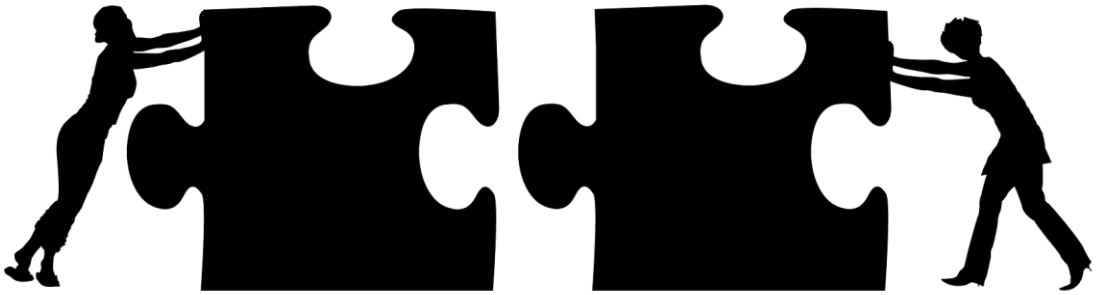
HOUSING AUTHORITY

OF THE COUNTY OF SAN MATEO



MOVING TO WORK ANNUAL PLAN FY2016

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SECTION I

Introduction

Overview of the Housing Authority of the County of San Mateo's ongoing MTW goals and objectives

In 2008, The Housing Authority of the County of San Mateo (HACSM) signed a 10-year MTW Agreement with HUD, expanding its MTW authority to all Section 8 (Housing Choice Voucher) and Section 9 (Public Housing) programs in San Mateo County. With this agreement, HACSM has effectively reduced administrative costs, collaborated with other County of San Mateo Departments and organizations to address and support the end to homelessness for San Mateo County residents, renewed its focus on activities that increase the potential self-sufficiency of current participants, broadened its commitment to increasing affordable housing choices for families, as well as expanded the overall effectiveness of the agency.

Through collaboration with a broad range of community stakeholders, made possible due to the flexibilities of the MTW program, HACSM has been able to take bold steps in supporting San Mateo County residents through program innovation and responsiveness. Following are examples that demonstrate the HACSM commitments to increasing affordable housing choice, supporting the increased self-sufficiency goals of program participants, and developing administrative efficiencies:

Increasing Affordable Housing Choices

Since signing the Standard Agreement with HUD in 2008, HACSM has taken active steps to increase and preserve affordable housing options in San Mateo County, some of which include the following:

- Through the disposition of Midway Village, HACSM preserved the affordability and viability of all 150 units by using MTW flexibility to project-base 100% of the units.
- As a result of MTW single-fund flexibilities, HACSM worked with two local affordable housing developers to build a new affordable senior housing complex, known as the Half Moon Village Redevelopment project. This project replaced 60 units of obsolete senior housing units as part of a major new "senior campus" that now includes 197 project-based units, a senior center and an adult day health center. Through an approved MTW activity, HACSM invested $4 million through a long-term loan, which enabled the leveraging of an additional $61 million in funding for the project.
- HACSM has implemented a number of rent reform initiatives that empower program participants to take greater personal responsibility when searching for and securing a rental unit, which has created more opportunity and allowed for a broader range of rental units located over a wider geographic area.

In late 2014, due to the extreme housing crisis in San Mateo County, HACSM took some aggressive action to mediate the harsh rental climate for program participants. HACSM is in the process of awarding additional PBV vouchers for new construction housing that will create an additional supply of long-term affordable housing, and through the "Broader Use of Funds" authority, HACSM has submitted an amendment to the FY15 MTW Plan to implement a multi-faceted activity to increase participants' ability to use their vouchers. The activity includes establishing a contract with partner organizations to provide a housing locator service, expansion of the "Provider Based Assistance" program, establishing a contract with an organization that specializes in shared housing options, and security deposit loan assistance program.

Promoting Self-Sufficiency

In FY14, HACSM took another bold step in support of increasing the economic self-sufficiency of program participants. Effective January 2014, HACSM expanded the time-limited MTW Self -Sufficiency Program to serve up to 800 households. All new participants admitted through the voucher waiting list now join the self-sufficiency program. To support the participants, HACSM has utilized the cost savings realized through other MTW initiatives to further enrich the resources and staff time dedicated to this important endeavor.

Implementing this goal has resulted in families utilizing the program for homeownership, increasing their income potential through education and employment advancement, and personal growth and increased financial understanding.

In FY14, Mr. and Mrs. Boyle successfully graduated from the MTW program.

Before enrolling in the MTW program, they'd been enduring the stress of having to survive paycheck-to-paycheck. They wanted to continue their education, but attending college while raising a family seemed impossible.

During their participation in the program, Mrs. Boyle completed an AA degree in University Studies from Canada College and a BA degree in Criminal Studies from San Francisco State University. Mr. Boyle completed a BA degree in Earth Science from San Francisco State University. With the stable housing and case management services provided by the MTW program, they both did very well in school and were able to juggle homework, working part time jobs, and raising their four small children.

They are now looking forward to building their careers and increasing their earnings. They both have stable employment with the opportunity for advancement. In her program exit letter, Mrs. Boyle stated, "our educational accomplishments have opened the doors to higher paying employment opportunities that will allow us to provide for our family. In addition, homeownership in the near future is now a realistic goal."

Developing Administrative Efficiencies

HACSM has re-designed the processes for both initial and on-going eligibility determinations, easing the burden on both participants and Housing Authority staff and increasing the timeliness of the process. For example, HACSM implemented a biennial HQS inspection schedule for all subsidized units, with the provision that all units, at all times, must continue to meet HUD Housing Quality Standards.

In 2014, based on the success of the alternate recertification schedule for households that are elderly or disabled, HACSM was able to establish a triennial schedule, creating additional efficiencies with no loss of program integrity.

HACSM's long-term vision for the direction and duration of its MTW program

MTW flexibility has given HACSM the ability to combine resources, through the fungibility of the MTW block grant, and thus removed significant financial barriers, allowing HACSM the freedom to better address San Mateo County program priorities and community needs. The following are focus areas that HACSM has identified to support this vision:

Serve More Families

HACSM is at the mid-point of its five year strategic plan for voucher allocations. The three broad goals of the plan included: 1) Serving residents most in need, 2) Facilitating residents' self-sufficiency, and 3) Building sustainable system capacity.

In 2014, after significant stakeholder engagement, HACSM expanded its five-year, MTW Self-Sufficiency program to include all new applicants from the waiting list. This MTW activity not only gives HACSM the ability to serve more families, but it also strengthens our community by providing a path for program participants to increase their economic self-sufficiency. All new program participants have access to greatly expanded and enriched case management services and to quarterly connections with their HACSM Self-Sufficiency Coordinators. The proposed initiative includes a comprehensive hardship policy for elderly and/or disabled persons as well as for self-sufficiency participants who need some additional time to achieve their goals.

Expand Community Partnerships and Commitments with Support Service Providers

HACSM has continued to rigorously and conscientiously expand program partnerships with a variety of educational institutions, work force development providers, and county and community health and social service providers. In late 2014, HACSM hosted its 2nd Annual Housing & Resource EXPO.

Over 30 partner organizations attended and met with participants to enroll them in services, assist with financial training programs and savings plans, connect them with job training and hiring services and more. Over 130 program participants attended the event pictured.

Provider Based Assistance Programs (PBA)

In 2011, HACSM used its "block-grant" funding status to create a new rental subsidy program, known as Provider-Based Assistance or PBA. Using an RFP process, HACSM awarded three contracts for up to three years. Each provider serves a population that is typically underserved in the HCV program. The first award was given to CORA (Community Overcoming Relationship Abuse), the organization in San Mateo County that serves survivors of domestic violence (15 units). The second award was given to Service League of San Mateo County that serves persons re-entering society after a period of incarceration and who are receiving addiction treatment and other supportive services (16 units). Both programs are well on their way to full utilization and an expansion of the program is under development. The third award was implemented in 2013, with a signed agreement with Human Investment Project (HIP) Housing for their shared housing self-sufficiency program.

CORA Community Overcoming Relationship Abuse

A success story. (Clients name has been changed for confidentiality)

Deja* was a victim of domestic violence for 7 years. She met Anthony when she was in High School. They had a very intense relationship from the beginning. He was very jealous and possessive. At 18 years of age she became pregnant and so Deja's mother kicked her out of the house. It was at that point she decided to move into Anthony's house. Anthony started working to support her and they were looking forward to their lives together. The first time he beat her was days after their baby boy was born. Anthony got mad at her because he wanted her to cook dinner, but she was very tired. He grabbed her by the neck and threw her across the room. She started to cry and he kept kicking her until she passed out unconscious. Anthony seemed to resent her because she paid more attention to the baby than she did to him. When their son was two weeks old, Deja found him dead in his crib. He was purple. He died of SIDS the night before. She was devastated, confused, and hopeless. Anthony blamed her and started treating her even worse. Before she knew it, the abuse became a part of her everyday life.

Three years later, Deja found a job. She was working full time, feeling better about herself and things started to look a little hopeful. Deja and Anthony had made it through a hard-patch and "were trying to work things out." Deja became pregnant once again. She was so happy and thought that Anthony would be happy too, but he became abusive once again. Dependent on him once more and hopeful for her family Deja persevered. After two and a half years and two beautiful little girls, Deja knew things were not going to change. She did not want her daughters to grow up witnessing domestic violence. She had heard of CORA though a friend. She would call CORA's hotline every time Anthony abused her. The advocacy she experienced on the hotline helped her to become stronger and more determined every time. She had created a safety plan with an advocate at CORA. One day Anthony told her that he was going to Las Vegas for the weekend with his friends. Deja knew that this was her chance to leave. She called the hotline – luckily there was room for her and her girls in CORA's emergency shelter. Deja took her important belongings and took the courageous step to leave. Deja flourished while at the shelter, working hard to get back on her feet. Deja found a new job and started school to become a nursing assistant. Noticing Deja's self-determination, her shelter advocate referred her to CORA's permanent housing voucher program (PBA).

Finding an apartment in her price-range proved to be a challenge, and Deja feared that despite all of her efforts, she would not be able to support her children alone. Finally, CORA's family advocate in the PBA program received a call from a local landlord with whom we have worked before. He noted that he anticipated a vacancy in one of his buildings. This was exactly what Deja needed to hear. Deja's life toward self-sufficiency had just started. Deja's CORA family advocate taught her how to create a budget, balance a check book, and open a savings account. Through CORA's life skills workshops, Deja learned how to write her resume and how to interview for a job. Deja came to the support groups and self-sufficiency workshops every week – and every week, she seemed more empowered. Deja also connected with HIP housing, San Mateo Credit Union, and Party Child for other resources. Today, Deja continues to succeed and her commitment to her kids and her goals is admirable. She has been in the program for almost a year and has already made a big difference in her life and that of her children.

Always Open, On-line Waiting List Process

In January 2014, HACSM's continued innovation was highlighted with the opening of its new on-line wait list portal. All new applicants, interested in the MTW Program, can create their own secure user ID and password, complete the data entry of their household information, and access the content at any time for any changes that occur. When HACSM has vouchers available, the agency is able to conduct a small random selection from the pool of current applications and create a small wait list. Since January 2014, HACSM has conducted five lotteries, representing the selection of over 1500 households for eligibility determination and possible voucher assistance.

This on-line system allows families to take responsibility for keeping their contact information and application content current. An expiration date (12 months from the date of the application, or the last renewal or update date) is set for each application thus avoiding the need for HACSM to periodically purge the waiting list. This process has allowed the waiting list to be always open, and gives families the opportunity to apply or reapply at any time.

Expand Affordable Housing Partnerships and Project-Based Programs

HACSM is actively using its MTW flexibility to assist in the development of new or rehabilitated affordable housing by strategically project-basing HCV vouchers as a key financial component. Project-Based Vouchers' (PBV) contractual obligation for long-term unit availability is extremely important in our perennially tight housing market. In 2014, HACSM selected three projects for PBV assistance, representing 186 units of new, long-term affordable housing in San Mateo County.

Pictured below are two project-based voucher projects that were completed in 2014.

SECTION II

General Housing Authority Operating Information

Housing Stock Information

Planned New Public Housing Units to be Added During the Fiscal Year

AMP Name and Number	Bedroom Size 0	1	2	3	4	5	6+	Total Units	Population Type *	# of UFAS Units: Fully Accessible	Adaptable
PIC Dev. # /AMP PIC Dev. Name	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PIC Dev. # /AMP PIC Dev. Name	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PIC Dev. # /AMP PIC Dev. Name	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PIC Dev. # /AMP PIC Dev. Name	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Total Public Housing Units to be Added: 0

* **Select Population Type from:** Elderly, Disabled, General, Elderly/Disabled, Other

If Other, please describe: Not Applicable

Planned Public Housing Units to be Removed During the Fiscal Year

PIC Dev. # / AMP and PIC Dev.	Number of Units to be Removed	Explanation for Removal
CA014000004 El Camino Village	30	HACSM is on the Rental Assistance Demonstration program waiting list to convert El Camino Village from Public Housing to Project-Based Voucher program.
Total Number of	30	

New Housing Choice Vouchers to be Project-Based During the Fiscal Year

Property Name	Anticipated Number of New Vouchers to be Project-Based *	Description of Project
Half Moon Village, Phase II	114	Half Moon Village, Phase II, is a continuation of the Half Moon Bay Senior Campus Plan. This is a new construction development consisting of 114 senior units and 1 manager unit. Construction is expected to be completed by August 2015.
Oceanview Apartments	31	Oceanview Apartments is an existing 100-unit senior complex in Pacifica, CA; HACSM anticipates providing 31 PBVs for rehabilitation to the project.
6800 Mission Street	26	6800 Mission Street is a new 52-unit multi-family development, including commercial and retail space, in Daly City, CA; HACSM has committed 26 PBVs to the project. Construction is expected to start in April 2015 and completion is scheduled for October 2016.
Foster Square Affordable Senior Housing	33	Foster Square Affordable Senior Housing is a new 66-unit development in Foster City, CA; HACSM has committed 33 PBVs to the project. The development will provide new housing for extremely low and very low income senior households--including seven units for special needs senior populations--within San Mateo County. Construction began November 2014 and completion is expected by May 2016.
University Ave	40	University Ave Senior Housing is a new 41-unit development in E. Palo Alto, CA; HACSM has committed 40 PBVs to the project. The project developer is in the process of securing financing for the project.
Anticipated Total New Vouchers to be Project-Based	244	

Anticipated Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year	244
Anticipated Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal	145

*New refers to tenant-based vouchers that are being project-based for the first time. The count should only include agreements in which a HAP agreement will be in place by the end of the year.

Other Changes to the Housing Stock Anticipated During the Fiscal Year

Not Applicable

Examples of the types of other changes can include but are not limited to units that are held off-line due to the relocation of residents, units that are off-line due to substantial rehabilitation and potential plans for acquiring units.

General Description of All Planned Capital Fund Expenditures During the Plan Year

In FY2016, HACSM plans to complete the carpet replacement in resident units at El Camino Village (Development #CA014000004)

Leasing Information

Planned Number of Households Served at the End of the Fiscal Year

MTW Households to be Served Through:	Planned Number of Households to be Served*	Planned Number of Unit Months Occupied/ Leased***
Federal MTW Public Housing Units to be Leased	30	360
Federal MTW Voucher (HCV) Units to be Utilized	3964	47568
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Property-Based	22	264
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Tenant-Based	14	168
Total Households Projected to be Served	4030	48360

* Calculated by dividing the planned number of unit months occupied/leased by 12.
** In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/households to be served, the PHA should estimate the number of households to be served.
***Unit Months Occupied/Leased is the total number of months the PHA has leased/occupied units, according to unit category during the fiscal year.

Reporting Compliance with Statutory MTW Requirements

If the PHA has been out of compliance with any of the required statutory MTW requirements listed in Section II(C) of the Standard MTW Agreement, the PHA will provide a narrative discussion and a plan as to how it will return to compliance. If the PHA is currently in compliance, no discussion or reporting is necessary.

Not Applicable

Description of any Anticipated Issues Related to Leasing of Public Housing, Housing Choice Vouchers and/or Local, Non-Traditional Units and Possible Solutions

Housing Program	Description of Anticipated Leasing Issues and Possible Solutions
MTW Housing Choice Vouchers	Expensive market, shortage of affordable housing units, landlords not accepting vouchers. Possible solutions: Continued landlord outreach, continued focus on development and preservation of long-term affordable units in San Mateo County. HACSM is also developing an MTW activity to provide housing search and security deposit assistance to the program participants.
Housing Program 2	Not Applicable
Housing Program 3	Not Applicable

Wait List Information

Wait List Information Projected for the Beginning of the Fiscal Year				
Housing Program(s) *	**Wait List Type****	**Number of Households on Wait List**	**Wait List Open, Partially Open or Closed*****	**Are There Plans to Open the Wait List During the Fiscal Year**
MTW Housing Choice Voucher Program	Community-Wide	16008	Open	Yes
MTW Housing Choice Voucher Program - Project Based	Site-Based	7412	Partially Open	Yes
N/A	N/A	0	N/A	N/A

Rows for additional waiting lists may be added, if needed.

* *Select Housing Program* : Federal MTW Public Housing Units; Federal MTW Housing Choice Voucher Program; Federal non-MTW Housing Choice Voucher Units; Tenant-Based Local, Non-Traditional MTW Housing Assistance Program; Project-Based Local, Non-Traditional MTW Housing Assistance Program; and Combined Tenant-Based and Project-Based Local, Non-Traditional MTW Housing Assistance Program.

** *Select Wait List Types* : Community-Wide, Site-Based, Merged (Combined Public Housing or Voucher Wait List), Program Specific (Limited by HUD or Local PHA Rules to Certain Categories of Households which are Described in the Rules for Program Participation), None (If the Program is a New Wait List, Not an Existing Wait List), or Other (Please Provide a Brief Description of this Wait List Type).

*** For Partially Open Wait Lists, provide a description of the populations for which the waiting list is open.

Households that are eligible for SRO or four (4) bedroom units

Not Applicable

Not Applicable

If Local, Non-Traditional Housing Program, please describe:

Provider-Based Assistance Program: HACSM does not maintain a wait list for this program. Eligible households are referred by service agencies that have an executed agreement with the Housing Authority.

If Other Wait List Type, please describe:

Not Applicable

If there are any changes to the organizational structure of the wait list or policy changes regarding the wait list, provide a narrative detailing these changes.

Not Applicable

SECTION III

Proposed MTW Activities: HUD approval requested

Activity #2010-9: Tiered Subsidy Tables (TST)

Approved by HUD: FYE2010 Implemented by HACSM: 3/1//2010

Description of the activity

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

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

Now in its fifth year, the TST has continued to result in greater flexibility for families and a simpler rent calculation method for staff. Because of the on-going high rents in San Mateo County, HACSM has continued to closely monitor the subsidies provided by the TST and resulting tenant rent burden. In September 2014, HACSM increased the subsidy amounts on the TST to address the extremely competitive rental market in San Mateo County.

