



<b>B. Annual Plan Elements</b>						
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p>The Statement of Housing Need has been updated to include current wait list information for the PH and HCV Programs.</p> <p>The Financial Resources have been updated to include amounts projected to be received in FY2019. A table including all projected financial resources is included in the Agency Plan.</p> <p>The Community Service and Self-Sufficiency Programs element has been updated to include current information on on-going services.</p> <p>The definition of a Substantial Deviation has been updated to include reference to RAD.</p> <p>More information on all sections is included in ca052a01.</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>					
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>Updated details pertaining to the conversion to Rental Assistance Demonstration (RAD) is included in the Agency Plan.</p> <p>Updated information concerning Project-Based Vouchers is included in the Agency Plan.</p>					

<b>B.3</b>	<p><b>Civil Rights Certification.</b></p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>B.4</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>If yes, please describe: During the fiscal year ended December 31, 2016, the Authority conducted biennial HQS unit inspections as required by HUD. During the Authority's internal control testing for SEMAP reporting, they recognized a weakness in controls over units which failed inspections more than once. Follow-up on these units with multiple failed inspections did not occur. The Authority did not claim the points for this SEMAP indicator.</p> <p>During the Auditor's review of the internal controls over HQS enforcement, they noted non-compliance in addition to the control weakness noted by the Authority during SEMAP testing. The Auditor's testing revealed a lack of follow-up on units failing the first inspection conducted mid-year 2016. No follow-up inspections have been conducted on these units.</p>
<b>B.5</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p>A Progress Report in meeting the Mission and Goals is provided in ca052a01.</p>
<b>B.6</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N  <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>A meeting with the Resident Advisory Board was held on August 22, 2018, to receive input on the FY2019 Agency Plan Annual Update. Comments from this meeting will be included in the Agency Plan submittal to HUD.</p>
<b>B.7</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>B.8</b>	<p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A  <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <b>Note: Marin Housing is not a Troubled PHA and therefore, this section is not applicable.</b></p> <p>(b) If yes, please describe:</p>
<b>C.</b>	<p><b>Statement of Capital Improvements.</b> Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>

<b>C.1</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>The most recently approved CFP 5-Year Action Plan covering FY2018 – FY2022 was approved by the Board in October 2017. Marin Housing has developed a new CFP 5-Year Action Plan for FY2019 – FY2023 which will be covered in the same Public Hearing as the Agency Plan. The FY2019 CFP 5-Year Action Plan can be viewed at the Authority’s main office.</p>
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## Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

**A. PHA Information.** All PHAs must complete this section.

**A.1** Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type,** and the **Availability of Information,** specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

**B. Annual Plan.** All PHAs must complete this section.

**B.1 Revision of PHA Plan Elements.** PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.” ([24 CFR §903.7](#))

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#)) Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

**Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

**Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

**Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

- Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. ([24 CFR §903.7\(e\)](#))
- Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. ([24 CFR §903.7\(f\)](#))
- Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))
- Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)](#)) A description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS. ([24 CFR §903.7\(l\)](#))
- Safety and Crime Prevention.** Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. ([24 CFR §903.7\(m\)](#)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))
- Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))
- Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. ([24 CFR §903.7\(q\)](#))
- Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))
- Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

- B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."
- Hope VI or Choice Neighborhoods.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))
- Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))
- Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **2)** A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). ([24 CFR §903.7\(h\)](#))
- Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. ([24 CFR §903.7\(i\)\(C\)](#))
- Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A

statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

**Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

**Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.503) (24 CFR 903.7(b))

**Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.505) (24 CFR 903.7(b))

**Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21](#). (24 CFR §903.7(e))

**Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. (24 CFR §903.7(b))

**Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

**Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

**B.3 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

**B.4 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

**B.5 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

**B.6 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

**B.7 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

**B.8 Troubled PHA.** If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." (24 CFR §903.9)

**C. Statement of Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

**C.1 Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form- 50075.2 approved by HUD on XX/XX/XXXX."

Public reporting burden for this information collection is estimated to average 9.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

# HOUSING AUTHORITY OF THE COUNTY OF MARIN

## FY2019 ANNUAL UPDATE TO THE FY2015 – FY2019 FIVE-YEAR AGENCY PLAN

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**A. PHA Information**

**A.1 PHA Name:** Housing Authority of the County of Marin

**PHA Code:** CA052

**PHA Type:** Standard PHA

**PHA Plan for Fiscal Year Beginning:** 01/2019

**Public Housing Units:** 496

**Housing Choice Vouchers:** 2,162

**Total Combined Units/Vouchers:** 2,658

**PHA Plan Submission Type:** Annual Plan

**Availability of Information**

Marin Housing’s FY2019 Annual Update to the FY2015 - FY2019 Five-Year Agency Plan will be displayed for public review at the following locations:

- (1) Main Administrative Office located at 4020 Civic Center Drive in San Raphael, California.
- (2) Golden Gate Village development office located in Marin City.
- (3) PHA website [www.marinhousing.org](http://www.marinhousing.org)

Supporting documents for the FY2019 Annual Update to the FY2015 – FY2019 Five-Year Agency Plan are available for inspection at the Main Administrative Office.

**Introduction**

Established in 1942, the Housing Authority of the County of Marin provides affordable housing and related services to low and moderate income citizens of Marin County, California. The agency currently provides assistance to over 4,000 families throughout the county in effort to fulfill the goal to assist low and moderate income residents of Marin County to secure and maintain high quality affordable housing. The Authority is dedicated to strengthening communities and improving the lives of Marin County citizens focusing on the ownership, management, sustainability and preservation of affordable housing.

The Authority’s two main programs include the Public Housing and Housing Choice Voucher Programs. Marin Housing also operates other smaller housing programs such as

Mainstream Housing, Housing Opportunities for Persons with AIDS, Supportive Housing, Rental Allowance and Partnership Rental Housing.

### *Public Housing*

Public Housing was established to provide decent and safe rental housing for eligible families, the elderly, and persons with disabilities. Public housing comes in all sizes and types, from scattered single family houses to high-rise apartments.

There are approximately 1.3 million households living in public housing units, managed by some 3,300 Housing Authorities in the United States. The U.S. Department of Housing and Urban Development (HUD) administers Federal aid to local housing agencies that manage the housing for residents at rents they can afford. HUD furnishes technical and professional assistance in planning, developing and managing these developments.

Admission to and continued occupancy is based on a number of factors which are established by the U.S. Department of Housing and Urban Development and followed by Marin Housing. This Agency Plan includes information concerning those requirements. Additional information is available by visiting the Agency's website or contacting the main office.

Currently, Marin Housing operates 496 units located in six (6) developments. Those developments are:

**Golden Gate Village (Marin City)** – 296 units open for occupancy to families

**Venetia Oaks (San Rafael)** – 36 units open for occupancy to elderly and disabled persons

**Homestead Terrace (Mill Valley)** – 28 units open for occupancy to elderly and disabled persons

**Casa Nova (Novato)** – 40 units open for occupancy to elderly and disabled persons

**Golden Hinde (San Rafael)** – 40 units open for occupancy to elderly and disabled persons

**Kruger Pines (Mill Valley)** – 56 units open for occupancy to elderly and disabled persons

### *Housing Choice Voucher*

The Housing Choice Voucher Program provides rental assistance to help low income persons afford decent and safe rental housing. The Program is funded by HUD.

Initial eligibility and continued participation is based on a number of factors which are established by the HUD and followed by Marin Housing. This Agency Plan includes information concerning those requirements. Additional information is available by visiting the Agency's website or contacting the main office.

A family participating in the Housing Choice Voucher Program is issued a rental voucher which allows them to locate a dwelling unit suitable to their needs in the private rental market. Once a unit is selected, Marin Housing inspects the unit before initial leasing and at least annually thereafter to ensure that the unit meets Housing Quality Standards (HQS) established by HUD. Once the unit passes the HQS inspection, Marin Housing will enter into a Housing Assistance Payment (HAP) Contract with the Owner leasing the unit to the family. Thereafter, Marin Housing pays a portion of the rent, the HAP, to the owner on behalf of the family.

Under the Housing Choice Voucher Program, a family is generally required by regulation to pay approximately 30% of adjusted monthly income toward rent and utilities.

There are currently 2,162 families receiving vouchers through Marin Housing's Housing Choice Voucher Program.

As allowable under Program regulations, Marin Housing has made the decision to project-base a portion of the housing choice vouchers. Currently, there are a total of 271 project-based vouchers located at nineteen properties.

#### *Mainstream Housing Voucher*

This program supplements the Housing Choice Voucher Program by focusing on providing affordable housing to persons with disabilities. The Mainstream Housing Program eligibility requirements and operations mirror the Housing Choice Voucher exactly, except that applicants must include one or more non-elderly persons with disabilities.

#### *Housing Opportunities for Persons with AIDS (HOPWA)*

This program has been extremely successful in allowing persons struggling with AIDS/HIV to find stable and suitable rental housing, and then be allowed to focus on improved or stabilized health, services and/or employment. This program is available to persons identified by the county health department, whose head of household or spouse are diagnosed with AIDS/HIV, and are on the verge of becoming, or are, homeless.

**B. Annual Plan Elements**

**B.1 Revision of PHA Plan Elements**

**Statement of Housing Needs and Strategy for Addressing Housing Needs**

**Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the County Consolidated Plan applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	6,544	5	5	5	3	4	4
Income >30% but <=50% of AMI	3,240	4	4	4	3	3	3
Income >50% but <80% of AMI	1,529	3	3	3	3	2	3
Elderly	4,375	3	3	3	4	2	3
Families with Disabilities		3	4	4	5	4	4
White	24,887	3	3	3	3	3	3
Black	1,024	3	3	3	3	3	3
Hispanic	6,437	3	3	3	3	3	3
American Indian/Alaska Native	75	3	3	3	3	3	3
Pacific Islander	40	3	3	3	3	3	3
Asian	1,307	3	3	3	3	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: FY2015-FY2019
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset (2007-2011)
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

<b>Housing Needs of Families on the Housing Choice Voucher Waiting List</b>			
	# of families	% of total families	Average Days Waiting
Waiting list total	870		
Extremely low income (<=30% AMI)	658	75.6%	
Very low income (>30% but <=50% AMI)	148	17.0%	
Low income (>50% but <80% AMI)	48	5.5%	
Income Information Not Available	16	1.9%	
Families with children	393	45.2%	
Elderly families	192	22.1%	
Families with Disabilities	320	36.8%	
White	299	34.4%	
African American	441	50.7%	
Amer. Indian/Alaskan Native	9	1.0%	
Asian	68	7.8%	
Native Hawaiian/Other Pacific Islander	17	2.0%	
Race Information Not Available	36	4.1%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
<b>How long has it been closed (# of months)? <i>XX months as of 6/30/2018</i></b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Involuntary Displacement)			

<b>Housing Needs of Families on the Public Housing Waiting List</b>			
	# of families	% of total families	Average Days Waiting
Waiting list total	1,053		
Extremely low income <=30% AMI	837	79.5%	
Very low income (>30% but <=50% AMI)	150	14.3%	
Low income (>50% but <80% AMI)	40	3.8%	
Income Information Not Available	26	2.5%	
Families with children	480	45.6%	
Elderly families	274	26.0%	
Families with Disabilities	455	43.2%	
White	449	42.6%	
African American	388	36.9%	
American Indian/Alaska Native	19	1.8%	
Asian	77	7.3%	
Native Hawaiian/Other Pacific Islander	15	1.4%	
Race Information Not Available	105	10.0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
0 BR	291	27.6%	
1 BR	282	26.8%	
2 BR	366	34.8%	
3 BR	92	8.7%	
4 BR	22	2.1%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
<b>How long has it been closed (# of months)? XX months as of 6/30/2018</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Involuntary Displacement)			

## Strategy for Addressing Housing Needs

### Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1: Maximize the number of affordable units available to the PHA within its current resources by:**

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

**Strategy 2: Increase the number of affordable housing units by:**

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

- Maintain housing that is designated for elderly occupants.

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Affirmatively market to local non-profit agencies that assist families with disabilities

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

- Marin Housing will seek to identify additional underserved populations.

**Strategy 2: Conduct activities to affirmatively further fair housing**

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

**Reasons for Selecting Strategies**

- Funding constraints
- Staffing constraints
- Influence of the housing market on PHA programs

**Deconcentration Policy and Other Policies that Govern Eligibility, Selection and Admissions**

The Housing Authority of the County of Marin manages 496 public housing units and 2,162 housing choice vouchers. While both programs are operated under the same general eligibility, selection, and admissions requirements, each program has a separate document which covers all of these policies in detail. The Admissions and Occupancy Policy (ACOP) covers all eligibility, selection, and admissions policies for the Public Housing Program while the Administrative Plan covers these policies for the Housing Choice Voucher Program.

Some of the major items covered in each document are provided on the following pages.

**Public Housing**

*Eligibility*

The PHA is responsible for ensuring that every individual and family admitted to the public housing program meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program.

The family must provide any information needed by the PHA to confirm eligibility and determine the level of the family's assistance. To be eligible for the public housing program the applicant family must:

- Qualify as a family as defined by HUD and the PHA.
- Have income at or below HUD-specified income limits.
- Qualify on the basis of citizenship or the eligible immigrant status of family members.
- Provide social security number information for family members as required.
- Consent to the PHA's collection and use of family information as provided for in PHA-provided consent forms.

The PHA must also determine that the current or past behavior of household members does not include activities that are prohibited by HUD or the PHA.

### **Family**

To be eligible for admission, an applicant must qualify as a family. A family may be a single person or a group of persons. Family as defined by HUD includes a family with a child or children, two or more elderly or disabled persons living together, one or more elderly or disabled persons living with one or more live-in aides or a single person. The PHA has the discretion to determine if any other group of persons qualifies as a family.

MHA Policy - A family also includes two or more individuals who are not related by blood, marriage, adoption or other operation of law, but who either can demonstrate that they have lived together previously or certify that each individual's income and other resources will be available to meet the needs of the family. Each family must identify the individuals to be included in the family at the time of application and must update this information if the family's composition changes.

### **Income Limits**

HUD is required by law to set income limits that determine the eligibility of applicants for HUD's assisted housing programs, including the public housing program. The income limits are published annually and are based on HUD estimates of median family income in a particular area or county, with adjustments for family size.

#### Types of Low-Income Families [24 CFR 5.603(b)]

Low-income family. A family whose annual income does not exceed 80 percent of the median income for the area adjusted for family size.

