

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2005

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

October 5, 2004

Housing Authority of the County of Marin
Annual and 5-Year Agency Plan
2005 – 2009

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PHA Plan

Agency Identification

PHA Name: Housing Authority of the County of Marin

PHA Number: CA 052

PHA Fiscal Year Beginning: 01/2005

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**Certification by State or Local Official of PHA Plans Consistency
With the Consolidated Plan**

I Mark Riesenfeld the County Administrator certify that the Five Year and Annual PHA Plan of the Housing Authority of the County of Marin is consistent with the Consolidated Plan of Marin County, California prepared pursuant to 24 CFR Part 91.

MARK RIESENFELD

Date: October 5, 2004

Original signature on file with HUD area office in San Francisco

**Certification for
A Drug-Free Workplace**

**U.S. Department of Housing
and Urban Development**

Applicant Name
Housing Authority of the County of Marin

Program/Activity Receiving Federal Grant Funding
Capital Fund, Low-Rent Public Housing Operating, Section 8 Housing Choice Voucher Program (PHSEP-close-out)

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

- | | |
|---|--|
| <p>a. Publishing a statement notifying employees that the un-lawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's work-place and specifying the actions that will be taken against employees for violation of such prohibition.</p> <p>b. Establishing an on-going drug-free awareness program to inform employees ---
 (1) The dangers of drug abuse in the workplace;
 (2) The Applicant's policy of maintaining a drug-free workplace;
 (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.</p> <p>c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;</p> <p>d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---
 (1) Abide by the terms of the statement; and
 (2) Notify the employer in writing of his or her</p> | <p>conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;</p> <p>e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;</p> <p>f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---
 (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;</p> <p>g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.</p> |
|---|--|

Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Marin City	429 Drake Avenue, Marin City, CA 94965 CA052001	CF,PH, PHDEP Closeout
Venetia Oaks	263 N. San Pedro Road, San Rafael, CA 94903 CA052002	CF, PH
Homestead Terrace	140 Linden Lane, Mill Valley, CA 94941 CA052003	CF, PH
Casa Nova	35 Carmel Drive, Novato, CA 94945 CA052004	CF, PH
Golden Hinde	5 Golden Hinde Boulevard, San Rafael, CA 94903 CA052006	CF, PH
Kruger Pines	47 N. Knoll Road, Mill Valley, CA 94941 CA052007	CF, PH
Administrative Office	4020 Civic Center Drive, San Rafael, CA 94903	Section 8

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Title Steve Kinsey	Title Chairperson
Signature Original signature on file with HUD area office in San Francisco	Date (mm/dd/yy) October 5, 2004

form HUD 50071 (3/98)

**Certification of Payments
to Influence Federal Transactions**

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

Applicant Name:

Housing Authority of the County of Marin

Program/Activity Receiving Federal Grant Funding

Capital Fund, Public Housing Operating Subsidy, Section 8 Housing Choice voucher Program
(and PHDEP closeout from prior year)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard

Form- LL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information in the accompaniments herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Steve Kinsey	Title Chairperson
Signature Original signature on file with HUD area office in San Francisco	Date (mm/dd/yy) 10/5/04

form HUD 50071 (3/98)

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

- PHA Goal 1: Maximize Affordable Housing Options in Marin County**
- Subgoal 1.1 Fully Utilize Section 8 and Public Housing**
- 5 Year: Achieve 100% lease-up rates annually as measured at fiscal year end. 1st Year: Achieve 100% lease-up rate in Section 8 and public housing.
 - 5 Year: Expand Assistline capability to provide housing search assistance to Section 8 Voucher-holders with one-to-one assistance projected at 100 clients over 5 years. 1st Year: Assist 34 Section 8 Voucher holders to locate and successfully lease affordable housing. Most of these are Voucher holders who need to transfer to a new unit.
- Subgoal 1.2 Preserve Existing Affordable Housing Stock**
- 5 Year: Perform housing quality inspections (HQS) on 100% of Section 8 and public housing units annually as measured at year end. 1st Year: Perform HQS on 100% of Section 8 and public housing units.
 - 5 Year: Maintain Countywide funding annually for the Residential Rehabilitation Loan Program through the County CDBG program and continue outreach through local jurisdictions and appropriate social service agencies.

1st Year: Obtain FY 2005-2006 CDBG funding for the program and continue outreach.

- 5 Year: Provide 100 rehabilitation loans to low-income homeowners and support group home rehabilitation over the five years. 1st Year: Undertake 20 rehabilitation loan projects averaging \$20,000 per home including two group homes for a total of \$400,000 for the year.

Subgoal 1.3: Prevent Homelessness

- 5 Year: Prevent homelessness by providing loans and guarantees for security deposits and back rent to 500 families through the Rental Deposit Guarantee Program during the five-year period. 1st Year: Provide loans and guarantees to 120 families.
- 5 Year: Provide shallow subsidies to a total of 150 elderly or disabled families through the Rebate for Marin Renters (RMR) Program. 1st Year: Provide RMR shallow subsidies to 65 elderly or disabled households.
- 5 Year: Prevent homelessness by providing supportive services and rental assistance to a base total of 100 formerly homeless persons with severe psychiatric disabilities through the Shelter Plus Care program and add 5 new clients each year for a total of 85 by Year 2009. 1st Year: Provide Shelter Plus Care Vouchers and services to 100 formerly homeless individuals with severe psychiatric disabilities. Continue to provide supportive services to assist participants in maintaining their housing.
- 5 Year: Prevent homelessness by providing permanent affordable housing to 200 new Section 8 households and 200 new public housing households between 2005-2009. 1st Year: Provide permanent affordable housing to 50 new Section 8 households and 40 new public housing households during FY 2005.
- 5 Year: Provide rental assistance to 35 individuals with HIV and AIDS through HOPWA. 1st Year: Provide rental assistance to 35 individuals with HIV and AIDS in FY 2005.
- Provide Information and Referral (I&R), service coordination, case management and community-building activities to 243 tenants per year in public housing through the Resident Support Program. 1st Year: Provide services to 200 tenants through the year 2005

Subgoal 1.4: Promote Homeownership Opportunities

- 5 Year: Maintain and add to current portfolio of 304 homes for low and moderate -income first time homebuyers through the Below Market Rate (BMR) Sales Program. Add new properties as developments are planned and built, implementing unique priorities adopted by each local jurisdiction; market and re-sell existing BMR units to eligible households when offered

for sale. Sell homes to 25 new first-time homebuyers during the five-year period. 1st Year: Maintain current portfolio and add 10 new first-time homeowners through a combination of new construction and re-sales of existing BMR homes. Participate in one workshop for first-time homebuyers.

- 5 Year: Provide Section 8 Homeownership Vouchers and assist up to 4 participants over the five year period. 1st Year: Enroll at least 1 participant in the Section 8 Homeownership Program. Apply for HUD funding to provide a Homeownership Coordinator.
- 5 Year: Seek tax-exempt bond allocations each year from CDLAC for the Mortgage Credit Certificate Program sufficient to issue 100 MCC's to first-time homebuyers over the 5-year period. 1st Year: Obtain additional tax exempt bond allocations from CDLAC. Issue 10 MCC's at an average of \$30,000 for \$300,000 in MCC tax credit authority and approximately \$1.5 million in first mortgage money.

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

- 5 Year: Increase access to housing opportunities by assisting 25 public housing residents and 100 Section 8 participants each year to achieve their individual self-sufficiency goals. 1st Year: Assist 50 public housing residents and 130 Section 8 participants to achieve contracted goals through FSS.
- 5 Year: Continue to increase the number of new persons by an average of 10 per year to a total of at least 50 new participants with escrow accounts. 1st Year: Increase the number of new participants with an escrow account by ten.

PHA Goal 2: Enhance Services to Clients, Business Partners and the Community at Large through Delivery of Efficient and Responsive Programs

Subgoal 2.1: Demystify Services through Enhanced Communication

- 5 Year: Over 5 years, respond to 25,000 callers, an average of 5,000 callers per year. 1st Year: Respond to 6,000 Housing Assistline calls in FY 2005.
- 5 Year: Provide engaging and informative briefings to all new Section 8 Voucher holders. Anticipate 6 briefings per year with a total of 100 clients oriented each year.
- 5 Year: Produce an annual report showing MHA activity specifically tailored to each local jurisdiction, cities and the County. Solicit feedback from local jurisdictions on usefulness of information. 1st Year: During first

6 months of 2005, send an overview to each local jurisdiction summarizing MHA activity within the jurisdiction (10 jurisdictions).

- 5 Year: Participate in open forums or meetings with Marin City public housing residents on issues of specific or general concern, including capital improvement planning and implementation. Maintenance and Operation meetings and Security meetings and assist with resident representative elections. 1st Year: Sponsor or participate in 6 open forums or meetings.
- 5 Year: Sponsor and/or participate in 6 agency-wide Senior/Disabled resident meetings to provide program and procedural updates or engage tenants in capital improvement or policy planning and implementation. 1st Year: Sponsor and/or participate in one agency-wide Senior/Disabled tenant meeting.

Subgoal 2.2: Implement, Monitor and Improve Client Feedback Systems

- 5 Year: Develop and implement tools to obtain easy and immediate feedback from clients and landlords on MHA services. Incorporate client satisfaction tools into each major transaction. Review client feedback and self-correct. Develop and maintain two feedback surveys per year, or ten surveys during 2005 – 2009. 1st Year: Design and implement two user-friendly surveys to obtain feedback from clients.

Subgoal 2.3: Streamline External Procedures

- 5 Year: Improve and simplify procedures and systems for interfacing with Section 8 landlords. MHA's web pages are now providing information to landlords. MHA is currently exploring ways to add more forms to the web site. The MHA hotline provides landlords with a tool to advertise for tenants. 1st Year: Continue to increase the availability of forms and information to the landlords through the use of the website and expanding technology.

Subgoal 2.4: Streamline Internal Procedures and Systems

- 5 Year: In 2005 – 2009, solicit input from residents as to what procedures or practices are confusing and/or burdensome in order to assist in prioritizing areas that would most benefit from different systems. 1st Year: Solicit input from public housing residents as to what procedures or practices are confusing and/or burdensome. Prioritize areas of focus for streamlining. Hold one session in Marin City and one in the Senior/Disabled complexes. Publish in the residents' monthly newsletters various procedures and practices that are discussed with residents.
- 5 Year: Review and update as necessary the Section 8 Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy

on an annual basis. 1st Year: Review and update the Section 8 Administrative Plan and the Occupancy Policy by December 31, 2005.

- 5 Year: Review and update a 504 Compliance Program. Revise policies and procedures if necessary. Review properties for compliance and make repairs or alterations as necessary. 1st Year: Review and update 504 Compliance Policy. Perform a complete review of all properties for 504 compliance. Prepare a comprehensive list of any repair or alteration items with a timeline for completion.

☒ Subgoal 2.5: Update Section 504 Assessment and Implementation Plan

- 5 Year: Review and update the agency's Section 504 Assessment and Implementation Plan. (This addresses accessibility for disabled individuals to agency programs and properties.) Revise policies and procedures if necessary. Review properties for compliance and make repairs or alterations as necessary. 1st Year: Review and update the Section 504 Assessment and Implementation Plan. Perform a complete review of all properties for 504 compliance. Prepare a comprehensive list of any repair work or alterations required and develop a timeline for completion.

