

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

PHA Plans

5 Year Plan for Fiscal Years 2007 - 2011
Annual Plan for Fiscal Year 2007

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

Housing Authority of the County of Marin
Annual and 5-Year Agency Plan
2007 – 2011

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**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the County of Marin

PHA Number: CA052

PHA Fiscal Year Beginning: 01/01/07

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 MATHEW HYMEL 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.

Mathew Hymel

Date: 10/10/06

**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:

- 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.
- 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.
- 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.;
- 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 conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- 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;
- 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;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

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 Barbara Collins	Title Executive Director
Signature	Date (mm/dd/yy) 10/10/06

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 Barbara Collins	Title Executive Director
Signature	Date (mm/dd/yy) 10/10/06

form HUD 50071 (3/98)

5-YEAR PLAN
PHA FISCAL YEARS 2007 - 2011
[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 very-low, low, and 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. In 2007, Marin Housing has added and modified its goals and objectives to include the new asset management regulations and meet the requirement that PHA improve management systems.

- PHA Goal 1: Maximize Affordable Housing Options in Marin County**
- Subgoal 1.1 Fully Utilize Section 8 and Public Housing Programs
1. **2007** - Achieve 95% lease-up rate in Public Housing program.
5 Year: In the Public Housing Program achieve 98% lease-up rates annually as measured at fiscal year end.
 2. **2007** - Maximize the number of individuals served by utilizing 100% of the money allocated by HUD for HAP payments. 5 Year: In the Section 8 Housing Choice Voucher Program maximize the number of individuals served by utilizing 100% of the money allocated by HUD for HAP payments.
 3. **2007** - Assist 20 Section 8 Elderly or Disabled Voucher holders to locate and successfully lease affordable housing. Most of these are Voucher holders who need to transfer to a new unit. 5 Year: Expand Assistline capability to provide housing search assistance to Section 8 Voucher-holders with one-to-one assistance projected for 100 Elderly Disabled clients over 5 years.
 4. **2007** -Turn over 90% of all vacant Public Housing units within 20 days of the vacate date. 5 Year: Turn over 100% of all vacant Public Housing units within 20 days of the vacate date.
- Subgoal 1.2 Preserve Existing Affordable Housing Stock
1. **2007** - Perform housing quality inspections using the UPCS standards on 100% of public housing units. 5 Year: Perform housing quality inspections using the UPCS standards on 100% of public housing units annually as measured at year end.

2. **2007** – Investigate and implement measures to improve public housing security through community involvement. 5-year: Work with Resident Council, various agencies, and law enforcement to investigate and implement measures to improve public security through community involvement.
3. **2007** - Perform 40 quality control inspections using the HQS requirements. 5 Year: In the Section 8 Housing Choice Voucher Program, perform 200 quality control inspections using the HQS requirements.
4. **2007**- Obtain FY 2006/2007 CDBG funding for the program and continue outreach. 5 Year: Secure annual funding for the Residential Rehabilitation Loan Program through the County's CDBG program and continue outreach through local jurisdictions and appropriate social service agencies.
5. **2007**- Undertake 20 rehabilitation projects averaging \$25,000 per home including one group home for a total of \$500,000 for the year. 5 Year: Complete 100 residential rehabilitation projects for low-income homeowners, including five group home rehabilitation projects over the five years.
6. **2007**- Subject to approval of the Waldo Point Harbor Master Plan by the County of Marin, commence applications for building permits and the start of rehabilitation for the first three houseboats. 5 Year: Participate in the planning and executing of the rehabilitation and relocation of the 38 Floating homes that comprise the Gates Co-Operative to permanent berths within the Waldo Point Harbor Marina in Sausalito.

Subgoal 1.3: Prevent Homelessness

1. **2007** -Provide RMR shallow subsidies to 65 elderly or disabled households.5 Year: Provide shallow subsidies to a total of 150 elderly or disabled families through the Rebate for Marin Renters (RMR) Program.
2. **2007** -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 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 2010.
3. **2007** - Provide permanent affordable housing to 40 new Section 8 households. 5 Year: Prevent homelessness by providing permanent affordable housing to 200 new Section 8 households.
4. **2007** - Provide permanent affordable housing to 30 new Public Housing households. 5 Year: Prevent homelessness by providing permanent affordable housing to 150 new Public Housing households.
5. **2007** - Provide rental assistance to 30 individuals with HIV and AIDS in FY 2006. 5 Year: Provide rental assistance to 150 individuals with HIV and AIDS through HOPWA.

Subgoal 1.4: Promote Homeownership Opportunities

1. **2007** - 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: Maintain and add to current portfolio of 330

homes for low and moderate -income first-time homebuyers through the Below Market Rate (BMR) Homeownership Program. Add new properties as developments are planned and built within each local jurisdiction; market and re-sell existing BMR units to eligible households when offered for re-sale; sell homes to 50 new first-time homebuyers during the five-year period.

2. **2007** - Enroll at least 1 participant in the Section 8 Homeownership Program. 5 Year: Provide Section 8 Homeownership Vouchers and assist up to 4 participants over the five year period.
3. **2007** - Obtain additional tax exempt bond allocations from CDLAC. Issue 15 MCC's at an average of \$40,000 for \$600,000 in MCC tax credit authority and approximately \$3.0 million in first mortgage money. 5 Year: Obtain tax-exempt bond allocation each year from CDLAC for the Mortgage Credit Certificate Program sufficient to issue 75 MCC's to first-time homebuyers over the 5-year period.

Subgoal 1.5: Apply for additional rental vouchers if HUD announces a NOFA or other new programs

1. **2007**: Carefully review HUD's announcements for funding that is available for PHA's prepare and submit requests where appropriate. 5 Year: Review HUD's announcements for funding that is available for PHA's, prepare and submit requests where appropriate.

Subgoal 1.6: Increase Access to Housing Opportunities by Increasing Tenant Incomes

1. **2007** - Assist 50 public housing residents and 130 Section 8 participants to achieve contracted goals through FSS. 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.
2. **2007**- Increase the number of new participants with an escrow account by 10. 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.

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

1. **2007** - Anticipate 8 briefings with a total of 100 clients oriented. 5 Year: Provide engaging and informative briefings to all new Section 8 Voucher holders.
2. **2007**- Apply for funding for the Senior Assist Line. Funding for this service could end December 2006. The information and referral line provides assistance to 2000 Senior and Disabled callers each year.
3. **2007** - Sponsor or participate in at least 12 open forums or meetings. 5 Year: Participate in open forums or meetings with Marin City public housing residents on issues of specific or general concern, including Maintenance and Operation meetings and Security meetings.
4. **2007** - Sponsor and/or participate in least 6 Senior/Disabled residents meetings at each Senior/Disabled complex for a total of 30 meetings. 5 Year: Sponsor and/or participate in

30 Senior/Disabled resident meetings at each Senior/Disabled Complexes to provide program and procedural updates

☒ Subgoal 2.2: Implement, Monitor and Improve Client Feedback Systems

1. **2007** - 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: Solicit input from residents as to what procedures or practices are perceived to be confusing and/or burdensome in order to assist in prioritizing areas that would most benefit from improved systems.

☒ Subgoal 2.3: Concentrate on efforts to improve specific management functions.

1. **2007**: Review eligibility functions including initial application processing and annual re-certification functions. Review maintenance systems in order to improve service to the residents and reduce the turn around time of vacant units. 5 Year: Increase the efficiency of the management functions for both Public Housing and Section 8 Voucher Program.

☒ Subgoal 2.4: Streamline External Procedures

1. **2007** - Continue to increase the availability of forms and information to MHA's landlords through the use of the website. 5 Year: Improve and simplify procedures and systems for interfacing with Section 8 landlords and utilize MHA's website to provide information to landlords, including downloadable forms. The MHA hotline provides landlords with a tool to advertise for tenants.
2. **2007** - Update the website to include the Agency Plan and the Administrative Plan. 5 Year: Update the website to include the Agency Plan, Administrative Plan, and the Occupancy Policy.
3. **2007** - Implement an automated phone attendant that will allow callers to reach desired staff quickly, as a backup to the receptionist and for after hour callers. 5 Year: Improve the quality of telephone response by answering incoming calls at the receptionist's desk quickly, returning all calls within 24 hours, providing clear and concise information.
4. **2007** - Place the interim reporting form on the web site in such a way that it will become interactive and the residents/participants can access the form from the web site. 5 Year: Implement an interactive web based systems.

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

Objectives:

1. **2007**: Convene at least one meeting in FY 2007. Identify key resources and barriers to affordable housing opportunities and develop a strategy for engaging the participation of new landlords and retaining partnerships with existing landlords. 5 Year: Develop a formalized collaborative of stakeholders, including Section 8 landlords, other property managers, commercial realtors, housing non-profit providers, local governments, program participants and MHA.
2. **2007** - Continue collaboration with Sheriff's Department and other service agencies to monitor and reduce drug activity by having at least 6 safety meeting in Marin City during the year.

5 Year: Sustain ongoing collaboration with the Marin County Sheriff, the Marin City Resident Council, 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.

3. **2007**: Continue active participation in the Continuum. 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. 5 Year: Continue participation and leadership in the Marin Continuum of Housing and Services.

PHA Goal 4: Implement Asset Management for public housing.

1. **2007**: Implement the assets management for public housing by dividing the funding and management of the public housing stock into two groups Elderly/Disabled Housing and Marin City Family Housing.
Evaluate homeownership options for residents. 5 Year: Monitor and modify the assets management system as the regulations are implemented.

PHA Goal 5: Access additional resources for new developments of affordable housing and for the rehabilitation/modernization of existing MHA housing stock.

1. **2007**: Begin the process of exploring new resources for the development of affordable housing and the rehabilitation and/or modernization of existing MHA housing stock. Create partnerships with for-profit developers and jurisdictions to create more affordable housing options for working persons. Identify alternatives to the future use of the Project Based Section 8 Voucher Program. 5 Year: To access new and innovated sources for development of affordable housing and ways to rehab and modernize existing housing stock.

PHA Goal 6: Continue to work with residents/participants to build community and self-sufficiency.