Very low-income family. A family whose annual income does not exceed 50 percent of the median income for the area adjusted for family size.

Extremely low-income family. A family whose annual income does not exceed 30 percent of the median income for the area, adjusted for family size.

HUD may establish income ceilings higher or lower than 30, 50, or 80 percent of the median income for an area if HUD finds that such variations are necessary because of unusually high or low family incomes.

Using Income Limits for Eligibility [24 CFR 960.201]

Income limits are used for eligibility only at admission. Eligibility is established by comparing a family's annual income with HUD's published income limit. To be income-eligible, a family must be a low-income family.

### **Citizenship or Eligible Immigration Status**

Housing assistance is available only to individuals who are U.S. citizens, U.S. nationals (herein referenced to as citizens and nationals), or noncitizens that have eligible immigration status. At least one family member must be a citizen, national, or noncitizen with eligible immigration status in order for the family to qualify for any level of assistance.

All applicant families must be notified of the requirement to submit evidence of their citizenship status when they apply. Where feasible, and in accordance with the PHA's Limited English Proficiency Plan, the notice must be in a language that is understood by the individual if the individual is not proficient in English.

### **Social Security Numbers**

The applicant and all members of the applicant's household must disclose the complete and accurate social security number (SSN) assigned to each household member, and the documentation necessary to verify each SSN.

In addition, each participant who has not previously disclosed an SSN, has previously disclosed an SSN that HUD or the SSA determined was invalid, or has been issued a new SSN must submit their complete and accurate SSN and the documentation required to verify the SSN at the time of the next interim or annual reexamination or recertification.

Participants age 62 or older as of January 31, 2010, whose determination of eligibility was begun before January 31, 2010, are exempt from this requirement and remain exempt even if they move to a new assisted unit.

The PHA must deny assistance to an applicant family if they do not meet the SSN disclosure and documentation requirements contained in 24 CFR 5.216.

## **Family Consent to Release of Information**

HUD requires each adult family member, and the head of household, spouse, or co-head, regardless of age, to sign form HUD-9886, Authorization for the Release of Information/ Privacy Act Notice, and other consent forms as needed to collect information relevant to the family's eligibility and level of assistance.

The PHA must deny admission to the program if any member of the applicant family fails to sign and submit consent forms which allow the PHA to obtain information that the PHA has determined is necessary in administration of the public housing program [24 CFR 960.259(a) and (b)].

## **Denial of Admission**

PHAs are required to establish standards that prohibit admission of an applicant to the public housing program if they have engaged in certain criminal activity or if the PHA has reasonable cause to believe that a household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

Where the statute requires that the PHA prohibit admission for a prescribed period of time after some disqualifying behavior or event, the PHA may choose to continue that prohibition for a longer period of time [24 CFR 960.203(c)(3)(ii)].

HUD requires the PHA to deny assistance in the following cases:

- Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity. HUD permits but does not require the PHA to admit an otherwise eligible family if the household member has completed a PHA-approved drug rehabilitation program or the circumstances which led to eviction no longer exist (e.g. the person involved in the criminal activity no longer lives in the household).

MHA Policy - The PHA will admit an otherwise-eligible family who was evicted from federally-assisted housing within the past 3 years for drug-related criminal activity, if MHA is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program approved by MHA, or the person who committed the crime is no longer living in the household.

- The PHA determines that any household member is currently engaged in the use of illegal drugs. Drugs means a controlled substance as defined in section 102 of the Controlled Substances Act [21 U.S.C. 802]. Currently engaged in the illegal use of a drug means a person has engaged in the behavior recently enough to

justify a reasonable belief that there is continuing illegal drug use by a household member [24 CFR 960.205(b)(1)].

MHA Policy - Currently engaged in is defined as any use of illegal drugs during the previous six months.

- The PHA has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

MHA Policy - In determining reasonable cause, MHA will consider all credible evidence, including but not limited to, any record of convictions, arrests, or evictions of household members related to the use of illegal drugs or the abuse of alcohol. A conviction will be given more weight than an arrest. MHA will also consider evidence from treatment providers or community-based organizations providing services to household members.

- Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.
- Any household member is subject to a lifetime registration requirement under a state sex offender registration program.

#### Other Permitted Reasons for Denial of Admission

##### Criminal Activity [24 CFR 960J03(c)]

The PHA is responsible for screening family behavior and suitability for tenancy. In doing so, the PHA may consider an applicant's history of criminal activity involving crimes of physical violence to persons or property and other criminal acts which would adversely affect the health, safety, or welfare of other tenants.

MHA Policy - If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past three (3) years, the family will be denied admission.

- Drug-related criminal activity, defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug [2a CFR 5.100].
- Violent criminal activity, defined by HUD as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force

substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage [24 CFR 5.100].

- Criminal activity that may threaten the health, safety, or welfare of other tenants [24 CFR 960.203(c)(3)].
- Criminal activity that may threaten the health or safety of PHA staff, contractors, subcontractors, or agents.
- Criminal sexual conduct, including but not limited to sexual assault, incest, open and gross lewdness, or child abuse.

Evidence of such criminal activity includes, but is not limited to any record of convictions, arrests, or evictions for suspected drug-related or violent criminal activity of household members within the past three (3) years. A conviction for such activity will be given more weight than an arrest or an eviction.

#### Previous Behavior

HUD authorizes the PHA to deny admission based on relevant information pertaining to the family's previous behavior and suitability for tenancy.

In the event of the receipt of unfavorable information with respect to an applicant, the PHA must consider the time, nature, and extent of the applicant's conduct (including the seriousness of the offense). The PHA may also need to consider whether the cause of the unfavorable information may be that the applicant is the victim of domestic violence, dating violence, or stalking.

MHA Policy - MHA will deny admission to an applicant family if the PHA determines that the family:

- Has a pattern of unsuitable past performance in meeting financial obligations, including rent within the past three (3) years
- Has a pattern of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences within the past three (3) years which may adversely affect the health safety, or welfare of other tenants
- Has a pattern of eviction from housing or termination from residential programs within the past three (3) years (considering relevant circumstances)
- Owes rent or other amounts to this or any other PHA or owner in connection with any assisted housing program
- Misrepresented or does not provide complete information related to eligibility, including income, award of preferences for admission, expenses, family composition or rent
- Has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program

- Has engaged in or threatened violent or abusive behavior toward MHA personnel

Abusive or violent behavior towards MHA personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

The PHA will consider the existence of mitigating factors, such as loss of employment or other financial difficulties, before denying admission to an applicant based on the failure to meet prior financial obligations.

### *Screening*

PHAs are authorized to obtain criminal conviction records from law enforcement agencies to screen applicants for admission to the public housing program. This authority assists the PHA in complying with HUD requirements and PHA policies to deny assistance to applicants who are engaging in or have engaged in certain criminal activities. In order to obtain access to the records the PHA must require every applicant family to submit a consent form signed by each adult household member [24 CFR 5.903].

The PHA may not pass along to the applicant the costs of a criminal records check [24 CFR 960.204(d)].

MHA Policy - MHA will perform criminal background checks through LIVESCAN or local law enforcement for all adult household members. If the results of the criminal background check indicate there may have been past criminal activity, but the results are inconclusive, MHA will request a fingerprint card and will request information from the National Crime Information Center (NCIC).

PHAs are required to perform criminal background checks necessary to determine whether any household member is subject to a lifetime registration requirement under a state sex offender program in the state where the housing is located, as well as in any other state where a household member is known to have resided [24 CFR 960.204(a)(4)].

If the PHA proposes to deny admission based on a criminal record or on lifetime sex offender registration information, the PHA must notify the household of the proposed action and must provide the subject of the record and the applicant a copy of the record and an opportunity to dispute the accuracy and relevance of the information prior to a denial of admission [24 CFR 5.903(t) and 5.905(d)].

The PHA is responsible for the screening and selection of families to occupy public housing units. The PHA may consider all relevant information. Screening is important to

public housing communities and program integrity, and to ensure that assisted housing is provided to those families that will adhere to lease obligations.

MHA Policy - The PHA will consider the family's history with respect to the following factors:

- Payment of rent
- Caring for a unit and premises
- Respecting the rights of other residents to the peaceful enjoyment of their housing
- Criminal activity that is a threat to the health, safety, or property of others
- Behavior off all household members as related to the grounds for denial
- Compliance with any other essential conditions of tenancy

### *Application and Waitlist*

Any family that wishes to reside in public housing must apply for admission to the program. HUD permits the PHA to determine the format and content of its applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. However, the PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing as part of the PHA's application.

MHA Policy - Depending upon the length of time that applicants may need to wait to be housed, MHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and the amount of rent the family will pay.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, MHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and the amount of rent the family will pay when selected from the waiting list.

Families may obtain application forms from MHA's office during normal business hours. Families may also request - by telephone or by mail - a form be sent to the family via first class mail.

Completed applications must be returned to MHA by mail, by fax, or submitted in person during normal business hours. Applications must be complete in order to be accepted

MHA for processing. If an application is incomplete, MHA will notify the family of the additional information required.

#### Placement on the Waiting List

The PHA must review each completed application received and make a preliminary assessment of the family's eligibility. The PHA must place on the waiting list families for whom the list is open unless the PHA determines the family to be ineligible. Where the family is determined to be ineligible, the PHA must notify the family in writing. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list.

#### Ineligible for Placement on the Waiting List

MHA Policy - If MHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible MHA will send written notification of the ineligibility determination within 10 business days of receiving a completed application. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal hearing and explain the process for doing so.

#### Eligible for Placement on the Waiting List

MHA Policy - MHA will send written notification of the preliminary eligibility determination within 10 business days of receiving a completed application. If applicable, the notice will also indicate the waiting list preference(s) for which the family appears to qualify. Placement on the waiting list does not indicate that the family is, in fact, eligible for admission. A final determination of eligibility and qualification for preferences will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to MHA preference(s) and the date and time their complete application is received by MHA.

MHA will assign families on the waiting list according to the bedroom size for which a family qualifies as established in its occupancy standards. Families may request to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines (as long as the unit is not overcrowded according to MHA standards and local codes). However, in these cases, the family must agree not to request a transfer for two years after admission, unless they have a change in family size or composition.

The PHA may adopt one community-wide waiting list or site-based waiting lists. The PHA must obtain approval from HUD through submission of its Annual Plan before it may offer site-based waiting lists.

Site-based waiting lists allow families to select the development where they wish to reside and must be consistent with all applicable civil rights and fair housing laws and regulations.

MHA Policy - MHA will maintain one single community-wide waiting list for its developments. Within the list, MHA will designate subparts to easily identify who should be offered the next available unit (i.e. mixed populations, general occupancy, unit size, and accessible units).

The PHA will not adopt site-based waiting lists.

HUD directs that a family that applies to reside in public housing must be offered the opportunity to be placed on the waiting list for any tenant-based or project-based voucher or moderate rehabilitation program that the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

MHA Policy - MHA will not merge the public housing waiting list with the waiting list for any other program the PHA operates.

#### Closing the Waiting List

The PHA is permitted to close the waiting list, in whole or in part, if it has an adequate pool of families to fill its developments. The PHA may close the waiting list completely, or restrict intake by preference, type of project, or by size and type of dwelling unit.

MHA Policy - The PHA will close the waiting list when the estimated waiting period for housing applicants on the list reaches 12 months for the most current applicants. Where MHA has particular preferences or other criteria that require a specific category of family, MHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

#### Reopening the Waiting List

If the waiting list has been closed, it may be reopened at any time. The PHA should publish a notice in local newspapers of general circulation, minority media and other suitable media outlets that the PHA is reopening the waiting list. Such notice must comply with HUD fair housing requirements. The PHA should specify who may apply, and where and when applications will be received.

MHA Policy - MHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice. The notice will specify where, when, and how applications are to be received.

The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

INDEPENDENT JOURNAL  
SAN FRANCISCO CHRONICLE  
MARIN HOUSING AUTHORITY WEBSITE

#### Selection Method

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

#### Local Preferences [24 CFR 960.206]

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

MHA Policy - The PHA will use the following local preferences:

Working Preference - In order to bring higher income families into public housing, MHA will establish a preference for "working" families, where the head, spouse, co-head, or sole member is employed at least 20 hours per week. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].

Domestic Violence Victims - When there is actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family. To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless MHA gives prior written approval. MHA will approve the return of the abuser to the household after eviction only if a counselor, therapist, or other knowledgeable professional recommends in writing that the individual be allowed to reside with the family. If the abuser returns to the family without approval of MHA, MHA will deny or terminate assistance for breach of the

certification. MHA will take precautions to ensure the new location of the family is concealed in cases of domestic abuse.

Involuntary Displacement - Families are considered to be involuntarily displaced if they are required to vacate their housing as a result of:

- Natural Disaster declared by a local, state or federal government entity (fire, flood, earthquake, etc.) or any documented action by a local, state, or federal government entity related to code enforcement, public improvement or development.
- State or Federal Witness Protection to avoid reprisals because the family provided information on criminal activities to a law enforcement agency, and after a threat assessment the law enforcement agency recommends re-housing the family to avoid or reduce risk of violence against the family. The family must be a part of a State or Federal Witness Protection Program. Participation in a victim witness assistance program that offers only money to obtain services is not eligible for this preference.
- Hate Crimes - if a member of the family has been the victim of one or more hate crimes, including racial and ethnic harassment, and the applicant has vacated the unit because of the crime, or the fear of such a crime has destroyed the applicant's peaceful enjoyment of the unit. A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his property and is based on the person's race, color, religion, sex, national origin, disability or familial status including sexual orientation and occurred within the last 30 days or is of continuing nature, (as defined in California Penal Code Section 422.6) The family must be referred by a law enforcement agency.

Homeless Preference - Applies to applicants who:

- Lack a fixed, regular and adequate nighttime residence
- Have a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations
- A public or private place not ordinarily used as an accommodation for human being (lacks indoor plumbing; toilet facilities, bathing facilities, adequate or safe electrical service, heat or kitchen).

Family Preference –The family preference is available to two or more persons related by blood, marriage, adoption, or laws who will live together in the same dwelling, or two or more persons who live together and whose income and resources are available for use in meeting regular living expenses for the family.

Disabled Preference - The disabled preference is available when the applicant household will contain one or more members who are considered disabled as defined in Marin Housings policy.

Education Preference - Applies to applicants who meet any of the following requirements:

- The head of household, spouse, significant other or sole member is currently a student enrolled in or a graduate of in the last six months of, a school training program designed to prepare enrollees for the job market. A student is an individual who is attending a school or training program full-time (12 units or more).

