



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

## **Moving to Work Annual Plan**



**FY 2012  
(July 2011 - June 2012)**

12/2/2010 – for Public Comment

Department of Housing  
264 Harbor Blvd, Building A  
Belmont, CA 94002

[www.smchousing.org](http://www.smchousing.org)  
650-802-3300

**San Mateo County Board of Supervisors (sitting as the Board of Commissioners for the Housing Authority)**

Carole Groom  
Mark Church  
Rose Jacobs Gibson  
Adrienne J. Tissier  
Don Horsley

**Department of Housing/Housing Authority**

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

**MTW Annual Plan prepared by**

Jennifer Rainwater, MTW Project Manager

With significant contributions from:

- Cindy Chan, Rental Programs Manager
- Sherleen Lai, Program Compliance Officer
- Barbara Leff, Supervising Senior Accountant
- Debbie McIntyre, Procurement and CQI Administrator

## **SECTION I - Introduction**

### **A. Table Of Contents:**

Section I:	Introduction Overview of the Agency's Ongoing MTW Goals and Objectives	2
Section II:	General Housing Authority Operating Information Housing Stock Information Leasing Information Waiting List Information	4
Section III:	Non-MTW Related Housing Authority Information (Optional)	10
Section IV:	Long-term MTW Plan (Optional)	11
Section V:	Proposed MTW Activities: HUD approval requested	13
Section VI:	On-going MTW Activities: HUD approval previously granted	26
Section VII:	Sources and Uses of Funding	56
Section VIII:	Administrative	60
Appendix One:	MTW Standard Agreement, including amended Attachment A and Attachment D	
Appendix Two:	Documentation of the Public Review Process	
Appendix Three:	Board Resolution adopting 5007-MTW and HACSM's Certification of Compliance	
Appendix Four:	HACSM Hardship Policy	
Appendix Five:	Tiered Subsidy Table (TST)	
Appendix Six:	Capital Fund Program and ARRA Fund Program	

### **Overview of the Agency's ongoing MTW goals and objectives**

The Housing Authority of the County of San Mateo (HACSM) is committed to increasing the housing choices for families, developing administrative efficiencies, and promoting the self-sufficiency of the program participants. The flexibilities of the MTW program have allowed HACSM to collaborate with many county stakeholders to further support the residents of San Mateo County through program re-design and innovation.

To meet the goal of increasing administrative efficiencies, HACSM has re-designed the processes for both initial and on-going eligibility determinations, easing the burden on both participants and Housing Authority staff and increasing the timeliness of the process. Building on the success of the HQS inspection activities in FY2010, HACSM has moved to a biennial schedule for inspections of all subsidized units, with the provision that all units at all times must continue to meet HUD Housing Quality Standards.

To support increased housing choice for families, HACSM recognized the limitation of an across-the-board regulation requiring families pay no more than 40% of their income to housing at initial lease-up, but having no such requirement for on-going residency. By lifting this requirement, families have the option to move to less-poverty dense neighborhoods and exercise greater personal choice in their housing decisions. At the same time, HACSM created an affordability safety net that prevents families from overburdening themselves with excessive rental commitments.

Promoting a participant's self-sufficiency has long been a goal of HACSM. This goal has resulted in families leaving the program through homeownership, increasing their income potential through education and employment advancement, and personal growth and increased financial understanding. This FY2011, HACSM expanded the self-sufficiency component to include a provision of monetary rewards for participants who complete educational goals as well as increase their credit scores and savings, all of which are acknowledged to be challenging areas for someone striving to be self-sufficient.

Increasing self-sufficiency was also a main goal in the creation of HACSM's Housing Readiness Program. In collaboration with stakeholders from the County's "Ten-Year Plan to End Homelessness," HACSM entered into contract with homeless advocates and shelter providers to complement their case management services with housing assistance for a period of three years.

HACSM's "block-grant" funding status and newly executed Attachment D, "Broader Use of Funds", see Appendix I for more information, allows HACSM to use funds in even more creative ways to meet the needs of low income families in San Mateo County.



**SECTION II – General Housing Authority Operating Information**

**A. Housing Stock Information**

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

<b>Development</b>	<b>Type</b>	<b>Number of Units</b>
El Camino Village	Family	30
Midway Village	Family	150*

\*One unit is dedicated for use by the Resident Association

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

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

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

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

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

In June 2010, HACSM applied to HUD to remove El Camino Village and Midway Village from Public Housing status.

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

## 5. Rental Assistance Programs

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

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

As discussed in the previous section, at such time as HACSM's demo/dispo application is approved, and all units are project based, HACSM will see 180 additional HCV project based units.

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

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

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

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

HACSM is planning on holding a competitive process for approximately 100 project-based vouchers in FY2011-2012.

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

<b>Property Name</b>	<b>City</b>	<b>Total Units</b>
Delaware Place	San Mateo	16
Edgewater Isle	San Mateo	91
Half Moon Village	Half Moon Bay	60
Hillside Terrace	Daly City	16
Hilton Street	Redwood City	6

Magnolia Plaza	South San Francisco	48
Newell Housing	East Palo Alto	10
Pacific Oak Associates	Pacifica	50
Pine Street	Redwood City	6
Redwood Oaks	Redwood City	33
Robbin's Nest	San Carlos	6
St. Matthew	San Mateo	18
Willow Terrace	Menlo Park	11
The Woodlands	East Palo Alto	13

## **B. Leasing Information, Planned**

<b>Program</b>	<b>Anticipated Lease-Up Rate</b>	<b>Number of Units Leased</b>
Public Housing	98%	177
Housing Choice Voucher (Section 8)	98%	3943
Family Unification (non-MTW)	98%	39
VASH (non-MTW)	98%	0*
Moderate Rehabilitation (non-MTW)	98%	127
Shelter Plus Care (non-MTW)	100%	157
Supportive Housing (non-MTW)	100%	34

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

\*NOTE: VASH vouchers were awarded in July 2010. Since then, HACSM has been working closely with the San Francisco VA Medical Center to jump start the program.

## **C. Waiting List Information**

HACSM currently maintains the following waiting lists:

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

### **Public Housing**

The HACSM Public Housing Program waiting list is closed except for its 4 bedroom units. Since all other public housing units are fully occupied at this time, only turnover units will need leasing activity. If HUD approves HACSM's disposition application, the current

applicants on the Public Housing waiting list will be moved to the Site-Based Project-Based waiting list for the former Public Housing Properties.

### **Section 8 Housing Choice Voucher**

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

Currently, the waiting list for the HCV Program is closed. However, HACSM anticipates opening the HCV waitlist during FY2011-2012.

In July 2009, HACSM was awarded 40 FUP Family Unification Program (FUP) vouchers. HACSM has been reviewing its HCV waiting list and working with San Mateo County Families and Children Services to identify FUP-eligible families and youths for the program. As of November 22, 2010, HACSM has utilized 18 FUP vouchers. The FUP program will remain open until the 40 awarded slots are filled.

### **Project-Based**

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

### **Moderate Rehabilitation**

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

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

### Characteristics of Households on the Waiting Lists

<b>Public Housing</b>		
Waiting list total	3929	
Approximate Annual turnover	15	
	# of families	% of total families <sup>1</sup>
Elderly families	448	11.4%
Disabled families	888	22.6%
White/Non-Hispanic	160	4.1%
White/Hispanic	1156	29.4%
Black/African American	1427	36.3%
American Indian/Alaska native	145	3.7%
Asian	624	15.9%
Native Hawaiian/Other Pacific Islander	272	6.9%
Other	145	3.7%

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

<b>Section 8 - Housing Choice Voucher</b>		
Waiting list total	1472	
Approximate Annual turnover	240	
	# of families	% of total families <sup>1</sup>
Elderly families	120	8.1%
Disabled families	284	28.1%
White/Non-Hispanic	506	11.4%
White/Hispanic	288	22.6%
Black/African American	838	4.1%
American Indian/Alaska native	67	29.4%
Asian	101	36.3%
Native Hawaiian/Other Pacific Islander	69	3.7%
Other	0	0

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

<b>Section 8 - Project-Based</b>		
Waiting list total	5430	
Approximate Annual turnover	24	
	# of families	% of total families <sup>1</sup>
Elderly families	1047	19.3%
Disabled families	1487	27.4%
White/Non-Hispanic	1370	25.2%
White/Hispanic	1354	24.9%
Black/African American	1634	30.1%
American Indian/Alaska native	174	3.2%
Asian	825	15.2%
Native Hawaiian/Other Pacific Islander	314	5.8%
Other	0	0

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

<b>Moderate Rehabilitation</b>		
Waiting list total	2351	
Approximate Annual turnover	6	
	# of families	% of total families <sup>1</sup>
Elderly families	328	14%
Disabled families	655	27.9%
White/Non-Hispanic	550	23.4%
White/Hispanic	637	27.1%
Black/African American	847	36%
American Indian/Alaska native	73	3.1%
Asian	230	9.8%
Native Hawaiian/Other Pacific Islander	145	5.2%
Other	0	0

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

**SECTION III– Non-MTW Related Housing Authority Information**

**(Optional)**

**A. List planned sources and uses of other HUD or other Federal Funds (excluding HOPE VI);**

HACSM functions as a component of the San Mateo County Department of Housing (DOH). The DOH administers such HUD funded programs as CDBG, HOME and ESG (Emergency Shelter Grant), as well as housing rehabilitation and first time home buyer programs. It also serves as the administrative unit of HEART, the county's housing trust fund, and provides very active policy and planning leadership in a wide-range of affordable housing initiatives throughout San Mateo County. As part of the DOH, the Housing Authority is in an excellent position to participate in a broad range of housing and community development activities as well as coordinate its programs with the county's emergency housing/shelter safety net.

HACSM also works closely with the HOPE Plan, the County's 10-year plan for ending homelessness. The Housing Authority was an active partner in developing the comprehensive plan that was released in 2006 and remains active in implementation planning and activities.

A recent example of the synergy resulting from these collaborative efforts is HACSM's new Housing Readiness Program. More fully described in Section VI, On-Going Activity #2 of this Plan, the Housing Readiness Program is a 80-voucher initiative to further the HOPE Plan's "housing first" philosophy. These time-limited vouchers are being made available to hard-to-house homeless families who do not meet criteria for the Shelter Plus Care or Supportive Housing Programs through a HOPE-related partnership of safety-net agencies.

**B. Description of non-MTW activities proposed by the Agency**

HACSM did not implement any non-MTW activities in the last MTW Plan year.

## **SECTION IV– Long-Term MTW Plan**

### **(Optional)**

**Describe the Agency’s long-term vision for the direction of its MTW program, extending through the duration of the MTW Agreement.**

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

The following are some of the potential initiatives that HACSM will explore for the 2011-2012 MTW Plan year:

#### **Serve More Families**

The number of households that qualify for rental assistance in San Mateo County far exceeds the number of vouchers available. In July 2008, when HACSM opened its Housing Choice Voucher program waiting list, over 23,000 families applied. By lottery, 3,600 households were selected for the waiting list, the number that HACSM can reasonably expect to interview over the next three years to identify households qualifying for potential turnover vouchers. Because the vouchers allocated to HACSM are fully utilized, only 20 vouchers (approximately) per month become available, due solely to average turn-over created by families who leave the program.

In order to serve more families in San Mateo County, with this very limited and valuable resource, HACSM may propose to institute a time-limit to the housing subsidy for all new applicant households that are not designated senior or disabled households. The time limit will be approximately 5-7 years, with a renewal option for senior and disabled households.

#### **Expand Community Partnerships and Commitments with Support Service Providers**

Prior to the implementation of the initiative (Serve More Families) as stated above, the HACSM will develop partnerships with service providers to support families in job training, financial training and furthering of education. The community partnerships could include activities such as:

- Establish a Housing Scholarship-Type Program

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

- Green Jobs Training programs

Recognizing San Mateo County’s green job initiatives, HACSM is preparing to be a part of the solution to the housing needs for those entering green job training programs.



- Financial Services educational programs

Building upon the training programs available to the current MTW participants, HACSM is researching potential partnerships with financial services to provide financial training and specialized savings programs for all HACSM HCV (Section 8) participants.

### **Expand Quality Assurance Program**

HACSM recognizes the importance of a strong quality assurance department to ensure the timeliness and quality of the work performed. As such, HACSM will continue to expand its Quality Assurance program to include any and all new programmatic innovations.

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

HACSM will use its MTW flexibility to assist in the development of new or rehabilitated affordable housing by strategically project-basing HCV vouchers as a key financial component. Project-basing's contractual obligation for long-term unit availability is also important in our perennially tight housing market.

**SECTION V - Proposed MTW Activities**  
**HUD approval requested**

**Activity #21:**      **Change qualifications for “Full-Time Student” Status**

A. Description of activity

Currently, all family members over 18 years old can qualify for “Full-Time Student” (FTS) status provided they are meeting the FTS subject load of the institution they are attending. HACSM is proposing to modify this standard to encourage household members to seek and gain higher educational opportunities in a timely manner and through attendance at accredited institutions. In order for a family member, other than the head, co-head, or spouse to qualify for the FTS status, and hence the dependant deduction and earned income exclusion, the family member must be less than 24 years old, a FTS at an accredited institution, and they must provide a transcript of their full-time student status at all subsequent recertification appointments.

B. Relationship to a statutory objective

Increase the self-sufficiency of program participants.

C. Anticipated Impact on stated objective

HACSM’s expectation is that program participants will pursue educational opportunities from stable accredited institutions that will further support their potential financial self-sufficiency.

D. Baselines, benchmarks, metrics and schedules

***Baselines*** (Established FY2010)

1. 258 Households with 295 Full-Time Students in total
2. 33 FTS over 24 years old

***Benchmarks***

1. 5% increase in the total number of Full-Time Students (approximately 13 additional students under the age of 24)

***Metrics and Schedule***

1. Comparison of the number of Full-Time Students before and after implementation

E. Data collection process

HACSM is creating an additional certification for households claiming FTS for their family members. HACSM will use this certification and database to collect and review the data at least annually.

F. Authorizations based on Attachment C

The proposed activity is authorized in HACSM's MTW Agreement, Attachment C, (D) 2 (a) which waives certain provisions of Section 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10), 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503, 982.516, 982.518 and 982 Subpart E.

G. Processes for rent reform initiatives

- Board Approval
  - See Appendix III
- Impact Analysis

HACSM reviewed several key aspects of this proposed activity including the potential financial impact for the household.

  - In total there are 295 FTS in HACSM's MTW program.
  - 123 FTS between the ages of 18-23 also have earned income. The implementation of this activity would not have any financial impact on these households, as HACSM would continue to exclude all earned income over the first \$480 and then apply a dependant deduction.
  - Currently there are 34 households with a FTS who is 24 or older. Of the students who are 24 or older, 19 have earned income which is excluded from the household's gross annual income. For these households, HACSM would give the option of a Hardship review and potential calculation based on the traditional HCV policies for one additional recertification term.

HACSM is also reviewing and has created a database to track, during FY2012, all requests for FTS status through the recertification process. Part of the tracking will include whether or not the student is attending an accredited institution. Until HACSM has this data, we are unable to project the potential impacts for the participants.

- Annual Re-evaluation
  - HACSM will review this policy and its impacts at least annually.
- Hardship
  - As stated above, at the time of implementation of this activity, current participants with FTS in the household would have the ability to ask for a hardship review. Please see Appendix IV for further details regarding HACSM's Hardship Review process.

- Transition Period
  - Upon HUD approval, HACSM will immediately implement this activity for all new participants from the waitlist. For all current participants the activity would become effective at next recertification or interim, whichever comes first.
- Public Hearing
  - See Appendix II

**Activity #22:**      **Include Foster Care, KinGap, and Adoption Assistance payments in Annual Income calculation**

A. Description of activity

Currently the income that a family receives for the care of foster children or foster adults as well as adoption assistance is exempt from rent calculation. Building on earlier "Rent Simplification Activities", HACSM is proposing to include foster care, Kin Gap, and adoption assistance payments in the determination of annual adjusted income. In San Mateo County's Foster Parent Handbook, foster care payments are "intended to cover housing, food, clothing, personal needs, transportation, education and recreation." HACSM will include all income provided to the family for the purpose of foster care, Kin Gap and adoption assistance in the annual income calculation. To help offset this inclusion of foster care and adoption assistance income, HACSM will provide a dependant allowance for foster children and disabled foster adults.

B. Relationship to a statutory objective

This activity addresses the MTW statutory objective to give incentives to families with children whose head of household are working, seeking work, or are participating in job training, education or other programs that assist in obtaining employment and becoming economically self-sufficient.

C. Anticipated Impact on stated objective

HACSM's intention with this MTW activity is that it will help families to budget and manage their available financial resources. It will decrease their dependence on assistance for housing expenses and prepare them to achieve self-sufficiency.

D. Baselines, benchmarks, metrics and schedules

***Baselines*** (Established FY2010)

1. Earned income, on average, for households with foster care payments is \$21,622 annually.

***Benchmarks***

1. A 5% increase, on average, in earned income from households receiving foster care payments.

***Metrics and Schedule***

Comparison of average earned income of participant families before and after implementation

E. Data collection process

HACSM will use its reporting tools to review, at least annually, a report that depicts the households with foster care children and adults and the trend in their earned income.

F. Authorizations based on Attachment C

The proposed activity is authorized in HACSM's MTW Agreement, Attachment C, (D) 2 (a) which waives certain provisions of Section 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10), 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503, 982.516, 982.518 and 982 Subpart E.

G. Processes for rent reform initiatives

- Board Approval
  - See Appendix III
- Impact Analysis
  - Due to the small number of participants who receive Foster Care, KinGap, and/or Adoption Assistance payments, HACSM was able to thoroughly review the potential impacts of this activity on each household. Of all 4023 vouchers, there are only 20 households who are currently receiving Foster Care, KinGap, and/or Adoption Assistance payments.
  - On average, the annual earned income of each household is approximately \$21,622. When the foster care and adoption assistance payments are included in the average annual income, the new average household income increases to \$32,925. When the dependant allowance is also included in the calculation, the new average household income becomes \$30,996.
  - When the average change in annual adjusted income (including the foster care and adoption assistance payments, and dependant deductions) are compared to the current foster care and adoption assistance payments that are excluded, on average there is an increase of approximately \$792, annually.
  - Of the 20 households with foster children/adults, 8 are elderly/disabled households.
  - Based on the above information, it is clear that for the majority of households, having the impetus to increase their financial self-sufficiency would be very beneficial.
- Annual Re-evaluation
  - HACSM will review the impact and success of this MTW activity at least annually and make any necessary adjustments at that time.
- Hardship
  - HACSM has a very generous Hardship policy for all MTW rent reform activities. As described in Appendix IV, if a household experiences a monthly increase of more than \$25 due solely to an MTW rent reform initiative,

HACSM will calculate their rent according to the traditional HCV policies for an additional recertification term.

- Transition Period
  - Effective July 1, 2011, upon HUD approval, HACSM will begin implementation of this activity.
  - Families receiving foster care income, who are already on the program at implementation, will be eligible for Hardship consideration at their 1<sup>st</sup> recertification appointment. According to HACSM's Hardship Policy, if the household is experiencing a monthly rent increase of more than \$25 due solely to this MTW activity, they will have their rent calculated with the Foster Care Payments excluded for an additional recertification term.
  - For new participants, current participants who become foster parents, or foster parents adding new foster children or foster adults to their household, this activity would become effective immediately at their next action, recertification or relocation, whichever comes first.
- Public Hearing
  - See Appendix II

**Activity #23:**      **Modify Head Of Household (HOH) changes policies**

A. Description of the activity

Current HUD regulations do not restrict changes in family composition and/or head of household designation. In order to encourage families towards self-sufficiency and reach more eligible households on the HCV waitlist, HACSM is proposing to implement the following policies regarding the activities surrounding changes in the head of household.

HACSM policies will include the following:

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

With the implementation of this activity, HACSM recognizes the following exceptions to the automatic enrollment in HACSM's MTW Self-Sufficiency program:

- If the newly designated HOH is elderly/disabled, they will have the ability to "opt out" of the time-limited MTW Self-Sufficiency program if they so choose;
- If the change is the result of domestic violence;
- If the new HOH is an original household member (at the time admitted to the HCV program, or as far back as possible through files, or PIC data);
- When the change in HOH is the result of a temporary guardian becoming the permanent guardian of existing minors on the housing application;
- HACSM discretion due to extenuating circumstances.

B. Relationship to a statutory objective

This activity addresses the MTW statutory objective of increasing the self-sufficiency of program participants such that they will no longer require government assistance as well as increasing the housing choices for eligible families on HACSM's waitlist.

C. Anticipated Impact on stated objective

HACSM anticipates that more households will join HACSM's MTW Self-Sufficiency program, participate in increasing their self-sufficiency and that HACSM will be able to assist additional families from the waitlist due to voucher turnover.

D. Baselines, benchmarks, metrics and schedules

***Baselines***

1. Due to HACSM's current computer system programming, HACSM is unable to provide accurate data on the number of HOH changes during the previous 12 months. HACSM will use FY20011-2012 to establish the baseline for this activity.



