

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p> PHA Name: The Housing Authority of the County of Marin PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/01/2018 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units 496 Number of Housing Choice Vouchers (HCVs) 2162 Total Combined : 2658 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> A complete PHA Plan and updates are available at marinhousing.org and at both of MHA's offices: 4020 Civic Center Drive San Rafael and 429 Drake Ave., Marin City. The 2018 Plan has been discussed with the Resident Advisory Board, presented at two public forums, and shall be presented at a public hearing on October 17, 2017. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Substantial Deviation.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p> <p><i>Please see attached Additional Information, Attachment A: Matrix of Significant Changes to PHA Administrative Plan and Attachment C: Definition of "Substantial Deviation" and "Significant Amendment".</i></p>
B.2	<p>New Activities.</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 type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition. MHA may apply for and dispose of a portion or all of Golden Gate Village for housing opportunities.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers. MHA awarded 53 PBV for Victory Village for new construction in Fairfax, CA. MHA is currently evaluating responses to a RFP to award 25 PBVs for existing units, and expects to select respondents and make an award in September 2017.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" 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><i>Please see attached Agency Plan Narrative.</i></p>
	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p><i>Please see attached Additional Information, Progress Report in Meeting Mission and Goals.</i></p>
B.4.	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe: <i>Please see attached Additional Information, Attachment B- FY 2016 Audit Finding.</i></p>

Other Document and/or Certification Requirements.	
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.2	<p>Civil Rights Certification.</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan? Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>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>
C.4	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL</u>, <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>
D	<p>Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP). See attached 8.0 PHA Plan Template HUD Form 50075.1 and 50075.2.</p>
D.1	<p>Capital Improvements. 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. See HUD Form 50075.2 approved August 28, 2017.</p>

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing 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.

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.”

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. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#)) and 24 CFR §903.12(b). 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. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#)) and 24 CFR §903.12(b).

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. 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 maintaining 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\(d\)](#))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

Safety and Crime Prevention (VAWA). 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\(n\)](#))

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 public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); 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.

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\(b\)](#))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies 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. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI 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 name, 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 name, 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. 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. (24 CFR §903.7(h))

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))

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) 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.

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

B.3 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.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))

C. Other Document and/or Certification Requirements

C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *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))

C.3 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)

C.4 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)

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

D.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.”

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 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.

MARIN HOUSING AUTHORITY
2018 Agency Plan Narrative

With approximately 500 public housing units and about 2,000 Section 8 Voucher holders, MHA is the primary source of housing for very low-income households in the County of Marin. A significant vehicle to receive resident input for agency planning processes is MHA's Resident Advisory Board ("RAB"). Staff will have met with the RAB eight (8) times since the beginning of January over the year. Notices for the Agency Plan will be posted in local newspapers and on the MHA website to encourage participants of the Section 8 Housing Choice Voucher and the Public Housing programs to attend the 2018 PHA Annual Plan Submission Review Process meeting and hearing.

IDENTIFICATION OF PHYSICAL AND MANAGEMENT NEEDS (based on the 2015 Green Physical Needs Assessments as updated with resident and staff input):

The MHA is continually evaluating physical and management needs for all six public housing developments. The 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. 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 or in-place management activities.
- b) Asbestos Containing Material (ACM) abatement activities.
- c) Biological growth abatement.
- 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 2018

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

- MHA is currently in the design phase of an envelope rehabilitation project at the AMP II Senior/Disabled Homestead Terrace property located in Mill Valley. Capital funds, including the 2017 and 2018 grants will be used to complete this project, and MHA may leverage EPC savings to complete energy saving improvements such as the installation of efficient windows, sliding glass doors and HVAC systems. The preliminary scope of this project includes the modernization, repair or replacement of:
 - Decks, balconies, railings, walkways and stairs on the property's two story buildings
 - Windows and sliding glass doors
 - Siding and flashing
 - HVAC systems
- Modernization of the 3-story elevator at Kruger Pines is planned to take place in the next 12 months using funds from the 2017 and 2018 grants. This project will include the correction of current drainage deficiencies that are causing water infiltration in the existing elevator pit.
- The focus of capital expenditures at Golden Gate Village will be to address health and safety related deficiencies, to include repairing or replacing compromised sewer laterals and water lines, repairing or replacing high rise walkway panels and railings, and a continuation of the projects identified in the 2017 plan, to include the repair or replacement of compromised concrete, severely damaged countertops, flooring, and trash chutes.
- 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 exploring options for hardware and software upgrades to improve public housing management processes. 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. The MHA has moved into the third phase to engage the community and with the community formulate a long-term revitalization vision for Golden Gate Village, a 296-unit family development in Marin City through conducting a feasibility study of options identified in Phase 1 and 2 of the Community Working Group. These opportunities could possibly bring modernization and/or new construction of affordable rental and first time homeownership properties at the site. 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

With a CFP allocation of less than \$800,000 and the potential for a drastically reduced allocation in the near term, 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, has retained a consultant to conduct a feasibility analysis as explained above with a goal to select a feasible option for 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.

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.

PREPARATION OF CAPITAL FUND PROGRAM 2018 ANNUAL SUBMISSION

The Marin Housing Authority involved residents in the development of modernization funding applications. The following are activities involving resident notifications and meeting regarding the 2018 Capital Fund Program Annual Submission.

Resident Advisory Board (RAB) Meeting:

- January 25, 2017
- February 22, 2017
- May 24, 2017
- June 28, 2017
- August 22, 2017

These “draft” documents were made available to the public (in MHA offices and the MHA Website) for review and/or comment beginning September 1, 2017.

LOCAL GOVERNMENT REVIEW

- MHA needs, based on the 2015 completed Green Physical Needs Assessment, have been discussed in the County in the context of this County-wide comprehensive housing planning process. Long-range MHA goals and information on the total MHA physical needs were presented and reviewed by the Board of Commissioners Ad Hoc Development Committee on May 8, 2015. As new MHA plans for improvements are developed and as funding is identified, additional improvements to the priority plan will be forged.