As part of its on-going monitoring of the TST activity, HACSM has uncovered one unintended outcome and is planning to address it in FY2016. With the original implementation of the TST Rent Reform program, HACSM established an actual minimum rent of $50. Due to the fact that the San Mateo County rental market has more than doubled in the past five years, HACSM has continued to increase the subsidies included in the schedule to ensure participant's ability to compete with others in the open market and to maintain their rent portions affordability. Unlike the traditional HCV tenant rent calculation process, where the subsidy is calculated based on the higher of the gross rent or the payment standard, the TST rent subsidy is fixed and does not require such

comparison. An unintended consequence is that for some, whose landlords are still charging a very reasonable rent far below the current open market, they are now paying far less than 30% of their monthly adjusted income in their rent portion. To address this imbalance, and support the MTW goal of administrative streamlining and Federal cost savings, HACSM is planning to increase the minimum rent portion to $100.

Relationship to statutory objective

HACSM expects that implementation of this change in the minimum rent will create additional Federal cost savings.

Anticipated impact of the proposed activity on the stated objective

HACSM anticipates that implementation of the $100 minimum rent will increase its Federal cost savings by approximately $275,000 over the course of the next three years.

Proposed anticipated schedules for achieving the stated objective

HACSM is proposing to conduct a gradual roll out of this activity at the household's next regular recertification. Due to the triennial recertification schedule for all elderly and/or disabled households, and the generous hardship policy that is discussed below, HACSM expects that it will take approximately three to four years to fully implement this activity. However, HACSM does expect that within the first year following implementation, the agency will realize approximately $100,000 in Federal cost savings.

Standard Metrics

HACSM is not proposing changes to the metrics for this activity. However, HACSM does expect that for CE#1 (Agency Cost Savings) and CE#5(Increase in Agency Rental Revenue), the Yearly Benchmark will increase by $75,000 - $100,000 and that once fully implemented, will result in approximately an additional $275,000 and that this same amount will be added to the final projected outcome of the proposed activity.

The Metric	Baseline	Yearly Benchmark	Final Projected Outcome	Data Source
CE#1: Agency Cost Savings	Cost of the task prior to implementation of the activity	Expected cost after implementation	Actual cost after implementation	HACSM database
CE #5: Increase in Agency Rental Revenue	Rent revenue prior to implementation	Expected rental revenue after implementation	Actual rental revenue after implementation	HACSM database

Authorizations detailed in Attachment C or D of the Standard Agreement that gives HACSM the flexibility to conduct the activity

This MTW activity is authorized in HACSM's MTW Standard Agreement, Attachment C, Paragraph D, (2)(a) and waives certain provisions of Section 8(o)(1), 8(o)(2), 8(o)(3), 8(0)(10), and 8(0)(13)(H)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503 and 982.518.

Explanation as to why the cited authorizations from Attachment C or D is needed to engage in this activity

This MTW authorization is necessary because HACSM is proposing to increase the HUD regulated $50 minimum rent.

Rent Reform Activities

Due to the fact that a tenant's contribution to their rent could be affected as a result of this activity, we are including the following information:

Impact Analysis

Description

HACSM is proposing to increase the minimum rent that all households will contribute to their r~~R~~ent portion, from $50 to $100.

Tracking and documentation of the implementation of the activity

HACSM plans to monitor the implementation, following HUD approval, through the PHA internal database

The intended and possible unintended impacts including changes to the amount or rent residents pay

Currently, there are 546 participants who are paying $100 or less for their rent portion each month. Of that 546, 524 participants are paying less than 30% of their monthly adjusted income towards their rent. When the $100 minimum rent is applied to these same households, 482 are still paying 30% or less of their monthly adjusted income for their rent. For the 64 households who could potentially be paying more than 30% of their monthly adjusted income toward their rent upon implementation of this activity, HACSM is proposing a very generous hardship policy which would allow them an additional 12 months of subsidy with a minimum tenant rent portion of $50 and at the same time the ability to have direct referral and access to the self-sufficiency team for assistance with self-sufficiency activities to support them reach increased employability and/or income.

HACSM plans to implement this change as a gradual roll out, at a household's next recertification appointment once the FY16 Plan has been approved. All households who could potentially be negatively impacted by this activity will be notified of this change once it has been approved and HACSM will establish a response team to handle their questions and concerns. Due to the gradual nature of the implementation, especially when combined with the HACSM triennial schedule for elderly and/or disabled households, participants will have a significant period of time to increase their income prior to the change on a personal level.

HACSM has also studied the impact for the housing authority and is preparing for the software modifications and staff training that will be required for implementation. Based on the current analysis, HACSM should realize a cost savings of approximately $275,000 as a result of this activity once fully implemented.

Measurement of the impact of the activity
HACSM plans to measure the impact of this activity through agency HAP savings.

Hardship Case Criteria

As was the case when HACSM initially implemented the Tiered Subsidy Table Activity, the agency is once again proposing a very generous hardship case process and criteria. At the households next recertification, interim, regular recertification, or contract rent increase, whichever comes first, if the household meets the five conditions noted below, HACSM will continue to calculate the housing subsidy amount based on the $50 minimum rent calculation for 12 months and the household will be eligible to participate in the Self-Sufficiency program and receive case management services during that time to increase their income.

The five conditions that they must meet to be eligible for the hardship relief are as follows:

1) the household was paying less than $100 as their Tenant rent prior to implementation, and
2) the household will pay more than 30% of their monthly adjusted income as a result of the new minimum rent, and
3) the household has not previously been granted the minimum rent exemption, and
4) the household's request was submitted to HACSM within 30 calendars days of the rent change, and
5) the household is in good standing with HACSM, (eg. The household is in compliance with all program rules and any repayment agreement).

Description of Annual Reevaluation of the Activity

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

Transition Period

Within 90 days of HUD approval of this activity, HACSM will begin implementation for all households, effective at their next recertification, interim, regular recertification, or contract rent increase. As discussed previously, HACSM expects that the transition period may extend up to four years due to the Triennial Recertification Schedule for elderly and/or disabled households and the proposed additional 12 months due to hardship relief.

SECTION IV

Ongoing MTW Activities: HUD approval previously granted

HACSM does not plan to change any of the current MTW authorizations from Attachment C and/or Attachment D for the activities previously implemented, nor does HACSM plan to use any outside evaluators.

HACSM has utilized the flexibilities of the MTW program since 2000 to significantly reform its Voucher and Public Housing programs. The activities below illustrate how HACSM has proactively instituted a range of complementary MTW Activities that have strengthened administration of the program and effectively responded to the needs of San Mateo County.

Implemented Activities

Activity #2000-1: MTW Self-Sufficiency Program

Approved by HUD: FYE2000 Implemented by HACSM: 5/1/2000

Description of the activity

The HACSM MTW program, first implemented in May 2000, was originally developed to respond to welfare reform and thus was fashioned to focus almost exclusively on improving families' self-sufficiency in preparation for the conclusion of their welfare assistance. Effective July 1, 2013 HACSM received HUD approval to revise the admission process to change from a referral basis to admission via the HACSM HCV waitlist. In FY2014, HACSM expanded the number of vouchers allocated to the 5-year time limited program to from 300 up to 800 vouchers and revised the admission process to include all new program participants from the HACSM waiting list. Effective January 2014, HACSM opened its HCV waitlist and with this opening began the enrollment of new households in the MTW Self-Sufficiency program.

All MTW Self-Sufficiency participants are required to participate in the HACSM Family Self-Sufficiency (FSS) program, which requires families to be gainfully employed and free of welfare assistance 12 months prior to the end of the FSS contract. Non-compliance with the FSS contract is cause for termination of housing assistance. HACSM collaborates with county and non-profit service providers to prepare MTW households to be economically self-sufficient upon graduation. HACSM designed a local method by which escrow is calculated for the FSS program participants at the time of graduation.

The HACSM escrow calculation method considers several activities that support a family's increasing self-sufficiency, which are often necessary for an individual to be job-ready and positioned for higher paying positions, instead of only recognizing increases in earned income. The maximum escrow credit and pay out at graduation is $3,500 per family.

The calculation methodology is as follows:

- *Employment*: In order to qualify, at program exit, the family must achieve either: 1. The lesser of $1,500 or a 15% increase over the above stated Earned Income baseline if the baseline amount is more than $2000, or 2. A $10,000 increase over the above stated Earned Income baseline if the baseline amount is $2000, or less. HACSM will calculate escrow based on a dollar for dollar match up to $1,000. ($1,000 maximum per family under this category)
- *Education/Vocational Degree Attainment*: $500 for each completed education/vocational goal. ($1,000 maximum per family under this category)
- *Personal Enrichment/Job Preparation*: $25 for each workshop, skill improvement training completed. ($250 maximum per family under this category)
- *Path to Citizenship*: $250 for each goal completed per family member in this process.($500 maximum per family under this category)
- *Budgeting/Saving Series*:
    - Attend a HACSM-sponsored budgeting class within the first six months of program entry. ($25)
    - Prepare and submit to HACSM a personal budget for six months following the budgeting class. ($100)
    - Establish (open) a new savings account within the first year of program entry or a secured credit card to re-establish credit. Once credit has been established, open a savings account. ($25)
    - Establish a pattern of savings by: a. Increase savings balance over the savings baseline by at least $1500, AND b. During the final 12 months of participation, make a minimum of 10 monthly deposits of at least $25, AND c. Any monthly withdrawals may not cause the deposit amount to be less than $25. ($400)
      Note: Retirement accounts will not be considered as savings accounts.
      ($500 maximum per family under this category)
- *Improve Credit Score:* $1 for each credit score point improved over the Credit Score baseline. ($250 maximum per family under this category)
- *Personal Participant Pay Point from Individual Training and Service Plan (ITSP)*. Qualifying goals include: Transportation, child care, fulfilling student loan obligations, expunging criminal records, and resolving outstanding child support payments. $250 for each Personal Participant goal completed.($500 maximum per family under this category)

Because escrows are only calculated and credited at the end of the FSS Contract term, interim withdrawals were eliminated.

Update on the activity

In January 2014, HACSM opened its MTW wait list and all new participants are now enrolled in the MTW 5-year time limited program and self-sufficiency activities, including specific goals and the potential for escrow upon successful graduation. As of January 1, 2015, approximately 140 new participants joined the program and signed a Self-Sufficiency COP.

During 2014, HACSM saw 86 households successfully graduate from the program with an average escrow of $2,198. Based on the exit interviews, 24 households were planning to remain in the same unit paying full rent after graduation. And, HACSM granted 17 hardship requests due to participants who were in the process of finishing their education/employment goals.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2009-2: Housing Readiness Program (HRP)

Approved by HUD: FYE2009 Implemented by HACSM: 7/1/2008

Description of the activity

Through partnerships with San Mateo County's Center on Homelessness and other providers of homeless services, HACSM is able to serve up to 100 homeless families. Homeless families join the program through a referral process. Program participants receive rental subsidy for up to three years while at the same time having continued access to various supportive services programs, provided by the homeless services partners.

Update on the activity

To date, the HRP has provided the San Mateo Community a key program to address the needs of homeless individuals and families residing in San Mateo County. Currently there are 58, formerly homeless households in the program and HASCM is continuing to accept referrals to fill the 100 vouchers allocated to HRP. Because the vouchers are limited to three years, HACSM has been able to serve additional families over the course of the demonstration program.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2000-3: Eliminate 40% Affordability Cap at Initial Move-In/Lease Up

Approved by HUD: FYE2000 Implemented by HACSM: 5/1/2000

Description of the activity

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

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

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

- Discussion of rent affordability with the participant before move-in
- Outreach to property owners to increase housing availability
- A calculation tool that shows the tenant portion of rent in relation to his/her income with the additional of excluded income sources that might mitigate the higher rent burden.
- Required supervisory approval procedures on a case-by-case basis for instances where the tenant rent burden is over 50% of their monthly adjusted income.

Update on the activity

According to the National Low Income Housing Coalition's 2014 publication, "Out of Reach," San Mateo County is one of the nation's most expensive jurisdictions in which to live. According to their report, a two bedroom household in the San Francisco metropolitan FMR area, of which San Mateo County is included, would need to have a wage of $37.62 per hour, or be earning $78,250 per year, in order to afford to live here. In the Third Quarter of 2014, the average rent for a two-bedroom unit was $2,648 and the vacancy rate remained less than 5%.

As such, current participants and new applicants searching for affordable housing in San Mateo County are faced with an extremely challenging situation. Taking this into account, HACSM has found that this activity has provided some relief to those engaged in search for housing. HACSM continues, on a regular basis, to monitor the lease up statistics and rent burden for participants to ensure that vouchers are being utilized and participants are not facing an overly burdensome cost for housing.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2009-5: Expand Usage of PBV at HACSM Developments Undergoing Disposition

Approved by HUD: FYE2009 Implemented by HACSM: 7/1/2009

Description of the activity

In HACSM's FY2009 Supplemental MTW Annual Plan, HACSM received approval to project-base up to 100% of the replacement vouchers at public housing units undergoing the demo/dispo process. HACSM submitted two demo/dispo applications in June 2010. The application for Midway Village was approved by HUD in January 2011 and vouchers were issued to all eligible households in May 2011. All 150 units at Midway Village are now under a Project-Based HAP contract. The application for El Camino Village was not approved by HUD.

Update on the activity

In FY15, HACSM submitted an application to convert El Camino Village to the RAD program.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010.6 (Revised): *Triennial* Recertification Schedule for Elderly/Disabled Families

Approved by HUD: FYE2010 Implemented by HACSM: 7/1/2009

Description of the activity

Building upon the success of the original activity "Biennial Recertification Schedule for Elderly/Disabled Families," in FY14 HACSM expanded the regular recertification schedule to once every three years for Elderly/Disabled households. However, if the household also includes non-elderly/disabled adult members, and those members experience an increase in income, HACSM may recalculate the households annual adjust income

in accordance with the HACSM's Interim Policy, and potentially the HAP as well, due to the increase.

Update on the activity
HACSM began implementation of this alternate recertification schedule in August 2014. Due to the gradual roll out, implementation will take approximately 24 months in total.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010-7: Simplify Rent Calculation Process

Approved by HUD: FYE2010 Implemented by HACSM: 7/1/2009

Description of the activity
In July 2009, HACSM implemented several MTW activities related to the rent calculation policies and procedures. It was HACSM's intent that implementing the new activities would create a more transparent process for participants, a streamlined and more efficient practice for HACSM, and overall improvement in the accuracy of the calculations. In July 2011, HACSM modified the activities resulting in the following:

- *Asset Calculations*
  - HACSM established a minimum threshold of $50,000 in assets before any interest would be included or calculated when determining the household's annual adjusted income
  - If the household met, or exceeded the $50,000 threshold, HACSM will include the *actual* interest earned in determining the household's annual adjusted income

Update on the activity
The streamlined method for calculating assets has significantly simplified the rent calculation process without creating further burden for program participants.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010-8: Simplify Third Party Verification Process

Approved by HUD: FYE2010 Implemented by HACSM: 7/1/2009

Description of the activity
In FY2010, HACSM received HUD approval to simplify the third-party verification process associated with earned income, asset income, and medical and child care expenses, in an effort to relieve administrative burdens, and increase productivity, and ease the intrusive nature of the process for HCV applicants and participants.

The streamlining activities included the following:

- Increase asset values requiring third-party verification

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

- Streamline verification of eligible medical expenses
  Effective July 1, 2009 HACSM instituted a policy in which eligible families, who claim medical expenses, are required to sign a self-certification and provide supporting documents from credible and established sources, such as receipts from medical care providers or pharmacy statements as proof of the claimed expenses.

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

- Extend the verification timeline to 120 days
  Effective July 1, 2009, HACSM implemented a revised timeline for verification documentation to 120 days for HCV applicants and participants. This new timeline reduces duplication of work and accelerates an applicant's admission to the program and a participant's recertification for continuing program eligibility.

HACSM continues to use the Enterprise Income Verification (EIV) system for verification of participant identity, wage and assistance benefits.

Update on the activity

This activity has continued to support the HACSM MTW program and has been successful in creating efficacies that provide the avenues for staff resources to be allocated to self-sufficiency activities.

Non-significant changes to the activity

In FY2016 HACSM is proposing to increase the verification timeline from 120 to 180 days due to the ever tightening rental market in San Mateo County. More often than not, voucher holders request and HACSM approves multiple voucher extensions to allow additional time for the housing search. Extending the verification validation period, i.e., approving voucher extensions without having to re-verify applicant information, aligns the MTW program goal of administrative streamlining and cost savings. HACSM will update applicant information if new information is reported by the applicant. HACSM considers this to be a non-significant change. As always, if the household presents new information or has income or household composition changes during this period, HACSM will continue to verify the new information.

Changes to the metrics, baselines or benchmarks

HACSM is not proposing changes to the metrics, baselines or benchmarks in FY2016.

Changes to the authorizations

HACSM is not proposing any changes to the authorizations for this activity.

Activity #2010-10: Simplify HQS Process

Approved by HUD: FYE2010 Implemented by HACSM: 7/1/2009

Description of the activity
HACSM is allowed to inspect HACSM-owned properties to determine HQS compliance. HACSM not required to submit inspection reports for HACSM-owned or affiliated properties to the HUD Field Office

Update on the activity
This activity has continued to be effective in supporting the HACSM goal of increased administrative efficiency.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010-11: Eliminate Competitive Process for Allocation of PBV to Former Public Housing

Approved by HUD: FYE2010 Implemented by HACSM: 1/27/2011

Description of the activity
In FY2011, HACSM received HUD approval to allocate project-based vouchers to its former public housing units without the use of a competitive process. In FY14, HACSM received HUD approval to expand the scope of this activity to include other housing units owned by HACSM or HACSM affiliates such as the redeveloped Half Moon Village.

Update on the activity
HACSM also operates a public housing development known as El Camino Village, a 30 unit complex located in Colma. For El Camino Village, this activity is on hold until HACSM learns whether or not the Rental Assistance Demonstration (RAD) program application has been accepted.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010-12: Waive 12 Month Stay Requirement for Residents in Formerly Public Housing Units Converted to PBV

Approved by HUD: FYE2010 Implemented by HACSM: 5/1/2011

Description of the activity
With this activity, HACSM has the authority to offer residents of public housing units undergoing disposition from public housing status, the option to relocate immediately or any time thereafter, using a tenant transfer voucher. With the approval of HACSM's demo/dispo application, existing public housing residents at the time of

disposition are not required to stay in their unit for 12 months after conversion to PBV assistance. Instead, former public housing residents have the choice to determine if and when they want to move.

In FY15, HACSM received HUD approval to expand this activity to include in-place residents of properties owned and/or affiliated with HACSM, such as the Half Moon Village redevelopment project.

Update on the activity
There are no new updates on this activity as HACSM is still waiting to hear whether or not its RAD application has been accepted for El Camino Village.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010-13: Accept Lower HAP by Modifying PBV Rules for In-place Residents at former Public Housing Developments

Approved by HUD: FYE2010 Implemented by HACSM: 5/1/2011

Description of the activity
At the time of disposition, if a public housing resident is residing in an oversized unit and HACSM does not have the proper size unit available for the resident to relocate, HACSM will accept a lower HAP based on the unit size the resident qualifies for and not the actual unit size occupied. However, as is the current policy, as units of the appropriate size become available at the subject project-based property, the over-housed resident will be required to move into the newly available unit.

Update on the activity
There are no new updates for this activity. As reported in FY12, the dispo application for Midway Village was approved and the conversion completed. In FY15, El Camino Village remained a public housing complex.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2010.14: Establish Flat or Market Rate Policy for Over-income Public Housing Residents at Conversion of Public Housing Units to Project-Based Units

Approved by HUD: FYE2010 Implemented by HACSM: 5/1/2011

Description of the activity
Permits residents of public housing undergoing the disposition process that are not eligible to receive a voucher due their household income which exceeds the income limitations of the voucher program to have the option to remain in the unit (for a maximum of 12 months) at the higher of the flat rate or market rate for the unit. Additionally, should the former resident's income level in the subsequent six months (after vacating the public housing development) decrease to a level that they would be income eligible, they will be allowed to re-apply to

the project based wait list with a preference. At such time as the resident vacated the unit, the unit would convert to a standard project-based unit.

