enforcement, and NEW vacancy referral process</td>
</tr>
<tr>
<td>• Landlord survey was updated for 2018 and mailed out with the January payment notices</td>
</tr>
<tr>
<td>• Landlord portal is not functioning properly and we are engaging with Elite to correct</td>
</tr>
</tbody>
</table>

| **Audit Activities:** |
| • No current audit activities. |

| **SEMAP:** |
| - Pending confirmation of FY2017 SEMAP certification |