



Housing Authority of the County of San Mateo

Moving to Work Annual Plan



FY 2011
(July 2010 - June 2011)

FINAL VERSION – HUD Approved 6/30/2010

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SECTION I - Introduction

A. Table Of Contents:

| | | |
|-----------------|--|----|
| Section I: | Introduction | 2 |
| | Overview of the Agency's MTW Goals and Objectives | 3 |
| Section II: | General Housing Authority Operating Information | 5 |
| | Housing Stock Information | |
| | Leasing Information | |
| | Waiting List Information | |
| Section III: | Non-MTW Related Housing Authority Information (Optional) | 11 |
| Section IV: | Long-term MTW Plan (Optional) | 12 |
| Section V: | Proposed MTW Activities: HUD approval requested | 15 |
| Section VI: | On-going MTW Activities: HUD approval previously granted | 31 |
| Section VII: | Sources and Uses of Funding | 56 |
| Section VIII: | Administrative | 60 |
| Appendix One: | Capital Funds Program Annual Statement and Five-Year Action Plan | |
| Appendix Two: | Documentation of the Public Review Process | |
| Appendix Three: | Board Resolution adopting 50077-MTW | |
| Appendix Four: | HACSM Moving-To-Work (MTW) Agreement | |
| Appendix Five: | <i>Amendment</i> to Attachment D of the Restated Agreement | |
| Appendix Six: | Tiered Subsidy Table (TST) | |
| Appendix Seven: | Affordability Calculation Tool | |
| Appendix Eight: | Hardship Policy | |

B. Overview of the Agency's MTW goals and objectives for the year, including new and on-going MTW activities.

In May 2000, the Department of Housing and Urban Development (HUD) signed an agreement with the Housing Authority of the County of San Mateo (HACSM) granting its request for Moving-To-Work (MTW) Demonstration Program status. At that time, a total of 300 vouchers were designated as MTW vouchers with certain self-sufficiency features and time-limited assistance requirements built into the program design.

On April 8, 2008, HUD signed a 10-year Amended and Restated Moving-To-Work Agreement (Restated Agreement) with HACSM. The Restated Agreement expands HACSM's MTW status to the entire Housing Choice Voucher (Section 8) and Public Housing programs, offering budget flexibility, the authority to develop policies that are outside certain standard HUD regulations, and the ability to explore new and innovative methods of expanding housing opportunities for low-income families of San Mateo County.

Each section of this MTW Annual Plan (Plan) provides information on current and planned programs and policies, covering the period from July 1, 2010 through June 30, 2011. This Plan also introduces long term plans and activities to be considered throughout the "10-year" demonstration period.

The mission of the HACSM is to:

1. Preserve and increase the availability of decent, safe and affordable housing;
2. Ensure equal opportunity in housing for all;
3. Promote self-sufficiency and asset development of families and individuals; and
4. Improve community quality of life and economic viability.

HACSM is also a component program of the San Mateo County Department of Housing (DOH) whose mission is to: Serve as a catalyst for increasing access to affordable rental housing, increasing the supply of workforce housing, and supporting related community development so that housing exists for people of all income levels in San Mateo County.

The goals of HACSM in developing its MTW Program are the same as that of the Department of Housing and Urban Development:

Goal #1. Provide incentives and assistance to families to become economically self-sufficient

HACSM provides case management services which link the current MTW Self-Sufficiency participants to community based services that in turn assists them in obtaining employment, securing reliable child care, completing educational goals, improving credit ratings, establishing savings, and participating in homeownership counseling. The vouchers for MTW Self-Sufficiency participants have a six-year time limit and successful graduates (those who have met their goals and/or participated in many of the self-sufficiency educational programs available to them) have the opportunity to receive an escrow fund balance at the end of their six-year term.

HACSM has also developed the "Housing Readiness Program" (HRP) (see Section VI, activity #2) to address the needs of chronically homeless families in San Mateo County. This program is built on the "housing first" model with specific support services provided by several recognized social service agencies in San Mateo County. The program is designed to provide an avenue for short term housing assistance, up to 36 months, for individuals and families who are already receiving supportive services.

Goal #2. Reduce program costs and achieve greater cost effectiveness

Effective July 1, 2009, HACSM reduced the frequency of program participant re-examinations for all elderly/disabled participants, simplified the verification process and subsidy calculation, and reduced the frequency of inspections for units that meet certain criteria. While still in the early implementation phase of these initiatives, HACSM has realized significant increases in administrative efficiency and subsequent cost savings.

Goal #3. Increase housing choice for low-income families

HACSM will streamline the Project-Based voucher application and selection process, increase the number of Project-Based units, use funding flexibility to assist production of affordable units while maintaining assistance to the same number of households, and accept referrals from homeless service providers of homeless individuals and families for assistance under the MTW Program.

HACSM is in the initial implementation stages of the Tiered Subsidy Table (see on-going activity #9) which will inform families of the maximum subsidy HACSM will contribute to their total housing costs. With this initiative, HACSM expects that participants will be able to locate and secure housing in more diverse areas of San Mateo County and in a more timely fashion.

HACSM is committed to ensuring that residents, the community and other stake holders are involved in developing the Plan and ensuring policy changes. See Appendix Two for a summary of HACSM's public process.

The remainder of this MTW Annual Plan describes the approach and activities that HACSM plans to implement July 1, 2010, upon approval from HUD.

SECTION II – General Housing Authority Operating Information

A. Housing Stock Information

1. Number of public housing units at the beginning of the year: 180

| Development | Type | Number of Units |
|--------------------|-------------|------------------------|
| El Camino Village | Family | 30 |
| Midway Village | Family | 150* |

* One unit is dedicated for use by the Resident Association

2. Planned significant capital expenditures (>30% of the HACSM's total budgeted capital expenditures for the fiscal year):

HACSM does not have plans for capital expenditures that exceed 30% of the capital funds budget.

3. New public housing units to be added during the year:

HACSM is not planning to add new public housing units during the year.

4. Public Housing units to be removed from the inventory during the year:

In FY 2011 (July 1, 2010 – June 30, 2011), HACSM will apply to HUD to remove El Camino Village and Midway Village from Public Housing status. Both developments receive inadequate Operating Funds from HUD to operate in a fiscally sound manner. Furthermore, the Capital Funds level received by the Midway Village development are inadequate to make necessary improvements to the 35+ year old structures.

Once the disposition application is approved by HUD, HACSM plans to sell both properties to HACSM-affiliated non-profit entities or other affordable housing operators with the goal of maintaining all the housing units at an affordable level. HACSM plans to utilize 100% Project-Based Voucher assistance going forward with no displacement of currently assisted families. A non-profit entity will be able to financially leverage the project-based voucher commitment to obtain additional financing necessary to modernize Midway Village.

5. Rental Assistance Programs

HACSM currently serves over 4,300 households under the Housing Choice Voucher (Section 8), Moderate Rehabilitation, Family Unification, VASH, Shelter Plus Care, and Supportive Housing Programs. The table below lists the number of allocated units under each program.

| Program | Units Authorized in HACSM'S ACC |
|--------------------------------------|--|
| Housing Choice Voucher (Section 8) | 4023 |
| Family Unification (non-MTW) | 40 |
| VASH (awarded June 1, 2010, non-MTW) | 25 |
| Moderate Rehabilitation (non-MTW) | 130 |
| Shelter Plus Care (non-MTW) | 157 |
| Supportive Housing (non-MTW) | 34 |

6. Housing Choice Voucher Units to be Project-Based:

Of the 4,023 Housing Choice Vouchers (Section 8), 384 are project-based. HACSM plans to increase the number of project-based vouchers from its allocated funding in the future. In FY2010 HACSM completed the selection process for one new project-based project consisting of 47 units. HACSM expects to enter into AHAP in FY2011.

Additionally, HACSM will seek replacement vouchers for the 180 Public Housing units planned to be disposed and transitioned to Project-Based Vouchers.

With the Project-basing of the 180 formerly Public Housing units, once the disposition application is approved, and the 47 units mentioned above, HACSM projects 227 units to be project-based in FY2010-2011.

Listed below are HACSM's current project-based properties:

| Property Name | City | Total Units |
|------------------------|---------------------|--------------------|
| Delaware Place | San Mateo | 16 |
| Edgewater Isle | San Mateo | 91 |
| Half Moon Village | Half Moon Bay | 60 |
| Hillside Terrace | Daly City | 16 |
| Hilton Street | Redwood City | 6 |
| Magnolia Plaza | South San Francisco | 48 |
| Newell Housing | East Palo Alto | 10 |
| Pacific Oak Associates | Pacifica | 50 |
| Pine Street | Redwood City | 6 |
| Redwood Oaks | Redwood City | 33 |
| Robbin's Nest | San Carlos | 6 |
| St. Matthew | San Mateo | 18 |
| Willow Terrace | Menlo Park | 11 |
| The Woodlands | East Palo Alto | 13 |

B. Leasing Information, Planned

| Program | Anticipated Lease-Up Rate | Number of Units Leased |
|------------------------------------|----------------------------------|-------------------------------|
| Public Housing | 98 | 177 |
| Housing Choice Voucher (Section 8) | 98% | 3943 |
| Family Unification (non-MTW) | 98% | 39 |
| VASH (non-MTW) | 98% | 24 |
| Moderate Rehabilitation (non-MTW) | 98% | 127 |
| Shelter Plus Care (non-MTW) | 100% | 157 |
| Supportive Housing (non-MTW) | 100% | 34 |

There are no issues related to any of the rental assistance programs; demand is strong and the agency works diligently to rapidly fill any vacancy or voucher turnover.

C. Waiting List Information

HACSM currently maintains the following waiting lists:

- Public Housing
- Section 8 Housing Choice Voucher
- Project-Based
- Moderate Rehabilitation

Public Housing

HACSM closed its Public Housing Program waiting list effective August 1, 2009. Since all public housing units are fully occupied at this time, only turnover units will need leasing activity. If HUD approves HACSM's disposition application, the current applicants on the Public Housing waiting list will be moved to the Site-Based Project-Based waiting list for the former Public Housing Properties.

Section 8 Housing Choice Voucher

In July 2008, HACSM opened the waiting list for the HCV Program. Over 23,000 households applied during the one week opening period. All completed applications submitted by the deadline were put into an eligible pool. From that pool, HACSM conducted a lottery and randomly selected 3,600 applications to be placed on the waiting list. Since the HCV Program is nearly 100% leased-up, only turnover vouchers will need leasing activity.

The waiting list for the HCV Program is closed.

In January 2009, HACSM made application to HUD for 65 Family Unification Program (FUP) vouchers and was awarded 40 FUP vouchers in July 2009. HACSM has been reviewing its HCV waiting list and working with San Mateo County Families and Children Services to identify FUP-eligible families and youths for the program. The FUP program will remain open until the 40 awarded slots are filled.

In addition, HACSM is in the process of submitting a disposition application to HUD to dispose of its two public housing developments, Midway Village and El Camino Village, from public housing status. HACSM will seek replacement HCV vouchers for its public housing residents. If approved and awarded, HACSM will give preference to the public housing residents who are in possession of the units as of the date of the award. If the HCV waiting list is closed at the time, HACSM will re-open the waiting list to accept applications from eligible public housing residents.

Project-Based

HACSM has an open and combined waiting list for all its Project-Based properties. Applicants indicate which properties they are interested in. Since all Project-Based units are fully occupied at this time, only turnover units will need leasing activity.

Moderate Rehabilitation

HACSM's Moderate Rehabilitation Program waiting list is currently open. HACSM works closely with the property owner to fill 100% of the Moderate Rehabilitation units which are located at a single apartment complex.

Note: Applicants for the Shelter Plus Care, Supportive Housing Programs, Family Unification, and Housing Readiness program (a 2008-2009 MTW initiative within the HCV program) are referred to HACSM by homeless service providers and other community partners. HACSM does not keep waiting lists for the Shelter Plus Care, Supportive Housing, Family Unification Program or the Housing Readiness Program.

Characteristics of Households on the Waiting Lists

| Public Housing | | |
|--|---------------|----------------------------------|
| Waiting list total | 2639 | |
| Approximate Annual turnover | 15 | |
| | # of families | % of total families ¹ |
| Elderly families | 294 | 11.2% |
| Disabled families | 606 | 23.0% |
| White/Non-Hispanic | 389 | 14.8% |
| White/Hispanic | 699 | 26.5% |
| Black/African American | 954 | 36.2% |
| American Indian/Alaska native | 85 | 3.3% |
| Asian | 448 | 17.0% |
| Native Hawaiian/Other Pacific Islander | 194 | 7.4% |
| Other | 0 | 0% |

¹ The total percentage is more than 100% because multiple characteristics apply to some families

| Section 8 - Housing Choice Voucher | | |
|---|---------------|----------------------------------|
| Waiting list total | 3429 | |
| Approximate Annual turnover | 240 | |
| | # of families | % of total families ¹ |
| Elderly families | 279 | 8.14% |
| Disabled families | 963 | 28.08% |
| White/Non-Hispanic | 214 | 6.25% |
| White/Hispanic | 836 | 24.39% |
| Black/African American | 1645 | 47.97% |
| American Indian/Alaska native | 182 | 5.31% |
| Asian | 281 | 8.19% |
| Native Hawaiian/Other Pacific Islander | 225 | 6.56% |
| Other | 46 | 1.33% |

¹ The total percentage is more than 100% because multiple characteristics apply to some families

| Section 8 - Project-Based | | |
|--|---------------|----------------------------------|
| Waiting list total | 4524 | |
| Approximate Annual turnover | 24 | |
| | # of families | % of total families ¹ |
| Elderly families | 861 | 19.0% |
| Disabled families | 1227 | 27.1% |
| White/Non-Hispanic | 1618 | 35.7% |
| White/Hispanic | 509 | 11.3% |
| Black/African American | 1365 | 30.1% |
| American Indian/Alaska native | 142 | 3.2% |
| Asian | 685 | 15.2% |
| Native Hawaiian/Other Pacific Islander | 249 | 5.5% |
| Other | 0 | 0 |

¹ The total percentage is more than 100% because multiple characteristics apply to some families

| Moderate Rehabilitation | | |
|--|---------------|----------------------------------|
| Waiting list total | 1964 | |
| Approximate Annual turnover | 6 | |
| | # of families | % of total families ¹ |
| Elderly families | 273 | 13.9% |
| Disabled families | 532 | 27.1% |
| White/Non-Hispanic | 444 | 22.6% |
| White/Hispanic | 524 | 26.7% |
| Black/African American | 680 | 34.7% |
| American Indian/Alaska native | 62 | 3.2% |
| Asian | 187 | 9.6% |
| Native Hawaiian/Other Pacific Islander | 112 | 5.7% |
| Other | 0 | 0 |

¹ The total percentage is more than 100% because multiple characteristics apply to some families

SECTION III– Non-MTW Related Housing Authority Information

(Optional)

HACSM functions as a component of the San Mateo County Department of Housing (DOH). DOH administers HUD/CPD funding (e.g., CDBG, HOME, EDI and Emergency Shelter Grant) for housing rehabilitation, down-payment assistance, fair housing, public services and affordable housing development. It also assumes a very active leadership role in policy and planning through a wide-range of countywide affordable housing initiatives, for example, serving as the administrative unit of HEART, the county's housing trust fund. DOH was created in 2005 to bring more strategic focus to countywide housing solutions. DOH gives highest priority to projects and programs that invest in economically sustainable long-term solutions that: build capacity in partner agencies and collaboratives; and/or strengthen service-rich, mixed-income, mixed-use neighborhoods near public transit; and/or make a transformational difference in the life-circumstances of a greater number of households.

As part of DOH, the Housing Authority is in an excellent position to participate in a broad range of housing and community development activities as well as coordinate its programs with the County's emergency housing/shelter safety net. For example, HACSM works closely with the HOPE Plan, the County's 10-year plan for ending homelessness. HACSM was an active partner in developing the comprehensive plan that was released in 2006 and participates in six different multi-agency Action Teams that are implementing the "housing first" philosophy of the HOPE Plan. HACSM created a new Housing Readiness Program, more fully described in Section VI, to address the fact that the address-based Section 8 wait-list notification procedures did not work for marginally housed county residents who could not maintain a stable residential address. Through a HOPE-related partnership of safety-net agencies, 60 time-limited vouchers are being made available to hard-to-house homeless families who do not meet criteria for the agency's other homeless housing programs, the Shelter Plus Care or Supportive Housing Programs.

SECTION IV– Long-Term MTW Plan

(Optional)

HACSM's ability to combine resources, through the funding fungibility of the MTW block grant, removes financial barriers and gives HACSM the freedom to better address local program priorities and the community needs in San Mateo County.

The following are some of the potential initiatives that HACSM will explore for the 2010-2011 MTW Plan year:

- **Establish a Housing Scholarship-Type Program**

The Housing Scholarship Program is an award program that joins job training with housing subsidy. The scholarships are time limited and intended to support the low income family's personal, educational, and financial growth opportunities.

- **Expand Affordable Housing Partnerships and Project-Based Programs**

HACSM will use its MTW flexibility to assist in the development of new or rehabilitated affordable housing by strategically project-basing HCV vouchers as a key financial component. Project-basing's contractual obligation for long-term unit availability is also important in our perennially tight housing market. HACSM plans to implement its additional flexibility regarding project-based rules in two areas: an increase in the percentage of a project that may be project-based (currently restricted to 25%) and adjustments to project selection criteria and operating rules.

- **Vouchers for HOPE Plan***

A multi-year initiative by Housing Authority / San Mateo County Department of Housing to use federal rental assistance vouchers to advance the strategic objectives of the HOPE Plan*

**The HOPE Plan, San Mateo County's ten year plan to end homelessness, calls for the creation of almost 8,000 rental housing units for Extremely Low Income (ELI) households (i.e., annual incomes below 35% of area median income), 2,400 of which would be permanent supportive housing.*

Number of Vouchers

The Housing Authority will redirect up to 50% of voucher turn-over to project-based and provider-based uses until PBV/SBV expenditures reach 25% of total housing assistance (about 1,000 vouchers). Currently, 384 project-based vouchers are in use. The Housing Authority

projects this initiative will make 600 project-based/provider-based vouchers available at the rate of about 100 to 200 per year for 3 to 6 years.

