

PHA Plans

Streamlined 5-Year/Annual Version

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005

PHA Name: Housing Authority of the County of San Mateo

Version 2

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five -Year PHA Plan Agency Identification

PHA Name: Housing Authority of the County of San Mateo **PHA Number:** CA014

PHA Fiscal Year Beginning: (mm/yyyy) 07/2005

PHA Programs Administered:

- Public Housing and Section 8**
 Section 8 Only
 Public Housing Only
 Number of public housing units: **180**
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: **4153**

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

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 and attachments (if any) 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)
 -County of San Mateo Human Services: website www.smchsa.org
 -Peele Technologies: website www.peelletech.com/hacsm.htm

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)

Streamlined Five-Year PHA Plan PHA FISCAL YEARS 2005 - 2009 [24 CFR Part 903.12]

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: (state mission here)

The mission of the Housing Authority of the County of San Mateo (HACSM) is to be results oriented and citizen-centered as it strives to (1) increase the availability of decent, safe and affordable housing in meeting the area housing needs; (2) ensure equal opportunity in housing for all; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability. While fulfilling this mission HASCMS strives to foster openness and integrity, value individuals, promote partnerships, deliver a high level of customer service, and effective leadership.

Progress Statement: *The Housing Authority of the County of San Mateo (HACSM) was successful in meeting its mission during the 5 Year period 2000-2004. Among its many successes, the HACSM increased available housing for program participants by:*

- *Receiving and implementing a new Supportive Housing Program totaling 34 vouchers;*
- *Receiving renewal of all its Shelter Plus grants. Both programs are specifically designed to serve homeless disabled individuals, who will receive supportive services through various county departments and other social service providers in conjunction with receiving rent subsidy;*
- *Achieving full utilization the 300 Moving-To-Work units within 13 months after receiving the award from HUD;*
- *Completing construction of El Camino Village and achieving full occupancy of its 30 units shortly thereafter;*
- *Receiving \$121,200.00 from HUD in years 2003 and 2004 for the purpose of hiring Family Self-Sufficiency Coordinators dedicated to our self-sufficiency and homeownership programs.*

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.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers: *Respond to appropriate NOFA's*
 - Reduce public housing vacancies: *Maintain as much as possible, 100% lease up*
 - Leverage private or other public funds to create additional housing opportunities: *Research opportunity to obtain long term financing for Midway Village to rehabilitate existing units for the possibility of offering a portion of the units to the eligible and qualifying residents/low-income families for home ownership.*
 - Acquire or build units or developments. *In conjunction with the projected conversion of public housing units at Midway Village to home ownership, HACSM proposes to build replacement units on a one to one basis.*
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (Standard)
Strive to achieve high performer status
 - Improve voucher management: (Standard)
Strive to achieve high performer status
 - Increase customer satisfaction:
Conduct Customer Satisfaction Survey on regular basis
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - *Upgrade software to provide project-based accounting, asset management and cost allocation planning.*
 - *Update the Section 8 Administrative Plan as regulation changes warrant the need.*
 - *Update the Public Housing Admissions and Continued Occupancy Policy and related policies and procedures as regulation changes warrant the need.*
 - Renovate or modernize public housing units: *Seek long term financing to rehab Midway Village units for home ownership program.*
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing: *For units converted to home ownership*
 - Provide replacement vouchers:

- Other: (list below)
 - *Update Public Housing and Section 8 utility allowances as needed*

Progress Statement: *The HACSM completed the clean up effort at Midway Village in 2003 The HACSM completed an energy audit in FY 2002 and a physical needs assessment in 2002.*

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards:
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers: *if appropriate*
 - Other: (list below)
 - *Maintain close relationships with communities surrounding the public housing developments.*
 - *Implement city-based Project-Based waiting list*

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements: *Upgrade security equipment*
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

Progress Statement: *The HACSM was successful in implementing public housing security improvements by changing the key system at the El Camino Village. All of the locks were changed and a new electronic card system was installed. In addition the HACSM has developed a close partnership with the local Police Department and Narcotics Division. The police are more visible within the public housing developments and they have improved their response time when called by residents.*

