

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

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# PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005  
Annual Plan for Fiscal Year 2001

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

**PHA Plan  
Agency Identification**

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

**PHA Number:** CA052

**PHA Fiscal Year Beginning:** 01/01/2001

**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 2001 - 2005**  
[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: Assist 20 Section 8 Voucher holders to locate and successfully lease affordable housing.
- 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, buildings 49, 59, 69 and 79. Develop financing strategy for completion of work.
- 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 2001 CDBG funding for the program and continue outreach.
- 5 Year: Provide 100 rehabilitation loans to low-income homeowners and support group home rehabilitation over the five years. 1<sup>st</sup> Year: Undertake 20 rehabilitation loan projects averaging \$20,000 per home for a total volume of \$400,000 per year.

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: Provide 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 (RMR) Program. 1<sup>st</sup> Year: Provide RMR shallow subsidies to 60 elderly or disabled households.
- 5 Year: Prevent homelessness by providing supportive services and rental assistance to a base total of 60 formerly homeless persons with severe psychiatric disabilities through the Shelter Plus Care program and add 5 new clients each year for a total of 85 by Year 2005. 1<sup>st</sup> Year: Provide Shelter Plus Care Vouchers and services to 65 formerly-homeless individuals with severe psychiatric disabilities.

- 5 Year: Prevent homelessness by providing permanent affordable housing to 500 new Section 8 households and 200 new public housing households between 2001-2005. 1<sup>st</sup> Year: Provide permanent affordable housing to 100 new Section 8 households and 40 new public housing households during FY 2001.
- 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 2001.
- 5 Year: Dependent on funding, provide Information and Referral (I&R), service coordination, case management and community-building activities to 150 tenants per year 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 through the year 2005.



#### Subgoal 1.4: Promote Homeownership Opportunities

- 5 Year: Maintain current portfolio of 282 homes for low and moderate income first time homebuyers through the Below Market Rate (BMR) 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 add 5 new first-time homeowners through local inclusionary zoning requirements or through re-sales of current BMR units.
- 5 Year: Provide Section 8 Homeownership Vouchers and assist at least 5 participants over the five year period. 1<sup>st</sup> Year: Develop Section 8 Homeownership Assistance Program and begin implementation.
- 5 Year: Seek tax credit allocations each year from CDLAC for the Mortgage Credit Certificate Program sufficient to issue 125 MCC's for first-time homebuyers over the 5 year 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 increased 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 2001.

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, provide ongoing training opportunities 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: Provide money management training course with at least 6 new residents completing the course – at least one course to be held in the evening.

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 25,000 callers, an average of 5,000 callers per year. 1<sup>st</sup> Year: Respond to 5,000 Housing Assistline calls in FY 2001.
- 5 Year: Provide engaging and informative briefings to all new Section 8 Voucher holders. Anticipate 12 briefings per year with a total of 1,000 clients oriented. Review and improve presentations using technology of computers and/or video. 1<sup>st</sup> Year: Include

Assistline staff in Section 8 briefings. Prepare and implement PowerPoint presentation. Hold 12 briefings and orient 180 clients.

- 5 Year: Distribute 50 Newsletters to Section 8 landlords, property management and real estate groups communicating new policies, inspection requirements, how best to access services and resolve issues, and citing program successes.  
1<sup>st</sup> Year: Develop and distribute at least ten (10) newsletters to Section 8 landlords and the real estate industry.
- 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 2001, send an overview to each local jurisdiction summarizing MHA activity within the jurisdiction. (10 jurisdictions)
- 5 Year: Review and update all program brochures and conform presentations to a standardized look. 1<sup>st</sup> Year: Update at least two 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 2001.
- 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 ten agency-wide Senior/Disabled resident 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: At least once each year (5 in 5 years) 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 Countywide Section 8 owner's meeting.

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. Review client feedback and self-correct. Develop and maintain two feedback surveys per year, or ten surveys during 2001 – 2005. 1<sup>st</sup> Year: Design and implement two user-friendly surveys to obtain feedback from clients, including one for Section 8 participants querying desire for general meeting.
- 5 Year: Review all submitted suggestions in the client suggestion boxes located in the main office and the Marin City site office and respond monthly. 1<sup>st</sup> Year: Review client suggestions placed in the suggestion boxes and respond at least monthly.

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

- 5 Year: Conduct annual all-staff training in areas to enhance the agency's commitment to excellent customer service—5 sessions in 5 yrs. 1<sup>st</sup> Year: Provide one all-staff training session in FY 2001.
- 5 Year: Provide at least five training opportunities for each Public Housing and Section 8 employee on program or job-related issues that will enhance program knowledge and customer service during years 2001 – 2005. 1<sup>st</sup> Year: Ensure that all Section 8 and public housing personnel participate in at least one training opportunity.

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 2001. 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 2001-2005.

- 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: Actively continue formalized working relationship among MHA, the County Dept. of Health & Human Services, the Marin Community Foundation and the Marin Community Development Department to develop a coordinated strategy for the delivery of affordable housing and related services in Marin. Through auspices of the Housing Strategist position established in 2000, monitor and revise strategies as appropriate and meet specific goals and objectives as set forth in the workplan.
  
- 5 Year: Enhance collaboration with service providers, the Marin County Dept. of H&HS, 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. Maintain housing for 60 Welfare-to-Work recipients. 1<sup>st</sup> Year: House all 60 welfare-to-work- Section 8 recipients; re-open waiting list; continue FSS activities to increase participants' success rate in becoming self-sufficient.
  
- 5 Year: Sustain ongoing collaboration with the Marin County Sheriff, the Marin City Resident Management Corporation, the County Office of Drugs and Alcohol, BACR, Women Helping All People (WHAP), Performing Stars, 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 (PHDEP). 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 year Period. 1<sup>st</sup> Year: Continue collaboration as established under PHDEP. Implement FY 2000-2001 objectives in active PHDEP grants. Convene the PHDEP Working Committee at least 10 times in FY 2001 to address

planning and implementation issues. Develop strategies, goals and outcomes for FY 2002 - 2006.

- 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 2001 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 2001-2005. 1<sup>st</sup> Year: Continue to co-sponsor the I&R Workshops with the Housing Council. Hold four workshops in FY 2001.

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

Objectives:

Subgoal 4.1: Streamline external procedures

- 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: Continue to evaluate entire process for interfacing with Section 8 landlords to 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 all Section 8 procedures, maximizing technological resources. 1<sup>st</sup> Year: (1) Evaluate and simplify

Section 8 inspection, re-inspection and abatement procedures; and (2) re-organize the continuing occupancy review functions around a caseload approach.

- 5 Year: In 2001 – 2005, 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, 2001.
- 5 Year: Implement hand-held computer system to perform annual preventive maintenance and PASS inspections in public housing, and HQS inspections in Section 8. 1<sup>st</sup> Year: Continue use of hand-held computers in Section 8 HQS inspections.
- 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 2001.



**Annual PHA Plan  
PHA Fiscal Year 2001  
[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 and Crime and Safety, the MHA has included information regarding these programs in its text attachments, including the PHDEP template applying for 2001 Drug Elimination monies. 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 of Housing and Services 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 completed an extensive update of its Section 8 and public housing tenant selection, admissions and occupancy policies. These updated policies were presented in our previous Agency Plan 2000 and are available at the offices of the MHA. Each of these updates went through a public process, were reviewed by the Resident Advisory Board, and approved by HUD.

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 four (4) 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 2001.

The MHA has created a pet policy that allows pets in general occupancy units. This policy is in compliance with both HUD and California State requirements and 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, the Capital Fund 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.

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## 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 (ca052b02)
- FY 2000 Capital Fund Program Annual Statement (ca052c02)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Resident Membership of the PHA Governing Board and Membership of the Resident Advisory Board (see Resident Comments ca052i02)

### Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan (ca052c02)
- Public Housing Drug Elimination Program (PHDEP) Plan (ca052d02)
- Comments of Resident Advisory Board or Boards (ca052i02)
- Other (List below, providing each attachment name)
  - Marin County Housing Needs Assessment (ca052a02)
  - Pet Policy (ca052e02)
  - Community Service Requirement (ca052f02)
  - Homeownership (ca052g02)
  - Progress Report: 2000 Annual Plan Goals (ca052h02)

## 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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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.	
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
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	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>
	analysis	
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	Annual Plan: Safety and Crime Prevention

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	(PHDEP Plan)	
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>

**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)

### 1. 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.

Housing Needs of Families on the Waiting List			
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/sub-jurisdiction: <b>Elderly/Disabled</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	472		30 households
Extremely low income <=30% AMI	363*	77%	
Very low income (>30% but <=50% AMI)	97*	23%	
Low income (>50% but <80% AMI)	0	0	
Other singles	4	13%	
Elderly families	182	29%	
Families with Disabilities	286	61%	
White	341	72%	
Black	49	10%	
Hispanic	38	8%	
American Indian	9	2%	
Asian/Pacific Is.	31	7%	
Other	4	1%	

### Housing Needs of Families on the Waiting List

<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
0 BR	423	90%	
1BR	43	9%	
2 BR	6	1%	
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 style="padding-left: 20px;">How long has it been closed (# of months)? 21</p> <p style="padding-left: 20px;">Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p style="padding-left: 20px;">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	275		14 households
Extremely low income <=30% AMI	212*	77%	
Very low income (>30% but <=50% AMI)	63*	23%	
Low income (>50% but <80% AMI)	0	0	
Families with children	240	87%	
Elderly families	5	2%	
Families with Disabilities	20	7%	
Singles	10	4%	
White	41	15%	
Black	167	61%	
Hispanic	46	17%	
American In.	6	2%	
Asian/Pacific Is.	15	5%	
Other	0	0	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
0 BR	0	0	
1BR	30	11%	
2 BR	157	57%	
3 BR	87	32%	

Housing Needs of Families on the Waiting List			
4 BR	1	< 1%	
5 BR	0	0	
5+ BR	0	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> 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? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes 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			

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.