Update on the activity
There are no new updates for this activity. As reported in FY12, the dispo application for Midway Village was approved and the conversion completed. In FY15, El Camino Village remained a public housing complex.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2011-15: Institute Biennial Inspection Schedule for Units Under Contract

Approved by HUD: FYE2011 Implemented by HACSM: 7/1/2010

Description of the activity
All HCV units are inspected on a biennial schedule. HACSM continues to conduct any complaint inspections. The units must at all times meet Housing Quality Standards while under contract

Update on the activity
The biennial inspection schedule has continued to support the HACSM goal of greater administrative efficiency. It has also provided HACSM staff the time savings to redirect toward assisting participants to secure housing, facilitating the lease up process between the participants and landlords and finally to conduct owner outreach, which is absolutely vital in San Mateo County at this time.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2011-16: Expand the Section 8 Project-Based Voucher Program

Approved by HUD: FYE2011 Implemented by HACSM: 5/23/2011

Description of the activity
Effective July 1, 2010 HACSM received HUD approval to increase its voucher budget authority to 30% for the Project-Based program. Expansion of the PBV program is one of the major resources for the development of additional affordable housing units and will assist the San Mateo County to meet the goals of its HOPE Plan, the County's 10 year plan to end homelessness.

In selecting future Project-Based projects, HACSM has acknowledged that it will give preference to properties that are newly constructed, located near public transportation corridors, and contain energy efficient features. This activity provides an avenue to increase housing choice for families by increasing the supply of decent, safe, and sanitary affordable housing.

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

In FY14, HACSM adopted policies to support the original activity proposal that requires participating families to stay at least 24 months in a PBV unit before they are eligible to move with continued assistance; and, that any continued assistance would be a part of the MTW/FSS program, the five year, time-limited program. If there is a need for additional housing assistance at the end of the term of participation, the family could apply for a "hardship" at that time.

Update on the activity
During 2014, HACSM entered into AHAP agreements for three different project-base projects, Willow Housing, Half Moon Village II, and Foster Square. In total these three projects represent an additional 182 of affordable housing in San Mateo County.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2011-17: Revise Eligibility Standards

Approved by HUD: FYE2011 Implemented by HACSM: 7/1/2010

Description of the activity
HACSM implemented an asset value limit for all new applicants and participants. The HACSM policy includes the following criteria: 1) If an applicant has assets exceeding $100,000, or a present ownership interest in a suitable home in which they have a legal right to reside, they are determined to be ineligible for the program, 2) If a participant experiences an increase in assets, such that their assets are currently valued at more than $100,000, or has (since their last reexamination) gained ownership interest in real property in which the participant has a legal right to reside, the participant would be determined ineligible for continued assistance. This determination is made through the recertification process, annually or triennially, based on the household's regular recertification schedule.

Update on the activity
This activity has continued to provide HACSM with an efficient tool to reach the most needy households in our community.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2011-18: Eliminate 100% Excluded Income from the Income Calculation Process

Approved by HUD: FYE2011 Implemented by HACSM: 7/1/2010

Description of the activity
Effective July 1, 2010, HACSM no longer verifies, counts, or reports income that HUD specifies as 100% excluded from the income calculation process. Examples of 100% excluded income are food stamps, income from

minors, and foster care payments. HUD regulation 24 CFR 5.609 (c) provides a complete list of all income sources that HUD specifies to be excluded when calculating a family's annual income. Because this income is excluded from the income calculation process, it does not affect the amount of a family's rental assistance.

Update on the activity
This activity has continued to support the HACSM efforts for administrative streamlining and cost effectiveness in the MTW program.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2011-19: Eliminate the Requirement to Complete New HAP Contract with Utility Responsibility Changes

Approved by HUD: FYE2011 Implemented by HACSM: 7/1/2010

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

Update on the activity
Due to the fact that this activity only applies to participants who have a HAP contract in place prior to July 1, 2010 and who do not relocate, this activity continues to see minimal, or no activity. However, in instances when it does apply, this activity is very helpful in maintaining the HACSM goal of administrative streamlining.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2012-21: Change Qualifications for Full-Time Student Status

Approved by HUD: FYE2012 Implemented by HACSM: 7/1/2011

Description of the activity
In order for a family member, other than the head, co-head, or spouse to qualify for the FTS status, dependent deduction and income exclusion, the family member must be less than 24 years old, a FTS at an accredited institution, and must provide a transcript of the full-time student status at all subsequent recertification appointments.

Update on the activity
HACSM has continued to find this activity a key support in encouraging High School graduates to continue on with their college courses immediately after graduation.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2012-22: Include Foster Care, KinGap, and Adoption Assistance Payments in Annual Income Calculation

Approved by HUD: FYE2012 Implemented by HACSM: 7/1/2011

Description of the activity
HACSM includes foster care, Kin Gap, and adoption assistance payments in the determination of annual adjusted income. To help offset this inclusion of this income, HACSM provides a dependent allowance for foster children, disabled foster adults, and adopted children

Update on the activity
In FY14, HACSM did not receive any hardship requests as a result of this activity and current participants continue to support foster children and foster adults in San Mateo County. HACSM looks forward to sharing more information about this activity in the FY15 MTW Annual Report.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2012-23: Modify Head of Household (HOH) Changes Policy

Approved by HUD: FYE2012 Implemented by HACSM: 7/1/2011

Description of the activity
In order to encourage families towards self-sufficiency and reach more eligible households on the HCV waitlist, HACSM implemented the following policies regarding the activities for head of household change requests. The HACSM policies include the following:

- The individual becoming the new HOH must be in the household for at least the previous 12 consecutive months, **and**
- At the time of the HOH change, the household would join the time-limited MTW Self-Sufficiency program (MTW On-going Activity #1). However, if household is already enrolled in the time-limited MTW Self-Sufficiency program, the remaining household members would only be eligible for the remaining term, not an additional term.

Update on the activity
HACSM has seen few participants choose to change the head of household, however for those who have, the HACSM self-sufficiency staff have been working closely with the families to establish individual training plans

and specific goals to help move from the need for housing assistance to economic self-sufficiency within their five-year term of assistance.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2012-24: Change Automatic Termination of HAP Contact from 180 to 90 Days

Approved by HUD: FYE2012 Implemented by HACSM: 7/1/2011

Description of the activity
HACSM reduced the number of days that a participant can remain on the program, while paying 100% of their rent, from 180 to 90 consecutive days.

Update on the activity
HACSM continues to monitor this activity and the households who reach "zero" HAP status. HACSM has seen that the following trend has continued, some households were able to graduate from the program as a result of reaching an income level such that they no longer needed the housing assistance, while others did experience changes that resulted in the need for on-going housing assistance within the 90-day timeline.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2012-25: Exclude Asset Income from Calculations for Households with assets under $50,000

Approved by HUD: FYE2012 Implemented by HACSM: 7/1/2011

Description of the activity
HACSM has eliminated calculating or including income received from family assets valued less than $50,000. Additionally, HACSM no longer reports the asset income valued less than $50,000 to HUD through the HUD-50058.

Update on the activity
This activity continues to support the AHCSM goal of increasing administrative streamlining.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2012-26: Commitment of MTW Funds for Leveraging in the Creation of Additional Affordable Housing in San Mateo County

Approved by HUD: FYE2012 Implemented by HACSM: 10/26/2011

Description of the activity

HACSM originally committed up to $4,000,000 of MTW funds for the development of additional affordable (low income, very low income and extremely low income) housing in San Mateo County. In the HACSM FY13 Annual Plan, HACSM received HUD approval to increase this commitment up to $8,000,000 of MTW funds. The re-programmed funds are to be used to leverage additional investment funds that will be substantially larger than HACSM commitments. Development activities may include site acquisition, substantial rehabilitation of existing stock, and development of new units.

Update on the activity

This activity was essential to the development of new construction affordable housing units. To date, the Half Moon Bay Redevelopment Project (Phase I) was completed and leased, representing 44 units of new construction. Phase II of this project is nearing completion and with plans for leasing the 114 new units in August 2015.

In 2014, HACSM issued a NOFA for the Affordable Housing Fund, and received five applications. Four of those applications were recommended to receive funding. The projects include the creation of new affordable rental housing for families, seniors, supportive housing for individuals with serious mental illness and veterans along with the creation of a new first-time homeownership units. The recommended projects will be presented to the Board of Commissioners in early 2015 for approval. If all are approved, there is the potential for an additional 143 units of new affordable housing in San Mateo County as a result of this activity.

Non-significant changes to the activity

Based on the success of this activity to date and the unrelenting, critical need for additional long-term affordable housing in San Mateo County, HACSM is proposing to increase the funds committed to this activity to $10,000,000.

Changes to the metrics, baselines or benchmarks

HACSM is not proposing changes to the metrics, baselines, or benchmarks inFY2016.

Changes to the authorizations

HACSM is not proposing changes to the authorizations in FY2016.

Activity #2011-27: Provider Based Program

Approved by HUD: FYE2012 Implemented by HACSM: 11/15/2011

Description of the activity

HACSM implemented a provider-based assistance program, outside the scope of the voucher program. The Provider-Based program was designed with the intention to reach populations in San Mateo County who were under-served or not served by the voucher program or other special-funded programs.

Update on the activity

As of FY14, there are three provider-based assistance programs with program partners who work with, the following underserved populations: 1) Survivors of domestic violence, 2) Recently released, non-violent parolees, and 3) Single parent households with minor children. The main focus of the program is to support the housing stability of these families. In some cases the housing assistance follows the "Transitional Housing" model with housing provided for a short period of time, up to 18 months. In other cases, the housing assistance is provided for a maximum of 36months.

Non-significant changes to the activity

Based on the success of this program, HACSM is considering the possibility of expanding the program in FY16. There are no further new "non-significant" changes intended for this activity in FY2016.

Changes to the metrics, baselines or benchmarks

HACSM is not proposing changes to the metrics, baselines or benchmarks in FY2016.

Changes to the authorizations

HACSM is not proposing changes to the authorizations in FY2016.

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

Approved by HUD: FYE2013 Implemented by HACSM: 7/1/2012

Description of the activity

In FY2013, HACSM received HUD approval to operate El Camino Village (ECV), a 30-unit Public Housing complex, in accordance with several of MTW policies and procedures used for the voucher program.

Following is a list of the areas that HACSM implemented July 1, 2012:

1. Biennial recertification schedule for all elderly and or disabled households.
2. Elimination of the Earned Income Disallowance (EID)
3. Revised Eligibility Standards
4. Exclusion of asset income for households with assets under $50,000
5. Elimination of the imputed asset calculation and use of the actual interest earned for assets valued at or over $50,000
6. Simplification of the Third Party Verification Process
7. Modification of the change in head of household policies
8. Biennial inspection schedule
9. Modification of the full-time student status requirements
10. Inclusion of Foster Care, KinGap, and Adoption Assistance payments in the households annual adjusted income, and allowance of a $480 dependent deduction for each foster child and/or adult

Update on the activity

This multi-faceted activity has assisted the HACSM goal of increased administrative streamlining. As a result of the activity, HACSM staff were able to apply the same rules and policies to all program participants resulting in increased customer service and a more timely response to participant and resident needs.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not

proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2014-29: Revise Child Care Expense Deduction

Approved by HUD: FYE2014 Implemented by HACSM: 7/1/2013

Description of the activity

In conjunction with HUD regulations, HACSM defines child care expenses as amounts anticipated to be paid by the family for the care of children 12 years of age and under during the period for which annual income is computed, but only where such care is necessary to enable a family member to work, seek work, or go to school (furthering education) and only to the extent such amounts are not reimbursed. The activity applies to HACSM's Public Housing and Section 8 Housing Choice Voucher programs.

The amount deducted shall reflect reasonable charges for child care. When a family member looks for work or furthers his or her education, there is no cap on the amount that may be deducted for child care – although the care costs must still be necessary and reasonable. However, when child care enables a family member to work, the deduction is capped by the amount of employment income that is included in annual income.

HACSM defines allowable child care deductions as follows:

1. The care must be provided for one or more qualifying persons. A qualifying person is a person who is a dependent child, age 12 and under, of a family member who is the parent or legal guardian of the child.
2. The care must be provided to enable the parent or guardian to work, seek work, or attend school full time.
3. The payments for care cannot be paid to the non-custodian parent(s) of the qualifying child.
4. The maximum allowable child care deduction is the lesser of the actual expense or 50% of the gross earnings or net earnings from self-employment of the parent or guardian.
5. If both parents are in the subsidized household, the 50% gross earnings cap will be based on the lower of the two earnings from the parents. One parent may be considered as having earnings if the parent is a full-time student or a person with disabilities that inhibits the parent to care for the child. In this case, the earnings will be based on the working parent.
6. The maximum allowable child care deduction for a parent or guardian who has no earnings but attends school full time will be the lesser of the actual expense paid or $5000 per year per qualifying child.
7. The maximum allowable child care deduction for a parent or guardian who is "seeking employment" will be the lesser of $5,000 or the actual expense paid for the year, per qualifying child, for a maximum of 12 consecutive months from the effective date of the approved child care deduction under the "seeking employment" category.

Update on the activity

HACSM has found that, since implementation, this activity has helped to clarify the process for child care expenses resulting in some staff time savings and at the same time provided clarity and greater equity for all program participants.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2015-30: Standard Proration for Ineligible Household Members

Approved by HUD: FYE2014 Implemented by HACSM: 7/1/2013

Description of the activity

When a household includes eligible and ineligible members, defined as individuals who do not have eligible immigration status, the household is considered a "mixed family." In such cases, current HUD regulations require that the PHA prorate the HAP portion of the household's subsidy based on the number of eligible to in-eligible household members. This current practice is challenging to calculate correctly, is very hard for most mixed families to understand, and at times can be a significant barrier to the family's ability to find a rental unit.

HACSM has implemented a standard pro-ration of $150 per ineligible household member that will be subtracted from the total monthly HACSM HAP subsidy for the household.

Update on the activity

Implementation of this activity has simplified the "mixed family" calculation, increased the transparency in the calculation process, and removed the appearance of inconsistent treatment. More mixed families are gaining confidence in their ability find and secure affordable housing. The activity has also reduced the staff time required to meet with households and owners of rental property to explain the calculation process.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2015-31: Local Referral Process for Supportive Service Exception Units, in Project Based Voucher (PBV) Complexes

Approved by HUD: FYE2014 Implemented by HACSM: 7/1/2013

Description of the activity

Current PBV regulations require the PHA provide applicants to an owner of PBV units from the PHA wait list. In general, this system is efficient and with on-going oversight and communication with PBV owners, HACSM has been able to provide a sufficient number of applicants for an owner to fill vacancies in a timely manner. The one area where this has been problematic has been in supportive service exception units, particularly the larger size exception units. Balancing the overall number of households on the waitlist while at the same time maintaining a sufficient number of households that can most benefit from the services provided for the exception units have proven to be quite challenging and time consuming. In some instances, it requires the opening and closing of the waitlist in order to expand the pool of applicants. This process is also confusing for the applicant households and at times causes delays in the lease up process.

HACSM has implemented a local referral process for supportive service exception units. Upon notice from an owner that an exception unit has been vacated, HACSM provides applicants to the owner from its waitlist. If HACSM is unable to provide a list of applicants to the project owner within 15 business days, or upon owner screening, if it is determined that none of the applicants provided by the PHA wait list meet the owner's selection criteria or the applicants subsequently do not meet HACSM eligibility requirements, HACSM will accept direct

referrals from the owner for eligibility determination for that exception unit. As always, the owner will be required to notify HACSM, in writing, of any rejected applicant and the grounds for the rejection.

Update on the activity
Since receiving approval for this activity in September 2014, HACSM has been conducting community outreach with PBV owners and developing staff training as part of the initial implementation of this activity.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2015-32: Revised EIV Income Report Review Schedule

Approved by HUD: FYE2015 Implemented by HACSM: 9/2015

Description of the activity
Effective January 31, 2010, HUD implemented new regulations mandating the use of EIV as a third party source to verify tenant employment and income information during mandatory certifications. Prior to the issuance of the HUD notice advising agencies of the revision, utilizing the EIV income report for interim certifications was not required by HUD, only during annual reexaminations. The reinterpreted regulations concerning the use of EIV changed the requirement such that review of the EIV income report is now a required component of all certification processes, including interim reexaminations.

The requirement to now use the EIV income report for both annual and interim reexaminations translates to additional staff time expended when processing interim reexaminations, which also renders an increase in costs, linked to the staff time for accessing and reviewing the EIV income report. In an effort to reduce cost and administrative burden, HACSM modified the EIV review schedule by only generating the EIV income report during annual or triennial reexaminations.

HACSM's current interim policy allows for certain actions to be processed without having to meet with the family in person. For example, if a family reports a decrease in income, not associated with a family composition change, HACSM requires the family to submit the necessary documents to reflect the change. Based on the family's documentation, HACSM recalculates the tenant and HAP portions accordingly. The necessity to access and review the EIV income report only adds to what is supposed to be a more efficient process for HACSM staff and does not necessarily assist in determining unreported income at this specific point in time due to the fact that the earned income information contained in EIV at the time of the interim reexamination is not up-to-date (the earnings information included on the EIV income report is generally delayed by two quarters). Instead, HACSM staff has found that unreported income and patterns of undisclosed income are most likely to be identified during the regular reexamination process.

HACSM also regularly reviews and monitors the many reports contained in the EIV system (Deceased Tenants, Multiple Subsidy, and Identity Verification reports) to assure compliance with Federal requirements.

Update on the activity
Upon approval of HACSM's FY2015 MTW Annual Plan, the transition to not print EIV reports at interim

appointments was fairly seamless for staff. As stated above, HACSM's interim policy requires the family to submit the necessary document to reflect the change reported and, based on the family's documentation, HACSM recalculates the tenant and HAP portions accordingly.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2015-33: Local PBV Inspection Process

Approved by HUD: FYE2014 Implemented by HACSM: 7/1/2013

Description of the activity

Current HUD regulation allows PHAs to inspect a random 20% sample of PBV contract units in a building annually. If 20% of the inspected units fail HQS, PHAs then are required to inspect 100% of the units. Building on the success of the other HQS-related MTW activities, its close working relationship with PBV unit owners, and the quality of its PBV units, HACSM has implemented a Local PBV Inspection Process to ensure PBV-owner's compliance with HQS for all units under contract:

Although HACSM follows a biennial inspection schedule for its PBV units, HACSM may choose to inspect 20% of its PBV units in a building annually. If the inspected unit failed HQS and the deficiencies are not corrected within 30 days upon notification to the project owner or the HACSM-approved extension period, HACSM will abate HAP for the unit. If the deficiencies are not corrected within 90 days after the abatement notice, HACSM will remove the unit from the PBV contract. No retroactive HAP are made during the abatement period.