Veteran Preference - This preference is for active members in the military, veterans, or surviving spouses of veterans. Dishonorably discharged veterans are not entitled to this preference.

### **Plan for Unit Offers**

The plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is:

In the event of two or more eligible applicants for the same unit size in the same rent range with identical preference/priority status, the date and time sequence of applications shall determine the order of selection, with the applicant who filed the earliest being offered the first available vacancy of appropriate size or application is completed first. If the applicant rejects an offer for a justifiable reason, as stated below, he or she shall retain his or her place on the eligible list.

If more than one unit of the appropriate type and size is available, the first unit to be offered will be the first unit that is ready for occupancy.

### **Housing Choice Voucher**

#### *Eligibility*

MHA is responsible for ensuring that every individual and family admitted to the HCV program meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information needed by MHA to confirm eligibility and determine the level of the family's assistance.

To be eligible for the HCV program, the applicant family must:

- Qualify as a family as defined by HUD and MHA.
- Have income at or below HUD-specified income limits.
- Qualify on the basis of citizenship or the eligible immigrant status of family members.
- Provide social security number information for family members as required.
- Consent to MHA's collection and use of family information as provided for in MHA-provided consent forms.

MHA must also determine that the current or past behavior of household members does not include activities that are prohibited by HUD or MHA.

## **Family**

To be eligible for assistance, an applicant must qualify as a family. A family may be a single person or a group of persons. *Family* as defined by HUD includes a family with a child or children, two or more elderly or disabled persons living together, one or more elderly or disabled persons living with one or more live-in aides, or a single person. A single person family may be an elderly person, a displaced person, a disabled person, or any other single person. MHA has the discretion to determine if any other group of persons qualifies as a family.

*Gender Identity* means actual or perceived gender characteristics.

*Sexual orientation* means homosexuality, heterosexuality, or bisexuality.

MHA Policy - A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law but who either can demonstrate that they have lived together previously or certify that each individual's income and other resources will be available to meet the needs of the family.

Each family must identify the individuals to be included in the family at the time of application, and must update this information if the family's composition changes. When the family is housed from the waiting list at least one member from the initial application must be a part of the household. This may include any updates made to the application due to child birth, adoption, or court awarded custody.

## **Using Income Limits for Eligibility [24 CFR 982.201]**

Income limits are used for eligibility only at admission. Eligibility is established by comparing a family's annual income with HUD's published income limits. To be income-eligible, a family must be one of the following:

- *A very low-income family*

- A *low-income* family that has been "continuously assisted" under the 1937 Housing Act. A family is considered to be continuously assisted if the family is already receiving assistance under any 1937 Housing Act program at the time the family is admitted to the HCV program [24 CFR 982.4]

MHA Policy - MHA will consider a family to be continuously assisted if the family was leasing a unit under any 1937 Housing Act program at the time they were issued a voucher by MHA.

- A low-income family that qualifies for voucher assistance as a non-purchasing household living in HOPE 1 (public housing homeownership), HOPE 2 (multifamily housing homeownership) developments, or other HUD-assisted multifamily homeownership programs covered by 24 CFR 248.173.
- A low-income or moderate-income family that is displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract on eligible low-income housing as defined in 24 CFR 248.101

HUD permits MHA to establish additional categories of low-income families that may be determined eligible. The additional categories must be consistent with MHA plan and the consolidated plans for local governments within MHA's jurisdiction.

MHA Policy - MHA has not established any additional categories of eligible low-income families.

### **Citizenship or Eligible Immigration Status [24 CFR 5, Subpart E]**

Housing assistance is available only to individuals who are U.S. citizens, U.S. nationals (herein referred to as citizens and nationals), or noncitizens that have eligible immigration status. At least one family member must be a citizen, national, or noncitizen with eligible immigration status in order for the family to qualify for any level of assistance.

All applicant families must be notified of the requirement to submit evidence of their citizenship status when they apply. Where feasible, and in accordance with MHA's Limited English Proficiency Plan, the notice must be in a language that is understood by the individual if the individual is not proficient in English.

### **Social Security Numbers [24 CFR 5.216 and 5.218]**

The applicant and all members of the applicant's household members, including persons under age 6 as per 24 CFR 5.216, must provide documentation of a valid Social Security Number (SSN) or a certification stating that no SSN has been issued. If a household member who is required to execute a certification is less than 18 years old, the

certification must be executed by the individual's parent or guardian [24 CFR 5.216(j)]. Assistance cannot be provided to a family until all SSN documentation requirements are met. MHA must deny assistance to an applicant family if they do not meet the SSN disclosure, documentation and verification, and certification requirements contained in 24 CFR 5.216.

### **Family Consent to Release of Information [24 CFR 5.230]**

HUD requires each adult family member, and the head of household, spouse, or co-head, regardless of age, to sign form HUD-9886, Authorization for the Release of Information/Privacy Act Notice, and other consent forms as needed to collect information relevant to the family's eligibility and level of assistance. MHA must deny admission to the program if any member of the applicant family fails to sign and submit the consent forms for obtaining information in accordance with 24 CFR 5, Subparts B and F [24 CFR 982.552(b)(3)].

A family that does not meet the eligibility criteria discussed above, must be denied assistance. In addition, HUD requires or permits MHA to deny assistance based on certain types of current or past behaviors of family members.

### **Mandatory Denial of Assistance [24 CFR 982.553(a)]**

HUD requires MHA to deny assistance in the following cases:

- Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity. HUD permits, but does not require, MHA to admit an otherwise eligible family if the household member has completed a MHA-approved drug rehabilitation program or the circumstances which led to eviction no longer exist (e.g., the person involved in the criminal activity no longer lives in the household).

MHA Policy - MHA will admit an otherwise-eligible family who was evicted from federally-assisted housing within the past 3 years for drug-related criminal activity, if MHA is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program approved by MHA, or the person who committed the crime, is no longer living in the household.

- MHA determines that any household member is currently engaged in the use of illegal drugs.

MHA Policy - *Currently engaged in* is defined as any use of illegal drugs during the previous six months.

- MHA has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

MHA Policy - In determining reasonable cause, MHA will consider all credible evidence, including but not limited to, any record of convictions, arrests, or evictions of household members related to the use of illegal drugs or the abuse of alcohol. A conviction will be given more weight than an arrest. MHA will also consider evidence from treatment providers or community-based organizations providing services to household members.

Pattern has been established with two or more incidents have occurred within the previous twelve months.

- Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing
- Any household member is subject to a lifetime registration requirement under a state sex offender registration program

### **Other Permitted Reasons for Denial of Assistance**

HUD permits, but does not require, MHA to deny assistance for the reasons discussed in this section.

#### **Criminal Activity [24 CFR 982.553]**

HUD permits, but does not require, MHA to deny assistance if MHA determines that any household member is currently engaged in, or has engaged in during a reasonable time before the family would receive assistance, certain types of criminal activity.

MHA Policy - If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past five years, the family will be denied assistance.

- *Drug-related criminal activity*, defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug [24 CFR 5.100].
- *Violent criminal activity*, defined by HUD as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical

force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage [24 CFR 5.100].

- *Criminal activity* that has any of the following elements, including, but not limited to fraud, embezzlement, stalking, perjury and larceny.
- *Felonious criminal activity* refers to any activity that is classify as a felony under Federal, State and/or Local laws.
- *Criminal sexual conduct* including but not limited to sexual assault, incest, open and gross lewdness, or child abuse and/or child molestation.

A household member who is currently under supervised probation or parole will be denied assistance unless he/she will present evidence of full compliance with terms or arraignment.

Criminal activity that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; or

Criminal activity that may threaten the health or safety of property owners and management staff, and persons performing contract administration functions or other responsibilities on behalf of MHA (including a MHA employee or a MHA contractor, subcontractor, or agent).

*Immediate vicinity* means within a three-block radius of the premises.

Evidence of such criminal activity includes, but is not limited to:

- Any conviction for drug-related or violent criminal activity within the past 5 years.
- Any arrests for drug-related or violent criminal activity within the past 5 years.
- Any record of eviction from public or privately-owned housing as a result of criminal activity within the past 5 years.
- A conviction for drug-related or violent criminal activity will be given more weight than an arrest for such activity.

### **Previous Behavior in Assisted Housing [24 CFR 982.552(c)]**

HUD authorizes MHA to deny assistance based on the family's previous behavior in assisted housing:

MHA Policy - MHA **will not** deny assistance to an otherwise eligible family because the family previously failed to meet its obligations under the Family Self-Sufficiency (FSS) program.

MHA **will** deny assistance to an applicant family if:

- The family does not provide information that MHA or HUD determines is necessary in the administration of the program.
- The family does not provide complete and true information to MHA.
- Any family member has been evicted from federally-assisted housing in the last five years.
- Any PHA has ever terminated assistance under the program for any member of the family.
- Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.
- The family owes rent or other amounts to any PHA in connection with Section 8 or other public housing assistance under 1937 ACT, unless the family repays the full amount of the debt prior to being selected from the waiting list.

If the family has not reimbursed any PHA for amounts MHA paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease, unless the family repays the full amount of the debt prior to being selected from the waiting list.

The family has breached the terms of a repayment agreement entered into with MHA, unless the family repays the full amount of the debt covered in the repayment agreement prior to being selected from the waiting list.

A family member has engaged in or threatened violent or abusive behavior toward MHA personnel.

*Abusive or violent behavior towards MHA personnel* includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

*Threatening* refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

## *Screening*

### **Screening for Eligibility**

MHA is authorized to obtain criminal conviction records from law enforcement agencies to screen applicants for admission to the HCV program. This authority assists MHA in complying with HUD requirements and MHA policies to deny assistance to applicants who are engaging in or have engaged in certain criminal activities. In order to obtain access to the records MHA must require every applicant family to submit a consent form signed by each adult household member [24 CFR 5.903].

MHA Policy - MHA will perform a criminal background check through local law enforcement for every adult household member. Criminal Background may include fingerprints card for each adult in the family.

If the results of the criminal background check indicate that there may be past criminal activity, but the results are inconclusive, MHA **may** request a fingerprint card and will request information from the National Crime Information center (NCIC).

MHA is required to perform criminal background checks necessary to determine whether any household member is subject to a lifetime registration requirement under a state sex offender program in the state where the housing is located, as well as in any other state where a household member is known to have resided [24 CFR 982.553(a)(2)(i)].

If MHA proposes to deny assistance based on a criminal record or on lifetime sex offender registration information, MHA must notify the household of the proposed action and must provide the subject of the record and the applicant a copy of the record and an opportunity to dispute the accuracy and relevance of the information prior to a denial of admission. [24 CFR 5.903 (f) and 5.905(d)].

### **Screening for Suitability as a Tenant [24 CFR 982.307]**

MHA has no liability or responsibility to the owner for the family's behavior or suitability for tenancy.

MHA may opt to conduct additional screening to determine whether an applicant is likely to be a suitable tenant.

MHA Policy - MHA will not conduct additional screening to determine an applicant family's suitability for tenancy. The owner is responsible for screening and selection of the family to occupy the owner's unit. MHA must inform the owner that screening and selection for tenancy is the responsibility of the owner. An owner may consider a family's history with respect to factors such as: payment of rent and utilities, caring for a unit and premises, respecting the rights of other residents to the peaceful enjoyment of

their housing, criminal activity that is a threat to the health, safety or property of others, and compliance with other essential conditions of tenancy.

HUD requires MHA to provide prospective owners with the family's current and prior address (as shown in MHA records) and the name and address (if known) of the owner at the family's current and prior addresses. HUD permits MHA to provide owners with additional information, as long as families are notified that the information will be provided, and the same type of information is provided to all owners.

MHA Policy - MHA will inform owners of their responsibility to screen prospective tenants, and will provide owners with the required known name and address information, at the time of the initial HQS inspection or before. MHA will not provide any additional information to the owner, such as tenancy history, criminal history, etc.

#### *Wait List and Selection*

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits MHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by MHA. However, MHA must include Form HUD-90026, Supplement to Application for Federally Assisted Housing, as part of MHA's application.

MHA Policy - Depending upon the length of time that applicants may need to wait to receive assistance, MHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, MHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

Families may obtain application forms from MHA's office during normal business hours. MHA may opt to only accept application via internet. When this occurs the PHA will arrange to have local resources available to assist those that require assistance.

Elderly or disabled families may request that an application be sent to the family.

Completed applications must be returned to MHA by mail, by fax, or submitted in person during normal business hours or otherwise instructed on the application. Applications must be complete in order to be accepted by MHA for processing. If an application is incomplete, MHA will notify the family of the additional information required.

### **Placement on the Waiting List**

MHA must review each complete application received and make a preliminary assessment of the family's eligibility. MHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, MHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

### **Organization of the Waiting List [24 CFR 982.204 and 205]**

MHA's HCV waiting list must be organized in such a manner to allow MHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in the plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

HUD requires MHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such MHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

MHA Policy - MHA will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program MHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that MHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

MHA Policy - MHA will not merge the HCV waiting list with the waiting list for any other program MHA operates.

### **Closing the Waiting List**

MHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, MHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

MHA Policy - MHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants. Where MHA has particular preferences or funding criteria that require a specific category of family, MHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

### **Reopening the Waiting List**

If the waiting list has been closed, it cannot be reopened until MHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

MHA Policy - MHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

### **Selection Method**

MHA must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that MHA will use [24 CFR 982.202(d)].

MHA is permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits MHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with MHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

## Local Preferences

Local preferences will be used to select among applicants on the waiting list. Local preferences will be given to applicants who are otherwise eligible and who, at the time information is verified, meet the definitions of the preferences described below. Applicants without local preferences will be placed at the end of the waiting list, after those with preference points, according to lottery determined sequence.