Housing Needs of Families on the Waiting List			
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	2,486		305 households
Extremely low income <=30% AMI	1,914*	77%	
Very low income (>30% but <=50% AMI)	572	23%	
Low income (>50% but <80% AMI)	0	0	
Families with children	1,410	57%	
Elderly families	224	9%	
Families with Disabilities	517	21%	
Other: Singles	335	13%	
White	1,235	50%	
Black	751	30%	
Hispanic	315	13%	
American In.	17	1%	
Asian/Pacific Is.	168	7%	
Other	0	0	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
0 BR			
1BR			
2 BR			
3 BR			

Housing Needs of Families on the Waiting List			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> 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? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes 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			

- 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	1,230,843	
b) Public Housing Capital Fund	1,173,288	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	17,939,979	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	114,612	
g) Resident Opportunity and Self- Sufficiency Grants	200,000	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	1,158,557	
<b>4. Other income (list below)</b>		
Interest and Investments	38,152	
Excess Utilities	15,000	
<b>1. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>21,870,433</b>	

### **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

- Two
- Three or More

b.  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**

1. 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)

- At an annual reexamination and lease renewal
- Any time family composition changes
- 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)
1. 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:
2. 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***

1. 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)  
Not applicable

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) Does not 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) \$100
- 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**

2. 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.)

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

**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)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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)

- Units addressed in a pending or approved demolition application (date submitted or approved: )
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

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

**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 has 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



b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- 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)

<b>D. Reserved for Community Service Requirement pursuant to Section 12(c) of the U.S. Housing Act of 1937</b>
--

### 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 use 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)

2. 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 2001 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?

2. 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 identified 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 FY 2000-2004 (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	95,235	100	17.3	7.9	6.8	68.0

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**Source: Consolidated Plan FY 2000-2004, p. 51**

**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	\$832	\$511
1 Bedroom	\$1,077	\$548
2 Bedrooms	\$1,362	\$658
3 Bedrooms	\$1,868	\$759

**Source: Consolidated Plan FY 2000-2004**

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, 31.4% 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. According to a February 4, 2000 article in the Marin Independent Journal, the median price of a single-family home in Marin increased from \$434,000 in 1998 to \$499,000 in 2000.

<b>Table 3. Sources of Income For Section 8 Recipients*</b>	
Wages	31.4%
Welfare	13.5%
SSA	34.9%
SSI	33.8%
Pension	9.2%
Child Support	10.0%
Other	10.4%

\*Some may have more than one income source

**Source: MHA, Participant Demographic Report, 12/31/99**

## **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.

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 over 79% of public housing residents in Marin City are African-American, and nearly 95% 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 12/31/99
White (Non-Hispanic)	1138 (62%)	14 (5.6%)	157 (80.9%)	<b>1309 (57.4%)</b>
African American	295 (16.1%)	199 (79.3%)	8 (4.1%)	<b>502 (22%)</b>
Asian	215 (11.7%)	18 (7.1%)	19 (9.8%)	<b>252 (11.1%)</b>
Hispanic	176 (9.6%)	20 (8%)	10 (5.2%)	<b>206 (9%)</b>
American Indian	11 (.6%)	0	0	<b>11 (.5%)</b>
Total Minority	697 (38%)	237 (94.4%)	37 (19.1%)	<b>971 (42.6%)</b>
Total	1835 (100%)	251 (100%)	194 (100%)	<b>2280 (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. Data from the CIAP counted 2,698 unduplicated households, comprised of 4,281 people of which 1,104 were children.

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

**Female householders** \$30,216  
*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. This is being expanded with additional State funds in 2000.

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

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<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.

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

**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	3 - Bedroom	119 units
1 - Bedroom	113 units	4 - Bedroom	8 units
2 - Bedroom	138 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 HUD). Despite a serious and costly spalling concrete problem under repair in Marin City public housing, Marin County's public housing stock is in good condition, and the Housing Authority 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 1,835 vouchers for tenant-based assistance that serve low-income persons.

**Table 9.  
Clients Served in  
1999**

			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>	▲	▲	▲	▲	▲	
	1835	4917						
Family Self-Sufficiency	115	298	▲			▲	▲	
<b>Owned Rental Housing</b>								
Marin City, Marin City	292	676	▲	▲	▲	▲	▲	
Family Self-Sufficiency	35	91	▲			▲	▲	
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	42		▲	▲	▲	▲	
Kruger Pines, Mill Valley	56	63		▲	▲	▲	▲	
Congregate Housing Services	21	21		▲	▲	▲	▲	
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	511	894	▲	▲	▲	▲	▲	
Below Market Rate Sales/Units	282	480	▲	▲	▲		▲	▲
Mortgage Credit Certificates	249	373	▲	▲	▲		▲	▲
Homebuyers Assistance Center	183	183	▲	▲	▲	▲	▲	▲

## Supportive Housing and Services

Rental Deposit Guarantees	90	148	▲	▲	▲	▲	▲	
Rebate for Marin Renters	56	64		▲	▲	▲	▲	
Housing Assistline	2186	5720	▲	▲	▲	▲	▲	▲
Shelter Plus Care	65	72	▲		▲	▲	▲	
Housing Opportunities for People with AIDS	107	131	▲		▲	▲	▲	
Resident Support Project	190	170		▲	▲	▲	▲	

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

Low-Income = Below 50% of median (about \$25,300 for one person)

Lower-Income = 50 to 80% of median (up to \$38,100 for one)

Moderate Income = 80- 120% of median (up to \$60,800 for one person)

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

Source: MHA Participant Demographic Report, 12/31/99

Locality	Sec. 8	MHA-Owned Rental Housing	Rebate For Marin Renters	BMR Home Sales-Resales		MCC	Residential Rehab Loans	Supportive Housing <sup>2</sup>	Total (excluding BMR Resales)	
Belvedere	10	0	1	0	0	0	3	0	14	.4%
Corte Madera	16	0	3	32	11	11	38	4	104	2.8%
Unincorporated County <sup>3</sup>	101	---	14	32	18	17	206 <sup>4</sup>	8	378	10.3%
Marin City	42	296	---	56	5	57	3	---	454	12.3%
Fairfax	88	18	0	0	0	4	37	11	158	4.3%
Larkspur	55	0	4	20	16	7	15	4	105	2.9%
Mill Valley	103	84	3	25	19	6	30	7	258	7%
Novato	497	40	7	0	0	80	42	46	712	19.4%

<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.