Phasing

| | |
|-------------------|--|
| Phase 1 (FY08-09) | Pilot tenant-based voucher program appropriate to HOPE target population (Housing Readiness Program) |
| Phase 2 (FY09-10) | Proceed under current rules if/as feasible and advantageous to project. Solicit requests from projects that already meet all strategic criteria and preference criteria (see below). |
| Phase 3 (FY10-11) | Adopt new rules to facilitate both types of voucher programs, Project-Based and Provider-Based (see below). Select up to six pilot projects that will test both program types. Solicit requests for projects that meet strategic criteria (see below). |
| Phase 4 (FY11-12) | Refine the programs based on Phase 3 experience and issue subsequent RFPs. |

Voucher Program Types (2)

| | |
|----------------|--|
| Project-based | Project-based vouchers support units in Affordable Housing (AH) developments, including new construction, acquisition/rehab and/or conversion of existing AH units to supportive housing. Project-based units may be contracted for a maximum of 15 years (may be renewable). Assistance to tenants is not time-limited. |
| Provider-based | Provider-based vouchers are allocated to Supportive Housing (SH) program operators to secure units typically under master-lease at multiple locations, but possibly also in sites already operated by provider. Provider-based units may be contracted for a maximum of 15 years (may be renewable). Assistance to tenants may be time-limited, depending on providers' program designs and policies, subject to HACSM's approval. |

Strategic Allocation

The Housing Authority will direct vouchers to strategic priorities. All new vouchers will serve HOPE Plan implementation, creating more affordable housing which includes supportive services. Each voucher will also serve additional priorities to the greatest extent feasible. Currently recognized strategic priorities include the following:

- Create more housing (new construction)
- Create more permanently affordable housing (new or rehab)
- Create more housing within walking distance of services, amenities and transit

- Create more housing for HOPE-eligible households (ELI or SH)
- Create more supportive housing (permanent or transitional, depending on needs)
- Retain public subsidy as some form of community-held asset (public or non-profit)
- Build system capacity in community program partners

Examples of Pilot Projects in Phase 3

The following are generic descriptions of pilot projects that might be tested during Phase 3:

| | |
|--|--|
| New Transit-Oriented Development Project | Project-based vouchers assisting ELI and supportive housing units in a new transit-oriented affordable housing development* |
| "Housing First" Acq./Rehab | Project-based vouchers assisting supportive housing units for chronically homeless persons in an acquisition/rehab of an existing property* |
| Conversion of Units | Project-based vouchers assisting units in an existing affordable project that were adapted/ rehabilitated to serve a special needs population requiring supportive services* |
| Community-based Supportive Housing | Provider-based vouchers assisting supportive housing units in master-leased clustered and/or scattered site locations* |

**Projects subsidized with any other federal subsidy (except for generic low-income housing tax credits) to cover all or part of operating costs would not be eligible for vouchers.*

SECTION V - Proposed MTW Activities

HUD approval requested

Activity #1: Institute a biennial inspection schedule for units under contract

A. Description of activity

Current HUD regulations mandate that the PHA inspect each unit under contract at least annually in order to ensure that housing rented by eligible families is decent, safe, sanitary and in good repair. HACSM proposes implementing a biennial inspection schedule for all units, with the provision to establish exceptions, such as annually inspecting units abated in the previous 12 months. Rather than implementing a one-size-fits-all inspection schedule, HACSM intends to design and implement a flexible schedule that allows HACSM to determine an inspection schedule that, based on set criteria, encourages and rewards landlords and families that maintain their units in good order by potentially inspecting their units biennially instead of annually. An example of qualifying eligible units would include those which have not gone through the abatement process in the previous 12 months and/or have a history of compliance.

Upon request by the family, landlord, or other third parties, HACSM will conduct complaint inspections as is done currently. In addition to regularly scheduled HQS inspections, HACSM will continue to conduct random quality control inspections to ensure that both landlords and families are abiding by the HQS requirements.

Although some units may have a biennial inspection schedule, the unit must at all times meet Housing Quality Standards while it is under contract.

HACSM will eliminate the "Multi-unit Development Sampling Inspection Process" and the "Owner's Self-certification for Minor Repairs", initiatives that were approved in the FY2009 Plan (See Section VI, Ongoing Activity #10), once the flexible inspection schedule is approved and implemented.

B. Relationship to a statutory objective

HACSM expects that the above activity will substantially reduce administrative costs and achieve greater cost effectiveness by reducing the number of inspections to be done annually. The activity will also increase housing choice for families by refocusing the agency's staff time to expand its owner outreach efforts.

C. Anticipated Impact on stated objective

HACSM has 4023 units under its HCV/MTW portfolio. Based on the current inspection data, at least 95% of the units qualify for the biennial inspection schedule. A reduction of close to 2000 annual inspections will translate to a savings of 2,000 hours of staff time annually. In addition, initiating a biennial inspection schedule has the potential of saving approximately \$26,400 in direct material costs associated with the annual inspection process.

HACSM does not anticipate an increase in the number of complaint inspection requests because of the new schedule. In the past, families have reported deficiencies as they occurred. There are no correlations between inspection schedule and complaint inspections.

By reducing the frequency of subsequent inspections after initial move-ins, HACSM will be able to re-focus its efforts on the more marginal units as opposed to well-managed, well-maintained properties. The time saved will enable HACSM to reallocate its resources to concentrate in areas such as rent negotiation, quality of inspections, and owner outreach. San Mateo County remains one of the highest rent areas in the country; HACSM staff will be able to use the time saved in assisting families in locating affordable units.

D. Baselines, benchmarks, metrics and schedules

Baselines (Established December 2009)

1. HACSM has 4023 vouchers that require annual inspections under the current system.
2. On average, it takes 62 minutes (249,426 minutes or 4,157 hours annually) in total to complete each annual inspection, including travel time.
3. On average, HACSM has \$6.57 in direct material costs per inspection or \$26,431.11 annually.
4. Owner outreach/education. Situated in one of the costliest rental markets, HACSM recognizes the need to expand its effort in owner outreach and education in order to assist program participants in locating suitable units in the county. Due to the high number of cases per housing specialist, currently, almost all of the staff time is devoted to conducting inspections (annuals, interims, and move-ins), leaving very little time to implement a comprehensive owner outreach and education program.

Benchmarks

1. Reduce the number of annual inspections by 1800.
2. Save 1,860 hours of staff time annually.
3. Save \$11,826 in direct costs.
4. HACSM expects to implement an owner outreach and education program that includes:
(1) Semi-annual owner information workshops, (2) 6 field visits to owners (new and existing) per month, (3) Entering at least 16 new comparables per month in the HACSM rent reasonableness data base.

Metrics and Schedule

1. Compare number of annual inspections before and after the new initiative.
2. Conduct time study to ensure sufficient time is spent to produce quality inspections.
3. Compare direct costs before and after the new initiative.
4. Compare the number of owner information workshops, field visits to owners, and track new rent reasonableness inputs before and after implementation of the new initiative.

E. Data collection process

HACSM has 4023 vouchers that require annual inspections under the current system. To establish the baselines, HACSM selected 42 annual inspections as the sample size for the time study. The sample size is based on a population size of 4023 with a 95% confidence level and 15% confidence interval. The time study indicated that on average, the annual inspection for each subsidized unit (including all re-scheduled, and follow up inspections to confirm required repairs) requires approximately 62 minutes per unit, including travel time. And, the average mileage per unit is approximately 17 miles. Direct (material) costs associated with processing annual inspections, on average, are \$6.57 per inspection. Direct costs include: postage, paper, printing, copying, and fuel cost. HACSM plans to use the same methodology for benchmark reporting.

1. Collect data each month from HACSM's computer system, tracking spreadsheets, and manual logs.
2. Calculate number of reduced inspections by taking the difference between the number of inspections under the new initiative and the number of inspections that would have been conducted under the annual inspection requirement. Comparison will be made between 2009 and 2010 data.
3. Calculate the staff time saved and direct costs saved based on that number.

F. Authorizations based on Attachment C

The proposed activity is authorized in HACSM's MTW Agreement, Attachment C, Paragraph D(5) and waives certain provisions of Section 8(o)(8) of the 1937 Act and 24 C.F.R. 982, Subpart I

G. Processes for rent reform initiatives

This activity does not include rent reform initiatives.

Activity #2: Expand the Section 8 Project Based Voucher Program

A. Description of activity

Under the current regulations, the Project Based Voucher program allows a Housing Authority to project-base up to 20 percent of its Housing Choice Voucher (HCV) funding. The number of units that can be selected is limited to 25% of the units in a building except when the building is a single family home, has 4 units or less, or a multifamily building that is available to qualifying families only. Qualifying families are elderly or disabled families and families receiving supportive services. In addition, after 12 months, a participating family may move with continued assistance. A Housing Authority is required to issue a Housing Choice Voucher, if one is available, to the relocating family.

HACSM proposes to expand its Section 8 Project Based Voucher program in order to advance the strategic objectives of the County's ten-year plan to end homelessness (the HOPE Plan). The program expansion will include redirecting a higher percentage of the voucher budget, as authorized in Attachment D of the MTW Standard Agreement, than the current regulations allow for the purpose of creating additional project-based units, and to support provider-based units, targeted to extremely- and very low-income households who are homeless or at-risk of homelessness due to insufficient income, disability, domestic violence, or other cause. HACSM will use a portion of voucher turn-over to achieve this goal.

In an effort to secure long-term affordable units, leverage housing development funds, and expand housing opportunities for families with special needs, such as victims of domestic violence, with safe and enriched housing, HACSM will:

1. Adopt policies that allow up to 100% of the units in a multifamily building to be project-based.
2. Increase project-based funding up to 30% of its HCV budget authority.
3. Adopt policies that may require participating families to stay more than 12 months before they may move with continued assistance. Any continued assistance would be as a part of HACSM's MTW/FSS program, a six year time-limited program with self-sufficiency case management and the potential for increased savings via escrow accounts.
4. Adopt policies to determine the length of continued assistance under the provider-based program.
5. Adopt policies to select and award provider-based units to service providers through contracts between HACSM and service organizations.
6. Allow provider-based units to be within a single structure or in scattered sites, owned or leased by the provider.
7. Use the San Mateo County Department of Housing NOFA or other competitive process to solicit proposals and allocate units to qualified projects and/or providers.
8. Utilize funding, as approved by Amendment D "Broader Use of Funds," to pay for activities in the Provider Based Program.

B. Relationship to a statutory objective

HACSM expects that the above activity will increase housing choices for low-income families.

C. Anticipated Impact on stated objective

HACSM will increase its voucher budget allocation to the Project/Provider-Based programs. Currently HACSM has approximately 400 project based units. As a result of this initiative, HACSM is proposing to potentially increase the number of project based units to 1,200. These programs will be one of the major resources for the development of additional affordable housing units and will enable the County to meet the goals of the HOPE Plan, San Mateo County's 10 year plan to end homeless. HACSM recognizes that the number of available "traditional" HCV vouchers will be decreased as a result. However, in selecting future Project-Based projects, HACSM will give preference to properties that are newly constructed, located near public transportation corridors, and contain energy efficient features. This will increase housing choice for families by increasing the supply of decent safe and sanitary affordable housing, i.e this would represent units that otherwise would not be constructed.

As part of HACSM's anticipated Provider-Based program, HACSM is expecting to reach populations in San Mateo County who are currently under-served with programs designed in concert with the potential Provider-Based award designee. Because the voucher assistance will be directly related to the unique services of the Provider-Based program, there is a far greater potential to serve additional families at their time of greatest need, with greater flexibility and tailored to their specific needs.

In summary, 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.

D. Baselines, benchmarks, metrics and schedules

Baselines (Established December 2009)

1. As of December 15, 2009, HACSM has HAP contracts with 384 Project Based units. (Please note: All HACSM Project-Based Contracts are under the Project Based *Certificate* program. The contracts were executed prior to the implementation of the Project-Based Voucher program.)
2. Based on the current HAP costs, as of December 15, 2009, HACSM spends approximately 7.4% of the HCV budget authority, (\$3,600,000) on the Project Based program.
3. Currently HACSM works with 4 Supportive Service providers and assists 60 participants with services-enriched housing.
4. Currently HACSM has Zero (0) low income housing units created by the new Project-based/Provider-based program.

Benchmarks

1. Increase the number of Project/Provider-Based contracted units by approximately 100 units in FY2010-2011.
2. Increase percentage of funding allocation by approximately 2% (approximately an additional \$950,000 annually).
3. Through leveraging of funds with supportive service agencies, by the end of FY2012, HACSM projects a 67% increase (approximately 40 participants in total – 20 additional participants in the Housing Readiness program and 20 new Provider Based participants) in the number of households served, with services-enriched housing.
4. At least 50 additional Project-based/Provider-based units created under the new program during FY2011.

Metrics and Schedule

1. Compare number of Project/Provider-Based units before and after the new initiative.
2. Compare funding allocation before and after the new initiative.
3. Compare the number of households served, with service-enriched housing provided by supportive services providers.
4. Compare the number of Project-Based/Provider-Based units before and after this activity.

E. Data collection process

1. Add to HACSM existing software application additional project IDs and assign a project ID to each project or provider.
2. Track number of units and HAP expenditure under each project or provider.
3. Track family characteristics under each project or provider.
4. Use other software applications or manual logs to create quarterly reports to summarize item 2 and 3 above.
5. Monitor wait time for the “traditional” HCV waiting list.

F. Authorizations based on Attachment C and Attachment D

The proposed activity is authorized in HACSM’s MTW Agreement, Attachment C, Paragraph D, 7 (a) (b) (c) and waives certain provisions of Sections 8 (o)(13)(B and D) of the 1937 Act and 24 CFR 982.1, 982.102, and CFR Part 983

HACSM’s MTW Agreement, Attachment D: Uses of Funds

G. Processes for rent reform initiatives

This activity does not include rent reform initiatives.

Activity #3: Revise Eligibility Standards

A. Description of activity

Currently, there are no asset limits in the determination of initial or on-going eligibility for the Section 8 voucher program. PHAs must calculate and include the income from assets in determining eligibility and rent portions. HACSM is proposing to apply an asset value limit for all new applicants and participants. If an applicant has assets valuing more than \$100,000, or a present ownership interest in a suitable home in which they have a legal right to reside, they would be determined ineligible for the program. If, after implementation of this activity, a participant has experienced an increase in assets, valuing more than \$100,000, or 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 would be made through the recertification process, annually or biennially, as based on the household's regular recertification schedule. (Note: HACSM has a biennial recertification schedule for elderly and/or disabled households.)

HACSM is in the process of developing a hardship policy to address households in a protected class who may be unreasonably affected by this proposal.

B. Relationship to a statutory objective

By revising the eligibility standards, HACSM expects to be able to further increase the housing choice for low income households through the Section 8 voucher program.

C. Anticipated Impact on stated objective

HACSM expects that by implementing an asset value limit at the time of initial eligibility or recertification, HACSM will increase the agencies ability to serve applicants that are most in need and the frequency of waiting list openings. HACSM expects that as a result of this initiative, more applicants will be moved off of the waitlist and assisted with their housing needs because others with substantial assets were not admitted to the program or eligible to receive continued housing subsidy.

HACSM recognizes that this initiative may have the unintended consequence of applicants and/or participants attempting to hide assets that would negatively impact their eligibility; however, this challenge is already present under the current program policies. At this time, HACSM is researching policies found in other community organizations and County Departments (The Health Department and Human Service Agency), to address this challenge and develop policies that would be consistent across multiple programs in San Mateo County. Such policies would include basic tracking measures to determine whether or not the policy is effective in addressing the hiding of assets. While HACSM may not realize administrative cost savings for this activity, the increased efficiency and housing choice comes from increased movement through the waitlist.

D. Baselines, benchmarks, metrics and schedules

Baselines (Established June 1, 2009 – December 31, 2009)

1. Currently HACSM has 35 participants with assets valued over \$100K, one of which was admitted to the program during calendar year 2009.
2. During calendar year 2009, HACSM conducted 171 initial eligibility appointments from a waitlist of 3,600.

Benchmarks

1. HACSM expects a 100% reduction in applicants admitted to the program with assets valued over \$100K.
2. HACSM expects a 5% increase (approximately 10 additional appointments) in the number of initial eligibility appointments completed.
3. HACSM expects a 5% increase (approximately 10 additional applicants) will be moved off the waitlist and given the opportunity to have housing assistance.

Metrics and Schedules

HACSM will monitor and track, at least annually, the number of applicants (who are not eligible due to this initiative), and on-going participants with assets valued over \$100K.

E. Data collection process

HACSM will maintain and review, at least annually, electronic data on participants and applicants in regards to their asset values.

F. Authorizations based on Attachment C

The proposed activity is authorized in HACSM's MTW Agreement, Attachment C, Paragraph D(3), (a) and waives certain provisions of Sections 16(b) and 8(o)(4) of the 1937 Act and 24 C.F.R. 5.603, 5.609, 5.611, 5.628, and 982.201

G. Processes for rent reform initiatives

This activity does not include rent reform initiatives.

Activity #4: Eliminate 100% excluded income from the income calculation process.

A. Description of activity

In support of the MTW goal of achieving increased cost effectiveness in its operation, HACSM will not verify, count or report 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. HUD regulation 24 CFR 5.609 (c) provides a complete list of all income sources that HUD specifies to be excluded when calculating a family's annual income. Because this income is excluded from the income calculation process, it does not affect the amount of a family's rental assistance.

Although HUD regulates which income must not be included when calculating rental assistance, the HUD-50058 requires HACSM to report all family income, including income that is excluded from the rental assistance calculation process. Given the numerous sources of 100% excludable income, the cost and time related to verification and calculation on the 50058 of excluded income is significant and causes unnecessary administrative and financial burdens to the agency. The verification and reporting of income that has no effect on the amount of housing assistance a family receives also invites unnecessary errors in the reporting and calculation process.

It is important to note while HACSM is proposing to eliminate excluded income from the income calculation process, some sources of excluded income may continue to be considered as a result of On-Going Activity #3 – Elimination of 40% Affordability Cap at Initial Move In. A few of the excluded incomes are monetary in nature (i.e. adoption assistance payments, foster care payments, wages of full-time students over 18) and may contribute to HACSM's approval of a family renting a unit over 40% of their adjusted monthly income.

B. Relationship to a statutory objective

The proposed activity produces administrative efficiency and staff cost savings by eliminating the process of verifying, reporting, counting and then excluding income that has no bearing on the amount of housing assistance calculated.

C. Anticipated Impact on stated objective

HACSM anticipates that this activity will reduce administrative costs, increase staff productivity, and help improve accuracy of family income calculations.

D. Baselines, benchmarks, metrics and schedules

Baselines (Established December 2009)

1. There are 1021 participant families that receive one or more types of income that are excluded from the income calculation process.
2. HACSM spends approximately \$7.28/file verifying and calculating 100% excluded income. This time equates to salary costs of approximately \$7,400 annually.

Benchmarks

1. HACSM expects a 95% decrease in the collection of tenant reported income from excluded sources.
2. HACSM expects a 75% reduction of hours per year in staff time for this activity, representing approximately \$5,575 in salary costs savings as a result of not processing and calculating 100% excluded income.

Metrics and Schedules

1. Comparison of time spent on activity under the current process versus the proposed MTW activity.
2. Comparison of total administrative costs for activity under the current process versus the proposed activity.

E. Data collection process

1. Collection of information on the number of families receiving one or more types of fully excluded income.
2. Annual analysis of the amount of staff time spent on processing and calculating excluded income.

F. Authorizations based on Attachment C

This proposed activity is authorized in HACSM's Moving to Work Agreement, Attachment C, Paragraph D (1) (c) and Attachment C, Paragraph D (3) (b) and waives certain provisions of Sections 8 (o) (5) of the 1937 Act and 24 CFR 982.516, and 982 Subpart E

G. Processes for rent reform initiatives

This activity does not include rent reform initiatives.

