

PHA Plans

5 Year Plan for Fiscal Years 2002 - 2006
Annual Plan for Fiscal Year 2002

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

October 23, 2001

Housing Authority of the County of Marin
Annual and 5-Year Agency Plan
2002 – 2006

TABLE OF CONTENTS

Agency Identification
Certifications

Title	Section	Pages
<hr/>		
5-Year Plan 2002 – 2006		
Mission Statement and Goals	1	1 - 6
<hr/>		
Annual Plan		
Executive Summary	2	7 - 52
<hr/>		
<u>Attachments:</u>		
Deconcentration Policy (ca052a02)	3	53
Capital Fund Program: 2001 Annual Statement (ca052b02) 5-Year Action Plan	4	55
Safety and Crime Prevention Public Housing Drug Elimination Plan Template (ca052d02)	5	57
Community Service Requirement (ca052e02)	6	68
Section 8 Homeownership Assistance Program (ca052f02)	7	72
Progress Report: Year 2001 Annual Plan Goals (ca052g02)	8	80
Comments of Resident Advisory Board (ca052h02)	9	83
Voluntary Conversion Initial Assessment (ca052i02)	10	87

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the County of Marin

PHA Number: CA052

PHA Fiscal Year Beginning: 01/01/2002

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 2002 - 2006
[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. 1st 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. 1st 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. 1st Year: Perform HQS on 99% of Section 8 and public housing units.
 - 5 Year: Repair spalling concrete at Marin City high-rise buildings. 1st 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. 1st 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. 1st 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. 1st Year: Provide loans and guarantees to 80 families.
- 5 Year: Provide shallow subsidies to a total of 150 elderly or disabled families through the Rebate for Marin Renters (RMR) Program. 1st 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 2006. 1st 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 2002-2006. 1st 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. 1st Year: Provide rental assistance to 85 individuals with HIV and AIDS in FY 2002.
- 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. 1st Year: Seek funding to continue the program and provide services to 150 tenants through the year 2006.

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. 1st 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. 1st 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.
1st 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.

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. 1st 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. 1st Year: Increase the number of new participants with an escrow account by ten.

PHA goal: Enhance Services to Clients, Business Partners and the Community at Large through delivery of efficient and responsive programs.
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. 1st Year: Respond to 5,000 Housing Assistline calls in FY 2002.

- 5 Year: Provide engaging and informative briefings to all new Section 8 Voucher holders. Anticipate 20 briefings per year with a total of 400 clients oriented each year.
- 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. 1st Year: During first 6 months of 2002, send an overview to each local jurisdiction summarizing MHA activity within the jurisdiction. (10 jurisdictions)
- 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. 1st 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. 1st 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. 1st 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 2002 – 2006. 1st Year: Design and implement two user-friendly surveys to obtain feedback from clients, including one for Section 8 participants querying desire for general meeting.

Subgoal 2.3: Streamline external procedures

- 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. 1st 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 2.4: Streamline internal procedures and systems

- 5 Year: In 2002 – 2006, 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. 1st 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. 1st Year: Review and update the Section 8 Administrative Plan and the Occupancy Policy by December 31, 2002.

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. 1st Year: Convene at least three meetings in FY 2002. 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 2002-2006.
- 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. 1st 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 work plan.
- 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. 1st 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 2002 to address planning and implementation issues. Plan for phase-out or transition of PHDEP given probable HUD termination of funding for this program.

- 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. 1st Year: Continue active participation in the Continuum. Represent MHA at 10 Housing Council meetings, 10 Service Committee meetings and 10 Board meetings during FY 2002 and host Continuum projects.

**Annual PHA Plan
PHA Fiscal Year 2002
[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 sub-goals 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) Develop Strategic Plan

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. Conversion of Public Housing to Tenant-Based Assistance

8. Homeownership
9. Community Service Programs
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, the MHA has included information regarding this program in its text attachments. Additional information not found in the Plan and its Attachments is on file and available at the offices of the MHA in accordance with the table located on page 2 of this Plan and in accordance with federal regulation.

The major challenges facing Marin County are:

- The continuing escalation of the cost of renting 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 demographics and the needs of tenants and program participants that increasingly extend beyond the need for shelter

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. Minor clarification changes were made pursuant to our 2001 review of the Section 8 Administrative Plan and the public housing Occupancy Policy. These included clarification of the interim reporting process, rent collection policy, work/study exemptions, and income wages with exemptions. In addition, the Community Service Requirements were incorporated into the low-rent Occupancy Policy after a tenant comment period and Board approval.

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. The Advisory Board's comments are 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 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. MHA operates Self-Sufficiency programs in both Section 8 and public housing and is exploring the feasibility of a Section 8 homeownership program in the year 2001.

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. The Pet Policy was submitted with the 2001 Agency Plan, has been approved by HUD and is on file with the Agency.

Financial constraints, staffing, technology constraints all continue to have an effect on the choices the MHA must make in order to fulfill its mission. PHDEP, 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. The potential loss of PHDEP resources and a considerable explosion in the cost of utilities forebodes a deficit public housing operation.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	7
ii. Table of Contents	10
1. Housing Needs	15
2. Financial Resources	25
3. Policies on Eligibility, Selection and Admissions	26
4. Rent Determination Policies	34
5. Operations and Management Policies	38
6. Grievance Procedures	39
7. Capital Improvement Needs	39
8. Demolition and Disposition	41
9. Designation of Housing	42
10. Conversion of Public Housing	43
11. Homeownership	44
12. Community Service Programs	46
13. Crime and Safety	48
14. Pets (Inactive for January 1 PHAs)	50
15. Civil Rights Certifications (included with PHA Plan Certifications)	50
16. Audit	50
17. Asset Management	50
18. Resident Advisory Board Comments and Resident Commissioner	51

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2001 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Resident Membership of the PHA Governing Board and Membership of the Resident Advisory Board (see Resident Comments)
- Voluntary Conversion Initial Assessments

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards
- Other (List below, providing each attachment name)
 - Community Service Requirement
 - Section 8 Homeownership
 - Progress Report: 2001 Annual Plan Goals

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 any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
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 <i>2/18/99 Quality Housing</i>	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<i>and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing 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
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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary) NONE	(specify as needed) NONE

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: 2000-2001
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

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: <i>Elderly/Disabled</i>			
	# of families	% of total families	Annual Turnover
Waiting list total	718		30 households
Extremely low income <=30% AMI	553*	77%	
Very low income (>30% but <=50% AMI)	165	23%	
Low income (>50% but <80% AMI)	0	0	
Other singles	N/A		
Elderly families	320	45%	
Families with Disabilities	528	59%	
White	430	60%	
Black	273	33%	
Hispanic	23	3%	
American Indian	9	2%	
Asian/Pacific Is.	31	2%	
Other	0		
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	612	85%	
1BR	43	15%	
2 BR	0		
3 BR	0		
4 BR	0		
5 BR	0		
5+ BR	0		

Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 6 months (5/01/01)

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

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

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

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: Marin City Family Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	416		14 households
Extremely low income <=30% AMI	320*	77%	
Very low income (>30% but <=50% AMI)	96*	23%	
Low income (>50% but <80% AMI)	0	0	
Families with children	399	96%	
Elderly families	21	5%	
Families with Disabilities	73	18	
Singles	15	4%	
White	75	18%	
Black	287	69%	
Hispanic	42	10%	
American In.	6	0%	
Asian/Pacific Is.	12	3%	
Other	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0%	
1BR	16	4%	
2 BR	242	58%	
3 BR	157	38%	
4 BR	0	<1%	
5 BR	0	0%	
5+ BR	0	0%	

Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 6 months (5/01/01)

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

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

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

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	1,975		305 households
Extremely low income <=30% AMI	1,521*	77%	
Very low income (>30% but <=50% AMI)	454	23%	
Low income (>50% but <80% AMI)	0	0	
Families with children	1,124	57%	
Elderly families	165	8%	
Families with Disabilities	397	20%	
Other: Singles	289	15%	
White	1,046	53%	
Black	572	29%	
Hispanic	237	12%	
American In.	19	<1%	
Asian/Pacific Is.	101	5%	
Other	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 19 months (4/05/00)

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

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

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

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

C. Strategy for Addressing Needs

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

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed-finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below) **See Goals**

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

See Section on Goals

(2) Reasons for Selecting Strategies

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

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

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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$ (estimate)	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	1,200,000	
b) Public Housing Capital Fund	593,232	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	20,800,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	110,000*	
g) Resident Opportunity and Self-Sufficiency Grants	100,000	
h) Community Development Block Grant	16,000	Section 8 Housing Advocacy
i) HOME	0	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	1,240,000	
4. Other income (list below)		
Interest and Investments	45,000	
Excess Utilities	15,000	
5. Non-federal sources (list below)		
Total resources	24,119,232	

*Residual of 2000 grant; no 2002 grant anticipated

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)
- b.
- 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) Two lists: General Occupancy (family) and Senior/Disabled
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
- PHA development site management office
- 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? None
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)

(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

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

b. Transfer policies:

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

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

As part of the MHA's deconcentration plan

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

Graduates of Transitional Housing program (3)

3. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

- At an annual reexamination and lease renewal

- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing (Also see Attachments)

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site-based waiting lists
If selected, list targeted developments below:
 - Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments.
If selected, list targeted developments below:
 - Employing new admission preferences at targeted developments. If selected, list targeted developments below:
 - Other (list policies and developments targeted below)
Changes to the MHA transfer policy
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d. was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
 - Actions to improve the marketability of certain developments
 - Adoption or adjustment of ceiling rents for certain developments
 - Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
 - Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts—**MHA has only one family complex. MHA will allow transfers between public housing and Section 8 to achieve goals.**
 - List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
 - List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source) ***MHA is currently seeking an agreement with the FBI for criminal record information***
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
Non-payment of rent, damages and record of tenancy

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
 - Other (list below)

(3) Search Time

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

If yes, state circumstances below:

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

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

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

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

the MHA uses the federally-required exemptions

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No – Ceiling Rents no longer applicable – See Flat Rents

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)
- 95th 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

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

The MHA uses the federally required hardship exemptions

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

Not Applicable to MHA, HIGH PERFORMING PHA

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

C. Management and Maintenance Policies

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

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

N/A, MHA is a HIGH PERFORMING PHA

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-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 Fund Program

-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.)

Demolition/Disposition Activity Description	
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.

Designation of Public Housing Activity Description	
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.

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

<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)
--

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

See attachment in Section 10 – Voluntary Conversion

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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
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 (I)]

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 Requirement

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 social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/ random selection / specific criteria / other)	Access (development office / PHA main office / other provider name)	Eligibility (Public housing or Section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- 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)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

2. What information or data did the PHA 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)

2. 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 2002 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)]

The Pet Policy was included in the 2000 and the 2001 Plans, has been approved by HUD, and is on file at MHA offices.

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? ____
- 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 selection 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 as well as a match for the Public Housing Drug Elimination Program.

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.

DECONCENTRATION

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

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows: Not applicable.

CAPITAL FUND PROGRAM

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 2002 that, through inclusion in this Agency Plan, represents our application to HUD for 2002 Capital Funds.

Based on last year's allocation, Marin Housing Authority has a formula grant of \$1,355,067 per year. However, as of this writing it is anticipated that Congress will reduce the Capital Fund by 25% for FFY 2002. Thus, our anticipated level of funding for 2002, projected over the next five years (2002-2006) is \$1,016,300 per year.

This allocation will be further reduced through year 2012 by our having to repay HUD 25% of our annual allocation for three emergency loans that we will have received toward the completion of four of eight buildings requiring concrete repairs in Marin City. The repayments through year 2006 are projected as follows:

FFY	Loan #1 (\$606,254)	Loan #2 (\$815,000)	Loan #3 (\$1,500,000)*	Total Loan Repayments	Total MHA Grant Remaining
2002	\$151,564	\$102,511	0	\$254,075	\$762,225**
2003	151,562	102,513	0	\$254,075	\$762,225**
2004	0	203,750	50,325	\$254,075	\$762,225**
2005	0	203,750	50,325	\$254,075	\$762,225**
2006	0	202,476	51,599	\$254,075	\$762,225**

* Marin Housing Authority has not yet received this loan but it is anticipated during FFY 2002.

** Each year after repayments

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 has had and 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, MHA requested an additional \$2 million from HUD and, in response, HUD provided \$1.4 million for this problem from its Reserve for Disasters and Emergencies. 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. In March of 2001, during the course of construction, additional deterioration was uncovered that has further escalated costs. We can complete buildings 49 and 59 Cole with funds on hand (completion target is December 2001), but will require an additional \$1.5 million to execute a change order to complete buildings 69 and 79. We have committed almost \$6 million from our Capital Fund allocations from 1996 through 2001, including the \$1.4 million HUD loan. We will be forced to abandon and board up these two public housing buildings (42 low-income units in a County with less than 1% vacancy rate) because we are \$1.5 million short of immediate construction funds to complete repairs of this latent defect.

We have requested that HUD provide funding so that these buildings can be preserved. In late August 2001, HUD responded that it would consider our request for \$1.5 million in emergency loan funds if MHA would meet certain conditions. Those conditions were basically certifying that MHA would not request any additional emergency funds to complete the repairs. The MHA Board approved the requested information and certifications on October 2 and the formal emergency loan request was made to HUD on October 3.

The 2002 Capital Fund Annual Statement presented here reflects the payback of previous HUD loans and assumes a 25% national funding cut in the Capital Fund Allocation, as well as an additional HUD emergency loan necessary for \$1.5 million which we anticipate receiving during FFY 2002.

HUD Forms

Capital Fund Annual Statement: 2002

Capital Fund Five Year Action Plan: 2002-2006

Annual Statement/Performance and Evaluation Reports:

1. Comp Grant CA39P052707 (1998)
2. Comp Grant CA39P052708 (1999)
3. Capital Fund CA 39P05250100 (2000)
4. Capital Fund CA39 P05250200 (2000)
5. Capital Fund CA 39P05250101 (2001)

SAFETY AND CRIME PREVENTION

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

The Marin Housing Authority, in concert with the residents of Marin City public housing and the Marin Housing Authority Resident Advisory Board, has publicly expressed its concern about the possibility that the Public Housing Drug Elimination Program may not be funded in FFY 2002. This would significantly erode and set back progress in the community. Our program has reduced crime, provided healthy and constructive alternatives to drugs for youth, enhanced self-esteem, provided crisis intervention to individuals abusing drugs or in recovery, and raised the community consciousness and provided education about the deleterious effects of drugs. It has leveraged over eight times its federal contribution with local resources. This section is premised on the assumption that our program will continue and an application for 2002 funds is included as well as further narrative on the success of the program. Our challenge, if not funded, is to develop a transition plan that will not reverse the positive results that so many persons and agencies have struggled to achieve.