**Marin Housing Authority
2018 Agency Plan
Additional Information**

A. Progress Report in Meeting Mission and Goals- 5-YEAR PLAN GOALS AND OBJECTIVES FOR FISCAL YEARS 2016-2020

Fully Utilize Section 8 and Public Housing Programs

Achieve and maintain 98% lease-up rate in Public Housing program. **In the most recent reporting period, MHA achieved 99% utilization.**

Assist 125 Section 8 Voucher holders per year to locate and successfully lease affordable housing. **MHA assists 173 HCV participants a year. In August of 2016 MHA launched our Landlord Partnership Program (LPP) which provides incentives to participating landlords. The LPP along with quarterly owner workshops and newsletters has allowed MHA to strengthen its relationships with participating landlords. This effort has brought on 57 new landlords in less than a year's time. It has also increased the voucher success rate by twenty percent.**

Turn over 100% of all vacant Public Housing units within 20 days of the vacate date. **MHA Public Housing staff was turning units on an average of 10 days vacant as of August 2016.**

Preserve Existing Affordable Housing Stock

Perform housing quality inspections using the UPCS standards on 100% of public housing units. **Inspections of all public housing units have been done- UPCS and housekeeping- UPCS inspections will continue to be completed annually and housekeeping will be done more frequently for units that present concerns.**

Work with residents, various agencies, and law enforcement to investigate and implement measures to improve public security through community involvement. **MHA staff is working closely with the Sheriff Department and residents groups to improve the security at the public housing sites.**

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 **MHA staff has done HQS inspections for 100% of the initial move in and 100% for all unit transfers prior to providing housing assistant payments. As of August 2017, 16 Quality Control inspections have been done another 30 will be completed by the end of the year.**

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. **MHA has been funded annually through the CDBG Program for over 40 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 \$200,000 was awarded to the Program for FY 2017/2018.**

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.

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. **MHA funded 22 rehabilitation loans averaging \$32,000 over the 2015-2016 fiscal year and 19 rehab loans averaging \$34,000 over the 2016-2017 fiscal year.**

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. **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 August 2017, a majority of the rehab projects have been completed.**

Preserve existing Multi-Family properties owned by MHA as affordable housing units for low-income and extremely low-income households. **This goal has been met- MHA has entered into a 15-year PBV HAP contract for 20 units at two complexes owned by MHA. In addition MHA issued PBV contracts for 47 existing units and has committed 53 new construction units for PBV to create senior housing.**

Prevent Homelessness

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. **Provided housing subsidies to 103 formerly chronically homeless people.**

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. **MHA housed 147 new voucher holders as of between January 2017 and August 2017. MHA has issued an RFP for 30 Project Based Vouchers for existing properties units.**

Provide permanent affordable housing to 40 new Public Housing households annually. **In the past 12 months MHA has housed 38 new households in PH units and has transferred 8 households.**

Provide rental assistance to 20 individuals with HIV and AIDS in FY 2015-16 and continue to provide rental assistance to 20 individuals with HIV and AIDS through HOPWA each year. **This goal was met- we have been able to assist 22 participants and have opened the list to serve another 2-3 participants.**

Provide rental assistance and support services to 43 formerly homeless veterans in cooperation with the Veterans Administration. **This goal has been met- currently there are 44 VASH vouchers under lease. We have received additional funding for VASH vouchers so our goal is to house 53 veterans by the end of 2018.**

Promote Homeownership Opportunities

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. **During the most recent fiscal year ending June 30, 2016, there 8 resales of existing of existing units and 7 sales of newly constructed units. In addition, several Housing Agreements with developers were finalized and executed for the provision of new BMR units within soon to be constructed developments.**

The Homeownership Programs Department collaborated with Fair Housing of Marin to present periodic all-day workshops for First Time Homebuyers at the end of which all attendees were awarded a completion certificate required to apply for several loan programs as well as the Below Market Rate Homeownership Program. Several of the workshops were presented entirely in Spanish for the benefit of Spanish-speaking prospective homebuyers.

In addition, 2 hour informational workshops are presented periodically in partnership with Fair Housing, Burbank Housing, Habitat for Humanity, etc. on the basic requirements for homeownership and the different homeownership programs available throughout Marin, Sonoma and neighboring counties.

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. **This goal has not been met is being met, there have been 2 participants as of August 2016 that have been able to purchase a home through the HCV Homeownership Program. Staff in partnership with community providers have provided credit clean-up and down payment assistance.**

MHA provided meeting room space for Habitat for Humanity to present several

“Homebuyer Readiness Programs” including “Managing Your Credit”, “Managing Your Debt” and “Money and Savings.” Set up office hours over two months for Habitat for Humanity to disseminate applications for the Mt. Burdell project in Novato and interview prospective buyers and conduct the lottery for these ten homes.

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. **This goal has been met.** 5 Year: Obtain tax-exempt bond allocation from CDLAC for the Mortgage Credit Certificate Program sufficient to issue 10 MCC’s each year to first-time homebuyers over the 5-year period.

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

Review HUD’s announcements for funding that is available for PHA’s, prepare and submit requests where appropriate. **We have been awarded a three-year HUD ROSS Service Coordinator grant and a FSS PH/HCV Combined grant for 2016.**

Increase Access to Housing Opportunities by Increasing Tenant Incomes

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

This goal has been met.

In 2016, 144 families from both PH and HCV programs were served. As of August 2017, we have served 131 families in 2017. These numbers include active participants, new enrollees and those who have graduated or left the program during the reporting period.

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. **This goal has been met.**

In 2016: 20 escrow accounts established; 22 participated in financial management counseling; 28 participants secured employment, while 72 participants maintained employment for over one year.

In the FSS program 8% of the program participants from both Section 8 and Public Housing a year will successfully graduate from the program with cash welfare eliminated, earned income for at least the previous 12 months, and an escrow balance.

Suggested Revision of Goal: 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.

Conduct targeted outreach to all new participants and others in the program regarding homeownership opportunities (15 households a year). **This goal has been met. In 2016, a total**

of 21 participants graduated from the FSS Program (both Section 8 (16) and Public Housing (5). As of August 2017, 6 participants have graduated (Section 8).

