

HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO



MOVING TO WORK ANNUAL PLAN FYE2019



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SECTION I

Introduction

Overview of the Housing Authority of the County of San Mateo's ongoing MTW goals and objectives

The Housing Authority of the County of San Mateo (HACSM) first joined the MTW Demonstration program in 1998. At that time, HACSM allocated 300 of its' Section 8 (Housing Choice Vouchers) to participate in a 6-year time limited program in collaboration with the San Mateo County Welfare Department. In 2008, HACSM was able to sign a new 10-year MTW agreement with HUD, expanding its MTW authority to all Section 8 (Housing Choice Voucher) and Section 9 (Public Housing) programs in San Mateo County through 2018. And, in 2016, was able to sign a new agreement with HUD through 2028. Through the MTW Demonstration Program, HACSM has effectively reduced administrative costs, collaborated with other County Departments and organizations to end homelessness for San Mateo County residents, continually refined its MTW activities that increase self-sufficiency of current participants, and broadened its commitment to increasing affordable housing choices for families. As delineated in the Agency's mission statement, "The mission of the Department of Housing (Housing Authority) is to be a catalyst for increasing the supply of affordable housing and creating opportunities for people of all income levels and abilities to prosper in livable, collaborative communities."

Through collaboration with a broad range of community stakeholders, made possible due to the flexibilities of the MTW program, HACSM has been able to continually take bold steps in supporting San Mateo County (SMC) residents through program innovation and responsiveness. Following are some examples that demonstrate the HACSM commitment to increasing affordable housing choice, supporting the increased self-sufficiency goals of program participants, and developing administrative efficiencies:

Increasing Affordable Housing Choices

During this time of extreme economic growth in San Mateo County, both the preservation of existing and the development of new affordable housing units has become vitally important to the housing needs of low-income families in the community. As reported in 2017, San Mateo County is home to 13 of the top 25 largest software companies in the Bay Area including Oracle, Genentech, and Google.

Despite the multi-faceted efforts of the San Mateo County elected officials, individual city leaders, the Housing Department and the community at large, the housing crisis is on-going and persists due to the booming economy. The median home price in 2017 was \$1,250,000 and the median rent for a two-bedroom apartment was \$3,409, meaning household must earn at least \$136,360 per year to afford a two-bedroom apartment. Having the ability to address these local conditions through the MTW Demonstration program has been invaluable for individuals and families facing one of the most competitive housing markets in the nation.

To address these very real challenges, HACSM has maintained its' commitment to increase and preserve affordable housing options in San Mateo County. Following are some of the specific and measured steps that have been taken and HACSM plans to continue in FY18:

- HACSM and the San Mateo County (SMC) Board of Supervisors leveraged Housing Assistance Payment (HAP) funds, along with unrestricted SMC General Funds to create the "Affordable Housing Fund." This collaboration was made possible from MTW authority and has resulted in the development of multifamily

affordable rental housing, a homeownership project, and potential agricultural workforce housing and funding for loans to secure, develop, or re-develop affordable housing units. In 2017, one example of this collaboration can be seen in the grand opening of Sweeney Lane Apartments. Sweeney Lane Apartments, an affordable new construction, workforce rental apartment community, consists of 52 affordable apartments for families. Sweeney Lane Apartments provides low-income working families with new, affordable rental homes with retail space below along the San Mateo County transit corridor. Sweeney Lane is a pedestrian-friendly, transit-oriented, infill development built on a vacant site formerly occupied by an auto dealership.



- HACSM has used its HUD approved MTW Activity to use up to 35% of its budget authority for project basing. Having the ability to secure long-term contracts for affordable units is a key strategy in the San Mateo County housing market. See Section II to learn more about the upcoming PBV units.
- In 2013, HACSM had a voucher subsidy utilization rate of 98%, but by 2015 that number had dipped to 93% and in 2016 had further dipped to 90%. After launching the Leasing Success Program, one of HACSM's MTW Activities, HACSM was able to address the extreme difficulty voucher holders were facing in the marketplace. As a result of focused effort in outreaching to property owners, the development of the "Renting Success Workshop" for new and relocating participants, and the completion of several project-based properties, in 2017 HACSM has again reached a 95% utilization rate.

Promoting Self-Sufficiency

Beginning as a small pilot program in 2000, the HACSM self-sufficiency program has expanded and matured into a premier program in San Mateo County. The MTW Self-Sufficiency program now serves all new participants admitted through the MTW wait list. The FSS Contract of Participation is established upon lease up, with quarterly self-sufficiency activity follow up throughout their participation in the program. In addition to the 5-Year Self-Sufficiency program, HACSM also designed and oversees the Housing Readiness Program (HRP), originally implemented via MTW authority in July 2008 to assist homeless individuals and families. HRP is also a 5-Year Self-Sufficiency program, designed on the housing-first model, with the expectation that the household will be able to move from homelessness to economic self-sufficiency during their participation in the program. In 2016, HACSM in collaboration with the SMC Child Public Welfare Agency, applied for and was selected to participate in the FUP-Youth Demonstration program. The FUP-Youth program further builds on the best practices learned through the Self-Sufficiency and HRP programs to assist young adults who were former foster youth to receive services and support, in addition to housing assistance, at this critical moment of their life.

HACSM continues to conduct on-going research into best practices and lessons learned, and through this analysis has continued to refine the program to most effectively support families in becoming financially independent during their time on the program and based on their unique personal circumstances. To support the households,

HACSM has utilized the cost and time savings realized through other MTW initiatives to further enrich the resources and staff time dedicated to this important endeavor. Due to the time savings from the MTW program, beginning in 2015 the Self-Sufficiency were able to dedicate more of their time to provide coaching and mentoring to the self-sufficiency families including the capacity to make direct contact with all families on at least a quarterly basis. This increased contact has resulted in more focused support, timely assistance provided to participants when challenges arise, and the opportunity to celebrate the successive successes realized by the families.

Following is the success story from one of the families who will be graduating at the end of the month, after only three years on the program.

At age 21 with a newborn baby, *Trish and *David had a combined income of \$17,000 working at various cafes, car washes, and hardware stores to make ends meet. In 2014, they were randomly selected from the MTW pre-application waitlist pool, determined eligible, and joined the HACSM Moving to Work program. Throughout their journey both Trish and David had clear career goals in mind. Trish wanted to complete her GED so that she could begin her desired career in the medical field and David aspired to join a high-demand and well-paying trade program.

In the three years since they joined the MTW Program, Trish achieved her GED, completed a Medical Assistant Certificate with a job training program that frequently partners with HACSM, and recently started her career as a Medical Assistant. Having completed the first steps, Trish continues to look toward the future and now plans to return to school to become a registered nurse. David, after years of applications and exams, is now an apprentice for Plumber's Local 38, a reputable trade program based in San Francisco. In addition to the high wages, the apprenticeship includes medical, dental, and vision benefits and because it is unionized, has established pay increases at the completion of the apprenticeship program – a journeyman wage is currently \$70 per hour!

Trish and David have achieved what the HACSM MTW Program hopes every household can realize – economic self-sufficiency. Through their participation in the program, over the course of the past three years their annual income has grown from \$17,000 to \$110,000 and they are at the point of no longer being eligible to receive any monthly housing subsidy assistance.

The family will be coming in the next month to discuss their earned escrow because of their achievements. Our agency is incredibly proud of their financial independence and wish them well in their future endeavors. Their voucher will now be turned over to benefit a new household and further support Housing Authority's mission to provide quality affordable housing with an emphasis on self-sufficiency.

*Note: The household's names have been changed per their request to maintain their confidentiality.

Developing Administrative Efficiencies

HACSM has re-designed the processes for both initial and on-going eligibility determinations, easing the burden on both participants and Housing Authority staff and increasing the timeliness of the process. For example, HACSM implemented a biennial HQS inspection schedule for all subsidized units, with the provision that all units, at all times, must continue to meet HUD Housing Quality Standards.

In 2014, based on the success of the alternate recertification schedule for households that are elderly or disabled, HACSM was able to establish a triennial schedule, creating additional efficiencies with no loss of program integrity.

In 2015, the Rental Programs Department underwent a re-organization built upon the administrative

efficiencies realized through the MTW activities. The re-design created a targeted approach to each process within the system and allowed for an expansion of the self-sufficiency and client services teams as well as increased efficiencies and support to both program partners and the community as a whole.

HACSM's long-term vision for the direction and duration of its MTW program

MTW flexibility has given HACSM the ability to combine resources, through the fungibility of the MTW block grant, and thus removed significant financial barriers, allowing HACSM the freedom to better address San Mateo County program priorities and community needs. HACSM has seen the on-going need to continue the prioritization of the following three broad goals: 1) Serving San Mateo County residents most in need, 2) Facilitating residents' self-sufficiency, and 3) Building sustainable system capacity. The following are focus areas that HACSM has identified to support this vision:

Serve More Families

Based on its success to date, HACSM continues to enroll all new applicants from the MTW waiting list to its five-year, MTW Self-Sufficiency program. This MTW activity not only gives HACSM the ability to serve more families by increasing voracity of the program, but it also strengthens the SMC community by providing a path for program participants to increase their economic self-sufficiency. All new program participants have access to greatly expanded and enriched case management services and to quarterly connections with their HACSM Self-Sufficiency Coordinators. This initiative also includes a comprehensive hardship policy for elderly and/or disabled persons as well as for self-sufficiency participants who need some additional time to achieve their goals.

Expand Community Partnerships and Commitments with Support Service Providers

HACSM has continued to rigorously and conscientiously expand program partnerships with a variety of educational institutions, work force development providers, and county and community health and social service providers. In October 2017, HACSM hosted its 5th Annual Housing & Resource EXPO. This year over 70 partner organizations attended and met with participants, over 300 in attendance, to enroll them in services, assist with financial training programs and savings plans, and connect them with job training and hiring services to name just a few.

The 2017 Family, Fun, and Resource Expo!



In collaboration with the SMC Library System, HACSM has been actively participating in the Campaign for 3rd-Grade Reading, a national initiative. To support these efforts, at each quarterly self-sufficiency appointment the Self-Sufficiency Team has taken the following actions: 1) Provided free, age-appropriate books to all children in the household, 2) Enrolled and provided library cards to each member of the families, and 3) Participated in developing and hosting three, County-wide events. Below are invitations to the Half Moon Bay and East Palo Alto, Book Rich Environment events.



In 2016, HACSM and the SMC Library System also launched a Talk Read Sing program designed to teach parents, through use of technology and weekly group meetings, to learn how many words they speak with and around their children, 30 months old or younger. The program's goal is to end the cycle of poverty by encouraging parents to increase the quantity and quality of language spoken with their children. LENA Start™ features parent classes in English and Spanish that employ the LENA “talk pedometer” technology to measure the amount of home language and subsequent classes help parents of infants and toddlers close the “talk gap.” To date, HACSM has hosted four cohorts and continues to encourage Self-Sufficiency families with young children to enroll and participate in this innovative and important program.

Provider Based Assistance Programs (PBA)

HACSM used its “block-grant” funding status to create a new rental subsidy program, known as Provider-Based Assistance or PBA. Using an RFP process, HACSM awarded three contracts in November 2011 to providers who serve a population that is typically underserved in the HCV program. The first award was given to CORA (Community Overcoming Relationship Abuse), the organization in San Mateo County that serves survivors of domestic violence. The second award was given to Service League of San Mateo County that serves persons re-entering society after a period of incarceration and who are receiving addiction treatment and other supportive services. The third award implemented a program with Human Investment Project (HIP) Housing for their shared housing self-sufficiency program, serving single parents reach economic self-sufficiency. In 2017, HACSM awarded a fourth contract to Brilliant Corners, on behalf of the County Health System, to support frail elderly or disabled individuals, who with some minimal in-home support, are able to live independently without the need for housing in a skilled nursing facility.

Always Open, On-line Waiting List Process

In January 2014, HACSM implemented an on-line wait list portal. All new applicants, interested in the MTW Program, can create their own secure user ID and password, complete the data entry of their household information, and access the content at any time for any changes that occur. When HACSM has vouchers available, the agency is able to conduct a small random selection from the pool of current applications and create a small wait list. This on-line system allows families to take responsibility for keeping their contact information and application content current. An expiration date (12 months from the date of the application, or the last renewal or update date) is set for each application thus avoiding the need for HACSM to periodically purge the waiting list. This process has allowed the waiting list to be always open, and gives families the opportunity to apply or reapply at any time.

Expand Affordable Housing Partnerships and Project-Based Programs

As discussed previously, HACSM has also developed an affordable housing fund that leverages HAP funds with SMC general funds in support of the development of new construction affordable housing. The funds are disbursed in the form of a loan, thus extending the continued development and expansion of long-term affordable housing. To date, HACSM has awarded \$10 million dollars the full amount approved through the “Affordable Housing Fund” MTW Activity.

HACSM has also been actively using its MTW flexibility to assist in the development of new or rehabilitated affordable housing by strategically project-basing Housing Choice Vouchers as a key financial component. Project-Based Vouchers’ (PBV) contractual obligation for long-term unit availability is extremely important in the County’s perennially tight housing market.

SECTION II

General Housing Authority Operating Information

Housing Stock Information

Planned New Public Housing Units to be Added During the Fiscal Year											
AMP Name and Number	Bedroom Size							Total Units	Population Type *	# of UFAS Units	
	0	1	2	3	4	5	6+			Fully Accessible	Adaptable
PIC Dev. # / AMP PIC Dev. Name	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PIC Dev. # / AMP PIC Dev. Name	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PIC Dev. # / AMP PIC Dev. Name	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PIC Dev. # / AMP PIC Dev. Name	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total Public Housing Units to be Added								0			
* Select Population Type from: Elderly, Disabled, General, Elderly/Disabled, Other If Other, please describe: Not Applicable											

Planned Public Housing Units to be Removed During the Fiscal Year		
PIC Dev. # / AMP and PIC Dev. Name	Number of Units to be Removed	Explanation for Removal
N/A	N/A	N/A
Total Number of		0

New Housing Choice Vouchers to be Project-Based During the Fiscal Year			
Property Name	Anticipated Number of New Vouchers to be Project-Based *	Description of Project	
Colma Veterans Housing	65	Colma Veterans Housing is a 66-unit new construction development in Colma, CA. With the exception of the manager unit, all units will be assisted with PBV subsidy. HACSM has committed 65 PBV, 57 HUD-VASH Vouchers, awarded through HACSM's application to HUD's FY2016 HUD-VASH PBV set-aside and 8 HCV to the project. 57 units will serve VASH-eligible households while the remaining 8 units will serve HCV-eligible households with preference given to veterans. Construction is expected to start in spring 2018.	
Miller Avenue Senior Housing	8	Miller Avenue Senior Housing is a 81-unit new construction affordable senior housing project located in South San Francisco, CA. HACSM has committed 8 PBV to the project. Construction has started in July 2017 and is scheduled for completion by the end of 2018.	
2821 El Camino	59	2821 is a 65-unit new construction development in Redwood City, CA. HACSM has committed 27 HUD-VASH Vouchers, awarded through HACSM's application to HUD's FY2016 HUD-VASH PBV set-aside and 32 HCV to the project. Of the 32 HCV PBV units, 6 will serve Mental Health Service Act-eligible households. The project developer is in the process of securing financing for the project.	
Mosaic Garden	44	Mosaic Garden is a 55-unit rehabilitation development in Redwood City, CA. HACSM has committed 8 HUD-VASH Vouchers, awarded through HACSM's application to HUD's FY2016 HUD-VASH PBV set-aside and 36 HCV to the project. Of the 36 HCV PBV units, 9 are supportive housing units with homeless preference serving individuals selected from the San Mateo County Coordinated Entry System. The rehabilitation will be done in two phases with the first phase starting in May 2018.	
Bay Meadows Affordable	46	Bay Meadows Affordable is a 68-unit new construction development in San Mateo, CA. HACSM has committed 12 HUD-VASH Vouchers, awarded through HACSM's application to HUD's FY2016 HUD-VASH PBV set-aside and 34 HCV to the project. The project developer is in the process of securing financing for the project.	
Bayshore Affordable	18	Bayshore Affordable is an 80-unit new construction development in Millbrae, CA. HACSM has committed 18 HUD-VASH Vouchers, awarded through HACSM's application to HUD's FY2016 HUD-VASH PBV set-aside. The project is currently at the planning stage with City of Millbrae.	
1283 Willow Road	8	1283 Willow Road is a 27-unit new construction development in Menlo Park, CA. HACSM has committed 8 HCV to the project. The project is currently at the planning stage with City of Menlo Park.	
Bradford Senior Housing	99	Bradford Senior Housing is an 117-unit new construction senior (serving people 62 and older) development in Redwood City, CA. HACSM has committed 10 HUD-VASH Vouchers, awarded through HACSM's application to HUD's FY2016 HUD-VASH PBV set-aside and 89 HCV to the project. The project is currently at the planning stage with City of Redwood City.	
Anticipated Total New Vouchers to be Project-Based	347	Anticipated Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year	347
		Anticipated Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year	8

*New refers to tenant-based vouchers that are being project-based for the first time. The count should only include agreements in which a HAP agreement will be in place by the end of the year.

