



SSFHA
South San Francisco
Housing Authority

350 C Street South San Francisco CA
Office: 650-583-7631

AGENDA
Special Meeting
Wednesday March 19, 2025 at 6:00pm

Pledge of Allegiance

- I. Roll Call and Declaration of Quorum
- II. Public Comment (Comments are limited to 3 minutes)
- III. New Business:
 - A. Adoption of FYE 3/31/2025 Operating Budget Public Presentation by Brian Alten, CPA BDO PHA Finance
***Public Comment**
 - B. In honor of National Women's History Month there will be a special recognition and comments by the Chair and fellow Commissioners presented to Commissioner Demetria Vong-Spillan for her 8 years of service on the South San Francisco Housing Authority Board of Commissioners. Light Refreshments will follow.
***Public Comment**
- IV. Adjournment: **Next Regular Meeting Monday April 14, 2025 at 6:00pm**



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Public Participation Notice

The South San Francisco Housing Authority Board of Commissioners, welcomes all members of the public to attend the monthly board meetings in person or remotely. The public can also submit written comments to be presented at any regular or special meeting.

To attend in person:

Special Meeting: Wednesday March 19, 2025
@6:00pm
South San Francisco Housing Authority
350 C Street, South San Francisco, CA 94080

To attend remotely public access:

Topic: South San Francisco Housing Authority Special Meeting
Time: 6:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/86318964906?pwd=i9cFaWOuLw80XJeNnGHNSpoBRmpj04.1>

Meeting ID: 863 1896 4906

Passcode: 461254

How to Submit Written Public Comment: Members of the public not wishing to participate remotely or in person are encouraged to submit public comments in writing in advance of the meeting by 12:00 p.m. on Wednesday March 19, 2025

Public comments provided in advance should identify the Agenda Item Number in the SUBJECT Line of the email. The comments will be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Chairperson’s discretion.

All emailed comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting and read into the record. Comments that are not in compliance with the Housing Authority’s rules of decorum may be summarized for the record rather than read verbatim. We value your input and participation, if you cannot attend by zoom, please send us your 3-minute comments as follows: Email: sosfha@sbcglobal.net

Brian D. Alten, CPA is a Partner with BDO USA, LLP [BDO PHA Finance] and is the National Practice leader of the Public Housing practice. He has over 25 years of experience providing accounting, consulting and training to HUD, Public Housing Agencies and their related entities. Brian has developed and presented over 300 technical trainings on GAAP, GASB, and HUD regulations. The specific training topics include monthly accounting activities, cost allocation, Asset Management conversion, budgeting, Operating Fund, Financial Data Schedule, PHAS, SEMAP, RAD, Section 18, Voluntary/Involuntary conversion activities, Capital Fund, Housing Choice Voucher, VMS, Two Year Tool, COVID, HOPE VI, ROSS, Tax Credits and Rural Development.

Mr. Alten completes and reviews monthly accounting activities that include balance sheet reconciliations, monthly reporting, calculation of FASS & MASS ratios, and FDS submissions for housing agencies that are the largest authorities in the country to some of the smallest authorities in the country. Brian also provides a wide array of consulting services including financial assessments, subsidy maximization policies and procedures, cost allocation plans, budgeting, forecasts, RAD, audit finding remediation, HCV financial analysis and utilization and has developed and implemented financial recovery plans and successfully transitioned agencies out of Troubled status and Receivership.

RESOLUTION NO. 1148

BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE
CITY OF SOUTH SAN FRANCISCO, STATE OF CALIFORNIA

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RESOLUTION CERTIFYING OPERATING BUDGET FOR CONVENTIONAL
PUBLIC HOUSING PROJECT, CONTRACT NO. SF-429 FOR FISCAL YEAR
ENDING MARCH 31, 2025

RESOLVED, by the Board of Commissioners of the Housing Authority of the
City of South San Francisco, State of California, that

WHEREAS, Federal Regulations require this governing Board to review and
approve each Operating Budget for the Operation of Conventional Public Housing
Projects for the ensuing fiscal year;

WHEREAS, this Board has reviewed a copy of the proposed Operating
Budget for the Conventional Public Housing Program, Contract No. SF-429, for the fiscal
period ending March 31, 2025, as operated by the Housing Authority of the City of South
San Francisco; and

WHEREAS, this Board has reviewed and considered the same, and has
determined that it is necessary and desirable that the same be approved in the manner as
specified by said federal regulations

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the proposed expenditures are necessary and reasonable in the efficient and economical
operation of providing housing for low-income families residing at the South San Francisco Housing
Authority Site. Passed and adopted this 19th day of March 2025

ATTEST:

Chair

SEAL:

Secretary

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing and
Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0029 (exp. 04/30/2027)

Public reporting burden for this collection of information is estimated to average 136.2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, completing the operating budget and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410. When providing comments, please refer to OMB Approval No. 2577-0029. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed and budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating budget adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA complies with HUD prescribed procedures. PHA boards must approve the operating budget and HUD requires boards to certify their approval through this form. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the City of South San Francisco

PHA Code: CA015

PHA Fiscal Year Beginning: 04-01-2025

Board Resolution Number: 1148

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

Operating Budget approved by Board resolution on:

DATE
03-19-2025

Operating Budget submitted to HUD, if applicable, on:

Operating Budget revision approved by Board resolution on:

Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Print Board Chairperson's Name: Avin Sharma	Signature:	Date: 03-19-2025
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