

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

---

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLAN TEMPLATE (HUD 50075) HAS BEEN COMPLETED IN ACCORDANCE  
WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

---

HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the County of Marin

**PHA Number:** CA052

**PHA Fiscal Year Beginning:** 01/01/2000

### Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at:  
(select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: ***To assist low to moderate income residents of Marin to secure and maintain high quality affordable housing.***

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

- Maximize Affordable Housing Options in Marin
- Subgoal 1.1 Fully Utilize Section 8 and Public Housing
- 5 Year: Achieve 95% lease-up rates annually as measured at fiscal year end . 1<sup>st</sup>. Year: Achieve 95% lease-up rate in Section 8 and public housing
  - 5 Year: Expand Assistline capability to provide housing search assistance to Section 8 Voucher-holders with one-to-one assistance projected at 100 clients over 5 years. 1<sup>st</sup>. Year: explore options for adding search assistance through the Assistline and engage, hire or contract for these services
- Subgoal 1.2 Preserve existing affordable housing stock

- 5 Year: Perform housing quality inspections (HQS) on 99% of Section 8 and public housing units annually as measured at year end. 1<sup>st</sup> Year: Perform HQS on 99% of Section 8 and public housing units.
- 5 Year: Repair spalling concrete at Marin City high-rise buildings. 1<sup>st</sup> Year: complete repair of spalling concrete and relocation of residents at Marin City high-rises.
- 5 Year: Complete capital improvement schedule in Comprehensive Grant 5-Year Plan and undertake new needs assessment in 2002. 1<sup>st</sup> Year: Implement and complete Year 1 of Comp Grant in Year 2000.
- 5 Year: Maintain Countywide funding annually for the Residential Rehabilitation Loan Program and continue outreach through local jurisdictions and appropriate social service agencies. 1<sup>st</sup> Year: Obtain Year 2000 CDBG funding for the program and continue outreach.
- 5 Year: Provide 125 rehabilitation loans to low-income homeowners and support group home rehabilitation over the five years. 1<sup>st</sup> Year: Undertake 25 rehab. Loan projects averaging \$20,000 per home for a total volume of \$500,000 per year.
- 5 Year: Dependent on final approvals and entitlements from BCDC and the County of Marin, undertake the rehab. Of 35-41 houseboats in the Gates Cooperative at Waldo Point Harbor. 1<sup>st</sup> Year: Be prepared to start Gates Co-op houseboat project by getting funding in place, preparing loan documents, completing program design and making architectural loans on 15 houseboats.

Subgoal 1.3: Prevent Homelessness:

- 5 Year: Prevent homelessness by providing loans and guarantees for security deposits and back rent to 400 families through the Rental Deposit Guarantee program during the five year period. 1<sup>st</sup> Year: Providing loans and guarantees to 80 families.
- 5 Year: Provide shallow subsidies to a total of 200 elderly or disabled families through the rebate for Marin Renters Program. 1<sup>st</sup> Year: Provide shallow subsidies to 60 elderly or disabled households.

- 5 Year: Prevent homelessness by providing supportive services and rental assistance to a total of 80 new formerly homeless persons with severe psychiatric disabilities through the Shelter Plus Care program . 1<sup>st</sup> Year: provide Shelter Plus Care to 50 formerly-homeless individuals with severe psychiatric disabilities.
- 5 Year: Prevent homelessness by providing permanent affordable housing to 900 new Section 8 households and 400 new public housing households between 2000-2004. 1<sup>st</sup> Year: Provide permanent affordable housing to 180 new Section 8 households and 80 new public housing households during FY 2000.
- 5 Year: Provide rental assistance to 150 individuals with HIV and AIDS through HOPWA. 1<sup>st</sup> Year: Provide rental assistance to 100 individuals with HIV and AIDS in FY 2000.
- 5 Year: Dependent on funding, provide Information and Referral (I&R) service coordination, case management and community-building activities to 150 tenants per yr. In the Senior/Disabled public housing through the Resident Support Program. 1<sup>st</sup> Year: Seek funding to continue the program and provide services to 150 tenants.
- 5 Year: Prevent homelessness or institutionalization by providing case management, meals, personal assistance and housekeeping to 20 tenant each yr. For five years at Kruger Pines through the Congregate Housing Services Program. 1<sup>st</sup> Year: Provide services to 20 tenants at Kruger Pines.



#### Subgoal 1.4: Promote Homeownership Opportunities

- 5 Year: Maintain current portfolio of 285 homes for low and moderate income first time homebuyers through the Below Market Rate Sales Program. Add new properties as developments are planned and built, implementing unique priorities adopted by each local jurisdiction; and re-sell existing BMR units to eligible households when offered for sale. Sell homes to 25 new first-time homebuyers during the five year period. 1<sup>st</sup> Year: Maintain portfolio and adding 5 new first-time homeowners through local inclusionary zoning requirements or through re-sales of current BMR units.

- 5 Year: Provide technical assistance to developers and local jurisdictions in structuring housing development agreements to meet inclusionary zoning requirements. Estimate 15 consultations in the 5-yr. Period. 1<sup>st</sup> Year: Provide at least 3 consultations to prospective investors, developers and/or local jurisdictions in structuring housing development agreements to meet inclusionary zoning requirements.
- 5 Year: Provide Section 8 Homeownership Vouchers and assist at least 10 participants over the five yr. Period. 1<sup>st</sup> Year: Develop Section Homeownership Assistance Program and begin implementation.
- 5 Year: Seek tax credit allocations each yr. From CDLAC for the Mortgage Credit Certificate Program to issue 125 MCC's for first-time homebuyers over the 5 yr. Period. 1<sup>st</sup> Year: Obtain additional tax credit allocations from CDLAC. Issue 25 MCC's at an average of \$23,000 for \$575,000 in MCC tax credit allocation and approximately \$3.4 million in first mortgage money.
- 5 Year: Coordinating with the schedule for completion and marketing of the estimated 250 for-sale affordable homes at Hamilton Air Field, obtain special or increase allocation from CDLAC to provide a set-aside of MCC's for the ownership component. 1<sup>st</sup> Year: No action anticipated in FY 2000.

Subgoal 1.5: Increase Access to Housing Opportunities by Increasing Tenant Incomes

- 5 Year: Increase access to housing opportunities by assisting 25 public housing residents and 100 Section 8 participants each year to achieve their individual self-sufficiency goals. 1<sup>st</sup> Year: Assist 25 public housing residents and 100 Section 8 participants to achieve contracted goals through FSS.
- 5 Year: Continue to increase the number of new persons by an average of 10 per year to a total of at least 50 new participants with escrow accounts. 1<sup>st</sup> Year: Increase the number of new participants with an escrow account by ten.
- 5 Year: As part of Marin City FSS program, establish training program in money management for any public housing resident.

Consider mandatory participation for persons chronically late with rent. Consider automatic pay options for tenants. Estimate 30 residents to complete the program in 5 years. 1<sup>st</sup> Year: Hold two meetings with the MCRMC and other residents to determine needs regarding money management; contract with service or consultant to design and implement training program.

PHA goal: Enhance Services to Clients, Business Partners and the Community at Large

Objectives:

Subgoal 2.1: Demystify services through enhanced communication

- 5 Year: Over 5 years, respond to 30,000 callers, an average of 6,000 callers per yr. 1<sup>st</sup> Year: Respond to 5,500 Housing Assistline calls in FY 2000
- 5 Year: Provide engaging and informative briefings to all new Section 8 Voucher holders. Anticipate 15 briefings per yr. With a total of 1,000 clients oriented. Review and improve presentations using technology of computers and/or video. 1<sup>st</sup> Year: Update Section 8 client briefing packet to reflect all new program changes. Include enhanced search information and educational materials; invite Assistline staff or local property manager when feasible. Hold 15 briefings and orient 200 clients.
- 5 Year: Update and distribute resident handbooks for public housing. 1<sup>st</sup> Year: No action anticipated in FY 2000
- 5 Year: Distribute a FACT Sheet to all Section 8 landlords, the media as appropriate and with all new HAP contracts—about 180 average per yr. Or 900 over 5 yrs. In addition to 980 existing landlords. 1<sup>st</sup> Year: Develop FACT sheet for landlords and commercial realtors, communicating new policies, how to access services and resolve issues and citing program successes.
- 5 Year: Produce an annual letter on MHA activity specifically tailored to each local jurisdiction, cities and the County. Solicit feedback from local jurisdictions on usefulness of information. 1<sup>st</sup> Year: During first 6 months of 2000, send an overview to each local jurisdiction summarizing MHA activity within the jurisdiction.
- 5 Year: Complete and maintain MHA Web page with basic program information for client use and reflecting current

publication materials in an electronic format. Engage assistance of WHAP computer learning center. 1<sup>st</sup> Year: Set up basic Web page and structure.

- 5 Year: Update all program brochures. 1<sup>st</sup> Year: Update at least 4 of the twelve program brochures, including Section 8.
- 5 Year: Prepare ALMANAC in March of each year as a tool for managers. 1<sup>st</sup> Year: Update ALMANAC in March.
- 5 Year: Review and revise all form letters to ensure friendly, succinct and direct communication. 1<sup>st</sup> Year: Identify 8 most commonly used form letters to Section 8 and public housing participants and revise in user-friendly format.
- 5 Year: Participate in open forums or meetings with Marin City public housing residents on issues of specific or general concern, including capital improvement planning and implementation. MCRMC management and Block Captain meetings, drug elimination program design and implementation. 1<sup>st</sup> Year: Sponsor or participate in 10 open forums or meetings.
- 5 Year: Sponsor and/or participate in two agency-wide Senior/Disabled tenant meetings to provide program and procedural updates or engage tenants in capital improvement or policy planning and implementation. 1<sup>st</sup> Year: Sponsor and/or participate in two agency-wide Senior/Disabled tenant meetings.
- 5 Year: Increase tenant access to program management by pre-arranging on-site hours of MHA management at each of the five Senior/Disabled projects, one time per month. (300 on-site office hours during the five yr. Period.) 1<sup>st</sup> Year: Schedule and notify tenants in each of the five public housing Senior/Disabled complexes of monthly visits from MHA management for comments, tenant business.
- 5 Year: At least once each year (5 in 5 yrs.) meet with small groups of Section 8 owners or attend industry group meetings to exchange information , answer questions and provide information on the Section 8 program and MHA. 1<sup>st</sup> Year: Hold one Section 8 owner's meeting.

- 5 Year: Hold 3 Section 8 participant meetings in the five yr. Period to encourage feedback and to relay information. 1<sup>st</sup> Year: To determine level of interest, hold a meeting inviting all Section 8 participants in FY 2000.

Subgoal 2.2: Implement, Monitor and Improve Client Feedback Systems

- 5 Year: Develop and implement tools to obtain easy and immediate feedback from clients and landlords on MHA services. Incorporate client satisfaction tools into each major transaction. 1<sup>st</sup> Year: Design and implement four user-friendly surveys to obtain feedback from clients. These initial surveys to be completed after the following key transactions: 1) completion of application process; 2) conclusion of Section 8 briefing, 3) execution of HAP contract; 4) completion of interior cyclical painting. Review, analyze results and make changes as appropriate.
- 5 Year: Undertake annual Resident Service and Satisfaction Survey in public housing. 1<sup>st</sup> Year: Do FY 2000 Resident Service and Satisfaction survey in public housing.
- 5 Year: Review all submitted suggestions and respond weekly. 1<sup>st</sup> Year: Set up client suggestion box in office reception area and establish tenant suggestion boxes at all six complexes. Respond to all suggestions.

Subgoal 2.3: Enrich employee training program in support of customer service orientation

- 5 Year: Conduct semi-annual all-staff training in areas to enhance the agency's commitment to excellent customer service—10 sessions in 5 yrs. 1<sup>st</sup> Year: Provide 2 training sessions in FY 2000 in 1) fundamentals of customer service; 2) multi-cultural training; dealing with disabled citizens and reasonable accommodation; mandatory reporting. Implement also for new employees as part of first year training.

PHA Goal: Continue to build collaborations with other agencies, local jurisdictions and the private sector  
Objectives:

- 5 Year: Develop formalized collaborative of stakeholders, including Section 8 landlords, other property managers, commercial realtors, housing non-profit providers, local governments, program participants and MHA. 1<sup>st</sup> Year: Convene at least three meetings in FY 2000. Identify key resources and barriers and develop strategy for engaging the participation of new landlords and retaining partnerships with existing landlords. Define concrete action plan for immediate implementation and long-term objectives during 2000-2004.
- 5 Year: Maintain and expand leadership role in changing and/or creating new policies and strategies for the delivery of affordable housing and related services in the County of Marin. Analyze gaps in the housing supply and delivery systems and, through a collaboration of key county agencies and the Marin Community Foundation, develop a concrete strategy for maximizing affordable housing opportunities. Continue to position Marin to maximize funding opportunities to address specific housing needs. 1<sup>st</sup> Year: Establish formalized working relationship between MHA, the County Dept. of Health and Human Services, Marin Community Foundation and Marin Community Development Department to develop a coordinated strategy for the delivery of affordable housing and related services in Marin. In year 1, reach consensus on staffing, structure of collaborative effort and recommend work plan to the Board of Supervisors.
- 5 Year: Enhance collaboration with service providers, the Marin County Dept. of HHS, educational institutions, the Marin Employment Connection and others to establish and effectively implement welfare-to-work goals and reinforce goals of family self-sufficiency among clients. House 60 clients under Welfare-to-Work. 1<sup>st</sup> Year: if welfare-to-work- vouchers are received, initiate start-up activities, including opening the waiting list and program outreach. Provide 20 vouchers to Section 8 recipients and house at least 10 families in FY 2000.
- 5 Year: Sustain ongoing collaboration with the Marin County Sheriff, the Marin City RMC, the county Office of Drugs and Alcohol, BACR, Women Helping All People (WHAP), Performing Starts, and the Marin City public housing residents to sustain the fight against drugs in Marin City through ongoing participation in the public housing drug elimination program. Prepare strategies and specific goals to reduce drug-related crime for inclusion in the

annual and 5-year plans. Convene the PHDEP Working Committee at least 50 times over the 5 yr. Period. 1<sup>st</sup> Year: Continue collaboration as established under PHDEP. Implement FY 2000 objectives in active PHDEP grants. Convene the PHDEP Working Committee at least 10 times in FY 2000 to address planning and implementation issues. Develop strategies, goals and outcomes for FY 2000.

- 5 Year: Continue participation and leadership in the Marin Continuum of Housing and Services. Attend 50 Housing Council, 50 Service Committee and 50 Continuum Board meetings in the 5 year period. Continue to host Continuum projects such as CIAP and BAHA. 1<sup>st</sup> Year: Continue active participation in the Continuum. Represent MHA at 10 Housing Council meetings, 10 Service Committee meetings and 10 Board meetings during FY 2000 and host Continuum projects such as CIAP and BAHA.
- 5 Year: Hold quarterly Information and Referral Workshops for social service providers that provide housing and counseling for their clients, through the sponsorship of the Marin Housing Assistline and the Marin Housing Council. Conduct 20 workshops during the period 2000-2004. 1<sup>st</sup> Year: continue to co-sponsor the I&R Workshops with the Housing Council. Hold 4 workshops in FY 2000.

PHA Goal: Streamline procedures to assure maximum efficiency and flexibility.

Objectives:

Subgoal 4.1: Streamline external procedures

- 5 Year: Implement computer interface with the Social Security Administration to expedite income verification process. 1<sup>st</sup> Year: Develop and begin implementation of computer interface with Social Security Administration.
- 5 Year: Improve access to criminal record check data from Sheriff and FBI. 1<sup>st</sup> Year: Refine system of information exchange with local law enforcement. Set up procedure with FBI for national data.
- 5 Year: Improve and simplify procedures and systems for interfacing with Section 8 landlords. Explore use of e-mail contract transmission, electronic bulletin board and "hotline" telephone connection. 1<sup>st</sup> Year: Evaluate entire process for

interfacing with Section 8 landlords and identify those areas where clear and simple procedures would have immediate impact on the business relationship. Implement at least two new measures to expedite processing.

☒ Subgoal 4.2: Streamline internal procedures and systems

- 5 Year: Review and simplify procedures applicable to the screening and admission of participants and tenants and the resident annual review process, using electronic technology where appropriate. 1<sup>st</sup> Year: In FY 2000, evaluate and simplify management of waiting lists for public housing and Section 8, and the formal application process, by developing new forms and systems as necessary.
- 5 Year: In first 5 years, solicit input from residents as to what procedures or practices are confusing and/or burdensome in order to assist in prioritizing areas that would most benefit from different systems. 1<sup>st</sup> Year: Solicit input from public housing residents as to what procedures or practices are confusing and/or burdensome. Prioritize areas of focus for streamlining. Hold one session in Marin City and one in the Senior/Disabled complexes.
- 5 Year: Review and update as necessary the Section 8 Administrative Plan and the public housing Occupancy Policy on an annual basis. 1<sup>st</sup> Year: Review and update the Section 8 Administrative Plan and the Occupancy Policy by December 31, 2000.
- 5 Year: Implement hand-held computer system to perform annual preventive maintenance and HQS inspections. 1<sup>st</sup> Year: Purchase hand-held computers and train Inspectors and Preventive Maintenance Specialist to use these in performing annual and initial unit inspections by year end 2000.
- 5 Year: In collaboration with residents, develop video or Power Point pre-occupancy presentation welcoming residents, providing information on the complex and services, as well as information on rights and obligations of tenants (Marin City). 1<sup>st</sup> Year: No action planned in FY 2000.



**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**
- Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Marin Housing Authority (MHA) is a high-performing Public Housing Authority (PHA). The MHA operates Section 8 and public housing. The Section 8 housing is located throughout the County and the public housing is located in six (6) complexes, of which one, Marin City, is a general occupancy complex.

As part of the Agency Plan process, the MHA and its Board of Commissioners, with input from the Resident Advisory Board, has identified four (4) key goals over the past five years. Each of these broad goals consists of several practical subgoals designed to help the MHA meet its targets over the next five (5) years. The four main goals are:

- 1) Maximize Affordable Housing Options in Marin
- 2) Enhance Services to Clients, Business Partners and the Community at Large
- 3) Continue to Build Collaborations with other Agencies, Local Jurisdictions and the Private Sector
- 4) Streamline Procedures to Assure Maximum Efficiency and Flexibility

Because the MHA is a high-performing PHA, all the components of the Agency Plan do not apply to MHA. The MHA has submitted a streamlined Plan that covers the following components:

1. Housing Needs
2. Financial Resources
3. Policies on Eligibility, Selection and Admissions
4. Rent Determination Policies
5. Capital Improvement Needs
6. Demolition and Disposition
7. Homeownership
8. Community Service Programs
9. Crime and Safety
10. Pets
11. Audit
12. Resident Advisory Board Comments
13. Required Certifications

Although not required to complete the information in the Agency Plan on Homeownership, Community Service and Self-Sufficiency, Crime and Safety and the Pet Policy, the MHA has included information regarding these programs in its text attachments. Additional information not found in the Plan and its Attachments is on file and available at the offices of the MHA in accordance with the table located on page 2 of this Plan and in accordance with federal regulation.

The major challenges facing Marin County are:

- The escalating cost of rental units and the low vacancy rate in the County
- An inadequate supply of affordable housing in Marin and significant barriers to creating more affordable housing
- An aging rental stock
- Changing demographic and needs of tenants and program participants that increasingly extend beyond the need for shelter
- Rapidly changing technology, especially in the area of information systems and resulting impact on operations and communications with others

This Plan attempts to address these issues and the MHA is dedicated to working in a collaborative structure with other agencies in the County to create solutions.

The MHA has worked closely with the County of Marin in completing an accurate picture of the needs of the County, based on the County's Consolidated Plan. In addition, the MHA is an active member in the County's Continuum and is involved in many programs throughout its jurisdiction, including Shelter Plus Care,

HOPWA, Residential Rehabilitation Loan Program, inclusionary zoning, Mortgage Credit Certificates, and others.

As part of the Agency Plan and requirements of the Quality Housing and Work Responsibility Act of 1998, the MHA has done an extensive update of its Section 8 and public housing tenant selection, admissions and occupancy policies. The updated policies are presented in this Agency Plan. Each of these updates went through a public process and were reviewed by the Resident Advisory Board.

As part of the Agency Plan process, the MHA appointed a Resident Advisory Board, including recipients of Section 8 assistance. The Resident Advisory Board held three (3) meetings to review and comment on components of the Agency Plan. Many of the Advisory Board's comments were included in the final Plan. The comments of the Resident Advisory Board are located in the Attachments, under the Section titled Resident Advisory Board.

Although the MHA is not required to report on homeownership, nevertheless, the MHA supports a range of options to assist participants and residents, who receive housing assistance, in achieving their potential. The MHA operates Self-Sufficiency programs in both Section 8 and public housing and will be designing a Section 8 homeownership program in the year 2000.

Although not required of January 1, 2000, agencies, the MHA has created a pet policy that allows pets in general occupancy units. This policy is included in the Attachments in the Section titled Pet Policy.

Financial constraints, staffing, technology constraints all continue to have an effect on the choices the MHA must make in order to fulfill its mission. PHEDEP, COMP Grant and other grant sources are important to the MHA in order for it to have funding to carry out its mission to create a safe and livable environment for all tenants and residents.

### **Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

## Table of Contents

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	3
1. Housing Needs	9
2. Financial Resources	19
3. Policies on Eligibility, Selection and Admissions	21
4. Rent Determination Policies	31
5. Operations and Management Policies	35
6. Grievance Procedures	36
7. Capital Improvement Needs	37
8. Demolition and Disposition	39
9. Designation of Housing	40
10. Conversion of Public Housing	41
11. Homeownership	42
12. Community Service Programs	44
13. Crime and Safety	47
14. Pets (Inactive for January 1 PHAs)	49
15. Civil Rights Certifications (included with PHA Plan Certifications)	49
16. Audit	49
17. Asset Management	50
18. Resident Advisory Board Comments and Resident Commissioner	50

### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	N/A, streamlined plan
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	N/A, streamlined plan
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	N/A, streamlined plan
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	N/A, no CIAP
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	N/A
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership –to be designed, see Attachments
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
<b>N/A</b>	Other supporting documents (optional) (list individually; use as many lines as necessary) <b>NONE</b>	(specify as needed) <b>NONE</b>

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Location
Income <= 30% of AMI	14,190*	5	5	4	3	3	4
Income >30% but <=50% of AMI	13,237	5	5	4	3	3	3
Income >50% but <80% of AMI	11,523	5	5	4	2	3	3
Elderly	24,570	5	5	4	3	2	2
Families with Disabilities	N/A						
White	86,125	N/A	N/A	N/A	N/A	N/A	N/A
Black	1,744	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	4,202	N/A	N/A	N/A	N/A	N/A	N/A
American In.	258	N/A	N/A	N/A	N/A	N/A	N/A
Asian/Pacific Is.	2,864	N/A	N/A	N/A	N/A	N/A	N/A

\*Numbers reflect households, not individuals

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1995
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

**B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: <b><i>Elderly/Disabled</i></b>			
	# of families	% of total families	Annual Turnover
Waiting list total	1,463		36 households
Extremely low income <=30% AMI	1,127*	77%	
Very low income (>30% but <=50% AMI)	336*	23%	
Low income (>50% but <80% AMI)	0	0	
Other singles	189	13%	

<b>Housing Needs of Families on the Waiting List</b>			
Elderly families	428	29%	
Families with Disabilities	846	58%	
White	1,067	73%	
Black	137	9%	
Hispanic	118	8%	
American Indian	28	2%	
Asian/Pacific Is.	84	6%	
Other	29	2%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
0 BR	1,276	87%	
1BR	160	11%	
2 BR	21	2%	
3 BR	0		
4 BR	0		
5 BR	0		
5+ BR	0		
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 6</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>			

The MHA allows County residents who have been displaced by natural disaster or government action onto the waiting list even if generally closed. In addition, the MHA allows households who are part of the witness protection program and those who are victims of hate crimes apply, even if they are not residents of the County.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: <b>Marin City</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	1,120		60 households
Extremely low income <=30% AMI	862*	77%	
Very low income (>30% but <=50% AMI)	258*	23%	
Low income (>50% but <80% AMI)	0	0	
Families with children	1,045	93%	
Elderly families	6	1%	
Families with Disabilities	69	6%	
White	172	15%	
Black	696	62%	
Hispanic	163	15%	
American In.	11	1%	
Asian/Pacific Is.	51	5%	
Other	27	2%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
0 BR	10	1%	
1BR	80	7%	
2 BR	717	64%	
3 BR	300	27%	
4 BR	5	< 1%	
5 BR	0	0	
5+ BR	8	< 1%	

### Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)? 6

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

The MHA allows County residents who have been displaced by natural disaster or government action onto the waiting list even if generally closed. In addition, the MHA allows households who are part of the witness protection program and those who are victims of hate crimes apply, even if they are not residents of the County.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3,070		72 households
Extremely low income <=30% AMI	2,364*	77%	
Very low income (>30% but <=50% AMI)	706	23%	
Low income (>50% but <80% AMI)	0	0	
Families with children	2,466	80%	
Elderly families	129	4%	
Families with Disabilities	475	15%	
White	1,820	59%	
Black	851	28%	
Hispanic	156	5%	
American In.	39	1%	
Asian/Pacific Is.	141	5%	
Other	63	2%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
0 BR	778	25%	
1BR	408	13%	
2 BR	1,269	41%	
3 BR	530	17%	
4 BR	72	3%	
5 BR	0	0	
5+ BR	13	1%	

### Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)? 36

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

- Waiting list data not available by income breakdown. Analysis of certified and/or eligible households shows that 77% of eligible households are extremely low income and 23% are very low income.

The MHA allows County residents who have been displaced by natural disaster or government action onto the waiting list even if generally closed. In addition, the MHA allows households who are part of the witness protection program and those who are victims of hate crimes apply, even if they are not residents of the County.

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

***Please see Goals section for more specific annual implementation strategies for the MHA 5-Year Plan***

#### **(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below) **See Goals**

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available

- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below) **See Goals**

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below) **Work with Area on Aging to identify affordable housing opportunities**

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

***See Section on Goals***

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	941,376	
b) Public Housing Capital Fund	1,393,746	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	14,833,596	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	124,000	
g) Resident Opportunity and Self- Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
CHSP	43,000	Public Housing Supportive Services

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	1,058,158	
<b>4. Other income (list below)</b>		
Interest and Investments	33,728	
Excess Utilities	17,000	
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	18,444,604	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

#### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit:  
**5—10, depending on bedroom size**
- When families are within a certain time of being offered a unit:
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

***The MHA is currently seeking an agreement with the FBI to access criminal records for screening purposes.***

#### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list

- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office (**at Marin City only**)
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3)**

**Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?  
**2 (One for Marin City family housing and one list for all five senior/disabled public housing complexes)**

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
 If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously?  
 If yes, how many lists?

***Conceivably could be on both public housing lists:  
 Family housing and senior/disabled housing***

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

**At the MHA site office: 429 Drake Avenue, Marin City**

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

≤ One

- T Two  
≤ Three or More

- b. T Yes ≤ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA.

#### **(4) Admissions Preferences**

a. Income targeting:

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions?  
(list below)

- Emergencies  
 Overhoused  
 Underhoused  
 Medical justification  
 Administrative reasons determined by the PHA  
(e.g., to permit modernization work)  
 Resident choice: (state circumstances below)  
 Other: (list below)

#### ***As part of the MHA's deconcentration plan***

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) ***Graduate of transitional housing program***

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 4 Victims of domestic violence
- 4 Substandard housing
- 4 Homelessness
- 4 High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability (4)
- Veterans and veterans' families (4)
- Residents who live and/or work in the jurisdiction (1)
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes (4)
- Other preference(s) (list below)

***Graduates of Transitional Housing program (3)***

3. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list): ***Marin City Resident Management Corporation, social service agencies and drug rehab centers are all trained to give some basic information on rules of occupancy***

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- T At an annual reexamination and lease renewal
- T Any time family composition changes
- T At family request for revision
- ≤ Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists  
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments.  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments. If selected, list targeted developments below:

Other (list policies and developments targeted below)

***Changes to the MHA transfer policy***

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d. was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts—***MHA has only one family complex. MHA will allow transfers between public housing and Section 8 to achieve goals.***

List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source) ***MHA is currently seeking an agreement with the FBI for criminal record information***

e. Indicate what kinds of information you share with prospective landlords?  
(select all that apply)

- Criminal or drug-related activity
- Other (describe below)

***Non-payment of rent, damages and record of tenancy***

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

***Where the family is actively seeking housing, but due to market prices, is unable to find a qualifying unit or as an accommodation to a large family. Also as a reasonable accommodation to a disabled family and in cases where the family was unable to search due to verifiable medical or family emergency.***

**(4) Admissions Preferences**

a. Income targeting

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
 Victims of domestic violence  
 Substandard housing  
 Homelessness  
 High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability  
 Veterans and veterans' families  
 Residents who live and/or work in your jurisdiction  
 Those enrolled currently in educational, training, or upward mobility programs  
 Households that contribute to meeting income goals (broad range of incomes)  
 Households that contribute to meeting income requirements (targeting)  
 Those previously enrolled in educational, training, or upward mobility programs  
 Victims of reprisals or hate crimes  
 Other preference(s) (list below)

***Graduates of transitional housing***  
***Rent in Place***

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of

these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

#### Date and Time

#### Former Federal preferences

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 4 Victims of domestic violence
- 4 Substandard housing
- 4 Homelessness
- 4 High rent burden

#### Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families (4)
- Residents who live and/or work in your jurisdiction (1)
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes (4)
- Other preference(s) (list below)
  - Graduates of Transitional Housing*** (3)
  - Rent In Place*** (4)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

***Send letters and/or flyers to a comprehensive list of social service agencies***

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

**(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0  
 \$1-\$25  
 \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

***the MHA uses the federally-required exemptions***

c. Rents set at less than 30% than adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- For household heads  
 For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families  
 Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

- g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing  
 Survey of rents listed in local newspaper  
 Survey of similar unassisted units in the neighborhood  
 Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families

- Rent burdens of assisted families
- Other (list below)

**(2) Minimum Rent**

a. What amount best reflects the PHA’s minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

***The MHA uses the federally required hardship exemptions***

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

***Not Applicable to MHA, HIGH PERFORMING PHA***

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		

Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

**C. Management and Maintenance Policies**

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

***N/A, MHA is a HIGH PERFORMING PHA***

**A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

## **B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
- Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

**Capital Improvement Plan**

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
  - The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment

**Capital Improvement Plan**

-or-

- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

**B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

### 2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/>
Disposition <input type="checkbox"/>

<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: (DD/MM/YY)</p>
<p>5. Number of units affected:</p>
<p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity:</p> <p>b. Projected end date of activity:</p>

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

<b>B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937</b>
---

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)

<p>3. Application status: (select one)</p> <p><input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program</p> <p><input type="checkbox"/> Submitted, pending approval</p> <p><input type="checkbox"/> Planned application</p>
<p>4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)</p>
<p>5. Number of units affected:</p> <p>6. Coverage of action: (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

### B. Section 8 Tenant Based Assistance

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

***This section is N/A to MHA because it is a HIGH PERFORMING PHA; However, this item is addressed in the Attachment entitled HOMEOWNERSHIP***

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants  
 26 - 50 participants  
 51 to 100 participants  
 more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

***N/A, MHA is High performing PHA; however, see program description in Attachment entitled Community Service and Self-Sufficiency***

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed?  
DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self



- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

**D. Reserved for Community Service Requirement pursuant to Section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti

- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

1. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

1. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment.