The HACSM will continue to upgrade security equipment as funds allow.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
- Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)
 - *Collaborate with community partners to identify and implement programs that can promote self-sufficiency.*
 - *Increase number of Section 8 Family SelfS ufficiency participants*
 - *Apply for and implement Individual Development Account (IDA) for homeownership opportunities.*

Progress Statement: *The HACSM was successful in implementing the Moving-to-Work Program and continues to work with community partners to provide supportive services.*

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: *On-going*
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: *On-going*
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: *Ongoing*
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

Streamlined Annual PHA Plan PHA Fiscal Year 2005 [24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

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<input checked="" type="checkbox"/>	13. Capital Fund Program 5-Year Action Plan (<i>ca014e02</i>)	
<input type="checkbox"/>	14. Other (List below, providing name for each item)	

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions;

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

The Housing Authority of the County of San Mateo (HACSM) has prepared the following Agency Plan in compliance with the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements to the operations, programs and services of the agency.

The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.

Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Continued Occupancy Policy and the Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, outreach services, PHA's responsibility to Section 8 owners landlords, grievance procedures, etc.

As part of the planning process, the HACSM appointed a Resident Advisory Board that reviewed the Plan. Members of this Board included Section 8 participants, public housing residents, and property owners. Their comments are attached to this plan.

The most important challenges to be met by the Housing Authority of the County of San Mateo for the FYB 2005 include:

- *Restructure from being a division under the Human Services Agency to a separate independent County Department;*
- *Maximize program utilization under new reduced funding formula by closely monitoring the Section 8 program;*
- *Develop and train staff to work in an efficient, consistent and systemic manner to improve areas addressed in Rental Integrity Monitoring (RIM);*
- *Expand the supply of assisted housing by pursuing all available housing opportunities;*
- *Train staff to fully understand and take advantage of opportunities in the new law, regulations, and policies to better serve our community and our customers, the residents;*
- *Identify, develop, and leverage services to enable low-income families to become self-sufficient.*

In closing, this Annual PHA Plan exemplifies the commitment of the Housing Authority of the County of San Mateo to meet the housing needs of the full range of low-income residents. The Housing Authority in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plans as a road map to reach the "higher quality of life" destination for San Mateo County.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

A. 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 PHA's Waiting Lists			
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	6266		300
Extremely low income <=30% AMI	4650	74%	
Very low income (>30% but <=50% AMI)	1162	19%	
Low income (>50% but <80% AMI)	454	7%	
Families with children	3258	52%	
Elderly families	1082	17%	
Families with Disabilities	1138	18%	
<i>White/Non-Hispanic</i>	1475	24%	
<i>White/Hispanic</i>	1237	20%	
<i>Black/African American</i>	1886	30%	
<i>American Indian/Alaska Native</i>	80	1%	
<i>Asian</i>	1124	18%	
<i>Native Hawaiian/Other Pacific Islander</i>	210	3%	
<i>Other</i>	254	4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	
2 BR	N/A	N/A	
3 BR	N/A	N/A	
4 BR	N/A	N/A	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 36 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes. Section 8 Project-Based			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>MTW participants who applied and qualified for hardship exemption.</i>			

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" 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	4193		20
Extremely low income <=30% AMI	3161	75%	
Very low income (>30% but <=50% AMI)	739	18%	
Low income (>50% but <80% AMI)	293	7%	
Families with children	2180	52%	
Elderly families	682	16%	
Families with Disabilities	692	17%	
<i>White/Non-Hispanic</i>	893	21%	
<i>White/Hispanic</i>	685	16%	
<i>Black/African American</i>	1440	34%	
<i>American Indian/Alaska Native</i>	56	1%	
<i>Asian</i>	838	20%	
<i>Native Hawaiian/Other Pacific Islander</i>	110	3%	
<i>Other</i>	171	4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	2528	60.3%	
2 BR	1308	31.2%	
3 BR	343	8.2%	
4 BR	12	0.3%	
5 BR	2	0	
5+ BR	0		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 36 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(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)

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)

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 (*remove*)
- 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)

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)
Conduct community-wide marketing and outreach.