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. **In 2016 there were 22 new FSS Participants. As of August 2017 there are 15 new participants. This goal has been met.**

Public Housing FSS will have 6 new households per year establish escrow accounts. **This goal is in the process of being met. In 2016, 8 escrow accounts were established. As of August 2017, 2 accounts have been established in 2017.**

Section 8 FSS will have 10 new households per year establish escrow accounts. **This goal has been met. In 2016, 12 accounts were established. As of August 2017, 8 accounts have been established in 2017.**

Enhance Services to Clients, Business Partners and the Community at Large through Delivery of Efficient and Responsive Programs

Demystify Services through Enhanced Communication

Provide engaging and informative briefings to all new Section 8 Voucher holders. Briefings will include section on housing search, credit and rental history resume. **This goal has been met-orientation are being held every other week.**

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. **This goal has been meet through the RAB meetings and community meetings.**

Sponsor and/or participate in least 2 Elderly/Disabled residents meetings at each. **This goal has been meet through the RAB meetings and community meetings.**

Implement, Monitor and Improve Client Feedback Systems

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. **This goal has been met through the Resident Council's and resident meetings with program/executive staff. 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. **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.**

Concentrate on efforts to improve specific management functions

Explore methods of automating routine tasks through our client software and payroll systems. **This goal is in process- we are currently working with our software provider to automate services. MHA has incorporated direct deposit for the landlord partners. MHA is considering adding a landlord portal to the website- a landlord survey has been distributed.**

Explore methods of becoming a paperless agency- and reducing file management costs and burden. **This goal continues to be in process.**

Review eligibility functions including initial application processing and annual re-certification functions. **This goal has been met through third party consultant to stream line functions.**

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. **Currently in process.**

Streamline External Procedures

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. **The website has been updated and many of the forms made available to landlords.**

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. **This goal has been met- most of the forms are now available on line.**

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

Provide translation services to Limited English Persons through telephonic translators and provide critical documents in Spanish and Vietnamese. **This continues to be done.**

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

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. **This goal has been met through our new Landlord Partnership Program, workshops, advisory committee, newsletters, etc. We are working closely with our local landlord associations and the County of Marin to help promote our new landlord incentive programs.**

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. **Currently in process- ongoing. Executive Director participates on a Sheriff interview panel for deputy promotional consideration. Executive director participates in a new hire process where a round table conversation is held regarding building trust in community as well as understanding cultural competencies. MHA has co- sponsored and participated in National Night Out for the last two years MHA co-sponsored a workshop IMAN Conference focusing on men understanding their role in having a safe and productive community. Executive Director serves on the steering committee of the Marin City Fatherhood Council which is a committee designed to encourage and identify male role models for children in public housing and the community at large. MHA works closely with the Probation Department on community initiatives.**

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. **Executive Director served on a community panel that helped to identify and select principal for local school. MHA co-partnered with local school and other stakeholders to receive a truancy prevention program called the "Walking School Bus"**

MHA and the local school council developed an MOU to share data on school attendance MHA has cosponsored a back to school rally for the last 3 years. MHA received a grant from Super Fund 50 to be used to encourage reading and education and to date MHA has distributed over 400 books to children in Public housing as well as signed up over 30 families that are looking to improve literacy via the computer. MHA sponsored 10,000 Degrees' program to take high school students to tour college campuses. The Executive Director is active in planning MLK Day celebrations in Marin City. MHA works closely with the Fatherhood Council on community initiatives. In 2017 MHA hosted a back to school rally and book giveaway.

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. **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.

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. **Currently in process- ongoing. Developed partnership with Marin City Community Development Corporation to employ and provide training to public housing residents. Evaluating a collaboration with Marin City Community Development Corporation which would involve building affordable housing, and training and employment programs. MHA staff continues to work with providers to assisting specific populations including chronically homeless individuals to partner to find affordable housing opportunities Invited representatives to present on training and employment opportunities during the first phase of the Golden Gate Village Revitalization process.**

Continue participation and leadership in the Marin Partnership to End Homelessness, Homeless Policy Steering Committee, and countywide efforts to end homelessness. **Currently in process- ongoing. MHA staff is participating in the Coordinated Entry committee and HMIS planning committee to address chronic homelessness in Marin with the Housing First model.**

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

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. **Currently in process, completed Phase I of a working group to strategically look at public housing and has started Phase II to look at the feasibility of either mixed income and/or preservation. This continues to be on-going. Additionally staff has created an acquisition group to locate units to purchase and maintain affordability throughout the community.**

Explore ways to improve energy efficiency for public housing

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. **This goal has been met through ARRA funds and continues with current ESCO contracted through Johnson Controls. Staff is hopeful to explore additional options in 2017. Windows and sliders have been included in modernization plans for in the 2017 and 2018 capital budgets.**

Undertake efforts to increase accessibility throughout Marin Housing

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. **This goal has been met through ARRA funds rehabbing 20 UFAS units in 2012.**

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

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

Education Programs

Marin Housing Authority (MHA), in partnership with the Sausalito Marin City School District (SMCSD) Bayside/MLK K-8 School, and Performing Stars of Marin created a Truancy Prevention Initiative for truancy prevention and coordinated services for students through Marin Housing Authority's School Attendance Program.

Reduce chronic Performance Measures:

- **Reduced chronic tardiness. Met this goal by reducing tardiness from 17 to 7.**
- **Reduced unexcused school absences from 13 to 6.**

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. **This goal was met.**

Hire at least one MHA Section 3 Fellow per year to participate in the Section 3 employment and training program. **This goal was not met in 2017.**

Other Programs Owned by MHA and managed by EAH include:

- Substantial Rehabilitation Program - Bradley House which consists of 15 units of housing designated for Elderly and Disabled Individuals or families; 12 units are part of the Project-Based Section 8 for Substantial Rehabilitation program and 3 are cottage units are part of the Housing Choice Voucher program.
- Isabel Cook which is 18 units of family housing that are Project Based Voucher units.
- Fairfax Vest Pocket – 6 single-family homes subsidized with Project Based Voucher
- Private Housing Operations - Sundance Apartments

Attachments:

- Attachment A: Matrix of Changes to the Administrative Plan
- Attachment B: FY 2016 Audit Finding
- Attachment C: Definition of "Substantial Deviation" and "Significant Amendment"
- Attachment D: RAB Meeting Agendas and Minutes

Matrix of Significant Changes to PHA Administrative Plan

The following Matrix of Significant Changes has been created to identify those major policies changes that have been established in the Housing Authority’s proposed administrative plan that took effect in 2017.

Chapter	Change	Comments
Chapter 3-I-B Page 38	Added language to family under waiting list.	When the family is housed from the waiting list at least one member from the initial application must be a part of the household.
Chapter 4, Part 4. III. C Page 73	Selection Method. Add language to describe the Housing Authority’s Limited Preference for Individuals and/or Families Experiencing Chronic Homelessness	Limited Preference for Individuals and/or Families Experiencing Chronic Homelessness MHA has set aside vouchers targeted for individuals and/or families experiencing homelessness. In order to receive this preference applicants must be referred from Marin County’s Coordinated Entry (CE) Provider who has adopted a Housing First model of homeless services. A MOU between MHA the County of Marin’s Continuum of Care designated Coordinated Entry (CE) Provider states applicants will be provided housing search assistance and on-going intensive case management will be offered. The CE Provider will be required to provide documentation of applicant chronic homeless status for consideration for these preference points. (See attachment G for complete MOU). This preference available even when the waiting list is closed to other applicants. MHA has set aside a maximum of 50 vouchers per year for this preference for applicants who are experiencing chronic homelessness.
Chapter 4 -II-E Page 71	Added language on Applicants updating a waiting list application to add additional household members.	Language mirrors Interim section of Admin Plan for Participants adding additional members to their household.
Chapter 5-II-C Page 90	Removed language on granting an additional bedroom for any reason beyond that of a reasonable accommodation.	“MHA will consider granting an exception for any of the reasons specified in the regulation: the age, sex, health, handicap, or relationship of family members or other personal circumstances.”
Chapter 11-II-C Pages 224-225	Removed language that MHA will not process Interims for increase in income.	“MHA will not conduct an interim when family report increases in income. FSS families will have an option on this policy.”
Chapter 16-III-C Page 300	Added language to decision subject to an informal hearing.	“A determination to deny the request of a reasonable accommodation.”