**See Attachment entitled SAFETY AND CRIME PREVENTION**

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**See Attachment entitled PET POLICY**

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?(If no, skip to component 17.)
- 2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3.  Yes  No: Were there any findings as the result of that audit?
- 4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain?   0
- 5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

***N/A, MHA is a HIGH PERFORMING PHA***

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

**18. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
3. If yes, the comments are:  
(if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name) **RESIDENT ADVISORY BOARD**
  - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:

***Changes are listed in the Attachment entitled  
RESIDENT ADVISORY BOARD***

Other: (list below)

**B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

***The MHA has two resident commissioners who are appointed to the Board by the County Board of Supervisors through a public process***

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: County of Marin

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

***Shelter Plus Care program, the HOPWA program, the Rehabilitation program, the Drug Elimination Program, and the Continuum of Care participation***

Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

***The jurisdiction provides funding for the Rehabilitation Loan program, they are partners in the Continuum of Care process, they have provided financial assistance in funding certain capital improvements in public housing, they provide funding for the Shelter Plus Care, Rental Deposit Guarantee and HOPWA programs***

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

***None***

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

### ***MARIN COUNTY HOUSING AND HOMELESS NEEDS ASSESSMENT***

#### **HOUSING MARKET ANALYSIS**

Marin County is an affluent community located across the Golden Gate Bridge from San Francisco. The county is characterized by a wealthy, predominately white, well-educated, gainfully employed population. Table 1 from the County of Marin Consolidated Plan 1995-2000 (Consolidated Plan) lists data from both the 1980 and 1990 Censuses, which corroborate this thumb-nail sketch. In comparison with nearly all other California counties, Marin has a higher income population, a higher percentage of college graduates, a higher percentage of people in professional and managerial occupations, higher priced homes, and a lower unemployment rate. Table 2 shows the market conditions at the time the 1990 Census was taken. Growth in the Marin housing stock has been very limited since 1990.

According to the Marin County Community Development Agency, only 16% of the total land area in Marin County (including cities) is suitable for development, 11% of the county land has been developed, and 5% is available for development. The remaining land is held in agriculture, parkland, publicly and privately owned open space, watershed and tidelands. High prices for single family homes (and some townhouses/condominiums) characterize the local housing market, in addition to high rents, low vacancy rates, and a shortage of vacant land suitable for housing development.

**Table 1. Marin County Demographics—Population and Household Data** MSA Median: \$49,282

Population	1980 Census	1990 Census	% Change			
White (non-hispanic)	199,675	194,665	-2.51			
Black (non-hispanic)	5,375	7,529	40.07			
Hispanic (all races)	9,204	17,930	94.81			
Native American (non-hispanic)	725	661	-8.88			
Asian and Pacific Islanders (non-hispanic)	5,380	9,064	68.46			
Other	2,438	247	-89.87			
Total Population	222,568	230,096	3.38			
Household by Population	215,273	221,548	2.91			
Non-Household Population	7,295	8,548	17.18			
<b>Special Categories*</b>						
Farm		635				
Group College		313				
Military		15				
Nursing Homes		1,328				
Juvenile Institutions		15				
Households	Total 1990	% of Total	% Very Low Income (0-50% MFI)	% Other Low Income (51-80% MFI)	% Moderate Income (81-95% MFI)	% Above 95% MFI
White (non-hispanic)	86,125	90.4	15.9	7.5	6.7	69.8
Black (non-hispanic)	1,744	1.8	38.9	13.0	8.0	40.0
Hispanic (all races)	4,202	4.4	32.3	12.4	9.3	46.0
Native American (non-hispanic)	258	0.3	11.2	14.7	9.3	64.7
Asian & Pacific Islanders (non-hispanic)	2,864	3.0	21.8	9.3	5.5	63.4
All Households	95,233	100	17.3	7.9	6.8	68.0

**Source: Consolidated Plan**

**Table 2. Marin County—Market and Inventory Conditions**

Housing Stock Inventory

Category	Total	Vacancy Rate	0 & 1 bdrm	2 bdrm	3+ bdrm
Total Yr. Round Housing	99,757		17,756	28,097	53,904
Total Occupied Units	95,006		16,562	26,362	52,082
Renter	36,015		13,855	14,033	8,127
Owner	58,991		2,707	12,329	43,955
Total Vacant Units	4,751		1,194	1,735	1,822
For Rent	1,418	3.79%	519	674	225
For Sale	1,021	1.70%	90	302	629
Other	2,312		585	759	968

Substandard Units

Category	% Substandard	% Suitable for Rehab.
All Renter	1.2%	1.0%
All Owner	0.4%	0.3%

Public Housing

Category	Total	Vacancy Rate	0 &1 bdrm	2 bdrm	3+ bdrm
Total	500		235	138	127
Vacant	4				
Rehabilitation Needs: Estimated Hard Costs—Physical Improvements: \$8,200,000					
Grand Total PHA Needs: \$9,800,000					

Rents

Unit Size	Applicable FMR's	Rent Affordable at 30% of 50% MFI
0 Bedrooms	\$697	\$511
1 Bedroom	\$845	\$548
2 Bedrooms	\$1,002	\$658
3 Bedrooms	\$1,247	\$759

**Source: Consolidated Plan**

High development costs make affordable housing development impossible without substantial subsidy. Projects tend to be small scale in Marin County, due to the small size of available undeveloped land, local zoning which favors lower density development, and the need to cutback the scale of a project due to environmental concerns and community opposition. Small projects are not able to benefit from economies of scale. For this reason, housing construction in the private market has focused on expensive single family homes, townhouses and condos.

The major trends since the 1980s that have affected Marin County's housing market are job growth, rising household incomes, increased demand for housing from the "baby boomer" population, diminishing supply of land available for housing construction, and a reduction in the growth of the housing supply.

Between 1980 and 1990 the number of jobs in Marin County increased from 76,502 to 104,840 (a 37% increase). This relatively large increase in jobs was typical of California suburbs during the 1980s. These jobs were filled mostly by women and young people entering the labor force, people moving into Marin County, and commuters from neighboring counties. During the 1980s average household income and average family income in Marin more than doubled in nominal dollars. (Incomes rose at more than twice the rate of the Consumer Price Index.) This increase reflected the increasing number of households with more than one wage earner and an in-migration of affluent households from other areas. On June 22, 1998, the Marin Independent Journal reported that the median income in the county was \$80,253, the highest in the state.

By comparison in 1998, the median salary paid to a person working in Marin was \$28,500 (source: the Association of Bay Area Governments). Most of the jobs in Marin today are low paying service jobs. As Table 3 shows, 61% percent of Section 8 rental assistance recipients are working, but they are unable to afford rents in the county. Even most middle-income families are not able to afford to buy a house in the county. Persons working locally tend to commute from less expensive outlying areas. Generally, only affluent households can afford to purchase single-family homes in Marin. In 1999, the median home price was approximately \$400,000.

Wages	61.0%
Welfare	21.4%
SSA	37.6%
SSI	37.7%
Pension	4.0%
Child Support	9.7%
Other	19.5%

\*Some may have more than one income source

**Source: MHA, Participant Demographic Report, 12/31/98**

## Condition of Housing Stock: Overcrowding and Substandard Conditions

Due to the high cost of housing, the housing stock in Marin is generally well-maintained and overcrowding is limited. The 1990 Census indicated that 8.9% of households in the Canal area (Census Tract 1122) of San Rafael were overcrowded, compared to only 1.2% of households in Marin County as a whole. Anecdotal reports and Census data indicate overcrowding among extremely low income Hispanic and Asian residents, particularly recent immigrants. Immigrant populations live primarily in San Rafael and Novato, experience a severe rent burden, and often live in overcrowded conditions as a means to pay the rent.

The 1990 Census stated that 431 of 36,015 renter-occupied units were substandard (1.2%), and 244 of 58,991 owner-occupied units were substandard (0.4%). By local definition, a substandard housing unit is lacking complete kitchen and/or plumbing facilities. Because the MHA is unable to enter into a Section 8 lease and contract for such substandard units, this also effectively limits the amount of housing stock available for subsidy. To assist substandard owner-occupant units, the MHA Rehabilitation Loan Program assists extremely low, very low, and low-income homeowners in rehabilitating deteriorating homes. This program has historically rehabilitated an average of 30 houses per year, including group homes for people with disabilities.

## Demographics of Housing Market

In 1993, the U.S. Census Bureau estimated that 14,860 families in Marin lived at poverty level. The county has three "areas of low income concentration," defined as Census tracts where the population is lower income than the rest of the county, with incomes not exceeding 80% of the area median. Census tracts 1110 in downtown San Rafael, 1122 in the Canal Area of San Rafael, and 1290 in Marin City have the highest concentration of low-income households and incidence of poverty.

The county has two areas of "minority concentration," defined as Census tracts where the non-white percentage of the population is noticeably greater than the countywide percentage (note: the prison in San Quentin has not been included). Tract 1290 has a high concentration of African-Americans. When the Census was taken, more than half of the African-American population in Marin City lived in public housing. Tract 1122 has a high concentration of Hispanics, Asians and Pacific Islanders. In 1997, the Census Bureau estimated a 25% increase in the Asian and Pacific Islander population, a 23% increase in the Hispanic population, and 8% increase in the African-American population over 1990 Census figures (Marin Independent Journal, September 4, 1998). It is difficult to assess whether these increases reflect a striking shift in Marin's minority population or an adjustment of the under-reporting of minorities in 1990.

The demographics of Marin City shifted in the late 90s, with the completion of the 255 apartments and 85 townhomes at the Marin City USA redevelopment project. The project contains a mix of market rate and subsidized rental and for-sale units. Of the 255 apartment units, 66 are available to very low-income households and 28 to low income families. MHA manages the Below Market Rate (BMR) Program at the Mariners Ridge townhomes. Of the 85 townhomes, 34 are part of the BMR program and will have resale restrictions for 30 years. Half of the BMR units were sold to low and moderate income Marin City residents, which fulfilled the project's goal of providing homeownership opportunities to Marin City residents. At least three of the new homebuyers were former public housing residents. Twelve homes were purchased by moderate income and higher income Marin City residents.

The primary goals of the Marin City USA project were to bring greater racial and economic integration to Marin City. Property management staff for the new apartments at Marin City USA estimate that 40% of their residents are African-American, 35% are white, 15% are Hispanic, 5% are Asian/Pacific Islander, and 5% are "other" (do not fall in the categories mentioned). Property management staff also noted that a number of the market rate units are occupied by minority individuals and families. More than half of the homebuyers were white, a quarter of the were African-American, 14% were Asian, and the rest were Hispanic and Native American. Although the demographics of Marin City have changed considerably, it is probable that Marin City will qualify as an area of low income and minority concentration in the Census 2000.

While nearly 82% of public housing residents in Marin City are African-American, and nearly 96% are minority, the demographic profile of MHA Section 8 recipients is closer to the profile of Marin residents. Table 4 shows the racial profile of MHA-assisted rental households.

**Table 4. Race/Ethnicity of Section 8 and Public Housing Recipients**

Source: MHA Participant Demographic Report, 12/31/98

Race/Ethnicity	Number of Households			
	Section 8	Marin City Public Housing	Elderly/Disabled Public Housing	TOTALS 12/31/98
White (Non-Hispanic)	1047 (61.1%)	13 (4.5%)	159 (79.9%)	<b>1219</b> <b>(55.4%)</b>
African American	262 (15.3%)	235 (81.9%)	9 (4.5%)	<b>506</b> <b>(23%)</b>
Asian	200 (11.7%)	23 (8.0%)	20 (10.1%)	<b>243</b> <b>(11.1%)</b>
Hispanic	179 (10.4%)	15 (5.2%)	10 (5%)	<b>204</b> <b>(9.3%)</b>
American Indian	26 (1.5%)	1 (.4%)	1 (.5%)	<b>28</b> <b>(1.2%)</b>
Total Minority	667 (39%)	274 (95.5%)	40 (20.1%)	<b>981</b> <b>(44.6%)</b>
Total	1714 (100%)	287 (100%)	199 (100%)	<b>2200</b> <b>(100%)</b>

It is difficult to evaluate cost burden by race in the county, because the percentage of income spent for housing is not disaggregated by race in the 1990 Census. The only telling figure in Census data is that persons classified as white and Asian tend to be predominately homeowners, while 75% of African-American and 69% of Hispanic respondents were renters. Thirteen percent of African-American respondents in the 1990 Census paid less than \$200 a month for housing, which, in most cases, would have been Marin City public housing.

**Explanation of the Terms Used in the Tables 5 through 7:**

- In Tables 5 through 7, "Housing Problems" means high cost burden, overcrowding, or substandard housing conditions.
- The data set provided by HUD includes detailed data only for African-American Non-Hispanic and Hispanic households. Because comparable data was not available from HUD or from published Census data for Asian, Native American, or middle-income households, we are unable to provide an analysis for these subpopulations.

While the majority of Marin's housing stock is in ownership housing and the majority of Marin's residents are white, persons of African-American or Hispanic

heritage are disproportionately represented in rental housing. Tables 5 through 7 show that minority households have serious housing problems. Table 5 indicates that residents of Marin who are white or Asian typically earn higher wages than persons of African American, Hispanic, Indian, and other ethnicities. In the 1990 Census, the median income for Asian families was considered high at \$47,138. Service providers state that the county has a significant population of lower income Southeast Asian families (estimated at 3,500 in 1995) and Asians may have a wider income distribution than whites, although both groups have about the same median income. Precise data on the number and housing situation of Asian families is not available. A more thorough analysis of disproportionate needs can be found in the Consolidated Plan.

**Table 5. Income by Race in Marin, 1990**

<b>Race</b>	<b>Income</b>
White	\$49,858
African-American	\$29,949
Indian	\$36,780
Asian	\$47,138
Other	\$32,052
Hispanic	\$34,515
<i>Median Income of All Residents</i>	<i>\$48,543</i>

**Source: 1990 Census**

**Table 6. Percentage of Renter Households With Housing Problems, by Race**

<b>Income Range of Renter Households</b>	<b>All Renter Households</b>	<b>Minority Renter Households</b>	<b>African-American Non-Hispanic Renter Households</b>	<b>Hispanic Renter Households</b>
Extremely Low Income	79.4	79.5	66.5	91.2
Very Low Income	82.0	84.5	76.5	86.5

**Source: 1990 Census**

A significant proportion of lower income African-American families in Marin County live in public housing in Marin City. For this reason, the county has fewer lower income African-American families with “housing problems” (as defined by

the Census Bureau) than Hispanic families, since families in public housing live in standard quality housing and they tend not to be rent burdened or live in overcrowded conditions. Although residents of Marin City public housing generally would not be considered to have "housing problems" as defined by the Census, this area has significant neighborhood-related social problems. In addition, a high percentage of low income homeowners of all racial groups have "housing problems." In the experience of MHA Rehabilitation Loan program staff, these homeowners have experienced financial reverses (divorce, unemployment, steep medical expenses, or retirement) that decreased their available income below the level they need to comfortably cover housing expenses.

**Table 7. Percentage of Homeowner Households with Housing Problems by Race**

Income Range of Homeowner Households	All Homeowner Households	Minority Homeowner Households	African-American Non-Hispanic Households	Hispanic Homeowner Households
Extremely Low Income	70.1	61.2	100.0	63.5
Very Low Income	51.3	68.1	45.2	70.1
Moderate Income	47.3	49.3	71.0	32.5

**Source: 1990 Census**

Market for Housing for the Elderly

Senior citizens are the fastest growing segment of Marin County's population, and a large proportion of the county's senior population is low income. According to the Census, the population aged 60 and older in Marin County increased by 23% between 1980 and 1990, seven times faster than the County's population, to a total of 38,432 persons. One in six Marin County residents is over the age of sixty. Of those over the age of sixty, one-third are older than seventy-five. Persons aged eighty-five and older are the fastest growing segment of Marin's population.

These statistics are alarming, since the median income for county residents aged 65 and over was \$27,062 for individuals and \$31,739 for households headed by seniors in 1989. The median income was \$12,729 for seniors with a mobility or self-care limitation. The fixed incomes of elderly often can not keep pace with the increase in rental housing prices, and this population frequently has costly supportive service needs.

West Marin does not have any assisted living options for seniors, such as residential care facilities for the elderly ("board and care homes"), adult day care, Alzheimer's day care, retirement homes and other nursing care facilities. Many houses in this area are in remote and inaccessible areas where home care workers are not comfortable visiting. Around the clock supervision and care is

expensive and many people do not have an extra bedroom for a live-in worker. The cost of 24-hour care is not affordable for lower income individuals. West Marin Senior Services is trying to develop a few units of assisted living for seniors in West Marin, and that agency predicts that 134 of its lower income clients could benefit from such a facility.

### Nature and Extent of Homelessness

The Marin County Housing Authority; Homeward Bound of Marin (the county's homeless shelter provider), the Veterans Service Office, Department of Health and Human Services, Division of Social Services, and the County of Marin, estimate that approximately 3,000 people are homeless in Marin County. Of the 3,000 homeless, 2,000 are adults and approximately 700 are veterans. More than one-third of the homeless and at-risk population are families with children.

In 1998, the Marin Continuum of Housing and Services ("the Continuum") implemented a pilot project called The Community Interaction Partnership (CIAP) to gather accurate, unduplicated data regarding the demographic profile of homeless individuals and families in Marin. Along with the Housing Authority, 14 participating organizations agreed to utilize a common one-page data collection tool and to use a consistent unique identifier for each homeless household so that data from all the collection sites could be aggregated into a single database and unduplicated. Over an eight month period from May 1998 to December 1998, outreach and intake staff from MHA and the 14 organizations completed a common intake form on every homeless person or family who received services at that site. The goal of this pilot was to prepare for longer-term or more in-depth data collection in the future.

One of the primary objectives in designing CIAP data collection protocols was to include data on as many homeless persons as possible. To ensure that no groups or sub-populations of homeless people were overlooked, "the Continuum" included data collection sites that provide direct services to homeless individuals and families in all the geographic areas of the county. It also included providers that work with all the special needs homeless populations, including single adults and families, veterans, persons with mental illness, substance abuse issues, HIV/AIDS, and domestic violence histories. The 14 participating organizations included emergency shelter providers, as well as service providers and organizations that conduct outreach to homeless people living in the hills of Marin and other kinds of encampments. This ensured that the data collection captured not just those individuals and families residing in emergency shelter, but also the "street" homeless who are accessing few if any services in the county.

Using CIAP data, over the five-year period covered by this report, MHA will have an accurate picture of the homeless and persons and families at risk of homelessness, including the needs of subpopulations in Marin. In January 1999,

CIAP began producing reliable unduplicated data on homeless demographics and the types of services most needed. The “Continuum” is updating the Continuum of Care Plan with data collected in its current data collection project. Because the county’s service network is extensive, providers estimate that nearly all homeless persons are receiving some type of emergency service. There are few homeless camps in Marin, and service providers believe that most homeless persons in camps or on the streets access day services at one of the two participating day service centers.

Single Parent-Headed Households

On average, households headed by single parents have a significantly lower income than households with two parents. Although 1990 Census figures are dated, service providers believe that economic trends have continued to polarize single parent-headed households. In the past five years, there has been a sharp rise in the number of single mothers with children who are becoming homeless or are at risk of homelessness. The 1990 Census reported 6,096 families with a female head of household and at least one child under the age of 18. This type of family accounted for 15% of total families in Marin. In 1989, the year the Census data was taken, the income differential between married couple families and families headed by single parents was striking, as shown in Table 8.

**Table 8. Mean Household Income for Families with Children (1989)**

<u>Families with Children</u>	<u>Mean Household Income</u>
Married-couple families	\$90,563
Male householders	\$60,299
<b>Female householders</b>	<b>\$30,216</b>

**Source: U.S. Census, 1990.**

As a basis for comparison, we can look at the 1989 HUD income limit for a low income family, which was \$25,900 for a family of two, and \$29,150 for a family of three. Since the figures shown in Table 8 are an average, not a median, it is impossible to assess the exact number of lower income single parents. It is fair to assume that this figure represents a large number of extremely low, very low income and low income single parents and some higher income Marin single parents.

Persons with Disabilities and Special Housing Needs

The Marin Center for Independent Living (MCIL) estimates that 32,000 persons in Marin County have disabilities. Although data is not available on the income of this population, it is estimated that the majority is lower income.

There is a need for accessible housing for individuals with mobility impairments. MCIL runs an accessibility modification program, which rehabilitates housing units for lower income persons with mobility impairments. In 1994, more than 5% of the MHA-managed housing units were made accessible, exceeding the minimum Section 504 requirement. At the five elderly/disabled complexes, the MHA made handicapped accessibility modifications to 10 apartments and five community buildings, installed site ramps and handrails, and provided additional handicapped parking spaces. In Marin City, the MHA made handicapped accessibility modifications to 13 housing units and the project office, installed a number of site ramps and handrails, and provided additional handicapped parking spaces.

MARC, an agency that serves a large number of developmentally disabled clients, estimates that the county has 1,500 residents who are developmentally disabled. In December 1994, the county had 2,072 disabled individuals receiving SSI. The director of MARC sees a need for more Section 8 vouchers for developmentally disabled persons. Many MARC clients are ready to live independently, but there is a lack of affordable low cost housing in the county for extremely and very low income persons with disabilities. This shortage of affordable housing for developmentally disabled persons has become more acute in the past five years, as more developmentally disabled persons have entered into the housing market in search of smaller home settings (two and three bedroom apartments and houses, as opposed to larger group homes).

According to the director of Buckelew Programs, the County has a critical shortage of housing that provides an independent living situation with social service support<sup>1</sup> for extremely and very low-income people who are mentally ill. The Housing Authority's Shelter Plus Care Program provides a Section 8-type rent subsidy in conjunction with intensive supportive services to 55 formerly homeless individuals and families who have a serious mental illness and who may also have a concurrent substance abuse problem and/or AIDS.

The MHA-run HOPWA Program provides a rent subsidy to individuals and families living with HIV or AIDS. The Program Coordinator helps link participants to needed social services. In many ways, the housing conditions faced by people living with AIDS in Marin are the same as the housing conditions faced by the general population. The high cost of housing in Marin is a burden for low-income people, particularly if they face the loss of employment income and/or high medical expenses. People with AIDS in Marin, particularly those with less severe health problems, express a strong preference to remain in their homes for as long as possible. This sub-population needs rent subsidies and a range of support services for both medical and family needs

---

<sup>1</sup>Support services would need to be offered between three and seven days a week, two to four hours a day per individual.

## **INVENTORY OF AFFORDABLE HOUSING**

### Inventory of Public and Assisted Housing

Table 9 details MHA's inventory of public and assisted housing and Table 10 shows MHA-Assisted Households by locality.

Marin County has a total of 500 public housing units, 300 of which are in Marin City and 200 of which are in elderly/disabled complexes. The waiting list for units in Marin City is the least competitive portion of the Housing Authority's assisted housing program, because the units have some turnover and many applicants say they would rather live in other parts of Marin. Housing Authority staff notes that the need for housing for the mentally ill has skyrocketed in the last decade, resulting from the deinstitutionalization of mentally ill people and the failure to provide adequate community-based mental health services. Staff estimates that mentally ill people comprise 60% of the waiting list for elderly public housing projects, an increase from earlier in the decade.

Most senior/disabled units are studios and 1-bedrooms, and larger units are occupied by families. The public housing units (including both family and senior projects) are distributed by size as follows:

0 - Bedroom	122 units
1 - Bedroom	113 units
2 - Bedroom	138 units
3 - Bedroom	119 units
4 - Bedroom	8 units

There are an estimated 543 Section 8 project based-assisted units in the county, but data is not available on the size of each unit (further data is available from the U.S. Department of Housing and Urban Development). Since Marin County's public housing stock is in good condition, MHA staff does not anticipate loss of public housing through demolition.

There are approximately 1,500 nonprofit-sponsored assisted housing units in the county which serve low-income persons. Along with its 500 public housing units, MHA has 1,750 vouchers for tenant-based assistance which serve extremely and very low-income persons.

**Table 9.  
Clients Served**

			F a m i l y	E l d e r l y	D i s a b l e d	V e r y L o w	L o w e r I n c o m e	M o d e r a t e
<b>Section 8 Rental Assistance</b>	<b>Units</b>	<b>People</b>						
	1714	4199	▲	▲	▲	▲	▲	
Family Self-Sufficiency	--	95	▲			▲	▲	
<b>Owned Rental Housing</b>								
Marin City, Marin City	290	711	▲	▲	▲	▲	▲	
Family Self-Sufficiency	--	30	▲			▲	▲	
Drug Elimination Program	--	711	▲	▲	▲	▲	▲	
Venetia Oaks, San Rafael	36	44		▲	▲	▲	▲	
Homestead Terrace, Mill Valley	28	28		▲	▲	▲	▲	
Casa Nova, Novato	40	42		▲	▲	▲	▲	
Golden Hinde, San Rafael	40	43		▲	▲	▲	▲	
Kruger Pines, Mill Valley	56	66		▲	▲	▲	▲	
Congregate Housing Services	--	19		▲	▲	▲	▲	
Isabel Cook, San Anselmo	18	43	▲	▲	▲	▲	▲	
Sundance Apartments, San Rafael	28	67	▲	▲	▲	▲	▲	
Bradley House, Tiburon	15	17		▲	▲	▲	▲	
Fairfax Vest Pocket Community	19	26	▲	▲	▲	▲	▲	
<b>Homeownership Programs</b>								
Residential Rehabilitation Loans	504	882	▲	▲	▲	▲	▲	
Below Market Rate Sales/Units	285	485	▲	▲	▲		▲	▲
Mortgage Credit Certificates	197	295	▲	▲	▲		▲	▲
Homebuyers Assistance Center	--	220	▲	▲	▲	▲	▲	▲
<b>Supportive Housing and Services</b>								
Rental Deposit Guarantees	85	140	▲	▲	▲	▲	▲	
Rebate for Marin Renters	70	80		▲	▲	▲	▲	
Housing Assistline	--	2628	▲	▲	▲	▲	▲	▲
Shelter Plus Care	61	70	▲		▲	▲	▲	
Housing Opportunities for People with AIDS	119	118	▲		▲	▲	▲	



Eligibility income limits are based on median income for the San Francisco PMSA as established by HUD.

Low-Income = Below 50% of median (about \$24,000 for one person)

Lower-Income = 50 to 80% of median (up to \$38,400 for one)

Moderate Income = 80- 120% of median (up to \$57,600 for one person)

**Table 10. MHA-Assisted Households by Locality (Major Programs)**

Source: MHA Participant Demographic Report, 12/31/98

Locality	Section 8	MHA-Owned Rental Housing	Rebate For Marin Renters	BMR Home Sales-Resales		MCC	Residential Rehab Loans	Supportive Housing	Total (excluding BMR Resales)	
Belvedere	7	0	1	0	0	0	3	0	11	.3%
Corte Madera	13	0	2	32	11	5	36	4	92	2.6%
Unincorporated County <sup>3</sup>	92	---	14	32	18	15	216 <sup>4</sup>	11	380	10.8%
Marin City	38	300	---	56	1	54	3	---	451	12.8%
Fairfax	80	18	0	0	0	4	36	12	150	4.2%
Larkspur	41	0	5	20	15	6	15	4	91	2.6%
Mill Valley	94	84	5	25	17	3	30	10	251	7.1%
Novato	482	40	10	0	0	63	40	36	671	19.0%
San Anselmo	85	18	6	3	2	1	55	8	176	5.0%
San Rafael	754	104	22	97	43	44	62	85	1,168	33.1%
Sausalito	7	0	4	0	0	0	3	6	20	.6%
Tiburon	11	15	1	20	7	2	2	4	55	1.5%
Ross	0	0	0	0	0	0	3	0	3	.1%
Out of County <sup>5</sup>	10	---	---	---	---	---	---	---	10	.3%
<b>Totals</b>	<b>1,714</b>	<b>579</b>	<b>70</b>	<b>285</b>	<b>&lt;114&gt;</b>	<b>197</b>	<b>504</b>	<b>180</b>	<b>3,529</b>	<b>100%</b>

<sup>2</sup> Supportive Housing - Shelter Plus Care, Housing Opportunities for People with AIDS (HOPWA)

<sup>3</sup> Data by **address**. Unincorporated includes Bolinas, Forest Knolls, Greenbrae, Inverness, Kentfield, Lagunitas, Point Reyes Station, San Geronimo, Stinson Beach, Woodacre. Marin City data is excluded from County figures above, although Marin City is within the unincorporated area of County.