Other Changes to the Housing Stock Anticipated During the Fiscal Year
Not Applicable
Examples of the types of other changes can include but are not limited to units that are held off-line due to the relocation of residents, units that are off-line due to substantial rehabilitation and potential plans for acquiring units.
General Description of All Planned Capital Fund Expenditures During the Plan Year
Not Applicable

Leasing Information

Planned Number of Households Served at the End of the Fiscal Year			
MTW Households to be Served Through:	Planned Number of Households to be Served*	Planned Number of Unit Months Occupied/Leased***	
Federal MTW Public Housing Units to be Leased	0	0	
Federal MTW Voucher (HCV) Units to be Utilized	4157	49884	
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Property-Based	32	384	
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Tenant-Based	16	192	
Total Households Projected to be Served	4205	50460	
* Calculated by dividing the planned number of unit months occupied/leased by 12. ** In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/households to be served, the PHA should estimate the number of households to be served. ***Unit Months Occupied/Leased is the total number of months the PHA has leased/occupied units, according to unit category during the fiscal year.			

Reporting Compliance with Statutory MTW Requirements
If the PHA has been out of compliance with any of the required statutory MTW requirements listed in Section II(C) of the Standard MTW Agreement, the PHA will provide a narrative discussion and a plan as to how it will return to compliance. If the PHA is currently in compliance, no discussion or reporting is necessary.
Not Applicable

Description of any Anticipated Issues Related to Leasing of Public Housing, Housing Choice Vouchers and/or Local, Non-Traditional Units and Possible Solutions	
Housing Program	Description of Anticipated Leasing Issues and Possible Solutions
MTW Housing Choice Vouchers	Expensive market, shortage of affordable housing units, landlords not accepting vouchers. Possible solutions: Continued landlord outreach, continued focus on development and preservation of long-term affordable units in San Mateo County, HACSM published an RFP and has signed a three-year contract with a housing locator service to assist new applicants and participants to find and secure rental housing in San Mateo county. Within this activity, and the non-traditional use of funds, HACSM is also setting up potential security deposit assistance for the participants and landlord incentives to encourage owners of rental property to join the program and to preserve existing relationships.
Housing Program 2	Not Applicable
Housing Program 3	Not Applicable

Wait List Information

Wait List Information Projected for the Beginning of the Fiscal Year				
Housing Program(s) *	Wait List Type**	Number of Households on Wait List	Wait List Open, Partially Open or Closed***	Are There Plans to Open the Wait List During the Fiscal Year
MTW Housing Choice Voucher Program	Community-Wide	7765	Open	Yes
MTW Housing Choice Voucher Program - Project Based	Site-Based	13336	Closed	No
N/A	N/A	0	N/A	N/A

Rows for additional waiting lists may be added, if needed.

* Select Housing Program: Federal MTW Public Housing Units; Federal MTW Housing Choice Voucher Program; Federal non-MTW Housing Choice Voucher Units; Tenant-Based Local, Non-Traditional MTW Housing Assistance Program; Project-Based Local, Non-Traditional MTW Housing Assistance Program; and Combined Tenant-Based and Project-Based Local, Non-Traditional MTW Housing Assistance Program.

** Select Wait List Types: Community-Wide, Site-Based, Merged (Combined Public Housing or Voucher Wait List), Program Specific (Limited by HUD or Local PHA Rules to Certain Categories of Households which are Described in the Rules for Program Participation), None (If the Program is a New Wait List, Not an Existing Wait List), or Other (Please Provide a Brief Description of this Wait List Type).

*** For Partially Open Wait Lists, provide a description of the populations for which the waiting list is open.

Not Applicable
Not Applicable
Not Applicable

If Local, Non-Traditional Housing Program, please describe:

Provider-Based Assistance Program: HACSM does not maintain a wait list for this program. Eligible households are referred by service agencies that have an executed agreement with the Housing Authority.

If Other Wait List Type, please describe:

Not Applicable

If there are any changes to the organizational structure of the wait list or policy changes regarding the wait list, provide a narrative detailing these changes.

Not Applicable

SECTION III

Proposed MTW Activities: HUD approval requested

HACSM is proposing one new MTW Activity in this MTW Annual Plan. This activity is designed to further support program applicants and participant find and secure affordable stable housing that will support their growth, earning potential, and ultimate self-sufficiency, free from all government assistance.

Proposed Activity #2018-36: Homeless Young Adults with Disability Program

Description of the activity

The Housing Authority of the County has had a long and important role in assisting low-income San Mateo County (SMC) residents find and secure stable housing. This mission has been complimented and expanded in its' collaborative partnership with homeless service providers, specifically targeting outreach, engagement and support of homeless individuals and families. Complementing this collaboration is the goal of increasing the self-sufficiency of program participants to the ultimate goal of no longer needing government assistance.

In partnership with the Mental Health Association (MHA), HACSM is proposing to provide housing subsidy assistance for up to 20 Support and Advocacy for Young Adults in Transition (SAYAT)-eligible young adults to move from literal homelessness to stable housing and ultimately self-sufficiency.

MHA is a non-profit organization whose fundamental outlook and mission statement includes, “enrich(ing) quality of life, restoring dignity, and reducing homelessness, particularly for those affected by mental illness and HIV/AIDS. MHA strengthens hope by providing shelter, support and opportunities for socialization.” MHA is an active member of the San Mateo County community and dedicated to ending homelessness in the local jurisdiction. HACSM and MHA have a long history of collaboration in San Mateo, working together for over twenty years in support of the San Mateo County HOPE Plan, the community’s 10-year plan to end homelessness. The SAYAT program serves literal homeless young adults who have severe mental illness, substance use disorder, or developmental disability. The program recognizes that each individual has unique circumstances, challenges, and strengths and the program builds upon these strengths to provide individualized case management services to its participants.

Through this partnership, HACSM would provide housing subsidy assistance to MHA referred SAYAT-eligible young adults who are eligible for the voucher program. Additionally, the youth must be between the ages of 18-25, literally homeless, have an identified disability, and will benefit from the services provided by MHA. The eligible youth, referred to the program, would be the Head of Household and the household may ultimately

include additional household members, such as dependent minors, or other adults.

Once referred by MHA, the youth will meet with the HACSM case workers to conduct their program eligibility determination, based on HACSM's MTW program design and issued an MTW five-year, time-limited voucher. The individual and their household will be considered part of the HACSM MTW program and subject to all of the rules of the program, including how subsidy amount is determined. As such, the youth will pay a portion of the contract rent directly to the landlord, based on their income and the HACSM TST activity (See Activity # 2010-9). HACSM will be administering the housing subsidy assistance, the same as other voucher programs.

Upon move in, the youth would be invited to join the Self-Sufficiency Program, sign a Contract of Participation, establish goals and be eligible to receive the financial escrow bonus upon successful graduation from the program. During the five-year term of their participation, these youths would at the same time receive intensive case management and supportive services from the Mental Health Association on topics ranging from housing location, vocational training, education, employment, health services, and increased independence. MHA will also provide support and appropriate interventions on an as-needed basis, as they have through their collaboration with HACSM via the Housing Readiness Program (MTW Activity 2009-2). A successful graduation would mean that the youth no longer requires government assistance (an FSS program goal), has reached a zero HAP status, or their voucher has timed out and they are not returning to homelessness.

As in the case with the other MTW activities, HACSM has an existing hardship policy, which includes the portability policy, to address exemption to various activities. The same hardship policy which can be found in Appendix Four will be offered to SAYAT participants, in its' entirety. From this perspective, if a participant in this program, has a permanent disability, they could be eligibility for on-going hardship exemptions from the time-limited aspect. Additionally, MHA has a history of working with SAYAT youth, to find and secure affordable housing options outside of the voucher program, thus mitigating a potential return to homelessness for the referred individuals.

Statutory Objective

HACSM proposes that this MTW Activity will address the objective of increasing the self-sufficiency of program participants and the resources allocated to the program

Anticipated Impact and Schedule

Upon HUD approval, HACSM expects that SAYAT-eligible individuals will immediately begin to be directly referred to HACSM for program eligibility and voucher issuance. However, due to the extremely challenging housing market in San Mateo County, HACSM cannot delineate the exact timeline for full program utilization. HACSM will enroll referred individuals upon successful move in and thus will establish a rolling cap of 20 participants and will manage their participation in the program under its' MTW program contract.

HACSM and MHA will both be working closely to support these program-eligible youths to find stability and begin increasing their self-sufficiency from Day One. Upon successful completion of the original five-year term of assistance, participants could be eligible for potential hardship extensions, based on the established hardship policy criteria. A copy of the Hardship Policy can be found in Appendix Four of this MTW Plan.

Standard Metrics

Unit of Measurement	Baseline FY19	Benchmark	Projected Outcome	Data Source
SS #1: Increase in Household Income				
Average earned income of households (\$)	TBD	\$8,000	\$10,000	HACSM Yardi Software
SS #2: Increase in Household Savings				
Average savings of household (\$)	TBD	\$1,500	\$1,500	HACSM Yardi Software
SS #3: Increase in Positive Outcomes in Employment Status (Based on Head of Household Information)				
Employed Full Time	TBD	TBD	TBD	HACSM Yardi Software
Employed Part Time	TBD	TBD	TBD	HACSM Yardi Software
Enrolled – Ed Program	TBD	TBD	TBD	HACSM Yardi Software
Enrolled – Job Training	TBD	TBD	TBD	HACSM Yardi Software
Unemployed	TBD	TBD	TBD	HACSM Yardi Software
SS #4: Households Removed from Temporary Assistance for Needy Family				
Number of households receiving TANF assistance	TBD	TBD	TBD	HACSM Yardi Software
SS #5: Households Assisted by Services that Increase Self-Sufficiency				
Number of household receiving services aimed to increase self-sufficiency	0	10	20	HACSM Yardi Software
SS #6: Reducing Per Unit Subsidy Costs for Participating Households				
Average amount of Section 8 subsidy per household (\$)	TBD	TBD	TBD	HACSM Yardi Software
SS #8: Households Transitioned to Self-Sufficiency				
Number of households transitioned to self-sufficiency	0	2	10	HACSM Yardi and other data management
CE #4: Increase in Resources Leveraged				
Amount of funds leveraged in dollars	\$0	TBD	TBD	MHA data management systems

The HACSM definition of Self-Sufficiency includes the following:

- The households have reached an income level such that HACSM is no longer providing subsidy on behalf of the family for a period of 90+ days.
- The household has reached the end of the voucher's time limit and will not be exiting to homelessness.

Authorization(s) from Attachment C or D of the Standard MTW Agreement

HACSM's MTW Agreement, Attachment C, Section D (1)(g), Section D (2)(a)(d), Section D (3)(b), Section D (4) and Section E and waives certain provisions of Section 8(r), 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13)(H)-(I), 8(o)(7), 8(o)(13)(F)-(G), 8(o)(6), 8(o)(13)(J), 8(o)(16) and Section 23 of the US Housing Act of

1937 and 24 CFR 982 Subpart H, 982.508, 982.503, 982.518, 982 Subpart L, 983 Subpart E, 982.516, 982, Subpart E, 982.305, 983 Subpart F, 984

The above authorizations give HACSM the ability to accept direct referrals, rather than via the MTW wait list, it provides HACSM with the ability to implement a term limit to the housing subsidy assistance, and it allows for eligible program participants to enroll and participate in the HACSM FSS program.

SECTION IV

Ongoing MTW Activities: HUD approval previously granted

HACSM does not plan to change any of the current MTW authorizations from Attachment C and/or Attachment D for the activities previously implemented, nor does HACSM plan to use any outside evaluators.

Since 2000, HACSM has utilized the flexibilities of the MTW program to significantly reform its Housing Choice Voucher and Public Housing programs. The activities below illustrate how HACSM has proactively instituted a range of complementary MTW Activities that have strengthened administration of the program and timely response to the needs of San Mateo County residents.

Implemented Activities

Activity #2000-1: MTW Self-Sufficiency Program

Approved by HUD: FYE2000

Implemented by HACSM: 5/1/2000

Description of the activity

The HACSM MTW program, first implemented in May 2000, was originally developed to respond to welfare reform and thus was fashioned to focus almost exclusively on improving families' economic self-sufficiency in preparation for the conclusion of their welfare assistance. Effective July 1, 2013 HACSM received HUD approval to revise the admission process to change from a referral basis to admission via the HACSM HCV waitlist. In FY2014, HACSM expanded the number of vouchers allocated to the 5-year time limited program from 300 up to 800 vouchers and revised the admission process to include all new program participants from the HACSM waiting list. Effective January 2014, HACSM opened its HCV waitlist and with this opening began the enrollment of new households in the MTW Self-Sufficiency program.

All MTW Self-Sufficiency participants are required to participate in the HACSM Family Self-Sufficiency (FSS) program, which requires families to be gainfully employed and free of welfare assistance 12 months prior to the end of the FSS contract. Non-compliance with the FSS contract is cause for termination of housing assistance. HACSM collaborates with county and non-profit service providers to prepare MTW households to be economically self-sufficient upon graduation. HACSM designed a local method by which escrow is calculated for the FSS program participants at the time of successful graduation.

The HACSM escrow calculation method considers several activities that support a family's increasing self-sufficiency, which are often necessary for an individual to be job-ready and positioned for higher paying positions, instead of only recognizing increases in earned income. The maximum escrow credit and pay out at graduation is \$3,500 per family.

The calculation methodology is as follows:

- *Employment*: In order to qualify, at program exit, the family must achieve either: 1. The lesser of \$1,500 or a 15% increase over the above stated Earned Income baseline if the baseline amount is more than \$2000, or 2. A \$10,000 increase over the above stated Earned Income baseline if the baseline amount is \$2000, or less. HACSM will calculate escrow based on a dollar for dollar match up to \$1,000. (\$1,000 maximum per family under this category)
- *Education/Vocational Degree Attainment*: \$500 for each completed education/vocational goal. (\$1,000 maximum per family under this category)
- *Personal Enrichment/Job Preparation*: \$25 for each workshop, skill improvement training completed. (\$250 maximum per family under this category)
- *Path to Citizenship*: \$250 for each goal completed per family member in this process. (\$500 maximum per family under this category)
- *Budgeting/Saving Series*:
 - Attend a HACSM-sponsored budgeting class within the first six months of program entry. (\$25)
 - Prepare and submit to HACSM a personal budget for six months following the budgeting class. (\$100)
 - Establish (open) a new savings account within the first year of program entry or a secured credit card to re-establish credit. Once credit has been established, open a savings account. (\$25)
 - Establish a pattern of savings by: a. Increase savings balance over the savings baseline by at least \$1500, AND b. During the final 12 months of participation, make a minimum of 10 monthly deposits of at least \$25, AND c. Any monthly withdrawals may not cause the deposit amount to be less than \$25. (\$400)

Note: Retirement accounts will not be considered as savings accounts.
(\$500 maximum per family under this category)
- *Improve Credit Score*: \$1 for each credit score point improved over the Credit Score baseline. (\$250 maximum per family under this category)
- *Personal Participant Pay Point from Individual Training and Service Plan (ITSP)*. Qualifying goals include: Transportation, child care, fulfilling student loan obligations, expunging criminal records, completion of the LENA reading program and resolving outstanding child support payments. \$250 for each Personal Participant goal completed. (\$500 maximum per family under this category)

Because escrows are only calculated and credited at the end of the FSS Contract term, interim withdrawals were eliminated.