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)

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.12 (b), 903.7 (c)]

List on the following table 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 \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	235,225.00	
b) Public Housing Capital Fund	299,739.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	54,973,777.00	
	<i>HCV</i> 4,311,090.00	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
- Moderate rehabilitation	1,272,782.00	
-Shelter Plus Care CA01C11-2001	112,908.00	
-Shelter Plus Care CA01C31-2010	939,984.00	
-Shelter Plus Care CA01C31-2011	1,013,772.00	
-Shelter Plus Care CA01C31-2012	202,908.00	
-Shelter Plus Care CA01C91-2001	299,520.00	
-Supportive Housing CA01B212001	245,144.00	
-Supportive Housing CA01B312001	495,369.00	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
- 2004 Capital Funds Grant	299,739.00	Public housing capital improvements
- 2003 Capital Funds Grant	256,147.00	Public housing capital improvements
3. Public Housing Dwelling Rental Income		
	872,257.00	Public housing operations
4. Other income (list below)		
- Interest on Investments	13,308.00	Public housing operations
- Other Income: Legal fees, maintenance charges to tenants, late fees, NSF check charges, etc.	22,426.00	Public housing operations
5. Non-federal sources (list below)		
Total resources	65,866,095	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
 When families are within a certain time of being offered a unit: (state time) 60-120 days
 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)
▪ *Credit Check*

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 HA has contracted a national credit reporting agency who provides a criminal history check by county of last residency of applicant.*

(2) Waiting List Organization

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

- Community-wide list
 Sub-jurisdictional lists
 Site-based waiting lists
 Other (describe)

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

- PHA main administrative office
 PHA development site management office
 Other (list below)
▪ *Through newspaper or, as appropriate, at community service agencies when the waiting list lottery is open.*

c. Site-Based Waiting Lists-Previous Year

Not applicable – the HA has not operated site-based waiting lists in the previous year for its public housing developments.

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? _____ *N/A*

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? _____ *N/A*

4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below: *N/A*

d. Site-Based Waiting Lists – Coming Year

Not applicable – the HA does not plan to operate site-based waiting lists in the coming year for its public housing developments.

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? *N/A*

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)? *N/A*
If yes, how many lists?

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

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

- 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: *N/A*

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

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) (list below)
 - *Applicants who live in the County of San Mateo*
 - *Placement order of selection from lottery*

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:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- 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
- 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) (list below)
 - 1 Applicants who live in the County of San Mateo
 - 2 Placement order of selection from lottery

4. 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)

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

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

(6) Deconcentration and Income Mixing

a. Yes No: 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 on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

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):
 Other (list below)
- *Violation of any family obligation during a previous participation in the Section 8 program for 3 years prior to final eligibility determination.*
 - *Deliberate misrepresentation of information on which eligibility or tenant rent is established.*
 - *Acts of fraud, bribery, or any other corrupt or criminal act committed by any family member in connection with any Federal housing program in the last 3 years of eligibility determination*
 - *Any family member engaged in or threatened abusive or violent behavior toward HA personnel within last 3 years of eligibility determination.*

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)

- *The HA has contracted a national credit reporting agency who provides a criminal history check by county of last residency of applicant.*

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

- Criminal or drug-related activity
 Other (describe below)
- *Upon written request, the HA will give the owner:*
 - *the family's current and prior address as shown in the HA's records*
 - *the name and address (if known by the HA) of the landlords at the family's current and prior address*
 - *Upon written request, the HA will offer the owner other information in the HA's possession concerning the family, including:*
 - *information about the family's tenancy history; or*
 - *information about drug –trafficking by family members*

(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)
 - *Project-based voucher program*

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)
 - *Newspaper or, as appropriate, at community center agencies during lottery*

(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:

- *The HACSM grants a total of 120 days search time at the time of voucher issuance*

(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)
 - *Applicants who live in the County of San Mateo*
 - *Placement order of selection from lottery*
 - *When the level of available Moving-To-Work (MTW) funding is inadequate to cover all the unit months under contract, HACSM may give preference to current MTW participants who are on the Section 8 waiting list.*

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:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- 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
- 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)
 - 1 *Applicants who live in the County of San Mateo*