2. In FY2010, approximately 240 vouchers turned over at an average rate of approximately 20 per month.

***Benchmarks***

1. To be determined based on data collected in FY2011.
2. A 10% increase in voucher turnover (an additional 2 vouchers per month). It is important to note that this is a long-term benchmark as due to the MTW time limited self-sufficiency term, this benchmark will not be reached until 2016 at the earliest (5 years following implementation).

***Metrics and Schedule***

1. Based on data collected in FY2011, HACSM will review at least annually the results of this activity.
2. Currently HACSM tracks voucher utilization on a regularly occurring basis. HACSM will use this data to track any changes or trends due to the implementation of this activity in FY2012.

E. Data collection process

HACSM is developing data tracking spreadsheets to collect and monitor the data of this MTW activity, at least annually, and of any new trends.

F. Authorizations based on Attachment C

The proposed activity is authorized in HACSM's MTW Agreement, Attachment C, (D) 2 (a) (d) which waives certain provisions of Section 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(7), 8(o)(10), 8(o)(13)(F)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503, 982.518 and 982 Subpart L and 983 Subpart E and Attachment C, (D) 3 (b) which waives certain provisions of 24 CFR 982.516 and 982 Subpart E.

G. Processes for rent reform initiatives

This activity does not include rent reform initiatives.

**Activity #24:**        **Change Automatic Termination of HAP Contract from 180 days to 90 days**

A. Description of activity

Currently, at such time as a household's rent portion equals or exceeds 100% of the contract rent for the subsidized unit, the household can remain on the HCV program for 180 days. HACSM is proposing to reduce that timeline to 90 days. HACSM plans to modify its locally designed HAP Contract to further reflect this change.

B. Relationship to a statutory objective

Increase the self-sufficiency of program participants and increase administrative efficiencies.

C. Anticipated Impact on stated objective

As a result of this activity, HACSM expects that program participants who are paying 100% of the contract rent will no longer require housing subsidy. This activity will demonstrate HACSM's expectation of their continued self-sufficiency and personal success, without the lingering need for governmental assistance. Additionally, setting the timeline to 90 days will align this program policy with the HACSM policies such as voucher expiration, absence from a subsidized unit, etc.

D. Baselines, benchmarks, metrics and schedules

***Baselines*** (Established on data from FYE2010)

1. 24 Households left the HCV program due to "Zero" HAP status.
2. 10 Households experienced household composition changes or a decrease in income such that an interim recertification was processed and the household remains on the HCV program.

***Benchmarks***

1. 5% (approximately 2) additional households will graduate from the HCV program due to the "Zero" HAP 90 day policy.
2. 5% (approximately 1) additional household will successfully graduate from the HCV program rather than needing continued assistance.

***Metrics and Schedule***

HACSM will review the data collected at least annually.

E. Data collection process

HACSM will maintain a database of participants who reach a "Zero" HAP status and review it at least on an annual basis.

F. Authorizations based on Attachment C

The proposed activity is authorized in HACSM's MTW Agreement, Attachment C, (D) 1 (a) which waives certain provisions of Section 8(o)(7) of the 1937 Act and 24 C.F.R. 982.162

G. Processes for rent reform initiatives

This activity does not include rent reform initiatives.

**Activity #25:**      **Exclude asset income from income calculations for households with assets under \$50,000**

A. Description of activity

Currently, HACSM is required to verify and include income from assets regardless of the asset value. Although HACSM has streamlined its verification process of assets under \$50,000 (see Ongoing MTW Activity #8), few applicants or participants have asset income amounts that significantly impact their total household income. Additionally, based on quality assurance file reviews, the asset income calculation continues to be problematic for staff, causing an unnecessary administrative burden to the agency.

HACSM is proposing to eliminate calculating or including income received from family assets under \$50,000. HACSM will continue to collect applicant and tenant-provided documentation regarding assets of all family members; however, if total assets of the family amount to less than \$50,000, HACSM will no longer calculate asset income in the family's total annual income and will no longer report the asset income to HUD through the HUD-50058.

B. Relationship to a statutory objective

The proposed MTW activity will reduce administrative costs and may assist families to achieve economic self-sufficiency by encouraging saving.

C. Anticipated Impact on stated objective

The proposed activity will simplify the income calculation process and will generate significant staff time reduction in processing initial eligibility determinations and regular reexaminations.

D. Baselines, benchmarks, metrics and schedules

***Baselines*** (Established on data from FYE2010)

1. 99% of HACSM participants (4,094 households) have total family assets under \$50,000
2. The total average family asset amount for a household with assets under \$50,000 is \$1,265. Asset income for the average household's assets is \$6.00 per year
3. HACSM's quality assurance team (QA) has determined that approximately 9% (34 of 408 files reviewed annually) of all file reviews fail due to errors related to assets, especially assets under \$50,000.

***Benchmarks***

1. A 100% reduction in calculation errors due to assets as determined through the quality assurance file review process.

***Metrics and Schedule***

HACSM will review the data collected as a result of QA file review process at both before and after implementation of this activity.

E. Data collection process

HACSM will collect data on participants total number of assets and their dollar value and the results of HACSM's QA file review results.

F. Authorizations based on Attachment C

The proposed activity is authorized in HACSM's MTW Agreement, Attachment C, (D) 1 (c) and (D) 3 (b) which waives certain provisions of Section 8(o)(5) of the 1937 Act and 24 C.F.R. 982.516, and 982 Subpart E.

G. Processes for rent reform initiatives

- Board Approval
  - See Appendix III
- Impact Analysis
  - Through HACSM's impact analysis, it was determined that 99% of HACSM's participants (4094 of 4146 households) have reported assets valued at less than \$50,000. The \$50,000 threshold was chosen to coincide with HACSM's third party verification activity (see MTW Activity # 8), as well as maintain a cost neutral impact for HACSM and the participants. On average, the income each participant family realizes as a result of their asset accounts equals approximately \$6.00 annually, less than \$.50/month. This change in the annual adjusted income calculation should have little to no impact on the participant's rent portion or HACSM's HAP costs.
  - HACSM currently has 52 participants with assets valued at more than \$50,000. This activity will allow HACSM to maintain the same high level of scrutiny of households who may have assets over \$50,000.
  - Since HACSM will continue to collect asset information from participants, HACSM will be able to determine whether or not participants' asset income will need to be included in the annual adjusted income calculation.
- Annual Re-evaluation
  - HACSM will review the impact and success of this MTW activity at least annually and make any necessary adjustments at that time.
- Hardship
  - Implementation of this activity should have no adverse effects for any participants. In fact, this activity should positively impact participant's increasing financial self-sufficiency by simplifying the recertification process and allowing the household to potentially increase their over-all savings.

- Transition Period
  - Due to the fact that there should be no adverse effect of this activity on participant's, HACSM will implement the activity effective July 1, 2011 at the initial eligibility appointment, or at the next action with the current participants, including recertification, interim, or relocation.
- Public Hearing
  - See Appendix II

**SECTION VI – On-Going MTW Activities: HUD approval previously granted****A. List activities continued from the prior Plan year(s); specify the Plan Year in which the activity was first identified and implemented;**

On-Going Activities	Date Identified	Date Implemented	Update	Anticipated Changes
1) MTW/FSS Program (in coordination with community self-sufficiency partners)	5/1997	5/1/2000	Still in effect	Change term to 5 years for new program participants beginning 7/1/2011.
2) Housing Readiness Program (in coordination with community supportive services providers)	4/15/2008	7/1/2008	Still in effect	Add flexible term of participation up to 5 years.
3) Elimination of 40% affordability cap at initial move in/lease up	5/1997	5/1/2000	Still in effect	None
4) Escrow Accounts	5/1997	5/1/2000	Still in effect	None
5) Expand usage of project-based vouchers at HACSM developments undergoing disposition process	4/15/2008	7/1/2008	Awaiting HUD approval of Demo/Dispo Application	None
6) Biennial re-certification schedule for elderly/disabled households	4/15/2009	7/1/2009	Still in implementation stage	None
7) Simplify Rent Calculation Process	4/15/2009	7/1/2009	With the implementation of the Tiered Subsidy Table, in July 2010, HACSM eliminated the proposed standard utility deduction activity.	Re-proposing inclusion of Foster Care, Kin Gap and Adoption Assistance Payments – See New Activity #22

On-Going Activities	Date Identified	Date Implemented	Update	Anticipated Changes
8) Simplify Third-Party Verification Process	4/15/2009	7/1/2009	Still in effect	None
9) Tiered Subsidy Tables	4/15/2009	1/1/2010	Still in effect. Currently in implementation stage.	Expanding to remaining HCV participants who were already in HCV program prior to March 1, 2010.
10) Simplify HQS Processes	4/15/2008	7/1/2009	Eliminated the following effective 7/1/2010: <ul style="list-style-type: none"> <li>• Multi-Unit HQS Inspection Sampling</li> <li>• Owner Self-Certification for minor repairs</li> </ul>	See Activity #15 for information on HACSM's Biennial HQS Inspection Schedule
11) Eliminate competitive process for allocation of Project Based vouchers to formerly public housing units	10/6/2009	1/1/2010	Awaiting HUD approval of the Demo/Dispo Application.	None
12) Waive 12 month stay requirement for residents in formerly public housing units converted to project based units	10/6/2009	1/1/2010	Awaiting HUD approval of the Demo/Dispo Application.	None
13) Accept lower HAP for in place Public Housing residents, at conversion to PBV	10/6/2009	1/1/2010	Awaiting HUD approval of the Demo/Dispo Application.	None
14) Establish flat or market rate policy for over income Public Housing residents at conversion of	10/6/2009	1/1/2010	Awaiting HUD approval of the Demo/Dispo Application.	None



On-Going Activities	Date Identified	Date Implemented	Update	Anticipated Changes
Public Housing units to Project Based units				
15) Institute biennial inspection schedule for units under contract	4/15/2010	7/1/2010	Currently in implementation stage.	None
16) Expand the Section 8 Project Based Voucher Program	4/15/2010	7/1/2010	Currently in planning stage.	None
17) Revise Eligibility Standards	4/15/2010	7/1/2010	Currently in implementation stage.	None
18) Eliminate 100% excluded income from the income calculation process	4/15/2010	7/1/2010	Currently in implementation stage.	None
19) Eliminate the requirement to complete new HAP contract with utility responsibility changes	4/15/2010	7/1/2010	Currently in implementation stage.	None
20) Apply current payment standards at interim reexamination	4/15/2010	7/1/2010	Currently in implementation stage.	None

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

A. Description of the activity

HACSM's MTW program was first implemented in May 2000. It was originally developed to respond to welfare reform and thus was fashioned to focus almost exclusively on improving families' self-sufficiency in preparation for the conclusion of their welfare assistance. The core design of HACSM's original MTW program consisted of limiting Housing Choice Voucher assistance to a maximum of six years, while at the same time offering self-sufficiency services to those participants. In order to reach the target population, HACSM only accepts new admissions through a referral process. The referring agency may be a county welfare or social service department, drug treatment facility, and/or homeless shelter. In addition to referring eligible families for admission to the MTW program, these same referring agencies have signed agreements with HACSM to provide appropriate case management services to the family throughout the term of their subsidized housing assistance.

All MTW Self-Sufficiency participants are required to participate in HACSM's Family Self-Sufficiency (FSS) program, which requires families to be gainfully employed and free of welfare assistance 12 months prior to the end of the FSS contract. Non-compliance with the FSS contract is cause for termination of housing assistance. HACSM collaborates with county and non-profit service providers to prepare MTW households to be economically self-sufficient in the very expensive San Mateo County housing market upon graduation. See Appendix Four for more information on HACSM's hardship policy.

B. Update on the status of the activity

The MTW Self-Sufficiency program incorporates a network of local service providers to assist program participants to achieve economic self-sufficiency. 240 families have entered the program since HACSM began its second round of outreach in late 2007. While a majority of the program participants are still within their six-year contract term, 17 have exited the program early due to a variety of reasons. Of the 17 families that exited early, 10 had increase in employment income. HACSM enrolled four (4) new families into the program because of the turnovers.

Effective July 1, 2011, HACSM will change the term of participation to five (5) years for all new MTW Self-Sufficiency participants.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

**On-Going MTW Activity #2: Housing Readiness Program (in coordination with community supportive service providers)**

A. Description of the activity

In July 2008, HACSM received HUD approval to implement its Housing Readiness Program.

The impetus for the program came through HACSM's partnerships with San Mateo County's Center on Homelessness and other providers of homeless services. The goal of this partnership was to develop and implement a pilot housing program to serve up to 60 homeless individuals and families. Program participants have the ability to receive rental subsidy for up to three years while at the same time having continued access to various support programs. At the end of the three-year term, successful graduates may transfer to other affordable housing programs, managed by other community partners. This program responds to critical needs identified in San Mateo County's comprehensive 10-year plan to end homelessness and follows the "housing first" strategy. The program includes formal research components via the HUD Homeless Management Information Systems (HMIS).

The 60 vouchers for the Housing Readiness Program were a carve-out from the original 300 MTW voucher allocation. As is the case with the original MTW participants, Housing Readiness participants do not have the ability to use their voucher for portability to another housing authority.

B. Update on the status of the activity

Since the inception of the program in early 2009, 58 homeless individuals and families have been assisted under the Housing Readiness program. These families came from a variety of places such as shelters and institutions. Because all of the program participants are still within their contract terms, there have been no hardship requests as of the reporting date.

HACSM is currently in discussions with the referring agencies to determine whether or not there is a need to modify the term of participation and the support services needed for housing stability.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators. However, in early 2010, HACSM entered into a contract with a Mills College graduate student to complete a policy research project on the Housing Readiness Program. The results of this research project are being used by HACSM and the referring agencies to fine tune the program policies and necessary modifications for participant success.

**On-Going MTW Activity #3: Elimination of 40% affordability cap at initial move in/lease up**

C. Description of the activity

The original MTW contract, executed in 2000, allowed HACSM to eliminate all limits on the proportion of household income that could be spent on housing costs for its initial 300 time-limited MTW Self-Sufficiency participants. In the FY2009-2010 MTW Annual Plan, HACSM received HUD approval to expand this initiative to the entire HCV program.

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

It was fortunate that HACSM's Leasing Team had been successful in negotiating with owners to reduce contract rents to a level that would meet the 40% cap requirement. However, there were also numerous times that HACSM had to deny Requests for Tenancy Approvals (RTAs) that were only nominally higher than the 40% cap. As a result, many families lost the units or owners accepted a lower amount with a shorter lease term, only to increase the rent to the original amount after the initial lease term expired because the 40% cap did not apply to existing participants with continued occupancy.

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

- Discussion of rent affordability with the participant before move-in
- Outreach to property owners to increase housing availability
- A calculation tool that shows the tenant portion of rent in relation to his/her income and also requires supervisory approval procedures if the tenant rent burden is over 50% of their annual adjusted income.

D. Update on the status of the activity

Not having a fixed affordability cap provides for more housing choices for participants. Because HACSM continues to assist in rent negotiation to ensure that the tenant rent is within a reasonable level, 91% of the households pay less than 40% of their annual adjusted income towards their rent.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

F. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

#### **On-Going MTW Activity #4: Escrow Accounts**

##### **A. Description of the activity**

Effective July 1, 2009, HACSM changed the method by which escrow is calculated for the FSS program participants. Instead of using a calculation that only looks at increases in earned income, HACSM designed a calculation method that considers several activities that support a families increasing self-sufficiency.

The calculation methodology is as follow:

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

As stated above, to support the full spectrum of self-sufficiency activities needed for a participant to become self-sufficient, HACSM has designed an escrow calculation method in which families may qualify for one, or more, of the escrow credits stated above. Escrow will be calculated and credited at the end of the FSS Contract term and only if the family provides credible and verifiable documentation showing they qualify for each the escrow credit type. The maximum escrow credit and pay out at graduation will be \$3,000.00 per family. Because escrows are calculated and credited at the end of the FSS Contract term, interim withdrawals were eliminated.

##### **B. Update on the status of the activity**

HACSM has achieved greater cost effectiveness with this MTW activity by reducing the time spent in calculating escrow credit and servicing escrow accounts. At the same time, HACSM provided increased opportunities for families to receive escrow pay outs upon graduation. During FY2009-2010), four(4) families received escrow for achieving goals such as completing educational programs, increasing savings, and improving credit scores. Of these four families, two earned additional escrow under the new calculation method which recognizes education and job training goals, as well as increases in income.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

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

A. Description of the activity

In HACSM's FY2008-2009 Supplemental MTW Annual Plan, HACSM received approval to project-base up to 100% of the public housing units undergoing the demo/diso process. HACSM submitted its demo/diso application in June 2010 and is currently waiting for HUD's approval to continue the dispo process. Once approved, HACSM will sell the property to a HACSM affiliated non-profit entity with the goal of maintaining all of the housing units at an affordable level.

B. Update on the status of the activity

HACSM is unable at this time to determine the impact of this activity, but at the outset is approaching this process with the goal of maintaining all of the housing units at an affordable level.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.



**On-Going MTW Activity #6: Biennial re-certification schedule for elderly/disabled households**

A. Description of the activity

In FY2009-2010, HACSM proposed and was granted HUD approval to recertify HCV households designated as elderly or disabled every other year. Through HACSM's research and stakeholder input, it was determined that the annual recertification process was especially cumbersome and repetitious for persons who are elderly or disabled as they have few changes in household income and/or composition from year to year. An additional support for this activity was substantiated by studies that suggested the administrative cost for processing each recertification was equal to, or greater than the decrease in the housing assistance payments (HAP).

B. Update on the status of the activity

Due to the Biennial Recertification schedule itself, HACSM is approximately halfway through the implementation process for this activity. Although this activity is not fully implemented yet, it has already either met or exceeded HACSM's anticipated benchmarks. Due to the significant workload reduction, HACSM staff has been able to re-allocate their time to other areas, including but not limited to increasing customer service, improved accuracy in calculations, and activities that support participants increasing self-sufficiency.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

## **On-Going MTW Activity #7: Simplify Rent Calculation Process**

### **A. Description of the activity**

In FY2009-2010, HACSM received approval to implement several MTW activities regarding rent calculation policies and procedures. It was HACSM's intent that by doing so, the new activities would result in a more transparent process for participants, a streamlined and more efficient practice for HACSM and overall improvement in the accuracy of the calculations. Following are the key aspects of the rent calculation activities.

#### **○ Standardize Utility Allowances by Unit Size**

Due to the implementation of the TST in March 2010, HACSM did not and does not plan to implement this activity in the future and as such is eliminating it from the MTW activities.

#### **○ Change the Definition of Income**

- Including certain income sources which were previously considered excluded such as foster care payments, in the rent calculation process. HACSM is re-introducing this as a New MTW Activity with this MTW Annual Plan. (See New Activity #22)
- Elimination of the imputed asset rate calculation. HACSM received HUD approval, and implemented this activity in July 2009. Instead of completing an additional calculation with the HUD passbook interest rate, HACSM simply calculates interest from assets based on the actual interest earned.

#### **○ Eliminate the Earned Income Disallowance (EID)**

As part of the rent simplification activity, HACSM proposed and received HUD approval to eliminate the Earned Income Disallowance (EID) in July 2009. Due in part to the proposed biennial recertification timeline for elderly and disabled families (see On-going Activity #6), an individual who is eligible for EID will essentially receive a 100% disallowance of employment income through this new schedule. HACSM determined that continuing the currently mandated EID process would be contrary to the improved efficiencies and could result in additional stress on the families through additional appointments with HACSM as well as the administrative burden to HACSM staff.

### **B. Update on the status of the activity**

As a result of this MTW activity, both applicants and participants have experienced a significant reduction in the length of time required for on-going eligibility determinations. Due to the interconnectedness of the MTW program design overall, many of the MTW activities support each other and therefore the end result is significant time savings for the participant.

In the case of the elimination of EID, HACSM received no hardship requests. And, through HACSM's tracking and research during FY2010, all but two eligible families experienced income increases while on the biennial recertification schedule. For the two families who may have been negatively impacted by this activity, the annual income increase was less than \$400 which did not substantially affect their rent portion.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

## **On-Going MTW Activity #8: Simplify Third-Party Verification Process**

### **A. Description of the activity**

In FY2009-2010, HACSM received HUD approval to simplify the third-party verification process associated with earned income, asset income, and medical and child care expenses, in an effort to relieve administrative burdens, increase productivity, reduce calculation errors and ease the intrusive nature of the process for HCV applicants and participants. HACSM continues to use the Enterprise Income Verification (EIV) system for verification of participant identity, wages and other assistance benefits.

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

Effective July 1, 2009, HACSM increased the threshold at which assets require third-party verification from \$5,000 to \$50,000 for the HCV programs. In place of third-party verification, the family is required to provide a current statement from the financial institution(s) showing the balance of the asset account(s).

