

**PHA Plans**  
**Streamlined Annual**  
**Version**

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

OMB No. 2577-0226  
(exp. 08/31/2009)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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**Streamlined Annual PHA Plan**  
**for Fiscal Year: 2007**  
**PHA Name: Housing Authority of the**  
**County of San Mateo**

**NOTE:** This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

## Streamlined Annual PHA Plan Agency Identification

**PHA Name:** Housing Authority of the County of San Mateo  
**PHA Number:** CA014

**PHA Fiscal Year Beginning:** (mm/yyyy) 07/2007

### PHA Programs Administered:

☒ **Public Housing and Section 8**      ☐ **Section 8 Only**      ☐ **Public Housing Only**  
Number of public housing units: 180      Number of S8 units:      Number of public housing units:  
Number of S8 units: 3723

☐ **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### PHA Plan Contact Information:

Name: William Lowell, Deputy Director      Phone: 650-802-5024  
TDD:      Email (if available): wlowell@co.sanmateo.ca.us

### Public Access to Information

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

☒ PHA's main administrative office      ☐ PHA's development management offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.      ☒ Yes      ☐ No.

If yes, select all that apply:

☒ Main administrative office of the PHA  
☐ PHA development management offices  
☐ Main administrative office of the local, county or State government  
☐ Public library      ☒ PHA website (*added*)      ☐ Other (list below) (*removed*)  
▪ [www.smchousing.org](http://www.smchousing.org)

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

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

**Streamlined Annual PHA Plan**  
**Fiscal Year 2007**  
[24 CFR Part 903.12(c)]

**Table of Contents**

[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

**A. PHA PLAN COMPONENTS**

- ☐ 1. Site-Based Waiting List Policies
- 903.7(b)(2) Policies on Eligibility, Selection, and Admissions
- ☒ 2. Capital Improvement Needs
- 903.7(g) Statement of Capital Improvements Needed
- ☒ 3. Section 8(y) Homeownership
- 903.7(k)(1)(i) Statement of Homeownership Programs
- ☒ 4. Project-Based Voucher Programs
- ☐ 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- ☒ 6. Supporting Documents Available for Review
- ☒ 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report (*ca014a01*)
- ☒ 8. Capital Fund Program 5-Year Action Plan (*ca004b01*)

***Attachments:***

*2006 Performance and Evaluation Report (ca014c01)*  
*2005 Performance and Evaluation Report (ca014d01)*  
*2004 Performance and Evaluation Report (ca014e01)*  
*2003 Performance and Evaluation Report (ca014f01)*

**B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations:**  
**Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;** and

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

# **1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)**

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

## **A. Site-Based Waiting Lists-Previous Year**

*Not Applicable – PHA does not operate site-based waiting lists.*

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 B. *N/A*

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*

## **B. Site-Based Waiting Lists – Coming Year**

*Not Applicable – PHA does not plan to operate any site-based waiting lists.*

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 next component.

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)

## **2. Capital Improvement Needs**

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

### **A. Capital Fund Program**

1. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. ☐ Yes ☒ No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

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

1. ☐ Yes ☒ No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s): *N/A*

HOPE VI Revitalization Grant Status
a. Development Name:
b. Development Number:
c. Status of Grant: <input type="checkbox"/> Revitalization Plan under development <input type="checkbox"/> Revitalization Plan submitted, pending approval <input type="checkbox"/> Revitalization Plan approved <input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3. ☐ Yes ☒ No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:
4. ☐ Yes ☒ No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
5. ☐ Yes ☒ No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below: *(changed)*

**3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**  
(if applicable) [24 CFR Part 903.12(c), 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:

*HACSM's Homeownership program focuses on enrolling individuals for its FSS program, which is a requirement for the homeownership program. Besides having the families fulfilling their homeownership requirements, such as minimum income, down payment and home counseling requirements, the families and the HACSM formulate a goal plan that focuses on gaining the knowledge and habits necessary to becoming a successful homeowner. Families also earned escrow when they have increase rent due to increase in earned income.*

*HACSM works closely with community partners to provide clients with classes on skills for first time home buyers, including money management, mortgage education, home maintenance skills, homeowners rights, credit report analysis, repairing credit, financing options, etc.*

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:

- *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*
- *Participate in Individual Development Empowerment Account (IDEA) grant*
- *Offer low interest down payment assistance through the counties START and startPLUS programs*
- *Distribute FSS funds to families who have accumulated escrow throughout their FSS participation*

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):

- ☒ 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.
- ☒ 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.
- ☐ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- ☐ Demonstrating that it has other relevant experience (list experience below):

#### **4. Use of the Project-Based Voucher Program**

##### **Intent to Use Project-Based Assistance**

☒ Yes ☐ No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. ☒ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- ☐ low utilization rate for vouchers due to lack of suitable rental units
- ☒ access to neighborhoods outside of high poverty areas
- ☒ other (describe below):
  - *Secure long-term affordable housing units*
  - *Expand housing and economic opportunities to special needs groups and families who need supportive services*
  - *Encourage development of affordable housing*

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts): *(changed)*

- Up to 20% of the ACC budgeted amount for the Housing Choice Voucher Program, of which up to 30 vouchers may become project-based in conjunction with a possible disposition of public housing located on El Camino Real in Colma, CA.

#### **5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here) *San Mateo County, California*
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.



- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

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

*The goals and top priorities stated in the Consolidated Housing and Community Development Plan, 2003-2008, support the PHA Plan with the following commitments:*

- *Provide affordable housing opportunities for extremely low, very low and low-income individuals and households.*
- *Provide a continuum of housing opportunities and supportive housing services for the homeless.*
- *Assist non-housing community development activities that empower lower income and special needs groups.*

## **6. Supporting Documents Available for Review for Streamlined Annual PHA Plans**

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
N/A	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
N/A	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

# **CAPITAL FUND PROGRAM TABLES START HERE**

Attachment ca014\_01

Annual Statement /Performance and Evaluation Report Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary									
PHA Name:		Housing Authority of the County of San Mateo		Grant Type and Number: Capital Fund Program No: Replacement Housing Factor Grant No:		CA39P01450107		Federal FY of Grant: 2007	
Original Annual Statement Performance and Evaluation Report for Program Year Ending		Reserved for Disasters/Emergencies Performance and Evaluation Report for Program Year Ending		Revised Annual Statement/Revision Number		Final Performance and Evaluation Report for Program Year Ending			
Line No.		Summary by Development Account		Total Estimated Cost		Total Actual Cost			
				Original		Revised		Obligated	
				Expended					
1	Total Non-Capital Funds								
2	1406 Operations			25,000.00					
3	1408 Management Improvements			20,000.00					
4	1410 Administration			20,000.00					
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			33,000.00					
10	1460 Dwelling Structures			130,572.00					
11	1465.1 Dwelling Equipment-Nonexpendable			0.00					
12	1470 Nondwelling Structures			2,000.00					
13	1475 Nondwelling Equipment			18,000.00					
14	1485 Demolition			0.00					
15	1490 Replacement Reserve			0.00					
16	1492 Moving to Work Demonstration			0.00					
17	1495.1 Relocation Costs			0.00					
18	1499 Development Activities			0.00					
19	1501 Collateralization or Debt Service			0.00					
20	1502 Contingency			0.00					
21	Amount of Annual Grant (sums of lines 2-20)			\$273,572.00					
22	Amount of line 21 Related to LBP Activities			0.00					
23	Amount of Line 21 Related to Section 504 Compliance			5,000.00					
24	Amount of Line 21 Related to Security - Soft Costs			0.00					
25	Amount of Line 21 Related to Security - Hard Costs			0.00					
26	Amount of Line 21 Related to Energy Conservation Measures			10,000.00					