MHA has adopted the following Local Preferences for families, elderly, and disabled applicants only:

### ***1. Involuntary Displacement: (20 points)***

Families are considered to be involuntarily displaced if they are required to vacate their housing as a result of:

- Domestic Violence applicants are given this preference one of two ways:
  - 1) For those currently on the waitlist: To qualify for this preference a victim must prove that he/she was displaced at the time of the domestic violence and that the involuntary displacement was the result of the domestic violence. Proof can be a police report or other legal document. If the family did not report to the police, but has seen or was assisted by an expert or medical professional such as a physician or physical/psychologist or a public or private facility giving shelter and/or counseling to such victims or a social service agency or a church, a written verification from that entity would be required. The involuntary displacement must have occurred no earlier than 12 months prior to the original wait list application date.
  - 2) If they are declared either by The Center for Domestic Peace (formerly MAWS) or CalWORKs. MHA has set aside a maximum of 15 vouchers per year for this preference for applicants who are in immediate need of vacating their housing due to imminent health and safety dangers from domestic violence. In order to receive this preference applicant must be referred either by the Center for Domestic Peace or CalWORKs. According to the MOU between MHA the Center for Domestic Peace or CalWORKs, proof of client participation in the programs, proof of involuntarily displacement, proof of documentation that the clients were survivors of domestic violence upon entry, as well as other eligibility criteria at the time of application for client consideration for these preference points. The Center for Domestic Peace or CalWORKs will provide a minimum of three (3) months of supportive services. (See attachment D for complete MOU). This preference is available even when the waiting list is closed to other applicants.

- Natural Disaster declared by a local, state, or federal government entity (fire, flood, earthquake, etc.) documented from the American Red Cross. Written verification from the American Red Cross must be provided. MHA has set aside a maximum of 15 vouchers per year for this preference for applicants who are in immediate need of vacating their housing due to imminent health and safety dangers from a natural declared disaster. This preference is available even when the waiting list is closed to other applicants
- Imminent Domain through any documented action by a local, state, or federal government entity related to code enforcement, public improvement or development. MHA has set aside a maximum of 5 vouchers per year for this preference for applicants who are in immediate need of vacating their housing due to imminent health and safety dangers from a government action.

This preference is available even when the waiting list is closed to other applicants. Written verification from a code enforcement or public improvement agency must be provided.

- State or Federal Witness Protection - Avoidance of reprisal/witness protection: Relocation is required because the applicant provided information regarding criminal activities to a law enforcement agency or testimony in a criminal proceeding, and based upon a threat assessment, a law enforcement agency or HUD recommends the relocation of the applicant to avoid or minimize risk of violence against the applicant as reprisal for providing such information. This preference may only be invoked by MHA if the following documentation is provided on a law enforcement agencies or HUD's letterhead: documentation that, following a threat assessment conducted by the law enforcement agency or HUD, such organization recommends the relocation / re-housing of the household to avoid or minimize the threat of violence or reprisal to or against the household member(s) for providing such information. This includes situations in which the applicant and / or family member(s) are themselves the victims of such crimes and have provided information or testimony to a law enforcement agency or during a legal proceeding. This preference is available to anyone upon satisfaction of the conditions set forth herein, including but not limited to, residents of MHA's public housing and even when the waiting list is closed to other applicants.

MHA has set aside a maximum of 5 vouchers per year for this preference for applicants who are in need of witness protection / avoiding reprisal, unless otherwise authorized by the Executive Director.

Eligibility, including background checks, will be confirmed for all members of the household pursuant to other sections of the Administrative Plan.

**2. Family, Elderly or Disabled Preference: (8 points)**

- a) Family Preference is available to one or more persons related by blood, marriage, adoption, or laws who will live together in the same dwelling, or two or more persons who live together and whose income and resources are available for use in meeting regular living expenses for the family.
- b) Elderly Preference is available when the head of household or spouse/co-head is aged 62 or older.
- c) Disabled Preference is available when either the head of household or spouse/co-head in the applicant's household are considered disabled as defined in Marin Housing's policy.

**3. Individuals or Families with Disabilities Who Have Successfully Participated in or Are A Current Participant in a Supportive Housing Program for Disabled Homeless Person(s): (8 points)**

This preference is only available to individuals or families with disabilities who have successfully participated in or are a current participant in good standing in a supportive housing program for disabled homeless person(s). Persons receiving this preference who upon verification are found not to qualify for the preference as set forth below will lose the preference points and if they were admitted to the waiting list when only applications for this preference were being taken they will be removed from the waiting list. If the applicant was placed on the waiting list while applications for all preferences were being accepted the applicant's points will be adjusted and s/he will be placed back on the waiting list.

In order to qualify for this preference, the applicant must be able to supply the name and address of the supportive housing program. The applicant must attach the following documents to the application in order to qualify for this preference:

- A verification of homeless status and supportive housing participation.

Once the applicant is pulled from the waiting list and MHA begins processing the application MHA will contact the supportive housing provider to verify, by the submission of a completed MHA verification form for this preference and/or a letter with the equivalent information, that the program provides the following type of housing services. If the supportive housing program does not meet the criteria listed below the applicant is not eligible for the preference and his/her name will be withdrawn from the waiting list.

Additionally, MHA will require the submission of a completed MHA verification form for this preference by the supportive housing program.

It should be noted, for the purposes of this preference, that supportive housing is different from transitional housing or homeless shelter programs. Transitional housing and homeless shelter programs by definition have a time limit on the stay of the residents or tenants. While both transitional housing and homeless shelter programs may provide case management and other supportive services, they are not permanent housing. Supportive housing is permanent housing, i.e. no time limit on the tenancy of the resident. The supportive housing program must be one that is safe and provide well-designed housing that is:

- Affordable to people coming out of homelessness, and
- Independent, with each tenant in his/her own apartment, holding his/her own lease, and responsible for paying his/her own rent, and
- Permanent, a tenant can stay as long as he/she pays his/her rent and complies with the terms of his/her lease.

MHA will contact the supportive housing provider to verify that the program provides the following supportive services. If the program does not meet the criteria listed below the applicant is not eligible for the preference.

Supportive services are provided by staff trained in working with people who are homeless and people with disabilities. The supportive services must be:

- Designed to maximize independence, and
- Flexible and responsive to tenant needs, and
- Available as and when needed, and
- Accessible where the tenant lives.

MHA will contact the supportive housing provider to verify that the applicant was homeless prior to entering the supportive housing program and that the person has a disability, as defined by HUD. If the program does not provide verification of homeless status and disability prior to entering the supportive housing program the applicant is not eligible for the preference and his/her name will be withdrawn from the waiting list.

To be classified as homeless, the applicant must have been a homeless person living in an emergency shelter, supportive housing for homeless persons, or in places not designed for, or ordinarily used as, a regular sleeping accommodation for human beings and/or;

- Lack a fixed, regular and adequate nighttime residence,

- Have a primary night time residence that is a supervised public or private shelter providing temporary accommodations,
- A public or private place not ordinarily used as an accommodation for human beings
- Lacks indoor plumbing, toilet facilities, bathing facilities, adequate or safe electrical service, heat, or kitchen.

MHA will contact the supportive housing provider to verify that the applicant is no longer in need of case management services in order to maintain an independent housing situation. If the program does not provide this verification the applicant is not eligible for the preference and his/her name will be withdrawn from the waiting list.

No more than 25 pre-applications will be placed on the waiting list. Those 25 pre-applications will be determined using the lottery system described in the Administrative Plan.

No more than 25% of applicants pulled from the waiting list each year may be applicants from this preference group.

#### ***4. Homeless Preference: (4 points)***

Applies to applicants who:

- Lack a fixed, regular and adequate nighttime residence, have a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations,
- A public or private place not ordinarily used as an accommodation for human beings
- Lacks indoor plumbing, toilet facilities, bathing facilities, adequate or safe electrical service, heat, or kitchen.

Written certification, through the submission of a completed MHA verification form for this preference and/or a letter with the equivalent information, by a public or private facility providing shelter, the police, a social services agency or other knowledgeable professionals that serve homeless persons is required to verify this preference. A MHA inspector may verify that the applicant is living in a place not normally used for human habitation. If a family is in transitional housing, they are considered homeless. However, a written statement is required from the agency providing the transitional housing.

All verification must be dated within 60 days from the date of interview.

#### ***5. Working or Educational Preference: (2 points)***

Applies to applicants who meet any of the following requirements:

- The head of household, spouse/co-head or sole member is employed at least 32 hours per week;
- The head of household, spouse/co-head or sole member is age 62 or older;
- The head of household, spouse/co-head or sole member is disabled;
- The head of household, spouse/co-head or sole member is currently a student enrolled in, or a graduate in the last six months of, a school training program designed to prepare enrollees for the job market.

(A student is an individual who is attending a school or training program full-time. A full-time student is a student who is enrolled for the number of hours or courses the school considers full-time attendance.)

**6. Residency Preference: (2 points)**

Applies to applicants who meet any of the following requirements:

- The head of household, spouse/co-head or sole member is a current resident of Marin County.
- The head of household, spouse/co-head or sole member is employed in Marin County at least 32 hours a week.

**7. Veteran Preference: (4 points)**

Applies to applicant households whose head of household or spouse/co-head is a current member of the military, a veteran, or a surviving spouse of a veteran. Dishonorably discharged veterans are not entitled to this preference.

MHA will require U.S. government documents which indicate that the applicant qualifies under the above definition.

**Family Unification Program**

Based on the availability of targeted voucher funding, MHA recognizes the following separate local preference to its Section 8 Housing Choice Voucher Waiting List:

- Families certified by Marin County Department of Health and Human Services, Division of Social Services, Children & Family Services (CFS) as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family’s child, or children, in out-of-home care, or in the delay of discharge of a

child, or children, to the family from out-of-home care and that MHA has determined to be eligible for a Family Unification Program (FUP) Housing Choice Voucher. These families may be:

- 1. A current MHA waiting list applicant identified to and certified by the CFS as a FUP-eligible family and assisted in position number order after certification; or*
- 2. A FUP-eligible family referred from the CFS and placed on the MHA Section 8 waiting list in order of first come, first served.*

MHA also has the following programs that receive targeted funding from HUD and for which admissions are handled separately from the Section 8 waiting list:

### **Veterans Affairs Supportive Housing**

If a family no longer needs case management as determined by the Veterans Affairs Medical Center, the family is still eligible for rental assistance under the Section 8 HCV program. In cases where case management is no longer needed, MHA will use one of its own vouchers, if available; to continue assisting this family and free up a voucher for another HUD-VASH eligible family.

If a regular voucher is not available, the family will continue utilizing the HUD-VASH voucher.

Please note that if a HUD-VASH voucher is switched from a HUD-VASH voucher to a regular voucher, the family is not subject to MHA's waiting list because the family is already a participant in the MHA's Section 8 HCV program.

### **Order of Selection**

Families will be selected from the waiting list based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by MHA for Public Housing and by lottery for the Housing Choice Voucher Program.

For Public Housing, when selecting applicants from the waiting list, MHA will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting list. MHA will offer the unit to the highest ranking applicant who qualifies that unit size or type or that requires the accessibility features.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.

Factors such as deconcentration or income-mixing and income targeting will also be considered in accordance with HUD requirements and PHA policy.

**Financial Resources**

The table below lists the Housing Authority of the County of Marin’s anticipated financial resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Agency, as well as tenant rents and other income available to support the Public Housing and Housing Choice Voucher Programs in Fiscal Year 2019.

<b>Funding Source</b>	<b>Amount</b>	<b>Use</b>
FY2019 PH Operating Fund	\$2,981,540	PH Operations
FY2019 Capital Fund Program	\$1,265,980	PH Modernization
FY2018 Capital Fund Program	\$1,265,980	PH Modernization
Public Housing Dwelling Rent	\$1,389,217	PH Operations
Public Housing Non-Rental Income	\$117,150	PH Operations
HCV Housing Assistance Payments	\$39,000,000	HCV Operations
HCV Administrative Fee	\$2,044,729	HCV Operations
HCV Other Income	\$48,300	HCV Operations
<b>Total</b>	<b>\$48,112,896</b>	

*Note: The Capital Fund amount for FY2018 is the unobligated amount as of 6/30/2018. The FY2019 CFP amount is the projected amount based on FY2018 funding.*

**Rent Determination**

*Public Housing*

The first step in calculating income-based rent is to determine each family's total tenant payment (TTP). Then, if the family is occupying a unit that has tenant-paid utilities, the utility allowance is subtracted from the TTP. The result of this calculation, if a positive number, is the tenant rent. If the TTP is less than the utility allowance, the result of this calculation is a negative number, and is called the utility reimbursement, which may be paid to the family or directly to the utility company by the PHA.

TTP Formula [24 CFR 5.628]

HUD regulations specify the formula for calculating the total tenant payment (TTP) for a tenant family. TTP is the highest of the following amounts, rounded to the nearest dollar:

- 30 percent of the family's monthly adjusted income
- 10 percent of the family's monthly gross income
- The welfare rent (in as-paid states only)
- A minimum rent between \$0 and \$50 that is established by the PHA

The PHA has authority to suspend and exempt families from minimum rent when a financial hardship exists.

MHA Policy - Welfare rent does not apply to the locality MHA serves.

MHA Policy – MHA has set the minimum rent for the locality it serves at \$50.00.

### *Housing Choice Voucher*

HUD regulations specify the formula for calculating the total tenant payment (TTP) for an assisted family. TTP is the highest of the following amounts, rounded to the nearest dollar:

- 30 percent of the family’s monthly adjusted income
- 10 percent of the family’s monthly gross income
- The welfare rent (in as-paid states only)
- A minimum rent between \$0 and \$50 that is established by MHA

MHA has authority to suspend and exempt families from minimum rent when a financial hardship exists.

The amount that a family pays for rent and utilities (the family share) will never be less than the family’s TTP but may be greater than the TTP depending on the rent charged for the unit the family selects.

MHA Policy - Welfare rent does not apply in the locality that MHA serves.

MHA Policy – MHA has set a minimum rent for the locality it serves at \$50.00.

## **Grievance Procedures**

### **Public Housing**

All Public Housing residents have the right to appeal decisions or actions of the Marin Housing Authority through application of the Grievance Procedure. The full Grievance Procedure is part of the ACOP and is also included on the Authority’s website.

The Grievance Procedure cannot be used in cases of criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees and any drug-related criminal activity on or near the premises.

Applicants are afforded an informal review process if they believe they have been wrongly denied eligibility to the Program. The informal review process provides the applicant with an opportunity to present new information or refute existing information. The informal review process is covered in the ACOP.

## Housing Choice Voucher

Marin Housing must give an applicant to the HCV Program an opportunity for an informal review of the decision to deny assistance to the applicant.

In addition, Marin Housing must give a participant of the HCV Program an opportunity for an informal hearing to consider whether certain decisions relating to the individual circumstances of the participant are in accordance with the law, HUD regulations and MHA policies.

The process for conducting an informal review and informal hearing are included in the HCV Administrative Plan which is available on the Authority's website.