Update on the activity

Since receiving approval for this activity in September 2014, HACSM has continued to conduct biennial HQS inspections in all subsidized units. At the same time, HACSM has been developing an implementation plan for this activity. Upon implementation of the 20% standard for HQS inspections of PBV units, HACSM will also establish the enforcement procedures for compliance as described in this activity. At that time, if any of the units inspected were to fail HQS, HACSM will enforce compliance on the failed unit, including potential abatement of the unit. The implementation plan includes community outreach with PBV owners and staff training as essential components for the activity's success.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2015-34: Local Collections Process

Approved by HUD: FYE2014 Implemented by HACSM: 7/1/2013

Description of the activity

Where the PHA is the principal party initiating or sustaining an action to recover amounts from tenants or owners that are due as result of fraud and abuse, the PHA may retain a portion of the amount of HAP funds it recovers. With this MTW activity, HACSM now retains 100% of the amount it collects from a judgment, litigation, or an administrative repayment agreement.

HACSM uses the recovered proceeds to support the Housing Choice Voucher program as well as other MTW authorized programs.

Update on the activity
Since receiving approval for this activity in September 2014, HACSM has recovered $7,000 in total. This recovery has resulted in an additional $3,500 savings for the agency as prior to implementation the agency would have been required to split any recovered funds with HUD.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Activity #2015-35: Leasing Success Program

Approved by HUD: FY2015 Implementation Date: 7/1/2015

Description of the Activity
According to the National Low Income Housing Coalition's 2014 publication, "Out of Reach," San Mateo County is one of the nation's most expensive jurisdictions in which to live. There simply is a very limited amount of rental housing, let alone affordable rental housing.

With this activity, HACSM is using its Moving to Work Authority in order to implement additional programs and activities that will lead to increased participation in the MTW program and the utilization of this highly valued housing assistance. With the use of up to $250,000 HAP funds annually for the next three years to this activity, HACSM is looking implement one or all of the following activities: 1) Contracting with organizations that have expertise in the rental market, that will assist program applicants and participants with "housing locator services," 2) Contracting with organizations that have substantial experience in shared housing to encourage HCV participation, 3) Creating a landlord incentive program, and 4) Creating a security deposit loan program. For additional information, see the full description in the HACSM FY2015 Annual Plan.

Update on the activity
In late FY15, HACSM issued an RFP for a partner organization to assist with the Leasing Success Program. The primary goal in the RFP was the Housing Locator service, provided by a partner organization with specific expertise in real estate, property management, and assisting low income families find and secure affordable housing.

HACSM received four proposals and is now completing the selection and program development and implementation process.

HACSM is not proposing any non-significant changes or modifications to this activity, and as such is also not

proposing any changes to the baselines, metrics, benchmarks, or authorizations.

Not Yet Implemented Activities

HACSM does not have any MTW Activities that were approved by HUD, but not yet implemented.

Activities On Hold

HACSM does not have any HUD-approved MTW activities that were never implemented.

Closed Out Activities

Activity #2011-20: Apply Current Payment Standards at Interim Re-examination

Approved by HUD: 7/1/2010

Implemented by HACSM: 7/1/2010
Closed by HACSM: 7/1/2013

Rationale for Closing out the Activity
HACSM has closed out this activity, as over 90% of program participants are now on the TST rendering the activity essentially obsolete.

Activity #2000-4: Escrow Accounts

Approved by HUD: FY2010

Implemented by HACSM: 7/1/2009
Closed by HACM: 7/1/2014

Rationale for Closing out the Activity
In FY15, HACSM combined this activity with Activity #2000-1: MTW Five-Year Self-Sufficiency Program as the two activities are integrally linked.

SECTION V

Sources and Uses of Funds

Estimated Sources of MTW Funding for the Fiscal Year		
PHAs shall provide the estimated sources and amounts of MTW funding by FDS line item.		
Sources		
FDS Line Item	**FDS Line Item Name**	**Dollar Amount**
70500 (70300+70400)	Total Tenant Revenue	$260,000
70600	HUD PHA Operating Grants	$61,743,000
70610	Capital Grants	$245,000
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	$0
71100+72000	Interest Income	$100,000
71600	Gain or Loss on Sale of Capital Assets	$0
71200+71300+71310+71400+71500	Other Income	$100,000
70000	**Total Revenue**	$62,448,000

Estimated Uses of MTW Funding for the Fiscal Year

PHAs shall provide the estimated uses and amounts of MTW spending by FDS line item.

Uses		
FDS Line Item	**FDS Line Item Name**	**Dollar Amount**
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	$3,759,700
91300+91310+92000	Management Fee Expense	$0
91810	Allocated Overhead	$0
92500 (92100+92200+92300+92400)	Total Tenant Services	$315,200
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	$50,000
93500+93700	Labor	$0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	$180,000
95000 (95100+95200+95300+95500)	Total Protective Services	$0
96100 (96110+96120+96130+96140)	Total insurance Premiums	$129,100
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	$874,500
96700 (96710+96720+96730)	Total Interest Expense and Amortization Cost	$21,750
97100+97200	Total Extraordinary Maintenance	$0
97300+97350	Housing Assistance Payments + HAP Portability-In	$56,807,750
97400	Depreciation Expense	$310,000
97500+97600+97700+97800	All Other Expenses	$0
90000	**Total Expenses**	$62,448,000

Describe the Activities that Will Use Only MTW Single Fund Flexibility

HACSM primarily uses Section 8 and 9 funds within their funding streams, with the exception of the use of single fund flexibility to support the operation of its public housing site.

B. MTW Plan: Local Asset Management Plan			
Is the PHA allocating costs within statute?	Yes	or	
Is the PHA implementing a local asset management plan (LAMP)?		or	No

If the PHA is implementing a LAMP, it shall be described in an appendix every year beginning with the year it is proposed and approved. The narrative shall explain the deviations from existing HUD requirements and should be updated if any changes are made to the LAMP.

Has the PHA provided a LAMP in the appendix?		or	No

N/A

SECTION VI

Administrative

A. Board Resolution adopting 50077-MTW and Certification of Compliance

RESOLUTION NO. 073729

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

* * * * * *

RESOLUTION 2015-04 APPROVING THE HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO FY2016 MOVING-TO-WORK ANNUAL PLAN.

RESOLVED, by the Board of Supervisors, acting as the Governing Board of Commissioners of the Housing Authority of the County of San Mateo, State of California, that

WHEREAS, Moving-to-Work (MTW) is a demonstration program that offers participating housing authorities the opportunity to design and test innovative, locally designed housing and self-sufficiency strategies for low-income families by allowing exemptions from certain housing regulations; and

WHEREAS, since its participation in the MTW program, HACSM has implemented specific activities to increase administrative efficiencies, encourage self-sufficiency, and increase housing choice; and

WHEREAS, the FY2016 MTW Annual Plan covers the period from July 1, 2015 through June 30, 2016, and the MTW Annual Plan was completed in accordance with all HUD regulations and requirements including that all documents are made available to the public for review and comment for a prescribed period of time prior to adoption by the governing board; and

WHEREAS, the MTW Annual Plan includes information related to proposed and ongoing activities, as well as agency long term goals and strategies; and

WHEREAS, HACSM is not proposing new program activities in the FY2016 MTW Annual Plan, rather it's modifying some of the existing activities to further support the MTW goals of administrative streamlining, program efficiency, and increasing the self-sufficiency and housing choice of program participants; and

NOW THEREFORE, the Board of Supervisors, acting as the Board of Commissioners of the Housing Authority of the County of San Mateo, State of California, hereby adopts Resolution 2015-04 approving the Housing Authority of the County of San Mateo FY2016 Moving-to-Work Annual Plan and authorizing the Housing Authority Executive Director to execute any documents related to the Plan.

* * * * * *

RESOLUTION NUMBER: **073729**

Regularly passed and adopted this 14th day of April 2015

AYES and in favor of said resolution:

Supervisors: *CAROLE GROOM*

DAVE PINE

DON HORSLEY

WARREN SLOCUM

ADRIENNE J. TISSIER

NOES and against said resolution:

Supervisors: *NONE*

Absent Supervisors: *NONE*

Carole Groom

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

Certificate of Delivery

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

Mina Lim, Acting Deputy
Clerk of the Board of Supervisors

OMB Control Number: 2577-0216
Expiration Date: 5/31/2016

Form 50900: Elements for the Annual MTW Plan and Annual MTW Report

Attachment B

Certifications of Compliance

Annual Moving to Work Plan
Certifications of Compliance

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

Certifications of Compliance with Regulations:
Board Resolution to Accompany the Annual Moving to Work Plan*

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the PHA fiscal year beginning July 1, 2015, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA conducted a public hearing to discuss the Plan and invited public comment.
2. The PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
3. The PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1.
4. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.

6. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
7. The PHA will affirmatively further fair housing by examining its programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

OMB Control Number: 2577-0216
Expiration Date: 5/31/2016

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

Housing Authority of the County of San Mateo	CA014
PHA Name	PHA Number/HA Code

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

William Lowell	Executive Director
Name of Authorized Official	Title
William Lowell	4-15-2015
Signature	Date

*Must be signed by either the Chairman or Secretary of the Board of the PHA's legislative body. This certification cannot be signed by an employee unless authorized by the PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.

Attachment B
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B. Documentation that at least one public hearing was held, that the Plan was available for public comment for at least thirty (30) days, and documentation that the Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan

See Appendix One for the supporting documentation of the public process.

February 6, 2015 – A notice was posted in the HACSM office lobby and published in the San Mateo Daily Journal, notifying the public of the availability of the HACSM FY2016 MTW Annual Plan for review and comment and of the Public Hearing to be held on March 6, 2015.

No comments were received during the Public Comment period, February 6, 2015 – March 6, 2015.

March 6, 2015, HACSM held a Public Hearing. No comments were received.

April 1, 2015, a second notice was published in the San Mateo Daily Journal for a second public hearing, April 15, 2015.

April 15, 2015 a second Public Hearing was held in front of the Board of Commissioners. No comments were received.

C. Description of any planned or on-going PHA-directed evaluations of the demonstration for the overall MTW program or any specific MTW activities, if applicable

HACSM has not and is not planning to complete additional agency-directed evaluations of the demonstration at this time.

D. The Annual Statement/Performance and Evaluation Report (HUD 50075.1) or subsequent form required by HUD for MTW and non-MTW Capital Fund grants for each grant that has unexpended amounts, including estimates for the Plan Year and all three parts of the report

(See next page)

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 4/30/2011

Part I: Summary

PHA Name: Housing Authority of the County of San Mateo	**Grant Type and Number** Capital Fund Program Grant No: CA39P01450114 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2014** **FFY of Grant Approval: 2014**

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]				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration	$245,103			
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.

Page1

form **HUD-50075.1** (4/2008)

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 4/30/2011

Part I: Summary

PHA Name: Housing Authority of the County of San Mateo	**Grant Type and Number** Capital Fund Program Grant No: CA39P01450114 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant:2014** **FFY of Grant Approval: 2014**

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
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)	$245,103			
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**
[signature]	4/1/14		

[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.

Page2

form **HUD-50075.1** (4/2008)

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 4/30/2011

Part II: Supporting Pages		
PHA Name: Housing Authority of the County of San Mateo	**Grant Type and Number** Capital Fund Program Grant No: CA39P01450114 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2014**

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]	
CA014000003	Operations	1492		$245,103				

[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.

Page3

form **HUD-50075.1** (4/2008)

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
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OMB No. 2577-0226
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Part I: Summary

PHA Name: Housing Authority of the County of San Mateo	**Grant Type and Number** Capital Fund Program Grant No: CA39R01450114 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2014** **FFY of Grant Approval: 2014**

Type of Grant
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☐ **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]				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration	$1,453			
16	1495.1 Relocation Costs				
17	1499 Development Activities [4]				

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Capital Fund Financing Program

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

Part I: Summary

PHA Name: Housing Authority of the County of San Mateo	**Grant Type and Number** Capital Fund Program Grant No: CA39R014501 14 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant:2014** **FFY of Grant Approval: 2014**

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
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19	1502 Contingency (may not exceed 8% of line 20)				
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23	Amount of line 20 Related to Security - Soft Costs				
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Signature of Executive Director	Date	Signature of Public Housing Director	Date
William J Lowell	4/1/14		

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Capital Fund Financing Program

U.S. Department of Housing and Urban Development
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CA014000004	Operations	1492		$1,453				

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Page3

form **HUD-50075.1** (4/2008)

APPENDIX ONE

Documentation of the Public Review Process

Department of Housing

264 Harbor Boulevard, Building A • Belmont, CA 94002

FY2016 Moving-To-Work Annual Plan

Notice of Public Hearing

The Housing Authority of the County of San Mateo (HACSM) will hold a Public Hearing to receive public comment regarding the proposed FY2015 Moving-To-Work (MTW) Annual Plan:

Date & Time: Thursday, March 12, 2015, 10:00 AM

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

Public Review Period

The proposed MTW Annual Plan is available for review online at www.smchousing.org beginning February 9, 2015. HACSM will be accepting written comments regarding the proposed MTW Annual Plan from February 9, 2015 – March 12, 2015. Please send your comments to:

By mail: Housing Authority of the County of San Mateo
Attn: Jennifer Rainwater, Planning & Program Innovation Manager
264 Harbor Blvd, Building A
Belmont, CA 94002

By email: jrainwater@smchousing.org

As an MTW agency, HACSM is pleased to be one of less than 40 agencies nationwide granted the permission, from the Department of Housing and Urban Development (HUD), to design and test innovative program initiatives that more closely address the needs of families in San Mateo County.

In May 2000, HACSM started participation as a small MTW demonstration program. In July 2008, the MTW demonstration program was expanded to all Housing Choice Voucher (HCV) programs. HACSM has developed many activities to increase housing choice for low income families, streamline administrative processes resulting in increased efficiencies and cost savings, and create a program that is more transparent, easy to understand, and more equitable for all assisted families. HACSM is not proposing any new activities for FY2016. Following is a brief list of some of the activities, which HACSM has implemented since July 2000:

- Triennial Recertification Schedule for Elderly/Disabled households
- Revise Child Care Expense Deduction
- Revised EIV Income Reporting Review Schedule
- Tiered Subsidy Schedule
- Standard pro-ration for Mixed Families
- Local PBV Inspection Process
- Biennial HQS Inspections

AFFIDAVIT OF PUBLICATION
SAN MATEO DAILY JOURNAL

STATE OF CALIFORNIA
County of San Mateo

The undersigned declares: That at all times hereinafter mentioned, affiant was a permanent resident of the United States, over the age of eighteen years old, and was at and during all said times. The Office Manager of the San Mateo Daily Journal, a newspaper published daily in the County of San Mateo, State of California. The notice mentioned was set in type no smaller than nonpareil and was preceded with words printed in black face type not smaller than size 6, describing and expressing in general terms, the purpose and character of the notice intended to be given; that the

NOTICE OF PUBLIC HEARING

HOUSING AUTHORITY
COUNTY OF SAN MATEO

Of which the annexed is a printed copy was published and printed in said newspaper on the 6th Day of February, 2015.

I declare under penalty of perjury that the foregoing is true and correct.

Paul Moisio

Dated at San Mateo, California,
this 6th day of Feb 2015.

PUBLIC NOTICE

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

DATE: Thursday, March 12, 2015
TIME: 10:00 AM
PLACE: 264 Harbor Blvd, Bldg B., Belmont, CA 94002
Jupiter Room

The purpose of the hearing is to obtain input from County residents and other interested parties in reference to the 2015-2016 MTW Annual Plan to be submitted to the U.S. Department of Housing and Urban Development. A copy of the proposed 2015-2016 MTW Annual Plan is available online at www.smchousing.org commencing February 9, 2015.

Published in the San Mateo Daily Journal, February 6, 2015.

HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO (HACSM)

PUBLIC HEARING

MTW Annual Plan FY2016 (July 1, 2015 – June 30, 2016)

March 12, 2015
10:00AM

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

AGENDA

1. Introductions

2. Moving To Work (MTW) Program
   a. No new proposed MTW activities for July 2015
   b. Review of the HACSM on-going MTW Activities

3. Comments/Questions

AFFIDAVIT OF PUBLICATION
SAN MATEO DAILY JOURNAL

STATE OF CALIFORNIA
County of San Mateo

The undersigned declares: That at all times hereinafter mentioned, affiant was a permanent resident of the United States, over the age of eighteen years old, and was at and during all said times. The Office Manager of the San Mateo Daily Journal, a newspaper published daily in the County of San Mateo, State of California. The notice mentioned was set in type no smaller than nonpareil and was preceded with words printed in black face type not smaller than size 6, describing and expressing in general terms, the purpose and character of the notice intended to be given; that the

NOTICE OF PUBLIC HEARING

SAN MATEO HOUSING AUTHORITY

Of which the annexed is a printed copy was published and printed in said newspaper on the 1st Day of APRIL 2015.

I declare under penalty of perjury that the foregoing is true and correct.

Paul Moisio

Dated at San Mateo, California,
this 1ST day of APR 2015.

PUBLIC NOTICE

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

DATE:	Tuesday, April 14, 2015
TIME:	9:00 AM
PLACE:	Chambers of the Board of Supervisors 400 County Center, Redwood City CA 94063

The purpose of the hearing is for the San Mateo County Board of Supervisors, acting as the Governing Board of Commissioners of the Housing Authority of the County of San Mateo, to consider approving the Housing Authority's 2015-2016 Moving-to-Work Annual Plan. A copy of the proposed 2015-2016 MTW Annual Plan is available online at www.smchousing.org.

Published in the San Mateo Daily Journal, April 1, 2015.

San Mateo County Board of Supervisors

AGENDA

Board Members
Dave Pine
Carole Groom
Don Horsley
Warren Slocum
Adrienne J. Tissier

County Manager/ Clerk of the Board
John L. Maltbie

County Counsel
John C. Beiers

Hall of Justice • 400 County Center • Redwood City • California 94063 • 650-363-4653 • www.smcgov.org

REGULAR MEETING
SAN MATEO COUNTY BOARD OF SUPERVISORS
CHAMBERS OF THE BOARD OF SUPERVISORS
400 COUNTY CENTER, REDWOOD CITY
TUESDAY, APRIL 14, 2015
9:00 A.M.

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Agenda Administrator at least 2 working days before the meeting at (650) 363-4124 and/or mlim@smcgov.org. Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical based products.

If you wish to speak to the Board, please fill out a speaker's slip located in the box on the wall in the anteroom as you enter the Board Chambers. If you have anything that you wish distributed to the Board and included in the official record, please hand it to the Clerk of the Board who will distribute the information to the Board members and staff.

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

This item is reserved for persons wishing to address the Board on any County-related matters that are as follows: 1) Not otherwise on this meeting agenda; 2) Listed on the Consent Agenda; 3) County Manager's Report on the Regular Agenda; or 4) Board Members' Reports on the Regular Agenda. Public comments on matters not listed above shall be heard at the time the matter is called.

As with all public comment, members of the public who wish to address the Board should complete a speaker's slip to make a public comment. Speakers are customarily limited to two minutes, but an extension can be provided to you at the discretion of the Board President.

ACTION TO SET AGENDA and TO APPROVE CONSENT AGENDA ITEMS

(This item is to set the final consent and regular agenda, and for the approval of the items listed on the consent agenda. All items on the consent agenda are approved by one action.)

PRESENTATIONS AND AWARDS

1. Presentation of a proclamation designating April 2015 as National Volunteer Month. (Supervisor Adrienne Tissier)

2. Presentation of a proclamation designating April 19 through April 25, 2015 as National Crime Victims' Rights Week. (Supervisor Warren Slocum)

3. Presentation of a proclamation designating 2015 as A Year of Commemoration for the 100th Anniversary of the Armenian Genocide of 1915. (Supervisor Dave Pine)

4. Presentation of a proclamation designating April 2015 as Child Abuse Prevention Month. (Supervisor Dave Pine)

MATTERS SET FOR SPECIFIED TIME

Times listed under this section are approximate. The Board makes every effort to adhere to the times listed, but in some cases, because of unexpected presentations, items may not be heard precisely at the time scheduled. In no case will any item be heard before the scheduled time.