Capital Fund Program Tables

Page 1 of 3

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

3/8/2007

PHA Name:		Housing Authority of the County of San Mateo		Grant Type and Number:		CA39P01450107		Federal FY of Grant:	
Development Number		Capital Fund Program No:		Replacement Housing Factor Grant No:		Total Actual Cost		2007	
Name/HA-Wide Activities		General Description of Major Work Categories		Dev. Acct No		Quantity		Status of Work	
HA - Wide						Original			
						Revised			
						Funds Obligated			
						Funds Expended			
		<b>Operations</b>		1406		25,000.00			
		<b>Management Improvements:</b>		1408		20,000.00			
		Technical & non-technical training/assistance							
		(HUD program systems updates, tracking, etc.)							
		Policies updates/changes							
		Computer software updates, staff training							
		<b>Administration (maximum 10% of total grant)</b>		1410		20,000.00			
		Procurement-Contractors, monitoring, reporting, documentation functions							
		<b>Fees &amp; Costs:</b>		1430		25,000.00			
		Planning, consortium fees, update annual agency plan, Update utility allowance,							
		<b>Site Improvement:</b>		1450					
		Resurface asphalt parking lot/stripping (partial)				20,000.00			
		Accessibility improvements				5,000.00			
		Retaining wall (erosion control)				0.00			
		Exterior lighting (common areas)				1,000.00			
		Tree trimming and removal				5,000.00			
		Trip hazard removal/concrete grinding/replacement				1,000.00			
		Irrigation and landscaping improvements							
		<b>Dwelling Structures:</b>		1460					
		Gutter and downspout (repair and replacement)				50,000.00			
		Mold remediation services				10,000.00			
		Pest control and remediation				1,000.00			
		Bathroom/plumbing fixtures replacement				2,000.00			
		Energy conservation upgrades/improvements (fluorescent lighting)				10,000.00			
		Painting interior of units				10,000.00			
		Kitchen cabinets, countertops, sinks (continuation)				5,572.00			
		Dryrot repair (Utility boxes, siding)				6,000.00			
		Painting exterior of buildings				36,000.00			
		<b>Non-Dwelling Structures:</b>		1470					
		Conversion of non-dwelling space into resident services center				2,000.00			
		<b>Non-Dwelling Equipment:</b>		1475					
		Maintenance vehicle				18,000.00			
		<b>TOTAL CAPITAL FUNDS GRANT - 2007</b>				<b>\$273,572.00</b>			

Capital Fund Program Tables



**CAPITAL FUND PROGRAM TABLES START HERE**

3/8/2007

**Annual Statement /Performance and Evaluation Report**

**Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: **Housing Authority of the County of San Mateo**

Grant Type and Number: **CA39P01450106**

Capital Fund Program No: **2006**

Replacement Housing Factor Grant No: **2006**

☐ Original Annual Statement ☐ Reserved for Disasters/Emergencies

☒ Performance and Evaluation Report for Program Year Ending 12/31/06 ☐ Revised Annual Statement/Revision Number **1**

☐ Final Performance and Evaluation Report for Program Year Ending

Line No.	Summary by Development Account	Total Estimated Cost			Total Actual Cost	
		Original	Revised	Obligated	Expended	
1	Total Non-Capital Funds					
2	1406 Operations	25,000.00	25,000.00	25,000.00	25,000.00	
3	1408 Management Improvements	20,000.00	16,000.00	0.00	0.00	
4	1410 Administration	20,000.00	20,000.00	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	25,000.00	25,000.00	0.00	0.00	
8	1440 Site Acquisition	0.00	0.00	0.00	0.00	
9	1450 Site Improvement	81,000.00	118,000.00	0.00	0.00	
10	1460 Dwelling Structures	81,572.00	62,572.00	0.00	0.00	
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00	
12	1470 Nondwelling Structures	4,000.00	6,000.00	0.00	0.00	
13	1475 Nondwelling Equipment	17,000.00	1,000.00	0.00	0.00	
14	1485 Demolition	0.00	0.00	0.00	0.00	
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00	
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00	
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00	
18	1499 Development Activities	0.00	0.00	0.00	0.00	
19	1501 Collateralization of Debt Service	0.00	0.00	0.00	0.00	
20	1502 Contingency	0.00	0.00	0.00	0.00	
21	Amount of Annual Grant (sums of lines 2-20)	\$273,572.00	\$273,572.00	\$25,000.00	\$25,000.00	
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00	
23	Amount of Line 21 Related to Section 504 Compliance	15,000.00	5,000.00	0.00	0.00	
24	Amount of Line 21 Related to Security - Soft Costs	0.00	0.00	0.00	0.00	
25	Amount of Line 21 Related to Security - Hard Costs	0.00	0.00	0.00	0.00	
26	Amount of Line 21 Related to Energy Conservation Measures	12,000.00	2,000.00	0.00	0.00	

Capital Fund Program Tables

Page 1 of 3

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

3/8/2007

PHA Name:		Housing Authority of the County of San Mateo		Grant Type and Number:		CA39P01450106		Federal FY of Grant:	
Development Number/HA-Wide Activities		General Description of Major Work Categories		Capital Fund Program No:		Replacement Housing Factor Grant No:		2006	
				Dev. Acct No	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
						Original	Revised	Funds Obligated	Funds Expended
HA - Wide		<b>Operations</b>		1406		25,000.00	25,000.00	25,000.00	25,000.00
		<b>Management Improvements:</b>		1408		20,000.00	16,000.00	0.00	0.00
		Technical & non-technical training/assistance							
		(HUD program systems updates, tracking, etc.)							
		Policies updates/changes							
		Computer software updates, staff training							
		<b>Administration (maximum 10% of total grant)</b>		1410		20,000.00	20,000.00	0.00	0.00
		Procurement-Contractors, monitoring, reporting,							
		documentation functions							
		<b>Fees &amp; Costs:</b>		1430		25,000.00	25,000.00	0.00	0.00
		Planning, consortium fees, update annual							
		agency plan, update utility allowance, physical needs assessment							
		<b>Site Improvement:</b>		1450					
		Resurface asphalt parking lot/stripping (partial)				30,000.00	20,000.00	0.00	0.00
		Accessibility improvements				15,000.00	5,000.00	0.00	0.00
		Retaining wall (erosion control)				20,000.00	20,000.00	0.00	0.00 (moved from 2005)
		Exterior lighting (common areas)				1,000.00	1,000.00	0.00	0.00
		Tree trimming and removal				6,000.00	30,000.00	0.00	0.00
		Trip hazard removal/concrete grinding/replacement				8,000.00	1,000.00	0.00	0.00
		Irrigation and landscaping improvements				1,000.00	1,000.00	0.00	0.00
		Resurface podium				0.00	40,000.00	0.00	0.00
		<b>Dwelling Structures:</b>		1460					
		Gutter and downspout (repair and replacement)				15,000.00	30,000.00	0.00	0.00
		Mold remediation services				10,000.00	5,000.00	0.00	0.00
		Pest control and remediation				1,000.00	6,000.00	0.00	0.00
		Bathroom/plumbing fixtures replacement				8,000.00	1,000.00	0.00	0.00
		Energy conservation upgrades/improvements (fluorescent lighting)				12,000.00	2,000.00	0.00	0.00
		Painting interior of units				5,000.00	5,000.00	0.00	0.00
		Kitchen cabinets, countertops, sinks (continuation)				19,572.00	5,572.00	0.00	0.00
		Dryrot repair (Utility boxes, siding)				6,000.00	6,000.00	0.00	0.00
		Painting exterior of buildings				5,000.00	2,000.00	0.00	0.00
		<b>Non-Dwelling Structures:</b>		1470					
		Conversion of non-dwelling space into resident services center				2,000.00	2,000.00	0.00	0.00
		Carpeting and floor replacement (office)				2,000.00	4,000.00	0.00	0.00
		<b>Non-Dwelling Equipment:</b>		1475					
		Maintenance vehicle				16,000.00	0.00	0.00	0.00
		Tools/toolbox for vehicle				1,000.00	1,000.00	0.00	0.00
		<b>TOTAL CAPITAL FUNDS GRANT - 2006</b>				<b>\$273,572.00</b>	<b>\$273,572.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>