☒ **PHA Goal 3: Continue to Build Collaborations with Other Agencies, Local Jurisdictions and the Private Sector**

Objectives:

- 5 Year: Develop formalized collaboratives of stakeholders, including Section 8 landlords, other property managers, commercial realtors, housing non-profit providers, local governments, program participants and MHA. 1st Year: Convene at least one meeting in FY 2005. Identify key resources and barriers and develop a strategy for engaging the participation of new landlords and retaining partnerships with existing landlords.
- 5 Year: Maintain and expand leadership role in changing and/or creating new policies and strategies for the delivery of affordable housing and related services in the County of Marin. Analyze gaps in the housing supply and delivery systems and, through a collaboration of key county agencies and the Marin Community Foundation, develop a concrete strategy for maximizing affordable housing opportunities. Continue to position Marin Housing to maximize funding opportunities to address specific housing needs. 1st Year: Actively continue formalized working relationship among MHA, the County Dept. of Health & Human Services, the Marin Community Foundation and the Marin Community Development Department to develop a coordinated strategy for the delivery of affordable housing and related services in Marin. Through auspices of the Housing Strategist position monitor and revise strategies as appropriate and meet specific goals and objectives as set forth in the work plan.
- 5 Year: Sustain ongoing collaboration with the Marin County Sheriff, the Marin City Resident Management Corporation, the County Office of Drugs and Alcohol, BACR, Women Helping All People (WHAP), Performing

Stars, and the Marin City public housing residents to sustain the fight against drugs in Marin City. Prepare strategies and specific goals to reduce drug-related crime for inclusion in the annual and 5-year plans. 1st Year: Continue collaboration as established under PHDEP despite cut-backs in funding. Implement FY 2002-2003 objectives in active PHDEP grants and transition program in view of termination of HUD funding.

- 5 Year: The HAT project will be a multi-disciplinary service team for disabled residents of Marin Housing's public housing complexes. The team will provide wrap-around case management services to 260 unduplicated disabled residents.
1st Year: Enroll 130 unduplicated disabled tenants in intensive wrap-around case management services.
- 5 Year: Provide primary health services through the HAT project's RN to 300 unduplicated disabled tenants.
1st Year: Provide primary health services through the HAT project's RN to 100 unduplicated disabled tenants.
- 5 Year: Continue participation and leadership in the Marin Continuum of Housing and Services. Attend 50 Housing Council, 50 Service Committee and 50 Continuum Board meetings in the 5-year period. 1st Year: Continue active participation in the Continuum. Represent MHA at 10 Housing Council meetings, 10 Service Committee meetings and 10 Board meetings during FY 2005 and host Continuum projects. Play a critical role in the development of the Homeless Management Information System to collect data on people who are homeless in Marin. Work with other providers and leaders to develop the plan to end chronic homelessness in 10 years.

Annual PHA Plan
PHA Fiscal Year 2005
[24 CFR Part 903.7]

I. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

II. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

MHA administers Section 8 and public housing programs as well as residential rehabilitation loan programs, various homeownership programs and several programs that provide supportive services to special needs groups. The Section 8 housing is located throughout the County and the public housing is located in six (6) complexes, of which one, Marin City, is a general occupancy complex and the others are for seniors/disabled.

As part of the Agency Plan process, MHA and its Board of Commissioners, with input from the Resident Advisory Board, has identified three (3) key goals. Each of these broad goals consists of several practical sub-goals designed to help MHA meet its targets over the next five (5) years. The four main goals are:

- 1) Maximize Affordable Housing Options in Marin County
- 2) Enhance Services to Clients, Business Partners and the Community at Large through Delivery of Efficient and Responsive Programs
- 3) Continue to Build Collaborations with other Agencies, Local Jurisdictions and the Private Sector

The Agency Plan covers the following components:

1. Housing Needs
2. Financial Resources
3. Policies on Eligibility, Selection and Admissions
4. Rent Determination Policies
5. Agency Operations & Management
6. Grievance Procedures
7. Capital Improvement Needs
8. Demolition and Disposition
9. Public Housing Designation Listing

10. Conversion of Public Housing to Tenant-Based Assistance
11. Homeownership
12. Community Service & Family Self-Sufficiency Programs
13. Safety & Crime Prevention Measures
14. Pets
15. Audit
16. Asset Management Statement
17. Resident Advisory Board Comments
18. Required Certifications

The major challenges facing Marin County are:

- An inadequate supply of affordable housing and significant barriers to creating more affordable housing
- An aging rental stock
- Changing demographics and the needs of program participants that increasingly extend beyond the need for shelter

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

MHA has worked closely with the County of Marin in completing an accurate picture of the needs of the County, based on the County's Consolidated Plan. In addition, MHA is an active member of the Marin Continuum of Housing and Services and is involved in many programs throughout the County including Shelter Plus Care, HOPWA, Residential Rehabilitation Loan Program, Below Market Rate home sales, Mortgage Credit Certificates, and others.

Section 8 and public housing tenant selection, admissions and occupancy policies are reviewed on an annual basis and updated as needed. These policies are presented in the Agency Plan and are available at the offices of MHA. Every update goes through a public process reviewed by the Resident Advisory Board and approved by HUD. Both the Section 8 Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy were completely reviewed and updated in 2004.

As part of the Agency Plan review process, MHA appointed a Resident Advisory Board, including recipients of the Section 8 Program. The Resident Advisory Board held four (4) meetings to review and comment on components of the Agency Plan. The Advisory Board's comments are included in the final Plan. The comments of the Resident Advisory Board are located in the Attachments under the Section titled *Resident Advisory Board*.

Financial constraints, staffing limitations, and the challenge of new technology all continue to have an effect on choices MHA must make in order to fulfill its mission. The Capital Fund and other grant sources are important to MHA in order to maintain the necessary funding to carry out its mission to create a safe and livable environment for all tenants and residents. Despite MHA efforts to put in place a transition plan with the Sheriff and other partners, the loss of PHDEP resources negatively impacted our momentum in addressing drug and crime problems in public housing.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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o <u>Section D(2) – Capital Funds Definition of Significant Deviation</u>	

Attachments

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

Required Attachments:

- Section 3, [Page 92](#): Admissions Policy for Deconcentration
- Component 7, [Page 43](#): FY 2004 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Section [1040](#), [Page 105](#): Resident Membership of the PHA Governing Board and Membership of the Resident Advisory Board (see Resident Comments)
- Voluntary Conversion Initial Assessments

Optional Attachments:

- Section [56](#), [Page 96](#): PHA Management Organizational Chart
- Component 7, [Page 43](#): FY 2004 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Other (List below, providing each attachment name)
 - Section 4, [Page 94](#): Eligibility, Selection & Admissions Policy
Waiting List Maintenance
 - Component 18D (2), [Page 89](#): Section 8 Project-Based Voucher Program
 - [Section 8, Page 100: Public Housing and Resident Initiatives](#)
 - Section 9, [Page 100](#): Progress Report: 20054 Annual Plan Goals

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	N/A, no CIAP
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	N/A
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention PIC Submittal
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have

housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
<i>The data below is from CHAS Data set as posted on the 2004 website..</i>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Location
Income <= 30% of AMI	10,066*	5	5	4	3	3	4
Income >30% but <=50% of AMI	9,325	5	5	4	3	3	3
Income >50% but <80% of AMI	15,572	5	5	4	2	3	3
Elderly	23,938	5	5	4	3	2	2
Families with Disabilities	11,958						
White	86,765	N/A	N/A	N/A	N/A	N/A	N/A
Black	1,537	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	6,247	N/A	N/A	N/A	N/A	N/A	N/A
American In.	207	N/A	N/A	N/A	N/A	N/A	N/A
Asian/Pacific Is.	3,889	N/A	N/A	N/A	N/A	N/A	N/A

*Numbers reflect households, not individuals

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input 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/sub-jurisdiction: Public Housing Combined List; <i>Elderly/Disabled Complexes and Marin City Family Complex</i>			
	# of families	% of total families	Annual Turnover
Waiting list total	2134		70 households
Extremely low income <=30% AMI	1472	69%	
Very low income (>30% but <=50% AMI)	641	30%	
Low income (>50% but <80% AMI)	21	1%	
Other singles	221	10%	
Families	951	45%	
Elderly families	354	17%	
Families with Disabilities	608	28%	
White	969	45%	
Black	709	33%	
Hispanic	284	13%	
American Indian	37	2%	
Asian/Pacific Is.	135	7%	
Other	0		
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	681	35%	
1BR	352	18%	

Housing Needs of Families on the Waiting List			
2 BR	654	35%	
3 BR	235	12%	
4 BR	0		
5 BR	0		
5+ BR	0		

Is the waiting list closed (select one)? No Yes
 If yes:
 How long has it been closed (# of months)?
 Does the PHA expect to reopen the list in the PHA Plan year? No Yes
 Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

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

If yes: How long has it been closed (# of months)? Since 6/13/02

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes The MHA allows County residents who have been displaced by natural disaster or government action onto the waiting list even if generally closed. In addition, the MHA allows households who are part of the witness protection program and those who are victims of hate crimes apply, even if they are not residents of the County.

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
Draft Data:	# of families	% of total families	Annual Turnover
September 2001			
Waiting list total	1317		-0- households
Extremely low income <=30% AMI	1067	81%	
Very low income (>30% but <=50% AMI)	250	20%	
Low income (>50% but <80% AMI)	0	0	
Families with children	528	40%	
Elderly families	226	17%	
Families with Disabilities	368	28%	
Other: Singles	195	15%	
White	753	58%	

Housing Needs of Families on the Waiting List			
Black	334	25%	
Hispanic	115	9%	
American In.	15	1%	
Asian/Pacific Is.	90	7%	
Other	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Since 6/13/02 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

- Waiting list data not available by income breakdown. Analysis of certified and/or eligible households shows that 79% of eligible households are extremely low income and 21% are very low income.
- The MHA allows County residents who have been displaced by natural disaster or government action onto the waiting list even if generally closed. In addition, the MHA allows households who are part of the witness protection program and those who are victims of hate crimes to apply, even if they are not residents of the County.

C. Strategy for Addressing Needs

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

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available

- Other: (list below) ***Work with Area Agency on Aging to identify affordable housing opportunities***

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

See Section on Goals

(2) Reasons for Selecting Strategies

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

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

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

2004 Financial Resources: Planned Sources and Uses		
Sources	Planned \$ (estimate)	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund	1,103,706	
b) Public Housing Capital Fund	744,916	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	27,454,878	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-*	
g) Resident Opportunity and Self-Sufficiency Grants	16,402	
h) Community Development Block Grant	16,000 180,000	Section 8 Housing Advocacy Residential Rehab Loans
i) HOME	-0-	
Other Federal Grants (list below)		
j) Shelter Plus Care	883,392	Rental Assistance for Mentally Ill
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	1,585,018	
4. Other income (list below)		
Interest and Investments	14,500	
Excess Utilities	20,000	
5. Non-federal sources (list below)		
a) CA Dept of Mental Health	438,100	Housing Assistance Team for case mgmt. Services to disabled residents
Total resources	32,476,912	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit:
5—10, depending on bedroom size
 - When families are within a certain time of being offered a unit:
 - Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other (describe)
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(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)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year? None
 2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
 3. Yes No: May families be on more than one list simultaneously

If yes, how many lists?