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 involves 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. In addition, the Agency continues to fund toward community-policing efforts with the *Sheriff Department's Special Patrol*, involving community representatives in strategy planning sessions. 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 sponsored through the *Marin City Community Recovery Center*.

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, job training and employment counseling services provided in conjunction with *Women Helping All People*. The Agency also supports funding for *Performing Stars of Marin*, a much-heralded youth program designed to offer music and performing arts skills for children who would otherwise be at risk. 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.

There is a general feeling among residents that Marin City public housing is not an unsafe environment, although some residents recognize that drug activity still exists. Over 80% of the residents responded to the 2000 Public Housing Drug Elimination Resident Survey. Eighty-seven percent (87%) of respondents answered that they felt safe alone in their homes at night; 81% said they felt safe out alone at night walking in their neighborhood, and 88% felt safe walking out alone during the day. The residents were asked, "compared to a year ago, is there less, about the same, or more: crime, vandalism/graffiti, groups hanging out, concealed drug dealing open-air drug dealing, drug use by residents, and young people controlling the building or area?" Interestingly, a third of the residents felt that crime and vandalism/graffiti has "not been a problem", and nearly half of the resident, 45%, felt that young people controlling the building or area "has not been a problem". A higher percentage of residents believed there to be less crime and vandalism rather than more crime and vandalism in 2000, compared to the previous year. For example, according to the survey results, 22% of residents felt there was less vandalism in 2000, compared to the previous year, whereas 9% felt there was more vandalism.

Senior/Disabled Public Housing Sites

The Agency's stock of Senior/Disabled Public Housing consists of five small complexes located in scattered suburban areas of Marin County. These are 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 sites, including the Senior/Disabled complexes. Enforcement of this policy is supported by procedures for rigorously screening all applicants, investigating all drug-related or violent incidents and consistently evicting residents who engage in drug-related activities and violent crimes. Violent crimes remain virtually nonexistent at all Senior/Disabled sites. The safety and security of residents at these complexes remains excellent.

As in the case of our family housing, all Senior/Disabled housing applicants are thoroughly screened, a process that includes examining landlord references, researching criminal records and face-to-face interviews with staff. In addition, the Agency participates in 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 *Novato Police Department*, the *Marin County Sheriff's Department*, the *San Rafael Police Department*. Marin Housing routinely provides these agencies with lists of residents so that any inquires or suspected criminal activity that involves a resident is quickly reported for action. As in past years, lines of communication and cooperation between Marin Housing and local law enforcement agencies remain open and strong.

With the small size of the Senior/Disabled complexes, and the close cooperation with local agencies that has been in place for many years, security concerns are addressed rapidly and effectively. Marin Housing continues to monitor these issues on an ongoing basis through monthly site meetings and quarterly countywide meetings, which provide a forum 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 of the Senior/Disabled complexes 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
Housing 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 \$ 122,846
- B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X _____
- C. FFY in which funding is requested 2002
- 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 with in 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	0		Closed
FY 1999	111,260* *Incl \$1290 Gun Buy-Back	CA 39DEP0520199	19,874*		12/31/2001
FY 2000	114,612	CA 39DEP0520100	67,521*		07/13/2002
FY 2001	122,846	CA 39DEP0520101	122,846		005/15/03

* **1999 grant:** 94% obligated; 82% expended
2000 grant: 67% obligated as of 08/01/2001

Section 2: PHDEP Plan Goals and Budget

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.

Contingent upon the availability of HUD funding, 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.

FY_2002_ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	26,000
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	64,500
9170 - Drug Intervention	19,346
9180 - Drug Treatment	
9190 - Other Program Costs	13,000
TOTAL PHDEP FUNDING	122,846

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.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$ 26,000		
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	12/04	26,000	81,000 (County)	Reduce narcotics crime by 3%; Maintain visible police presence
2.							

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

9130 - Employment of Investigators					Total PHDEP Funding: \$ 00.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							

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

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

9160 - Drug Prevention					Total PHDEP Funding: \$ 64,500		
Goal(s) Reduce the demand for drugs							
Objectives 1. Continue Children's Computer Learning Center and Afterschool Safehouse 2. Continue Adult/Teen Computer and Multimedia education (coordinated with Welfare to Work) 3. Provide classes in the performing arts and music to improve self-esteem 4. Spons or recreational and socialization activities for youth 5. Sponsor recreational and socialization activities for families and adults 6. Promote resident empowerment through the Block Captain System							
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	1/2003	03/2004	16,000	44,200 Cowell F MCF In-kind	Average 40 children attend per month
2. Adult Computer and Multimedia Program	90	Adults and teens 17+	1/2003	03/2004	9,500	58,300 MCF Private ROP	Average 15 participants per month

3. Performing Arts Classes	576	Children ages 3 - 12	1/2003	03/2004	7,500	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	1/2003	03/2004	11,000 15,500	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	5,000	15,000 MCF	Active Blocks; two meetings or training sessions/month

9170 - Drug Intervention					Total PHDEP Funding: \$ 19,346		
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	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Support in Recovery: Educational and group counseling	50	Adults	1/2003	12/2004	19,346	135,740 DOJ, MediCal BASN In-kind	10% of residents maintain sobriety for 1 year
2. Individual Counseling	50	Adults	1/2003	12/2004	Included in above	Same as above	10% to complete treatment goals and maintain sobriety 9 mos+

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

9190 - Other Program Costs					Total PHDEP Funds: \$ 13,000		
Goal(s)	Assure activities are carried out according to budget and work plan 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	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Conduct resident survey			7/2003	9/2004	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			7/2002	7/2004	4,260	0	Adhere to HUD reporting requirements
3. Facilitated meeting for evaluation and planning			9/2003	11/2004	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, 2003)

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
9110	<i>Activity 1</i>	6,500	<i>Activity 1</i>	13,000
9120				
9130				
9140				
9150				
9160	<i>Activities 1-5</i>	16,125	<i>Activities 1-5</i>	32,250
9170	<i>Activities 1-2</i>	4,837	<i>Activities 1-2</i>	9,673
9180				
9190	<i>Activities 1-4</i>	3,250	<i>Activities 1-4</i>	6,500
TOTAL		\$ 30,712		\$ 61,423

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

COMMUNITY SERVICE REQUIREMENT

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. On November 14, 2000, the Housing Authority Board of Commissioners adopted the Community Service portion of Marin Housing's Occupancy Policy for Public Housing.

COMMUNITY SERVICE POLICY

INTRODUCTION

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities establish a Community Service Program. This section discusses how Marin Housing will comply with the community service requirement for its public housing.

A. GENERAL STATEMENT

All public housing residents who do not qualify for an exempt status must perform 8 hours of community service each month within the community in which the public housing project is located. This requirement is mandated by HUD and is incorporated into the public housing lease that each adult household member signs. The community service requirement is effective January 1, 2001.

B. DEFINITION OF COMMUNITY SERVICE

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.

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.

C. GENERAL REQUIREMENTS

Service requirements. Except for any family member who is an exempt individual, each adult resident of public housing must:

- Contribute 8 hours per month of community service; or
- Participate in an economic self-sufficiency program for 8 hours per month, or
- Perform 8 hours per month of combined activities.