1. **2007**: Work with the Resident Council to build community awareness and develop self sufficiency with the Public Housing Residents. Expand the availability of the Section 8 Voucher Self Sufficiency programs. Offer service enriched programs where available and collaborate with other service agencies to access their services for our residents/participants.
5 Year: Ensure that funding remains consistent or increases for Family Self-sufficiency for both public housing and the section 8 program. Seek new funding and program sources to assist residents/participants achieve self-sufficiency.

PHA Goal 7: Explore ways to improve energy efficiency for public housing.

1. **2007**: Explore alternative sources of energy. Educate residents in conservation efforts. Review resident based utility payments. 5 Year: Decrease the utility costs for public housing to insure sustainability of the public housing program.

Annual PHA Plan

PHA Fiscal Year 2007
[24 CFR Part 903.7]

I. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

II. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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, have identified seven (7) key goals. Some of these broad goals consist of several practical sub-goals designed to help MHA meet its annual targets and the five (5) year objectives. The six main goals are:

- 1) Maximize Affordable Housing Options in Marin County, and
- 2) Enhance Services to Clients, Business Partners and the Community at Large through Delivery of Efficient and Responsive Programs, and
- 3) Continue to Build Collaborations with other Agencies, Local Jurisdictions and the Private Sector, and
- 4) Implement Asset Management for public housing and evaluate homeownership options for residents and tenants and implement programs where feasible, and
- 5) Access additional resources for new developments of affordable housing and for the rehabilitation/modernization of existing MHA housing stock, and
- 6) Continue to work with residents to build community and self-sufficiency, and
- 7) Explore ways to improve energy efficiency for public housing.

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, lack of adequate resources, and significant barriers to creating more affordable housing, and
- An aging rental stock, and
- 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 and state regional housing needs requirements. 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, Rebates for Marin Renters, Rental Deposit Assistance, ROSS Program, Family Self-Sufficiency Programs for families and senior/disabled, YEMP, Marin County Health and Human Services, Workforce Incentive Board, and 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 and soon will be available on our website. 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 2005.

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 impact 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, sustainable, and livable environment for all tenants and residents.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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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 <input checked="" type="checkbox"/> check here if included in the public	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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 <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

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

The data below is from CHAS Data set as posted on the 2005 website.

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	877		70 households
Extremely low income <=30% AMI	623	71%	
Very low income (>30% but <=50% AMI)	245	28%	
Low income (>50% but <80% AMI)	9	1%	
Other singles	96	11%	
Families	387	44%	
Elderly families	239	27%	
Families with Disabilities	155	18%	
White	395	45%	
Black	289	33%	
Hispanic	114	13%	
American Indian	16	2%	
Asian/Pacific Is.	63	7%	
Other	0		

Characteristics by Bedroom Size (Public Housing Only)			
0 BR	418	48%	
1BR	155	18%	
2 BR	224	26%	
3 BR	71	7%	
4 BR	9	1%	
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)? 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 families and individuals 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. Marin Housing allows individuals and families who have a family member who require a wheelchair accessible unit to process an pre-application when the waiting list is otherwise closed.

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 / sub jurisdiction:			
Draft Data: September 2001	# of families	% of total families	Annual Turnover
Waiting list total	1268		-0- households
Extremely low income <=30% AMI	1002	79%	
Very low income (>30% but <=50% AMI)	254	20%	
Low income (>50% but <80% AMI)	12	1%	
Families with children	1056	40%	
Elderly & Disabled families	212	17%	
White	735	58%	
Black	317	25%	
Hispanic	114	9%	
American In.	13	1%	
Asian/Pacific Is.	89	7%	
Other	0	0	
The Section 8 Project Based Waiting List is not broken down by Bedroom Size per HUD regulations			
Characteristics by Bedroom Size			

(Public Housing Only)			
0 BR	n/a		
1BR	n/a		
2 BR	n/a		
3 BR	n/a		
4 BR	n/a		
5 BR	n/a		
5+ BR	n/a		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Since 6/13/02 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

- The MHA allows County residents who have been displaced by natural disaster or government action onto the waiting list even if generally closed. In addition, the MHA allows households who are part of the witness protection program, and those who are victims of hate crimes to apply, when the rest of the waiting list is closed.

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)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

2006 Financial Resources: Planned Sources and Uses		
Sources	Planned \$ (estimate)	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	1,118,206	
b) Public Housing Capital Fund	844,933	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	26,198,140	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-*	
g) Resident Opportunity and Self- Sufficiency Grants	108,000	Neighborhood network Ross- Family Ross- Elderly
h) Community Development Block Grant	17,450 184,000	Section 8 Housing Advocacy Residential Rehab Loans
i) HOME	-0-	
Other Federal Grants (list below)		
j) Shelter Plus Care	806,340	Rental Assistance for Mentally III
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	1,678,107	
4. Other income (list below)		
Interest and Investments	21,215	
Excess Utilities	50,000	
5. Non-federal sources (list below)		
HOPWA	291,832	
a) CA Dept of Mental Health		
Total resources	31,318,723	

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) Inspections to determine homeless status and/or declaration for a certified homeless shelter.

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) Project-Based Waiting list for two Projects

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?

A family can be on the Section 8 waiting list and public housing and any project based lists that are open.

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))

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) (***MHA's Displacement Preference includes displacement by government action, and federal witness protection program only.***)
- 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 ***if graduated within the previous six months.***
- Victims of reprisals or hate crimes
- Other preference(s)

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

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 2 Homelessness
- 3 Working or in an Education program
- 4 Veteran

Other preferences (select all that apply)

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

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.**
 - 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.

(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:

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 or other documented hardship reason.

(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)) (***MHA's Displacement Preference includes displacement by government action, and federal witness protection program only.***)
- 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 ***who have graduated within the previous six months.***
- 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:

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 2 Homelessness
- 3 Working or in an Education program
- 4 Veteran

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who 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 if they graduated within the previous six months.*
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Homeless

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 for previously unemployed household members or participants in the family self-sufficiency programs.
- 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 increases in earned income for previously unemployed household members or participants in the family self-sufficiency programs.
- For other family members for increases in earned income for previously unemployed household members or participants in the family self-sufficiency programs.
- 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)
- 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.**

(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

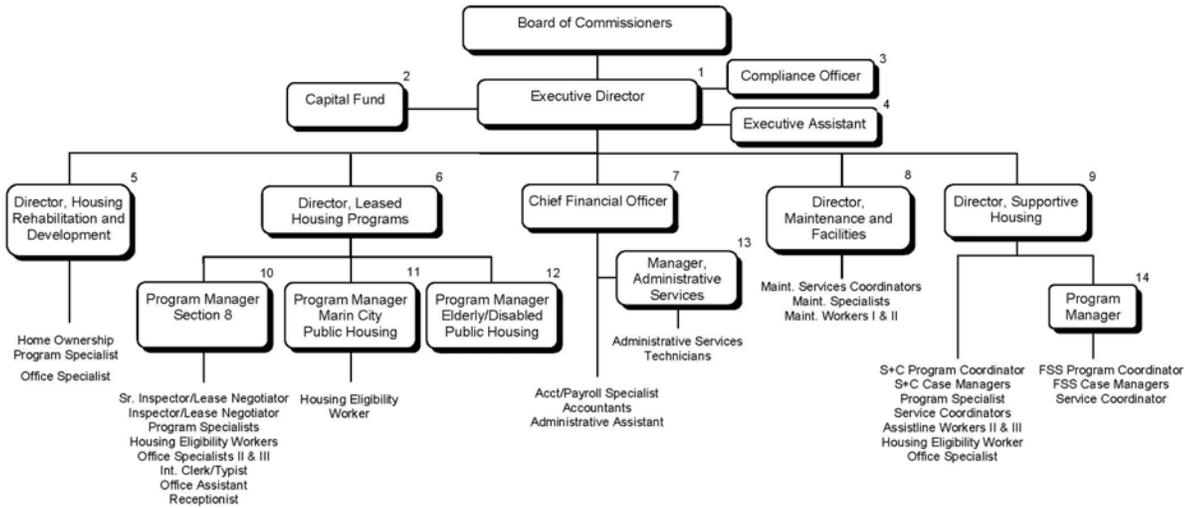
A brief description of the management structure and organization of the PHA follows:

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.)

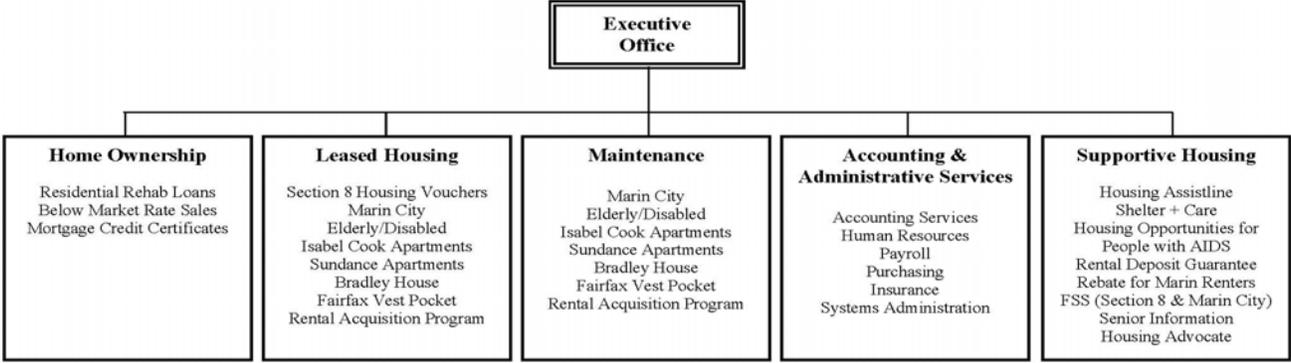
Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	496	72
Section 8 Vouchers	2109	110
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	Shelter Plus Care - 115 Housing for Person Living with HIV - 45	5 8
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

Organization Chart



- | | | |
|------------------------------|---------------------|---------------------|
| 1. Christine Gouig | 6. Barbara Sherrill | 11. Lavetta Duhe |
| 2. Mark Hillard (Contractor) | 7. Marilyn Carreras | 12. Mark Schiferl |
| 3. Kathleen Wyatt | 8. Kevin Cleek | 13. Richard Blanton |
| 4. Denise Merleno | 9. Kimberly Carroll | 14. Lealya Thomas |
| 5. Maurice Wolohan | 10. Stephen Willard | |

Organization Chart



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 three member hearing panel. Our grievance procedure is located in the Occupancy Policy.