<p>Chapter 18-I-E Page 377</p>	<p>Statement was added that another community based meeting (Marin Advocates Network) may be used as our PCC. This group is comprised of members from the same agencies that attended the PCC and adheres to similar agenda and meeting format. This reduces duplication.</p>	<p>“The Program Coordinating Committee may use an existing entity as the PCC if that entity is comprised of membership from similar organizations.”</p>
<p>Chapter 18-I-G Page 378</p>	<p>Statement was added that if a family requests to change the Head of Household for FSS, barring an emergency, they must do so no longer than one year prior to FSS Graduation. This will allow adequate time for the new Head of Household to both establish and accomplish goals.</p>	<p>“With the exception of an emergency, the new head of household must be designated and sign a revised FSS Contract of Participation and ITSP no longer than one year prior to completion of the original FSS contract.”</p>

HOUSING AUTHORITY OF THE COUNTY OF MARIN
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 DECEMBER 31, 2016

Section I - Summary of Auditors' Results

Financial Statements

Type of auditors' report issued:	unmodified
Is a going concern, emphasis-of-matter, paragraph include in the audit report?	no
Is a significant deficiency disclosed?	no
Is a material weakness disclosed?	n/a
Is a material noncompliance disclosed?	no

Federal Awards

Dollar threshold used to distinguish between Type A and Type B programs \$ 1,170,120

Auditee qualified as low-risk auditee? yes

Identification of major programs:

Type A programs tested as major:

Housing Choice Voucher Program	14.871
Public and Indian Housing	14.850
Shelter Plus Care	14.238

Type of auditors' report issued on compliance for major programs: unmodified

Is a significant deficiency reported for any major program? yes

Is a significant deficiency reported for any major program as a material weaknesses? no

Any audit findings disclosed that are required to be reported in accordance with A-133, Section .510(a)? yes

Any known questioned costs reported? no

Were prior audit findings related to direct funding shown in the Summary of Prior Audit Findings? no

Section II - Financial Statement Findings

None

HOUSING AUTHORITY OF THE COUNTY OF MARIN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
DECEMBER 31, 2016

(Continued)

Annual Plan Elements- B.4
Additional Information: Attachment B

Section III - Compliance Findings

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).

HOUSING AUTHORITY OF THE COUNTY OF MARIN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
DECEMBER 31, 2016

(Continued)

Annual Plan Elements- B.4
Additional Information: Attachment B

III-2016-1 (continued)

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.

Definition of "Substantial Deviation" and "Significant Amendment"

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year plan and significant amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation [24 CFR Part 903.7(r)].

Definition of Substantial Deviation from the 5-Year Plan

The Housing Authority of the County of Marin shall define a Substantial Deviation from the five-year 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.

Definition of Significant Amendment or Modification to the Annual or 5-Year Plan

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.

RESIDENT ADVISORY BOARD

AGENDA

**Date January 25,
2017**

Time: 3:30 pm

**Place of
Meeting: Garden
Room MHA**

*Light
Refreshments
Provided*

- Call to Order (1 minute)
- Approve Minutes
- ACOP Chapter 4 Review
- Capital Fund Update
- Resident Council Brief Report/Update
- Agency Update

Adjourn

Chapter 5 for next month meeting discussion

January 25, 2017 RAB Minutes

RAB Members: Kevin Gladstone, Linda Knanishu, Anne Taylor, Romi Kanani, Royce McLemore, Molly Scott, Katherine Dounias, Michael McClymont, Christina Danner, Michael Harper

Marin Housing: Kimberly Carroll, Ilya Filmus

Guest: Patricia Nordin

Meeting called to order 3:35. Minutes approved.

Ilya answered Anne's question of November 16th. A resident can be absent from their residence for 180 days for a medical reason. The household has ten (10) days to report the absence. Any other reason has to be approved by Housing.

Anne asked if there could be consistency with the wording in ACOP Chapter 4 between wait list and waiting list. Royce asked if the information on the pre-application and the application was the same.

Kevin passed out a copy of a resolution to be given to the City Councils of the eleven cities in Marin County. He wanted endorsement on banning discrimination on the part of landlords to refuse renting to tenants on the basis of source of income (Section 8). He said that 1,063 people out of 2,200 people with vouchers could not find housing. The RAB members agreed to this. He asked for a volunteer of someone from San Rafael to come with him to meet with members of the City Council to encourage this. Christina volunteered.

Royce wanted to have Marin Housing maintain one waiting list county wide.

Royce and Christina were concerned that there was an extra level of difficulty for people who were not computer literate and did not have a computer. Potential residents would have to maintain an on-line pre-application portal account. Linda said that libraries had computers that anyone could use and that they had staff that could help with the computers. Kimberly said that the new wording suggests that MHA will send out requests for updating the waiting list both by mail and by email. Kevin suggested that the wording be changed from "required" to "encouraged". Ilya said that he would send out the whole document to the RAB members one month before the public comment.

There was discussion about the criteria that MHA would use to give written approval to have an abuser of domestic violence to come back into the home. Christina wanted the language to remain in the document concerning getting written approval from therapists and councilors. Ilya asked that RAB members email him with suggestions on the language. His email address is ifilmus@marinhousing.org.

Kimberly wants to move the Working Preference from the beginning of 4-III.B Selection Method to be near Family Preference.

Royce wants to have the discussion moved to beginning of the next meeting. She wants it broken down by each complex.

Kathy – Kruger Pines – someone put human excrement in front of a door on the second floor and Housing had to have Coit come and do the floors on the second floor. Dave Dresbach passed away and a memorial was held in his honor. Peter Menkin passed away and his memorial will be January 28th at 11:00 at Our Lady of Mount Carmel in Mill Valley. Kruger Pines has two new residents, Michael Walker and Phillip Smith.