5. 9:00 a.m.

   Acting as the Governing Board of Commissioners of the Housing Authority of the County of San Mateo, conduct a public hearing to consider adopting a resolution approving the Housing Authority of the County of San Mateo Fiscal Year 2016 Moving-to-Work Annual Plan.

   1) Report and recommend

   2) Open public hearing

   3) Close public hearing

   4) Adopt resolution

6. 1:30 p.m.

   Study Session on possible introduction of Safe Medicine Disposal ordinance (Supervisor Adrienne Tissier and Supervisor Carole Groom); and

   Introduction of Safe Medicine Disposal ordinance and waive the reading of the ordinance in its entirety.

REGULAR AGENDA

HEALTH

7. Approve:

   A) The introduction of an amendment to the San Mateo County Ordinance Code replacing Section 4.56.070 of Chapter 4.56 (Food Facilities) of Title 4 (Sanitation &

APPENDIX TWO

MTW Standard Agreement, including:

- Attachment A with First Amendment executed 3/3/2010
- Attachment B
- Attachment C
- Attachment D with Second Amendment executed 6/18/2010 and Third Amendment executed 1/28/2013

Amended and Restated Moving to Work Agreement

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

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

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

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

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

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

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

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

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

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

I. Statutory Authorizations

A. This Restated Agreement amends and replaces the Original MTW Agreement between HUD and the Agency. This Restated Agreement waives certain provisions of the United States Housing Act of 1937, as amended (1937 Act), and HUD's implementing requirements and regulations thereunder, as are set forth in the Statement of Authorizations (Attachment C), and the Legacy and Community-Specific Authorizations (Attachment D) only to the extent they are necessary to implement the Agency's Annual MTW Plan. Except as noted in Section I.B. below, this Restated Agreement supersedes the terms and conditions of one or more ACCs between the Agency and HUD, to the extent necessary for the Agency to implement its MTW demonstration initiatives as laid out in the Agency's Annual MTW Plan, as approved by HUD.

B. Notwithstanding the preceding authority waiving certain provisions of the 1937 Act as necessary to implement the Agency's Annual MTW Plan, the following provisions of the 1937 Act, as otherwise applicable, shall continue to apply to the Agency and/or assistance received pursuant to the 1937 Act:

1. The terms "low-income families" and "very low-income families" shall continue to be defined by reference to Section 3(b)(2) of the 1937 Act (42 U.S.C. § 1437a(b)(2));

2. Section 12 of the 1937 Act (42 U.S.C. § 1437j), as amended, shall apply to housing assisted under the demonstration, other than housing assisted solely due to occupancy by families receiving tenant-based assistance; and

3. Section 18 of the 1937 Act (42 U.S.C. § 1437p, as amended by Section 1002(d) of Public Law 104-19, Section 201(b)(1) of Public Law 104-134, and Section 201(b) of Public Law 104-202), governing demolition and disposition, shall continue to apply to public housing notwithstanding any use of the housing under MTW.

C. This Restated Agreement only waives certain provisions of the 1937 Act and its implementing regulations. Other federal, state and local requirements applicable to public housing shall continue to apply notwithstanding any term contained in this Restated Agreement or any Authorization granted thereunder. Accordingly, if any requirement applicable to public housing, outside of the 1937 Act, contains a provision that conflicts or is inconsistent with any authorization granted in this Restated Agreement, the MTW Agency remains subject to the terms of that requirement. Such requirements include, but are not limited to, the following: Appropriations Acts,

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

D. The MTW Agency is authorized to conduct activities in accordance with the Statement of Authorizations (Attachment C) and in accordance with the Legacy and Community-Specific Authorizations (Attachment D), as applicable. In the event of a conflict between Attachment C and Attachment D, the authorizations in Attachment D will supersede those in Attachment C.

E. Notwithstanding any provision set forth in this Restated Agreement, including without limitations, the term of years and all extensions, renewals and options, and the terms set forth herein otherwise, any federal law that amends, modifies, or changes the aforementioned term of years and/or other terms of this Restated Agreement shall supersede this Restated Agreement such that the provisions of the law shall apply as set forth in the law.

II. Requirements and Covenants

A. The amount of assistance received under sections 8 or 9 of the 1937 Act by an Agency participating in the demonstration shall not be diminished by the Agency's participation in the MTW demonstration.

B. The Agency agrees that any HUD assistance that the Agency is authorized to use under the MTW demonstration shall be used in accordance with the Agency's Annual MTW Plans, as may be applicable. The Agency hereby certifies that the Agency's governing board has approved this Restated Agreement, and each Annual MTW Plan issued prior to the date hereof, as applicable, and that a copy of each such board approval has been provided to HUD.

C. The Agency shall hold at least one public hearing per Annual MTW submission, and make the Annual MTW Plan available for public comment for at least thirty (30) days. The Agency agrees to take into account public comments on the program design, including comments from current tenants/participants, to the extent such comments were provided.

D. The Agency shall: (i) ensure that at least 75 percent of the families assisted are very low-income families, as defined in section 3(b)(2) of the 1937 Act, (ii) assist substantially the same total number of eligible low-income families under MTW, as would have been served absent the demonstration, and (iii) maintain a comparable mix of families by family size, as would have been served or assisted had the amounts not been used under the demonstration.

E. When providing public housing, the Agency will ensure that it is safe, decent, sanitary, and in good repair, according to an inspection protocol established or approved by the Secretary. This in no way precludes the Agency from modifying its own inspection

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

F. The Agency agrees to keep project level budgeting and accounting, report financial statements in the Financial Data Schedule (FDS)[2], and abide by project level management reviews and fees. The Agency will conform to OMB Circular A-87 and the HUD definition of reasonable fees as defined in 24 CFR part 990, and HUD's Financial Management Guidebook 7475.1 and Supplement, as they may be amended.

G. HUD will not score the Agency under HUD's Public Housing Assessment System (PHAS) or HUD's Section Eight Management Assessment Program (SEMAP), or their successor systems, unless the Agency elects to be scored. If the Agency elects to be scored, the agency will continue to be scored for the duration of the demonstration.

H. The Agency agrees to cooperate fully with HUD and its contractors in the monitoring and evaluation of the MTW demonstration, to keep records, and to submit reports and other information to HUD as described in the Restated Agreement.

I. The Agency shall comply with the requirements of the National Environmental Policy Act (NEPA) and other related federal laws and authorities identified in 24 C.F.R. Part 50 or Part 58, as applicable.

J. The Agency will comply with all applicable nondiscrimination and equal opportunity requirements set forth in 24 C.F.R. § 5.105(a), and will administer its programs and activities in a manner affirmatively to further fair housing. In particular, the Agency must make reasonable accommodations needed by applicants and residents and must make units accessible in accordance with the Needs Assessment and Transition Plan as required under Section 504 of the Rehabilitation Act of 1973 and its implementing regulations.

K. The Agency will comply with the terms of any applicable court orders or Voluntary Compliance Agreements that are in existence or may come into existence during the term of the Agreement. The Agency further agrees that it will cooperate fully with any investigation by the HUD Office of Inspector General or any other investigative and law enforcement agencies of the U.S. Government.

L. Unless otherwise provided herein, this Restated Agreement does not apply to Section 8 assistance that is required:

1. To meet existing contractual obligations of the Agency to a third party (such as Housing Assistance Payment contracts with owners under the Agency's Section 8 Housing Choice Voucher program);

2. For payments to other public housing authorities under Section 8 portability billing procedures; or

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

[2] The Agency agrees to comply with FDS submission requirements, including the requirement to submit project level financial data in the FDS.

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

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

III. Rent Reform Initiatives

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

IV. Evaluation

A. HUD will consider the following criteria when evaluating whether this Agency shall continue in the MTW Demonstration:

1. The Agency is in compliance with this Restated Agreement.

2. The Annual MTW Plans and Reports have been satisfactorily completed and submitted in a timely manner, consistent with this Restated Agreement; and

3. The Agency has demonstrated, through the Annual MTW Plan and Report, that it has used its MTW designation (i.e., engaged in MTW Activities), as set forth in Section 204 of the 1996 Appropriations Act.

B. If, after the evaluation during FY 2011 and FY 2014, HUD determines that the Agency fails to meet the above criteria, HUD can terminate this Restated Agreement.

V. Amendments and Continuation of Activities

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

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

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

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

C. Continuation of Activities.

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

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

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

VI. Funding

A. Funding Methodology. During the term of the MTW demonstration, HUD will provide the Agency with public housing operating subsidies, and modernization or capital funds (including development and replacement housing factor funds), and with tenant-based Section 8 assistance, as provided in Attachment A. If the Agency's Attachment A does not describe the funding methodology for any of these funding streams, the Agency's funding will be calculated according to standard HUD calculations of Agency benefits.

B. Funding Disbursements. The Agency will receive its public housing operating subsidy and Section 8 tenant-based funding in accordance with the following calculation and disbursement requirements:

1. Operating Fund subsidies

   a. HUD shall calculate the allocation of Operating Fund subsidies to the Agency in accordance with Attachment A.

   b. The Agency may use these funds for any eligible activity permissible under Section 9(e)(1) of the 1937 Act or, if the Agency proposes to use the funding as part of a block grant in its Annual MTW Plan, it may use these funds for any eligible activity permissible under Section 8(o), 9(d)(1) and 9(e)(1) consistent with this MTW Restated Agreement.

2. Capital Funds and Other Grants

   a. HUD shall calculate the allocation of Capital Fund grants (including replacement housing factor fund grants) to the Agency in accordance with Attachment A. Capital Funds will be disbursed in accordance with standard HUD procedures for the disbursement of public housing Capital Fund Grants.

      (i) In requisitioning grant funds, the Agency will not be required to provide line item detail, but will request the funds using a single MTW line item; provided however, that the Agency may not accelerate draw downs of funds in order to fund reserves.

(ii) The Agency may use these funds for any eligible activity permissible under Section 9(d)(1) of the 1937 Act, or if the Agency proposes to use the funding as part of a block grant in its Annual MTW Plan, it may use these funds for any eligible activity permissible under Section 8(o), 9(d)(1) and 9(e)(1) consistent with this MTW Restated Agreement.

(iii) The Agency is subject to the requirements of Section 9(j) of the 1937 Act with respect to its Capital Fund Grants.

b. Section 8 Tenant-Based Assistance

(i) HUD shall calculate the allocation of Section 8 Housing Choice Voucher funding to the Agency in accordance with Attachment A.

(ii) The Agency may use tenant-based Section 8 funds included in the MTW block grant for any eligible activity permissible under Section 8(o) of the 1937 Act or, if the Agency proposes to use the funding as part of a block grant in its Annual MTW Plan, it may use the funds for any eligible activity permissible under Section 8(o), 9(d)(1) and 9(e)(1) consistent with this MTW Restated Agreement.

c. The Agency may submit for HUD consideration and approval alternative schedules for disbursement of public housing operating subsidy and Section 8 tenant-based funding to reduce the number of transactions and to address the time lag between making Housing Assistance Payments (HAP) for the large number of Section 8 participants from other jurisdictions (portables) and reimbursement by those jurisdictions. An Agency's request for consideration and approval of an alternative schedule for disbursement shall be subject to certain administrative limitations, such as only one request will be allowed per year.

VII. Administrative Responsibilities

A. Annual MTW Planning and Reporting.

1. Annual MTW Plans

a. If the Agency has ten percent or more of its housing stock in MTW, the Agency will prepare and submit an Annual MTW Plan, in accordance with Attachment B, or equivalent HUD form as approved by OMB, in lieu of the Five (5) year and Annual Plans required by Section 5A of the 1937 Act.

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

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

c. Three (3) copies of the Annual MTW Plan shall be submitted to HUD: one copy will be provided to HUD Headquarters in hard-copy, one copy to HUD Headquarters in electronic format (i.e., PDF, or Word), and one copy to the Agency's local HUD Field Office.

d. The Annual MTW Plan is due not later than seventy-five (75) days prior to the start of the Agency's fiscal year, unless otherwise approved by HUD, except in the first year of this Restated Agreement the Agency may submit an amendment to its MTW Plan if it wants to implement initiatives prior to the due date of the subsequent MTW Plan.

e. Attachment B of this Restated Agreement, or equivalent HUD form as approved by OMB, provides a detailed description of the required elements of the Annual MTW Plan.

f. The Annual MTW Plan will be submitted to HUD only after:

(i) The Agency has provided for citizen participation through public hearing and other appropriate means and is approved by the Board of Commissioners or Directors, as applicable, and

(ii) The Agency has taken into account public comments on the program design, including comments from current tenants/participants, to the extent such comments were provided. To document the foregoing, the Agency will submit with the Annual MTW Plan documentation that at least one public hearing was held, that the Plan was available for public comment for at least thirty (30) days, and that the Agency took no less than fifteen (15) days between the public hearing and the approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan. The Agency will submit these documents to HUD in accordance with Attachment B, or equivalent HUD form as approved by OMB, and will keep these documents on file for HUD review.

g. HUD shall notify the Agency in writing if HUD objects to any provisions or information therein. When the Agency submits its Annual MTW Plan seventy-five (75) days in advance of its fiscal year, HUD will respond to the Agency within seventy-five (75) days. If HUD does not respond to the Agency within seventy-five (75) days after an on-time receipt of the Agency's Annual MTW Plan, the Agency's Annual MTW Plan is approved and the Agency is authorized to implement that Plan. If HUD does not receive the Agency's Annual MTW Plan seventy-five (75) days before the beginning of the Agency's fiscal year, the Agency's Annual MTW Plan is

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

(i) The information required in Attachment B, or equivalent HUD form as approved by OMB, is not provided or is deemed insufficient;

(ii) The Agency's planned MTW activities are not permissible under MTW Authority or are inconsistent with requirements outside the 1937 Act[3];

(iii) The Agency's planned MTW activities do not have a clear connection to the statutory goal of the MTW demonstration, which is to provide Agencies with the flexibility to design and test various approaches for providing and administering housing assistance that: (a) reduce cost and achieves greater cost effectiveness in Federal expenditures; (b) give incentives to families with children whose heads of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and (c) increase housing choices for low-income families; or

(iv) There are other good cause factors, such as material misrepresentation, in the submission.

h. Once HUD approves an MTW Activity, the activity shall remain approved as long as it is included in the Agency's Annual MTW Plan submissions subsequent to the initial approval of the MTW Activity. The approval shall remain in effect until such time as the Agency proposes to modify the activity, initiative, or program.

2. Annual MTW Reports

a. The Agency will prepare Annual MTW Reports, which will compare the Agency's activities with its Annual MTW Plan. The Annual MTW Report will provide the information necessary for HUD to assess the Agency's activities, in both regular operations and in activities authorized by MTW.

b. Three (3) copies of the Annual MTW Report shall be submitted to HUD: one copy will be provided to HUD Headquarters in hard-copy, one copy to HUD Headquarters in electronic format (i.e., PDF, or Word), and one copy to the Agency's local HUD Field Office.

c. The Annual MTW Report will be submitted to HUD for its review annually, no later than ninety (90) days after the end of the Agency's fiscal year.

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

d. Attachment B of this Restated Agreement, or equivalent HUD form as approved by OMB, provides a detailed description of the required elements of the Annual MTW Report.

e. HUD shall notify the Agency in writing if HUD requires additional information or clarifications to the information provided in the Annual MTW Report.

f. All HUD forms and other reporting mechanisms required by this Restated Agreement, including any required certifications, will, where appropriate, be included in either the Annual MTW Plan or the Annual MTW Report.

3. HUD reserves the right to request, and the Agency agrees to provide, any information required by law or required for sound administration of the public housing and Section 8 Housing Choice Voucher programs.

B. Other Data Submission Requirements.

1. The Agency will submit HUD-50058 data and/or HUD-50058 MTW (or their replacement forms) data to HUD's Public and Indian Housing Information Center (PIC) system, or its successor. (Note that the use of the HUD-50058 MTW form is restricted to the MTW agencies that have implemented MTW Activities that prevent use of the standard 50058 form.) These submissions will be in compliance with HUD's 50058 and/or 50058 MTW submission requirements for MTW public housing authorities. The Agency will maintain current building and unit information in the development module of the PIC Inventory Management System (IMS).

2. The Agency will provide basic data about the Agency (e.g., address, phone number, e-mail address, etc.) to HUD through the PIC/IMS system, or its successor system.

3. The Agency will complete an annual audit pursuant to the Office of Management and Budget (OMB) Circular A-133 (including the Compliance Supplement, as determined by the auditor to be relevant to MTW). The A-133 Audit must be submitted to HUD in accordance with HUD regulations; a separate copy of the most recently completed audit must be submitted to the Office of Public Housing Investments, or its successor Headquarters Office responsible for national oversight of the MTW demonstration.

4. The Agency will provide data to HUD through FDS, or its successor system, as required by the Public Housing Assessment System (PHAS) regulations and procedures as they may be amended.

5. The Agency will provide HUD with an electronic version of the Admissions and Continued Occupancy Policy and Administrative Plan upon HUD's request.

6. The Agency will provide HUD with a Performance and Evaluation Report for Capital Fund activities not included in the MTW Block Grant by including this

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

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

C. Annual MTW Monitoring Site Visit. HUD and/or its contractors will conduct at least one formal Site Visit to the Agency each year. The purpose of these visits will be to confirm reported Agency activities, to review the status and effectiveness of the Agency's MTW strategies, and to identify and resolve outstanding MTW related issues. The Agency shall give HUD and/or its contractors unimpeded access to all requested sources of information including access to files, access to units, and an opportunity to interview Agency staff and assisted residents.

D. Single Point of Contact. HUD and the Agency shall each appoint a liaison as a single point of contact in implementing the Restated Agreement.

VIII. Termination and Default

A. If the Agency violates this Restated Agreement, HUD is authorized to take any corrective or remedial action described in this Article VIII for Agency default. HUD will give the Agency written notice of any default. The Agency will have the opportunity to cure such default within 30 days of the date of said notice, or to demonstrate within said time period, by submitting substantial evidence satisfactory to HUD, that it is not in default. If the default is not susceptible to being cured within said 30 day period, the Agency will demonstrate, to HUD's satisfaction, that the Agency has taken actions necessary to cure the default and that the default is curable within 90 days from the date of the default notice. Additionally, the Agency must covenant to prosecute such cure diligently and complete such cure within the 90 day period, unless HUD, in its sole judgment, determines that immediate action is necessary, and therefore has discretion to institute the remedies under Section VIII.C. of this Restated Agreement.