<sup>4</sup> Includes 15 group homes in various locations, and 43 floating homes at Waldo Point Harbor.

<sup>5</sup> Portable Vouchers. Marin County residents relocated out of County.

The subsidized permanent housing serves low-income households, except when accompanied by deeper tenant-based rent subsidies like Section 8. In a few communities, the county's median-priced market rate rental housing units are affordable to moderate income households.

Between the mid-1970s and the mid-1980s, a total of 233 units received 20-year Section 8 rent subsidies through the Section 8 New Construction and Substantial Rehabilitation Programs. Table 11 lists the projects in the county that would lose rent subsidies if their Section 8 contracts were not renewed.

**Table 11. Units Threatened With Loss of Affordability  
Due to Possible Loss of Section 8 Subsidies**

Name of Project	Location	Special Populations	Year Rent Subsidy Could Expire	Number of Units
Bee Street Housing	Sausalito	Seniors, disabled	2005	6
Buckelew Housing	Fairfax	Mentally ill	2006	12
Camino Alto Apartments	Mill Valley	Disabled	2003	24
Del Ganado Apartments	San Rafael	Developmentally disabled	2002	12
Parnow Friendship House	San Rafael	Seniors, disabled	2002	72
San Rafael Commons	San Rafael	Seniors, disabled	2000	83
Walnut Place Senior Housing	Point Reyes Station	Seniors, disabled	2006	24
<b>Total</b>				<b>233</b>

**Source: Consolidated Plan**

Much of the federally-subsidized housing built in the 1960s and 1970s needed supplementary funding from for-profit investors. Private investment was attracted with the promise that, several decades later, the projects could be converted to market-rate housing at a profit. In 1990, the federal government created a major new housing preservation funding program to prevent projects like The Hilarita and Shelter Hill from converting to market rents. These two projects are among the largest subsidized housing complexes in the County. The Hilarita, a 102-unit subsidized apartment complex in Tiburon, was built in 1975 with Section 236 assistance from HUD. The Shelter Hill Apartments, a 75-unit complex in Mill Valley, was also a Section 236 project developed by a limited partnership with a nonprofit managing general partner. Table 12 lists projects funded by Section 202, Section 811, Section 221(d)(3), Section 236, FmHA Section 502 and 515, and similar programs. These complexes rarely have vacancies.

**Table 12. Housing assisted with Section 202, Section 811, Section 221(d)(3), Section 236, the FmHA Section 502 and 515 Programs**

<b>Name of Project and Location</b>	<b>Subsidy Program</b>	<b>Type</b>	<b>Number of Units</b>
Bennett House, Fairfax	Section 202	senior/disabled	70 units
Bucklew Creekwood, Fairfax	Section 202	mentally ill	12 units
Ponderosa Estates, Marin City	Section 221(d)3 BMIR	family	56 units
Oak Knolls, Marin City	Section 221(d)3 BMIR	family	48 units
Mill Creek Apartments, Mill Valley	Section 202	developmentally disabled	10 units
The Redwoods, Mill Valley	Section 231 elder	senior/disabled	150 units
Shelter Hill, Mill Valley	Section 236(j)(1)	family	75 units
Camino Alto Court, Mill Valley	Section 202	disabled	24 units
MARC Hamilton House, Novato	Section 811	developmentally disabled	1 unit
Mackey Terrace, Novato	Section 202	senior/disabled	50 units
Walnut Place, Pt. Reyes Station	Section 202	senior/disabled	24 units
MARC Nova House, San Rafael	Section 202	developmentally disabled	1 unit
Pilgrim Park, San Rafael	Section 236(j)(1)	family	61 units
Martinelli House, San Rafael	Section 236(j)(1)	senior/disabled	66 units
San Rafael Commons, San Rafael	Section 221(d)(4)	senior/disabled	83 units
Del Ganado Apartments, San Rafael	Section 202	developmentally disabled	12 units
Parnow House, San Rafael	Section 202	senior/disabled	72 units
Bee Street Housing, Sausalito	Section 202	senior/disabled	6 units
The Hilarita, Tiburon	Section 236(j)(1)	family	102 units
Ecology House	Section 811	environmental illness	11 units
<b>Total</b>			<b>934 units</b>

**Source: Consolidated Plan**

### Inventory of Senior/Disabled Housing

MHA has 200 units available to low income seniors in senior/disabled public housing complexes. Senior housing is the most attractive type of housing to communities in need of meeting their regional "fair share" requirement for the development of affordable housing. For this reason, more than 150 units of affordable senior housing have been developed in the county in the past five years. Most of this housing is affordable to very low and low income seniors. While subsidized senior housing complexes in Marin have waiting lists, the shortage of housing units in this category is less severe than other categories of housing.

### Inventory of Facilities for the Homeless and Persons Threatened with Homelessness

Shelters for the homeless are run by Homeward Bound of Marin. A permanent shelter with 80 beds located on the decommissioned Hamilton Air Force Base in Novato is under construction and will be completed in April 2000. The temporary shelter is located nearby. In addition, Homeward Bound has 82 beds reserved for homeless families, and its motel voucher program is designed for 57 individuals or families willing and able to work towards ending their homelessness. Vouchers provide two weeks of shelter in a motel, during which time the individual or family participates in an assessment process. The household has the opportunity to stay in the motel for up to six months. Homeward Bound also manages 54 Single Room Occupancy (SRO) hotel units for homeless individuals.

Homeless persons and persons at risk of homelessness are referred by social service organizations, religious congregations, law enforcement agencies, and word-of-mouth to the appropriate services. Typically, clients are assessed to determine the severity of their housing, employment, psychological or substance abuse problems and what personal resources they have available. Then, counselors make recommendations for appropriate supportive services.

### Inventory of Housing for Individuals with Special Needs

HUD's Housing Opportunities for People with AIDS (HOPWA) Program funds a long-term rental assistance program operated by the Marin County Housing Authority, an in-home attendant care program operated by Hospice of Marin, and a short-term rent, mortgage, and utility assistance program administered by Community Action Marin. The HOPWA program provides rental assistance for 100 households, 10% of which are families with children. The Shelter Plus Care Program has set aside 10 of its spaces for long term rental assistance and supportive services for clients with a triple diagnosis (mental illness, substance

abuse, and HIV/AIDS). The county has 3 beds for people living with HIV, at a single-family house, although most persons with HIV/AIDS prefer to remain in their own homes.

### Inventory of Permanent Housing Units

The inventory of affordable market rate units is extremely limited and shrinking each month, as the strong Bay Area economy continues to create wealth for some households. On a weekly basis, the AssistLine updates its database of affordable market rate units to be used by lower income persons seeking housing in the county. The AssistLine database, known as the Housing Clearinghouse, contains more than 260 properties and 11,500 rental units. In a survey taken in July 1998, only 73 of 10,000 market rate units under \$1,500 were vacant in July, 1998, and only 14 landlords would consider renting to Section 8 recipients. In 1998, only 48% of new Section 8 voucher recipients were able to find a place to lease. Marin Housing provides Section 8 vouchers to 1714 households, most of whom rent permanent housing units.

### **NUMBERS AND TYPES OF HOUSEHOLDS IN NEED OF HOUSING: 2000 AND 2005**

While housing costs have risen dramatically in Marin, cutbacks in federal and state housing and human service support programs have exacerbated the shortage of all types of affordable housing in Marin.

### **Housing Needs of the Extremely Low Income (0-30% of area median income)**

The critical shortage of affordable housing for extremely low income persons and families has been confirmed by CIAP and MHA waiting list data (Table 13, the Continuum of Care Gaps Analysis and Appendix 1). The CIAP Pilot Program Summary Report provides a clear picture of the housing and supportive service needs of the homeless (who represent a large percentage of the extremely low income). The housing needs of the extremely low income include, but are not limited to: rental assistance (to reduce severe cost burden and overcrowding and to enable people to obtain appropriate housing); group homes for people needing supervised living quarters; additional multifamily housing units; accessible housing for people with physical limitations and environmental sensitivities; emergency shelters for the homeless; emergency housing for battered persons; transitional housing for those at risk of becoming homeless; housing for the independent and the frail elderly; and housing with support services for persons with mental illness, physical illness, or disabilities. Housing counseling and mediation services for tenants and landlords, family self-

sufficiency programs, and rental deposit guarantees are also priorities for serving extremely low income persons and families.

MHA will continue to make housing assistance for extremely low income persons who are homeless or at risk of homelessness a priority over the next five years. In accordance with the Quality Housing and Work Responsibility Act of 1998, at least 75% of new Section 8 vouchers will be made available to extremely low income families and individuals, with incomes below 30% of median. In addition, the new HUD rules ensure that a minimum of 40% of public housing units will be occupied by families earning 30% of median or less.

If resources are available, MHA will continue to participate in supportive programs, which prevent homelessness and address the unmet needs of extremely low income families and individuals. Section 8 vouchers and public housing will be provided for those capable of independent living, and housing with supportive services will be provided for those who require support to live independently.

Table 13. Continuum of Care: Gaps Analysis\*

		Estimated Need	Current Inventory	Gap	Relative Priority
<b>Individuals</b>					
Beds/Units	Emergency Shelter	140	96	44	H
	Transitional Housing	270	135	136	H
	Permanent Supportive Housing	1758	320	1438	H
	<b>Total</b>	<b>2168</b>	<b>551</b>	<b>1617</b>	
Supportive Services Slots	Job Training	1626	125	1501	H
	Case Management	1084	380	704	H
	Substance Abuse Treatment	673	98	575	H
	Mental Health Care	591	350	247	H
	Housing Placement	2168	636	1532	H
	Life Skills Training	1084	180	904	H
	Other				
	Other				
Sub-Populations	Chronic Substance Abusers	673	98	575	H
	Seriously Mentally Ill	591	350	241	H
	Dually Diagnosed	227	20	207	H
	Veterans	916	71	845	H
	People with HIV/AIDS	218	185	33	L
	Victims of Domestic Violence	98	40	58	H
	Youth	42	6	36	L
	Other				

## People in Families with Children

		Estimated Need	Current Inventory	Gap	Relative Priority
Beds/Units	Emergency Shelter	49	18	31	H
	Transitional Housing	423	169	254	H
	Permanent Supportive Housing	595	18	577	H
	Total	1067	205	862	
Supportive Services Slots	Job Training	906	125	781	H
	Case Management	853	138	715	H
	Child Care	210	160	50	M
	Substance Abuse Treatment	303	62	241	H
	Mental Health Care	97	2	95	H
	Housing Placement	1067	187	880	H
	Life Skills Training	210	135	75	L
	Other AIDS/Related Disease Service	46	15	31	L
Sub-Populations	Other Domestic Violence	336	56	280	H
	Chronic Substance Abusers	303	62	241	H
	Seriously Mentally Ill	97	2	95	H
	Dually Diagnosed	32	1	31	M
	Veterans	125	27	98	H
	People with HIV/AIDS	25	15	10	L
	Victims of Domestic Violence	336	56	280	H
Other					

### ***\*Revised per Community Interaction Partnership (CIAP) 1999***

Due to the lack of housing options for extremely low income individuals and households in Marin, MHA has historically supported a high percentage of extremely low income individuals and households in public housing.

### **Housing Needs of the Very Low Income (30%-51% of area median)**

The critical shortage of affordable housing for very low income persons and families has been confirmed by CIAP and MHA waiting list data. In the data provided in the Consolidated Plan, nearly half of persons earning 31-50% of

median family income experienced a severe rent burden. Today that number would be far greater.

Housing needs of the very low income in the county include, but are not limited to: rental assistance (to reduce severe cost burden, reduce overcrowding, and to enable people to obtain appropriate housing); additional multifamily housing units; accessible housing for people with physical impairments; housing for the independent and the frail elderly; and housing with support services. Housing counseling and mediation services for tenants and landlords; family self-sufficiency programs, and rental deposit guarantees are also priorities for very low income persons and families.

### **Housing Needs of the Low Income (51%-80% of area median income)**

The 1990 Census data indicated that 18% of low income families experienced a severe cost burden and 70% experienced a cost burden. Today, the number of low income cost burdened households is far higher given the escalation in rents and home prices without the attendant increase in wages.

CIAP data confirms the statements of nonprofit service providers indicating a need for every type of affordable housing for low income persons. This need for low income housing includes, but is not limited to: rental assistance (to reduce severe cost burden and overcrowding and enable people to obtain appropriate housing); multifamily housing; accessible housing for people with mobility impairments; housing for the elderly; and housing for other categories of low income persons with special needs.

### **Housing Needs of the Moderate Income (80% -120% of area median income)**

Given the median home price of \$400,000 in Marin, there is a need for programs that make homeownership affordable to moderate income families, such as BMR Home Ownership programs, Mortgage Credit Certificate Programs, down-payment assistance, and low interest loans. Middle-income families do not have incomes high enough to support a mortgage exceeding \$320,000, which would be required to purchase a market rate home. Many county residents are concerned that public safety workers, and teachers with moderate incomes are not able to afford housing in Marin. There is also a need to educate moderate income homebuyers in order to prepare them for assuming the financial responsibility of purchasing a home. Many units will be available for purchase by moderate income households at the decommissioned Hamilton Army Airfield. There is a need to educate first-time homebuyers at least a year before

purchasing a home, so that they may begin budgeting, saving money for a down-payment, and clearing their credit rating.

## **Housing Needs of Families and Individuals Threatened with Homelessness**

The housing needs of families and individuals threatened with homelessness are generally the same as those of extremely low and very low income families and individuals. Table 13, The Continuum of Care Gaps Analysis details characteristics of Marin County's homeless population and families and individuals threatened with homelessness. CIAP data in Appendix 1 gives an eight month profile of the homeless population.

Intervention to prevent homelessness is a priority for MHA and county service providers. Providing services to the homeless is labor-intensive and expensive. Becoming homeless is psychologically damaging to an individual or family. Intensive case management is needed to provide services, which address the root causes of homelessness in order to enable clients to live in permanent housing.

During the five years covered by this report, the needs of families and individuals at risk of becoming homeless will include, but are not limited to (numbers do not indicate priority ranking):

- 1) Increasing the supply of affordable transitional and permanent housing and helping persons at risk of homelessness find appropriate housing solutions when their current situation ceases to be viable;
- 2) Increasing the supply of Section 8 vouchers and deepening permanent subsidies in rental units;
- 3) Maintaining a revolving loan fund or guarantee program to provide security deposits for shelter and transitional housing residents who can afford rent but have not been able to save enough to cover the security deposit required to secure permanent housing;
- 4) Expanding the availability of low-cost child care;
- 5) Providing counseling services: such as financial, legal, and mental health counseling to address basic problems;
- 6) Meeting the transportation needs of transitional shelter clients seeking employment;
- 7) Training intake staff in assessment of medical, educational, psychological, and literacy needs of the homeless;

- 8) Providing more programs for single parents who have substance abuse or child abuse problems, so that the family may remain intact while the parent receives treatment;
- 9) Providing job placement programs and programs to help the unemployed upgrade their skills and obtain stable employment;
- 10) Providing intervention services for individuals and families with children at risk of becoming homeless;
- 11) Providing essential services to people in transitional housing, including services concerned with employment, finances, health, substance abuse, education, food and other needs, and;
- 12) Providing fair housing services, counseling about existing housing options, and public benefits advocacy.

### **Needs of Subpopulations**

Table 13, the Continuum of Care Gaps Analysis, details the characteristics of Marin County's subpopulations. The following discussion on various subpopulations addresses the severely mentally ill; the alcohol/other drug addicted; the severely mentally ill with alcohol/other drug addictions (known as the "dual diagnosed"); women and families fleeing domestic violence; homeless youth; and persons diagnosed with AIDS and related diseases. No data is available using HUD's preferred methodology (described in the 1994 CHAS instructions). However, CIAP estimates and estimates from service providers offer a clear picture of the needs of these subpopulations.

### **Housing Needs of Unsheltered Subpopulations**

The housing needs of the unsheltered subpopulations are generally the same as those previously listed for homeless and extremely low income persons, but these subpopulations may also need special supportive services.

The need for housing for the disabled has skyrocketed, resulting from the deinstitutionalization of mentally ill people. Disabled persons comprise approximately 60% of the waiting list for elderly public housing, while this figure was 25% earlier in the decade. There is a need for permanent housing facilities with services for persons with mental illness after they leave recovery programs. The director of Homeward Bound of Marin estimates that at least 30% of homeless are mentally ill. If social service and mental health programs continue to shrink, while correctional institutions continue to expand, there will be an increase in the number of mentally ill people with untreated behavioral problems who end up in prison.

Marin County needs more housing with services for the dually diagnosed, persons who are mentally ill and suffering from alcohol or other substance abuse. In the spring of 1993, the Marin Department of Health and Human Services

estimated that 63 persons were triple-diagnosed (co-occurring mental illness, substance addictions, and AIDS) and the Marin AIDS Project estimated that 70 persons were triple-diagnosed. Six of these persons were homeless or faced with imminent eviction. There is a need to treat clients with a triple diagnosis in the same manner as the dual diagnosed clients, until their condition deteriorates to the point that hospice care is needed.

Social service providers recommend developing alternative emergency shelter models and transitional housing programs to serve subpopulations of the homeless with special needs on an emergency basis, and then to move these individuals into long-term solutions. Currently, the county does not have adequate facilities to house homeless youth, and some homeless youth are referred to programs in San Francisco or are taken into the penal system.

The county needs a shelter for the homeless who are not mentally ill but are addicted, the population that is the most likely to die from homelessness. Some service providers have recommended a program like the one in San Francisco, where a shelter exists in conjunction with a voluntary detoxification program.

There is a severe need for transitional housing for families, with support services. Homeward Bound recently tripled its capacity to serve single-parent families, but the director of this agency needs 80-100 additional beds to meet the demand for these clients. The families need transitional housing when they leave the shelters. Marin Abused Women's Services has an emergency shelter for battered women and their children at a confidential location. Additional services, more emergency shelters, and multi-stage transitional housing is needed for homeless families.

### **Housing Needs for Persons Recovering From Substance Abuse and Persons with Disabilities**

In recent years, service providers have seen an increasing demand for substance abuse treatment. Technically, the subpopulation entering treatment programs is considered sheltered, because case management includes housing placement. The number of individuals at shelters with substance abuse problems has decreased, because the shelter rules have become stricter. Residents at the 80-bed shelter at Hamilton are required to develop a plan for self-sufficiency, which may include participation in a recovery program

The needs of the mentally ill were discussed in the previous section.

There is a need for more Section 8 vouchers with supportive services and housing with supportive services for extremely and very low income persons with all types of disabilities, including but not limited to: the developmentally disabled, frail elderly, chronically mentally ill, and persons with HIV/AIDS.

There is an ongoing need for rehabilitation of group homes for the developmentally disabled, since the agencies managing these homes operate under very tight budgets and the homes tend to have deferred maintenance. Rehabilitation of group homes for the developmentally disabled has been a priority of the Rental Rehabilitation Loan Program of the Marin Housing Authority for the past few years.

Accessibility modifications are needed for units inhabited by lower income persons with mobility impairments, which would allow them to live comfortably in their existing residents or move to another residence. The nonprofit and public agencies, which operate subsidized housing, have become increasingly sensitive to the need to make housing physically accessible to people with disabilities. The Camino Alto Apartments and Ecology House were designed specifically to accommodate residents with disabilities, and the Marin Center for Independent Living Housing Accessibility Modification Program rehabilitates apartments and homes for persons with physical impairments that want to live in the larger community.

There is a need for increased funding for in-home supportive services for persons with physical disabilities. Attendants are paid little more than the minimum wage by the County's In-Home Supportive Services program and this level of funding is inadequate to hire a skilled person. There have been incidents of physical and emotional abuse by the attendants and theft. Additionally, disabled clients need more attendant hours than are allotted under the program.

During the five years covered by this report, the service and special housing needs of the elderly, frail elderly, persons with disabilities, persons living with HIV, those returning to the community from mental and physical health care institutions, as well as lower income families who could benefit from participation in an organized program to achieve economic independence and self-sufficiency will be (numbers do not indicate priority ranking):

- 1) Increasing funds available to organizations operating group treatment facilities for developmentally disabled and mentally ill clients;
- 2) Training and coordinating volunteer attendants to assist the disabled;
- 3) Rehabilitating existing affordable housing units for handicapped accessibility;
- 4) Establishing residence(s) and housing assistance programs for people living with HIV, developmentally disabled people, disabled parents with children, people with life-threatening illnesses, and persons suffering from AIDS-related dementia;
- 5) Establishing housing operated by and for people with a past history of mental illness;
- 6) Establishing housing opportunities that would enable handicapped people (including the developmentally disabled, physically handicapped, and mentally ill) to live with their spouses and children;

- 7) Rehabilitating and maintaining existing single room occupancy units, especially for people in low-wage jobs and people with mental illness;
- 8) Providing board and care homes for extremely and very low income seniors;
- 9) Increasing the supply of affordable housing; and,
- 10) Addressing other needs as they become apparent.

### **Housing Needs of Lower Income Households in Rural Marin**

There is a need for housing for lower income individuals and families in West Marin. Social service providers have commented that the 1990 Census significantly undercounted extremely low income, very low income, and low income households in West Marin. West Marin is a rural area where most people have post office boxes, but the Census forms were sent only to street addresses. The economy of West Marin, based on agriculture, tourism, and local goods and services, pays low wages. Bolinas, in particular, has a high proportion of extremely low income and very low income single parents. It is not possible to obtain accurate statistics on the numbers of extremely, very low and low income individuals and families in rural Marin. Only anecdotal information is available on the subject of rural homelessness, and the number of the unsheltered and sheltered homeless is not known. West Marin does not have any agencies that place the homeless in housing.

Much of the property is publicly-held open space and contract-restricted farmland. Due to zoning regulations, costly single-family homes on 60-acre lots are developed. It is difficult to add second units or convert these houses into multi-family rental units because the rural communities have limitations on providing utility hook-ups and increasing septic capacity. Many low-income people in West Marin live in illegal housing units or share situations. Many farm workers have very low incomes and large families, and have difficulty securing good quality affordable housing. Recently, the community approved development of 44 units of housing affordable to low and moderate income families.

In July 1999, CIAP will begin including West Marin social service agencies in its data collection efforts.

## ELIGIBILITY, SELECTION, AND ADMISSIONS POLICY

---

The policies that govern eligibility, selection, and admission in both the MHA Housing Authority Public Housing Program and Section 8 Program are found in our Admissions and Continued Occupancy Policy and our Section 8 Administrative Plan. The relevant sections are as follows:

### ***Public Housing***

#### *Eligibility, Selection Policy*

MHA will administer its Marin City family waiting list and the Elderly/Disabled public housing waiting list as required by 24 CDR Part 5, Subparts E and F, Part 945 and 960.201 through 960.215. Each applicant will be assigned an appropriate place on the Marin City project for Elderly/Disabled projects waiting list.

Applicants will be listed in sequence assigned through local preference point system, the size and type of unit required and, where points are equal, by date and time of application. When pre-applications arrive on the same date, a lottery will be held and pre-applications with the same points will be assigned a time in the order in which they are pulled.

In filling an actual or expected vacancy, MHA will offer the dwelling unit to the appropriate applicant in sequence with the goal of accomplishing deconcentration of poverty and income mixing objectives.

#### Opening and Closing the Waiting Lists

MHA, at its discretion, may restrict application intake, suspend application intake and close waiting lists in whole or in part. MHA may open or close the list by local preference category and/or by bedroom size.

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit, the number of applicants who qualify for a local preference and the ability of MHA to house an applicant in an appropriate unit within a reasonable time.

When the MHA opens the waiting list, the MHA will advertise through public notice in the media and with local organizations (as outlined in its Occupancy policy). The notice will contain:

- the dates, times and locations where families may apply

- any system of site based waiting list offered by MHA
- the programs for which applications will be taken
- the bedroom size for which applications will be taken
- a brief description of the program
- a statement that Section 8 participants must submit a separate application if they wish to apply for public housing
- limitations, if any, on who may apply

Notices will be made in an accessible format if requested. Notices will provide potential applicants with information that includes MHA's address and telephone number, information on how to submit an application, information on eligibility requirements and the availability of local preferences.

On request from a person with a disability, additional time of up to ten (10) business days will be given as a reasonable accommodation for submission of an application after the closing deadline.

#### When Pre-application taking is suspended

MHA may suspend the acceptance of pre-applications if there are enough local Preference holders to fill anticipated openings for the next twelve (12) months.

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, MHA **will not** maintain a list of individuals who wish to be notified when the waiting list is open.

Suspension of pre-application taking is announced in the same way as opening the waiting list.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover over the next **twelve (12)** months. MHA will give at least ten (10) days' notice prior to closing the list, if the opening and closing dates are not announced in the same notice. When the period for accepting pre-applications is over, MHA will add the new applicants to the list by:

- separating new applicants into groups based on preferences and unit size and
- ranking applicants within each group by date and time of pre-application

#### Reopening the list

If the waiting list is closed and MHA decides to open the waiting list, MHA will publicly announce the opening. Any reopening of the list is done in accordance with HUD requirements.

Even though there are enough applicants on the waiting list to fill turnover in the next 12 months, if there are not enough applicants who claim a local preference, MHA may elect to accept pre-applications from applicants who claim a local preference ONLY and continue to keep the waiting list closed.

#### Limits on Who may Apply

When the waiting list is open, any family asking to be placed on the waiting list for Public Housing rental assistance will be given the opportunity to complete a pre-application.

Depending on the composition of the waiting list with regard to family types and preferences and to better serve the needs of the community, at time MHA may only accept pre-applications from any family claiming a local preference.

If there are sufficient pre-applications from elderly families, disabled families and displaced singles, pre-applications will not be accepted from other singles.

#### *Changes Prior to Unit Offer*

Changes that occur during the period between placement on the waiting list and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family is responsible for notifying MHA of such changes.

- a. Multiple Families in the Same Household. When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit and will not receive separate units.
- b. Joint Custody of Children. Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of that household. 51% of the time is defined as 183 days of the year, which do not have to run consecutively.

When both parents are on the waiting list and both try to claim the child(ren) the parent whose address is listed in the school records will be allowed to claim the school-age child(ren) as a dependent.

- c. Site-Based Waiting Lists. MHA offers a system of site-based waiting lists. Applicants may choose which site-based waiting list on which they wish

to be placed. When offered, applicants may apply at the MHA main office or at the project office in Marin City.

When there is an insufficient number of applicants on a site-based waiting list to fill expected vacancies for 6 months, MHA will advertise that the waiting list is open as set forth above.

Every reasonable effort will be made by MHA to assure that applicants are able to make informed choices regarding the projects in which they wish to reside, such as location of available sites, occupancy number and size of accessible units, available amenities, security, transportation, and estimate of waiting time for a unit.

MHA will carefully monitor the site-based waiting lists to assure that civil rights and fair housing aims are affirmatively furthered.

MHA will maintain site-based waiting lists for:

1. Marin City
2. Senior/Disabled public housing to include Homestead Terrace, Venetia Oaks, Casa Nova, Golden Hinde and Kruger Pines

### Waiting List Preferences

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must still meet MHA's Selection Criteria as defined in this policy.

MHA's preference system will work in combination with MHA requirements to match the characteristics of the family to the type of unit available, including units with a targeted population, and further deconcentration of poverty in public housing. When such matching is required MHA will give preference to qualified families.

### *Applicant with Criminal History*

An applicant will not be granted any preference if any member of the family has been evicted from any federally assisted housing during the past three years because of drug-related criminal activity.

MHA may at its discretion grant an exception to such a family if:

- The responsible member has successfully completed a rehabilitation program no less than two years prior to awarding the preference, or
- The evicted person was not involved in the drug-related activity that occasioned the eviction and could not have prevented the activity.

### *Misrepresentation of Applicant Status*

If an applicant makes a false statement in order to qualify for a preference or priority, MHA will deny admission to the program for the family.

### Types of Applicants with Preference Over “Other Singles”

Applicants who are elderly, disabled, or displaced households of no more than two persons will be given a selection priority over all “Other Single”.

“Other Singles” denotes a one-person household in which the individual member is neither elderly, disabled, nor displaced. Such applicants will be placed on the waiting list in accordance with the date and time of their application, and only Marin County residence preference, if applicable.

### Local Preferences

Local preferences will be used to select among applicants on the waiting list. A public hearing or public notice must be held before MHA adopts any local preference. The hearing will be publicized using the same guidelines used for public notice change requirements.

Local preferences will be given to applicants who are otherwise eligible and who, at the time information is verified, meet the definitions of the preferences described below. Local preferences only apply to Marin County residents. Applicants without local preferences will be placed on the waiting list as of the date and time of application.

MHA has chosen to adopt the following Local Preferences for families, elderly and disabled:

1. County residents: Residency preference for families who live, work (at least 20 hours per week), or have been hired to work within the limits of Marin County.

2. Veterans: Current members of the military, veterans, or surviving spouses of veterans. Dishonorably discharged veterans are not entitled to this preference.

3. Working families: Families with at least one adult who is employed and who has been employed for 6 months. This preference is extended equally to an applicant family whose head or spouse is age 62 or older, or whose head or spouse is receiving SS disability, SSI income, disability income, or any other payment based upon an individual's inability to work.

This includes families who are graduates of or participants in educational and training programs designed to prepare the individual for the job market. To qualify, the applicant must provide documentation of graduation from or current participation in the program.