Activity #5: Eliminate the requirement to complete new HAP contract with utility responsibility changes

A. Description of activity

CFR 982.308 (g) (2) (i) requires PHAs to execute a new HAP contract with the owner if there are any changes in lease requirements governing tenant or owner responsibilities for utilities or appliances. HACSM plans to eliminate the requirement of executing a new HAP contract with the owner. Instead, upon receipt of a written notification from the tenant or the owner detailing the changes, HACSM will review the contract rent to ensure its rent reasonableness, adjust the tenant portion of rent and HAP payment if applicable, and confirm the changes by issuing a rent change notice.

It is important to note that this initiative would only apply to participants who have a HAP contract in place at the time the initiative is implemented and who do not relocate. All other new, or relocating, participants would immediately be entered into the Tiered Subsidy Table (TST) program. Due to the design of the TST initiative, the utility responsibilities are already factored in to the housing assistance, whether or not the participant or owner is responsible. For additional information on the TST program, please see on-going activity #9.

B. Relationship to a statutory objective

Reduce costs and achieve greater cost effectiveness

C. Anticipated Impact on stated objective

HACSM expects that the above activity will substantially reduce administrative costs and achieve greater cost effectiveness by reducing the amount of staff time and paperwork in processing utility or appliance changes.

D. Baselines, benchmarks, metrics and schedules

Baselines (Established January 1, 2009 – December 31, 2009)

1. 34 HAP contracts were executed prior to the new policy.
2. 34 hours required to prepare and process utility or appliance changes (1hour/contract) with an annual cost of \$1,339 (\$39.39/hour x 34 hours).

Benchmarks

1. There will be no HAP contracts executed for utility or appliance changes, representing a 100% reduction.
2. HACSM expects an 80% (approximately 27 hours at a rate of 12 minutes/contract) reduction in staff time required to prepare and process utility changes and a cost savings of approximately \$1,064 (\$39.39/hour x 27 hours).

Metrics and Schedules

Compare number of new contracts and the staff time required to execute new contracts due to utility changes before and after the new initiative. Calculate time saved in dollars by using the average of Office Specialist and Housing Occupancy Specialist salary and benefit costs.

E. Data collection process

1. Collect data on utility or appliance change requests.
2. Document time spent on processing utility or appliance changes under the new policy.

F. Authorizations based on Attachment C

The proposed activity is authorized in HACSM's MTW Agreement, Attachment C, Section D(2)(b) and waives certain provisions of Section 8(o)(7) and 8(o)(13) of the 1937 Act and 24 C.F.R. 982.308, 982.451, and 983 Subpart E

G. Processes for rent reform initiatives

This activity does not include rent reform initiatives.

Activity #6: Apply Current Payment Standards at Interim Reexaminations

A. Description of activity

Current HUD regulations require that when the payment standard increases during the term of the HAP Contract, the increased payment standard will be used to calculate the monthly housing assistance payment for the family at the family's first regular reexamination on or after the effective date of the increase in the payment standard. If the payment standard decreases during the term of the HAP Contract, the lower payment standard generally will be used at the family's second regular reexamination following the effective date of the decrease in payment standard.

In addition, irrespective of any increase or decrease in the payment standard, if the family unit size increases or decreases during the HAP contract term, the new family unit size must be used to determine the payment standard for the family beginning at the family's first regular reexamination following the change in family unit size.

Under HACSM's biennial reexamination schedule for elderly and disabled households (see On-Going Activity #6), reexaminations are now conducted every two years. In addition, other families report changes in family composition that may impact the payment standard used. The long span of time between reexaminations may create a financial hardship for families who experience a decrease in their income or a higher HAP cost for HACSM for families who experience an increase on the contract rent that would result in an interim adjustment. If HACSM continues to apply the payment standard used at the time of the last reexamination, the family may experience a higher rent burden for a longer time. Additionally, using current payment standards will eliminate HACSM's responsibility of having to track which payment standard is correct and alleviate the confusion and inconsistency in determining the family's first regular reexamination on or after the effective date of the increase in the payment standard or the family's second regular reexamination following the effective date of the decrease in payment standard.

To reduce the family's rent burden and eliminate the confusion among staff and to increase housing choice for families, HACSM proposes to apply the current payment standard to the calculation of the monthly housing assistance payment at whatever time the action is being processed (i.e. interim reexaminations, annual reexaminations). HACSM will continue to give the family at least 30 days notice of the rent increase in the event the family's rent portion increases as a result of this proposal.

It is important to note that this initiative would only apply to participants who have a HAP contract in place at the time the initiative is implemented and who do not relocate. All other new, or relocating, participants would immediately be entered into the Tiered Subsidy Table (TST) program. For additional information on the TST, please see on-going activity #9.

B. Relationship to a statutory objective

HACSM anticipates that this activity will reduce administrative costs, increase staff productivity, and help improve accuracy of family income calculations.

C. Anticipated Impact on stated objective

HACSM anticipates that the proposed activity will increase staff productivity and accuracy while addressing household changes in a more timely and cost effective manner. In some cases increased assistance may allow the family to remain in their home, sparing them the expense and inconvenience of moving and relieving HACSM of the administrative burden of processing their move to another unit.

On the other hand, HACSM also realizes that this proposed activity could adversely affect households experiencing a decrease in their voucher size. Due to the fact that this situation is completely the result of changes initiated by the family HACSM cannot project the net effect of this activity. However, HACSM has developed as part of the Hardship Policy, a method to address potential negative impacts from this activity on a case by case basis.

D. Baselines, benchmarks, metrics and schedules

Baselines (Established January 2009 – December 2009)

1. HACSM processed a total of 90 interim reexaminations during the month of November 2009. When annualized, HACSM processed, on average approximately 1080 interim reexaminations in the last 12 month period.
2. HACSM experienced approximately a 1-2% rate of error in the application of an incorrect payment standard in files reviewed by the Quality Assurance Unit. When applied to all 4023 vouchers, that rate would reflect approximately 80 files annually that were processed, and would require correction of the payment standard.

Benchmarks

1. HACSM expects that the average number of interims to remain constant during the next calendar year.
2. HACSM expects that the rate of errors in the application of payment standards to be reduced to less than 1% (approximately 40 files) due to this initiative.

Metrics and Schedules

1. HACSM will compare the number of interim appointments required during the 12 month period before and after the implementation of this initiative.
2. HACSM will continue to monitor the file review error rate during the file review process before and after implementation.

E. Data collection process

HACSM will review information obtained from the interim reexaminations and Quality Assurance Unit at least annually.

F. Authorizations based on Attachment C

This proposed activity is authorized in the HACSM Moving to Work Agreement, Attachment C, Paragraph D (1)(c) and Paragraph D (2)(a) and waives certain provisions of Section 8 (o) (1), 8 (o) (2), 8 (o) (3), 8 (o) (5) and 8 (o) (13) (H)-(I) of the 1937 Act, and 24 CFR 982.503, 24 CFR 982.505 (5), 24 CFR 982.508, 24 CFR 982.516 and 24 CFR 982.518 as necessary to implement HACSM's MTW Plan

G. Processes for rent reform initiatives

1. Agency's Board approval of the policy

See Appendix III

2. Impact Analysis;

HACSM studied the challenges for the participants and in the administration of the voucher program as a result of the current payment standard regulations. In application, as it is currently mandated, some participants are given far greater benefits and others are required to sustain housing situations that are not optimal. HACSM is also aware, and has been addressing, the unintentional errors in the processing of actions (interim, annual and relocations) with incorrect payment standards that can result in significant costs to the Housing Authority.

For participants, it is much easier to understand that their subsidy will be directly related to their eligible voucher size, without any kind of "waiting period." For those whose voucher size is increasing, they have the benefit of moving (or possibly stay in place) and receive the subsidy they are eligible to receive.

For participants whose voucher size is decreasing (due to fewer household members), HACSM is aware that this could potentially create greater housing costs to the participant if they choose to remain in a larger unit than the subsidy they are eligible to receive. To lessen this impact, HACSM is developing a hardship policy to bring relief and allow current participants to have anywhere from 1-12 months of additional subsidy at the higher level.

3. Annual reevaluation;

HACSM plans to review, at least annually, the impact of this activity, including the following factors: Changes in family composition, the rent burden for participants adversely affected by this activity and the cost to the Housing Authority.

4. Hardship case criteria;

HACSM has developed a Hardship Policy (see Appendix Eight) and process for current participants who may be adversely affected by this initiative.

5. Transition period;

HACSM is planning to implement this initiative July 1, 2010. It will become effective for all HCV participants at their next action, interim, annual or relocation, whichever comes first. HACSM expects that the transition period will last approximately two years due to the biennial recertification process for Elderly/Disabled households.

All current participants will be notified of this policy change July 2010. For most households, due to the recertification appointment scheduling process, there would not be a noticeable change until September 2010.

6. Documentation of public hearing (may be the same as the Annual Plan hearing).

See Appendix II

SECTION VI – On-Going MTW Activities

HUD approval previously granted

In April 2008, HACSM signed HUD's MTW "Standard Agreement" which extended HACSM's original MTW contract to the year 2018 and expanded the potential MTW flexibilities to all HCV vouchers and public housing programs.

HACSM's original MTW program consisted of a designated carve out of 300 vouchers. The original agreement allowed HACSM to implement the following activities, which continue to be key components of the MTW/Self-Sufficiency (300 voucher) program:

- Housing assistance is limited to a six-year term
- Participation in the HACSM's Family Self-Sufficiency program is mandatory
- No limits on the percentage of household income which could be spent on housing costs
- Escrow accounts are established for families whose experience in increase in their earned income, complete educational programs, increase their credit score, or participate in a HACSM sponsored financial planning and educational program

Following the Executive Summary is a breakout of each activity, its intended purpose, and any anticipated changes in the coming year.

Executive Summary:

| On-Going Activities | Date Identified | Date Implemented | Update | Anticipated Changes |
|---|------------------------|-------------------------|--|-----------------------------------|
| 1) MTW/FSS Program (in coordination with community self-sufficiency partners) | 5/1997 | 5/1/2000 | Still in effect | Modify program term eff. 7/1/2010 |
| 2) Housing Readiness Program (in coordination with community supportive services providers) | 4/15/2008 | 7/1/2008 | Still in effect | Increase # of slots |
| 3) Elimination of 40% affordability cap at initial move in/lease up | 5/1997 | 5/1/2000 | Expanded to entire HCV program July 2009 | None |

| On-Going Activities | Date Identified | Date Implemented | Update | Anticipated Changes |
|--|-----------------|------------------|--|---|
| 4) Escrow Accounts | 5/1997 | 5/1/2000 | Simplification of escrow calculation and implement same calculation process for MTW/FSS and HCV/FSS programs effective July 2009 | None |
| 5) Expand usage of project-based vouchers at HACSM developments undergoing disposition process | 4/15/2008 | 7/1/2008 | Awaiting HUD approval of the Demo/Dispo application. | None |
| 6) Biennial re-certification schedule for elderly/disabled households | 4/15/2009 | 7/1/2009 | Still in effect. Currently in the implementation stage. | None |
| 7) Simplify Rent Calculation Process | 4/15/2009 | 7/1/2009 | Still in effect. Currently in the implementation stage. | None |
| 8) Simplify Third-Party Verification Process | 4/15/2009 | 7/1/2009 | Still in effect. Currently in the implementation stage. | None |
| 9) Tiered Subsidy Tables | 4/15/2009 | 1/1/2010 | Still in effect. Currently in the initial implementation stage. | None |
| 10) Simplify HQS Processes | 4/15/2008 | 7/1/2009 | Still in effect. Currently in the implementation stage. | At such time as HUD approves HACSM's proposed "Biennial Inspection Schedule" HACSM will discontinue the Multi-Unit Development Sampling and Owner Self-Certification of minor repairs activities. Also, HACSM is proposing to modify its ability to |

| On-Going Activities | Date Identified | Date Implemented | Update | Anticipated Changes |
|---|-----------------|------------------|--|--|
| | | | | self-inspect HACSM owned properties and eliminate sending the project based inspection reports (for) to the HUD Field office. HACSM already keeps them on file at the HA and would be able to provide them to the Field Office when requested. |
| 11) Eliminate competitive process for allocation of Project Based vouchers to formerly public housing units | 10/6/2009 | 1/1/2010 | Awaiting HUD approval of the Demo/Dispo application. | None |
| 12) Waive 12 month stay requirement for residents in formerly public housing units converted to project based units | 10/6/2009 | 1/1/2010 | Awaiting HUD approval of the Demo/Dispo application. | None |
| 13) Accept lower HAP for in place Public Housing residents, at conversion to PBV | 10/6/2009 | 1/1/2010 | Awaiting HUD approval of the Demo/Dispo application. | None |
| 14) Establish flat or market rate policy for over income Public Housing residents at conversion of | 10/6/2009 | 1/1/2010 | Awaiting HUD approval of the Demo/Dispo application. | None |

| On-Going Activities | Date Identified | Date Implemented | Update | Anticipated Changes |
|---|-----------------|------------------|---|---------------------|
| Public Housing units to Project Based units | | | | |
| 15) Single block-grant formula for all MTW programs | 4/15/2008 | 7/1/2008 | HACSM received its final amended and executed Attachment A on 3/3/2010. | None |

On-going Activity #1: MTW/FSS Program (in coordination with community self-sufficiency partners)

A. Description of activity (specify Plan year in which the activity was first identified and implemented)

The HACSM MTW program, originally developed to respond to welfare reform, was fashioned to focus almost exclusively on improving families' self-sufficiency to prepare them to become independent of welfare assistance. The core design of HACSM's MTW program consists of limiting Housing Choice Voucher assistance to a maximum of six years, while at the same time offering self-sufficiency services to those participants. In order to reach the target population, HACSM accepts new admissions through a referral process. The referring agency may be a county welfare or social service department, drug treatment facility, and/or homeless shelter. In addition to referring eligible families for admission to the MTW program, these same referring agencies have signed agreements with HACSM to provide appropriate case management services to the family throughout the term of their subsidized housing assistance. Due to the unique nature of this program, including, but not limited to the time limited subsidy and signed agreements with service providers, portability requests were not approved for MTW participants.

HACSM plans to modify the maximum time for assistance to five years for families that are admitted to the program after 7/1/2010.

B. Update on the status of the activity

The time-limited feature has been a great motivator in helping families to focus and stay committed to self-sufficiency activities. Of the 149 families who graduated from the program in 2007 and 2008:

- Six purchased homes
- 54 remained in the same unit paying full rent
- 56 families were able to stay in San Mateo County by relocating to another unit
- 93 families left the program with escrow balances, the average of which was \$12,963.00
- At the conclusion of their MTW contract, all of the MTW graduates were independent of welfare assistance

At the same time, the time-limited feature opened up opportunities for additional eligible low-income families to apply for and participate in the program. During 2007 and 2008, HACSM was able to admit 189 new families due to program graduate turnover.

San Mateo County's expensive rental market remains the number one challenge for our program graduates, despite the fact that nearly all the graduates left the program with an increase in their household income. We have found that employment focused case management at the very beginning of their participation and establishing strong

partnerships with Below Market Rate developers to assist families' secure affordable housing units upon graduation is essential.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2010.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-going Activity #2: MTW Housing Readiness Program

A. Description of activity (specify Plan year in which the activity was first identified and implemented)

HACSM received approval for a new program, "Housing Readiness" in its 2008-2009 MTW Annual Plan and began implementation in January 2009.

HACSM has partnered with the County's Center on Homelessness and other providers of homeless services to develop and implement a pilot housing program to serve up to 60 homeless individuals and families. Program participants may receive rent subsidy under this new MTW initiative for up to three years. Once their housing needs are met, these families are given the opportunity to achieve greater self-determination through various support programs. It is important to note that some of the other on-going MTW program initiatives do not apply to this program. For example, FSS participation is not required and escrow accounts will not be established. At the end of the three-year term, successful graduates may transfer to alternative affordable housing programs, managed by other community partners. This program responds to critical needs identified in San Mateo County's HOPE Plan, a comprehensive 10-year plan to end homelessness and follows the "housing first" strategy. The program includes formal research components via the HUD Homeless Management Information Systems (HMIS).

HACSM plans to allocate additional vouchers during FY2010 to assist an additional 20 homeless individuals and families. The 60 vouchers used during FY2009 were funded from the original 300 MTW voucher allocation. The additional 20 vouchers planned for FY2010 will be funded through the HACSM HCV program.

B. Update on the status of the activity

The Housing Readiness Program began processing applicants for eligibility in December 2008 and all 60 vouchers are currently utilized. We look forward to reporting back next year as to the impact of the program.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2010.

D. Describe if the Agency is using outside evaluators

HACSM has entered into a research study with a Master's in Public Policy Degree graduate student in from Mills College. The design of this study is to review the demographics of the

60 participants, the activities of the referring supportive service agencies, and the resulting success of participants.

The results of this research study should be concluded in early 2010 and provide HACSM the evaluation tools for any necessary program re-design.

On-going Activity #3: Elimination of 40% Affordability Cap

A. Description of activity (specify Plan year in which the activity was first identified and implemented)

In 2000, the original MTW contract allowed the HACSM to eliminate all limits on the proportion of household income that could be spent on housing costs and eliminate the Fair Market Rent cap on the total contract rent. At the time when HACSM submitted its MTW application to HUD, the Section 8 Certificate Program was still in effect. The Certificate Program limited the tenant's portion of rent to no more than 30% of the monthly adjusted income and the gross contract rent (rent plus utilities) to no more than the published Fair Market Rent. Since then, the Certificate Program was replaced by the Housing Choice Voucher Program. While the traditional Housing Choice Voucher Program places no limits on the contract rent, as long as the rent is reasonable, it does place limits on the percentage of household income that may be used towards housing costs (rent plus utilities). At the initial move-in, a participant may not pay more than 40% of the monthly adjusted income towards the total housing costs.

To support a family's ability to have greater housing choice, HACSM eliminated the 40% affordability cap for all its original MTW participants. Rent reasonableness standards remain in effect and all contract rents are subject to a rent reasonableness determination, by HACSM.

In July 2009, HACSM expanded this initiative to all HCV households.

HACSM continues to play a major role in negotiating rents on the participant's behalf 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
- Calculation tool (see Appendix VII) that shows the tenant portion of rent in relation to his/her income; this tool takes into consideration income exclusions mandated by HUD such as foster care payments, earned income from full-time students, and financial aid in determining affordability, and supervisory approval procedures if the rent burden exceeds 50%.

B. Update on the status of the activity

For the original MTW/FSS Participants, not placing a limit on the proportion of household income that may be spent on rent proves to be successful in increasing housing choice for families. Of the 189 households admitted during 2007 and 2008, only 40 households pay more than 40% of their monthly adjusted income towards their housing costs (rent plus utilities). At the same time, these households experience greater flexibility in their choice of housing within San Mateo County.