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

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists

- At the development to which they would like to apply
- Other (list below)

(3) Assignment

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

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA.

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

As part of the MHA's deconcentration plan

c. Preferences

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

See attachment Waiting List Management

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

Lottery System See Attachment Waiting List Management

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability (4)
- Veterans and veterans' families (4)
- Residents who live and/or work in the jurisdiction (1)
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes (2)
- Other preference(s) (list below)

Graduates of Transitional Housing program (3)

3. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

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

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments.
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments. If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

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

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

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

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

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

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

- Criminal or drug-related activity
- Other (describe below)
Non-payment of rent, damages and record of tenancy

(2) Waiting List Organization

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

- None

- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below) ***The project site office located in the Marin City public housing complex.***

(3) Search Time

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

If yes, state circumstances below:

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

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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)

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.

Lottery System: See Attachment Waiting List Management

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families (4)
- Residents who live and/or work in your jurisdiction (1)
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes (2)
- Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

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

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

2. For which kinds of developments are ceiling rents in place? (select all that apply) Not applicable

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

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) Does not apply

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$200
- Other (list below)

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing

- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

The MHA uses the federally required hardship exemptions

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.

See Attachment Organization Chart

- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	490	72
Section 8 Vouchers	2124	120
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	Shelter Plus Care - 115 Housing for Person Living with HIV - 45	10 12
Public Housing Drug Elimination Program (PHDEP)	Terminated 3/31/03	
Other Federal Programs (list individually)	R.O.S.S. – 130	Rotating Clients
CDBG	Section 8 Advocacy - 360	N/A

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
 - Admissions and Continued Occupancy Policy, including Rent Collection Policy
 - Personnel Policy
 - Procurement Policy
 - Asset Disposition
 - Schedule of Maintenance Charges

Maintenance Operations Manual, including Prevention and Eradication of
Pest Infestation

Confidentiality Policy

Conflict of Interest Policy

Injury and Illness Prevention Program

Risk Management Prevention & Remediation

Emergency Action Plan

(2) Section 8 Management: (list below)

Administrative Plan

Personnel Policy

Procurement Policy

Asset Disposition

Injury and Illness Prevention Program

Emergency Action Plan

Confidentiality Policy

Conflict of Interest Policy

Shelter + Care Policy Manual

HOWPA Policy Manual

RDGP Policy

RMR Policy

FSS Program Guidelines

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

MHA has an informal conference with an impartial mediator and if that fails to resolve the issue there is a formal hearing before a 3 member hearing panel. Our grievance procedure is located in the Occupancy Policy that has been forwarded to and approved by HUD.

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

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

Marin City Public Housing Office

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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



PHA main administrative office



Other (list below)

Marin City office located at 429 Drake Avenue, Marin City, California, 94965

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)
-or-
 The Capital Fund Program Annual Statement for FFY 2005 (CA39P05250105) is provided beginning on page 36.

Following the 2005 Annual Statement are the Performance and Evaluation Reports for the following Capital Fund Programs that were active from 7/01/03 through 6/30/04:

Capital Fund Program CA39P05250101 (2001)—pages 39-46

Capital Fund Program CA39P05250202 (2002)—pages 47-55

Capital Fund Program CA39P05250103 (2003)—pages 56-62

Capital Fund Program CA39P05250203 (2003)—pages 63-66

The 5- year Plan Begins on page 67

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and III

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number
CA39P05250105

FFY of Grant Approval: 2005

X Original Annual Statement

<u>Line No.</u>	<u>Summary by Development Account</u>	<u>Total Estimated Cost</u>
<u>1.</u>	<u>Total Non-CGP Funds</u>	
<u>2.</u>	<u>1406 Operations</u>	
<u>3.</u>	<u>1408 Management Improvements</u>	<u>\$ 35,000</u>
<u>4.</u>	<u>1410 Administration</u>	<u>\$ 74,490</u>
<u>5.</u>	<u>1411 Audit</u>	
<u>6.</u>	<u>1415 Liquidated Damages</u>	
<u>7.</u>	<u>1430 Fees and Costs</u>	
<u>8.</u>	<u>1440 Site Acquisition</u>	
<u>9.</u>	<u>1450 Site Improvement</u>	<u>\$ 55,000</u>
<u>10.</u>	<u>1460 Dwelling Structures</u>	<u>\$570,426</u>
<u>11.</u>	<u>1465.1 Dwelling Equipment-Nonexpendable</u>	
<u>12.</u>	<u>1470 Non-dwelling Structures</u>	
<u>13.</u>	<u>1475 Non-dwelling Equipment</u>	
<u>14.</u>	<u>1485 Demolition</u>	
<u>15.</u>	<u>1490 Replacement Reserve</u>	
<u>16.</u>	<u>1492 Moving to Work Demonstration</u>	
<u>17.</u>	<u>1495.1 Relocation Costs</u>	<u>\$ 10,000</u>
<u>18.</u>	<u>1498 Mod Used for Development</u>	
<u>19.</u>	<u>1502 Contingency</u>	
<u>20.</u>	<u>Amount of Annual Grant (Sum of lines 2-19)</u>	<u>\$744,916</u>
<u>21.</u>	<u>Amount of line 20 Related to LBP Activities</u>	
<u>22.</u>	<u>Amount of line 20 Related to Section 504 Compliance</u>	
<u>23.</u>	<u>Amount of line 20 Related to Security</u>	<u>\$300,426</u>
<u>24.</u>	<u>Amount of line 20 Related to Energy Conservation Measures</u>	

Line No.	Summary by Development Account	Total Estimated Cost
1.	Total Non-CGP Funds	
2.	1406 Operations	
3.	1408 Management Improvements	\$-35,000
4.	1410 Administration	\$-74,490
5.	1411 Audit	
6.	1415 Liquidated Damages	
7.	1430 Fees and Costs	
8.	1440 Site Acquisition	
9.	1450 Site Improvement	\$-55,000
10.	1460 Dwelling Structures	\$570,426
11.	1465.1 Dwelling Equipment Nonexpendable	
12.	1470 Non-dwelling Structures	
13.	1475 Non-dwelling Equipment	
14.	1485 Demolition	
15.	1490 Replacement Reserve	
16.	1492 Moving to Work Demonstration	
17.	1495.1 Relocation Costs	\$-10,000
18.	1498 Mod Used for Development	
19.	1502 Contingency	
20.	Amount of Annual Grant (Sum of lines 2-19)	\$744,916
21.	Amount of line 20 Related to LBP Activities	
22.	Amount of line 20 Related to Section 504 Compliance	
23.	Amount of line 20 Related to Security	\$300,426
24.	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	<i>General Description of Major Work Categories</i>	Development Account Number	Total Estimated Cost
CA39P052001 Marin City	Repairs to landscaping & irrigation system	1450	20,000
	Repair broken water distribution system lines in ground	1450	5,000
	Repair broken concrete sidewalks & stairs	1450	5,000
	Interior/Exterior Painting Improvements (including application of steel coating material at 4 high-rise buildings)	1460	50,000
	Replace kitchen cabinets in low-rise apts	1460	20,000
	Partial funding of concrete repairs & improvements for 89/99/409/419 high-rise buildings. (At this time the total projected cost of this work is \$1,500,000. It will take up to 5 years to accumulate the needed funds.)	1460	290,426
	Temporary relocation for high rise stairtower work (or beginning of interior high-rise remodeling)	1495.1	10,000
CA39PO52003 Homestead Terrace	Partial funding to continue building repairs (wall insulation, siding repairs, painting, and community building)	1460	170,000
PHA Wide 052	Procurement Coordinator	1408	35,000
Agency Wide	Modernization Coordinator	1410.2	30,000
	Contract Administrator	1410.2	44,490
	Repairs to landscaping & irrigation system at elderly/disabled complexes	1450	20,000
	Repair broken concrete sidewalks & stairs	1450	5,000
	Begin general repairs to interiors at elderly/disabled complexes.	1460	10,000
	Painting improvements at elderly/disabled complexes.	1460	30,000

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
CA39PO52001 Marin City	9/30/07	9/30/09
CA39PO52003 Homestead Terrace	9/30/07	9/30/09
PHA Wide 052 Agency Wide	9/30/07	9/30/09

Annual Statement/Performance and Evaluation Report

Capital Fund Program (CFP)

Part I: Summary

PHA Name: Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250101</u>	Federal FY of Grant: <u>2001</u>
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report for Period Ending: **6/30/04**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	\$ 56,859	\$ 56,859	\$ 56,859	\$ 56,859
	Management Improvements Hard Costs				
4	1410 Administration	\$ 119,942	\$ 119,942	\$ 119,942	\$ 119,942
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 181,219	\$ 181,219	\$ 181,219	\$ 181,219
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 12,480	\$ 12,480	\$ 12,480	\$ 12,480
10	1460 Dwelling Structures	\$ 486,045	\$ 486,045	\$ 486,045	\$ 486,045
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	\$ 346,958	\$ 346,958	\$ 346,958	\$ 346,958
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 1-19)	\$ 1,203,503	\$ 1,203,503	\$ 1,203,503	\$ 1,203,503

Annual Statement/Performance and Evaluation Report

Capital Fund Program (CFP)

Part I: Summary

PHA Name: Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250101</u>	Federal FY of Grant: <u>2001</u>
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report for Period Ending: **6/30/04**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 compliance	0	0	0	0
23	Amount of line 20 Related to Security –Soft Costs	0	0	0	0
24	Amount of Line 20 related to Security-- Hard Costs	0	0	0	0
25	Amount of line 20 Related to Energy Conservation Measures	0	0	0	0
26	Collateralization Expenses or Debt Service	0	0	0	0

Signature of the Executive Director:

Signature of Public Housing Director:

Christine Gouig

October 5, 2004

Date: _____

**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: CA39P05250101				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
CA39PO52001 Marin City	Drug Prevention & Counseling	1408		\$ 3,347	\$ 3,347	\$ 3,347	\$ 3,347	Work Completed
	Resident Employment & Training	1408		\$ 16,317	\$ 16,317	\$ 16,317	\$ 16,317	Work Completed
	Resident Management	1408		\$ 6,598	\$ 6,598	\$ 6,598	\$ 6,598	Work Completed
	A&E Fees for Spalling Concrete Repairs at High-Rise Buildings	1430.1		\$ 181,219	\$181,219	\$181,219	\$181,219	Work Completed (Concrete Science, Kodama, AME)
	Repair Yard Fences & Gates	1450		0	0	0	0	Moved to 2003 CFP
	Tree Trimming & Landscape Improvements	1450		0	0	0	0	Moved to 2003 CFP
	Repair, Repave, & Restripe 100 & 200 Drake Parking Lots	1450	2 Lots	\$ 698	\$ 698	\$ 698	\$ 698	Remainder Moved to 2003 CFP