Update on the activity

In 2017, 129 new participants joined the MTW 5-year program and signed a FSS Contract of Participation. As of December 2017, there are 551 households in the MTW Self-Sufficiency program. All of the households participate in self-sufficiency activities, beginning with budgeting and savings classes as well as other fundamental activities to reach their yearly goals.

In CY2017, HACSM continued quarterly meetings with each participant in the Self-Sufficiency program, to support their progress and assist them to maintain their momentum towards success. During each quarterly meeting, the HACSM self-sufficiency coordinators coach and mentor all adults in the household in a variety of areas including but not limited to the following: 1) Education, 2) Asset building, 3) Employment, 4) Credit repair and credit building, 5) Citizenship, 6) Parenting, and 7) Health Services.

Throughout the year, HACSM collaborated with the SMC Library System in the “Book Rich Environment” and “Campaign for Third-Grade Level Reading” initiatives. The collaboration included, in addition to the on-going encouragement to participate at the local libraries, three different events, in three areas of the County. Each event included free books and activities for the children, a deep sense of community, and the promotion of reading. Below are pictures of two of the events, the first was held in Half Moon Bay, and the second was held in East Palo Alto.



In October 2017, HACSM held its' Fifth Annual Housing & Resource Expo for all self-sufficiency households. 70 different partner organizations were present to share their unique mission and vision of success and to enroll families in their programs. Over 300 participants attended the event.

In 2017, 24 households requested Hardship waivers to extend their program participation. HACSM granted six hardship requests due to participants who were in the process of finishing their education/employment goals and six hardship requests due to the tight rental market in San Mateo County. There were also nine elderly/disabled households and one households that met the criteria for a single HOH with a disabled minor, granted hardship extensions. Only two of the hardship applications were denied due to not meeting the hardship criteria.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2009-2: Housing Readiness Program (HRP)

Approved by HUD: FYE2009

Implemented by HACSM: 7/1/2008

Description of the activity

Through this MTW activity, combined with the partnership with San Mateo County's Center on Homelessness, HACSM is able to serve homeless individuals and families in the community. Originally, all homeless families joined the program through a direct referral process from supportive service partners in the SMC community.

In FY17, HACSM received approval to expand the vouchers allocated from 100, up to a maximum of 150

vouchers. Originally, program participants received rental subsidy for up to three years while at the same time having continued access to various supportive services programs, provided by the homeless services partners.

Also, in FY17 HACSM proposed and received HUD approval to increase the term of assistance from three to five years. With this expansion, the first 18 months of case management assistance continues to be provided by the referring agency with the remaining term transitioned to the HACSM self-sufficiency team. Effective August 2016, each new household that enters the program and successfully completes the lease up process will receive up to five years of housing assistance and enters into a self-sufficiency COP upon move in. The HACSM self-sufficiency team coordinates with the referring agency regarding the participant's individual goal plan.

Upon successful graduation from the program, the HRP household are eligible for escrow for their goals completed. On a case-by-case basis, HACSM may provide case management services 12 months after program admission if the referring agency is unable to provide such services due to limited resources.

Update on the activity

To date, the HRP has provided the San Mateo Community a key program to address the critical need of homeless individuals and families residing in San Mateo County to secure healthy, safe, and stable housing. In FY18, through collaboration with the Center on Homelessness, HACSM was able to further streamline admission to the HRP program via the coordinated entry system, thus prioritizing the individuals and households who had the greatest vulnerabilities and homelessness and ensuring that all had equal access to this valuable resource.

Currently there are 150 formerly homeless households in the program. Due to the program design, as households reach the end of their term of participation and graduate from the program, HACSM is able to begin supporting new, homeless individuals and families to the program. In 2017, 30 new households completed the eligibility process, found and secured a rental unit, signed a COP and begun working with the self-sufficiency case workers on a quarterly basis.

In 2017 HACSM received, in total, 17 hardship waiver requests. One hardship request was due to participants who were in the process of finishing their education/employment goals and 10 hardship requests due to the tight rental market in San Mateo County. There were also six elderly/disabled households who were granted extensions to their term of participation.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2000-3: Eliminate 40% Affordability Cap at Initial Move-In/Lease Up

Approved by HUD: FYE2000

Implemented by HACSM: 5/1/2000

Description of the activity

The original MTW contract, executed in 2000, allowed HACSM to eliminate limits on the proportion of household income that could be spent on housing costs for its initial 300 time-limited MTW clients. In the FY2009 MTW Annual Plan, HACSM received HUD approval to expand this initiative to the entire HCV program.

This MTW activity is designed to support a family's ability to have greater housing choice, through having access to cities throughout San Mateo County. Prior to July 2009, many HCV applicants leasing up for the first time, and participants in the relocation process, were unable to secure housing outside high poverty areas due to the restrictive 40% affordability cap.

Although the hard affordability cap has been eliminated, HACSM continues to play a major role in negotiating rents on behalf of the participant when needed and has established safeguards to ensure the tenant portion of rent is affordable to the participant. Safeguards include, but are not limited to:

- Discussion of rent affordability with the participant before move-in
- Outreach to property owners to increase housing availability
- A calculation tool that shows the tenant portion of rent in relation to his/her income with the additional of excluded income sources that might mitigate the higher rent burden.
- Required supervisory approval procedures on a case-by-case basis for instances where the tenant rent burden is over 50% of their monthly adjusted income.

Update on the activity

San Mateo County continues to remain not only one of the highest cost areas in the nation but also one of the communities with the least amount of available housing stock. As such, current participants and new applicants searching for affordable housing in San Mateo County are faced with an extremely challenging situation. Taking this into account, HACSM has found that this activity has provided some relief to those engaged in search for housing. HACSM continues, on a regular basis, to monitor the lease up statistics and rent burden for participants to ensure that vouchers are being utilized and participants are not facing an overly burdensome cost for housing.

In 2017, only six households, approximately 10%, exceeded the 50% threshold for the tenant rent portion at initial move in. In each of these six instances, the family income was reviewed, along with the specific details for the individual household, prior to their move in.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2009-5: Expand Usage of PBV at HACSM Developments Undergoing Disposition

Approved by HUD: FYE2009

Implemented by HACSM: 7/1/2009

Description of the activity

In HACSM's FY2009 Supplemental MTW Annual Plan, HACSM received approval to project-base up to 100% of the replacement vouchers at public housing units undergoing the demo/diso process. HACSM submitted two demo/diso applications in June 2010. The application for Midway Village was approved by HUD in January 2011 and vouchers were issued to all eligible households in May 2011. All 150 units at Midway Village are now under a Project-Based HAP contract. The application for El Camino Village was not approved by HUD.

Update on the activity

On March 30, 2015, HACSM received its Commitment to Enter into a Housing Assistance Payments (CHAP) for the conversion of assistance (30 units) under the RAD Project-Based Voucher program at El Camino Village, CA014000004.

On March 10, 2016, HACSM received HUD approval of a waiver that allows MTW agencies to use their block grant funds to set initial contract rents. HACSM worked closely with HUD Field Office staff and the RAD Project Managers and submitted its Finance Plan in February 2017. In December 2017, the RAD-PBV conversion was completed, effectively completing the last Public Housing conversion in the HACSM inventory.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010-6 (Revised): Triennial Recertification Schedule for Elderly/Disabled Families

Approved by HUD: FYE2010

Implemented by HACSM: 7/1/2009

Description of the activity

Building upon the success of the original activity “Biennial Recertification Schedule for Elderly/Disabled Families,” in FY14 HACSM expanded the regular recertification schedule to once every three years for Elderly/Disabled households. However, if the household also includes non-elderly/disabled adult members, and those members experience an increase in income, HACSM may recalculate the households annual adjusted income in accordance with the HACSM’s Interim Policy, and potentially the HAP as well, due to the increase.

HACSM began implementation of this alternate recertification schedule in August 2014. Due to the gradual roll out, implementation was not completed until the end of December 2016.

Update on the activity

HACSM has found that this activity has significantly reduced both the administrative burden on the Housing Authority as well as the stress on the elderly and/or disabled families in San Mateo County. Due to this activity, in coordination with the Housing Authorities Interim recertification policy, the Housing Authority has experienced a reduction in the sheer volume of appointments that needed to be held without a negative financial result.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010-7: Simplify Rent Calculation Process

Approved by HUD: FYE2010

Implemented by HACSM: 7/1/2009

Description of the activity

In July 2009, HACSM implemented several MTW activities related to the rent calculation policies and procedures. It was HACSM’s intent that implementing the new activities would create a more transparent process for participants, a streamlined and more efficient practice for HACSM, and overall improvement in the accuracy of the calculations. In July 2011, HACSM modified the activities resulting in the following:

- Asset Calculations
 - HACSM established a minimum threshold of \$50,000 in assets before any interest will be included or calculated when determining the household’s annual adjusted income
 - If the household met, or exceeded the \$50,000 threshold, HACSM will include the *actual* interest earned in determining the household’s annual adjusted income

Update on the activity

The streamlined method for calculating assets has significantly simplified the rent calculation process without creating further burden for program participants, as most program participants do not have assets in excess of \$50,000.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010-8: Simplify Third Party Verification Process

Approved by HUD: FYE2010

Implemented by HACSM: 7/1/2009

Description of the activity

In FY2010, HACSM received HUD approval to simplify the third-party verification process associated with earned income, asset income, and medical and child care expenses, in an effort to relieve administrative burdens, and increase productivity, and ease the intrusive nature of the process for HCV applicants and participants.

The streamlining activities included the following:

- Increase asset values requiring third-party verification
Effective July 1, 2009, HACSM increased the threshold at which assets require third-party verification from \$5,000 to \$50,000 for the HCV programs. In place of third-party verification, the family is required to provide a current statement from the financial institution(s) showing the balance of the asset account(s). In FY18, HACSM received HUD approval, to expand the ability to use tenant provided documentation for all assets, regardless of the asset value. The family will continue to be required to provide a current, original statement from the financial institution(s) showing the balance of the asset account(s) without the need for additional verification. In all instances, HACSM will reserve the right to seek additional verification if necessary.
- Streamline verification of eligible medical expenses
Effective July 1, 2009 HACSM instituted a policy in which eligible families, who claim medical expenses, are required to sign a self-certification and provide supporting documents from credible and established sources, such as receipts from medical care providers or pharmacy statements as proof of the claimed expenses.
- Streamline the verification process for eligible child care expenses
Effective July 1, 2009 HACSM instituted a streamlined verification process to reduce the challenges in verifying claimed child care expenses. Eligible families who claim child care expenses are now required to sign a self-certification and provide supporting documents from credible and established sources, such as day care invoices, receipts or written statements from the child care provider as proof of the claimed expense. Expenses incurred from an adult member of the household who provides child care or the absent parent who does not reside in the subsidized unit, are not acceptable.
- Extend the verification timeline to 180 days
Effective July 1, 2009, HACSM implemented a revised timeline for verification documentation to 120 days for HCV applicants and participants. In FY16, HACSM proposed and received HUD approval to extend the verification timeline to 180 days. This new timeline reduces duplication of work and accelerates an applicant's admission to the program and a participant's recertification for continuing program eligibility.

HACSM continues to use the Enterprise Income Verification (EIV) system for verification of participant identity, wage and assistance benefits.

Update on the activity

Since July 1, 2009, HACSM has been monitoring the effectiveness of this activity, the verifiable nature of the tenant-provided documentation, and the on-going confidence in the accuracy of the rent calculation based on the information collected. This activity has continued to support the HACSM MTW program and has been successful in creating efficacies that provide the avenues for staff resources to be allocated to self-sufficiency activities.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010-9: Tiered Subsidy Tables (TST)

Approved by HUD: FYE2010

Implemented by HACSM: 3/1//2010

Description of the activity

The TST, a subsidy table representing the first of its kind in the nation, gives HACSM the ability to inform the participant of the maximum dollar amount that HACSM will contribute to their housing costs *at the time of* voucher issuance. This is a 180° change from the current HCV rules that cannot determine the participant's subsidy portion until after a potential unit is secured and the contract rent and utility responsibilities are negotiated with the landlord/owner.

While other housing authorities have established rent tables that inform a participant of their rent portion based on eligible bedroom size, HACSM's TST gives participants the ability to search for available units with the knowledge of exactly how much HACSM will contribute to their housing costs throughout San Mateo County, make personal decisions as to how much of their income they are comfortable contributing towards their housing costs, and practice in negotiating with owners through the leasing process. HACSM's intention through this program change is to empower the participants to take personal responsibility for their lives, starting with their housing decisions.

The TST has continued to result in greater flexibility for families and a simpler rent calculation method for staff. Because of the high rents in San Mateo County, HACSM has continued to closely monitor the subsidies provided by the TST and resulting tenant rent burden.

As part of the on-going monitoring of the TST activity, in FY16, HACSM proposed and received HUD approval to increase the actual minimum rent from \$50 to \$100. And, in September 2016, HACSM completed its' software update and implemented the \$100 minimum rent. As of December 31, 2016, only one hardship request had been received and approved due to this activity.

Update on the activity

As a result of on-going monitoring of the tenant rent burden, and voucher utilization, in October 2017, HACSM increased the subsidy amounts on the TST for all households who were subject to an owner-initiated rent increase that would result in a tenant rent burden greater than 40% of their monthly adjusted income and for new applicants and relocating participants to address the extremely competitive rental market in San Mateo County. The updated TST can be found in Appendix Three.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010-10: Simplify HQS Process for HACSM-owned or Affiliated Properties

Approved by HUD: FYE2010

Implemented by HACSM: 7/1/2009

Description of the activity

HACSM is allowed to inspect HACSM-owned properties to determine HQS compliance. HACSM is not required to submit inspection reports for HACSM-owned or affiliated properties to the HUD Field Office. In order to ensure the impartiality of the inspections conducted at HACSM owned or affiliated properties, HACSM has established that the inspections are not conducted by staff that work at or oversee the property. All HQS inspections are conducted by one of the following: 1) The HACSM Leasing Team, HQS certified inspectors, 2)

A Section 8, HQS certified specialist, or 3) An agency that is contracted by HACSM to conduct HQS inspections. In addition to the above, all current properties within this activity also have low-income tax credits from the State of California, which also require annual property inspections from an independent source.

HACSM maintains an electronic record that can be printed, as needed, or requested by the local HUD Field Office. At the time of initial implementation, the local HUD Field office supported this practice as a good method for records retention and ready access as needed.

Update on the activity

This activity has continued to be effective in supporting the HACSM goal of increased administrative efficiency.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010-11: Eliminate Competitive Process for Allocation of PBV to Former Public Housing

Approved by HUD: FYE2010

Implemented by HACSM: 1/27/2011

Description of the activity

In FY11, HACSM received HUD approval to allocate project-based vouchers to its former public housing units without the use of a competitive process. In FY14, HACSM received HUD approval to expand the scope of this activity to include other housing units owned by HACSM or HACSM affiliates such as the redeveloped Half Moon Village.

Update on the activity

On March 30, 2015, HACSM received its Commitment to Enter into a Housing Assistance Payments (CHAP) for the conversion of assistance (30 units) under the RAD Project-Based Voucher program at El Camino Village, CA014000004.

On March 10, 2016, HACSM received HUD approval of a waiver that allows MTW agencies to use their block grant funds to set initial contract rents. HACSM worked closely with HUD Field Office staff and the RAD Project Managers and submitted its Finance Plan in February 2017. In December 2017, the RAD-PBV conversion was completed, effectively completing the last Public Housing conversion in the HACSM inventory.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010-12: Waive 12 Month Stay Requirement for Residents in Formerly Public Housing Units Converted to PBV

Approved by HUD: FYE2010

Implemented by HACSM: 5/1/2011

Description of the activity

With this activity, HACSM has the authority to offer residents of public housing units undergoing disposition from public housing status, the option to relocate immediately or any time thereafter, using a tenant transfer voucher. With the approval of HACSM's demo/diso application, existing public housing residents at the time of disposition are not required to stay in their unit for 12 months after conversion to PBV assistance. Instead, former public housing residents have the choice to determine if and when they want to move.