4. Graduates of Transitional Housing: Graduates of programs which have an approved Memorandum of Understanding with Marin Housing.

5. Homeless/Substandard Housing: Applicants who live in substandard housing are families whose dwelling meets one or more of the following criteria (provided that the family did not cause the condition):

- a. Is dilapidated, as cited by officials of a code enforcement office, and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair; endangers the health, safety, and well-being of the family.
- b. Does not have operable indoor plumbing.
- c. Does not have usable flush toilet in the unit for the exclusive use of the family.
- d. Does not have usable bathtub or shower in the unit for exclusive family use.
- e. Does not have adequate, safe electrical service.
- f. Does not have an adequate, safe source of heat.
- g. Should, but does not, have a kitchen. (Single Room Occupancy [SRO] Housing is not substandard solely because it does not contain sanitary and/or food preparation facilities in the unit).
- h. Has been declared unfit for habitation by a government agency.
- i. Is overcrowded according to HQS or local or state code.

Persons who reside as part of a family unit shall not be considered a separate family unit for substandard housing definition preference purposes. If the owner is an immediate family relative and there has been no previous rental agreement and the applicant has been part of the owner's family immediately prior to application, the applicant will not be considered to be in substandard housing.

Applicants living in Public Housing or publicly assisted housing shall not be denied this preference if the unit meets the criteria for the substandard preference.

- j. An applicant who is a "Homeless Family" is considered to be living in substandard housing. "Homeless Families": Lack a fixed, regular and adequate nighttime residence; AND

Have a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations (including welfare hotels, congregate shelters and transitional housing), or an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not ordinarily used as a sleeping accommodation for human beings.

6. Rent Burden: Families paying more than 50% of their income for rent and utilities for at least 90 days commencing before they were selected from the Waiting List and continuing through the verification of preference will receive this preference.

For purposes of this preference, "Family Income" is Gross Monthly Income as defined in the regulations.

"Rent" is defined as the actual amount due under a lease or occupancy agreement calculated on a monthly basis without regard to the amount actually paid, plus the monthly amount of tenant-supplied utilities which can be either:

- a. MHA's reasonable estimate of the cost of such utilities, using the Utility Allowance Schedule; or
- b. The average monthly payments the family actually made for these utilities in the most recent 12-month period, or if information is not obtainable for the entire period, the average of at least the past three months.

An applicant family may choose which method to use to calculate utility expense. Any amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the total rent burden if included in Family Income. The applicant must show that they actually paid the utility bills, regardless of whose name the service is under.

To qualify for the Rent Burden preference, the applicant must pay rent directly to the landlord or agent. If the applicant pays their share of rent to a

cohabitant and is not named on the lease, MHA will require both verification from the Landlord that the applicant resides in the unit, and verification from the cohabitant of the amount of rent paid by the applicant. If the applicant is subletting, the sublessor must have the legal right to sublet.

Members of a cooperative are “renters” for the purposes of qualifying for the preference. In this case, “Rent” would mean the charges under the occupancy agreement.

7. Domestic Violence Survivors: When there is actual or threatened physical violence directed against the applicant or the applicant’s family by a spouse or other household member who lives in the unit with the family.

The actual or threatened violence must have occurred within the past 30 days, be of a continuing nature, and be verified by law enforcement or a recognized agency. The applicant must reside in Marin County.

To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless MHA gives prior written approval.

MHA will approve the return of the abuser to the household after eviction under the following conditions:

- a. A counselor, therapist or other knowledgeable professional recommends in writing that the individual be allowed to reside with the family.
  - b. If the abuser returns to the family without approval of MHA, MHA will deny or terminate assistance for breach of the certification. MHA will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.
8. Involuntary Displacement: An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced. Those applicants who have been involuntarily displaced and are not living in standard, permanent replacement housing, or will be involuntarily displaced within no more than six months from the date of verification by MHA, automatically receive the local residency preference.

This preference only applies to Marin County residents, except for d. and e. below.

Families are considered to be involuntarily displaced if they are required to vacate housing as a result of:

- a. Disaster (fire, flood, earthquake, etc.) that has caused the unit to be uninhabitable.
- b. Government action (Federal, state or local) related to code enforcement, public improvement or development.
- c. Housing owner action that forces the applicant to involuntarily vacate their unit. This does not include evictions caused by the applicant due to lease violations, failure to pay rent, or unwillingness to pay increased rent. It also does not apply when the landlord is related to the tenant, or when a written rental agreement and evidence of regular rent payments do not exist.

For purposes of this definitional element, reasons for an applicant's having to vacate a housing unit include, but are not limited to:

- Conversion of an applicant's housing unit to non-rental or non-residential use;
  - Closure of an applicant's housing unit for rehabilitation or non-residential use;
  - Notice to an applicant that s/he must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy;
  - Sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when possession is transferred; or
  - Any other legally authorized act that results, or will result, in the withdrawal by the owner of the unit or structure from the rental market.
- d. Witness Protection to avoid reprisals because the family provided information on criminal activities to a law enforcement agency and, after a threat assessment, the law enforcement agency recommends re-housing the family to avoid or reduce risk of violence against the family. The family must be part of a Witness Protection Program or similar program. The family may reside in Marin, or if it is so determined that the safety of the family demands it, may be required to leave Marin and reside outside the County.

MHA will take precautions to ensure that the new location of the family is concealed in cases of witness protection.

- e. Hate crimes if a member of the family has been the victim of one or more hate crimes, including racial and ethnic harassment, and the applicant has vacated the unit because of the crime, or the fear of such a crime has destroyed the applicant's peaceful enjoyment of the unit.

*A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his property and is based on the person's race, color, religion, sex, national origin, disability or familial status including sexual orientation and occurred within the last 30 days or is of a continuing nature. (as defined in California Penal Code section 422.6) The family must be referred by a law enforcement agency.*

- f. Non-suitability of the unit when a member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit and the owner is not legally obligated to make changes to the unit.

Critical elements are: entry and egress of unit and building; a sleeping area; a full bathroom; or a kitchen if the person with a disability must do their own food preparation.

- g. Due to HUD disposition of a multifamily project under Section 203 of the Housing and Community Development Amendments of 1978.

#### Initial Determination of Local Preference Qualification

An applicant's certification that they qualify for a preference or priority will be accepted without verification at the time of pre-application. When the family is selected from the waiting list for the final determination of eligibility, the preference or priority will be verified.

If the preference verification indicates that an applicant does not qualify for the preference or priority, the applicant will be returned to the waiting list with the correct preference or priority, and if the family contests the change they will be given an opportunity for a meeting.

If at the time the family applied, the preference claim was the only reason for placement of the family on the list and the family cannot verify their eligibility for the preference as of the date of application, the family will be removed from the list.

Applicants who claim veteran status must furnish verification at the time of application in the form of a copy of their DD214.

### Preference Eligibility [24 CFR 5.415]

#### 1. Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify MHA in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly-claimed preference.

#### 2. Cross-Listing of Public Housing and Section 8

MHA will not merge the waiting lists for public housing and Section 8. However, if the Section 8 waiting list is open when the applicant is placed on the public housing list, MHA must offer to place the family on both lists. If the public housing waiting list is open at the time an applicant applies for Section 8, MHA must offer to place the family on the public housing waiting list.

#### *Order of Selection*

The order of selection is based on MHA's system for weighing preferences and the HUD requirement that one or two person elderly, disabled, or displaced families will always be selected before other singles.

#### 1. Local Preferences

A local preference point system will be used to select among families.

#### 2. Among Applicants with Equal Preference Status

Among applicants with equal preference status, the waiting list will be organized by date and time of receipt of the pre-application. When applications are received on the same date a lottery system will be used to assign placement of the applicants on the waiting list.

Under the singles rule, elderly and disabled families and displaced singles will always be selected before other singles without regard to preference status.

#### *Factors other than Preferences that affect Selection of Applicants*

### *Available Units*

Before applying its preference system, MHA will first match the characteristics of the available unit to the applicants available on the waiting lists. Factors such as unit size, accessible features, or units in housing designated for the elderly or disabled, limit the admission of families to those characteristics match the characteristics and features of the vacant unit available.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application. For example, the next unit available is an accessible unit and the only applicant family needing such features is in the non-preference pool.

The factors for selection of applicants are described below:

When selecting a family for a unit with accessible features, MHA will give a preference to families that include persons with disabilities who can benefit from the unit's features.

If no family can be found for a unit with accessible features, MHA will house a family not needing the unit features subject to the procedures described in the Tenant Selection and Assignment Plan. Under this policy a non-disabled family in an accessible unit can be required to move so that a family needing the unit features can take advantage of the unit.

When selecting a family for a unit in housing designated for elderly families or housing designated for disabled families, MHA will give a preference to elderly or disabled families as described later in this Chapter.

When selecting a family for a unit in a mixed population housing (property houses both elderly and disabled families) MHA will give a preference to elderly families and disabled families as described later in this Chapter.

When selecting a single person for a unit in a mixed population housing site, elderly or disabled single persons have a preference over singles that are neither elderly nor disabled.

Any admission mandated by court order related to desegregation or Fair Housing and Equal Opportunity will take precedence over the Preference System. Other admissions required by court order will also take precedence over the Preference System. If permitted by the court order, MHA may offer the family a housing certificate or voucher.

MHA's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations. When such matching is required or permitted by current law, MHA will give preference to the families described below.

Mixed Population Units. In accordance with the 1992 Housing Act, elderly families whose head spouse or sole member is at least 62 years of age, and disabled families whose head, co-head or spouse or sole member is a person with disabilities, will receive equal preference for admission to such units. No limit will be established on the number of elderly or disabled families that may occupy a mixed population property.

Families with members who require a unit with accessible features will receive preference for such units over families who do not require such features.

#### *Deconcentration of Poverty and Income Mixing*

Gross annual income is used for income limits at admission and for income-mixing purposes.

MHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in MHA's deconcentration efforts.

When selecting applicant families and assigning transfers for a designated project MHA will determine whether the selection of the family will contribute to MHA's deconcentration goals. Under no circumstances will a unit remain vacant longer than necessary.

This policy is designed to provide maximum flexibility to assisted families in making their housing choices regardless of race or income within qualifying income ranges. MHA will:

1. do outreach to potential applicants who are underrepresented households
2. grant transfers, in accordance with MHA's transfer policy (see Chapter 11), between projects and programs to provide flexible housing options and further deconcentration goals
3. inform applicants of the advantages available for working families
4. encourage a broader range of incomes by implementing incentives for working families as described in Chapter 7

#### Income Targeting

MHA will monitor its admissions to ensure that at least 40% of families admitted to public housing projects by MHA each year shall have incomes that do not exceed 30% of area median.

Families whose incomes do not exceed 30% of area median income will be referred to as “extremely low income families”.

#### Final Verification of Preference [24 CFR 5.415]

Preference information on pre-applications will be updated as applicants are selected from the waiting list. At that time, MHA will conduct an interview with the applicant and will obtain third party verifications of preferences and priorities.

#### Preference Denial [24 CFR 5.415]

If MHA denies a preference, MHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal meeting. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsifies documents or makes false statements in order to qualify for any preference or priority, they will be removed from the Waiting List.

#### Removal from Waiting List and Purging [24 CFR 982.204(c)]

If an applicant fails to respond to a mailing from MHA, the applicant will be sent written notification and given thirty (30) days to contact MHA. If they fail to respond within thirty (30) days they will be removed from the waiting list. An extension will be considered an accommodation if requested by a person with a disability no more than 60 days. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement.

The waiting list will be purged not less than once every 12 months by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

Notices will be made available in accessible format upon the request of a person with a disability.

MHA allows a grace period of 30 days after completion of the purge. Applicants who respond during this grace period will be reinstated.

## **Section 8**

### Eligibility and Selection Policy

It is the HA's objective to ensure that families are placed in the proper order on the waiting list so that an offer of assistance is not delayed to any family, or made to any family prematurely.

By maintaining an accurate waiting list, the HA will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available, so that program funds are used in a timely manner.

### Pre-application Pool

The waiting list will be maintained in accordance with the following guidelines:

1. The pre-application will be maintained in a permanent file.
2. Pre-applications equal in preference will be maintained by date and time sequence. The date of pre-application is determined by the actual date the pre-application is submitted. The time of pre-application is determined by a random lottery.
3. All applicants must meet all eligibility requirements as established by HUD. Any exceptions to these requirements, other than those outlined in Chapter 3, "Eligibility for Admission", must have been approved previously by the HUD Field Office.

### Cross-Listing of Public Housing and Section 8

The HA will not merge the waiting lists for public housing and Section 8. However, if the Section 8 waiting list is open when the applicant is placed on the public housing list, the HA must offer to place the family on both lists. If the public housing waiting list is open at the time an applicant applies for Section 8, the HA must offer to place the family on the public housing waiting list.

### *Application*

The application process will involve two phases. The first will be the “initial” application for assistance (referred to as the pre-application). Families who wish to apply for any of MHA’s programs must complete a written pre-application form when the waiting list is open. An interpreter or referral to an agency will be made available upon request for assistance in making our application process accessible. Pre-applications will be mailed to interested families upon request, or may be picked up at the main MHA office. This first phase will result in the family’s placement on the waiting list.

The second phase will be the “final determination of eligibility” (referred to as the full application). The full application will take place when the family reaches the top of the waiting list. At this time MHA will ensure that verification of all HUD and MHA eligibility factors is current in order to determine the family’s eligibility for the Voucher Certificate Program, hereafter referred to as Section 8 Plus Program.

### *Management of the Waiting List*

MHA will administer its Section 8 Plus waiting list as required by 24 CFR 982.54(d)(1). It is MHA’s policy that each applicant shall be assigned an appropriate place on the Section 8 Plus Programs waiting list.

Applicants will be listed in sequence assigned through the local preference point system and where the points are equal, by date and time of application. When pre-applications arrive on the same date a lottery will be held and pre-applications with the same points will be assigned a time in the order in which they are pulled.

#### 1. Opening and Closing the Waiting Lists. [24 CFR 982.207]

MHA, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. MHA may open or close the list by local preference category.

The decision to close the waiting list will be based on the number of applications available for a particular type of certificate, the number of applicants who qualify for a local preference, and the ability of MHA to provide certificates within a reasonable period of time.

When MHA opens the waiting list, MHA will advertise through public notice in the same media and with the same organizations that are used for the public housing program. The notice will contain:

The dates, times, and the locations where families may apply.

The programs for which applications will be taken.

A brief description of the program.

A statement that Public Housing residents must submit a separate application if they want to apply for Section 8 Plus Program.

Limitations, if any, on who may apply.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes MHA's address and telephone number, how to submit an application, information on eligibility requirements, and the availability of local preferences.

Upon request from a person with a disability, additional time up to ten (10) business days will be given as a reasonable accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

## 2. When Pre-Application Taking is Suspended

MHA may suspend the acceptance of pre-applications if there are enough local Preference holders to fill anticipated openings for the next 12 months.

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, MHA will not maintain a list of individuals who wish to be notified when the waiting list is open.

Suspension of pre-application taking is announced in the same way as opening the waiting list.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover over the next 12 months. MHA will give at least 10 days' notice prior to closing the list, if the opening and closing dates are not announced in the same notice. When the period for accepting pre-applications is over, MHA will add the new applicants to the list by:

Separating the new applicants into groups based on preferences and ranking applicants within each group by date and time of pre-application.

MHA will update the waiting list at least annually by removing the names of those families who are no longer interested, no longer qualify for housing, or

cannot be reached by mail. At the time of initial intake, MHA will advise families of their responsibility to notify MHA when mailing address or telephone numbers change.

### 3. Reopening the List

If the waiting list is closed and MHA decides to open the waiting list, MHA will publicly announce the opening. Any reopening of the list is done in accordance with HUD requirements.

Even though there are enough applicants on the waiting list to fill the turnover within the next 12 months, if there are not enough applicants who claim a local preference, MHA may elect to accept pre-applications from applicants who claim a local preference ONLY, and continue to keep the waiting list closed.

### 4. Limits on Who May Apply

When the waiting list is open, any family asking to be placed on the waiting list for Section 8 Plus rental assistance will be given the opportunity to complete a pre-application.

Depending upon the composition of the waiting list with regard to family types and preferences and to better serve the needs of the community, at times MHA may only accept pre-applications from family's claiming a local preference.

If there are sufficient pre-applications from elderly families, disabled families, and displaced singles, pre-applications may not be accepted from other singles.

### 5. Time of Selection

When the pre-application is submitted to MHA, it establishes the family's date and time of application for placement order on the waiting list. When more than one pre-application with the same number of points is received on the same day a lottery will be held to establish the order in which the applicants will be placed on the waiting list.

When certificates are available, families will be selected from the waiting list in their preference-determined sequence.

Based on MHA's turnover and the availability of certificates, groups of families will be selected from the waiting list to form a final eligibility "pool."

Selection from the pool will be based on waiting list sequence/completion of verification.

## 6. Changes Prior to Certificate Offer

Changes that occur during the period between placement on the waiting list and an offer of a certificate may affect the family's eligibility or Total Tenant Payment. The family is responsible for notifying MHA of such changes.

Multiple Families in the Same Household. When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family certificate, they will be treated as a family certificate and will not receive separate certificates.

### a. Joint Custody of Children

Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of that household. 51% of the time is defined as 183 days of the year, which do not have to run consecutively.

When both parents are on the waiting list and both try to claim the child(ren) the parent whose address is listed in the school records will be allowed to claim the school-age child(ren) as a dependent.

## Waiting List Preferences

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must still meet MHA's Selection Criteria as defined in this policy.

### *a. Applicant with Criminal History*

An applicant will not be granted any preference if any member of the family has been evicted from any federally assisted housing during the past three years because of drug-related criminal activity.

MHA may at its discretion grant an exception to such a family if:

The responsible member has successfully completed a rehabilitation program no less than two years prior to awarding the preference, or

The evicted person was not involved in the drug-related activity that occasioned the eviction and could not have prevented the activity.

*b. Misrepresentation of Applicant Status*

If an applicant makes a false statement in order to qualify for a preference or priority, MHA will deny admission to the program for the family.

*c. Types of Applicants With Preference Over "Other Singles"*

Applicants who are elderly, disabled, or displaced households of no more than two persons will be given a selection priority over all "Other Single" applicants.

"Other Singles" denotes a one-person household in which the individual member is neither elderly, disabled, or displaced. Such applicants will be placed on the waiting list in accordance date and time of application, and only Marin Housing residency preference is applicable.

Local Preferences

Local preferences will be used to select among applicants on the waiting list.

Local preferences will be given to applicants who are otherwise eligible and who, at the time information is verified, meet the definitions of the preferences described below. Local preferences only apply to Marin County residents. Applicants without local preferences will be placed on the waiting list as of the date and time of application.

MHA has chosen to adopt the following Local Preferences for families, elderly, and disabled applicants only:

1. Marin County Resident: Residency preference for families who live, work (at least 20 hours per week), or have been hired to work within the limits of Marin County.
2. Veterans: Current members of the military, veterans, or surviving spouses of veterans. Dishonorably discharged veterans are not entitled to this preference.
3. Graduates of Transitional Housing: Graduates of programs which have an approved Memorandum of Understanding with Marin Housing.
4. Homeless/Substandard Housing, Domestic Violence Victim, or 50% Rent Burden: Applicants who live in substandard housing are families whose dwelling meets one or more of the following criteria (provided that the family did not cause the condition):

- a. Is dilapidated, as cited by officials of a code enforcement office, and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair; endangers the health, safety, and well-being of the family.
- b. Does not have operable indoor plumbing.
- c. Does not have usable flush toilet in the certificate for the exclusive use of the family.
- d. Does not have usable bathtub or shower in the certificate for exclusive family use.
- e. Does not have adequate, safe electrical service.
- f. Does not have an adequate, safe source of heat.
- g. Should, but does not, have a kitchen. (Single Room Occupancy - SRO)

Housing is not substandard solely because it does not contain sanitary and/or food preparation facilities in the certificate).

- h. Has been declared unfit for habitation by a government agency.
- i. Is overcrowded according to HQS or local or state code.

Persons who reside as part of a family shall not be considered a separate family group for substandard housing definition preference purposes. If the owner is an immediate family relative and there has been no previous rental agreement and the applicant has been part of the owner's family immediately prior to application, the applicant will not be considered to be in substandard housing.

Applicants living in Public Housing or publicly assisted housing shall not be denied this preference if the unit meets the criteria for the substandard preference.

- j. An applicant who is a "Homeless Family" is considered to be living in substandard housing. "Homeless Families":

Lack a fixed, regular and adequate nighttime residence;

AND

Have a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations (including welfare hotels, congregate shelters and transitional housing), or an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not ordinarily used as a sleeping accommodation for human beings.

5. Rent Burden: Families paying more than 50% of their income for rent and utilities for at least 90 days commencing before they were selected from the Waiting List and continuing through the verification of preference will receive this preference.

For purposes of this preference, “Family Income” is Gross Monthly Income as defined in the regulations.

“Rent” is defined as the actual amount due under a lease or occupancy agreement calculated on a monthly basis without regard to the amount actually paid, plus the monthly amount of tenant-supplied utilities which can be either:

- a. MHA’s reasonable estimate of the cost of such utilities, using the Utility Allowance Schedule; or
- b. The average monthly payments the family actually made for these utilities in the most recent 12-month period, or if information is not obtainable for the entire period, the average of at least the past three months.

An applicant family may choose which method to use to calculate utility expense. Any amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the total rent burden if included in Family Income. The applicant must show that they actually paid the utility bills, regardless of whose name the service is under.

To qualify for the Rent Burden preference, the applicant must pay rent directly to the landlord or agent. If the applicant pays their share of rent to a cohabitant and is not named on the lease, MHA will require both verification from the Landlord that the applicant resides in the unit, and verification from the cohabitant of the amount of rent paid by the applicant. If the applicant is subletting, the sublessor must have the legal right to sublet.

Members of a cooperative are “renters” for the purposes of qualifying for the preference. In this case, “Rent” would mean the charges under the occupancy agreement.

6. Domestic Violence Survivors: When there is actual or threatened physical violence directed against the applicant or the applicant’s family by a spouse or other household member who lives in the certificate with the family.

The actual or threatened violence must have occurred within the past 30 days, be of a continuing nature, and be verified by law enforcement or a recognized agency. The applicant must reside in Marin County.

To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless MHA gives prior written approval.

MHA will approve the return of the abuser to the household after eviction under the following conditions:

A counselor, therapist or other knowledgeable professional recommends in writing that the individual be allowed to reside with the family.

If the abuser returns to the family without approval of MHA, MHA will deny or terminate assistance for breach of the certification. MHA will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

#### 7. Involuntary Displacement.

An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced. Those applicants who have been involuntarily displaced and are not living in standard, permanent replacement housing, or will be involuntarily displaced within no more than six months from the date of verification by MHA, automatically receive the local residency preference.

This preference only applies to Marin County residents, except for little e and little d below.

Families are considered to be involuntarily displaced if they are required to vacate housing as a result of:

- a. Disaster (fire, flood, earthquake, etc.) that has caused the certificate to be uninhabitable.
- b. Government action (Federal, state or local) related to code enforcement, public improvement or development.
- c. Housing owner action that forces the applicant to involuntarily vacate their certificate. This does not include evictions caused by the applicant due to lease violations, failure to pay rent, or unwillingness to pay increased rent. It also does not apply when the landlord is related

to the tenant, or when a written rental agreement and evidence of regular rent payments do not exist.

For purposes of this definitional element, reasons for an applicant's having to vacate a housing unit includes, but is not limited to:

Conversion of an applicant's housing unit to non-rental or non-residential use;

Closure of an applicant's housing unit for rehabilitation or non-residential use;

Notice to an applicant that s/he must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy;

Sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when possession is transferred; or

Any other legally authorized act that results, or will result, in the withdrawal by the owner of the unit or structure from the rental market.

- d. Witness Protection to avoid reprisals because the family provided information on criminal activities to a law enforcement agency and, after a threat assessment, the law enforcement agency recommends re-housing the family to avoid or reduce risk of violence against the family. The family must be part of a Witness Protection Program or similar program. The family may reside in Marin, or if it is so determined that the safety of the family demands it, may be required to leave Marin and reside outside the County.

MHA will take precautions to ensure that the new location of the family is concealed in cases of witness protection.

- e. Hate crimes if a member of the family has been the victim of one or more hate crimes, including racial and ethnic harassment, and the applicant has vacated the certificate because of the crime, or the fear of such a crime has destroyed the applicant's peaceful enjoyment of the certificate.

A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his property and is based on the person's race, color, religion, sex, national origin, disability or familial status including sexual orientation and occurred within the last 30 days or is of a continuing nature. (as defined in California Penal Code

section 422.6) The family must be referred by a law enforcement agency.

- f. Non-suitability of the unit when a member of the family has a mobility or other impairment that makes the person unable to use critical elements of the certificate and the owner is not legally obligated to make changes to the certificate.

Critical elements are: entry and egress of certificate and building; a sleeping area; a full bathroom; or a kitchen if the person with a disability must do their own food preparation.

#### 8. Rent In-Place Preference

Applicants receive this preference who live in the County of Marin and whose existing landlords certify that the applicant has been living and paying rent in one of their units for at least 3 months, and that they are willing to continue renting to the family if the family is determined eligible to receive Section 8 Plus assistance.

#### Initial Determination of Local Preference Qualification

An applicant's certification that they qualify for a preference or priority will be accepted without verification at the time of pre-application. When the family is selected from the waiting list for the final determination of eligibility, the preference or priority will be verified.

If the preference verification indicates that an applicant does not qualify for the preference or priority, the applicant will be returned to the waiting list with the correct preference or priority, and if the family contests the change they will be given an opportunity for a meeting.

If at the time the family applied, the preference claim was the only reason for placement of the family on the list and the family cannot verify their eligibility for the preference as of the date of application, the family will be placed back on the waiting list with the appropriate preference.

Applicants who claim veteran status must furnish verification at the time of application in the form of a copy of their DD214.

#### Preference Eligibility

Change in Circumstances: Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify MHA in writing when their circumstances change. When an

applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly claimed preference.

### Order of Selection

The order of selection is based on MHA's system for weighing preferences and the HUD requirement that one or two person elderly, disabled, or displaced families will always be selected before other singles.

#### 1. Local Preferences

A local preference point system will be used to select among families.

#### 2. Among Applicants with Equal Preference Status

Among applicants with equal preference status: the waiting list will be organized by date and time of receipt of the pre-application. When applications are received on the same date a lottery system will be used to assign placement of the applicants on the waiting list.

Under the singles rule, elderly and disabled families and displaced singles will always be selected before other singles without regard to preference status.

#### 3. Other considerations in selection from the waiting list:

Any admission mandated by court order related to desegregation or Fair Housing and Equal Opportunity will take precedence over the Preference System. Other admissions required by court order will also take precedence over the Preference System.

### *De-concentration of Poverty*

MHA will gather data and analyze, at least annually, the tenant characteristics of its Section 8 Plus participants, including information regarding participant incomes, to assist in MHA's deconcentration efforts.

In order to achieve deconcentration, it is possible that families who are lower on the waiting list may receive an offer of assistance ahead of families with an earlier date and time of application.

### *Income Targeting*

MHA will monitor its admissions to ensure that at least 75% of families admitted to Section 8 plus program by MHA each year shall have incomes that do not exceed 30% of area median.

Families whose incomes do not exceed 30% of area median income will be referred to as “extremely low income families”.

#### Final Verification of Preferences {24 CFR 982.210(c)(3),(4)}

Preference information on pre-applications will be updated as applicants are selected from the waiting list. At that time, MHA will conduct an interview with the applicant and will obtain third party verifications of preferences and priorities.

#### Preference Denial {24 CFR 982.201(d)}

If MHA denies a preference, MHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal meeting. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsifies documents or makes false statements in order to qualify for any preference or priority, they will be removed from the Waiting List.

#### Removal from Waiting List and Purging {24 CFR 982.204(c)}

If an applicant fails to respond to a mailing from MHA, the applicant will be sent written notification and given thirty (30) days to contact MHA. If they fail to respond within thirty (30) days they will be removed from the waiting list. An extension will be considered an accommodation if requested by a person with a disability no more than 60 days. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement.

The waiting list will be purged not less than once every 12 months by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

Notices will be made available in accessible format upon the request of a person with a disability.

MHA allows a grace period of 30 days after completion of the purge. Applicants who respond during this grace period will be reinstated.

## RENTAL DETERMINATION AND ASSISTANCE PROGRAM POLICIES

---

The MHA operates both public housing and Section 8 assistance. Included in this section are policies that govern the following:

- Lease and occupancy standards
- Any exclusions to income
- The Agency's minimum rent policies
- The Agency's flat rent policies
- The Agency's ceiling rent policies
- Policies governing rent reductions, hardship, rent switching and rent phase-ins
- The Fair Housing Policy of the Agency

### **Public Housing**

#### *DETERMINATION OF TOTAL TENANT PAYMENT*

##### ***Introduction***

The accurate calculation of Annual Income and Adjusted Income will ensure that families are not paying more or less money for rent than their obligation under the regulations.

This section defines the allowable deductions from Annual Income and how the presence or absence of household members may affect the Total Tenant Payment (TTP). Income and TTP are calculated in accordance with 24 CFR Part 5, Subpart F and further instructions set forth in HUD Notices, Memoranda and Addenda. The formula for the calculation of TTP is specific and not subject to interpretation. MHA's policies in this section address those areas that allow MHA discretion to define terms and to develop standards in order to assure consistent application of the various factors that relate to the determination of TTP.

##### **Income and Allowances**

Income: The types of money that are to be used as income for purposes of calculating the TTP are defined by HUD in federal regulations. In accordance with this definition, income from all sources of each member of the household is documented.

Annual Income is defined as the gross amount of income anticipated to be received by the family during the 12 months after certification or recertification.