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

#### **○ Streamline verification of eligible medical expenses**

Effective July 1, 2009 HACSM instituted a streamlined verification process for eligible medical expenses in the HCV programs to ease both the administrative burden for the Housing Authority and the challenges to the participants. HACSM instituted a policy in which eligible families, who claim medical expenses, are required to sign a self-certification and provide supporting documents from credible and established sources, such as receipts from medical care providers or pharmacy statements as proof of the claimed expenses.

#### **○ Streamline the verification process for eligible child care expenses**

Effective July 1, 2009 HACSM instituted a streamlined verification process for eligible child care expenses in the HCV programs to ease both the administrative burden for the housing authority and the challenges to the participants. To reduce the challenges in verifying claimed child care expenses, eligible families who claim child care expenses are now required to sign a self-certification and provide supporting documents from credible and established sources, such as day care invoices, receipts or written statements from the child care provider as proof of the claimed expense. Expenses incurred from an adult member of the household who provides child care or the absent parent who does not reside in the subsidized unit, are not acceptable.

#### **○ Extend the verification timeline to 120 days**

Effective July 1, 2009, HACSM received HUD approval and implemented a revised timeline for verification documentation to 120 days for HCV applicants and participants.

This new timeline reduces duplication of work and accelerates an applicant's admission to the program and a participant's recertification for continuing program eligibility.

B. Update on the status of the activity

The MTW objective of reducing federal costs has been realized through this activity as well as the immediate administrative relief for staff and participants. HACSM has been able to re-direct cost savings from this activity, with no reduction in the accuracy of the rent calculations, to activities that improve the customer service of the agency and the increased self-sufficiency of participants.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

## **On-Going MTW Activity #9: Tiered Subsidy Table (TST)**

### **A. Description of the activity**

In late 2009, HACSM received HUD approval to implement the TST. On March 1, 2010, HACSM implemented the TST for all HCV applicants, Project-Based participants, the original 300 MTW Self-Sufficiency program participants, and relocating HCV participants based on their voucher bedroom size and annual adjusted income.

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

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

To determine the maximum subsidy amount, the annual adjusted income for the family is determined from the rent calculation, including all deductions and allowances for which the family is eligible (dependent, elderly, child care, medical, and disability assistance) and is then compared to their eligible voucher size. For mixed families (households with ineligible family members), the subsidy is prorated based on the number of eligible and ineligible family members. For additional information on the TST, see Appendix Five.

As a result of this policy change, HACSM no longer makes Utility Assistance Payments (UAP) to participants since any utility cost incurred by the participants has already been factored into the subsidy amount per bedroom size.

### **B. Update on the status of the activity**

Upon implementation of the TST, new applicants in San Mateo County found and moved into rental units, both apartments and single family homes, in a significantly shorter timeframe. Original tracking showed an approximately four (4) week decrease in the time needed to find and secure a unit. In the first six months of implementation, participants and applicants experienced a 20 day decrease in the time needed to find and secure a rental unit and a 2 week decrease in the length of time to determine initial eligibility. For a family in need of housing, a month (34 days) *is* a significant decrease.

Due to the success of the initial implementation, beginning January 1, 2011, HACSM will begin implementation of the TST for all voucher holders, effective at their next annual, interim, or relocation, whichever comes first.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

- D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

## **On-Going MTW Activity #10: Simplify HQS Processes**

### **A. Description of the activity**

In an effort to increase administrative efficiencies and cost savings, HACSM received HUD approval, July 1, 2009, to simplify the annual HQS inspection process in several areas, with no reduction in assurance of housing quality, by reducing the total number of units inspected each month through a sampling process for certain units, implementing a self-certification process for certain fail items, and allowing HACSM to inspect units at HACSM-owned properties.

#### **○ Sampling process for Multi-Unit Developments (eliminated effective 7/1/2010)**

Current HUD regulations mandate inspection of HCV units at least annually to determine compliance with HQS standards. For owners with ten or more subsidized Section 8 units in their complex and a history of high performance (i.e. units passing inspection on the first attempt for two consecutive years or units built in 2006 or after), in July 2009, HACSM selected a 25% random sample of units to be inspected for HQS compliance. The sample was drawn randomly so as to ensure compliance of all units with HQS. Additionally, Quality Assurance randomly inspected a sample drawn from *all* subsidized units within the complex, both inspected and not inspected in FY2010.

If the 25% inspected sample met HQS, the owner was able to self-certify that the remaining units met the same standards and no further inspections were performed on that development during FY2010. If within the 25% sample there were HQS fail items, the owner was given 30 days in which to make the necessary repairs. If all repairs are completed, the owner was then able to self certify that the repairs have been completed, any similar fail items have been fixed in the remaining units and all meet the same HQS standards. None of the multi-unit complexes were abated during FY2010.

The reduction in the total number of units inspected allowed for increasing attention to identified problems as well as the ability for the inspectors to conduct additional outreach to new potential owners, or those owners with units in areas with low poverty concentration.

#### **○ Self-Certification for Repairs (eliminated effective 7/1/2010)**

July 1, 2009, HACSM implemented a new policy allowing property owners, who have not had their HAP abated due to non-compliance, the permission to provide written self-certification for the completion of minor fail items. The following Housing Quality Standards violations are some of the items that may be classified as minor fail items:

- Presence of a cracked switch plate/outlet cover;
- Chipped/peeling/cracked paint when no child under 6 resides in the unit and the unit was built after 1978;
- Stove burners that do not work and/or knobs that are missing or broken;



- Fail items for which the owner provides a receipt verifying the repair item is on order or has been installed;
- A yard area surrounding the building that is overgrown with weeds; and
- A smoke detector that needs a replacement battery.

○ **HACSM to inspect HACSM-owned properties**

Effective July 1, 2009, based on HUD's approval of HACSM's MTW Annual Plan, HACSM was given the ability to inspect for HQS compliance, HACSM-owned or affiliated properties. Prior to this MTW activity, HACSM was required to hire third-party inspectors to inspect the 60 units at Half Moon Village, a project-based senior complex, each year. In July 2010, HACSM included clarification language that HACSM would not be required to submit HACSM-owned or affiliated inspection reports to the HUD Field Office, but instead would keep the reports on file and supply them to the Field Office when, or if, requested.

B. Update on the status of the activity

Through HACSM's experience with the MTW inspection activities in FY2010, HACSM was able to research, design, propose and implement (in August 2010) a more aggressive MTW inspection activity in FY2010-2011. HACSM's "Multi-Unit Development Sampling" activity significantly reduced the number of annual inspections, with no decrease in the conditions (meeting HQS) of units overall. As a result, HACSM felt confident implementing a biennial inspection schedule for all units in FY2011.

As a result of HACSM's experience in 2009-2010, it was decided to eliminate the "Owner Self-Certification for Minor Repairs" activity.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

**On-Going MTW Activity #11: Eliminate competitive process for allocation of Project Based vouchers to formerly public housing units**

A. Description of the activity

Approved by HUD in HACSM's FY 2009-2010 Annual Plan, HACSM will allocate project-based vouchers to its former public housing units without the use of a competitive process. This activity is designed to complement the On-Going MTW Activity #5 described above.

Currently, HACSM operates two public housing developments: Midway Village, a 150-unit complex located in Daly City, and El Camino Village, a 30-unit complex located in Colma. The flexibility afforded through this MTW activity will allow HACSM to streamline the demo/diso process and shorten the transition period for families to decide whether to remain in place or exercise their ability to move with voucher assistance.

Increased fiscal responsibility will also be achieved, as this activity will be critical in helping HACSM create a stable and reliable financial outlook for these units, providing more timely maintenance and upgrades and in the preservation of affordable housing units in San Mateo County.

B. Update on the status of the activity

HACSM submitted its Demo/Dispo application in June 2010 and is awaiting HUD approval in order to move forward with implementation.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

**On-Going MTW Activity #12: Waive 12 month stay requirement for residents in formerly public housing units converted to project based units**

A. Description of the activity

Approved by HUD in HACSM's FY 2009-2010 Annual Plan, with the approval of HACSM's demo/dispo application, existing public housing residents at the time of disposition will not be required to stay in their unit for 12 months after conversion to PBV assistance to receive the tenant transfer voucher.

Instead, former public housing residents will have the choice to determine when and if they want to move. HACSM expects that some current public housing residents will choose to move into the private rental market and potentially have access to housing in tenant preferred school districts, closer proximity to their employer or additional employment opportunities, and/or closer to public transportation.

B. Update on the status of the activity

Since HACSM has not implemented this activity, we are unable to give feedback on the effectiveness of it at this time. Provided the demo/dispo application is approved during FY2011, HACSM will look forward to reporting back on the success of this initiative in the FY2011 Annual Report.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

**On-Going MTW Activity #13: Accept lower HAP for in place Public Housing residents, at conversion to PBV**

A. Description of the activity

In FY2009-2010 HACSM received HUD approval to accept lower HAP for in-place public housing residents at the time of conversion to Project-Based units. At the time of disposition, if a public housing resident is residing in an oversized unit and HACSM does not have the proper size unit available for the resident to relocate, HACSM will accept a lower HAP based on the unit size the resident qualifies for and not the actual unit size the resident is occupying. This MTW policy flexibility will ensure residents that remain in former public housing units after disposition, and who are “over-housed”, i.e. occupying units that have more bedrooms than permitted under voucher unit size rules, have continued access to housing assistance in their current unit. However, as is the current policy, as units of the appropriate size become available at the subject project-based property, the over-housed resident will be required to move into the newly available unit.

B. Update on the status of the activity

Since HACSM has not implemented this activity, we are unable to give feedback on the effectiveness of it at this time. Provided the demo/dispo application is approved during FY2011, HACSM will look forward to reporting back on the success of this initiative in the FY2011 Annual Report.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

**On-Going MTW Activity #14: Establish flat or market rate policy for over income Public Housing residents at conversion of Public Housing to Project Based units**

A. Description of the activity

Approved by HUD in HACSM's FY 2009-2010 Annual Plan, HACSM will permit current residents of public housing undergoing the disposition process and who are not eligible to receive a voucher due to exceeding the income limitation of the voucher program, to have the option of remaining in the unit at the higher of the flat rate or market rate for the unit for a maximum of 12 months. Additionally, should the former resident's income level in the subsequent six months (after vacating the public housing development) decrease to a level that they would be income eligible, they will be allowed to re-apply to the project-based wait list with a preference. At such time as the resident vacated the unit, the unit would convert to a standard project-based unit.

B. Update on the status of the activity

Since HACSM has not implemented this activity, we are unable to give feedback on the effectiveness of it at this time. Provided the demo/dispo application is approved during FY2011, HACSM will look forward to reporting back on the success of this initiative in the FY2011 MTW Annual Report.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

**On-Going MTW Activity #15: Institute biennial inspection schedule for units under contract**

A. Description of the activity

Effective August 1, 2010, after receiving HUD approval in late June 2010, HACSM began implementation of a biennial inspection schedule for all HCV units, with the provision to establish exceptions, such as annually inspecting units abated in the previous 12 months. As stated in the FY2009-2010 Annual Plan, upon request by the family, landlord, or other third parties, HACSM will continue to conduct complaint inspections as is the current practice. In addition to regularly scheduled HQS inspections, HACSM will also continue to conduct random quality control inspections to ensure that both landlords and families are abiding by the HQS requirements and HQS standards are being applied consistently.

Although some units may have a biennial inspection schedule, all units must at all times meet Housing Quality Standards while they are under contract.

B. Update on the status of the activity

HACSM is currently in the very early stages of implementation of this activity; however, we look forward to reporting back on the impact of this activity in our 2011 Annual Report.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

**On-Going MTW Activity #16: Expand the Section 8 Project Based Voucher Program**

A. Description of the activity

Effective July 1, 2010 HACSM received HUD's approval to increase its voucher budget allocation to the Project/Provider-Based programs. Currently HACSM has 384 project-based units. As a result of this initiative, HACSM is proposing to potentially increase the number of project-based units to 1,200. These programs will be one of the major resources for the development of additional affordable housing units and will enable the County to meet the goals of the HOPE Plan, San Mateo County's 10 year plan to end homelessness. HACSM recognizes that the number of available "traditional" HCV vouchers will be decreased as a result. However, in selecting future project-based projects, HACSM will give preference to properties that are newly constructed, located near public transportation corridors, and contain energy efficient features. This will increase housing choice for families by increasing the supply of decent, safe, and sanitary affordable housing (i.e this would represent units that otherwise would not be constructed).

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

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

B. Update on the status of the activity

HACSM is still in the planning stage for its Provider-Based program. Initial program design has been explored and the next steps are to receive input from community-based organizations who may become partners in the program. It is anticipated that the program will become operational in mid-2011.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

**On-Going MTW Activity #17: Revise Eligibility Standards**

A. Description of the activity

Effective July 1, 2010, HACSM received HUD approval to apply an asset value limit for all new applicants and participants. HACSM's new policy is such that if an applicant has assets valuing more than \$100,000, or a present ownership interest in a suitable home in which they have a legal right to reside, they are determined ineligible for the program. If a participant has experienced an increase in assets valued at more than \$100,000, or has (since their last reexamination) gained ownership interest in real property in which the participant has a legal right to reside, the participant would be determined ineligible for continued assistance. This determination is made through the recertification process, annually or biennially, based on the household's regular recertification schedule. (Note: HACSM has a biennial recertification schedule for elderly and/or disabled households.)

B. Update on the status of the activity

HACSM is in the early implementation stages of this activity. However, to date, two new applicants from HACSM's 2008 HCV waitlist have been denied eligibility due to this activity which allows for greater movement on the waitlist and HACSM's ability to reach the neediest members of our community. As of November 2010, no participants have left the HCV program due to this activity.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.



**On-Going MTW Activity #18: Eliminate 100% excluded income from the income calculation process**

A. Description of the activity

Effective July 1, 2010, HACSM received HUD approval to change how it processes excluded income sources. HACSM will no longer verify, count, or report income that HUD specifies as 100% excluded from the income calculation process. Examples of 100% excluded income are food stamps, income from minors, and foster care payments. HUD regulation 24 CFR 5.609 (c) provides a complete list of all income sources that HUD specifies to be excluded when calculating a family's annual income. Because this income is excluded from the income calculation process, it does not affect the amount of a family's rental assistance.

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

B. Update on the status of the activity

HACSM is in the initial implementation stages of this activity.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

**On-Going MTW Activity #19: Eliminate the requirement to complete new HAP contract with utility responsibility changes**

A. Description of the activity

CFR 982.308 (g) (2) (i) requires PHAs to execute a new HAP contract with the owner if there are any changes in lease requirements governing tenant or owner responsibilities for utilities or appliances. Effective July 1, 2010, HACSM received HUD approval to eliminate the requirement of executing a new HAP contract with the owner in such instances as described above. Instead, upon receipt of a written notification from the tenant or the owner detailing the changes, HACSM will review the contract rent to ensure its rent reasonableness, adjust the tenant portion of rent and HAP payment if applicable, and confirm the changes by issuing a rent change notice.

It is important to note that this initiative only applies to participants who have a HAP contract in place prior to July 1, 2010 and who do not relocate. All other new, or relocating, participants are immediately entered into the Tiered Subsidy Table (TST) program. Due to the design of the TST initiative, the utility responsibilities are already factored into the housing assistance, whether or not the participant or owner is responsible and therefore this activity would not be required. (For additional information on the TST program, please see On-going MTW Activity #9.)

B. Update on the status of the activity

HACSM is in the initial implementation stages of this activity.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

**On-Going MTW Activity #20: Apply current payment standards at interim reexamination**

A. Description of the activity

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

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

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

To reduce the family's rent burden and eliminate the confusion among staff and to increase housing choice for families, effective July 1, 2010, upon HUD's approval, HACSM implemented a policy to apply the current payment standard to the calculation of the monthly housing assistance payment at whatever time the action is being processed (i.e. interim reexaminations, annual reexaminations). HACSM will continue to give the family at least 30 days notice of the rent increase in the event the family's rent portion increases as a result of this proposal.

It is important to note that this initiative only applies to participants who had a HAP contract in place prior to July 1, 2010 and who do not relocate. All other new, or relocating, participants are immediately entered into HACSM's TST program. (For additional information on the TST, please see On-Going MTW Activity #9.)

B. Update on the status of the activity

HACSM is in the initial stages of implementation of this activity.

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

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

**SECTION VII – Sources and Uses of Funding****A. List planned sources (Operating, Capital, HCV) and uses of the MTW Funds**

The chart below summarizes the HACSM MTW Budget for Fiscal Year 2012 (July 1, 2011 – June 30, 2012). This chart lists all planned revenue and expenditures for all funding sources that comprise the MTW Block Grant sources including Housing Choice Voucher (Section 8) Housing Assistance Payments, and Housing Choice Voucher (Section 8) Administrative fees.

<b>Consolidated Sources and Uses of MTW Funds (FYE 2012)</b>		
<b>Revenue (Sources)</b>		
MTW Program HAP & Administrative Fees	63,523,849	
Investment Income	116,500	
Miscellaneous Income	97,000	
<b>Total Revenue</b>		<b>63,737,349</b>
<b>Expense (Uses)</b>		
Administrative and General Expense	4,777,616	
Provider Based Assistance Payments	528,000	
Housing Assistance Payments	55,832,040	
Development and Capital Projects	250,000	
<b>Total Expense</b>		<b>61,387,656</b>
<b>Operating Income/(Loss)</b>		<b>2,349,693</b>
Reserve Drawdown/(Buildup)		2,349,693
<b>Net Income/Loss</b>		<b>0</b>

Note: HACSM has projected the disposition of public housing and transfer to non-profit organization in the above.

Planned Sources and Uses of *Non* - MTW Funds

The chart below summarizes the HACSM Consolidated *Non*-MTW Budget for FY2012 (July 1, 2011 – June 30, 2012). This chart lists all planned revenue and expenditures for other funds that are not eligible MTW Block Grant funds (including state and local funds). The budgeted net income is anticipated to be deposited to current operation reserves.

<b>Consolidated Sources and Uses of <i>Non</i>-MTW Funds (FYE 2012)</b>		
<b>Revenue (Sources)</b>		
Grants	3,662,033	
Non-MTW HAP and Administrative Fees	5,090,179	
Rental Income	773,100	
Investment Income	36,004	
Miscellaneous Income	46,175	
<b>Total Revenue</b>		<b>9,607,491</b>
<b>Expense (Uses)</b>		
Administration and General Expense	1,196,841	
Utilities	57,700	
Operations and Maintenance	188,635	
Housing Assistance Payments	7,682,965	
Development and Capital Projects	200,000	
<b>Total Expense</b>		<b>9,326,141</b>
<b>Operating Income/(Loss)</b>		281,350
Reserve Drawdown/(Buildup)		281,350
<b>Net Income/Loss</b>		0

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

The chart below summarizes the HACSM State and Local Funds Budget for FY2012 (July 1, 2011 – June 30, 2012). This chart lists all planned revenue and expenditures for all funding sources that comprise State and Local operating activities. The budgeted net income is anticipated to be deposited to current operating reserves.

<b>Consolidated Sources and Uses of State and Local Funds (FYE 2012)</b>		
<b>Revenue (Sources)</b>		
Rental Income	773,100	
Investment Income	26,000	
Miscellaneous Income	25,325	
<b>Total Revenue</b>		<b>824,425</b>
<b>Expense (Uses)</b>		
Administrative and General Expense	347,666	
Utilities	57,700	
Operations and Maintenance	188,635	
Development and Capital Projects	200,000	
<b>Total Expense</b>		<b>794,001</b>
<b>Operating Income/(Loss)</b>		<b>30,424</b>
Reserve Drawdown/(Buildup)		<b>30,424</b>
<b>Net Income/Loss</b>		<b>0</b>

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

Not applicable

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

Not applicable

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

On July 1, 2008, HACSM received HUD approval to block grant all MTW programs. On March 3, 2010, HACSM received the executed grant amendment for Attachment A. On June 18, 2010, HACSM received HUD approval of its amended Attachment D – Broader Use of Funds (see Appendix One), allowing for HACSM to develop a local, non-traditional program with voucher funds.

As of November 2010, HACSM launched its Provider Based Voucher program, (see MTW On-going Activity #16), with a 40 voucher pilot phase. The estimated annual expense for these vouchers is \$528,000 which will be allocated from the HCV HAP funding.

F. Optional – List planned reserve balances at the end of the Plan year

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



**SECTION VIII – Administrative**

**A. Board Resolution adopting Annual MTW Plan and Certification of Compliance**

Please see Appendix III.

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

HACSM is not planning on completing additional agency-directed evaluations of the demonstration at this time.

