



Housing Authority of the County of San Mateo

Moving to Work Annual Plan



FY 2013
(July 2012 - June 2013)

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SECTION I – Introduction

Overview of the Agency’s ongoing MTW goals and objectives

The Housing Authority of the County of San Mateo (HACSM) is committed to increasing affordable housing choices for families, promoting the self-sufficiency of the program participants, and developing administrative efficiencies. 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.

Increasing Affordable Housing Choices – In 2011 HACSM received approval to remove Midway Village from Public Housing status. At the same time, replacement vouchers were issued to all residents so that they could choose to remain in their current unit at Midway or they could choose to move elsewhere using their voucher. Also this past year HACSM used its “block-grant” funding status to create two new rental subsidy programs for victims of domestic violence (15 units) and for persons re-entering society after a period of incarceration and who are receiving addiction treatment and other supportive services (16 units). Finally, HACSM has implemented a number of rent reform initiatives that enable families to look for a broader range of rental units located over a wider geographic area.

Promoting Self-Sufficiency – Implementing 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. HACSM has expanded the self-sufficiency program 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 contracts with homeless advocates and shelter providers to complement their case management services with housing assistance for a period of three years.

Developing Administrative Efficiencies – HACSM has re-designed the processes for both initial and on-going eligibility determinations, easing the burden on both participants and Housing Authority staff and increasing the timeliness of the process. Recertifications for households that are elderly or disabled have been changed to biennial schedules. HACSM has also 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. HACSM is in the third year of a major rent-reform program known as TST (Tiered Subsidy Table) which greatly simplifies the calculation of rental subsidies and gives participants immediate knowledge of the amount of subsidy for which they are eligible.

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 focus areas for future initiatives:

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 serve over three to four years. 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, 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. Program participants will participate in a greatly expanded and enriched self-sufficiency program. At such time as this activity is included in HACSM's MTW Annual Plan, HACSM will also develop an appropriate hardship policy.

Expand Community Partnerships and Commitments with Support Service Providers

Prior to the implementation of the initiative (Serve More Families) stated above, HACSM will develop partnerships with service providers to support families in job training, financial training and furthering of education.

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-Based Vouchers' contractual obligation for long-term unit availability is also important in our perennially tight housing market. The agency will also use the flexibility of its block grant to make long-term loans to developers of new affordable housing.

SECTION II – General Housing Authority Operating Information

A. Housing Stock Information

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

Table 1		
Development	Type	Number of Units
El Camino Village	Family	30

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

HACSM plans to use approximately \$200,000 of FY 2012 Capital Funds for the construction of a critically necessary retaining wall and drainage system at El Camino Village. The project will also create space for an ADA-accessible play area and a family picnic area. The remainder of the anticipated funds will be used to remodel kitchens and finish landscaping and lighting upgrades at Midway Village.

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:

HACSM plans to reapply to HUD to dispose El Camino Village, Development Number CA014000004. If approved, all 30 units of El Camino Village will be converted to project-based voucher units in accordance with previous MTW plans.

5. Rental Assistance Programs

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

Table 2	
Program	Units Authorized in HACSM’S ACC
Housing Choice Voucher (MTW)	4172
Family Unification (non-MTW)**	40
VASH (non-MTW)**	75
Moderate Rehabilitation (non-MTW)	130
Shelter Plus Care (non-MTW)	160
Supportive Housing (non-MTW)	34

** Non-MTW voucher program administered with some MTW flexibilities

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

Of the 4,172 Housing Choice Vouchers, 581 are project-based.

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

Table 3		
Property Name	City	Total Units
636 El Camino	South San Francisco	47
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
Midway Village	Daly City	150
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

In February 2011, HACSM entered an AHAP with MidPen Housing Corporation for 47 newly constructed project-based units located in South San Francisco. Occupancy for the South San Francisco project is expected to be in August 2012. These 47 project-based units are included in the table above.

In April 2011, HACSM entered a HAP contract for 150 project-based units at Midway Village. These 150 project-based units are included in the table above.

In April 2012, HACSM entered an AHAP with MidPen Housing Corporation for 30 newly constructed project-based units in San Mateo. Construction for the San Mateo project is expected to start in summer 2012.

In March 2011, HACSM issued a preliminary approval letter to Mercy Housing for 39 newly constructed project-based units in Half Moon Bay. Construction for the Half Moon Bay project is expected to begin in 2013.

HACSM plans to project-base all 30 units at El Camino Village if its disposition application is approved by HUD.

With the exception of 636 El Camino and Midway Village, all of the project-based units listed in Table 1 above are covered by Project Based Certificate (PBC) HAP Contracts. In August 2005, HACSM received approval from HUD to renew the PBC HAP Contracts for an additional term. These PBC contracts will expire in either 2013 or 2015. Within one year before these contracts expire, HACSM will make a determination that renewal of these contracts under the PBV program is appropriate to continue providing affordable housing for low-income families. At HACSM's sole discretion and upon request from the owner, HACSM may terminate PBC HAP Contracts prior to their expiration, and

renew the PBC HAP Contract as a PBV HAP Contract in accordance with the regulations governing the PBV program at 24 CFR Part 983.

B. Leasing Information, Planned

Table 4		
Program	Anticipated Lease-Up Rate	Number of Units to be Leased
Public Housing (MTW)	98%	29
Housing Choice Voucher (MTW)	98%	4089
Family Unification (non-MTW)	95%	38
VASH (non-MTW)	95%	72
Moderate Rehabilitation (non-MTW)	95%	127
Shelter Plus Care (non-MTW)	100%	157
Supportive Housing (non-MTW)	100%	34

There are no issues related to leasing the public housing units and achieving at least 98% lease up rate for the HCV Program.

25 VASH vouchers were awarded in 2010 and 50 vouchers were awarded 2011. Acknowledging the lease up for these vouchers has been slow, HACSM will continue working closely with the San Francisco VA Medical Center with the goal of reaching at least 95% lease up in FY2013.

As noted above, HACSM will resubmit an application to HUD to dispose 30 public housing units at El Camino Village. If the application is approved, HACSM will apply for Section 8 Tenant Protection Vouchers for the residents currently residing in the property.

C. Waiting List Information

HACSM currently maintains the following waiting lists:

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

Public Housing

HACSM's 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 for El Camino Village, the current applicants on the Public Housing waiting list will be moved to the Site-Based Project-Based waiting list for El Camino Village.

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. HACSM may open the HCV waiting list in FY2013.

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. The FUP program will remain open until all 40 awarded slots are filled.

Project-Based

All HACSM Project-Based waiting lists are site-based although applicants may apply to any and all open lists with one application. Due to the high number of waiting list applicants and low turnover rate, most Project-Based waiting lists are closed except for four bedroom units.

HACSM will open new waiting lists for the upcoming Project-based developments.

Moderate Rehabilitation

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

Wait List Information by Fiscal Year End

Table 6			
Housing Programs	Wait List Type	Number of Families on Waiting List	Wait List Open, Partially Open or Closed
Public Housing	Site Based	1150	Partially Open ¹
MTW Housing Choice Voucher Programs	Community-Wide	1112	Closed
Moderate Rehabilitation	Site Based	1497	Closed
Project-Based:			
• 636 El Camino	Site Based	659	Closed
• Delaware Place	Site Based	3124	Closed
• Edgewater Isle	Site Based	1184	Closed
• Half Moon Village	Site Based	2878	Closed
• Hillside Terrace	Site Based	327	Closed
• Hilton Street	Site Based	229	Open
• Magnolia Plaza	Site Based	984	Closed
• Midway Village	Site Based	1022	Partially Open ¹
• Newell Housing	Site Based	1420	Closed
• Pacific Oak Associates	Site Based	458	Closed
• Pine Street	Site Based	309	Open
• Redwood Oaks	Site Based	2609	Closed
• Robbin's Nest	Site Based	238	Open
• St. Matthew	Site Based	503	Open
• Willow Terrace	Site Based	2162	Closed
• The Woodlands	Site Based	1455	Partially Open ¹

¹ These waiting lists are open to families who qualify for four-bedroom units only.

Applicants for the Shelter Plus Care and Supportive Housing programs, Family Unification, VASH, Moving to Work Self Sufficiency (approved MTW initiative) and Housing Readiness programs (approved MTW initiative), are referred to HACSM by homeless service providers, San Mateo County Families and Children Services, VA Medical Centers, and other community partners. HACSM does not keep waiting lists for these programs.