Page 2 of 3



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

3/8/2007

PHA Name:

**Housing Authority of the County of San Mateo**

Grant Type and Number:  
Capital Fund Program No:

CA39P01450106

**Federal FY of Grant:**  
**2006**

Development No.	All Funds Obligated (Quarter Ending Date)
Name/HA-Wide	

Replacement Housing Factor Grant No.	All Funds Expended (Quarter Ending Date)

Reasons for Revised Target Dates

[illegible]

Capital Fund Program Tables

Page 3 of 3

# CAPITAL FUND PROGRAM TABLES START HERE

Attachment ca014\_01

Annual Statement /Performance and Evaluation Report  
Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

3/8/2007

PHA Name: **Housing Authority of the County of San Mateo**

Grant Type and Number:  
Capital Fund Program No: **CA39P01450105**

Federal FY of Grant:  
**2005**

☐ Original Annual Statement  
☒ Performance and Evaluation Report for Program Year Ending 12/31/06

☒ Reserved for Disasters/Emergencies  
☐ Revised Annual Statement/Revision Number 2

☐ Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Obligated	Total Actual Cost
		Original	Revised		
1	Total Non-Capital Funds				
2	1406 Operations	5,000.00	5,000.00	5,000.00	5,000.00
3	1408 Management Improvements	20,000.00	15,000.00	0.00	0.00
4	1410 Administration	29,000.00	13,500.00	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	30,000.00	10,000.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	104,000.00	134,000.00	0.00	0.00
10	1460 Dwelling Structures	76,500.00	114,000.00	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	1,538.00	3,538.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	27,500.00	1,500.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	3,000.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant (sums of lines 2-20)	\$296,538.00	\$296,538.00	\$5,000.00	\$5,000.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of Line 21 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part II: Supporting Pages**

3/8/2007

PHA Name:		Housing Authority of the County of San Mateo		Grant Type and Number: Capital Fund Program No:		CA39P01450105		Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Act No.	Quantity	Replacement Housing Factor Grant No:			Total Actual Cost		Status of Work
				Original	Revised		Funds Obligated	Funds Expended	
HA - Wide	Operations	1406		5,000.00	5,000.00		5,000.00	5,000.00	Completed
	Management Improvements:	1408		20,000.00	15,000.00		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		29,000.00	13,500.00		0.00	0.00	
	Procurement-Contractors, monitoring, report, documentation functions								
	Fees & Costs:	1430		30,000.00	10,000.00		0.00	0.00	
	Planning, consortium fees, update annual agency plan, Update utility allowance,								
	Site Improvement:								
	Resurface podium	1450		30,000.00	0.00		0.00	0.00	Moved to 2007
	Sewer line repair/replacement (Martin Court)			14,000.00	104,000.00		0.00	0.00	
	Retaining wall (erosion control)			30,000.00	0.00		0.00	0.00	Moved to 2007
	Resurfacing and restriping of parking - partial (Midway Village)			30,000.00	30,000.00		0.00	0.00	
	Dwelling Structures:								
	Comprehensive interior modernization to include:	1460	8 units	0.00	114,000.00		0.00	0.00	Combined work
	Kitchen cabinets, countertops, sinks (continuation)	1460	8 units	20,000.00	0.00		0.00	0.00	Moved to 2007
	Bathroom and plumbing fixtures replacement			12,000.00	0.00		0.00	0.00	continue in 2007
	Energy conservation improvements (fluorescent lighting)		8	6,000.00	0.00		0.00	0.00	continue in 2007
	Window coverings/blinds		4	2,000.00	0.00		0.00	0.00	continue in 2007
	Water heaters		2	1,500.00	0.00		0.00	0.00	continue in 2007
	Dryrot repair (utility boxes, ext. siding, ext. trim)			10,000.00	0.00		0.00	0.00	Moved to 2007
	Windows replacement			10,000.00	0.00		0.00	0.00	Moved to 2007
	Mold remediation services and repairs		1	15,000.00	0.00		0.00	0.00	Moved to 2007

## Part II: Supporting Pages

Federal FY of Grant:	2005
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Capital Fund Program Tables

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part III: Implementation Schedule

3/8/2007

PHA Name:

Housing Authority of the County of San Mateo

Grant Type and Number:  
Capital Fund Program No:  
Replacement Housing Factor Grant No:

CA39P01450105

Federal FY of Grant:  
2005

Development Number  
Name/HA-Wide  
Activities

All Funds Obligated  
(Quarter Ending Date)

All Funds Expended  
(Quarter Ending Date)

Reasons for Revised Target Dates

Original  
8/18/2007

Revised

Actual

Original  
8/18/2009

Revised

Actual

Capital Fund Program Tables

# CAPITAL FUND PROGRAM TABLES START HERE

Attachment: ca014\_01

## Annual Statement /Performance and Evaluation Report

### Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

3/8/2007

PHA Name:		Housing Authority of the County of San Mateo		Grant Type and Number: Capital Fund Program No: Replacement Housing Factor Grant No:		CA39P01450104		Federal FY of Grant: 2004	
<input type="checkbox"/> Original Annual Statement Performance and Evaluation Report for Program Year Ending 12/31/06		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement/Revision Number ____ 1 ____					
<input checked="" type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending									
Line No.	Summary by Development Account		Total Estimated Cost			Total Actual Cost			
	Original	Revised	Obligated	Expended					
1	Total Non-Capital Funds								
2	1406	Operations	10,000.00	299,739.00	299,739.00	299,739.00			
3	1408	Management Improvements	23,619.00	0.00	0.00	0.00		0.00	
4	1410	Administration	29,973.00	0.00	0.00	0.00		0.00	
5	1411	Audit	0.00	0.00	0.00	0.00		0.00	
6	1415	Liquidated Damages	0.00	0.00	0.00	0.00		0.00	
7	1430	Fees and Costs	30,000.00	0.00	0.00	0.00		0.00	
8	1440	Site Acquisition	0.00	0.00	0.00	0.00		0.00	
9	1450	Site Improvement	176,147.00	0.00	0.00	0.00		0.00	
10	1460	Dwelling Structures	30,000.00	0.00	0.00	0.00		0.00	
11	1465.1	Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00		0.00	
12	1470	Nondwelling Structures	0.00	0.00	0.00	0.00		0.00	
13	1475	Nondwelling Equipment	0.00	0.00	0.00	0.00		0.00	
14	1485	Demolition	0.00	0.00	0.00	0.00		0.00	
15	1490	Replacement Reserve	0.00	0.00	0.00	0.00		0.00	
16	1492	Moving to Work Demonstration	0.00	0.00	0.00	0.00		0.00	
17	1495.1	Relocation Costs	0.00	0.00	0.00	0.00		0.00	
18	1499	Development Activities	0.00	0.00	0.00	0.00		0.00	
19	1501	Collateralization or Debt Service	0.00	0.00	0.00	0.00		0.00	
20	1502	Contingency	0.00	0.00	0.00	0.00		0.00	
21	Amount of Annual Grant (sums of lines 2-20)		\$299,739.00	\$299,739.00	\$299,739.00	\$299,739.00		\$299,739.00	
22	Amount of line 21 Related to LBP Activities		0.00	0.00	0.00	0.00		0.00	
23	Amount of Line 21 Related to Section 504 Compliance		0.00	0.00	0.00	0.00		0.00	
24	Amount of Line 21 Related to Security - Soft Costs		0.00	0.00	0.00	0.00		0.00	
25	Amount of Line 21 Related to Security - Hard Costs		0.00	0.00	0.00	0.00		0.00	
26	Amount of Line 21 Related to Energy Conservation Measures		0.00	0.00	0.00	0.00		0.00	