**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: CA39P05250101				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
CA39PO52001 Marin City	Repairs to Irrigation Systems	1450		0	0	0	0	Moved to 2003 CFP	
	Install New Development Signage	1450	28 Bldgs.	0	0	0	0	Moved to 2002 & 2003 CFP	
	Repairs to Attic Firewalls of Low-Rise Buildings	1460	20 Bldgs.	0	0	0	0	Moved to 2003 CFP	
	Interior Cyclical Painting	1460	20 Apts.	\$ 17,352	\$ 17,352	\$ 17,352	\$17,352	Work Completed	
	Spalling Concrete Repairs at High-Rise Buildings 69/79 Cole Drive	1460	2 Bldg.	\$170,166	\$170,166	\$170,166	\$170,166	Work Completed (Alten Phase II Concrete Repairs)	
	Spalling Concrete Repairs at High-Rise Buildings 89/99 Cole & 409/419 Drake	1460	4 Bldg.	\$100,063	\$100,063	\$100,063	\$100,063	Work Completed (Alten Phase II Concrete Repairs)	

**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: CA39P05250101				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
CA39PO52001 Marin City	Fire Safety at High-Rise Buildings	1460	8 Bldg.	\$ 1,741	\$ 1,741	\$ 1,741	\$ 1,741	Remainder Moved to 2002 CFP	
	New Lighting at High-Rise Buildings 89/99/409/419	1460	4 Bldg.	\$ 19,016	\$ 19,016	\$ 19,016	\$ 19,016	Work Completed	
	Temporary Relocation for Work at High-Rise Buildings 69/79 Cole Drive	1495.1	2 Bldg.	\$346,958	\$346,958	\$346,958	\$346,958	Work Completed	
CA39PO52002 Venetia Oaks	Install Wall Insulation	1460	12 Bldg.	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	Work Completed	
	Emergency Siding Repairs	1460	12 Bldg.	\$ 42,950	\$ 42,950	\$ 42,950	\$ 42,950	Work Completed	
CA39PO52003 Homestead Terrace	Install Wall Insulation	1460	4 Bldg.	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,450	Work Completed	
	Resurface Deck Walking Surfaces	1460	4 Bldg.	\$ 850	\$ 850	\$ 850	\$ 850	Remainder Moved to 2003 CFP	

**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: CA39P05250101				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
CA39PO52006 Golden Hinde	Replace Site Lighting Fixtures	1450		\$ 2,284	\$ 2,284	\$ 2,284	\$ 2,284	Remainder Moved to 2003 CFP	
	Emergency Sewer Repairs in Floor Slab	1450	1 Apt.	\$ 7,508	\$ 7,508	\$ 7,508	\$ 7,508	Work Completed	
	Replace Flat Portions of Roofing	1460	6 Bldg.	\$ 83,899	\$ 83,899	\$ 83,899	\$ 83,899	Work Completed	
CA39PO52007 Kruger Pines	Emergency Elevator Pit Repairs	1460	1 Bldg.	\$ 15,805	\$ 15,805	\$ 15,805	\$ 15,805	Work Completed	
PHA Wide 052 Agency Wide	Service Coordinator	1408		\$ 10,394	\$ 10,394	\$ 10,394	\$ 10,394	Work Completed	
	Procurement Coordinator	1408		\$ 20,203	\$ 20,203	\$ 20,203	\$ 20,203	Work Completed	
	Clerical	1410.1		\$ 11,077	\$ 11,077	\$ 11,077	\$ 11,077	Work Completed	
	Modernization Coordinator	1410.2		\$ 35,366	\$ 35,366	\$ 35,366	\$ 35,366	Work Completed	
	Contract Administrator	1410.2		\$ 73,498	\$ 73,498	\$ 73,498	\$ 73,498	Work Completed	

**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250101</u>				Federal FY of Grant: <u>2001</u>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
PHA Wide 052 Agency Wide	Tree Trimming & Landscape Improvements	1450		\$ 1,990	\$ 1,990	\$ 1,990	\$ 1,990	Moved to 2003 CFP	
	Irrigation Systems Improvements	1450		0	0	0	0	Moved to 2003 CFP	
	Electrical Improvements	1460		\$ 1,180	\$ 1,180	\$ 1,180	\$ 1,180	Work Completed	
	Interior Cyclical Painting at Elderly/Disabled Complexes	1460		\$ 29,222	\$ 29,222	\$ 29,222	\$ 29,222	Work Completed	

**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part III: Implementation Schedule

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program No: <u>CA39P05250101</u>				Federal FY of Grant: <u>2001</u>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CA39PO52001 Marin City	12/31/02		11/30/02	06/30/04		09/30/03	HUD Funding Allocation Notification letter received by Marin Housing on April 9, 2001.
CA39PO52002 Venetia Oaks	12/31/02		11/30/02	06/30/04		09/30/03	ACC Executed by PHA on April 12, 2001.
CA39PO52003 Homestead Terrace	12/31/02		11/30/02	06/30/04		09/30/03	HUD established the "Commencement Date" as 6/30/01.
CA39PO52004 Casa Nova	12/31/02		11/30/02	06/30/04		11/30/02	"Benchmarks" for Obligating funds is 18 months and for Expending funds is 3
CA39PO52006 Golden Hinde	12/31/02		11/30/02	06/30/04		09/30/03	years from the HUD established "Commencement Date".
CA39PO52007 Kruger Pines	12/31/02		11/30/02	06/30/04		11/30/02	
PHA Wide 052	12/31/02		03/31/02	06/30/04		09/30/03	

Annual Statement

Capital Fund Program (CFP)

Part I: Summary

PHA Name: Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program Grant No: CA39P05250202 Revision No. 3	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (Revision No: 3)

Performance and Evaluation Report for Period Ending: 6/30/04 Final Performance and Evaluation Report:

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	\$ 21,000	\$ 38,795	\$ 38,795	\$ 38,795
4	1410 Administration	\$ 96,000	\$ 96,084	\$ 96,084	\$ 96,084
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 47,688	\$ 51,026	\$ 51,026	\$ 48,325
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 62,002	\$ 102,319	\$ 102,319	\$ 100,291
10	1460 Dwelling Structures	\$ 628,050	\$ 556,673	\$ 556,673	\$ 532,623
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	\$ 110,000	\$ 119,843	\$ 119,843	\$ 119,843
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 1-19)	\$ 964,740	\$ 964,740	\$ 964,740	\$ 935,961

Annual Statement

Capital Fund Program (CFP)

Part I: Summary

PHA Name: Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program Grant No: CA39P05250202 Revision No. 3	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (Revision No: 3)

Performance and Evaluation Report for Period Ending: 6/30/04 Final Performance and Evaluation Report:

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0
24	Amount of line 21 Related to Security –Soft Costs	0	0	0	0
25	Amount of line 21 related to Security-- Hard Costs	0	\$ 4,213	\$ 4,213	\$ 4,213
26	Amount of line 21 Related to Energy Conservation Measures	0	\$ 51,886	\$ 51,886	\$ 51,886

Signature of the Executive Director:

Signature of Public Housing Acting Director:

Christine Gouig

October 5, 2004

Date: _____

Annual Statement
Capital Fund Program (CFP)

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: CA39P05250202 Revision No. 3				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	Obligated	Expended		
CA39P052001 Marin City	Law Enforcement	1408		\$ 1,500	0	0	0	Work Not Charged	
	Architectural & Engineering Fees for Repairs to Low-Rise & Office Parking Areas & High- Rise Accessible Stalls	1430	4 Bldg.	\$ 30,613	\$ 47,560	\$ 47,560	\$ 44,859	Work Almost Complete on Ext. Repairs & Parking Lot Improve.	
	Repair Broken Water Distribution System Lines in Ground	1450		0	0	0	0	Moved to 2003 CFP	
	Rebuild Low-Rise Fences and Replace Gates	1450	28 Bldg.	\$ 38,000	\$ 83,578	\$ 83,578	\$ 81,550	Work Almost Complete (Except for Gates)	
	Repair Broken Concrete Sidewalks & Stairs	1450		\$ 267	\$ 4,463	\$ 4,463	\$ 4,463	Work Complete (Portion Moved to 2003 CFP)	
	Repairs to Landscaping & Irrigation System	1450		0	0	0	0	Moved to 2003 CFP	

Annual Statement
Capital Fund Program (CFP)

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: CA39P05250202 Revision No. 3				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	Obligated	Expended		
CA39P052001 Marin City (Continued)	Site Development Signs	1450		\$ 2,380	\$ 2,023	\$ 2,023	\$ 2,023	One GGV Sign Complete	
	Repair High-Rise Window Security Screens	1460		\$ 3,897	\$ 4,213	\$ 4,213	\$ 4,213	Work Complete	
	New Lighting at 89/99/409/419 High-Rise Buildings	1460	4 Bldgs	\$ 88,086	\$ 51,886	\$ 51,886	\$ 51,886	Work Complete	
	Repair Concrete Panels at 89/99 High-Rise Buildings	1460	2 Bldgs	\$ 50,000	\$ 33,475	\$ 33,475	\$ 30,689	Work to Continue in 2003 CFP	
	Screens for Ground Level Sliding Glass Doors	1460	8 Bldgs.	\$ 5,000	\$ 1,335	\$ 1,335	\$ 1,335	Work Complete	
	Interior/Exterior Painting Improvements	1460		\$ 27,037	\$ 12,337	\$ 12,337	\$ 11,720	Work Continues in 2003 CFP	
	Partial Funding of Concrete Repairs & Improvements for 49/59/69/79 Cole Drive High- Rise Buildings	1460	4 Bldg.	\$ 20,500	\$ 20,407	\$ 20,407	\$ 20,407	Work Completed (Phase II of Alten Contract)	

Annual Statement
Capital Fund Program (CFP)

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: CA39P05250202 Revision No. 3				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	Obligated	Expended	
CA39P052001 Marin City (Continued)	Partial Funding of Concrete Repairs & Improvements for 89/99/409/419 High-Rise Buildings (At this time, the Total Projected Costs of this work is \$1,500,000. It will take up to 5 years to accumulate the needed funds.)	1460	4 Bldg.	\$250,000	\$247,752	\$247,752	\$227,106	Exterior Repairs Contract with Bollo Constr. Almost Complete
	Temporary Relocation for Work at High-Rise Buildings 69/79 Cole Drive	1495.1	2 Bldg	\$110,000	\$119,843	\$119,843	\$119,843	Work Complete
CA39P052002 Venetia Oaks	Repair Patio Fencing	1450	12 Bldgs.	\$ 11,500	0	0	0	Moved to 2003 CFP
	Replace Roofing & Gutters/Downspouts	1460	12 Bldgs.	\$150,000	\$150,000	\$150,000	\$150,000	Exterior Repairs Contract with Bollo Constr. Complete
CA39P052003 Homestead Terrace	Resurface Deck Walking Surfaces	1460	4 Bldgs.	0	0	0	0	Moved to 2003 CFP

Annual Statement
Capital Fund Program (CFP)

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: CA39P05250202 Revision No. 3				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	Obligated	Expended	
CA39P052004 Casa Nova	Replace Site Lighting Fixtures	1450		0	0	0	0	Moved to 2003 CFP
	Repair Roofing Tiles & Flashing	1460		0	0	0	0	Moved to 2003 CFP
CA39P052006 Golden Hinde	Replace Site Lighting Fixtures	1450		0	0	0	0	Moved to 2003 CFP
	Emergency Sewer Repairs in Floor Slab of Apartment	1450	1 Apt.	0	0	0	0	Moved to 2001 CFP
	Replace Water Heater Doors	1460	12 Bldgs.	\$ 15,000	\$ 3,000	\$ 3,000	\$ 3,000	Portion Moved to 2003 CFP
CA39P052007 Kruger Pines	Partial Funding to Complete Dry Rot & Settling Repairs	1460	1 Bldg.	\$ 2,580	\$ 2,580	\$ 2,580	\$ 2,580	Portion of Work Moved to 2003 CFP
	Partial Funding of Repairs to Fire Sprinkler System	1460	1 Bldg.	\$ 0	\$ 2,487	\$ 2,487	\$ 2,487	Work Continues in 2003 CFP
PHA Wide 052 Agency Wide	Service Coordination-Elderly	1408		\$ 7,500	\$ 16,297	\$ 16,297	\$ 16,297	Work Continues in 2003 CFP