B. The following are reasons that HUD may declare the Agency in default of this Restated Agreement:

1. The Agency has not corrected HUD identified performance deficiencies within a reasonable period of time;

2. Material misrepresentation in the application process that led to the Original MTW Agreement or this current Restated Agreement;

3. Use of funds subject to this Restated Agreement for a purpose other than as authorized by this Restated Agreement;

4. Material noncompliance with legislative, regulatory, or other requirements applicable to this Restated Agreement;

5. Material breach of this Restated Agreement; and/or

6. Material misrepresentation in the Annual MTW Plan or Report submission by the Agency.

C. If the Agency is in default, HUD may, among other remedies, undertake any one or all of the following remedies:

1. Suspend payment or reimbursement for any MTW activities affected;

2. Suspend the Agency's authority to make draws or receive or use funds for affected activities;

3. Change the method of payment to the Agency;

4. Require additional reporting by the Agency on the deficient areas and the steps being taken to address the deficiencies;

5. Require the Agency to prepare and follow a HUD-approved schedule of actions and/or a management plan for properly completing the activities approved under this Restated Agreement;

6. Suspend the MTW waiver authorization for the affected activities;

7. Prohibit payment or reimbursement for any MTW Activities affected by the default;

8. Require reimbursement by the Agency to HUD for amounts used in violation of this Restated Agreement;

9. Reduce/offset the Agency's future funding;

10. Terminate this Restated Agreement and require the Agency to transition out of MTW;

11. Take any other corrective or remedial action legally available; and/or

12. Implement administrative or judicial receivership of part or all of the Agency.

D. The Agency may choose to terminate this Restated Agreement at any time. Upon HUD's receipt of written notification from the Agency and a copy of a board resolution approving termination, termination will be effective. The Agency will then begin to transition out of MTW, and will work with HUD to establish an orderly phase-out of MTW activities, consistent with Section IV C of this Restated Agreement.

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

HOUSING AUTHORITY OF THE
COUNTY OF SAN MATEO

BY: _____

ITS: Duane Bay, Director

Date: 4/8/08

UNITED STATES DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT

BY: _____

ITS: Assistant Secretary

Date: 12.20.07

ATTACHMENT A

Calculation of Subsidies

TO

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

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

A. Operating Subsidy

1. The calculation of operating subsidy will continue in accordance with applicable operating subsidy formula law and regulations.

2. The Agency may use any current operating funds or accumulated operating reserves for eligible Moving to Work (MTW) purposes, subject to applicable provisions of the Restated Agreement.

3. All funds programmed for MTW purposes will be recorded and drawn from MTW designated line items on relevant HUD forms.

B. Capital Funds Program

1. The Agency's formula characteristics and grant amounts will continue to be calculated in accordance with applicable law and regulations.

2. For capital funds provided in years prior to the execution of this amendment, the Agency may submit, and HUD will, as permitted by law, approve a request to reprogram by grant year, any unobligated funds for eligible MTW purposes. Such requests will be made in accordance with current procedures governing amendments to the Annual Plan, except that no public consultation will be necessary prior to submission of the request.

3. All funds programmed for MTW purposes will be recorded and drawn from MTW designated line items on relevant HUD forms.

C. Housing Choice Voucher Program (HCVP) Subsidy

1. For purposes of the HCVP funding, the Initial Year is calendar year 2010 (January 1, 2010 through December 31, 2010).

2. Funding eligibility for CY 2009 will become the Agency's baseline going forward. Any subsequent incremental allocations of Housing Choice Vouchers will be added to this total if the Agency decides to apply the incremental funding to their MTW Block Grant. This paragraph applies to all 4,023 MTW Vouchers.

3. Initial year (CY 2010) HCVP housing assistance payment (HAP) funding will be calculated based on: (1) the HCV HAP Budget Authority eligibility approved for CY 2009, (2) adjusted by the Annual Adjustment Factor (AAF), and (3) adjusted by the applicable proration factor. This paragraph applies to all 4,023 MTW Vouchers.

4. Subsequent years' HCVP HAP will be equal to the previous year's total HAP funding eligibility prior to proration, adjusted by the subsequent year's AAF and applicable proration factor.

5. Administrative fee funding in the initial year will be based upon the Agency's baseline number of units leased in CY 2009, adjusted for the 300 MTW Vouchers for which Administrative fees are already included in the HAP baseline calculated under Section C.3 above, and will be subject to proration. Subsequent year's Administrative fee funding will be based on the base year's units leased times the current year's fee rates and adjusted by the current year's proration. Should the agency receive additional Vouchers, administrative fees will be paid on these additional Vouchers in accordance with Appropriations requirements.

6. All HCVP funds and Administrative Fee provided through the aforementioned funding calculations may be used for authorized purposes, subject to applicable provisions of the Restated Agreement and future appropriations statutes.

7. If the Agency receives incremental HCVP funding, the Agency will have the option to either apply the incremental funding to the Agency's MTW block grant or to keep the incremental funding separate, as provided by law.

8. Funding eligibility in any year is subject to the requirements of the applicable Appropriations Act as it applies to MTW Agencies.

9. The Agency will continue to be eligible to receive Family Self Sufficiency coordinator funding in accordance with available appropriations and requirements.

10. HACSM will retain any existing levels of Net Restricted Assets as of December 31, 2009.

11. Any sum held by the Agency as excess administrative funds (Net Unrestricted Assets) as of December 31, 2009 shall remain available and may be used for authorized

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

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

FIRST AMENDMENT

TO

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

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

Attachment A to the Agreement is amended as follows:

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

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

HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO

By: _____

Name: Duane Bay

Its: Executive Director

Date: 1/20/10

UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

By: _____

Name: Sandra Henriquez

Its: Assistant Secretary for PIH

Date: 3/3/10

Form 50900: Elements for the Annual MTW Plan and Annual MTW Report

Attachment B

to
AMENDED AND RESTATED MOVING TO WORK AGREEMENT
BETWEEN
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
AND
MOVING TO WORK (MTW) HOUSING AGENCIES

The information on this form is being collected so that HUD is able to evaluate the impacts of MTW activities; respond to congressional and other inquiries regarding outcome measures; and identify promising practices learned through the Moving to Work (MTW) demonstration. The information collected through this form is not confidential. MTW public housing authorities (PHAs) will report outcome information on the effects of MTW policy changes on residents, the agency's operations, and the local community. The estimated burden per year, per agency, is 81 hours. Responses to this collection of information are required to obtain a benefit or to retain a benefit. HUD may not conduct or sponsor, and MTW agencies are not required to respond to, a collection of information unless that collection displays a valid OMB control number. All MTW PHAs will provide the following required elements in the order and format given in the 50900 in their Annual MTW Plans and Annual MTW Reports, consistent with the requirements in Section VII of the Standard MTW Agreement.

General Instructions for MTW Plan and Reports

Section Numbering : Some sections of the Form 50900 have been combined since the prior version of the form, resulting in the sections being renumbered. The sections are now as follows: (I) Introduction, (II) General Housing Authority Operating Information, (III) Proposed MTW Activities, (IV) Approved MTW Activities, (V) Sources and Uses of Funds, and (VI) Administrative.

Format Requirements : MTW PHAs are required to use the HUD generated spreadsheets for Sections (II) and (V) of the Form 50900. There is no prescribed format for presenting the required information in Sections (I), (III), (IV) or Section (VI) of the Form 50900, but all required information must be clearly provided. MTW PHAs can use a customized format or the same format the agency has been using for past MTW Plan/Report submissions for these sections. MTW PHAs must, however, incorporate the "Standard HUD Metrics" in the order and format provided in this Form for Section (III) Proposed MTW Activities and as applicable in Section (IV) Approved Activities. HUD prefers that agencies also report agency-developed metric information in a similar format.

Submission Requirements (dissemination) : MTW PHAs shall follow submission requirements as set forth in the Standard MTW Agreement and shall provide the initial submission of the Annual MTW Plan and the Annual MTW Report to HUD Headquarters and the agency's local HUD Field Office via an electronic format. Preferably, this transmittal will occur via email, but CD/DVD or USB flash drive submissions are acceptable. Submissions using File Transfer Protocol (FTP) and other forms of data download that require HUD staff to log-on to a web portal will require prior approval by the MTW Program Director.
Submission Requirements (file type) : The electronic submission shall include a searchable PDF version (not a scanned PDF) of the Plan/Report or a Microsoft Word document version of the Plan/Report. The body of the MTW Plan/Report shall be submitted as one file type and preferably in one file. The body shall include the HUD-generated spreadsheets for Sections (II) and (V) and the HUD Standardized Metrics incorporated into Sections (III) and (IV). Sections (II) and (V) should also be provided as a separate Microsoft Excel file. Supplemental materials (e.g. Capital Fund forms, signed Board Resolution, other appendix information) may be submitted in a different file type.
Submission Requirements (hard copy) : Once HUD has provided either an approval letter for the PHA's Annual MTW Plan or an acceptance letter for the PHA's Annual MTW Report, the PHA will submit a final hard copy and electronic copy of the Plan/Report to HUD Headquarters and the PHA's local HUD Field Office, as stated in the Standard MTW Agreement in Section VII.A.1.c. A hard copy of the Plan/Report is not required until an approval/acceptance letter is issued by HUD.

Section-by-Section Instructions for MTW Plans and Reports

Section I: Introduction

Generally : PHAs will include short-term and long-term MTW goals and objectives in this section. This new section combines Sections I (Introduction) and IV (Long-Term MTW Plan) from the previous version of Form 50900: OMB Control Number 2577-0216, Expiration Date 12/31/2011.

Section II: General Housing Authority Operating Information

Generally : A pre-formatted Microsoft Excel table has been provided for PHAs to report the required housing stock, leasing and waitlist information in this section. PHAs will copy and paste the HUD provided Microsoft Excel tables into the body of Section (II) in their Plan/Report. With the initial submittal of each Plan/Report to HUD, the PHA will also include the completed, separate Microsoft Excel file. A PHA may include updates to its historical housing stock or leasing tables as an appendix to the Plan/Report. The PHA may reference such an appendix in Section (II) of the Plan/Report to direct readers to this information.

Section II.A Housing Stock Information

General Description of All Planned Capital Fund Expenditures : PHAs are required to provide a general description of planned capital expenditures by development.

Section II.B: Leasing Information

Definition of Households Served : "Households Served" under MTW includes all households that receive housing assistance, directly or indirectly, using any amount of MTW funds. Housing assistance through local, non-traditional MTW programs is included, as long as the activity conforms to the requirements stipulated in the Standard MTW Agreement and PIH Notice 2011-45.

Categories of Households Served : “Households Served” data will be reported in four categories: Federal MTW Public Housing Units Leased; Federal MTW Voucher (HCV) Units Utilized; Number of Units Occupied/Leased through Local Non-Traditional MTW Funded Tenant-Based Assistance Programs, and Number of Units Occupied/Leased through Local Non-Traditional MTW Funded Project-Based Assistance Programs. Additionally, HUD will track “Households Served through Local, MTW Funded Non-Traditional Services Only.” These households, however, will not be included in the “Total Households Served/Units Leased” calculation used to determine if the PHA is continuing to assist substantially the same total number of eligible low-income families as would have had the agency not combined its funds (as set forth in PIH Notice 2013-2). The definitions for these categories are provided below.

- Federal MTW Public Housing Units Leased refers to the count of households that reside in any unit of housing authorized and funded under an Annual Contributions Contract (ACC) between the PHA and HUD pursuant to the U.S. Housing Act of 1937.

• Federal MTW Voucher (HCV) Units Utilized refers to households that receive rental assistance through Housing Assistance Payment (HAP) Contracts (pursuant to an ACC between HUD and the PHA) paid for with MTW funds at a location selected by the household and not tied to a specific location OR households that receive rental assistance through HAP Contracts (pursuant to an ACC between HUD and the PHA) paid for with MTW funds at a specific location that is not public housing.

• Units Occupied/Leased through Local, Non-Traditional MTW Activities refers to households or families that receive assistance through an MTW tenant-based or project-based housing program, or other type of assistance (i.e. Homeownership) outside of Sections 8 and 9 of the 1937 Housing Act. This includes all households at or below 80% are median income (AMI) that receive housing through MTW funds but not through traditional Public Housing or Housing Choice Vouchers. This could include low-income housing tax-credit (LIHTC) households if MTW funds were used for development costs or as a subsidy, as well as households that benefit from MTW funds that are not direct rental subsidies but are used in the development of below-market rate units restricted to eligible households.

• Households Served through Local, MTW Funded Non-Traditional Services Only are households at or below 80% AMI provided services through the MTW-funded block grant and not assisted through any type of housing assistance for the fiscal year and over the course of the agency's participation in the demonstration. Households that are only receiving services and are also on one of the PHA's housing waiting lists should be included in this category.

Section II.C: Waitlist Information

Waitlist Information Submittal : A pre-formatted Microsoft Excel template will collect three aspects of the PHA's aggregate waitlists, including: the waitlist type, the number of households on the waitlist and whether the waitlist is open or closed. Waitlist information will include those managed by the PHA and those managed by a third party. PHAs may include additional narrative to provide explanations for changes to the waitlist(s) in the body of the Plan/Report.

Section III: Proposed MTW Activities and Section IV: Approved MTW Activities

Use of Standard HUD Metrics : PHAs are required to track all applicable "Standard HUD Metrics" under each statutory objective cited for the proposed MTW activity. Standard metrics must be given in the table format provided in the "HUD Standard Metrics" Section of the Form 50900 in order to allow analysis and aggregation across agencies for similar activities.

Additional Metrics : PHAs may report on agency-developed and previously established metrics in addition to the required HUD Standard Metrics.

Section IV: Approved MTW Activities

Generally : This section includes four subsections: Implemented, Not Yet Implemented, On Hold, and Closed Out. Once an activity is approved it must be placed in Section (IV) under one of these four subcategories. Definitions of these categories are given below.

- Implemented includes MTW activities in which the PHA is actively engaged.
- Not Yet Implemented includes activities in which the PHA is not actively engaged but is preparing to implement in the future.
- On Hold includes activities that were previously implemented, that the PHA stopped implementing, but that the PHA plans to reactivate in the future.
- Closed Out includes activities that were MTW activities, but are now obsolete because they no longer require MTW authorization due to changes in regulation, activities completed because the PHA accomplished its stated objectives and no longer requires the use of MTW flexibility, activities that the PHA has decided to end before attaining the activity's objectives, or activities the PHA has never implemented and does not plan to implement at any point in the future. In the year the activity is ended the PHA is required to provide information about the outcomes of the activity.

Use of Standard HUD Metrics : Standard metrics must be shown in the table format provided in the "HUD Standard Metrics" Section of the Form 50900 in order to allow analysis and aggregation across agencies for similar activities.

- *Ongoing, Implemented Activities:* PHAs are required to use all of the applicable "Standard HUD Metrics" under each statutory objective cited for the approved MTW activities in the "Implemented" category.
- *Not Yet Implemented and On Hold Activities:* Since the PHA would not currently be engaged in these categories of approved activities, it is not necessary to include Standard HUD Metrics until implementation.
- *Closed Out Activities:* PHAs are required to use all of the applicable "Standard HUD Metrics" under each statutory objective cited in the final reporting of activities in the "Closed Out" category.

Significant Changes to Activities : HUD requires PHAs to re-propose activities that require "significant changes." A "significant change" occurs when the nature of the activity has changed such that an additional MTW authorization is needed OR when a PHA fundamentally changes the nature and scope of an activity to the extent that there is the potential for a different impact on residents (e.g. changing the calculation of rent). In these cases, the activity must undergo a new public process. HUD reserves the right to determine on a case-by-case basis if the change made to an activity crosses this threshold and therefore requires the activity to be re-proposed.

Section V: MTW Sources and Uses of Funds
Generally: A pre-formatted Microsoft Excel table has been provided for PHAs to report the required information in this section. PHAs will copy and paste the HUD-provided Microsoft Excel tables into the body of Section (V) in their Plan/Report. With the initial submittal of the Plan/Report to HUD, the PHA will also include the completed, separate Microsoft Excel file. A PHA may include additional information regarding sources and uses of funding as an appendix to the Plan/Report. The PHA may reference such an appendix in Section (V) of the Plan/Report to direct readers to this information.
Section VI: Administrative
Board Resolution Submittal: There is no predetermined format for submission of the required resolution signed by the Board of Commissioners or other authorized PHA official adopting the Annual MTW Plan Certification of Compliance.
Certification of Meeting the MTW Statutory Requirements Submittal: There is no predetermined format for submission with the Annual MTW Report of the required certification that the PHA has met the three MTW statutory requirements.
Additional Appendix Items
Appendix Information Submittal: The PHA may submit additional appendix items as it deems appropriate. Particular MTW PHAs may be required to submit additional appendix items depending on the content of the particular Standard MTW Agreement and Annual MTW Plan (examples include RHF Plan, Local Asset Management Plan, etc.)

Form 50900: Elements for the Annual MTW Plan and Annual MTW Report

Attachment B

(I) Introduction

Annual MTW Plan	Annual MTW Report
A. Table of Contents, which includes all the required elements of the Annual MTW Plan; and	A. Table of Contents, which includes all the required elements of the Annual MTW Report; and
B. Overview of the PHA's short-term and long-term MTW goals and objectives. Short-term goals and objectives include those that the PHA plans to accomplish within the fiscal year. Long-term goals and objectives include those that the PHA plans to accomplish beyond the current fiscal year. PHAs have the ability to define the level of specificity in the short-term and long-term goals and objectives. If PHAs are including non-MTW components in either the short-term or long-term goals and objectives, the PHA should clearly delineate which are MTW and which are non-MTW goals and objectives. PHAs have the flexibility to include references to proposed and ongoing activities in this section if it assists in providing an explanation about short-term and long-term goals and objectives. However, this is not required.	B. Overview of the PHA's short-term and long-term MTW goals and objectives. The PHA should include information about whether short-term goals and objectives were accomplished and report progress towards long-term goals and objectives.

Form 50900: Elements for the Annual MTW Plan and Annual MTW Report

Attachment B

(II) General Housing Authority Operating Information

Annual MTW Plan

II.1.Plan.HousingStock

A. MTW Plan: Housing Stock Information

Planned New Public Housing Units to be Added During the Fiscal Year

AMP Name and Number	Bedroom Size 0	1	2	3	4	5	6+	Total Units	Population Type *	# of UFAS Units: Fully Accessible	Adaptable
PIC Dev. # /AMP PIC Dev. Name	X	X	X	X	X	X	X	X	Type Noted *	X	X
PIC Dev. # /AMP PIC Dev. Name	X	X	X	X	X	X	X	X	Type Noted *	X	X
PIC Dev. # /AMP PIC Dev. Name	X	X	X	X	X	X	X	X	Type Noted *	X	X
PIC Dev. # /AMP PIC Dev. Name	X	X	X	X	X	X	X	X	Type Noted *	X	X

Total Public Housing Units to be Added: 0

* Select Population Type from: Elderly, Disabled, General, Elderly/Disabled, Other

If Other, please describe: Description of "other" population type served

Planned Public Housing Units to be Removed During the Fiscal Year

PIC Dev. # / AMP and PIC Dev. Name	Number of Units to be Removed	Explanation for Removal
PIC Dev. # /AMP PIC Dev. Name	X	Explanation for Removal
PIC Dev. # /AMP PIC Dev. Name	X	Explanation for Removal
PIC Dev. # /AMP PIC Dev. Name	X	Explanation for Removal
Total Number of Units to be Removed	0	

New Housing Choice Vouchers to be Project-Based During the Fiscal Year

Property Name	Anticipated Number of New Vouchers to be Project-Based *	Description of Project
Property Name	X	Description of project 1
Property Name	X	Description of project 2
Property Name	X	Description of project 3
Property Name	X	Description of project 4

Anticipated Total New Vouchers to be Project-Based	0	Anticipated Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year	X
		Anticipated Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year	X

*New refers to tenant-based vouchers that are being project-based for the first time. The count should only include agreements in which a HAP agreement will be in place by the end of the year.