In FY15, HACSM received HUD approval to expand this activity to include in-place residents of properties owned and/or affiliated with HACSM, such as the Half Moon Village redevelopment project.

Update on the activity

On March 30, 2015, HACSM received its Commitment to Enter into a Housing Assistance Payments (CHAP) for the conversion of assistance (30 units) under the RAD Project-Based Voucher program at El Camino Village, CA014000004.

On March 10, 2016, HACSM received HUD approval of a waiver that allows MTW agencies to use their block grant funds to set initial contract rents. HACSM worked closely with HUD Field Office staff and the RAD Project Managers and submitted its Finance Plan in February 2017. In December 2017, the RAD-PBV conversion was completed, effectively completing the last Public Housing conversion in the HACSM inventory.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010-13: Accept Lower HAP by Modifying PBV Rules for In-place Residents at former Public Housing Developments

Approved by HUD: FYE2010

Implemented by HACSM: 5/1/2011

Description of the activity

At the time of disposition, if a public housing resident is residing in an oversized unit and HACSM does not have the proper size unit available for the resident to relocate, HACSM will accept a lower HAP based on the unit size the resident qualifies for and not the actual unit size occupied. However, as is the current policy, as units of the appropriate size become available at the subject project-based property, the over-housed resident will be required to move into the newly available unit.

Update on the activity

On March 30, 2015, HACSM received its Commitment to Enter into a Housing Assistance Payments (CHAP) for the conversion of assistance (30 units) under the RAD Project-Based Voucher program at El Camino Village, CA014000004.

On March 10, 2016, HACSM received HUD approval of a waiver that allows MTW agencies to use their block grant funds to set initial contract rents. HACSM worked closely with HUD Field Office staff and the RAD Project Managers and submitted its Finance Plan in February 2017. In December 2017, the RAD-PBV conversion was completed, effectively completing the last Public Housing conversion in the HACSM inventory.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010-14: Establish Flat or Market Rate Policy for Over-income Public Housing Residents at Conversion of Public Housing Units to Project-Based Units

Approved by HUD: FYE2010

Implemented by HACSM: 5/1/2011

Description of the activity

Permits residents of public housing undergoing the disposition process that are not eligible to receive a voucher

due their household income which exceeds the income limitations of the voucher program to have the option to remain in the unit (for a maximum of 12 months) at the higher of the flat rate or market rate for the unit. Additionally, should the former resident's income level in the subsequent six months (after vacating the public housing development) decrease to a level that they would be income eligible, they will be allowed to re-apply to the project based wait list with a preference. At such time as the resident vacated the unit, the unit would convert to a standard project-based unit.

Update on the activity

On March 30, 2015, HACSM received its Commitment to Enter into a Housing Assistance Payments (CHAP) for the conversion of assistance (30 units) under the RAD Project-Based Voucher program at El Camino Village, CA014000004.

On March 10, 2016, HACSM received HUD approval of a waiver that allows MTW agencies to use their block grant funds to set initial contract rents. HACSM worked closely with HUD Field Office staff and the RAD Project Managers and submitted its Finance Plan in February 2017. In December 2017, the RAD-PBV conversion was completed, effectively completing the last Public Housing conversion in the HACSM inventory.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2011-15: Institute Biennial Inspection Schedule for Units Under Contract

Approved by HUD: FYE2011

Implemented by HACSM: 7/1/2010

Description of the activity

All HCV units are inspected on a biennial schedule. HACSM continues to conduct any complaint inspections. The units must at all times meet Housing Quality Standards while under contract

Update on the activity

The biennial inspection schedule has continued to support the HACSM goal of greater administrative efficiency. It has also provided HACSM staff the time savings to redirect toward assisting participants to secure housing, facilitating the lease up process between the participants and landlords and finally to conduct owner outreach, which is absolutely vital in San Mateo County at this time.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2011-16: Expand the Section 8 Project-Based Voucher Program

Approved by HUD: FYE2011

Implemented by HACSM: 5/23/2011

Description of the activity

Effective July 1, 2017 HACSM received HUD approval to increase its voucher budget authority from 30% up to 35% for the Project-Based program. Expansion of the PBV program is one of the major resources for the development of additional affordable housing units and will assist the San Mateo County to meet the goal of ending homelessness by 2025.

In selecting future Project-Based projects, HACSM has acknowledged that it will give preference to properties that are newly constructed, located near public transportation corridors, and contain energy efficient features.

This activity provides an avenue to increase housing choice for families by increasing the supply of decent, safe, and sanitary affordable housing.

By diversifying the use of our finite number of vouchers, this initiative will provide a wider variety in type and location of housing for our participants, present and future.

In FY14, HACSM adopted policies to support the original activity proposal that requires participating families to stay at least 24 months in a PBV unit before they are eligible to move with continued assistance; and, that any continued assistance would be a part of the MTW/FSS program, the five year, time-limited program. If there is a need for additional housing assistance at the end of the term of participation, the family could apply for a “hardship” at that time.

Update on the activity

Since December 2016 when HACSM implemented and published a continuously open RFP process for potential housing projects, HACSM has had the agility to respond to developers of affordable housing as their projects reach viability. HACSM has instituted a robust review process to ensure any submitted proposals meet all HUD PBV regulations.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2011-17: Revise Eligibility Standards

Approved by HUD: FYE2011

Implemented by HACSM: 7/1/2010

Description of the activity

HACSM implemented an asset value limit for all new applicants and participants. The HACSM policy includes the following criteria: 1) If an applicant has assets exceeding \$100,000, or a present ownership interest in a suitable home in which they have a legal right to reside, they are determined to be ineligible for the program, 2) If a participant experiences an increase in assets, such that their assets are currently valued at more than \$100,000, or has (since their last reexamination) gained ownership interest in real property in which the participant has a legal right to reside, the participant would be determined ineligible for continued assistance. This determination is made through the recertification process, annually or triennially, based on the household’s regular recertification schedule.

Update on the activity

This activity has continued to provide HACSM with an efficient tool to reach the most needy households in our community.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2012-21: Change Qualifications for Full-Time Student Status

Approved by HUD: FYE2012

Implemented by HACSM: 7/1/2011

Description of the activity

In order for a family member, other than the head, co-head, or spouse to qualify for the Full Time Student (FTS) status, dependent deduction and income exclusion, the family member must be less than 24 years old, a FTS at an

accredited institution, and must provide a transcript of the full-time student status at all subsequent recertification appointments.

Update on the activity

HACSM has continued to find this activity a key support in encouraging high school graduates to continue on with their college courses immediately after graduation.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2012-22: Include Foster Care, KinGap, and Adoption Assistance Payments in Annual Income Calculation

Approved by HUD: FYE2012

Implemented by HACSM: 7/1/2011

Description of the activity

HACSM includes foster care, Kin Gap, and adoption assistance payments in the determination of annual adjusted income. To help offset this inclusion of this income, HACSM provides a dependent allowance for foster children, disabled foster adults, and adopted children

Update on the activity

HACSM has not received any hardship requests as a result of this activity while at the same time current participants continue to support foster children and foster adults in San Mateo County.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2012-23: Modify Head of Household (HOH) Changes Policy

Approved by HUD: FYE2012

Implemented by HACSM: 7/1/2011

Description of the activity

In order to encourage families towards self-sufficiency and reach more eligible households on the HCV waitlist, HACSM implemented the following policies regarding the activities for head of household change requests. The HACSM policies include the following:

- The individual becoming the new HOH must be in the household for at least the previous 12 consecutive months, **and**
- At the time of the HOH change, the household would join the time-limited MTW Self-Sufficiency program (MTW On-going Activity #1). However, if household is already enrolled in the time-limited MTW Self-Sufficiency program, the remaining household members would only be eligible for the remaining term, not an additional term.

Update on the activity

The number of households who seek the ability to change their Head of Household (HOH) continues to decline. In 2017 less than 10 participants choose to change the head of household. For those who did follow through with the change in HOH, the HACSM Self-Sufficiency Staff have been working closely with the families to establish individual training/goal plans and specific goals to help move from the need for housing assistance to economic self-sufficiency within their five-year term of assistance.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2012-24: Change Automatic Termination of HAP Contact from 180 to 90 Days

Approved by HUD: FYE2012

Implemented by HACSM: 7/1/2011

Description of the activity

HACSM reduced the number of days that a participant can remain on the program, while paying 100% of their rent, from 180 to 90 consecutive days.

Update on the activity

HACSM continues to monitor this activity and the households who reach “zero” HAP status. Due to the high cost of living, very few program participants reach “zero” HAP status and those that do have truly become economically secure.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2012-26: Commitment of MTW Funds for Leveraging in the Creation of Additional Affordable Housing in San Mateo County

Approved by HUD: FYE2012

Implemented by HACSM: 10/26/2011

Description of the activity

HACSM originally committed up to \$4,000,000 of MTW funds for the development of additional affordable (low income, very low income and extremely low income) housing in San Mateo County. In the HACSM FY13 Annual Plan, HACSM received HUD approval to increase this commitment up to \$8,000,000 of MTW funds and in FY16 HACSM received HUD approval to increase the commitment up to \$10,000,000 of MTW funds.

The re-programmed funds are to be used to leverage additional investment funds that will be substantially larger than HACSM commitments. Development activities may include site acquisition, substantial rehabilitation of existing stock, and development of new units.

Update on the activity

This activity has continued to be essential to the development of new construction affordable housing units in San Mateo County. To date the funded projects have included the creation of new affordable rental housing for families, seniors, supportive housing for individuals with serious mental illness, agricultural workforce housing-related initiatives and veterans. Currently, there are eight projects in various stages of development. Construction for two of these projects, 6800 Mission Street and University Senior Apartments have been completed and are 100% leased. To date, HACSM has expended, and /or committed \$9.8 million, representing 177 new affordable housing units that are completed and leased. In addition, as a part of the \$10 million, \$1.42 million was used to purchase an existing 9-unit affordable housing complex in effort to preserve affordability as part of a \$3 million purchase.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2011-27: Provider Based Program

Approved by HUD: FYE2012

Implemented by HACSM: 11/15/2011

Description of the activity

HACSM implemented a provider-based assistance program, outside the scope of the voucher program. The Provider-Based program was designed with the intention to reach populations in San Mateo County who were under-served or not served by the voucher program or other special-funded programs.

Update on the activity

HACSM originally established contracts with three program partners who work with, the following underserved populations: 1) Survivors of domestic violence, 2) Recently released, non-violent parolees, and 3) Single parent households with minor children. In 2017, a fourth contract was executed to support disabled persons and frail elderly who were at risk of homelessness, and are in, or in danger of being placed in a skilled nursing facility, a housing choice that is far beyond their medical need. The main focus of the program is to support housing needs of this target population and reduce the overall County cost.

In some cases the housing assistance follows the “Transitional Housing” model with housing provided for a short period of time, up to 18 months. In other cases, the housing assistance is provided for a maximum of 36 months. The total funding expended for the PBA program in 2017 was \$527,162 with approximately 70 households served through the program.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2013-28: Apply MTW Flexibilities to Public Housing

Approved by HUD: FYE2013

Implemented by HACSM: 7/1/2012

Description of the activity

In FY2013, HACSM received HUD approval to operate El Camino Village (ECV), a 30-unit Public Housing complex, in accordance with several of MTW policies and procedures used for the voucher program.

Following is a list of the areas that HACSM implemented July 1, 2012:

1. Biennial recertification schedule for all elderly and or disabled households.
2. Elimination of the Earned Income Disallowance (EID)
3. Revised Eligibility Standards
4. Exclusion of asset income for households with assets under \$50,000
5. Elimination of the imputed asset calculation and use of the actual interest earned for assets valued at or over \$50,000
6. Simplification of the Third-Party Verification Process
7. Modification of the change in head of household policies
8. Biennial inspection schedule
9. Modification of the full-time student status requirements
10. Inclusion of Foster Care, KinGap, and Adoption Assistance payments in the households annual adjusted income, and allowance of a \$480 dependent deduction for each foster child and/or adult

Update on the activity

This multi-faceted activity has assisted the HACSM goal of increased administrative streamlining. As a result of the activity, HACSM staff were able to apply the same rules and policies to all program participants resulting in increased customer service and a more timely response to participant and resident needs. With the Public

Housing RAD conversion, in late 2017 HACSM is reviewing the status and necessity for this activity.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2014-29: Revise Child Care Expense Deduction

Approved by HUD: FYE2014

Implemented by HACSM: 7/1/2013

Description of the activity

In conjunction with HUD regulations, HACSM defines child care expenses as amounts anticipated to be paid by the family for the care of children 12 years of age and under during the period for which annual income is computed, but only where such care is necessary to enable a family member to work, seek work, or go to school (furthering education) and only to the extent such amounts are not reimbursed. The activity applies to HACSM's Public Housing and Section 8 Housing Choice Voucher programs.

The amount deducted shall reflect reasonable charges for child care. When a family member looks for work or furthers his or her education, there is no cap on the amount that may be deducted for child care – although the care costs must still be necessary and reasonable. However, when child care enables a family member to work, the deduction is capped by the amount of employment income that is included in annual income.

HACSM defines allowable child care deductions as follows:

1. The care must be provided for one or more qualifying persons. A qualifying person is a person who is a dependent child, age 12 and under, of a family member who is the parent or legal guardian of the child.
2. The care must be provided to enable the parent or guardian to work, seek work, or attend school full time.
3. The payments for care cannot be paid to the non-custodian parent(s) of the qualifying child.
4. The maximum allowable child care deduction is the lesser of the actual expense or 50% of the gross earnings or net earnings from self-employment of the parent or guardian.
5. If both parents are in the subsidized household, the 50% gross earnings cap will be based on the lower of the two earnings from the parents. One parent may be considered as having earnings if the parent is a full-time student or a person with disabilities that inhibits the parent to care for the child. In this case, the earnings will be based on the working parent.
6. The maximum allowable child care deduction for a parent or guardian who has no earnings but attends school full time will be the lesser of the actual expense paid or \$5000 per year per qualifying child.
7. The maximum allowable child care deduction for a parent or guardian who is "seeking employment" will be the lesser of \$5,000 or the actual expense paid for the year, per qualifying child, for a maximum of 12 consecutive months from the effective date of the approved child care deduction under the "seeking employment" category.

Note: For a household to claim eligible child care expense deductions, the deduction must relate to the income of the child's parent or legal guardian. For example, in instances where one parent is a household member with other (non-parental) adults and the parent is claiming child care deduction because he/she is a full time student, the child care expense may only be deducted against the parent's income, not to the total income of the household.

Update on the activity

HACSM has found that, since implementation, this activity has helped to clarify the process for child care expenses resulting in some staff time savings and at the same time provided clarity and greater equity for all program participants.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2015-30: Standard Proration for Ineligible Household Members

Approved by HUD: FYE2014

Implemented by HACSM: 7/1/2013

Description of the activity

When a household includes eligible and ineligible members, defined as individuals who do not have eligible immigration status, the household is considered a “mixed family.” In such cases, current HUD regulations require that the PHA prorate the HAP portion of the household’s subsidy based on the number of eligible to in-eligible household members. This current practice is challenging to calculate correctly, is very hard for most mixed families to understand, and at times can be a significant barrier to the family’s ability to find a rental unit.

HACSM has implemented a standard pro-ratio of \$150 per ineligible household member that will be subtracted from the total monthly HACSM HAP subsidy for the household.

Update on the activity

Implementation of this activity has simplified the “mixed family” calculation, increased the transparency in the calculation process, and removed the appearance of inconsistent treatment. More mixed families are gaining confidence in their ability find and secure affordable housing. The activity has also reduced the staff time required to meet with households and owners of rental property to explain the calculation process.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2015-31: Local Referral Process for Supportive Service Exception Units, in Project Based Voucher (PBV) Complexes

Approved by HUD: FYE2014

Implemented by HACSM: 7/1/2013

Description of the activity

Current PBV regulations require the PHA provide applicants to an owner of PBV units from the PHA wait list. In general, this system is efficient and with on-going oversight and communication with PBV owners, HACSM has been able to provide a sufficient number of applicants for an owner to fill vacancies in a timely manner. The one area where this has been problematic has been in supportive service exception units, particularly the larger size exception units. Balancing the overall number of households on the waitlist while at the same time maintaining a sufficient number of households that can most benefit from the services provided for the exception units have proven to be quite challenging and time consuming. In some instances, it requires the opening and closing of the waitlist in order to expand the pool of applicants. This process is also confusing for the applicant households and at times causes delays in the lease up process.

