



**CITY OF ALAMEDA
APPLICATION FOR HOUSING AUTHORITY
BOARD OF COMMISSIONERS:
TENANT COMMISSIONER**

Please submit your completed application form with optional resume or additional information to the City Clerk: clerk@alamedaca.gov or City Hall, 2263 Santa Clara Avenue, Room 380. Applications are valid for one year.

This application is for a Tenant Commissioner. Please see attached Frequently Asked Questions (FAQs) for more information about this position.

To apply to be a Member-at-Large Commissioner, please complete a Member-At-Large Application.

Tenant applicants must be one of the following:

- Named on the lease and participate in Housing Choice Voucher (HCV) Program; or
- Named on the lease and participate in (i) Project Based Voucher (PBV) Program, or (ii) HCV Program, or (iii) live in a property directly owned by the Housing Authority of the City of Alameda (AHA)
- Tenants who are HCV or PBV participants may live in units owned by Island City Development or Alameda Affordable Housing Corporation

Please choose one: Senior Tenant (over 62)
 Tenant (over 18)

1. Please read the FAQs about this position.
 2. If any information in your application changes, please inform the City Clerk.
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Please clearly print the following information:

Name: _____
(Last) (First)

Address: _____

E-mail: _____

Phone Number: _____ Type: Cell Home

Occupation: _____

Name of Employer: _____

To avoid possible conflicts of interest that could disqualify you for this position, please answer the following questions.

For conflict of interest purposes, the term "immediate family member" generally includes the applicant's spouse, registered domestic partner under California law, parent (including step-parent), child (including step-child), grandparent, grandchild, sister, or brother (including step-sister or step-brother).

1. Are you or your immediate family member, or your respective employer(s) a Section 8 landlord?

Yes No

If yes, please identify property(ies): _____

2. Do you or your immediate family member, or your respective employer(s) own or manage property in the City of Alameda that receives federal or state funding, subsidy, or assistance, such as Project Based Vouchers, Community Development Block Grant funds, HOME funds, predevelopment loans or other types of loans, or other federal and state assistance?

Yes No

If yes, please identify property(ies): _____

3. Do you or your immediate family member, or your respective employer(s) currently have a pending application for federal or state funding, subsidy, or assistance?

Yes No

If yes, please describe: _____

4. Do you or your immediate family member, or your respective employer(s) have any direct or indirect financial interest in any contract, agreement, or request (e.g., management or development services, funding requests, application for Project Based Vouchers) that is expected to come before the Board of Commissioners during your tenure as a commissioner?

Yes No

If yes, please describe: _____

5. Do you or your immediate family member, or your respective employer(s) have any interest or relationship with:

- a. Alameda Affordable Housing Corporation Yes No
- b. The City of Alameda Yes No
- c. The County of Alameda Yes No
- d. Alameda Point Collaborative Yes No
- e. Building Futures Yes No

If yes, please describe: _____

6. Have you or your immediate family member discussed this appointment with your employer(s) and clarified whether this appointment would create a potential conflict of interest?

- Yes No

If yes, please describe why: _____

7. Do you or your immediate family member or your respective employer(s) have any other interests in the City of Alameda which may pose a conflict of interest in this position, such as contractual relationships, ownership of real estate, development activities, etc.?

- Yes No

If yes, please describe: _____

Please provide the following information.

Education (List schools attended and degrees obtained): _____

Experience relevant to serving on the Board of Commissioners: _____

Experience serving on any City Board, Commission or Committee: _____

Other Comments: _____

Applications are public information. Please indicate your preferences regarding sharing your contact information. The City will attempt to address your preferences but makes no guarantee that such information will not become public.

- Would you like your address withheld? Yes No
Would you like your e-mail address withheld? Yes No
Would you like your phone number withheld? Yes No

(Signature)

(Date)

Housing Authority of the City of Alameda Board of Commissioners Frequently Asked Questions (FAQs)

1. What is the role of a commissioner?

The Board of Commissioners (“BOC”) of the Housing Authority of the City of Alameda (“AHA”) is the governing body of AHA and provides oversight to ensure that AHA complies with all applicable statutory, regulatory, and contractual obligations, remains financially sound, and meets its mission to provide quality housing and services to its community.

In accordance with California Housing Authorities Law, AHA is comprised of seven commissioners, two of which must be tenants. One tenant commissioner must be over 62 years of age. (California Health and Safety Code §34200 et seq.)

In accordance with federal law, one tenant commissioner must be a recipient of the tenant based Section 8 program, also known as Housing Choice Voucher (“HCV”) program, whose name appears on the lease, and is 18 years of age or older. (24 Code of Federal Regulations (“CFR”) §§ 964.400-964.415)

2. What is a conflict of interest?

Generally, a conflict of interest occurs when a commissioner’s role, actions, or duties as a commissioner lack independence or impartiality, either real or perceived, and may be unduly influenced by a secondary interest such as financial gain, professional advancement, or a wish to do favors for family members.