## **Appendix One**

### **MTW Standard Agreement, including:**

- **Attachment A (amended and executed 3/3/2010)**
- **Attachment B**
- **Attachment C**
- **Attachment D (amended and executed 6/18/2010)**

### Amended and Restated Moving to Work Agreement

This Amended and Restated Moving to Work Demonstration Agreement (Restated Agreement) is entered into on this 08 day of April 2008 by and between the United States of America through the U.S. Department of Housing and Urban Development (HUD) and the **Housing Authority of the County of San Mateo** (Agency). The term of this Agreement shall begin on the Date of Execution by HUD and shall continue until the end of the Agency's 2018 Fiscal Year, subject to meeting the evaluation criteria described in Section IV, unless such term is otherwise extended by HUD; and

WHEREAS, Section 204 of the Omnibus Consolidated Rescissions and Appropriations Act of 1996 (Pub. L. 104-134) (1996 Appropriations Act) establishes the statutory framework known as the Public Housing/Section 8 Moving to Work (MTW) demonstration program; and

WHEREAS, Section 204(a) of the 1996 Appropriations Act provides that public housing agencies that administer Section 8 and public housing (Agencies) and the Secretary of HUD (Secretary) shall have the flexibility to design and test various approaches for providing and administering housing assistance that: 1) reduce cost and achieve greater cost effectiveness in Federal expenditures; 2) give incentives to families with children whose heads of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and 3) increase housing choices for low-income families (the three statutory objectives); and

WHEREAS, pursuant to Section 204(a) of the 1996 Appropriations Act, HUD may permit Agencies to combine funds appropriated under sections 8 and 9 of the 1937 Act, and may exempt Agencies from provisions of the 1937 Act and implementing regulations thereunder pertaining to Public and Indian Housing and section 8 voucher assistance; and

WHEREAS, the Secretary determined that the Agency satisfies the Secretary's selection criteria and selected the Agency to participate in MTW; and

WHEREAS, on the 1<sup>st</sup> day of May 2000, HUD and the Agency executed an MTW Agreement, and on the 30<sup>th</sup> day of March 2006, HUD and the Agency executed an MTW Extension, (collectively known as the Original MTW Agreement) governing the terms and conditions under which HUD authorizes the Agency to participate in MTW; and

WHEREAS, the parties have previously entered into one or more Annual Contributions Contracts (ACCs) setting forth the terms and conditions under which the Agency participates in the public housing and/or Section 8 Housing Choice Voucher programs administered by HUD; and

WHEREAS, the parties agree to execute this Restated Agreement, which hereby amends and replaces any Original MTW Agreement between HUD and the Agency; and

WHEREAS, it is a goal of the MTW demonstration to design and test innovative methods of providing housing and delivering services to low-income families in an efficient and cost effective manner, and HUD and the Agency agree to fully cooperate with each other in order to make the demonstration a success;

NOW, THEREFORE, in reliance upon and in consideration of the mutual representations and obligations hereunder, the parties do agree as follows:

## **I. Statutory Authorizations**

- A. This Restated Agreement amends and replaces the Original MTW Agreement between HUD and the Agency. This Restated Agreement waives certain provisions of the United States Housing Act of 1937, as amended (1937 Act), and HUD's implementing requirements and regulations thereunder, as are set forth in the Statement of Authorizations (Attachment C), and the Legacy and Community-Specific Authorizations (Attachment D) only to the extent they are necessary to implement the Agency's Annual MTW Plan. Except as noted in Section I.B. below, this Restated Agreement supersedes the terms and conditions of one or more ACCs between the Agency and HUD, to the extent necessary for the Agency to implement its MTW demonstration initiatives as laid out in the Agency's Annual MTW Plan, as approved by HUD.
- B. Notwithstanding the preceding authority waiving certain provisions of the 1937 Act as necessary to implement the Agency's Annual MTW Plan, the following provisions of the 1937 Act, as otherwise applicable, shall continue to apply to the Agency and/or assistance received pursuant to the 1937 Act:
  1. The terms "low-income families" and "very low-income families" shall continue to be defined by reference to Section 3(b)(2) of the 1937 Act (42 U.S.C. § 1437a(b)(2));
  2. Section 12 of the 1937 Act (42 U.S.C. § 1437j), as amended, shall apply to housing assisted under the demonstration, other than housing assisted solely due to occupancy by families receiving tenant-based assistance; and
  3. Section 18 of the 1937 Act (42 U.S.C. § 1437p, as amended by Section 1002(d) of Public Law 104-19, Section 201(b)(1) of Public Law 104-134, and Section 201(b) of Public Law 104-202), governing demolition and disposition, shall continue to apply to public housing notwithstanding any use of the housing under MTW.
- C. This Restated Agreement only waives certain provisions of the 1937 Act and its implementing regulations. Other federal, state and local requirements applicable to public housing shall continue to apply notwithstanding any term contained in this Restated Agreement or any Authorization granted thereunder. Accordingly, if any requirement applicable to public housing, outside of the 1937 Act, contains a provision that conflicts or is inconsistent with any authorization granted in this Restated Agreement, the MTW Agency remains subject to the terms of that requirement. Such requirements include, but are not limited to, the following: Appropriations Acts,

competitive HUD notices of funding availability under which the Agency has received an award, state and local laws, Federal statutes other than the 1937 Act, and OMB Circulars and requirements (including regulations promulgated by HUD thereunder in 24 C.F.R. part 85).

- D. The MTW Agency is authorized to conduct activities in accordance with the Statement of Authorizations (Attachment C) and in accordance with the Legacy and Community-Specific Authorizations (Attachment D), as applicable. In the event of a conflict between Attachment C and Attachment D, the authorizations in Attachment D will supersede those in Attachment C.
- E. Notwithstanding any provision set forth in this Restated Agreement, including without limitations, the term of years and all extensions, renewals and options, and the terms set forth herein otherwise, any federal law that amends, modifies, or changes the aforementioned term of years and/or other terms of this Restated Agreement shall supersede this Restated Agreement such that the provisions of the law shall apply as set forth in the law.

## **II. Requirements and Covenants**

- A. The amount of assistance received under sections 8 or 9 of the 1937 Act by an Agency participating in the demonstration shall not be diminished by the Agency's participation in the MTW demonstration.
- B. The Agency agrees that any HUD assistance that the Agency is authorized to use under the MTW demonstration shall be used in accordance with the Agency's Annual MTW Plans, as may be applicable. The Agency hereby certifies that the Agency's governing board has approved this Restated Agreement, and each Annual MTW Plan issued prior to the date hereof, as applicable, and that a copy of each such board approval has been provided to HUD.
- C. The Agency shall hold at least one public hearing per Annual MTW submission, and make the Annual MTW Plan available for public comment for at least thirty (30) days. The Agency agrees to take into account public comments on the program design, including comments from current tenants/participants, to the extent such comments were provided.
- D. The Agency shall: (i) ensure that at least 75 percent of the families assisted are very low-income families, as defined in section 3(b)(2) of the 1937 Act, (ii) assist substantially the same total number of eligible low-income families under MTW, as would have been served absent the demonstration, and (iii) maintain a comparable mix of families by family size, as would have been served or assisted had the amounts not been used under the demonstration.
- E. When providing public housing, the Agency will ensure that it is safe, decent, sanitary, and in good repair, according to an inspection protocol established or approved by the Secretary. This in no way precludes the Agency from modifying its own inspection

protocol as authorized in Attachments C and/or D as long as such protocol meets the housing quality standards established or approved by the Secretary.<sup>1</sup>

- F. The Agency agrees to keep project level budgeting and accounting, report financial statements in the Financial Data Schedule (FDS)<sup>2</sup>, and abide by project level management reviews and fees. The Agency will conform to OMB Circular A-87 and the HUD definition of reasonable fees as defined in 24 CFR part 990, and HUD's Financial Management Guidebook 7475.1 and Supplement, as they may be amended.
- G. HUD will not score the Agency under HUD's Public Housing Assessment System (PHAS) or HUD's Section Eight Management Assessment Program (SEMAP), or their successor systems, unless the Agency elects to be scored. If the Agency elects to be scored, the agency will continue to be scored for the duration of the demonstration.
- H. The Agency agrees to cooperate fully with HUD and its contractors in the monitoring and evaluation of the MTW demonstration, to keep records, and to submit reports and other information to HUD as described in the Restated Agreement.
- I. The Agency shall comply with the requirements of the National Environmental Policy Act (NEPA) and other related federal laws and authorities identified in 24 C.F.R. Part 50 or Part 58, as applicable.
- J. The Agency will comply with all applicable nondiscrimination and equal opportunity requirements set forth in 24 C.F.R. § 5.105(a), and will administer its programs and activities in a manner affirmatively to further fair housing. In particular, the Agency must make reasonable accommodations needed by applicants and residents and must make units accessible in accordance with the Needs Assessment and Transition Plan as required under Section 504 of the Rehabilitation Act of 1973 and its implementing regulations.
- K. The Agency will comply with the terms of any applicable court orders or Voluntary Compliance Agreements that are in existence or may come into existence during the term of the Agreement. The Agency further agrees that it will cooperate fully with any investigation by the HUD Office of Inspector General or any other investigative and law enforcement agencies of the U.S. Government.
- L. Unless otherwise provided herein, this Restated Agreement does not apply to Section 8 assistance that is required:
  - 1. To meet existing contractual obligations of the Agency to a third party (such as Housing Assistance Payment contracts with owners under the Agency's Section 8 Housing Choice Voucher program);
  - 2. For payments to other public housing authorities under Section 8 portability billing procedures; or

<sup>1</sup> Agencies are still subject to state and local building codes, and housing codes, and state and local public housing law on inspections.

<sup>2</sup> The Agency agrees to comply with FDS submission requirements, including the requirement to submit project level financial data in the FDS.

3. To meet particular purposes for which HUD has expressly committed the assistance to the Agency.

The aforementioned covenants made by the Agency are not exclusive, as the Agency must also comply with all requirements applicable to public housing other than both those provisions of the 1937 Act, as amended from time to time, and its implementing regulations specifically waived by the Authorizations contained in this Restated Agreement.

### **III. Rent Reform Initiatives**

The Agency shall establish a reasonable rent policy that is designed to encourage employment and self-sufficiency by participating families, consistent with the purpose of this demonstration. In developing its rent policy, the Agency must adopt a policy for addressing hardship cases. To meet the Department's purposes of evaluating the MTW demonstration, Agencies may randomly assign new participants into the MTW group, which will provide an alternate program/rent structure, and into a control group, which will continue to operate under the 1937 Act requirements, and collect useful participant data at the point of random assignment.

### **IV. Evaluation**

- A. HUD will consider the following criteria when evaluating whether this Agency shall continue in the MTW Demonstration:
  1. The Agency is in compliance with this Restated Agreement.
  2. The Annual MTW Plans and Reports have been satisfactorily completed and submitted in a timely manner, consistent with this Restated Agreement; and
  3. The Agency has demonstrated, through the Annual MTW Plan and Report, that it has used its MTW designation (i.e., engaged in MTW Activities), as set forth in Section 204 of the 1996 Appropriations Act.
- B. If, after the evaluation during FY 2011 and FY 2014, HUD determines that the Agency fails to meet the above criteria, HUD can terminate this Restated Agreement.

### **V. Amendments and Continuation of Activities**

- A. Amendment of this Restated Agreement. This Restated Agreement may be further amended upon mutual agreement of the Agency and HUD. Proposed amendments by the Agency to the Restated Agreement shall be submitted in writing to HUD's Office of Public and Indian Housing, or its successor, only after the Agency has conducted a public hearing, considered comments from the hearing in drafting the proposed amendment, and obtained an approval from the Agency's Board of Commissioners or Directors, as applicable. HUD will respond to the Agency in writing to either approve and execute or disapprove the amendment request. The Statement of Authorizations (Attachment C) may be unilaterally amended by HUD only in order to add to the existing authorizations. The Legacy and Community-Specific Authorizations (Attachment D) may be amended upon mutual agreement between HUD and the Agency. In the event of a conflict between Attachment C and Attachment D, the authorizations in Attachment D supersede the authorizations in Attachment C.



- B. Amendment of the Annual MTW Plan. Amendments to the Annual MTW Plan only need to be made if the proposed MTW activity falls outside the scope of the HUD-approved Annual MTW Plan. An MTW activity is defined as an activity that an Agency participating in the MTW demonstration is authorized to undertake only by means of invoking an authorization included in Attachment C or Attachment D of this Restated Agreement, as opposed to an activity that a non-MTW agency could undertake pursuant to the conventional public housing and Section 8 Housing Choice Voucher programs' statutory and regulatory requirements. Proposed amendments by the Agency to the Annual MTW Plan shall be submitted in writing to HUD's Office of Public and Indian Housing, or its successor, only after the Agency has conducted a public hearing, considered comments from the hearing in drafting the proposed amendment, and obtained an approval from the Agency's Board of Commissioners or Directors, as applicable. HUD will respond in writing to either approve or disapprove the amendment request.

The letter requesting any amendment to the Annual MTW Plan should include the following information in relation to the proposed MTW Activity:

1. Description of the proposed activity;
2. Description of how the activity relates to at least one of the three statutory objectives;
3. Identification and discussion of the anticipated impact of the proposed MTW activity on the stated objective;
4. Description of the baselines and benchmarks that the Agency will use to measure the performance and progress of the MTW activities;
5. Description of the data collection process and metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives; and
6. The specific provision of the 1937 Act or regulation that is waived under MTW that authorized the Agency to make this change, when applicable.

C. Continuation of Activities.

1. Not later than one year prior to expiration of this Restated Agreement, the Agency shall submit a transition plan to HUD. It is the Agency's responsibility to plan in such a manner that it will be able to end all features of the MTW Plan upon expiration of the Agreement, as HUD cannot guarantee that it will be able to extend any features of the Plan. The transition plan shall describe plans for phasing out of such authorizations/features. The plan shall also include any proposals of authorizations/features of the Restated Agreement that the Agency wishes to continue beyond the expiration of the Restated Agreement. The Agency shall specify the proposed duration, and shall provide justification for extension of such authorization/features. HUD will respond to the Agency in writing in a timely manner. Only authorizations/features specifically approved for extension shall continue beyond the term of the MTW Restated Agreement.



The extended features shall remain in effect only for the duration and in the manner specified in the approved transition plan.

2. HUD will review and respond to timely-submitted transition plans within 75 days or they are deemed approved. To the extent that HUD has questions or feedback within this 75-day period, HUD will transmit such information within a sufficient time period for the Agency to respond and for HUD to approve a transition plan within 75 days of submission of the plan.

## VI. Funding

- A. Funding Methodology. During the term of the MTW demonstration, HUD will provide the Agency with public housing operating subsidies, and modernization or capital funds (including development and replacement housing factor funds), and with tenant-based Section 8 assistance, as provided in Attachment A. If the Agency's Attachment A does not describe the funding methodology for any of these funding streams, the Agency's funding will be calculated according to standard HUD calculations of Agency benefits.
- B. Funding Disbursements. The Agency will receive its public housing operating subsidy and Section 8 tenant-based funding in accordance with the following calculation and disbursement requirements:
  1. Operating Fund subsidies
    - a. HUD shall calculate the allocation of Operating Fund subsidies to the Agency in accordance with Attachment A.
    - b. The Agency may use these funds for any eligible activity permissible under Section 9(e)(1) of the 1937 Act or, if the Agency proposes to use the funding as part of a block grant in its Annual MTW Plan, it may use these funds for any eligible activity permissible under Section 8(o), 9(d)(1) and 9(e)(1) consistent with this MTW Restated Agreement.
  2. Capital Funds and Other Grants
    - a. HUD shall calculate the allocation of Capital Fund grants (including replacement housing factor fund grants) to the Agency in accordance with Attachment A. Capital Funds will be disbursed in accordance with standard HUD procedures for the disbursement of public housing Capital Fund Grants.
      - (i) In requisitioning grant funds, the Agency will not be required to provide line item detail, but will request the funds using a single MTW line item; provided however, that the Agency may not accelerate draw downs of funds in order to fund reserves.

- (ii) The Agency may use these funds for any eligible activity permissible under Section 9(d)(1) of the 1937 Act, or if the Agency proposes to use the funding as part of a block grant in its Annual MTW Plan, it may use these funds for any eligible activity permissible under Section 8(o), 9(d)(1) and 9(e)(1) consistent with this MTW Restated Agreement.
  - (iii) The Agency is subject to the requirements of Section 9(j) of the 1937 Act with respect to its Capital Fund Grants.
- b. Section 8 Tenant-Based Assistance
  - (i) HUD shall calculate the allocation of Section 8 Housing Choice Voucher funding to the Agency in accordance with Attachment A.
  - (ii) The Agency may use tenant-based Section 8 funds included in the MTW block grant for any eligible activity permissible under Section 8(o) of the 1937 Act or, if the Agency proposes to use the funding as part of a block grant in its Annual MTW Plan, it may use the funds for any eligible activity permissible under Section 8(o), 9(d)(1) and 9(e)(1) consistent with this MTW Restated Agreement.
- c. The Agency may submit for HUD consideration and approval alternative schedules for disbursement of public housing operating subsidy and Section 8 tenant-based funding to reduce the number of transactions and to address the time lag between making Housing Assistance Payments (HAP) for the large number of Section 8 participants from other jurisdictions (portables) and reimbursement by those jurisdictions. An Agency's request for consideration and approval of an alternative schedule for disbursement shall be subject to certain administrative limitations, such as only one request will be allowed per year.

## **VII. Administrative Responsibilities**

### **A. Annual MTW Planning and Reporting.**

#### **1. Annual MTW Plans**

- a. If the Agency has ten percent or more of its housing stock in MTW, the Agency will prepare and submit an Annual MTW Plan, in accordance with Attachment B, or equivalent HUD form as approved by OMB, in lieu of the Five (5) year and Annual Plans required by Section 5A of the 1937 Act.
- b. If the Agency has less than ten percent of its housing stock in MTW, the Agency will continue to complete the Five-Year and Annual Plans required by Section 5A of the 1937 Act. The Agency will also complete a Supplemental Annual MTW Plan, based on Attachment B, or equivalent HUD form as approved by OMB. Only information not included in either

the Five-Year Plan or the Annual Plan will need to be included in the Supplemental Annual MTW Plan (herein also referred to as the Annual MTW Plan).

- c. Three (3) copies of the Annual MTW Plan shall be submitted to HUD: one copy will be provided to HUD Headquarters in hard-copy, one copy to HUD Headquarters in electronic format (i.e., PDF, or Word), and one copy to the Agency's local HUD Field Office.
- d. The Annual MTW Plan is due not later than seventy-five (75) days prior to the start of the Agency's fiscal year, unless otherwise approved by HUD, except in the first year of this Restated Agreement the Agency may submit an amendment to its MTW Plan if it wants to implement initiatives prior to the due date of the subsequent MTW Plan.
- e. Attachment B of this Restated Agreement, or equivalent HUD form as approved by OMB, provides a detailed description of the required elements of the Annual MTW Plan.
- f. The Annual MTW Plan will be submitted to HUD only after:
  - (i) The Agency has provided for citizen participation through public hearing and other appropriate means and is approved by the Board of Commissioners or Directors, as applicable, and
  - (ii) The Agency has taken into account public comments on the program design, including comments from current tenants/participants, to the extent such comments were provided. To document the foregoing, the Agency will submit with the Annual MTW Plan documentation that at least one public hearing was held, that the Plan was available for public comment for at least thirty (30) days, and that the Agency took no less than fifteen (15) days between the public hearing and the approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan. The Agency will submit these documents to HUD in accordance with Attachment B, or equivalent HUD form as approved by OMB, and will keep these documents on file for HUD review.
- g. HUD shall notify the Agency in writing if HUD objects to any provisions or information therein. When the Agency submits its Annual MTW Plan seventy-five (75) days in advance of its fiscal year, HUD will respond to the Agency within seventy-five (75) days. If HUD does not respond to the Agency within seventy-five (75) days after an on-time receipt of the Agency's Annual MTW Plan, the Agency's Annual MTW Plan is approved and the Agency is authorized to implement that Plan. If HUD does not receive the Agency's Annual MTW Plan seventy-five (75) days before the beginning of the Agency's fiscal year, the Agency's Annual MTW Plan is

not approved until HUD responds. Reasons that HUD may object to a provision or information in the Annual MTW Plan include, but are not limited to, the following:

- (i) The information required in Attachment B, or equivalent HUD form as approved by OMB, is not provided or is deemed insufficient;
  - (ii) The Agency's planned MTW activities are not permissible under MTW Authority or are inconsistent with requirements outside the 1937 Act<sup>3</sup>;
  - (iii) The Agency's planned MTW activities do not have a clear connection to the statutory goal of the MTW demonstration, which is to provide Agencies with the flexibility to design and test various approaches for providing and administering housing assistance that: (a) reduce cost and achieves greater cost effectiveness in Federal expenditures; (b) give incentives to families with children whose heads of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and (c) increase housing choices for low-income families; or
  - (iv) There are other good cause factors, such as material misrepresentation, in the submission.
- h. Once HUD approves an MTW Activity, the activity shall remain approved as long as it is included in the Agency's Annual MTW Plan submissions subsequent to the initial approval of the MTW Activity. The approval shall remain in effect until such time as the Agency proposes to modify the activity, initiative, or program.