SECTION III– Proposed MTW Activities: HUD approval requested

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

A. Description of Proposed Activity

HACSM owns and operates El Camino Village (ECV), a 30-unit Public Housing complex. In 2010, HACSM applied for disposition of El Camino Village and Midway Village, both Public Housing properties at the time. The disposition of Midway Village was approved and Project-Based Vouchers were issued to all residents at the property; however, the disposition application of El Camino Village was not approved

With such a small Public Housing portfolio remaining, HACSM is proposing to modify the administrative operations of El Camino Village to operate in accordance with several of HACSM's current MTW policies and procedures used for the voucher program. Doing so would streamline the processes for ECV residents and HACSM staff, especially staff who work with both the public housing and voucher programs. For example, under the current system, when staff processes files under the voucher program, they apply certain MTW flexibilities that simplify the third-party verification process and the asset calculation; however, a completely different set of rules apply for the public housing files since they are still under the traditional calculation and verification process. HACSM has benefited greatly from the administrative efficiencies allowed under the voucher program and anticipates this proposed activity will reduce the administrative and financial burdens for HACSM and its public housing residents. Following is a list of the areas for proposed modification:

- Establish a biennial recertification schedule for all elderly and or disabled households.
- Eliminate the Earned Income Disallowance (EID)
- Revise Eligibility Standards
- Exclude asset income from income calculations for households with assets under \$50,000
- Eliminate the imputed asset calculation and use the actual interest earned for assets valued at or over \$50,000
- Simplify Third Party Verification Process
- Modify the change in head of household policies
- Establish a biennial inspection schedule
- Modify Full Time student status requirements
- Include Foster Care, KinGap, and Adoption Assistance payments in the households annual adjusted income, and subsequently allow a \$480 dependant deduction for each foster child and/or adult

B. Relationship to statutory objectives

HACSM expects that the above activity will substantially reduce administrative costs, achieve greater cost effectiveness and support residents' increasing self-sufficiency through savings while reducing unnecessary process requirements for beneficiaries.

C. Identify and discuss the anticipated impact of the proposed activity on the stated objective(s)

HACSM expects that the implementation of the above activities will result in more consistent and understandable programs resulting in administrative efficiencies and cost savings that can be re-allocated to self-sufficiency activities.

D. Proposed Activities, baselines, benchmarks, metrics and schedules

Implementation schedule: Effective July 1, 2012, upon HUD approval, HACSM will implement activities for all current residents at next recertification and for all new applicants from the public housing waitlist (if applicable).

Proposed Activity	Baselines (as of FYE2012)	Benchmarks (Annual)	Metrics
<p>Establish a biennial recertification schedule for elderly and/or disabled households</p>	<p>1. HACSM processes 26 annual reexamination appointments in public housing. 31% (8 households) of the 26 households qualify as Elderly/Disabled households</p> <p>2. On average, HACSM staff spends 84 minutes per file at a cost of \$88 per file to process reexamination appointments and applicable paperwork under the current system</p> <p>NOTE: 14% (4 households) of 30 households are under a Flat Rent schedule which requires review every three years. One household under the Flat Rent schedule qualifies as Elderly/Disabled; HACSM would not change the schedule for any of the Flat Rent households.</p>	<p>1. HACSM expects to see a 15% reduction in the total number of annual recertifications</p> <p>2. HACSM expects to save 328 minutes staff time and \$343 direct costs as result of this activity</p>	<p>1. Comparison of the number of households eligible for biennial recertification before and after implementation.</p> <p>2. Comparison of the amount of time spent and cost to process annual reexaminations before and after implementation.</p>
<p>Eliminate Earned Income Disallowance (EID)</p>	<p>1. HACSM currently has less than 1% (one household) of the 30 households in public housing receiving the earned income disallowance (EID)</p> <p>2. HACSM staff spends approximately 90 minutes tracking and calculating EID per household</p>	<p>1. HACSM expects to see a 100% reduction in the number of public housing households receiving the earned income disallowance</p> <p>2. HACSM expects a 100% reduction in the number of hours staff spends tracking and calculating EID</p>	<p>1. Comparison of the number of households eligible for EID calculation before and after implementation</p> <p>2. Comparison of the time spent in tracking and calculating EID before and after implementation</p>

<p>Revise Eligibility Standards</p> <ul style="list-style-type: none"> • Total asset value must be under \$100,000 • Applicants or participants must not own properties where they have a legal right to reside 	<ol style="list-style-type: none"> 1. Of the 30 public housing households currently, there are no households in public housing with assets valued over \$100,000 2. During fiscal year 2012, no households were admitted to public housing with assets valued over \$100,000 in fiscal year 2012 	<ol style="list-style-type: none"> 1. HACSM expects no increase or adverse impact in the number of households with assets valued over \$100,000 2. Due to the low turnover rate in public housing, HACSM expects no households will be admitted to public housing with assets valued over \$100,000 	<ol style="list-style-type: none"> 1. Comparison of the number of households with assets above threshold of \$100,000 before and after implementation 2. Comparison of the number of households denied admission to public housing with assets valued over \$100,000 before and after implementation
<p>Exclude asset income from income calculations for households with assets under \$50,000</p>	<ol style="list-style-type: none"> 1. HACSM's quality assurance team has determined that approximately 10% of all file reviews for public housing fail due to errors related to assets 	<ol style="list-style-type: none"> 1. HACSM expects a 100% reduction in calculation errors due to assets as determined through the quality assurance file review process 	<ol style="list-style-type: none"> 1. Comparison of the data collected as a result of the QA file review process both before and after implementation of this activity
<p>Eliminate the imputed asset calculation and use the actual interest earned for assets valued at or over \$50,000</p>	<ol style="list-style-type: none"> 1. HACSM's quality assurance team has determined that approximately 10% of all file reviews for public housing fail due to errors related to assets 	<ol style="list-style-type: none"> 1. HACSM expects a 100% reduction in calculation errors due to assets as determined through the quality assurance file review process 	<ol style="list-style-type: none"> 1. Comparison of the data collected as a result of the QA file review process both before and after implementation of this activity
<p>Simplify Third-Party Verification Processes:</p> <ul style="list-style-type: none"> • Increase asset value requiring 3rd party verification • Streamline verification process of eligible medical expenses and child care expenses • Extend the verification timeline to 120 days 	<ol style="list-style-type: none"> 1. On average, HACSM staff spends 5.5 hour annually to process third-party verifications for public housing reexaminations 2. On average, HACSM spends \$8 per file (or \$240 annually) to process third-party verifications for public housing reexaminations 	<ol style="list-style-type: none"> 1. HACSM expects a 50% reduction in staff time required to process third-party verifications 2. HACSM expects to realize a 50% reduction in annual costs to process third-party verifications 	<ol style="list-style-type: none"> 1. Comparison of staff time before and after implementation of activity 2. Comparison of administrative costs for third-party verifications before and after implementation of activity
<p>Modify the change in head of household policies *See Activity #2012-23 for details of policy</p>	<ol style="list-style-type: none"> 1. HACSM has not processed any changes to Head of Household (HOH) in public housing during FY 2012 	<ol style="list-style-type: none"> 1. HACSM expects no adverse impact or increase in activity by modifying the change of HOH policies 	<ol style="list-style-type: none"> 1. Compare number of HOH changes before and after implementation of the activity

<p>Establish a biennial inspection schedule¹</p>	<ol style="list-style-type: none"> 1. HACSM has 30 public housing units that require annual inspection under the current system. 2. On average, it takes 62 minutes (31 hours annually) in total to complete each annual inspection 3. On average, HACSM has \$7.20 per inspection (\$216 annually) in direct costs per inspection 	<ol style="list-style-type: none"> 1. HACSM expects a 50% reduction in the total number of annual inspections 2. HACSM expects a savings of 15 hours annually to complete annual inspections. 3. HACSM expects a savings of \$108 in direct costs annually. 	<ol style="list-style-type: none"> 1. Compare number of annual inspections before and after implementation of the activity 2. Compare time savings before and after implementation of the activity 3. Compare direct costs before and after implementation of the activity
<p>Modify the Full Time Student (FTS) status requirements to include:</p> <ul style="list-style-type: none"> • FTS must be under 24 years old to qualify for income (wages) exclusion • FTS must attend an accredited institution • FTS must live in the public housing unit 	<ol style="list-style-type: none"> 1. Of the 30 households under in public housing, 10% of the households (3 households) contain a FTS. These students are all under 24 years old. 	<ol style="list-style-type: none"> 1. HACSM expects no increase in the total number of FTS designated for household members who are 24 years old, or older. 	<ol style="list-style-type: none"> 1. Comparison of the number of FTS in the households before and after implementation
<p>Include Foster Care, KinGap, and Adoption Assistance payments in the households' annual adjusted income, and subsequently allow a \$480 dependant deduction for each foster child and/or adult</p>	<ol style="list-style-type: none"> 1. Of the 30 households in public housing, no households contain members receiving Foster Care, KinGap and/or Adoption Assistance payments 	<ol style="list-style-type: none"> 1. HACSM expects no increase or adverse impact in including Foster Care, KinGap, and Adoption Assistance payments in the households annual adjusted income, and subsequently allow a \$480 dependant deduction for each child and/or adult 	<ol style="list-style-type: none"> 1. Comparison of average earned income of residents before and after implementation, specifically of households with foster care children and adults and the trend in the households earned income

¹ Upon request by the family, HACSM, or other third parties, HACSM will conduct (special or interim) complaint inspections as is done currently. In addition to regularly scheduled inspections, HACSM will conduct random quality control inspections to ensure that both HACSM and families are abiding by the unit inspection standards.