Capital Fund Program Tables

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# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

3/8/2007

PHA Name:		Housing Authority of the County of San Mateo		Grant Type and Number:		Capital Fund Program No:		Replacement Housing Factor Grant No:		CA39P01450104		Federal FY of Grant	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work					
				Original	Revised	Funds Obligated	Funds Expended						
HA - Wide	Operations	1406		10,000.00	299,739.00	299,739.00	299,739.00	Completed					
	Management Improvements:	1408		23,619.00	0.00	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		29,973.00	0.00	0.00	0.00						
	Procurement-Contractors, monitoring, report, documentation functions												
	Fees & Costs:	1430		30,000.00	0.00	0.00	0.00						
	Planning, consortium fees, update annual agency plan, Update utility allowance,												
	Site Improvement:	1450											
	Concrete retaining wall (erosion control)			49,987.00	0.00	0.00	0.00						
	Resurface asphalt parking lot/stripping (partial)			35,000.00	0.00	0.00	0.00						
	Termite inspections			23,500.00	0.00	0.00	0.00						
	Repair termite damage			28,000.00	0.00	0.00	0.00						
	Sprinkler system (common areas)			29,760.00	0.00	0.00	0.00						
	Sidewalk			3,400.00	0.00	0.00	0.00						
	Tree Trimming, root problems			0.00	0.00	0.00	0.00						
	Landscaping, grass-reseed			5,000.00	0.00	0.00	0.00						
	Waste receptacles			1,500.00	0.00	0.00	0.00						
	Dwelling Structures:	1460											
	Painting, interior		22 units	20,000.00	0.00	0.00	0.00						
	Blinds, shades			4,000.00	0.00	0.00	0.00						
	Exterior storage doors			6,000.00	0.00	0.00	0.00						
	Kitchen cabinets, countertops, sinks		17 units	0.00	0.00	0.00	0.00						
	Non-Dwelling Equipment:	1475											
	Maintenance vehicle			0.00	0.00	0.00	0.00						
	Community room training equipment			0.00	0.00	0.00	0.00						
	TOTAL CAPITAL FUNDS 2004			\$299,739.00	\$299,739.00	\$299,739.00	\$299,739.00						

Capital Fund Program Tables

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part III: Implementation Schedule**

**Part III.**

**PHA Name:**

3/8/2007

**Housing Authority of the County of San Mateo**

**Grant Type and Number:**

Capital Fund Program No:

CA39P01450104

**Federal FY of Grant:**  
**2004**

Development Number	Name/HA-Wide	Activities
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All Funds Obligated  
(Quarter Ending Date)All Funds Expended  
(Quarter Ending Date)

### Reasons for Revised Target Dates

[illegible]

Capital Fund Program Tables



# CAPITAL FUND PROGRAM TABLES START HERE

Attachment ca014\_01

<b>Annual Statement /Performance and Evaluation Report</b> <b>Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>										3/8/2007
PHA Name: <b>Housing Authority of the County of San Mateo</b>										Federal FY of Grant: <b>2003</b>
Grant Type and Number: Capital Fund Program No: <b>CA39P01450103</b> Replacement Housing Factor Grant No:										
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12/31/06 <input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____										
<b>Summary by Development Account</b>										
Line No.	Original	Revised	Obligated	Total Actual Cost	Expended					
1	Total Non-Capital Funds									
2	1406 Operations					5,000.00	5,000.00			5,000.00
3	1408 Management Improvements					30,000.00	41,759.04			41,759.04
4	1410 Administration					25,000.00	25,393.99			25,393.99
5	1411 Audit					0.00	0.00			0.00
6	1415 Liquidated Damages					0.00	0.00			0.00
7	1430 Fees and Costs					20,000.00	129,620.00			99,459.63
8	1440 Site Acquisition					0.00	0.00			0.00
9	1450 Site Improvement					35,000.00	10,741.00			0.00
10	1460 Dwelling Structures					133,147.00	38,889.92			38,889.92
11	1465.1 Dwelling Equipment-Nonexpendable					3,000.00	3,278.00			3,278.00
12	1470 Non dwelling Structures					0.00	0.00			0.00
13	1475 Non dwelling Equipment					5,000.00	1,465.05			1,465.05
14	1485 Demolition					0.00	0.00			0.00
15	1490 Replacement Reserve					0.00	0.00			0.00
16	1492 Moving to Work Demonstration					0.00	0.00			0.00
17	1495.1 Relocation Costs					0.00	0.00			0.00
18	1499 Development Activities					0.00	0.00			0.00
19	1501 Collateralization or Debt Service					0.00	0.00			0.00
20	1502 Contingency					0.00	0.00			0.00
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>					<b>\$256,147.00</b>	<b>\$256,147.00</b>			<b>\$215,245.63</b>
22	Amount of line 21 Related to LBP Activities					0.00	0.00			0.00
23	Amount of Line 21 Related to Section 504 Compliance					0.00	0.00			0.00
24	Amount of Line 21 Related to Security - Soft Costs					0.00	0.00			0.00
25	Amount of Line 21 Related to Security - Hard Costs					0.00	13,014.00			13,014.00
26	Amount of Line 21 Related to Energy Conservation Measures					3,784.00	2,875.92			2,875.92

Capital Fund Program Tables

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRH)**  
**Part II: Supporting Pages**