San Anselmo	86	18	4	3	2	2	58	7	178	4.8%
San Rafael	810	104	16	94	48	60	71	74	1229	33.4%
Sausalito	5	0	2	0	0	0	3	5	15	.4%
Tiburon	12	15	2	20	10	5	2	4	60	1.6%
Ross	0	0	0	0	0	0	3	0	3	.1%
Out of County <sup>5</sup>	10	---	---	---	---	---	---	---	10	.3%
<b>Totals</b>	<b>1835</b>	<b>575</b>	<b>56</b>	<b>282</b>	<b>&lt;129&gt;</b>	<b>249</b>	<b>511</b>	<b>170</b>	<b>3678</b>	<b>100%</b>

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

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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 could 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**

Name of Project and Location	Subsidy Program	Type	Number of Units
Bee Street Housing, Sausalito	Section 202	senior/disabled	6 units
Bennett House, Fairfax	Section 202	senior/disabled	70 units
Buckelew Creekwood, Fairfax	Section 202	mentally ill	12 units
Camino Alto Court, Mill Valley	Section 202	disabled	24 units
Del Ganado Apartments, San Rafael	Section 202	developmentally disabled	12 units
Ecology House	Section 811	environmental illness	11 units
Hilarita (The), Tiburon	Section 236(j)(1)	family	102 units
Lamont House, Novato	Section 811	developmentally disabled	1 unit
Lincoln Avenue, San Rafael	Section 811	developmentally disabled	6 units
Mackey Terrace, Novato	Section 202	senior/disabled	50 units
MARC Hamilton House, Novato	Section 811	developmentally disabled	1 unit
MARC Nova House, San Rafael	Section 202	developmentally disabled	1 unit
Maria B. Freitas, San Rafael	Section 202	senior/disabled	62 units
Martinelli House, San Rafael	Section 236(j)(1)	senior/disabled	66 units
Mill Creek Apartments, Mill Valley	Section 202	developmentally disabled	10 units

Oak Hill, San Anselmo	Section 811	developmentally disabled	13 units
Oak Knolls, Marin City	Section 221(d)3 BMIR	family	48 units
Olive Avenue, Novato	Section 811	mentally ill	16 units
Parnow House, San Rafael	Section 202	senior/disabled	72 units
Pilgrim Park, San Rafael	Section 236(j)(1)	family	61 units
Ponderosa Estates, Marin City	Section 221(d)3 BMIR	family	56 units
Redwoods (The), Mill Valley	Section 231 elder	senior/disabled	150 units
San Rafael Commons, San Rafael	Section 221(d)(4)	senior/disabled	83 units
Shelter Hill, Mill Valley	Section 236(j)(1)	family	75 units
Walnut Place, Pt. Reyes Station	Section 202	senior/disabled	24 units
<b>Total</b>			<b>1032 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 210 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 was completed in April 2000. 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 600 properties and 14,556 rental units. In a survey taken in August 1999, only 27 of 10,000 market rate units under \$1,500 were vacant -- six of which would accept Section 8. Marin Housing provides Section 8 vouchers to 1835 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 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				
<b>People in Families with Children</b>					
		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
	<b>Total</b>	<b>1067</b>	<b>205</b>	<b>862</b>	
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

	Other Domestic Violence	336	56	280	H
Sub- Populations	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, especially families. 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 individuals 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 individuals 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, including housing search assistance, services related to training and employment, finances and money management, health, substance use, 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, also 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 linked to housing.

The need for housing for the disabled has skyrocketed, resulting from the de-institutionalization 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 people are mentally ill.

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.

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 "safe haven" for the homeless who are addicted, the population that is the most likely to die from homelessness.

There is a severe need for permanent and supportive 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 or permanent 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, and more affordable permanent 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. 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 and at-home frail elders. 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) Increasing the salaries of attendant caretakers;
- 4) Rehabilitating existing affordable housing units for handicapped accessibility;

- 5) 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;
- 6) Emancipated youth aging out of foster care;
- 7) Establishing housing operated by and for people with a past history of mental illness;
- 8) Establishing housing opportunities that would enable handicapped people (including the developmentally disabled, physically handicapped, and mentally ill) to live with their spouses and children;
- 9) Rehabilitating and maintaining existing single room occupancy units, especially for people in low-wage jobs and people with mental illness;
- 10) Providing board and care homes for extremely and very low income seniors;
- 11) Providing multiple levels of care within the same facility for seniors;
- 12) Increasing the supply of affordable housing; and,
- 13) Addressing other needs as they become apparent.

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

West Marin County has unique characteristics due to its rural nature. Homeless individuals are difficult to count and track resulting in challenges to plan adequate affordable housing. Employment opportunities are based on agriculture, tourism and local goods and services. These categories of employment are often low paying salaries making the challenges of finding housing greater. Property values have skyrocketed and most development consists of very expensive single-family homes. Adding to the challenge of affordable housing is the loss of existing housing due to the purchase of second homes by more affluent individuals who desire to live temporarily in this scenic area and the change in use from rental units to Bed and Breakfast units. This activity is reducing the housing stock for permanent residents and changing the culture of communities. Many low-income people in West Marin live in illegal housing units or share situations. Housing development in West Marin is very restricted by septic capabilities and land use due to the agricultural and coastline uses. Much of the property in publicly held open space and contract-restricted farmland.

The residents in this area and the County of Marin are taking actions to increase affordable housing in the following areas. A 32 unit affordable family housing project is planned for the Point Reyes area. This project will begin development in 2001. This site will house very low-income and low-income families. The community of Point Reyes is working together to develop a community land trust to purchase land for affordable housing and to preserve open space. They are known as CLAM (Community Land Trust of West Marin) and the Affordable Housing Strategist from the Marin Housing Authority is working with the group to help them pursue their desired goals. In Bolinas, the Bolinas Land Trust is currently working

with the County of Marin to develop a six-unit site for single individuals who are very low-income.

Based on a Second Unit Report dated August 9, 1999 published by the County of Marin Community Development Agency, there are 8 units that rent for \$908.00 - \$950.00 per month in Point Reyes. Of these eight units, four are rented at reduced amounts. 1.6 persons reside in these second units. This report was based on a voluntary response by the owner and does not specifically list other areas by name in the West Marin area.

## **DECONCENTRATION**

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The Quality Housing and Work Responsibility Act of 1998 requires that a housing authority set forth in its Annual Plan a description of its admissions and other policies designed to provide for deconcentration of poverty and income mixing in identified projects where deconcentration has been determined to be necessary.

### **DECONCENTRATION POLICY**

#### *Section 8 Housing Choice Voucher Program*

The MHA's policy is designed to provide maximum flexibility to assist families in making their housing choices regardless of race or income within qualifying income ranges.

The Section 8 Voucher program requires that 75% of all new participants receiving a certificate have incomes that do not exceed 30% of the areas median income. Families whose income does not exceed 30% of area median income will be referred to as "extremely low income families". MHA will monitor its admissions to ensure that the 75% requirement is met.

To increase housing choices of Section 8 participants, the MHA will inform all recipients of the full range of areas where they may seek housing; including those outside of poverty or minority concentrated areas. MHA will provide maps that show various areas with housing opportunities outside of areas of poverty or minority concentrations. With the assistance of our Housing Assistline staff, MHA will provide up-to-date information on affordable apartments and houses available in the County. These will include those located outside of poverty or minority concentrated areas.

MHA's Landlord Liaison Officer will encourage owners of units located outside areas of poverty or minority concentrations to participate in the Section 8 Housing Voucher Program.

MHA will analyze whether rental voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentrations. An annual analysis of MHA's participant base will be undertaken to determine if half or more of all Section 8 families with children assisted by MHA are residing in *low* poverty census tracts and/or if the families that moved during the year into areas that are not considered low poverty is at least 2% higher than during the last fiscal year. Areas designated as having *high* poverty or minority concentrations are determined annually by a HUD survey. In Marin, there are currently three census tracts so

designated as poverty-impacted: East San Rafael, downtown San Rafael, and Marin City.

## *Public Housing Program*

Marin Housing has only one complex that is classified as a *General Occupancy* complex; therefore, MHA is exempt from the Quality Housing and Work Responsibility Act of 1998 that requires deconcentration of poverty in public housing projects. With respect to income targeting, MHA will monitor its admissions to ensure that at least 40% of families admitted to public housing each year shall have incomes that do not exceed 30% of area median (“extremely low income families”)

MHA’s policies are designed to provide maximum flexibility to its clients by providing them with the maximum number of housing choices regardless of race or income within qualifying income ranges.

Gross annual income is used to 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. In general, MHA’s deconcentration policy emphasizes working with *current* residents to improve their incomes and become self-sufficient, thereby contributing to a broader income mix in the public housing community.

MHA will:

1. do outreach to potential applicants who are underrepresented households,
2. grant transfers, in accordance with MHA’s transfer policy, found in Chapter 11 of the Occupancy Policy, between projects and programs to provide flexible housing options and further deconcentration goals.
3. inform applicants of the advantages available for working families, such as flat rents, the disallowance of earned income in certain circumstances, and the option of maintaining individual savings accounts (Determination of Total Tenant Payment, Chapter 7, Occupancy Policy)
4. encourage a broader range of incomes by implementing incentives for working families, as described in Chapter 7 of the Occupancy Policy

## CAPITAL FUND PROGRAM

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The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plan a Capital Improvement Plan.

Through the Capital Fund Program, Housing Authorities receive federal grants to make needed capital repairs at public housing complexes. This section discusses the major issue confronting MHA's capital improvement planning in public housing and presents an Annual Plan for 2001 and a Five-Year Capital Fund Plan that, through inclusion in this Agency Plan, represents our application to HUD for 2001 Capital Funds.

Based on last year's allocation, Marin Housing Authority has a formula grant of \$1,324,852 per year. This annual figure is the basis for our five (5) year planning period. However, this allocation is reduced through the Year 2004 by our borrowing against the future Capital Funding stream of \$1.4 million toward the completion of four of eight buildings requiring concrete repairs in Marin City.