E. Description of the final projected outcome (a numeric value)

The savings is approximately 24 hours staff time and \$572 in administrative costs annually. In addition, HACSM will see consistency in handling recertifications, inspections, third-party verifications, and rent calculations to allow for improving administrative efficiency and ultimately better customer satisfaction.

F. Data source

Data related to all activities will be collected and retrieved from HACSM's software database. HACSM will use its reporting tools to analyze impact and trend as the activities are implemented

G. Authorization(s) detailed in Attachment C or D needed to engage in the activity

The proposed activity is authorized in Attachment C, Part C (2), (4), (9.a), (11), and waives certain provisions of sections 3(a)(1) and 3(a)(2) of the 1937Act and 24 C.F.R. 966.4 and 960.257.

H. Explanation why the cited authorization from Attachment C or D is needed to engage in this activity

MTW authorizations are necessary because HACSM is proposing to apply some MTW flexibilities to public housing programs in the area of admission, annual and interim review process, inspections, and rent calculations. Current regulations for public housing do not allow HACSM to apply biennial recertification and inspection schedules, simplified verification processes, changes to admission criteria and continued eligibility (asset value limit), or simplified asset and rent calculation processes.

I. For all Rent Reform Activities

- **Establish a Biennial Recertification Schedule for all elderly and/or disabled households.**

Households will continue to report interim changes between recertifications for decreases in household income and changes in family composition.

a. Impact Analysis

i. Description

HACSM proposed to establish a biennial recertification schedule for all elderly and/or disabled households in the HCV program as part of its MTW initiatives in FY10 (Activity 2010-6). The activity has been in effect for HCV program participants since July 2009 and has had no adverse impact since implementation. As of June 2012, there are nine households that qualify as elderly and/or disabled households in Public Housing. HACSM anticipates no adverse impact when this proposed activity is implemented.

ii. Tracking and documenting the implementation

HACSM will track the number of households eligible for biennial recertification schedule; amount of time spent and direct costs to process annual recertification before and after activity implementation.

iii. Identifying the intended impact

HACSM expects to reduce 15% in total number of annual recertification, and save 378 minutes staff time and \$396 direct costs as result of this activity.

b. Hardship Case Criteria

At time of implementation of this activity, current public housing residents may ask for a hardship review. Please see Appendix IV for details regarding HACSM's Hardship Review Process.

c. Description of Annual Reevaluation of the Rent Reform Initiative

HACSM will review the impact and success of this MTW activity at least annually and make any necessary adjustments at that time.

d. Transition period

Effective July 1, 2012, upon HUD approval, HACSM will begin implementation of this activity for all new applicants from the public housing waitlist. For all current public housing residents, the activity would become effective at next recertification.

• **Eliminate Earned Income Disallowance (EID)**

a. Impact Analysis

i. Description

HACSM proposed to dissolve the Earned Income Disallowance (EID) in FY2010 which was a component of Simplify Rent Calculation Process (Activity 2010-7) for the HCV program. The activity is still in effect and has had no adverse impact since implementation. As of June 2012, there is one household receiving EID in Public Housing. HACSM anticipated no adverse impact when this proposed activity is implemented.

ii. Tracking and documenting the implementation

HACSM will track household savings due to income increases before and after activity implementation.

iii. Identifying the intended impact

HACSM expects no residents will be adversely affected by the implementation of this activity and residents will realize cost savings due to the new initiatives and interim policy, in place of EID calculation.

b. Hardship Case Criteria

At time of implementation of this activity, current public housing residents may ask for a hardship review. Please see Appendix IV for details regarding HACSM's Hardship Review Process.

c. Description of Annual Reevaluation of the Rent Reform Initiative

HACSM will review the impact and success of this MTW activity at least annually and make any necessary adjustments at that time.

d. Transition period

Effectively July 1, 2012, upon HUD approval, HACSM will begin implementation of this activity for all new applicants from public housing waitlist (if applicable) and for all current public housing residents at the next recertification.

• **Modify the Full Time Student status requirements**

a. Impact Analysis

i. Description

HACSM proposed to Change Qualifications for Full-Time Student Status as part of MTW initiatives in FY12 for the HCV program (Activity 2012-21). The activity has been in effect and has

had no adverse impact since implementation. As of June 2012, there are three households with one Full-Time student in each household in Public Housing. The students are all under 24 years old and will therefore not be impacted.

ii. Tracking and documenting the implementation

HACSM will track number and excluded income of full-time students at the age of 24 years or older before and after activity implementation.

iii. Identifying the intended impact

HACSM expects that a 100% decrease in the total number of Full-Time Students designated for household members who are 24 years old or older.

b. Hardship Case Criteria

At time of implementation of this activity, current public housing residents may ask for a hardship review. Please see Appendix IV for details regarding HACSM's Hardship Review Process.

c. Description of Annual Reevaluation of the Rent Reform Initiative

HACSM will review the impact and success of this MTW activity at least annually and make any necessary adjustments at that time.

d. Transition period

Effective July 1, 2012, upon HUD approval, HACSM will begin implementation of this activity for all new applicants from the public housing waitlist (if applicable) and for all current public housing residents at the next recertification.

• Include Foster Care, KinGap, and Adoption Assistance payments in the household's annual adjusted income, and subsequently allow a \$480 dependant deduction for each child and/or adult

a. Impact Analysis

i. Description

HACSM proposed to include Foster Care, KinGap, and Adoption Assistance payments in the annual income calculation as part of a MTW initiative in FY12 for the HCV program (Activity 2012-22). The activity has been in effect and has had no adverse impact since implementation. As of June 2012, there are no households with Foster Care, KinGap and/or Adoption Assistance payments residing in Public Housing.

ii. Tracking and documenting the implementation

HACSM will track average earned income of participant families before and after activity implementation.

iii. Identifying the intended impact

HACSM expects no adverse impact in including Foster Care, KinGap, and Adoption Assistance payments in the households' annual adjusted income, and subsequently allow a \$480 dependant deduction for each child and/or adult

b. Hardship Case Criteria

At time of implementation of this activity, public housing residents may ask for a hardship review. Please see Appendix IV for details regarding HACSM's Hardship Review Process.

c. Description of Annual Reevaluation of the Rent Reform Initiative

HACSM will review the impact and success of this MTW activity at least annually and make any necessary adjustments at that time.

d. Transition period

Effective July 1, 2012, upon HUD approval, HACSM will begin implementation of this activity for all new applicants from the public housing waitlist (if applicable) and for all current public housing residents at the next recertification

- **Exclude asset income from income calculations for households with assets under \$50,000 and eliminate the imputed asset calculation and use the actual interest earned for assets valued at or over \$50,000**

a. Impact Analysis

i. Description

HACSM proposed to exclude asset income from income calculations for households with assets under \$50,000 as part of MTW initiative in FY12 for the HCV program (Activity 2012-25). The activity has been in effect and has had no adverse impact since implementation. As of June 2012, there are no households with assets valued at or over \$50,000 in Public Housing.

ii. Tracking and documenting the implementation

HACSM will track data collected as a result of quality assurance file review process before and after activity implementation.

iii. Identifying the intended impact

HACSM expects a 100% reduction in calculation errors due to assets as determined through the quality assurance file review process.

b. Hardship Case Criteria

At time of implementation of this activity, current public housing residents may ask for a hardship review. Please see Appendix IV for details regarding HACSM's Hardship Review Process.

c. Description of Annual Reevaluation of the Rent Reform Initiative

HACSM will review the impact and success of this MTW activity at least annually and make any necessary adjustments at that time.

d. Transition period

Effective July 1, 2012, upon HUD approval, HACSM will begin implementation of this activity for all new applicants from the public housing waitlist (if applicable) and for all current public housing residents at the next recertification.

SECTION IV– Approved MTW Activities: HUD approval previously granted

Following is an executive summary of the MTW Activities approved, and implemented to date. To further clarify the timeline for implementation of each activity, the year implemented has been added to each numbered activity. HACSM has not used outside evaluators to measure these MTW Activities.