Other Changes to the Housing Stock Anticipated During the Fiscal Year

Description of other changes to the housing stock anticipated during the fiscal year
Description of other changes to the housing stock anticipated during the fiscal year
Description of other changes to the housing stock anticipated during the fiscal year

Examples of the types of other changes can include but are not limited to units that are held off-line due to the relocation of residents, units that are off-line due to substantial rehabilitation and potential plans for acquiring units.

General Description of All Planned Capital Fund Expenditures During the Plan Year

Narrative general description of all planned capital fund expenditures during the Plan year (by development)

II.2.Plan.Leasing

B. MTW Plan: Leasing Information

Planned Number of Households Served at the End of the Fiscal Year

MTW Households to be Served Through:	Planned Number of Households to be Served*	Planned Number of Unit Months Occupied/ Leased***
Federal MTW Public Housing Units to be Leased	X	X
Federal MTW Voucher (HCV) Units to be Utilized	X	X
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Property-Based Assistance Programs **	X	X
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Tenant-Based Assistance Programs **	X	X
Total Households Projected to be Served	0	0

* Calculated by dividing the planned number of unit months occupied/leased by 12.

** In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/households to be served, the PHA should estimate the number of households to be served.

***Unit Months Occupied/Leased is the total number of months the PHA has leased/occupied units, according to unit category during the fiscal year.

Reporting Compliance with Statutory MTW Requirements

If the PHA has been out of compliance with any of the required statutory MTW requirements listed in Section II(C) of the Standard MTW Agreement, the PHA will provide a narrative discussion and a plan as to how it will return to compliance. If the PHA is currently in compliance, no discussion or reporting is necessary.

Narrative description and explanation (if applicable)

Description of any Anticipated Issues Related to Leasing of Public Housing, Housing Choice Vouchers and/or Local, Non-Traditional Units and Possible Solutions

Housing Program	Description of Anticipated Leasing Issues and Possible Solutions
Housing Program 1	Description of specific leasing issues and possible solutions (if applicable)
Housing Program 2	Description of specific leasing issues and possible solutions (if applicable)
Housing Program 3	Description of specific leasing issues and possible solutions (if applicable)

II.3.Plan.WaitList

C. MTW Plan: Wait List Information

Wait List Information Projected for the Beginning of the Fiscal Year

Housing Program(s) *	Wait List Type**	Number of Households on Wait List	Wait List Open, Partially Open or Closed***	Are There Plans to Open the Wait List During the Fiscal Year
Housing Program(s)	Wait List Type	Number of Households	Open, Partially Open or Closed	Yes or No
Housing Program(s)	Wait List Type	Number of Households	Open, Partially Open or Closed	Yes or No
Housing Program(s)	Wait List Type	Number of Households	Open, Partially Open or Closed	Yes or No

Rows for additional waiting lists may be added, if needed.

* *Select Housing Program* : Federal MTW Public Housing Units; Federal MTW Housing Choice Voucher Program; Federal non-MTW Housing Choice Voucher Units; Tenant-Based Local, Non-Traditional MTW Housing Assistance Program; Project-Based Local, Non-Traditional MTW Housing Assistance Program; and Combined Tenant-Based and Project-Based Local, Non-Traditional MTW Housing Assistance Program.

** *Select Wait List Types* : Community-Wide, Site-Based, Merged (Combined Public Housing or Voucher Wait List), Program Specific (Limited by HUD or Local PHA Rules to Certain Categories of Households which are Described in the Rules for Program Participation), None (If the Program is a New Wait List, Not an Existing Wait List), or Other (Please Provide a Brief Description of this Wait List Type).

*** For Partially Open Wait Lists, provide a description of the populations for which the waiting list is open.

Housing Program and Description of the populations for which the wait list is open
Housing Program and Description of the populations for which the wait list is open
Housing Program and Description of the populations for which the wait list is open

If Local, Non-Traditional Housing Program, please describe:

Name and Description of "Local, Non-Traditional" Housing Program
Name and Description of "Local, Non-Traditional" Housing Program
Name and Description of "Local, Non-Traditional" Housing Program

If Other Wait List Type, please describe:

Name and Description of "other" wait list type
Name and Description of "other" wait list type
Name and Description of "other" wait list type

If there are any changes to the organizational structure of the wait list or policy changes regarding the wait list, provide a narrative detailing these changes.

Narrative of changes

Annual MTW Report

II.4.Report.HousingStock

A. MTW Report: Housing Stock Information

New Housing Choice Vouchers that were Project-Based During the Fiscal Year

Property Name	Anticipated Number of New Vouchers to be Project-Based *	Actual Number of New Vouchers that were Project-Based	Description of Project
Property Name	X	X	Description of project 1
Property Name	X	X	Description of project 2
Property Name	X	X	Description of project 3
Property Name	X	X	Description of project 4

Anticipated Total Number of New Vouchers to be Project-Based *	Actual Total Number of New Vouchers that were Project-Based
0	0

Anticipated Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year *	Anticipated Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year *
X	X

Actual Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year	Actual Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year
X	X

* From the Plan

Other Changes to the Housing Stock that Occurred During the Fiscal Year

Description of other changes to the housing stock during the fiscal year
Description of other changes to the housing stock during the fiscal year
Description of other changes to the housing stock during the fiscal year

Examples of the types of other changes can include but are not limited to units that are held off-line due to the relocation of residents, units that are off-line due to substantial rehabilitation and potential plans for acquiring units.

General Description of Actual Capital Fund Expenditures During the Plan Year

Narrative general description of actual capital fund expenditures during the Plan year (by development)

Overview of Other Housing Owned and/or Managed by the PHA at Fiscal Year End

Housing Program *	Total Units	Overview of the Program
Housing Program 1 *	X	Overview of the program
Housing Program 2 *	X	Overview of the program
Housing Program 3 *	X	Overview of the program
Total Other Housing Owned and/or Managed	0	

* Select Housing Program from: Tax-Credit, State Funded, Locally Funded, Market-Rate, Non-MTW HUD Funded, Managing Developments for other non-MTW Public Housing Authorities, or Other.

If Other, please describe: Description of "other" Housing Program

II.5.Report.Leasing

B. MTW Report: Leasing Information

Actual Number of Households Served at the End of the Fiscal Year

Housing Program:	Number of Households Served*	
	Planned	Actual
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Property-Based Assistance Programs **	X	X
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Tenant-Based Assistance Programs **	X	X
Port-In Vouchers (not absorbed)	N/A	X
Total Projected and Actual Households Served	0	0

* Calculated by dividing the planned/actual number of unit months occupied/leased by 12.

** In instances when a Local, Non-Traditional program provides a certain subsidy level but does not specify a number of units/Households Served, the PHA should estimate the number of Households served.

Housing Program:	Unit Months Occupied/Leased****	
	Planned	Actual
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Property-Based Assistance Programs ***	X	X
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Tenant-Based Assistance Programs ***	X	X
Port-In Vouchers (not absorbed)	N/A	X
Total Projected and Annual Unit Months Occupied/Leased	0	0

Explanation for differences between planned and actual households served

*** In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/Households Served, the PHA should estimate the number of households served.

**** Unit Months Occupied/Leased is the total number of months the housing PHA has occupied/leased units, according to unit category during the year.

	Average Number of Households Served Per Month	Total Number of Households Served During the Year
Households Served through Local Non-Traditional Services Only	X	X

Reporting Compliance with Statutory MTW Requirements: 75% of Families Assisted are Very Low-Income

HUD will verify compliance with the statutory objective of "assuring that at least 75 percent of the families assisted by the Agency are very low-income families" is being achieved by examining public housing and Housing Choice Voucher family characteristics as submitted into the PIC or its successor system utilizing current resident data at the end of the agency's fiscal year. The PHA will provide information on local, non-traditional families provided with housing assistance at the end of the PHA fiscal year, not reported in PIC or its successor system, in the following format:

Fiscal Year:	2011	2012	2013	2014	2015	2016	2017	2018
Total Number of Local, Non-Traditional MTW Households Assisted	X	X	X	X	X	X	X	X
Number of Local, Non-Traditional MTW Households with Incomes Below 50% of Area Median Income	X	X	X	X	X	X	X	X
Percentage of Local, Non-Traditional MTW Households with Incomes Below 50% of Area Median Income	X	X	X	X	X	X	X	X

Reporting Compliance with Statutory MTW Requirements: Maintain Comparable Mix

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

Baseline for the Mix of Family Sizes Served

Family Size:	Occupied Number of Public Housing units by Household Size when PHA Entered MTW	Utilized Number of Section 8 Vouchers by Household Size when PHA Entered MTW	Non-MTW Adjustments to the Distribution of Household Sizes *	Baseline Number of Household Sizes to be Maintained	Baseline Percentages of Family Sizes to be Maintained
1 Person	X	X	X	X	X
2 Person	X	X	X	X	X
3 Person	X	X	X	X	X
4 Person	X	X	X	X	X
5 Person	X	X	X	X	X
6+ Person	X	X	X	X	X
Totals	0	0	0	0	0

Explanation for Baseline Adjustments to the Distribution of Household Sizes Utilized	Provide narrative with explanation

Mix of Family Sizes Served

	1 Person	2 Person	3 Person	4 Person	5 Person	6+ Person	Totals
Baseline Percentages of Household Sizes to be Maintained **	X	X	X	X	X	X	0
Number of Households Served by Family Size this Fiscal Year ***	X	X	X	X	X	X	0
Percentages of Households Served by Household Size this Fiscal Year ****	X	X	X	X	X	X	0
Percentage Change	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#DIV/0!

Justification and Explanation for Family Size Variations of Over 5% from the Baseline Percentages	Provide narrative with explanation

* "Non-MTW adjustments to the distribution of family sizes" are defined as factors that are outside the control of the PHA. Acceptable "non-MTW adjustments" include, but are not limited to, demographic changes in the community's population. If the PHA includes non-MTW adjustments, HUD expects the explanations of the factors to be thorough and to include information substantiating the numbers used.

** The numbers in this row will be the same numbers in the chart above listed under the column "Baseline percentages of family sizes to be maintained."

*** The methodology used to obtain these figures will be the same methodology used to determine the "Occupied number of Public Housing units by family size when PHA entered MTW" and "Utilized number of Section 8 Vouchers by family size when PHA entered MTW" in the table immediately above.

**** The "Percentages of families served by family size this fiscal year" will reflect adjustments to the mix of families served that are directly due to decisions the PHA has made. HUD expects that in the course of the demonstration, PHAs will make decisions that may alter the number of families served.

Description of any Issues Related to Leasing of Public Housing, Housing Choice Vouchers or Local, Non-Traditional Units and Solutions at Fiscal Year End	
Housing Program	Description of Leasing Issues and Solutions
Housing Program 1	Description of specific leasing issues and possible solutions (if applicable)
Housing Program 2	Description of specific leasing issues and possible solutions (if applicable)
Housing Program 3	Description of specific leasing issues and possible solutions (if applicable)

Number of Households Transitioned To Self-Sufficiency by Fiscal Year End

Activity Name/#	Number of Households Transitioned *	Agency Definition of Self Sufficiency
Activity Name/#	Number of Households Transitioned *	Agency Definition of Self Sufficiency
Activity Name/#	Number of Households Transitioned *	Agency Definition of Self Sufficiency
Activity Name/#	Number of Households Transitioned *	Agency Definition of Self Sufficiency
Activity Name/#	Number of Households Transitioned *	Agency Definition of Self Sufficiency

Households Duplicated Across Activities/Definitions	X
ANNUAL TOTAL NUMBER OF HOUSEHOLDS TRANSITIONED TO SELF SUFFICIENCY	#VALUE!

* The number provided here should match the outcome reported where metric SS #8 is used.

II.6.Report.Leasing

C. MTW Report: Wait List Information

Wait List Information at Fiscal Year End

Housing Program(s) *	Wait List Type **	Number of Households on Wait List	Wait List Open, Partially Open or Closed ***	Was the Wait List Opened During the Fiscal Year
Housing Program(s)	Wait List Type	Number of Households	Open, Partially Open or Closed	Yes or No
Housing Program(s)	Wait List Type	Number of Households	Open, Partially Open or Closed	Yes or No
Housing Program(s)	Wait List Type	Number of Households	Open, Partially Open or Closed	Yes or No

More can be added if needed.

* *Select Housing Program* : Federal MTW Public Housing Units; Federal MTW Housing Choice Voucher Program; Federal non-MTW Housing Choice Voucher Units; Tenant-Based Local, Non-Traditional MTW Housing Assistance Program; Project-Based Local, Non-Traditional MTW Housing Assistance Program; and Combined Tenant-Based and Project-Based Local, Non-Traditional MTW Housing Assistance Program.

** *Select Wait List Types:* Community-Wide, Site-Based, Merged (Combined Public Housing or Voucher Wait List), Program Specific (Limited by HUD or Local PHA Rules to Certain Categories of Households which are Described in the Rules for Program Participation), None (If the Program is a New Wait List, Not an Existing Wait List), or Other (Please Provide a Brief Description of this Wait List Type).

*** For Partially Open Wait Lists, provide a description of the populations for which the waiting list is open.

Housing Program and Description of the populations for which the wait list is open

Housing Program and Description of the populations for which the wait list is open
Housing Program and Description of the populations for which the wait list is open

If Local, Non-Traditional Program, please describe:

Name and Description of "Local, Non-Traditional" Housing Program
Name and Description of "Local, Non-Traditional" Housing Program
Name and Description of "Local, Non-Traditional" Housing Program

If Other Wait List Type, please describe:

Name and Description of "other" wait list type
Name and Description of "other" wait list type
Name and Description of "other" wait list type

If there are any changes to the organizational structure of the wait list or policy changes regarding the wait list, provide a narrative detailing these changes.

Narrative of Changes

Form 50900: Elements for the Annual MTW Plan and Annual MTW Report

Attachment B

(III) Proposed MTW Activities: HUD approval requested

Annual MTW Plan

All required elements below must be put in the body of the Plan grouped by each MTW activity.
For metrics information, PHAs must follow the guidelines from the "Standard HUD Metrics" section of this Form 50900. PHAs must report all applicable metrics for each activity.

Required Elements for Proposed Activities in the MTW Plan:

Activity Description

A. Describe each proposed MTW activity;

B. Describe how each proposed activity will achieve one or more of the three statutory objectives;

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

D. Provide the anticipated schedules for achieving the stated objective(s).

Activity Metrics Information

E. Provide the metric(s) from the "Standard HUD Metrics" section that will be used to quantify the changes that the PHA anticipates as a result of the MTW activity;

F. Give the baseline performance level for each metric (a numeric value) prior to the implementation of the MTW activity;

G. Give the yearly benchmarks for each metric (a numeric value);

H. Describe the final projected outcome(s) of the MTW activity for each metric; and

I. Give the data source from which metric data will be compiled.

Need/Justification for MTW Flexibility

J. Cite the authorization(s) detailed in Attachment C or D of the Standard MTW Agreement that gives the PHA the flexibility to conduct the activity;

K. Explain why the cited authorization from Attachment C or D is needed to engage in this activity;

Every reasonable effort will be made by the agency to reference the complete and correct authorizations from Attachment C or D that are applicable to a particular activity when proposing the activity. A failure to cite the correct or entire statute or regulation will require a technical revision to the activity to include the correct authorization from Attachment C or D of the agency's Standard MTW Agreement.

Additional Information for Rent Reform Activities (if applicable)

L. Provide the following information for all rent reform activities: Impact Analysis, Hardship Case Criteria, Annual Reevaluation of Rent Reform Activity and Transition Period. HUD defines rent reform as any change in the regulations on how rent is calculated for a household. Any policy that an MTW PHA enacts that alters the rent calculation would be considered a type of rent reform and will require an impact analysis.

• Impact Analysis: To assess the impacts of the rent reform activity, four steps are suggested for conducting an impact analysis, including:
1. A description of the rent reform activity;
2. Tracking and documenting the implementation of the rent reform activity;
3. Identifying the intended and possible unintended impacts (including changes to the amount of rent residents pay) of the rent reform activity; and
4. Measuring the impacts of the rent reform activity.

Ideally, a separate impact analysis would be completed for each individual component of the rent reform activity, so the agency is able to measure the actual impact of each component of the overall activity. However, in some cases, it may make more sense to complete an analysis for the aggregate of all rent reform activities, e.g., if the agency implements biennial recertifications for working households and triennial recertifications for elderly/disabled households.

• Hardship Case Criteria: MTW PHAs that implement rent reform activities should establish a hardship policy to define circumstances under which households may be exempted or temporarily waived from the new rent determination rules.

• Description of Annual Reevaluation of Rent Reform Activity: MTW PHAs should provide an overview as to how they will reevaluate rent reform activities on a yearly basis and revise as necessary to mitigate the negative impacts of unintended consequences.

• Transition Period: MTW PHAs shall develop a plan for transitioning residents out of the current rent structure and into a new rent structure.

*For additional information on these issues, the PHA can reference the MTW Office website.

Required Elements for Proposed Activities in the MTW Report:

Section III in the Report will be included and left blank. However, PHAs should include a placeholder stating, "All proposed activities that are granted approval by HUD are reported on in Section IV as 'Approved Activities'."

Form 50900: Elements for the Annual MTW Plan and Annual MTW Report

Attachment B

(IV) Approved MTW Activities: HUD approval previously granted

All required elements below must be put in the body of the Plan/Report grouped by each MTW activity.
For metrics information, PHAs must follow the guidelines from the "Standard HUD Metrics" section of this Form 50900. PHAs must report all applicable metrics for each activity.

Annual MTW Plan	Annual MTW Report
A. IMPLEMENTED ACTIVITIES	
1. List approved, implemented, ongoing activities continued from the prior Plan year(s) that are actively utilizing flexibility from the MTW Agreement; specify the Plan Year in which the activity was first approved and implemented;	1. List approved, implemented, ongoing activities continued from the prior Plan year(s); that are actively utilizing flexibility from the MTW Agreement; specify the Plan Year in which the activity was first approved and implemented;
2. Provide a description of the activity and an update on its status;	2. Provide a description of the activity and detailed information on its impact. Compare outcomes to baselines and benchmarks, and indicate whether the activity is on schedule;
3. Indicate if the PHA anticipates any non-significant changes or modifications to the activity during the Plan year;	i. For rent reform activities, describe the number and results of any hardship requests;
4. Indicate if the PHA anticipates any changes or modifications to the metrics, baselines or benchmarks during the Plan year;	3. If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges, and, if possible, identify potential new strategies that might be more effective;
5. If the PHA requires a different authorization from Attachment C or D when implementing the activity than was initially proposed, the PHA must re-propose the activity and include all required elements in Section (III) Proposed Activities; and	4. If benchmarks or metrics have been revised, identify original indicator(s) and new indicator(s) of activities status and impact; and

6. HUD requires PHAs to re-propose activities that require a "significant change." A "significant change" occurs when the nature of the activity has changed such that an additional MTW authorization is needed or when a PHA fundamentally changes the nature and scope of an activity to the extent that there is the potential for a different impact on residents (e.g. changing the calculation of rent). In these cases a new public process is needed for residents to have the opportunity to be informed about the changes to the activity. HUD reserves the right to determine on a case-by-case basis if the change made to an activity crosses this threshold and therefore requires the activity to be re-proposed.	5. If data collection methodology has changed, describe original data collection methodology and any revisions to the process or change in data collected.