### **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 will virtually deplete our Capital Fund allotments OVER A SIX-YEAR PERIOD *in addition to* funds already deployed for this project. The scale of such an expenditure will have a devastating effect on our efforts to make other greatly needed repairs and improvements at Marin City and at the other five public housing developments.

In 1999, HUD provided an additional \$1.4 million for this problem from its Reserve for Disasters and Emergencies. Although this reserve will provide emergency funds to correct the spalling concrete problem in four of the eight high-rise buildings, this funding must be repaid. IT IS A LOAN, NOT A GRANT. Thus, we must repay it from *future* annual Capital Fund 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 Capital Fund Program. In addition to our problems with the costs of correcting the spalling concrete, 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 environment and to be an attractive asset to the community.

After relocating 42 families, a construction contract was awarded in May of 2000 for the first phase (buildings 49, 59, 69, 79) of the repair of the spalling concrete at the high-rises. During the course of the construction, unforeseen problems were uncovered that could escalate costs of this Phase by as much as \$2 million. Thus we are confronted with the unacceptable possibility that *any and all other work in our six public housing complexes will go unattended.*

### **Strategy and Priorities**

The Housing Authority completed remediation of Lead-Based Paint in 1995. In addition, Section 504 accessibility needs for the disabled were completed in 1995. The emergency situation at Marin City involving spalling concrete at 8 high rise buildings is now all-absorbing.

This application for the Capital Fund Program is based on the following strategy.

1. Sufficient funds have been earmarked in this application, combined with funds on hand that have been accumulated over the past few years for this purpose, to complete concrete repairs and relocation of residents at buildings 49, 59, 69 and 79, Phase One.
2. To address the escalating costs without totally sacrificing other required work in Marin City and in the five other public housing complexes, we are developing a financing strategy for this problem. This plan is being pursued in consultation with the County Tax Collector/Treasurer, HUD, and private and public financial experts.

3. An assumption is built into the five-year plan to shift virtually all funds through Year 2005 for the completion of Phase Two, buildings 89, 99, 409 and 419. This would depend upon HUD's agreeing to forward-borrowing

against future Capital Funds. This is, however, an alternative we seek to pursue *only* as a last resort after diligently exploring more creative financing options.

### ***Resident Partnership Process***

Marin Housing held several meetings with residents in Marin City concerning the relocation of residents and repair of the spalling concrete. Another meeting is scheduled for September 8<sup>th</sup> 2000 to update residents on the status of the spalling concrete problem and solicit their support and comments. The Capital Fund will also be reviewed by the agency-wide Resident Advisory Board and discussed with residents of the Senior/Disabled public housing complexes at the quarterly meeting of the Countywide Senior Tenants Council. The County was provided information on proposed improvements and given notice of the Housing Authority's public hearing.

### ***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.

Capital Fund Grant Number CA39PO5250301 FFY of Grant Approval: 01/2001

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	96,538
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	225,000
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	148,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	500,000
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>969,538</b>
21	Amount of line 20 Related to LBP Activities	-0-
22	Amount of line 20 Related to Section 504 Compliance	-0-
23	Amount of line 20 Related to Security	-0-
24	Amount of line 20 Related to Energy Conservation Measures	-0-

**Annul Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
CA39P052001 Marin City	A&E Fees for Spalling Concrete Repairs at High-Rise Buildings 89/99/409/419	1430.1	\$225,000
	Smoke Detectors in Bedrooms of High-Rise Buildings 89/99/409/419	1460	\$50,000
	New Signage at High-Rise Buildings 89/99/409/419	1460	\$13,000
	Interior Cyclical Painting	1460	\$20,000
	New Exterior Light Fixtures for High-Rise Buildings 89/99/409/419	1460	\$50,000
	Temporary Relocation for Work at High-Rise Buildings 89/99/409/419	1495.1	\$500,000
	PHA Wide 052 Agency Wide	Clerical/Procurement	1410.1
Modernization Coordinator		1410.2	\$25,000
Contract Administrator		1410.2	\$61,538
Interior Cyclical Painting at Elderly/Disabled		1460	\$15,000

	Complexes		
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**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
CA39P052001	3/31/03	9/30/04
PHA Wide 052	3/31/03	9/30/04

**Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
CA39P052001	Marin City			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Continue Replacing Trees, Shrubs & Groundcovers (Partial)			\$15,000	2002
Interior Cyclical Painting			\$60,000	2002
Repair of Irrigation System (Partial)			\$15,000	2002
Continue Replacing Trees, Shrubs & Groundcovers (Partial)			\$15,000	2003
Interior Cyclical Painting			\$60,000	2003
Continue Repairs to Irrigation System (Partial)			\$15,000	2003
Complete Repairs to Low-Rise Fences & Gates			\$85,500	2004
Continue Replacing Trees, Shrubs & Groundcovers (Partial)			\$20,000	2004
Interior Cyclical Painting			\$60,000	2004
Continue Repairs to Irrigation System (Partial)			\$20,000	2004
Repairs to Parking Lots			\$190,000	2005
Replace Exterior Lighting (Partial)			\$32,750	2005
Continue Replacing Trees, Shrubs & Groundcovers (Partial)			\$20,000	2005
Interior Cyclical Painting			\$60,000	2005
Continue Repairs to Irrigation System (Partial)			\$20,000	2005
<b>Total estimated cost over next 5 years</b>			<b>\$688,250</b>	

**Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next five PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
	PHA WIDE			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
	Continue Minor Repairs to Irrigation Systems (Partial)		\$13,000	2002
	Continue Replacing Trees, Shrubs & Groundcovers (Partial)		\$10,000	2002
	Interior Cyclical Painting		\$25,000	2002
	Vacancy Reduction/Turnover		\$15,000	2002
	Continue Minor Repairs to Irrigation Systems (Partial)		\$13,000	2003
	Continue Replacing Trees, Shrubs & Groundcovers (Partial)		\$10,000	2003
	Interior Cyclical Painting		\$25,000	2003
	Vacancy Reduction/Turnover		\$15,000	2003
	Site Lighting Improvements (Partial)		\$28,500	2004
	Continue Minor Repairs to Irrigation Systems (Partial)		\$15,000	2004
	Continue Replacing Trees, Shrubs & Groundcovers (Partial)		\$15,000	2004
	Interior Cyclical Painting		\$25,000	2004
	Vacancy Reduction/Turnover		\$20,000	2004
	Repairs to Parking Lots		\$55,000	2005
	Site Lighting Improvements (Partial)		\$19,250	2005
	Continue Minor Repairs to Irrigation System (Partial)		\$15,000	2005
	Continue Replacing Trees, Shrubs & Groundcovers (Partial)		\$15,000	2005
	Interior Cyclical Painting		\$25,000	2005
	Vacancy Reduction/Turnover		\$20,000	2005

<b>Total estimated cost over next 5 years</b>	<b>\$378,750</b>	

## **SAFETY AND CRIME PREVENTION**

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This section provides an overview of the activities undertaken by Marin Housing to ensure the safety and security of the residents it serves. While this discussion applies primarily to the public housing inventory, Marin Housing continues to maintain strong relationships with local law enforcement for all programs – a strategy that has proven very effective for many years. In addition, the Agency has a rigorous procedure in place for screening both Section 8 and public housing applicants to ensure that those individuals who have been involved in violent or drug-related criminal activities are consistently denied admission to housing programs.

### **Marin City Public Housing**

In accordance with the Agency's ongoing *Public Housing Drug Elimination Program* (PHDEP), Marin City has developed a broad strategy designed to eliminate all individuals and families from public housing who are found to be involved in illegal drug activity, drug-related crimes, violent crimes, or behavior harmful to themselves or the general public housing community. The PHDEP is resident driven, including a strong community empowerment component (the Block Captain System operated by the Resident Management Corporation) and a resident/provider working committee that meets regularly for planning and implementation of the program. The Marin City PHDEP strategy relies on two fundamental concepts: 1) to disrupt the drug market and make Marin City an intolerable environment for drug dealers; and 2) to reduce the immediate and long-term demand for drugs among public housing residents.

In order to achieve the Agency goal of a drug-free, crime-free public housing environment, Marin Housing continues to involve residents in community solutions through regular meetings with a variety of representative groups and the general resident base. In addition, Marin Housing continues to seek out new funding sources to help achieve these objectives, along with a rigorous lease enforcement strategy that emphasizes the need for a peaceful, safe, and crime-free community environment.

Marin Housing works closely with the local law enforcement community in Marin City, involving officers and deputies in all regular meetings with community members and regular meetings with MHA staff. The Agency continues to contribute, through PHDEP, funding toward community policing efforts with the *Sheriff Department's Special Patrol*, that provides an on-site police presence. These efforts are further enhanced by ongoing programs to address the special needs of public housing residents, such as outreach counseling and support-in-recovery programs.

