

**SUPPORT DOCUMENTS
FOR
COMPLIANCE WITH
CERTIFICATION
(HUD-50076)**

Housing Authority of the County of San Mateo

The Streamlined Annual Certification of Compliance (form HUD-50076) requires the PHA to report if there are any changes to the following items.

The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (below, check all policies, programs, and components that have been changed and provide the changes in applicable sections that follow):

- 903.7a Housing Needs
- 903.7b Eligibility, Selection, and Admissions Policies
- 903.7c Financial Resources
- 903.7d Rent Determination Policies
- 903.7h Demolition and Disposition
- 903.7k Homeownership Programs
- 903.7r Additional Information
 - A. Progress in meeting 5-year mission and goals
 - B. Criteria for substantial deviation and significant amendments
 - C. Other information requested by HUD
 - 1. Resident Advisory Board consultation process
 - 2. Membership of Resident Advisory Board
 - 3. Resident membership on PHA governing board

903.7a Housing Needs

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

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

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

Housing Needs of Families on the PHA’s Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	4792		300
Extremely low income <=30% AMI	3546	74%	
Very low income (>30% but <=50% AMI)	911	19%	
Low income (>50% but <80% AMI)	335	7%	
Families with children	2492	52%	
Elderly families	815	17%	
Families with Disabilities	863	18%	
<i>White/Non-Hispanic</i>	1150	24%	
<i>White/Hispanic</i>	958	20%	
<i>Black/African American</i>	1438	30%	
<i>American Indian/Alaska Native</i>	48	1%	
<i>Asian</i>	863	18%	
<i>Native Hawaiian/Other Pacific Islander</i>	144	3%	
<i>Other</i>	191	4%	
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the PHA's Waiting Lists			
1BR	N/A	N/A	
2 BR	N/A	N/A	
3 BR	N/A	N/A	
4 BR	N/A	N/A	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 48 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes.			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (1) MTW participants who applied and qualified for hardship exemption. (2) Families who applied and qualified for project-based assistance. (3) Families of federally declared disasters who are Section 8 participants or public housing residents.			

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1895		20
Extremely low income <=30% AMI	1424	75%	
Very low income (>30% but <=50% AMI)	342	18%	
Low income (>50% but <80% AMI)	133	7%	
Families with children	987	52%	
Elderly families	304	16%	
Families with Disabilities	323	17%	
<i>White/Non-Hispanic</i>	398	21%	
<i>White/Hispanic</i>	303	16%	
<i>Black/African American</i>	644	34%	
<i>American Indian/Alaska Native</i>	19	1%	
<i>Asian</i>	380	20%	

Housing Needs of Families on the PHA's Waiting Lists			
<i>Native Hawaiian/Other Pacific Islander</i>	57	3%	
<i>Other</i>	76	4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1099	58%	
2 BR	587	31%	
3 BR	152	8%	
4 BR	55	2.9%	
5 BR	2	0.1%	
5+ BR	0	0%	
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

903.7b Policies on Eligibility, Selection and Admissions

3. PHA Policies Governing Eligibility, Selection, and Admissions

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

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time) 60-120 days
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
 - *Credit Check*

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

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

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

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

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- PHA development site management office
- Other (list below)
 - *Through special phone lines set up by the Housing Authority.*

c. Site-Based Waiting Lists-Previous Year

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

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

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

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

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

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

d. Site-Based Waiting Lists – Coming Year

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

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? *N/A*
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)? *N/A*
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously? *N/A*
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? *N/A*
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - One
 - Two *Applicants will be removed from the waiting list after 2 rejections.*
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: *N/A*

(4) Admissions Preferences

- a. Income targeting:
 - Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

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

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

Former Federal preferences: *N/A*

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - *Applicants who live in the County of San Mateo*
 - *Placement order of selection from lottery (2002 waiting list)*
 - *Time and date of receipt of completed applications (2005 waiting list)*
 - *Families of federally declared disasters who are public housing residents or Section 8 participants*

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or

through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time “1”

Former Federal preferences: *N/A*

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - *Applicants who live in the County of San Mateo “1”*
 - *Placement order of selection from lottery “1”*
 - *Families of federally declared disasters who are Section 8 participants or public housing residents “1”*

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

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

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

(6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors):
- Other (list below)
 - *Violation of any family obligation during a previous participation in the Section 8 program for 3 years prior to final eligibility determination.*
 - *Deliberate misrepresentation of information on which eligibility or tenant rent is established.*