Approved, Implemented and On-Going Activities	Plan Year Approved	Date Implemented	Update including any Anticipated Changes beginning FYE13
Activity #2000.1 MTW/FSS Program (in coordination with community self-sufficiency partners)	5/1997	5/1/2000	Still in effect No anticipated changes
Activity #2009.2 Housing Readiness Program (in coordination with community supportive services providers)	FYE2009	7/1/2008	Still in effect Anticipate to increase program size to 100 households
Activity #2000.3 Elimination of 40% affordability cap at initial move in/lease up	5/1997	5/1/2000	Still in effect No anticipated changes
Activity #2000.4 Escrow Accounts	5/1997	5/1/2000	Still in effect No anticipated changes
Activity #2009.5 Expand usage of project-based vouchers at HACSM developments undergoing disposition process	FYE2009	7/1/2008	Still in effect No anticipated changes
Activity #2010.6 Biennial re-certification schedule for elderly/disabled households	FYE2010	7/1/2009	Still in effect No anticipated changes
Activity #2010.7 Simplify Rent Calculation Process	FYE2010	7/1/2009	Still in effect No anticipated changes

Approved, Implemented and On-Going Activities	Plan Year Approved	Date Implemented	Update including any Anticipated Changes beginning FYE13
Activity #2010.8 Simplify Third-Party Verification Process	FYE2010	7/1/2009	Still in effect No anticipated changes
Activity #2010.9 Tiered Subsidy Tables	FYE2010	1/1/2010	Still in effect No anticipated changes
Activity #2010.10 Simplify HQS Processes	FYE2010	7/1/2009	Still in effect No anticipated changes
Activity #2010.11 Eliminate competitive process for allocation of Project Based vouchers to former public housing units	FYE2010	1/27/2011	Still in effect No anticipated changes
Activity #2010.12 Waive 12 month stay requirement for residents in formerly public housing units converted to project based units	FYE2010	5/1/2011	Still in effect No anticipated changes
Activity #2010.13 Accept lower HAP for in place Public Housing residents, at conversion to PBV	FYE2010	5/1/2011	Still in effect No anticipated changes
Activity #2010.14 Establish flat or market rate policy for over income Public Housing residents at conversion of Public Housing units to Project Based units	FYE2010	5/1/2011	Still in effect No anticipated changes
Activity #2011.15 Institute biennial inspection schedule for units under contract	FYE2011	7/1/2010	Still in effect No anticipated changes
Activity #2011.16 Expand the Section 8 Project Based Voucher Program	FYE2011	5/23/2011	Still in effect Evaluation metrics will be modified in FYE2013

Approved, Implemented and On-Going Activities	Plan Year Approved	Date Implemented	Update including any Anticipated Changes beginning FYE13
Activity #2011.17 Revise Eligibility Standards	FYE2011	7/1/2010	Still in effect No anticipated changes
Activity #2011.18 Eliminate 100% excluded income from the income calculation process	FYE2011	7/1/2010	Still in effect No anticipated changes
Activity #2011.19 Eliminate the requirement to complete new HAP contract with utility responsibility changes	FYE2011	7/1/2010	Still in effect No anticipated changes
Activity #2011.20 Apply current payment standards at interim reexamination	FYE2011	7/1/2010	Still in effect No anticipated changes
Activity #2012.21 Change qualifications for "Full-Time Student" status	FYE2012	7/1/2011	Still in effect No anticipated changes
Activity #2012.22 Include Foster Care, KinGap, and Adoption Assistance Payments in annual income calculation	FYE2012	7/1/2011	Still in effect. No anticipated changes
Activity #2012.23 Modify head of household (HOH) changes policies	FYE2012	7/1/2011	Still in effect. No anticipated changes
Activity #2012.24 Change automatic termination of HAP contract from 180 to 90 days	FYE2012	7/1/2011	Still in effect. No anticipated changes
Activity #2012.25 Exclude asset income from calculations for households with assets under \$50,000	FYE2012	7/1/2011	Still in effect. No anticipated changes

Approved, Implemented and On-Going Activities	Plan Year Approved	Date Implemented	Update including any Anticipated Changes beginning FYE13
<p>Activity #2012.26 Commitment of MTW Funds for leveraging in the creation of additional affordable housing in San Mateo County</p>	<p>FYE2012</p>	<p>10/26/2011</p>	<p>HACSM has approved a loan of \$4,000,000 of MTW Funds to a non-profit developer to redevelop Half Moon Village; replacing a 60-unit development with a new 160-unit affordable senior development. An additional \$4,000,000 is proposed for FYE13.</p>
<p>Activity #2011.27 Provider Based Programs</p>	<p>FYE2011</p>	<p>11/15/2011</p>	<p>Provider Based Program is separated from Activity #2011.16 Project Based Voucher Program. This program is under development. Evaluation metrics will be modified in FYE 2013</p>

MTW Activity #2000.1: 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.

B. Update on the status of the activity

HACSM works with a network of local service providers to assist program participants to achieve economic self-sufficiency. Close to 500 families have been served since 2000.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

While not a change to the MTW Self-Sufficiency program itself, the number of participants in this program may increase through new admissions or other MTW Activities such as On-Going MTW Activity #16 which notes that new Project Based participants who choose to leave the project based property will, at the time of voucher issuance join the 5-year time limited program, and On-Going MTW Activity #23, which addresses change in head of household policies and the new process of enrollment in the 5-year time limited program when the head of household change is processed. Both on-going activities have waivers for households where the head is elderly and/or disabled. Utilizing vouchers made available from turnovers, HACSM is considering increasing the number of vouchers allocated to this time-limited program. HACSM also plans to refine the contract terms with the current referring agencies and to expand the number of referring agencies.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity.

- 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, 2012.

MTW Activity #2009.2: 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 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).

B. Update on the status of the activity

Since the inception of the program in early 2009, 76 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.

HACSM is planning to increase the voucher allocations to this program to 100 due to its success in addressing homelessness in San Mateo County.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity.

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, 2012.

MTW Activity #2000.3: Elimination of 40% affordability cap at initial move in/lease up

A. 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.

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.

B. Update on the status of the activity

Not having a fixed affordability cap provides for more housing choices for participants. HACSM continues to assist in rent negotiation to ensure that the tenant rent is within a reasonable level.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity.

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, 2012.

MTW Activity #2000.4: 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 follows:

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 designed an escrow calculation method in which families may qualify for one, or more, of the escrow credits stated above. Escrow is now 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. 12 families have benefited from this new calculation methodology since its implementation in 2009.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity.

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, 2012.

MTW Activity #2009.5: Expand usage of project-based vouchers at HACSM developments undergoing disposition process

A. Description of the activity

In HACSM's MTW Annual Plan (FY10) Amendment (approved by HUD December 2010), HACSM received approval to project-base up to 100% of the public housing units undergoing the demo/dispo process.

B. Update on the status of the activity

HACSM submitted its demo/dispo applications for its two public housing properties, Midway Village and El Camino Village, in June 2010. The application for Midway Village was approved by HUD in January 2011 and vouchers were issued to all eligible households in May 2011. All 150 units at Midway Village are now under a project-based HAP contract. The June 2010 application for El Camino Village was not approved by HUD and is being updated for resubmission.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity.

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, 2012.

MTW Activity #2010.6: Biennial re-certification schedule for elderly/disabled households

A. Description of the activity

In FY2009-2010 HACSM received HUD approval to recertify HCV households designated as elderly or disabled on a biennial basis. With this approval, effective July 1, 2009, HACSM set up an alternating schedule by the head of household's last name. Beginning FY2010 HACSM completed recertification of all households with last names A-K and in FY2011 HACSM completed recertifications for all households with last names L-Z, etc.

B. Update on the status of the activity

HACSM has now completed the implementation of this activity and all households designated as elderly or disabled have completed a recertification according to this biennial schedule. Due to the fact that over 50% of all current participants qualify as elderly/disabled households, HACSM continues to realize an approximately 25% reduction in the number of households seen on an annual basis. This administrative relief has provided HACSM staff with the flexibility to improve customer service, respond to interim decrease requests in a timely manner and further support the self-sufficiency activities being developed for participants.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

Originally, HACSM completed the biennial recertifications based on the households' last name. HACSM's software system at the time did not have the capacity to calculate biennial dates; therefore, staff referred to manual schedules to input the correct next recert date. Since HACSM has completed a full cycle of biennial recertifications under this activity and has converted to a software system that can calculate the next recert date biennially, we are no longer using the schedules based on last name and fiscal year.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

As indicated in HACSM's FY11 MTW Report, HACSM has realized the benchmark proposed for this activity and anticipates that it will now remain constant from year to year. For FY13, HACSM anticipates an increase of direct costs of \$88 per file to offset the rising wage and benefit costs in the metrics associated with costs to process reexaminations. HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity.

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, 2012.

MTW Activity #2010.7: 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.

○ **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)**

HACSM received HUD approval to eliminate the Earned Income Disallowance (EID) effective July 1, 2009.

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, since implementation in July 2009, HACSM received no hardship requests. In FY2011 there were only 14 participants who would have been eligible for the EID. However, as has been the case since implementation, there have been no negative impacts on participants due to the biennial recertification schedules and the tiered subsidy table initiative.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2010.8: 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 non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2010.9: 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 will contribute 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.

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.

Due to the success of the initial implementation of the TST (March 1, 2010 – December 31, 2010) for new applicants, relocating participants, Self-Sufficiency and Project Based program participants at recertification, effective January 1, 2011, HACSM expanded the TST Program to all voucher holders, effective at their next annual, or relocation, whichever comes first.