Gross income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income that has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits. (24 CFR 5.607)

Adjusted Income is defined as the Annual income minus any HUD allowable deductions.

HUD has five allowable deductions from Annual Income:

1. Dependent allowance: \$480 each for family members (other than the head or spouse), who are minors, and for family members who are 18 and older who are full-time students or who are disabled.
2. "Elderly" allowance: \$400 per household for families whose head or spouse is 62 or over or disabled.
3. Allowable medical expenses for all family members are deducted for elderly and disabled families.
4. Childcare expenses for children under 13 are deducted when child care is necessary to allow an adult member to work, attend school, or actively seek employment.
5. Expenses for attendant care or auxiliary apparatus for persons with disabilities if needed to enable the individual or an adult family member to work.

MHA adopts the following additional deductions:

1. Excess travel expenses in an amount not to exceed \$25 per family per week for travel related to employment, education, and training.
2. Medical and dental premium costs related to employment and/or training not to exceed \$100 per month.
3. Costs of uniforms or tools for employment or training not to exceed \$300 per year.

*Disallowance of Earned Income*

MHA's policy is to encourage self-sufficiency for the residents of Public Housing. In an effort to encourage non-working adult family members to secure permanent employment MHA will disallow earned income in the following manner and in the following cases:

- MHA will not increase the family's rent for a period of 12 months if the increase in earned income results from:
  1. earnings of a previously consistently unemployed family member (family member unemployed for at least 9 months of the previous 12 months, or has had sporadic income from earnings of less than \$200 per month), or
  2. earnings of a family member during participation in a self-sufficiency or job training program, or
  3. earnings of a family member that had been receiving welfare in the previous six (6) months.
- If the family member leaves the job without good cause after 6 months and before 12 months, the rent will be calculated retroactively to include the employment income.
- After the 12-month disallowance, a family's rent increase will be phased in. Only 50% of the earned income will be used to compute the resident's rent for an additional period of 12 months.
- The source of income must be reported and recorded in the tenant's file. Failure to report the income within 30 days will result in the family being disqualified for the disallowance and the full income will be used to calculate the rent.

#### *Individual Savings Accounts*

MHA can establish and maintain individual savings accounts for residents who pay income-based rent if the family chooses to have the amount of the rental increase placed in the savings account instead of being subject to the 12-month disallowance of earned income and phasing in of a rental increase.

- The family pays the higher rent and MHA deposits the increase amount into a savings account.
- The family can access the account for:
  1. purchasing a home
  2. paying educational costs
  3. moving out of public housing
  4. other purposes which support self-sufficiency

Savings accounts must provide for:

1. payment of interest
2. annual notification of account status
3. paying balance to the family when the family moves (MHA can withdraw amounts owed for rent, charges, and damages)

#### *DEFINITION OF TEMPORARILY/PERMANENTLY ABSENT*

MHA must compute all applicable income of every family member who is on the lease, including those who are temporarily absent. In addition, MHA must count the income of the spouse or the head of the household if that person is temporarily absent.

Income of persons permanently absent will not be counted. If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other exceptions to military pay HUD may define) is counted as income.

It is the responsibility of the head of household to report changes in family composition. MHA will evaluate absences from the unit in accordance with this policy.

#### *Absence of Entire Family*

These policy guidelines address situations when the family is absent from the unit, but has not moved out of the unit. In cases where the family has moved out of the unit, MHA will terminate tenancy in accordance with the appropriate lease termination procedures contained in this Policy.

Families are required to notify MHA before they move out of a unit in accordance with the lease and to give MHA information about any family absence from the unit.

Families must notify MHA if they are going to be absent from the unit for more than 20 consecutive days. If the entire family is absent from the assisted unit for more than 20 consecutive days, the unit will be considered to be vacated and the lease will be terminated.

"Absence" means that no family member is residing in the unit.

In order to determine if the family is absent from the unit, MHA may:

Conduct home visit or inspection

Write letters to the family at the unit  
Telephone the family at the unit  
Interview neighbors  
Verify if utilities are in service

A person with a disability may request an extension of time as an accommodation.

If the absence which resulted in termination of the lease was due to a person's disability, and MHA can verify that the person was unable to notify MHA in accordance with the lease provisions regarding absences, and if a suitable unit is available, MHA may reinstate the family as an accommodation if requested by the family.

#### *Absence of Any Member*

Any member of the household will be considered permanently absent if s/he is away from the unit for six (6) consecutive months except as otherwise provided in this Chapter.

#### *Absence due to Medical Reasons*

If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, MHA will seek advice from a reliable qualified source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined to a nursing home, the family member will be considered permanently absent. If the verification indicates that the family member will return in less than 180 consecutive days, the family member will not be considered permanently absent. Up to 90 days is allowed if the member is in a treatment program.

If the person who is determined to be permanently absent is the sole member of the household, the lease will be terminated in accordance with MHA's "Absence of Entire Family" policy.

#### *Absence due to Incarceration*

If the sole member is incarcerated for more than 30 consecutive days, s/he will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if s/he is incarcerated for 30 consecutive days.

MHA must determine if the reason for incarceration is for drug-related or violent criminal activity. If so, the lease will be terminated.

### *Foster Care and Absences of Children*

If the family includes a child or children temporarily absent from the home due to placement in foster care, MHA will determine from the appropriate agency when the child/children will be returned to the home.

If the time period is to be greater than 60 days from the date of removal of the child(ren), the unit size will be reduced. If all children are removed from the home permanently, the unit size will be reduced in accordance with MHA's occupancy guidelines.

### *Absence of Adult*

If neither parent remains in the household and the appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, MHA will treat that adult as a visitor for the first 30 days.

If by the end of that period, court-awarded custody or legal guardianship has been awarded to the caretaker, and the caretaker qualifies under Tenant Suitability criteria, the lease will be transferred to the caretaker.

If the appropriate agency cannot confirm the guardianship status of the caretaker, MHA will review the status at 30-day intervals, but the adult must begin paying rent based on his/her income after the first 90 days elapses.

If custody or legal guardianship has not been awarded by the court, but the action is in process, MHA will secure verification from social services staff or the attorney as to the status.

MHA will transfer the lease to the caretaker, in the absence of a court order, if the caretaker qualifies under the Tenant Suitability criteria and has been in the unit for 90 days and it is reasonable to expect that custody will be granted.

When MHA approves a person to reside in the unit as caretaker for the child(ren), the income should be counted pending a final disposition. MHA will work with the appropriate service agencies to provide a smooth transition in these cases.

If a member of the household is subject to a court order that restricts him/her from the home for more than 30 days, the person will be considered permanently absent.

If an adult family member leaves the household for any reason, the family must report the change in family composition to MHA within 10 days.

The family will be required to notify MHA in writing within 10 days when an adult family member moves out. The notice must contain a certification by the family as to whether the adult is temporarily or permanently absent.

The family member will be determined permanently absent if verification is provided.

Time extension will be granted as an accommodation upon request by a person with a disability.

If an adult child goes into the military and leaves the household, they will be considered permanently absent.

Full time students who attend school away from the home will be treated in the following manner:

A student (other than head of household or spouse) who attends school away from home but lives with the family during school recesses may, at the family's choice, be considered either temporarily or permanently absent. If the family decides that the member is permanently absent, income of that member will not be included in total household income, the member will not be included on the lease, and the member will not be included for determination of unit size.

If the family considers the member temporarily absent, that member's income is counted toward the rent. After the first year the student will be considered permanently absent.

### Visitors

Any adult not included on the HUD 50058 who has been in the unit more than 30 consecutive days, or a total of 45 days in a 12-month period, will be considered to be living in the unit as an unauthorized household member.

Absence of evidence of any other address will be considered verification that the visitor is a family member. Statements from neighbors and/or MHA staff will be considered in making the determination. Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence.

The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized member of the family and MHA can evict the family since prior approval was not requested for the addition.

Minors and college students who were part of the family but who now live away from home during the school year and are not considered members of the household may visit for up to *30 consecutive* days per year without being considered a member of the household.

In a joint custody arrangement, if the minor is in the household less than *183* days per year, the minor will be considered to be an eligible visitor and not a family member.

#### Reporting Additions to MHA

Reporting changes in household composition to MHA must be made in compliance with the lease provision requirements regarding adding household members. [See Section 8 of the Dwelling Lease]

If the family does not obtain prior written approval from MHA, any person the family has permitted to move in will be considered an unauthorized household member.

Families are required to report any additions to the household in writing to MHA within *10* days of the move-in date.

An interim reexamination will be conducted for any additions to the household.

#### Reporting Absences to MHA

If a family member leaves the household, the family must report this change to MHA, in writing, within *10* days of the change and certify as to whether the member is temporarily absent or permanently absent.

MHA will conduct an interim evaluation for changes that affect the TTP in accordance with the interim policy.

#### Averaging Income

When Annual Income cannot be anticipated for a full twelve months, MHA may:

Average known sources of income that vary to compute an annual income.

Annualize current income and conduct an interim reexamination if income changes.

Average known income and schedule quarterly interim reexaminations.

If there are bonuses or overtime that the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year will be used.

Income from the previous year may be analyzed to determine the amount to anticipate when third-party or check-stub verification is not available.

If by averaging, an estimate can be made for those families whose income fluctuates from month to month, this estimate will be used so that the housing payment will not change from month to month.

The method used depends on the regularity, source and type of income.

#### Minimum Income

Families who report no income are required to complete a written certification every 30 days.

Families that report no income will be required to provide information regarding their means of basic subsistence, such as food, utilities, transportation, etc.

The HA will request credit checks for all adult members of families that report no income.

Where credit reports show credit accounts open and payments current, MHA will take action to investigate the possibility of fraud or program abuse.

#### Income of Person Permanently Confined to Nursing Home

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, MHA will calculate the Total Tenant Payment.

- a. Exclude the income of the person permanently confined to the nursing home, if the family can verify that the income is specifically dedicated for the person's nursing care or goes directly to the nursing facility, and give the family no deductions for medical expenses of the confined family member.

OR

- b. Include the income of the person permanently confined to the nursing home and give the family the medical deductions allowable on behalf of the person in the nursing home.

#### Regular Contributions and Gifts [24 CFR 5.609(a)(7)]

Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment.

Any contribution or gift received every month or more frequently will be considered a "regular" contribution or gift, unless the amount is less than \$200 per year. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts.

If the family's expenses exceed its known income, MHA will question the family about contributions and gifts.

#### *Welfare Payments or General Assistance*

If a family's welfare or public assistance benefits are reduced because of any failure to comply with the conditions under the assistance program requiring participation in an economic self-sufficiency program or imposing a work activities requirement, the family's monthly rent contribution may not be decreased during the period of reduction. The expiration of a time limit for receiving benefits will not be considered a failure to comply.

In addition, if a family's welfare or public assistance benefits are reduced because of an act of fraud by a member of the family under the law or program, the family's monthly rent contribution may not be decreased during the period of reduction as a result of any decrease in the family's income (to the extent that such decrease in income is a result of the reduction in benefits).

#### Alimony and Child Support [24 CFR 5.609(a)(7)]

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment.

If the amount of child support or alimony received is less than the amount awarded by the court, MHA must use the amount awarded by the court unless the family can verify that they are not receiving the full amount.

MHA will accept as verification that the family is receiving an amount less than the award if:

- a. MHA receives verification from the agency responsible for enforcement or collection.

OR

- b. The family furnishes documentation of child support or alimony collection action filed through a child support enforcement/collection agency, or has filed an enforcement or collection action through an attorney.

It is the family's responsibility to supply a certified copy of the divorce decree.

## Lump Sum Receipts [24 CFR CFR 5.609(b)(5), (c)]

### Lump-Sum Payments Not Counted As Income

Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, are not included in income but may be included in assets.

### *LUMP-SUM PAYMENTS INCLUDED IN INCOME*

Lump-sum payments caused by delays in processing periodic payments (unemployment or welfare assistance) are counted as income. Lump sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments which are deferred due to delays in processing.

In order to determine amount of retroactive tenant rent that the family owes as a result of the lump sum receipt:

MHA will calculate prospectively if the family reported the payment within 10 days and retroactively to date of receipt if the receipt was not reported within that time frame.

### *Prospective Calculation Methodology*

If the payment is reported on a timely basis, the calculation will be done prospectively and will result in an interim adjustment calculated as follows:

1. The entire lump-sum payment will be added to the annual income at the time of the interim.
2. MHA will determine the percent of the year remaining until the next annual recertification as of the date of the interim (three months would be 25% of the year).
3. At the next annual recertification, MHA will apply the percentage balance (75% in this example) to the lump sum and add it to the rest of the annual income, or
4. Allow the family to pay 30% of the lump sum payment as a one-time charge.

5. The lump sum will be added in the same way for any interims that occur prior to the next annual recertification.

#### *Retroactive Calculation Methodology*

1. MHA will go back to the date the lump-sum payment was received, or to the date of admission, whichever is closer.
2. MHA will determine the amount of income for each certification period, including the lump sum, and recalculate the tenant rent for each certification period to determine the amount due MHA.
3. Allow the family to pay 30% of the lump sum payment as a one-time charge.

At MHA's option, MHA may enter into a Repayment Agreement with the family.

The amount owed by the family is a collectible debt even if the family becomes unassisted.

#### *Attorney Fees*

The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

#### Contributions to Retirement Funds--Assets

Contributions to company retirement/pension funds are handled as follows:

1. While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment.
2. After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

#### Assets Disposed of for Less than Fair Market Value

MHA must count assets disposed of for less than fair market value during the two years preceding signing a lease or reexamination. MHA will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

MHA's minimum threshold for counting assets disposed of for less than Fair Market value is \$5,000. If the total value of assets disposed of within the two-year period is less than \$5,000, they will not be considered an asset.

### Child Care Expenses

Child care expenses for children under 13 may be deducted from annual income if they enable an adult to work, attend school full time, or actively seek employment.

In the case of a child attending private school, only after-hours care can be counted as child care expenses.

Child care expenses cannot be allowed as a deduction if there is an adult household member capable of caring for the child who can provide the child care. Examples of those adult members who would be considered *unable* to care for the child include:

The abuser in a documented child abuse situation, or

A person with disabilities or older person unable to take care of a small child, as verified by a reliable knowledgeable source.

Child care expenses must be reasonable. Reasonableness is determined by what the average child care rates are in MHA's jurisdiction.

Allowability of deductions for child care expenses is based on the following guidelines:

1. Child care to work: The maximum child care expense allowed must be less than the amount earned by the person enabled to work.

The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.

2. Child care for school: The number of hours claimed for child care may not exceed the number of hours the family member is attending school (including one hour travel time to and from school).

3. Amount of Expense: MHA will survey the local care providers in the community to determine what is reasonable. MHA will use the collected data as a guideline. If the hourly rate materially exceeds the guideline, MHA may calculate the allowance using the guideline.
4. Calculation: The child care expense will be calculated as hours away multiplied by the unreimbursed rate paid for child care.

#### Medical Expenses [24 CFR 5.603]

When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide.

Nonprescription medicines must be doctor-recommended in order to be considered a medical expense. Accupressure, acupuncture and related herbal medicines, and chiropractic services will be considered allowable medical expenses, *if the participant provides a medical prescription for these services.*

#### Proration of Assistance for "Mixed" Families [24 CFR 5.520]

##### Applicability

Proration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

"Mixed" families that were participants on June 19, 1995, and that do not qualify for continued assistance must be offered prorated assistance. (See Chapter 10 entitled "Recertifications.") Applicant mixed families are entitled to prorated assistance. Families that become mixed after June 19, 1995, by addition of an ineligible member are entitled to prorated assistance.

##### Prorated Assistance Calculation

Prorated assistance will be calculated by subtracting the Total Tenant Payment from the applicable Maximum Rent for the unit the family occupies to determine the Family Maximum Subsidy. The family's TTP will be calculated by:

1. Dividing the Family Maximum Subsidy by the number of persons in the family to determine Member Maximum Subsidy.
2. Multiplying the Member Maximum Subsidy by the number of eligible family members to determine Eligible Subsidy.

3. Subtracting the amount of Eligible Subsidy from the applicable Maximum Rent for the unit the family occupies to get the family's Revised Total Tenant Payment.

#### Reduction in Benefits

If the family's benefits, such as social security, SSI or AFDC, are reduced through no fault of the family, MHA will use the net amount of the benefit. If the family's benefits were reduced due to family error, omission, or misrepresentations, MHA will use the gross amount of the benefit.

#### Utility Allowance and Utility Reimbursement Payments

If the cost of utilities (excluding telephone) is not included in the Tenant Rent, a utility allowance will be deducted from the total tenant payment. The Utility Allowance is intended to help defray the cost of utilities not included in the rent. The allowances are based on the monthly cost of reasonable consumption utilities in an energy conservative household, *not* on a family's actual consumption.

When the Utility Allowance exceeds the family's Total Tenant Payment, MHA will provide a Utility Reimbursement Payment for the family each month. The check will be made out directly to the tenant.

#### Resident-Paid Utilities

The following requirements apply to residents living in developments with resident-paid utilities or applicants being admitted to such developments:

When the supplier of utilities offers a "budget" or level payment plan, it shall be suggested to the resident to pay his/her bills according to this plan. This protects the resident from large seasonal fluctuations in the cost of utilities and ensures adequate heat in the winter. If the family is receiving AFDC, MHA will encourage the family to consider a vendor payment plan for rent and utilities.

Paying the utility bill is the resident's obligation under the lease. Failure to pay utilities is grounds for eviction.

#### Excess Utility Payments

Residents in units where MHA pays the utilities may be charged for excess utilities if additional appliances or equipment are used in the unit. This charge shall be applied as specified in the lease. [24CFR 966.4(b)(2)]

#### Family Choice Rental Payment Method

At the time of the annual reexamination and recertification process the family can elect to pay one of the following:

- Flat Rate rent
- Income Based rent

MHA will provide the family with enough information for the family to make an informed choice. This information shall include:

1. the amounts of both the flat rate and income-based rent
2. the method by which income based rent is calculated so the family can determine the rental amount

#### *Switching Rent Methods to Lower Rent Because of Financial Hardship*

MHA will switch a family from a flat rent to an income-based rent if MHA determines that the family has a financial hardship.

Financial hardship includes:

1. loss of a job by a family member which reduces the family's income by at least 20% for over 30 days
2. death or permanent absence of the head of household or spouse
3. medical expenses that exceed 10% of an elderly/disabled head of household's gross income
4. additional educational or transportation expenses, while on flat rent, that exceed the family's claimed expenses by \$100 a month
5. additional child care expenses that exceed claimed expenses, while on flat rent, by \$100 a month

MHA will conduct an examination of the family's income in order to switch the rent method as quickly as possible, but the rent will be lowered no later than the 1<sup>st</sup> of the month following the month in which the family reported the hardship.

#### FLAT RENTAL RATES

Flat rents are intended as an incentive for residents to remain in public housing after they have attained a level of self-sufficiency. Families on flat rents shall not be subject to annual income reexamination.

MHA will determine flat rate rents after a survey of rents of comparable units in the community. The means and results of the survey will be documented by the MHA. Flat rents are set by MHA at a rate based on the rental value of the unit,

which is the same as the reasonable market value of the unit authorized for ceiling rents. (See Ceiling Rent below.)

Methods the MHA can use in establishing the reasonable market value of the units include:

- a. the area's Section 8 rent reasonableness survey for comparable developments, or
- b. an independent review of comparable developments in the area of the project

### *Income-Based Rent*

A family's level of income determines the family's income-based rent. The basic calculation is the higher of 10% of income, or 30% of adjusted income, whichever is greater.

### *Ceiling Rents*

MHA utilizes ceiling rents as follows:

In order that resident families do not pay more in rent for public housing than comparable housing would cost on the private rental market, ceiling rents have been established in the Marin City public housing project.

Ceiling rents are determined to be equal to the current Section 8 Existing Housing Certificate Program's Fair Market Rents for Marin County and shall be adjusted at such time as HUD publishes new Fair Market Rents.

Families are eligible for the benefit of ceiling rents for a cumulative total of 60 months. A family may go on and off a ceiling rent because of changes in financial circumstances, and any month during which a family pays an income-based rent will not count toward the 60-month limitation. However, if the family goes back on a ceiling rent, all previous months spent on a ceiling rent count toward the 60-month limitation. Resident families for whom the 60-month period expires will no longer be eligible for ceiling rents and will be charged an income-based rent after that time.

If the tenant must switch to a lower rent because of financial hardship the Switching Rents Methods defined above apply to ceiling rents as well, but tenants with ceiling rents will be subject to regular annual reexaminations.

### Minimum Rent

The minimum rent for MHA is \$25.

The Total Tenant Payment is the greater of:

- 30% of the adjusted monthly income
- 10% of the monthly income
- The minimum rent as established by MHA

The Total Tenant Payment does not include charges for excess utility consumption or other charges.

### *Hardship Exemptions*

MHA will grant an exemption to this requirement if a family is unable to pay such amount because of financial hardship due to the following circumstances:

1. The family has lost eligibility for, or is awaiting eligibility determination for, a federal, state, or local government assistance program;
2. The family would be evicted as a result of the imposition of the minimum rent requirement (if the family has requested such an exemption, and the HA finds a hardship exists);
3. The income of the family has decreased because of changed circumstance, including loss of employment, through no fault of the family;
4. A death in the family has occurred, where such death resulted in the loss of the sole source of the family's income; and
5. Other situations as may be determined by the HA.

MHA will require reasonable documentation of the hardship. If the family requests a hardship exemption, the minimum rent requirement is immediately suspended beginning the month following the family's hardship request.

The suspension will continue until a determination is made regarding whether:

- a. there is a hardship covered by the policy, and
- b. the hardship is temporary or long-term.

If MHA determines that there is a qualifying hardship, but that the hardship is of a temporary nature, MHA will reinstate the minimum rent for the entire time of the suspension. MHA will not evict the family for nonpayment of rent for a period of 90 days following the reinstatement of the minimum rent, and will offer the family a reasonable repayment agreement.

### *MHA Procedures for Notification to Families of Hardship Exceptions*

MHA will notify all participant families subject to a minimum rent of their right to request a minimum rent hardship exception under the law.

The MHA notification will advise the family that hardship exception determinations are subject to MHA grievance procedures.

MHA will review all tenant requests for exception from the minimum rent due to financial hardships.

### **WAITING PERIOD**

If a resident requests a hardship exemption and MHA reasonably determines the hardship to be of a temporary nature, an exemption shall not be granted during the 90-day period beginning upon the making of a request for the exemption. A resident may not be evicted during such 90-day period for nonpayment of rent and a reasonable repayment agreement will be offered. If the resident thereafter demonstrates that the financial hardship is of a long-term basis, MHA will retroactively exempt the resident from the applicability of the minimum rent requirement for such 90-day period.

## **Section 8**

### **DETERMINATION OF TOTAL TENANT PAYMENT**

#### *Introduction*

As in the public housing program, the accurate calculation of Annual Income and Adjusted Income will ensure that families are not paying more or less money for rent than their obligation under the regulations.

This section defines the allowable deductions Annual Income and how the presence or absence of household members may affect the Total Tenant Payment (TTP). Income and TTP are calculated in accordance with federal regulations and further instructions as set forth in HUD Notices, Memoranda and Addenda. The formula for the calculation of TTP is specific and not subject to interpretation. MHA's policies in this section address those areas that allow the MHA discretion to define terms and to develop standards in order to assure consistent application of the various factors that relate to the determination of TTP.

#### Subsidy Standards

All standards in this section relate to the number of bedrooms on the Certificate or Voucher, not the family's actual living arrangements. The MHA does not determine who shares a bedroom/sleeping room, but there must be at least one person per bedroom. The MHA's subsidy standards for determining Voucher size shall be applied in a manner consistent with Fair Housing guidelines. The family's Voucher size or actual unit size, whichever is less, is used to determine the maximum rent subsidy for the family.

#### Criteria for Determining Voucher Size

In issuing the Voucher, the MHA will consider and advise the family that the Voucher size will be determined so that the head of household (and his/her spouse or partner, if applicable) is allocated one bedroom and all remaining members are allocated bedrooms at the rate of one bedroom for every two persons, regardless of the age, sex or relationship of these other family members. A single person household will be issued a Zero-bedroom Voucher.

#### Income and Allowances

Income: The types of money that are to be used as income for purposes of calculating the TTP are defined by HUD in federal regulations. In accordance with this definition, income from all sources of each member of the household is documented.

Annual Income is defined as the gross amount of income anticipated to be received by the family during the 12 months after certification or recertification. Gross income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income that has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits. (24 CFR 5.607)

HUD has eight allowable deductions from Annual Income:

1. Dependent allowance: \$480 each for family members (other than the head or spouse), who are minors, and for family members who are 18 and older who are full-time students or who are disabled.
2. "Elderly" allowance: \$400 per household for families whose head or spouse is 62 or over or disabled.
3. Allowable medical expenses for all family members are deducted for elderly and disabled families.
4. Childcare expenses for children under 13 are deducted when child care is necessary to allow an adult member to work, attend school, or actively seek employment.
5. Expenses for attendant care or auxiliary apparatus for persons with disabilities if needed to enable the individual or an adult family member to work.
6. Child support paid by a member of the household for the support and maintenance of a child who does not reside in the household, except that the amount may not exceed \$480 per child.
7. Spousal support payments made by a member of the family for the support and maintenance of a spouse or former spouse who does not reside in the household, except that the amount excluded cannot exceed the lesser of: a) the amount that such family member has a legal obligation to pay, or b) \$550 for each individual for whom such payment is made.
8. Any earned income received by a family member who is not 18 years of age or older and who is not the head of household or spouse.

## Minimum Rent

“Minimum Rent” in the Certificate and Voucher program is \$25.00. Minimum Rent includes the combined amount (TTP) a family pays towards rent and/or utilities.

The MHA will grant an exception to this requirement if a family is unable to pay such amount because of financial hardship due to the following circumstances:

MHA will grant an exemption to this requirement if a family is unable to pay such amount because of financial hardship due to the following circumstances:

1. The family has lost eligibility for, or is awaiting eligibility determination for, a federal, state, or local government assistance program, including a family that includes a lawful permanent resident alien who would be entitled to benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
2. The family is eligible for a hardship exemption where the family would be evicted as a result of the imposition of the minimum rent requirement (if the family has requested such an exemption, and the HA finds a hardship exists);
3. The income of the family has decreased because of changed circumstance, including loss of employment, through no fault of the family;
4. A death in the family has occurred, where such death resulted in the loss of the sole source of the family’s income; and
5. Other situations as may be determined by the HA.

MHA will require reasonable documentation of the hardship.

If a resident requests a hardship exemption and the MHA reasonably determines the hardship to be of a temporary nature, an exemption shall not be granted during the 90-day period beginning on the making of a request for exemption. If the resident thereafter demonstrates that the financial hardship is of a long-term basis, the MHA will retroactively exempt the resident from the applicability of the minimum rent requirement for such 90-day period.

## *DEFINITION OF TEMPORARILY/PERMANENTLY ABSENT*

MHA must compute all applicable income of every family member who is on the lease, including those who are temporarily absent. In addition, MHA must count

the income of the spouse or the head of the household if that person is temporarily absent.

Income of persons permanently absent will not be counted. If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other exceptions to military pay HUD may define) is counted as income.

It is the responsibility of the head of household to report changes in family composition. MHA will evaluate absences from the unit in accordance with this policy.

### *Absence of Entire Family*

These policy guidelines address situations when the family is absent from the unit. "Absent" means that no family member is residing in the unit, but that the family has not moved out of the unit.

In order to determine if the family is absent from the unit, the MHA may:

- Conduct home visit or inspection
- Write letters to the family at the unit
- Telephone the family at the unit
- Interview neighbors
- Verify if utilities are in service

Families must notify the MHA if they are going to be absent from the unit for more than 30 consecutive days. If the entire family is absent from the assisted unit for more than 30 days, the unit will be considered to be vacated and the assistance will be terminated.

A person with a disability may request an extension of time as an accommodation, provided that the extension does not go beyond the HUD-allowed 180 consecutive calendar days limit.

In cases where the family has moved out of the unit, the MHA will terminate assistance in accordance with appropriate procedures as contained in the Administrative Plan.

### *Absence of Any Member*

Any member of the household will be considered permanently absent if s/he is away from the unit for 6 consecutive months except as otherwise stated.

### *Absence due to Medical Reasons*

If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, MHA will seek advice from a reliable qualified source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined to a nursing home, the family member will be considered permanently absent. If the verification indicates that the family member will return in less than 180 consecutive days, the family member will not be considered permanently absent. Up to 90 days is allowed if the member is in a treatment program.

If the person who is determined to be permanently absent is the sole member of the household, the lease will be terminated in accordance with MHA's "Absence of Entire Family" policy.

### *Absence due to Incarceration*

If the sole member is incarcerated for more than 30 consecutive days, s/he will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if s/he is incarcerated for 30 consecutive days.

MHA must determine if the reason for incarceration is for drug-related or violent criminal activity. If so, housing assistance will be terminated.

### *Foster Care and Absences of Children*

If the family includes a child or children temporarily absent from the home due to placement in foster care, MHA will determine from the appropriate agency when the child/children will be returned to the home.

If the time period is to be greater than 60 days from the date of removal of the child(ren), the unit size will be reduced. If all children are removed from the home permanently, the unit size will be reduced in accordance with MHA's occupancy guidelines.

### *Absence of Adult*

If neither parent remains in the household and the appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, MHA will treat that adult as a visitor for the first 30 days.

If the appropriate agency cannot confirm the guardianship status of the caretaker, the MHA will review the status at 30 day intervals. If custody or legal guardianship

has not been awarded by the court, but the action is in process, the MHA will secure verification from social services staff or the attorney as to the status. The MHA will transfer the voucher to the caretaker, in the absence of a court order, if the caretaker has been in the unit for more than 60 days and it is reasonable to expect that custody will be granted.