## 2. Annual MTW Reports

- a. The Agency will prepare Annual MTW Reports, which will compare the Agency's activities with its Annual MTW Plan. The Annual MTW Report will provide the information necessary for HUD to assess the Agency's activities, in both regular operations and in activities authorized by MTW.
- b. Three (3) copies of the Annual MTW Report shall be submitted to HUD: one copy will be provided to HUD Headquarters in hard-copy, one copy to HUD Headquarters in electronic format (i.e., PDF, or Word), and one copy to the Agency's local HUD Field Office.
- c. The Annual MTW Report will be submitted to HUD for its review annually, no later than ninety (90) days after the end of the Agency's fiscal year.

---

<sup>3</sup> Even if HUD approves a MTW Plan that is inconsistent with an external requirement, such as a state law requirement, the Agency is still subject to the external requirement.

- d. Attachment B of this Restated Agreement, or equivalent HUD form as approved by OMB, provides a detailed description of the required elements of the Annual MTW Report.
  - e. HUD shall notify the Agency in writing if HUD requires additional information or clarifications to the information provided in the Annual MTW Report.
  - f. All HUD forms and other reporting mechanisms required by this Restated Agreement, including any required certifications, will, where appropriate, be included in either the Annual MTW Plan or the Annual MTW Report.
3. HUD reserves the right to request, and the Agency agrees to provide, any information required by law or required for sound administration of the public housing and Section 8 Housing Choice Voucher programs.

**B. Other Data Submission Requirements.**

- 1. The Agency will submit HUD-50058 data and/or HUD-50058 MTW (or their replacement forms) data to HUD's Public and Indian Housing Information Center (PIC) system, or its successor. (Note that the use of the HUD-50058 MTW form is restricted to the MTW agencies that have implemented MTW Activities that prevent use of the standard 50058 form.) These submissions will be in compliance with HUD's 50058 and/or 50058 MTW submission requirements for MTW public housing authorities. The Agency will maintain current building and unit information in the development module of the PIC Inventory Management System (IMS).
- 2. The Agency will provide basic data about the Agency (e.g., address, phone number, e-mail address, etc.) to HUD through the PIC/IMS system, or its successor system.
- 3. The Agency will complete an annual audit pursuant to the Office of Management and Budget (OMB) Circular A-133 (including the Compliance Supplement, as determined by the auditor to be relevant to MTW). The A-133 Audit must be submitted to HUD in accordance with HUD regulations; a separate copy of the most recently completed audit must be submitted to the Office of Public Housing Investments, or its successor Headquarters Office responsible for national oversight of the MTW demonstration.
- 4. The Agency will provide data to HUD through FDS, or its successor system, as required by the Public Housing Assessment System (PHAS) regulations and procedures as they may be amended.
- 5. The Agency will provide HUD with an electronic version of the Admissions and Continued Occupancy Policy and Administrative Plan upon HUD's request.
- 6. The Agency will provide HUD with a Performance and Evaluation Report for Capital Fund activities not included in the MTW Block Grant by including this

as a supplement to Attachment B, or equivalent HUD form as approved by OMB.

In addition to the reporting requirements listed above, the Agency is required to comply with any and all HUD reporting requirements that are not specifically waived by HUD.

- C. Annual MTW Monitoring Site Visit. HUD and/or its contractors will conduct at least one formal Site Visit to the Agency each year. The purpose of these visits will be to confirm reported Agency activities, to review the status and effectiveness of the Agency's MTW strategies, and to identify and resolve outstanding MTW related issues. The Agency shall give HUD and/or its contractors unimpeded access to all requested sources of information including access to files, access to units, and an opportunity to interview Agency staff and assisted residents.
- D. Single Point of Contact. HUD and the Agency shall each appoint a liaison as a single point of contact in implementing the Restated Agreement.

### **VIII. Termination and Default**

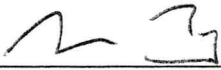
- A. If the Agency violates this Restated Agreement, HUD is authorized to take any corrective or remedial action described in this Article VIII for Agency default. HUD will give the Agency written notice of any default. The Agency will have the opportunity to cure such default within 30 days of the date of said notice, or to demonstrate within said time period, by submitting substantial evidence satisfactory to HUD, that it is not in default. If the default is not susceptible to being cured within said 30 day period, the Agency will demonstrate, to HUD's satisfaction, that the Agency has taken actions necessary to cure the default and that the default is curable within 90 days from the date of the default notice. Additionally, the Agency must covenant to prosecute such cure diligently and complete such cure within the 90 day period, unless HUD, in its sole judgment, determines that immediate action is necessary, and therefore has discretion to institute the remedies under Section VIII.C. of this Restated Agreement.
- B. The following are reasons that HUD may declare the Agency in default of this Restated Agreement:
  - 1. The Agency has not corrected HUD identified performance deficiencies within a reasonable period of time;
  - 2. Material misrepresentation in the application process that led to the Original MTW Agreement or this current Restated Agreement;
  - 3. Use of funds subject to this Restated Agreement for a purpose other than as authorized by this Restated Agreement;
  - 4. Material noncompliance with legislative, regulatory, or other requirements applicable to this Restated Agreement;
  - 5. Material breach of this Restated Agreement; and/or

6. Material misrepresentation in the Annual MTW Plan or Report submission by the Agency.
- C. If the Agency is in default, HUD may, among other remedies, undertake any one or all of the following remedies:
1. Suspend payment or reimbursement for any MTW activities affected;
  2. Suspend the Agency's authority to make draws or receive or use funds for affected activities;
  3. Change the method of payment to the Agency;
  4. Require additional reporting by the Agency on the deficient areas and the steps being taken to address the deficiencies;
  5. Require the Agency to prepare and follow a HUD-approved schedule of actions and/or a management plan for properly completing the activities approved under this Restated Agreement;
  6. Suspend the MTW waiver authorization for the affected activities;
  7. Prohibit payment or reimbursement for any MTW Activities affected by the default;
  8. Require reimbursement by the Agency to HUD for amounts used in violation of this Restated Agreement;
  9. Reduce/offset the Agency's future funding;
  10. Terminate this Restated Agreement and require the Agency to transition out of MTW;
  11. Take any other corrective or remedial action legally available; and/or
  12. Implement administrative or judicial receivership of part or all of the Agency.
- D. The Agency may choose to terminate this Restated Agreement at any time. Upon HUD's receipt of written notification from the Agency and a copy of a board resolution approving termination, termination will be effective. The Agency will then begin to transition out of MTW, and will work with HUD to establish an orderly phase-out of MTW activities, consistent with Section IV C of this Restated Agreement.



This Agreement, including all Attachments, is effective upon execution, except as otherwise provided herein.

HOUSING AUTHORITY OF THE  
COUNTY OF SAN MATEO

BY:  \_\_\_\_\_

ITS: Duane Bay, Director

Date: 4/9/08

UNITED STATES DEPARTMENT OF  
HOUSING AND URBAN DEVELOPMENT

BY:  \_\_\_\_\_

ITS: Assistant Secretary

Date: 12.20.07



**ATTACHMENT A**  
**Calculation of Subsidies**  
**TO**  
**MOVING TO WORK AGREEMENT**  
**BETWEEN**  
**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**AND**  
**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**

Upon execution of the First Amendment to the Moving to Work (MTW) Agreement (Agreement) between the U.S. Department of Housing and Urban Development (HUD) and the Housing Authority of the County of San Mateo (Agency), HUD will provide the Agency with operating subsidy, capital funds, and Housing Choice Voucher Program assistance as described below.

**A. Operating Subsidy**

1. The calculation of operating subsidy will continue in accordance with applicable operating subsidy formula law and regulations.
2. The Agency may use any current operating funds or accumulated operating reserves for eligible Moving to Work (MTW) purposes, subject to applicable provisions of the Restated Agreement.
3. All funds programmed for MTW purposes will be recorded and drawn from MTW designated line items on relevant HUD forms.

**B. Capital Funds Program**

1. The Agency's formula characteristics and grant amounts will continue to be calculated in accordance with applicable law and regulations.
2. For capital funds provided in years prior to the execution of this amendment, the Agency may submit, and HUD will, as permitted by law, approve a request to reprogram by grant year, any unobligated funds for eligible MTW purposes. Such requests will be made in accordance with current procedures governing amendments to the Annual Plan, except that no public consultation will be necessary prior to submission of the request.
3. All funds programmed for MTW purposes will be recorded and drawn from MTW designated line items on relevant HUD forms.

### **C. Housing Choice Voucher Program (HCVP) Subsidy**

1. For purposes of the HCVP funding, the Initial Year is calendar year 2010 (January 1, 2010 through December 31, 2010).
2. Funding eligibility for CY 2009 will become the Agency's baseline going forward. Any subsequent incremental allocations of Housing Choice Vouchers will be added to this total if the Agency decides to apply the incremental funding to their MTW Block Grant. This paragraph applies to all 4,023 MTW Vouchers.
3. Initial year (CY 2010) HCVP housing assistance payment (HAP) funding will be calculated based on: (1) the HCV HAP Budget Authority eligibility approved for CY 2009, (2) adjusted by the Annual Adjustment Factor (AAF), and (3) adjusted by the applicable proration factor. This paragraph applies to all 4,023 MTW Vouchers.
4. Subsequent years' HCVP HAP will be equal to the previous year's total HAP funding eligibility prior to proration, adjusted by the subsequent year's AAF and applicable proration factor.
5. Administrative fee funding in the initial year will be based upon the Agency's baseline number of units leased in CY 2009, adjusted for the 300 MTW Vouchers for which Administrative fees are already included in the HAP baseline calculated under Section C.3 above, and will be subject to proration. Subsequent year's Administrative fee funding will be based on the base year's units leased times the current year's fee rates and adjusted by the current year's proration. Should the agency receive additional Vouchers, administrative fees will be paid on these additional Vouchers in accordance with Appropriations requirements.
6. All HCVP funds and Administrative Fee provided through the aforementioned funding calculations may be used for authorized purposes, subject to applicable provisions of the Restated Agreement and future appropriations statutes.
7. If the Agency receives incremental HCVP funding, the Agency will have the option to either apply the incremental funding to the Agency's MTW block grant or to keep the incremental funding separate, as provided by law.
8. Funding eligibility in any year is subject to the requirements of the applicable Appropriations Act as it applies to MTW Agencies.
9. The Agency will continue to be eligible to receive Family Self Sufficiency coordinator funding in accordance with available appropriations and requirements.
10. HACSM will retain any existing levels of Net Restricted Assets as of December 31, 2009.
11. Any sum held by the Agency as excess administrative funds (Net Unrestricted Assets) as of December 31, 2009 shall remain available and may be used for authorized

purposes subject to applicable provisions of the MTW Agreement and future appropriations statutes.

12. Funding for Family Unification, 1 Year Mainstream, 5 Year Mainstream, Moderate Rehabilitation, and Veterans Affairs Supported Housing vouchers, whether new allocations or renewals of existing vouchers, shall not be included in the MTW Block Grant.

**FIRST AMENDMENT**  
**TO**  
**MOVING TO WORK AGREEMENT**  
**BETWEEN**  
**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**AND**  
**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**

This First Amendment to the Moving to Work ("MTW") Agreement ("Agreement") is entered into by and between the United States of America through the U.S. Department of Housing and Urban Development ("HUD") and the Housing Authority of the County of San Mateo ("Agency") and is effective on the date of execution by HUD. Unless otherwise defined herein, all capitalized terms used herein shall have the same meanings ascribed to them in the Agreement.

Attachment A to the Agreement is amended as follows:

The entire original Attachment A to the Amended and Restated Agreement is replaced with the attached version.

IN WITNESS WHEREOF, the parties have caused this First Amendment to be executed by their duly authorized representatives.

HOUSING AUTHORITY OF THE COUNTY OF  
SAN MATEO

By:  \_\_\_\_\_

Name: Duane Bay

Its: Executive Director

Date:  \_\_\_\_\_

UNITED STATES DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT

By:  \_\_\_\_\_

Name: Sandra Henriquez

Its: Assistant Secretary for PIH

Date: 3/3/10 \_\_\_\_\_

## Attachment B

TO  
 AMENDED AND RESTATED MOVING TO WORK AGREEMENT  
 BETWEEN  
 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 AND  
 AGENCY

**Elements for the Annual MTW Plan and Annual MTW Report**

All MTW Agencies will provide the following required elements in their Annual MTW Plans and Reports, consistent with the requirements of Section VII of the Restated Agreement, and will follow the following order and format.

<u>Annual MTW Plan</u>	<u>Annual MTW Report</u>
<b>I. Introduction</b>	
A. Table of Contents, which includes all the required elements of the Annual MTW Plan; and B. Overview of the Agency's MTW goals and objectives for the year, including new and ongoing MTW activities.	A. Table of Contents, which includes all the required elements of the Annual MTW Report; and B. Overview of the Agency's ongoing MTW goals and objectives.

**II. General Housing Authority Operating Information**

Please provide the following:

**A. Housing Stock Information**

- Number of public housing units planned;
- General description of any planned significant capital expenditures by development;
- Description of any new public housing units to be added during the year by development (specifying bedroom size);
- Number of units to be removed from the inventory during the year by development specifying the justification for the removal;
- Number of Housing Choice Vouchers (HCV) units authorized;
- Number of HCV units to be project-based, including description of each separate project;
- General description of other housing planned to be managed by the Agency, specifying location, number of units, and type of non-public housing/non-HCV assistance (to include tax credit, state funded, project based Section 8, and market rate); and
- Description of other properties owned or managed by the Agency.

**B. Lease Up Information**

- Anticipated number of public housing units planned to be leased;
- Anticipated number of HCV planned to be leased; and
- Description of anticipated issues relating to any potential difficulties in leasing units (HCV or public housing).

**C. Waiting List Information**

- Description of anticipated changes in waiting lists (site-based, community-wide, HCV, merged);
- Description of anticipated changes in the number of families on the waiting list(s) and/or opening and closing of the waiting list(s); and
- Date the waiting list was last purged.

Please provide the following:

**A. Housing Stock Information**

- Number of public housing units;
- Number of Housing Choice Vouchers utilized;
- General description of number and type of other housing managed by the Agency, specifying location, number of units and type of non-public housing/non-HCV assistance (to include tax credit, state funded, project based Section 8, and market rate); and
- Description of other properties owned or managed by the Agency.

**B. Lease Up Information**

- Number of public housing units leased;
- Number of HCV under lease; and
- Description of issues relating to any difficulties in leasing units (HCV or public housing).

**C. Waiting List Information**

- Description of waiting lists (site-based, community-wide, HCV, merged) and any changes that were made in the past fiscal year;
- Number of families on the waiting list(s), both at the beginning of the fiscal year and at the end of the fiscal year, and if the list(s) are open or closed; and
- Date the waiting list was last purged.

<u>Annual MTW Plan</u>	<u>Annual MTW Report</u>
<b>III. Long-term MTW Plan</b>	
Describe the Agency's long-term vision for the direction of its MTW program, extending through the duration of the MTW Agreement.	Describe the Agency's long-term vision for the direction of its MTW program, extending through the duration of the MTW Agreement.
<b>IV. Proposed MTW Activities: HUD approval requested</b> (provide the listed items below grouped by each MTW activity)	
A. Describe each proposed MTW activity; B. Describe how each proposed activity relates to at least one of the three statutory objectives; C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective; D. Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities; E. Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives; F. Cite the authorization(s) detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity, and include the specific citation(s) of the Act or regulation as identified in Attachment C or D of this Restated Agreement that authorize the Agency to make the change; and G. Describe the hardship policy (for rent reform initiatives only).	(All proposed activities that are granted approval by HUD will be reported on in Section V as "ongoing activities.")

<u>Annual MTW Plan</u>	<u>Annual MTW Report</u>
<b>V. Ongoing MTW Activities: HUD approval previously granted</b> (provide the listed items below grouped by each MTW activity)	
<p>A. Describe each ongoing MTW activity applicable for the coming year;</p> <p>B. Describe how each ongoing activity relates to at least one of the three statutory objectives;</p> <p>C. Identify and discuss the anticipated impact of each ongoing MTW activity on the stated objective, if in the first year of completing this revised Plan; or any anticipated changes in the impact (as applicable), if in subsequent years;</p> <p>D. Describe the baselines and benchmarks that the Agency will use to measure the performance and progress of the MTW activities, if in the first year of completing this revised Plan; or any changes in benchmarks (as applicable), if in subsequent years;</p> <p>E. Describe the data collection process and metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives, if in the first year of completing this revised Plan; or any changes in data collection (as applicable), if in subsequent years;</p> <p>F. Cite the authorization(s) detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity, and include the specific citation(s) of the Act or regulation as identified in Attachment C or D of this Restated Agreement that authorize the Agency to make the change; and</p> <p>G. Describe the hardship policy (for rent reform initiatives only).</p>	<p>A. Describe any activities that were proposed in the Plan, approved by HUD, but not implemented, and discuss why these were not pursued;</p> <p>B. Describe each ongoing and completed (within the FY) MTW activity;</p> <p>C. Describe how each ongoing activity relates to at least one of the three statutory objectives;</p> <p>D. Analyze the actual impact of each ongoing MTW activity on the stated objective;</p> <p>E. Evaluate the actual performance versus the target benchmark goals, the originally established baseline, and the previous year's performance;</p> <p>F. If benchmarks were not achieved or if the activity was determined ineffective provide a narrative explanation of the challenges, and, if possible, identify potential new strategies that might be more effective;</p> <p>G. Using the metrics proposed in the Plan, evaluate the effectiveness of the activity in achieving the statutory objectives it relates to; and</p> <p>H. Cite the specific provision(s) of the Act or regulation that is waived under MTW (as detailed in Attachment C or D of this Restated Agreement) that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the benchmark.</p>



<u>Annual MTW Plan</u>	<u>Annual MTW Report</u>
<b>VI. Sources and Uses of Funding</b>	
<p>A. Provide Consolidated Budget Statement in the same format and level of detail as the unaudited financial statement;</p> <p>B. Planned sources and expenditures by development;</p> <p>C. Description of changes in sources and uses of MTW funding from previously-approved plan; and</p> <p>D. Description of how funding fungibility is planned to be used, if applicable.</p>	<p>A. Unaudited Financial Statement;</p> <p>B. Planned vs. actual financial information by development with a narrative discussion and explanation of the differences;</p> <p>C. Planned vs. actual for all capital activities presented in the Annual MTW Plan with a narrative discussion and explanation of differences;</p> <p>D. Explanation of how funding fungibility was used and narrative explanation of the difference, if applicable.</p>
<b>VII. Administrative</b>	
<p>The Agency will provide the following:</p> <p>A. Board Resolution adopting 50077-MTW, or equivalent form;</p> <p>B. Documentation that at least one public hearing was held, that the Plan was available for public comment for at least thirty (30) days, and documentation that the Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan;</p> <p>C. Description of any planned or ongoing Agency-directed evaluations of the demonstration, if applicable;</p>	<p>The Agency will provide the following:</p> <p>A. Results of latest Agency-directed evaluations of the demonstration, as applicable;</p> <p>B. Performance and Evaluation Report for Capital Fund activities not included in the MTW Block Grant, as an attachment to the Report; and</p> <p>C. Description of progress on the correction or elimination of observed deficiencies cited in monitoring visits, physical inspections, submissions to REAC, or other oversight and monitoring mechanisms, if applicable.</p>

<b>VIII. Reporting Compliance with Statutory MTW Requirements</b>																																																											
<b><u>Annual MTW Plan</u></b>	If the Agency has been out of compliance with any of the required statutory MTW requirements listed in Section II(C) of the Restated Agreement, as determined by HUD in its review of the previous fiscal year's Annual MTW Report, the Agency will provide a narrative discussion and a plan as to how it will return to compliance. If the Agency is currently in compliance, no discussion or reporting is necessary in this section.																																																										
<b><u>Annual MTW Report</u></b>	<p>The Agency will provide the following:</p> <p>A. In order to demonstrate that the statutory objective of "assuring that at least 75 percent of the families assisted by the Agency are very low-income families" is being achieved, the Agency will provide information in the following format:</p> <p style="text-align: center;"><b>Initial Incomes of Families Assisted by MTW</b></p> <table border="1"> <thead> <tr> <th>Fiscal Year:</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> <th>2018</th> </tr> </thead> <tbody> <tr> <td>Total number of newly admitted families assisted<sup>1</sup></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number of families with incomes below 50% of area median</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Percentage of families with incomes below 50% of area median</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>											Fiscal Year:	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Total number of newly admitted families assisted <sup>1</sup>												Number of families with incomes below 50% of area median												Percentage of families with incomes below 50% of area median											
Fiscal Year:	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018																																																
Total number of newly admitted families assisted <sup>1</sup>																																																											
Number of families with incomes below 50% of area median																																																											
Percentage of families with incomes below 50% of area median																																																											

<sup>1</sup> "Total number of newly admitted families assisted" is defined as all families that have been admitted to federal housing assistance during the fiscal year in question. Therefore, this does not mean that all families assisted by the housing authority will be captured in this figure. Instead, the figure only captures the initial admittees' income, just as they begin to receive housing assistance.