## **Homeownership Programs**

### Public Housing

Marin Housing does not plan to sell any public housing units as part of a homeownership program in the upcoming Fiscal year.

### Section 8 Tenant-Based Assistance

The Housing Choice Voucher Homeownership Program provides current voucher holders with the ability to expand their housing opportunities beyond the rental market and use their assistance to purchase homes in the communities of their choice. Some key components of the HCV Homeownership are listed below.

#### *Eligibility Requirements*

- Participants must have a HCV Rental Voucher for at least one year; with no debts owed to MHA or other PHA
- The Head of Household or Responsible Adult must be employed for minimum of one year at 30 hours per week unless Elderly/Disabled
- Participants must be first-time homebuyer
- Participants must participate in HUD-certified Homeownership Counseling Course. Courses are listed on MHA's website.

### *Minimum Income Requirements*

- A participating family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home
- For disabled families, the minimum income requirement is equal to the current SSI monthly payment for an individual living alone, multiplied by twelve
- Welfare assistance is not accepted as income, but would be used in calculating rent
- Must have at least enough for a down payment and closing costs (closing costs are approximately 6% of purchase price; 20% of the purchase price for down payment and closing is realistic)

### *Special Exceptions for Elderly/Disabled Households*

- No time limits of assistance – will continue for the life of mortgage if eligibility continues
- No minimum work requirements
- Elderly/Disabled applicants still need to secure their own financing and to have adequate funds for down payment & closing costs
- This most realistically works for households who receive inheritances, special needs trusts, or have a large lump sum for down payment

### *Considerations*

- Household must qualify and secure their own financing from a bank (MHA will refer you to a lender familiar with the program)
- Must secure a 30 year fixed-rate loan – no adjustable rate mortgages are allowed
- Household would need to find a unit that they could afford (a below market rate unit)
- The assistance from the MHA lasts for a maximum of fifteen years (except elderly /disabled)
- Program is essentially established for communities where housing is more affordable – in the \$100,000 to \$200,000 range which is very difficult to locate in Marin and Bay Area; Program may be used with the BMR Lottery Program

### *How it actually works – The Formula:*

- Total housing costs (mortgage, prop. taxes, homeownership dues, insurance) should equal payment standard for voucher size held (if 2BR: \$2151)
- If housing costs exceed payment standard, Marin Housing will allow household to pay maximum of 40% of monthly adjusted gross income out of pocket

### Below Market Rate (BMR) Homeownership Program

The BMR Home Ownership program offers low and moderate-income, first-time homebuyers the opportunity to purchase specified condominium units in Marin County at less than market value. Marin Housing administers the sale of newly constructed units as well as previously owned units being offered for resale. There are approximately 340 homes in the program located throughout Marin County.

### Community Service and Self-Sufficiency Programs

MHA's Supportive Housing Department assists families and individuals with special needs to secure and maintain stable housing in the community. The Supportive Housing Department's largest program is Shelter Plus Care, which provides rental assistance and supportive services to homeless where the head of household has a serious mental illness and may also have a substance abuse history and/or compromising medical conditions. The program is intended to help participants achieve three overall goals: residential stability, increased skill levels and/or incomes, and greater self-determination. The Marin Housing Authority ("MHA") also administers HOPWA, VASH and FSS programs.

#### *Shelter Plus Care*

Marin County Shelter Plus Care Program is a housing subsidy program for individuals who are chronically homeless and suffer from a qualifying disability. The Program is funded by the U.S. Department of Housing and Urban Development and Marin County Mental Health and Substance Use Services. Participants pay approximately 30% of their income towards rent, and receive ongoing supportive services from Marin Housing Authority case managers.

#### Who is eligible?

Persons classified as homeless according to at least one of the below definitions (Priority will be given to those who meet Chronically Homeless definition according to HUD)

- Has been chronically homeless because she/he has been continuously homeless for a year or more or has in the last three years been homeless for a cumulative total of twelve months.
- Is living in transitional housing for homeless and originally coming from the streets or an emergency shelter
- Currently sleeping in a place not meant for human habitation or in emergency shelter or in hotel/motel paid for by community organization

- Exiting an institution where she/he has resided less than ninety days and having resided in an emergency shelter or in a place not fit for human habitation prior to entering the institution.

**And**

- Referred from Marin County Mental Health and Substance Use Services or Ritter Center. Interagency referral form needs to be filled out by County workers or Ritter Center staffs certifying that the client meets the disability criteria set by the program.

What is the Service Offered?

MHA case managers will offer clients a monthly to weekly meetings which focuses on addressing the needs, providing support, and help clients achieve their own goals.

*Family Self-Sufficiency*

Marin Housing Authority is authorized to develop and administer a Family Self-Sufficiency (FSS) Program for its Public Housing and Housing Choice Voucher residents.

The objectives of the FSS Program are to reduce the dependency of Public Housing and Housing Choice Voucher residents on welfare and other public assistance programs and enhance economic independence through community coordinated efforts including: high school diploma and higher education programs, job training, employment opportunities, personal social and life skill training, child care programs, personal financial management, counseling and related social service assistance.

FSS Eligibility Requirements

- FSS Participants must be the head of household or household members over the age of 18 enrolled MHA's Public Housing or Housing Choice Voucher Programs.
- All potential FSS participants will receive information in the Public Housing or Housing Choice Voucher briefing, annual and interim recertifications.
- Prospective applicants may complete an application, view the orientation, and set up a meeting with an FSS staff to complete an assessment.
- Applicants must be motivated to access community resources to increase their education, employment skills, seek out and take hold of opportunities for interpersonal development.

## FSS Activities & Supportive Services

- Complete an FSS application and assessment.
- Sign a Contract of Participation: Participants will meet with the FSS staff to review and sign a Five-Year Contract.
- Complete an Individual Training and Service Plan: Participants will meet with the FSS staff to develop a plan to accomplish their goals.
- Request and Receive Referrals: The FSS staff will provide participants with referrals to programs and services offered by community agencies.
- Participate in Educational and Work-Related Activities: All participants have access to community resources, and group activities that are held at various service agencies.
- Open Escrow Account: The FSS staff will explain the Mandatory Earned Income Disallowance, Total Tenant Payment and Rent to determine the amount of their monthly escrow account deposit.

## FSS Incentives to Encourage Participation

- FSS staff will establish an escrow account for FSS participants when eligible.
- Opportunity to select services that will assist the participant in developing the necessary skills and securing the resources to become self-sufficient.
- Opportunity to develop supportive relationships.
- Opportunity to receive individualized assistance and encouragement.
- Opportunity to save a portion of your rent money in escrow account.

## *Housing Opportunities for Persons with AIDS (HOPWA)*

HOPWA provides rental assistance to individuals and families where a family member is HIV+ or has AIDS. HOPWA program participants lease privately owned apartments and receive a rental subsidy based on their income level and family composition. Marin Housing has designed this program to be flexible and highly client-friendly, with particular attention given to preserving the confidentiality of the participants.

## *Mainstream Housing Program*

This program is a supplemental program to the Housing Choice Voucher program that maintains a focus on persons with disabilities. The Mainstream Housing Program mirrors the Housing Choice Voucher exactly, except for the limitation on eligibility. Eligible applicants must be designated as a low income family, whose Head or Spouse is a person with disability.

### *Community Service Requirement*

As required by Federal Regulations, MHA ensures that all non-exempt public housing residents perform eight (8) of community service each month. Each resident is made aware of the requirement during lease briefings. Management has set up a data base of all non-exempt residents and tracks their progress in meeting the requirement. Any resident who does not meet the requirement is given an opportunity to catch up. If the resident does not get back on schedule, MHA reserves the right not to renew their lease.

### **Pet Policy**

MHA has adopted a Pet Policy setting the guidelines under which pets will be permitted in public housing. The Policy addresses the type and number of pets allowed by each family residing in public housing. The Policy also includes general rules that each pet owner must follow in keeping a pet. A full copy of the Pet Policy is kept on file at the Authority's Main Office as well as any development offices.

### **Asset Management**

MHA's six (6) public housing properties have been grouped into two (2) Asset Management Projects (AMPs). The AMPs were determined using various factors including proximity, number of units, etc. Each AMP operates as though it is a separate entity with on-site management and maintenance. Each AMP has its own budget which is monitored very closely.

Management continually assesses all properties to determine how to keep operating costs down and extend the property life by addressing capital improvement needs. Also, as some properties begin to reach the end of their useful life, management will need to determine what can be done to help keep the properties affordable for low-income residents.

### **Substantial Deviation**

The Housing Authority of the County of Marin shall define a Substantial Deviation from the Five-Year Agency Plan as follows:

- Any collective change in the planned or actual use of federal funds for activities that would prohibit or redirect the Housing Authority of the County of Marin's strategic goals or mission of sustaining or increasing the availability of decent, safe and affordable housing while promoting self-sufficiency and asset development of families and individuals from being implemented as identified in the five-year plan.

This could include the elimination of or major changes in activities proposed, or policies provided in the agency plan that would momentarily affect services or programs provided to residents or participants. This definition does not include budget revisions, changes in organizational structure, changes resulting from HUD-imposed regulations, or minor policy changes.

- Any collective change in the planned or actual use of federal funds as identified in the 5-year plan that exceeds 20% of the Housing Authority of the County of Marin's annual program budget for all combined public housing activities to include the Capital Fund Program.

As part of the possibility of conversion to the Rental Assistance Demonstration (RAD), the Marin Housing Authority is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

- a. The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance;
- b. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- c. Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- d. Changes to the financing structure for each approved RAD conversion.

### **Significant Amendment**

The Housing Authority of the County of Marin shall define a Significant Amendment or Modification to the annual and 5-year plan as follows:

- Changes to the admission policies of organization of the waiting list that will affect a substantial number of applicants (70% or greater)
- Addition of new activities or policies not included in the current Administrative Plan, Admissions and Continued Occupancy Policy or Annual Plan that affect a substantial number of residents or participants (70% or greater) and are not mandated by HUD.
- Changes with regard to demolition or disposition, designation, or conversion activities.

## **B.2 New Activities**

**Note: In 2017, Golden Gate Village was placed on the National register of Historical Places. Policies under this designation will be adhered to when completing any of the noted activities.**

### **Hope VI or Choice Neighborhoods**

MHA does not plan to submit an application for a Hope VI or Choice Neighborhood Grant in the upcoming Fiscal Year.

### **Mixed-Finance Modernization or Development**

MHA is in the process of analyzing modernization and/or redevelopment opportunities at Golden Gate Village. Based on the outcome of the analysis, MHA may pursue Mixed-Finance Modernization and/or Development at the site in the upcoming Fiscal Year. More specific details regarding these options will be provided if they become applicable.

### **Demolition and/or Disposition**

There is a possibility that demolition and/or disposition may be a part of the redevelopment plan at Golden Gate Village. Therefore, MHA may pursue demolition and/or disposition in the upcoming Fiscal Year at the site. More specific details regarding these options will be provided if they become applicable.

### **Designated Housing for Elderly and Disabled Families**

MHA does not plan to designate any additional public housing for occupancy by elderly and/or disabled families in the upcoming Fiscal Year.

### **Conversion of Public Housing to Tenant-Based Assistance**

There are no plans to complete a voluntary conversion of Public Housing to Tenant-Based Assistance in the upcoming Fiscal Year.

### **Conversion of Public Housing to Project-Based Assistance using RAD**

In 2012, Congress authorized the *Rental Assistance Demonstration (RAD)* to test a new way of meeting the large and growing capital improvement needs of the nation's aging public housing stock, as well as to preserve projects funded under HUD's "legacy" programs (Rental Supplement, Rental Assistance Payment, and Moderate Rehabilitation). Properties "convert" their assistance to long-term, project-based Section 8 contracts. These new contracts provide a more reliable source of operating subsidy that allow PHAs and owners to safely leverage private capital – typically debt and equity – in order to finance the property rehabilitation or replacement. The contracts as well as

underlying use restrictions must be renewed each time they expire, ensuring the long-term affordability of the improved properties.

Current and future residents are provided a robust set of rights and protections, including the consultation during the conversion process, the right to return to the property when repairs are completed, the right to organize and funding for organizing, and a right to move with tenant-based assistance if needed to move closer to a job, school, family, or other reason. Further, HUD requires that a public or non-profit entity must always maintain a controlling interest in the property, even in the rare and unanticipated event of foreclosure, thus ensuring the long-term public stewardship of the properties.

#### Five Things to Know about Public Housing Conversions

1. RAD allows public housing agencies to leverage public and private debt and equity in order to reinvest in the public housing stock. This is critical given the 25.6 billion dollar backlog of public housing capital improvements.
2. In RAD, units move to a Section 8 platform with a long-term contract that, by law, must be renewed. This ensures that the units remain permanently affordable to low-income households.
3. Residents continue to pay 30% of their income towards the rent and they maintain the same basic rights as they possess in the public housing program.
4. RAD maintains the public stewardship of the converted property through clear rules on ongoing ownership and use.
5. The RAD program is cost-neutral and does not increase HUD's budget. This program simply shifts units from the Public Housing program to the Section 8 program so that providers may leverage the private capital markets to make capital improvements.

The Marin Housing Authority is providing RAD-related information in the Agency Plan because it is in the process of analyzing whether the conversion to Rental Assistance Demonstration (RAD) would be beneficial to the Authority and its residents. As a result, the Marin Housing Authority is analyzing the conversion to either Project Based Vouchers or Project Based Rental Assistance under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to either Project Based Vouchers or Project Based Rental Assistance, the Authority will adopt the resident rights, participation, waiting list and grievance procedures listed in either Section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17; or Section 1.7 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17. Additionally, the Marin Housing Authority certifies that it is currently compliant with all fair housing and civil rights requirements, RAD was designed by HUD to assist in addressing the capital needs of public housing by providing the Marin Housing Authority with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the Authority's Capital

Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that the Marin Housing Authority may also borrow funds to address their capital needs. Based on the requirements to convert to RAD, it is estimated that the Marin Housing Authority will also be contributing Operating Reserves in the amount of \$250,000 and Capital Funds in the amount of \$800,000 towards the conversion. The Marin Housing Authority currently has debt under an Energy Performance Contract and will be working with Johnson Controls, Inc. (the EPC provider) to address outstanding debt issues, which may result in additional reductions of Capital or Operating Funds.