Recognizing that meaningful youth activities can impact positively on drug-related activity in public housing, the Agency supports a *Campus of Learning* model for Marin City. This program includes 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, a resident grass-roots organization located on site.

MHA contributes funding, through PHDEP, for *Performing Starts of Marin* to offer music and performing arts skills for young children as a means to steer youth from unsafe activities, while building self-esteem and discipline. Finally, Marin Housing also works in close collaboration with other community agencies to replace dysfunctional patterns of communication within families and among neighbors with better, more wholesome ways of expressing emotions and feelings.

The HUD-sponsored 1999 Resident Survey proved inconclusive in providing factual information about the Agency's progress in the key areas of resident safety and security. This was due, in large measure, to the failure of the survey to identify site-specific information about residents' perspectives on such issues. However, the Agency has several other methods in place to monitor these issues and gather resident feedback on an informal basis. For example, monthly meetings open to all residents are held at the *Marin City Resident Management Corporation*. These meetings address a variety of issues known to be crucial to residents, including matters of safety and security. The results of these regular meetings indicate that residents are not overly concerned with issues of personal safety and are quite open about expressing concerns when they arise. There is a general feeling among residents that Marin City is not an unsafe environment, although residents recognize that drug activity continues to be of concern. In general, residents have expressed the opinion that these concerns are lessening over time and that progress is being made. The Agency believes that this kind of feedback, gathered directly in face-to-face meetings, provides a reasonably accurate view of the public housing environment and is an invaluable tool in determining future strategies to deal with drug-related and violent crime issues.

The PHDEP template, representing our application for FY 2001 follows.

#### *Other Public Housing Sites—Senior Disabled Housing*

Marin Housing's stock of Senior/Disabled Public Housing consists of five small complexes (200 units) 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 agencies consistently indicate that the incidence of drug-related and Part I crimes continue to be exceptionally low to non-existent at these sites.

The Agency strongly adheres to 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 1999, no residents were evicted from the Senior/Disabled Public Housing program for selling drugs and two evictions were pursued for other drug-related activities. Violent crime is virtually nonexistent at all sites. The safety and security of residents at these complexes remains excellent.

As in the case of our family housing, 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.

Marin Housing continues to maintain strong working relationships and collaboration with local law enforcement agencies to address issues of safety and security. These 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 small size of the Senior/Disabled complexes, and the close cooperation and proximity between staff, residents, and local law enforcement agencies, security concerns are rapidly identified and addressed. The Agency continues to monitor these issues on an ongoing basis through monthly site meetings and quarterly Countywide resident meetings which provide forums for such important issues. Resident feedback from these meetings indicates that Agency clientele continue to feel safe in their complexes and satisfied that security meets their expectations. As in the case of family housing, residents of the Senior/Disabled complexes are encouraged to become involved in all strategy and planning sessions that deal with issues of safety and security. In addition, residents are informally polled on a regular basis by management staff to ensure that all safety issues are raised and addressed in a timely manner.

# Public Housing Drug Elimination Program Plan

Authority of the County of Marin CA052

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

**Annual PHDEP Plan Table of Contents:**

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

**Section 1: General Information/History**

- A. Amount of PHDEP Grant**    \$114,612
- B. Eligibility type (Indicate with an “x”)**    N1 \_\_\_\_\_ N2 \_\_\_\_\_    R X \_\_\_\_\_
- C. FFY in which funding is requested**    2001
- D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

Marin Housing Authority’s PHDEP is a comprehensive multi-dimensional attack on drugs and drug use in Marin City public housing. Our two-prong strategy involves 1) disrupting the drug trafficking through community policing and strong, coordinated lease and law enforcement; and 2) reducing the demand for drugs through a combination of prevention and intervention strategies. These latter include such innovations as a Community Recovery Center, a Campus of Learners (featuring computer training and after-school support for children), a Block Captain system, building of self-esteem in children through the Performing Arts, and coordinated sober recreational and social activities for youth and families.

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Marin City Public Housing CA 0521001	300	711

**F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months \_\_\_\_\_ 12 Months \_\_\_\_\_ 18 Months \_\_\_\_\_ 24 Months  X  Other \_\_\_\_\_

**G. PHDEP Program History**

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	89,845	CA 39DEP0520195	0		Closed
FY 1996	208,615	CA 39DEP0520196	0		Closed
FY 1997	149,900	CA 39DEP0520197	0		Closed
FY 1998	148,800	CA 39DEP0520198	8,777*		12/31/2000
FY 1999	111,260* *Incl \$1290 Gun Buy-Back	CA 39DEP0520199	98,929*		12/31/2001
FY 2000	114,612	CA 39DEP0520100	114,612*		07/13/2002

\* **1998 grant:** 100% obligated; 94% expended  
**1999 grant:** 72% obligated; 11% expended

**Section 2: PHDEP Plan Goals and Budget**

**2000 grant:** 45% obligated as of 10/01/2000

**A. PHDEP Plan Summary**

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

Marin Housing proposes to continue its successful multi-dimensional PHDEP at Marin City public housing that attacks both the root causes and symptoms of drugs. The program is resident driven through a PHDEP Coordinating Committee. Our broad goals are to disrupt the drug trafficking and reduce the demand for drugs. The strategy involves five components: 1) community policing by the *Sheriff’s Office*, consistent lease enforcement aka One Strike policies and use of court-ordered injunctions to ban outsiders dealing drugs; 2) community education, individual counseling and support in recovery through our *Community Recovery Services*, sponsored by Bay Area Community Resources and the Marin County Office of Drug and Alcohol Programs; 3) Campus of Learners, teaching employment skills and furthering Welfare-to-Work goals, self-esteem, and anti-drug education in an afterschool

program, adult and youth computer and multimedia classes, and Literacy Program sponsored by the resident business, *Women Helping All People*; 4) Performing arts and instrumental music, teaching life skills through the performing arts, sponsored by the widely acclaimed *Performing Stars of Marin*; and 5) socialization, communication and recreation through a mix of community events, youth activities, a grandparents' support group, and our Block Captain System and PHDEP Activities Coordinator. MHA administers the program through subcontracts with the above-referenced partners, and has a system in place to monitor the program, track and report crime, conduct the resident survey, and evaluate the program.

## B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

<b>FY 2001 PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	26,000
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	59,612
9170 - Drug Intervention	17,000
9180 - Drug Treatment	
9190 - Other Program Costs	12,000
<b>TOTAL PHDEP FUNDING</b>	<b>114,612</b>

**PHDEP Plan Goals and Activities**

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 - Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding: \$ 26,000</b>		
Goal(s)	Disrupt the Drug Market						
Objectives	1. Reduce narcotics crime by 5%. 2. Maintain visible police presence 40 hrs/wk during peak crime times. 3. Continue to track, monitor and analyze crime data.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. 2-man Sheriff's Patrol			12/02	12/03	26,000	81,000 (County)	Reduce narcotics crime by 5%; Maintain visible police presence
2.							

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$ 00.00</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

<b>9130 - Employment of Investigators</b>					<b>Total PHDEP Funding: \$ 00.00</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount	Performance Indicators

1.						/Source)	
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<b>9140 - Voluntary Tenant Patrol</b>						<b>Total PHDEP Funding: \$ 00.00</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

<b>9150 - Physical Improvements</b>						<b>Total PHDEP Funding: \$ 00.00</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							

9160 - Drug Prevention					Total PHDEP Funding: \$ 59,612		
Goal(s)	Reduce the demand for drugs						
Objectives	<ol style="list-style-type: none"> <li>1. Continue Children's Computer Learning Center and Afterschool Safehouse</li> <li>2. Continue Adult/Teen Computer and Multimedia education (coordinated with Welfare to Work)</li> <li>3. Provide classes in the performing arts and music to improve self-esteem</li> <li>4. Sponsor recreational and socialization activities for youth</li> <li>5. Sponsor recreational and socialization activities for families and adults</li> <li>6. Promote resident empowerment through the Block Captain System</li> </ol>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Children's Computer Learning Center and Afterschool Safehouse	240	Children ages 5-13	1/02	03/03	11,500	44,200 Cowell F MCF In-kind	Average 40 children attend per month
2. Adult Computer and Multimedia Program	90	Adults and teens 17+	1/02	03/03	9,500	58,300 MCF Private ROP	Average 15 participants per month
3. Performing Arts Classes	576	Children ages 3- 12	1/02	03/03	7,000	63,000 MCF; Private Sheriff	Average 6 public housing youth per class x 16 classes per month
4. Socialization, communication, recreation, youth services and sober youth and family activities	865	Youth and adults	1/2002	03/2003	10,000 12,400	35,940 Fees County, Private donation	Part-time coordinator Implement 16 sober events: 8 @ 40 participants; 5 @ 100 participants and 3 @ 15 participants
5. Mobilize residents	711	Youth and adults	1/2002	03/2003	9,212	15,000 MCF	Active Blocks; two mtgs or training sessions/month