**VIII. Reporting Compliance with Statutory MTW Requirements, Continued****Annual  
MTW  
Report,  
cont.**

B. In order to demonstrate that the statutory objective of “continuing to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined” is being achieved, the Agency will provide information in the following formats:

**Baseline for the Number of Eligible Low-Income Families to Be Served**

	Number of families served when Agency entered MTW	Non-MTW adjustments to the number of families served <sup>2</sup>	Baseline number of families to be served	Explanations for adjustments to the number of families served
Number of public housing families served				
Number of tenant-based Section 8 families served				
Total number of families served				

**Number of Low-Income Families Served**

Baseline number of families to be served (total number of families) <sup>3</sup>	
Total number of families Served this Fiscal Year <sup>4</sup>	
Numerical Difference <sup>5</sup>	
Percentage Difference	

Justification for variations in excess of 10% below the baseline number of families to be served (total number of families):

--

<sup>2</sup> “Non-MTW adjustments to the number of families served” are defined as factors that are outside the control of the Agency. Acceptable “non-MTW adjustments” include, but are not limited to, influences of the economy and of the housing market. If the Agency includes non-MTW adjustments, HUD expects the explanations of the factors to be thorough and to include information substantiating the numbers used.

<sup>3</sup> This number will be the same number in the chart above, at the cross-section of “total number of families served” and “baseline number of families served.”

<sup>4</sup> The methodology used to obtain this figure will be the same methodology used to determine the “Number of families served when Agency entered MTW” in the table immediately above.

<sup>5</sup> The Numerical Difference is considered “MTW adjustments to the number of families served.” This number will reflect adjustments to the number of families served that are directly due to decisions the Agency has made. HUD expects that in the course of the demonstration, Agencies will make decisions that may alter the number of families served.

**VIII. Reporting Compliance with Statutory MTW Requirements, Continued****Annual  
MTW  
Report,  
cont.**

C. In order to demonstrate that the statutory objective of “maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the demonstration” is being achieved, the Agency will provide information in the following formats:

**Baseline for the Mix of Family Sizes to Be Served**

Family Size	Occupied number of Public Housing units by family size when Agency entered MTW	Utilized number of Section 8 vouchers by family size when Agency entered MTW	Non-MTW adjustments to the distribution of family sizes <sup>6</sup>	Baseline number of family sizes to be maintained	Baseline percentages of family sizes to be maintained
1 person					
2 people					
3 people					
4 people					
5 people					
6+ people					
Totals					100%

Explanations for  
Baseline adjustments  
to the distribution of  
family sizes utilized

**Mix of Family Sizes Served**

	1 person	2 people	3 people	4 people	5 people	6+ people	Total
Baseline percentages of family sizes to be maintained <sup>7</sup>							100%
Number of families served by family size this Fiscal Year <sup>8</sup>							
Percentages of families served by family size this Fiscal Year <sup>9</sup>							100%
Percentage Difference							

Justification and explanation for family size variations of over 5% from the Baseline percentages:

<sup>6</sup> “Non-MTW adjustments to the distribution of family sizes” are defined as factors that are outside the control of the Agency. Acceptable “non-MTW adjustments” include, but are not limited to, demographic changes in the community’s population. If the Agency includes non-MTW adjustments, HUD expects the explanations of the factors to be thorough and to include information substantiating the numbers used.

<sup>7</sup> These numbers in this row will be the same numbers in the chart above listed under the column “Baseline percentages of family sizes to be maintained.”

<sup>8</sup> The methodology used to obtain these figures will be the same methodology used to determine the “Occupied number of Public Housing units by family size when Agency entered MTW” and “Utilized number of Section 8 Vouchers by family size when Agency entered MTW” in the table immediately above.

<sup>9</sup> The “Percentages of families served by family size this fiscal year” will reflect adjustments to the mix of families served that are directly due to decisions the Agency has made. HUD expects that in the course of the demonstration, Agencies will make decisions that may alter the number of families served.

**ATTACHMENT C****STATEMENT OF AUTHORIZATIONS**

**TO  
AMENDED AND RESTATED MOVING TO WORK AGREEMENT  
BETWEEN  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
AND  
AGENCY**

**A. General Conditions**

1. This Statement of Authorizations describes the activities that the Public Housing Authority (Agency) may carry out under the Moving to Work (MTW) Demonstration program, subject to the terms and conditions of the Amended and Restated Moving to Work Demonstration Agreement (Restated Agreement) between the Agency and the U.S. Department of Housing and Urban Development (HUD).
2. Unless otherwise provided in Attachment D of the Restated Agreement, the Agency's MTW Demonstration Program applies to all of the Agency's public housing assisted units (including Agency-owned properties and units comprising a part of mixed-income, mixed finance communities) tenant-based Section 8 voucher assistance (hereinafter referred to as the "Housing Choice Voucher Program"), Section 8 project-based voucher assistance under Section 8(o) and Homeownership units developed using Section 8(y) voucher assistance.
3. The purpose of the Statement of Authorizations is to delegate to the Agency the authority to pursue locally driven policies, procedures and programs with the aim of developing better, more efficient ways to provide housing assistance and incentives to self-sufficiency to low, very-low, and extremely low-income families. The authorizations listed in this Attachment C are granted fully without requiring any additional HUD authorizations, as necessary to implement the activities described in the Annual MTW Plan. The Agency may proceed with activities based upon these authorizations once the activity has been included in the Annual MTW Plan, in accordance with Attachment B, and HUD has approved the Plan and activities. HUD will review and approve these documents to ensure that the Annual MTW Plan has provided meaningful citizen participation, taking into account comments from a public hearing and any other comments on the proposed program, as well as providing for, receiving, and meaningfully considering comments from current and prospective residents who would be affected. HUD will also review in order to ascertain that these activities are within the MTW authorizations provided by HUD.
4. The Agency reaffirms that it will comply with all applicable nondiscrimination and equal opportunity requirements set forth in 24 CFR 5.105(a), and will administer its programs and activities in a manner affirmatively to further fair housing. In particular, the Agency

must make reasonable modifications and accommodations needed by applicants and residents and must make units accessible in accordance with the Needs Assessment and Transition Plan as required under Section 504 of the Rehabilitation Act of 1973 and its implementing regulations.

**B. Authorizations Related to Both Public Housing and Section 8 Housing Choice Vouchers**

**1. Single Fund Budget with Full Flexibility**

*This authorization waives certain provisions of Sections 8 and 9 of the 1937 Act and 24 C.F.R. 982, and 990 as necessary to implement the Agency's Annual MTW Plan.*

- a. The Agency may combine funding awarded to it annually pursuant to Section 8(o), 9(d) and 9(e) of the 1937 Act into a single, authority-wide funding source ("MTW Funds"). However, section 9(d) funds are still subject to the obligation and expenditure deadlines and requirements provided in section 9(j) despite the fact that they are combined in a single fund. The funding amount for the MTW Funds may be increased by additional allocations of housing choice vouchers to which the Agency is entitled over the term of the Agreement. Special purpose vouchers will not be included in the MTW Funds during their initial term, though some may be included in the MTW Funds upon renewal.
- b. The Agency may use MTW Funds for any eligible activity under Sections 9(d)(1), 9(e)(1) and Section 8(o) of the 1937 Act. Within the scope of the permissible eligible activities, the Agency can carry out the purposes of the MTW Demonstration Program to provide flexibility in the design and administration of housing assistance to eligible families, to reduce cost and achieve greater cost effectiveness in Federal expenditures, to give incentives to families with children where the head of household is working, seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient, and to increase housing choices for low-income families, through activities that would otherwise be eligible under sections 8 and 9 of the 1937 Act, including, but not limited to, the following activities:
  - i. Provision of Capital funds or operating assistance to housing previously developed or operated pursuant to a contract between HUD and the Agency or newly acquired or developed pursuant to section ii below.
  - ii. The acquisition, new construction, reconstruction or moderate or substantial rehabilitation of housing (including, but not limited to, assisted living, or other housing as deemed appropriate by the Agency, in accordance with its mission), or commercial facilities consistent with the objectives of the demonstration. Such activities may include but are not limited to real property acquisition, site improvement, development of utilities and utility services and energy efficiency systems, conversion, demolition, financing, administration and planning costs, relocation and other related activities; provided, however, that prior HUD



approval is required for the development of any incremental public housing units, pursuant to Section 9(g)(3) of the 1937 Act.

- iii. The provision of housing or employment-related services or other case management activities, such as housing counseling in connection with rental or homeownership assistance, energy auditing, activities related to the provision of self-sufficiency and other services, employment counseling, education, training and other services related to assisting tenants, owners, contractors, and other persons or entities participating or seeking to participate in other housing or training and educational activities assisted pursuant to this section.
  - iv. The provision of management services, including preparation of work specifications, loan processing, inspections, tenant selection, management of tenant and project-based rental assistance and management of housing projects or other facilities or operations developed under this program.
  - v. The provision of safety, security, and law enforcement measures and activities appropriate to protect residents of housing from crime.
  - vi. The provision of Housing Choice Voucher assistance or project-based rental assistance (under Section 8(o)), alone or in conjunction with other private or public sources of assistance.
  - vii. The preservation of public housing and/or Housing Choice Voucher units currently serving people of low income or the acquisition and/or development of new units for people of low income, provided that all rehabilitation and construction is done in accordance with the requirements of Section 504 of the Rehabilitation Act and where applicable, the design and construction requirements of the Fair Housing Act.
  - viii. If the Agency chooses to establish single fund flexibility, the Agency is authorized to use housing assistance payments for purposes other than payments to owners, so long as these purposes are consistent with other eligible uses of section 8 and section 9 funds.
- c. These activities may be carried out by the Agency, by an entity, agent, or instrumentality of the Agency, a partnership, a grantee, contractor, or other appropriate party or legal entity.
  - d. The Agency's expenditures must comply with OMB Circular A-87, which provides basic guidelines for the use of federal funds, and with this MTW Agreement.
  - e. The Agency may use capital funds (including development and replacement housing factor funds) in accordance with this Agreement.

2. Partnerships with For-Profit and Non-Profit Entities

The Agency may partner with for-profit and non-profit entities, subject to 24 C.F.R. Part 85 and 941.602(d), including, mixed-income, mixed-finance development partners and third party management companies, as well as affiliates and instrumentalities of the Agency ("Agency Partners"), to implement and develop all or some of the initiatives that may comprise the Agency's MTW Demonstration Program. The Agency may, with respect to MTW eligible activity and when working with or partnering with such partners, make available to Agency Partners the least restrictive regulatory requirements allowable based on Agency's participation in the MTW Demonstration Program and that agreements with Agency Partners may reflect the implementation of less restrictive regulatory requirements. *This authorization waives certain provisions of Sections 13 and 35 of the 1937 Act and 24 C.F.R. 941 Subpart F as necessary to implement the Agency's Annual MTW Plan.*

3. Definition of Elderly Family

The Agency is authorized to amend the definition of elderly to include families with a head of household or family member who is at least 55 years old, and must be in compliance with the all Fair Housing Requirements, in particular the Housing for Older Persons Act of 1995. *This authorization waives certain provisions of Section 3 (b)(3) and (G) of the 1937 Act and 24 C.F.R. 5.403 as necessary to implement the Agency's Annual MTW Plan.*

4. Transitional/Conditional Housing Program

The Agency may develop and adopt new short-term transitional housing programs, consistent with an eligible use of section 8 and 9 funds, with supportive services in one or more buildings in collaboration with local community-based organizations and government agencies. Successful participants in these programs will be eligible for transfer to the Agency's public housing or housing choice voucher programs. The Agency will ensure that these programs do not have a disparate impact on protected classes, and will be operated in a manner that is consistent with the requirements of Section 504 of the Rehabilitation Act. More specifically, under no circumstances will residents of such programs be required to participate in supportive services that are targeted at persons with disabilities in general, or persons with any specific disability. In addition, admission to any of the programs developed under this section will not be conditioned on the presence of a disability or a particular disability. This section is not intended to govern the designation of housing that is subject to Section 7 of the 1937 Act. *This authorization waives certain provisions of Sections 3, 4, 5, 8, and 9 of the 1937 Act and 24 C.F.R. 941, and 960 Subpart B as necessary to implement the Agency's Annual MTW Plan.*

5. Investment Policies

Subject to HUD approval, the Agency is authorized to adopt investment policies consistent with state law to the extent such policies are in compliance with applicable OMB circulars and other federal laws. The Agency shall invest only in securities authorized under state law that will allow the flexibility to invest productively and efficiently. *This authorization waives certain provisions of Section 6(c)(4) of the 1937 Act and 24 C.F.R. 982.156 as necessary to implement the Agency's Annual MTW Plan.*



### **C. Authorizations Related to Public Housing Only**

#### **1. Site Based or Geographic Area Waiting List System**

The Agency is authorized to implement a locally designed waiting list system in lieu of the specific procedural requirements of 24 C.F.R. Part 903 provided that it provides applicants with a reasonable choice of location in accordance with title VI of the Civil Rights Act, the Fair Housing Act, and other applicable civil rights requirements. The Agency may implement additional site-based waiting lists under this MTW Agreement. Such additional site-based waiting lists will be developed, at the Agency's option, to address various situations, including, but not limited to the following: (1) any existing or new or mixed-income, mixed finance communities; (2) any on-site and/or off-site public housing replacement units developed in support of the Agency's redevelopment or HOPE VI efforts, if any; (3) any specially designated public housing or project-based communities; and (4) combining or separating waiting lists for Section 8 tenant-based or project-based assistance, public housing rental communities, homeownership opportunities, and mixed-income, mixed-finance communities. *This authorization waives certain provisions of Section 6(r) of the 1937 Act and 24 C.F.R. 903.7 as necessary to implement the Agency's Annual MTW Plan.*

#### **2. Local Preferences and Admission and Continued Occupancy Policies and Procedures**

The Agency is authorized to develop and adopt local preferences and admission policies and procedures for admission into the public housing program in lieu of HUD statutes, regulations or other requirements based in the 1937 Act so long as the families assisted qualify as low income, and that the total mix of families assisted meets the requirements of part I.C of the Amended and Restated MTW Agreement. The Agency is required to revise the Admissions and Continued Occupancy Policy (ACOP), to implement changes in public housing occupancy policy as a result of the MTW program. Regardless of changes to the Agency's adopted ACOP policies and procedures, the Agency must comply with Sections I(B)(1) and II(D) of this Agreement. The Agency is subject to state and local preferences law. *This authorization waives certain provisions of Section 3 of the 1937 Act and 24 C.F.R. 960.206 as necessary to implement the Agency's Annual MTW Plan.*

#### **3. Deconcentration Policy**

The Agency is authorized to develop and adopt a local policy designed to provide for deconcentration and income mixing in public housing communities. *This authorization waives certain provisions of Section 16(3)(B) of the 1937 Act and 24 C.F.R. 903.2 as necessary to implement the Agency's Annual MTW Plan.*

#### **4. Initial, Annual and Interim Income Review Process**

The Agency is authorized to restructure the initial, annual and interim review process in the public housing program in order to affect the frequency of the reviews and the methods and process used to establish the integrity of the income information provided. In addition, the Agency is expressly authorized to adopt a local system of income verification in lieu of the current HUD system. For example, the Agency may implement alternate time frames for validity of verification or adopt policies for verification of income and assets through sources other than those currently allowed under the 1937 Act. *This authorization waives certain provisions of sections 3(a)(1) and 3(a)(2) of the 1937*

*Act and 24 C.F.R. 966.4 and 960.257, as necessary to implement the Agency's Annual MTW Plan.*

5. Use of Public Housing as an Incentive for Economic Progress

The Agency is authorized to modify current public housing occupancy policies to use housing as an incentive for making economic progress, as long as Section II.C. of the MTW Agreement is adhered to. Such modifications may include revising maximum income limits for admission or continued occupancy. Families denied admission or continued occupancy shall continue to be entitled to the right to an informal hearing. *This authorization waives certain provisions of Section 6(c) of the 1937 Act and 24 C.F.R. 960.201, as necessary to implement the Agency's Annual MTW Plan.*

6. Incentives for Underutilized Developments

The Agency is authorized to develop and offer incentives that will attract applicants to developments, or portions thereof, which have been difficult to market. *This authorization waives certain provisions of Section 3(a)(2) and 3(a)(3)(A) of the 1937 Act and 24 C.F.R. 960 subpart B as necessary to implement the Agency's Annual MTW Plan.*

7. Simplification of the Development and Redevelopment Process for Public Housing

*This authorization waives certain provisions of Sections 4, 5, 9, 24, 32 and 35 of the 1937 Act and 24 C.F.R. 941 as necessary to implement the Agency's Annual MTW Plan.*

- a. The Agency may, at its own discretion, allow any authorizations and regulatory relief granted to the Agency pursuant to this MTW Agreement to inure to the benefit of the Agency's Partners with respect to MTW eligible activities, and HUD hereby agrees to the amendment of any and all evidentiaries necessary to implement the least restrictive regulatory requirements allowable.
- b. The Agency is authorized to establish reasonable low-income homeownership programs, such as a lease-to-own program, that are not limited by the existing public housing homeownership requirements, provided that units can only be sold to current public housing residents and that any disposition of current public housing units must be approved in advance by HUD. Any disposition application will be submitted and processed in accordance with this Agreement.

8. Streamlined Demolition and Disposition Procedures

The Agency may choose to follow HUD's "Streamlined Processing Instructions for Disposition, Demolition, and Disposition/Demolition Applications from MTW Agencies."

9. Simplification of Property Management Practices

The Agency is authorized to simplify property management practices as follows:

- a. The Agency is authorized to deploy a risk management approach in establishing property and system inspection protocols and frequencies in lieu of the HUD requirements of annual inspections by Agencies, as long as these protocols assure that housing units assisted under the demonstration meet housing quality standards approved or established by the Secretary. *This authorization waives certain provisions of Section 6 (f) of the 1937 Act and 24 C.F.R. 902-Subpart B as necessary to implement the Agency's Annual MTW Plan.*

- b. The Agency is authorized to develop and adopt a new form of local lease and establish community rules, grievance procedures, tenant self-sufficiency requirements and reasonable tenant fees based on proven private management models (subject to State and local laws), provided that no-cause evictions are not permitted. *This authorization waives certain provisions of Section 6 (l) of the 1937 Act and 24 C.F.R. 966 Subparts A and B as necessary to implement the Agency's Annual MTW Plan.*

10. Special Admissions and Occupancy Policies for Certain Public Housing Communities

The Agency is authorized to involve a broad spectrum of community stakeholders, including advocacy groups, in a process to explore and adopt reasonable restrictions for occupancy of specific public housing buildings in the Agency's inventory. Buildings, or portions of buildings (floors, units), may be designated as Smoke-Free, Pet-Free or Assisted Living (or other similar reservations). The Agency may establish admissions preferences in order to establish these special occupancy requirements. A key goal of this initiative will be to ensure that the Agency is able to maintain and improve the quality of life in the Agency communities. These reservations or policies must not have a disparate impact on protected classes and must be operated in a manner that is consistent with the requirements of Section 504 of the Rehabilitation Act. Any such designations or policies will include adequate safeguards for the disabled, including protections for disabled persons who are Agency residents and those seeking housing assistance. Residents can voluntarily participate in any of the services provided. Once adopted, the designations or policies will be updated and reviewed as part of the Annual MTW Plan and Report submitted by the Agency for HUD's review. In particular, the Agency will review the demographic make-up of its current resident population and applicants to assess the need for and support any changes to its designations or policies. *This authorization waives certain provisions of Sections 3, 6, 7, 16, and 31 of the 1937 Act and 24 C.F.R. 945 subpart C, 960 Subparts B, D, E and G as necessary to implement the Agency's Annual MTW Plan.*

11. Rent Policies and Term Limits

The Agency is authorized to determine family payment, including the total tenant payment, the minimum rent, utility reimbursements and tenant rent. The Agency is authorized to adopt and implement any reasonable policies for setting rents in public housing including but not limited to establishing definitions of income and adjusted income, or earned income disallowance that differ from those in current statutes or regulations. The Agency is authorized to adopt and implement term limits for its public housing assistance. Such policies must include provisions for addressing hardship cases. *This authorization waives certain provisions of Section 3(a)(2), 3(a)(3)(A) and Section 6(l) of the 1937 Act and 24 C.F.R. 5.603, 5.611, 5.628, 5.630, 5.632, 5.634 and 960.255 and 966 Subpart A as necessary to implement the Agency's Annual MTW Plan.*

12. Design Guidelines

The Agency is authorized to establish reasonable and modest design guidelines, unit size guidelines and unit amenity guidelines for development and redevelopment activities that will replace HUD guidelines with guidelines that reflect local marketplace conditions for quality construction in its locality so long as all units meet housing quality standards approved by the Secretary. *This authorization waives certain provisions of Sections 4, 5, and 9 of the 1937 Act and 24 C.F.R. 941.202, 941.203, 941.401, and 941.403 as*

*necessary to implement the Agency's Annual MTW Plan.*

13. Site Acquisition

The agency is authorized to acquire sites without prior HUD approval, provided that the agency certifies that HUD site selection requirements have been met. *This authorization waives certain provisions of 24 C.F.R. 941.401 as necessary to implement the Agency's Annual MTW Plan.*