Annual Statement
Capital Fund Program (CFP)

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: CA39P05250202 Revision No. 3				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	Obligated	Expended		
PHA Wide 052 Agency Wide (Continued)	Procurement Coordinator	1408		\$ 12,000	\$ 22,498	\$ 22,498	\$ 22,498	Work Continues in 2003 CFP	
	Clerical	1410.1		\$ 12,500	\$ 11,908	\$ 11,908	\$ 11,908	Work Continues in 2003 CFP	
	Modernization Coordinator	1410.2		\$ 32,500	\$ 32,494	\$ 32,494	\$ 32,494	Work Continues in 2003 CFP	
	Contract Administrator	1410.2		\$ 51,000	\$ 51,682	\$ 51,682	\$ 51,682	Work Continues in 2003 CFP	
	Architectural & Engineering Fees for Repairs to Kruger Pines and Venetia Oaks (plus Building Permit Fees)	1430	.	\$ 17,075	\$ 3,466	\$ 3,466	\$ 3,466	Work Completed on Exterior Repairs Documents	
	Repairs to Landscaping & Irrigation System at Elderly/Disabled Complexes	1450		\$ 9,855	\$ 9,855	\$ 9,855	\$ 9,855	Work Continues in 2003 CFP	

Annual Statement
Capital Fund Program (CFP)

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: CA39P05250202 Revision No. 3				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	Obligated	Expended	
PHA Wide 052 Agency Wide (Continued)	Repairs to Concrete Sidewalks at Elderly/Disabled Complexes	1450		\$ 0	\$ 2,400	\$ 2,400	\$ 2,400	Work Continues in 2003 CFP
	Painting Improvements at Elderly/Disabled Complexes	1460		\$ 15,950	\$ 27,202	\$ 27,202	\$ 27,202	Work Continues in 2003 CFP

Annual Statement
Capital Fund Program (CFP)

Part III: Implementation Schedule

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program No: CA39P05250202 Revision No. 3				Federal FY of Grant: <u>2002</u>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CA39PO52001 Marin City	12/31/03		12/31/03	06/30/05			“Effective Date” is May 31, 2002. ACC executed by HUD on 6/13/2002.
CA39PO52002 Venetia Oaks	12/31/03		12/31/03	06/30/05			“Benchmark” for Obligating funds is 18 months from the end of quarter of “Effective Date” (6/30/02).
CA39PO52003 Homestead Terrace	12/31/03		12/31/03	06/30/05			“Benchmark” for Expending funds is 3 years from the end of quarter of “Effective Date” (6/30/02).
CA39PO52004 Casa Nova	12/31/03		06/30/03	06/30/05		06/30/03	
CA39PO52006 Golden Hinde	12/31/03		06/30/03	06/30/05		06/30/03	
CA39PO52007 Kruger Pines	12/31/03		06/30/03	06/30/05			
PHA Wide 052 Agency Wide	12/31/03		12/31/03	06/30/05			

Annual Statement

Capital Fund Program (CFP)

Part I: Summary

PHA Name: Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program Grant No: CA39P05250103 Revision No. 1	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (Revision No. 1)

Performance and Evaluation Report for Period Ending: 06/30/04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	\$ 29,000	\$ 33,000	\$ 33,000	\$ 6,170
4	1410 Administration	\$ 99,221	\$ 99,221	\$ 99,221	\$ 59,854
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 5,000	\$ 65,075	\$ 40,000	\$ 4,123
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 459,502	\$ 448,502	\$ 279,864	\$ 14,969
10	1460 Dwelling Structures	\$ 400,498	\$ 347,423	\$ 121,655	\$ 31,059
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 1-19)	\$ 993,221	\$ 993,221	\$ 573,740	\$ 116,175

Annual Statement

Capital Fund Program (CFP)

Part I: Summary

PHA Name: Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program Grant No: CA39P05250103 Revision No. 1	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (Revision No. 1)

Performance and Evaluation Report for Period Ending: 06/30/04 Final Performance and Evaluation Report

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

Signature of the Executive Director:

Signature of Acting Public Housing Director:

Christine Gouig

October 5, 2004

Date: _____

Annual Statement
Capital Fund Program (CFP)

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: CA39P05250103 Revision No. 1				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	Obligated	Expended	
CA39P052001 Marin City	Architectural & Engineering Fees for Construction Administration of Parking Area Improvements plus Design & Construction Admin. of 89/99 Cole Stairtower Work	1430		\$ 0	\$ 60,075	\$ 40,000	\$ 4,123	Work Underway—Kodama Contract
	Repair Broken Water Distribution System Lines in Ground	1450		\$ 30,000	\$ 20,000	\$ 0	\$ 0	
	Repair Broken Concrete Sidewalks & Stairs	1450		\$ 18,733	\$ 13,733	\$ 622	\$ 622	Work Underway
	Repairs to Landscaping & Irrigation System	1450		\$ 30,196	\$ 30,196	\$ 1,092	\$ 1,092	Work Underway
	Rebuild Low-Rise Fences & Gates (By Force Account)	1450		\$ 68,000	\$ 56,000	\$ 56,000	\$ 12,019	Work Underway
	Repair, Repave, & Restripe 100, 200, & 300 Drake and 30 Cole Parking Lots	1450		\$220,914	\$220,914	\$220,914	\$ 0	Work Underway—Contract with Maggiora & Ghilotti
	Install 2 Site Development. & 5 "You are Here" Signs	1450		\$ 11,180	\$ 11,180	\$ 0	\$ 0	

Annual Statement
Capital Fund Program (CFP)

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: CA39P05250103 Revision No. 1				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quanti ty	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
CA39P052001 Marin City	Emergency Concrete Repairs to High-Rise Buildings to Stop Ground Water Infiltration and Spalling of Balcony Panels	1460		\$ 0	\$ 42,000	\$ 39,000	\$ 20,651	Work Underway— with James Madison
	Interior/Exterior Painting Improvements (Force Account)	1460		\$ 65,000	\$ 35,000	\$ 35,000	\$ 1,749	Work Underway
	Fire Safety in High-Rise Buildings (Standpipes)	1460	8 Bldg.	\$ 8,259	\$ 3,184	\$ 3,184	\$ 3,184	Work Complete
	Repairs to Attic Firewalls of Low-Rise Buildings	1460	20 Bldgs	\$ 3,995	\$ 3,995	\$ 3,995	\$ 0	
	Replace Kitchen Cabinets in Low-Rise Buildings	1460	8 Apts.	\$ 40,000	\$ 0	\$ 0	\$ 0	Work Moved to CFP 502-03
CA39P052002 Venetia Oaks	Repair Fencing	1450		\$ 0	\$ 10,000	\$ 0	\$ 0	
	Install Wall Insulation	1460		\$ 8,015	\$ 8,015	\$ 0	\$ 0	
	Partial Funding to continue Building & Site Repairs (Wall Insulation, Siding Repairs, Painting, Roofing, Gutters, & Sitework)	1460	12 Bldgs	\$ 30,000	\$ 7,800	\$ 0	\$ 0	

Annual Statement
Capital Fund Program (CFP)

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: CA39P05250103 Revision No. 1				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quanti ty	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
CA39P052003 Homestead Terrace	Install Wall Insulation	1460		\$ 4,505	\$ 4,505	\$ 500	\$ 500	Work Underway at Vacant Apts.
	Resurface Deck Walking Surfaces	1460		\$ 9,150	\$ 9,150	\$ 0	\$ 0	
CA39P052004 Casa Nova	Replace Site Lighting Fixtures	1450		\$ 30,000	\$ 30,000	\$ 133	\$ 133	
	Repair Roofing Tiles & Flashing	1460		\$ 3,000	\$ 3,200	\$ 3,200	\$ 3,200	Work Complete
CA39P052006 Golden Hinde	Replace Site Lighting Fixtures	1450		\$ 22,710	\$ 22,710	\$ 343	\$ 343	
	Replace Water Heater Cabinet Doors	1460		\$ 0	\$ 12,000	\$ 0	\$ 0	
CA39P052007 Kruger Pines	Replace Sliding Glass Doors & Windows	1460		\$190,000	\$ 90,000	\$ 0	\$ 0	
	Emergency Repair of Fire Sprinkler System—(Replace- ment of copper piping)	1460		\$ 0	\$ 90,000	\$ 1,525	\$ 1,525	Work Underway at Vacant Apts.
PHA-Wide 052 Agency Wide	Procurement Coordinator	1408		\$ 29,000	\$ 19,000	\$ 19,000	\$ 3,639	Jeannie Slusher

Annual Statement
Capital Fund Program (CFP)

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: CA39P05250103 Revision No. 1				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quanti ty	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
PHA-Wide 052 Agency Wide	Service Coordinator for Elderly	1408		\$ 0	\$ 14,000	\$ 14,000	\$ 2,532	Beverly Bronson
	Clerical	1410.1		\$ 14,500	\$ 14,500	\$ 14,500	\$ 6,837	Paula Beale
	Modernization Coordinator	1410.2		\$ 43,500	\$ 43,500	\$ 43,500	\$ 22,623	Al Cooks
	Contract Administrator	1410.2		\$ 41,221	\$ 41,221	\$ 41,221	\$ 30,394	Mark Hillard
	Architectural & Engineering Fees for Repairs to Kruger Pines plus Building Permit Fees (Portion in CFP 502-03)	1430	.	\$ 5,000	\$ 5,000	\$ 0	\$ 0	
	Repairs to Landscaping & Irrigation System at Elderly/Disabled Complexes	1450		\$ 27,769	\$ 27,769	\$ 760	\$ 760	
	Repairs to Broken or Uneven Concrete Walks	1450		\$ 0	\$ 6,000	\$ 0	\$ 0	
	Painting Improvements at Elderly/Disabled Complexes	1460		\$ 35,000	\$ 35,000	\$ 35,000	\$ 0	Work Underway
	Electrical Improvements	1460		\$ 3,574	\$ 3,574	\$ 250	\$ 250	

Annual Statement
Capital Fund Program (CFP)

Part III: Implementation Schedule

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program No: CA39P05250103 Revision No. 1				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CA39PO52001 Marin City	9/16/05			09/16/07			ACC was executed by HUD on September 17, 2003.
CA39PO52002 Venetia Oaks	9/16/05			09/16/07			Obligation deadline is 24 months from when ACC is executed. (MHA's goal is 18 months or 3/16/05.)
CA39PO52003 Homestead Terrace	9/16/05			09/16/07			Expended deadline is 4 years from when ACC is executed. (MHA's goal is 36 months or 9/16/06.)
CA39PO52004 Casa Nova	9/16/05			09/16/07			
CA39PO52006 Golden Hinde	9/16/05			09/16/07			
CA39PO52007 Kruger Pines	9/16/05			09/16/07			
PHA Wide 052 Agency Wide	9/16/05			09/16/07			