Since July 2009, with the expansion of this initiative to all HCV voucher holders, 53 new and/or relocating voucher holders have moved into units with tenant rent portions greater than 40%. As described above, HACSM worked with each family to determine overall affordability, rent reasonableness, and review of the family's on-going responsibilities. As of December 2009, no participants have been evicted or terminated due to non-payment of rent as a result of this increased flexibility. HACSM is continuing to actively monitor families who move into units at more than 40% of their monthly adjusted income.

- C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2010.

- D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-going Activity #4: Escrow Accounts

A. Description of activity (specify Plan year in which the activity was first identified and implemented)

MTW participants (from the original 300 carve out) are required to participate in the FSS program, which includes the use of escrow accounts to encourage savings and increased self-sufficiency.

B. Update on the status of the activity

In 2007 and 2008, 149 families graduated from the MTW program. Of these families, 93 received escrow funds upon graduation with an average payout of \$12,963.

While the escrow savings from the perspective of the participant was a major incentive for success in the program, that same success proved to be an expensive endeavor for HACSM. When the tenant's rent went up due to an increase in earned income, HACSM was required to set aside the escrow amount therefore not realizing any savings in its subsidy payments even when the family's income increases.

In July 2009, HACSM modified its MTW FSS escrow calculation process and program. Instead of crediting dollar for dollar for any increase in rent due to increase in earned income, HACSM will award a flat escrow amount to families who have increased their earned income and/or met their FSS goals. Additionally, HACSM created the same calculation method for both the MTW FSS and HCV FSS programs further streamlining the administrative processes for both programs.

To receive the escrow savings at the end of their participation, FSS participants need to provide proof that they have: 1) increased their earned income, 2) fulfilled their educational goals that enhanced their ability to succeed or advance in the workplace, 3) participated in a HACSM-approved budget class, 4) achieved a minimum of \$1,500 increase in savings, and 5) improved their credit score.

HACSM will use the following schedule in determining escrow credit:

1. \$1,000.00 per family who has increased a minimum of \$1,200 annually in earned income at graduation.
2. \$100.00 for each completed educational goal such as a GED, a degree from an accredited school/college, a vocational certificate, etc. The maximum escrow credit for achieving educational goals will be \$300.00 per family.
3. \$100.00 per family for completing a HACSM-approved budget class.
4. \$1,500.00 per family for increasing savings by an additional \$1,500.00 or more at graduation.
5. \$1.00 for each credit score point improved. The escrow credit for improving credit score is limited to one adult family member per family.

FSS participants may qualify for one or more of the escrow credits stated above. Escrow will be calculated and credited at the end of the FSS Contract term and provided that the family provides credible and verifiable documentation showing they qualify for the escrow credit. The maximum escrow credit and pay out at graduation will be \$3,000.00 per family. Because escrow amounts are calculated and credited at the end of the FSS Contract term, interim withdrawals are eliminated.

Due to the six year contract of participation, and the fact that most FSS participants joined the program in 2008, HACSM is not able, at this time, to give specific information on the impact of this program change.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2010.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-going Activity #5: Expand usage of project-based vouchers at HACSM developments undergoing disposition process

A. Description of activity (specify Plan year in which the activity was first identified and implemented)

As stated in the FY 2008-2009 MTW Annual Plan, HACSM plans to project-base up to 100% of the units for developments that meet the following criteria:

- Public Housing Developments that have gone through the demo/disposition process and continue to be maintained as affordable units after the demo/disposition process;
- Public Housing Developments that possess high quality amenities and community features for residents.

HACSM will submit a disposition application to HUD in early 2010 to dispose El Camino Village and Midway Village, its current public housing developments, from public housing status. Once the disposition application is approved, HACSM plans to sell the property to HACSM-affiliated non-profit entities or other affordable housing operators with the commitment of maintaining all of the housing units at an affordable level.

B. Update on the status of the activity

HACSM is in the process of rectifying outstanding items from the 2007 IG audit related to the two public housing developments, El Camino Village and Midway Village. HACSM will submit the disposition application as soon as permissible.

HACSM is in the process of forming an HACSM-affiliated non-profit entity.

Having 100% project-based voucher assistance in the developments helps preserve the scarce affordable housing stock in San Mateo County and prevents displacement of the current public housing residents. HACSM has not completed the demo/disposition process; therefore, there is nothing to report about the impact of this activity.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2010.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-going Activity #6: Institute biennial re-certification for elderly and/or disabled HCV households

A. Description of activity (specify Plan year in which the activity was first identified and implemented)

In July 2009, HACSM initiated a biennial re-certification schedule for all elderly and/or disabled HCV households. At that time, 1873 voucher holders, approximately 48% of the HCV participant families, qualified as elderly or disabled families. Current HUD regulations mandate annual eligibility recertification for all HCV households. These appointments involve an abundance of paperwork and detail on the part of HACSM staff and participant families. The process is especially cumbersome and repetitious for persons who are elderly or disabled as they have few changes in household income and/or composition from year to year. By initiating a biennial recertification schedule, HACSM anticipated a 24% time savings and substantial cost savings in the overall HCV program recertification process.

HACSM expects that this initiative will also have the potential to assist elderly and disabled families to rent higher quality units and achieve greater self-sufficiency. Elderly and disabled families who lose a source of income or experience a change in family composition will continue to be eligible for an interim recertification to adjust their rent portion, between biennial re-certifications.

B. Update on the status of the activity

HACSM implemented the biennial schedule for elderly/disabled participants, July 1, 2009, beginning with the October 2009 re-certification appointments. Due to the transition process, the full implementation will not be completed until 2012. To date, HACSM staff have found this initiative very helpful for the timeliness of their work and a relief for the participants. Due to the significant financial challenges with the California economy, many participants who qualify for biennial re-certification appointments have also experienced decreases in their SSI/SS benefits as well as decreases in other state funded programs. HACSM staff were able to better keep up with the requests for interim appointments due to this initiative.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2010.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-going Activity #7: Simplify Rent Calculation Process

A. Description of activity (specify Plan year in which the activity was first identified and implemented)

In July 2009, HACSM implemented several modifications to the current rent calculation policies and procedures to create a more transparent process for participants, a streamlined and more efficient practice for HACSM and overall improvement in the accuracy of the calculations.

○ Standardize Utility Allowances by Unit Size

HACSM delayed the implementation of the standard utility deduction initiative.

○ Change the Definition of Income

HACSM proposed to change the definition of income to include certain income previously considered excluded in the rent calculation process in order to further streamline the process overall, reduce errors, and enact greater equity for HCV participants. HACSM also eliminated the imputed asset rate calculation and for rent calculations, simply used the actual interest earned.

As part of this activity, HACSM also eliminated the Earned Income Disallowance (EID). Due in part to the biennial recertification timeline for elderly and disabled families, an individual who is eligible for EID will essentially receive a 100% disallowance of employment income through this new schedule and HACSM's current interim policy.

B. Update on the status of the activity

HACSM is still in the initial implementation of this initiative. The full implementation will require a minimum of two years, due to the biennial re-certification schedule for all elderly/disabled households.

Due to the implementation of "On-going Activity #9 – Tiered Subsidy Tables" HACSM is continuing to delay its request to implement a standard utility deduction based on unit size.

As a result of the new Proposed Activity #4, eliminating 100% of excluded income from the rent calculation process, HACSM has not moved forward with including previously excluded income sources in the rent calculation process. Again, applying both of these initiatives would be counter-productive to the goal of decreasing program complexity and increasing administrative efficiencies and cost savings.

As of December 2009, HACSM has not received any hardship requests due to the elimination of the Earned Income Disallowance (EID). Most participants who would be

eligible for this disallowance are already receiving financial benefit, and the potential to increase their savings, as a result of the biennial recertification schedule for elderly/disabled households.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2010.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-going Activity #8: Simplify Third-party Verification Processes

A. Description of activity (specify Plan year in which the activity was first identified and implemented)

Effective July 1, 2009, HACSM implemented a simplified third-party verification process associated with earned income, asset income, and medical and child care expenses, in an effort to relieve administrative burdens, increase productivity, reduce calculation errors and ease the intrusive nature of the process for HCV applicants and participants. HACSM has continued to use the Enterprise Income Verification (EIV) system for verification of participant identity, wage, and assistance benefits.

- **Increase asset values requiring third-party verification**

HACSM increased the threshold at which assets require third-party verification from \$5,000 to \$50,000 for all HCV programs. In place of third-party verification, HACSM began accepting the family provided documentation including, current statements from the financial institution(s) showing the balance of the asset account(s).

All assets valued over \$50,000 continue to require third-party verification.

- **Streamline verification of eligible medical expenses**

HACSM instituted a streamlined verification process for eligible medical expenses in the HCV programs to ease both the administrative burden for the Housing Authority and the challenges to the participants.

Eligible families who claim medical expenses are now required to sign a self-certification and provide supporting documents that are from credible and established sources, such as receipts from medical care providers or pharmacy statements.

HACSM is also randomly selecting cases to request third-party verification as a means of ensuring accurate reporting from families while not unduly slowing the initial and continued eligibility processes.

- **Streamline the verification process for eligible child care expenses**

HACSM instituted a streamlined verification process for eligible child care expenses in the HCV programs to ease both the administrative burden for the housing authority and the challenges to the participants.

Eligible families who claim child care expenses will be required to sign a self-certification and provide supporting documents that are from credible and established sources, such

as day care invoices, receipts or written statements from the child care provider. 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 no longer acceptable.

To reduce cases of over-reporting child care expenses and potential fraud, HACSM may require participating families to provide copies of their Federal tax return, if available, for proof of child care expenses claimed. HACSM is also randomly selecting cases to request third-party verification as a means of ensuring accurate reporting from families while not unduly slowing the initial and continued eligibility processes.

- **Extend the verification timeline to 120 days**

HACSM has increased the timeline for verification documentation to 120 days for HCV applicants and participants.

B. Update on the status of the activity

Simplifying the third-party verification process immediately increased administrative efficiencies due to the more streamlined process for handling of files and has accelerated the timeline for tenant's participation. This initiative, as with many of the others, will not be completely implemented until 2012 due to the biennial re-certification schedule.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2010.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-going Activity #9: Institute Tiered Subsidy Table (TST)

A. Description of activity (specify Plan year in which the activity was first identified and implemented)

In an effort to complete a rigorous impact study, HACSM delayed the start of this initiative. HACSM amended its Annual Plan, with a full public process during the fall of 2009, and received HUD approval, effective January 1, 2010.

As of January 1, 2010, HACSM began the implementation of a TST (*see Appendix Six*) for all HCV applicants and relocating participants, Project Based participants, and the original MTW program 300 voucher participants, based on their voucher bedroom size and annual adjusted income. The annual adjusted income for the family is determined from the rent calculation, including all deductions and allowances for which the family is eligible (dependent, elderly, child care, medical, and disability assistance). For mixed families (ie: households with ineligible family members), the subsidy is prorated based on the number of eligible and ineligible family members.

Each TST (one for Project Based Properties and one for Tenant Based Properties), includes HACSM's total contribution to the participant's housing costs, rent and utilities. As a result of this policy change, HACSM will no longer make separate Utility Assistance Payments (UAP) to participants. HACSM will continue to support the participant's total housing costs, rent and utilities, through the subsidy provided on the TST. The utility cost to participants has been factored into the subsidy amount per bedroom size.

As a result of this initiative, HACSM will no longer be utilizing Payment Standards for the identified group, but will use the Fair Market Rent (FMR) schedule and utility usage analysis, to establish the subsidy amounts. Due to this initiative, HACSM has created an alternative RTA form, HAP contract, and Voucher form agreement.

B. Update on the status of the activity

At the time of this report, HACSM is in the very early stages of this activity, including staff training, participant and landlord outreach and technology transition. HACSM expects that full implementation will not be attained until 2013-2014 due to the biennial re-certification schedule for all elderly/disabled households.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2010.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-going Activity #10: Simplify HQS Inspection Process

A. Description of activity (specify Plan year in which the activity was first identified and implemented)

Effective July 2009, HACSM implemented several initiatives to simplify the annual HQS inspection process, including: reducing the total number of units inspected each year, implementing a self-certification process for certain fail items, and allowing HACSM to inspect units at HACSM-owned properties.

○ Sampling of Multi-unit Developments

For owners with ten or more subsidized Section 8 units in their development and a history of high performance (i.e. units passing inspection on the first attempt for two consecutive years or units built in 2006 or after), HACSM selected a 25% random sample of units for inspection. Upon completion, when the 25% random sample met HQS, the owner was given the opportunity to self-certify that the remaining units met the same standards and no further inspections were performed in that year. Subsequent to the initial inspection, the Quality Assurance unit conducted QA inspections on a random sample of all subsidized units (both recently inspected and non-inspected) within the complex.

The owners and participants continue to have the right to request a special inspection at any time.

○ Self-Certification for Repairs

Effective July 1, 2009, HACSM implemented an initiative allowing property owners, who have not had their HAP abated due to non-compliance, to provide written self-certification for the completion of minor fail items. At the same time, the participant will also be asked to sign a certification attesting to the completion of the repairs. The following Housing Quality Standards violations are some of the items that may be classified as minor fail items:

- Presence of a cracked switch plate/outlet cover;
- Chipped/peeling/cracked paint when no child under 6 resides in the unit and the unit was built after 1978;
- Stove burners that do not work and/or knobs that are missing or broken;
- Fail items for which the owner provides a receipt verifying the repair item is on order or has been installed;
- A yard area surrounding the building that is overgrown with weeds; and
- A smoke detector that needs a replacement battery.

○ HACSM to inspect HACSM-owned properties

Effective July 1, 2009, HACSM began to inspect HACSM-owned or affiliated properties. Quality Assurance inspections continue to be performed as a part of this initiative.

B. Update on the status of the activity

Effective July 1, 2009, HACSM began the initial implementation of the above activities. To date, all multi-unit developments have been inspected and the QA department is in the process of completing their inspections.

While the ability of owners to self-certify minor repairs is an incentive for owners and a time saving feature for HACSM, in practice, HACSM inspectors have found that most units requiring re-inspection have a combination of repair needs, and do not qualify for owner self-certification. HACSM will continue to monitor this initiative and report back its' effectiveness in the August 2010 report. If the results of this initiative do not meet the proposed benchmarks and the HACSM staff do not realize the potential benefits, HACSM is planning to review and possibly discontinue the initiative as of July 1, 2010.

The full implementation of this initiative should be completed by June 2010.

It is important to note, HACSM has proposed a new MTW activity, "Institute a biennial inspection schedule for units under contract," for July 1, 2010. If this activity is approved and implemented, HACSM will discontinue the "Multi-Unit Inspection Sampling" as it would increase the administrative processes to run both initiatives.

HACSM is also proposing the modify its ability to self-inspect it's owned or affiliated properties to include the provision that HACSM is not required to submit a copy of each inspection to the HUD Field Office. HACSM maintains all required paperwork as part of its records retention program policies and can provide any paperwork as needed, or requested by the HUD Field Office. By implementing this initiative, HACSM will be able to further streamline its program and increase its fiscal conservancy.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2010.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-going Activity #11: Eliminate the competitive process for allocation of Project Based Vouchers (PBV) to former public housing units

A. Description of activity (specify Plan year in which the activity was first identified and implemented)

Effective January 1, 2010, HACSM will allocate project-based vouchers to its former public housing units without the use of a competitive process. The initiative is designed to enable HACSM to allocate project-based vouchers for up to 100% of former public housing units.

Currently HACSM operates two public housing developments: Midway Village, a 150 family unit complex located in Daly City and, El Camino Village, a 30 family unit complex located in Colma. The proposed activity will allow current public housing residents to maintain essentially the same rental subsidy benefits due to the fact that the Section 8 voucher rent calculation process is very similar to that used to compute rent in public housing. In addition, the residents will enjoy the positive impact of being able to use the voucher program's relocation feature to move to a different rental property if they so choose. This benefit is even more pronounced in the case of the Midway Village family development due to its long history as a remediated toxic soil site and the strong desire expressed by some residents to have a voucher in order to relocate.

The proposed amendment will also reduce costs and increase cost effectiveness by reducing the administrative burden and direct costs normally associated with developing and issuing an extensive Request for Proposals (RFP), reviewing and processing the applications submitted, and waiting for HUD's review and approval of the HACSM-owned project. Cost effectiveness will also be achieved with respect to HACSM's planned disposition of its public housing units, as the proposed activity will be critical in helping HACSM create a stable and reliable financial outlook for these units that will provide timely maintenance and upgrades and preserve the affordability of these units for the residents.

B. Update on the status of the activity

HACSM will submit its demo/disposition application in early 2010.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2010.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-going Activity #12: Waive the 12 Month minimum stay requirement in Project Based Voucher rules for residents in public housing units at the time of the issuance of replacement vouchers

- A. Description of activity (specify Plan year in which the activity was first identified and implemented)

Effective January 1, 2010, with the approval of HACSMs' demo/dispo application, HACSM will be able to offer residents of public housing units that are undergoing disposition from public housing status and who will receive PBV assistance, the option to relocate immediately or at any time thereafter, using a tenant transfer voucher. Existing public housing residents at the time of disposition will not be required to stay in their unit for 12 months after conversion to PBV assistance to receive the tenant transfer voucher.

- B. Update on the status of the activity

HACSM will submit its demo/disposition application in early 2010.

- C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2010.

- D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-going Activity #13: Accept lower HAP by modifying PBV rules for in-place residents at former Public Housing Developments

A. Description of activity (specify Plan year in which the activity was first identified and implemented)

Effective January 1, 2010, HACSM has the ability at the time of disposition, to determine that 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 it is occupying. This policy will ensure residents that remain in former public housing units after disposition, and who are "over-housed", i.e. occupying units that have more bedrooms than permitted under voucher unit size rules, have continued access to housing assistance in their current unit. 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.

By having this flexibility, due to the MTW program, HACSM will be further able to ensure that public housing residents at the time of disposition would not have any loss of benefit.

B. Update on the status of the activity

HACSM will submit its demo/disposition application in early 2010.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2010.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-going Activity #14: Establish flat rent or market rate policy by modifying PBV rules for in-place residents at former Public Housing Developments

- A. Description of activity (specify Plan year in which the activity was first identified and implemented)

Effective January 1, 2010, HACSM has the permission from HUD, to permit residents of public housing undergoing the disposition process that are not eligible to receive a voucher due to their exceeding the income limitations of the voucher program to have the option to remain in the unit at the higher of the flat rate or market rate for the unit.

Residents, who at the time of disposition are over the HCV income eligibility limits, may remain in the same unit for a maximum of 12 months. In addition, 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 vacates the unit, it would convert to a standard project-based unit as soon as it becomes vacant. This policy would ensure that current "over income" residents are not displaced or harmed due to the disposition process.

- B. Update on the status of the activity

HACSM will submit its demo/disposition application in early 2010.

- C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2010.