As of May 31, 2012, 74% of all HACSM voucher holders are now participating in the TST activity.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

- 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, 2012.

MTW Activity #2010.10: 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.

- Sampling process for Multi-Unit Developments (eliminated effective 7/1/2010)
- Self-Certification for Repairs (eliminated effective 7/1/2010)
- 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. 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

Currently there are 210 HACSM-owned units in two developments, Half Moon Village and Midway Village. HACSM has been able to easily integrate the inspections for these units into its current staff workload.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2010.11: Eliminate competitive process for allocation of Project Based vouchers to formerly public housing units

A. Description of the activity

In FY11 HACSM received HUD approval to allocate project-based vouchers to its formerly public housing units without the use of a competitive process.

B. Update on the status of the activity

In January 2011, HACSM received approval for the Disposition of Midway Village. As of May 1 2011, all 150 units were converted to Project Based status. The Demo/Dispo application for the 30 units at El Camino Village was not approved. HACSM is currently re-writing the Demo/Dispo application for El Camino Village and plans to submit it by the end of FY2012.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2010.12: 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, existing public housing residents at the time of disposition are not required to stay in their unit for 12 months after conversion to PBV assistance to receive the tenant transfer voucher. Instead, residents (formerly public housing) have the choice to determine when and if they want to move.

B. Update on the status of the activity

In January 2011, HACSM received approval for the Disposition of Midway Village. And, as of May 1, 2011, all 150 units were converted to Project Based voucher units. The Demo/Dispo application for the 30 units at El Camino Village was not approved. As of January 2012, 12 families relocated from Midway Village using the mobility feature of their voucher.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2010.13: 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 ensured that residents who 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, at such time as units of the appropriate size become available at the 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

In January 2011, HACSM received approval for the Disposition of Midway Village. As of May 1 2011, all 150 units were converted to Project Based voucher status. The Demo/Dispo application for the 30 units at El Camino Village was not approved. As of January 2012, 7 families at Midway Village are “over-housed”, and HACSM is accepting a lower HAP payment per this activity. Between May 1, 2011 and December 31, 2011, 10 “over-housed” families were relocated to units meeting occupancy standards.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2010.14: 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 was given the authority to permit current residents of public housing undergoing the disposition process and who were 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 then converts to a standard project-based unit.

B. Update on the status of the activity

In January 2011, HACSM received approval for the Disposition of Midway Village. And, as of May 1 2011, all 150 units were converted to Project Based voucher status. The Demo/Dispo application for the 30 units at El Camino Village was not approved. As of January 2012, 4 families at Midway Village are "over-income" compared with 6 families who were "over-income" at the time of voucher issuance in May 2011.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2011.15: Institute biennial inspection schedule for units under contract

A. Description of the activity

Effective July 1, 2010 HACSM received HUD approval to begin 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.

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

B. Update on the status of the activity

Within the first year of implementation, HACSM realized a reduction of approximate 1700 units and a time savings of approximately 2000 staff hours. HACSM expects to realize the same savings in FY2013 Plan Year.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2011.16: 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 581 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).

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

In February 2011, HACSM entered into a PBV AHAP with MidPen Housing Corporation for 47 newly constructed PBV units. 21 of the 47 units will be set aside as supportive housing units. Construction has begun on the project and occupancy is expected to begin in August 2012.

In April 2012, HACSM entered into a PBV AHAP with MidPen Housing Corporation for 30 newly constructed PBV units. 10 of the 30 units will be set aside as supportive housing units. Construction is expected to begin in Summer 2012.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM anticipates the following modifications for this activity in FY13. HACSM will use its reporting tools to track number of units and HAP annually.

Baselines (FYE2011)	Benchmarks (Annual)	Metrics
<ol style="list-style-type: none"> 1. HACSM has HAP contracts with 534 Project Based units 2. HACSM spent \$5,503,270 in HAP on the Project Based program which represents 9.75 percent of budget authority 3. HACSM has zero newly constructed, transit-oriented and service-enriched housing units created by the Project-Based program 	<ol style="list-style-type: none"> 1. Increase the number of Project-Based units by approximately 45 units in FY2012-2013 2. Increase the amount in HAP by \$463,760 which represents 0.82 percent of budget authority annually 3. Create at least 45 additional newly constructed, transit-oriented and service-enriched housing units through the Project-Based program 	<ol style="list-style-type: none"> 1. Compare the baseline number of Project Based units to the number of Project Based units before and after implementation of the activity 2. Compare HAP amount and percentage of budget authority before and after implementation of the activity 3. Compare the number of newly constructed, transit-oriented and service-enriched housing units created by Project Based program before and after implementation of the activity

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, 2012.

MTW Activity #2011.17: Revise Eligibility Standards

A. Description of the activity

Effective July 1, 2010, HACSM received approval to apply an asset value limit for all new applicants and participants. HACSM's new policy is 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 to be 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.

B. Update on the status of the activity

HACSM continues to monitor the impact of this activity, particularly to the existing program participants.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2011.18: Eliminate 100% excluded income from the income calculation process

A. Description of the activity

Effective July 1, 2010, HACSM received approval to change how it processes excluded income sources. As of July 1, 2010 HACSM no longer collects, verifies, counts, or reports income that HUD specifies as 100% excluded from the income calculation process. Examples of 100% excluded income sources are food stamps, income from minor, LIHEAP (energy assistance payments for low income households). 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.

B. Update on the status of the activity

HACSM implemented this activity on July 1, 2010 and has been monitoring the effectiveness through the Quality Assurance Team's file reviews. By eliminating the collection, verification and calculation of excluded income sources the accuracy of the rent calculations has improved as well as the over-all timeliness of annual and biennial recertifications.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2011.19: 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 reviews the contract rent to ensure its rent reasonableness, adjusts the tenant portion of rent and HAP payment if applicable, and confirms the changes by issuing a rent change notice.

B. Update on the status of the activity

Staff and owner feedback continues to be very positive regarding this activity as it has increased HACSM's ability to process these types of changes in a more timely way.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2011.20: Apply current payment standards at interim reexamination

A. Description of the activity

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 continues 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.

B. Update on the status of the activity

HACSM has continued to realize an increase in the accuracy in the application of the appropriate payment standard for unit size changes that occur during interim recertifications. This positive trend has been tracked via HACSM's Quality Assurance Team file reviews throughout FY11.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2012.21: Change qualifications for “Full-Time Student” Status

A. Description of activity

Effective July 1, 2011, HACSM received HUD approval to change the qualifications for Full Time Student (FTS) status. In order for a family member, other than the head, co-head, or spouse to qualify for the FTS status, and hence the dependent deduction and income exclusion, the family member must be less than 24 years old, a FTS at an accredited institution, and must provide a transcript of the full-time student status at all subsequent recertification appointments.

B. Update on the status of the activity

HACSM implemented this activity July 1, 2011. A tracking system is in development to measure the impact of this activity.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2012.22: Include Foster Care, KinGap, and Adoption Assistance payments in Annual Income calculation

A. Description of activity

With HUD's approval, July 1, 2011 HACSM implemented a policy 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 dependent allowance for foster children, disabled foster adults, and adopted children.

B. Update on the status of the activity

On July 1, 2011 HACSM implemented this new MTW Activity. A tracking system is in development to measure the impact of this activity.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2012.23: Modify Head of Household (HOH) changes policies

A. Description of the activity

In order to encourage families towards self-sufficiency and reach more eligible households on the HCV waitlist, HACSM, with HUD's approval, implemented the following policies regarding the activities surrounding changes in the head of household.

HACSM policies include the following:

- The individual becoming the new HOH must be in the household for at least the previous 12 consecutive months, **and**
- At the time of the HOH change, the household would join the time-limited MTW Self-Sufficiency program (MTW On-going Activity #1). However, if 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); or
- When the change in HOH is the result of a temporary guardian becoming the permanent guardian of existing minors on the housing application.

B. Update on the status of the activity

On July 1, 2011 HACSM implemented this new MTW Activity. A tracking system is in development to measure the impact of this activity.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2012.24: Change Automatic Termination of HAP Contract from 180 days to 90 days

A. Description of activity

With HUD's approval, effective July 1, 2011, HACSM reduced the number of days that a participant can remain on the program, while paying 100% of their rent, to 90 consecutive days

B. Update on the status of the activity

On July 1, 2011 HACSM implemented this new MTW Activity. A tracking system is in development to measure the impact of this activity.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2012.25: Exclude asset income from income calculations for households with assets under \$50,000

A. Description of activity

Building on the administrative efficiencies realized through the alternative verification process of assets valued less than \$50,000 (see Ongoing MTW Activity #8), HACSM, upon HUD's approval, has eliminated calculating or including income received from family assets valued less than \$50,000. Additionally, with this change HACSM no longer reports the asset income valued less than \$50,000 to HUD through the HUD-50058.