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.

**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
CA 39P05250107

FFY of Grant Approval: 2007

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1.	Total Non-CGP Funds	
2.	1406 Operations	
3.	1408 Management Improvements	\$ 90,500
4.	1410 Administration	\$ 68,790
5.	1411 Audit	
6.	1415 Liquidated Damages	
7.	1430 Fees and Costs	
8.	1440 Site Acquisition	
9.	1450 Site Improvement	\$208,472
10.	1460 Dwelling Structures	\$320,208
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	
18.	1498 Mod Used for Development	
19.	1502 Contingency	
20.	Amount of Annual Grant (Sum of lines 2-19)	\$ 687,970
21.	Amount of line 20 Related to LBP Activities	
22.	Amount of line 20 Related to Section 504 Compliance	\$ 17,000
23.	Amount of line 20 Related to Security	
24.	Amount of line 20 Related to Energy Conservation Measures	\$ 30,000

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
CA39P052001 Golden Gate Village	General Site Labor	1450	42,000
	Repairs to Landscaping & Irrigation System	1450	18,000
	Repair Broken Underground Water Lines	1450	5,000
	Repair Broken Concrete Sidewalks & Stairs	1450	10,000
	Interior/Exterior Painting Labor	1460	83,000
	Replace Kitchen Cabinets in Low-Rise Apts.	1460	97,208
	General Dwelling Unit Labor	1460	62,000
Elderly/Disabled Developments	General Site Labor	1450	42,000
	Repairs to Landscaping & Irrigation Systems at Elderly/Disabled Complexes.	1450	15,000
	Repair broken concrete sidewalks & stairs.	1450	5,000
	Interior/Exterior Painting Labor	1460	78,000
CA39PO52007 Kruger Pines	Replace Retaining Wall & Reconfigure Parking Lot	1450	71,472
	Procurement Coordinator	1408	36,200
PHA Wide 052 Agency Wide	Facilities & Services Manager	1408	54,300
	Contract Administrator	1410.2	68,790

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

Development Number/Name HA-Wide Activities	All Funds Obligated	All Funds Expended
CA39PO52001 Golden Gate Village	7/18/09	7/18/11
CA39PO52007 Kruger Pines	7/18/09	7/18/11
PHA Wide 052 Agency Wide	7/18/09	7/18/11

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**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:
CA39P05250104
Revision No. 3

Federal FY of Grant:
2004

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (Revision No. 3)

Performance and Evaluation Report for Period Ending: 6/30/06 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	\$ 32,000	\$ 63,320	\$ 63,320	\$ 38,320
4	1410 Administration	\$ 121,900	\$ 121,899	\$ 121,899	\$ 121,899
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 91,000	\$ 59,449	\$ 59,449	\$ 44,537
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 132,792	\$ 30,790	\$ 30,790	\$ 30,790
10	1460 Dwelling Structures	\$ 831,321	\$ 936,180	\$ 936,180	\$ 716,861
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	\$ 10,000	\$ 7,375	\$ 7,375	\$ 7,375
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 1-19)	\$ 1,219,013	\$ 1,219,013	\$ 1,219,013	\$ 959,782
22	Amount of line 21 Related to LBP Activities	0	0		
23	Amount of line 21 Related to Section 504	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000

**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:
CA39P05250104
Revision No. 3

Federal FY of Grant:
2004

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (Revision No. 3)

Performance and Evaluation Report for Period Ending: 6/30/06 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	compliance				
24	Amount of line 21 Related to Security –Soft Costs	0	0		
25	Amount of line 21 related to Security-- Hard Costs	\$ 472,900	\$ 727,350	\$ 727,350	\$ 486,729
26	Amount of line 21 Related to Energy Conservation Measures	\$ 15,727	\$ 59,600	\$ 59,600	\$ 59,600

Signature of the Executive Director:

Barbara Collins July 26, 2006

Signature of Public Housing Director:

Stephen Schneller:

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: CA39P05250104 Revision No. 3				Federal FY of Grant: 2004			
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 Renovation of 89/99 Cole & 409/419 Drake Avenue High-Rise Buildings (plus Building Permit Fees)	1430	4 Bldg.	\$ 66,000	\$ 38,500	\$ 38,500	\$ 23,588	Contract with Kodama Diseno	
	Repair Broken Water Distribu- tion System Lines in Ground	1450		\$ 5,000	\$ 0	\$ 0	\$ 0	Work moved to CFP 501-05	
	Repair Broken Concrete Sidewalks & Stairs	1450		\$ 2,500	\$ 0	\$ 0	\$ 0	Work Deleted	
	Repairs to Landscaping & Irrigation System	1450		\$ 15,962	\$ 13,769	\$ 13,769	\$ 13,769	Remainder Deleted	
	Install 2 Development & 4 "You Are Here" Signs at Low-Rise Parking Lots	1450		\$ 12,113	\$ 0	\$ 0	\$ 0	Work Deleted	
	Replace Gates at Low-Rise Fences	1450		\$ 53,713	\$ 434	\$ 434	\$ 434	Remainder Deleted	
	Replace Kitchen Cabinets in Low- Rise Apartments (Partial)	1460		\$ 30,800	\$ 200,583	\$ 200,583	\$ 194,804	Will Com-plete Remo-deling of 35 Kitchens by 8/31/06	
CA39P052001 Marin City (Continued)	Stair Tower, Laundry, Trash Chute, & Guardrail Renovation for 89/99 Cole Drive & 409/419 Drake Avenue High-Rise Buildings	1460	4 Bldg.	\$472,900	\$727,350	\$727,350	518,729	Contract Awarded to A.E. Nelson Construction 1/1 0/06. Work will be completed by	

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: CA39P05250104 Revision No. 3				Federal FY of Grant: 2004		
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	
								early August 2006
	Repairs to Attic Dividing Walls in Low-Rise Buildings	1460		\$ 1,000	\$ 23	\$ 23	\$ 23	Deleted
	Temporary Relocation— Food Allowances during Kitchen Remodels	1495.1	20 Apts.	\$ 10,000	\$ 7,375	\$ 7,375	\$ 7,375	Completed for this Phase of Remodeling- Remainder Deleted
CA39PO52002 Venetia Oaks	Install Wall Insulation as Units Become Vacant	1460	36 Apts.	\$ 6,722	\$ 0	\$ 0	\$ 0	Work moved to CFP 501-05
CA39PO52003 Homestead Terrace	Partial Funding to Begin Building Repairs (wall insulation, siding repairs, painting, fencing, & community building)	1460	5 Bldg.	\$163,000	\$ 0	\$ 0	\$ 0	Work moved to CFP 501-05
	Install Wall Insulation as Units Become Vacant	1460	28 Apts.	\$ 4,005	\$ 0	\$ 0	\$ 0	Work moved to CFP 501-05
CA39PO52004 Casa Nova	Replace Site Lighting Fixtures	1450		\$ 14,000	\$ 0	\$ 0	\$ 0	Work moved to CFP 501-05
CA39PO52006 Golden Hinde	Replace Water Heater Doors	1460	40 Apts.	\$ 9,498	\$ 7,726	\$ 7,726	\$ 2,807	Sample Doors Installed. All Doors

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: CA39P05250104 Revision No. 3				Federal FY of Grant: 2004		
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	
								Ordered. Installation moved to CFP 501-05
CA39PO52006 Golden Hinde	Replace Site Lighting Fixtures	1450		\$ 11,000	\$ 7,600	\$ 7,600	\$ 7,600	Remainder moved to CFP 501-05
CA39PO52007 Kruger Pines	Replace Sliding Glass Doors & Windows	1460	1 Bldg.	\$ 86,800	\$ 0	\$ 0	\$ 0	Work moved to CFP 501-05
	Repair of Fire Sprinkler System— (Replacement of copper piping)	1460	1 Bldg.	\$ 56,596	\$ 498	\$ 498	\$ 498	Work moved to CFP 501-05
PHA Wide 052 Agency Wide	Procurement Coordinator	1408		\$ 32,000	\$ 33,320	\$ 33,320	\$ 33,320	Completed 12/31/05
	Youth Employment Training in Golden Gate Village	1408		\$ 0	\$ 30,000	\$ 30,000	\$ 5,000	Underway With GGV Resident Council
	Modernization Coordinator	1410.2		\$ 48,900	\$ 43,948	\$ 43,948	\$ 43,948	Completed 12/31/05
	Contract Administrator	1410.2		\$ 73,000	\$ 77,952	\$ 77,952	\$ 77,952	Completed 9/30/05
PHA Wide 052 Agency Wide	Architectural & Engineering Fees for Repairs to Homestead (plus Building Permit Fees) (Partial)	1430	.	\$ 25,000	\$ 20,949	\$ 20,949	\$ 20,949	Contract with H&Y Archi- tects

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: CA39P05250104 Revision No. 3				Federal FY of Grant: 2004		
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	
								Remainder moved to CFP 501-05
	Repairs to Landscaping & Irrigation System at Elderly/Disabled Complexes	1450		\$ 15,000	\$ 8,986	\$ 8,986	\$ 8,986	Remainder moved to CFP 501-05
	Repair Broken Concrete Sidewalks & Stairs at Elderly/Disabled Complexes	1450		\$ 3,504	\$ 0	\$ 0	\$ 0	Moved to CFP 501-05

Annual Statement
Capital Fund Program (CFP)