Below, please find specific information related to the Public Housing Development(s) which may be converted to RAD:

<b><u>Name of Public Housing Development:</u></b> Golden Gate Village	<b><u>PIC Development ID:</u></b> CAD05200001	<b><u>Conversion type (i.e., PBV or PBRA):</u></b> Project-Based Rental Assistance	<b><u>Transfer of Assistance:</u></b> No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b> 294	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b> Family units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.):</u></b> No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b> \$755,510
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
One Bedroom	40	40	0
Two Bedroom	131	131	0
Three Bedroom	114	114	0
Four Bedroom	9	9	0
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b>  Casa Nova	<b><u>PIC Development ID:</u></b>  CA05200002	<b><u>Conversion type (i.e., PBV or PBRA):</u></b> Project-Based Rental Assistance	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  40	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Senior/disabled units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$102,096
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	24	24	0
One Bedroom	16	16	0
Two Bedroom			
Three Bedroom			
Four Bedroom			
Five Bedroom			
Six Bedroom			
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b> Golden Hinde	<b><u>PIC Development ID:</u></b> CA05200003	<b><u>Conversion type (i.e., PBV or PBRA):</u></b> Project-Based Rental Assistance	<b><u>Transfer of Assistance:</u></b> No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b> 40	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b> Senior/disabled units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b> No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b> \$102,096
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	24	24	0
One Bedroom	16	16	0
Two Bedroom			
Three Bedroom			
Four Bedroom			
Five Bedroom			
Six Bedroom			
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b>  Homestead Terrace	<b><u>PIC Development ID:</u></b>  CA05200004	<b><u>Conversion type (i.e., PBV or PBRA):</u></b> Project-Based Rental Assistance	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  27	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Senior/disabled units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$71,467
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	27	27	0
One Bedroom			
Two Bedroom			
Three Bedroom			
Four Bedroom			
Five Bedroom			
Six Bedroom			
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b>  Kruger Pines	<b><u>PIC Development ID:</u></b>  CA05200005	<b><u>Conversion type (i.e., PBV or PBRA):</u></b> Project-Based Rental Assistance	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  56	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Senior/disabled units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$142,934
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	46	46	0
One Bedroom	10	10	0
Two Bedroom			
Three Bedroom			
Four Bedroom			
Five Bedroom			
Six Bedroom			
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b>  Venetia Oaks	<b><u>PIC Development ID:</u></b>  CAD05200006	<b><u>Conversion type (i.e., PBV or PBRA):</u></b> Project-Based Rental Assistance	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  36	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Senior/disabled units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$91,886
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	0	0	0
One Bedroom	32	32	32
Two Bedroom	4	4	4
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

### Resident Rights, Participation, Waiting List and Grievance Procedures

All sections of the RAD Notice pertaining to resident rights, participation, waiting list and grievance procedures will be incorporated into MHA's policies as a condition of RAD.

### Site Selection and Neighborhood Standards Review

No Transfer of Assistance is planned. Therefore, this section is not applicable.

### Relocation Plans

The renovations planned to be completed as part of the conversion to RAD should not cause tenants to be relocated. Therefore, no relocation plans are necessary at this time.

### Significant Amendment Definition

As part of possible conversion to Rental Assistance Demonstration (RAD), Marin Housing is redefining the definition of a substantial deviation from the PHA Plan. Please refer to the Significant Amendment Section for additional information.

### **Occupancy by Over-Income Families**

Federal Regulations allow that a PHA that owns or operates less than 250 public housing units may lease a unit to an over-income family provided that certain criteria are met. Since Marin Housing's portfolio includes more than 250 public housing units, this section is not applicable.

### **Occupancy by Police Officers**

If it is deemed necessary to increase security for public housing residents, a PHA may allow police officers who are not otherwise eligible for the Public Housing Program, to live in a public housing dwelling unit. At this time, Marin Housing has decided not to allocate any dwelling units for this purpose.

### **Non-Smoking Policies**

To promote a healthier living environment for residents and to eliminate the harmful effects of second hand smoke and increased fire hazards, Marin Housing instituted a Smoke-Free Housing Policy. This policy made all properties owned by the Agency Non-Smoking effective January 1, 2014.

The full Policy is included as part of the Admissions and Continued Occupancy Policy (ACOP).

**Project-Based Vouchers**

To expand the availability of affordable housing in Marin County, MHA uses project-based vouchers. The current Annual Contributions Contract with HUD allows MHA to use up to 20% of its voucher program budget authority to attach funding to specific units rather than using it for tenant-based assistance. PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing. No more than twenty (20%) of the base allocation of housing choice vouchers can be utilized for PBV. MHA is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available and/or authorized by HUD.

Currently, MHA uses approximately 10% (266 units) of the budget authority for project-based vouchers with contracts for periods of 10 to 15 years. The table below provides information on the apartment complexes which currently have project-based contracts with MHA:

<b>Complex</b>	<b>Units</b>
Fairfax Vestpocket	5
Fireside Affordable Housing Associates	33
Hamilton Continuum Partners I, L.P.	10
Hamilton Continuum Partners II, L.P.	8
Isabel Cook	17
Point Reyes Affordable Homes, L.P.	10
Toussin Senior Apt. L.P.	13
Warner Creek Senior Hsg., L.P.	58
Victory Village	53
Jarrett Bayless under a Partnership Agreement with Joshua Szarek	2
EAH- Piper Court	6
EAH- Edgewater Place	6
EAH- Farley Place	11
Community Land Trust Association of West Marin (CLAM)	2
EAH- Turina House	7
EAH- Drakes Way	6
EAH- San Clemente	19

The implementation of project-based vouchers up to 20% of the Annual Budget Authority will increase the quality of affordable housing and expand housing opportunity to low-income families in Marin County which is consistent with the Agency Plan’s Goals and Objectives.

### **Units with Approved Vacancies for Modernization**

At certain times, a PHA may have a need to request the approval from HUD for vacancies in which to complete significant modernization work. At this time, MHA does not have a need to request this approval from HUD. MHA reserves the right to request approval if a need should arise during the upcoming Fiscal Year.

### **Other Capital Grant Programs**

Currently, Marin Housing is not receiving funding through any other Capital Grant Programs such as the Capital Fund Facilities Grants or Emergency Safety and Security Grants. Marin Housing reserves the right to apply for funding through these grants should they become available during the upcoming Fiscal Year.

#### **B.3. Civil Rights Certification**

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations, is submitted as an electronic attachment to the FY2019 Annual Plan. This Form is signed by the Chairman of the Board of Commissioners. Please see the Certification Tab.

#### **B.4 Most Recent Fiscal Year Audit**

The most recent Fiscal Year Audit covers FYE December 31, 2017 and is in the process of being finalized. For the meantime, the Audit for the Fiscal Year ending December 31, 2016 is included with the Agency Plan. There was one finding in the Audit for the FYE December 31, 2016. The finding is included below. A copy of the full Audit is included in the Fiscal Audit Tab.

#### **III-2016-1 Housing Quality Standard Enforcement (CFDA # 14.871)**

**Criteria** - The Authority administers a Housing Choice Voucher Program (HCVP) funded by the U.S. Department of Housing and Urban Development (HUD). The HCVP provides rental assistance to help very-low income families afford decent, safe, and sanitary rental housing. The Authority must inspect units leased under the HCVP at the time of initial leasing and at least every two years thereafter to ensure the units meet Housing Quality Standards (HQS). For units under housing assistance payment (HAP) contracts that fail to meet HQS, the Authority must require the owner to correct life threatening deficiencies within 24 hours and all other HQS deficiencies within 30 calendar days or within a specified Authority-approved extension period.

If the owner does not correct the HQS deficiencies within the specified correction period, then the Authority must stop (abate) HAP for the unit or must terminate the HAP contract.

**Condition** - During the fiscal year ended December 31, 2016, the Authority conducted biennial unit inspections as required by HUD. During the Authority's internal control testing for SEMAP reporting, they recognized a weakness in controls over units which failed inspections more than once. Follow-up on these units with multiple failed inspections did not occur. The Authority did not claim the points for this SEMAP indicator.

During our review of the internal controls over HQS enforcement, we noted non-compliance in addition to the control weakness noted by the Authority during SEMAP testing. Our testing revealed a lack of follow-up on units failing the first inspection conducted mid-year 2016. No follow-up inspections have been conducted on these units.

**Questioned Costs** - The questioned costs of non-compliance with the HQS enforcement regulations are undeterminable at this time.

**Effect** - The Authority is unable to document that all units under HAP contract meet HQS.

**Recommendation** - We recommend that the Authority strengthen their internal controls to ensure that all units under HAP contract meet HQS. Further, we recommend that the Authority immediately reinspect all units that failed the most recent HQS unit inspection.

**Authority Response** - The Authority concurs with this finding and recognizes both the requirements and importance of conducting unit inspections and ensuring all units under contract meet the Housing Quality Standards (HQS).

Although the Authority conducted inspections in a timely manner it did not always properly follow up with HQS enforcement in accordance with 24 CFR 982.404. In June 2016 the Authority transitioned from conducting all annual inspections by an in-house employee to a third-party contractor. During that transition there were units that were not properly followed up on. The Authority has now improved its established controls to ensure units are re-inspected in a timely manner and when two fails have occurred the Housing Assistance Payments (HAP) are abated per regulations. The Authority is working closely with our contractors to track every failed inspection and monitor compliance.

## **B.5 Progress Report**

### **Goal: Fully Utilize Section 8 and Public Housing Programs**

*Objective: Achieve and maintain 98% lease-up rate in Public Housing program.*

**Progress: During the last six months of the reporting period, the Public Housing program maintained a 99% occupancy rate.**

*Objective: Achieve 98% utilization of funding or vouchers leased for Housing Choice Voucher Program (HCV).*

**Progress: MHA has vouchers leased at 97% and budget allocation of over 100%.**

*Objective: Assist 125 Section 8 Voucher holders per year to locate and successfully lease affordable housing.*

**Progress: MHA was able to house over 100 more HCV families during this period. The LPP assisted in bring on 96 new landlords and increased the family's success in locating a home. MHA continues to partner with local agencies and experts to provide resources to landlords with newsletters and workshops.**

*Objective: Turn over 100% of all vacant Public Housing units within 20 days of the vacate date.*

**Progress: During the last six months of the reporting period, Public Housing turned over units within 21 days of the date the unit was turned over to the housing authority, and the new lease effective date.**

### **Goal: Preserve Existing Affordable Housing Stock**

*Objective: Perform housing quality inspections using the UPCS standards on 100% of public housing units.*

**Progress: Between June 1, 2017 and May 31, 2018, UPCS inspections were conducted in all 496 public housing units.**

*Objective: Ensure units under HCV program meet HUD's Housing Quality Standards (HQS) and there is proper enforcement.*

**Progress: MHA continues to enforce HQS regulations by monitoring failed units on a weekly basis, and working closely with landlords when a unit goes into abatement.**

*Objective: Work with residents, various agencies, and law enforcement to investigate and implement measures to improve public security through community involvement.*

**Progress: During the reporting period, the MCSO performed daily patrol of public housing developments, monitored loitering activity, enforced the parking ordinance, responded to resident and staff calls for service, provided reports on special requests and daily reporting logs, and coordinated with MHA on two VAWA cases.**

*Objective: Perform 40 housing quality control inspections annually using the HQS requirements. Perform housing quality inspections annually using the HQS standards on 100% of units leased through the Section 8 Program.*

**Progress: MHA staff conducts Quality Control inspections on a quarterly basis in addition to third party contractors conducting Quality Control inspections on a monthly basis.**

*Objective: Secure annual funding for the Residential Rehabilitation Program through the County of Marin CDBG Program and continue outreach to low-income homeowners through mailings, social service agencies, local building departments, etc.*

**Progress: MHA has been funded annually through the CDBG Program for over 41 years to administer the Residential Rehabilitation Loan Program and conducts presentations at various agencies and mails informational materials to homeowners in targeted underserved areas. A CDBG grant of \$391,988 was awarded to the Program for FY 2018/2019.**

**In addition, the Rehab Loan Program was expanded to include the rehabilitation of Section 8 rental units and the creation of new Section 8 rental units. In West Marin, MHA is collaborating with the Community Land Trust Association of West Marin (“CLAM”) to rehab and create rental units for low-income tenants participating in CLAM’s Real Community Rentals Program. Since its inception through June 30, 2017, the Rental Rehab Loan Program has made 18 loans of \$25,000 each to landlords for the rehab of Section 8 units.**

*Objective: Undertake at least 10 low income rehabilitation projects averaging \$25,000 per home including one group home for a total of \$500,000 for the year through the CDBG funded program or undertake at least 10 low income houseboat rehabilitation projects averaging \$25,000 per houseboat.*

**Progress:** During the 2017/2018 fiscal period, MHA funded 16 Residential Rehab Loans totaling \$228,000 (including \$30,000 for Gates Coop houseboat rehab); 8 Further Advances totaling \$86,867 (including \$42,000 for Gates Coop houseboat rehab); 3 Rental Rehab Loans totaling \$75,000 for the rehab of three existing Section 8 rental units and 2 loans of \$35,000 each of the creation of 6 Section 8 SRO's and one Junior Accessory Dwelling Unit for a low-income tenant limited to affordable rent at 60% AMI. The Rental Rehab Loan Program was discontinued in January of 2018.

*Objective: MHA is overseeing the rehabilitation of 38 houseboats at the Gates Cooperative which represents a culmination of a 30 year process to legalize a group of sub-standard houseboats and get them docked permanently in approved berths at the newly reconfigured Waldo Point Harbor in Sausalito.*

**Progress:** MHA has been administering and funding individual construction loans to bring the houseboats into code compliance. All houseboat owners will sign an affordable berth lease agreement along with a resale restriction agreement which will result in the addition of 38 units of affordable housing in lower Marin. As of May 31, 2018, only four houseboats remain to be completed and moved into legal berths.

*Objective: Preserve existing Multi-Family properties owned by MHA as affordable housing units for low-income and extremely low-income households.*

**Progress:** MHA entered into new PBV HAP contracts, bringing on 23 additional units. MHA continues to keep PBV units filled with qualified families.

#### **Goal: Prevent Homelessness**

*Objective: Provide Shelter Plus Care subsidies to 70 formerly homeless individuals with severe psychiatric disabilities. Continue to provide supportive services to 100 formerly homeless participants in maintaining their housing.*

**Progress:** The goal has changed from 100 to 85 formerly homeless participants who receive supportive services. 97 individuals were served during this reporting period using S+C voucher which includes 90 homeless individuals who suffers from mental illness or substance use, and their children. Supportive services were provided to 97 individuals during this reporting period. We also launched coordinated entry project which prioritize vulnerable chronically homeless individuals to supportive housing and provides diversion services. Next year, we will provide subsidies to 80 formerly homeless individuals, and supportive services to 85 individuals who suffers from mental illness.