HACSM has implemented a local referral process for supportive service exception units. Upon notice from an owner that an exception unit has been vacated, HACSM provides applicants to the owner from its waitlist. If HACSM is unable to provide a list of applicants to the project owner within 15 business days, or upon owner screening, if it is determined that none of the applicants provided by the PHA wait list meet the owner’s selection criteria or the applicants subsequently do not meet HACSM eligibility requirements, HACSM will accept direct referrals from the owner for eligibility determination for that exception unit. As always, the owner will be required to notify HACSM, in writing, of any rejected applicant and the grounds for the rejection.

Update on the activity:

Since receiving approval for this activity HACSM has not had need of this activity, but has continued to outreach with PBV owners and conducted on-going staff training in preparation for the initial implementation of this activity.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2015-32: Revised EIV Income Report Review Schedule

Approved by HUD: FYE2015

Implemented by HACSM: 9/2015

Description of the activity

Effective January 31, 2010, HUD implemented new regulations mandating the use of EIV as a third party source to verify tenant employment and income information during mandatory certifications. Prior to the issuance of the HUD notice advising agencies of the revision, utilizing the EIV income report for interim certifications was not required by HUD, only during annual reexaminations. The reinterpreted regulations concerning the use of EIV changed the requirement such that review of the EIV income report is now a required component of all certification processes, including interim reexaminations.

The requirement to now use the EIV income report for both annual and interim reexaminations translates to additional staff time expended when processing interim reexaminations, which also renders an increase in costs, linked to the staff time for accessing and reviewing the EIV income report. In an effort to reduce cost and administrative burden, HACSM modified the EIV review schedule by only generating the EIV income report during annual or triennial reexaminations.

HACSM's current interim policy allows for certain actions to be processed without having to meet with the family in person. For example, if a family reports a decrease in income, not associated with a family composition change, HACSM requires the family to submit the necessary documents to reflect the change. Based on the family's documentation, HACSM recalculates the tenant and HAP portions accordingly. The necessity to access and review the EIV income report only adds to what is supposed to be a more efficient process for HACSM staff and does not necessarily assist in determining unreported income at this specific point in time due to the fact that the earned income information contained in EIV at the time of the interim reexamination is not up-to-date (the earnings information included on the EIV income report is generally delayed by two quarters). Instead, HACSM staff has found that unreported income and patterns of undisclosed income are most likely to be identified during the regular reexamination process.

HACSM also regularly reviews and monitors the many reports contained in the EIV system (Deceased Tenants, Multiple Subsidy, and Identity Verification reports) to assure compliance with Federal requirements.

Update on the activity

HACSM has found this activity to continue to support the goal of administrative streamlining and cost savings. HACSM staff continue to collect and use verifiable tenant provided documentation for required interim recertifications.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2015-33: Local PBV Inspection Process

Approved by HUD: FYE2015

Implemented by HACSM: 9/2/2014

Description of the activity

Current HUD regulation allows PHAs to inspect a random 20% sample of PBV contract units in a building annually. If 20% of the inspected units fail HQS, PHAs then are required to inspect 100% of the units. Building on the success of other HQS-related MTW activities, its close working relationship with PBV unit owners, and the quality of its PBV units, HACSM has implemented a Local PBV Inspection Process to ensure PBV-owner's compliance with HQS for all units under contract.

Although HACSM follows a biennial inspection schedule for its PBV units, HACSM may choose to inspect 20% of its PBV units in a building annually. If the inspected unit failed HQS and the deficiencies are not corrected within 30 days upon notification to the project owner or the HACSM-approved extension period, HACSM will abate HAP for the unit. If the deficiencies are not corrected within 90 days after the abatement notice, HACSM will remove the unit from the PBV contract. No retroactive HAP are made during the abatement period.

Update on the activity

Since receiving approval for this activity in September 2014, HACSM has continued to conduct biennial HQS inspections in all subsidized units. At the same time, HACSM has continued developing the implementation plan for this activity. The implementation plan includes community outreach with PBV owners and staff training as essential components for the activity's success.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2015-35: Revised Leasing Success Program

Approved by HUD: FY2015

Implementation Date: 7/1/2015

Description of the Activity

According to the National Low-Income Housing Coalition's 2014 publication, "Out of Reach," San Mateo County is one of the nation's most expensive jurisdictions in which to live. There simply is a very limited amount of rental housing, let alone affordable rental housing. With this activity, HACSM is using its Moving to Work Authority in order to implement additional programs and activities that will lead to increased participation in the MTW program and the utilization of this highly valued housing assistance.

HACSM has implemented all of the following activities: 1) Contracting with organizations that have expertise in the rental market, that will assist program applicants and participants with "housing locator services," 2) Contracting with organizations that have substantial experience in shared housing to encourage HCV participation, 3) Creating a landlord incentive program, and 4) Creating a security deposit assistance program. For additional information, see the full description in the HACSM FY2015 Annual Plan.

In late 2015 HACSM contracted with Abode Services, to assist with Housing Locator Services. Implementation of the program began February 1, 2016. Abode Services brought expertise in property management and in assisting low income families find and secure affordable housing in the San Francisco Bay area housing market.

From February 2016 – October 2017, HACSM referred 316 households to Abode Services with an approximately 60% move-in success rate.

From 2015 – 2017 HACSM experienced a significant and on-going decrease in its monthly utilization, causing HACSM to be non-compliant in serving substantially the same number of households in both FY2016 and FY2017. Due to these persistent market challenges, the Leasing Success Program provided one of the biggest supports to the low-income households, however, it has also been more expensive than HACMS originally projected. However, through the above efforts along with other MTW activities, as of October 2017, HACSM finally reached a 95% voucher utilization rate and is now compliant in serving essentially the same percentage of households as before it entered into its' MTW contract with HUD.

All aspects of this activity have been essential to supporting new and relocating voucher holders to find and secure rental units in the SMC rental market.

Update on the Activity

Since implementation in late February 2016, approximately 45 landlords received a continuity bonus because they re-rented their unit to another MTW participant, 117 new landlords joined the program and rented units to program participants, and 205 landlords received incentives as a result of the “no loss” bonus. In total, HACSM has expended \$743,355 of the \$750,000 in support of the incentive programs, including Abode Services

In 2017, HACSM proposed and will continue the Leasing Success Program, and will use its' MTW Authority, including its' block grant fungibility, in order to support the costs for this on-going MTW activity.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2011-18: Eliminate 100% Excluded Income from the Income Calculation Process

Approved by HUD: FYE2011

Implemented by HACSM: 7/1/2010

Closed by HACSM: 7/1/2015

Rationale for Closing out the Activity

Effective July 1, 2010, HACSM no longer verifies, counts, or reports income that HUD specifies as 100% excluded from the income calculation process. Examples of 100% excluded income are food stamps, income from minors, and foster care payments. Because this income is excluded from the income calculation process, it does not affect the amount of a family's rental assistance.

With the publication of PIH Notice 2013-4, issued January 28, 2013, the verification and calculation of 100% excluded income is no longer required. Because of this, HACSM has closed out this activity, effective July 1 2015.

Activity #2011-19: Eliminate the Requirement to Complete New HAP Contract with Utility Responsibility Changes

Approved by HUD: FYE2011

Implemented by HACSM: 7/1/2010

Closed by HACSM: 7/1/2017

Rationale for Closing out the Activity

Due to the fact that this activity only applied to participants who had a HAP contract in place prior to July 1, 2010 and who didn't relocate, this activity has seen minimal to no activity in the past three fiscal years. Additionally, with the implementation of the TST, participants are responsible for their potential utilizes and are encouraged to seek and secure units that are energy efficient and/or instances where the landlord pays for the utilities. With the TST activity, there are no utility allowances included in the tenants rent portion, therefore HACSM has ceased tracking the utility responsibilities and are proposing to close this activity.

Activity #2012-25: Exclude Asset Income from Calculations for Households with Assets Under \$50,000

Approved by HUD: FYE2012

Implemented by HACSM: 7/1/2011

Closed by HACSM: 7/1/2017

Rationale for Closing out the Activity

HACSM will close out this activity, effective 7/1/2017, due to it being combined and linked closely with Activity #2010-7: Simplify Rent Calculation Process.

Activity #2015-34: Local Collections Process

Approved by HUD: FYE2015

Implemented by HACSM: 9/2/2014

Closed by HACSM: 7/1/2017

Rationale for closing out the activity

In May 2017, HACSM received a HUD Quality Assurance Division MTW RNP/Cash Validation review. As a result of this review, HUD auditors determined that HACSM did not have the authority to implement the Fraud Recovery activity because the regulations governing this activity are not covered by the MTW agreement. Even though the MTW Office reviewed and approved the activity in the FY2015 Plan, upon further review, the MTW Office notified HACSM that their previous approval was revoked and their recommendation was that HACSM close this activity.

HACSM has taken the MTW Office's recommendation and with the submission of this MTW Annual Plan, has closed the activity.

SECTION V

Sources and Uses of Funds

Estimated Sources of MTW Funding for the Fiscal Year									
PHAs shall provide the estimated sources and amounts of MTW funding by FDS line item.									
Sources									
FDS Line Item		FDS Line Item Name					Dollar Amount		
70500 (70300+70400)		Total Tenant Revenue					0		
70600		HUD PHA Operating Grants					77,807,760		
70610		Capital Grants					0		
70700 (70710+70720+70730+70740+70750)		Total Fee Revenue					0		
71100+72000		Interest Income					23,636		
71600		Gain or Loss on Sale of Capital Assets					0		
71200+71300+71310+71400+71500		Other Income					56,354		
70000		Total Revenue					77,887,750		

Estimated Uses of MTW Funding for the Fiscal Year									
PHAs shall provide the estimated uses and amounts of MTW spending by FDS line item.									
Uses									
FDS Line Item		FDS Line Item Name					Dollar Amount		
91000 (91100+91200+91400+91500+91600+91700+91800+91900)		Total Operating - Administrative					3,437,134		
91300+91310+92000		Management Fee Expense					0		
91810		Allocated Overhead					0		
92500 (92100+92200+92300+92400)		Total Tenant Services					140,638		
93000 (93100+93600+93200+93300+93400+93800)		Total Utilities					0		
93500+93700		Labor					0		
94000 (94100+94200+94300+94500)		Total Ordinary Maintenance					1,245		
95000 (95100+95200+95300+95500)		Total Protective Services					0		
96100 (96110+96120+96130+96140)		Total Insurance Premiums					73,449		
96000 (96200+96210+96300+96400+96500+96600+96800)		Total Other General Expenses					833,083		
96700 (96710+96720+96730)		Total Interest Expense and Amortization Cost					0		
97100+97200		Total Extraordinary Maintenance					0		
97300+97350		Housing Assistance Payments + HAP Portability-In					72,688,566		
97400		Depreciation Expense					0		
97500+97600+97700+97800		All Other Expenses					0		
90000		Total Expenses					77,174,115		

Surplus MTW administrative funds will be retained by HACSM to provide resources for future administrative costs.

Surplus MTW HAP funds identified under Section V above will be held by HUD for future funding uses. All surplus HAP funds, held by HUD will be utilized in future affordable housing developments which will be detailed in future MTW Plan Documentation.

Describe the Activities that Will Use Only MTW Single Fund Flexibility																			
HACSM will primarily use Section 8/MTW Single Fund Flexibility for all approved MTW Activities, including rental subsidy payments to landlords, and other MTW Activities such as the Provider Based Program, the Leasing Success Program, and Housing Development.																			

V.2.Plan.Local Asset Management Plan									
B. MTW Plan: Local Asset Management Plan									
Is the PHA allocating costs within statute?					Yes	or			
Is the PHA implementing a local asset management plan (LAMP)?						or	No		
If the PHA is implementing a LAMP, it shall be described in an appendix every year beginning with the year it is proposed and approved. The narrative shall explain the deviations from existing									
Has the PHA provided a LAMP in the appendix?						or	No		
N/A									

SECTION VI

Administrative

A. Board Resolution adopting 50077-MTW and Certification of Compliance

See Appendix One, for the signed Board Resolution adopting 50077-MTW and the Certification of Compliance.

B. Documentation that at least one public hearing was held, that the Plan was available for public comment for at least thirty (30) days, and documentation that the Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan

Following is the timeline for the HACSM public process. All supporting documentation can be found in Appendix One.

HACSM published a notice in the San Mateo Daily Journal on 1/22/2018 regarding the FYE2019 MTW Plan availability for review and public comment.

Beginning January 26, 2018 through February 26, 2018, the FYE2019 MTW Plan was available for public review on the Housing Authority website and in the lobby of the Department of Housing.

During the month of February 2018, community outreach regarding the availability of the FYE2019 MTW Plan draft was conducted at meetings with our community partner agencies in East Palo Alto, Half Moon Bay, Pacifica, Redwood City, San Bruno, San Mateo, and South San Francisco.

A Public Hearing was held at the Department of Housing on February 26, 2018. No comments were received during the review period or at the Public Hearing.

On March 13, 2018, the San Mateo County Board of Supervisors, the governing board for the Housing Authority, held a public hearing, and approved the resolution authorizing the Executive Director to sign the Certificate of Compliance and the submission of the FYE2019 MTW Annual Plan to HUD.

C. Description of any planned or on-going PHA-directed evaluations of the demonstration for the overall MTW program or any specific MTW activities, if applicable

HACSM has not and is not planning to complete additional agency-directed evaluations of the demonstration at this time.

D. The Annual Statement/Performance and Evaluation Report (HUD 50075.1) or subsequent form required by HUD for MTW and non-MTW Capital Fund grants for each grant that has unexpended amounts, including estimates for the Plan Year and all three parts of the report

Due to the RAD Project-Based Voucher conversion of El Camino Village effective December 1, 2017, HACSM will no longer receive RHF or Cap Funds and is not submitting a HUD Form 50075.1 with its' FY19 MTW Annual Plan.

APPENDIX ONE

***Documentation of the Public Review Process, the Board Resolution adopting
50077-MTW and the Certification of Compliance***



Department of Housing

264 Harbor Boulevard, Building A • Belmont, CA 94002

FY2019 Moving-To-Work Annual Plan

Notice of Public Hearing

The Housing Authority of the County of San Mateo (HACSM) will hold a Public Hearing to receive public comment regarding the proposed FY2019 Moving-To-Work (MTW) Annual Plan:

Date & Time: Monday, February 26, 2018, 10:00 AM
Location: Department of Housing
 264 Harbor Blvd, Building A
 Belmont, CA 94002

Public Review Period

The proposed MTW Annual Plan is available for review online at www.smchousing.org beginning January 26, 2018. HACSM will be accepting written comments regarding the proposed MTW Annual Plan from January 26, 2018 – February 26, 2018. Please send your comments to:

By mail: Housing Authority of the County of San Mateo
 Attn: Jennifer Rainwater, Planning & Program Innovation Manager
 264 Harbor Blvd, Building A
 Belmont, CA 94002

By email: jrainwater@smchousing.org

As an MTW agency, HACSM is pleased to be one of approximately 39 agencies nationwide granted the permission, from the Department of Housing and Urban Development (HUD), to design and test innovative program initiatives that more closely address the needs of families in San Mateo County.

In May 2000, HACSM started participation as a small MTW demonstration program. In July 2008, the MTW demonstration program was expanded to all Housing Choice Voucher (HCV) programs. Since that time, HACSM has developed many activities to increase housing choice for low income families, streamlined administrative processes resulting in increased efficiencies and cost savings, and created a program that is more transparent, easy to understand, and more equitable for all assisted families. HACSM is proposing one new activity in FY2019, to assist young adults, age 18-25 who are literally homeless and disabled, with up to five years of time-limited housing assistance and complementary supportive services provided by the San Mateo County Mental Health Association.