- *Acts of fraud, bribery, or any other corrupt or criminal act committed by any family member in connection with any Federal housing program in the last 3 years of eligibility determination*
 - *Any family member engaged in or threatened abusive or violent behavior toward HA personnel within last 3 years of eligibility determination.*
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- *HACSM has contracted a national credit reporting agency that provides a criminal history check by county of last residency of applicant.*
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
 - *Upon written request, HACSM will give the owner:*
 - *the family's current and prior address as shown in the HACSM's records*
 - *the name and address (if known by HACSM) of the landlords at the family's current and prior address*
 - *Upon written request, HACSM will offer the owner other information in the HA's possession concerning the family, including:*
 - *information about the family's tenancy history; or*
 - *information about drug –trafficking by family members*

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
 - Other (list below)

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

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?
If yes, state circumstances below:

- *The HACSM currently grants a total of 120 days search time at the time of voucher issuance*
- *In FY2006, HACSM may reduce the search time to a total of 90 days from the date of voucher issuance.*

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences *N/A*

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

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

Date and Time

Former Federal preferences: *N/A*

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
- *Applicants who live in the County of San Mateo “1”*
 - *MTW participants “1”*
 - *Placement order of selection from lottery “1”*
 - *Families of federally declared disasters who are Section 8 participants or public housing residents “1”*

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)
 - *Outreach and marketing to service providers and non-profit community-based organization*

903.7c Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2006 grants)		
a) Public Housing Operating Fund	148,750	
b) Public Housing Capital Fund (estimated for 2006)	296,538	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	51,309,512	
	<i>HCV</i> 4,258,587 <i>MTW</i>	
f) Resident Opportunity and Self- Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
<i>Moderate rehabilitation</i>	1,139,556	Section 8 - Other
<i>Shelter Plus Care CA01C41-2019</i>	826,224	Section 8 - Other
<i>Shelter Plus Care CA01C41-2020</i>	885,420	Section 8 - Other
<i>Shelter Plus Care CA01C41-2021</i>	181,668	Section 8 - Other
<i>Shelter Plus Care CA01C91-2001</i>	59,904	Section 8 - Other
<i>Shelter Plus Care CA01C11-2001</i>	112,908	Section 8 - Other
<i>Shelter Plus Care CA01C41-2001</i>	132,000	Section 8 - Other
<i>Supportive Housing CA01C31-2001</i>	495,369	Section 8 - Other
<i>Supportive Housing CA01C41-2002</i>	249,644	Section 8 - Other
<i>Family Self-Sufficiency Coordinator</i>	123,636	Section 8 supportive services
2. Prior Year Federal Grants (unobligated funds only) (list below)		
<i>2005 Capital Funds Grant</i>	296,538	Public Housing capital improvements
<i>2004 Capital Funds Grant</i>	299,739	Public Housing capital improvements
<i>2003 Capital Funds Grant</i>	16,147	Public Housing capital improvements

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	952,000	Public Housing operations
4. Other income (list below)		
<i>Interest on investments</i>	24,428	Public Housing operations
<i>Legal fees, maintenance charges to tenants, late fees, NSF check charges, etc.</i>	42,984	Public Housing operations
<i>Rental Income from Housing Authority own units</i>	621,724	Public Housing operations
5. Non-federal sources (list below)		
Total resources	63,012,376	

903.7d Rent Determination Policies

4. PHA Rent Determination Policies

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

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one of the following two)

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below: *N/A*

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

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

- *PHA adopted Flat Rents*

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)
 - Deductions and exclusions as mandated by QHWRA.

e. Ceiling rents

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

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

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

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

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) *N/A*

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service

- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)
 - *Decrease in income*
 - *Change in household composition*

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR

- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)
HACSM may request wavier from HUD to set its payment standards above 110% of FMR for its Section 8 Home Ownership Program.

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

(3) Moving-To-Work Policy

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

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

(4) Rent Determination and Occupancy

HACSM may expand the occupancy and rent related provisions of the Moving-To-Work contract to its Section 8 programs. The term limits provision of the Moving-To-Work contract will be excluded from Section 8 implementation.

903.7h Demolition and Disposition

6. Demolition and Disposition

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

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

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

Demolition/Disposition Activity Description
1a. Development name: El Camino Village 1b. Development (project) number: CA39-P014-004
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> HACSM will explore the feasibility of converting El Camino Village into a Section 8 project-based property. Since public housing units are prohibited from project-basing, HACSM plans to make application to HUD to remove El Camino Village’s public housing status.
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(30/09/06)</u>
5. Number of units affected: 30 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 31/12/06 b. Projected end date of activity: 31/12/07

903.7k Homeownership Programs

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

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

- (1) Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(2) Program Description

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? 25

b. PHA-established eligibility criteria

- Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

- *Higher income limit*
- *FSS participants*

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

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

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

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

- a. Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family’s resources.
- b. Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary

mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).

d. Demonstrating that it has other relevant experience (list experience below).