- 2 *MTW participants*
- 3 *Placement order of selection from lottery*

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)
 - *Outreach and marketing to service providers and non-profit community-based organizations*

4. PHA Rent Determination Policies

[24 CFR Part 903.12(b), 903.7(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 of the following two)

- 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))
- 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:

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

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

- *PHA adopted Flat Rents*

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

- *Pursuant to adopted Flat Rent Schedule if chosen by tenant.*

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)
▪ *Deductions and exclusions as mandated by QHWRA.*

e. Ceiling rents

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

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

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

- 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) *N/A*

- 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) _____
 Other (list below)
 - *Decrease in income*
 - *Change in household composition*

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

a. 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)
HACSM may request waiver from HUD to set its payment standards above 110% of FMR for its Section 8 Home Ownership Program.

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

- 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)
- *In instances when the payment standard decreases, HACSM will implement the payment standards for Moving-To-Work families according to standard regulations. However, if the level of available funding is inadequate to cover all the unit months under contract, HACSM may implement the new payment standard at an earlier date.*

(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)

(3) Moving-To-Work Policy

At the end of the Moving-To-Work contract term with HUD, or at any time when the level of available funding is inadequate to cover all the unit months under contract, MTW participants who meet all of the following criteria may apply for hardship exemption and be converted into the Section 8 Voucher Program when vouchers become available.

- In compliance with all the program rules and regulations
- Not owe HACSM any money
- Head of household and all the adult (18 and over) household members are people with disabilities, or the sole adult member who are responsible to care for a minor (under 18) household member who is a person with disability. HUD's definition of disability for the Section 8 Voucher Program shall apply.

5. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

- a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: 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.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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) *N/A*
Development name:
Development (project) number:
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

c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:

d. Yes No: 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:

e. Yes No: 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:

Development: Midway Village

Activities:

- *Rehabilitate a portion of existing units for home ownership*
- *Build replacement units for those units sold*

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

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:

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(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, what is the maximum number of participants this fiscal year? 25

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:

- *Higher income limit*
- *FSS participants*

c. What actions will the PHA undertake to implement the program this year (list)?

- *Outreach to current Section 8 participants to identify potential homebuyers*
- *Establish partnerships with lending institutions*
- *Establish partnerships with community support organizations to provide counseling services*
- *Apply and implement Individual Development Account (IDA)*

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program *N/A*

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family’s resources.
- b. Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d. Demonstrating that it has other relevant experience (list experience below).

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 -2004.)

The Housing Authority of the County of San Mateo has been successful in achieving its mission and 5 year plan goals during the period FY 2000-2004.

The Housing Authority of the County of San Mateo (HACSM) was successful in meeting its mission during the 5 Year period 2000-2004. The HACSM increased available housing for program participants by receiving and implementing a new program called Supportive Housing totaling 34 vouchers. HACSM was also successful in receiving renewal of all its Shelter Plus grants. Both programs are specifically designed to serve homeless disabled individuals, who will receive supportive services through various county departments and other social service providers in conjunction with receiving rent subsidy.

HACSM's Moving-To-Work and Family Self-Sufficiency Program have been a great success. Over 50% of the program participants incurred escrow credit as a result of their increase in earned income. The HACSM has been awarded \$121,200.00 by HUD, for the purpose of hiring Family Self-Sufficiency Coordinators dedicated to our self-sufficiency and homeownership programs.

The HACSM was successful in implementing public housing security improvements by changing the key system at the El Camino Village. All of the locks were changed and a new electronic card system was installed. In addition the HACSM has developed a close partnership with the local Police Department and Narcotics Division. The police are more visible within the public housing developments and they have improved their response time when called by residents.

To ensure compliance with the Public Housing Reform Act of 1998 and the HUD Rental Housing Integrity Improvement Program (RHIP), every policy was reviewed and updated as needed. Most significant was the update to the Admissions and Occupancy Policy, Pet Policy, and Rent Collection Policy. In addition the HA has revised its Public Housing Dwelling Lease and has developed new House Rules and Regulations.

Concerning ensuring equal opportunity outreach efforts have been made by making renewed partnerships with community support groups.