- D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

SECTION VII – Sources and Uses of Funding

A. List planned sources (Operating, Capital, HCV) and uses of the MTW funds

Planned Sources and Uses of MTW Funds

The chart below summarizes the HACSM MTW Budget for Fiscal Year 2011 (July 1, 2010 – June 31, 2011). This chart lists all planned revenue and expenditures for all funding sources that comprise the MTW Block Grant sources including Housing Choice Voucher (Section 8) Housing Assistance Payments, Housing Choice Voucher (Section 8) Administrative fees, Public Housing (Section 9) Operating Funds, and Public Housing (Section 9) Capital Funds.

| Consolidated Sources and Uses of MTW Funds (FYE 2011) | | |
|--|------------|-------------------|
| Revenue (Sources) | | |
| MTW Program HAP & Administrative Fees | 58,350,192 | |
| Public Housing Operating Fund | 125,000 | |
| Public Housing Capital Fund | 425,000 | |
| Rental Income | 1,257,508 | |
| Investment Income | 147,000 | |
| Miscellaneous Income | 125,775 | |
| Total Revenue | | 60,430,475 |
| Expense (Uses) | | |
| Administrative and General Expense | 5,662,442 | |
| Utilities | 134,500 | |
| Operations and Maintenance | 709,405 | |
| Housing Assistance Payments | 53,264,128 | |
| Development and Capital Projects | 660,000 | |
| Total Expense | | 60,430,475 |
| Operating Income/(Loss) | | 0 |
| Reserve Drawdown/(Buildup) | | 0 |
| Net Income/Loss | | 0 |

Planned Sources and Uses of *Non* - MTW Funds

The chart below summarizes the HACSM Consolidated *Non*-MTW Budget for FY2011 (July 1, 2010 – June 30, 2011). This chart lists all planned revenue and expenditures for other funds that are not eligible MTW Block Grant funds (including state and local funds). The budgeted net income is anticipated to be deposited to current operation reserves.

| Consolidated Sources and Uses of <i>Non</i>-MTW Funds (FYE 2011) | | |
|---|-----------|------------------|
| Revenue (Sources) | | |
| Grants | 3,700,874 | |
| Non-MTW HAP and Administrative Fees | 4,191,143 | |
| Rental Income | 773,100 | |
| Investment Income | 36,004 | |
| Miscellaneous Income | 46,175 | |
| Total Revenue | | 8,747,296 |
| Expense (Uses) | | |
| Administration and General Expense | 1,180,296 | |
| Utilities | 57,700 | |
| Operations and Maintenance | 188,635 | |
| Housing Assistance Payments | 6,687,803 | |
| Development and Capital Projects | 450,089 | |
| Total Expense | | 8,564,523 |
| Operating Income/(Loss) | | 182,773 |
| Reserve Drawdown/(Buildup) | | 182,773 |
| Net Income/Loss | | 0 |

B. List planned sources and uses of State or Local funds

The chart below summarized the HACSM State and Local Funds Budget for FY2011 (July 1, 2010 – June 30, 2011). This chart lists all planned revenue and expenditures for all funding sources that comprise State and Local operating activities. The budgeted net income is anticipated to be deposited to current operating reserves.

| Consolidated Sources and Uses of State and Local Funds (FYE 2011) | | |
|--|---------|----------------|
| Revenue (Sources) | | |
| Rental Income | 773,100 | |
| Investment Income | 26,000 | |
| Miscellaneous Income | 25,325 | |
| Total Revenue | | 824,425 |
| | | |
| Expense (Uses) | | |
| Administrative and General Expense | 347,666 | |
| Utilities | 57,700 | |
| Operations and Maintenance | 188,635 | |
| Development and Capital Projects | 215,000 | |
| Total Expense | | 809,001 |
| Operating Income/(Loss) | | 15,424 |
| Reserve Drawdown/(Buildup) | | 15,424 |
| Net Income/Loss | | 0 |
| | | |

C. If applicable, list planned sources and uses of the COCC

Not applicable

D. If using a cost allocation or fee-for-service approach that is different from HUD's requirements, including an indirect cost proposal that describes the alternative fee and/or cost allocation methodology

Not applicable

E. List or describe use of single-fund flexibility, if applicable, describe uses across traditional program lines or special circumstances in support of an MTW activity

On July 1, 2008, HACSM received HUD approval to block grant all MTW programs. Prior to July 1, 2008, HACSM was required to maintain two programs, the traditional HCV program and its original MTW program.

HACSM firmly believed that the financial and programmatic unification would allow the agency to streamline administrative practices, simplify rent and occupancy policies and maximize financial resources. With reduction in program costs and increase in efficiency, HACSM may assist the maximum number of qualified households intended by HUD's allocation.

In FY 2008-2009, HACSM submitted an amendment to Attachment A, further clarifying its desire to block grant all MTW program funds.

On March 3, 2010, HACSM received executed grant amendment for Attachment A. HACSM does not plan on using its single fund budget flexibility in FY 2011.

F. Optional – List reserve balances at beginning of Plan year

G. Optional – In Plan Appendix, provide planned sources and uses by AMP

SECTION VIII – Administrative

A. Board Resolution adopting Annual MTW Plan Certification of Compliance

See Appendix Three.

B. Description of any planned or on-going Agency-directed evaluations of the demonstration, if applicable

As outlined in Section V and Section VI of this Plan, HACSM intends to evaluate the MTW initiatives on the basis of their effectiveness in providing incentives to increase self-sufficiency goals of the participant families, increase housing choice for the participants and/or reduce administrative costs while increasing program efficiencies.

HACSM is developing a comprehensive Quality Assurance Program and is currently performing internal evaluations of each MTW proposed initiative to address any program issues immediately to help in the assessment of success. These evaluations will be prepared and reviewed at least annually, using data collected throughout the plan year.

Due to the many MTW initiatives that would make participating in SEMAP ineffective, in 2009, HACSM elected to use the waiver provided in the Amended and Restated Moving To Work Agreement, Section 2 (G), and remove its programs from SEMAP submissions. As stated above, HACSM is developing its own internal quality assurance program to monitor and assess the quality and timeliness of the work performed.

Appendix One

**Capital Funds Program
Annual Statement and Five-Year Action Plan**

Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program
Part I: Summary

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

| | | | | | |
|---|-----------------|--|--------------------------------------|---|----------------------------|
| PHA Name: Housing Authority of the County of San Mateo | | Grant Type and Number: Capital Fund Program No: CA39P01450108 Date of CFFP: <u> N/A </u> Replacement Housing Factor Grant No: <u> </u> | | FFY of Grant: 2008 FFY of Grant Approval: 2008 | |
| Original Annual Statement | | Reserved for Disasters/Emergencies | | Revised Annual Statement/Revision Number <u> 2 </u> | |
| Performance and Evaluation Report for Period Ending | | Final Performance and Evaluation Report for Program Year Ending | | | |
| <input type="checkbox"/> | Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost 1 |
| <input type="checkbox"/> | | | Original | <input type="checkbox"/> Revised 2 | Obligated |
| | | | | | Expended |
| | 1 | Total Non-Capital Funds | | | |
| | 2 | 1406 Operating Expenses (may not exceed 20% of line 20) 3 | 57,910.00 | 57,910.00 | 57,910.00 |
| | 3 | 1408 Management Improvements | 15,000.00 | 5,000.00 | 0.00 |
| | 4 | 1410 Administration | 20,000.00 | 25,000.00 | 20,000.00 |
| | 5 | 1411 Audit | 0.00 | 0.00 | 0.00 |
| | 6 | 1415 Liquidated Damages | 0.00 | 0.00 | 0.00 |
| | 7 | 1430 Fees and Costs | 15,000.00 | 15,000.00 | 11,201.00 |
| | 8 | 1440 Site Acquisition | 0.00 | 0.00 | 0.00 |
| | 9 | 1450 Site Improvement | 59,500.00 | 90,207.00 | 0.00 |
| | 10 | 1460 Dwelling Structures | 92,200.00 | 54,030.69 | 28,461.92 |
| | 11 | 1465.1 Dwelling Equipment-Nonexpendable | 4,500.00 | 5,272.03 | 3,511.31 |
| | 12 | 1470 Nondwelling Structures | 2,500.00 | 10,018.20 | 10,018.20 |
| | 13 | 1475 Nondwelling Equipment | 20,939.00 | 27,111.08 | 23,120.72 |
| | 14 | 1485 Demolition | 0.00 | 0.00 | 0.00 |
| | 15 | 1492 Moving to Work Demonstration | 0.00 | 0.00 | 0.00 |
| | 16 | 1495.1 Relocation Costs | 2,000.00 | 0.00 | 0.00 |
| | 17 | 1499 Development Activities 4 | 0.00 | 0.00 | 0.00 |
| | 18a | 1501 Collateralization or Debt Service Paid by the PHA | 0.00 | 0.00 | 0.00 |
| | 18b | 9000 Collateralization of Debt Service paid Via System of Direct Payment | 0.00 | 0.00 | 0.00 |
| | 19 | 1502 Contingency (may not exceed 8% of Line 20) | 0.00 | 0.00 | 0.00 |
| | 20 | Amount of Annual Grant (sums of lines 2-20) | \$289,549.00 | \$289,549.00 | \$154,223.15 |
| | 21 | Amount of Line 21 Related to LBP Activities | 0.00 | 0.00 | 0.00 |
| | 22 | Amount of Line 21 Related to Section 504 Compliance | 0.00 | 0.00 | 0.00 |
| | 23 | Amount of Line 21 Related to Security - Soft Costs | 0.00 | 0.00 | 0.00 |
| | 24 | Amount of Line 21 Related to Security - Hard Costs | 0.00 | 0.00 | 0.00 |
| | 25 | Amount of Line 21 Related to Energy Conservation Measures | \$17,500.00 | \$8,726.55 | \$5,974.54 |
| Signature of Executive Director | | | Signature of Public Housing Director | | |
| Date | | | Date | | |

1 To be completed for the Performance and Evaluation Report
2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
4 RHF funds shall be included here.

Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program
Part II: Supporting Pages

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

| PHA Name: Housing Authority of the County of San Mateo | | Grant Type and Number: Capital Fund Program No: CA39P01450108 Replacement Housing Factor Grant No: CFFP (Yes/No) No | | | | | | Federal FFY of Grant: 2008 |
|--|---|---|----------|----------------------|-------------------|----------------------|---------------------|--------------------------------------|
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised 1 | Funds Obligated 2 | Funds Expended 2 | |
| HA - Wide | Operations | 1406 | | 57,910.00 | 57,910.00 | 57,910.00 | 57,910.00 | |
| | | | | | | | | |
| | Management Improvements: | 1408 | | 15,000.00 | 5,000.00 | 0.00 | 0.00 | |
| | Technical & non-technical training/assistance | | | | | | | |
| | (HUD program systems updates, tracking, etc.) | | | | | | | |
| | Policies updates/changes | | | | | | | |
| | Computer software updates, staff training | | | | | | | |
| | | | | | | | | |
| | Administration (maximum 10% of total grant) | 1410 | | 20,000.00 | 25,000.00 | 20,000.00 | 20,000.00 | |
| | Procurement-Contractors, monitoring, report, | | | | | | | |
| | documentation functions | | | | | | | |
| | | | | | | | | |
| | Fees & Costs: | 1430 | | 15,000.00 | 15,000.00 | 11,201.00 | 11,201.00 | |
| | Planning,consortium fees,update annual plan, energy audit | | | | | | | |
| | update utility allowance, <i>physical needs assessment</i> | | | | | | | |
| | Mold remediation, services and repairs, <i>Section 106 Review</i> | | | | | | | |
| | | | | | | | | |
| | Site Improvement: | 1450 | | | | | | |
| | Tree trimming (continuance) | | | 4,000.00 | 0.00 | 0.00 | 0.00 | Moved to 2009 |
| | Concrete repair/replacement and fence repairs/replacement | | | 27,000.00 | 0.00 | 0.00 | 0.00 | Postponed |
| | Exterior lighting (continuance) | | | 3,500.00 | 0.00 | 0.00 | 0.00 | Moved to 2009 |
| | Landscaping improvements (to low maintenance design) | | | 12,000.00 | 0.00 | 0.00 | 0.00 | Postponed |
| | Sewer lines repairs/replacement | | | 6,000.00 | 0.00 | 0.00 | 0.00 | Postponed |
| | Waste receptacles | | | 2,000.00 | 0.00 | 0.00 | 0.00 | Moved to 2009 |
| El Camino Village | Retaining wall (erosion control) | | | 5,000.00 | 0.00 | 0.00 | 0.00 | Moved from 2009 |
| El Camino Village | Repair/replacement podium | | | 0.00 | 90,207.00 | 0.00 | 0.00 | Moved from 2006 |
| | | | | | | | | |
| HA - Wide | Dwelling Structures: | 1460 | | | | | | |
| | Comprehensive Modernization: | | | | | | | |
| | Bathroom shower surround replacement | | | 1,000.00 | 0.00 | 0.00 | 0.00 | |
| | Painting/ exterior/interior | | | 25,000.00 | 14,000.00 | 5,750.46 | 5,750.46 | |
| | Weather stripping (air sealing) | | | 1,500.00 | 0.00 | 0.00 | 0.00 | Moved to 2009 |
| | Window screens replacement & window blinds | | Partial | 20,000.00 | 17,725.00 | 6,460.35 | 6,460.35 | |
| | Subtotal | | | 214,910.00 | 224,842.00 | 101,321.81 | 101,321.81 | |

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

Page 2 of 3

2 To be completed for the Performance and Evaluation Report

form HUD-50075.1 (4/2008)

Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program
Part II: Supporting Pages

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

| PHA Name: | | Grant Type and Number: | | | | | | Federal FFY of Grant: | |
|--|---|--|----------|----------------------|---------------------|---------------------|---------------------|---------------------------|--|
| Housing Authority of the County of San Mateo | | Capital Fund Program No: CA39P01450108 | | | | | | 2008 | |
| | | Replacement Housing Factor Grant No: CFFP (Yes/No) No | | | | | | | |
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work | |
| | | | | Original | Revised | Funds Obligated | Funds Expended | | |
| CA014003 | Comprehensive Modernization: | | | | | | | | |
| Midway Village | Kitchen cabinets, countertops, sinks, (continuation) | 1460 | 3 | 8,500.00 | 12,000.00 | 6,936.71 | 6,936.71 | | |
| | Bathroom exhaust fan, medicine cabinet, fixture replacements | | 14 | 6,000.00 | 546.14 | 546.14 | 546.14 | | |
| | Dry rot repair (trim and siding of exterior of buildings) | | Partial | 0.00 | 0.00 | 0.00 | 0.00 | Postponed | |
| | Floor covering replacement | | 4 units | 12,000.00 | 6,033.00 | 6,033.00 | 6,033.00 | | |
| | Patio door with hardware | | Partial | 10,000.00 | 0.00 | 0.00 | 0.00 | Moved to 2009 | |
| | Pest control (termites) and dry rot repairs | | Partial | 1,200.00 | 0.00 | 0.00 | 0.00 | Postponed | |
| | Water heaters/furnaces (Energy Star) | | Partial | 7,000.00 | 3,726.55 | 2,735.26 | 2,735.26 | | |
| HA-Wide | Dwelling Equipment | 1465 | | | | | | | |
| | Ranges/Refrigerators (Energy Star) | | Partial | 4,500.00 | 5,000.00 | 3,239.28 | 3,239.28 | | |
| | Dishwasher | | 1 | 0.00 | 272.03 | 272.03 | 272.03 | | |
| HA-Wide | Non-Dwelling Structures | 1470 | | | | | | | |
| | Security improvement (door buzzer for office) | | | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | Dry rot repair office/community room | | | 0.00 | 0.00 | 0.00 | 0.00 | Moved to 2009 | |
| | Energy conservation upgrades/ improvements | | 12 units | 1,000.00 | 0.00 | 0.00 | 0.00 | Moved to 2009 | |
| | Conversion of non-dwelling space into resident service center | | | 1,500.00 | 0.00 | 0.00 | 0.00 | Postponed | |
| | Expand maintenance facilities | | | 0.00 | 10,018.20 | 10,018.20 | 10,018.20 | Moved from appd year 2013 | |
| HA-Wide | Non- Dwelling Equipment | 1475 | | | | | | | |
| | Vehicles/ utility golf cart (2009 Ford Ranger & Cargo Van (partial pmt this grant)) | | | 15,000.00 | 13,856.08 | 13,856.08 | 13,856.08 | | |
| | Tools /equipment (15 amp Sawzall, work benches, and pole chain saw, sewer machine, power tools, glass cutter, etc.) | | Various | 4,000.00 | 13,255.00 | 9,264.64 | 9,264.64 | | |
| | Copier and fax machine for ECV | | | 1,939.00 | 0.00 | 0.00 | 0.00 | Postponed | |
| | Office equipment/desks/chairs /cabinets (general) | | | 0.00 | 0.00 | 0.00 | 0.00 | Postponed | |
| HA-Wide | Relocation | 1495 | | 2,000.00 | 0.00 | 0.00 | 0.00 | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Subtotal | | | 74,639.00 | 64,707.00 | 52,901.34 | 52,901.34 | | |
| | | | | | | | | | |
| | TOTAL CAPITAL FUNDS -2008 | | | \$289,549.00 | \$289,549.00 | \$154,223.15 | \$154,223.15 | | |

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

2 To be completed for the Performance and Evaluation Report

Page 3 of 3

form HUD-50075.1 (4/2008)

**Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program**

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2377-0226
Expires 4/30/2011

| | | | | | | | | | | |
|---|---|---|--|--|---------------------------|------------------------------------|--|---|---|--|
| Part I: Summary | | | | | | | | | | |
| PHA Name: <div style="text-align: center; font-weight: bold;">Housing Authority of the County of San Mateo</div> | <table style="width:100%; border: none;"> <tr> <td style="width:60%; border: none; vertical-align: top;"> Grant Type and Number: Capital Fund Program Grant No: CA39P01450109 Date of CFFP: _____ </td> <td style="width:40%; border: none; vertical-align: top;"> Replacement Housing Factor Grant No: </td> </tr> <tr> <td colspan="2" style="border: none; text-align: right; vertical-align: top;"> FFY of Grant: <div style="text-align: center; font-weight: bold;">2009</div> FFY of Grant Approval: <div style="text-align: center; font-weight: bold;">2009</div> </td> </tr> </table> | Grant Type and Number: Capital Fund Program Grant No: CA39P01450109 Date of CFFP: _____ | Replacement Housing Factor Grant No: | FFY of Grant: <div style="text-align: center; font-weight: bold;">2009</div> FFY of Grant Approval: <div style="text-align: center; font-weight: bold;">2009</div> | | | | | | |
| Grant Type and Number: Capital Fund Program Grant No: CA39P01450109 Date of CFFP: _____ | Replacement Housing Factor Grant No: | | | | | | | | | |
| FFY of Grant: <div style="text-align: center; font-weight: bold;">2009</div> FFY of Grant Approval: <div style="text-align: center; font-weight: bold;">2009</div> | | | | | | | | | | |
| <table style="width:100%; border: none;"> <tr> <td style="width:33%; border: none;">Type of Grant</td> <td style="width:33%; border: none;">Revised Annual Statement/Revision Number <u> 1 </u></td> <td style="width:34%; border: none;"></td> </tr> <tr> <td style="border: none;">Original Annual Statement</td> <td style="border: none;">Reserved for Disasters/Emergencies</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Performance and Evaluation Report for Program Year Ending</td> <td style="border: none;">Final Performance and Evaluation Report for Program Year Ending</td> <td style="border: none;"></td> </tr> </table> | | Type of Grant | Revised Annual Statement/Revision Number <u> 1 </u> | | Original Annual Statement | Reserved for Disasters/Emergencies | | Performance and Evaluation Report for Program Year Ending | Final Performance and Evaluation Report for Program Year Ending | |
| Type of Grant | Revised Annual Statement/Revision Number <u> 1 </u> | | | | | | | | | |
| Original Annual Statement | Reserved for Disasters/Emergencies | | | | | | | | | |
| Performance and Evaluation Report for Program Year Ending | Final Performance and Evaluation Report for Program Year Ending | | | | | | | | | |
| Line No. | Summary by Development Account | Total Estimated Cost | Total Actual Cost ¹ | | | | | | | |
| | | Original | Revised ² | Obligated | | | | | | |
| <input type="checkbox"/> 1 | Total non-Capital Funds <input type="checkbox"/> | | <div style="background-color: black; width: 20px; height: 15px; display: inline-block;"></div> | | | | | | | |
| <input type="checkbox"/> 2 | 1406 Operating Expenses (may not exceed 20% of line 20) ³ | 57,910.00 | <input type="checkbox"/> 59,898.00 | | | | | | | |
| 3 | 1408 Management Improvements | 10,000.00 | 10,000.00 | | | | | | | |
| 4 | 1410 Administration (may not exceed 10% of line 20) | 28,955.00 | 28,955.00 | | | | | | | |
| 5 | 1411 Audit | 5,000.00 | 5,000.00 | | | | | | | |
| 6 | 1415 Liquidated Damages | 0.00 | 0.00 | | | | | | | |
| 7 | 1430 Fees and Costs | 15,000.00 | 15,000.00 | | | | | | | |
| 8 | 1440 Site Acquisition | 0.00 | 0.00 | | | | | | | |
| 9 | 1450 Site Improvement | 105,000.00 | 105,000.00 | | | | | | | |
| 10 | 1460 Dwelling Structures | 59,000.00 | 59,000.00 | | | | | | | |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | 6,000.00 | 6,000.00 | | | | | | | |
| 12 | 1470 Non-dwelling Structures | 0.00 | 0.00 | | | | | | | |
| 13 | 1475 Non-dwelling Equipment | 2,684.00 | 2,684.00 | | | | | | | |
| 14 | 1485 Demolition | 0.00 | 0.00 | | | | | | | |
| 15 | 1492 Moving to Work Demonstration | 0.00 | 0.00 | | | | | | | |
| 16 | 1495.1 Relocation Costs | 0.00 | 0.00 | | | | | | | |
| 17 | 1499 Development Activities ⁴ | 0.00 | 0.00 | | | | | | | |
| 18a | 1501 Collateralization or Debt Service paid by the PHA | 0.00 | 0.00 | | | | | | | |
| 18b | 9000 Collateralization or Debt Service paid Via System of Direct Payment | 0.00 | 0.00 | | | | | | | |
| 19 | 1502 Contingency (may not exceed 8% of line 20) | 0.00 | 0.00 | | | | | | | |
| 20 | Amount of Annual Grant (sums of lines 2-19) | \$289,549.00 | \$291,537.00 | | | | | | | |
| 21 | Amount of Line 20 Related to LBP Activities | 0.00 | 0.00 | | | | | | | |
| 22 | Amount of Line 20 Related to Section 504 Compliance | 0.00 | 0.00 | | | | | | | |
| 23 | Amount of Line 20 Related to Security - Soft Costs | 0.00 | 0.00 | | | | | | | |
| 24 | Amount of Line 20 Related to Security - Hard Costs | 0.00 | 0.00 | | | | | | | |
| 25 | Amount of Line 20 Related to Energy Conservation Measures | \$36,000.00 | \$36,000.00 | | | | | | | |
| Signature of Executive Director | Date | Signature of Public Housing Director | | | | | | | | |
| | | Date | | | | | | | | |

¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2377-0226
Expires 4/30/2011

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of San Mateo | | Grant Type and Number: Capital Fund Program Grant No: CA39P01450109 Replacement Housing Factor Grant No. | | | | CFFP (Yes/ No): No | | Federal FFY of Grant: 2009 |
|--|--|---|-----------------|----------------------|---------------------|---------------------------|------------------|--------------------------------------|
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Development Account No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised 1 | Funds Obligated 2 | Funds Expended 2 | |
| HA - Wide | Operations | 1406 | | 57,910.00 | 59,898.00 | | | |
| | Management Improvements:(limited to 20% of grant) | 1408 | | | | | | |
| | Technical & non-technical training/assistance (HUD program systems updates, tracking, etc.) | | | 10,000.00 | 10,000.00 | | | |
| | Policies updates/changes | | | | | | | |
| | Computer software updates, staff training | | | | | | | |
| | Administration (limited to 10% of grant) | 1410 | | 28,955.00 | 28,955.00 | | | |
| | Procurement-Contractors, monitoring, report, documentation functions | | | | | | | |
| | Audit (portion related to CFP) | 1411 | | 5,000.00 | 5,000.00 | | | |
| | Fees & Costs: | 1430 | | 15,000.00 | 15,000.00 | | | |
| | Planning,consortium fees,update annual plan, energy audit | | | | | | | |
| | update utility allowance | | | | | | | |
| | Mold/asbestos testing | | | | | | | |
| | Site Improvement: | | | | | | | |
| | Landscaping improvements | 1450 | | 15,000.00 | 15,000.00 | | | |
| | Fire hydrant repairs/replacements | 1450 | | 20,000.00 | 20,000.00 | | | |
| | Card Key upgrade (security) | 1450 | | 5,000.00 | 5,000.00 | | | |
| | Tree trimming/removal/replacement | 1450 | | 5,000.00 | 5,000.00 | | | |
| (continued next page) | | | Subtotal | \$161,865.00 | \$163,853.00 | | | |

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
2 To be completed for the Performance and Evaluation Report

Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2377-0226
Expires 4/30/2011

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of San Mateo | | Grant Type and Number: Capital Fund Program Grant No: CA39P01450109 Replacement Housing Factor Grant No. | | | | CFPP (Yes/ No): No | | Federal FFY of Grant: 2009 |
|--|---|---|----------|----------------------|---------------------|---------------------------|------------------|--------------------------------------|
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Development Account No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised 1 | Funds Obligated 2 | Funds Expended 2 | |
| HA - Wide | Site Improvement: <i>(continued from previous page)</i> | | | | | | | |
| | Concrete repair/replacement | 1450 | | 5,000.00 | 5,000.00 | | | |
| | Fence repair/replacement | 1450 | | 5,000.00 | 5,000.00 | | | |
| | Retaining wall repair/replacement | 1450 | | 15,000.00 | 15,000.00 | | | |
| | Storm drain/grading upgrades/erosion control (partial) | 1450 | | 35,000.00 | 35,000.00 | | | |
| | Dwelling Structures: | | | | | | | |
| | Improve interior lighting (more efficient conservation, (Energy Star rated) | 1460 | | 5,000.00 | 5,000.00 | | | |
| | Window screens, all windows and blind replacement to more durable shutters <i>(continued from 2008)</i> | 1460 | | 15,000.00 | 15,000.00 | | | |
| | Floor covering replacement | 1460 | | 10,000.00 | 10,000.00 | | | |
| | Kitchen cabinet replacement <i>(continuation)</i> | 1460 | 4 units | 12,000.00 | 12,000.00 | | | |
| | Dry rot repair (utility boxes, siding, trim) | 1460 | | 2,000.00 | 2,000.00 | | | |
| | Mold/asbestos remediation | 1460 | | 5,000.00 | 5,000.00 | | | |
| | Water heaters <i>(Energy Star rated)</i> | 1460 | 10 ea | 5,000.00 | 5,000.00 | | | |
| | Patio doors replacement (with more energy efficient) | 1460 | 8 units | 5,000.00 | 5,000.00 | | | |
| | Dwelling Equipment: | | | | | | | |
| | Ranges and refrigerators (Energy Star rated)(energy efficient) | 1465 | 5 ea | 6,000.00 | 6,000.00 | | | |
| | Non-Dwelling Equipment: | | | | | | | |
| | Tools | 1475 | Various | 2,684.00 | 2,684.00 | | | |
| | | | | \$289,549.00 | \$291,537.00 | | | |

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
2 To be completed for the Performance and Evaluation Report

Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

| PHA Name: Housing Authority of the County of San Mateo | | Grant Type and Number: Capital Fund Program Grant No: CA39S014501-09 Date of CFFP: _____ | | FFY of Grant: 2009 FFY of Grant Approval: 2009 | |
|---|--|--|--------------------------|---|--------------------|
| Type of Grant Original Annual Statement Reserved for Disasters/Emergencies Revised Annual Statement/Revision Number <u> 2 </u> Performance and Evaluation Report for Period Ending _____ Final Performance and Evaluation Report for Program Year Ending _____ | | | | | |
| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost 1 | |
| No. | | Original | Revised 2 | Obligated | Expended |
| <input type="checkbox"/> 1 | Total non-Capital Funds | | <input type="checkbox"/> | | |
| <input type="checkbox"/> 2 | 1406 Operating Expenses (may not exceed 20% of line 20) 3 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 | 1408 Management Improvements | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 | 1410 Administration (may not exceed 10% of line 20) | 15,000.00 | 0.00 | 0.00 | 0.00 |
| 5 | 1411 Audit | 0.00 | 0.00 | 0.00 | 0.00 |
| 6 | 1415 Liquidated Damages | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 | 1430 Fees and Costs | 40,000.00 | 40,000.00 | 23,605.00 | 0.00 |
| 8 | 1440 Site Acquisition | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 | 1450 Site Improvement | 156,511.00 | 111,422.00 | 88,357.16 | 88,357.16 |
| 10 | 1460 Dwelling Structures | 0.00 | 0.00 | 0.00 | 0.00 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | 0.00 | 0.00 | 0.00 | 0.00 |
| 12 | 1470 Non-dwelling Structures | 155,000.00 | 215,089.00 | 0.00 | 0.00 |
| 13 | 1475 Non-dwelling Equipment | 0.00 | 0.00 | 0.00 | 0.00 |
| 14 | 1485 Demolition | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 | 1492 Moving to Work Demonstration | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 1495.1 Relocation Costs | 0.00 | 0.00 | 0.00 | 0.00 |
| 17 | 1499 Development Activities 4 | 0.00 | 0.00 | 0.00 | 0.00 |
| 18a | 1501 Collateralization or Debt Service paid by the PHA | 0.00 | 0.00 | 0.00 | 0.00 |
| 18b | 9000 Collateralization or Debt Service paid Via System of Direct Payment | 0.00 | 0.00 | 0.00 | 0.00 |
| 19 | 1502 Contingency (may not exceed 8% of line 20) | 0.00 | 0.00 | 0.00 | 0.00 |
| 20 | Amount of Annual Grant (sums of lines 2-19) | \$366,511.00 | \$366,511.00 | \$111,962.16 | \$88,357.16 |
| 21 | Amount of Line 20 Related to LBP Activities | 0.00 | 0.00 | 0.00 | 0.00 |
| 22 | Amount of Line 20 Related to Section 504 Compliance | 0.00 | 0.00 | 0.00 | 0.00 |
| 23 | Amount of Line 20 Related to Security - Soft Costs | 0.00 | 0.00 | 0.00 | 0.00 |
| 24 | Amount of Line 20 Related to Security - Hard Costs | 0.00 | 0.00 | 0.00 | 0.00 |
| 25 | Amount of Line 20 Related to Energy Conservation Measures | 0.00 | 0.00 | 0.00 | 0.00 |
| Signature of Executive Director | | Signature of Public Housing Director | | Date | |

1 To be completed for the Performance and Evaluation Report
2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
4 RHF funds shall be included here.

Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

| Part II: Supporting Pages | | | | | | | | |
|--|--|--|-----------|----------------------|----------------------|------------------------------|-----------------------------|--------------------------------------|
| PHA Name: Housing Authority of the County of San Mateo | | Grant Type and Number: Capital Fund Program Grant No: CA39S014501-09 Replacement Housing Factor Grant No. | | | | CFFP (Yes/ No): No | | Federal FFY of Grant: 2009 |
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Development Account No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised ¹ | Funds Obligated ² | Funds Expended ² | |
| CA014 | Administration: | 1410 | | 15,000.00 | 0.00 | 0.00 | 0.00 | |
| HA- Wide | Program monitoring, reporting, supplies, etc. | | | | | | | |
| | | | | | | | | |
| HA - Wide | Fees & Costs: | | | | | | | |
| | Architect fees | 1430 | | 40,000.00 | 40,000.00 | 23,605.00 | 0.00 | Under contract |
| | | | | | | | | |
| HA - Wide | Site Improvements: | | | | | | | |
| | Tree trimming (52 Eucalyptus & removal of a Pine tree) | 1450 | Various | 19,500.00 | 19,500.00 | 19,500.00 | 19,500.00 | Complete |
| | Sidewalk <i>(no rails)</i> | 1450 | 10,000 lf | 91,922.00 | 91,922.00 | 68,857.16 | 68,857.16 | Under contract |
| | Landscaping | 1450 | 15,000 sf | 45,089.00 | 0.00 | 0.00 | 0.00 | Will use regular 2009 Cap Funds |
| | Retaining walls to correct erosion | 1450 | | 0.00 | 0.00 | 0.00 | 0.00 | Will use regular 2009 Cap Funds |
| | Exterior lighting | 1450 | 25 lights | 0.00 | 0.00 | 0.00 | 0.00 | Will use regular 2009 Cap Funds |
| | Fire hydrant replacement | 1450 | 13 | 0.00 | 0.00 | 0.00 | 0.00 | Will use regular 2009 Cap Funds |
| | | | | | | | | |
| HA - Wide | Dwelling Structures: | | | | | | | |
| | Roof repairs (tar and gravel) | 1460 | 1 bldg | 0.00 | 0.00 | 0.00 | 0.00 | Will use regular 2009 Cap Funds |
| | Window coverings (2" faux wood blinds) | 1460 | 65 units | 0.00 | 0.00 | 0.00 | 0.00 | Using 2008/2009 Cap Funds |
| | Exterior painting | 1460 | 12 bldgs | 0.00 | 0.00 | 0.00 | 0.00 | Using 2008/2009 Cap Funds |
| | | | | | | | | |
| | Non-Dwelling Structures: | | | | | | | |
| | Conversion of non-dwelling space into resident services center | 1470 | 1 | 155,000.00 | 215,089.00 | 0.00 | 0.00 | Bids recv'd 2/12/10 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | TOTAL CAPITAL FUNDS FOR 2009 ARRA | | | \$366,511.00 | \$366,511.00 | \$111,962.16 | \$88,357.16 | |

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement
² To be completed for the Performance and Evaluation Report

Capital Fund Program Five-Year Action Plan

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Expires: 4/30/2011

| Part I: Summary | | | | | | |
|--|--|--|--|--|--|---|
| PHA Name/Number | | Locality (City/County& State) | | | Original <input type="checkbox"/> | Revision No. <u>1</u> <input checked="" type="checkbox"/> |
| Housing Authority of the County of San Mateo - CA014 | | Belmont/San Mateo County/CA | | | | |
| A. | Development Number and Name HA-Wide | Work Statement for Year 1 FFY <u>2009</u> | Work Statement for Year 2 FFY <u>2010</u> | Work Statement for Year 3 FFY <u>2011</u> | Work Statement for Year 4 FFY <u>2012</u> | Work Statement for Year 5 FFY <u>2013</u> |
| B. | Physical Improvements | | - | - | - | - |
| | Subtotal | Annual Statement | 173,095.00 | 173,824.00 | 91,549.00 | 150,549.00 |
| C. | Management Improvements | | 20,000.00 | 25,000.00 | 15,000.00 | 25,000.00 |
| D. | PHA-Wide Non-dwelling Structures and Equipment | | 14,000.00 | 10,000.00 | 113,000.00 | 33,000.00 |
| | | | - | - | - | - |
| E. | Administration | | 28,954.00 | 26,725.00 | 25,000.00 | 25,000.00 |
| F. | Other | | 28,500.00 | 29,000.00 | 20,000.00 | 31,000.00 |
| G. | Operations | | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 |
| H. | Demolition | | 0.00 | 0.00 | 0.00 | 0.00 |
| I. | Development | | 0.00 | 0.00 | 0.00 | 0.00 |
| J. | Capital Fund Financing - Debt Service | | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | - | - | - | - |
| K. | Total CFP Funds | | \$289,549.00 | \$289,549.00 | \$289,549.00 | \$289,549.00 |
| L. | Total Non-CFP Funds | | 0.00 | 0.00 | 0.00 | 0.00 |
| M. | Grand Total | | \$289,549.00 | \$289,549.00 | \$289,549.00 | \$289,549.00 |

Expires: 4/30/2011

Part II: Supporting Pages - Physical Needs Work Statement(s)

[illegible]

Capital Fund Program Five-Year Action Plan

. Department of Housing and Urban Development

Office of Public and Indian Housing

Expires: 4/30/2011

Part II: Supporting Pages - Physical Needs Work Statement(s)

| Work Statement for Year 1 FFY <u>2009</u> | Work Statement for Year <u>2012</u> FFY <u>2012</u> | | | Work Statement for Year <u>2013</u> FFY <u>2013</u> | | |
|--|--|------------------|--------------------|--|-------------------|---------------------|
| | Development Number/Name General Description of Major Work Items | Quantity | Estimated Cost | Development Number/Name General Description of Major Work Items | Quantity | Estimated Cost |
| | See | CA014 - PHA Wide | | CA014 - PHA Wide | — | — |
| Annual | Site Improvement: | | | Site improvements: | | |
| Statement | Landscaping /Tree trimming | 2 trees removed | 1,000.00 | Continuation Lighting improvements | 4 poles | 15,000.00 |
| | Exterior lighting improvements | 15 light poles | 64,549.00 | | | - |
| | Asphalt repair | Various | 10,000.00 | Accessibility improvements | Various | 10,000.00 |
| | | | | Tree trimming/removal | Various | 8,000.00 |
| | | | | | | |
| | Dwelling Structure: | | | | | |
| | Gutter repair/replacement | 1 bldg. Partial | 1,000.00 | | | |
| | Windows replacement (for energy conservation) | 1 units | 6,000.00 | Dwelling Structures: | | |
| | Weatherstripping | 4 units | 5,000.00 | Mold remediation services | 3 units as needed | 15,000.00 |
| | Water Heaters | 7.00 | 4,000.00 | Pest control services/repairs | Various | 10,000.00 |
| | | | | Energy conservation improvements | 9 units | 13,000.00 |
| | | | | (fluorescent lighting) | | - |
| | | | | | | |
| | | | | Carpeting and flooring replacement | 4 units | 17,000.00 |
| | | | | Window covering replacement | 4 units | 2,000.00 |
| | | | | Bathroom/plumbing fixtures replacement | 15 units | 21,725.00 |
| | | | | Painting of buildings (exterior) | 2 bldgs. | 9,824.00 |
| | | | | Gutter and downspout repair/replacement | Various | 12,000.00 |
| | | | | Kitchen cabinets replacement | 3 units | 12,000.00 |
| | | | | Windows replacement (for energy | 1 unit | 5,000.00 |
| | | | | conservation) | | - |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | Subtotal | \$91,549.00 | | Subtotal | \$150,549.00 |