*Objective: Provide permanent affordable housing to at least 40 new Section 8 households annually. Issue a new Request for Proposals for project based Section 8 units for existing rehab properties.*

**Progress: MHA received proposals to make existing units PBV units through the HCV program. The units were approved by the Board of Commissioners and new HAP contracts were executed.**

*Objective: Provide permanent affordable housing to 40 new Public Housing households annually.*

**Progress: During the reporting period there were 23 new move in's and 3 transfers.**

*Objective: Provide rental assistance to 20 individuals with HIV and AIDS in FY 2017-18 and continue to provide rental assistance to 20 individuals with HIV and AIDS through HOPWA each year.*

**Progress: This goal was met in 2017-18 20 households were served consisting of 25 people.**

*Objective: Provide rental assistance and support services to 62 formerly homeless veterans in cooperation with the Veterans Administration.*

**Progress: Currently we are working with the Coordinated Entry team to utilize all 62 vouchers by the end of 2018.**

### **Goal: Promote Homeownership Opportunities**

*Objective: Maintain and add to current portfolio of homes for low and moderate - income first-time homebuyers through the Below Market Rate (BMR) Homeownership Program. . Add new properties as developments are planned and built within each local jurisdiction; market and re-sell existing BMR units to eligible households when offered for re-sale; sell homes to 50 new first-time homebuyers during the five-year period.*

**Progress: During the fiscal year 2017/2018, there were 7 resales of existing BMR units and 2 sales of newly constructed BMR units at “The Strand” in San Rafael. A new development in Corte Madera will be coming on-line later this year.**

**During the last fiscal year period, 4 First Time Homebuyer Workshops were presented in collaboration with Fair Housing Advocates of Northern California, in both English and Spanish, here at Marin Housing and at the Marin County Office of Education in San Rafael.**

*Objective: Provide Section 8 Homeownership Vouchers and assist up to 7 participants in purchasing a home over the five year period. Continue to collaborate with Habitat for Humanity and North Bay Family Homes to create additional opportunities for first time homebuyers.*

**Progress: This goal has been met. There have been 7 households since 2016 that have been able to purchase a home through the HCV Homeownership Program. Five of these purchases took place in conjunction with the MHA BMR Program. One was purchased through Novato's BMR Program at Hamilton; the remaining home was purchased on the open market.**

**MHA Staff of the BMR and HCV Homeownership Departments collaborated closely with Mechanics Bank and SF Federal Home Loan Bank to provide down payment assistance through the WISH Program and through Cal Home.**

**The lottery for the Habitat for Humanity project at Mt. Burdell was drawn and the lottery winners contributing their "sweat equity" labor hours. All of the homes have been built and the sale process completed.**

*Objective: Obtain additional tax exempt bond allocations from CDLAC to provide new MCC's at an average of \$44,000 for \$750,000 in MCC tax credit authority and approximately \$3.5 million in first mortgage money.*

**Progress: This goal has been met. An allocation of \$1 million has been received for the current two year period which has already provided 5 MCC's to date with funds for another 17 remaining at an average of \$62,000 per MCC.**

**Goal: Apply for additional rental vouchers if HUD announces a NOFA or other new programs**

*Objective: Review HUD's announcements for funding that is available for PHA's, prepare and submit requests where appropriate.*

**Progress: This goal has been met, we have applied for additional 811 vouchers, VASH and ROSS funding.**

**Goal: Increase Access to Housing Opportunities by Increasing Tenant Incomes**

*Objective: 5 Year: Increase access to housing opportunities by assisting 125 public housing residents and Section 8 participants annually to achieve contracted goals through FSS.*

**Progress: This goal has been met. In 2017, 138 families were served through the FSS Program. For the reporting period ending 5/31/18, a total of 151 families have been served from both PH and HCV. The numbers reflect FSS participants who are active as well as those who have graduated or left the program during the reporting period.**

*Objective: 5 Year: In the FSS program 25% of participants will establish escrow accounts, 25% will enroll in financial management counseling (with 80% completion targeted), 25% will enroll in job training (with 80% completion target), and 75% of participants will enroll in employment counseling and half will secure fulltime employment.*

**Progress: This goal has been met. In 2017: 17 Escrow accounts established; 37 households engaged in some type of financial management counseling; 30 participants secured new employment; 50 FSS participants maintained employment for over one year.**

*Objective: The FSS Program will successfully graduate 8% of program participants (both Section 8 and PH) per year with cash welfare eliminated, earned income for at least the previous 12 months, and an escrow balance.*

**Progress: This goal has been met. In 2017, a total of 11 participants graduated from the FSS Program. As of the reporting period (5/31/18), a total of 7 have graduated this year.**

*Objective: Conduct targeted outreach to all new participants and others in the program regarding homeownership opportunities (15 households a year).*

**Progress: This goal has been met. In 2017, a minimum of 34 HCV Homeownership Orientations were provided to FSS Participants and others. A minimum of 45 FSS Participants were provided information for the BMR Program.**

*Objective: Continue to increase the number of new participants by an average of 10 per year to a total of at least 50 new participants between PH and Section 8 FSS Programs.*

**Progress: This goal has been met. In 2017, there were a total of 22 new FSS Participants. As of this reporting period (5/31/18) there are 11 new FSS Participants**

*Objective: Public Housing FSS will have 6 new households per year establish escrow accounts.*

**Progress: This goal has not been met. In 2017, 4 new accounts were established for PH FSS Participants (for the reporting period)**

*Objective: Section 8 FSS will have 10 new households per year establish escrow accounts.*

**Progress: This goal has been met. In 2017, 13 new accounts were established for HCV FSS participants. (For the reporting period**

### **Goal: Demystify Services through Enhanced Communication**

*Objective: Provide engaging and informative briefings to all new Section 8 Voucher holders. Briefings will include section on housing search, credit and rental history resume.*

**Progress: MHA attended briefings held by other PHAs to get innovative ideas on how to increase the success of searching families. The briefing was altered to provide additional information and be more interactive with the clients. We also have a housing locator that helps to prepare families for their search.**

*Objective: Sponsor or participate in at least 6 open forums or meetings. Participate in open forums or meetings with Marin City public housing residents on issues of specific or general concern, including Maintenance and Operation meetings and Security meetings.*

### **Progress:**

*Objective: Sponsor and/or participate in least 2 Elderly/Disabled residents meetings at each.*

**Progress: This goal has been met.**

### **Goal: Implement, Monitor and Improve Client Feedback Systems**

*Objective: Solicit input from public housing residents through the Resident Councils, RAB or direct meetings as to what procedures or practices are*

*confusing and/or burdensome. Prioritize areas of focus for streamlining. Hold one session in Marin City and one in a Mixed Population complex. Publish in the residents' newsletters various procedures and practices that are discussed with residents.*

**Progress: Meet 6 times a year with RAB and attend the RC meetings.**

*Objective: 5 Year: Solicit input from residents as to what procedures or practices are perceived to be confusing and/or burdensome in order to assist in prioritizing areas that would most benefit from improved systems.*

**Progress: This goal continues to be accomplished through the RAB and RC. RAB meetings are held monthly to keep lines of communication open with participants and staff. MHA management staff attends the RC monthly meetings.**

**Goal: Concentrate on efforts to improve specific management functions**

*Objective: Explore methods of automating routine tasks through our client software and payroll systems.*

**Progress: In the second half of 2018 MHA will be converting to Yardi Voyager, a modern management software that will be more user friendly and provide enhanced features for staff, tenants and landlords. Residents will be able to complete paperwork online and applicants will be able to check their status on the waitlist online, in addition to many other upgrades.**

*Objective: Explore methods of becoming a paperless agency- and reducing file management costs and burden.*

**Progress: MHA is in the process of obtaining a new operating system which will allow for more paperless operations.**

*Objective: Review eligibility functions including initial application processing and annual re-certification functions.*

**Progress: Through streamline changes provided by HUD and internal processes MHA has been able to streamline eligibility processes, making the process easier for the clients and employees.**

*Objective: Increase the efficiency of the management functions for both Public Housing and Section 8 Voucher Program. Through the regular use of tools for statistical measurements and monitoring work functions to ensure high quality and quantity of work. Increase staff communication to resolve problems quickly and efficiently.*

**Progress:** During the reporting period, public housing management implemented equitable work assignments by rotating staff, improving communication through daily meetings, collaborating with the community on ad-hoc maintenance projects, mixing staff teams to share knowledge, increase motivation, work engagement, and job satisfaction.

The HCV program continues to have staff meetings on a bi-weekly basis where the team discusses processes and any issues and improvements. There is also a monthly report completed by the Program Manager which updates the department and agency on all functions under the program. The HCV Program Manager encourages open communication and input from the team.

**Goal: Streamline External Procedures**

*Objective: Continue to increase the availability of forms and information to MHA's landlords through the use of the website. Improve and simplify procedures and systems for interfacing with Section 8 landlords and utilize MHA's website to provide information to landlords, including downloadable forms. The MHA hotline provides landlords with a tool to advertise for tenants.*

**Progress:** MHA's conversion to Yardi Voyager in the second half of 2018 will provide significant improvements to our landlord's ability to interact with the Housing Authority online.

*Objective: Implement an interactive web based system. Place the interim reporting form on the web site in such a way that it will become interactive and the residents/participants can access the form from the web site.*

**Progress:** The MHA website has useful information, forms, pamphlets, videos, and links for landlords and clients. There is also a landlord portal where landlords are able to access important data.

*Objective: Improve the quality of customer service by using the phone tree, thereby providing the receptionist more time to provide "face to face" interaction with our visiting clientele. Also by providing a more customer friendly experience with the phone tree that enables callers to quickly make contact with MHA staff by phone or voicemail. Return calls within 24 hours.*

**Progress:** This goal has been met- we have now contracted with an answering service, calls are answered 24/7.

*Objective: Provide translation services to Limited English Persons through telephonic translators and provide critical documents in Spanish and Vietnamese.*

**Progress: MHA continues to provide translation services through Language Link and employees within the agency who speak multiple languages.**

**Goal: Continue to Build Collaborations with Other Agencies, Local Jurisdictions and the Private Sector**

*Objective: Identify key resources and barriers to affordable housing opportunities and develop a strategy for engaging the participation of new landlords and retaining partnerships with existing landlords. Develop a formalized collaborative of stakeholders, including Section 8 landlords, other property managers, commercial realtors, housing non-profit providers, local governments, program participants and MHA.*

**Progress: MHA continues to conduct workshops, send newsletters, attend conferences, dinners, and outreach to landlords.**

*Objective: Continue collaboration with Sheriff's Department and other service agencies to monitor and reduce drug activity by having at least quarterly safety meetings in Marin City during the year. Sustain ongoing collaboration with the Marin County Sheriff, the Marin City residents, the County Office of Drugs and Alcohol), Phoenix Program, Performing Stars, school district and the Marin City public housing residents to sustain the fight against drugs in Marin City.*

**Progress: During the reporting period, public housing assisted five probationers through the Marin County Adult Offender Work Program.**

*Objective: Continue to develop effective partnerships with the Sausalito/Marin City School District by meeting monthly with Property Management, Service Coordinators, and school district staff including the school counselor. Work with community based organizations that serve school age youth.*

*Objective: Continue to work collaboratively with existing employment and training programs including Marin City Community Development Corporation, Marin Employment Connection, Conservation Corp North Bay, and the Department of Rehabilitation programs.*

**Progress: Currently in process- MHA has been able to provide residents of Section 8 and Public Housing with employment and training opportunities through a partnership with community employment and training agencies. MHA recently started a partnership with Downtown Streets Team, an organization that provides community members that are homeless or at risk of homelessness with supportive services in exchange for their participation in beautification projects. Currently, Downtown Streets Team is providing**

**litter pick up and beautification assistance at Golden Gate Village, MHA's 32-acre family site**

*Objective: Continue collaborations with Marin Abused Women Services, CalWORKs, H&HS, Golden Gate Regional Centers and the Veterans Administration to provide affordable housing for specific populations with critical housing needs.*

**Progress: Currently in process- ongoing. Developed partnership with. MHA staff continues to work with providers to assisting specific populations including chronically homeless individuals to partner to find affordable housing opportunities.**

*Objective: Continue participation and leadership in the Marin Partnership to End Homelessness, Homeless Policy Steering Committee, and countywide efforts to end homelessness.*

**Progress: MHA is the Coordinated Entry provided through a county partnership. MHA works in collaboration with a team of Community Based Organizations to collectively address chronic homelessness in Marin with a goal to end chronic homelessness in 2022.**

**Goal: Access additional resources for new affordable housing developments and for the rehabilitation/ modernization of existing MHA housing stock**

*Objective: Continue the process to exploring new resources for the acquisition and/or development of affordable housing and the rehabilitation and/or modernization of existing MHA housing stock to serve extremely low to moderate income households. Create partnerships with for-profit developers and jurisdictions to create more affordable housing options for working people. Access new and innovative sources for development of affordable housing and ways to rehab and modernize MHA's existing housing stock.*

**Progress: Another strategy for the development of affordable housing units, albeit on a small scale, is the creation of second units, whether Accessory Dwelling Units (ADU's) or Junior Accessory Dwelling Units (JADU's). A proposal has been submitted to the County of Marin, the Marin Community Foundation and Tamalpais Pacific requesting funding to set up a second unit loan program to be administered through the Residential Rehabilitation Loan program.**

**The Rehab Loan Program already provides funding for the creation of second units for low-income homeowners (with no restrictions on rents) as well as for non- low-income homeowners in West Marin who participate in the Real Community Rentals Program of CLAM. This program requires the**

tenants to be low-income and the rents to be affordable to renters at 60% AMI. CLAM monitors the tenant incomes and the affordable rents, markets the program, and assists with leases and mediation of any problems between tenants and owners.

The new proposal program would extend this program into East Marin with Home Match providing affirmative marketing, background screening of potential tenants, initial and annual tenant income verifications, on-going affordable rent monitoring, assistance with leases and mediation of any owner/tenant problems. Marin Housing would provide no-interest loans of up to \$50,000, payable over ten years, during which time a recorded Affordability Agreement would be in effect on the property.