Part III: Implementation

Schedule

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program No: <u>CA39P05250104</u>				Federal FY of Grant: <u>2004</u>	
		Revision No. 3					
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	09/06/06		06/30/06	09/05/08			“Commencement Date” for Obligation & Expenditure is <u>September 7, 2004</u>. ACC executed by HUD on 9/07/2004.
CA39PO52002 Venetia Oaks	09/06/06		06/30/06	09/05/08			Obligation Deadline for FFY 2004 Grants is <u>September 6, 2006</u>.
CA39PO52003 Homestead Terrace	09/06/06		06/30/06	09/05/08			Expenditure Deadline for FFY 2004 Grants is <u>September 5, 2008</u>. (9/6/08?)
CA39PO52004 Casa Nova	09/06/06		06/30/06	09/05/08			
CA39PO52006 Golden Hinde	09/06/06		06/30/06	09/05/08			
CA39PO52007 Kruger Pines	09/06/06		06/30/06	09/05/08			
PHA Wide 052 Agency Wide	09/06/06		06/30/06	09/05/08			

**Annual Statement
Capital Fund Program (CFP)
Summary**

Part I:

PHA Name: Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250105</u>	Federal FY of Grant: <u>2005</u>
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement **No. 2**
 Performance and Evaluation Report for Period Ending: 6/30/06 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	\$ 106,000	\$ 104,600	\$ 104,566	\$ 53,910
4	1410 Administration	\$ 105,161	\$ 105,161	\$ 105,161	\$ 65,716
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	0	\$ 19,051	\$ 16,851	\$ 0
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 146,000	\$ 173,700	\$ 80,000	\$ 34,389
10	1460 Dwelling Structures	\$ 794,000	\$ 748,649	\$ 231,832	\$ 137,067
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$ 4,000	\$ 4,000	\$ 0	\$ 0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$ 10,000	\$ 10,000	\$ 0	\$ 0
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 1-19)	\$ 1,165,161	\$ 1,165,161	\$ 538,410	\$ 291,082
22	Amount of line 21 Related to LBP Activities	0	0	0	0

**Annual Statement
Capital Fund Program (CFP)
Summary**

Part I:

PHA Name: Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250105</u>	Federal FY of Grant: <u>2005</u>
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement No. 2
 Performance and Evaluation Report for Period Ending: 6/30/06 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	\$ 64,000	\$ 4,000	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	\$ 168,000	\$ 100,7270	\$ 8,566	\$ 2,8930

Signature of the Executive Director:

Signature of Public Housing Director:

Barbara Collins

Stephen Schneller

Date: _____
July 26, 2006

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: CA39P05250105				Federal FY of Grant: <u>2005</u>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantit y	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
CA39P052001 Marin City	General Site Labor	1450		\$ 40,000	\$ 40,000	\$ 40,000	\$ 34,389	Underway Thru 12/31/06
	Repair Broken Water Distribution System Lines in Ground	1450		\$ 5,000	\$ 0	\$ 0	\$ 0	Funds Moved to Courtyard Tables (Below)
	Repair Deteriorated Tables & Seats in 300 Drake Courtyard	1450		\$ 0	\$ 5,782	\$ 0	\$ 0	Planning Underway
	Repair Broken Concrete Sidewalks & Stairs	1450		\$ 15,000	\$ 15,000	\$ 0	\$ 0	Planning Underway
	Repairs to Landscaping & Irrigation System	1450		\$ 21,000	\$ 21,000	\$ 0	\$ 0	Planning Underway
	Interior/Exterior Painting Labor	1460		\$ 80,000	\$ 80,000	\$ 80,000	\$ 48,594	Underway Thru 12/31/06
	Replace Kitchen Cabinets in Low- Rise Apartments (Partial)	1460		\$180,000	\$ 24	\$ 24	\$ 24	Work Moved to CFP 501- 04
CA39P052001 Marin City (Continued)	Emergency Repair of Some High- Rise Boilers	1460		\$ 0	\$ 13,000	\$ 0	\$ 0	Work Moved from CFP 501-04
	Energy Conservation Improvements	1460		\$100,000	\$ 0	\$ 0	\$ 0	Moved to CFP 501-06
	Accessibility Improvements	1460		\$ 50,000	\$ 0	\$ 0	\$ 0	Funds Reduced &

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: CA39P05250105				Revision No. 2			Federal FY of Grant: <u>2005</u>
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantit y	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
								Moved to CFP 501-06	
	General Dwelling Unit Labor	1460		\$ 59,000	\$ 59,000	\$ 59,000	\$ 29,266	Underway Thru 12/31/06	
	Temporary Relocation- Food Allowances during Kitchen Remodels	1495.1		\$ 10,000	\$ 10,000	\$ 0	\$ 0	Will be used when GGV Kitchen Remodeling resumes in August	
CA39PO52002 Venetia Oaks	Partial Funding to Complete Building Repairs	1460	12 Bldg.	\$ 5,000	\$ 5,000	\$ 0	\$ 0	Planning Underway	
	Termite Treatment & Repairs	1460		\$ 5,000	\$ 5,000	\$ 0	\$ 0	Planning Underway	
CA39PO52002 Venetia Oaks	Install Insulation In Walls of Vacant Apartments	1460		\$ 0	\$ 6,722	\$ 0	\$ 0	Planning Underway	
CA39PO52003 Homestead Terrace	Partial Funding to Complete Building Repairs (siding repairs, painting, fencing, gutters, & community building)	1460	5 Bldg.	\$ 140,000	\$ 303,000	\$ 0	\$ 0	H&Y Archi- tects Preparing Plans & Specs	
	Install Insulation In Walls of Vacant Apartments	1460		\$ 0	\$ 4,005	\$ 0	\$ 0	Planning Underway	

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: CA39P05250105				Revision No. 2			Federal FY of Grant: <u>2005</u>
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantit y	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
CA39PO52004 Casa Nova	Replace Site Lighting	1450		\$ 0	\$ 14,000	\$ 0	\$ 0	Work Moved from CFP 501-04	
	Termite Treatment & Repairs	1460		\$ 15,000	\$ 15,000	\$ 0	\$ 0	Planning Underway	
CA39PO52006 Golden Hinde	Repairs to Site Lighting	1450		\$ 0	\$ 3,400	\$ 0	\$ 0	Work Moved from CFP 501-04	
	Termite Treatment & Repairs	1460		\$ 15,000	\$ 15,000	\$ 0	\$ 0	Planning Underway	
CA39PO52006 Golden Hinde	Installation of New Doors on Water Heater Cabinets	1460		\$ 0	\$ 15,000	\$ 0	\$ 0	Planning Underway	
CA39PO52007 Kruger Pines	Replace Carpeting in Hallways	1460		\$ 10,000	\$ 18,000	\$ 17,808	\$ 16,654	Completed	
	Repair Leaks in Fire sprinkler System	1460		\$ 0	\$ 55,398	\$ 0	\$ 0	Planning Underway	
	Repair/Replace Sliding Glass Doors	1460		\$ 0	\$ 79,500	\$ 0	\$ 0	Planning Underway	
PHA Wide 052	Procurement Coordinator	1408		\$ 34,000	\$ 35,000	\$ 35,000	\$ 16,507	Underway	

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: CA39P05250105				Revision No. 2				Federal FY of Grant: <u>2005</u>	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantit y	Total Estimated Cost		Total Actual Cost		Status of Work			
				Original	Revised	Obligated	Expended				
									Thru 12/31/06		
Agency Wide	Facilities & Services Manager	1408		\$ 52,000	\$ 61,000	\$ 61,000	\$ 34,510	Underway Thru 12/31/06			
	PHA-Wide Energy Audit	1408		\$ 20,000	\$ 8,600	\$ 8,566	\$ 2,893	Energy Audit Completed			
	Contract Administrator	1410.2		\$ 105,161	\$ 105,161	\$ 105,161	\$ 65,716	Underway Thru 12/31/06			
	Architectural & Engineering Fees for Repairs at Home-stead Terrace (Partial)	1430		\$ 0	\$ 19,051	\$ 16,851	\$ 0	Portion of Contract with H&Y Architects			
	General Site Labor	1450		\$ 40,000	\$ 40,000	\$ 40,000	\$ 0	Underway Thru 12/31/06			
	Repairs to Landscaping & Irrigation System at Elderly/Disabled Complexes	1450		\$ 15,000	\$ 21,014	\$ 0	\$ 0	Planning Underway			
	Repair Broken Concrete Sidewalks & Stairs at Elderly/Disabled Complexes	1450		\$ 10,000	\$ 13,504	\$ 0	\$ 0	Planning Underway			
	Energy Conservation Improvements at Elderly/Disabled Complexes	1460		\$ 50,000	\$ 0	\$ 0	\$ 0	Moved to CFP 501-06			
	Accessibility Improvements at Elderly/Disabled Complexes	1460		\$ 10,000	\$ 0	\$ 0	\$ 0	Funds Reduced & Moved to CFP 501-06			

Annual Statement
Capital Fund Program (CFP)

Part II: Supporting

Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250105</u>				Federal FY of Grant: <u>2005</u>		
		Revision No. 2						
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	
	Interior/Exterior Painting Labor at Elderly/Disabled Complexes	1460		\$ 75,000	\$ 75,000	\$ 75,000	\$ 42,553	Underway Thru 12/31/06
	Accessibility Improvements at 4020 Civic Center Offices	1475		\$ 4,000	\$ 4,000	\$ 0	\$ 0	Planning Underway

Annual Statement
Capital Fund Program (CFP)

Part III: Implementation

Schedule

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program No: <u>CA39P05250105</u>					Federal FY of Grant: <u>2005</u>
		Revision No. 2					
Development Number Name/HA-Wide Activities	All Fund Obligated			All Funds Expended			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CA39P052001 Marin City	08/18/07			08/18/08			Obligation & Expenditure "Start Date" will be <u>August 18, 2005.</u> ACC to be executed by HUD on 8/18/2005.
CA39P052002 Venetia Oaks	08/18/07			08/18/08			Obligation Deadline for FFY 2005 Grant is Two Years (or <u>August 18, 2007.</u>)
CA39P052003 Homestead Terrace	08/18/07			08/18/08			Expenditure Deadline for FFY 2005 Grant is Three Years (or August 18, 2008).
CA39P052004 Casa Nova	08/18/07			08/18/08			
CA39P052006 Golden Hinde	08/18/07			08/18/08			
CA39P052007 Kruger Pines	08/18/07			08/18/08			
PHA Wide 052 Agency Wide	08/18/07			08/18/08			