D. EXEMPT ADULTS

Exempt adults are those individuals who are:

- 62 years of age or older, or
- disabled and 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 19th 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.

E. PROGRAM REQUIREMENTS

1. Marin Housing must 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.
2. 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.
3. 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.
4. The resident will be responsible for securing a volunteer placement with an acceptable agency and notifying MHA of that placement.
5. MHA will make reasonable accommodations for disabled residents.
6. The community service must be volunteer service at the MHA or MHA authorized non-profit agencies.
7. The program manager of the Marin City family public housing complex shall organize and administer the community service program.
8. MHA shall monitor the appropriateness of the service and the resident's participation.

9. 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.
10. MHA shall insure that the conditions under which the residents work are not hazardous,
11. In implementing the service requirement MHA may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by MHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

F. 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 non-renewal of the lease at the end of the twelve-month lease term. Non-compliance will not be grounds 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:

1. MHA will notice the tenant of the non-compliance, describe the non-compliance, and state that MHA may not renew the lease,
2. 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 adults that reside in the unit,
3. the non-compliant adult may, at the discretion of MHA, enter into an agreement with MHA to cure the noncompliance,
4. both the non-compliant adult household member and the head of household must sign the non-compliance and cure agreement,
5. the non-compliance must be cured by making up all needed hours within 12 months. The agreement requires an additional 8 hours of community service per month and does not eliminate the ongoing 8 hours community service requirement,
6. 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,

7. the non-compliant family is entitled to a grievance under MHA's grievance procedures.
8. if the resident fails to complete the community service hours as specified in the agreement the Program Manager will serve the family with a 30-Day Notice to Quit and proceed to evict the family.

SECTION 8 HOME OWNERSHIP ASSISTANCE PROGRAM

Marin County has operated home ownership programs, including the Rehabilitation Loan and Below Market Rate Sales Programs, for many years. Because of Marin Housing's strong commitment to developing housing opportunities, MHA has been investigating the reality of operating a Section 8 homeownership program in this county. In order for the program to have a chance of success it requires careful preparation and implementation. The policy for the operation of this program is in draft form and may require some additional modification following meeting with lenders. It is anticipated that the policy will be ready to take to the Board of Commissioners in November 2001 and be implemented in early 2002. Below is the current working draft of the Section 8 Home Ownership Program that would be incorporated as Chapter 22 of the Section 8 Administration Plan.

DRAFT

CHAPTER 22 *(SECTION 8 ADMINISTRATION PLAN)*

SECTION 8 HOME OWNERSHIP

INTRODUCTION

The Section 8 Home Ownership Program of the Housing Authority of the County of Marin (MHA) permits eligible participants who are in the Section 8 Housing Choice Voucher Program the option of purchasing a home with their Section 8 assistance rather than renting. The home ownership option is limited to five completed transactions in any calendar year. This limit does not apply to disabled families. If applications exceed the five transactions per year, participants in the Family Self-Sufficiency (FSS) program shall receive a priority for participation in the home ownership program.

Eligible applicants for the Section 8 home ownership program must have been on the program for one full year. They may not owe MHA or any other Housing Authority any money. They must have an annual income (plus housing assistance payments) that is three times the purchase price of the house or meet the criteria of a lender. They must also meet all other eligibility criteria set forth in this chapter.

Section 8 home ownership assistance may be used to purchase the following type of homes: new or existing single-family units, condominiums, planned use developments, cooperatives, live/work units, mobile homes or manufactured homes. MHA will permit portability of the Section 8 home ownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 home ownership program for which the Section 8 home ownership applicant qualifies.

FAMILY ELIGIBILITY REQUIREMENTS

Participation in the Section 8 home ownership program is voluntary. Each participant must:

1. have met the general requirements for admission to the Section 8 Housing Choice Voucher Program and
2. be in good standing within the Section 8 housing choice voucher program, and
3. have fully repaid any outstanding debt owed to MHA or any other Housing Authority, and
4. have been on the Section 8 housing choice voucher program for one year, and
5. be a first-time homeowner or have a member of the household who is a person with disabilities, and
6. meet the requisite employment criteria, with the exception of elderly and disabled households, and
7. not defaulted on a mortgage securing debt to purchase a home under any home ownership option, and
8. not have any member of the household who has a present ownership interest in a residence at the commencement of the ownership assistance.

CLARIFICATION OF ELIGIBILITY REQUIREMENTS

First time homeowner – A first-time homeowner means that no member of the household has had an ownership interest in any residence during the three years preceding commencement of home ownership assistance. However, a single parent who, while married, owned a home with a prior spouse is considered a first-time homeowner for purposes of the Section 8 home ownership program. The right to purchase title to a residence under a lease-purchase agreement is not considered an ownership interest.

Minimum income requirement – At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or other adult household members who will own the home must have a gross annual income at the time of the application of twice the current payment standard for the Voucher that they hold, or locate a lender that will approve a loan for the family that does not meet this requirement. With the exception of elderly and disabled families, welfare assistance income will be disregarded. Types of income that are accepted are:

SSI
TANF
General Assistance
Other welfare assistance specified by HUD

Employment History – With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at the commencement of home ownership assistance is

employed full-time (an average of not less than 30 hours per week) and has been so continuously employed for one year prior to execution of the sales agreement.

Completion of Initial Lease Term – A period of not less than 12 months continual eligibility under the Section 8 Program must have been completed. Applicants for Section 8 and new participants are not eligible to apply for nor participate in the Section 8 home ownership program.

Repayment of any Housing Authority Debt – Participants in the Section 8 housing choice voucher program shall be ineligible for participation in the Section 8 home ownership program if any debt or portion of a debt remains owned to MHA or any other Housing Authority.

Additional Eligibility Factors

Elderly and Disabled Households – are exempt from the employment requirement. In the case of an elderly or disabled household MHA will consider income from all sources, including welfare assistance in evaluating whether the household meets the minimum income required to purchase a home through the Section 8 home ownership program.

Preference for Participation in FSS Program – applicants for the Section 8 home ownership program are not required to participate in the MHA's FSS program. However, in the event the applications for ownership assistance exceed 2% of MHA's total voucher program in any fiscal year, FSS participation shall have a preference. Have 10% of the purchase price of the home available for payment of the down payment and closing costs and insurance.

FAMILY PARTICIPATION REQUIREMENTS

Once a family is determined to be eligible to participate in the Section 8 home ownership program, they must comply with the following requirement:

Home Ownership Counseling Program.- A family's participation is conditioned on the family attending and successfully completing a home ownership and housing counseling program approved by MHA prior to the beginning of the home ownership assistance.

Home Ownership Eligibility Interview - Prior to the actual purchase of the home, the family must meet with MHA staff for an interview. This interview will consist of a review of the financial ability of the family to purchase a home. This will include proof of the ability to secure 10% of the expected purchase price of the home which will be used for the down payment and closing costs of the home. The family will receive an approved price guideline for the location of a home. (See attachment C)

LOCATING A HOME

Upon approval by MHA that the family is eligible for the Homeownership Program, they will have 180 days to locate a home to purchase. A home shall be considered purchased once a family submits a proposed sales agreement with the requisite components to MHA. For good cause, MHA may extend the time limit for the family to locate a home in additional 30-day increments.

If a participant family is unable to locate a home within the time approved by MHA, their Section 8 rental assistance through the Section 8 housing choice voucher program will continue on a rental unit.