When the MHA approves a person to reside in the unit as caretaker for the children, the income should be counted pending final resolution. The MHA will work with the appropriate service agencies and the landlord to provide a smooth transition in these cases.

If a member of the household is subject to a court order that restricts him/her from the home for more than 30 days, the person will be considered permanently absent.

If an adult member leaves the household for any reason, the family must report the change in family composition to the MHA within ten (10) days.

The family will be required to notify the MHA in writing within ten (10) days when an adult family member moves out. The notice must contain a certification by the family as to whether or not the adult is temporarily or permanently absent. The family member will be determined permanently absent if verification is provided.

Time extensions will be granted as an accommodation on request by a person with a disability.

If an adult child goes into the military and leaves the household, s/he will be considered permanently absent.

Full time students who attend school away from home will be treated in the following manner:

A student (other than head of household or spouse) who attends school away from home but lives with the family during school recesses may, at the family's choice, be considered either temporarily or permanently absent. If the family decides that the member is permanently absent, income of that member will not be included in total household income, the member will not be included on the lease, and the member will not be included for determination of Voucher size.

### *Visitors*

Any adult not reported as a member of the household who has been in the unit for more than 30 consecutive days or a total of 45 days in a 12-month period, will be considered to be living in the unit as an unauthorized household member.

Absence of evidence of any other address will be considered verification that the visitor is a family member. Statements from neighbors and/or MHA staff will be considered in making the determination. Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence.

The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized member of the family and MHA can evict the family since prior approval was not requested for the addition.

Minors and college students who were part of the family but who now live away from home during the school year and are not considered members of the household may visit for up to *30 consecutive* days per year without being considered a member of the household.

In a joint custody arrangement, if the minor is in the household less than *183* days per year, the minor will be considered to be an eligible visitor and not a family member.

#### Reporting Additions to the Owner and MHA

Reporting changes in household composition to the MHA is both a HUD and MHA requirement.

The family obligations require the family to request prior approval in writing to add household members, other than those added through birth, adoption or court-awarded custody of a child. The family must inform the MHA in writing of the birth, adoption or court-awarded custody of a child within ten (10) days of the move-in date of the new family member.

If the family does not obtain prior written approval of the MHA, any person the family has permitted to move in will be considered an unauthorized household member and the housing assistance will be terminated for failure to report. This does not apply to those persons added through birth, adoption or court-awarded custody.

In addition, the MHA requires the family to obtain prior written approval from the owner when adding an adult to the family composition.

An interim reexamination will be conducted for any additions to the household.

#### Reporting Absences to MHA

If a family member leaves the household, the family must report this change to MHA, in writing, within 10 days of the change and certify as to whether the member is temporarily absent or permanently absent.

MHA will conduct an interim evaluation for changes that affect the TTP in accordance with the interim policy.

### *Averaging Income*

When Annual Income cannot be anticipated for a full twelve months, the MHA may:

1. Average known sources of income that vary to compute an annual income
2. Annualize current income and conduct an interim reexamination if income changes
3. Average known income and schedule quarterly interim reexaminations

The method used depends on the regularity, source and type of income.

If there are bonuses or overtime that the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year will be used.

Income from the previous year may be analyzed to determine the amount to anticipate when third-party or check-stub verification is not available.

If by averaging, an estimate can be made for those families whose income fluctuates from month to month, this estimate will be used so that the housing payment will not change from month to month

### *Minimum Income*

There is no minimum income. Families who report zero income are required to complete a written certification every 30-days.

### Income of Person Permanently Confined to Nursing Home

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, MHA will calculate the Total Tenant Payment.

- a. Exclude the income of the person permanently confined to the nursing home, if the family can verify that the income is specifically dedicated for the person's nursing care or goes directly to the nursing facility, and give

the family no deductions for medical expenses of the confined family member.

OR

- b. Include the income of the person permanently confined to the nursing home and give the family the medical deductions allowable on behalf of the person in the nursing home.

#### Regular Contributions and Gifts

Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment.

Any contribution or gift received every month or more frequently will be considered a "regular" contribution or gift, unless the amount is less than \$200 per year. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts.

If the family's expenses exceed its known income, MHA will question the family about contributions and gifts.

#### Alimony and Child Support [24 CFR 5.609(a)(7)]

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment.

If the amount of child support or alimony received is less than the amount awarded by the court, MHA must use the amount awarded by the court unless the family can verify that they are not receiving the full amount.

MHA will accept as verification that the family is receiving an amount less than the award if:

- a. MHA receives verification from the agency responsible for enforcement or collection.

OR

- b. The family furnishes documentation of child support or alimony collection action filed through a child support enforcement/collection agency, or has filed an enforcement or collection action through an attorney.

It is the family's responsibility to supply a certified copy of the divorce decree.

#### Lump Sum Receipts [24 CFR CFR 5.609(b)(5), (c)]

### *Lump-Sum Payments Not Counted As Income*

Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, are not included in income but may be included in assets.

### *Lump-Sum Payments Included in Income*

Lump-sum payments caused by delays in processing periodic payments (unemployment or welfare assistance) are counted as income. Lump sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments which are deferred due to delays in processing.

In order to determine amount of retroactive tenant rent that the family owes as a result of the lump sum receipt:

MHA will calculate prospectively if the family reported the payment within 10 days and retroactively to date of receipt if the receipt was not reported within that time frame.

### *Prospective Calculation Methodology*

If the payment is reported on a timely basis, the calculation will be done prospectively and will result in an interim adjustment calculated as follows:

1. The entire lump-sum payment will be added to the annual income at the time of the interim.
2. MHA will determine the percent of the year remaining until the next annual recertification as of the date of the interim (three months would be 25% of the year).
3. At the next annual recertification, MHA will apply the percentage balance (75% in this example) to the lump sum and add it to the rest of the annual income, or
4. Allow the family to pay 30% of the lump sum payment as a one-time charge.
5. The lump sum will be added in the same way for any interims that occur prior to the next annual recertification.

### *Retroactive Calculation Methodology*

1. MHA will go back to the date the lump-sum payment was received, or to the date of admission, whichever is closer.
2. MHA will determine the amount of income for each certification period, including the lump sum, and recalculate the tenant rent for each certification period to determine the amount due MHA.
3. Allow the family to pay 30% of the lump sum payment as a one-time charge.

At MHA's option, MHA may enter into a Repayment Agreement with the family.

The amount owed by the family is a collectible debt even if the family becomes unassisted.

### *Attorney Fees*

The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

### Contributions to Retirement Funds--Assets

Contributions to company retirement/pension funds are handled as follows:

1. While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment.
2. After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

### Assets Disposed of for Less than Fair Market Value

MHA must count assets disposed of for less than fair market value during the two years preceding signing a lease or reexamination. MHA will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

MHA's minimum threshold for counting assets disposed of for less than Fair Market value is \$5,000. If the total value of assets disposed of within the two-year period is less than \$5,000, they will not be considered an asset.

### Child Care Expenses

Child care expenses for children under 13 may be deducted from annual income if they enable an adult to work, attend school full time, or actively seek employment.

In the case of a child attending private school, only after-hours care can be counted as child care expenses.

Child care expenses cannot be allowed as a deduction if there is an adult household member capable of caring for the child who can provide the child care. Examples of those adult members who would be considered *unable* to care for the child include:

The abuser in a documented child abuse situation, or

A person with disabilities or older person unable to take care of a small child, as verified by a reliable knowledgeable source.

Child care expenses must be reasonable. Reasonableness is determined by what the average child care rates are in MHA's jurisdiction.

Allowability of deductions for child care expenses is based on the following guidelines:

1. Child care to work: The maximum child care expense allowed must be less than the amount earned by the person enabled to work. The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.
2. Child care for school: The number of hours claimed for child care may not exceed the number of hours the family member is attending school (including one hour travel time to and from school).
3. Amount of Expense: MHA will survey the local care providers in the community to determine what is reasonable. MHA will use the collected data as a guideline. If the hourly rate materially exceeds the guideline, MHA may calculate the allowance using the guideline.
4. Calculation: The child care expense will be calculated as hours away multiplied by the unreimbursed rate paid for child care.

### Medical Expenses [24 CFR 5.603]

When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide.

Nonprescription medicines must be doctor-recommended in order to be considered a medical expense. Accupressure, acupuncture and related herbal medicines, and chiropractic services will be considered allowable medical expenses, *if the participant provides a medical prescription for these services.*

### Proration of Assistance for "Mixed" Families [24 CFR 5.520]

#### Applicability

Proration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

"Mixed" families that were participants on June 19, 1995, and that do not qualify for continued assistance must be offered prorated assistance. (See Chapter 10 entitled "Recertifications.") Applicant mixed families are entitled to prorated assistance. Families that become mixed after June 19, 1995, by addition of an ineligible member are entitled to prorated assistance.

#### Prorated Assistance Calculation

Prorated assistance will be calculated by subtracting the Total Tenant Payment from the applicable Maximum Rent for the unit the family occupies to determine the Family Maximum Subsidy. The family's TTP will be calculated by:

1. Dividing the Family Maximum Subsidy by the number of persons in the family to determine Member Maximum Subsidy.
2. Multiplying the Member Maximum Subsidy by the number of eligible family members to determine Eligible Subsidy.
3. Subtracting the amount of Eligible Subsidy from the applicable Maximum Rent for the unit the family occupies to get the family's Revised Total Tenant Payment.

#### Reduction in Benefits

If the family's benefits, such as social security, SSI or AFDC, are reduced through no fault of the family, MHA will use the net amount of the benefit. If the family's

benefits were reduced due to family error, omission, or misrepresentations, MHA will use the gross amount of the benefit.

### Utility Allowance and Reimbursement , Schedule

The utility allowance is intended to help defray the cost of utilities not included in the rent and is subtracted from the Total Tenant Payment to establish the family's rent to the landlord. The same schedule is used for both Certificates and Vouchers. The approved schedule is given to families, along with their Vouchers. The allowances are based on actual rates and average consumption studies, not on a family's actual consumption, but the utility allowance is based on the actual unit size selected.

Where an owner does not provide a range or refrigerator, and the family must provide their own range or refrigerator, the MHA will establish an allowance for the range or refrigerator, even if the family already owns the appliance.

Where the Utility Allowance exceeds the family Total Tenant Payment or Minimum Rent, the MHA will provide a Utility Reimbursement payment to the family each month. The check will be made out to the tenant.

### *Higher Utility Allowance as a Reasonable Accommodation*

On request from a family that includes a member with disabilities, the MHA must approve a utility allowance that is higher than the applicable amount on the utility allowance schedule if a higher allowance is needed as a reasonable accommodation to make the program accessible and usable to a family member with a disability.

### *Schedule*

The MHA will maintain a Utility Allowance Schedule that is prepared and submitted in accordance with HUD requirements. The MHA will maintain the allowance in the categories prescribed as part of its responsibilities under the Section 8 Management Assessment Program. The schedule will be reviewed annually in accordance with federal requirements and will be adjusted if there has been a change of 10% or more in the utility rate since the last review.

### *Housing Quality Standards and Inspections*

Housing Quality Standards (HQS) are the HUD minimum standards for tenant-based programs. HQS standards are required both at initial occupancy and during the term of the lease. HQS standards apply to the building and premises, as well as to the unit.

### *Guidelines/Types of Inspections*

All units must meet the minimum standards set forth in the HQS. Efforts will be made at all times to encourage owners to provide housing above HQS standards.

All utilities must be in service when the unit is inspected. The MHA will allow the stove and refrigerator to be placed in the unit after the inspections if the family certifies the appliances are working according to HQS. The MHA will not conduct a reinspection.

There are five types of inspections that the MHA will perform:

- Initial/Move In after receipt for Request for Lease Approval and in accordance with federally-required time frames.
- Annual: must be conducted within 12 months of the anniversary date.
- Special/Complaint: at request of owner, family, agency or third party
- Move-Out/Vacate
  - a. For Contracts effective before February 1, 1996: a move-out will always be conducted
  - b. For Contracts effective after February 1, 1996: a move-out will only be conducted if the owner or tenant so requests at least 5 days before the tenant vacates the unit.
- Quality Control: a quality control inspections will be conducted for five percent of all units that have been inspected. These inspections will be conducted in conformance with SEMAP requirements.

### *Acceptability Criteria and Exceptions to HQS*

The MHA adheres to the acceptability criteria in the regulations and HUD Inspection Booklet, with the additions described below:

#### ***Additions to HQS***

Walls: In areas where plaster or drywall is sagging, severely cracked or otherwise damaged, it must be repaired or replaced.

Windows: All window sashes must be in good condition, solid and intact, and fit properly in the window frame.

Doors: All exterior doors must be weathertight to avoid any air or water infiltration, have no holes, have all trim intact, and have a threshold.

Floors: All wood floors must be sanded to a smooth surface and sealed. Any loose or warped boards must be resecured and made level. If they cannot be leveled, they must be replaced.

Security: In window security bars or security screens are present on emergency exit window, they must be equipped with a quick release system that meets local code. The owner is responsible for ensuring that the family is instructed on the use of the quick release system.

Bedrooms: Bedrooms in basements or attics are not allowed unless they meet local code requirements and must have adequate ventilation and emergency exit capability.

Modifications: Modifications or adaptations to a unit due to a disability must meet all applicable HQS and building codes.

### *Inspections*

The MHA conducts an inspection in accordance with HQS at least annually, 30-60 days before the anniversary month of the contract. Special inspections may be scheduled between anniversary dates.

HQS deficiencies that cause a unit to fail must be corrected by the landlord unless it is the tenant's responsibility. The family is only responsible for breaches of HQS that are caused by:

- Non-payment of utilities by family
- Not providing or not maintaining appliances not provided by the owner
- Damages to the unit or premises caused by a household member or guest beyond normal wear and tear
- Waste (excessive damage) caused to the unit by the family's failure to report a condition needing repair within a timely manner (e.g. leaks, etc.)

Inspections will be conducted on business days only, unless with prior arrangement between the family and MHA. Inspections are conducted between

the hours of 8:00 a.m. and 4:00 p.m. The MHA will notify the family by phone or in writing at least 5 days prior to the inspection.

If the family is unable to be present at the inspection, they must reschedule the appointment so that the inspection is completed within ten (10) days. A household member (over the age of 18) or the landlord may allow the inspector access to the unit.

If the family does not contact the MHA to reschedule the appointment, or if the family misses two appointments, the MHA will consider the family to have violated a Family Obligation and their assistance will be terminated in accordance with termination procedures.

### *Reinspections*

The family is mailed a notice of the inspection appointment by mail. If the family is not at home for the reinspection appointment, a card will be left at the unit and another appointment is automatically scheduled.

Reinspections will be conducted within 24 hours following the lapse of time prescribed by the time standards for repairs.

### *Time Standards for Repairs*

- Life threatening deficiencies must be corrected within 24 hours of notification.
- Emergency items that endanger the family's health or safety must be corrected within 72 hours of notification.
- Non-emergency items must be corrected within 30 days
- For major repairs, the Negotiator/Inspector may approve an extension beyond 30 days.

### *Emergency Repair Items*

The following items are considered of an emergency nature and must be corrected by the owner/tenant (whoever is responsible) within 24 hours of notice:

- Lack of security to unit
- Major plumbing leaks or flooding
- Natural gas leak or fumes
- Electrical problem that could result in fire
- No running water

- Obstacle that prevents tenant's entrance or exit
- Lack of functioning toilet

The following items are considered of an emergency nature and must be corrected by the owner or tenant (whoever is responsible) within 72 hours of notice by the Inspector:

- Waterlogged ceilings in imminent danger of collapse
- Lack of functioning stove
- Lack of functioning refrigerator
- No running hot water
- No heat when outside temperature is below 32 degrees F and temperature inside is below 50 degrees F
- Utilities not in service (unless the participant has not paid the utility bill)
- Broken glass where someone could be injured

In those cases where there is leaking gas or fire potential or another threat to public health and safety and the responsible party cannot be notified, the MHA will notify the proper authorities.

If the emergency repair item(s) are not corrected in the time period required by the MHA and the owner is responsible, the housing assistance payment will be abated and the HAP contract can be terminated.

### ***Consequences if Owner is Responsible***

When it have been determined that a unit on the program fails to meet HQS, and the owner responsible for completing the necessary repairs in the time period specified by the MHA fails to make corrections, the assistance payment to the owner will be abated. If the owner fails to make repairs during the abatement period, the contract will be terminated.

### ***Abatement***

A Notice of Abatement will be sent to the owner and the abatement will be effective from the day after the lapse of the appropriate repair period if the repairs have not been made. The notice period depends on the nature of the repair(s) needed and the time standards prescribed.

MHA will inspect abated units within three (3) days of the owner's notification that the work has been completed.

If the owner makes repairs during the abatement period, payment will resume on the day the unit passes inspection.

No retroactive payments will be made to the owner for the period of time the rent was abated and the unit did not comply with HQS. The notice of abatement states that the tenant is not responsible for the HA's portion rent if it is abated.

### *Reduction of Payments*

The MHA can reduce payments or grant an extension in lieu of abatement in the following cases:

- The owner has a good history of HQS compliance
- The failed items are minor in nature
- There is an unavoidable delay in completing repairs due to difficulties in obtaining parts or contracting for services
- The owner makes a good faith effort to make repairs
- The repairs are expensive (such as exterior painting or roof repair) and the owner needs time to obtain the funds
- The repairs must be delayed due to climate condition

The extension or reduction will be made for a period of time not to exceed 30 days. At the end of that time, at the MHA's discretion, the MHA will begin abatement or termination of assistance.

### *Consequences if Family is Responsible*

If non-emergency violations of HQS are determined to be the responsibility of the family, the MHA will require the family to make any repairs within 30 days. If the repairs are not made in this time period, the MHA will terminate the assistance to the family. Extensions in these cases must be approved by the Negotiator/Inspector. The owner's rent will not be abated for items that are the family's responsibility. If the family is responsible and corrections are not made, the HAP contract will terminate when the assistance is terminated.

### ***Fair Housing Policy***

It is the policy of the Housing Authority to comply fully with all Federal, State and local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

The MHA shall not deny any family or individual the opportunity to apply for or receive assistance under its programs on the basis of race, color, sex, religion, creed, national or ethnic origin, age, family or marital status, handicap or disability or sexual orientation.

To further its commitment to full compliance with applicable Civil Rights laws, the MHA will provide Federal/State/Local information to Voucher holders regarding “discrimination” and any recourse available to them if they believe they are victims of discrimination. MHA works closely with the Marin Fair Housing Program, and includes their HOTLINE referral number and literature on their services in the Briefing packet

Except as otherwise noted in the federal regulations, no individual with disabilities will be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the MHA facilities are inaccessible to or unusable by persons with disabilities.

Posters and housing information are displayed in locations throughout the MHA office in such manner as to be easily read from a wheelchair.

The main office of the MHA located in San Rafael, as well as the Marin City office, are accessible to persons with disabilities.

## CAPITAL IMPROVEMENT PLAN

---

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plan a Capital Improvement Plan. This Capital Improvement Plan is the same as the already completed and submitted Comprehensive Grant “Needs Assessment.”

The Comprehensive Grant Program is a federal grant program that helps Housing Authorities make needed repairs at public housing complexes. On June 25, 1999, in accordance with federal requirements, the Marin Housing Authority presented its 1999 Comprehensive Grant Program Annual Submission to the Department of Housing and Urban Development (HUD). The Housing Authority has a formula grant of \$1,393,746 per year and covers a five (5) year planning period. This is consistent with the five (5) year period covered by the Agency Plan. The full listing of capital improvements is contained in the Comprehensive Grant Needs Assessment and is incorporated here by reference.

Strategy and Priorities

The Housing Authority completed remediation of Lead-Based Paint in 1995. In addition, Section 504 needs for the disabled were completed in 1995. Currently, there is one emergency situation at Marin City involving spalling concrete at 8 high rise buildings.

Marin Housing Authority, in its application, proposes to target 75% of funds to the family complex at Marin City and 25% of funds to the five (5) senior/disabled complexes. The Housing Authority reserves the right in future years to revisit the split in order to ensure that funds are available to respond to emerging needs.

### *Resident Partnership Process*

Marin Housing held two meetings—one at Homestead Terrace and one at Marin City regarding types of repair work. In addition, meetings were held at two additional locations. The County was provided information on proposed improvements and given notice of the Housing Authority’s public hearing.

Marin Housing Authority held a public hearing inviting all residents. Residents were also notified that they could make written comments or could call in with comments. In addition, as an active part of the ongoing planning and implementation process, Marin Housing has established a Marin City Comp Grant Committee, made up of residents.

## **Spalling Concrete—Marin City**

The severe deterioration of the reinforced concrete in the eight high-rise structures at Marin City presents a complicated and vexing problem for MHA. Although this deterioration does not affect the basic structure of the buildings, it is causing severe safety problems (e.g. falling concrete chunks and tripping hazards) that could lead to structural problems in the long term if not corrected soon. The dilemma facing MHA is that, although the concrete deterioration is in relatively small parts of the buildings (access corridors and balconies), its correction is *extraordinarily* expensive. The projected cost of repairs for this single problem exceeds 100% of our Comprehensive Grant allotments OVER A THREE-YEAR PERIOD. The scale of such an expenditure will have a devastating effect on our efforts to make other greatly needed repairs and improvements for Marin City and the other five public housing developments.

We have requested that HUD provide an additional \$2 million for this problem from its Reserve for Disasters and Emergencies. Although this reserve will provide emergency funds to correct the spalling concrete problem, this funding must be repaid. IT IS A LOAN, NOT A GRANT. Thus, we must repay it from *future* annual Comprehensive Grant allotments—thereby substantially delaying other greatly needed modernization work both at Marin City and our other public housing. HUD has a mechanism in place for demolishing obsolete buildings and rebuilding them; and there is likewise a mechanism in place for structures damaged in a natural disaster. However, there is no mechanism (other than to place an onerous financial burden on the local agency) for addressing the extraordinary costs we face that are well beyond the intent of the Comprehensive Grant Program. In addition to our problems with the costs of correcting the spalling concrete problem, the area surrounding our Marin City development has recently been completely redeveloped and transformed. Marin City USA spent over \$100 million developing new infrastructure, privately owned townhouses, apartments, a church and a major shopping center adjacent to our public housing complex. Consequently, it is even more imperative that we attend to the extensive other modernization needs—in addition to correcting concrete repairs—in order to make public housing compatible with this newly-built environments and to be an attractive asset to the community. The first phase (buildings 49, 59, 69, 79) of the repair of the spalling concrete at the high-rises will commence in late 1999. All eight buildings will be completed in year 2000.

### **HUD Forms**

HUD Forms 52837 and 52834 are included in this Plan and outline the Authority's needs for its public housing over the next five years.

## HOMEOWNERSHIP

---

### ***Homeownership Opportunities for Marin Housing Clients***

#### *A Longstanding Commitment to Homeownership*

Marin Housing has a long and successful history of assisting low- and moderate-income families in Marin County to realize their dream of home ownership. With several programs already in place and operating effectively, the Agency is able to support a wide array of clients across many different income levels. At least four of these programs have proven to be of special value to low-income families who were contemplating the purchase of their first home:

*The Below Market Rate Homeownership Program (BMR)*, which targets low- and moderate-income, first-time homebuyers for the purchase of affordable homes that have been constructed in Marin County to meet local inclusionary zoning requirements. This program of partnerships between Marin Housing and a variety of local city governments has proven to be an excellent vehicle for hundreds of first-time homebuyers in Marin County.

*The Mortgage Credit Certificate Program (MCC)*, which provides an annual tax credit that reduces the amount of federal income tax paid by a homeowner, thus enhancing the affordability of home ownership.

*The Homebuyer Assistance Center (HBAC)*, which typically assists over 200 clients annually by providing support, training, education, and information about home purchases, home ownership and consumer credit.

*The Family Self-Sufficiency Program (FSS)*, in both the public housing and Section 8 programs, which provides for an escrow account for working families that makes it possible to accumulate funds that could be used toward a home purchase downpayment.

In addition to these programs, Marin Housing often acts cooperatively with other agencies, local and County governments, and private industry to assist low- and moderate-income families to purchase a home. These programs, both formal and informal, have received wide support and acceptance, and will continue into the future.

*Maximizing Affordable Housing Options in Marin County through Homeownership*

Marin Housing has established a number of goals that are designed to enhance the Agency's continuing contribution to maintaining and expanding the supply of affordable housing in Marin County. The goals that have been established for the *Below Market Rate Homeownership Program* and the *Mortgage Credit Certificate Program* demonstrate the depth of this commitment:

#### Below Market Rate Homeownership Program

Maintain the current portfolio of 285 homes in the program (with resale restrictions) and add new properties as developments are planned and built.

Maintain a successful, "user-friendly" approach to the initial sale and future resale of BMR properties to first-time homebuyers utilizing the lottery system and implementing the unique priorities adopted by each local jurisdiction. Sales estimated to be 5 new homes and 7 re-sales per year, for a total of 12 sales per year.

Provide information and expertise to the affordable housing developer for the Hamilton Airbase conversion with respect to resale restrictions and preserving the ownership units for the long term.

Continue to provide technical assistance to developers and local jurisdictions in structuring housing development agreements to meet inclusionary zoning requirements.

#### Mortgage Credit Certificate Program

Obtain additional tax credit allocations from California Debt Limit Allocation Committee (CDLAC) on a regular basis to continue to be able to provide MCCs in Marin County to qualified, low- and moderate-income, first-time homebuyers. Estimated annual activity: 25 MCCs per year at an average of \$23,000 for \$575,000 in MCC tax credit allocation and approximately \$12 million in first mortgage money.

Obtain special (or increased) allocation from CDLAC in order to provide a set-aside of MCCs for the affordable ownership housing component of the Hamilton Airbase conversion when the project is ready to commence. The goal is to provide an MCC in conjunction with every affordable home purchase at Hamilton.

#### *Special Opportunities for Section 8 and Public Housing Clients*

Due to recent changes in federal legislation, it is now possible for Marin Housing to embark on a new and even more ambitious program to assist Public Housing

and Section 8 clients to purchase their first home. With careful preparation and implementation, such a program would enhance Marin Housing's current capabilities to assist first-time homebuyers to an even greater extent than in previous years. However, as has been the case for decades in Marin County, reasonably priced homes are a scarce commodity. This is a continuing challenge that Marin Housing and County residents will confront for the foreseeable future, and one that requires innovative and aggressive homebuyer programs.

In April 1999, the Department of Housing and Urban Development (HUD) established the *Section 8 Homeownership Assistance Program* (24 CFR Part 982). This program was designed to enable Section 8-eligible clients to purchase a home under the general guidelines applicable to a first-time homebuyer receiving assistance in any similar program. The intent of the program, which is available to both Public Housing and Section 8 clients who qualify, is to redirect a portion of existing Voucher Program funding from rental assistance to enable a family to purchase their first home.

The *Section 8 Homeownership Assistance Program* opens up new opportunities for the clients of Marin Housing who are currently served by our Public Housing or Section 8 rental assistance programs. In effect, some funds now used to provide rental assistance can be diverted for use by qualifying families to purchase a home. Clearly, such a program can provide a deep and workable, but temporary, subsidy for those clients of Marin Housing who are ready to take the step to home ownership.

Because Marin Housing's Low-Rent *Admissions and Continued Occupancy Policy* makes provision for inter-program transfers from the Public Housing program to the Section 8 Rental Assistance program to accommodate homeownership objectives, public housing residents will be able to take full advantage of the *Section 8 Homeownership Assistance Program*. In addition, Marin Housing has an established and successful Family Self-Sufficiency (FSS) Program that works directly with public housing residents in areas such as credit counseling, career pathing, and in building self-sufficiency skills and capabilities. Therefore, the Agency already has the basic programs in place to assist a public housing resident to transfer to the *Section 8 Homeownership Assistance Program* when that resident is ready to move beyond public housing.

The opportunities provided by the *Section 8 Homeownership Assistance Program* are self-evident. Much of the implementation of this program has been left to the direction of local housing authorities and their governing bodies. In the case of Marin Housing, there is a longstanding commitment to home ownership in the County, and this commitment will be sustained and enhanced by the *Section 8 Homeownership Assistance Program*.

### *Devising a New Homeownership Program*

As would be expected with any successful homeownership program, the design and implementation of the *Section 8 Homeownership Assistance Program* must be undertaken with care and consideration. The purpose of such a program in this County must be to successfully house each qualified client who is accepted for participation. In addition, Marin Housing must maintain a balance between sustaining a healthy stock of affordable rental housing in an environment that is financially difficult for low-income families and making homeownership opportunities available to qualified families.

Since any funds to be used for the purchase of a home will be temporarily drawn away from an existing rental assistance program, a limitation on the number of participants in the *Section 8 Homeownership Assistance Program* must be established. Marin Housing believes that no more than 1% of the Agency's existing Vouchers should be diverted to the Homeownership Program. This equates to the Agency's ability to assist 18 families in the purchase of their first home at this time. That number may grow in future years as HUD provides additional funding for the Section 8 Rental Assistance Program. However, there are no such guarantees and, in fact, it is possible, although unlikely, that the number of available Vouchers will actually decrease over time. A secondary limitation on the program will be the imposition of a maximum period of time during which the homebuyer subsidy is available. This issue is discussed below (Program Criteria, item #4).

In addition, at least two other elements are crucial to the successful design and implementation of a *Section 8 Homeownership Assistance Program* in Marin County:

1. Comprehensive program criteria that guarantee full support and effective services to qualified participants.
2. Comprehensive qualifying criteria that guarantee the ongoing success of the program on a case-by case basis for each participant.

### *Program Criteria*

Based on Marin Housing's substantial experience in assisting first-time homebuyers, the Agency is in a unique position to design and implement program criteria that are known to be practical and workable. Agency experience also includes the successful operation of a traditional Section 8 Rental Assistance Program and Family Self-Sufficiency Programs for both Section 8 and Public Housing clients. Amalgamating this experience provides the basic framework for establishing program criteria for the new *Section 8 Homeownership Assistance Program*.