Annual Statement

Capital Fund Program (CFP)

Summary

Part I:

PHA Name: Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250106</u>	Federal FY of Grant: <u>2006</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

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	\$ 88,500			
4	1410 Administration	\$ 103,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 30,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 202,000			
10	1460 Dwelling Structures	\$ 607,167			
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

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>CA39P05250106</u>	Federal FY of Grant: <u>2006</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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
21	Amount of Annual Grant: (sum of lines 1-19)	\$	1,030,667		
22	Amount of line 21 Related to LBP Activities		0		
23	Amount of line 21 Related to Section 504 compliance	\$	32,167		
24	Amount of line 21 Related to Security –Soft Costs		0		
25	Amount of line 21 related to Security-- Hard Costs		0		
26	Amount of line 21 Related to Energy Conservation Measures	\$	90,000		

Signature of the Executive Director:

Signature of Public Housing Director:

Barbara Collins

June 23, 2006

Stephen Schneller

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: <u>CA39P05250106</u>			Federal FY of Grant: <u>2006</u>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
CA39P052001 Golden Gate Village	General Site Labor	1450		\$ 41,000				
	Repair Broken Water Distribution System Lines in Ground	1450		\$ 5,000				
	Repair Broken Concrete Sidewalks & Stairs	1450		\$ 10,000				
	Repairs to Landscaping & Irrigation System	1450		\$ 20,000				
	REAC Improvements	1450		\$ 40,000				
	Interior/Exterior Painting Improvements	1460		\$ 81,500				
	Replace Kitchen Cabinets in Low- Rise Apartments (Partial)	1460		\$ 150,000				
	General Dwelling Unit Labor	1460		\$ 60,000				
	Energy Conservation Improvements	1460		\$ 60,000				
	Accessibility Improvements	1460		\$ 10,000				
CA39PO52003 Homestead Terrace	Partial Funding to Complete Building Repairs (siding repairs, painting, fencing, gutters, & community building)	1460	5 Bldg.	\$ 40,000				

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting

Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250106</u>				Federal FY of Grant: <u>2006</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	
CA39PO52006 Golden Hinde	Replace Flat Roofing on 7 Buildings	1460	7 Bldg.	\$ 80,000				
CA39PO52007 Kruger Pines	Replace Flooring in Public Areas	1460		\$ 15,000				
	Replace Remaining Mailboxes	1460		\$ 2,000				
PHA Wide 052	Procurement Coordinator	1408		\$ 35,500				
Agency Wide	Facilities & Services Manager	1408		\$ 53,000				
	Contract Administrator	1410.2		\$ 103,000				
	Architectural Fees	1430		\$ 30,000				
	General Site Labor	1450		\$ 41,000				
	Repairs to Landscaping & Irrigation System at Elderly/Disabled Complexes	1450		\$ 15,000				
PHA Wide 052 Agency Wide	Repair Broken Concrete Sidewalks & Stairs at Elderly/Disabled Complexes	1450		\$ 5,000				
	REAC Improvements	1450		\$ 25,000				
	Energy Conservation Improvements at Elderly/Disabled Complexes	1460		\$ 25,000				
	Accessibility Improvements at	1460		\$ 7,167				

Annual Statement
Capital Fund Program (CFP)

Part II: Supporting

Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250106</u>				Federal FY of Grant: <u>2006</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	
	Elderly/Disabled Complexes							
	Painting Improvements at Elderly/Disabled Complexes	1460		\$ 76,500				

Annual Statement
Capital Fund Program (CFP)

Part III: Implementation

Schedule

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program No: <u>CA39P05250106</u>					Federal FY of Grant: <u>2006</u>	
Development Number Name/HA-Wide Activities	All Fund Obligated			All Funds Expended			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
CA39P052001 Golden Gate Village	07/18/08			07/18/10			Obligation & Expenditure "Start Date" will be <u>July 18, 2006</u>. ACC to be executed by HUD on 7/18/2006.	
CA39P052003 Homestead Terrace	07/18/08			07/18/10			Expenditure Deadline for FFY 2006 Grant is Four Years (or <u>July 18, 2010</u>).	
CA39P052006 Golden Hinde	07/18/08			07/18/10				
CA39P052007 Kruger Pines	07/18/08			07/18/10				
PHA Wide 052 Agency Wide	07/18/08			07/18/10				

**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 2007	Work Statement for Year 2 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 3 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 4 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 5 FFY Grant: 2011 PHA FY: 2011	
52-1 Golden Gate Village	Annual Statement	316,008	314,808	304,608	312,408	
52-2 Venetia Oaks						
52-3 Homestead Terrace						
52-4 Casa Nova						
52-6 Golden Hinde		53,172				
52-7 Kruger Pines			44,872			
PHA-Wide			161,290	163,290	180,290	167,290
Elderly/Disabled Wide			157,500	165,000	203,072	208,272
Total CFP Funds (Est.)	\$687,970	\$687,970	\$687,970	\$687,970	\$687,970	
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 2007	Activities for Year 2 FFY Grant: 2008 PHA FY: 2008			Activities for Year 3 FFY Grant: 2009 PHA FY: 2009		
	Development Number/Name	Major Work Categories	Estimated Costs	Development Number/Name	Major Work Categories	Estimated Costs
See	52-1 Golden Gate Village	General Site Labor	42,500	52-1 Golden Gate Village	General Site Labor	43,000
Annual Statement		Landscape/Irrigation	16,000		Landscape/Irrigation	14,000
		Interior/Exterior Painting	85,000		Interior/Exterior Painting	86,500
		Repair Broken Sidewalks	10,000		Repair Broken Sidewalks	10,000
					Repair Water Distribution System	95,308
		General Dwelling Unit Labor	64,000		General Dwelling Unit Labor	66,000
		Replace Kitchen Cabinets	70,508			
		A & E Fees	28,000			
	Sub-total		316,008	Sub-total		314,808
	52-6 Golden Hinde	Repair/Replace Siding	53,172	52-7 Kruger Pines	Improvements to Walkway & Stairs on Hillside	44,872
	Sub-total		53,172	Sub-total		44,872
	PHA-Wide	Management Improvements	92,500	PHA-Wide	Management Improvements	94,500
		Administration	68,790		Administration	68,790
	Sub-Total		161,290	Sub-Total		163,290
See	Elderly/Disabled Wide	Landscape/Irrigation	15,000	Elderly/Disabled Wide	Landscape/Irrigation	15,000
Annual Statement		Interior/Exterior Painting	80,000		Interior Painting	81,500
		Repair Broken Sidewalks	5,000		Repair Broken Sidewalks	5,000
		General Repairs to Interiors	15,000		General Repairs to Interiors	20,000
		General Site Labor	42,500		General Site Labor	43,500
	Sub-total		157,500	Sub-total		165,000

Total CFP Estimated Costs

\$687,970

\$687,970

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 4 FFY Grant: 2010 PHA FY: 2010			Activities for Year 5 FFY Grant: 2011 PHA FY: 2011		
Development Number/Name	Major Work Categories	Estimated Costs	Development Number/Name	Major Work Categories	Estimated Costs
52-1 Golden Gate Village	General Site Labor	44,000	52-1 Golden Gate Village	General Site Labor	45,000
	Landscape/Irrigation	12,000		Landscape/Irrigation	12,000
	Interior/Exterior Painting	88,000		Interior/Exterior Painting	90,000
	Repair Broken Sidewalks	10,000		Repair Broken Sidewalks	10,000
	General Dwelling Unit Labor	68,000		General Dwelling Unit Labor	70,000
	Repair Water Distribution System	82,608		Repair Water Distribution Sys.	85,408
Sub-total		304,608	Sub-total		312,408
PHA-Wide	Management Improvements	96,500	PHA-Wide	Management Improvements	98,500
	Administration	68,790		Administration	68,790
	Energy Audit (Every 5 Years)	15,000			
Sub-total		180,290			167,290
Elderly/Disabled Wide	General Site Labor	44,000	Elderly/Disabled Wide	General Site Labor	45,000
	Landscape/Irrigation	15,000		Landscape/Irrigation	15,000
	Interior Painting	83,000		Interior Painting	85,000
	Repair Broken Sidewalks	5,000		Repair Broken Sidewalks	5,000
	General Repairs to Interiors	20,000		General Repairs to Interiors	20,000
	Repaint Exteriors	36,072		Repaint Exteriors	38,272
Sub-total		203,072	Sub-total		208,272

Total CFP Estimated Costs

\$687,970

\$687,970

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(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 61-63.

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

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

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: **See attachment 18D (1) Chapter 25 of the Administrative Plan**

12. PHA Community Service and Self-Sufficiency Programs

[24 CFR Part 903.7 9 (I)]

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

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.

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
YEMP	20	Special Criteria	W.H.A.P. (on site)	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: 06/31/05)
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

A lease requirement of the Public Housing Program is that:

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

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

Each eligible adult is responsible for having the volunteer agency report to Marin Housing the number of hours that the Resident has completed each month. If the family is in non-compliance with the community service requirement, Marin Housing may, at its discretion, enter into an agreement allowing the non-compliant adult to cure the non-compliance by entering into an agreement that they will make up the missed hours as well as maintain the current hours during the next 12-month period. If the family fails to complete all required community service hours as specified under the agreement, Marin Housing shall serve the household with a 30-Day notice to terminate the tenancy for breach of the lease.

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) ***Marin Housing is in the process of seeking approval to designate a unit on the public housing complex known as Marin City Public Housing to be dedicated to community policing and other law enforcement activities.***

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 was modified to clarify definition of a “pet” vs. a “service animal” and to include a waiver of the pet deposit when requested as a reasonable accommodation based on disability for a service animal.

“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 to house a service animal 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 the Housing Authority County of Marin.”