14. Commercial Business Venture

The Agency is authorized to enter into commercial business ventures as part of its neighborhood revitalization or affordable housing strategies or other strategies designed to serve as catalysts for revitalization of public housing or surrounding communities. Any venture must be consistent with eligible uses of funds under Sections 8 and 9 of the 1937 Act. *This authorization waives certain provisions of 24 C.F.R. 941 subpart F as necessary to implement the Agency's Annual MTW Plan.*

15. Available Property

The Agency is authorized to make available public housing property including dwelling and non-dwelling spaces and vacant land for the purpose of providing services, programs and capital improvements that benefit residents and program participants. *This authorization waives certain provisions of Section 9 of the 1937 Act and 24 C.F.R. 990 Subpart B as necessary to implement the Agency's Annual MTW Plan.*

16. Total Development Cost (TDC) limits

The agency is authorized to establish reasonable cost formulas for development and redevelopment activities that will replace HUD's TDC limits in order to reflect local marketplace conditions for quality construction in its locality. *This authorization waives certain provisions of Section 6(b) of the 1937 Act and 24 C.F.R. 941.306 as necessary to implement the Agency's Annual MTW Plan.*

**D. Authorizations Related to Section 8 Housing Choice Vouchers Only**

1. Operational Policies and Procedures

The Agency is authorized to determine the following basic operational policies and procedures for all Section 8 assistance the Agency is provided under section 8(o) of the 1937 Act:

- a. The Agency is authorized to determine the term and content of Housing Assistance Payment (HAP) contracts to owners during the term of the MTW demonstration. However, any revised HAP contract must include language noting that the funding for the contract is subject to the availability of Appropriations. *This authorization waives certain provisions of Section 8(o)(7) of the 1937 Act and 24 C.F.R. 982.162 as necessary to implement the Agency's Annual MTW Plan;*
- b. The Agency is authorized to determine the length of the lease period, when vouchers expire and when vouchers will be reissued. *This authorization waives certain provisions of Sections 8(o)(7)(a), 8(o)(13)(F) and 8(o)(13)(G) of the 1937 Act and 24 C.F.R. 982.303, 982.309 and 983 Subpart F as necessary to implement the Agency's Annual MTW Plan;*

- c. The Agency is authorized to define, adopt and implement a reexamination program that differs from the reexamination program currently mandated in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Section 8(o)(5) of the 1937 Act and 24 C.F.R. 982.516 as necessary to implement the Agency's Annual MTW Plan;*
- d. The Agency is authorized to determine a damage claim and/or vacancy loss policy and payment policy for occupied units that differs from the policy requirements currently mandated in the 1937 Act and its implementing regulations. Damage and vacancy authority are subject to state and local laws. *This authorization waives certain provisions of Section 8(o)(9), of the 1937 Act and 24 C.F.R. 982.311 as necessary to implement the Agency's Annual MTW Plan;*
- e. The Agency is authorized to determine the percentage of housing voucher assistance that it is permitted to project-base, and criteria for expending funds for physical improvements on those units that differs from the percentage and criteria requirements currently mandated in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Section 8(o)(13) of the 1937 Act and 24 C.F.R. 983 as necessary to implement the Agency's Annual MTW Plan;*
- f. The Agency is authorized to determine property eligibility criteria, including types of units currently prohibited by Section 8 regulations, as well as shared living facilities. If the Agency chooses to use this authorization, it will need to provide a transition plan to both the affected residents and HUD prior to the end of the demonstration. *This authorization waives certain provisions of Section 8(p) of the 1937 Act and 24 C.F.R. 983.53-54 and 982 Subparts H and M as necessary to implement the Agency's Annual MTW Plan; and*
- g. The Agency is authorized to establish its own portability policies with other MTW and non-MTW housing authorities. *This authorization waives certain provisions of Section 8(r) of the 1937 Act and 24 C.F.R. 982 Subpart H as necessary to implement the Agency's Annual MTW Plan.*

## 2. Rent Policies and Term Limits

- a. The Agency is authorized to adopt and implement any reasonable policy to establish payment standards, rents or subsidy levels for tenant-based assistance that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations. The Agency is authorized to adopt and implement any reasonable policies to calculate the tenant portion of the rent that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Sections 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503 and 982.518, as necessary to implement the Agency's Annual MTW Plan;*



- b. The Agency is authorized to determine contract rents and increases and to determine the content of contract rental agreements that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Sections 8(o)(7) and 8(o)(13) of the 1937 Act and 24 C.F.R. 982.308, 982.451 and 983 Subpart E as necessary to implement the Agency's Annual MTW Plan;*
- c. The Agency is authorized to develop a local process to determine rent reasonableness that differs from the currently mandated program requirements in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Section 8(o)(10) of the 1937 Act and 24 C.F.R. 982.507 as necessary to implement the Agency's Annual MTW Plan;* and
- d. The Agency is authorized to implement term limits for HCV units designated as part of the MTW demonstration. *This authorization waives certain provisions of Sections 8(o)(7) and 8(o)(13)(F)-(G) of the 1937 Act and 24 C.F.R. 982 Subpart L and 983 Subpart E as necessary to implement the Agency's Annual MTW Plan.*

### 3. Eligibility of Participants

- a. The Agency is authorized to determine income qualifications for participation in the rental assistance program that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations, as long as the requirements that i) at least 75 percent of those assisted under the demonstration are "very low-income" as defined in section 3(b)(2) of the 1937 Act, ii) substantially the same number of low-income persons are assisted under the demonstration as would be without the MTW authorizations contained herein, and iii) a comparable mix of families are assisted under the Agreement as would have been otherwise in Section I.C. of the MTW Agreement are met. *This authorization waives certain provisions of Sections 16(b) and 8(o)(4) of the 1937 Act and 24 C.F.R. 5.603, 5.609, 5.611, 5.628, and 982.201 as necessary to implement the Agency's Annual MTW Plan;* and
- b. The Agency is authorized to adopt and implement any reasonable policy for verifying family income and composition and for determining resident eligibility that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of 24 C.F.R. 982.516 and 982 Subpart E, as necessary to implement the Agency's Annual MTW Plan.*

### 4. Waiting List Policies

The Agency is authorized to determine waiting list procedures, tenant selection procedures and criteria and preferences, including authorizing vouchers for relocation of witnesses and victims of crime that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Sections 8(o)(6), 8(o)(13)(J) and 8(o)(16) of the 1937 Act*

and 24 C.F.R. 982 Subpart E, 982.305 and 983 Subpart F as necessary to implement the Agency's Annual MTW Plan.

5. Ability to Certify Housing Quality Standards

The Agency is authorized to certify that housing assisted under MTW will meet housing quality standards established or approved by HUD. The certification form will be approved or provided by HUD. *This authorization waives certain provisions of Section 8(o)(8) of the 1937 Act and 24 C.F.R. 982, Subpart I as necessary to implement the Agency's Annual MTW Plan.*

6. Local Process to Determine Eligibility

The Agency is authorized to adopt a local process for determining whether units meet certain eligibility requirements, provided such requirements are part of the 1937 Act. *This authorization waives certain provisions of Section 8(o)(13) of the 1937 Act and 24 C.F.R. 983 Subpart D as necessary to implement the Agency's Annual MTW Plan.* This includes, but is not limited to, the following:

- a. The minimum expenditure requirement and the timing of rehabilitation and construction of units.
- b. The type of funds that may be used to rehabilitate or construct units.
- c. Procedures to determine whether or not units meet the Agency's requirements regarding rehabilitation and construction, including what information is required to be submitted by owners to the Agency.

7. Establishment of an Agency MTW Section 8 Project-Based Program

The Agency is authorized to develop and adopt a reasonable policy and process for project-basing Section 8 tenant-based leased housing assistance, which includes the components set forth below:

- a. The Agency is authorized to project-base Section 8 assistance at properties owned directly or indirectly by the Agency that are not public housing, subject to HUD's requirements regarding subsidy layering. If the Agency chooses to project-base Section 8 assistance at such properties, the Agency recognizes and accepts that such units would no longer be eligible for operating subsidy provided under Section 9(e) of the 1937 Housing Act or for future capital funds provided under section 9(d) for those units if it chooses to use this authorization. Project-based assistance for such owned units does not need to be competitively bid, nor are the owned units subject to any required assessments for voluntary conversion. *This authorization waives certain provisions of Sections 8(o)(13)(B and D) of the 1937 Act and 24 C.F.R. 982.1, 982.102 and 24 C.F.R. Part 983 as necessary to implement the Agency's Annual MTW Plan;*
- b. The Agency is authorized to establish a reasonable competitive process or utilize an existing local competitive process for project-basing leased housing assistance at units that meet existing Housing Quality Standards, or any standards developed by the Agency pursuant to this MTW Agreement and approved by the Secretary, and that are owned by non-profit, or for-profit housing entities. *This authorization waives certain provisions of 24 C.F.R. 983.51 as necessary to implement the*

*Agency's Annual MTW Plan;*

- c. The Agency is authorized to duly adopt, according to the requirements of local law, alternate standards for determining the location of existing, newly constructed or substantially rehabilitated housing to receive subsidy; provided, however, *that in lieu of the Site Selection Standards currently set forth in 24 C.F.R. Section 983.57*, the agency will comply with the following requirements:
  - i. The Agency will comply with the Fair Housing Act and Title VI of the Civil Rights Act of 1964, and implementing regulations thereto, in determining the location of newly constructed or acquired public housing units.
  - ii. Units may be located in the agency's jurisdiction, including within, but not limited to, the following types of urban areas: (1) an area of revitalization that has been designated as such by the governing jurisdiction, including Redevelopment Areas and Enhanced Enterprise Communities, (2) an area where public housing units were previously constructed and were demolished, (3) a racially or economically impacted area where the agency plans to preserve existing affordable housing, (4) in connection with a HOPE VI or other HUD funded master planned development, (5) in areas where a needs analysis indicates that subsidized housing represents a low percentage of the total number of housing units in the area, or (6) relocating units to an area with a lower concentration of public housing units.
  - iii. Conduct a housing needs analysis indicating that there is a real need for the housing in the area; and
  - iv. When developing or substantially rehabilitating six or more Section 8 project-based units, the agency will: (1) advise current residents of the subject properties and representative community groups in the vicinity of the subject property by letter to resident organizations and by public meeting, of the agency's revitalization plan; and (2) certify to HUD in its Annual MTW Report that the comments from Residents and representative community groups have been considered in the revitalization plan. Documentation evidencing that the agency has met the stated requirements will be maintained at the housing authority and submitted to HUD in its Annual MTW Report.
- d. All units that receive project-based Section 8 assistance must meet either (i) existing HQS standards established by the Secretary or (ii) a local standard for communities receiving project-based Section 8 assistance developed by the Agency and approved by the Secretary pursuant to this MTW Agreement, as applicable. *This authorization waives certain provisions of Section 8(o)(8) of the 1937 Act and 24 C.F.R. 982 Subpart I as necessary to implement the Agency's Annual MTW Plan.*



## 8. Homeownership Program

- a. The Agency is authorized to establish reasonable Section 8 homeownership programs that are not limited by the existing Section 8 homeownership requirements. *This authorization waives certain provisions of Section 8(o)(15) and 8(y) of the 1937 Act and 24 C.F.R. 982.625 through 982.643 inclusive as necessary to implement the Agency's Annual MTW Plan; and*
- b. The Agency is authorized to permit current public housing residents who are on a merged waiting list to obtain a Section 8 homeownership voucher. *This authorization waives certain provisions of Sections 8(o)(15) and 8(y) of the 1937 Act and 24 C.F.R. 982.625 through 982.643 inclusive as necessary to implement the Agency's Annual MTW Plan.*

## E. Authorizations Related to Family Self Sufficiency

The Agency is authorized to operate any of its existing self-sufficiency and training programs, including its Family Self-Sufficiency (FSS) Program and any successor programs exempt from certain HUD program requirements. These may include those requirements governing program size or participation, including whether to establish escrow accounts and other rent incentives and whether to establish mandatory self-sufficiency participation requirements. If the Agency receives dedicated funding for an FSS coordinator, such funds must be used to employ a self-sufficiency coordinator. In developing and operating such programs, the Agency is authorized to establish strategic relationships and partnerships with local private and public agencies and service providers to leverage expertise and funding. However, notwithstanding the above, any funds granted pursuant to a competition must be used in accordance with the NOFA and the approved application and work plan. *This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R. 984 as necessary to implement the Agency's Annual MTW Plan.*

**SECOND AMENDMENT**

**TO**

**AMENDED AND RESTATED MOVING TO WORK AGREEMENT  
BETWEEN  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
AND  
HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**

This Second Amendment to the Moving to Work (“MTW”) Agreement (“Agreement”) is entered into by and between the United States of America through the U.S. Department of Housing and Urban Development (“HUD”) and the Housing Authority of the County of San Mateo (“Agency”) and is effective on the date of execution by HUD. Unless otherwise defined herein, all capitalized terms used herein shall have the same meanings ascribed to them in the Agreement.

Attachment D is amended as follows:

Add the following language is added to HACSM’s blank Attachment D:

**Use of MTW Funds**

The Agency and HUD acknowledge that Section 204(a) of the Omnibus Consolidated Rescissions and Appropriations Act of 1996 (Pub. L. 104-134) provides that an agency participating in the MTW demonstration program may combine public housing operating and capital funds provided under Section 9 of the U.S. Housing Act of 1937 (the “1937 Act”) and voucher program funds provided under Section 8 of the 1937 Act “to provide housing assistance for low-income families, as defined in section 3(b)(2) of the 1937 Act, and services to facilitate the transition to work on such terms and conditions as the agency may propose and the Secretary may approve.”

The Agency and HUD further acknowledge that the terms of the agreement under which the Agency participated in the MTW demonstration program prior to the Amended and Restated MTW Agreement (the “Original MTW Agreement”) did not state that the use of such combined public housing operating and capital funds and voucher program funds (collectively, “MTW Funds”) was restricted to those uses specified in Sections 8 and 9 of the 1937 Act.

The Agency and HUD hereby agree that they do not intend for the Amended and Restated MTW Agreement to limit or restrict the authority to use MTW Funds as provided by the Original MTW Agreement, that notwithstanding any language to the contrary, those provisions in this Agreement or its attachments that restrict the use of funds to Sections 8 and 9 are repealed, and the Agency may use MTW Funds to provide housing assistance for low-income families, as defined in section 3(b)(2) of the 1937 Act, and services to facilitate the transition to work, whether or not any such use is authorized by Sections 8 or 9 of the 1937 Act, provided such uses are consistent with other requirements of the MTW statute [i.e., including but not limited to the requirements to maintain a comparable mix of families and serve substantially the same number

of families as would have been assisted if the Agency were not in the MTW demonstration, assuring that housing assisted under the demonstration meets housing quality standards established or approved by the Secretary, that at least 75 percent of the families assisted be very low income families, that the agency has established a reasonable rent policy that is designed to encourage employment and self-sufficiency by participating families, that the requirements of sections 12 of the 1937 Act are applied to any housing assisted under the demonstration other than housing assisted solely because of occupancy by families receiving tenant-based assistance, and that Section 18 of the 1937 Act shall continue to apply to public housing notwithstanding the use of any use of the housing under the demonstration] and have been proposed in an Agency's Annual MTW Plan and approved by HUD.

Notwithstanding the above, such funds remain Federal funds, and are subject to any and all other Federal requirements outside of the 1937 Act (e.g., including but not limited to Appropriations Acts, competitive HUD notices of funding availability under which the Agency has received an award, state and local laws, Federal statutes other than the 1937 Act, and OMB Circulars and requirements), as modified from time to time.

IN WITNESS WHEREOF, the parties have caused this Second Amendment to be executed by their duly authorized representatives.

HOUSING AUTHORITY OF THE COUNTY OF  
SAN MATEO

By: 

Name: William Lowell

Its: Executive Director

Date: 5/13/10

UNITED STATES DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT

By: 

Name: Sandra Henriquez

Its: Assistant Secretary, Public and Indian  
Housing

Date: 06/18/2010

## **Appendix Two**

### **Public Review Process**



## Department of Housing

264 Harbor Boulevard, Building A • Belmont, CA 94002

---

### 2011-2012 Moving To Work (MTW) Annual Plan

#### **Notice of Public Hearing**

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

**Date:** Tuesday, February 1, 2010, 10AM-12PM

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

#### **Public Review Period**

The proposed MTW Annual Plan is available for review in the Housing Authority's main lobby at 264 Harbor Blvd, Bldg A, and online at [www.smchousing.org](http://www.smchousing.org) beginning December 2, 2010. The HACSM will be accepting written comments regarding the proposed MTW Annual Plan from December 2, 2010 – February 1, 2011. Please send your comments to:

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

By email: [jrainwater@smchousing.org](mailto:jrainwater@smchousing.org)

---

The Housing Authority of the County of San Mateo is pleased to be one of 33 agencies nationwide granted the permission, from HUD, to design and test innovative program initiatives that more closely address the needs of families in San Mateo County.

HACSM has operated a small MTW demonstration program since May 2000. In July 2008, the MTW demonstration program was expanded to all Housing Choice Voucher (HCV) programs. Building upon the success of the original program, HACSM is planning to enhance and modify several aspects that will result in greater housing choice for low income families, streamline many of the administrative processes resulting in increased efficiencies and cost savings, and creating a program that is more transparent, easy to understand, and more equitable for all assisted families. Following is a brief list of proposed activities, which upon approval, will begin July 1, 2011.

- ✚ Full Time Student status criteria clarification
- ✚ Updates to Foster Care and Adoption Assistance payments policies
- ✚ Modifications to change in head of household policies
- ✚ Changes in timeline for 0 (zero) Housing Assistance Payments

## **Appendix Three**

### **Board Resolution and Certification of Compliance**

Page intentionally left blank.

- - -

To be completed following the Public Review period and Public Hearing.

## **Appendix Four**

### **HACSM's Hardship Policy**



## **HACSM Hardship Policy**

### **For MTW Initiatives**

HACSM's Hardship Policy is designed to address:

- Rent reform initiatives
  - Tiered Subsidy Table Activity
  - Payment Standard Activity
  - Full Time Student Activity
  - Foster Care, KinGap, and Adoption Assistance Activity
- Time limited assistance

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

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

---

The *Qualification factors* for all Rent Reform Initiatives

### **Rent Reform (Tiered Subsidy Table)**

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

1. The household is in compliance with all the program rules and regulations
2. The household does not owe HACSM any money or is current with a re-payment agreement
3. The household must be admitted to the program prior to March 1, 2010
4. The household has not relocated on or after March 1, 2010
5. The household must experience an increase of \$25.00 or more in rent as a direct result of the MTW rent reform initiatives
6. The household requested the hardship waiver within the deadline set by HACSM
7. The household has not received a rent reform hardship relief for tiered subsidy calculation previously

### **Rent Reform (Payment Standards Application at Interim)**

\* Note: This Hardship policy does not apply to Payment Standard Changes at Annual or Biennial Recertifications

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

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

### **Rent Reform (Full Time Students)**

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

1. The household is in compliance with all the program rules and regulations
2. The household does not owe HACSM any money or is current with a re-payment agreement
3. The household must be admitted to and have a household member with FTS in their household prior to July 1, 2011. The FTS status must be established at the last annual or interim recertification prior to July 1, 2011
4. The household must experience an increase of \$25.00 or more in rent as a direct result of the MTW rent reform initiatives
5. The household requested the hardship waiver within the deadline set by HACSM
6. The household has not received a rent reform hardship relief for full time students income inclusion previously

### **Rent Reform (Foster Care, KinGap and Adoption Assistance)**

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

1. The household is in compliance with all the program rules and regulations
2. The household does not owe HACSM any money or is current with a re-payment agreement
3. The household must be admitted to the program and have the foster child/adult in their household prior to July 1, 2011. The Foster

Child/Adult status of the household member must be established at the last annual or interim recertification prior to July 1, 2011

4. The household must experience an increase of \$25.00 or more in rent as a direct result of the MTW rent reform initiatives
5. The household requested the hardship waiver within the deadline set by HACSM
6. The household has not received a rent reform hardship relief for Foster Care, KinGap, or Adoption Assistance income inclusion previously

**The *Approval Process* for all Rent Reform Initiatives**

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

**The *Hardship Relief* for all Rent Reform Initiatives**

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

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

---

**Hardship Policy – Time Limited Assistance**

**A. Qualification**

1. The household is in compliance with all the program rules and regulations
2. The household does not owe HACSM any money or is current with a repayment agreement
3. The Head of household and all the adult (18 and over) household members are 62 years of age or older and/or people with disabilities
4. The Head of household is the sole adult member who is responsible to care for a minor (under 18) household member who is a person with disability. (HUD's definition of disability for the Section 8 Voucher Program shall

apply.)

B. Approval Process

1. Households who meet the criteria listed above may mail or fax their request to HACSM
2. Family Self-Sufficiency Coordinator will review the request promptly and forward the file to the supervisor with his/her recommendation
3. Supervisor approves the extension if there are no other issues. Otherwise, the request will be submitted to the Hardship Committee for further review.