Anne – Venetia Oaks – no report.

Meeting adjourned at 5:30.

RESIDENT ADVISORY BOARD

AGENDA

**Date February
23, 2017**

Time: 3:30 pm

**Place of
Meeting: Garden
Room MHA**

*Light
Refreshments
Provided*

- Call to Order (1 minute)
- Approve Minutes
- ACOP Chapter 5 Review
- Capital Fund Update
- Resident Council Brief Report/Update
- Agency Update

Adjourn

Chapter 6 for next month meeting discussion

February 22, 2017 RAB Minutes

RAB Members: Molly Scott, Michael Harper, Anne Taylor, Royce McLemore, Katherine Dounis, Romi Kanani, LaDasha Berry, Linda Knanishu

Marin Housing: Kim Banard, Ilya Filmus, Lewis Jordan, Sarasu Zachariah, D'Jon Scott-Miller

Meeting called or to order 3:35. Minutes approved. Roll call.

Blake is no longer with Marin Housing. MHA brought in a seasoned property manager, Joana Whittingham, to assist in the transition. Kim Barnard is currently the interim Property Manager and Rene Perron is the Interim Assistant Manager.

Sarasu came to address Royce's question regarding where the funds came for to replace the roof and HVAC systems at 4020. She wanted to know who owned the 4020 Marin Housing building. Sarasu relayed that MHA bought 4020 using a mortgage, and a few years ago money was borrowed against the mortgage to do needed capital repairs to the building, particularly in replacing the very leaky roof and the HVAC units. The money was used to repair MHA properties. No HUD funds were used for work on 4020, as it would not be an allowable expense. MHA mortgage is with West America.

Royce asked about the utility allowance. Sarasu discussed that Johnson Controls recently completed an analysis on Public Housing utility allowances. MHA will present the findings in the March Board of Commissioners meeting for approval. The utility allowance will go up slightly for most of the apartment types in MHA's inventory, but not all.

Royce said that Community Action Marin helps with utility bills. Seniors (55 and over) can get 15% decrease for utilities.

Royce asked if MHA should count an unborn child in the household composition. Do they qualify for a studio or a one bedroom? There was a discussion regarding the proposed ACOP revisions. Royce said that a live-in attendant needs to have their own room, and Ilya explained that per HUD guidelines the living room is a room that can be slept in. The live-in is not on the lease but has to be approved by Housing.

D'Jon said that under Section 8 living rooms are sleeping rooms.

The policy on adding someone to the lease other than by birth, adoption, court awarded custody or marriage/domestic partnership would require a reasonable accommodation.

In order to transfer to another apartment you need a reasonable or medical accommodation. It is not sufficient that you don't like where you live.

Royce wanted to know where the funds from the Capital Funds are going and how the money is being spent.

There are problems with plumbing at Golden Gate Village. Royce wants this to be addressed through the Capital Funds. Lewis said this will be discussed through the Feasibility Study. MHA is already spending thousands of dollars. They want to get direction for the next phase of properties.

Anne wants a breakdown for each complex on the summary of the Capital Fund. 2011- 2012 funds have already been expended.

Kim discussed that she would like to set dates for annual capital discussions as to limit pop-up requests for reports which are time consuming to create.

Robert Knight has passed away. He was the representative for 540 Canal Street on the RAB.

Meeting adjourned 5:30.

RESIDENT ADVISORY BOARD

AGENDA

**Date March 22,
2017**

Time: 3:30 pm

**Place of
Meeting: Garden
Room MHA**

*Light
Refreshments
Provided*

- Call to Order (1 minute)
- Approve Minutes
- REAC update
- Revitalization update
- PH staff recruitment update
- ACOP Chapter 4 Review
- Resident Council Brief Report/Update
- Agency Update

Adjourn

Chapter 6 for next month meeting discussion

Next meeting April 26, 2017

RESIDENT ADVISORY BOARD

AGENDA

**Date April 26,
2017**

Time: 3:30 pm

**Place of
Meeting: Garden
Room MHA**

*Light
Refreshments
Provided*

- Call to Order (1 minute)
- Approve Minutes
- REAC Update
- Revitalization update
- PH staff recruitment update
- ACOP Chapter 4 Review
- Resident Council Brief Report/Update
- Agency Update

Adjourn

Chapter 6 for next month meeting discussion

Next meeting May 31, 2017

April 26, 2017 RAB Minutes

RAB Members: Linda Knanishu, Anne Taylor, Royce McLemore, Kevin Gladstone, Molly Scott, Romi Kanani

Marin Housing: Ilya Filmus

Guest: Patricia Nordin

Meeting called to order 3:50. Minutes approved.

We won't know to results of the HUD inspection for some months. Marin Housing will report to the RAB when they come in.

Revitalization for Golden Gate Village: RDJ, the working group, has finished the planning stage. They met with all stakeholders; the residents, organizations and those working in the community. They came up with two options, mixed income/mixed use and Historical Preservation. Now MHA needs to hire an expert to see what's possible. MHA put out a proposal and interviewed three firms. The Board approved a contract with CVR Associates who will do a feasibility study. They will hold three public meetings; the first meeting for listening to the community, the second for feedback, and the third for recommendations. The whole process will take 120 days. Golden Gate Village met with Lewis Jordan to insure that all plans are equally vetted.

MHA has new staff. The new Property Manager is Heather Esmond, who came to us from Oakland. The new Maintenance Manager will be Thomas Toth, who will come on board May 1st. MHA is looking to hire a new Assistant Manager. Nan McKay is handling the eligibility paper work for both Section 8 and Public Housing.

Molly asked why there were not two Property Managers, one for Amp 1 and one for Amp 2.

There were very few changes in Chapter 4.

Molly – Casa Nova – One of their tenants has died, Akabar Delpueir.

Pat – Kruger Pines – They have several new tenants, Phuang Ton, Andrew Johnson, Jeannette Condon, and Lorraine Burke. They held an Easter dinner.

Anne – Venetia Oaks – Margaret Nolan has volunteered to oversee the Tenant Participation Fund.

Royce – Golden Gate Village – They will be having elections on May 11th. Candidates Night will be next week. MHA has taken care of a rat infestation.

Anne asked about the Capital Fund. How does it pertain to the physical needs of each complex? Royce asked if MHA could install solar panels for each of the complexes. She said that the savings realized would pay for the installation.

Meeting adjourned 5:30.