Capital Fund Program Five-Year Action Plan

. Department of Housing and Urban Development

Office of Public and Indian Housing

Expires: 4/30/2011

| Part III: Supporting Pages - Management Needs Work Statement(s) | | | | |
|---|--|---------------------|--|---------------------|
| Work Statement for Year 1 FFY <u>2009</u> | Work Statement for Year <u>2010</u> FFY <u>2010</u> | | Work Statement for Year <u>2011</u> FFY <u>2011</u> | |
| | Development Number/Name General Description of Major Work Items | Estimated Cost | Development Number/Name General Description of Major Work Items | Estimated Cost |
| See | CA014 - PHA Wide | | CA014 - PHA Wide | |
| Annual | Operations | 25,000.00 | Operations | 25,000.00 |
| Statement | | | | |
| | Management improvements: (limited to 20% of grant) | 20,000.00 | Management improvements: (limited to 20% of grant) | 25,000.00 |
| | Technical & non-technical training/assistance | | Technical & non-technical training/assistance | |
| | (HUD program systems updates, tracking, etc.) | | (HUD program systems updates, tracking, etc.) | |
| | Policies updates/changes | | Policies updates/changes | — |
| | Computer software updates, staff training | | Computer software updates, training | |
| | | | | |
| | Administration: | 28,954.00 | Administration: | 26,725.00 |
| | Procurement-Contractors, monitoring, report, | | Procurement-Contractors, monitoring, report, | |
| | documentation functions | | documentation functions | |
| | | | | |
| | Fees & Costs: | 25,000.00 | Fees & Costs: | |
| | Planning, consortium fees, update annual | | Planning, consortium fees, update annual | 25,000.00 |
| | agency plan,Update utility allowance, | | agency plan,Update utility allowance, | |
| | | | | |
| | Dwelling equipment : | | Dwelling Equipment | |
| | Appliances 3 sets | 3,500.00 | Stoves-Refrigerators 4 sets | 4,000.00 |
| | | | | |
| | Non-Dwelling equipment: | | Non- Dwelling equipment: | |
| | Generator for emergency purposes | 4,000.00 | Plumbing equipment /snake/video camera for sewer lines | 10,000.00 |
| | Office/Maintenance equipment,furniture | 10,000.00 | | |
| | | | | |
| | | | | |
| | | | | |
| | Subtotal | \$116,454.00 | Subtotal | \$115,725.00 |

| Part III: Supporting Pages - Management Needs Work Statement(s) | | | | |
|---|--|---------------------|--|---------------------|
| Work Statement for Year 1 FFY 2009 | Work Statement for Year <u>2012</u> FFY <u>2012</u> | | Work Statement for Year <u>2013</u> FFY <u>2013</u> | |
| | Development Number/Name General Description of Major Work Items | Estimated Cost | Development Number/Name General Description of Major Work Items | Estimated Cost |
| | See | | See | |
| | CA014 - PHA Wide | | CA014 - PHA Wide | |
| Annual | Operations | 25,000.00 | Operations: | 25,000.00 |
| Statement | | | | |
| | Management improvements: (limited to 20% of grant) | 15,000.00 | Management improvements: (limited to 20% of grant) | 25,000.00 |
| | Technical & non-technical training/assistance | | Staff training | |
| | (HUD program systems updates, tracking, etc.) | | Technical & non-technical training/assistance | |
| | Policies updates/changes | | (HUD program systems updates, tracking, etc.) | |
| | Computer software updates, training | | Policies updates/changes | |
| | | | Computer software updates | |
| | | | | |
| | Administration: | 25,000.00 | Administration | 25,000.00 |
| | Procurement-Contractors, monitoring, report, | | Procurement-Contractors, monitoring, report, | |
| | documentation functions | | documentation functions | |
| | | | | |
| | Fees & Costs: | | Fees & Costs: | 25,000.00 |
| | Planning, consortium fees, update annual | 20,000.00 | Planning, consortium fees, update annual | |
| | agency plan,Update utility allowance, | | agency plan,Update utility allowance, | |
| | Energy audit (required every 5 years) | | Energy audit (required every 5 years) | |
| | | | | |
| | Non- Dwelling Structure: | | Dwelling Equipment (Non-Expendable): | |
| | Reconfigure/Remodeling rental office (add | 113,000.00 | Appliances | 3 sets |
| | apprx. 297 sq ft.) | | | 3,000.00 |
| | | | | |
| | | | Non-dwelling equipment: | |
| | | | Vehicles/electric industrial vehicle/pickup (energy efficient) | 28,000.00 |
| | | | Tools | 2,000.00 |
| | | | Computer hardware | 3,000.00 |
| | | | | |
| | | | Relocation costs: | |
| | | | Temporary relocation due to modernization | 3,000.00 |
| | | | | |
| | | | | |
| | | | | |
| | Subtotal | \$198,000.00 | Subtotal | \$139,000.00 |

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

| | | |
|--|---|---|
| PHA Name: Housing Authority of the County of San Mateo | Grant Type and Number: Capital Fund Program No: CA39P014501-10 Replacement Housing Factor Grant No: Date of CFFP: | FFY of Grant: 2010 FFY of Grant Approval: 2010 |
|--|---|---|

| Original Annual Statement | | Reserved for Disasters/Emergencies | | Revised Annual Statement (revision no:) | |
|--|---|------------------------------------|--------------------------|--|----------|
| Performance and Evaluation Report for Period Ending: | | | | Final Performance and Evaluation Report | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost 1 | |
| | | Original | Revised 2 | Obligated | Expended |
| <input type="checkbox"/> | 1 Total Non-Capital Funds | | <input type="checkbox"/> | | |
| 2 | 1406 Operating Expenses (may not exceed 20% of line 20) 3 | 58,162.00 | | | |
| 3 | 1408 Management Improvements | 0.00 | | | |
| 4 | 1410 Administration | 29,000.00 | | | |
| 5 | 1411 Audit | 0.00 | | | |
| 6 | 1415 Liquidated Damages | 0.00 | | | |
| 7 | 1430 Fees and Costs | 25,000.00 | | | |
| 8 | 1440 Site Acquisition | 0.00 | | | |
| 9 | 1450 Site Improvement | 75,000.00 | | | |
| 10 | 1460 Dwelling Structures | 73,647.00 | | | |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | 0.00 | | | |
| 12 | 1470 Nondwelling Structures | 30,000.00 | | | |
| 13 | 1475 Nondwelling Equipment | 0.00 | | | |
| 14 | 1485 Demolition | 0.00 | | | |
| 15 | 1492 Moving to Work Demonstration | 0.00 | | | |
| 16 | 1495.1 Relocation Costs | 0.00 | | | |
| 17 | 1499 Development Activities 4 | 0.00 | | | |

- 1 To be completed for the Performance and Evaluation Report
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
 4 RHF funds shall be included here.

Page __1__ of __3__

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

| | | | | | |
|--|--|---|---|---|-----------------|
| PHA Name: <div style="text-align: center; font-weight: bold;">Housing Authority of the County of San Mateo</div> | | Grant Type and Number: Capital Fund Program No: <div style="text-align: center; font-weight: bold;">CA39P014501-10</div> Replacement Housing Factor Grant No: Date of CFFP: | | FFY of Grant: 2010 FFY of Grant Approval: 2010 | |
| Original Annual Statement Performance and Evaluation Report for Period Ending: | | Reserved for Disasters/Emergencies | | Revised Annual Statement (revision no:) Final Performance and Evaluation Report | |
| No. | | Original | Revised 2 | Obligated | Expended |
| 18a | 1501 Collateralization or Debt Service Paid by the PHA | 0.00 | | | |
| 18b | 9000 Collateralization or Debt Service paid Via System of Direct | 0.00 | | | |
| | Payment | - | | | |
| 19 | 1502 Contingency (may not exceed 8% of Line 20) | 0.00 | | | |
| 20 | Amount of Annual Grant (sums of lines 2-19) | \$290,809.00 | | | |
| 21 | Amount of Line 20 Related to LBP Activities | 0.00 | | | |
| 22 | Amount of Line 20 Related to Section 504 Compliance | 0.00 | | | |
| <input checked="" type="checkbox"/> | 23 Amount of Line 20 Related to Security - Soft Costs | 0.00 | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 24 Amount of Line 20 Related to Security - Hard Costs | 0.00 | <input type="checkbox"/> | | |
| 25 | Amount of Line 20 Related to Energy Conservation Measures | 0.00 | | | |
| Signature of Executive Director <div style="text-align: right;">Date</div> | | | Signature of Public Housing Director <div style="text-align: right;">Date</div> | | |

- 1 To be completed for the Performance and Evaluation Report
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
- 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
- 4 RHF funds shall be included here.

Page 2 of 3

form HUD-50075.1 (4/2008)

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages

| | | | | | | | | |
|--|---|---|----------|----------------------|-----------|-------------------|------------------|--------------------------------------|
| PHA Name: Housing Authority of the County of San Mateo | | Grant Type and Number: Capital Fund Program No: CA39P014501-10 Replacement Housing Factor Grant No: _____ CFFP (Yes/No) No Date of CFFP: _____ | | | | | | Federal FFY of Grant: 2010 |
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Development Account No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| PIC # CA014000004 | | | | Original | Revised 1 | Funds Obligated 2 | Funds Expended 2 | |
| PHA-Wide | Operations: Total 1406 | 1406 | | \$58,162.00 | | | | |
| | | | | | | | | |
| PHA-Wide | Administration: | | | | | | | |
| | Provide for sundry items | 1410 | | 29,000.00 | | | | |
| | Total 1410 | | | \$29,000.00 | | | | |
| | | | | | | | | |
| PHA-Wide | Fees and Costs: | | | | | | | |
| | Hire an architect/engineer to prepare drawings and specs, | 1430 | | 25,000.00 | | | | |
| | planning, consortium fees, update annual plan, energy | | | | | | | |
| | audit, update utility allowances | | | | | | | |
| | Total 1430 | | | \$25,000.00 | | | | |
| | | | | | | | | |
| | Site Improvements: | | | | | | | |
| El Camino Village | Retaining wall to correct erosion | 1450 | | 75,000.00 | | | | |
| | Total 1450 | | | \$75,000.00 | | | | |
| | | | | | | | | |
| PHA-Wide | Dwelling Structures: | | | | | | | |
| | Floor coverings replacement | 1460 | | 13,647.00 | | | | |
| | Replacement of kitchen cabinets | 1460 | 18 | 60,000.00 | | | | |
| | Total 1460 | | | \$73,647.00 | | | | |
| | | | | | | | | |
| | Non-Dwelling Structures: | | | | | | | |
| Midway Village | Installation of sprinkler system in the resident center | 1470 | | 30,000.00 | | | | |
| | Total 1470 | | | \$30,000.00 | | | | |
| | TOTAL CAPITAL FUNDS GRANT - 2010 | | | \$290,809.00 | | | | |

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 2 To be completed for the Performance and Evaluation Report

Appendix Two

Documentation of the Public Review Process

HACSM continues to be highly committed to engaging the San Mateo County (SMC) residents and all stakeholders in this demonstration program.

Throughout the fall of 2009, HACSM was in the process of amending the 2009-2010 Annual Plan and thus had on-going conversations with public housing residents, Section 8 participants, the MTW Advisory Committee made up of community leaders, support services providers, self-sufficiency counselors, legal advocacy representatives and the HACSM staff.

In early December 2009, HACSM held a public session via the SMC Board of Supervisors Housing, Health and Human Services Committee meeting to present and elicit preliminary feedback on the proposed MTW activities for July 2010. A copy of the memo is attached.

In January 2010, HACSM posted the Annual Plan for public comment commencing January 11, 2010 – February 25, 2010. A copy of the notice is attached.

On February 25, 2010, HACSM held a Public Hearing on the 2010-2011 MTW Annual Plan. One individual attended the Public Hearing, representing a coalition of Bay Area legal aid agencies and presented HACSM with a letter (attached) regarding the MTW Administrative Plan and Violence Against Women Act (VAWA). At the Public Hearing, HACSM clarified that the MTW designation does not relieve HACSM of its responsibilities regarding VAWA or other Federal laws. HACSM agreed to subsequently meet with the coalition to discuss their concerns and desires for modifications to the HACSM policies regarding VAWA.

HACSM received no further comments during the comment period or public hearing. The minutes from the public hearing are attached.

On April 13, 2010, the SMC Board of Supervisors held an additional public hearing regarding the proposed 2010-2011 MTW Annual Plan. There were no public comments, however, Supervisors Mark Church and Carole Groom complimented the Housing Authority on the accomplishments of the MTW activities to date and the efforts of the Department to use the MTW authority to better design the Section 8 and affordable housing programs in San Mateo County.



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

DATE: December 1, 2009

TO: Housing, Health, and Human Services Committee
FROM: Duane Bay, Director, Department of Housing
SUBJECT: Moving to Work (MTW) Annual Plan – FY 2010-2011

The purpose of this report is to give the Housing, Health, and Human Services Committee (HHH) a summary of proposed initiatives the Housing Authority of the County of San Mateo (HACSM) intends to implement effective July 1, 2010 as part of its 2010-2011 MTW Annual Plan process.

Throughout the calendar year 2009, HACSM provided several updates to the HHH Committee and obtained Board approval on items relating to its MTW Annual Plan process. The MTW initiatives are part of a Voucher Program Redesign; this program redesign is a multi-phase process which may include Plan amendments throughout the fiscal year.

In March 2010, HACSM will be requesting Board and HUD approval on the following proposed MTW activities for FY 2010-2011:

- Institute a flexible inspection schedule for all subsidized units

HACSM proposes to “re-inspect” subsidized units every 18-24 months. This program modification will apply to almost all households, and will therefore reduce re-inspection case load by up to 45%.
- Initiate a Provider Based Program

HACSM proposes to develop a Provider Based program to target segments of San Mateo County underserved, or not served, due to the current Section 8 program regulations.
- Revise Initial Eligibility Standards

HACSM proposes to add an asset value limit of \$100K for initial eligibility for the Section 8 voucher program.
- Eliminate the requirement to generate a new Housing Assistance Payment (HAP)

contract with any change to utility responsibilities.

HACSM proposes to streamline administrative processes and increase time and cost savings through this regulatory easement.

- Eliminate 100% excluded income from the income calculation process

HACSM proposes to eliminate the requirement to receive all sources of income from participants and then subsequently exclude specific income, such as food stamps, in the rent calculation process.

- Institute a change in Payment Standards at next action

HACSM proposes to simplify the administrative complexity in a tenant's rent calculation, and at any HUD-determined change in the Fair Market Rents, modify the payment standards at the next action with participants.



Department of Housing

264 Harbor Boulevard, Building A • Belmont, CA 94002

2010-2011 Moving To Work (MTW) 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 MTW Annual Plan:

Date: Thursday, February 25, 2010, 10AM-12PM

Location: Department of Housing
Veranda Room
264 Harbor Blvd, Building A
Belmont, CA 94002

Public Review Period

The proposed MTW Annual Plan is available for review in the Housing Authority's main lobby at 264 Harbor Blvd, Bldg A, and online at www.smchousing.org beginning January 11, 2010. The HACSM will be accepting written comments regarding the proposed MTW Annual Plan from January 11, 2010 – February 25, 2010. Please send your comments to:

By mail: Department of Housing – Housing Authority
Attn: Jennifer Anderson, MTW Project Manager
264 Harbor Blvd, Building A
Belmont, CA 94002

By email: janderson@smchousing.org

The Housing Authority of the County of San Mateo is pleased to be one of 31 agencies nationwide granted the permission, from HUD, to design and test innovative program initiatives that more closely address the needs of families in San Mateo County.

HACSM has operated a small MTW demonstration program since May 2000. In July 2008, the MTW demonstration program was expanded to all Housing Choice Voucher (HCV) and Public Housing programs. Building upon the success of the original program, HACSM is planning to enhance and modify several aspects that will result in greater housing choice for low income families, streamline many of the administrative processes resulting in increased efficiencies and cost savings, and creating a program that is more transparent, easy to understand, and more equitable for all assisted families. Following is a brief list of proposed activities, which upon approval, will begin July 1, 2010.

- ✚ Institute a flexible Housing Quality Standards (HQS) inspection schedule
- ✚ Revise initial eligibility standards
- ✚ Eliminate excluded income from the calculation process
- ✚ Apply current payment standards at interim reexaminations

**AFFIDAVIT OF PUBLICATION
SAN MATEO DAILY JOURNAL**

**STATE OF CALIFORNIA
County of San Mateo**

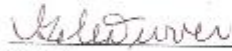
The undersigned declares: That at all times hereinafter mentioned, affiant was a permanent resident of the United States, over the age of eighteen years old, and was at and during all said times, The Office Manager of the San Mateo Daily Journal, a newspaper published daily in the County of San Mateo, 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

**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 11th Day of January 2010.

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


Gale Divver

Dated at San Mateo, California,
this 11th day of January 2010

| 203 Public Notices | 203 Public Notices |
|---|---|
| PUBLIC NOTICE | |
| The Housing Authority of the County of San Mateo announces a Public Hearing. | |
| DATE: | February 23, 2010 |
| TIME: | 10:00AM – 12:00PM |
| PLACE: | Harbor Blvd. Complex, Veranda Room, 284 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 2010-2011 MTW Annual Plan to be submitted to the U.S. Department of Housing and Urban Development. A copy of the 2010-2011 MTW Annual Plan will be available from 8:30 a.m. to 4:00 p.m. commencing January 11, 2010 at: | |
| Housing Authority of the County of San Mateo 284 Harbor Blvd. Bldg. A Belmont, CA 94002 | |
| For further information please call, (650)802-3358. | |
| Published in the San Mateo Daily Journal, January 11, 2010. | |

Public Hearing - Minutes
MTW Annual Plan 2010 – 2011
February 25, 2010

Attendees: Lynda Burton, Legal Aid Society

William Lowell, Cindy Chan, Debbie McIntyre, Jennifer Anderson, Mariella Dunleavy –
Housing Authority

The meeting started at 10:00 a.m.

Introductions were made.

William Lowell gave a brief background as to how the Housing Authority of the County of San Mateo became a MTW Agency and what it entails.