Following is a brief list of some of the other activities, which HACSM has implemented since July 2000:

- Triennial Recertification Schedule for Elderly/Disabled households
- Tiered Subsidy Schedule
- Affordable Housing Fund
- Standard pro-ration for Mixed Families
- Biennial HQS Inspections
- Housing Readiness Program

**AFFIDAVIT OF PUBLICATION
SAN MATEO DAILY JOURNAL**

**STATE OF CALIFORNIA
County of San Mateo**

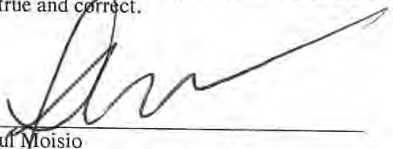
The undersigned declares: That at all times hereinafter mentioned, affiant was a permanent resident of the United States, over the age of eighteen years old, and was at and during all said times, The Office Manager of the San Mateo Daily Journal, a newspaper published daily in the County of San Mateo, State of California. The notice mentioned was set in type no smaller than nonpareil and was preceded with words printed in black face type not smaller than size 6, describing and expressing in general terms, the purpose and character of the notice intended to be given; that the

PUBLIC NOTICE

**THE HOUSING AUTHORITY
OF THE COUNTY OF SAN MATEO**

Of which the annexed is a printed copy was published and printed in said newspaper on the 22nd Day of January 2018,

I declare under penalty of perjury that the foregoing is true and correct.


Paul Moisio

Dated at San Mateo, California,
this 22nd day of Jan. 2018.

PUBLIC NOTICE

The Housing Authority of the County of San Mateo announces a Public Hearing:

DATE: Monday, February 26, 2018
TIME: 10:00 AM
PLACE: 264 Harbor Blvd. Bldg A., Belmont, CA 94002

The purpose of the hearing is to obtain input from County residents and other interested parties in reference to the 2018-2019 MTW Annual Plan to be submitted to the U.S. Department of Housing and Urban Development. A copy of the proposed 2018-2019 MTW Annual Plan is available online at www.smchousing.org commencing January 26, 2018.

Published in the San Mateo Daily Journal, January 22, 2018.

No comments were received during the FYE2019 MTW Annual Plan review period of January 26, 2018 through February 26, 2018 via mail, e-mail or in office correspondence.

No comments were received and no attendees participated in the Public Hearing held at the Department of Housing on February 26, 2018.

At the San Mateo County Board of Supervisors meeting on March 13, 2018, Supervisor Don Horsley made a comment commending the Housing Authority of the County of San Mateo for being innovative and having great successes with its programs.



County of San Mateo

Inter-Departmental Correspondence

Department: GOVERNING BOARD

File #: 18-183

Board Meeting Date: 3/13/2018

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors (Sitting as the Board of Commissioners for the Housing Authority)

From: Ken Cole, Executive Director, Housing Authority

Subject: FY2018-2019 Moving To Work Annual Plan

RECOMMENDATION:

Acting as the Governing Board of Commissioners for the Housing Authority of the County of San Mateo, conduct a public hearing to consider FY2018-2019 Moving To Work Annual Plan:

- A) Open public hearing
- B) Close public hearing
- C) Adopt a resolution approving the Housing Authority of the County of San Mateo's FY2018-2019 Moving To Work Annual Plan.

BACKGROUND:

Moving To Work ("MTW") is a demonstration program that offers participating housing authorities the opportunity to design and test innovative, locally-designed housing and self-sufficiency strategies for low-income households by allowing exceptions from certain housing regulations. The Housing Authority of the County of San Mateo ("HACSM") has implemented many activities that align with the U.S. Department of Housing and Urban Development's ("HUD") goals of increasing administrative efficiencies, encouraging self-sufficiency, and increasing housing choice. Some of the activities include conducting biennial inspections on units, creating an affordable housing fund to assist in the development of affordable housing, increasing the Housing Authority's percentage of budget authority allowed for the Project-Based program, and implementing a Leasing Success Program that includes housing locator services and landlord incentives for new and continuing landlords.

As part of the MTW program process, HUD requires housing authorities to submit an MTW Annual Plan each year. The MTW Annual Plan includes information related to proposed and ongoing activities for the housing authorities, as well as long term goals and strategies.

The MTW Annual Plan process requires obtaining input from the public and approval from the Board of Commissioners and HUD.

DISCUSSION:

The FY2018-2019 MTW Annual Plan covers the period of July 1, 2018, through June 30, 2019. The MTW Annual Plan was completed in accordance with all HUD regulations and requirements, including that all documents are made available to the public for review for a prescribed period prior to adoption by the Governing Board.

A public hearing was advertised in local newspapers and online at the San Mateo County Department of Housing website; the public hearing was held on February 26, 2018, at the Department of Housing office to receive comments. A copy of the proposed MTW Annual Plan was posted on the Department of Housing website and a paper copy of the proposed Plan was available for review during the department's regular office hours. No public comments were received.

HACSM has 36 activities because of its MTW authority and HACSM continues to monitor and evaluate those activities. For the FY2018-2019 MTW Annual Plan, HACSM is proposing the following:

In partnership with the Mental Health Association, provide housing subsidy assistance for up to 20 Support and Advocacy for Young Adults in Transition (SAYAT)-eligible young adults to move from literal homelessness to stable housing and ultimately self-sufficiency. HACSM would provide housing subsidy assistance for up to five years through its self-sufficiency program. During the term of participation, the youth would receive intensive case management and supportive services from the Mental Health Association on topics ranging from housing location, vocational training, education, employment, health services, and increased independence.

County Counsel has reviewed and approved the resolution as to form.

Approval of this Resolution contributes to the Shared Vision 2025 outcome of the Livable Community by enabling HACSM to provide housing subsidies to low-income households while reducing its administrative burden by modifying stringent rules and regulations.

FISCAL IMPACT:

There is no net County cost associated with this action. All funds required to operate the MTW program are provided by HUD.

COUNTY OF SAN MATEO
BOARD OF SUPERVISORS

BOARD OF SUPERVISORS
DISTRICT 1: Dave Pine
DISTRICT 2: Carole Groom
DISTRICT 3: Don Horsley
DISTRICT 4: Warren Slocum
DISTRICT 5: David J. Canepa

COUNTY MANAGER/
CLERK OF THE BOARD
John L. Maltbie

COUNTY COUNSEL
John C. Beiers

HALL OF JUSTICE
400 County Center
Redwood City, CA 94063
Telephone: 650-363-4123
www.smcgov.org



AGENDA

Hall of Justice

Tuesday, March 13, 2018

9:00 AM

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Sherry Golestan, Deputy Clerk of the Board, at least 2 working days before the meeting at (650) 363-4609 and/or sgolestan@smcgov.org. Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical based products.

If you wish to speak to the Board, please fill out a speaker's slip located in the box on the wall in the anteroom as you enter the Board Chambers. If you have anything that you wish distributed to the Board and included in the official record, please hand it to the Deputy Clerk of the Board who will distribute the information to the Board members and staff.

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

This item is reserved for persons wishing to address the Board on any County-related matters that are as follows: 1) Not otherwise on this meeting agenda; 2) Listed on the Consent Agenda; 3) County Manager's Report on the Regular Agenda; or 4) Board Members' Reports on the Regular Agenda. Public comments on matters not listed above shall be heard at the time the matter is called.

As with all public comment, members of the public who wish to address the Board should complete a speaker's slip to make a public comment. Speakers are customarily limited to two minutes, but an extension can be provided to you at the discretion of the Board President.

ACTION TO SET AGENDA and TO APPROVE CONSENT AGENDA ITEMS

(This item is to set the final consent and regular agenda, and for the approval of the items listed on the consent agenda. All items on the consent agenda are approved by one action.)

PRESENTATIONS AND AWARDS

1. Presentation of a proclamation designating March 2017 as Women's History Month.
Sponsors: Supervisor Carole Groom
2. Presentation of a resolution honoring and commending James Saco upon his retirement after 30 years of distinguished service to San Mateo County.
Sponsors: Supervisor Dave Pine
3. Presentation regarding "Get Us Moving":
 - A) Summation of Phase one "Get Us Moving" Education Program; and
 - B) The Poll Results by Godbe Communications; and
 - C) **Measure K:** Adopt a resolution authorizing a grant of district-specific **Measure K** funds, not to exceed \$300,000, to the San Mateo County Transit District (SamTrans) for the second phase of an outreach program to engage San Mateo County residents on transportation issues, and authorizing the County Manager, or his designee, to prepare and execute the grant agreement.
Sponsors: Supervisor Warren Slocum and Supervisor Dori Horsley

MATTERS SET FOR SPECIFIED TIME

Times listed under this section are approximate. The Board makes every effort to adhere to the times listed, but in some cases, because of unexpected presentations, items may not be heard precisely at the time scheduled. In no case will any item be heard before the scheduled time.

10:00 a.m.

COUNTY MANAGER

4. Recommendation regarding the vacation of 511 Entrada Way, in Unincorporated Menlo Park:
 - A) Open public hearing
 - B) Close public hearing
 - C) Adopt a resolution authorizing the vacation of the unused Public Utility Easements located along a portion of the exterior boundaries of San Mateo County Assessor's Parcel Number 062-171-340, more commonly known as 511 Entrada Way, in Unincorporated Menlo Park.

REGULAR AGENDA

GOVERNING BOARD

5. Acting as the Governing Board of Commissioners for the Housing Authority of the County of San Mateo, conduct a public hearing to consider FY2018-2019 Moving To Work Annual Plan:
 - A) Open public hearing
 - B) Close public hearing
 - C) Adopt a resolution approving the Housing Authority of the County of San Mateo's FY2018-2019 Moving To Work Annual Plan.

COUNTY MANAGER: OFFICE OF SUSTAINABILITY

6. Accept the Final Sea Level Rise Vulnerability Assessment for the Bayside and North Coast of San Mateo County and direct staff to complete the assessment for the South Coast and County Facilities and continue work on the County's Climate Change Preparedness Action Plan.

COUNTY MANAGER

7. **Measure K:** Adopt a resolution authorizing a one-time grant of district-specific **Measure K** funds, not to exceed \$5,000, to Skyline College for the Promise Scholars Program, which will provide financial, academic, and social support for student participants, and authorizing the County Manager, or his designee, to prepare and execute the grant agreement.

Sponsors: Supervisor David J. Canepa

8. County Manager's Report #4 of 2018

BOARD OF SUPERVISORS

9. Board Members' Reports

CONSENT AGENDA

All items on the consent agenda are approved by one action unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda. Any item on the regular agenda may be transferred to the consent agenda.

10. Approve the minutes for the meeting of February 27, 2018.

BOARD OF SUPERVISORS

11. Ratification of resolutions honoring the 2018 San Mateo County - Silicon Valley

BOARD OF SUPERVISORS

Agenda

March 13, 2018

Convention & Visitors Bureau's Awards Winners: Annie Chan, Cameron Palmer, Vijay Kumar and Alysha Conner.

Sponsors: Supervisor Dave Pine

12. Ratification of a resolution honoring Burlingame School District as a recipient of the California School Board Association Golden Bell Award.

Sponsors: Supervisor Dave Pine

13. Ratification of a resolution honoring Linford Gayle, Director of Behavioral Health & Recovery Services (BHRS) Consumer and Family Affairs, retiring after fourteen years of service.

Sponsors: Supervisor Dave Pine

14. Ratification of a resolution honoring Multicultural Institute for their 11th anniversary of serving the immigrant community of North Fair Oaks.

Sponsors: Supervisor Warren Slocum

COUNTY MANAGER

15. Adopt an ordinance transferring the Office of Revenue Services from the Tax Collector-Treasurer to the Office of the County Manager, previously introduced on February 27, 2018, and waive the reading of the ordinance in its entirety.
16. Adopt a resolution authorizing an agreement with Harder & Company Community Research to provide technical assistance and database support for the use of Social Solutions Efforts to Outcomes (ETO) database for the term of January 1, 2018 through December 31, 2019, in an amount not to exceed \$280,000.
17. Approve the appointment of Iliana Rodriguez, Deputy County Manager to the Oversight Boards for the Successor Agencies to the dissolved Redevelopment Agencies for the Cities of East Palo Alto, Menlo Park and South San Francisco.

COUNTY MANAGER: OFFICE OF SUSTAINABILITY

18. Adopt a resolution authorizing an amendment to the agreement with Nelson\Nygaard Consulting Associates, Inc. for the provision of Phase 3 of the Commuter Alternatives Program, including an assessment of the County's commute incentive program and the development of a Transportation Demand Management Plan, extending the agreement end date from June 30, 2018, to June 30, 2019, and increasing the contract amount by \$75,621 for a new amount not to exceed \$175,298.

COUNTY MANAGER / PLANNING AND BUILDING

19. Recommendations regarding commercial cannabis cultivation in the unincorporated area of San Mateo County:

A) Adopt an ordinance repealing Chapter 5.148 of Title 5 of the San Mateo County

Ordinance Code and replacing it with a new Chapter 5.148, to require a discretionary, rather than ministerial, license to engage in commercial cannabis cultivation in the unincorporated area of San Mateo County, previously introduced on February 27, 2018, and waive reading of such ordinance in its entirety; and

- B) Adopt a resolution setting aside adoption of the Negative Declaration regarding the Commercial Cannabis Ordinance.

GOVERNING BOARD

20. Acting as the Governing Board of the Fair Oaks Sewer Maintenance District, adopt a resolution setting Tuesday, April 10, 2018 at 10:00 a.m. at your regularly scheduled Board meeting, as the time and place for a hearing on the proposed annexation of the Lands of Ferrari (119 Croydon Way, Woodside, APN 069-141-090) to the Fair Oaks Sewer Maintenance District.

HEALTH SYSTEM

21. Adopt a resolution authorizing an amendment to the agreement Between the County of San Mateo and the California Department of Aging to decrease the amount of funds accepted for the Health Insurance Counseling and Advocacy Program by \$47,517 to a total amount of \$882,214.
22. Adopt a resolution authorizing an agreement between the County of San Mateo and the California Department of Aging to provide Medicare Improvements for Patients and Providers Act services for the term of January 1, 2018 through September 29, 2018 in an amount not to exceed \$37,603.
23. Adopt a resolution authorizing an agreement with City of Redwood City for alcohol and other drug prevention services, for the term July 1, 2017 through June 30, 2018, in an amount not to exceed \$150,000.
24. Adopt a resolution authorizing an agreement with LifeMoves to provide enabling and support services for homeless individuals for the term of January 1, 2018 through December 31, 2018, in an amount not to exceed \$298,030.
25. Adopt a resolution authorizing an amendment to the agreement with Alliance HealthCare Services, Inc., a Delaware corporation doing business as Alliance Imaging, for the purpose of providing magnetic resonance imaging services, extending the term through April 14, 2021, and increasing the amount by \$1,980,000 to an amount not to exceed \$6,155,000.
26. Adopt a resolution authorizing the County Purchasing Agent to issue a purchase order to Aseptic Enclosures for the purchase of a mobile sterile compounding pharmacy unit in an amount not to exceed \$370,000.

HUMAN RESOURCES

- 27. Adopt a resolution authorizing the Human Resources Director to retroactively execute renewal agreements with Kaiser Permanente, United Health Care, and Blue Shield of California, for the provision of health coverage for County employees, retirees, and their dependents for the term of January 1, 2018 through December 31, 2018 with the aggregate amount not to exceed \$123.5 million.
- 28. Adopt a resolution authorizing an amendment to the Master Salary Resolution 075338 to delete eighteen positions, add seventeen positions, adjust salary of sixteen classifications, reclassify two positions, and convert one unclassified position to classified via Measure D.
- 29. Report recommending the denial of claims (Non-culpable)

PLANNING AND BUILDING

- 30. Adopt a resolution waiving the request for proposals process and authorizing an agreement with Accela, Inc., for the provision of specialized subscription software services in an amount not to exceed \$864,102 for the term July 1, 2017 through July 1, 2022.
- 31. Adopt a resolution authorizing an amendment to the agreement with BKF Engineers to complete Phase 2 of the Midcoast Multimodal Trail (Segment 1) project, to include preparation of National Environmental Policy Act (NEPA) environmental documents, Topographic Survey, and 100% Construction Plans, Specifications, and Estimates (PS&E), extending the term through December 31, 2018, and increasing the amount of the agreement by \$62,400 to an amount not to exceed \$512,400.