3/8/2007

PHA Name:		Housing Authority of the County of San Mateo		Grant Type and Number:		CA39P01450103		Federal FY of Grant:	
Development Number		Capital Fund Program No:		Replacement Housing Factor Grant No:		Dev. Acct No.		Quantity	
Name/HA-Wide Activities		General Description of Major Work Categories		Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
HA - Wide		Operations		5,000.00	5,000.00	5,000.00	5,000.00	Completed	
		Management Improvements - technical & non-technical assistance/staff training, software & HUD program systems (RDD, waiting list, tracking, etc., policy updates/changes, orientation)		30,000.00	41,759.04	41,759.04	41,759.04	Completed	
		Computer software updates, staff training							
		Resident Coordinator/benefits (for safety, house-keeping training, Neighborhood Watch)							
		Administration - Procurement-Contractors, monitoring, report, documentation functions		25,000.00	25,393.99	25,393.99	25,393.99	Completed	
		Hire pt-time data clerk for inventory record input, etc.							
		Fees & Costs - Architect Planning, consortium fees, Update Annual Agency Plan/Five Year Plan		20,000.00	129,620.00	129,620.00	99,459.63	77% Completed	
		Review/update Annual Utility Allowances							
		Replace wooden retaining walls (El Camino Village)		35,000.00	0.00	0.00	0.00		
		Sewer line replacement (4 units)		0.00	10,741.00	0.00	0.00	added	
		Dwelling Structures -Replace gutters all units (Phase 1)		74,991.00	0.00	0.00	0.00		
		Energy Star Water Heater		3,784.00	2,875.92	2,875.92	2,875.92	Completed	
		Blinds/shades		1,500.00	1,500.00	1,500.00	1,500.00	Completed	
		Upgrade/improve existing lighting/light poles		10,000.00	0.00	0.00	0.00		
		Replace kitchen cabinets (Partial)		42,872.00	0.00	0.00	0.00		
		Security camera system upgrade		0.00	13,014.00	13,014.00	13,014.00	Completed	
		Mold remediation		0.00	21,500.00	21,500.00	21,500.00	Completed	
		Dwelling Equipment - kitchen appliances		3,000.00	3,278.00	3,278.00	3,278.00	Completed	
		Non-Dwelling Structures (expand maintenance fac.)		0.00	0.00	0.00	0.00		
		Non-Dwelling Equipment - Purchase landscaping/maintenance equipment, (drain cleaning machine)		5,000.00	1,465.05	1,465.05	1,465.05	Completed	
		TOTAL CAPITAL FUNDS 2003		\$256,147.00	\$256,147.00	\$245,406.00	\$215,245.63	84% Completed	

xls.Nelrod

Capital Fund Program Tables

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part III: Implementation Schedule**

3/8/2007

[illegible]

### Capital Fund Program Tables

Page 3 of 3

## 3/8/2007

## Part I: Summary

Attachment ca014\_01

HA Name:

Page 1 of 6

# Capital Funds Program Five Year Action Plan

## Part II: Supporting Pages--Work Activities

3/8/2007

Activities for Year 1	Development Name/Number	Activities for Year: 2	
		FFY Grant: 2008	PHA FY: 2008
		Major Work Categories	Estimated Cost
2007	HA - Wide	Operations	25,000.00
See			
Annual		Management Improvements:	20,000.00
		Technical & non-technical training/assistance	
		(HUD program systems updates, tracking, etc.)	
		Policies updates/changes	
		Computer software updates, staff training	
Statement		Administration:	30,000.00
		Procurement-Contractors, monitoring, report, documentation functions	
		Fees & Costs:	25,000.00
		Planning, consortium fees, update annual agency plan, Update utility allowance,	
		Site Improvements:	
		Landscaping/tree trimming	20,000.00
		Roofing /Gutter repair replacement	48,000.00
		Concrete/asphalt repair, replacement	20,000.00
		Dwelling Structures:	
		Window replacement (for energy conservation)	8,000.00
		Dry rot repair	12,000.00
		Painting interior	10,000.00
		Interior light fixtures	5,000.00
		Tub enclosure replacement	10,000.00
		Exterior painting (partial)	40,000.00
		Water heaters	3,500.00
		Dwelling equipment :	
		Appliances	3,500.00
		Non-Dwelling equipment:	
		Generator for emergency purposes	4,000.00
		Office/Maintenance equipment,furniture	10,000.00
		Total Estimated Capital Funds - 2008	\$294,000.00

## 3/8/2007

Activities for Year: 3  
FFY Grant: 2009  
PHA FY: 2009

2007	Development Name/Number	Major Work Categories	Estimated Cost
See	HA - Wide	Operations	25,000.00
Annual		Management Improvements:	
		Technical & non-technical training/assistance	25,000.00
		(HUD program systems updates, tracking, etc.)	
		Policies updates/changes	
		Computer software updates, training	
Statement		Administration:	
		Procurement-Contractors, monitoring, report, documentation functions	20,000.00
		Fees & Costs:	
		Planning, consortium fees, update annual agency plan, Update utility allowance,	25,000.00
		Site improvements:	
		Landscaping improvements	20,000.00
		Concrete walkways, patios repair/replacement	50,000.00
		Re-Seal Asphalt Paving	35,000.00
		Dwelling Structures:	
		Windows replacement	10,000.00
		Roofing /Gutters repair, replacement	30,000.00
		Water heater closet door replacement (exterior)	14,000.00
		Termite Inspections/Repairs	15,000.00
		Water heaters	3,000.00
		Patio Doors	3,000.00
		Tub enclosure replacement	
		Dwelling Equipment	5,000.00
		Stoves-Refrigerators	
		Non-Dwelling equipment:	4,000.00
		Plumbing equipment /snake/video camera for sewer lines	
			10,000.00
		Total Estimated Capital Funds - 2009	\$294,000.00

3/8/2007

Activities for Year: 4  
FFY Grant: 2010  
PHA FY: 2010

	Development Name/Number	Major Work Categories	Estimated Cost
2007	HA - Wide	Operations	
See			25,000.00
Annual		Management Improvements:	
		Technical & non-technical training/assistance	25,000.00
		(HUD program systems updates, tracking, etc.)	
		Policies updates/changes	
		Computer software updates, training	
Statement		Administration:	
		Procurement-Contractors, monitoring, report,	25,000.00
		documentation functions	
		Fees & Costs:	
		Planning, consortium fees, update annual	
		agency plan, Update utility allowance,	20,000.00
		Energy audit (required every 5 years)	
		Site Improvement:	
		Landscaping /Tree trimming	25,000.00
		Asphalt replacement/repair (partial)	74,000.00
		Asphalt Reseal (Cypress Lane area every 2 years)	30,000.00
		Dwelling Structure:	
		Gutter repair/replacement	30,000.00
		Windows replacement (for energy conservation)	6,000.00
		Weatherstripping	5,000.00
		Water Heaters	4,000.00
		Non-Dwelling Structure:	
		Expanding/Remodeling rental office	25,000.00
		Total Estimated Capital Funds - 2010	\$294,000.00
		Capital Fund Program Tables	

## 3/8/2007

Activities for Year: 5  
FFY Grant: 2011  
PHA FY: 2011

Development	Name/Number	Major Work Categories	Estimated Cost
2007	See	Operations:	25,000.00
Annual		Management improvements: Staff training	25,000.00
		Technical & non-technical assistance (HUD program system updates, tracking, etc.)	
		Policies updates/changes	
		Computer software updates	
Statement		Administration Procurement - Contractors, monitoring, report(s), documentation functions	25,000.00
		Fees & Costs: Planning, consortium fees, update annual agency plan, update utility allowance plan	25,000.00
		Energy Audit (required every 5 years)	
		Site Improvements:	
		Resurfacing and restriping of parking/driveways	10,000.00
		Accessibility improvements	10,000.00
		Tree trimming/removal	8,000.00
		Exterior lighting (common areas)	5,000.00
		Irrigation and landscaping improvements	5,000.00
		Dwelling Structures:	
		Mold remediation services	15,000.00
		Pest control services/repairs	10,000.00
		Energy conservation improvements (fluorescent lighting)	8,000.00
		Painting of units (interior)	7,000.00
		Carpeting and flooring replacement	10,000.00
		Window covering replacement	2,000.00
		Bathroom/plumbing fixtures replacement	15,000.00
		(continued page 6)	\$205,000.00
		Subtotal - Estimated Capital Funds - 2011, continued next page.	