B. B. Update on the status of the activity

On July 1, 2011 HACSM implemented this new MTW Activity. A tracking system is in development to measure the impact of this activity.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2012.26: Commitment of MTW Funds for leveraging in the creation of additional affordable housing in San Mateo County

A. Description of activity

HACSM is committing up to \$4,000,000 of MTW funds for the development of additional affordable (low income, very low income and extremely low income) housing in San Mateo County. The re-programmed funds will be used to leverage additional investment funds that will be substantially larger than the HACSM commitments. Development activities may include site acquisition, substantial rehabilitation of existing stock, and development of new units. All applicable federal regulations, e.g. environmental, labor, etc., will be followed.

A current example of development that will increase the number of affordable units once it can obtain sufficient development financing is Half Moon Village. HACSM has entered into an Exclusive Negotiations Agreement with Mid-Peninsula Housing Corporation to re-develop Half Moon Village, a 60-unit affordable senior housing property. This re-development, expected to cost approximately \$57 million, includes a multi-faceted approach with other senior service providers to use the existing land to create a senior “campus.” The Half Moon Village portion of the project will consist of 160 new units of affordable housing, an increase of 100 units versus the current 60.

Other partners, on adjacent land comprising the “campus” (separately owned and developed with no Housing Authority financing) will include a broad continuum of care for senior-related services, some of which may include the following, assisted living and hospice services as well as medical and food services. Groundbreaking for the Half Moon Bay Senior Campus is slated for December 2012.

B. Update on the status of the activity

HACSM has made a loan commitment of \$4,000,000 to MidPen Corporation (non-profit developer) to redevelop Half Moon Village

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM plans to increase the amount of this activity by \$4,000,000 to a total of \$8,000,000.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM does not anticipate any changes or modifications to the metrics, baselines, or benchmarks for this activity in FY13.

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, 2012.

MTW Activity #2011.27: Provider Based Programs

A. Description of activity

In FY2011, HACSM received HUD approval to expand the Section 8 Project-Based Voucher Program (Activity #2011-16). As part of this activity, HACSM proposed to adopt policies surrounding a provider-based program, which is now its own activity as the funding and policies are outside the scope of the voucher program. The Provider-Based program was designed with the intention to reach populations in San Mateo County who were under-served or not served by voucher program or other special-funded programs (i.e. Shelter Plus Care, Supportive Housing, VASH). Due to the fact that the rental assistance is directly related to the unique services of the Provider-Based program and the supportive service provider's ability to supply the necessary case management services, there is far greater potential for successful graduation, and the ability to serve additional families in their time of greatest need, with greater flexibility and tailored to their specific barriers.

B. Update on the status of the activity

In May 2011, HACSM issued a Request For Proposals (RFP) to community-based service providers. After the evaluation of six proposals, HACSM awarded two contracts. The first provider award was CORA (Community Overcoming Relationship Abuse), creating a new way of meeting the housing needs of survivors of domestic violence and providing the vital link for their success. The three-year contract with CORA was approved by HACSM's Board on November 15, 2011; the subsidy will provide assistance for 15 households.

The second award was given to The Service League of San Mateo County and is specifically targeted to reach men and women who have been recently released from incarceration. The three-year contract with Service League was approved by HACSM's Board on January 10, 2012. The subsidy will provide assistance for 16 households.

Both of these programs are designed to provide a short-term bridge to households in crisis that will give them both the supportive services and the housing stability to get back on their feet. The program was designed in partnership with the supportive service providers, who have the intimate knowledge and skills to address the specific needs of their clients and further supports each clients successful graduation from the program.

Because the program is time limited, more families in need in San Mateo County have the possibility of receiving the assistance needed.

C. For the Plan year, indicate if the Agency anticipates any non-significant changes or modifications to the activity

HACSM does not anticipate any changes or modifications to this activity for July 1, 2012.

D. For the Plan year, indicate if the Agency anticipates any changes or modifications to the metrics, baselines or benchmarks

HACSM anticipates following modifications for this activity in FY13. HACSM will use its reporting tools to track number of families participating in the program and number of applicants meeting program requirements.

Baselines (FYE2011)	Benchmarks (Annual)	Metrics
<ol style="list-style-type: none"> 1. HACSM has zero units/households under the Provider-Based program 2. HACSM expends zero funds towards the Provider-Based program 	<ol style="list-style-type: none"> 1. Increase the number of units/households under the Provider-Based program by approximately 30 units 2. Expend approximately \$300,000 toward the Provider-Based program 	<ol style="list-style-type: none"> 1. Compare the number of units/households participating in the Provider-Based program before and after implementation of this activity 2. Compare the amount expended toward the Provider-Based program before and after implementation of this activity

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, 2012.

SECTION V – MTW Sources and Uses of Funds

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

The chart below summarizes the HACSM MTW Budget for Fiscal Year 2013 (July 1, 2012 – June 30, 2013). 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.

Consolidated Sources and Uses of MTW Funds (FYE 2013)		
Revenue (Sources)		
MTW Program HAP & Administrative Fees	63,361,100	
Portable Vouchers HAP & Admin Fees	3,495,000	
Public Housing Rental Income	245,908	
Public Housing Operating Fund	18,000	
Investment Income	193,782	
Miscellaneous Income**	55,100	
Total Revenue		67,368,890
Expense (Uses)		
Housing Assistance Payments	55,150,000	
Portable Vouchers HAP Payments	3,300,000	
Administrative and General Expense	4,970,392	
Provider Based Assistance Payments	750,000	
Utilities	34,800	
Operations and Maintenance	178,011	
Development and Capital Projects	200,000	
Affordable Housing Development	4,000,000	
Total Expense		68,583,203
Operating Income/(Loss)		(1,214,313)
Reserve Drawdown/(Buildup)		1,214,313
Net Income/Loss		(0)

Note: El Camino Village will be operated as public housing for the entire year

**Miscellaneous Income includes escrow forfeitures, fraud recovery, tenant parking charges and other non-rent charge, laundry room receipts and miscellaneous charges.

Planned Sources and Uses of Non-MTW Funds

The chart below summarizes the HACSM Consolidated Non-MTW Budget for FY2013 (July 1, 2012 – June 30, 2013). 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 loss is anticipated to be withdrawn from current operation reserves.

Consolidated Sources and Uses of Non-MTW Funds (FYE 2013)		
Revenue (Sources)		
Grants (Shelter Plus Care and Supportive Housing)	3,769,837	
Non-MTW HAP and Administrative Fees	2,452,207	
Rental Income	668,000	
Investment Income	51,000	
Miscellaneous Income	56,700	
Total Revenue		6,997,744
Expense (Uses)		
Administration and General Expense	1,105,593	
Utilities	87,200	
Operations and Maintenance	258,417	
Housing Assistance Payments	5,700,461	
Total Expense		7,151,671
Operating Income/(Loss)		(153,927)
Reserve Drawdown/(Buildup)		153,927
Net Income/Loss		0

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

The chart below summarizes the HACSM State and Local Funds Budget for FY2013 (July 1, 2012 – June 30, 2013). This chart lists all planned revenue and expenditures for all funding sources that comprise State and Local operating activities. The budgeted net income is anticipated to be deposited to current operating reserves.

Consolidated Sources and Uses of State and Local Funds (FYE 2013)		
Revenue (Sources)		
Rental Income	668,000	
Investment Income	33,000	
Miscellaneous Income	34,400	
Total Revenue		735,400
Expense (Uses)		
Administrative and General Expense	278,009	
Utilities	87,200	
Operations and Maintenance	254,773	
Total Expense		619,982
Operating Income/(Loss)		115,418
Reserve Drawdown/(Buildup)		(115,418)
Net Income/Loss		0

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. Describe the Planned Use of MTW Single-Fund Flexibility

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 June 2011, HACSM launched its Provider Based Voucher program, (see MTW On-going Activity #27). In November 2011 and January 2012, HACSM awarded contracts to CORA and Service League respectively to provide assistance for a total of 31 households. The estimated annual expense for these vouchers is \$750,000 which will be allocated from the MTW funds.

In the FY11 Plan, Activity #16 “Expand the Section 8 Project Based Voucher Program,” HACSM also proposed and received approval for the use of MTW funds to support the acquisition, rehabilitation, or construction of new affordable housing units.

SECTION VI – 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

C. The Annual Statement/Performance and Evaluation Report (HUD 50075.1) for MTW and non-MTW Capital Fund grants for each grant that has unexpended amounts, including estimates for the plan year and all three parts of the report

HACSM has expended its Capital Fund grants for each grant year up through 2010. The Annual Statement/Performance and Evaluation Report for the 2011 Capital Fund are attached. (Appendix VI)

D. The form SF-LLL, Disclosure of Lobbying Activities, form 50071, Certificate of Payments to Influence Federal Transactions and for 50700, Requirements for a Drug-Free Workplace

Please see Appendix VII.