PUBLIC SAFETY COMMUNICATIONS

- 32. Adopt a resolution authorizing: the President of the Board of Supervisors to execute an agreement between the County of San Mateo and the City of East Palo Alto for public safety communications services commencing July 1, 2017 and expiring June 30, 2022, for an amount not to exceed \$4,728,985.
- 33. Adopt a resolution authorizing the President of the Board of Supervisors to execute an agreement between the County of San Mateo and the City of Half Moon Bay for public safety communications services commencing July 1, 2017 and expiring June 30, 2022, for an amount not to exceed \$1,253,768.

PUBLIC WORKS

- 34. Adopt resolutions authorizing:

A) The Director of Public Works or his/her duly authorized representative to submit

grant applications and required supporting documents that are consistent with the report titled "Improving Flood Control in San Mateo County's Area of Responsibilities"; and

- B) Submittal of a grant application in the amount of \$678,689 to the California Department of Water Resources for the County of San Mateo Flood Emergency Alert and Preparedness Project.

TREASURER

35. Adopt a resolution approving the 2018 San Mateo County Investment Policy Statement.
36. Adopt a resolution renewing the delegation of investment authority to the Treasurer for the calendar year 2018 pursuant to Section 2.91.040 to Title 2, Article 2.9 Chapter 2.91 of the San Mateo County Ordinance Code.

CLOSED SESSION

(The Board will adjourn to closed session to consider the following items at the end of the agenda, or at any time during the meeting as time permits. At the conclusion of closed session, the Board will reconvene in open session to report on any actions taken for which a report is required by law.)

37. **Conference with Labor Negotiators**

Negotiations: In Home Support Services (IHSS)

Agency designated representative attending Closed Session: Nicole McKay

ADJOURNMENT

Telecasts of the San Mateo County Board of Supervisors meetings can be seen throughout most of San Mateo County on Fridays at 10:00PM and Saturdays at 12:00AM on Peninsula TV Channel 26. Palo Alto Cable viewers can see the meetings Saturdays at 5:00PM on Channel 29. Please check local programming schedules for any additional air times. For more information on air dates for other communities, please contact Peninsula TV at (650) 637-1936.

Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office of the Clerk of the Board of Supervisors, located at 400 County Center, Redwood City, CA 94063, for the purpose of making those public records available for inspection. The documents are also available on the County's Internet Web site, at the link for Board of Supervisors agendas for upcoming meetings. The website is located at: <http://bos.smcgov.org/board-supervisors-agenda-information>. The San Mateo County Ordinance Code can be accessed on the World Wide Web at: https://library.municode.com/ca/san_mateo_county/codes/code_of_ordinances

RESOLUTION NO. 075763

**BOARD OF SUPERVISORS, ACTING AS THE GOVERNING BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN
MATEO, STATE OF CALIFORNIA**

* * * * *

**RESOLUTION APPROVING THE HOUSING AUTHORITY OF THE COUNTY OF SAN
MATEO FY2018-2019 MOVING TO WORK ANNUAL PLAN**

RESOLVED, by the Board of Supervisors, County of San Mateo, State of California, acting as the Governing Board of Commissioners of the Housing Authority of the County of San Mateo ("HACSM"), that

WHEREAS, Moving to Work ("MTW") is a demonstration program that offers participating housing authorities the opportunity to design and test innovative, locally-designed housing and self-sufficiency strategies for low-income families by allowing exemptions from certain housing regulations; and

WHEREAS, HACSM has implemented activities that align with the U.S. Department of Housing and Urban Development ("HUD") goals of increasing administrative efficiencies, encouraging self-sufficiency, and increasing housing choice; and

WHEREAS, the FY2018-2019 MTW Annual Plan covers the period from July 1, 2018, through June 30, 2019, and the MTW Annual Plan was completed in accordance with all HUD regulations and requirements including that all Plan documents are made available to the public for review and comment for a prescribed period of time prior to the adoption by the Governing Board; and

WHEREAS, a public hearing was advertised in local newspapers and online at

the San Mateo County Department of Housing website and a public hearing was held on February 26, 2018, at the Department of Housing office to receive comments - no comments were received; and

WHEREAS, HACSM has 36 activities because of its MTW authority and is proposing a new activity for the FY2018-2019 MTW Annual Plan which, in partnership with the Mental Health Association, provides housing subsidy assistance and case management for up to 20 Support and Advocacy for Young Adults in Transition (SAYAT)-eligible young adults to move from literal homelessness to stable housing and ultimately self-sufficiency; and

WHEREAS, approval of this Resolution contributes to the Shared Vision 2025 Outcome of a Livable Community by enabling HACSM to provide housing subsidy to low income households while reducing its administrative burden by modifying stringent rules and regulations; and

WHEREAS, all funds associated with the Resolution are provided by HUD and there is No Net County Cost associated with this action; and

NOW THEREFORE, the Board of Supervisors, County of San Mateo, State of California, acting as the Governing Board of Commissioners of the Housing Authority of the County of San Mateo, hereby adopts Resolution 2018-01 approving the Housing Authority of the County of San Mateo FY2018-2019 Moving To Work Annual Plan.

* * * * *

RESOLUTION NUMBER: 075763

Regularly passed and adopted this 13th day of March, 2018.

AYES and in favor of said resolution:

Supervisors: DAVE PINE
 CAROLE GROOM
 DON HORSLEY
 WARREN SLOCUM
 DAVID J. CANEPA

NOES and against said resolution:

Supervisors: NONE



*President, Board of Supervisors
County of San Mateo
State of California*

Certificate of Delivery

I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.



Deputy Clerk of the Board of Supervisors

**Annual Moving to Work Plan
Certifications of Compliance**

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

**Certifications of Compliance with Regulations:
Board Resolution to Accompany the Annual Moving to Work Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the PHA fiscal year beginning July 1, 2018, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA and conducted a public hearing to discuss the Plan and invited public comment.
2. The Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan;
3. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
4. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
6. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.

7. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
8. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
9. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
10. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
11. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
12. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
13. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
14. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
15. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
16. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
17. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
18. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

Housing Authority of the County of San Mateo

PHA Name

CA014

PHA Number/HA Code

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).

Ken Cole

Name of Authorized Official

Executive Director

Title



Signature

April 5, 2018

Date

APPENDIX TWO

MTW Standard Agreement, including:

- Attachment A with First Amendment executed 3/3/2010
- Attachment B
- Attachment C
- Attachment D with Second Amendment executed 6/18/2010, Third Amendment executed 1/28/2013, and Fourth Amendment executed 12/8/2017

APPENDIX THREE

New-Move TST Effective 8/1/17 Voucher Tenant-Based Programs Only

*For Project-based properties, refer to PB information list for the correct table

Tenant Based Properties (All Except MR, PSH)

L	H	0	1	2	3	4	5	S
0	1,999	1603	2025	2541	3313	3961	4289	1220
2,000	4,999	1540	1962	2478	3250	3898	4226	1155
5,000	7,999	1465	1887	2403	3175	3823	4151	1098
8,000	10,999	1390	1812	2328	3100	3748	4076	1042
11,000	13,999	1315	1737	2253	3025	3673	4001	986
14,000	16,999	1240	1662	2178	2950	3598	3926	930
17,000	19,999	1165	1587	2103	2875	3523	3851	873
20,000	22,999	1090	1512	2028	2800	3448	3776	817
23,000	25,999	1015	1437	1953	2725	3373	3701	761
26,000	28,999	940	1362	1878	2650	3298	3626	705
29,000	31,999	865	1287	1803	2575	3223	3551	648
32,000	34,999	790	1212	1728	2500	3148	3476	592
35,000	37,999	715	1137	1653	2425	3073	3401	536
38,000	40,999	640	1062	1578	2350	2998	3326	480
41,000	43,999	565	987	1503	2275	2923	3251	423
44,000	46,999	490	912	1428	2200	2848	3176	367
47,000	49,999	415	837	1353	2125	2773	3101	311
50,000	52,999	340	762	1278	2050	2698	3026	255
53,000	55,999	265	687	1203	1975	2623	2951	198
56,000	58,999	190	612	1128	1900	2548	2876	142
59,000	61,999	115	537	1053	1825	2473	2801	86
62,000	64,999	40	462	978	1750	2398	2726	30
65,000	67,999	0	387	903	1675	2323	2651	0
68,000	70,999	0	312	828	1600	2248	2576	0
71,000	73,999	0	237	753	1525	2173	2501	0
74,000	76,999	0	162	678	1450	2098	2426	0
77,000	79,999	0	87	603	1375	2023	2351	0
80,000	82,999	0	12	528	1300	1948	2276	0
83,000	85,999	0	0	453	1225	1873	2201	0
86,000	88,999	0	0	378	1150	1798	2126	0
89,000	91,999	0	0	303	1075	1723	2051	0
92,000	94,999	0	0	228	1000	1648	1976	0
95,000	97,999	0	0	153	925	1573	1901	0
98,000	100,999	0	0	78	850	1498	1826	0
101,000	103,999	0	0	3	775	1423	1751	0

New-Move TST Effective 8/1/17
Voucher Tenant-Based Programs Only

*For Project-based properties, refer to PB information list for the correct table

Tenant Based Properties (All Except MR, PSH)

L	H	0	1	2	3	4	5	S
104,000	106,999	0	0	0	700	1348	1676	0
107,000	109,999	0	0	0	625	1273	1601	0
110,000	112,999	0	0	0	550	1198	1526	0
113,000	115,999	0	0	0	475	1123	1451	0
116,000	118,999	0	0	0	400	1048	1376	0
119,000	121,999	0	0	0	325	973	1301	0
122,000	124,999	0	0	0	250	898	1226	0
125,000	127,999	0	0	0	175	823	1151	0
128,000	130,999	0	0	0	100	748	1076	0
131,000	133,999	0	0	0	25	673	1001	0
134,000	136,999	0	0	0	0	598	926	0
137,000	139,999	0	0	0	0	523	851	0
140,000	142,999	0	0	0	0	448	776	0
143,000	145,999	0	0	0	0	373	701	0
146,000	148,999	0	0	0	0	298	626	0
149,000	151,999	0	0	0	0	223	551	0
152,000	154,999	0	0	0	0	148	476	0
155,000	157,999	0	0	0	0	73	401	0
158,000	160,999	0	0	0	0	0	326	0
161,000	163,999	0	0	0	0	0	251	0
164,000	166,999	0	0	0	0	0	176	0
167,000	169,999	0	0	0	0	0	101	0
170,000	172,999	0	0	0	0	0	26	0

APPENDIX FOUR

HACSM Hardship Policy

Chapter 23

HARDSHIP POLICY FOR MTW INITIATIVES

I. INTRODUCTION

HACSM's Hardship Policy is designed to address the following MTW initiatives:

A. Rent reform initiatives

- *Tiered Subsidy Table Activity*
- *Payment Standard Activity*
- *Full Time Student Activity*
- *Foster Care, KinGap, and Adoption Assistance Activity*
- *Earned Income Disallowance*
- *Child Care Expense Deduction*
- *Minimum Tenant Rent*

B. Time limited assistance

- *Extension of Program Participation*

C. Portability (Moving Out of San Mateo County)

- *Current Program Participants*
- *New Program Applicants*

All hardship requests must be made in writing, stating both the reason for the hardship and the expected duration.

Each request will be reviewed and weighed against other local resources available to the family. The result of the review may consist in referral to other local resources, an adjustment in the portion of the family's rent, or an extension in the length of subsidy assistance given.

A. Rent Reform

- **Tiered Subsidy Table**

In order to qualify for hardship exemptions, households must meet all of the criteria listed below:

1. The household is in compliance with all the program rules and regulations.
2. The household does not owe HACSM any money or is current with a re-payment agreement.
3. The household must be admitted to the program prior to March 1, 2010, unless the household is a resident of HACSM public housing, converting to the Project-Based Voucher (PBV) program and remaining in-place at the complex.
4. The household has not relocated on or after March 1, 2010.
5. The household must experience an increase of \$25.00 or more in rent as a direct result of the MTW rent reform initiatives.
6. The household requested the hardship waiver within the deadline set by HACSM. Households have 10 business days from the date of their "Notice of Change" letter in which to request an Informal Hearing and/or Hardship Review.
7. The household has not received a rent reform hardship relief for tiered subsidy calculation previously.

- **Payment Standards Application at Interim**

In order to qualify for hardship exemptions, households must meet all of the criteria listed below:

1. The household is in compliance with all the program rules and regulations.
2. The household does not owe HACSM any money or is current with a re-payment agreement.
3. The household must be admitted to the program prior to July 1, 2010.
4. The household has not relocated on or after July 1, 2010.
5. The household must experience an increase of \$25.00 or more in rent as a direct result of the MTW rent reform initiatives.
6. The household requested the hardship waiver within the deadline set by HACSM. Households have 10 business days from the date of their "Notice of Change" letter in which to request an Informal Hearing and/or Hardship Review.
7. The household has not received a rent reform hardship relief for the Payment Standards application at interim recertification previously.

- **Full Time Students (FTS)**

In order to qualify for hardship exemptions, households must meet all of the criteria listed below:

1. The household is in compliance with all the program rules and regulations.
2. The household does not owe HACSM any money or is current with a repayment agreement.
3. The household must be admitted to and have a household member with FTS in their household prior to July 1, 2011.
4. The FTS status must be established at the last annual or interim recertification prior to July 1, 2011.
5. The household must experience an increase of \$25.00 or more in rent as a direct result of the MTW rent reform initiatives.
6. The household requested the hardship waiver within the deadline set by HACSM. Households have 10 business days from the date of their "Notice of Change" letter in which to request an Informal Hearing and/or Hardship Review.
7. The household has not received a rent reform hardship relief for full time student's income inclusion previously.

- **Foster Care, KinGap and Adoption Assistance**

In order to qualify for hardship exemptions, households must meet all of the criteria listed below:

1. The household is in compliance with all the program rules and regulations.
2. The household does not owe HACSM any money or is current with a repayment agreement.
3. The household must be admitted to the program and have the foster child/adult in their household prior to July 1, 2011.
4. The Foster Child/Adult status of the household member must be established at the last annual or interim recertification prior to July 1, 2011.
5. The household must experience an increase of \$25.00 or more in rent as a direct result of the MTW rent reform initiatives.
6. The household requested the hardship waiver within the deadline set by HACSM. Households have 10 business days from the date of their "Notice of Change" letter in which to request an Informal Hearing and/or Hardship Review.
7. The household has not received a rent reform hardship relief for Foster Care, KinGap, or Adoption Assistance income inclusion previously.

- **Earned Income Disallowance**

In order to qualify for hardship exemptions, households must meet all of the criteria listed below:

1. The household is in compliance with all the program rules and regulations.
2. The household does not owe HACSM any money or is current with a repayment agreement.
3. The household must be admitted to the program and received the benefits of Earned Income Disallowance in rent calculation prior to July 1, 2012.
4. The Earned Income Disallowance status of the household member must be established at the last annual or interim recertification prior to July 1, 2012.
5. The household must experience an increase of \$25.00 or more in rent as a direct result of the MTW rent reform initiatives.
6. The household requested the hardship waiver within the deadline set by HACSM. Households have 10 business days from the date of their "Notice of Change" letter in which to request an Informal Hearing and/or Hardship Review.
7. The household has not received a rent reform hardship relief for Earned Income Disallowance previously.

- **Child Care Expense Deduction**

In order to qualify for hardship exemptions, households must meet all of the criteria listed below:

1. The household is in compliance with all program rules and regulations.
2. The household does not owe HACSM any money or is current with a repayment agreement.
3. The household must be admitted to the program and received the benefits of the Child Care Expense Deduction in rent calculation prior to July 1, 2013.
4. The Child Care Expense Deduction status of the household member must be established at the last annual or interim recertification prior to July 1, 2013.
5. The household must experience an increase of \$25.00 or more in rent as a direct result of the MTW rent reform initiatives.
6. The household requested the hardship waiver within the deadline set by HACSM. Households have 10 business days from the date of their "Notice of Change" letter in which to request an Informal Hearing and/or Hardship Review.
7. The household has not previously received a rent reform hardship relief for the Child Care Expense Deduction.