3/8/2007

x/s/Nelrod

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

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## Housing Authority of the County of San Mateo

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**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

- ☒ 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

### 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	2953		
Extremely low income <=30% AMI	2345	80%	
Very low income (>30% but <=50% AMI)	423	14%	
Low income (>50% but <80% AMI)	185	6%	
Families with children	1194	40%	
Elderly families	561	18%	
Families with Disabilities	591	20%	
White/Non-Hispanic	268	9%	
White/Hispanic	627	21%	
Black/African American	835	28%	
American Indian/Alaska Native	35	1%	
Asian	569	19%	
Native Hawaiian/Other Pacific Islander	104	4%	
Other	515	18%	
Characteristics by Bedroom Size (Public Housing Only)			
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	

<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
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)? 60 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) <i>MTW participants who applied and qualified for hardship exemptions</i>			
(2) <i>Families who applied and qualified for Section 8 Project-Based assistance</i>			
(3) <i>Families of federally declared disasters who are Section 8 participants of public housing residents</i>			

<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
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	1288		
Extremely low income <=30% AMI	1157	90%	
Very low income (>30% but <=50% AMI)	110	9%	
Low income (>50% but <80% AMI)	21	1%	
Families with children	465	36%	
Elderly families	112	8%	
Families with Disabilities	324	25%	
White/Non-Hispanic	54	4%	
White/Hispanic	293	23%	
Black/African American	595	47%	
American Indian/Alaska Native	55	4%	
Asian	176	14%	
Native Hawaiian/Other Pacific Islander	83	6%	
Other	32	2%	

Housing Needs of Families on the PHA's Waiting Lists			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	697	55%	
2 BR	495	38%	
3 BR	76	6%	
4 BR	17	1%	
5 BR	0	0	
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>			

## 906.7b Policies on Eligibility, Selection and Admissions

### 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*
  - *The PHA will attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history and exercise discretion in determining suitability for tenancy, taking into consideration the circumstances that may have contributed to the negative reporting. (added)*

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 PHA does not operate site-based waiting lists***

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. *N/A*

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 PHA does not plan to operate site-based waiting lists.***

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) (*changed*)
  - *Applicants who live in the County of San Mateo*
  - *Families of federally declared disasters who are public housing residents or Section 8 participants*
  - *Families who are displaced by development of affordable housing in unincorporated county areas along the transportation corridor.*

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.

☒ 3 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 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) (*changed*)
  - 2 – Applicants who live in the County of San Mateo*
  - 1 – Families of federally declared disasters who are public housing residents or Section 8 participants*
  - 2 – Families who are displaced by development of affordable housing in unincorporated county areas along the transportation corridor.*

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)

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

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):
  - *Domestic Violence – Attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history or criminal activity and exercise discretion in determining suitability for tenancy about the circumstances that may have contributed to the negative reporting. (added)*
- ☒ 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)

- *The 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, the 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 the HACSM) of the landlords at the family's current and prior address
- Upon written request, the 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) *(changed)*
  - The Section 8 waiting list remains closed. When the list reopens, the Housing Authority will announce the methods for which the families may apply.

## **(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: *(changed)*

- The HACSM currently grants a total of 90 days search time at the time 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) (*changed*)
  - *Applicants who live in the County of San Mateo*
  - *Placement order of selection from lottery*
  - *Moving To Work participants who applied and qualified for hardship exemptions*
  - *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 (*removed*)

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)
  - 2 - *Applicants who live in the County of San Mateo*
  - 2 - *Placement order of selection from lottery*
  - 1 - *Moving To Work participants who applied and qualified for hardship exemptions*
  - 1 - *Families of federally declared disasters who are Section 8 participants or public housing residents*

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) *(added)*
  - *The Housing Authority's website: [www.smchousing.org](http://www.smchousing.org)*

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

- ☒ Through published notices
- ☒ Other (list below) *(changed)*
  - *Through outreach and marketing to service providers and non-profit community-based organizations serving the special purpose populations*

# Housing Authority of the County of San Mateo

## Statement of Financial Resources

(WORKSHEET)

[24 CFR Part 903.7 9 (b)]

**2007 PHA PLAN**

03/08/2007

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2007 grants)</b>		
a) Public Housing Operating Fund	148,750.00	
b) Public Housing Capital Fund (estimated for 2007)	248,572.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance HCV MTW	48,391,639.00 4,016,409.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Moderate Rehabilitation	1,047,467.00	Section 8 - Other
Shelter Plus Care CA01C51-2021	875,040.00	Section 8 - Other
Shelter Plus Care CA01C51-2022	884,916.00	Section 8 - Other
Shelter Plus Care CA01C41-2021	182,160.00	Section 8 - Other
Shelter Plus Care CA01C51-2024	89,208.00	Section 8 - Other
Shelter Plus Care CA01C11-2001	143,796.00	Section 8 - Other
Shelter Plus Care CA01C41-2001	132,000.00	Section 8 - Other
Shelter Plus Care CA01C51-2001	41,424.00	Section 8 - Other
Supportive Housing CA01B51-2008	249,644.00	Section 8 - Other
Supportive Housing CA01B51-2003	495,369.00	Section 8 - Other
Family Self-Sufficiency Coordinator	124,872.00	Section 8 supportive servies
<b>2. Prior Year Federal Grants (unobligated funds only) (list below) (as of 12/31/06)</b>		
2006 Capital Funds grant	248,572.00	Public housing capital improvements
2005 Capital Funds grant	291,538.00	Public housing capital improvements
2003 Capital Funds Grant	10,741.00	Public housing capital improvements
<b>Sub-total</b>	<b>57,622,117.00</b>	
Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>3. Public Housing Dwelling Rental Income</b>	983,641.00	Public housing operations
<b>4. Other income (list below)</b>		
Interest on Investments:	92,006.88	Public housing operations
Other income: Legal fees, maintenance charges to tenants, late fees, NSF check charges, etc.	41,308.60	Public housing operations
Rental income from Housing Authority owned units	637,973.97	Public housing operations
<b>5. Non-federal sources (list below)</b>		
<b>Sub-total</b>	<b>1,754,930.45</b>	
<b>Total resources</b>	<b>\$59,377,047.45</b>	

HUD 50075

OMB Approval No: 2577-0226

Expires: 03/31/2002

## 903.7d Rent Determination Policies

### 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? (*changes*)

3. If yes to question 2, list these policies below: (*added*)

*The minimum rent requirement may be waived under certain circumstances. Financial hardship status is to be granted immediately for ninety (90) days in the event of the following:*

- a) *the family is awaiting an eligibility determination to receive federal, state, or local assistance, including legal aliens entitled to receive assistance under the Immigration and nationality Act;*

- b) *family income decreases due to changed circumstances such as separation, divorce, abandonment;*
- c) *loss of employment;*
- d) *eviction resulting from non-payment of rent;*
- e) *financial hardship exemption only applies to payment of minimum rent - not to rent based on the other branches of the formula for determining the Total Tenant Payment (TTP);*
- f) *other situations determined by the HACSM on a case by case basis, i.e. alimony, child support, etc.*

*If the family initiates a request for a hardship exemption that the HACSM determines is temporary in nature:*

- a) *The exemption for non-payment of minimum rent will not be granted during the ninety (90)-day period beginning on the day the request is made*
- b) *The family may not be evicted for non-payment of rent during this ninety (90)-day period.*
- c) *If the hardship is subsequently determined to long-term, the HACSM will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.*
- d) *In the case of a temporary hardship, the HACSM will allow the family to make payment of any delinquent minimum rent payments. However, the family must execute a repayment agreement.*