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 118**

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

D. 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.

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 79: Admissions Policy for Deconcentration
- Component 7, Page 41: FY 2007 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 18D, Page 89: Resident Membership of the PHA Governing Board and Membership of the Resident Advisory Board (see Resident Comments)
- Voluntary Conversion Initial Assessments

Optional Attachments:

- Section 5, Page 38 : PHA Management Organizational Chart
- Component 7, Page 41: FY 2006 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Other (List below, providing each attachment name)
 - Section 18 D (1) Section 8 Homeownership Program and Chapter 25 of Administrative Policy
 - Section 18 D (2) Deconcentration Policy
 - Section 18 D (3) Resident Assessment Improvement Plan
 - Section 18 D, Progress Report: 2006 January 1 – June 30, 2006 Annual Plan Goals

18 -D. Definition of “significant amendment” and “substantial deviation”

- Changes to the admission policies or organization of the waiting list that will affect substantial number applicants.
- Changes to the calculation of rent not HUD mandated.
- Changes to the use of funds under the Capital Funds that exceed the amount of \$50,000.00.
- Addition of new activities not included in the current Administrative Plan, Occupancy Policy or Annual Plan that affect a substantial number of residents or participants and is not mandated by HUD. (Substantial number is more than 70% of the population)
- Changes with regard to demolition or disposition, designation, homeownership programs or conversion activities.
- Additions of non-emergency work items.

18-D Other Program Operated by MHA include

- Substantial Rehabilitation Program – Bradley House which consists of 18 units of housing designated for Elderly and Disabled Individuals or families.
- Two State Programs – Isabel Cook which is 14 units of family housing and 4 unit of housing designated for Elderly and Disabled Individuals or families. Fairfax Vest Pocket – a shared living environment Elderly and Disabled Individuals or families with one child share a room in a house.
- Private Housing Operations – Sundance Apartments

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.

CHAPTER 25 Section 8 Administrative Plan SECTION 8 HOME OWNERSHIP

INTRODUCTION

The Section 8 Home Ownership Program of the Housing Authority of the County of Marin (MHA) permits eligible participants who are in the Section 8 Housing Choice Voucher Program the option of purchasing a home with their Section 8 assistance rather than renting. The home ownership option is limited to 1% of the total Voucher Program allocation in any calendar year. This limit does not apply to disabled families. If applications exceed the 1% of the total Voucher Program allocation per year, participants in the Family Self-Sufficiency (FSS) program shall receive a priority for participation in the Home Ownership Program.

Eligible applicants for the Section 8 Home Ownership Program must have been on the program for one full year. They may not owe MHA or any other Housing Authority any money.

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

A. FAMILY ELIGIBILITY REQUIREMENTS

Participation in the Section 8 Home Ownership Program is voluntary. Each participant must:

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

B. CLARIFICATION OF ELIGIBILITY REQUIREMENTS

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

Minimum income requirement – At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or other adult household members who will own the home must have a gross annual income at the time of the application of twice the current payment standard for the Voucher that they hold. With the exception of elderly and disabled families, welfare assistance income will be disregarded. Types of income that are accepted are:

- SSI
- TANF
- General Assistance
- Other welfare assistance specified by HUD

Employment History – With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at the commencement of home ownership assistance is employed full-time (an average of not less than 30 hours per week) and has been so continuously employed for one year prior to execution of the sales agreement.

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

Repayment of any Housing Authority Debt – Participants in the Section 8 Housing Choice Voucher Program shall be ineligible for participation in the Section 8 Home Ownership Program if any debt or portion of a debt remains owed to MHA or any other Housing Authority.

Additional Eligibility Factors

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

Preference for Participation in FSS Program – applicants for the Section 8 Home Ownership Program are not required to participate in the MHA's FSS program. However, in the event the applications for ownership assistance exceed 1% of MHA's total voucher program in any fiscal year, FSS participation shall have a preference.

Have 3% of the purchase price for the down payment and at least 1% of purchase price comes from family's personal resources.

C. FAMILY PARTICIPATION REQUIREMENTS

Once a family is determined to be eligible to participate in the Section 8 Home Ownership Program, they must comply with the following requirement:

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

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

D. LOCATING A HOME

Upon approval by MHA that the family is eligible for the Homeownership Program, they will have 180 days to locate a home to purchase. A home shall be considered purchased following the escrow closing. For good cause, MHA may extend the time limit for the family to locate a home in additional 30-day increments.

If a participant family is unable to locate a home within the time approved by MHA, their Section 8 rental assistance through the Section 8 Housing Choice Voucher Program will continue on a rental unit.

E. TYPE OF ELIGIBLE HOME

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

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

F. PURCHASING A HOME OUTSIDE OF MHA'S JURISDICTION

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

G. PURCHASING A HOME

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

If the family is unable to purchase the home, the family shall continue their participation on the Section 8 Housing Choice Voucher Program.

H. LEASE-PURCHASE

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

I. SALES AGREEMENT

Once the family has located a funding agent they should submit the proposed terms to MHA for a final approval of the financing terms. The family must be provided a copy of these terms to MHA. The sales agreement must provide for the following:

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

J. INDEPENDENT INITIAL INSPECTION

To assure the home complies with the housing quality standards of the Section 8 program an inspection of the proposed home must be conducted by the Section 8 inspector to insure that it meets housing quality standards. If the home is approved by the Section 8 inspector it will also be necessary to have an independent inspection of existing homes covering major building systems completed by a professional selected by the family and approved by MHA. MHA does not pay for the independent inspection. The independent inspection report must be provided to MHA who may disapprove the unit due to information contained in the report or for failure to meet federal housing quality standards.

K. FINANCING REQUIREMENTS

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

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

L. COMPLIANCE WITH FAMILY OBLIGATIONS

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

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

In addition to the above the family must sign the Section 8 Home Ownership Obligations form.

M. AMOUNT OF ASSISTANCE

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

1. The monthly homeownership expense – which includes:
 - i. Principal and interest on the initial mortgage and any mortgage insurance premium incurred to finance the purchase and any refinancing of such debt,
 - ii. Real estate taxes and public assessments,
 - iii. Homeowner's insurance,
 - iv. Approved major maintenance expenses,
 - v. Approved cost of major repairs and replacements,
 - vi. Utility allowance,
 - vii. Principal and interest on mortgage debt incurred to finance major repairs,
 - viii. Approved major replacements or improvements for home including changes needed to make the home accessible,
 - ix. Homeowner association dues,

The Home Ownership HAP will equal the lower of 1) the payment standard minus the TTP, or 2) monthly Home Ownership expenses minus the TTP.

Determining the payment standard – the voucher payment standard is the fixed amount the MHA establishes as the "fair market" rent for a unit of a particular size. In the Home Ownership Program, the initial payment standard will be the lower of either the payment standard for which the family is eligible based on family size, or the payment standard which is applicable to the size of the home the family wishes to purchase.

The payment standard for subsequent years will be based on the higher of the payment standard in effect at commencement of the home ownership assistance or the payment standard in effect at the most recent regular reexamination of the family's size and income. The initial payment standard shall not be adjusted even if there is a subsequent decrease in family size.

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

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

N. PAYMENT OF THE HAP TO THE FAMILY OR LENDER

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

O. TERMINATION OF SECTION 8 HOME OWNERSHIP ASSISTANCE

1. Grounds for termination of Home Ownership assistance include:

- Failure to comply with family obligations under the Section 8 Housing Choice
- *Voucher Program or MHA's Home Ownership Policies.*
- The family defaults on the mortgage.
- The family moves out of the home.
- The family assistance payment is determined to be \$0.00 for a period of six (6) consecutive months.
- The Maximum term of the Home Ownership assistance expires,
- Family may receive assistance for a maximum of ten (10) years unless the term of the loan is twenty (20) years or more, then the term of assistance is fifteen (15) years from the date the escrow closes.
- These maximum terms do not apply to disabled and elderly families.

2. Procedure for termination of Home Ownership Assistance – shall be the same as those set forth for tenancies, as set for in Chapter 22 of this Plan.

P. RECAPTURE OF HOME OWNERSHIP ASSISTANCE PAYMENTS

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

Q. CONTINUED PARTICIPATION IN SECTION 8 HOUSING CHOICE VOUCHER PROGRAM.

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

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

R. MHA ADMINISTRATIVE FEE

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

S. WAIVER OR MODIFICATION OF HOME OWNERSHIP POLICIES

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

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.

**Resident Assessment
Improvement Plan
Housing Authority County of Marin
March 2006**

The survey of residents residing in Marin Housing's six public housing complexes resulted in a score of less than 75% in three areas:

- | | |
|-----------------------------------|--------|
| 1. Communications | 68.80% |
| 2. Safety | 72.54% |
| 3. Housing Development Appearance | 64.86% |

Marin Housing is committed to providing the best service possible to all our residents and, therefore, is prepared to take affirmative steps to improve the residents' satisfaction with communication, safety and complex appearance.

Marin Housing had only a 34% response rate to the Resident Assessment Surveys (RASS). Two complexes did not respond at all as the surveys were undeliverable, which further reduces the scores. With a population of approximately 500 families, this rate is, unfortunately, low. It is probable that residents who were dissatisfied with management were more likely to respond to the survey.

Below we will address our plans to address the three areas of concern.

Communications

Marin Housing reviewed the survey results for each of the properties and it appears that the concerns of the residents surrounding communication are substantially the same at each property. Those concerns are:

- | | |
|---|----------------|
| 1. Management providing information about the rules of the lease, meetings and events, and maintenance and repair work. | Average 73.60% |
| 2. Management being responsive to questions and concerns. | 61.40% |
| 3. Management being professional and courteous | 66.00% |
| 4. Management being supportive of the resident council at Golden Gate Village | 64.60% |

Management providing information about the rules of the lease, meetings and events, and maintenance and repair work:

Marin Housing staff is working on a tenant move-in packet which will be provided to each resident. We intend to make changes that will enhance communication surrounding the responsibilities of the resident and Marin Housing at the time of the initial move-in.

Currently when a new resident moves into Public Housing the Program Manager reviews the dwelling lease, complaint procedure, and resident responsibilities. Beginning with

the May newsletter Marin Housing will include a section that takes one aspect of the lease, complaint procedure, or resident responsibilities and explain and review the process and/or procedure. The Program Manager is available monthly at each one of the complexes where residents are invited to ask questions about any issue that concerns them. In the monthly newsletter that is provided to each resident the dates and times of monthly meetings are outlined.