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$ 17,000</b>		
Goal(s)	Reduce the demand for drugs through community education and support in recovery.						
Objectives	1. Provide ongoing support in recovery services in a group environment. 2. Provide drug counseling						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount /Source)	Performance Indicators
1. Support in Recovery: Educational and group counseling	50	Adults	1/2002	12/2003	17,000	135,740 DOJ, MediCal BASN In-kind	10% of residents maintain sobriety for 1 year
2. Individual Counseling	50	Adults	1/2002	12/2003	Included in above	Same as above	10% to complete treatment goals and maintain sobriety 9 mos+

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$ 00.00</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

9190 - Other Program Costs					Total PHDEP Funds: \$ 12,000		
Goal(s)	Assure activities are carried out according to budget and workplan Strengthen collaborations Monitor and track crime Evaluate results						
Objectives	1. Conduct resident survey 2. Complete activities and expense funds in accordance with plan						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount /Source)	Performance Indicators
1. Conduct resident survey			7/2002	9/2002	6,840	0	PHDEP survey transmitted by 12/31/02
2. Collect and analyze crime data and program outcomes and monitor program activities; prepare contracts			7/2001	7/2003	3,260	0	Adhere to HUD reporting requirements
3. Facilitated meeting for evaluation and planning			9/2002	11/2002	1,300	0	Completed workshop with documented outcome
4. Financial audit					600	0	Audit Report

**Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution. (By March 31, 2002)

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
9110	<i>Activity 1</i>	6,500	<i>Activity 1</i>	13,000
9120				
9130				
9140				
9150				
9160	<i>Activities 1-5</i>	14,903	<i>Activities 1-5</i>	29,806
9170	<i>Activities 1-2</i>	4,250	<i>Activities 1-2</i>	8,500
9180				
9190	<i>Activities 1-4</i>	3,000	<i>Activities 1-4</i>	6,000
<b>TOTAL</b>		\$ 28,653		\$ 57,306

**Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Attached: HUD-50070 Certification for a Drug-Free Workplace  
Standard Form-LLL Disclosure of Lobbying Activities  
HUD-50071 Certification of Payments to Influence Federal Transactions

## PET POLICY

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### *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 de-infestation
- 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.

## **COMMUNITY SERVICE REQUIREMENT**

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The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plans a description of how they plan to address the Community Service Requirement. The Community Service requirement must be implemented by January 1, 2001. This section discusses the Marin Housing Authority's Community Service Program for public housing residents.

### ***COMMUNITY SERVICE REQUIREMENT***

Each non-exempt adult resident must contribute eight (8) hours of community service each month in the community in which the resident's public housing project is located, or participate in an economic self-sufficiency program for 8 hours each month, or combine the performance of community service and an economic self-sufficiency program for a total of 8 hours per month.

Community service is defined as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

MHA shall provide a notice to all residents of their rights and obligations under the community service requirement. This notice shall include a description of the service requirement, who is exempt, and how the exemption is verified. When a family member requests an exempt status, MHA will notify the family of its determination of who must perform community service hours and which member of the family has an exempt status, following receipt of the appropriate verifications.

Exempt adults are those individuals who are:

- 62 years of age or older, or
- have a documented disability and be unable to perform any type of community service which must be done, or
- engaged in work activities, or
- a student who is 18 years old, a senior in high school, and will graduate by their 19<sup>th</sup> birthday, or
- engaged in a full time educational program that is designed to assist the family member in securing employment at the end of the program, or

- participating in a welfare-to-work program, as verified by the welfare agency, or receiving assistance from, and are in compliance with, a state program funded under part A, Title IV of the Social Security Act.

Marin Housing will verify the status of all adult members of the household on an annual basis. MHA can change a resident's exemption status during the year, upon receipt of written verification of a change in circumstances.

MHA will maintain a list of the agencies that are willing to work with the residents under the community service program and will distribute that list to all eligible residents. The resident will be responsible for securing a volunteer placement with an acceptable agency and notifying MHA of that placement. MHA will make reasonable accommodations for disabled residents.

The community service must be volunteer service at the MHA or MHA authorized non-profit agencies that may include but are not limited to:

- Elderly/disabled services
- Local School
- Hospital
- Marin City Community Recovery Center
- Marin City Community Services District
- Marin City Learning Center
- Performing Stars of Marin
- Women Helping All People (WHAP)
- Youth Leadership Institute

The program manager of the Marin City family public housing complex shall organize and administer the community service program. MHA shall monitor the appropriateness of the service and the resident's participation. MHA must review family compliance with the service requirements annually and shall obtain verification of family compliance from a third party at the volunteer agency.

MHA shall insure that the conditions under which the resident's work are not hazardous or labor that should be performed by MHA's employees for essential maintenance and property services.

Non-compliance:

The lease shall specify that it shall be renewed automatically unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for nonrenewal of the lease at the end of the twelve-month lease term. Non-compliance will not be ground for termination of the lease during

the course of the twelve-month lease. Should a family member fail to comply with the community service requirement, the following actions will be taken:

- MHA will notice the tenant of the non-compliance; describe the non-compliance and state that MHA may not renew the lease,
- MHA will notify the head of the household of the non-compliance of a household member and indicate that the tenancy of the entire family could be terminated. It is the obligation of the head of household to ensure that the community service requirement is met by all eligible adult that reside in the unit,
- the non-compliant adult may, at the discretion of MHA, enter into an agreement with MHA to cure the noncompliance,
- both the non-compliant adult household member and the head of household must sign the non-compliance and cure agreement,
- the non-compliance must be cured by making up all needed hours within 12 months. The agreement requires an addition 8 hours of community service per month and does not eliminate the ongoing 8 hours community service requirement,
- if the non-compliant family member is not in the household, the family must provide written assurance, satisfactory to MHA, that the continuing non-compliant adult is no longer a part of the household; the non-compliant adult may not return to the household within a 12 month period, unless the family signs a non-compliance and cure agreement that insures that the non-compliant family member makes up the community service hours within 12 months after rejoining the family,
- the non-compliant family is entitled to a grievance under MHA's grievance procedures.

## **SECTION 8 HOMEOWNERSHIP ASSISTANCE PROGRAM**

Due to recent changes in federal legislation, it may be possible for Marin Housing to undertake a new and ambitious program to assist Section 8 and Public Housing clients to purchase their first home. The final regulations establishing the Section 8 Homeownership Assistance Program (25 CFR Parts 5, 903 and 982) will be effective October 12, 2000. These regulations open the door to MHA to establish the Section 8 Homeownership Assistance Program. However, reasonably priced homes is a scarce commodity in Marin County therefore, to develop a successful program will require careful preparation and implementation. Because of Marin Housing's strong commitment to developing housing opportunities for county residents, every effort will be made to develop and implement a successful Section 8 Homeownership Program.

### **Devising the Section 8 Homeownership Assistance Program**

The program will be designed to assist first time homebuyers who are Section 8 participants. They will be able to use their Voucher assistance payments to help with mortgage payments. This program will be open to Section 8 participants who are currently enrolled in the Family Self-Sufficiency Program, who have graduated from the Family-Self-Sufficiency Program within the last 3 years, and Public Housing residents, currently in the FFS program, who meet the requirement to transfer from the Public Housing program to the Section 8 program.

There are no new HUD funds available for the program. Funds have to come from those that were originally set aside for rental assistance payments. MHA must balance the funds diverted to the Section 8 Homeownership Assistance Program with sustaining a healthy stock of affordable rental housing. MHA believes that no more than one percent of the Agency's existing Vouchers should be diverted to the Section 8 Homeownership Assistance Program. This equated to the Agency's ability to assist 19 families in the purchase of their first home. This number could grow in future years if HUD provides additional funding for the Section 8 Rental Assistance Program.

### **Section 8 Homeownership Assistance Program Design and Criteria**

Fundamental to the successful design and implementation of this program are the following elements:

- Comprehensive and clear written policies for the Section 8 Homeownership Program. These policies must describe the following:
  - Requirements for participation in the program
  - Maximum times to locate and purchase a home
  - Policy for retaining the family rental voucher if the family cannot find suitable housing to purchase
  - Any requirements concerning qualification of lenders
  - Terms of financing
  - Financing affordability
  - Requirements for continuation of homeownership assistance
  - Amount of allowable homeownership expenses
  - Policy for payment of the housing assistance payments to the family or lender
  - A procedure for conducting inspection of the property, including housing quality inspection by MHA staff and an inspection by an independent, professional home inspector
  - The type of home ownership counseling established for the participants
  - Policies that prohibit more than one move by the family during any one-year period
  
- A list of qualified participating lenders must be established. These lenders must meet minimum FHA requirements in order to be considered for the program.
  