RESIDENT ADVISORY BOARD

AGENDA

**Date May 24,
2017**

Time: 3:30 pm

**Place of
Meeting: Garden
Room MHA**

*Light
Refreshments
Provided*

- Call to Order (1 minute)
- Approve Minutes
- Admin Plan Chapter 4
- REAC Inspection Results
- PH staff
- Capital Funds Expenditures and Proposed Projects
- Resident Council Brief Report/Update
- Agency Update

Adjourn

Chapter 7 for next month meeting discussion

Next meeting June 28, 2017

May 24, 2016 RAB Minutes

RAB Members: Molly Scott, Anne Taylor, Michael Harper, Kevin Gladstone, Linda Knanishu, Kathy Dounis, LaDasha Berry

Marin Housing: Kimberly Carroll, Kim Banard, Sarasu Zachariah

Guest: Patricia Nordin

Meeting called to order 3:35. Minutes approved

On June 1st, Kameka will be our new Assistant Property Manager. Tom Toth has left after only two weeks. Molly asked about staffing levels for Maintenance. Kimberly said that the new Maintenance Manager would determine that.

Kimberly talked about the new push to end chronic homelessness in Marin County in cooperation with the Board of Supervisors. The county has gotten a five-year Whole Person Care Grant. It costs more to treat the homeless on the street than it does to house them. MHA proposes to set aside 50 Section 8 vouchers a year to address homelessness in Marin. They will have a vulnerability assessment to determine eligibility instead of first come/first served. All agencies will work together, referrals will come from the Coordinated Entry provider agency.

There are 200 Section 8 vouchers out with 163 unused vouchers. Eighty people are out looking for housing and MHA is looking to pull another fifty applicants off the waitlist. When MHA opened the waitlist in 2008, 12,000 people signed up. After checking the waitlist to see who is still eligible, there are now 900 people waiting for Section 8 vouchers.

Sarasu explained that when HUD changed the model for tracking expenditures in 2008, MHA could no longer breakdown the expenditures for each complex. Now expenditures are listed by Amp 1 and Amp 2. The only expense they could tell the RAB is the big ticket items.

Kim passed out the MHA Capital Planning Budget Estimates and the 2016 Capital fund Expenditure. She explained that the estimates are just that and they will be amended when the work items are closer to being realized.

Kim told the RAB the REAC inspection scores. AMP 1 got 73 out of 100 and AMP 2 got 70 out of 100. MHA was only one point from being high performers. Eight points were taken off the score for taking the tags off the fire extinguishers.

Michael said that tenants at Homestead Terrace would not report maintenance problems. Kim suggested letting Gayle know so she could talk to them. Michael asked who was responsible for cleaning the carpets and painting in each apartment. Carpets are the responsibility of the tenant and painting is done when the apartment is vacated. MHA hasn't decided on the policy of painting when tenants are in their apartment for many years.

Romi asked about mold. MHA has a policy to have outside vendors come in and clean if there is ten square meters of mold. Golden Gate Village has mildewicide paint for their cinder block walls.

Kathy – Kruger Pines – A tenant has passed away, Diane Cogswell. They are having a Memorial Day BBQ. Kruger Pines needs new computers.

LaDasha – Golden Gate Village – They have new board members, Royce and Hattie.

Molly – Casa Nova – They will be having 4th of July celebrations.

Anne – Venetia Oaks – Kathleen has helped the residents to decide how to spend their Tenant Participation Fund. They will be planting a tree and they want a small garden in the back.

Meeting adjourned 5:10

RESIDENT ADVISORY BOARD

AGENDA

**Date June 28,
2017**

Time: 3:30 pm

**Place of
Meeting: Garden
Room MHA**

*Light
Refreshments
Provided*

- Call to Order (1 minute)
- Approve Minutes
- PH Staff Introduction
- Review Capital Funds Expenditures and Proposed Projects
- PH Staff Introduction
- Resident Council Brief Report/Update
- Agency Update

Adjourn

Chapter 7 for next month meeting discussion

Next meeting July 26, 2017

June 26, 2017 RAB Minutes

RAB Members: Molly Scott, Kathy Dounis, Michael Harper, Anne Taylor, Romi Kanani, Linda Knanishu, Kevin Gladstone, Royce McLemore

Marin Housing: Kim Banard, Kimberly Carroll

Guest: Patricia Nordin

Meeting called to order 3:40. Minutes approved

Kim talked about the Capital Funds, She stressed that the figures in the 5-year plan were only estimates. The modernization of the elevator at Kruger Pines (\$225,000) was going out to bid next month. They don't expect to have the work done until 2018. Marin Housing was using a fixed 5-year plan but that meant that if something wasn't in the budget MHA couldn't add it. MHA is now converting to a rolling 5-year plan so that they could spend unexpected expenses. Kim wants to use the money wisely. Ninety percent of funds need to be spent by 48 months. She is now focusing on big projects to maintain the health and safety on the residents. She will give the printout of the narrative summary and put the PNA on-line so that everyone can access it. We can also put a copy in the Community Rooms at each complex.

Cutting of the trees will happen in the fall. You can't cut trees if there are nesting birds in them. MHA is spreading mulch as needed.

Royce said that the use of Section 3 businesses should be honored and enforced by MHA. Some residents need training so that they could have the opportunity to move up.

Kevin asked about resident training. Kimberly said that there were two people working at MHA. One had gotten training and was now working in the East Bay. She said that MHA could hire a resident to up out notices at each complex.

Molly – Casa Nova – they are having a 4th of July BBQ and are adding chicken wings and veggie burgers. They will be having games.

Royce – Golden Gate Village – they are having a celebratory BBQ on July 15th. Everyone is invited. This as to celebrate the July 28th official nomination of Golden Gate Village as an Historical Preservation complex on the State registry.

Romi – Warner Creek – there are two empty apartments.

Kathy – Kruger Pines – they are having a 4th of July BBQ. A tree limb fell down in the front of the building and Maintenance cleared it up the same day.

Chapter 7 will be mailed to RAB members before the July meeting. MHA will discuss setting aside vouchers for the homeless. This will go out for public comment.

Molly asked for cameras to police the area around the trash. Large items are constantly put out and it is an eyesore. Anne agreed. MHA is going to the dump two/three times a week. There is a \$60 dump fee each time.

Meeting adjourned 5:20.