In the last 60 days the notices for resident inspections have been revised to include more information regarding the purpose of the inspection and the approximate time that the inspection will occur. More informative notices of modernization activities have been designed. These notices are being reviewed by the Communication Committee for input and modification to clearly inform residents of maintenance or modernization activities.

A notice letting residents know that a maintenance worker has entered the unit to make repairs will be left in the unit so that residents will always be aware when staff enters. MHA posts notices when there is a water shut-off or like emergency as quickly as possible and staff will attempt to provide as clear an explanation of the problem as is possible.

Management being responsive to questions and concerns:

Marin Housing has a policy and is committed to returning telephone calls and e-mail requests within twenty-four hours and responding to written requests within three working days. However, this response time is not as quick as some residents would like.

At the Golden Gate Village Family complex there are two resident information meetings scheduled each month, one specifically designed to address maintenance and management issues and resident concerns in that area and one to address safety issues and concerns. These meetings are poorly attended and MHA will expand its efforts to involve the community in these meetings.

A series of roundtable meetings will be scheduled to work on issues of hate and violence in the community. It is hoped that through open communication and problem solving the community and service agencies will work more closely to resolve these concerns.

Management being professional and courteous:

It is Marin Housing's mandate that all residents and members of the public be treated with courtesy, dignity, and respect. Each staff member strives to meet this standard. Nevertheless, staff is often in a position of giving information to the resident that is contrary to what the resident wishes. When that happens, staff can be perceived as being non-responsive or uncaring.

Marin Housing will continue to provide ongoing training to staff. Part of the training includes supervisory training that covers how to deal effectively with clients. Marin Housing will continue to seek opportunities to expand staff's communications skills. The Communications Committee was formed last year to focus on improving communication skills between departments, with residents and participants and is working closely with maintenance and Program Managers to improve notices and written communication.

Management being supportive of the resident council at Golden Gate Village:

Marin Housing supports the recognized resident council at Golden Gate Village. The Executive Director attends one resident council meeting each month and responds to resident concerns. In March 2006, a new MOU with the Golden Gate Village Resident Council was finalized. This MOU outlines ways in which MHA and GGVRC will be working together to improve communication and resident involvement in policy decisions.

The Program Manager of the Elderly/Disabled projects meets with the resident representative of each complex monthly to discuss and address resident concerns.

Safety

1. Safety in the unit, building, parking areas. Average 73.80%

2. Concerns that bad lighting, broken locks contribute to the crime rate. Average 83.30%

3. Concerns that inadequate resident screening and vacant units contribute to the crime rate Average 66.05%

Safety in the unit, building, parking areas;

Marin Housing has a monthly meeting with the Sheriff's department and the residents to work on ways to improve safety at the complex. New signs are being installed that will allow the police agencies to ask individuals who are not accompanied by residents to leave the area. If they refuse they can be arrested and removed. Vehicle towing policies will be enforced. Individuals who are gambling or committing crimes in the parking lots will be cited and/or arrested. Marin Housing will be evicting residents who engage in criminal activity or allow family members or guests to engage in such activities. No second chances will be allowed.

Marin Housing and the Resident Council are working on ways to improve communication between the residents and law enforcement. A series of roundtable meetings are going to be scheduled to work on issues of hate and violence in the community. It is hoped that through open communication and problem solving the community and service agencies will work more closely to resolve these concerns.

Concerns that bad lighting and broken locks contribute to the crime rate;

A survey of the lighting at Golden Gate Village has been completed and a plan to replace and expand lighting is underway. Marin Housing has plans through its Capital Fund to expand the lighting in some of the projects.

Broken locks are considered an emergency item and are replaced or repaired within 24 hours of reporting. This is being closely monitored.

Concerns that resident screening and vacant units contribute to the crime rate;

Screening of new residents. Marin Housing emphasizes screening out applicants with a history of drug or alcohol abuse. Routinely, staff runs a criminal record check for each applicant, including a check for sex offenses, a credit check, and references from past landlords or identified individuals who have knowledge of the applicant's behavior. Marin Housing uses a national screening service to check on criminal records and

screens applicants to the maximum extent allowed by HUD regulations and the fair housing and non-discrimination laws. Marin Housing will continue to explore ways to better screen applicants for national crime detection.

Marin Housing is implementing a concentrated application processing with the goal of filling all vacancies within 45 days. A plan has been implemented to ensure that the maintenance turnover of units is quicker and that once the unit is ready for occupancy a tenant will be selected and housed within 3 business days.

Neighborhood appearance

1. Satisfaction with the upkeep of common areas, exterior of buildings, recreation and parking areas. Average 62.68%
2. How often are the abandoned cars, noise, rodents and insects, trash, vacant units a problem? Average 67.64%

The grounds at GGV are contracted out to a tenant based company and closely monitored by the Program Manager. There were few concerns at that property. Additional manpower will be redirected to the other properties to clean the common areas and take care of the grounds and parking areas.

Noise and litter are problems at GGV because non-residents and residents congregate in the parking lots. As described above, stricter enforcement of trespassing laws should help decrease this problem.

Marin Housing has a new pest extermination company that will be at GGV weekly and monthly at the remainder of the properties. The Program Managers will remain in contact with the vendor and the residents to monitor the extermination program's success.

New signage at GGV will allow abandoned cars to be tagged and moved off the property. This system will be in place within 60 days. Residents at GGV place trash under trees and expect MHA to pick-up the trash while other residents throw trash outside their units, off the balcony, etc. MHA maintenance crews devote approximately 30-40 hours per week to picking up trash instead of completing work orders and apartment renovations. There are two trash collections per week made by the sanitary district in the low rise area and three per week in the high rise buildings. If MHA finds any identifying material in trash that is left on the property the resident will be billed for its collection and disposal. MHA is exploring the possibility of a fee to offset general garbage costs. There is no recycling program at GGV and the resident council has been contacted to assist in efforts to set up a program.

Staff will employ three approaches to address the vacancy turnaround problems. First, maintenance workers are being realigned to make vacancy turnover a top priority, with emergency work orders the only priority ahead of vacancy turnovers. Second, there is a concentrated effort, as described above to process applications and have them ready to immediately lease a unit as soon as it is released from the maintenance department. Third, structuring vacancy turnaround to be applicant driven insuring that as soon as an applicant is ready to be placed a unit will be ready for occupancy.

**Status Report
Goals and Objectives - 2006**

1. Maximize Affordable Housing Options

Fully Utilize Section 8 Voucher and Public Housing Programs	The Section 8 Housing Voucher Choice Program is at 96% lease-up as of June 30, 2006.
Preserve Existing Affordable Housing Stock	<p>100% of Section 8 units were inspected to meet housing quality standards.</p> <p>Garbage chutes in the high-rise building have been remodeled and the parking lots have been repaved.</p> <p>\$175,500 in CDBG funding was secured for the calendar year 2006 for the Residential Rehabilitation Program. Through July 2006, 12 loans have been made totaling \$265,000 for calendar year 2006.</p>
Prevent Homelessness	<p>Reporting period January through July 2006.</p> <p>Through the Rebate to Marin Renters program, shallow rent subsidies were provided to 52 elderly and disabled households. 150 formerly homeless mentally ill individuals received supportive services through the Shelter Plus Care Program.</p> <p>30 persons with HIV/AIDS received HOPWA rental assistance.</p> <p>Secured county funding to provide Information and Referral service to 875 older adults.</p>
Promote Homeownership Opportunities	<p>Maintained portfolio of 331 Below Market Rate homes; through July 2006, 21 new first-time homebuyers have purchased homes.</p> <p>Provided technical assistance to 3 developers regarding new affordable ownership housing developments. 1 first time homebuyer seminar is planned for later this year.</p> <p>The Section 8 Homeownership Program assisted 6 families who have completed the loan approval process and are now living in their own homes.</p> <p>18 MCCs were issued to first-time homebuyers in conjunction with home purchase, representing \$631,700 in tax credits and \$3.2 million in mortgage loans.</p>
Increase Access to Housing Opportunities by Increasing Tenant Incomes	The Family Self-Sufficiency Program (and Fatherhood Program) provided services to 44 Marin City Public Housing residents and 128 Section 8 participants. Total number of escrow accounts is 96.

2. Enhance Services to Clients

<p>Demystify Services Through Enhanced Communication</p>	<p>The Housing Assistline responded to 1,814 calls and inquires.</p> <p>There have been 3 Section 8 briefings since January 1, 2006 through June 30, 2006. 28 families received vouchers with 8 of them finding housing. 19 of that group is still actively seeking housing.</p> <p>MHA has had 6 meetings with Marin City residents on maintenance and operations of the project since January 1, 2006 and will continue to have monthly meetings. There have been 6 safety meeting with the residents and Sheriff's department with a continuing schedule of one meeting per month.</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; 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 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 and down-loadable forms.</p>
<p>Streamline Internal Procedures and Systems</p>	<p>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</p>

	Commissioners.
New database system to track homeless in the county.	MHA works collaboratively with the Continuum to provide data regarding homelessness in Marin.