Approval Process for all Rent Reform Initiatives

- Households who meet the criteria listed above may mail, fax, or e-mail their request to HACSM.
- Housing Programs Specialist will review the request promptly, using the HACSM provided tool, calculate the tenant rent and forward the result and the tenant file to the supervisor.
- Supervisor approves the new rent if there are no other issues. If there are other issues, the supervisor will conduct further review and consult with Rental Programs Manager.

Hardship Relief for all of the above Rent Reform Initiatives

Households who qualify and receive waiver approval may pay their portion of rent based on the calculation under HUD regulations until their next recertification or relocation. At the next annual/triennial recertification, or relocation, whichever comes first, the household will automatically be subject to the rent reform initiatives.

Note: Each household is only eligible for one term of relief for each rent reform initiative and if the household qualifies for more than one relief at any given recertification (annual or interim), the reliefs will be calculated concurrently.

• Minimum Tenant Rent

HACSM's minimum tenant rent, without consideration of utility allowance, shall be \$100 effective August 1, 2016. The new minimum rent shall apply to the next 50058 change (unit/household/subsidy/contract rent). HACSM may adjust the amount of minimum tenant rent through future MTW Annual Plan processes.

In order to qualify for hardship exemptions, households must meet all of the criteria listed below:

1. The household is in compliance with all program rules and regulations.
2. The household does not owe HACSM any money or is current with a repayment agreement.
3. The household must be admitted to the program prior to August 1, 2016 and paid \$50 immediately prior to August 1, 2016 as a result of the HACSM's minimum rent policy.
4. The tenant rent portion, after applying the new minimum rent, is greater than 30% of the household's monthly adjusted income without consideration of utility allowance.

5. The household requested the hardship waiver within the deadline set by HACSM. Households have 10 business days from the date of their "Notice of Change" letter in which to request an Informal Hearing and/or Hardship Review.
6. The household has not previously received a hardship relief for the current minimum rent increase.

Approval Process for Minimum Rent Initiative

- Households who meet the criteria listed above may mail, fax, or e-mail their request to HACSM.
- Housing Programs Specialist will review the request promptly, using the HACSM provided tool, calculate the tenant rent based on the new minimum rent and hardship policy and forward the result and the recert, interim, or rent increase package to the supervisor.
- Supervisor approves the new rent if there are no other issues. If there are other issues, the supervisor will conduct further review and consult with Rental Programs Manager.

Hardship Relief for Minimum Rent Initiative

Households who qualify and receive waiver approval may pay \$50 as their portion of rent until their next annual/triennial recertification, interim due to increase in income or change in family composition, or relocation. At the next annual/triennial recertification, interim due to increase in income or change in family composition, or relocation, the household will automatically be subject to HACSM's minimum rent at that time.

B. Time Limited Assistance - *Extension of program participation*

- **Basic Requirements**
 1. The household is in compliance with all program rules and regulations.
 2. The household does not owe HACSM any money or is current with a repayment agreement.
- **Qualification**
 1. The Head of Household and all the adult (18 and over) household members are 62 years of age or older and/or people with disabilities. (The HUD definition of disability shall apply)
 2. The Head of Household is the sole adult member who is responsible to care for a minor (under 18) household member who is a person with disability. (The HUD definition of disability shall apply).
 3. "Tight Rental Market". In order to qualify, all four of the following thresholds must be met:

- a. At the time of program exit, the average vacancy rate in San Mateo County for rental units is less than 4% during the previous 6-month period; and
 - b. The HCV utilization rate is below 95%; and
 - c. The family's annual gross income is below 80% of AMI; and
 - d. The family agrees to actively participate in the MTW Self Sufficiency case management services.
4. The household is actively engaging in educational or vocational activities per the initial or subsequent revised service plan. The activities on a revised service plan must be approved by HACSM or the case manager at least 12 months prior to the program exit date.

Approval Process for Extension of Program Participation

1. Households who meet qualification number 4 above must include the following information in the hardship request (all four items must be addressed):
 - a. Educational or vocational activities that the household is currently engaging in; and
 - b. The name of the school/institution/agency that provides the service; and
 - c. The expected completion date; and
 - d. A brief statement on how the extension of assistance would benefit the household in achieving its self-sufficiency goal.
2. The Family Self-Sufficiency Coordinator will review the request promptly and forward the file to the supervisor with his/her recommendation.
3. The Supervisor approves the extension if there are no other issues.

Hardship Relief for Extension of Program Participation

1. For households who meet qualification number 1 and 2, the length of assistance may be extended for an additional 12 months. Any subsequent renewals on the extension will require a new request from the household and will be subject to the HACSM hardship policy in effect at that time.
2. For households who meet qualification number 3 and 4, HACSM will grant a 12-month extension, with the possibility of a second 12-month extension if the "tight rental market" condition persists.
3. For households who meet qualification number 4, the length of assistance may be extended for a maximum of 12 months, and is subject to compliance to case management services and acceptable verification of educational or vocational activities listed in the hardship application.

Note: For Qualification Categories 3 and 4, the total combined extension period cannot exceed 24 months total.

4. Decisions reached by HACSM will be final.

C. Portability (Moving out of San Mateo County)

Current Program Participants and New Voucher holders who have County resident status and have not leased up.

“Current Participant” means a voucher holder has secured and leased a unit that they are living in within San Mateo County and have met all lease obligations.

- **Basic Requirements**

1. The household is in compliance with all program rules and regulations.
2. The household does not owe the HACSM any money or is current with a repayment agreement.

- **Qualifications** (The household must meet one of the following)

1. The Head of Household and all the adult (18 and over) household members are 62 years of age or older and/or people with disabilities. (The HUD definition of disability shall apply).
2. The Head of Household is the sole adult member who is responsible to care for a minor (under 18) household member who is a person with disability. (The HUD definition of disability shall apply).
3. The Head of Household, Co-head, or Spouse has secured full-time employment of at least 32 hours/week and said employer's, or job location, is greater than 35 miles beyond the nearest San Mateo County border and the voucher has a minimum of 18 months remaining term of assistance.
4. The Head of Household, Co-head, or Spouse is a full-time student at an accredited educational institution located more than 35 miles beyond the nearest San Mateo County border and the voucher has a minimum of 18 months remaining term of assistance.
5. The receiving Housing Authority is absorbing the household.

Approval Process for Portability

1. All requests will be reviewed for completeness.
2. Households who meet qualification number 3 must provide proof of the following:
 - **Employment.** Written verification must include the employer's name, the position title, the number of hours to be worked per week and the rate of pay.

- The physical address of the employer and the address of the job location.
 - Written verification from the receiving Housing Authority that they agree and acknowledge that HACSM's MTW voucher is for a term of five (5) years and that HACSM will not make any payments on behalf of the household beyond the fifth year.
3. Households who meet qualification number 4 must provide proof of the following:
 - Enrollment and attendance record at an accredited institution.
 - The location of the accredited institution's street address.
 - Written verification from the receiving Housing Authority that they agree and acknowledge that HACSM's MTW voucher is for a term of five (5) years and that HACSM will not make any payments on behalf of the household beyond the fifth year.
 4. The Family Self-Sufficiency Coordinator will review the request promptly and forward the file to the supervisor with his/her recommendation.
 5. The Supervisor will determine whether or not the hardship request is approved.

**Note: The five-year term of assistance begins upon initial lease up, thus if a household is approved for portability after the initial 12 months or greater, they may only be eligible for assistance for the remaining voucher term, not an additional five years.*

Hardship Relief for Portability

1. For households who meet qualification numbers 1 or 2, the Housing Authority may approve the household's request for portability.
2. For households who meet qualification numbers 3 or 4, the Housing Authority may approve the household's request for portability, with the length of assistance to be no more than a maximum term of five (5) years, less any term of participation already completed.
3. For households who meet qualification number 5, the Housing Authority will approve the household's request for portability.

Decisions reached by HACSM will be final.

"New Voucher holders" refers to households who have not yet leased a unit in San Mateo County from the MTW Wait List and who do not have county status.

Note: Per the Housing Authority's Administrative Plan, applicants who do not have county preference at the time of eligibility determination are required to initially lease in San Mateo County for a period of no less than 12 months, unless Reasonable Accommodation (RA) has been approved.

- **Basic Requirements**

1. The household has been determined eligible for the program.
2. The household has attended a briefing and is within the eligible voucher term.

- **Qualifications** (The household must meet one of the following)

1. The Head of Household and all the adult (18 and over) household members are 62 years of age or older and/or people with disabilities (the HUD definition of disability shall apply), and the household has completed the Reasonable Accommodation (RA) process and a nexus has been established.
2. The Head of Household is the sole adult member who is responsible to care for a minor (under 18) household member who is a person with disability (the HUD definition of disability shall apply) and the household has completed the Reasonable Accommodation (RA) process and a nexus has been established.

Approval Process for Portability

1. All applications will be reviewed for completeness.
2. The RA will be reviewed for completeness and nexus determination approval.
3. The Housing Programs Specialist will review the request promptly and forward recommendation to the supervisor with his/her recommendation
4. The Supervisor will review the request and determine whether or not the hardship request is approved.

Hardship Relief for Portability

1. For households who meet qualification number 1, the Housing Authority may approve the household's request for portability.
2. For households who meet qualification number 2, the Housing Authority may approve the household's request for portability.
3. For households who require reasonable accommodation and a nexus is established, the Housing Authority will approve the household's request for portability.

Decisions reached by HACSM will be final.

APPENDIX FIVE

MOU with Mental Health Association and Referral Packet

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO
AND
MENTAL HEALTH ASSOCIATION OF SAN MATEO COUNTY**

This Memorandum of Understanding (hereinafter referred to as MOU), dated 04/02/2018 is between the Housing Authority of the County of San Mateo (hereinafter referred to as HA) and Mental Health Association of San Mateo County (hereinafter referred to as Provider).

WHEREAS, pursuant to the Moving-To-Work agreement with HUD under section 204(a) of the 1996 Appropriations Act, HA has vouchers available through its Moving-To-Work Program (hereinafter referred to as the Program);

WHEREAS, the Moving-To-Work agreement gives HA the flexibility to design and test various approaches for providing and administering housing assistance that accomplish three primary goals:

- Reduce costs and achieve greater cost effectiveness in Federal expenditures;
- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- Increase housing choices for low income families.

WHEREAS, the Provider is currently serving the target population and desires to collaborate with the HA in the delivery of affordable housing and on-going supportive services to their clients;

WHEREAS, the parties desire to state the terms and conditions under which the HA will accept referrals of clients from the Provider to participate in the Program;

NOW, THEREFORE, in reliance upon and in consideration of the mutual representations and obligations hereunder, the parties agree to the following:

A. Scope of Services

Each party agrees to provide the Services set forth in Exhibit A to the other party, and to their mutual clients.

B. Record Keeping and Reporting

The Provider agrees to maintain current documentation of the on-going Service Plan and keep records of the client's self-sufficiency activities. The Provider agrees to provide these records to the HA upon request.

C. Indemnity and Insurance

The Provider shall indemnify the HA, its officers and employees, against any and all liability for injury or damage caused by any negligent or willful act or omission of the Provider or any of the Provider's employees or volunteers in the performance of the duties specified in this MOU. The HA shall likewise indemnify and hold the Provider harmless.

The Provider shall have General Liability, Workers Compensation, Automobile & Professional Insurance coverage in the amount of \$1,000,000 for the duration of this MOU. Proof of coverage will be provided to the HA upon request.

D. Compliance with Federal Regulations

The Provider agrees to comply with all applicable requirements which are now, or which may hereafter be, imposed by the U. S. Department of Housing & Urban Development for the Program. The Provider will also comply with the requirement to maintain a Drug-free Workplace, pursuant to Section 401 of the McKinney Act and the Drug-free Workplace Act of 1988, and will comply with all statutes and regulations applicable to the delivery of the Provider's services.

E. Nondiscrimination and Equal Opportunity

The Provider agrees to comply with all applicable nondiscrimination and equal opportunity requirements set forth in 24 CFR 5.105(a), and will administer its supportive services and activities in a manner affirmatively to further fair housing.

F. Term of Agreement

The term of this MOU is from the execution date of this MOU until cancellation by either party.

G. Changes and Cancellation

Both parties may amend this MOU upon mutual written agreement of the parties. Either party may terminate this agreement at any time with a 60-day advance written notice of cancellation. The provider is responsible to place Program participants with other qualified service agencies who will provide supportive services to Program participants to ensure their continued eligibility in the Program.

Signatures:

HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO

By: 
 Ken Cole Title: Director

Date: April 2, 2018

PROVIDER

By: 
 Melissa Platte Title: Executive Director

Date: April 2, 2018

Housing Authority of the County of San Mateo

Homeless Young Adults with Disabilities Program (SAYAT)

Referral Application

Date: _____

Instructions: Application to be completed and certified by the caseworker and manager of the Mental Health Association. Part II is to be completed and certified by the applicant.

Submit the completed referral form by mail or fax to: Direct Referrals Team – SAYAT Program, Housing Authority of the County of San Mateo, 264 Harbor Blvd., Bldg. A, Belmont, CA 94002. Fax: (650) 802-3372.

I. GENERAL INFORMATION

Clarity #: _____

Applicant (Youth): _____

Telephone: _____

Address: _____
(If applicant does not have a permanent residence, please list a reliable mailing address)

II. MHA CERTIFICATION

Eligibility (All 4 criteria must be met)

The Youth is eligible for the SAYAT Program because he/she:

- ☐ Is between the ages of 18-25, and
- ☐ Is literally homeless, and
- ☐ Has an identified disability, and
- ☐ Will participate in support services with MHA and the Housing Authority

Submitted By:

MHA Case Worker (print name)

Referral Agency Manager (print name)

MHA Case Worker (signature)

Referral Agency Manager (signature)

MHA Case Worker: Phone and Email Address

Referral Agency Manager: Phone and Email

Date

Date

HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO

264 HARBOR BLVD., BLDG A, BELMONT, CA 94002 – FAX (650) 802-3372

HOMELESS CERTIFICATION

Please complete all pages including signatures and appropriate attachments

_____ meets one or more of the following homeless definition(s):
Client Name

- ☐ 1) an individual or family who lacks a fixed, regular, and adequate nighttime residence
Certification must be signed by staff member of organization that is providing services to the person and can attest that they are homeless.
- ☐ 2) an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
Certification must be signed by staff member of organization that is providing services to the person and can attest that they are homeless.
- ☐ 3) an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);
Certification must be signed by a staff member of the shelter in which the person is residing.
- ☐ 4) an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
Certification must be signed by a staff member of the institution in which the person is residing and have documentation on file of length of stay at institution and previous residence.
- ☐ 5) an individual or family who:
- (A) will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by:
 - (i) a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
 - (ii) the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
 - (iii) credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;
 - (B) has no subsequent residence identified; and
 - (C) lacks the resources or support networks needed to obtain other permanent housing;
Certification must be signed by case worker who must have appropriate documentation in case file as listed in Ai, Aii, Aiii, B and C above

HOMELESS CERTIFICATION

Continued from Page 1

Please complete all pages including signatures and appropriate attachments

Client Name

- ☐ 6) homeless families with children and youth defined as homeless under other Federal statutes who -
- (A) have experienced a long term period without living independently in permanent housing,
 - (B) have experienced persistent instability as measured by frequent moves over such period, and
 - (C) can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

Certification must be signed by case worker who must have appropriate documentation in case file as listed in A, B and C above

- ☐ 7) Domestic violence and other dangerous or life-threatening conditions Notwithstanding any other provision of this section, the Secretary shall consider to be homeless any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing.

Certification must be signed by case worker who must have appropriate documentation in case file

WARNING: Section 1001 of Title 18 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States.

I certify that _____ meets the homeless definition(s) checked above. I further certify that I have the appropriate documentation on file to support the homeless status.

Signature

Date

Printed Name

Agency/Company Name

Title

Address

()

Phone Number

City, State, Zip

()

Fax Number

E-mail

Page 2 of 2