Under the conflict of interest provisions of 24 CFR §982.161, neither AHA nor its contractors or subcontracts may enter into any contract or arrangement in connection with the HCV program in which any of the following “covered individuals” has any direct or indirect interest during their tenure, or for one year thereafter:

- (1) Any present or former member or officer of AHA (except a tenant commissioner);
- (2) Any employee of AHA, or any contractor, subcontractor or agent of AHA, who formulates policy or who influences decisions with respect to the HCV program;
- (3) Any public official, member of a governing body, or state or local legislator, who exercises functions or responsibilities with respect to the HCV program; or
- (4) Any member of the Congress of the United States.

2 CFR §200.318 provides that no AHA “employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her registered domestic partner, or an organization which employs any of the referenced parties, has a

financial or other interest in, or tangible personal benefit from, a firm being considered for a contract.”

All commissioners must comply with the State of California’s conflict of interest laws which include the Political Reform Act of 1976 (Government Code Section 87100, et seq.), regulations promulgated by the California Fair Political Practices Commission (FPPC), and the anti-self dealing statutes codified in Government Code Sections 1090 through 1099.

3. What is an “immediate family member” for purposes of a conflict of interest?

Immediate family members generally include the commissioner’s spouse or registered domestic partner, parent (including step-parent), child (including step-child), grandparent, grandchild, sister or brother (including step-sister or step-brother).

4. What is a domestic partnership for purposes of a conflict of interest?

A domestic partnership is one that is registered with the California Secretary of State.

5. What financial assistance is relevant to determining the existence of any conflict of interest?

A conflict of interest may exist if you, your spouse or domestic partner, immediate family member, or employer(s) receive any assistance that is reviewed, approved, or administered by AHA. Examples of such assistance include: public housing, Section 8, Low Income Housing Tax Credits, Emergency Rental Assistance, Community Development Block Grant, disaster assistance, predevelopment loans, or other loan types.

6. What else may trigger a conflict of interest?

Conflicts of interest are best addressed on a case-by-case basis, however the below are examples of potential interests that may pose a conflict.

- Direct or indirect relationship with, or interest in, any current AHA contractors, subcontractors, or vendors, including the Non-Profit Groups defined below;
- Direct or indirect relationship with, or interest in, any company, business, nonprofit, or other entity with whom AHA does business, including but not limited to the Non-Profit Groups;
- Direct or indirect interest in any contract or arrangement for goods, services, assistance, or benefits administered by AHA;
- Direct or indirect interest or tangible personal benefit in any AHA operational or development activities, including real estate and housing;
- Has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The term, "Non-Profit Groups" includes:

- Alameda Family Services
- Alameda Point Collaborative
- Building Futures
- Eden Housing

- LifeSTEPS
- Midpeninsula Housing

7. What are my obligations regarding conflicts of interest?

Applicants to the BOC must disclose any current or potential conflict of interest to the Mayor and AHA prior to any final consideration of the applicant for a commissioner position. Further, all commissioners during their tenure on the BOC (i.e., on an on-going basis) are required to disclose any current or potential conflict of interest. Failure to disclose such conflict of interest may lead to disqualification or any other remedies, including the potential recapture of federal funds issued to AHA by federal authorities.

8. What form is required to disclose conflicts of interest?

California State law requires all board and commission members, as well as elected officials, to file a FPPC Form 700 Statement of Economic Interests. BOC members file their Form 700s with AHA and also participate in biannual ethics training.

9. What residential units are owned by AHA affiliates Alameda Affordable Housing Corporation (AAHC) and Island City Development (ICD)?

AAHC:

| | |
|---------------------------|--|
| Anne B. Diament Plaza | 920 Park Street |
| China Clipper | 460 Buena Vista Avenue |
| Eagle Village | 700 block Eagle Avenue |
| Esperanza Plaza | 1903 Third Street |
| Independence Plaza | 703 Atlantic Avenue |
| Lincoln Willow Apartments | 2101/2103 Lincoln Avenue & 1600/1602 Willow Street |
| Parrot Village | 1800 block St. Charles, Chapin & Wood Streets |
| Pulte Condos (1-18) | 640 Martin Mariner Avenue |

ICD:

| | |
|-------------------------|-------------------------|
| Littlejohn Commons | 1301 Buena Vista Avenue |
| Everett Commons | 2437 Eagle Avenue |
| Rosefield Redevelopment | 727 Buena Vista Avenue |
| Stargell Commons | 2700 Bette Street |