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

- a. Substantial Deviation from the 5-Year Plan
 - Any change to the Mission Statement;
 - 50% deletion from or addition to the goals and objectives as a whole; and
 - 50% or more decrease in the quantifiable measurement of any individual goal or objective.
- b. Significant Amendment or Modification to the Annual Plan
 - Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
 - Any change being submitted to HUD that requires a separate notification to residents, such as changes in the Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Public Housing Homeownership programs; and
 - Any change in policy or operation that is inconsistent with the applicable Consolidated Plan.

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

- a. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below:

The following comments were collected during the Resident Advisory Board Meetings held on 2/24/05 and 3/3/05.

Issue: Section 8 Homeownership Program

Resident's Comments:

The Housing Authority's requirement to have a savings and or checking accounts may pose hardship on individuals who receive SSI. Social Security Administration limits the amount of assets SSI recipients may have. Having a savings account may jeopardize their SSI eligibility.

HACSM Response:

The Housing Authority believes savings and or checking accounts are essential tools in meeting various financial transactions related to home ownership. HUD also requires minimum down payment with the family's own funds.

Issue: Waiting List

Resident's Comments:

How can one apply for a Section 8 Voucher or move into a project-based unit?

HACSM Response:

The Housing Authority's waiting list is currently closed for all programs. The turnover rate for the Section 8 Program is less than 20 families a month. The Housing Authority does not foresee any opening in the near future.

However, the Housing Authority has completed its outreach effort to its waiting list families who might be interested in renting a project-based unit. The number of families who expressed interest is below what is needed to fill the vacancies. As a result, the Housing Authority plans to open site-based waiting list for each project-based property in the up coming year.

The number of families who expressed interest in renting the Housing Authority's public housing units is also below what is needed to fill the vacancies. As a result, the Housing Authority plans to open the public housing waiting list in the up coming year.

Issue: Moving-To-Work

Resident's Comments:

Residents were positive about the Moving-To-Work program changes. They endorsed the implementation of the new payment standards, preference on the waiting list, and the hardship policy.

HACSM Response:

The Housing Authority will implement the changes as stated in the Agency Plan.

Issue: Public Housing

Resident's Comments:

Residents were supportive of the Housing Authority's proposal in converting some of the public housing units into home ownership. They are pleased to have the first right of refusal in purchasing the public housing units.

HACSM Response:

As stated in the Agency Plan, the Housing Authority will explore the possibility of converting some of the public housing units into home ownership.

b. 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:

Other: (list below)

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes No:

If yes, complete the following: *N/A*

Name of Resident Member of the PHA Governing Board:

Method of Selection: *N/A*

Appointment

The term of appointment is (include the date term expires):

Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process *N/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)

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)

Eligible voters: (select all that apply) *N/A*

- 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)

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):
- *The Housing Authority's governing board is the County's board of supervisors who are elected officials.*

Date of next term expiration of a governing board member: *November 2005*

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): *Not applicable, there is no appointing official for the governing board. The governing board members are elected officials.*

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: *San Mateo County, California*

a. 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 on its waiting list 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)
- Other: (list below)

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

The goals and top priorities stated in the Consolidated Housing and Community Development Plan, 2003-2008, support the PHA Plan with the following commitments:

- *Provide affordable housing opportunities for extremely low, very low and low-income individuals and households.*
- *Provide a continuum of housing opportunities and supportive housing services for the homeless*
- *Assist non-housing community development activities that empower lower income and special needs groups.*

(4) (Reserved)

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

10. Project-Based Voucher Program

- a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply: *N/A*

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts): *N/A*

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to 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	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method 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 (if included in plan, not necessary as a supporting document) and written analysis of Section 8 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).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
N/A	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	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	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
N/A	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
N/A	Other supporting documents (optional). List individually.	(Specify as needed)

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: <i>See attachment: ca014a02</i>		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	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				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
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 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan <i>See attachment: ca014e02</i> Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan <i>See attachment: ca014e02</i> Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