- The maximum term of the Section 8 Homeowner Assistance Program for each family must be finalized. HUD regulations impose a maximum term but may leave some latitude to the local agency. The final HUD regulations impose a restriction of 15 years if the mortgage is 20 years or longer or 10 years if the mortgage is less than 20 years. There is no limit on the term that the program can continue to assist Elderly or Disabled participants.
  
- A policy that addresses issues surrounding the purchase of a home outside of Marin County and how such a transaction would be processed may be established. Such a policy should encompass cooperative agreements with other local housing authorities to ensure a uniform method of handling out of county home purchases.

### Section 8 Homeownership Assistance Program Qualifying Criteria

Critical to the success of the program will be the Agency's ability to qualify participants in such a way to ensure their success. A HUD regulation impose some restrictions in this regard, but leaves others to be determined by the local agency. 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.

The minimum criteria should include:

- A minimum qualification standard that the participating family be in good standing with the section 8 program and meeting all the general requirements of the Agency's Section 8 Rental Assistance Program.
- The participating family must be currently enrolled in the Family Self-Sufficiency Program, graduated from the Family-Self-Sufficiency Program within the last 3 years, or be a Public Housing residents, currently in the Family Self-Sufficiency program, who meets the requirement to transfer from the Public Housing program to the Section 8 program.
- The participating family may freely choose whether to request consideration for the homeownership assistance after being accepted into the Family Self-Sufficiency Program and demonstrating at least 6 months successfully participation in that program. Residents of Public Housing who are participating in the Public Housing Family Self-Sufficiency Program or are graduates of FSS may take full advantage of the Section 8 Homeownership Assistance Program by utilizing the Agency's program transfer policies.
- 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 be able to verify the minimum cash down payment, which must be not less than 3% of the purchase price. The down payment cannot include Section 8 assistance money. The down payment can come from other local, state, or federal program funds as long a 1% of the purchase price come from the family's own funds.
- 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.

- 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. Marin Housing will direct the participant family to a homeownership-counseling program that will assist the family in credit history repair.
- 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.
- The participating family must successfully secure their own financing for the desired home from an approved lender. The terms and conditions of the loan must be in accordance with standard industry practices and offered by an FHA-qualified or approved lender. Nontraditional loans will not be considered for the purposes of this program.
- 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 holds shares and in which they will reside.
- The amount of the Section 8 Homeownership Assistance Payment will be determined in accordance with the 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.
- The participating family will under go an annual review to determine eligibility and the amount of any continuing assistance payments. The continued eligibility will be determined in accordance with the existing Section 8 Rental Assistance Program that is in effect at the time that the annual review is conducted.

#### Section 8 Homeownership Assistance Program Implementation and Timetable

*September – December 2000* - Assign staff to consult with lenders, other housing authorities, appropriate Marin Housing staff, appropriate County staff, and others as necessary in the preparation of a draft program plan. Enlist their suggestions as to program elements and enhancements that may be suitable.

*January – March 2001* – Draft key provisions of the new program. Meet with the Resident Advisory Board for review and input in March. Amend as necessary.

Create a preliminary document that can be used to later refine all program elements and requirements.

*April – June 2001* – Establish collaborations with surrounding housing authorities to work out the details of a homeownership transaction that occurs out of the county. Share the provisions of Marin Housing’s program with other agencies and collect information about surrounding programs. Incorporate elements into the draft plan.

*July – September 2001* – Refine the provisions of the plan, incorporating suggestions of other agencies, housing authorities, resident advisory board members, staff, and interested persons. 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.

*October 2001* - Begin implementation of the program.

# 1 Maximize Affordable Housing Options

<p><b><i>Fully Utilize Section 8 Voucher and Public Housing Programs</i></b></p>	<p>The Section 8 Housing Voucher Choice Program remains at 98% lease-up: 1853 households are being served.</p> <p>A Housing Search advocate position is in place to assist disabled persons, welfare-to-work clients and the hard to house.</p>
<p><b><i>Preserve Existing Affordable Housing Stock</i></b></p>	<p>100% of Section 8 units were inspected to meet quality standards.</p> <p>Major repairs to spalling concrete are underway in two buildings. However, unforeseen construction problems have delayed work.</p> <p>\$170,000 in CDBG funding was secured for the 2000-2001 residential rehabilitation program; 25 rehab loans were made to low-income homeowners.</p>
<p><b><i>Prevent Homelessness</i></b></p>	<p>MHA provided loans and security deposit guarantees to 90 families through the Rental Deposit Guarantee Program.</p> <p>Through the Rebate to Marin Renters program, shallow rent subsidies were provided to 83 elderly and disabled households.</p> <p>65 formerly-homeless mentally-ill individuals received supportive services through the Shelter Plus Care Program.</p> <p>In 1999, 305 new clients were added to the Section 8 program.</p> <p>107 persons with HIV/AIDS received HOPWA rental assistance.</p> <p>190 elderly/disabled clients received case management; 20 frail elderly received intensive services to prevent institutionalization.</p>
<p><b><i>Promote Homeownership Opportunities</i></b></p>	<p>Maintained portfolio of 282 Below Market Rate homes; 15 new first-time homebuyers were added in 1999.</p> <p>Provided technical assistance to 3 investors and/or developers.</p> <p>The Section 8 Homeownership program will be evaluated for implementation in 2001. The final federal regulations that will provide direction for the program are not yet available.</p> <p>An additional tax credit allocation was received from CDLAC in April, 2000.</p>
<p><b><i>Increase Access to Housing Opportunities by Increasing Tenant</i></b></p>	<p>The Family Self-Sufficiency Program provided services to 30 Marin City Public Housing residents and 115 Section 8 participants.</p>

<i>Incomes</i>	<p>10 new families started escrow accounts.</p> <p>Marin City FSS held a series of workshops on money management.</p>
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## 2 Enhance Services to Clients

<p><i>Demystify Services Through Enhanced Communication</i></p>	<p>The Housing Assistline responded to 5,720 calls and inquires.</p> <p>The Section 8 Voucher briefing packet has been updated to reflect new program changes. Staff provides search tips for clients.</p> <p>An Owner's Handbook is being developed as a reference guide for Section 8 Landlords. It will be completed by 10/31/00.</p> <p>976 Section 8 owners receive a monthly newsletter that provides program updates, interesting facts, and program successes.</p> <p>All Marin County local jurisdictions received a report on the housing services provided by Marin Housing in their respective jurisdictions.</p> <p>Five brochures have been updated -- 3 Home Ownership, a service providers' brochure, and a Section 8 brochure.</p> <p>MHA's ALMANAC was updated in March, 2000.</p> <p>The Section 8 and Public Housing Divisions have updated 10 letters that simplify and clarify information to program recipients.</p> <p>MHA has sponsored over 12 meetings with Marin City public housing residents through 8/00 on drug elimination issues, including 3 retreats, concrete repairs to the high-rises, and the MCRMC contract with MCF</p> <p>There have been two County-wide Senior/Disabled meetings through 8/00 that have provided residents with opportunity to discuss capital improvements, safety and security issues, maintenance issues and condition of the premises. A third meeting is planned for late fall.</p> <p>Each of the 5 senior/disabled complexes have monthly office hours.</p> <p>On October 28, 2000 a Section 8 meeting is scheduled with owners to discuss program issues and inspection protocol.</p>
<p><i>Implement, Monitor and Improve Client Feedback</i></p>	<p><b>Five surveys to obtain client feedback were implemented: Marin City maintenance service; cyclical painting; home rehab construction; new Section 8 landlords; and exiting Section 8 landlords.</b></p> <p>MHA meets monthly with the MCRMC/residents for informational exchange.</p> <p>PHDEP and HUD Resident Satisfaction Surveys are on schedule.</p> <p>MHA's central office and the Marin City Public Housing project have client suggestion boxes.</p>

***Enrich Employee Training in  
Support Customer Service  
Orientation***

A training session on customer service is scheduled in October 2000.

# 3 Continue to Build Collaborations

***Build Collaborations with Other Agencies, Local Jurisdictions and the Private Sector***

The new Section 8 Owner Liaison is regularly attending meetings of property owners to identify concerns, dispel myths about Section 8, and garner cooperation to maintain Section 8 housing resources.

With the engagement of the Housing Strategist funded by the County and MCF, MHA and the County Departments of Health & Human Services and Community Development have established an ongoing working relationship to develop an affordable housing strategy in Marin. A work plan has been presented to the Board of Supervisors.

MHA and the County Department of H&HS have together secured funding for 60 CalWorks families. Over 40 Welfare toWork Vouchers had been issued as of August 31, 2000 and ten families are housed.

The Public Housing Drug Elimination Program (PHDEP) collaborative convenes regularly, held 3 planning retreats and has developed strategies and goals for the years 2001 – 2002. Goals are on target.

MHA senior staff attend and play a leadership role in the Marin Continuum of Housing & Services meetings.

# 4 Streamline Procedures

***Streamline External Procedures***

A computer interface with Social Security Administration to secure income verification on line will be in place by November 2000.