TYPE OF ELIGIBLE HOME

- A new or existing home
- A single-family home
- A condominium
- A home in a planned use development
- A cooperative
- A loft
- A live/work unit
- A manufactured home
- Townhouse
- Mobile Home & Pad

The home must already exist or be under construction and scheduled for completion prior to the expiration of the 180 day search time.

PURCHASING A HOME OUTSIDE OF MHA'S JURISDICTION

The family may purchase a home in a jurisdiction other than MHA's provided the receiving jurisdiction operates a Section 8 home ownership program and that the family meets the qualification for participation in the receiving jurisdiction's Section 8 home ownership program.

PURCHASING A HOME

Once a home is located and a sales agreement is approved by MHA and signed by the family, the family shall have up to three months to finalize the purchase of the home. In the case of a documented hardship the family may request an extension of this requirement.

If the family is unable to purchase the home, the family shall continue their participation on the Section 8 housing choice voucher program. The family may not apply for the Section 8 home ownership program until they have completed an additional year of participation in the voucher program as determined from the date of the next annual reexamination of eligibility.

LEASE-PURCHASE

A family may enter into a lease-purchase agreement while receiving assistance under the Section 8 housing choice voucher program. All requirements of the Section 8 housing choice voucher program apply to the lease-purchase agreement, except that the family may pay an extra amount out of pocket to the owner for a home ownership premium. A home ownership premium is defined as an increment of value attributable to the value of the lease-purchase right or agreement.

SALES AGREEMENT

As long as the purchase price of the home is within the guidelines that the family received at their eligibility interview, they do not need prior approval of the financing terms. The family must be provided a copy of these terms to MHA. The sales agreement must provide for the following:

- Inspections by MHA and must state that the purchaser is not obligated to purchase unless this inspection is completed to the satisfaction of MHA.
- That the purchaser is not obligated to pay for any necessary repairs without approval by MHA.
- That the purchaser is not obligated to purchase if the mortgage financing terms are not approved by MHA.
- Contain a seller certification that the seller is not debarred, suspended or subject to a limited denial of participation under 24 CFR part 24.

INDEPENDENT INITIAL INSPECTION

To assure the home complies with the housing quality standards of the Section 8 program, home ownership payments may not begin until MHA first inspects the home.

An independent inspection of existing homes covering major building systems also must be completed by a professional selected by the family and approved by MHA. MHA does not pay for the independent inspection. The independent inspection report must be provided to MHA who may disapprove the unit due to information contained in the report or for failure to meet federal housing quality standards.

FINANCING REQUIREMENTS

The proposed financing terms must be submitted to and approved by MHA prior to close of escrow. MHA shall determine the affordability of the family's proposed financing. In making such a determination MHA will take into account the following:

- Other family expenses
- Certain types of financing
- Seller-financing mortgages will be considered on a case by case basis,
- Loan must be FHA-insured or the terms consistent with HUD/FHA,

COMPLIANCE WITH FAMILY OBLIGATIONS

The family must agree, in writing, to comply with all family obligations under the Section 8 program and the MHA home ownership policies. These obligations include:

- Attending ongoing home ownership counseling, as required,
- Complying with the mortgage terms,
- Not selling or transferring the home to anyone other than a member of the assisted family who resides in the home,
- Not refinancing or adding debt secured by the home without the prior approval of MHA,
- Not obtaining a present ownership interest in another residence while receiving home ownership assistance,
- Supplying all required information to MHA,
- The family may not sublease the home,
- If the family composition changes they must notify MHA within 10 days.

In addition to the above the family must sign the Section 8 Home Ownership Obligations form. (See Attachment _____)

AMOUNT OF ASSISTANCE

The amount of the monthly assistance payment will be based on:

1. The monthly homeownership expense – which includes:
 - a. principal and interest on the initial mortgage and any mortgage insurance premium incurred to finance the purchase and any refinancing of such debt,
 - b. real estate taxes and public assessments,
 - c. homeowner's insurance,
 - d. approved major maintenance expenses,
 - e. approved cost of major repairs and replacements,
 - f. utility allowance,
 - g. principal and interest on mortgage debt incurred to finance major repairs,
 - h. approved major replacements or improvements for home including changes needed to make the home accessible,
 - i. homeowner association dues,
2. Determining the payment standard – the voucher payment standard is the fixed amount the MHA establishes as the “fair market” rent for a unit of a particular size. In the home ownership program, the initial payment standard will be the lower of either the payment standard for which the family is eligible based on family size, or the payment standard which is applicable to the size of the home the family wishes to purchase.
3. The payment standard for subsequent years will be based on the higher of the payment standard in effect at commencement of the home ownership

assistance or the payment standard in effect at the most recent regular reexamination of the family's size and income.

The initial payment standard shall not be adjusted even if there is a subsequent decrease in family size.

MHA will request HUD approval of a higher payment standard, up to 120% of the published fair market rent limit, where warranted as a reasonable accommodation for a family that includes a person with disability.

4. Determining the Total Family Contribution - Total Family Contribution (TFC) is that portion of the home ownership expense that the family must pay. It is generally 30% of the family's adjusted income, plus any gap between the payment standard and the actual housing cost. All family income including public assistance will be counted to determine the family's adjusted monthly income for purposes of determining the amount of assistance.

PAYMENT OF THE HAP TO THE FAMILY OR LENDER

MHA will provide the lender with notice of the amount of the housing assistance payment prior to close of escrow and will pay the contribution directly to the family, unless otherwise required by the lender. The family will be responsible to submit the entire mortgage payment to the lender unless the lender and the participant provide a written agreement to MHA that requests that the payment be made directly to the lender.

TERMINATION OF SECTION 8 HOME OWNERSHIP ASSISTANCE

1. Grounds for termination of Home Ownership assistance include:
 - a. Failure to comply with family obligations under the Section 8 Housing Choice Voucher Program or MHA's Home Ownership Policies .
 - b. The family defaults on the mortgage.
 - c. The family moves out of the home.
 - d. The family assistance payment is determined to be \$0.00 for a period of six (6) consecutive months.
 - e. The Maximum term of the Home Ownership assistance expires,
 - Family may receive assistance for a maximum of ten (10) years unless the term of the loan is twenty (20) years or more, then the term of assistance is fifteen (15) years from the date the escrow closes.
 - These maximum terms do not apply to disabled and elderly families.
2. Procedure for termination of Home Ownership Assistance – shall be the same as those set forth for tenancies, as set for in Chapter 19 of this Plan.

RECAPTURE OF HOME OWNERSHIP ASSISTANCE PAYMENTS

In certain circumstances the home ownership assistance payments provided to the family are subject to total or partial recapture upon the sale or refinancing of the home. Sales proceeds that are used by the family to purchase a new home with Section 8 home ownership assistance are not subject to recapture. Families that refinance to take advantage of better terms are not subject to recapture. Only cash-out proceeds from refinancing and sales proceeds not used to purchase a new home with Section 8 home ownership assistance are subject to recapture. Further, the amount of the home ownership assistance subject to recapture shall be reduced in annual increments of 10% beginning one year from the purchase date. At the end of 10 years the amount of home ownership assistance, or make repairs or improvements, subject to recapture will be zero.

CONTINUED PARTICIPATION IN SECTION 8 HOUSING CHOICE VOUCHER PROGRAM.