CAPITAL FUND PROGRAM TABLES START HERE

Attachment: ca014a02

Annual Statement /Performance and Evaluation Report 1/26/2005
Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the County of San Mateo	Grant Type and Number: Capital Fund Program No: CA39P01450105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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- Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending _____
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operations	5,000.00			
3	1408 Management Improvements	25,000.00			
4	1410 Administration	16,000.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	30,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	223,739.00			
10	1460 Dwelling Structures	0.00			
11	1465.1 Dwelling Equipment-Nonexpendable	0.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	Amount of Annual Grant (sums of lines 2-20)	\$299,739.00			
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of Line 21 Related to Section 504 Compliance	0.00			
24	Amount of Line 21 Related to Security - Soft Costs	0.00			
25	Amount of Line 21 Related to Security - Hard Costs	0.00			
26	Amount of Line 21 Related to Energy Conservation Measures	0.00			

CAPITAL FUND PROGRAM TABLES START HERE

Attachment: ca014b02

Annual Statement /Performance and Evaluation Report Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

1/26/2005

PHA Name: Housing Authority of the County of San Mateo	Grant Type and Number: Capital Fund Program No: CA39P01450104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number 1
 Performance and Evaluation Report for Program Year Ending **12/31/04**
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operations	10,000.00	5,000.00	0.00	0.00
3	1408 Management Improvements	23,619.00	20,000.00	0.00	0.00
4	1410 Administration	29,973.00	20,000.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	30,000.00	30,000.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	176,147.00	131,900.00	0.00	0.00
10	1460 Dwelling Structures	30,000.00	92,839.00	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant (sums of lines 2-20)	\$299,739.00	\$299,739.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of Line 21 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

1/26/2005

PHA Name:		Grant Type and Number:				Federal FY of Grant:		
Housing Authority of the County of San Mateo		Capital Fund Program No: CA39P01450104				2004		
		Replacement Housing Factor Grant No:						
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	Funds Obligated	Funds Expended	
HA - Wide	Operations	1406		10,000.00	5,000.00	0.00	0.00	
	Management Improvements:	1408		23,619.00	20,000.00	0.00	0.00	
	Technical & non-technical training/assistance (HUD program systems updates, tracking, etc.)							
	Policies updates/changes							
	Computer software updates, staff training							
	Administration (maximum 10% of total grant)	1410		29,973.00	20,000.00	0.00	0.00	
	Procurement-Contractors, monitoring, report, documentation functions							
	Fees & Costs:	1430		30,000.00	30,000.00	0.00	0.00	
	Planning, consortium fees, update annual agency plan, Update utility allowance,							
	Site Improvement:	1450						
Midway Village	Concrete retaining wall (erosion control)			49,987.00	40,000.00	0.00	0.00	
	Resurface asphalt parking lot/stripping (partial)			35,000.00	35,000.00	0.00	0.00	
	Termite inspections			23,500.00	20,000.00	0.00	0.00	
	Repair termite damage			28,000.00	0.00	0.00	0.00	postponed
	Sprinkler system (common areas)			29,760.00	29,000.00	0.00	0.00	
	Sidewalk			3,400.00	3,400.00	0.00	0.00	
	Tree Trimming, root problems			0.00	0.00	0.00	0.00	to be paid from 2001 funds
	Landscaping, grass-reseed			5,000.00	3,000.00	0.00	0.00	
	Waste receptacles			1,500.00	1,500.00	0.00	0.00	
	Dwelling Structures:	1460						
Midway Village	Painting, interior		22 units	20,000.00	17,000.00	0.00	0.00	
	Blinds, shades			4,000.00	0.00	0.00	0.00	postponed
	Exterior storage doors			6,000.00	0.00	0.00	0.00	postponed
	Kitchen cabinets, countertops, sinks		17units	0.00	75,839.00	0.00	0.00	approved in 2001
	Non-Dwelling Equipment:	1475						
	Maintenance vehicle			0.00	0.00	0.00	0.00	
	Community room training equipment			0.00	0.00	0.00	0.00	
	TOTAL CFP ESTIMATED COST - 2004			\$299,739.00	\$299,739.00	\$0.00	\$0.00	