Marin Housing is exploring ways to establish computer interfaces with the Sheriff's Department to secure criminal checks for applicants on line.

A committee has been established to explore the uses of computer technology to use e-mail to communicate with and transmit contract and amendment changes with owners and landlords, to establish a housing hotline, and bulletin board for clients.

***Streamline Internal Procedures and Systems***

A major reinvention of procedures and staffing in the Section 8 division is in progress.

The Section 8 waiting list opening was conducted through the mail, eliminating long lines and opening the application process in a new user-friendly manner. A new lottery system was introduced.

The Section 8 Administration and Public Housing Occupancy Policy were reviewed for compliance, and required only minor clarification changes.

	The Section 8 inspectors are using hand-held computers.
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## RESIDENT COMMENTS

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### **Resident Membership of the PHA Governing Board**

The Board of Commissioners of the Housing Authority of the County of Marin includes two residents of public housing – Jozette Justice of Marin City and Robert Gallimore of Golden Hinde public housing.

### **Membership of the Resident Advisory Board**

The Resident Advisory Board consists of six Section 8 participants and five public housing residents. The current constituency includes the following:

Rodney Craig	Section 8	Hattie Ross	Public Housing
Robert Gallimore	Public Housing	Sandra Scharzter	Section 8
Royce McLemore	Public Housing	Jennifer Schmicher	Section 8
Gloria Navarro	Public Housing	Faun Sheridan	Section 8
Anh Cao Nguyen	Section 8	Gracie Stover	Public Housing
Jeanette Rivera	Section 8		

### **Resident Comments**

*The Marin Housing Authority 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, are discussed below:*

### **GOALS AND OBJECTIVES**

- The Resident Advisory Board commented that Marin Housing might want to consider using one of the Fairfax Vest Pocket houses as a group home for persons with AIDS or disabled individuals. *No Change to Plan. It was explained that 1) the State of California Family Housing Demonstration Program prescribed the use of this property for small, single-parent families and senior/disabled individuals; and 2) that our experience with HIV/AIDS advocates in administering tenant-based assistance through the Housing Opportunities for Persons with AIDS Program indicated that it was preferable to emphasize the tenant-based assistance and was not considered desirable to group HIV/AIDS clients in a designated site.*
- Recommended that MHA target some of the Marin City public housing units for persons with AIDS. *The Committee was advised that 1) Marin City was a general occupancy project for families and that, in the development of resident selection*

*policies, it was decided not to prioritize one terminally-ill population to the exclusion of others; and 2) the advocates for HIV/AIDS individuals have consistently favored housing alternatives that do not clearly identify persons with this illness; and 3) the county's existing HOPWA program provides a unique housing option for persons with AIDS.*

- Recommended that at least one of the money management training sessions be held in the evening to accommodate working families. *Plan modified.*
- Recommended that MHA sponsor a general meeting for all Section 8 participants in Year 2001. *After discussion of the difficulties in arranging a meeting that could involve 1800 participant families, as well as concerns about what topics – if any – would be of value to a group that otherwise has no community in common, it was decided to undertake a Section 8 participant satisfaction survey as part of Subgoal 2.2 to Implement, Monitor and Improve Client Feedback Systems. This survey would be administered following each briefing session and annual re-exam, and the question as to whether participants would welcome and would attend a general meeting will be posed. Plan so modified.*
- Commented that the suggestions box be more visible and that the suggestions be kept confidential. *To be implemented. The use of suggestions and their confidential nature shall be clearly posted on the suggestion box. The Deputy Director will review suggestions monthly and recommend or take corrective action as applicable.*

## **NEEDS ASSESSMENT**

- Recommended that Marin use surveys to learn what County residents perceive as their needs. *No change to Plan. As part of application for federal homeless funding, however, the County must submit a Continuum of Care overview. This process involves consumer input through a series of focus groups. Similarly, the Community Development Block Grant and the Housing Element processes involve extensive mechanisms for community input.*
- Raised the possibility of using rent control in Marin County. *This is a local government issue.*
- Recommended that Marin Housing explore ways to increase the opportunities for homeless people to use transitional housing as a way to access permanent housing with Marin Housing. *The Plan accommodates this concern in two ways: 1) resident selection policies give preference points to graduates of transitional housing so*

*that the move to permanent affordable housing can be seamless; and indirectly 2) as part of our participation in the Marin Continuum of Housing and Services, we work with and support ongoing efforts to realize transitional housing, such as at Hamilton.*

### **ELIGIBILITY, SELECTION AND ADMISSIONS**

- Suggestion that MHA set aside some of the units in Marin City for use by young single individuals who are participating in drug treatment programs operated in Marin City. *MHA policies allow, under specific agreement, for re-housing persons who have successfully completed drug rehabilitation programs.*
- Suggestion that the Section 8 Briefing information include a list of other agencies that provide housing advocacy and that will work with participants to locate suitable housing under the program. *A list of advocates is included in the briefing packet.*

### **CAPITAL FUND PROGRAM**

- Recommended that Marin Housing return to the Marin Community Foundation (MCF) and Community Development Block Grant Program (CDBG) with requests for assistance with funding the concrete work at the Marin City high rise buildings. Wanted to pressure the Board to force the Marin Community Foundation to provide funding. *The Housing Authority is developing a financing plan to address full funding of work required to correct the spalling concrete problem. Because of the level of funding required, this plan will probably look to private or tax-exempt financing options, although assistance through MCF or the CDBG will not be precluded.*
- Concern was expressed that the Capital Fund expenditures for the Marin City concrete problem would have an adverse effect on other capital needs in the other public housing complexes. It was recommended that tenant representatives of the Elderly/Disabled complexes be advised of this possible negative impact. *The need to focus on the Marin City concrete repairs will limit MHA's ability to address other capital needs. All residents were advised of this in meetings, and through an annual status report provided to each resident in September 2000.*

### **SAFETY AND CRIME PREVENTION**

- A question was posed regarding applicability of the crime prevention plan to the Elderly/Disabled complexes. *No change in Plan. The One Strike Policy and its applicability to the elderly/disabled complexes was discussed. It was clarified that*

*this is applied evenly to all public housing residents, both in the family and in the elderly/disabled complexes. The rationale behind the policy was discussed and the consensus of the Board was that it should continue to be applied as set forth in the Plan.*

## **PET POLICY**

- Comment was made that the residents are very happy that Marin Housing has restricted the areas where pets can be when they are out in the common areas of the complexes.

## **COMMUNITY SERVICE REQUIREMENT**

- Recommended that Marin Housing research any liability to Marin Housing or to any collaborating agency or organization if residents are injured while performing volunteer service. *Currently being researched.*
- Commented that the Community Service Requirement should be as simple as possible for both the resident and Marin Housing. *Process to accommodate this suggestion.*
- Comment that the *resident* should be held responsible for finding and reporting the volunteer work required under the Community Service requirement. But after further discussion, it was recommended that Marin Housing have the *volunteer agency* monitor and report to Marin Housing that the resident has performed the work required under the Community Service program. *Regulations require third party verification; recommendation incorporated into Plan.*
- Comment that churches should be added to the list of service agencies where residents can perform community service. *Plan modified.*
- Comment that MHA needs to provide the resident with a list of places that accept resident volunteers. *Plan accommodates this recommendation.*
- Question as to the advisability of having community service volunteer agencies sign a waiver of liability and sign a MOU with Marin Housing. *In discussion and review.*
- Suggested that the Community Service Program be modeled after the court-mandated community service system. *Aspects of this process to be incorporated into Plan. Other models, such as high school required volunteer programs, also being explored.*

## **HOMEOWNERSHIP**

- Recommendation that Homeownership be included as a section in the Plan. *Done. Exclusion was an oversight.*
- Recommendation that a member of the Resident Advisory Board be included in the staff homeownership working committee to help shape the Section 8 Homeownership Program. *This suggestion to be implemented.*
- Recommendation that *graduates* of the Family Self-Sufficiency Program be eligible for consideration to participate in the Section 8 Homeownership Program. *This provision will be included in the Section 8 Homeownership Program.*
- Suggestion that participants be permitted to purchase homes in other counties. *This option will be reviewed in light of the HUD regulations and its feasibility discussed with the Resident Advisory Board at its March, 2001 meeting.*

## **OVERALL PLAN**

- Acknowledging the logistical problem of reporting on Year 2000 progress when the Year 2001 Agency Plan must be submitted to HUD in October of 2000 and the review process must begin in July of Year 2000, it was recommended that the reporting period used in the Agency Plan be from July 1<sup>st</sup> to June 30<sup>th</sup>. *Recommendation accepted.*
- Suggestion that the Resident Advisory Board (RAB) meet half way through the reporting year to discuss problems and/or changes that may be required. *Recommendation accepted. The RAB will be convened in March to review progress.*