Fundamental to the successful design and implementation of such a program are the following elements:

1. Comprehensive and clear written policies for the *Section 8 Homeownership Program*, much of which can be derived from elements that now exist in the Agency's other homeownership programs and the Section 8 Rental Assistance Program.
2. Defining program parameters in such a way as to ensure that participants will be able to successfully complete the purchase of a home. At a minimum, these must include: minimum cash down payment and equity requirements, financing requirements, lender qualification and participation, restrictions against seller financing, terms of financing, prohibitions against balloon payments and unrealistic financing arrangements, reporting and monitoring mechanisms, and affordability issues to be imposed on participants in the program.
3. A list of qualified participating lenders must be established. These lenders must meet minimum FHA requirements in order to be considered for participation in the program.
4. The maximum term of the *Section 8 Homeowner Assistance Program* for each family must be established. The current HUD-imposed restriction is 10 years, which may not be appropriate for participants in Marin County. The local term should be no less than 5 years, with a workable target of 7 years to be considered, depending upon issues of workability with qualified lenders.
5. The payment methods to be used for homeownership assistance payments must be established, which can be made either to the family or to the lender according to HUD guidelines.
6. A policy that addresses the issue of converting between the *Section 8 Homeownership Assistance Program* and the standard Section 8 Rental Assistance Program must be designed and written.
7. The maximum time to be imposed for a family to locate and purchase a home must be established.
8. A policy that addresses issues surrounding the purchase of a home outside of Marin County and how such a transaction would be processed must be established. In addition, such a policy should encompass cooperative arrangements with other local housing authorities to ensure a uniform method of handling out-of-county home purchases.

## *Qualifying Criteria*

Crucial to the success of the *Section 8 Homeownership Assistance Program* will be the Agency's ability to qualify participants in such a way as to ensure their success. HUD imposes some restrictions in this regard, but leaves others to be determined by the local authority. Based on Marin Housing's lengthy history of assisting first-time homebuyers, the Agency is in a unique position to be able to clearly define qualifying criteria for the *Section 8 Homeownership Assistance Program*.

At a minimum, these criteria should include:

1. A minimum qualification standard that the participating family must meet all the general requirements for admission to the Agency's Section 8 Rental Assistance Program.
2. The participating family must be income-eligible for the desired property and be able to meet both the qualifying criteria of Marin Housing and an approved lender. The family must also be able to verify that minimum cash down payment or equity requirements can be met. In most cases, this would imply that a participating family has previously established an escrow or savings account in conjunction with one of Marin Housing's programs that can be used to meet equity requirements (such as the FSS program). However, in any case, a minimum cash equity requirement of 5% of the purchase price of the desired home will be imposed. These funds must generally be unencumbered and "seasoned."
3. The participant, or the financial head of the participating family, must demonstrate at least one year of continuous, stable employment that can be verified. Employment outlook must be good.
4. The participant, or the financial head of the participating family, must demonstrate an established credit history that is satisfactory to both Marin Housing and an approved lender. In the case of all participants, a satisfactory rental payment history must be in evidence.
5. The participating family must enroll and successfully complete a homeownership counseling program that will be offered by Marin Housing. The Agency proposes to use the Homebuyer Assistance Center for this purpose, which offers Home Buyer's Workshops, a Quick Path series to home ownership, and individual counseling sessions.
6. The participating family must successfully secure their own financing for the desired home from an approved lender. Marin Housing will provide

counseling for this process as outlined in item #5 above. The terms and conditions of such a loan must be in accordance with standard industry practices and offered by an FHA-qualified or approved lender.

7. A participating family may freely choose whether to request rental assistance or homeownership assistance when they initially enter Marin Housing's Section 8 Program. Residents of Public Housing may take full advantage of the Section 8 Homeownership Assistance Program by utilizing the Agency's program transfer policies.
8. A participating family is free to select an existing home of their choice that is located within Marin County or outside of the County. However, homes under construction are not eligible for the program. If the participating family selects a home that is located outside of Marin County, and successfully completes the purchase transaction, their Homeownership Assistance Program Voucher will be transferred to the new jurisdiction.
9. The duration of *Section 8 Homeownership Assistance Program* payments may be up to 10 years, or less, at the discretion of the local authority. In the case of Marin Housing, it is recommended that this period be set between 5 and 10 years, with an initial target of 7 years. A final determination should be made after meeting with a representative body of approved lenders to define the most appropriate payment duration and the most appropriate financing arrangements.
10. Each year, each participating family's income will be examined in order to make appropriate adjustments to current assistance payments. However, the purchased home will not be inspected annually, as is currently the case in the Section 8 Rental Assistance Program (see item #12 below).
11. In general, two types of housing will be eligible for the *Section 8 Homeownership Assistance Program*: 1) a single-family unit to be owned and occupied by the participating family, or 2) a cooperative unit in which one or more family members hold shares and in which they will reside. The clear intent of the program is to assist first-time homebuyers.
12. The home that is selected by the participating family must pass two inspections: 1) by Marin Housing in accordance with current housing quality standards, and 2) by a licensed, independent contractor, whose fees will be paid by the participating family. A copy of this independent report must be provided to Marin Housing. An additional inspection may be required by the lender, which must also be arranged and paid for by the participating family.

13. The participating family will enter into a contract of sale with the seller and will secure their own financing from a lender approved by Marin Housing. Nontraditional loans will not be considered for the purposes of this program.
14. Homeownership Assistance Program payments may be made directly to the family or to the lender on behalf of the family. This issue will be resolved before program implementation in consultation with a representative body of approved Marin County lenders in an effort to maximize the financing opportunities for participating families.
15. The amount of the Homeownership Assistance Payment will be determined in accordance with existing Section 8 Rental Assistance Payments and will include the existing utility allowance schedule that is in effect at the time that the payments commence.

#### *Program Implementation and Timetable*

It is feasible to design and implement a *Section 8 Homeownership Assistance Program* at Marin Housing by June 30, 2000, in accordance with this timetable of key events:

September - October 1999. Assign staff to consult with lenders, other local housing authorities, appropriate Marin Housing staff (including the Manager of Rehabilitation and New Development and the Family Self-Sufficiency Coordinators), appropriate County staff as needed, a homeowner who was formerly a Section 8 participant, a homeowner who was formerly a public housing resident, and others as necessary in the preparation of a final program plan. Enlist their suggestions as to other program elements and enhancements that may be suitable.

November - December 1999. Draft key provisions of the new program. Review and amend as necessary. Create a preliminary document that can be used to later refine all program elements and requirements.

January - March 2000. Establish collaborations with surrounding housing authorities to work out the details of a homeownership transaction that occurs out of county. Share the provisions of Marin Housing's program with other agencies and collect information about surrounding programs. Incorporate elements into the draft plan as needed.

April - May 2000. Refine and polish the provisions of the plan, incorporating elements from surrounding housing authority programs. Create a final program plan to include both policy and procedural elements and incorporate the program

into the Section 8 Administrative Plan. Review the plan with in-house counsel for compliance. Submit to the Housing Authority Commission for final approval.

June 2000. Begin implementation of the program.

## COMMUNITY SERVICE AND SELF-SUFFICIENCY

---

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in its Annual Plan a description of any Community Service and Self-Sufficiency Programs. This section discusses the Marin Housing Authority's programs for self-sufficiency in its public housing and section 8 programs. It also discusses how the Housing Authority will comply with the community service requirement of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) for its public housing.

### *Community Service*

Under the law, each non-exempt adult resident must contribute eight (8) hours of community service each month or participate in a self-sufficiency program for eight (8) hours each month. Community service must be volunteer service at the Marin Housing Authority or at authorized non-profit agencies that may include, but are not limited to:

- ACE/Step II
- Elderly/disabled services
- Local school or hospital
- Marin City Community Recovery Center
- Marin City Learning Center
- Performing Stars of Marin
- Women Helping All People (WHAP)
- Youth Leadership Institute

The Marin Housing Authority will make reasonable accommodation for elderly/disabled residents. The program manager of the project shall organize and administer the community service program. Each resident's participation will be monitored to ensure appropriateness of service and to verify the resident's participation.

The Marin Housing Authority shall ensure that the conditions under which residents work are not hazardous and that it is not labor that should be performed by the Authority's employees for essential maintenance and property services.

There are exemptions to these requirements. The following residents are exempt from complying with the eight (8) hour community service requirement:

- Adults over the age of 62
- Persons with disabilities who are unable to perform any type of community service available
- Persons enrolled in self-sufficiency programs

- Persons who are working
- Persons who participate in a welfare to work program or receiving assistance from and are in compliance with, a state program funded under part "A", Title IV of the Social Security Act
- Persons who participate in a Self-Sufficiency Program

On receiving and verifying written documentation of a change in circumstance, the Marin Housing Authority will change a resident's exemption status during the year.

In the case where a family fails to comply with its community service requirement, the following actions will be taken:

- Any non-compliant adult must sign an agreement to make up all needed hours within twelve (12) months
- Continuing non-compliance will result in eviction of the entire family unless any non-compliant adult is no longer a part of the household

### **Self-Sufficiency**

The Marin Housing Authority operates self-sufficiency programs in both Section 8 and Public Housing in order to enable very low income families receiving assistance to work towards increasing self-sufficiency, while offering a range of supportive services to achieve those goals.

#### Marin City Public Housing, Family Self-Sufficiency Program

The Family Self-Sufficiency Program (FSS) in Marin City has created a partnership between public and private agencies, the Marin City Resident Management Corporation and Marin Housing.

#### *Outreach*

1. Flyers/posters and program information are posted in Marin Housing's site office in Marin City, the Marin City Resident Management and Corporation office, Women Helping All People, the laundryrooms and at government agencies and service providers in Marin City.
2. The FSS Coordinator conducts on-going outreach through contact with all Marin City service providers.
3. All new public housing residents are given current FSS program information at the time they receive their keys for their housing unit.

## *Participant Selection*

To be selected for the program, the resident must be the head of household and a legal resident of the Marin City Public Housing Complex. The resident must be a tenant in good standing. Other members of the household are eligible (18+) to be participants if the head of household has signed a Contract of Participation, but priority is given to heads of households.

Participants must sign a Contract of Participation and require basic support services. These basic services include, but are not limited to:

1. Education and Training. This includes remedial literacy training, GED classes, college, career guidance, job placement, life skills training
2. Counseling. This includes individual and/or group counseling, family counseling, drug and alcohol counseling/treatment, parenting classes
3. Other. This includes childcare, transportation, credit counseling, money management/budget counseling, grants and financial aid, assistance with court/legal matters

All participants must be willing to attend a full FSS briefing and information session, as well as any pre-selection interviews. The purpose of this is to help the applicant decide whether or not to participate in the FSS program. The session will include, but not be limited to, the following information:

- Needs assessment
- Explanation of program requirement that Head of Household seek and maintain employment
- How support services can be accessed
- How case management works
- The Contract of Participation and what it means
- The 5 to 7 year length of participation
- The escrow account, including possible reasons for forfeiture
- Possible termination of support services
- An understanding that successful completion of the program means all household members are off public assistance for 1 year prior to program completion

Motivational screening factors will be used in family selection. Failure to attend required meetings or to complete specified tasks could result in a family not being selected to participate.

The use of motivational screening factors is used solely to measure a family's interest to participate in the program. These factors may include:

- Attendance at FSS Orientation meetings and preselection interviews
- Completion of tasks, such as contacting job referrals or contacting educational program referrals, that indicate the family's willingness to undertake FSS contract obligations.

Marin Housing will select families without regard to race, color, religion, sex, family status, national origin, sexual orientation, disability or handicap. Marin Housing will make reasonable accommodation to a person's disability to allow participation in the FSS program.

### *Waiting List*

If applicant families cannot be assisted immediately shall be placed on a waiting list in order of preference and by date and time of application acceptance for program participation. The waiting list shall be kept current by requesting each applicant to inform Marin Housing of any changes of address and/or phone numbers.

Applications will be withdrawn if the applicant so requests or if Marin Housing is unable to contact the applicant, or if the applicant fails to respond to Marin Housing contacts.

If, after determining the needs of the family for supportive services, Marin Housing determines that a primary service required by the family to achieve self-sufficiency is not available, the family may be skipped because of unavailability of services. The family will remain on the waiting list and be assisted then the service becomes available.

### *Incentives*

1. Marin Housing will establish an interest-bearing escrow account for participating families who have an increase in earned income during the time of participation. Escrow accounts will be established and administered in accordance with FSS Final Rule, CFR 962.305 and Marin Housing rules for escrow account withdrawals.
2. The FSS Coordinator will conduct 2-3 workshops per year in coordination with the Marin City Resident Management Corporation for the purpose of informing, inspiring and engendering greater interest in the "possibilities" for self-sufficiency. The workshops will include speaker(s). They will be highly publicized and open to all public housing residents.

### *Contract*

The contract specifies that each participating family is required to fulfill the obligations to which the family has committed itself under the Contract within five (5) years of entering into the Contract. Marin Housing may extend the term for up to 2 additional years for an FSS family that requests an extension for good cause. Good cause means circumstances outside the control of the FSS family, as determined by Marin Housing, such as serious illness or involuntary loss of employment.

If a social service agency fails to deliver supportive services as pledged under an FSS member's individual training and services plan, Marin Housing shall make a good faith effort to obtain those services from another agency.

Marin Housing and the FSS Family may mutually agree to modify the contract in writing, with respect to the training and services plans. Any changes must be consistent with the goals of the FSS program.

The contract is considered completed and participation ended if:

- The FSS family has fulfilled all of its obligations under the contract on or before the expiration of the contract term (including any extensions), or
- 30% of the FSS monthly adjusted income equals or exceeds the fair market rent for the size unit for which the family qualifies based on Marin Housing Occupancy standards.

The contract may be completed before the end of the 5-year period. The family does not have to be free of housing assistance in order to complete the contract.

#### *Needs Assessment and Case Management for Program Participants*

A comprehensive needs assessment will be done for each family member prior to signing a Contract of Participation. This assessment will include all family members. The assessment is conducted by the Case Manager in consultation with a case review committee. An action plan is developed that includes:

- The FSS family primary and secondary goals and individual goals for each adult household member.
- The services required to achieve FSS goals
- The program service providers who will provide assistance
- A list of steps necessary to complete the FSS action plan and the identified milestones of the plan.

Case management is provided to each family to ensure program delivery. The case manager provides services based on the family's need and includes coordination of services and monitoring of the family's progress.

### *Partnering Agencies*

Marin Housing has a strong partnership network with various service providers in Marin County. Marin Housing also has a Program Coordinating Committee made up of Marin City community-based service providers and including a representative of the Marin City Resident Management Corporation.

### *Program Termination and Complaint Procedures*

Marin Housing may terminate the contract for the following reasons:

- Mutual agreement
- Family has not fulfilled its obligations
- Family withdraws from FSS
- Family is evicted from public housing
- Marin Housing may do so in accordance with HUD guidelines

Marin Housing will handle all complaints in accordance with the adopted complaint procedures in its FSS program. These include informal conferences and informal hearings.

### Section 8 Self-Sufficiency

The purpose and mission of the Section 8 Self-Sufficiency program are the same as in Marin Housing to promote high quality comprehensive services to allow households to become more self sufficient. The program covers both the Certificate and Voucher program.

The Section 8 Self-Sufficiency program offers the same eligibility requirements.

In terms of outreach, Marin Housing does mailing outreach to participants describing the FSS program and inviting them to participate.

As in the Marin City program, if there are more applicants than available slots, participants will be placed on a waiting list.

Applicants must attend a mandatory orientation session to be considered for the program. As in the Marin City program, the terms and conditions as well as the obligations and benefits are explained to the family.

Families are subject to the same screening for motivational factors. Families who are selected are required to sign a Contract of Participation. As in the Marin

City program, Marin Housing does not discriminate and will make reasonable accommodations for disabled persons to allow them to participate.

As in the Marin City program, applicants undergo comprehensive needs assessment and have an Action Plan developed including the same goals and objectives as in the Marin City program. As in the Marin City program, there is a Program Coordinating Committee to ensure that development of services and activities under the FSS program have been coordinated to prevent duplication.

The Section 8 program is subject to the Contract of Participation.

In terms of termination, Marin Housing may terminate the contract if the family has completed the contract or by mutual consent. It may also be terminated for leaving the FSS program or failure to meet FSS obligations. Also, in accordance with federal requirements, the participating family can be terminated for being involved in illegal activities, including drug-related or violent criminal activities or failure to meet its obligations under the Section 8 program. In the Section 8 Self-Sufficiency program, if Marin Housing determines to terminate assistance, Marin Housing will provide both the family and the owner with a 30-day notice of Termination of the HAP contract.

If such a decision is made, the family has the right to an informal hearing under the FSS and Section 8 guidelines.

In order to participate in the FSS program under Section 8, the family must live in the initial jurisdiction for not less than one year before the family will be considered for a move under portability. After one year, the family can choose to continue the FSS program, but move to another jurisdiction with the following conditions:

- The family demonstrates to the satisfaction of Marin Housing that it will be able to fulfill its responsibilities under the original or modified contract

If the family is unable to fulfill its obligations after the move, Marin Housing will terminate the family from FSS and the family will forego its escrow account.

All other provisions of portability remain the same under FSS.

Effects for escrow accounts under portability:

- If the receiving HA absorbs and issues a Certificate/Voucher, the receiving HA sets up an escrow account. Marin will close out its escrow account and forward the balance to the new one.
- If the family is not absorbed, the family must demonstrate they can continue in Marin's program. The receiving HA must provide Marin with employment income information versus other income in order to calculate escrow deposits. Failure to do this will result in Marin holding the HA's reimbursement payments.

Second, we will be in full compliance with the income changes for welfare recipients requirement of the Quality Housing and Work Responsibility Act of 1998. We took care of the issue by modifying the income definitions in both our Admissions and Continued Occupancy Policy and our Section 8 Administrative Plan. The relevant section reads as follows:

"2. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud. "

"3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income."

Finally, per the instructions given in the Interim Rule, we are deferring decisions on how we will deal with the new community service requirement until HUD issues a final regulation on this matter.

## **SAFETY AND CRIME PREVENTION**

---

This section provides a project-by-project overview of the activities undertaken by the Marin Housing Authority to provide ensure the safety of the residents it serves. While this section applies primarily to public housing stock, Marin Housing has a strong relationship with local law enforcement for all its programs and also does screening for participants in both Section 8 and public housing, in accordance with federal law, to ensure that those who have committed violent or drug-related criminal actions do not receive assistance.

### Marin City Public Housing

In accordance with its submittal for the Public Housing Drug Elimination Program (PHDEP) of June 16, 1999, Marin City has developed a program designed to eliminate from Marin City public housing individuals, families and the community at large of association with illegal drugs, drug-related crime, addictive thinking patterns and belief systems and addiction-generating behaviors harmful to ourselves and people who are important to us. Marin housing has a strategy with two major components: 1) to disrupt the drug market and make Marin City an intolerable environment for drug dealers, 2) to reduce the immediate and long-term demand for drugs.

In order to achieve these goals, Marin Housing will ensure that residents are involved in the solution and will look at funding sources, such as PHDEP, to help them achieve their objectives. In addition, Marin Housing will ensure lease enforcement as one tool to provide for the safety of its residents.

Marin Housing will also continue to work with the Sheriff's Department and, if awarded PHDEP funding, will continue to fund community policing with the Sheriff's Department's Special Patrol.

In order to reduce drug demand, Marin Housing will continue to work with the community to address this area and work to address the specific needs of Marin City public housing residents. This will consist of outreach counseling and support-in-recovery from the Marin City Community Recovery Center.

In order to give youth better outlets than violent criminal or drug-related activity, Marin City is proposing under its PHDEP application to fund a *Campus of Learning* model. This will include after school tutoring, classes in parenting skills and child development, a computer learning center for children and adults and other linkages to education, job training and employment counseling services through Women helping All People.

Marin is also proposing funding for *Performing Starts of Marin* to offer music and performing arts skills for youth as a means to steer youth from unsafe activities, while building self-esteem and discipline.

Finally, Marin is proposing to work in collaboration with agencies to replace dysfunctional patterns of communication within families and with neighbors, with better ways of expressing emotions and feelings.

A synopsis of the plan from its PHDEP application follows.

#### Other Public Housing Sites—Senior Disabled Housing

Marin Housing's stock of Senior/Disabled Public Housing consists of five small complexes located in scattered suburban areas of the County. These relatively low-density projects have traditionally provided safe and secure environments for residents. Although crime statistics are not maintained at such small reporting levels, local law enforcement informs us that the incidence of drug-related and Part I crimes in the five respective neighborhoods are extremely low to negligible.

The agency adheres to and actively implements a "One Strike" approach to drugs and crime that extends to all public housing, including the Senior/Disabled complexes. This involves consistent procedures in place for: screening prospective tenants, and investigating reported incidents and evicting tenants who engage in drug-related activity or violent crimes.

During 1998, one resident was evicted from the Senior/Disabled Public Housing program because of drug use. No residents were evicted for selling drugs. In 1999, two evictions took place for drug-related problems. Violent crime is virtually nonexistent at all sites.

All applicants are screened by reviewing landlord references and criminal records as well as through face-to-face interviews with staff. In addition, Marin Housing is in the process of enhancing this screening process by entering into a cooperative agreement with the California Department of Justice to access Federal Bureau of Investigation (FBI) databases for criminal histories on a nationwide basis.

Good working relationships and collaboration with local law enforcement also support the agency in addressing issues of safety and security. The applicable local law enforcement agencies include: the Major Crimes Task Force, the Marin County Sheriff's Department, the San Rafael Police Department, and the Novato Police Department. Marin Housing routinely provides these agencies with lists of residents so that any inquires or criminal activity that involves a resident is quickly reported to staff for action. Lines of communication between Marin Housing staff and law enforcement agency personnel remain open and strong.

With the relatively small size of the Senior/Disabled complexes, and the close proximity between staff, residents, and local law enforcement agencies, security concerns can be rapidly identified and addressed. The agency attempts to respond quickly, collaborating with the police, and often an ad hoc group of residents, to ascertain the facts and devise solutions in any given situation. Because the disturbances in the senior/disabled complexes can be complicated due to the frailty or disability of the resident, advice from social workers, doctors, or legal counsel may also need to be solicited.

The Senior/Disabled Public Housing complexes are each staffed by a resident manager, whose responsibilities include issues of safety and security, interface with other residents, interface with law enforcement agencies, and regular communication with Marin Housing personnel for guidance and decision-making.

### **Marin Housing Authority Plan**

<b>Strategy 1: Disrupt the Drug Market</b>	<b>Strategy 2: Reduce Drug Demand</b>			
<b>Component 1</b>	<b>Component 2</b>	<b>Component 3</b>	<b>Component 4</b>	<b>Component 5</b>
Law Enforcement and Lease Enforcement	Substance abuse/dependency treatment/recovery support services	Drug Prevention/ Education/ Employment Skills Development	Youth services and educational opportunities	Socialization, communication, youth services and sober youth and family activities
<b>Partners</b>				
Sheriff's Department	Marin City Community Recovery Center (CRC)	Women Helping All People (WHAP)	The Performing Stars of Marin	<ol style="list-style-type: none"> <li>1. Performing Stars</li> <li>2. WHAP</li> <li>3. Boxing Club</li> <li>4. CRC</li> <li>5. Grandparents Group</li> <li>6. Other community agencies</li> </ol>
<b>Target Population</b>				
People committing crimes in Marin City	Public Housing residents with alcohol and other drug dependence (15 unduplicated residents annually)	Parents and children ages 3 – 18, public housing residents (55 unduplicated children annually)	Children and youth ages 3 – 18, public housing residents (XX unduplicated children annually)	<ol style="list-style-type: none"> <li>7. Marin City public housing residents of all ages</li> </ol>
<b>Five Year Goals</b>				

1. Reduce drug crime in Marin City by 3% per year, as reported by the Sheriff's Department and national crime data.
2. Improve residents' perception of safety, quality of life and drug crime, as identified on resident surveys by 5% each year.
3. Increase employment rate among residents by 3% each year, as measured by resident reporting for rent purposes.
4. Decrease use of alcohol and other drugs among those residents seeking treatment, as measured by patient data.
5. Decrease unexcused absences among high school student residents, as measured by school district CBEDS data by .5% each year.
6. Decrease drop out rate among African American students in Tamalpais Union High School District by .10% each year.
7. Improve participating children's self esteem, as measured through surveys distributed to students and teachers.
8. Improve participating children's ability to set goals and develop an incremental plan to achieve desired results

**Objectives**

**Strategy 1: Disrupt the Drug Market**  
**Component 1: Law Enforcement and Lease Enforcement**

1. Reduce drug crime by 5% each year.
2. At each year's resident survey, 10% more tenants will express feeling safer and that drugs are becoming less visible.
3. Maintain visible police presence via the dedicated Sheriff's Special Patrol (100%), the drug-detection dog, and the supplemental Bike Patrol (75%) during the term of the grant.
4. Continue to track, monitor and analyze crime and eviction data through use of UCR Part I and II reports, Sheriff's monthly field tracking reports, the Field Interrogation Cards and follow-up log, and the Manager's monthly reports on evictions and use of Restraining Orders, Stipulated Agreements and Stipulated Judgements.
5. Provide ongoing forums for an effective exchange of information among residents, the MHA and the Sheriff's Department concerning law enforcement and lease enforcement measures being implemented in Marin City public housing.
6. Maintain Block Captain System with at least 7 active Block Captains.
7. At each year's resident survey, 10% more tenants will express confidence in Block Captain System.

<b>Strategy 2: Reduce Drug Demand</b> <b>Component 2: Substance abuse/dependency treatment/recovery support services</b>	<ol style="list-style-type: none"> <li>1. 75% of public housing residents will be aware of the Community Recovery Center by May 2000, and an additional 5% will be aware each succeeding year.</li> <li>2. 50% of residents seeking services will express a readiness to change</li> <li>3. 50% of residents in treatment will report decreased alcohol and other drug problems</li> <li>4. 75% of residents completing treatment will report decreased use of alcohol and other drugs</li> <li>5. 50% of clients in educational series will find topics helpful to them on post test surveys.</li> <li>6. 80% of persons receiving award certificates will report that public recognition was a source of motivation to remain drug-free</li> <li>7. 10% of program participants who are clean and sober for at least six months will provide volunteer services to the Recovery Center.</li> </ol>
<b>Component 3: Drug Prevention/ Education/ Employment Skills Development</b>	<ol style="list-style-type: none"> <li>1. 75% of participating young mothers will show an improvement in proper child development, correct and consistent discipline, and good nutrition.</li> <li>2. 85% of participating public housing resident children will turn in their homework on time, corrected.</li> <li>3. 85% of participating students' ability to take a more positive role in the classroom environment</li> <li>4. 50% of parents will be more involved in their children's education</li> </ol>
<b>Component 4: Youth services and educational opportunities</b>	<ol style="list-style-type: none"> <li>1. 75% of participating resident children will improve self-esteem</li> <li>2. 75% of participating children will express improvement in self-assessment of abilities and opportunities for growth</li> <li>3. 75% of participating children will show an increased ability to utilize independent problem-solving strategies</li> <li>4. 75% of participating g children will demonstrate enhanced ability to set goals and develop an incremental plan to achieve desired results</li> </ol>
<b>Component 5: Socialization, communication, youth services and sober youth and family activities</b>	<ol style="list-style-type: none"> <li>1. 75% of children participating in ongoing recreation and socialization activities will show measurable improvements in self esteem and ability to work as a group.</li> <li>2. 50% of residents will express an increased sense of a healthy community, in terms of safety, drug use, sobriety, and crime.</li> </ol>
<b>Activities</b>	

<b>Component 1: Law Enforcement and Lease Enforcement</b>	<ol style="list-style-type: none"> <li>1. Maintain high police visibility: <ul style="list-style-type: none"> <li>◦ Special Patrol</li> <li>◦ Bike Patrol</li> <li>◦ Drug Detection Dog</li> <li>◦ Outreach Center</li> </ul> </li> <li>2. Keep drug violators off the property</li> <li>3. Maintain a system for reporting and tracking crime</li> <li>4. Maintain good informal communication systems</li> <li>5. Use undercover operations when appropriate</li> <li>6. Enforce trespassing laws</li> <li>7. Seek and obtain Restraining Orders</li> <li>8. Consistently enforce parking policy</li> <li>9. Utilize resources of the probation department</li> <li>10. Screen out undesirable applicants</li> <li>11. Promptly evict families who engage in drug-related or other criminal behavior</li> <li>12. Mobilize residents through the Block Captain System</li> </ol>
<b>Component 2: Substance abuse/dependency treatment/recovery support services</b>	<ol style="list-style-type: none"> <li>1. Inform public housing residents about CRC</li> <li>2. Provide ongoing recovery services to 15 public housing residents</li> <li>3. Obtain input from the community</li> <li>4. Reinforce success</li> <li>5. Provide opportunities and support for program participants wishing to volunteer</li> </ol>
<b>Component 3: Drug Prevention/ Education/ Employment Skills Development</b>	<ol style="list-style-type: none"> <li>8. Continue the Afterschool Safehouse Tutorial where 55 children from kindergarten through high school benefit from one-on-one and group tutoring in math, English, history, science and social studies</li> <li>9. Continue Children's Computer Learning Center</li> <li>10. Continue Adult Computer program, coordinated with MHA's Family Self-Sufficiency Program and the Marin Employment Connection as a resource for welfare-to-work;</li> <li>11. Continue Parenting Center, which offers parents the opportunity to take classes "on campus" in needed parenting skills, nutrition, and child development;</li> <li>12. Continue the Multimedia Center, moving residents to the information superhighway</li> <li>13. Continue GED/ESL classes.</li> </ol>
<b>Component 4: Youth services and educational opportunities</b>	<ol style="list-style-type: none"> <li>1. Continue classes in Performing Arts</li> <li>2. Continue classes in Instrumental Music</li> <li>3. Continue Speakers Series</li> <li>4. Continue monthly field trips to cultural events</li> <li>5. Continue class lessons and field trips will emphasize pride in African American heritage</li> <li>6. Continue scholarships to talented, hard-working children</li> <li>7. Continue courses teaching manners, grooming, health and nutrition will help children learn life skills</li> <li>8. Continue community concerts</li> <li>9. Continue performances</li> <li>10. Continue monthly parent and grandparent meetings will be held to foster family support for the achievement of their children and grandchildren</li> </ol>
<b>Component 5: Socialization, communication, youth services and sober youth and family activities</b>	<ol style="list-style-type: none"> <li>1. Establish a Youth Providers Collaborative</li> <li>2. Establish a Youth Council</li> <li>3. Sponsor Youth and Family Events</li> </ol>

## PET POLICY

---

### *Pet Policies*

The Housing Authority's policies governing occupancy, pets, grievances, etc. are contained in the Authority's current Occupancy policy. The pet policy rules are designed to provide families with the ability to enjoy pet ownership while preserving decent, safe and sanitary living conditions for all tenants and protecting the physical condition of the property for the future. In accordance with that plan, the Marin Housing Authority has the following pet policy for its public housing units:

### *Management Approval of Pets*

- All pets must be approved in advance by management
- All pet owners must submit and enter into a Pet Agreement with the Housing Authority. This agreement will form an addendum to the lease.