Annual Statement

Capital Fund Program (CFP)

Part I: Summary

PHA Name: Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program Grant No: CA39P05250203 REVISION NO. 1	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (Revision No: 1)

Performance and Evaluation Report for Period Ending: 06/30/04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
4	1410 Administration	\$ 20,779	\$ 20,779	\$ 20,779	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 29,000	\$ 29,000	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	0	\$ 100,000	\$ 72,478	0
10	1460 Dwelling Structures	\$ 160,000	\$ 60,000	0	0
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 1-19)	\$ 209,779	\$ 209,779	\$ 93,257	0
22	Amount of line 21 Related to LBP Activities	0	0	0	0

Annual Statement

Capital Fund Program (CFP)

Part I: Summary

PHA Name: Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250203</u> REVISION NO. 1	Federal FY of Grant: <u>2003</u>
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (Revision No: 1)

Performance and Evaluation Report for Period Ending: 06/30/04 Final Performance and Evaluation Report

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

Signature of the Executive Director:

Signature of Acting Public Housing Director:

Christine Gouig

October 5, 2004

Date: _____

Annual Statement
Capital Fund Program (CFP)

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: CA39P05250203 REVISION NO. 1				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	Obligated	Expended	
CA39P052001 Marin City	Repair Paving at 429 Drake Lot & Accessible Parking Stalls at 99 Cole & 409/419 Drake High-Rise Buildings	1450		\$ 0	\$100,000	\$ 72,478	\$ 0	
	Remodel Laundry Rooms of 89 & 99 Cole/409 & 419 Drake High-Rise Buildings	1460		\$ 100,000	\$ 10,000	\$ 0	\$ 0	
	Replace Kitchen Cabinets in Low-Rise Buildings	1460		\$ 0	\$ 40,000	\$ 0	\$ 0	
CA39P052003 Homestead Terrace	Architectural & Engineering Fees for Repairs to Homestead Terrace (+ Fees)	1430		\$ 29,000	\$ 29,000	\$ 0	\$ 0	
	Partial Funding to Begin Building & Site repairs (Wall Insulation, Siding Repairs, Painting, Remodeling of Community Building, Sitework)	1460		\$ 60,000	\$ 10,000	\$ 0	\$ 0	
PHA-Wide 052	Clerical	1410.1		\$ 0	\$ 779	\$ 779	\$ 0	
Agency Wide	Modernization Coordinator	1410.2		\$ 0	\$ 4,000	\$ 4,000	\$ 0	
	Contract Administrator	1410.2		\$ 20,779	\$ 16,000	\$ 16,000	\$ 0	

Annual Statement
Capital Fund Program (CFP)

Part III: Implementation Schedule

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program No: CA39P05250203 REVISION NO. 1				Federal FY of Grant: <u>2003</u>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CA39PO52001 Marin City	2/13/06			02/13/08			ACC was, in fact, executed by HUD on February 13, 2004.
CA39PO52003 Homestead Terrace	2/13/06			02/13/08			Obligation deadline is 24 months from when ACC is executed. (MHA's goal is 18 months or 8/13/05.)
PHA-Wide 052 Agency Wide	2/13/06			02/13/08			Expended deadline is 4 years from when ACC is executed. (MHA's goal is 36 months or 2/13/07.)

(2) Optional 5-Year Action Plan

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

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here) pages ~~7568~~-780.

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Housing Authority of the County of Marin		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1 FFY 2005	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
	Annual Statement				
52-1 Marin City		420,426	360,426	360,426	360,426
52-2 Venetia Oaks					
52-3 Homestead Terrace		10,000			
52-4 Casa Nova,					
52-6 Golden Hinde					
52-7 Kruger Pines		125,000	100,000	100,000	
PHA-Wide		74,490	74,490	74,490	74,490
Elderly/Disabled Wide		115,000	210,000	210,000	310,000
Total CFP Funds (Est.)	\$744,916	\$744,916	\$744,916	\$744,916	\$744,916
Total Replacement Housing Factor Funds	0	0	0	0	0

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1 2005	Activities for Year 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year 3 FFY Grant: 2007 PHA FY: 2007		
	Development Number/Name	Major Work Categories	Estimated Costs	Development Number/Name	Major Work Categories	Estimated Costs
See	52-1 Marin City	Repairs 89/99/409/419	290,426	52-1 Marin City	Temporary Relocation/ High-Rise Interior Remodel	115,426
Annual		Landscape/Irrigation	20,000		Landscape/Irrigation	20,000
Statement		Interior/Exterior Painting	60,000		Interior/Exterior Painting	60,000
		Repair Broken Sidewalks	5,000		Repair Broken Sidewalks	5,000
		Repair Water Distribution System	5,000		Repair Water Distribution System	100,000
		Replace Kitchen Cabinets in Low-Rise Apts.	40,000		Replace Kitchen Cabinets in Low-Rise Apts.	60,000
	Sub-total		420,426	Sub-total		360,426
	52-2 Homestead Terrace	Repairs to Exterior Walls	10,000	52-7 Kruger Pines	Improvements to Roadway of N. Knoll Road	100,000
	Sub-total		10,000	Sub-total		100,000
	52-7 Kruger Pines	Replace Walkway Down Hill to Tiburon Blvd.	75,000			
		Improvements to Roadway of N. Knoll Road	50,000			
	Sub-total		125,000			
	PHA-Wide	Administration	74,490	PHA-Wide	Administration	74,490
		Landscape/Irrigation	20,000		Landscape/Irrigation	20,000
		Interior/Exterior Painting	30,000		Interior Painting	35,000
		Repair Broken Sidewalks	5,000		Repair Broken Sidewalks	5,000
		General Repairs to Interiors	50,000		General Repairs to Interiors	50,000
		A&E Fees	10,000		Repaint Exteriors	100,000
	Sub-total		189,490	Sub-total		284,490
Total CFP Estimated Costs			\$744,916	\$ 744,916		

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year 5 FFY Grant: 2009 PHA FY: 2009		
Development Number/Name	Major Work Categories	Estimated Costs	Development Number/Name	Major Work Categories	Estimated Costs
52-1 Marin City	Temporary Relocation/ Hi-Rise Interior Remodel	75,426	52-1 Marin City	Temporary Relocation/ High-Rise Interior Remodel	125,426
	Landscape/Irrigation	20,000		Landscape/Irrigation	20,000
	Interior/Exterior Painting	60,000		Interior/Exterior Painting	60,000
	Repair Concrete Sidewalks	5,000		Repair Concrete Sidewalks	5,000
	Repair Water Distribution System	100,000		Repair Water Distribution System	50,000
	Replace Kitchen Cabinets in Low-Rise Apts.	100,000		Replace Kitchen Cabinets in Low-Rise Apts.	100,000
Sub-total		360,426	Sub-total		360,426
52-7 Kruger Pines	Make Improvements to N. Knoll Rd	100,000			
Sub-total		100,000			
PHA-Wide	Administration	74,490	PHA-Wide	Administration	74,490
	Landscape/Irrigation	20,000		Landscape/Irrigation	20,000
	Interior Painting	35,000		Interior Painting	35,000
	Repair Broken Sidewalks	5,000		Repair Broken Sidewalks	5,000
	General Repairs to Interiors	50,000		General Repairs to Interiors	200,000
	Repaint Exteriors	100,000		Repaint Exteriors	50,000
Sub-total		284,490	Sub-total		284,490
Total CFP Estimated Costs		\$744,916			\$744,916

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

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

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
 - b) Status of HOPE VI revitalization grant (Complete one set of questions for each grant)
 - 1. Development name:
 - 2. Development (project) number:
 - 3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan Underway
- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8-8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

- 1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, Complete one activity description for each development.)
- 2. Activity Description
 - Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, Complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity: c.	

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

See attachment Section "Component 10B - Voluntary Conversion"

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

See Attachment Section 8 Homeownership Program

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-Sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plans a description of how they plan to address the Community Service Requirement. On November 14, 2000, the Housing Authority Board of Commissioners adopted the Community Service portion of Marin Housing's Occupancy Policy for Public Housing.

Since HUD reinstated the community service MHA has been working with individuals who must complete those hours. This process will continue through October 2005 to complete a full two year cycle.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 04/26/99

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", Complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/ random selection / specific criteria / other)	Access (development office / PHA main office / other provider name)	Eligibility (Public Housing or Section 8 participants or both)
Computer Training Center	40/month	Special Criteria	W.H.A.P. (on site)	Public Housing
Fatherhood Collaborative	10	Special Criteria	FFS – on site	Public Housing
R.O.S.S.	125	Special Criteria	Project offices on site of five Senior/Disabled Complexes	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	None	50
Section 8	47	130

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)
Working with Sheriff Department to expand police presence and to develop a community approach to law enforcement and tenant responsibility for their property,

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

Which developments are most affected? (list below)

Marin City Public Housing

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

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

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

Drug Counseling and Recovery Center

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

Marin City Public Housing

C. Coordination between PHA and the police

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

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

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

Marin City Public Housing

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The pet policy is going to be modified to clarify definition of a “pet” vs. a “service animal” based on the comments from residents and the RAB. This clarification is as follows:

“A pet” shall be defined only as any dog (weight not to exceed 15 pounds as an adult), a cat, bird, (only two, and not large parrots or other large birds), fish aquarium (not to exceed 10 gallons), rodents (only two, and only rabbits, guinea pigs, hamsters, or gerbils), and turtle (only two).

“A service animal” shall be defined as a dog (the weight limit of 15 pounds does not apply) or a cat where it has been established that a person with disabilities is in the household and the animal is necessary as a reasonable accommodation to provide designated service for the disabled resident or family member.

It is also being clarified in the policy that as a reasonable accommodation a disabled resident may request a waiver to the pet deposit. This clarification is as follows:

Where a resident has requested a waiver of the pet deposit and fees as a reasonable accommodation based on the disability, and where verification of such a need is presented, the pet deposit and fees may be waived by Marin Housing.

It is also being clarified that “service animals” are not restricted from being in any area on the complex. This clarification is as follows:

The following areas are designated no-pet areas: Patios in the high-rise buildings, laundry rooms, community rooms, courtyards, playgrounds, and lawns. (This restriction does not apply to “service animals” when they are in the company of the resident or a family member.)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations. (see pages 2-4)

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?(If no, skip to component 17.) 2003 Audit completed September 28, 2004. Will be submitted to HUD by September 30, 2004.
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

- 1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
See Component 7 – Capital Fund

What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

- 3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

- 2. If yes, the comments are:
(if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name) **RESIDENT COMMENTS, page 123**
- Provided below:

- 3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:

Changes are identified in the Attachment entitled RESIDENT ADVISORY BOARD

- Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: County of Marin

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

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

Shelter Plus Care program, the HOPWA program, the Rehabilitation Loan program, transition from the Drug Elimination Program, and the Continuum of Care participation

Other: (list below)

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

The jurisdiction provides funding for the Rehabilitation Loan program, is a partner in the Continuum of Care process, has provided financial assistance in funding certain capital improvements in public housing, and provided funding for the Shelter Plus Care, Rental Deposit Guarantee and HOPWA programs as well as a match for the Public Housing Drug Elimination Program.