CAPITAL FUND PROGRAM TABLES START HERE

Attachment ca014c02

Annual Statement /Performance and Evaluation Report 1/26/2005

Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the County of San Mateo	Grant Type and Number: Capital Fund Program No: CA39P01450103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number 1
 Performance and Evaluation Report for Program Year Ending 12/31/04
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operations	5,000.00	5,000.00	0.00	0.00
3	1408 Management Improvements	35,000.00	30,000.00	0.00	0.00
4	1410 Administration	25,000.00	25,000.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	20,000.00	20,000.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	35,000.00	0.00	0.00
10	1460 Dwelling Structures	126,147.00	133,147.00	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	5,000.00	3,000.00	0.00	0.00
12	1470 Nondwelling Structures	20,000.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	20,000.00	5,000.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant (sums of lines 2-20)	\$256,147.00	\$256,147.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of Line 21 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security - Hard Costs	52,615.00	52,615.00	0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	6,784.00	8,784.00	0.00	0.00

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

1/26/2005

PHA Name: Housing Authority of the County of San Mateo		Grant Type and Number: Capital Fund Program No: CA39P01450103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	Funds Obligated	Funds Expended	
HA - Wide	Operations	1406		5,000.00	5,000.00	0.00	0.00	
	Management Improvements - technical & non-technical assistance/staff training, software & HUD program systems (RDD, waiting list, tracking, etc., policy updates/changes, orientation)	1408		35,000.00	30,000.00	0.00	0.00	
	Computer software updates, staff training							
	Resident Coordinator/benefits (for safety, house-keeping training, Neighborhood Watch)							
	Administration - Procurement-Contractors, monitoring, report, documentation functions	1410		25,000.00	25,000.00	0.00	0.00	
	Hire pt-time data clerk for Inventory record input, etc.							
	Fees & Costs - Planning, consortium fees, Update Annual Agency Plan/Five Year Plan	1430		20,000.00	20,000.00	0.00	0.00	
	Review/update Annual Utility Allowances							
	Replace wooden retaining walls (El Camino Village)	1450	8	0.00	35,000.00	0.00	0.00	moved up from 2004
	Dwelling Structures -Replace gutters all units (Phase	1460	22	95,872.00	74,991.00	0.00	0.00	
	Energy Star Water Heater	1460	8	3,784.00	3,784.00	0.00	0.00	
	Blinds/shades	1460	18 units	13,876.00	1,500.00	0.00	0.00	
	Upgrade/improve existing lighting/light poles	1460		12,615.00	10,000.00	0.00	0.00	
	Replace kitchen cabinets (Partial)	1460	10	0.00	42,872.00	0.00	0.00	move from 2002
	Dwelling Equipment - kitchen appliances	1465	8	5,000.00	3,000.00	0.00	0.00	
	Non-Dwelling Structures (expand maintenance fac.)	1470		20,000.00	0.00	0.00	0.00	postponed
	Non-Dwelling Equipment - Purchase	1475		20,000.00	5,000.00	0.00	0.00	Landscaping completed
	landscaping/maintenance equipment (drain cleaning machine)							Eqpt to be purchased
	TOTAL			\$256,147.00	\$256,147.00	\$0.00	\$0.00	

CAPITAL FUND PROGRAM TABLES START HERE

Attachment ca014d02

Annual Statement /Performance and Evaluation Report 1/27/2005

Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the County of San Mateo	Grant Type and Number: Capital Fund Program No: CA39P01450102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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- Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending 12/31/04
 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operations	298,778.00		298,778.00	0.00
3	1408 Management Improvements	0.00		0.00	0.00
4	1410 Administration	0.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	0.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	0.00		0.00	0.00
10	1460 Dwelling Structures	0.00		0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00		0.00	0.00
12	1470 Nondwelling Structures	0.00		0.00	0.00
13	1475 Nondwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	Amount of Annual Grant (sums of lines 2-20)	\$298,778.00		\$298,778.00	\$0.00
22	Amount of line 21 Related to LBP Activities	0.00		0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00		0.00	0.00
24	Amount of Line 21 Related to Security - Soft Costs	0.00		0.00	0.00
25	Amount of Line 21 Related to Security - Hard Costs	0.00		0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	0.00		0.00	0.00