If the family defaults on a FHA – insured mortgage MHA may permit the family to move with continued Section 8 housing choice rental assistance if the family demonstrates that it has conveyed title to the home to HUD or its designee, and moved from the home within a period established or approved by HUD.

If the family defaults on a non-FHA-insured mortgage – MHA may permit the family to move with continued Section 8 housing choice rental assistance if the family demonstrates that it has conveyed title to the home to the lender, or to MHA and moved from the home within the period established or approved by the lender and /or MHA.

MHA ADMINISTRATIVE FEE

For each month that home ownership assistance is paid by MHA on behalf of the family, MHA shall be paid the ongoing administrative fee described in 24 CFR § 982.152(b).

WAIVER OR MODIFICATION OF HOME OWNERSHIP POLICIES

The Executive Director of MHA shall have the discretion to waive or modify any provision of the Section 8 home ownership program or policies not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives.

1 Maximize Affordable Housing Options

Fully Utilize Section 8 Voucher and Public Housing Programs	The Section 8 Housing Voucher Choice Program is at 100% lease-up.
Preserve Existing Affordable Housing Stock	<p>100% of Section 8 units were inspected to meet quality standards.</p> <p>Marin City Concrete Work – additional deterioration was uncovered in the course of the rehabilitation work. This has escalated costs and may make it impossible to complete the targeted four buildings. The first two buildings will be completed in September 2001 and residents relocated. The agency and Resident Advisory Board are proactively seeking funds for the \$1.5 million shortfall to complete buildings 69 and 79.</p> <p>\$169,750 in CDBG funding was secured for the 2001-2002 residential rehabilitation program.</p>
Prevent Homelessness	<p>MHA provided loans and security deposit guarantees to 42 families through the Rental Deposit Guarantee Program. (1/01/01-6/30/01)</p> <p>Through the Rebate to Marin Renters program, shallow rent subsidies were provided to 61 elderly and disabled households.</p> <p>78 formerly homeless mentally ill individuals received supportive services through the Shelter Plus Care Program.</p> <p>Section 8 housing assistance was provided to 92 new households from 1/1/01 through 6/30/01.</p> <p>88 persons with HIV/AIDS received HOPWA rental assistance.</p>
Promote Homeownership Opportunities	<p>Maintained portfolio of 282 Below Market Rate homes; 12 new first-time homebuyers were added in 2001.</p> <p>Provided technical assistance to 2 investors and/or developers.</p> <p>The Section 8 Homeownership Program's policy is presented in draft form and is expected to go to the Board of Commissioners for approval in October with anticipated implementation date of 1/1/02.</p> <p>An additional tax credit allocation was received from CDLAC in April 2001.</p>
Increase Access to Housing Opportunities by Increasing Tenant Incomes	<p>The Family Self-Sufficiency Program (and Fatherhood Program) provided services to 44 Marin City Public Housing residents and 127 Section 8 participants.</p> <p>10 new families started escrow accounts.</p>

2 Enhance Services to Clients

<p>Demystify Services Through Enhanced Communication</p>	<p>The Housing Assitline responded to 1980 calls and inquires.</p> <p>There have been 14 Section 8 briefings since 1/1/01. 135 families received certificates with 92 of them finding housing, 36 of that group are still actively seeking housing with only 7 families not finding housing before the certificate expired.</p> <p>Five monthly newsletters that provides program updates , interesting facts, and program successes were distributed to Section 8 owners.</p> <p>All Marin County local jurisdictions received a report on the housing services provided by Marin Housing in their respective jurisdictions.</p> <p>MHA has had 6 meeting with Marin City residents on maintenance and operations that affect the residents. An additional 6 meetings have been held with residents who are working to improve the appearance and safety of the area surrounding the 200 Parking Lot. There have been 2 meetings on the concrete work in Marin City, 2 meetings with the MCRMC, 3 meetings around the Fatherhood Program, and 2 meetings of the Drug Elimination Committee.</p> <p>There have been two County-wide Senior/Disabled meetings through 6/30/01 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>A Countywide meeting with landlords is planned for the fall of 2001.</p>
<p>Implement, Monitor and Improve Client Feedback</p>	<p>Three surveys to obtain client feedback were implemented: Marin City maintenance service; home rehab construction; new Section 8 landlords.</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>

3 Continue to Build Collaborations

<p>Build Collaborations with Other Agencies, Local Jurisdictions and the Private Sector</p>	<p>The Owner Liaison position has been refocused to emphasize marketing and public relations.</p> <p>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.</p> <p>MHA and the County Department of H&HS have together secured funding for 60 CalWorks families. All 60 families have found housing. The agencies are currently applying for additional welfare to work vouchers.</p> <p>The Public Housing Drug Elimination Program (PHDEP) collaborative convenes regularly with all goals on target. Although there may not be federal funds available, Marin Housing will apply to HUD for Drug Elimination Funds for 2002.</p> <p>MHA senior staff attend and play a leadership role in the Marin Continuum of Housing & Services meetings.</p>
--	--

4 Streamline Procedures

<p>Streamline External Procedures</p>	<p>Marin Housing is exploring ways to utilize the current technology to enhance the efficiency of the agencies operations. In house information exchange will be through the computer. Information from HUD and other organizations will be gathered from the internet and make available to staff on the computer. All employees with computers will have internal e-mail and the agency continues to explore the uses of computer technology to communicate with and transmit contract and amendment changes with owners and landlords</p> <p>The Owner Liaison position has been re-focused to emphasize marketing and to new owner and public relations in an ongoing effort to recruit new owners and improve the agency's public image.</p>
<p>Streamline Internal Procedures and Systems</p>	<p>The Section 8 Department was restructured along geographical lines to enhance accountability and customer service.</p> <p>The Section 8 Administrative and Public Housing Occupancy Policies are being reviewed for compliance, and will require only minor clarification changes.</p>

RESIDENT COMMENTS

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. These members are selected by the Marin County Board of Supervisors pursuant to a public selection process.

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	Anh Cao Nguyen	Section 8
Robert Gallimore	Public Housing	Sandra Schartzer	Section 8
Donna Hamilton	Section 8	Faun Sheridan	Section 8
Josette Justice	Public Housing	Gracie Stover	Public Housing
Royce McLemore	Public Housing	Inez Valles	Public Housing
David Alan Moss	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 four meetings to discuss and comment on the Plan, including Goals and Strategies. In addition, staff met with the Marin City Resident Management Corporation (MCRMC). Resident comments and the changes made, if any, based on those comments, are discussed below:

There were no written comments received from any other members of the public.