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 1st day of May 2000, HUD and the Agency executed an MTW Agreement, and on the 30th 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.¹

- F. The Agency agrees to keep project level budgeting and accounting, report financial statements in the Financial Data Schedule (FDS)², 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

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

² 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 Act³;
 - (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.

³ 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.

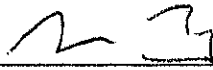
VIII. Termination and Default

- 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.

1/21/2010

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: 1/21/10

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>
I. Introduction	
A. Table of Contents, which includes all the required elements of the Annual MTW Plan; and	A. Table of Contents, which includes all the required elements of the Annual MTW Report; and
B. Overview of the Agency's MTW goals and objectives for the year, including new and ongoing MTW activities.	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>
III. Long-term MTW Plan	
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.
IV. Proposed MTW Activities: HUD approval requested (provide the listed items below grouped by each MTW activity)	
<p>A. Describe each proposed MTW activity;</p> <p>B. Describe how each proposed activity relates to at least one of the three statutory objectives;</p> <p>C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective;</p> <p>D. Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities;</p> <p>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;</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>(All proposed activities that are granted approval by HUD will be reported on in Section V as "ongoing activities.")</p>

<u>Annual MTW Plan</u>	<u>Annual MTW Report</u>
<p>V. Ongoing MTW Activities: HUD approval previously granted (provide the listed items below grouped by each MTW activity)</p>	
<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>
VI. Sources and Uses of Funding	
<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>
VII. Administrative	
<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>

VIII. Reporting Compliance with Statutory MTW Requirements																																																	
<u>Annual MTW Plan</u>	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.																																																
<u>Annual MTW Report</u>	<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;">Initial Incomes of Families Assisted by MTW</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">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 assisted¹</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 ¹												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																																						
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¹ "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 ²	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) ³	
Total number of families Served this Fiscal Year ⁴	
Numerical Difference ⁵	
Percentage Difference	

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

--

² "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.

³ 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."

⁴ 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.

⁵ 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 ⁶	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 maintained⁷							100%
Number of families served by family size this Fiscal Year⁸							
Percentages of families served by family size this Fiscal Year⁹							100%
Percentage Difference							

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

⁶ "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.

⁷ 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."

⁸ 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.

⁹ 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.

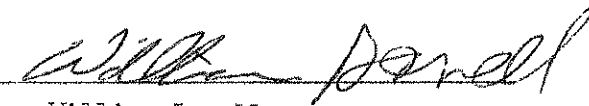
The Agency and HUD hereby agree that they do not intend for the Amended and Restated MTW Agreement to limit or restrict the authority to use MTW Funds as provided by the Original MTW Agreement, that notwithstanding any language to the contrary, those provisions in this Agreement or its attachments that 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.

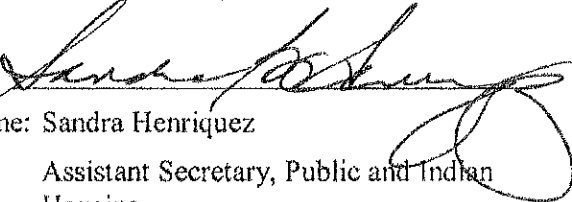
Notwithstanding the above, such funds remain Federal funds, and are subject to any and all other Federal requirements outside of the 1937 Act (e.g., including but not limited to Appropriations Acts, competitive HUD notices of funding availability under which the Agency has received an award, state and 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

San Mateo County Times

c/o Bay Area News Group-East Bay
477 9th Ave., #110
San Mateo, CA 94402
Legal Advertising
(800) 595-9595 opt. 4

San Mateo County Housing Auth.
Mariella Dunleavy, 264 Harbor Blvd., Bldg. A
Belmont CA 94002

PROOF OF PUBLICATION

FILE NO. Mariella Dunleavy

In the matter of

San Mateo County Times

The undersigned deposes that he/she is the Public Notice Advertising Clerk of the SAN MATEO COUNTY TIMES, a newspaper of general circulation as defined by Government Code Section 6000, adjudicated as such by the Superior Court of the State of California, County of San Mateo (Order Nos. 55795 on September 21, 1951), which is published and circulated in said county and state daily (Sunday excepted).

The PUBLIC NOTICE

was published in every issue of the SAN MATEO COUNTY TIMES on the following date(s):

2/9/2012

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.



Public Notice Advertising Clerk

Legal No.

0004325526

PUBLIC NOTICE

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

DATE: March 12, 2012
TIME: 10:00AM - 12:00PM
PLACE: Garden Room,
264 Harbor Blvd.,
Bldg. A,
Belmont, CA
94002

The purpose of the hearing is to obtain input from County residents and other interested parties in reference to the 2012-2013 MTW Annual Plan to be submitted to the U.S. Department of Housing and Urban Development. A copy of the 2012-2013 MTW Annual Plan will be available from 8:30 a.m. to 4:00 p.m. commencing February 9, 2012 at:

Housing Authority of the County of San Mateo
264 Harbor Blvd.,
Bldg. A
Belmont, CA 94002

And on website:
www.smchousing.org,
select Housing
Authority page

SMCT#4325526
February 9, 2012

Housing Authority of the County of San Mateo (HACSM)

PUBLIC HEARING

MTW Annual Plan FY2012-13

March 12, 2012

10:00 AM – 12:00 PM

Garden Room, Belmont

Agenda

1. Introductions

2. Moving To Work (MTW) Program
 - ❖ Proposed MTW activities for July 2012
 - ❖ HACSM's current MTW activities update

3. Comments/Questions

Housing Authority of the County of San Mateo
Public Hearing
MTW Annual Plan FY 2012-13

A Public Hearing for the MTW Annual Plan FY 2012-13 was held at the Housing Authority of the County of San Mateo (HACSM) on March 12, 2012 in the Garden Room.

Attendees:

Debbie McIntyre (HACSM Employee)
Yvonne Ho (HACSM Employee)
Mariella Dunleavy (HACSM Employee)
Cecilia Walker (Section8 tenant)

Introductions were made.

Debbie McIntyre went over the proposed draft for the FY2013 MTW Annual Plan. She explained that the main activity proposed this year was to apply the MTW procedures/rules to our Public Housing development – El Camino Village. Some of the initiatives include biennial inspections and recertifications for the elderly and disabled.

The Plan will go to the Board of Supervisors, which serves as the HA’s Board of Commissioners, on April 10th. Once that is approved we will then send it to HUD for final approval.

Comments/Questions raised by Ms. Walker:

- Why was El Camino Village not converted (to Project-Based Vouchers) like Midway Village?
 - We were planning to submit an application but HUD had indicated that they were not going to approve the application so we withdrew the application due to the reasons (financial) for conversion in our application. Hopefully in the future we can reapply.
- Do you contract out 3rd party verifications?
 - We do not contract out for 3rd party verifications; we use the HUD EIV system as well as documents from participants (pay stubs, statements, etc).
- What is “modify change Head of Household Policy”?
 - We had no specific rule or policy in place for the Head of Household to relinquish their voucher to someone else. Now if the Head of Household wants to give the voucher to someone else, the person receiving the voucher must live in the household for the previous 12 consecutive months. Then when the voucher is transferred to them they must enroll in our FSS Program which is time limited (certain exceptions may apply).
- Escrow accounts – what happens if you are no longer on the FSS Program?
 - If you completed your goals you received the escrow. If you didn’t complete the goals the money goes back to the Housing Authority.
- How does housing get funding for escrow accounts?

- Whatever amount that the Housing Authority saves in subsidy payments goes into escrow for the tenant.
- Is Half Moon Village a Public Housing development?
 - No, it is a Project Based Senior development. The property is also currently under redevelopment for a new senior complex.
- The available units list seems to have gone down in size?
 - Yes, you're correct. We are looking into a housing locator service called Social Serve - other agencies nationwide are using this service and it seems to be a good tool for affordable housing searches, including Section 8.
- There is no appendix attached?
 - If you go to our website all of the changes and appendix are listed. We were just trying to save paper by not printing it out at the public hearing today.
- HOPE – is that part of Housing?
 - We work in conjunction with other agencies in an effort to end homelessness in 10 years.
- How long will the Resident Board last?
 - We are looking at this and perhaps next year we won't have it.

Ms. McIntyre thanked everyone for attending. The meeting was adjourned at 10:50 a.m.

Appendix Three

Board Resolution and Certification of Compliance

RESOLUTION NO. 071895

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

* * * * *

RESOLUTION

- A) APPROVING THE HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO FYE2013 MOVING TO WORK (MTW) ANNUAL PLAN; AND
- B) AUTHORIZING THE EXECUTIVE DIRECTOR OF THE HOUSING AUTHORITY TO EXECUTE ANY DOCUMENTS REQUIRED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) TO CERTIFY THE MTW ANNUAL PLAN; AND
- C) AUTHORIZING THE EXECUTIVE DIRECTOR OF THE HOUSING AUTHORITY TO EXECUTE AN AMENDMENT TO ITS MTW AMENDED AND RESTATED AGREEMENT ALLOWING INCLUSION OF REPLACEMENT HOUSING FACTOR FUNDS IN THE BLOCK GRANT PROVISION.