*A family who appeals a financial hardship determination through the HACSM's grievance procedure is exempt from any escrow deposit that may be required under regulations governing Grievance Procedures for other determinations.*

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)  
☐ 95<sup>th</sup> 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 waiver 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)

- *For the moving-to-work program, 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) *(added)*

## ***FINANCIAL HARDSHIPS AFFECTING MINIMUM RENT***

### ***Overview***

*If the PHA establishes a minimum rent greater than zero, the PHA must grant an exemption from the minimum rent if a family is unable to pay the minimum rent because of financial hardship.*

*The Financial hardship exemption applies only to families required to pay the minimum rent. If a family's TTP is higher than the minimum rent, the family is not eligible for a hardship exemption. If the PHA determines that a hardship exists, the family share is the highest of the remaining components of the family's calculated TTP.*

### ***HUD-Defined Financial Hardship***

*Financial hardship includes the following situations:*

- (2) *The family has lost eligibility for or is awaiting determination for a federal, state, or local assistance program. This includes a family member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.*



HACSM Policy

*A hardship will be considered to exist only if the loss of eligibility has an impact on the family's ability to pay the minimum rent.*

*For a family waiting for a determination of eligibility, the hardship period will end as of the first of the month following (1) implementation of assistance, if approved, or (2) the decision to deny assistance. A family whose request for assistance is denied may request a hardship exemption based upon one of the allowable hardship circumstances*

- (3) *The family would be evicted because it is unable to pay the minimum rent.*

HACSM Policy

*For a family to qualify under this provision, the cause of the potential eviction must be the family's failure to pay rent to the owner or tenant-paid utilities.*

- (4) *Family income has decreased because of changed family circumstances, including the loss of employment.*

- (5) *A death has occurred in the family.*

HACSM Policy

*In order to qualify under this provision, a family must describe how the death has created a financial hardship (e.g., because of funeral-related expenses or the loss of the family member's income).*

- (6) *The family has experienced other circumstances determined by the PHA.*

HACSM Policy

*The HACSM has not established any addition hardship criteria.*

**Implementation of Hardship Exemption**

**Determination of Hardship**

*When a family requests a financial hardship exemption, the PHA must suspend the minimum rent requirement beginning the first of the month following the family's request.*

*The PHA then determines whether the financial hardship exists and whether the hardship is temporary (expected to last 90 days or less) or long-term.*

*When the minimum rent is suspended, the family share reverts to the highest of the remaining components of the calculated TTP.*

## 903.7h Demolition and Disposition

### 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: <i>El Camino Village</i>
1b. Development (project) number: <i>CA39-P014-004</i>
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> <i>HACSM will explore the feasibility of converting El Camino Village into a Section 8 Project-Based property, and if feasible, implement conversion. 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.</i>
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: <i>dd/mm/yy (31/12/07) (changed)</i>
5. Number of units affected: <i>30</i>
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: <i>To be determined subject to HUD's approval</i> b. Projected end date of activity: <i>12 months from HUD's approval of disposition</i>

## 903.7k Homeownership Programs

### **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 (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, 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 by:*

- *Maximizing housing choice vouchers within the allocated budget;*
- *Opening the Project-based and Public housing wait lists;*
- *Receiving a new Shelter Plus Grant for 3 additional vouchers;*
- *Receiving renewal of all Shelter Plus Care and 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 \$124,872.00 from HUD for two Family Self-Sufficiency Coordinator positions for the management of the HACSM's Family Self-Sufficiency and Homeownership Programs.*
- *Receiving approval from HUD to extend the Moving-To-Work program for an additional 3 years.*
- *Preparing admission process for new Moving-To-Work applicants.*

## **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. *Seek development opportunity to redevelop public housing and PHA owned properties to increase affordable housing units. (changed)*
- ☐ Other (list below)

☒ PHA Goal: Improve the quality of assisted housing

Objectives:

- ☒ Improve public housing management: *Strive for high-performer status while maintaining standard performance level as measured by PHAS, given appropriate funding from HUD. (changed)*
- ☒ Improve voucher management: *Strive for high-performer status while maintaining standard performance level as measured by SEMAP, given appropriate funding from HUD. (changed)*
- ☒ Increase customer satisfaction: *Conduct Customer Satisfaction Survey. Achieve "good" or better rating on at least 90% of survey returned.*
- ☒ Concentrate on efforts to improve specific management functions: *(list; e.g., public housing finance; voucher unit inspections) (changed)*
  - *Upgrade computer system to provide project-based accounting, asset management and cost allocation planning.*
  - *Update the Section 8 Administrative Plan and related policies and procedures as required by regulatory and market needs*
  - *Update the Public Housing Admissions and Continued Occupancy Policy and related policies and procedures as required by regulatory and market needs*
- ☒ Renovate or modernize public housing units: *Investigate opportunities to redevelop Midway Village with a new mixed use development. (changed)*

- ☒ Demolish or dispose of obsolete public housing:
  - *Dispose El Camino Village from public housing status in preparation for applying for Section 8 Project-based assistance. (changed)*
- ☒ 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 was successful in meeting the following objectives:*

- *Achieved standard-performance status for the Public Housing Program*
- *Achieved high-performance status for the Section 8 Voucher Program*
- *Completed rehab of 9 off-line public housing units. 4 have been occupied, 1 is ready for occupancy, and 4 are waiting for final inspection from appropriate agencies.*
- *Achieved 97% occupancy rate of on-line units.*
- *Received more than 90% good or excellent rating on customer satisfaction survey*
- *Updated Public Housing and Section 8 utility allowance schedules*
- *Updated and received Board approval for Public Housing Admissions and Continued Occupancy Policy*
- *Updated and received Board approval for Section 8 Administrative Plan*
- *Completed new energy audit*

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling: *Provide mobility counseling at tenant briefing. (changed)*
- ☒ Conduct outreach efforts to potential voucher landlords: *Distribute program information through publication and HACSM's website. (changed)*
- ☐ Increase voucher payment standards:
- ☒ Implement voucher homeownership program: *Through HACSM's FSS Program. (changed)*
- ☒ Implement public housing or other homeownership programs: *Offer referrals to homeownership related services. (changed)*
- ☐ Implement public housing site-based waiting lists:
- ☒ Convert public housing to vouchers: *If appropriate, apply to HUD for voluntary conversion of public housing units to Section 8 project-based vouchers. (changed)*
- ☒ 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) *(added)*
  - *Implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing.*

**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.*

*HACSM updated its ACOP and the companion lease agreement to address the residents' security concerns and to improve the administration of public housing.*

*HACSM installed a new surveillance system at El Camino Village and will continue to upgrade security equipment in its Public Housing developments as funding allows.*

**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.*
- *Partnership with local agencies to provide or attract supportive services to assist victims of domestic violence move out of abusive situations and begin again. (added)*

**Progress Statement:** *The HACSM was successful in collaborating with community partners to provide supportive services needed by its program participants. Despite the high home price in San Mateo County, HACSM had its first successful closing under the Section 8 Voucher Homeownership Program in 2006. In addition, 12 Family Self-Sufficiency and Moving-To-Work participants purchased homes outside of San Mateo County in 2006. Currently, 15 families are receiving intense case management services in preparation of becoming a homeowner. (changed)*

#### **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: *Collaborate with agencies that provide fair housing services. (changed)*
  - ☒ 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: *Collaborate with agencies that offer supportive services or site improvement services. (changed)*
  - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: *Identify accessible units in vacancy listing. (changed)*
  - ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below) (added)**

#### **Moving-To-Work Program**

##### **(1) Hardship exemption**

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
- Do 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.