CAPITAL FUND PROGRAM

- Comment: The Resident Advisory Board expressed a great deal of concern over the shortfall funding for the completion of the concrete work in Marin City. They felt that if the repairs could not be finished and the county lost 44 units of low-income housing it would have a far-reaching impact of the county not just the Marin City community. A recommendation was made that the RAB write a letter to the various Legislatures and that we have the residents do a petition to the Board of Commissioners and the Legislatures. *Letters were sent to Senator Barbara Boxer, Senator Dianne Feinstein, and Congresswoman Lynn Woolsey expressing concerns over the Capital Fund process, the elimination of the Drug Elimination Program, and the Public Housing Operating Subsidy.*
- Comment – A discussion of the effect of the increased utility cost on the public housing operating subsidy was followed up with a recommendation that the agency seek

additional help with the expected \$270,000 cost over-run for this year based on the increased cost of utilities to the Public Housing Units. *Letters were sent to Senator Barbara Boxer, Senator Dianne Feinstein, and Congresswoman Lynn Woolsey expressing concerns over the Capital Fund process, the elimination of the Drug Elimination Program, and the Public Housing Operating Subsidy.*

- Recommended that MHA look at private resources to secure the \$1.5 million shortfall in funding the completion of the concrete work at Marin City. They suggested banks and private companies like Fireman Fund. *MHA has received proposals from two banks for a private loan should that expensive recourse become necessary. MHA is also exploring with the State its eligibility for an application under the Multifamily Housing Program.*
- Recommended that MHA to seek community support from the leading businesses in the community for the County to provide the funds for the completion of the work. *No change to Plan. However, this suggestion will be considered for a later strategy planning session if the funds are not secured.*
- Recommended that MHA set up a meeting with Congresswoman Lynn Woolsey or one of her aids to discuss the issue facing MHA as get the perspective of the congress. *Emmie Morgan, Congressman Woolsey's special representative was invited to a RAB meeting and she accepted that invitation and attended the June 6, 2001 meeting.*
- Recommended that MHA redistribute the Capital Funds so that the Elderly/Disabled Projects get a fair share of the money so that the needs of those complex's can be met. *The major repairs for the Elderly/Disabled projects will made, but the concrete work at Marin City will have to be finished on the two buildings where the work has started in order to reopen those buildings to residents.*
- Recommended that MHA paint all the buildings to conform to the look of the two that are under construction even if they cannot fix the concrete on the next scheduled buildings. *It would make the project look nice but the cost would be prohibitive. The Five-Year Plan addresses accumulation of funds to complete the final four buildings.*
- Recommended that all the projects be surveyed and a list compiled of all the work that needs to be accomplished at each project. *This inspection work has been completed for each project and a list of work produced and prioritized.*
- The Resident Advisory Board expressed concern about the vacancies in Marin City. It was suggested that to help with the revenue of the project market rate tenants be housed. *It was explained that HUD has established regulations that mandate how residents in Public Housing are to be housed.*
- The Resident Advisory Board asked about the need to repair water heater doors and upgrade the exterior lighting at Golden Hinde – and they questioned the cost. *The 15 double doors are severely deteriorated and must be custom-made. The Exterior lighting consists of 15 poles and fixtures that may need underground wiring and numerous lower*

landscape lights. The cost estimates are conservative and MHA will be as cost-effective as possible so that we may hopefully come in under budget.

- *The Resident Advisory Board questioned the need for money for Architectural and Engineering Fees. In order to complete repairs that exceeds 10,000 there is a mandated procurement process. MHA uses Architectural and Engineering contractors only when necessary to prepare plans and specifications for the bidding process and to perform needed inspection services.*
- *The Resident Advisory Member from Marin City wanted MHA to consider kitchen cabinets that are 24 years old. Kitchen cabinets are on the list of items that MHA would like to upgrade, but until the concrete problems are resolved, this item will not reach the top of the list of needed upgrades.*

Recommended that reports regarding the need for additional funds be distributed to the residents with a recommendation that residents write HUD and our representatives in congress. Meetings are held with the residents on a regular basis to report on the progress and status of the concrete work and the funding concerns. The residents are free to write to anyone they feel can help with the problem. MHA will provide so sample language to the tenant organizations if requested.

GOALS AND OBJECTIVES

- *Recommended that MHA reduce the number of goals and objectives by combining goal 3 into the other goals. This has been done and will be a change that is reflected in the 2002 plan.*
- *Recommended that MHA sponsor a second meeting with the Section 8 owners in 2001 to discuss common issues between MHA and the owners. It is the plan of MHA to have such a meeting in the late fall of this year. The Public Relations Specialist is also working with two landlord's advisory groups to assure maximum service to property owners participating in the program and to develop ongoing strategies to maintain and add Section 8 owners.*
- *Recommended that MHA that the pet policy be eliminated from the agency plan as there were no changes to the plan in 2001 and none are expected in 2002. It is not required for a high performer. This recommendation is adopted and the pet policy will be removed from the Agency Plan, but available for review.*
- *Concern: The Resident Advisory Board questioned how realistic a 5-year Plan is given the 9/11/01 incident that could shortchange domestic programs like housing. It is not possible to know what the Congress may do at this time. We must proceed with our plans, but we need to be realistic in the formation of our goals and objectives and be flexible to change.*

SAFETY AND CRIME PREVENTION

- *Comment: The Resident Advisory Board looked at the success of the Marin City Drug Elimination Program and felt that MHA needed to make ever effort to notify HUD that the elimination of this program would have an adverse affect on the Marin City Public Housing*

population as well as look for alternative funding sources if the program was eliminated by HUD. *Letters were sent to Senator Barbara Boxer, Senator Dianne Feinstein, and Congresswoman Lynn Woolsey expressing concerns over the Capital Fund process, the elimination of the Drug Elimination Program, and the Public Housing Operating Subsidy.*

- Recommendation that MHA find a way to continue the financing of the Drug Elimination Program. *MHA will continue to seek funding sources for the program during the next fiscal year if the federal government does eliminate funding the program.*
- Comment: The Resident Advisory Board questioned the need to repair the gates in Marin City until after the concrete work has been finished. *It was explained that the repair of the gates is a safety issue and must be addressed.*

HOMEOWNERSHIP

- Recommendation that the Section 8 Homeownership Program be in place by January 1, 2002, and that it be opened to Family Self-Sufficiency participants that have graduated from the FSS program within a year of the Program's effective date. *These recommendations will be included in the final policy and the plan.*
- The draft Section 8 Homeownership Program policy had a proposed requirement that applicants have total monthly income to equal or exceed three times the monthly mortgage payment on the home. The Board commented that this requirement seemed too high. *The intent was that the family pay about one-third of their income for housing. MHA will explore with HUD and the lending institutions the possibility of relaxing this requirement ... perhaps to relate to only the tenant portion of the voucher payment.*
- Suggested that the Homeownership Program be made available to public housing residents. *It is MHA's intent to look at the regulations and seek ways to work within those regulations to allow homeownership opportunities for public housing residents.*

VOLUNTARY CONVERSION

In June of 2001, well into our resident participation process and development of Marin's 2002 Annual Plan, HUD published a rule implementing the initial assessment requirement. (Federal Register 66 FR 4476 on "Voluntary Conversion of Developments from Public Housing Stock; Required Initial Assessments"). Pursuant to this, MHA is required to review the implications of converting Marin City public housing to tenant-based assistance. HUD has required that we address the five questions below regarding voluntary conversion as part of this Agency Plan:

COMPONENT 10 (B) VOLUNTARY CONVERSION INITIAL ASSESSMENTS

- a. How many of the PHA's developments are subject to the Required Initial Assessments?
- One
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?
- Five
- c. How many Assessments were conducted for the PHA's covered developments?
- Analysis in progress. No final regulations.
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: N/A

Development Name	Number of Units

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

Marin Housing has initiated a common sense review of factors relevant to determination as to whether converting Marin City public housing to Section 8 vouchers is appropriate or inappropriate. Marin Housing is currently substantially indebted under its Capital Fund allocation and anticipates a deficit operating balance at FYE 2001 in view of escalated utility costs and minimal access to Capital Funds. We are evaluating these factors, along with our FMR levels, the availability of very low-income family housing in Marin County, and the benefits perceived by the residents of the housing development and the community at large. We anticipate that this complex will not be a good candidate for conversion to Section 8 Voucher assistance, but will develop a more detailed methodology and community participation process upon issuance of the Final Rule on Voluntary Conversion.