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

WHEREAS, as part of its participation in the Moving to Work (MTW) Program, HUD requires HACSM to submit an MTW Annual Plan by April 15 of each year and the process requires obtaining input from the public and approval from the Board of Commissioners and HUD; and

WHEREAS, the FYE2013 MTW Annual Plan covers the period July 1, 2012, through June 30, 2013 and was completed in accordance with all HUD regulations and requirements including that all documents are made available to the public for review for a prescribed period of time prior to adoption by the governing board; and

WHEREAS, HACSM is proposing to modify the administrative operations of El Camino Village (ECV), a 30 unit public housing complex owned and operated by

HACSM, to operate in accordance with several of HACSM's current MTW policies and procedures; and

WHEREAS, HACSM's MTW Agreement provides for funding flexibilities through the block-granting of various HUD funding categories, and as a result of the disposition of Midway Village into project-based voucher status, HACSM also becomes eligible for five years of additional transitional funding called Replacement Housing Factor funds; and

WHEREAS, the MTW Agreement amendment will enable HACSM to receive this new funding stream as part of its block grant; and

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

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Commissioners of the Housing Authority: A) Approve the Housing Authority of the County of San Mateo FYE2013 Moving to Work (MTW) Annual Plan; and B) Authorize the Executive Director of the Housing Authority to execute any documents required by the U.S. Department of Housing and Urban Development (HUD) to certify the MTW Annual Plan; and C) Authorize the Executive Director of the Housing Authority to execute an amendment to its MTW Amended and Restated Agreement allowing inclusion of Replacement Housing Factor funds in the block grant provision.

* * * * *

Regularly passed and adopted this 10th day of April, 2012.

AYES and in favor of said resolution:

Supervisors:

DAVE PINE

CAROLE GROOM

DON HORSLEY

ROSE JACOBS GIBSON

ADRIENNE J. TISSIER

NOES and against said resolution:

Supervisors:

NONE

Absent Supervisors:

NONE

Adrienne J. Tissier

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

Certificate of Delivery

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

Alicia Garcia

*Alicia Garcia, Deputy
Clerk of the Board of Supervisors*

Certification of Statutory Requirements

The Housing Authority of the County of San Mateo hereby certifies that it (the Agency) has met the three statutory requirements of:

1. Assuring that at least 75 percent of the families assisted by the Agency are very low-income families;
2. Continuing to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined; and
3. Maintaining a comparable mix of families (by family size) is served, as would have been provided had those amounts not been used under the demonstration.

Housing Authority of the County of San Mateo
PHA Name

CA014
PHA Number/HA Code

I hereby certify that all the information stated herein is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

William Lowell
Name of Authorized Official

Executive Director
Title



Signature

4-13-12

Date

Appendix Four

HACSM's Hardship Policy

HACSM HARDSHIP POLICY

For MTW Initiatives

HACSM's Hardship Policy is designed to address:

A. Rent reform initiatives

- Tiered Subsidy Table Activity
- Payment Standard Activity
- Full Time Student Activity
- Foster Care, KinGap, and Adoption Assistance Activity
- Earned Income Disallowance

B. 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.

A. RENT REFORM

- **Tiered Subsidy Table**

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

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

- **Payment Standards Application at Interim**

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

- **Full Time Students (FTS)**

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

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

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

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

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

- **Earned Income Disallowance**

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

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

Approval Process for all Rent Reform Initiatives

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

Hardship Relief for all Rent Reform Initiatives

Households who qualify and receive wavier approval may pay their portion of rent based on the calculation under HUD regulations 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.

B. TIME LIMITED ASSISTANCE

- **Basic Requirements**

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

- **Qualification**

1. The Head of Household and all the adult (18 and over) household members are 62 years of age or older and/or people with disabilities.
2. The Head of Household is the sole adult member who is responsible to care for a minor (under 18) household member who is a person with disability. (HUD's definition of disability shall apply).
3. The household is actively engaging in educational or vocational activities per the initial or subsequent revised service plan. The activities on a revised service plan must be approved by HACSM or the case manager at least 12 months prior to the program exit date. This qualification is limited to households that are in programs with time limits of three (3) years or less and must be supported by the Service Provider's case manager.

- **Approval Process**

1. All applications will be reviewed for completeness.
2. Households who meet qualification number 3 above must list on the Hardship Application the following: 1) educational or vocational activities that the household is currently engaging in; 2) the name of the school/institution/agency that provides the service; 3) the expected completion date, and 4) a brief statement on how the extension of assistance would benefit the household in achieving its self-sufficiency goal.
3. The Family Self-Sufficiency Coordinator will review the request promptly and forward the file to the supervisor with his/her recommendation.
4. The Supervisor approves the extension if there are no other issues.

- **Hardship Relief**

1. For households who meet qualification number 1 and 2, the length of assistance may be extended for an additional 12 months. Any subsequent renewals on the extension will require a new request from the household and will be subject to the HACSM hardship policy in effect at that time.
2. For households who meet qualification number 3, the length of assistance may be extended for a maximum of 12 months, and is subject to compliance to case management services and acceptable verification of educational or vocational activities listed in the hardship application.
3. Decisions reached by HACSM will be final.

Appendix Five

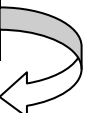
HACSM's Tiered Subsidy Table (TST)

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

TIERED SUBSIDY TABLES

Project Based Properties (only)

Effective May 1, 2011

AAI Range		0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	SRO
0	1,999	976	1201	1466	1884	1991	712
2,000	4,999	889	1114	1379	1797	1904	619
5,000	7,999	814	1039	1304	1722	1829	563
8,000	10,999	739	964	1229	1647	1754	506
11,000	13,999	664	889	1154	1572	1679	450
14,000	16,999	589	814	1079	1497	1604	394
17,000	19,999	514	739	1004	1422	1529	338
20,000	22,999	439	664	929	1347	1454	281
23,000	25,999	364	589	854	1272	1379	225
26,000	28,999	289	514	779	1197	1304	169
29,000	31,999	214	439	704	1122	1229	113
32,000	34,999	139	364	629	1047	1154	56
35,000	37,999	64	289	554	972	1079	0
38,000	40,999	0	214	479	897	1004	0
41,000	43,999	0	139	404	822	929	0
44,000	46,999	0	64	329	747	854	0
47,000	49,999	0	0	254	672	779	0
50,000	52,999	0	0	179	597	704	0
53,000	55,999	0	0	104	522	629	0
56,000	58,999	0	0	29	447	554	0
59,000	61,999	0	0	0	372	479	0
62,000	64,999	0	0	0	297	404	0
65,000	67,999	0	0	0	222	329	0
68,000	70,999	0	0	0	147	254	0
71,000	73,999	0	0	0	72	179	0
74,000	76,999	0	0	0	0	104	0
77,000	79,999	0	0	0	0	29	0
80,000	82,999	0	0	0	0	0	0



(Turn page over for
Tenant Based Program TST)

Appendix Six

HUD 50075.1

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

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

Part I: Summary	
PHA Name: Housing Authority of the County of San Mateo	Grant Type and Number: Capital Fund Program No: CA39P014501-11 Replacement Housing Factor Grant No: Date of CFFP:
	FFY of Grant: 2011 FFY of Grant Approval: 2011

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	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	246,488.00			
3	1408 Management Improvements	0.00			
4	1410 Administration	0.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	0.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	0.00			
10	1460 Dwelling Structures	0.00			
11	1465.1 Dwelling Equipment-Nonexpendable	0.00			
12	1470 Nondwelling Structures	0.00			
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.

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

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

Part I: Summary						
PHA Name: Housing Authority of the County of San Mateo		Grant Type and Number: Capital Fund Program No: CA39P014501-11 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2011 FFY of Grant Approval: 2011	
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1		
		Original	Revised 2	Obligated	Expended	
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00				
19	1502 Contingency (may not exceed 8% of Line 20)	0.00				
20	Amount of Annual Grant (sums of lines 2-19)	\$246,488.00				
21	Amount of Line 20 Related to LBP Activities	0.00				
22	Amount of Line 20 Related to Section 504 Compliance	0.00				
23	Amount of Line 20 Related to Security - Soft Costs	0.00				
24	Amount of Line 20 Related to Security - Hard Costs	0.00				
25	Amount of Line 20 Related to Energy Conservation Measures	0.00				
Signature of Executive Director		Date		Signature of Public Housing Director		
		8-1-11				

- 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.

Appendix Seven

HUD 50071

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Housing Authority of The County of San Mateo (HACSM)

Program/Activity Receiving Federal Grant Funding

Moving-To-Work

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.


(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official William Lowell	Title Executive Director
Signature 	Date (mm/dd/yyyy) 02/09/2012

Previous edition is obsolete

form HUD 50071 (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3