903.7r Additional Information

Progress in meeting 5-Year mission and Goals

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

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

Progress Statement: *The Housing Authority of the County of San Mateo (HACSM) was successful in meeting its mission during the 5 Year period 2005-2009. Among its many successes, the HACSM increased available housing for program participants by:*

- *Achieving high performance rating for its Section 8 programs;*
- *Utilizing 100% of Housing Choice Vouchers;*
- *Opening the Project-Based and Public Housing wait lists;*
- *Receiving a new Shelter Plus Grant for 3 additional vouchers;*
- *Receiving renewal of all 5 Shelter Plus Care and 2 Supportive Housing grants. Both programs are specifically designed to serve homeless disabled individuals, who will receive supportive services through various county departments and other social service providers in conjunction with receiving rent subsidy;*
- *Receiving \$123,636.00 from HUD for the purpose of hiring Family Self-Sufficiency Coordinators dedicated to our self-sufficiency and homeownership programs;*
- *Containing Moving-To-Work program costs to its authorized budget.*
- *Receiving preliminary approval from HUD to extend the Moving-To-Work program for an additional 3 years.*

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their

own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers: *Respond to appropriate NOFA's*
 - Reduce public housing vacancies: *Maintain at least 97% occupancy of on-line units.*
 - Leverage private or other public funds to create additional housing opportunities: *Write project plan for rehabilitating Midway Village to result in more units, greater diversity of household income, and greater diversity of housing types including ownership housing and supportive housing.*
 - Acquire or build units or developments.
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (Standard)
Achieve high performer status
 - Improve voucher management: (Standard)
Maintain high performer status
 - Increase customer satisfaction:
Conduct Customer Satisfaction Survey. Achieve rating of "good" or better on 80% of the survey results and "satisfactory" or better on 90% of the survey results.
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - *Upgrade software to provide project-based accounting, asset management and cost allocation planning.*
 - *Update the Section 8 Administrative Plan as regulation changes warrant the need.*
 - *Update the Public Housing Admissions and Continued Occupancy Policy and related policies and procedures as regulation changes warrant the need.*
 - Renovate or modernize public housing units: *Seek long term financing to rehab Midway Village units for home ownership program.*
 - Demolish or dispose of obsolete public housing:
Dispose El Camino Village units of public housing unit status in preparation of applying for Section 8 Project-Based assistance.
 - Provide replacement public housing: *For units converted to home ownership*

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

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

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

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

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

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

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)
 - *Collaborate with community partners to identify and implement programs that can promote self-sufficiency.*
 - *Increase number of Section 8 Family Self-Sufficiency participants*
 - *Partnering with CalHFA in offering below-market financing and subordinate loans to qualified Section 8 Homeownership participants.*
 - *Partnering with Citibank in offering homeownership savings program for Section 8 Homeownership participants through their Individual Development and Empowerment Account Program.*
 - *Partnering with San Mateo County's Housing and Community Development office in providing down-payment assistance and below-market secondary loans.*

Progress Statement: *HACSM was successful in collaborating with community partners to provide supportive services needed by its Family Self-Sufficiency and Moving To Work participants. Homeownership for Section 8 participants continues to be elusive due to high housing costs. However, HACSM has 14 participants in its Homeownership program receiving intense case management services in preparation of becoming a homeowner.*

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

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

Other PHA Goals and Objectives: (list below)

Criteria for substantial deviation and significant amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

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

Resident Advisory Board Consultation process

Resident Membership on PHA Governing Board

Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

B. How was the resident board member selected: (select one)?

- Elected
- Appointed

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

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

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

B. Date of next term expiration of a governing board member: *Each supervisor is elected for a 4-year term. Expiration dates of the terms various.*

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Not applicable, there is no appointing official for the governing board. The governing board members are elected officials.

Membership of Resident Advisory Board

Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description.)

Steve Doukas (Section 8 landlord)

Judy Laura (Section 8 landlord)

Turner Washington, Jr. (Section 8 participant)

Elizabeth Dolmat (Section 8 participant)

Cecilia Walker (Section 8 participant)

Estella Cirilo (Public Housing resident)

Edmar Sajo (Public Housing resident)