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part II: Supporting Pages**

1/27/2005

PHA Name: Housing Authority of the County of San Mateo		Grant Type and Number: Capital Fund Program No: CA39P01450102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
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	Funds Obligated	Funds Expended	
HA - Wide	Operations	1406		298,778.00		298,778.00	0.00	Funds drawn and
								approved by HUD
								1/27/05 (after reporting
								period)
				\$298,778.00		\$298,778.00	\$0.00	

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

Activities for Year 1	Activities for Year: 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 2 FFY Grant: 2006 PHA FY: 2006		
2005	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	
	HA - Wide	Operations	5,000.00			
		Management Improvements:	25,000.00			
		Technical & non-technical training/assistance (HUD program systems updates, tracking, etc.)				
		Policies updates/changes				
		Computer software updates, staff training				
		Administration:	16,000.00			
		Procurement-Contractors, monitoring, report, documentation functions				
		Fees & Costs:	30,000.00			
		Planning, consortium fees, update annual agency plan, Update utility allowance,				
		Pickup	20,000.00			
	CA014003	Interior painting	25,000.00			
	Midway Village	Light fixtures	50,000.00			
		Bathroom renovations	125,000.00			
		Water Heaters	6,000.00			
		Stoves- Refrigerators	6,000.00			
		TOTAL CFP ESTIMATED COST - 2006	\$308,000.00			

Capital Funds Program Five Year Action Plan Part II: Supporting Pages--Work Activities

Activities for Year 1	Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
2005	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	
See	HA - Wide	Operations	5,000.00			
		Management Improvements:	25,000.00			
		Technical & non-technical training/assistance (HUD program systems updates, tracking, etc.)				
		Policies updates/changes				
		Computer software updates, staff training				
		Administration:	16,000.00			
		Procurement-Contractors, monitoring, report, documentation functions				
Annual		Fees & Costs:	34,000.00			
		Planning, consortium fees, update annual agency plan, Update utility allowance,				
		Maintenance/office equipment as needed	15,000.00			
	CA014003	Landscaping/tree trimming	25,000.00			
Statement	Midway Village	Roofing Shingle	25,000.00			
		Painting interior	25,000.00			
		Interior light fixtures	63,000.00			
		Exterior painting	55,000.00			
		Generator for emergency purposes	4,000.00			
		Water Heaters	6,000.00			
		Stoves-Refrigerators	6,000.00			
	CA014004	Generator for emergency purposes	4,000.00			
	El Camino Village					
		TOTAL CFP ESTIMATED COST - 2007	\$308,000.00			

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

Activities for Year 1	Activities for Year: 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 4 FFY Grant: 2008 PHA FY: 2008		
2005	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	
	HA - Wide	Operations	5,000.00			
		Management Improvements:	25,000.00			
		Technical & non-technical training/assistance (HUD program systems updates, tracking, etc.)				
		Policies updates/changes				
		Computer software updates, training				
		Administration:	16,000.00			
		Procurement-Contractors, monitoring, report, documentation functions				
		Fees & Costs:				
		Planning, consortium fees, update annual agency plan, Update utility allowance,	25,000.00			
	CA014003	Windows (phase I)	195,000.00			
	Midway Village	Roofing Shingle	30,000.00			
		Water Heaters	6,000.00			
		Stoves-Refrigerators	6,000.00			
		TOTAL CFP ESTIMATED COST - 2008	\$308,000.00			

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

Activities for Year 1	Activities for Year: 5 FFY Grant: 2009 PHA FY: 2009			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	
2005	HA - Wide	Operations	5,000.00			
		Management Improvements:	25,000.00			
		Technical & non-technical training/assistance (HUD program systems updates, tracking, etc.)				
		Policies updates/changes				
		Computer software updates, training				
		Administration:	16,000.00			
		Procurement-Contractors, monitoring, report, documentation functions				
		Fees & Costs:				
		Planning, consortium fees, update annual agency plan, Update utility allowance, Energy audit (required every 5 years)	34,000.00			
	CA014003	Windows (phase II)	212,000.00			
	Midway Village	Water Heaters	6,000.00			
	CA014004	Weatherstripping	10,000.00			
	El Camino Village					
		TOTAL CFP ESTIMATED COST - 2009	\$308,000.00			