**Capital Fund Program Five-Year Action Plan
Part I: Summary**

PHA Name Housing Authority of the County of Marin				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1 FFY 2002	Work Statement for Year 2 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 2006
	Annual Statement				
52-1 Marin City		451,150	451,150	451,150	451,150
52-2 Venetia Oaks		175,000	105,000		
52-3 Homestead Terrace			70,000	195,075	20,000
52-7 Kruger Pines					165,075
PHA-Wide		136,075	136,075	116,000	126,000
Total CFP Funds (Est.)	\$762,225	\$762,225	\$762,225	\$762,225	\$762,225
Total Replacement Housing Factor Funds	0	0	0	0	0

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year 1 2002	Activities for Year 2 FFY Grant: 2003 PHA FY: 2003			Activities for Year 3 FFY Grant: 2004 PHA FY: 2004		
	Development Number/Name	Major Work Categories	Estimated Costs	Development Number/Name	Major Work Categories	Estimated Costs
See Annual Statement	52-1 Marin City	Repairs 89/99/409/419	366,150	52-1 Marin City	Repairs 89/99/409/419	371,150
		Landscape/Irrigation	30,000		Landscape/Irrigation	25,000
		Interior/Exterior Painting	55,000		Interior/Exterior Painting	55,000
	Sub-total		451,150	Sub-total		451,150
	52-2 Venetia Oaks	Repairs to Exterior Walls of Buildings (Insulation, Siding & Trim, Painting)	76,000	52-2 Venetia Oaks	Repairs to Exterior Walls of Buildings (Insulation, Siding & Trim, Painting)	105,000
		Roofing & Gutters/Leaders	99,000			
	Sub-total		175,000			
				52-3 Homestead Terrace	Repairs to Exterior Walls of Buildings & Site (Stairs/Handrails, Insulation, Siding & Trim, Fences, Lighting, Painting)	70,000
	PHA-Wide	Administration	76,000	PHA-Wide	Administration	76,000
		Landscape/Irrigation	20,000		Landscape/Irrigation	15,000
		Interior/Exterior Painting	25,000		Interior/Exterior Painting	25,000
		A & E Fees	15,075		A & E Fees	20,075
	Sub-total		136,075	Sub-total		136,075
Total CFP Estimated Costs			\$762,225	\$762,225		

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year 4 FFY Grant: 2005 PHA FY: 2005			Activities for Year 5 FFY Grant: 2006 PHA FY: 2006		
Development Number/Name	Major Work Categories	Estimated Costs	Development Number/Name	Major Work Categories	Estimated Costs
52-1 Marin City	Repairs 89/99/409/419	376,150	52-1 Marin City	Repairs 89/99/409/419	336,550
	Landscape/Irrigation	20,000		Landscape/Irrigation	20,000
	Interior/Exterior Painting	55,000		Interior/Exterior Painting	55,000
				Temporary Relocation	39,600
Sub-total		451,150	Sub-total		451,150
52-3 Homestead Terrace	Repairs to Exterior Walls of Buildings & Site (Insulation, Stairs/Handrails, Siding & Trim, Fences, Lighting, Painting)	145,075	52-3 Homestead Terrace	Repairs to Exterior Walls of Buildings & Site (Insulation, Stairs/Handrails, Siding & Trim, Fences, Lighting, Painting)	20,000
	Remodel Community Building	50,000			
Sub-total		195,075			
			52-7 Kruger Pines	Replace Walkway down Hill to Tiburon Blvd.	75,000
				Improvements to Roadway of North Knoll Road	90,075
			Sub-total		165,075
PHA-Wide	Administration	76,000	PHA-Wide	Administration	76,000
	Landscape/Irrigation	15,000		Landscape/Irrigation	15,000
	Interior/Exterior Painting	25,000		Interior/Exterior Painting	25,000
				A & E Fees	10,000
Sub-total		116,000	Sub-total		126,000

Total CFP Estimated Costs

\$762,225

\$762,225

Annual Statement

Capital Fund Program (CFP)

Part I: Summary

PHA Name : Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250102</u>	Federal FY of Grant: <u>2002</u>
---	---	--

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
4	1410 Administration	\$ 76,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 217,225			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 189,000			
10	1460 Dwelling Structures	\$ 280,000			
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				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 1-19)	\$ 762,225			

Annual Statement

Capital Fund Program (CFP)

Part I: Summary

PHA Name : Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250102</u>	Federal FY of Grant: <u>2002</u>
---	---	--

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security –Soft Costs	0			
25	Amount of line 21 related to Security-- Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

Annual Statement
Capital Fund Program (CFP)

Part II: Supporting Pages

PHA Name :		Grant Type and Number				Federal FY of Grant:		
Housing Authority of the County of Marin		Capital Fund Program Grant No: <u>CA39P05250102</u>				<u>2002</u>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
CA39P052001 Marin City	Architectural & Engineering Fees for Repairs to 89/99/409/419 High-Rise Buildings (plus Building Permit Fees)	1430	4 Bldg.	\$ 172,150				
	Repair Broken Water Distribution System Lines in Ground	1450		\$ 25,000				
	Rebuild Low-Rise Fences and Replace Gates	1450	28 Bldg.	\$ 90,000				
	Repair Broken Concrete Sidewalks & Stairs	1450		\$ 14,000				
	Repairs to Landscaping & Irrigation System	1450		\$ 35,000				
	Interior/Exterior Painting Improvements (including application of steel coating material at 4 high-rise buildings)	1460		\$ 65,000				
	Partial Funding of Concrete Repairs & Improvements for 89/99/409/419 High-Rise Buildings (At this time, the Total Projected Costs of this work is	1460	4 Bldg.	\$ 50,000				

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting Pages

PHA Name : Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250102</u>				Federal FY of Grant: <u>2002</u>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
CA39P052001 Marin City (Continued)	\$1,500,000. It will take up to 5 years to accumulate the needed funds.)							
CA39P052007 Kruger Pines	Partial Funding to Complete Dry Rot & Settling Repairs	1460	1 Bldg.	\$ 130,000				
PHA Wide 052	Clerical/Procurement	1410.1		\$ 16,000				
Agency Wide	Modernization Coordinator	1410.2		\$ 25,000				
	Contract Administrator	1410.2		\$ 35,000				
	Architectural & Engineering Fees for Repairs to Kruger Pines and Venetia Oaks (plus Building Permit Fees)	1430	.	\$ 45,075				
	Repairs to Landscaping & Irrigation System at Elderly/Disabled Complexes	1450		\$ 25,000				
	Painting Improvements at Elderly/Disabled Complexes	1460		\$ 35,000				

Annual Statement
Capital Fund Program (CFP)

Part III: Implementation Schedule

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program No: <u>CA39P05250102</u>				Federal FY of Grant: <u>2002</u>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CA39PO52001 Marin City	12/31/03			06/30/05			Assume funds available in April 2002.
CA39PO52007 Kruger Pines	12/31/03			06/30/05			Obligation deadline is 18 months from the end of quarter when ACC is executed (Assume 6/30/02).
PHA Wide 052 Agency Wide	12/31/03			06/30/05			Expended deadline is 3 years from the end of quarter when ACC is executed (Assume 6/30/02).