3. Continue to Build Collaborations

Build Collaborations with Other Agencies, Local Jurisdictions and the Private Sector	MHA senior staff attends and plays a leadership role in the Marin Continuum of Housing & Services meetings and the Housing Council.
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CAPITAL FUND PROGRAM STATUS OF CURRENT WORK:

- Stair Tower , Laundry, & Guardrail Renovation at GGV 89 & 99 Cole Drive and 409 & 419 Drake Avenue High-Rise Buildings
 - Publicly bid in November 2005
 - Awarded to A.E. Nelson Construction on January 10, 2006
 - Construction began on February 21st and was virtually complete by July 11th
 - Added major change order to replace 90 more spalling concrete panels along front walkways with metal guardrails
 - \$147,000 in additional costs

- Kitchen Cabinet Replacement in GGV Low-Rise Buildings
 - Have remodeled approximately 36 low-rise kitchens
 - New cabinets & countertops, upgraded light fixtures, interconnected smoke detectors
 - Plus performed minor remodeling in 10 high-rise apartments
 - New countertops, upgraded light fixtures, interconnected smoke detectors
 - Currently, work is on hold waiting for new funding (CFP 2006) & availability of maintenance workers & new cabinet installer
 - Plan to resume in late August or early September with remodeling of approximately 20 more kitchens
 - Eventually will do about 80-90 kitchens

- Homestead Terrace Exterior & Community Building Improvements
 - Issued RFQ for Architects in August 2005
 - Selected H & Y Architects in and contract was awarded in November 2005
 - They have prepared the base drawings & specifications but needed more information regarding the site topography (for accessibility issues) and the extent of remodeling of the community building
 - These issues should be resolved in the next two weeks and we plan to be out to bid in late August

- Energy Audit
 - Issued RFP for Energy Audit in February 2006
 - Selected The Nelrod Company to perform the Audit & contract was awarded in March 2006
 - Basic utility data was provided to Nelrod in late March
 - Site inspections were conducted in early April
 - Energy Audit Report was completed on May 25, 2006
 - Basic Recommendations:

<u>period (in years)</u>	<u>Payback</u>
▪ Install set-back thermostats to 5.82	2.66
▪ Install water efficient shower heads & faucet aerators to 12.31	4.59
▪ Replace incandescent lamps with compact fluorescents	2.52
▪ Change existing fluorescent lighting to more efficient lamps	8.09

- Or change to more efficient fluorescent light fixtures 13.16
- Further investigation of electricity & gas checkmetering vs. retail metering in Golden Gate Village --
- Install wall insulation at some Elderly/Disabled apartments 10.44

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 (RAB) consists of six Section 8 participants and six public housing residents. The current RAB includes the following:

Lisa Fleming	Public Housing	Sherri Anderson	Section 8
Robert Gallimore	Public Housing	Allison Clark	Section 8
Robert Hernandez	Public Housing	Sharena Lares	Section 8
Royce McLemore	Public Housing	Jerry McDonald	Section 8
Gracie Stover	Public Housing	Sandy Shartzter	Section 8
Anne Taylor	Public Housing	Kishanna Townsend	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 the Goals and Strategies. Resident comments and the responses to and changes made based on those comments are discussed below.

GENERAL COMMENT

Comment: MHA has not included the state or private housing properties in the plan. *In 18-D MHA has listed the state and private housing properties.*

AGENCY GOALS

Comment: The Senior Assist Line serves a valuable function, is MHA going to try to keep the service going. *MHA is looking into all possible funding sources in an effort to fund the Assist Line. There appears to be some possible sources and we should know before the end of the year.*

Comment: One of the goals for MHA should be to see us community education program for racial education so that the discrimination that is found in the GGV complex can be reduced or eliminated. *MHA is working with several agencies in the county to provide community education in several areas. Legal Aid has recently executed an MOU with MHA that contains an educational component. MHA will continue to seek educational opportunities that can be presented to the community. Hopefully one on discrimination*

can be located and arrangements made to present it to the community through the Resident Council.

Comment: The definition “**significant amendment**” and “**substantial deviation**” should be included in the annual plan. *A review of the desk guide for the Public Housing Annual Plan states that the PHA has the discretion to define the terms “significant amendment” and “substantial deviation”. The Final Rule from HUD provided a working definition for PHA’s. MHA has adopted that working for the annual plan year of 2007.*

CAPITAL FUND PROGRAM

Comment: The money for the water heater doors at Golden Hinde have been in the Capital Funds budget for three to four years. When are they going to be replaced? *The doors have been ordered but as of August 1, 2006 have not received. When they are received they will be installed.*

Comment: Why is the Capital Fund decreasing each year? *Congress appropriates the funds and HUD distributes them according to a formula. Each year the appropriations have been reduced. In FFY 2007 HUD is requesting about 11% less from Congress than the FFY 2006 level. (This represents about a 21% reduction from FFY 2005 levels and 25% reduction from FFY 2004 levels.)*

Comment: Marin Housing has been paying back a loan that HUD granted for the concrete work at GGV if HUD does not recapture the funds what happens to them? *If the loan payment is not recaptured by HUD the funds are reallocated to other improvement areas such as energy conservation upgrades, REAC improvements, or unit improvements.*

Comment: Is there a foundation problem with the new accessibility ramps because there is no water flow? *There are pipes under the ramps at 4 to 8 feet intervals that allow for drainage. The ramps are sloped which also allows for water drainage therefore they should be no foundation problems.*

Comment: How will the new Asset Management system effect distribution of Capital Funds? *The funds will be divided between the two established projects under asset management which are GGV and the Elderly/Disabled Complexes. The percent of distribution is determined by a HUD formula. The final asset management regulations will probably have other changes in how the fund is used.*

Comment: Are there going to be funds allocated for the residents’ hot water heaters that are old and beginning to break? *To date this has been a regular maintenance item. If the volume of necessary replacements per year becomes too large them it may be considered as a capital fund item.*

Comment: A large amount of the budget is going to pay staff costs. Is there any limitation on the amount of the capital fund that can be used for staff salary under the asset management system? *Since the regulations are not final, we are not sure if there will be limitations. MHA is currently reviewing the amount of the fund that is spent on staff salaries.*

Meeting with Golden Gate Village Resident Council on Tuesday, August 15, 2005

comments:

There was discussion in regard to the Energy Audit (mentioned in the 8/15/06 document) concerning:

- Weather stripping and changing of furnace closet doors not being done at all units by the PG&E subcontractor
- Mail slots in front doors not being weather tight
- Staff mentioned that the PG&E subcontractor was suppose to be making them weather tight
- Staff suggested that the mail slots in the doors could be eliminated if mail boxes were ganged together for each building or courtyard but that further information to, and input from, low-rise residents would be needed before such a change could take place
- Staff also mentioned that the Post Office would have to be in agreement--although it seemed to their benefit
- Council member liked this idea and will follow up with other residents
- Staff noted the Energy Audit recommendation of further investigation of the check metering versus retail metering issue for electricity and natural gas consumption at GGV
- Council member stated that the Executive Director had noted to her the possibility that small windmills might be installed on GGV buildings and they could produce enough electricity so that residents would not have any PG&E bills

In regard to the 7/27/06 "Capital Fund Program Chart" there was discussion concerning:

- The line items that covered "Central Office" personnel
- Council member stated that under "Asset Management", these personnel would have to be physically located in the specific development to which they were charged
- Council member asked which line items covered the salaries of Maintenance workers
- Staff pointed out the line items for "Interior/Exterior Painting Labor" for both GGV & Elderly/Disabled; "General Site Labor" for both GGV & Elderly/Disabled; and "General Dwelling Unit Labor" for GGV
- Council member stated that she would be preparing a new application for funds for the "Youth Employment Training" program and the Resident Council would be submitting it to the Executive Director soon.

Comment: The Annual Plan should be on Marin Housing's web site and should include the occupancy policy and the administrative plan as attachments. *The annual plan will be posed on Marin Housing's web site and the occupancy plan and the administrative plan will be added as attachments.*

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Comment: With all the cuts to budgets, will it affect the Section 8 Housing Choice Voucher program in such a way that we will lose vouchers? *The number of vouchers MHA can support is based on the amount of subsidies paid to owners. For the year 2007, the budgeted amount of money will support fewer vouchers than in previous years. MHA will have enough money to support approximately 2039 vouchers.*

Comment: When a Voucher that was issued in Marin County is used by a participant who then moves to another jurisdiction does it affect the number of voucher that can be issues? *When a participant ports to another jurisdiction the receiving agency decided to absorb the voucher into their allocations or to bill MHA. If they absorb the voucher, MHA is free to reissue it to another family on the waiting list. If they bill us be paying the receiving agency the cost of the HAP payments and 80% of the admin fee. The voucher funds for the portable voucher is considered allocated and cannot be reissued.*

Comment: The Administrative Plan should be included as part of the annual plan. *The Administrative are being added to the Annual Plan.*

LOW RENT PUBLIC HOUSING

Comment: Is it necessary to include an income range requirement for the processing applicants for Public Housing. *The Broad Range of Income is a HUD assessment tool and when processing applicants MHA is required to consider the income range of applicants in order to insure that the Public Housing communities do not become impacted with only extremely low income residents. The income ranges are extremely low (less than 30% of area medium income), very low income (30% to 50% of area medium income), low income (50% to 80% of area medium).*

Comment: Why are we suggesting that non-dwelling units be assessed for payment of rent. *The non-dwelling policy includes a formula for assessment of rent for non-dwelling units other than those used by the Resident Council. In order to be in compliance with the policy the assessment is necessary.*

Comment: Does Marin Housing give preference to individuals who require a wheelchair equipped unit. *Marin Housing's Public Housing stock has mobility impaired modified units in each of the complexes. The waiting list for those individuals and families that require such a unit is always open and when there is a vacancy the applicants are taken from that specials waiting list.*

Comment: Under Community Service it is noted that "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." October 2005 has passed should this date be changed? *The section on the process continuing through October 2005 will be removed because HUD has instructed MHA to enforce the community service requirement.*

Comment: We understand that HUD is requiring MHA to enforce the community service requirement. We also understand that most of the residents who are required to do the community service have not fulfilled the requirement. What action is Marin Housing proposing to take? *HUD has informed MHA that we must enforce this requirement. Marin Housing has notified residents twice during the first half of 2006 that they must comply with community service requirement. Beginning with the October 2006 re-exams the resident will be require to provide proof of compliance with the Community Service requirement. If at that time they have no proof of compliance they will receive a 30-day notice not to renew their lease.*

Residents who contact the Program Manager will be given the opportunity to sign an agreement to perform 16 hours of community service each month, and a month to month lease will be executed. They must provide quarterly verification of the community service or an unlawful detainer action will be started.

Marin Housing has no desire to evict residents for failure to perform the community service hours and has attempted for two years to inform residents of the consequences of non-compliance. HUD has informed MHA that they must enforce the requirement.

Comment: The Occupancy Policy, Dwelling Lease and Pet Policy should be included as part of the annual plan. *The Occupancy Policy, Dwelling Lease and Pet Policy are ng added to the Annual Plan.*