RESIDENT ADVISORY BOARD

AGENDA

**Date July 26,
2017**

Time: 3:30 pm

**Place of
Meeting: Garden
Room MHA**

*Light
Refreshments
Provided*

- Call to Order (1 minute)
- Approve Minutes
- PH Staff Updates
- Review Proposed Capital 5 Year Plan
- Resident Council Brief Report/Update
- BOC Update
- Agency Update

Adjourn

Next meeting August 23, 2017

RESIDENT ADVISORY BOARD

AGENDA

**Date August 23,
2017**

Time: 3:30 pm

**Place of
Meeting: Garden
Room MHA**

*Light
Refreshments
Provided*

- Call to Order (1 minute)
- Approve Minutes
- Review Agency Plan- Kim Barnard
- County Assessment of Fair Housing-
Identifying solutions for housing crisis-
Liz Darby County Staff
- Resident Council Brief Report/Update
- Agency Update

Adjourn

Next meeting September 27, 2017

August 23, 2017 RAB Minutes

RAB Members: Molly Scott, Anne Taylor, Michael Harper, Royce McLemore, Kevin Gladstone, Romi Kanani, Linda Knanishu

Marin Housing: Kim Banard, D'Jon Scott-Miller

Guest: Patricia Nordin

Meeting called to order 3:35. Minutes approved.

Liz Darby, a Marin County staff member for the County Assessment of Fair Housing, gave a presentation for identifying solutions for the housing crisis. She said that one important component in the housing crisis was race. After the Second World War, Caucasians, living in Marin City, were given subsidies to buy housing in Marin County. African Americans were not given the same opportunity. Caucasians were then able to accumulate wealth while African Americans were not. Even today, written into the deeds of housing in Marin, are provisions discriminating against African Americans. It wasn't considered a problem until residents of Marin found that the high price of housing was prohibiting their children from living in the County. A family of four is considered low income if they make less than \$105,350.

Romi said that there were properties in Novato that have been vacant for years. She wants to find out what can be done about this. Liz is connecting with members of the community to find out what recommendations can be made to the Board of Supervisors as to what the priorities should be.

Jeffrey Cook will be our new Maintenance Manager. He comes highly recommended. Larry Adam's position hasn't been posted yet. MHA still needs to figure out what to do about having someone available to help residents who lock themselves out of their apartments. They will probably not have someone on the premises have a master key.

Kim gave out the 2018 Agency Plan. There was general discussion of the Agency Plan Narrative. More detailed discussion will happen next meeting when RAB members have had a chance to peruse the document.

Meeting adjourned 5:45.

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 06/30/2017

Part I: Summary		
PHA Name: Housing Authority of the County of Marin (CA052)	Grant Type and Number CFP 501-16 Capital Fund Program Grant No: CA39P05250118 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2018 FFY of Grant Approval:

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	\$218,280			
3	1408 Management Improvements	\$104,774			
4	1410 Administration (may not exceed 10% of line 21)	\$87,312			
5	1411 Audit	-			
6	1415 Liquidated Damages	-			
7					
8	1440 Site Acquisition				
9	1480- General Capital Activity	\$462,753			
10					
11					
12					
13					
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

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

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

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 06/30/2017

Part I: Summary					
PHA Name: Housing Authority of the County of Marin (CA052)		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$873,119			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report.

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

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Housing Authority of the County of Marin (CA052)			Grant Type and Number Capital Fund Program Grant No: CFPP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA-Wide	OPERATIONS			\$218,280				
	<i>1406 Operations Subtotal</i>			\$218,280				
PHA-Wide	MANAGEMENT IMPROVEMENTS							
PHA-Wide	Resident Self Sufficiency			\$20,000				
PHA-Wide	Computer Software Conversion			\$2,500				
PHA-Wide	Computer Hardware Conversion			\$2,500				
PHA-Wide	Procurement Technical Assistance			\$20,000				
PHA-Wide	Revitalization Professional Services			\$10,000				
PHA-Wide	Business Systems Improvements			\$10,000				
PHA-Wide	Employee Training			\$5,000				
PHA-Wide	PH Maintenance Equipment & Training			\$17,312				
	<i>1408 Management Improvement Subtotal</i>			\$87,310				
PHA-Wide	ADMINISTRATION			\$87,312				
PHA-Wide	<i>1410 Administration Subtotal</i>			\$87,312				

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

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Housing Authority of the County of Marin (CA052)			Grant Type and Number Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
52-xx	1480- GENERAL CAPITAL ACTIVITY							
52-001	AMP 1-GOLDEN GATE VILLAGE:							
52-001	Sewer Lateral Repair and Replace			\$48,732				
52-001	Railing, Porch and Patio Improvements			\$10,000				
52-001	Green PNA			\$20,000				
52-001	Appliances			\$20,000				
52-001	Fees & Costs			\$28,162				
	<i>1480 Golden Gate Village Subtotal</i>			\$125,000				
	AMP 2- KRUGER PINES							
52-xx	Elevator Modernization			\$70,000				
52-xx	Envelope Rehabilitation			\$181,657				
52-xx	HVAC System Replacements			\$42,000				
52-xx	Roof Inspections			\$6,000				
52-xx	Green PNA			\$20,000				
52-xx	Fees & Costs			\$28,162				
	<i>1480 Kruger Pines Subtotal</i>			\$337,753				
	TOTALS			\$873,119				

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

² To be completed for the Performance and Evaluation Report.

Capital Fund Program - Five-Year Action Plan

Part I: Summary						
PHA Name : HOUSING AUTHORITY OF COUNTY OF MARIN		Locality (City/County & State)				
PHA Number: CA052		<input checked="" type="checkbox"/> Original 5-Year Plan		<input type="checkbox"/> Revised 5-Year Plan (Revision No:)		
A.	Development Number and Name	Work Statement for Year 1 2017	Work Statement for Year 2 2018	Work Statement for Year 3 2019	Work Statement for Year 4 2020	Work Statement for Year 5 2021
	KRUGER PINES (CA052000002)	\$264,662.00	\$346,485.00	\$285,753.00	\$353,162.00	\$328,162.00
	GOLDEN GATE VILLAGE (CA052000001)	\$198,091.00	\$133,732.00	\$194,464.00	\$127,055.00	\$152,055.00
	AUTHORITY-WIDE	\$410,366.00	\$392,902.00	\$392,902.00	\$392,902.00	\$392,902.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year	1	2017
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
KRUGER PINES (CA052000002)		
Drainage Improvements(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)		\$10,000.00
Site Concrete Repair and Replacement(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter)		\$10,000.00
Relocation Costs(Contract Administration (1480)-Relocation)		\$16,275.00
Envelope Rehabilitation Phase I(Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings		\$79,425.00
Elevator Modernization (Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection)		\$100,000.00
Site Signage(Non-Dwelling Site Work (1480)-Signage)		\$10,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year	1	2017
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Site Lighting (Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Lighting)		\$1,000.00
Fence Repair and Replacement(Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Fencing)		\$6,800.00
Fees and Costs (Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)		\$28,162.00
Retaining Wall Repair(Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Pedestrian paving)		\$3,000.00
GOLDEN GATE VILLAGE (CA052000001)		
Concrete Repair and Replacement (Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter)		\$40,000.00
Relocation Costs(Contract Administration (1480)-Relocation)		\$16,275.00