## **(2) Expanding MTW status**

*The Housing Authority of the County of San Mateo (HACSM) applied to participate in the MTW program with HUD in May 1997. In May 2000, HUD approved HACSM's application and an agreement was signed that granted the HACSM its MTW status. A total of 300 vouchers were designated as MTW vouchers with certain self-sufficiency features and time-limited assistance requirements built into the program. The current MTW agreement with HUD is due to expire on June 30, 2009.*

*The HACSM received a request from HUD to execute a new MTW agreement in 2007. The new agreement carries a ten-year term and contains provisions that would allow HACSM to adopt new policies which would provide greater flexibility in the administration of its rental programs.*

*The HACSM will seek to expand its MTW status to include the entire Section 8 Housing Choice Voucher program and may also include the Public Housing programs. HACSM will review and evaluate all available provisions under the current or future MTW agreement with HUD, and develop a local housing program that serves the following goals:*

- 1. Increase incentives for families to achieve economic self-sufficiency*
- 2. Increase housing choices for low-income families*
- 3. Increase efficiency in administration of housing programs*
- 4. Achieve greater cost effectiveness*
- 5. Achieve maximum program utilization*
- 6. Address local housing needs*
- 7. Encourage private investment in quality affordable housing*

*Expanding the MTW status will allow the HACSM to change its Public Housing management and policies in such area as asset management, development and redevelopment processes, rent policies, annual and interim review processes, occupancy policies, self-sufficiency requirements and waiting list management.*

*Expanding the MTW status will allow the HACSM to change its Section 8 Housing Choice Voucher Program management and policies in such area as project-basing processes, annual and interim review processes, inspection protocols, rent and occupancy policies, self-sufficiency requirements, payment standards and waiting list management.*

*Expanding the MTW status will allow the HACSM to change its general administration of its programs in such area as contracting and procurement processes.*

*Expanding the MTW status will allow the HACSM to change its funding as HACSM may seek a single fund budget (block grant) for its Section 8 and Public Housing programs with full flexibility for the purpose of improving resident quality of life and maintaining the financial health of HACSM.*

*Should the HACSM choose not to execute the new contract, the current contract would remain in force until its expiration date of June 30, 2009.*

## **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**

- *Additions or non-emergency work items in excess of \$25,000 (items not included in the current Capital Funds Annual Statement or Five Year Action Plan) or any changes in excess of \$25,000 in use of replacement reserve funds;*
- *Any change in policy or operation 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 Homeownership programs; and*
- *That is inconsistent with the applicable Consolidated Plan.*

### **Resident Advisory Board Consultation process**

1. ***Resident notification of appointment to the Advisory Board***  
*At beginning of PHA Plan process, sent out letter to all residents/participants of opportunity to serve on the Resident Advisory Board*
2. ***Resident Advisory Board Selection***  
*Selection made from resident/participant response*
3. ***Meeting Organization***  
*Schedule date to meet with Resident Advisory Board for input to PHA Plan*  
*Notify Resident Advisory Board of scheduled meeting*  
*Hold Resident Advisory Board meeting*
4. ***Notification of Public Hearing***  
*Schedule date for Public Hearing and place ad*  
*Notify Resident Advisory Board*  
*Hold Public Hearing meeting*
5. ***Documentation of resident recommendations and PHA's response to recommendations***  
*Update plan with resident recommendations and PHA responses*

## **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 county supervisor is elected for a 4-year term. Expiration date of the terms varies.*

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)

Tuner 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)

## Deconcentration and Income Mixing Worksheet and Documentation

### To Complete

#### PHA Plan Component 3, (g) Deconcentration and Income Mixing

PHA Name: Housing Authority of the County of San Mateo Date: January 17, 2007

Contact: William Lowell, Deputy Director Telephone #: 650-802-5024

#### Introduction:

Beginning with FYB October 1, 2001 PHA Plans, HUD required agencies to implement the Public Housing Deconcentration and Income Mixing Final Rule. Basically, PHA's are required to take actions to deconcentrate the income mix at family developments that have an average income below 85% or higher than 115% of the average income, *or at or below 30% of Area Median Income* for all covered developments.

*Effective September 5, 2002, a new Deconcentration Final Rule revised the definition of Established Income Range (EIR) to include within the EIR those developments in which the average income level is at or below 30 percent of the area median income. 24 CFR 903.2 (c)(1)(iii). Step 3 still requires PHA's to take actions to deconcentrate the income mix at family developments as stated above, except that the upper limit shall never be less than the income at which a family would be defined as an extremely low income family.*

This worksheet has two purposes. First, it enables your PHA to provide Nelrod with the information needed to begin the required analysis. Second, it provides the documentation that needs to be on display.

The following are a few questions for you to answer and fax return.

Step I. Identify which developments are excluded by this regulation. The final rule refers to a "public housing development" which includes units or buildings with the same project number, including scattered sites. Contiguous sites with more than one project number may also be considered as one development. A development is excluded if it meets one of the requirements below.



- A. The PHA has fewer than 100 public housing units.
- B. The development houses only elderly persons, persons with disabilities or both.
- C. The PHA has only one general occupancy family development.
- D. The development has been approved for demolition or conversion to tenant-based assistance.
- E. The development is being operated in accordance with a HUD-approved mixed finance plan using HOPE VI or public housing funds awarded prior to March 7, 2001, if the PHA certifies that exemption from this regulation is needed to comply with the mixed finance plan.

**Enter the name of each excluded development below and the letter corresponding to the appropriate explanation listed above:**

Excluded Development	Explanation Letter(s) Above
1.	
2.	
3.	
4.	
5.	

If your agency has a development that does not meet any of the above criteria for exemption, mark the question below "Yes." If all of your agency's developments are exempt mark the question below "No."

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

**Step II. Covered Developments**

- A. Developments that are not excluded are called "covered developments." List these developments in the table in D below.
- B. Determine the average income for all covered developments and enter: \$24,819.73
- C. Determine the average income for each covered development and enter in the table in D below.
- D. Below list each covered development, and the average income for each covered development.

Covered Development Name	Average Income
Midway Village	\$24,129.82
El Camino village	\$28,126.52

Please provide the Area Medium Income: \$ 95,000

**ANALYSIS:**

$$85\% \times \$24,820 = \$21,097$$

$$115\% \times \$24,820 = \$28,543$$

$$30\% \times \$95,000 = \$28,500$$

**Established Income Range: \$21,097 to \$28,543**

### **Section 8 Project Based Voucher Program**

Agencies utilizing the Section 8 Project Based Voucher Program, including certificate programs that were converted to vouchers or intending to utilize the Section 8 Project Based Voucher Program during the upcoming fiscal year are required to provide the following information.

Please complete the following:

Our agency is currently operating or intends to operate a Section 8 Project Based Voucher Program. Yes   X   No           

If yes:

Projected number of units: **322 units currently under contract. The total number of project-based units will not exceed 20% of the tenant-based voucher funding.**

General location(s) (eligible census tracts or areas within eligible census tracts):

**Throughout San Mateo County of San Mateo**

How is this action consistent with the PHA Plan? Include the reasons why project basing instead of tenant basing the same number of units is appropriate.

- ***Secure long-term affordable housing units***
- ***Access to neighborhoods outside of high poverty areas***
- ***Increase feasibility of construction of new affordable housing***