C. Relief

The length of assistance may be extended and will be determined by HACSM or the Hardship Committee on a case-by-case basis. Decisions reached by the HACSM or Hardship Committee will be final.

## **Appendix Five**

### **HACSM's Tiered Subsidy Table (TST)**

### **The Methodology behind the Tiered Subsidy Table**

#### **The Model is based on three factors:**

- Participants' Housing Costs (including Fair Market Rent and average utility consumption)
- Voucher Bedroom Size (subsidy standards)
- Annual Adjusted Income (includes: the tier structure, rent calculation process, and tenant portion)

#### **To establish the PHA subsidy amount for each tier:**

For each bedroom size, determine the percentage of FMR that will be used as the subsidy basis

Tier One [Participants with an annual adjusted income (AAI) less than \$2000]

The % of FMR and utility costs of each Voucher Bedroom Size *minus* \$50

Tier Two through the last tier for each bedroom size

Determine the average annual adjusted income (AAI) range for each tier (note: each tier of the HACSM TST represents a \$3,000 range in AAI)

Calculate the monthly adjusted income (AAI/12)

Calculate 30% monthly adjusted income (MAI) (MAI *times* 0.30)

To determine the Tiered Subsidy amount, ( % unit size FMR *minus* 30% MAI)

#### **Research strategies:**

Adjustments to the FMR and annual utility costs

The model that can be set at any rate, 95%, 98%, 110% dependent upon the local rental market, utility costs, and the determination of tenant rent burden.

Adjustments to the income range of each Tier

HACSM studied the financial effects of changing the range of each tier of the table to find the most equitable and cost neutral for the participants and HA.

For example, with subsidy set at 100% FMR,

- If the range of each tier is \$2,000 then the subsidy for each successive tier is \$50 less.
- If the range of each tier is \$3,000 then the subsidy for each successive tier is \$75 less.
- If the range of each tier is \$4,000 then the subsidy for each successive tier is \$100 less.

Adjustments to Tenant contribution

HACSM studied the financial effects of modifying the percentage of the participant's AAI contributed to their housing costs. After researching ranges of 28% - 33%, HACSM chose to continue to use "30%" of a participant's AAI.

Adjustments to the calculation of Annual Adjusted Income (AAI)

HACSM researched the possibility of setting standard deductions for medical and child care expenses but due to the low number of participants with these benefits and the substantial range of cost per participant, chose to leave traditional calculation in place.

#### **Analysis**

Total housing costs for the Participant vs. Affordability for Housing Authority

# HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO

## TIERED SUBSIDY TABLES

### Project Based Properties (only)

AAI Range		0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	SRO
0	1,999	865	1074	1410	1830	1936	649
2,000	4,999	791	1037	1373	1793	1899	593
5,000	7,999	716	962	1298	1718	1824	537
8,000	10,999	641	887	1223	1643	1749	481
11,000	13,999	566	812	1148	1568	1674	425
14,000	16,999	491	737	1073	1493	1599	368
17,000	19,999	416	662	998	1418	1524	312
20,000	22,999	341	587	923	1343	1449	256
23,000	25,999	266	512	848	1268	1374	200
26,000	28,999	191	437	773	1193	1299	143
29,000	31,999	116	362	698	1118	1224	87
32,000	34,999	41	287	623	1043	1149	31
35,000	37,999	0	212	548	968	1074	0
38,000	40,999	0	137	473	893	999	0
41,000	43,999	0	62	398	818	924	0
44,000	46,999	0	0	323	743	849	0
47,000	49,999	0	0	248	668	774	0
50,000	52,999	0	0	173	593	699	0
53,000	55,999	0	0	98	518	624	0
56,000	58,999	0	0	23	443	549	0
59,000	61,999	0	0	0	368	474	0
62,000	64,999	0	0	0	293	399	0
65,000	67,999	0	0	0	218	324	0
68,000	70,999	0	0	0	143	249	0
71,000	73,999	0	0	0	68	174	0
74,000	76,999	0	0	0	0	99	0
77,000	79,999	0	0	0	0	24	0
80,000	82,999	0	0	0	0	0	0



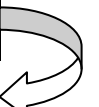
(Turn page over for  
**Tenant Based Program TST**)

# TIERED SUBSIDY TABLE

## Tenant Based Properties (MTW/FSS, HCV)

AAI Range		0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm	6 Bdrm
0	1,999	1002	1243	1604	2253	2383	2423	2794
2,000	4,999	928	1206	1567	2216	2346	2386	2757
5,000	7,999	853	1131	1492	2141	2271	2311	2682
8,000	10,999	778	1056	1417	2066	2196	2236	2607
11,000	13,999	703	981	1342	1991	2121	2161	2532
14,000	16,999	628	906	1267	1916	2046	2086	2457
17,000	19,999	553	831	1192	1841	1971	2011	2382
20,000	22,999	478	756	1117	1766	1896	1936	2307
23,000	25,999	403	681	1042	1691	1821	1861	2232
26,000	28,999	328	606	967	1616	1746	1786	2157
29,000	31,999	253	531	892	1541	1671	1711	2082
32,000	34,999	178	456	817	1466	1596	1636	2007
35,000	37,999	103	381	742	1391	1521	1561	1932
38,000	40,999	28	306	667	1316	1446	1486	1857
41,000	43,999	0	231	592	1241	1371	1411	1782
44,000	46,999	0	156	517	1166	1296	1336	1707
47,000	49,999	0	81	442	1091	1221	1261	1632
50,000	52,999	0	6	367	1016	1146	1186	1557
53,000	55,999	0	0	292	941	1071	1111	1482
56,000	58,999	0	0	217	866	996	1036	1407
59,000	61,999	0	0	142	791	921	961	1332
62,000	64,999	0	0	67	716	846	886	1257
65,000	67,999	0	0	0	641	771	811	1182
68,000	70,999	0	0	0	566	696	736	1107
71,000	73,999	0	0	0	491	621	661	1032
74,000	76,999	0	0	0	416	546	586	957
77,000	79,999	0	0	0	341	471	511	882
80,000	82,999	0	0	0	266	396	436	807
83,000	85,999	0	0	0	191	321	361	732
86,000	88,999	0	0	0	116	246	286	657
89,000	91,999	0	0	0	41	171	211	582
92,000	94,999	0	0	0	0	96	136	507
95,000	97,999	0	0	0	0	21	61	432
98,000	100,999	0	0	0	0	0	0	357
101,000	103,999	0	0	0	0	0	0	282
104,000	106,999	0	0	0	0	0	0	207
107,000	109,999	0	0	0	0	0	0	132
110,000	112,999	0	0	0	0	0	0	57
113,000	115,999	0	0	0	0	0	0	0

(Turn page over for **Project Based Program TST**)





**Housing Authority of the County of San Mateo**  
**Tenant Rent Calculation and Affordability Worksheet for TST Program**

Tenant Rent Calculation	
Tenant Name	B Smith
Voucher Size	3
Unit size	3
Contract Rent:	\$1,950
HAP:	\$1,616
Tenant Rent:	\$334

Voucher Size	
3	2

Subsidies Stated on Voucher	
\$1,616	\$1,000

Subsidy Used in Rent Cal	
\$1,616	

Mixed Family Only	
Total No. in Family:	
No. of Eligible:	

Affordability Test	
Annual Adjusted Income From File	\$24,000
Tenant rent as percentage of monthly adjusted income per file:	16.70%
<b>Proceed if the percentage above is over 50%</b>	
Does the tenant receive foster care/adoption payments, earned income from full time students, or financial aid? If yes, enter the <b>monthly</b> amount, if no, enter "0".	\$100
The HA does not require reporting income increases between recerts, is the tenant actual income higher than the file indicated? If yes, enter the <b>additional monthly</b> amount and attached a statement from the tenant. If no, enter "0".	\$0
Tenant actual monthly income (income from file and the additional income listed above):	\$2,100
Tenant rent burden:	16%
<b>Tenant Meets Affordability Test</b>	

This example clearly shows that the unit would be affordable for the participant.

HOS \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

**Housing Authority of the County of San Mateo**  
**Tenant Rent Calculation and Affordability Worksheet for TST Program**

Tenant Rent Calculation	
Tenant Name	John Doe
Voucher Size	3
Unit size	4
Contract Rent:	\$2,900
HAP:	\$1,391
Tenant Rent:	\$1,509

Voucher Size	
3	2

Subsidies Stated on Voucher	
\$1,391	\$742

Subsidy Used in Rent Cal	
\$1,391	

Mixed Family Only	
Total No. in Family:	
No. of Eligible:	

Affordability Test	
Annual Adjusted Income From File	\$35,000
Tenant rent as percentage of monthly adjusted income per file:	51.74%
<b>Proceed if the percentage above is over 50%</b>	
Does the tenant receive foster care/adoption payments, earned income from full time students, or financial aid? If yes, enter the <b>monthly</b> amount, if no, enter "0".	\$100
The HA does not require reporting income increases between recerts, is the tenant actual income higher than the file indicated? If yes, enter the <b>additional monthly</b> amount and attached a statement from the tenant. If no, enter "0".	\$0
Tenant actual monthly income (income from file and the additional income listed above):	\$3,017
Tenant rent burden:	50%
<b>Supervisor Approval is Required</b>	

This example clearly shows that the unit would **not** be affordable for the participant. Supervisory review would be required prior to approving the unit.

HOS \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix Six**

### **HACSM Capital Funds and ARRA Funds**

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

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

<b>Part I: Summary</b>					
PHA Name: <b>Housing Authority of the County of San Mateo</b>		Grant Type and Number: Capital Fund Program Grant No: <b>CA39P01450109</b> Date of CFFP: _____			Replacement Housing Factor Grant No: FFY of Grant: <b>2009</b> FFY of Grant Approval: <b>2009</b>
Type of Grant Original Annual Statement      Reserved for Disasters/Emergencies      Revised Annual Statement/Revision Number <u>  2  </u> Performance and Evaluation Report for Program Year Ending _____ Final Performance and Evaluation Report for Program Year Ending _____					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised 2	Obligated	Expended
<input type="checkbox"/> 1	Total non-Capital Funds <input type="checkbox"/>				
<input type="checkbox"/> 2	1406 Operating Expenses (may not exceed 20% of line 20) <sup>3</sup>	59,898.00	<input type="checkbox"/> 59,898.00	59,898.00	59,898.00
<input type="checkbox"/> 3	1408 Management Improvements	10,000.00	<input type="checkbox"/> 4,000.00	1,391.64	1,391.64
4	1410 Administration (may not exceed 10% of line 20)	28,955.00	28,955.00	28,955.00	28,955.00
5	1411 Audit	5,000.00	5,000.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	15,000.00	40,000.00	15,000.00	15,000.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	105,000.00	13,319.01	8,319.01	8,319.01
10	1460 Dwelling Structures	59,000.00	49,750.99	5,242.03	5,242.03
11	1465.1 Dwelling Equipment-Nonexpendable	6,000.00	1,647.00	1,306.10	1,306.10
12	1470 Non-dwelling Structures	0.00	86,988.00	0.00	0.00
13	1475 Non-dwelling Equipment	2,684.00	1,979.00	1,979.00	1,979.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities <sup>4</sup>	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	<b>Amount of Annual Grant (sums of lines 2-19)</b>	<b>\$291,537.00</b>	<b>\$291,537.00</b>	<b>\$122,090.78</b>	<b>\$122,090.78</b>
21	Amount of Line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of Line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of Line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of Line 20 Related to Energy Conservation Measures	\$36,000.00	\$38,397.99	\$6,548.13	\$6,548.13
Signature of Executive Director _____ Date _____		Signature of Public Housing Director _____ Date _____			

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

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

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

**Part II: Supporting Pages**

PHA Name: <b>Housing Authority of the County of San Mateo</b>		Grant Type and Number: Capital Fund Program Grant No: CA39P01450109 Replacement Housing Factor Grant No.				CFFP (Yes/ No): <b>No</b>		Federal FFY of Grant: <b>2009</b>
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
<b>HA - Wide</b>	<b>Operations</b>	1406		59,898.00	59,898.00	59,898.00	59,898.00	
	<b>Management Improvements:</b> <i>(limited to 20% of grant)</i>	1408						
	Technical & non-technical training/assistance (HUD program systems updates, tracking, etc.)			10,000.00	4,000.00	1,391.64	1,391.64	
	Policies updates/changes							
	Computer software updates, staff training							
	<b>Administration</b> <i>(limited to 10% of grant)</i>	1410		28,955.00	28,955.00	28,955.00	28,955.00	
	Procurement-Contractors, monitoring, report, documentation functions							
	<b>Audit</b> <i>(portion related to CFP)</i>	1411		5,000.00	5,000.00	0.00	0.00	
	<b>Fees &amp; Costs:</b>	1430		15,000.00	40,000.00	15,000.00	15,000.00	
	Planning,consortium fees,update annual plan, energy audit							
	update utility allowance							
	Mold/asbestos testing							
	<b>Site Improvement:</b>							
	Landscaping improvements	1450		15,000.00	0.00	0.00	0.00	postponed
	Fire hydrant repairs/replacements	1450		20,000.00	0.00	0.00	0.00	cancelled
	Card Key upgrade (security)	1450		5,000.00	5,000.00	0.00	0.00	
	Tree trimming/removal/replacement	1450		5,000.00	4,525.00	4,525.00	4,525.00	
	<i>(continued next page)</i>		<b>Subtotal</b>	<b>\$163,853.00</b>	<b>\$147,378.00</b>	<b>\$109,769.64</b>	<b>\$109,769.64</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

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

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

<b>Part II: Supporting Pages</b>								
PHA Name: <b>Housing Authority of the County of San Mateo</b>		Grant Type and Number: Capital Fund Program Grant No: CA39P01450109 Replacement Housing Factor Grant No.				CFFP (Yes/ No): <b>No</b>		Federal FFY of Grant: <b>2009</b>
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
<b>HA - Wide</b>	<b>Site Improvement:</b> <i>(continued from previous page)</i>							
	Concrete repair/replacement	1450		5,000.00	3,794.01	3,794.01	3,794.01	
	Fence repair/replacement	1450		5,000.00	0.00	0.00	0.00	postponed
	Retaining wall repair/replacement	1450		15,000.00	0.00	0.00	0.00	postponed
	Storm drain/grading upgrades/erosion control (partial)	1450		35,000.00	0.00	0.00	0.00	postponed
	<b>Dwelling Structures:</b>							
	Improve interior lighting (more efficient conservation, (Energy Star rated)	1460		5,000.00	1,250.99	654.84	654.84	
	Window screens, all windows and blind replacement to more durable shutters <i>(continued from 2008)</i>	1460		15,000.00	30,500.00	0.00	0.00	
	Floor covering replacement	1460		10,000.00	0.00	0.00	0.00	postponed
	Kitchen cabinet replacement <i>(continuation)</i>	1460	4 units	12,000.00	3,000.00	0.00	0.00	
	Dry rot repair (utility boxes, siding, trim)	1460		2,000.00	0.00	0.00	0.00	postponed
	Mold/asbestos remediation	1460		5,000.00	0.00	0.00	0.00	postponed
	Water heaters <i>(Energy Star rated)</i>	1460	10 ea	5,000.00	5,000.00	4,587.19	4,587.19	
	Patio doors replacement (with more energy efficient)	1460		5,000.00	0.00	0.00	0.00	postponed
	Exterior/Interior Paint	1460	(cont'd from '08)	0.00	10,000.00	0.00	0.00	previously app'd in 2007
	<b>Dwelling Equipment:</b>							
	Ranges and refrigerators (Energy Star rated)(energy efficient)	1465	5 ea	6,000.00	1,647.00	1,306.10	1,306.10	
	<b>Non-Dwelling Structures:</b>							
	Admin office expansion/dryrot removal/roof replacement	1470		0.00	56,988.00	0.00	0.00	previously app'd 5-Yr Plan (2014)
	Conversion of non-dwelling building to a resident center	1470		0.00	30,000.00	0.00	0.00	previously app'd - prior years
	<b>Non-Dwelling Equipment:</b>							
	Tools	1475	Various	2,684.00	1,979.00	1,979.00	1,979.00	
				<b>\$291,537.00</b>	<b>\$291,537.00</b>	<b>\$122,090.78</b>	<b>\$122,090.78</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

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

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

<b>Part I: Summary</b>					
<b>PHA Name:</b> <div style="border: 1px solid black; padding: 2px; text-align: center;"><b>Housing Authority of the County of San Mateo</b></div>		<b>Grant Type and Number:</b> Capital Fund Program Grant No: <b>CA39S014501-09</b> Date of CFFP: _____			<b>FFY of Grant:</b> <div style="border: 1px solid black; padding: 2px; text-align: center;"><b>2009</b></div> <b>FFY of Grant Approval:</b> <div style="border: 1px solid black; padding: 2px; text-align: center;"><b>2009</b></div>
Type of Grant <div style="display: flex; justify-content: space-between;"> <div>Original Annual Statement      Reserved for Disasters/Emergencies</div> <div>Revised Annual Statement/Revision Number <u>  2  </u></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Performance and Evaluation Report for Period Ending _____</div> <div>Final Performance and Evaluation Report for Program Year Ending _____</div> </div>					
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost 1</b>	
<b>No.</b>		<b>Original</b>	<b>Revised 2</b>	<b>Obligated</b>	<b>Expended</b>
<input type="checkbox"/> 1	Total non-Capital Funds <input type="checkbox"/>				
<input type="checkbox"/> 2	1406 Operating Expenses (may not exceed 20% of line 20) 3	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	15,000.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	40,000.00	20,000.00	20,000.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	156,511.00	111,422.00	111,422.00	88,357.16
10	1460 Dwelling Structures	0.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	155,000.00	235,089.00	235,089.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	<b>Amount of Annual Grant (sums of lines 2-19)</b>	<b>\$366,511.00</b>	<b>\$366,511.00</b>	<b>\$366,511.00</b>	<b>\$88,357.16</b>
21	Amount of Line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of Line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of Line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of Line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00
<b>Signature of Executive Director</b> _____ <b>Date</b> _____		<b>Signature of Public Housing Director</b> _____ <b>Date</b> _____			

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

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

PHA Name: <b>Housing Authority of the County of San Mateo</b>		Grant Type and Number: Capital Fund Program Grant No: CA39S014501-09 Replacement Housing Factor Grant No.						CFFP (Yes/ No): <b>No</b>	Federal FFY of Grant: <b>2009</b>
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised 2	Funds Obligated 2	Funds Expended 2		
CA014	<b>Administration:</b>	1410		15,000.00	0.00	0.00	0.00		
HA - Wide	Program monitoring, reporting, supplies, etc.								
HA - Wide	<b>Fees &amp; Costs:</b>								
	Architect fees	1430		40,000.00	20,000.00	20,000.00	0.00	Under contract	
HA - Wide	<b>Site Improvements:</b>								
	Tree trimming (52 Eucalyptus & removal of a Pine tree)	1450	Various	19,500.00	19,500.00	19,500.00	19,500.00	Complete	
	Sidewalk ( <i>no rails</i> )	1450	10,000 lf	91,922.00	91,922.00	91,922.00	68,857.16	Under contract	
	Landscaping	1450	15,000 sf	45,089.00	0.00	0.00	0.00	Will use regular 2009 Cap Funds	
	Retaining walls to correct erosion	1450		0.00	0.00	0.00	0.00	Will use regular 2009 Cap Funds	
	Exterior lighting	1450	25 lights	0.00	0.00	0.00	0.00	Will use regular 2009 Cap Funds	
	Fire hydrant replacement	1450	13	0.00	0.00	0.00	0.00	Will use regular 2009 Cap Funds	
HA - Wide	<b>Dwelling Structures:</b>								
	Roof repairs (tar and gravel)	1460	1 bldg	0.00	0.00	0.00	0.00	Will use regular 2009 Cap Funds	
	Window coverings (2" faux wood blinds)	1460	65 units	0.00	0.00	0.00	0.00	Will use regular 2009 Cap Funds	
	Exterior painting	1460	12 bldgs	0.00	0.00	0.00	0.00	Will use regular 2009 Cap Funds	
	<b>Non-Dwelling Structures:</b>								
	Conversion of non-dwelling space into resident services center	1470	1	155,000.00	235,089.00	235,089.00	0.00	Bids received 2/12/10 - low bid accepted & contract executed	
	<b>TOTAL CAPITAL FUNDS FOR 2009 ARRA</b>			<b>\$366,511.00</b>	<b>\$366,511.00</b>	<b>\$366,511.00</b>	<b>\$88,357.16</b>		

Page \_\_2\_\_ of \_\_2\_\_

form HUD-50075.1 (4/2008)

2 To be completed for the Performance and Evaluation Report



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

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

**Part I: Summary**

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

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

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

Page \_\_1\_\_ of \_\_3\_\_

form HUD-50075.1 (4/2008)

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

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

**Part I: Summary**

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

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

Page 2 of 3

form HUD-50075.1 (4/2008)

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

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

**Part II: Supporting Pages**

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

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