The Plan will be submitted to the Board of Supervisors on March 23, 2010 and upon their approval will be submitted to HUD mid-April 2010 for their approval.

Ms. Burton passed out a handout which had comments and proposals from the Legal Aid Society and their concerns regarding VAWA.

Ms. Burton was assured that the HACSM does follow VAWA in both the Administrative Plan and MTW Annual plan and that we always welcome feedback and suggestions.

It was decided that key players from Legal Aid and HACSM should set up a meeting at a later date and talk about their suggestions.

The meeting ended at 10:25 a.m.



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Department of Housing



DATE: April 1, 2010
BOARD MEETING DATE: April 13, 2010
SPECIAL NOTICE/HEARING: Public Hearing
VOTE REQUIRED: Majority

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

FROM: Duane Bay, Director, Department of Housing
William Lowell, Executive Director, Housing Authority

SUBJECT: Housing Authority of the County of San Mateo 2010-2011 Moving to Work (MTW) Annual Plan

RECOMMENDATION:

Adopt resolution No. 2010-02:

1. Approving the Housing Authority's 2010-2011 Moving to Work (MTW) Annual Plan; and
2. Authorizing the Director of the Department of Housing and the Executive Director of the Housing Authority, to execute any documents required by the U.S. Department of Housing and Urban Development (HUD) to certify the 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 families by allowing exemptions from certain housing regulations. Over the past few years, the Housing Authority of the County of San Mateo (HACSM) has implemented administrative simplifications and rent calculation reform under the MTW program. As a result of these activities, participants have been able to locate rental housing more easily and quickly. Prior to the initiatives, it took approximately four to five months for a family being called from the waiting list to receive a voucher and rent a unit; currently, the average processing time is one to two months.

HACSM is one of approximately 33 housing agencies nationwide that participates in this program.

As part of its participation in MTW, HUD requires housing authorities to submit an MTW Annual Plan by April 15 of each year. The MTW Annual Plan process requires obtaining input from the public and approval from the Board of Commissioners and HUD.

The proposed MTW Annual Plan includes information related to existing and proposed initiatives.

DISCUSSION:

The 2010-2011 MTW Annual Plan covers the period July 1, 2010 through June 30, 2011. The MTW Annual Plan was completed in accordance with all HUD regulations and requirements, including that it be reviewed by the Resident Advisory Board (meeting was held on February 22, 2010) and that all documents be made available to the public for review for a prescribed period of time prior to adoption by the governing board. A public hearing was advertised in local newspapers and held on February 25, 2010, to receive additional comments. The proposed MTW Annual Plan was posted on the internet for 45 days before the public hearing was held. Public comments were received and incorporated into the MTW Annual Plan. Initiatives within the MTW Annual Plan were shared with the Board's Housing, Health, and Human Services (HHH) Committee on December 8, 2009 and with HUD-MTW staff (from San Francisco and Washington DC) on February 3, 2010.

The 2010-2011 MTW Annual Plan includes the following proposed initiatives:

1. Institute a biennial inspection schedule for units under contract
2. Expand the Section 8 Project Based Voucher Program
3. Revise program eligibility standards in relation to total asset limits
4. Eliminate 100% excluded income from the income calculation process
5. Eliminate the requirement to complete a new contract with owners related to any changes of utility responsibility
6. Apply current payment standards at interim reexaminations

The MTW Annual Plan is consistent with the County's Consolidated Plan as required for certification to HUD.

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

Approval of this Resolution contributes to the Shared Vision 2025 outcome of a Livable Community by enabling HACSM to provide housing subsidy to low and very 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 program are provided by the U.S. Department of Housing and Urban Development.



**REGULAR MEETING
SAN MATEO COUNTY BOARD OF SUPERVISORS
TUESDAY, APRIL 13, 2010**

A copy of the Board of Supervisors' agenda packet is available for review at the Law Library, 710 Hamilton Street @ Marshall Street, across from the Hall of Justice. The library is open Monday through Thursday 8 a.m. - 8 p.m., Friday 8 a.m. - 5 p.m., and Saturday 12 p.m. - 4 p.m.

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 Rebecca Romero, Agenda Administrator at least 2 working days before the meeting at (650) 363-1802 and/or rxromero@co.sanmateo.ca.us. 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 on the table near the door. If you have anything that you wish distributed to the Board and included in the official record, please hand it to the Clerk of the Board who will distribute the information to the Board members and staff.

PLEDGE OF ALLEGIANCE

ROLL CALL

1. 9:00 a.m. ORAL COMMUNICATIONS AND PUBLIC TESTIMONY ON
CONSENT OR CLOSED SESSION AGENDA ITEMS

If your subject is not on the agenda, or if you wish to speak on a consent or closed session agenda item, the President will recognize you at this time. **Speakers are customarily limited to two minutes.** A speaker's slip is required.

2. REGULAR AGENDA
CONSENT AGENDA

All items on the consent agenda are approved by one roll call motion 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.

3. CLOSED SESSION

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.

4. 9:00 a.m. Presentation by the San Mateo County Resource Conservation District, Helping People Help the Land (Supervisor Rich Gordon)
5. 9:00 a.m. A) Presentation of a proclamation designating April 2010 as Child Abuse Prevention Month
B) Presentation of a proclamation designating April 11 through 17, 2010 as Week of the Young Child (Supervisor Mark Church)
6. 9:15 a.m. Presentation of a proclamation designating April 2010 as National Association of Counties Healthy Counties Month (Supervisor Rose Jacobs Gibson)
7. 9:15 a.m. Presentation of a resolution honoring San Mateo Police Chief Susan E. Manheimer upon her installation as President of the California Police Chiefs' Association (Supervisor Carole Groom)
8. 9:15 a.m. Presentation of a proclamation designating April 18 through 24, 2010 as Crime Victims' Rights Week (Supervisor Rich Gordon)
9. 9:30 a.m. Presentation of a resolution honoring Faye McNair-Knox, Ph.D. as Assembly District 21's Woman of the Year (Supervisor Rose Jacobs Gibson)

10. 9:30 a.m. Acting as the Board of Commissioners of the Housing Authority, conduct a public hearing to consider Resolution No. 2010-02: (Governing Board)
- A) Approving the Housing Authority's 2010-2011 Moving To Work Annual Plan
 - B) Authorizing the Director of the Department of Housing and the Executive Director of the Housing Authority to execute any documents required by the U.S. Department of Housing and Urban Development to certify the Plan
 - 1) Report and recommendation
 - 2) Close public hearing
 - 3) Adopt resolution
- [Supporting Document](#) Memo
[Supporting Document](#) Resolution
[Supporting Document](#) Attachment
11. 9:30 a.m. Public hearing to consider the Midcoast Update Local Coastal Program amendments: (Planning and Building)
- A) Report and recommendation
 - B) Close public hearing
 - C) Consider the California Coastal Commission's December 10, 2009 action on the Midcoast Update Local Coastal Program amendments
 - D) Identify any additional information or analysis needed by the Board of Supervisors to respond at its May 11, 2010 meeting to the California Coastal Commission's action
- [Supporting Document](#) Executive Memo
[Supporting Document](#) Memo



LEGAL AID SOCIETY
OF SAN MATEO COUNTY

February 25, 2010

Mr. William Lowell
Deputy Director
Housing Authority of San Mateo
264 Harbor Boulevard
Belmont, CA 94002

RE: Proposed Moving to Work Plan for 2010-2011

Dear Mr. Lowell:

We write to comment on the Moving to Work Annual Plan for 2010 - 2011. Legal Aid Society of San Mateo County, Bay Area Legal Aid, Community Overcoming Relationship Abuse and the National Housing Law Project provide legal services and advocacy for domestic violence victims in San Mateo County. We want to thank you for your continued commitment to addressing the housing needs of domestic violence victims.

In 2008, legal service providers commented on the Section 8 Administrative Plan and the ACOP and suggested modifications of these documents to implement the VAWA 2005 housing protections. At that time, the Housing Authority expressed its understanding of the needs of domestic violence victims and an interest in modifying its plans to incorporate the VAWA 2005 protections. We thank you for your openness to the input our agencies had on your plans. We would like to take this opportunity refocus the Housing Authority on ongoing issues for domestic violence victims utilizing the Housing Authority programs.

As you may know, there is a strong link between domestic violence and homelessness. Among cities surveyed in 2005, 50% identified domestic violence as a primary cause of local homelessness.¹ In the Violence Against Women Act (VAWA) Title VI entitled "Housing Opportunities and Safety for Battered Women and Children", Public Law 109-162 Title VI., Congress made a number of

¹ National Coalition for the Homeless, Fact Sheet, WHO IS HOMELESS?, published July 2009, citing 2005 U.S. Conference of Mayor's Study available at: <http://www.nationalhomeless.org/factsheets/who.html>

THE NATALIE LANAM JUSTICE CENTER

521 EAST 5TH AVENUE • SAN MATEO, CA 94402 • 650.558.0915 • FAX 650.558.0673 • TOLL FREE 800.381.8898

specific findings about the intersection between housing and domestic violence. These findings include:

- 44% of homeless women identified the primary cause of their homelessness as domestic violence;
- 92% of homeless women have experienced severe physical or sexual abuse at some point in their lives;²

The Housing Authority can play a critical role in preventing homelessness in the population of domestic violence survivors already utilizing the subsidized and public housing resources in the county. It can also play a critical role in providing short term assistance to domestic violence survivors that can have a long term positive impact.

I. The Housing Authority's Administrative Plan

A. *VAWA Compliance.* The following portions of the Housing Authority's current Administrative Plan do not comply with the requirements of VAWA:

- **Documentation of DV:** Pages 12-8, 12-13: The Housing Authority of the County of San Mateo (HACSM) requires victims to both sign a statement stating that incidents of domestic violence occurred and provide a police report, court record, or signed statement from a qualified third party. This is not required by VAWA. Victims are only required to provide one of the 3 types of documentation—the HUD certification form, a police or court record, OR a signed statement from a third party. 42 U.S.C. § 1437f(ee)(1)(A) and 42 U.S.C. § 14374(ee)(1)(C). The HUD regulations relevant to VAWA make clear that the certification requirement "may be based solely on the personal signed attestation of the victim." See 24 C.F.R. § 5.2007(a)(1)(i).
- **Applicants to the Program are not given 14 business days to certify as victims of domestic violence:** According to VAWA an individual must provide certification of domestic violence within 14 business days after receiving a written request. 42 U.S.C. § 1437 (ee)(1)(B). HACSM's administrative plan does not require that a victim of domestic violence that is applying to the program receive a written request for

² See Battered Women's Legal Advocacy Project, Fact Sheet 2005 VAWA AMENDMENT ADDS NEW HOUSING RIGHTS FOR VICTIMS OF DOMESTIC VIOLENCE IN FEDERALLY ASSISTED HOUSING PROGRAM

certification. Instead, the victim is supposed to submit their certification with their request for an informal hearing or request an extension. Page 3-28. HACSM may then grant an extension of 10 days. Page 3-28. In the absence of a written request for certification many victims of domestic violence may not know that they can certify as a victim, how to certify or how long they have to provide their certification to HACSM.

We urge the Housing Authority to change its administrative plan so that it is in compliance with VAWA.

B. *Policies that are in conflict with the purpose of VAWA.* The following portions of the Housing Authority's administrative plan conflict with the purposes of VAWA. They make it difficult for victims of domestic violence to obtain subsidized housing and/or to successfully participate in a subsidized housing program.

- **Actual and imminent threat:** Page 12-14: HACSM has troublesome language in its administrative plan stating that if it "can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the participant's tenancy is not terminated, the HACSM will bypass the standard process and proceed with the immediate termination of the family's assistance." HACSM should not be able to bypass standard process in cases where there is domestic violence. This is contrary the purposes of VAWA and contradicts the protections from eviction and termination of assistance due to domestic violence that are found in VAWA. 42 U.S.C. § 1437 f(c) (9) (B), 42 U.S.C. § 1437f(d) (1) (B) (ii), 42 U.S.C. § 1437f(o) (7) (C), 42 U.S.C. § 1437f(o) (20) (A).
- **Family Break-Up:** When a victim of domestic violence leaves or wants to leave her batterer it is difficult for her to get the family's housing subsidy if her batterer is listed as head of household on the voucher. Clients at Legal Aid Society of San Mateo County have come to our office with this problem and we would like HACSM to adopt a policy that would help victims of domestic violence to get their housing subsidy when the family breaks up. Page 3-2: The administrative plan states that in cases of family break-up, it is bound by court orders regarding disposition of property. It also lists a variety of factors that the (HACSM) will consider in determining which family members will continue to receive assistance if the family breaks up, including the interest of minor children, risks resulting from domestic violence, and the recommendations of social service professionals. We would like the administrative plan to state that "head of household status shall not be determinative in deciding who will retain the voucher assistance" and "in cases of domestic violence the

victim of domestic violence shall receive the voucher. The Housing Authority of the County of San Mateo shall make every effort to expedite the issuance of the voucher in the victim's name in the interests of her and her children's safety."

- **Information provided to prospective owners:** Page 9-1: HACSM provides information regarding a voucher holder's tenancy history for the past three years to prospective owners. Sharing tenancy history information with prospective owners can cause serious problems for victims of domestic violence. If the prospective owner contacts a victim's current or former landlord, the abuser may be able to track the victim's location. Victims of domestic violence should be exempted from this requirement.
- **Applicants must exclude the batterer from their household or provide proof of treatment:** Page 3-29 of HACSM's administrative plan states that an applicant who is a victim of domestic violence must exclude the batterer from the household or provide a statement signed by the victim and the batterer that the batterer has successfully completed batterer's treatment. This requirement ignores the realities of domestic violence. A victim of domestic violence does not have the power to control their batterer. By requiring them to exclude a batterer or sign a statement stating that the batterer has successfully completed treatment the victim is in a situation where she must put herself and possibly her children in physical danger or be denied subsidized housing. We urge the Housing Authority to get rid of this requirement.
- **Absence of entire family from unit for 30 days the unit will be considered vacant:** Page 6-5 of HACSM's administrative plan states that if the entire family is absent from the assisted unit for more than 30 consecutive days, without the knowledge and permission of the HACSM, the unit will be considered vacated and the family's assistance will be terminated. HACSM provides an exception to this policy if the family's absence was due to disability. We encourage HACSM to create an exception for families who flee their assisted units due to domestic violence. As you may be aware, incidents of violence often increase once the domestic violence survivor takes steps to leave the batterer. As a result, a domestic violence survivor may be forced to enter a shelter or other safe location while she develops a safety plan and/or obtains a protective order. The survivor may fear disclosing her location to any outside entity, such as housing authority staff, due to concerns that the batterer will be able to track her location. In these circumstances, HACSM should permit

reinstatement of the voucher if the survivor provides verification of the domestic violence.

- **Admissions preference for victims of domestic violence:** we would also like to see an admissions preference for victims of domestic violence. A safe affordable home is necessary to protect the victim and their family from further violence.

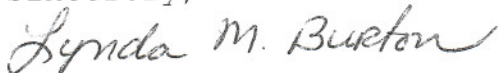
II. The Housing Authority's Moving to Work Annual Plan 2010-2011

We would like the Moving to Work Plan to clearly state that HACSM will comply with the Violence Against Women Act Reauthorization of 2005. In addition, we would like a stated goal to be to assist victims of domestic violence to obtain and stay in affordable housing. Finally, we would like the HACSM to work to create housing for victims of domestic violence separate from housing for other groups of people who are homeless or at risk of homelessness. Victims of domestic violence need safe housing and services specific to their situation. Placing victims of domestic violence in housing that serves the general homeless or at-risk of homelessness group may be detrimental to their recovery process.

CONCLUSION

Thank you for the opportunity to submit these comments. We look forward to discussing these issues with you in greater depth.

Sincerely,



LYNDA M. BURTON
DAVID CARDUCCI
RACHEL PINSKY
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521 East 5th Avenue
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(650) 558-0915



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Regina Neu

REGINA NEU, Interim Executive Director
CORA (Community Overcoming Relationship Abuse)
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Meliah Schultzman

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National Housing Law Project
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Oakland, CA 94610
(510) 251-9400

HOUSING AUTHORITY LTR

Appendix Three

Board Resolution adopting 50077-MTW

070684

RESOLUTION NO. 2010-02

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

* * * * *

RESOLUTION

- 1) APPROVING THE HOUSING AUTHORITY'S 2010-2011 MOVING TO WORK
(MTW) ANNUAL PLAN; AND**
- 2) AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF HOUSING AND THE
EXECUTIVE DIRECTOR OF THE HOUSING AUTHORITY TO EXECUTE ANY
DOCUMENTS REQUIRED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT (HUD) TO CERTIFY THE PLAN**

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

WHEREAS, as part of its participation in the Moving to Work (MTW) Program,
HUD requires housing authorities to submit an MTW Annual Plan; and

WHEREAS, the 2010-2011 MTW Annual Plan was available for public review
from January 11, 2010 to February 25, 2010, and was the subject of a meeting with the
HACSM Resident Advisory Board held on February 22, 2010 and a public hearing held
on February 25, 2010; and

WHEREAS, HACSM gave full consideration to all comments received during
the preparation of its MTW Annual Plan and incorporated said comments into the MTW
Annual Plan; and

WHEREAS, there has been presented to the Board of Commissions for its consideration and acceptance the MTW Annual Plan reference to which is hereby made for further particulars, and the Board of Commissioners has examined and approved the same as to form and content.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Commissioners of the Housing Authority, approve the 2010-2011 Moving to Work (MTW) Annual Plan and authorize the Director of Housing and the Executive Director of the Housing Authority to execute any documents required by the U.S. Department of Housing and Urban Development (HUD) to certify the Plan.

* * * * *

Regularly passed and adopted this 13th day of April, 2010.

AYES and in favor of said resolution:

Supervisors:

MARK CHURCH

CAROLE GROOM

RICHARD S. GORDON

ROSE JACOBS GIBSON

ADRIENNE J. TISSIER

NOES and against said resolution:

Supervisors:

NONE

Absent Supervisors:

NONE

STATE OF CALIFORNIA } ss.
COUNTY OF SAN MATEO }

DAVID S. BOESCH, Clerk of the Board of
Supervisors, does hereby certify that the above and foregoing
is a full, true and correct copy of:

RESOLUTION NO. 070684

entered in the minutes of said board.

In Witness Whereof, I have hereunto set my hand and the
seal of said Board this 13th day of APRIL, 2010

DAVID S. BOESCH, Clerk of the Board

By Marie L. Peterson Deputy

Richard S. Gordon
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.

Marie L. Peterson
Marie L. Peterson, Deputy
Clerk of the Board of Supervisors

Board Resolution adopting Annual MTW Plan Certification of Compliance

**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 07/01/2010, 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 made the proposed Plan and all information relevant to the public hearing available for public inspection at least 30 days before the public hearing, published a notice that a hearing would be held 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

CA014

PHA Name

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)

William Lowell

Executive Director

Name of Authorized Official

Title



Signature

4-13-10

Date