**Goal: Explore ways to improve energy efficiency for public housing**

*Objective: Utilize the new Green Energy Efficiency Grant from HUD Stimulus award to educate residents in conservation efforts. Access, plan and implement energy efficiency improvements throughout Marin Housing's apartment communities and central office, Review resident based utility payments and increase tenant participation in determining resident contributions toward utilities. Explore additional funding sources for moderate renovations to increase energy efficiency and conservation as well as environmental quality improvements. Examples include achieving significant reduction in utility consumption through the implementation of water conservation measures, lighting retrofits, selective heating boiler and domestic hot boiler replacements, refrigerators, stoves and setback thermostats as part of a holistic effort to reduce energy and water consumption throughout MHA's communities. The goal will be to decrease the utility costs for the properties and Residents and Marin Housing to insure sustainability of the public housing program under asset management.*

**Progress: MHA continues to pursue energy efficiency upgrades in its capital planning process.**

**Goal: Undertake efforts to increase accessibility throughout Marin Housing**

*Objective: Continue to identify barriers to accessibility and make improvements to increase Uniform Federal Accessibility Standards (UFAS) at residential units as well as identify efforts to increase accessibility standards at all Marin Housing sites including the Marin Housing Central Office.*

**Progress: MHA continues to identify opportunities to increase the accessibility at all Marin Housing sites during the course of capital planning processes.**

**Goal: Conduct community meetings and trainings to present increased economic opportunities for low income residents**

*Objective: Conduct community meetings to present job trainings in collaboration with other economic development organizations to expand access to and increase employment opportunities for low income residents and qualified minority or small business concerns in general construction trades including carpenters, labors, electricians, plumbers, and mechanical trades.*

**Progress: MHA has been able to have 2 residents hold temporary positions as on-job training over the year- one has been employed as an extra hire in our HCV program and one employed as a permanent employee in maintenance. Additionally MHA provided 3 youth interns this summer with internship opportunities to increase economic self-sufficiency.**

*Objective: Thirty-percent of all new hires annually will be Section 3 residents. MHA will announce job openings to our participants through mailings, newsletters and case managers to increase resident employment opportunities.*

**Progress: This goal was met.**

*Objective: Hire at least one MHA Section 3 Fellow per year to participate in the Section 3 employment and training program.*

**Progress: This goal was met in 2018.**

**B.6 Resident Advisory Board Comments**

To be added once the Resident Advisory Board has had a chance to review the Plan and offer comments.

**B.7 Certification by State or Local Officials**

The Housing Authority of the County of Marin submitted Form HUD-50077 SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, to the appropriate local official for their signature. The signed form is being submitted to HUD as an electronic attachment to the FY2019 Annual Update. Please see the Certifications Tab.

**B.8 Troubled PHA**

The Housing Authority of the County of Marin is *not* a Troubled PHA. Therefore, this section is not applicable.

## **A. Statement of Capital Improvements**

### **C.1 Capital Improvements**

The 2018 Capital Fund Five-Year Action Plan was submitted to HUD using the Energy Performance Information Center (EPIC) as required.

The Capital Fund Five-Year Action Plan covering the years FY2019 – FY2023 will be discussed in the same Public Hearing as the FY2019 Agency Plan Annual Update. A copy of the FY2019 – FY2023 Capital Fund Five-Year Action Plan will be available for review during the 45-day Public Hearing notice period.

MHA is continually evaluating physical and management needs for all six public housing developments. The most recent identification process started in 2011 with the hiring of the Basis Architecture and Consulting firm to prepare formal physical and management needs assessments. These original Management and Physical Assessment Plans were presented in the 2012. In 2010, MHA contracted with Johnston Controls, Inc. to enter into an Energy Savings Agreement (ESA). The ESA is for a fifteen (15) year financing period, which allowed MHA to implement water, electric and natural gas efficiency improvements totaling \$2.2 million. Per HUD requirements, MHA conducted another physical needs assessment in 2015 for all six public housing developments. The Physical Needs Assessment was completed by EMG, and the findings were presented to the Community Working Group and Board of Commissioners Ad Hoc Development Committee on May 18, 2015 and to the RAB on May 27, 2015. Additionally, in 2016 MHA enlisted Basis Architecture and Consulting to create a consolidated capital needs assessment for the AMP II properties, to assist MHA in further drilling down on immediate and mid-term needs for its Senior/Disabled sites. These Physical Needs Assessment are being used to determine the capital work planned for coming five years.

### **STRATEGY STATEMENT**

To ensure that Capital Fund Program (CFP) funding is effectively and efficiently utilized, a clear and appropriate set of program priorities, goals and objectives was developed to serve as a guide in determining the specific work items and target sites that will be included in the CFP Plans. These program priorities, goals and objectives were discussed at length at the RAB meetings and used to develop this year's plans.

### PRIORITY ONE: MANDATORY PHYSICAL & MANAGEMENT IMPROVEMENTS

- a) Lead Based Paint (LBP) abatement, if needed.
- b) Asbestos Containing Material (ACM) abatement activities, if needed.
- c) Biological growth abatement, if needed.
- d) Modification of apartments and common areas for use by disabled to comply with ADA and/or 504 requirements.
- e) Emergency improvements to abate health and safety issues.
- f) Management improvement activities required by legal settlement, HUD audit finding, or identified by HUD's PHAS.
- g) Completion of comprehensive modernization activities funded through CFP.

### PRIORITY TWO: URGENT PHYSICAL & MANAGEMENT IMPROVEMENTS

- a) Emergency repairs such as chronic malfunctioning elevators, correction of hazardous conditions, etc.
- b) Identification and proper abatement of potentially toxic materials and unhealthy conditions. Specific activities would include testing and abatement of asbestos, lead, biological growth, repair/replacement/installation of ventilation systems, etc.
- c) Improvements that will enhance the security of residents. Such activities would include installation of vandal resistant security lighting, security grills, surveillance equipment, gates, etc.
- d) Control of criminal activities. Such activities may include continuation of the successful public safety program of expanded patrols of Marin County Sheriff's Departments or police officers for city jurisdictions at selective MHA sites that have known criminal activities.

### PRIORITY THREE: SERIOUS PHYSICAL & MANAGEMENT IMPROVEMENTS

- a) Major repairs to heating, plumbing, sewer, electrical systems, etc.
- b) Physical improvements to non-dwelling space for the expansion or improvement of resident activities and services and MHA management operations.
- c) Improvements to MHA management operations to improve efficiency and the delivery of services to residents.

Remaining physical and management improvements are those that are addressed based on the severity of the problem, the efficiency of addressing the problem along with other more urgent items or on the cost savings that will result from completing the improvement.

- a) Management Issues - timely street cleaning, tree pruning, sidewalk repair, anti-vandalism strategies, appropriate trash collection system, proper cleaning of site, on-site security, site resident monitors, neighborhood programs to monitor loitering, recycling programs for each site, and graffiti abatement, among others.
- b) Maintenance Issues- cleanup of playground facilities, improved preventative maintenance programs for elevators and boilers, well maintained doors and windows, proper graffiti abatement, addition of weather stripping on all doors, addition of handrails to dangerous areas/ areas with seniors, timely maintenance response, general unit improvements.
- c) Self-Sufficiency Issues - family planning services, senior care services, age-specific programs for children, resident-owned businesses, social service programs, computer resource centers at all family developments and some senior developments, on-site activities/ programs for the senior developments, Resident Council (RC) monitoring and coordination, RC elections process, resident involvement in the expenditure of programs such as educational incentives and neighborhood watch, etc., and transportation arrangements for seniors, among others.

### **CAPITAL FUND PROGRAM PLANS FOR FY 2019**

The agency goals outlined below focus on completion of capital improvements in progress, urgently needed work, mandated improvements and possible future/ long-term needs:

- The 2017 designation of Golden Gate Village on the National Register of Historic Places has created new planning consideration that impact MHA's ability to timely expend capital funds as well as MHA's ability to perform many maintenance type activities. Accordingly, most exterior projects at Golden Gate Village will now require additional planning time, in addition to funding to pay for a historic preservation consultant.
- In light of the ongoing revitalization planning process, the focus of capital expenditures at Golden Gate Village remains addressing health and safety related deficiencies as they come up. An emerging high priority project is addressing original and replacement balcony screens which have suffered damage over the years due to spalling. This project is complicated by historic designation requirements and is in its preliminary phases. Other priorities include repairing or replacing compromised sewer laterals and water lines, and site concrete.

- There are currently two boilers in the high rise buildings at Golden Gate Village which have had occasional performance issues. MHA is currently working with an engineer to assess these boilers to determine if a significant repair can keep them in working order or if total replacement is required in the near term.
- MHA continues to examine the most cost effective way to undertake envelope rehabilitation of the AMP II Senior/Disabled Homestead Terrace and Venetia Oaks properties. Capital funds, including remaining funds from the 2015-2018 grants, and possibly some funds from the 2019 grants, will be used to complete these projects, and MHA may leverage EPC savings to complete energy saving improvements such as the installation of efficient windows, sliding glass doors and HVAC systems. MHA intends to devise a strategic plan for these properties in the coming 6 months and will conduct budget revisions to capture remaining monies that are unexpended from these previous capital funds. The preliminary scope of this project includes, in order of priority, the modernization, repair or replacement of:
  - Siding, flashing, decks, balconies, railings, walkways and stairs on the property's two story buildings
  - Windows and sliding glass doors
  - HVAC systems
  - Code compliance upgrades as required by the County
- MHA is in the preliminary phases of assessing the option to utilize a Force Account strategy to address some of the capital issues at all properties. Force account allows MHA to use existing, new or temporary staff to conduct capital repairs and improvements. Such a strategy may realize cost savings and allow MHA to surgically tackle targeted issues such as dry rot, site improvements, and significantly deferred maintenance that would materially distort the average maintenance spending at the property.
- Modernization of the 3-story elevator at Kruger Pines remains a priority, but has been challenging due to the current elevator rehabilitation market. MHA released an Invitation for Bid in early 2018, but was unable to attract any bidders due to market conditions. Accordingly, the modernization timeline has been extended to accommodate the tight construction market as well as to allow time to complete a drainage and elevator pit water proofing project and required life-safety upgrades to the fire alarm and sprinkler system. Depending on the final time line for this project, this project may be funded by remaining funds from the 2015-2018 funds or may be pushed to the 2019 or 2020 fund. Some tenant relocation activities may be included in this project as the elevator will be out of service for 5-6 weeks.
- Overall activities at all AMP II sites include the repair or replacement of site concrete, the correction of code and REAC deficiencies, and the large scale

replacement of appliances such as water heaters that are past their useful life. Many AMP II units have water heaters from 1991 that are past due for replacement.

- MHA's 2020 Green Physical Needs Assessment will be conducted in 2019.
- Management Improvements (MI) activities will include feasibility studies, public housing revitalization studies and the continuation of a resident employment/economic self-sufficiency program. MHA is in the process of upgrading its management software to Yardi Voyager, which will provide significant streamlining and increased accessibility to online tenant services for public housing residents. Part of the software as well as costs for a consultant to assist MHA in a smooth conversion will be paid from Management Improvements.
- MHA will continue to seek technical assistance and training for public housing staff and managers in the areas of procurement, maintenance, compliance, and other operational areas as necessary to support the improvement and streamlining of MHA's management and operation of the public housing program. Finally, MHA will develop and implement a program to increase in-house maintenance staff knowledge and know-how with a goal of reducing outside vendor costs. This endeavor may include the purchase of commercial grade or specialized equipment (e.g. a commercial grade drain cleaner/snake) and obtaining necessary training for maintenance staff.
- MHA in collaboration with the community will continue to explore the idea of developing revitalization and replacement housing strategies to improve housing options through revitalization and maintenance of affordable housing units. MHA has recently concluded a phase that entailed a feasibility analysis and community engagement. In 2017, MHA, with input from community stakeholders, including residents, selected a feasibility consultant to assess the feasibility of two revitalization options. The feasibility analysis recommended that MHA work with a developer partner and the community to develop a plan for a mixed income community that would include new construction and an opportunity to for current residents to stay onsite during all phases of revitalization. In January 2018, MHA's Board adopted the recommendations contained in the feasibility analysis and directed MHA to select a developer partner to help MHA and the community formulate a plan for revitalization Golden Gate Village. To assist MHA in that process, MHA procured a development consultant that will represent MHA. MHA is aiming to have a developer partner under contract by the end of 2018. MHA Board of Commissioners and staff will continue to work closely with residents, community leaders, and other stakeholder's vis-à-vis groups like the Task Force to evaluate and explore various options for improvement, preservation and revitalization of affordable housing.

## **REVITALIZATION AND DISPOSITION**

Even with a larger CFP allocation in FY2018 of \$1.2 million, MHA is unable to fully address the Golden Gate Village short and long term needs through the program alone. The extent of deterioration to basic infrastructure, the inherent challenges of existing site plans, and the obsolescence of building designs at Golden Gate Village would make extensive repairs at these communities an ineffective long-term strategy. The 2015 PNA suggested a total of \$16,110,888 in immediate repairs for GGV and \$905,640 for the scattered AMP II complexes. As explained by the consultant hired to do the feasibility analysis of Golden Gate Village, as described above, based on the 2015 PNA, approximately \$63,000,000 would be required to rehabilitate Golden Gate Village. Over 10 years, the PNA suggests a total of about \$4,300,000 in cost of repairs for the AMP II developments. MHA contracted with an architectural consultant to closely review the PNA and produced a consolidated scope of work analysis for Amp II to provide more finely tuned guidance for capital projects.

To this end, MHA, as part of a community process, feasibility analysis has been completed and adopted by MHA's Board as explained above with a goal to work preservation and/or revitalization of affordable housing at Marin City that is aligned with MHA's Five Year Annual Plan. The strategy should align with goals of the County of Marin's Consolidated Plan that identifies a serious shortage of affordable housing opportunities and a need to maintain a stock of housing for very low-income households.

Due to the dwindling CFP allocation and mounting capital needs at MHA's AMP II properties, MHA will start exploring the possibility of revitalizing its AMP II properties through the use of programs like RAD, as well as other programs.

## **RESIDENT HIRING**

MHA will continue to endeavor, and in some contracting opportunities require that Public Housing residents be hired as part of the on-site work, be provided training opportunities and be provided the opportunity to acquire job experience in either building trades, landscaping, administrative/ clerical positions, and other fields. The goal will be to assist these residents to become self-sufficient, so that they can move on to jobs outside of MHA. MHA endeavors to contract with Section 3 businesses, and requires all contractors to comply with Section 3 federal requirements.