### *Registration of Pets*

Pets approved by the Housing Authority must be registered before they are brought onto the premises. Registration includes the following:

- Certificate signed by licensed veterinarian or State/local authority that the pet has received all inoculations required by State/local law, that the pet has no communicable diseases and is pest-free and that the pet has been spayed or neutered (dog/cat)
- The family must license the pet in compliance with local ordinances and requirements
- Registration must be renewed and will be coordinated with the annual reexamination
- Approval for keeping a pet shall not be extended pending completion of requirements

### *Refusal to Register Pets*

The Housing Authority may not refuse to register a pet based on a determination that the household is financially unable to care for a pet. If the Housing Authority refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The Housing Authority will refuse to register a pet in the following circumstances:

- The pet is not a *common household pet* as defined in the pet policy
- Keeping the pet would violate House Pet Rules
- The pet owner fails to provide complete pet registration information or fails to update the annual registration
- It is determined that the pet owner is unable to keep the pet in compliance with pet rules and other lease obligations. The pet's temperament and behavior may be considered a factor in determining the pet owner's ability to comply with provisions of the lease.

Any notice of refusal may be combined with a notice of pet violation.

A resident who cares for another resident's pet must notify the Housing Authority and must agree in writing to abide by all the pet rules.

### *Standards for Pets*

#### Persons with Disabilities

To be excluded from the pet policy, the resident/owner must certify:

- That there is a person with disabilities in the household, and
- That the animal has been trained to assist with the specified disability by providing certification of training by an approved agency or individual, and
- That the animal actually assists the person with the disability

#### Types of Pets Allowed

A resident may keep no types of pets other than the following.

Dogs: Residents may have only one dog, with a maximum adult weight of 15 pounds. The dog must be housebroken, be spayed or neutered, have all required inoculations and be licensed.

Cats: Residents may have only one cat, to be kept indoors. The cat must be spayed or neutered, have all required inoculations, be trained to use a litter box or other waste receptacle and be licensed if required by the local jurisdiction.

Birds: Residents may have only two birds, which must be enclosed in a cage at all times, except for brief exercise periods within the resident's unit. Large parrots and other large birds are not allowed due to probable noise and destruction of property problems.

Fish: The maximum aquarium size is 10 gallons and it must be maintained on an approved stand.

Rodents: Only rabbits, guinea pigs, hamsters or gerbils are allowed and only a maximum of two total. Care must be taken to avoid their reproducing. The animals must be enclosed in an acceptable case at all times. They must have any or all inoculations as specified.

Turtles: Residents may have only two turtles, which must be enclosed in an acceptable cage or container at all times.

**The Marin Housing Authority does not allow pot-bellied pigs, iguanas, snakes, alligators or any other animal not specifically listed above.**

### *Pets Temporarily on the Premises*

If a resident brings an animal on the premises that was not spayed or neutered, in violation of this policy, the resident will be subject to eviction. If the animal becomes pregnant, the resident will be required to surrender the animal responsibly before it gives birth to its litter (or have the litter aborted) or the resident will be subject to eviction.

Pets that are not owned by a tenant will not be allowed. This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization.

### *Additional Fees and Deposits for Pets*

An initial fee of \$25 is required on or prior to the date the pet is properly registered and brought into the unit.

The resident/pet owner shall also be required to pay a refundable deposit of \$200 for the purpose of defraying all reasonable costs directly attributable to the presence of a pet. This policy will be effective on adoption of the policy; the \$200 deposit will be waived for animals approved prior to September 1, 1999.

All reasonable expenses incurred by the Housing Authority as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:

- Cost of repairs and replacement to the dwelling unit
- Fumigation of dwelling unit
- Expense of flea/tick deinfestation
- Any cleanup required in the yard for health reasons

If the tenant is in occupancy when such costs are incurred, the tenant shall be billed for such costs as a current charge.

If such expenses occur as a result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount that exceeds the pet deposit. If there are no such expenses, the pet deposit will be refunded in full when the resident moves out.

The Housing Authority reserves the right to change or increase the required deposit and pet waste removal charges are not part of rent payable by the resident.

A separate pet waste removal charge of \$25 per occurrence will be assessed against the resident for violations of the pet policy, including failure to remove animal waste or failure to maintain a dog on a leash.

#### *Alterations to Unit*

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal, nor to provide cat or dog door openings.

#### *Pet Area Restrictions*

Pets must be maintained within the resident's unit. When outside of the unit, within the building or on the grounds, dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

The following areas are "no-pet" areas:

- Patios in high-rises
- The courtyard, unless on a leash and tenant picks up waste
- Playgrounds
- Lawns, unless pet is on a leash and tenant picks up waste

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas that are entrances to and exits from the building.

Residents/pet owners are not permitted to exercise pets or permit pets to deposit waste on project premises.

## *Noise*

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to, loud or continuous barking, howling, whining, biting, scratching, chirping or other such activities.

## *Cleanliness Requirements*

### Litter box requirements

All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags and placed in a trash bin.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

### Removal of waste from other locations

The resident/pet owner shall be responsible for the removal of waste by placing it in a sealed plastic bag and disposing of it in an outside trash bin.

Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated as a cost to the resident.

The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in sanitary condition at all times. Failure to do so will result in a notice to remedy the situation and, if it is not corrected, it will be considered a material breach of the lease and can lead to an eviction action.

## *Pet Care*

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of ten (10) hours. All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention of their pets.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies to pet, or may be easily frightened or disoriented by

animals. Pet owners must agree to exercise courtesy with respect to other residents.

### *Responsible Parties*

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

### *Inspections*

The Housing Authority may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed. Dog owners must be present at the time of inspections.

### *Pet Rule Violations*

#### Pet Rule Violation Notice

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) violated. The notice will also state:

1. That the resident/pet owner has ten (10) days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;
2. That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and
3. That the resident/pet owner's failure to correct the violation request a meeting or appear at a requested meeting may result in beginning procedures to terminate the pet owner's tenancy.

If the pet owner requests a meeting within ten (10) days, the meeting will be scheduled no later than ten (10) calendar days before the effective date of service of the notice, unless the pet owner agrees to a later date in writing.

### *Notice for Pet Removal*

If the resident/pet owner and Marin Housing Authority are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted, the Housing Authority may serve notice to remove the pet.

The Notice shall contain:

1. A brief statement of the factual basis for the determination of the Pet Rule that has been violated;
2. The requirement that the resident/pet owner must remove the pet within thirty (30) days of the notice; and
3. A statement that failure to remove the pet may result in proceedings to terminate tenancy.

### *Termination of Tenancy*

The Marin Housing Authority may initiate procedures to terminate tenancy based on a pet rule violation if:

- The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and
- The pet rule violation is sufficient to begin procedures to terminate tenancy under the terms of the lease.

### *Pet Removal*

If the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the owner unable to care for the pet, including pets who are poorly cared for or who have been left unattended for over 48 hours, the situation will be reported to the responsible party designated earlier by the resident/pet owner.

If the responsible party is unwilling or unable to care for the pet, or if the Housing Authority, after reasonable efforts, cannot locate the responsible party, the Housing Authority may contact the appropriate State or local agency and request the removal of the pet.

### *Emergencies*

The Marin Housing Authority will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others are referred to the appropriate State or local entity authorized to remove such animals.

### *Vicious Animals*

In addition the lease addendum states that residents shall not keep any vicious animals. A “vicious animal” is any pet that, when unprovoked, bites a person or injures a domestic animal or a pet that, in an aggressive manner, inflicts severe injury or kills a human being. Any resident who keeps a pet that can be proven to be a vicious animal will be required to remove said animal immediately on report of the incident. If a resident fails to comply with this provision, the resident is in material breach of the lease and, on issuance of a 3-day notice, may be subject to eviction.

## RESIDENT COMMENTS

---

The Marin Housing Authority has engaged in an extensive process of seeking resident and public comments on our Agency Plan. The Resident Advisory Board held three meetings to review and comment on components of the Plan, including Goals and Strategies. Those comments and the changes made, if any, based on those comments, follow below.

### GOALS AND OBJECTIVES

The Resident Advisory Board had the following comments:

- Recommended that the MHA look at the Marin Community Foundation and other sources of funds for additional funding for Marin City in the range of 5-7 million dollars for extensive remodeling of the interiors . *No Change to Plan*
- Comment that the carpeting in the interior hallways of Kruger Pines also need replacements and an acknowledgement that Comp Grant funding is finite. *No Change to Plan*
- Comment that MHA service is good and that properties are well-maintained. *No Change to Plan*
- Question about how PHA's designate senior-only housing. *Process explained. No change to Plan*
- Question regarding security enhancements for the disabled. *Reasonable accommodation process explained. No change to Plan*
- Comment that money management is a good idea.
- Recommendation that MHA make the program like "traffic school" for chronic late payers. *Included in Plan*
- Question regarding whether automatic rent payment options could be required. *Added to Plan*
- Recommendation to add an annual meeting for Section 8 recipients. *Three meetings over 5 years added to Plan*

- Recommendation that Block Captains be part of the system that provides immediate feedback/suggestions back to the MHA. *Will include as part of system*
- Recommendation that Marin City managers extend office hours to accommodate working families. *Although not part of the Plan, MHA will extend regular office hours 1 night per week by appointment to accommodate working families*
- Recommendation that Section 8 Homeownership Vouchers not be limited to maximum of 10 participants, but that MHA should try to serve “at least” 10. *Plan modified*
- Recommendation that new participants with escrow accounts not be limited to 50 new participants, but that MHA should try to serve “at least” 50. *Plan modified*
- Recommendation that the WHAP Computer Learning Center help build the MHA web page. *Plan modified*

## **NEEDS ASSESSMENT**

- Comment that the discussion from the Consolidated Plan regarding the new housing across from Marin City was inaccurate. *Discussion taken from County approved Consolidated Plan. No Plan change*

## **ELIGIBILITY, SELECTION AND ADMISSIONS**

- Question regarding what was required by deconcentration. *Process explained. No Plan change*
- Question regarding moving for renovation—whether it was temporary or permanent relocation. *Explained it was temporary relocation, no Plan change*
- Question regarding income targeting. *Explained federal minimum requirements. No Plan change*
- Question as to whether MHA staff could do more outreach at Ridgeway units for additional Section 8 units. *Staff will follow up. No Plan change*
- Recommendation that Veterans should have higher point value than graduates of transitional housing. *Staff evaluated models using modified*

*point system. Modification would result in no housing available to formerly homeless graduates of transitional housing—they would remain homeless. No Plan change*

- Question regarding flat rents and hardship. *Flat rents explained. Hardship explained. No plan change*

## **RENT DETERMINATION POLICIES**

- Question regarding the accessibility time limit on Savings Accounts. *Limit is 24 months, per federal requirements*
- Recommendation that Absence policy be updated to take into account those residents/participants temporarily confined to a nursing home. *Plan modified to incorporate recommendations*
- Recommendation to update literature. *Part of Goals and Objectives*

## **CAPITAL IMPROVEMENTS**

- Comment that Marin City might need some items before they are listed on the Capital Needs Improvement survey. *Process explained that needs would be reviewed annually and that Needs survey for next 5 year period would begin in 2002, while this 5 year Plan was still in implementation*

## **COMMUNITY SERVICE AND SELF-SUFFICIENCY**

- Recommendation that residents enrolled in and actively fulfilling their contract under FSS should be exempt from the Community Service requirement. *Plan modified to add this section*

## **SAFETY AND CRIME PREVENTION**

- Recommendation that security issues at Senior/Disabled complexes be discussed, taking into consideration comments of Resident Advisory Board. *Plan modified to include discussion*

## **PET POLICY**

- Discussion regarding pets in public areas. *Plan discussed*
- Question as to how enforceable policy would be in family units. *No Plan change*

## **OVERALL PLAN**

- Question regarding next steps in the process. Next steps, including 45 day comment period discussed with Resident Advisory Board.



**Annual Statement / Performance and Evaluation Report  
Comprehensive Grant Program (CGP) Part III: Implementation Schedule**

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



OMB Approval No. 2577-0157 (Exp. 7/31/99)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
CA39P052001 Marin City	03/2001			09/2002			
CA39P052006 Golden Hinde	03/2001			09/2002			

(1) To be completed for the Performance and Evaluation Report or a revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date



**Five-Year Action Plan**  
**Part I: Summary**  
**Comprehensive Grant Program (CGP)**

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



OMB Approval No. 2577-0157 (Exp. 7/31/05)

HA/LHA Name: <b>Housing Authority of the County of Marin</b>	Locality: (City/County and State) <b>San Rafael / Marin, CA</b>	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.
---	--	---

A. Development Number / Name	Year 1 FFY: 1999	Work Statement for Year 2 FFY: 2000	Work Statement for Year 3 FFY: 2001	Work Statement for Year 4 FFY: 2002	Work Statement for Year 5 FFY: 2003
CA39P052001 Marin City	see Annual Statement	\$815,000	\$903,500	\$878,500	\$938,500
CA39P052002 Venetia Oaks		\$15,000			
CA39P052003 Homestead Terrace		\$16,000			
CA39P052004 Casa Nova		\$15,000		\$14,000	
CA39P052006 Golden Hinde		\$45,000		\$14,000	
CA39P052007 Kruger Pines		\$15,000		\$132,000	\$100,000
PHA WIDE 052 Agency Wide		\$90,000		\$55,000	\$60,000
<b>B. Physical Improvement Subtotal (Excluding Nondwelling)</b>			\$815,000	\$1,099,500	\$1,093,500
<b>C. Management Improvement</b>			\$135,000	\$135,000	\$135,000
<b>D. PHA-Wide Nondwelling Structures &amp; Equipment</b>					
<b>E. Administration</b>			\$120,000	\$120,000	\$120,000
<b>F. Other</b>			\$39,246	\$45,246	\$40,246
<b>G. Operations</b>					
<b>H. Demolition</b>					
<b>I. Replacement Reserves</b>					
<b>J. Mod Used for Development</b>					
<b>K. Total CGP Fund</b>		\$815,000	\$1,393,746	\$1,393,746	\$1,393,746
<b>L. Total Non-CGP Funds</b>					
<b>M. Grand Total</b>		\$815,000	\$1,393,746	\$1,393,746	\$1,393,746

Signature of Executive Director:	Date:	Signature of Public Housing/Office of Native American Program Administrator:	Date:
----------------------------------	-------	--	-------



**Five-Year Action Plan**  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
**Comprehensive Grant Program (CGP)**

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



OMB Approval No. 2577-0517 (exp. 7/31/98)

Work Statement for Year FFY: 1999	Work Statement for Year 2 FFY: 2000			Work Statement for Year 3 FFY: 2001			
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost	
See Annual Statement	CA39P052001 Marin City Begin Replacement of Kitchen Cabinets in Low-Rise Buildings	24 Apt	\$146,000	CA39P052001 Marin City Begin Replacement of Trees, Shrubs, & Ground Covers		\$25,000	
	Complete Installation of New Site Lighting in Low-Rise Area		\$250,000	Continue Repairs to Irrigation System		\$20,000	
	Continue Repair of Irrigation System		\$20,000	Continue Replacement of Kitchen Cabinets in Low-Rise Bldgs.	67 Apt	\$400,000	
	Evaluation & Trimming of Trees by Arborist		\$15,000	Install new windows at ends of Townhouse buildings	13Bldg	\$50,000	
	Interior Cyclical Painting	55 Apt	\$60,000	Interior Cyclical Painting	55 Apt	\$60,000	
	Repayment of Emergency Reserve Fund for Spalling Concrete Repairs (25% of Grant of \$1,393,746)		\$348,500	Repayment of Emergency Reserve Fund for Spalling Concrete Repairs (25% of total Grant of \$1,393,746)		\$348,500	
	CA39P052003 Homestead Terrace Improve Exterior Site and Building Lighting		\$7,000	CA39P052002 Venetia Oaks Repave or Slurry Coat Parking Lots	2 Lots	\$15,000	
	Install Blown-in Insulation in Walls	28 Apt	\$20,000	CA39P052003 Homestead Terrace Repave or Slurry Coat Parking Lot	1 Lot	\$5,000	
	Install Hard-covered Insulation on Exterior Water Piping		\$3,000	Replace Refrigerators	28 Apt	\$11,000	
	Remodel Community Building	18 Apt	\$30,000	CA39P052004 Casa Nova Repave Parking Lots & Restripe/Renumber Stalls	2 Lots	\$15,000	
	Repair Shingle Siding & Building Wood Trim	5 Bldg	\$40,000	CA39P052006 Golden Hinde Repave Parking Lots & Restripe/Renumber Stalls	1 Lot	\$25,000	
	Repair Some Stair Treads & Add Handrails at Stairs	3	\$30,000	Replace Site Lighting		\$20,000	
	Repair/Replace Patio Fences	18 Apt	\$20,000	CA39P052007 Kruger Pines			
	Restain/Repaint Exteriors of Buildings	5 Bldg	\$40,000				
	Subtotal of Estimated Cost			\$1,029,500	Subtotal of Estimated Cost		



HUD-52834(d)

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
**Comprehensive Grant Program (CGP)**

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



OMB Approval No. 2537-0517 (exp. 7/31/99)

Work Statement for Year FFY: 1999	Work Statement for Year <u>2</u> FFY: <u>2000</u>			Work Statement for Year: <u>3</u> FFY: <u>2001</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	PHA WIDE 052 Agency Wide Evaluation & Trimming of Trees by Arborist (Partial)		\$20,000	Repave or Slurry Coat Parking Lot	1 Lot	\$15,000
	Interior Cyclical Painting		\$25,000	PHA WIDE 052 Agency Wide Begin Replacement of Trees, Shrubs, & Ground Covers (Partial)		\$15,000
	Minor Repairs to Irrigation Systems (Partial)		\$20,000	Continue Minor Repairs to Irrigation System		\$15,000
				Install New Entry Door Locks w/Interchangeable Cores		\$35,000
				Interior Cyclical Painting		\$25,000
	Subtotal of Estimated Cost		\$65,000	Subtotal of Estimated Cost		\$105,000



**Five-Year Action Plan**  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
**Comprehensive Grant Program (CGP)**

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



OMB Approval No. 2577-0517 (exp. 7/31/99)

Work Statement for Year FFY: 1999	Work Statement for Year <u>4</u> FFY: <u>2002</u>			Work Statement for Year: <u>5</u> FFY: <u>2003</u>			
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost	
See Annual Statement	CA39P052001 Marin City Begin Installation of Fire Safety Improvements at Low-Rise & High-Rise Bldgs.		\$120,000	CA39P052001 Marin City Begin Reconstructing Front Yard Fencing		\$50,000	
	Continue Replacing Trees, Shrubs & Groundcovers		\$25,000	Continue Installation of Fire Safety Improvements in High-Rise & Low-Rise Bldgs.		\$380,000	
	Install Interconnected Smoke Detectors in Bedrooms within each Apartment	255 Apt	\$135,000	Continue Repairs to Irrigation System		\$10,000	
	Interior Cyclical Painting	55 Apt	\$60,000	Continue Replacing Trees, Shrubs & Ground Covers (Partial)		\$25,000	
	Repair of Irrigation System		\$20,000	Install New Entry Door Locks w/Interchangeable Cores		\$65,000	
	Repayment of Emergency Reserve Fund for Spalling Concrete Repairs (25% of Grant of \$1,393,746)		\$348,500	Interior Cyclical Painting	55 Apt	\$60,000	
	Replace Bathroom Vanity Countertops at High-Rise Bldgs.		\$50,000	Repayment of Emergency Reserve Fund for Spalling Concrete Repairs (25% of Grant of \$1,393,746)		\$348,500	
	Replace Existing Play Area (79/89 Cole & 99 Cole/409 Drake)		\$50,000	CA39P052007 Kruger Pines Make Improvements to North Knoll Road		\$100,000	
	Replace Windows of Middle Bedrooms in High-Rise Bldg.	158	\$70,000	PHA WIDE 052 Agency Wide Continue Minor Repairs to Irrigation System		\$15,000	
	CA39P052004 Casa Nova Replace Shower/Tub Valves	40 Apt	\$14,000	Continue Replacing Trees, Shrubs, & Ground Covers (Partial)		\$20,000	
	CA39P052006 Golden Hinde Replace Shower/Tub Valves	40 Apt	\$14,000	Interior Cyclical Painting		\$25,000	
	CA39P052007 Kruger Pines Improve Walkway Down Hill (e.g. change slope, add handrails, improve lighting,		\$50,000				
	Subtotal of Estimated Cost			\$956,500	Subtotal of Estimated Cost \$1,098,500		



**Five-Year Action Plan**  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
**Comprehensive Grant Program (CGP)**

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



OMB Approval No. 2537-0517 (exp. 7/31/99)

Work Statement for Year FFY: 1999	Work Statement for Year <u>4</u> FFY: <u>2002</u>			Work Statement for Year: <u>5</u> FFY: <u>2003</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Repair/Replace Benches)					
	Replace Shower/Tub Valves	56 Apt	\$22,000			
	Replace Wall Furnaces	56 Apt	\$60,000			
	PHA WIDE 052 Agency Wide					
	Continue Minor Repairs to Irrigation Systems		\$15,000			
	Continue Replacing Trees, Shrubs & Ground Covers (Partial)		\$15,000			
	Interior Cyclical Painting		\$25,000			
	Subtotal of Estimated Cost		\$137,000	Subtotal of Estimated Cost		\$0



**Five-Year Action Plan**  
**Part III: Supporting Pages**  
**Management Needs Work Statement(s)**  
**Comprehensive Grant Program (CGP)**

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



OMB Approval No. 2537-0517 (exp. 7/31/99)

Work Statement for Year FFY: 1999	Work Statement for Year <u>2</u> FFY: <u>2000</u>			Work Statement for Year: <u>3</u> FFY: <u>2001</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	CA39P052001 Marin City Drug Elimination Initiatives		\$50,000	CA39P052001 Marin City Drug Elimination Initiatives		\$50,000
	PHA WIDE 052 Agency Wide Service Coordinator (Elderly/Disabled)		\$65,000	PHA WIDE 052 Agency Wide Service Coordination		\$65,000
	Vacancy Reduction/Turnover		\$20,000	Vacancy Reduction/Turnover (PHMAP)		\$20,000
	Subtotal of Estimated Cost		\$135,000	Subtotal of Estimated Cost		\$135,000



**Five-Year Action Plan**  
**Part III: Supporting Pages**  
**Management Needs Work Statement(s)**  
**Comprehensive Grant Program (CGP)**

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



OMB Approval No. 2537-0517 (exp. 7/31/99)

Work Statement for Year FFY: 1999	Work Statement for Year <u>4</u> FFY: <u>2002</u>			Work Statement for Year: <u>5</u> FFY: <u>2003</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	CA39P052001 Marin City Drug Elimination Initiatives		\$50,000	CA39P052001 Marin City Drug Elimination Initiatives		\$50,000
	PHA WIDE 052 Agency Wide Service Coordination		\$65,000	PHA WIDE 052 Agency Wide Service Coordination		\$65,000
	Vacancy Reduction/Turnover		\$20,000	Vacancy Reduction/Turnover		\$20,000
	Subtotal of Estimated Cost		\$135,000	Subtotal of Estimated Cost		\$135,000



HUD-52834(s)

**Five-Year Action Plan**  
**Part I: Summary**  
**Comprehensive Grant Program (CGP)**

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



OMB Approval No. 2577-0157 (Exp. 7/31/05)

HA/LHA Name: <b>Housing Authority of the County of Marin</b>	Locality: (City/County and State) <b>San Rafael / Marin, CA</b>	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.
---	--	---

A. Development Number / Name	Year 1 FFY: 1999	Work Statement for Year 2 FFY: 2000	Work Statement for Year 3 FFY: 2001	Work Statement for Year 4 FFY: 2002	Work Statement for Year 5 FFY: 2003
CA39P052001 Marin City	see Annual Statement	\$839,500	\$903,500	\$878,500	\$938,500
CA39P052002 Venetia Oaks			\$15,000		
CA39P052003 Homestead Terrace		\$190,000	\$16,000		
CA39P052004 Casa Nova			\$15,000	\$14,000	
CA39P052006 Golden Hinde			\$45,000	\$14,000	
CA39P052007 Kruger Pines			\$15,000	\$132,000	\$100,000
PHA WIDE 052 Agency Wide		\$65,000	\$90,000	\$55,000	\$60,000
<b>B. Physical Improvement Subtotal (Excluding Nondwelling)</b>			\$1,064,500	\$1,099,500	\$1,093,500
C. Management Improvement		\$135,000	\$135,000	\$135,000	\$135,000
D. PHA-Wide Nondwelling Structures & Equipment		\$30,000			
E. Administration		\$120,000	\$120,000	\$120,000	\$120,000
F. Other		\$44,246	\$39,246	\$45,246	\$40,246
G. Operations					
H. Demolition					
I. Replacement Reserves					
J. Mod Used for Development					
<b>K. Total CGP Fund</b>		\$1,393,746	\$1,393,746	\$1,393,746	\$1,393,746
L. Total Non-CGP Funds					
<b>M. Grand Total</b>		\$1,393,746	\$1,393,746	\$1,393,746	\$1,393,746

Signature of Executive Director:	Date:	Signature of Public Housing/Office of Native American Program Administrator:	Date:
----------------------------------	-------	--	-------



**Annual Statement /Performance and Evaluation Report**  
**Comprehensive Grant Program (CGP) Part II: Supporting Pages**

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



JMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Develop. Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
CA39P052001 Marin City	Construct New Stair Exits & New Garbage Chutes at High-Rise Buildings	1460	8Bldg	\$0	\$320,000	\$0	\$0	
	Repair/Replace Spalled Concrete walking surfaces, edge beams, & railings at 8 high-rise building [Partial]	1460		\$1,393,746	\$578,746	\$0	\$0	
	Install multiple interconnected smoke detectors in accordance with current codes	1460	270Apt	\$0	\$135,000	\$0	\$0	
	Repair Deteriorated Floor Joists Under Townhouse Bathrooms	1460	20Apt	\$0	\$100,000	\$0	\$0	
SUBTOTAL:				\$1,393,746	\$1,133,746	\$0	\$0	
CA39P052006 Golden Hinde	Reconfigure Roof Structures of Buildings to Eliminate Flat Roofs	1460	13Bldg	\$0	\$260,000	\$0	\$0	
SUBTOTAL:				\$0	\$260,000	\$0	\$0	
GRANDTOTAL:				\$1,393,746	\$1,393,746	\$0	\$0	

(1) To be completed for the the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date



**Annual Statement/Performance and Evaluation Report**  
**Comprehensive Grant Program (CGP) Part I: Summary**

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

OMB Approval No. 2577-0157 (Exp. 7/31/95)

HA/ LHA Name: <b>Housing Authority of the County of Marin</b>	Comprehensive Grant Number <b>CA39PO52708</b>	FFY of Grant Approval <b>1999</b>
--	--	--------------------------------------

Original Annual Statement  
  Reserve for Disaster /Emergency  
  Revised Annual/Semiannual Revision No. 1  
  Performance and Evaluation Report for Program Year Ending  
 Final Performance and Evaluation Report

Line No.	Summary By Development Account	Original	Revised (1)	Obligated	Expended (2)
1	<b>Total Non-CGP Funds</b>				
2	1406 Operations (May not exceed 10% of line 19)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$1,393,746	\$1,393,746		
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1495.1 Relocation Costs				
17	1498 Mod Used for development				
18	1502 Contingency (may not exceed 8% of line 16)				
19	Amount of Annual Grant (Sum of lines 2-15)	\$1,393,746	\$1,393,746		
20	Amount of line 16 Related to LBP Activities				
21	Amount of line 16 Related to Section 504 Compliance				
22	Amount of line 16 Related to Security				
23	Amount of line 16 Related to Energy Conservation Measures				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement   (2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date	Signature of Public Housing Director / Office of Native American Program Administrator and Date
--	---

## **PHA Certifications of Compliance with the PHA Plans and Related Regulations Board Resolution to Accompany the PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year Plan and Annual Plan for PHA fiscal year beginning \_\_\_\_\_, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes the Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measure to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities- in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize Capital Grant Funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

---

PHA Name

---

PHA Number

---

Signed/Dated by PHA Board Chair or other authorized PHA official