D. Other Information Required by HUD

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

1. Section 8 Project-Based Voucher Program

The Housing Authority of the County of Marin has chosen to implement project-based assistance in its Section 8 Housing Choice Voucher Program. Up to three hundred (300) Section 8 Housing Choice Vouchers under the housing Authority Annual Contribution Contract (ACC) for the County of Marin may be made available for project-based assistance.

Marin Housing has chosen to implement project-based assistance at this time in order to provide a resource of stable affordable housing units in the volatile economic market of Marin County and

to help increase participation by private owners in providing affordable housing. Marin Housing will have New Construction, Rehabilitation and Existing Project-Based Programs.

Marin Housing will accept applications for the Project-Based Assistance Program from for profit and non-profit owners in response to advertisements in a newspaper of general circulation. Projects awarded project-based assistance will be targeted to those areas with less than 20% poverty concentration, unless Marin Housing seeks a waiver from the 20% limit for projects meeting a specific local goal such as location in a redevelopment area or area showing significant evidence of gentrification. Marin Housing would also seek projects that are in close proximity to the following:

- Employment centers
- Schools or colleges
- Public transportation
- Parks and recreational areas

Marin Housing may maintain a site-based waiting list for each approved project, from which it will fill vacant project-based assisted units or may maintain a single site-based waiting list for project-based assistance.

2. Capital Funds Definition of Significant Deviation

Significant deviation and/or significant amendment or modification is defined as any change in the use of the Capital Funds for work items that have not been identified and approved in Marin Housing's Agency Plan and for which the cost is over the amount of \$100,000.00.

Component 3, (6) Deconcentration and Income Mixing

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

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

Section 4: Certifications*

A comprehensive certification of compliance with respect to the Capital Fund submission is included in the "PHA Certifications of Compliance with the PHA Plan and Related Regulations."

Attachments

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

DECONCENTRATION

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

DECONCENTRATION POLICY

Section 8 Housing Choice Voucher Program

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

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

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

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

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

Public Housing Program

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

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

Gross annual income is used for income limits at admission and for income-mixing purposes. MHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in MHA’s deconcentration efforts. In general, MHA’s deconcentration policy emphasizes working with *current* residents to improve their incomes and become self-sufficient, thereby contributing to a broader income mix in the public housing community.

MHA will:

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

ELIGIBILITY, SELECTION, AND ADMISSIONS POLICY

Section 8 and Public Housing *Waiting List Maintenance*

In an effort to be responsive to the County needs to provide housing assistance to the most at-risk populations, low-income families and very low-income special needs groups who require supportive services, Marin Housing is proposing to separate its Tenant-Based Voucher Program from the waiting list for the proposed Project-Based Voucher Program.

MHA may maintain two separate and distinct types of waiting lists:

- A single Waiting List for all Tenant-Based Section 8 Housing Choice Vouchers
- A single Waiting List for all Project-Based assistance

It is MHA's objective to ensure that applicants are placed on the waiting lists in a manner that will ensure that an offer of assistance is not delayed to any applicant, or made to any applicant prematurely.

Chapter 4 explains the local preferences that MHA has adopted to meet local housing needs and explains MHA's system for applying such preferences. (see Section I Chapter 4)

By maintaining its waiting list MHA can ensure that an adequate pool of qualified applicants will be available, and that MHA's Section 8 Voucher allocations are utilized in a timely manner.

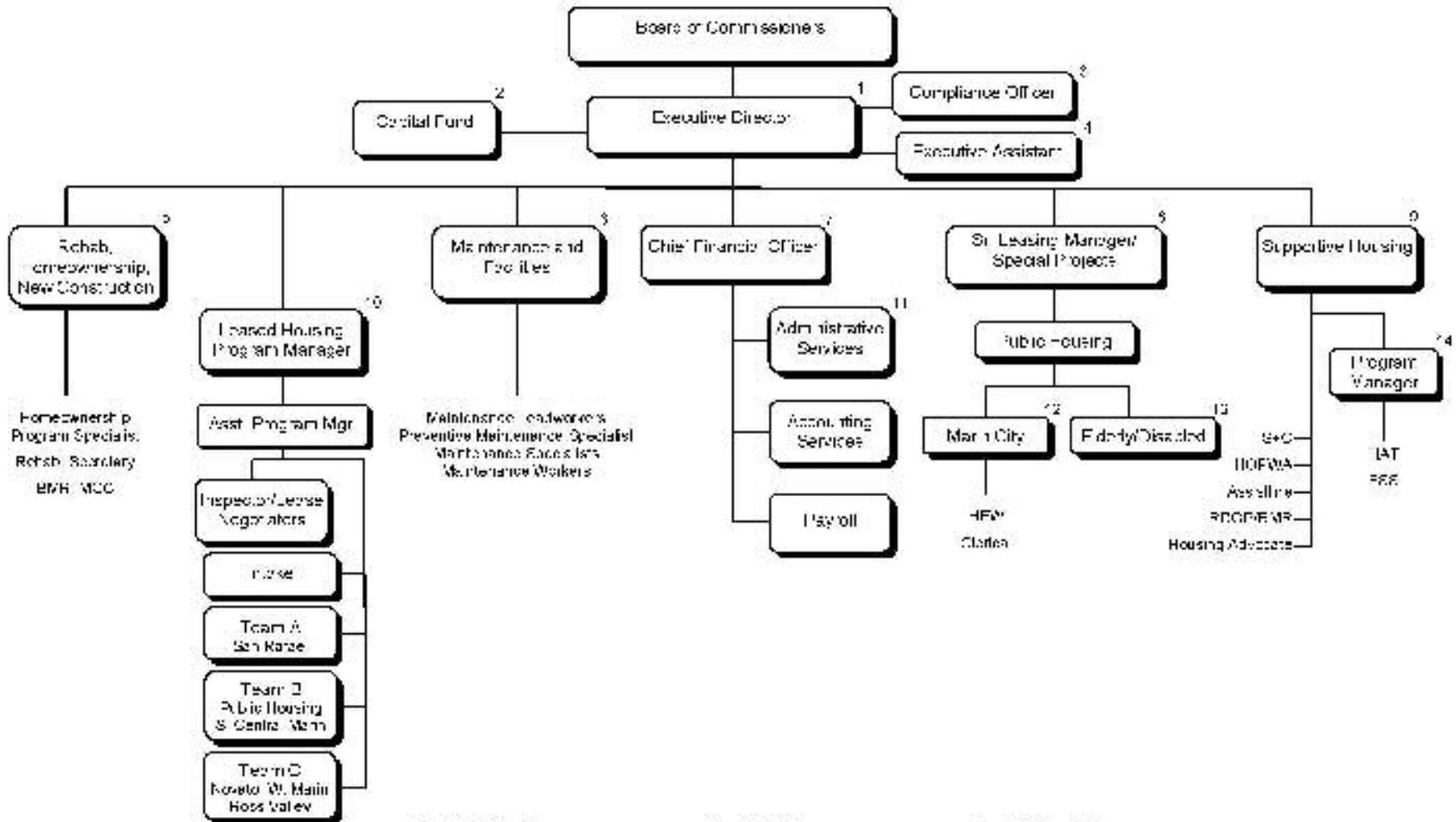
Waivers may be sought for site-based waiting lists if deemed appropriate to MHA's and the project's goals. If approved, all applicants on the Tenant-Based Waiting list will be given an opportunity to apply for each site-based waiting list. This process will allow the waiting list population an opportunity to self-select which waiting lists they wish to be on. Marin Housing will maintain all site based waiting lists.

ORGANIZATION CHART

MHA's management and organization structure is set forth in the Organizational Chart that follows.

Organization Chart

Functional Organization of Marin Housing



- | | | |
|---------------------------|---------------------|--------------------|
| 1. Chris Gouig | 6. Kevin Gony | 11. Richard Barton |
| 2. Mark Laird (Consultor) | 7. Marilyn Carreras | 12. Lavelle Duke |
| 3. Kathleen Myvat | 8. Carlos Sherr | 13. Mark Schifer |
| 4. Denise Melara | 9. Kimberly Carroll | 14. Lacya Thomas |
| 5. Maurice Wolonac | 10. Stephen Laird | |

VOLUNTARY CONVERSION

Pursuant to the *Federal Register* 66 FR 4476 on “Voluntary Conversion of Developments from Public Housing Stock; Required Initial Assessments,” MHA reviewed the implications of converting Marin City public housing to tenant-based assistance. We addressed five questions regarding voluntary conversion as part of this Agency Plan. The required initial assessment for Marin City concludes that it is not practical or financially feasible to convert Marin City to tenant-based assistance at this time. The content of the study was included in the 2004 Agency Plan.

COMPONENT 10 (B) VOLUNTARY CONVERSION INITIAL ASSESSMENTS

- a. Initial Assessments?

One

- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

Five

- c. How many Assessments were conducted for the PHA’s covered developments?

One.

- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: N/A

Development Name	Number of Units
None	

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

SECTION 8 HOME OWNERSHIP ASSISTANCE PROGRAM

The Home Ownership Assistance Program will open opportunities for some Section 8 voucher recipients to purchase a home using Section 8 housing assistance payments. Prior to the finalization of this policy, MHA staff met with Fannie Mae and various lenders in the county to formulate a program that would work in Marin County. Fannie Mae has developed a new lending program that is directed at homeownership and two lending agencies in Marin County will work with MHA to establish this program. The program was reviewed by the RAB and approved. Even though only a small number of participants are able to utilize this program, it is one way that low-income Marin County residents can own a home. To date, four families have qualified for the program and have purchased homes.

PUBLIC HOUSING AND RESIDENT INITIATIVES
PUBLIC HOUSING AND RESIDENT INITIATIVES

Marin City public housing is a 300-unit family complex constructed in 1960 in southern Marin. It has been an economically depressed area for more than fifty years. It is the only family public housing resource in Marin County. Marin City is one of the most impoverished areas of the County. The \$9,790 average annual income of public housing residents is in stark contrast to the \$91,500 median income of the broader population.

The Marin County Housing Authority supports several resident initiatives on the site:

- 1) In partnership with the Marin County Sheriff's Department, and other community agencies, Marin Housing has been aggressive in addressing problems of drugs and violent crime. The loss of Public Housing Drug Elimination Program funds has negatively impacted these efforts.
- 2) Women Helping All People, a grass-roots resident corporation, sponsors a school for grades one to six, computer learning center and aftercare program.
- 3) Performing Stars of Marin continues to provide activities for youth to build self-esteem.
- 4) Marin Housing's Family Self Sufficiency Program serves 45 families and has expanded to include a Fatherhood Program.
- 5) The Housing Assistance Team, funded through a State Mental Health grant, provides enriched case management and referral services to the frail elderly and disabled residents. This same Team provides services to the residents of Marin Housing's five senior-disabled public housing complexes.
- 6) The Family Self-Sufficiency Program (and Fatherhood Program) provided services to 50 Marin City Public Housing residents and 133 Section 8 participants. Twenty-one new families started escrow accounts, bringing the total to 89 accounts as of 7/01/04.