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year	1	2017
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Railing, Porch and Patio Improvements (Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes)		\$15,500.00
Unit Painting (Dwelling Unit-Interior (1480)-Interior Painting (non routine))		\$10,000.00
Countertop Replacement(Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Other)		\$10,000.00
Trash Chute Rehabilitation (Dwelling Unit-Exterior (1480)-Other)		\$10,000.00
Water Valve Replacement(Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Water Lines/Mains)		\$10,000.00
Drainage and Erosion Control(Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Storm Drainage)		\$41,316.00
Fees and Costs (Contract Administration (1480)-Other Fees and Costs,Contract Administration (1480)-Other)		\$35,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year 1	2017	
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
ADA Upgrades(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other)		\$10,000.00
Subtotal of Estimated Cost		\$462,753.00

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year	2	2018
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
KRUGER PINES (CA052000002)		
Elevator Modernization (Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection)		\$70,000.00
Roof Inspections(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)		\$4,666.00
Fees and Costs (Contract Administration (1480)-Other Fees and Costs,Contract Administration (1480)-Other)		\$28,162.00
GPNA(Contract Administration (1480)-Other Fees and Costs,Contract Administration (1480)-Other)		\$20,000.00
Envelope Rehabilitation Phase I(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters -		\$181,657.00
HVAC System Replacements(Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Mechanical)		\$42,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year	2	2018
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
GOLDEN GATE VILLAGE (CA052000001)		
Railing, Porch and Patio Improvements (Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes)		\$10,000.00
Sewer Lateral Repair and Replacement(Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains)		\$48,732.00
Appliances(Dwelling Unit-Interior (1480)-Appliances)		\$20,000.00
Fees and Costs (Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)		\$35,000.00
GPNA(Contract Administration (1480)-Other Fees and Costs,Contract Administration (1480)-Other)		\$20,000.00
Subtotal of Estimated Cost		\$480,217.00

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year	3	2019
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
GOLDEN GATE VILLAGE (CA052000001)		
Plumbing Repairs(Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing)		\$37,464.00
Boiler Replacement and Repair(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection,Non-Dwelling Construction - Mechanical (1480)-Water Distribution)		\$60,000.00
Site Improvements(Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Storm		\$25,000.00
ADA Upgrades(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Commodos,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other)		\$20,000.00
Floor Replacement(Dwelling Unit-Interior (1480)-Flooring (non routine))		\$17,000.00
Fees and Costs (Contract Administration (1480)-Other Fees and Costs,Contract Administration (1480)-Other)		\$35,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year	3	2019
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
KRUGER PINES (CA052000002)		
Community Room Improvements(Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Other)		\$8,000.00
Envelope Rehabilitation Phase 2(Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-		\$219,591.00
Plumbing System Upgrades(Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing)		\$30,000.00
Fees and Costs (Contract Administration (1480)-Other Fees and Costs,Contract Administration (1480)-Other)		\$28,162.00
Subtotal of Estimated Cost		\$480,217.00

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year	4	2020
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
GOLDEN GATE VILLAGE (CA052000001)		
Shower Replacements (Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Tubs and Showers)		\$15,000.00
Fees and Costs (Contract Administration (1480)-Other Fees and Costs,Contract Administration (1480)-Other)		\$35,000.00
Sewer Lateral Repair and Replacement(Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains)		\$40,000.00
Countertop Replacement(Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Kitchen Cabinets)		\$10,000.00
Electrical Improvements(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Other)		\$27,055.00
KRUGER PINES (CA052000002)		

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year	4	2020
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Boiler Replacement(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection)		\$60,000.00
Appliances(Dwelling Unit-Interior (1480)-Appliances)		\$18,000.00
Replace Exterior Doors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Other)		\$5,000.00
Fees and Costs (Contract Administration (1480)-Other Fees and Costs,Contract Administration (1480)-Other)		\$28,162.00
Envelope Rehabilitation Phase 2(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,		\$200,000.00
HVAC System Replacements(Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other)		\$42,000.00
Subtotal of Estimated Cost		\$480,217.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)		
Work Statement for Year	5	2021
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
GOLDEN GATE VILLAGE (CA052000001)		
Fees and Costs (Contract Administration (1480)-Other Fees and Costs,Contract Administration (1480)-Other)		\$35,000.00
Sewer Lateral Repair and Replacement(Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Other)		\$57,464.00
Landscape and Irrigation Improvements(Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Landscape)		\$40,000.00
Site Lighting (Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Site Utilities)		\$19,591.00
KRUGER PINES (CA052000002)		
Fees and Costs (Contract Administration (1480)-Other Fees and Costs,Contract Administration (1480)-Other)		\$28,162.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 1	2017
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations (Operations (1406))	\$218,280.00
Management Improvements (Management Improvement (1408)-Empowerment Activities,Management Improvement (1408)-Equal Opportunity,Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	\$104,774.00
Administration (Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$87,312.00
Subtotal of Estimated Cost	\$410,366.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2018
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations (Operations (1406))	\$218,280.00
Management Improvements (Management Improvement (1408)-Empowerment Activities,Management Improvement (1408)-Equal Opportunity,Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	\$87,310.00
Administration (Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$87,312.00
Subtotal of Estimated Cost	\$392,902.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 3	2019
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations (Operations (1406))	\$218,280.00
Management Improvements (Management Improvement (1408)-Equal Opportunity,Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Empowerment Activities,Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	\$87,310.00
Administration (Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$87,312.00
Subtotal of Estimated Cost	\$392,902.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 4	2020
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations (Operations (1406))	\$218,280.00
Management Improvements (Management Improvement (1408)-Empowerment Activities,Management Improvement (1408)-Equal Opportunity,Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	\$87,310.00
Administration (Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$87,312.00
Subtotal of Estimated Cost	\$392,902.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 5	2021
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations (Operations (1406))	\$218,280.00
Management Improvements (Management Improvement (1408)-Equal Opportunity,Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements,Management Improvement (1408)-Empowerment Activities)	\$87,310.00
Administration (Administration (1410)-Salaries,Administration (1410)-Sundry,Administration (1410)-Other)	\$87,312.00
Subtotal of Estimated Cost	\$392,902.00