PROGRESS REPORT

The Housing Authority has established goals around three general areas: 1) maximize affordable housing options, 2) enhance services to clients, 3) continue to build collaborations. During the reporting period the Housing Authority has accomplished the following:

1. Maximize Affordable Housing Options

<p>Fully Utilize Section 8 Voucher and Public Housing Programs</p>	<p>The Section 8 Housing Voucher Choice Program is at 100% lease-up.</p>
<p>Preserve Existing Affordable Housing Stock</p>	<p>100% of Section 8 units were inspected to meet housing quality standards.</p> <p>Garbage chutes in the high-rise building are being remodeled and the parking lots are being repaved.</p> <p>\$180,000 in CDBG funding was secured for the 2004-2005 Residential Rehabilitation Program. 14 loans were made, totaling \$307,000 in FY2003 – 2004.</p>
<p>Prevent Homelessness</p>	<p>Reporting period of 7/1/03 – 6/30/04.</p> <p>Through the Rebate to Marin Renters program, shallow rent subsidies were provided to 62 elderly and disabled households. 150 formerly homeless mentally ill individuals received supportive services through the Shelter Plus Care Program.</p> <p>60 persons with HIV/AIDS received HOPWA rental assistance.</p> <p>Secured state funding to provide supportive services to 300 tenants who will receive case management services.</p> <p>Secured county funding to provide Information and Referral service to 2500 callers.</p> <p>Provided case management and homelessness prevention to 260 disabled residents of Public Housing.</p>
<p>Promote Homeownership Opportunities</p>	<p>Maintained portfolio of 304 Below Market Rate homes; 16 new first-time homebuyers purchased homes (7/1/03 to 6/30/04).</p> <p>Provided technical assistance to 4 developers regarding new affordable ownership housing developments. Participated in 2 first time homebuyer seminars.</p> <p>The Section 8 Homeownership Program assisted 4 families who have completed the loan approval process and are now living in their own homes.</p> <p>\$2,721,916 of tax-exempt bond allocation was received from CDLAC in July 2003 and an additional \$2,635,207 was received in May 20, 2004. Ten MCCs were issued to first-time homebuyers in conjunction with home purchase, representing \$294,854 in tax credits and \$1.5 million in mortgage loans.</p>
<p>Increase Access to Housing Opportunities by Increasing Tenant Incomes</p>	<p>The Family Self-Sufficiency Program (and Fatherhood Program) provided services to 50 Marin City Public Housing residents and 133 Section 8 participants. 21 new families started escrow accounts bringing the total to 89 accounts as of 7/01/04.</p>

2. Enhance Services to Clients

<p>Demystify Services Through Enhanced Communication</p>	<p>The Housing Assistline responded to 1,980 calls and inquiries.</p> <p>There have been 23 Section 8 briefings between 7/1/01 and 6/30/02. 398 families received vouchers with 314 of them finding housing. Sixty-four of that group are still actively seeking housing with only 21 families not finding housing before their certificate expired.</p> <p>Ten monthly newsletters that provide program updates, interesting facts, and program successes were distributed to Section 8 owners.</p> <p>All Marin County local jurisdictions received a report on the housing services provided by Marin Housing in their respective jurisdictions and countywide.</p> <p>MHA has had 12 meetings with Marin City residents on maintenance and operations of the project. There have been 4 safety meeting with the residents and Sheriff's department with a continuing schedule of one meeting per month. The residents have had four meetings on policy changes and one meeting on the new budget.</p> <p>There have been County-wide Senior/Disabled meetings through 6/30/02 that have provided residents with an opportunity to discuss capital improvements, safety and security issues, maintenance issues and condition of the premises. There have been two meetings to discuss policy changes.</p> <p>Monthly newsletters are sent to all residents in public housing.</p>
<p>Implement, Monitor and Improve Client Feedback</p>	<p>Six surveys to obtain client feedback were implemented: Marin City maintenance service; residential rehab loan program; new Section 8 landlords; Senior/Disabled Projects; FSS participants; and Shelter Plus Care participants.</p> <p>MHA met monthly with the MCRMC/residents for informational exchange.</p> <p>PHDEP and HUD Resident Satisfaction Surveys will be completed on schedule.</p> <p>MHA's central office and the Marin City Public Housing project have client suggestion boxes.</p>
<p>Streamline External Procedures</p>	<p>Marin Housing is exploring ways to utilize the current technology to enhance the efficiency of the agency's operations. In-house information exchange will be via the computer. Information from HUD and other organizations will be gathered from the Internet and made available to staff on the computer. All employees with computers will have internal and external e-mail and the agency</p>

	<p>continues to explore the uses of computer technology to communicate with and transmit contract and amendment changes to owners and landlords.</p> <p>Marin Housing has established a web site with information about its programs, applications, income limits and employment opportunities.</p>
Streamline Internal Procedures and Systems	The Section 8 Administrative and Public Housing Admission and Continual Occupancy Policies were reviewed for compliance. Most of the chapters were updated, reviewed by the Resident Advisory Board and approved by the Board of Commissioners.
New database system to track homeless in the county.	MHA created and installed a new database system in conjunction with the Continuum to collect data on homelessness in Marin. MHA does the data input and report writing for the community.

3. Continue to Build Collaborations

Build Collaborations with Other Agencies, Local Jurisdictions and the Private Sector	<p>With the engagement of the Housing Strategist funded by the County and MCF, MHA and the County Departments of Health & Human Services and Community Development have established an ongoing working relationship to develop an affordable housing strategy in Marin. The position has now been placed within the Community Development Agency but continues to work with Marin Housing.</p> <p>MHA and the County Department of H&HS have together secured funding for 70 CalWorks families. All 70 families have found housing.</p> <p>MHA senior staff attends and plays a leadership role in the Marin Continuum of Housing & Services meetings and the Housing Council.</p>
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RESIDENT COMMENTS

Resident Membership of the PHA Governing Board

The Board of Commissioners of the Housing Authority of the County of Marin is comprised of the five members of the Board of Supervisors augmented with two residents of public housing – Hazel Goff of Marin City and Robert Gallimore of Golden Hinde. The Marin County Board of Supervisors selects these members pursuant to a public selection process.

Membership of the Resident Advisory Board

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

Gracie Stover	Public Housing	Marc Adams	Section 8
Robert Gallimore	Public Housing	Allison Clark	Section 8
Hazel Goff	Public Housing	Sandra Schartzner	Section 8
Royce McLemore	Public Housing	Sommer Hart	Section 8
Anne Taylor	Public Housing	Jacqueline Mallegni	Section 8
		In Hui Lee	Section 8

Resident Comments

Marin Housing Authority engaged in an extensive process of seeking resident and public comments on our Agency Plan. The Resident Advisory Board held five meetings to discuss and comment on the Plan, including Goals and Strategies. In addition, staff met with the Marin City Resident Management Corporation (MCRMC). Resident comments and the changes made based on those comments are discussed below:

CAPITAL FUND PROGRAM

Comment: Residents wanted to know if the parking lots in Marin City were going to be repaved this year. *The contract for the repaving has been negotiated and the work will be completed in July and August of this year.*

Comment: The anticipated reduction of 20% funding that is in the 5 year budget, is that for each year for 5 years or just for 1 year? *The budget is based on an anticipated federal cuts, lack of the possibility of securing any bonus in funding, and is spread out over the entire 5 year period.*

Comment: How is the funding level determined? *HUD uses a formula that is based on the number of units and age of the buildings for each PHA in the nation.*

TENANT PARTICIPATION FUNDING

Comment: Since the Marin City Tenant Council election was not conducted in a proper manner MHA should not distribute this money to the organization. *Until there is a recognized tenant council the funds cannot be used for tenant activities.*

COMMUNITY SERVICE REQUIREMENT

Comment: We understand that this requirement has been reinstated and that most of the residents are not fulfilling the requirement. Is it possible for the Housing Authority to waive the requirement? *It is not within the ability of Marin Housing to release residents from federal requirements. MHA must monitor the requirement. If the residents do not perform the community service MHA will have to take corrective action.*

Comment: What will happen to those residents who do not perform the community service hours? *MHA must notice those individuals and provide them with the opportunity to sign an agreement that they will do 16 hours of community service during the next 12 months or process them for breach of the lease.*

AGENCY GOAL

Comment: There was a comment on Sub-goal 1.2 - Preserve existing affordable housing stock – providing rehabilitation loans for low income homeowners. The comment concerned the 40 houseboats at Gates Co-op that will require loans and for repairs that will be administered by Marin Housing. There was concern expressed whether it was necessary to increase the goal to 100 loans to because of this expected project.

UTILIZATION OF THE DESIGNATED ACCESSIBLE UNITS

Comment: The lease section that requires a non-disabled resident residing in a designated accessible unit to be relocated to a non-accessible suitably sized unit within 30 days of notice does not explain what happens to a disabled resident who is in a mobility accessible unit but does not require that type unit. *The lease is being modified to read, "Residents who do not require the accessibility features of the designated accessible unit in which they reside will be required to relocate to a suitably sized unit that is suitable to their needs within 30 days of notice."*

WAITING LIST POLICY

Comment: Supportive housing has been a strong component of the preference system for many years and allows the most disabled of Marin County's disabled population to secure housing. Is there anyway to continue the preference? *HUD has informed MHA that the waiting list cannot contain a preference for the disabled population that receives supportive housing services as opposed to applicants who are disabled and do not receive or want supportive services. Therefore, MHA must remove the preference.*

PROJECT-BASED PROGRAM

Comment: HUD has informed MHA that the Site-Based Voucher Program has technical deficiencies and must be discontinued. Will the proposed policies be in compliance with HUD regulations? *The regulations have been reviewed a number of times and the policy as written appears to be in compliance.*

Comment: The sections on shared housing are not clear. *This section was modified to clarify that shared housing, where two or more unrelated adults share a bedroom, is not eligible for the Project-Based Program.*

Comment: Although HUD has informed MHA that the program is not in compliance with federal regulations must all the vouchers be converted to tenant based? *HUD has informed MHA that we must convert the vouchers to tenant based. Several non-profit agencies and MHA had requested that HUD*

reconsider the decision and grandfather these vouchers into a new Project-Based program. However, HUD denied the request for reconsideration, so the vouchers will remain tenant-based.

PROPOSED LEGISLATION TO BLOCK GRANT SECTION 8 PROGRAM TO THE STATES

Comment: As a committee, is it possible to write letters to our Congressional representatives to express opposition to this proposal? *Yes. In addition to letters from the Board of Supervisors and the Executive Director, letters were prepared and signed by the members of the Resident Advisory Board and distributed to our state and federal representatives. Our Senators, our Congresswoman, and our Governor are all on the record opposing the Section 8 Block Grant proposed legislation.*

BUDGET CUTS TO THE SECTION 8 PROGRAM

Comment: How many vouchers does MHA stand to lose based on the projected budget cuts? *For the year 2004 we should not lose any.*

Comment: As a committee, is it possible to write letters to our Congressional representatives to express opposition to the cuts? *Yes. In addition to letters from the Board of Supervisors and the Executive Director, letters were prepared and signed by the members of the Resident Advisory Board and distributed to our state and federal representatives. Our Senators, our Congresswoman, and our Governor are all on the record opposing the Section 8 Block Grant proposed legislation.*

Comment: If cuts in the number of vouchers become necessary how would MHA proceed? *Most of the PHA's faced with that problem have used last in first out. MHA would likely follow that process.*