B. NOT YET IMPLEMENTED ACTIVITIES	
1. Describe any approved activities that were proposed in the Plan, approved by HUD, but have not yet been implemented, and discuss why these activities were not implemented; specify the Plan Year in which the activity was first approved;	1. List any approved activities that were proposed in the Plan, approved by HUD, but not implemented; specify the Plan Year in which the activity was first approved; and
2. Provide an update on the plan for implementation of the activity;	2. Discuss any actions taken toward implementation during the fiscal year.
3. Provide a timeline for implementation;	
4. Provide an explanation of any non-significant changes or modifications to the activity since it was approved;	

C. ACTIVITIES ON HOLD	
1. Describe any approved activities that have been implemented that the PHA has stopped implementing but has plans to reactivate in the future; specify the Plan Year in which the activity was first approved, implemented, and placed on hold;	1. Describe any approved activities that have been implemented and the PHA has stopped implementing but has plans to reactivate in the future; specify the Plan Year in which the activity was first approved, implemented, and placed on hold; and
2. Discuss why these activities have been placed on hold;	2. Report any actions that were taken towards reactivating the activity.
3. Provide an update on the plan for reactivating the activity;	
4. Provide a timeline for re-implementation; and	
5. Provide an explanation of any non-significant changes or modifications to the activity since it was approved.	

D. CLOSED OUT ACTIVITIES	
1. List any approved activities that have been closed out, including activities that have never been implemented, that the PHA does not plan to implement and obsolete activities; specify the Plan Year in which the activity was first approved and implemented (if applicable);	1. List all approved activities that have been closed out, including activities that have never been implemented, that the PHA does not plan to implement and obsolete activities; specify the Plan Year in which the activity was first approved and implemented (if applicable);
2. Explain why these activities were closed out; and	2. Provide the year the activity was closed out; and
3. Provide the year the activity was closed out.	3. In the year the activity was closed out provide the following:
	i. Discuss the final outcome and lessons learned;
	ii. Describe any statutory exceptions outside of the current MTW flexibilities that might have provided additional benefit for this activity;
	iii. Provide a summary table, listing outcomes from each year of the activity (since the execution of the Standard MTW Agreement); and
	iv. Provide a narrative for additional explanations about outcomes reported in the summary table.

Form 50900: Elements for the Annual MTW Plan and Annual MTW Report

Attachment B

(V) Sources and Uses of Funds

Annual MTW Plan

V.1.Plan.Sources and Uses of MTW Funds

A. MTW Plan: Sources and Uses of MTW Funds

Estimated Sources of MTW Funding for the Fiscal Year

PHAs shall provide the estimated sources and amounts of MTW funding by FDS line item.

Sources		
FDS Line Item	FDS Line Item Name	Dollar Amount
70500 (70300+70400)	Total Tenant Revenue	$ X
70600	HUD PHA Operating Grants	$ X
70610	Capital Grants	$ X
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	$ X
71100+72000	Interest Income	$ X
71600	Gain or Loss on Sale of Capital Assets	$ X
71200+71300+71310+71400+71500	Other Income	$ X
70000	Total Revenue	0

Estimated Uses of MTW Funding for the Fiscal Year

PHAs shall provide the estimated uses and amounts of MTW spending by FDS line item.

Uses		
FDS Line Item	FDS Line Item Name	Dollar Amount
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	$ X
91300+91310+92000	Management Fee Expense	$ X
91810	Allocated Overhead	$ X
92500 (92100+92200+92300+92400)	Total Tenant Services	$ X
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	$ X
93500+93700	Labor	$ X
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	$ X
95000 (95100+95200+95300+95500)	Total Protective Services	$ X
96100 (96110+96120+96130+96140)	Total insurance Premiums	$ X
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	$ X
96700 (96710+96720+96730)	Total Interest Expense and Amortization Cost	$ X
97100+97200	Total Extraordinary Maintenance	$ X
97300+97350	Housing Assistance Payments + HAP Portability-In	$ X
97400	Depreciation Expense	$ X
97500+97600+97700+97800	All Other Expenses	$ X
90000	Total Expenses	0

Describe the Activities that Will Use Only MTW Single Fund Flexibility

PHAs shall provide a thorough narrative of each activity that uses only the Single Fund Flexibility in the body of the Plan. In the narrative, PHAs are encouraged to provide metrics to track the outcomes of these programs or activities. Activities that use other MTW waivers in addition to Single Fund Flexibility do not need to be described in this section because descriptions of these activities are found in either Section (III) Proposed MTW Activities or Section (IV) Approved MTW Activities.

V.2.Plan.Local Asset Management Plan

B. MTW Plan: Local Asset Management Plan

Is the PHA allocating costs within statute?	Yes	or	No
Is the PHA implementing a local asset management plan (LAMP)?	Yes	or	No

If the PHA is implementing a LAMP, it shall be described in an appendix every year beginning with the year it is proposed and approved. The narrative shall explain the deviations from existing HUD requirements and should be updated if any changes are made to the LAMP.

Has the PHA provided a LAMP in the appendix?	Yes	or	No

PHAs should provide a brief summary of any changes in the Local Asset Management Plan in the body of the Plan.

Annual MTW Report

V.3.Report.Sources and Uses of MTW Funds

A. MTW Report: Sources and Uses of MTW Funds

Actual Sources and Uses of MTW Funding for the Fiscal Year

PHAs shall submit their unaudited and audited information in the prescribed FDS format through the Financial Assessment System - PHA (FASPHA), or its successor system

Describe the Activities that Used Only MTW Single Fund Flexibility

PHAs shall provide a thorough narrative of each activity that used only the Single Fund Flexibility in the body of the Report. In the narrative, PHAs are encouraged to provide metrics to track the outcomes of these programs or activities. Activities that use other MTW waivers in addition to Single Fund Flexibility do not need to be described in this section because descriptions of these activities are found in either Section (III) Proposed MTW Activities or Section (IV) Approved MTW Activities.

V.4.Report.Local Asset Management Plan

B. MTW Report: Local Asset Management Plan

Has the PHA allocated costs within statute during the plan year?	Yes		No
Has the PHA implemented a local asset management plan (LAMP)?	Yes	or	No

If the PHA is implementing a LAMP, it shall be described in an appendix every year beginning with the year it is proposed and approved. It shall explain the deviations from existing HUD requirements and should be updated if any changes are made to the LAMP.

Has the PHA provided a LAMP in the appendix?	Yes	or	No

In the body of the Report, PHAs should provide a narrative updating the progress of implementing and operating the Local Asset Management Plan during the fiscal year.

V.5.Report.Unspent MTW Funds

C. MTW Report: Commitment of Unspent Funds

In the table below, provide planned commitments or obligations of unspent MTW funds at the end of the PHA's fiscal year.

Account	Planned Expenditure	Obligated Funds	Committed Funds
Type	Description	$ X	$ X
Type	Description	$ X	$ X
Type	Description	$ X	$ X
Type	Description	$ X	$ X
Type	Description	$ X	$ X
Type	Description	$ X	$ X
Type	Description	$ X	$ X
Type	Description	$ X	$ X
	Total Obligated or Committed Funds:	0	0

In the body of the Report, PHAs shall provide, in as much detail as possible, an explanation of plans for future uses of unspent funds, including what funds have been obligated or committed to specific projects.

Note : Written notice of a definition of MTW reserves will be forthcoming. Until HUD issues a methodology for defining reserves, including a definition of obligations and commitments, MTW agencies are not required to complete this section.

Form 50900: Elements for the Annual MTW Plan and Annual MTW Report

Attachment B

(VI) Administrative

The PHA shall provide the information below with the first Plan/Report submittal to HUD.

Annual MTW Plan	Annual MTW Report
A. Resolution signed by the Board of Commissioners, or other authorized PHA official if there is no Board of Commissioners, adopting the Annual MTW Plan Certification of Compliance (provided at the end of this Attachment B);	A. General description of any HUD reviews, audits or physical inspection issues that require the agency to take action to address the issue;
B. The beginning and end dates of when the Annual MTW Plan was made available for public review, the dates, locations of public hearings and total number of attendees for the draft Annual MTW Plan, (to ensure PHAs have met the requirements for public participation, HUD reserves the right to request additional information to verify PHAs have complied with all requirements as set forth in the Standard MTW Agreement);	B. Results of latest PHA-directed evaluations of the demonstration, as applicable; and
C. Description of any planned or ongoing PHA-directed evaluations of the demonstration for the overall MTW program or any specific MTW activities, if applicable; and	C. Certification that the PHA has met the three statutory requirements of: 1) assuring that at least 75 percent of the families assisted by the Agency are very low-income families; 2) continuing to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined; and 3) maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the demonstration.
D. The Annual Statement/Performance and Evaluation Report (HUD 50075.1) or subsequent form required by HUD for MTW and non-MTW Capital Fund grants for each grant that has unexpended amounts, including estimates for the Plan Year and all three parts of the report;	

Form 50900: Elements for the Annual MTW Plan and Annual MTW Report

Attachment B

Certifications of Compliance

Annual Moving to Work Plan
Certifications of Compliance

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

Certifications of Compliance with Regulations:
Board Resolution to Accompany the Annual Moving to Work Plan*

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the PHA fiscal year beginning _____, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA conducted a public hearing to discuss the Plan and invited public comment.
2. The PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
3. The PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1.
4. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.

6. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
7. The PHA will affirmatively further fair housing by examining its programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

PHA Name	PHA Number/HA Code

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

Name of Authorized Official	Title
Signature	Date

*Must be signed by either the Chairman or Secretary of the Board of the PHA's legislative body. This certification cannot be signed by an employee unless authorized by the PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.

Form 50900: Elements for the Annual MTW Plan and Annual MTW Report

Attachment B

Standard HUD Metrics

For all activities in Section (III) Proposed Activities and activities in Section (IV) Approved Activities in the "Implemented" category, the PHA must use all of the applicable standard metrics listed below for each statutory objective cited. Standard metrics must be reported in the table format provided in order to allow analysis and aggregation across PHAs for similar activities.

For standard metrics that are different from the metrics the PHA had been reporting on for an implemented activity, the PHA may set a baseline prior to when the activity began (through historical records or extrapolation from available data). If such information is not available, the PHA may set the baseline in the Annual MTW Report where the standard metric is first presented. If one of the standard metrics had not been used in previous Annual MTW Reports, the PHA must begin tracking the activity using the standard metrics during the current fiscal year.

PHAs should show the component variables that comprise figures (for example, in showing a "Total Cost," a PHA would show the cost per transaction and number of transactions).

PHAs have the flexibility to report on agency developed and previously established metrics in addition to the required standard metrics.

Cost Effectiveness

When citing the statutory objective to "reduce cost and achieve greater cost effectiveness in federal expenditures," include all of the following metrics that apply:

CE #1: Agency Cost Savings				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	Cost of task prior to implementation of the activity (in dollars).	Expected cost of task after implementation of the activity (in dollars).	Actual cost of task after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark.

CE #2: Staff Time Savings				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	Total amount of staff time dedicated to the task prior to implementation of the activity (in hours).	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours).	Actual amount of total staff time dedicated to the task after implementation of the activity (in hours).	Whether the outcome meets or exceeds the benchmark.

CE #3: Decrease in Error Rate of Task Execution				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage (decrease).	Average error rate of task prior to implementation of the activity (percentage).	Expected average error rate of task after implementation of the activity (percentage).	Actual average error rate of task after implementation of the activity (percentage).	Whether the outcome meets or exceeds the benchmark.

CE #4: Increase in Resources Leveraged				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Amount of funds leveraged in dollars (increase).	Amount leveraged prior to implementation of the activity (in dollars). This number may be zero.	Expected amount leveraged after implementation of the activity (in dollars).	Actual amount leveraged after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark.

CE #5: Increase in Agency Rental Revenue				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Rental revenue in dollars (increase).	Rental revenue prior to implementation of the activity (in dollars).	Expected rental revenue after implementation of the activity (in dollars).	Actual rental revenue after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark.

Self Sufficiency

When citing the statutory objective to "give incentives to families...whose heads of household are either working, seeking work, or are participating in job training educational or other programs to assist in obtaining employment and becoming economically self-sufficient," include all of the following metrics that apply:

SS #1: Increase in Household Income				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average earned income of households affected by this policy in dollars (increase).	Average earned income of households affected by this policy prior to implementation of the activity (in dollars).	Expected average earned income of households affected by this policy prior to implementation of the activity (in dollars).	Actual average earned income of households affected by this policy prior to implementation (in dollars).	Whether the outcome meets or exceeds the benchmark.

SS #2: Increase in Household Savings				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average amount of savings/escrow of households affected by this policy in dollars (increase).	Average savings/escrow amount of households affected by this policy prior to implementation of the activity (in dollars). This number may be zero.	Expected average savings/escrow amount of households affected by this policy after implementation of the activity (in dollars).	Actual average savings/escrow amount of households affected by this policy after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark.

SS #3: Increase in Positive Outcomes in Employment Status				
Report the Baseline, Benchmark and Outcome data for each type of employment status for those head(s) of households affected by the self-sufficiency activity.				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Report the following information separately for each category: (1) Employed Full- Time (2) Employed Part- Time (3) Enrolled in an Educational Program (4) Enrolled in Job Training Program (5) Unemployed (6) Other	Head(s) of households in <<category name>> prior to implementation of the activity (number). This number may be zero.	Expected head(s) of households in <<category name>> after implementation of the activity (number).	Actual head(s) of households in <<category name>> after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.
	Percentage of total work-able households in <<category name>> prior to implementation of activity (percent). This number may be zero.	Expected percentage of total work-able households in <<category name>> after implementation of the activity (percent).	Actual percentage of total work-able households in <<category name>> after implementation of the activity (percent).	Whether the outcome meets or exceeds the benchmark.

SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households receiving TANF assistance (decrease).	Households receiving TANF prior to implementation of the activity (number)	Expected number of households receiving TANF after implementation of the activity (number).	Actual households receiving TANF after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.

SS #5: Households Assisted by Services that Increase Self Sufficiency				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households receiving services aimed to increase self sufficiency (increase).	Households receiving self sufficiency services prior to implementation of the activity (number).	Expected number of households receiving self sufficiency services after implementation of the activity (number).	Actual number of households receiving self sufficiency services after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.

SS #6: Reducing Per Unit Subsidy Costs for Participating Households				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average amount of Section 8 and/or 9 subsidy per household affected by this policy in dollars (decrease).	Average subsidy per household affected by this policy prior to implementation of the activity (in dollars).	Expected average subsidy per household affected by this policy after implementation of the activity (in dollars).	Actual average subsidy per household affected by this policy after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark.

SS #7: Increase in Agency Rental Revenue				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
PHA rental revenue in dollars (increase).	PHA rental revenue prior to implementation of the activity (in dollars).	Expected PHA rental revenue after implementation of the activity (in dollars).	Actual PHA rental revenue after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark.

SS #8: Households Transitioned to Self Sufficiency				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households transitioned to self sufficiency (increase). The PHA may create one or more definitions for "self sufficiency" to use for this metric. Each time the PHA uses this metric, the "Outcome" number should also be provided in Section (II) Operating Information in the space provided.	Households transitioned to self sufficiency (<<PHA definition of self-sufficiency>>) prior to implementation of the activity (number). This number may be zero.	Expected households transitioned to self sufficiency (<<PHA definition of self-sufficiency>>) after implementation of the activity (number).	Actual households transitioned to self sufficiency (<<PHA definition of self-sufficiency>>) after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.

Housing Choice

When citing the statutory objective to "increase housing choices for low-income families," include all of the following metrics that apply:

HC #1: Additional Units of Housing Made Available				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase). If units reach a specific type of household, give that type in this box.	Housing units of this type prior to implementation of the activity (number). This number may be zero.	Expected housing units of this type after implementation of the activity (number).	Actual housing units of this type after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.

HC #2: Units of Housing Preserved				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of housing units preserved for households at or below 80% AMI that would otherwise not be available (increase). If units reach a specific type of household, give that type in this box.	Housing units preserved prior to implementation of the activity (number).	Expected housing units preserved after implementation of the activity (number).	Actual housing units preserved after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.

HC #3: Decrease in Wait List Time				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average applicant time on wait list in months (decrease).	Average applicant time on wait list prior to implementation of the activity (in months).	Expected average applicant time on wait list after implementation of the activity (in months).	Actual average applicant time on wait list after implementation of the activity (in months).	Whether the outcome meets or exceeds the benchmark.

HC #4: Displacement Prevention				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households at or below 80% AMI that would lose assistance or need to move (decrease). If units reach a specific type of household, give that type in this box.	Households losing assistance/moving prior to implementation of the activity (number).	Expected households losing assistance/moving after implementation of the activity (number).	Actual households losing assistance/moving after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.

HC #5: Increase in Resident Mobility				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity (number). This number may be zero.	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity (number).	Actual increase in households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.

HC #6: Increase in Homeownership Opportunities				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households that purchased a home as a result of the activity (increase).	Number of households that purchased a home prior to implementation of the activity (number). This number may be zero.	Expected number of households that purchased a home after implementation of the activity (number).	Actual number of households that purchased a home after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.

HC #7: Households Assisted by Services that Increase Housing Choice				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households receiving services aimed to increase housing choice (increase).	Households receiving this type of service prior to implementation of the activity (number). This number may be zero.	Expected number of households receiving these services after implementation of the activity (number).	Actual number of households receiving these services after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.

ATTACHMENT C

STATEMENT OF AUTHORIZATIONS

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

A. General Conditions

1. This Statement of Authorizations describes the activities that the Public Housing Authority (Agency) may carry out under the Moving to Work (MTW) Demonstration program, subject to the terms and conditions of the Amended and Restated Moving to Work Demonstration Agreement (Restated Agreement) between the Agency and the U.S. Department of Housing and Urban Development (HUD).

2. Unless otherwise provided in Attachment D of the Restated Agreement, the Agency's MTW Demonstration Program applies to all of the Agency's public housing assisted units (including Agency-owned properties and units comprising a part of mixed-income, mixed finance communities) tenant-based Section 8 voucher assistance (hereinafter referred to as the "Housing Choice Voucher Program"), Section 8 project-based voucher assistance under Section 8(o) and Homeownership units developed using Section 8(y) voucher assistance.

3. The purpose of the Statement of Authorizations is to delegate to the Agency the authority to pursue locally driven policies, procedures and programs with the aim of developing better, more efficient ways to provide housing assistance and incentives to self-sufficiency to low, very-low, and extremely low-income families. The authorizations listed in this Attachment C are granted fully without requiring any additional HUD authorizations, as necessary to implement the activities described in the Annual MTW Plan. The Agency may proceed with activities based upon these authorizations once the activity has been included in the Annual MTW Plan, in accordance with Attachment B, and HUD has approved the Plan and activities. HUD will review and approve these documents to ensure that the Annual MTW Plan has provided meaningful citizen participation, taking into account comments from a public hearing and any other comments on the proposed program, as well as providing for, receiving, and meaningfully considering comments from current and prospective residents who would be affected. HUD will also review in order to ascertain that these activities are within the MTW authorizations provided by HUD.

4. The Agency reaffirms that it will comply with all applicable nondiscrimination and equal opportunity requirements set forth in 24 CFR 5.105(a), and will administer its programs and activities in a manner affirmatively to further fair housing. In particular, the Agency

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

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

1. Single Fund Budget with Full Flexibility
This authorization waives certain provisions of Sections 8 and 9 of the 1937 Act and 24 C.F.R. 982, and 990 as necessary to implement the Agency's Annual MTW Plan.

a. The Agency may combine funding awarded to it annually pursuant to Section 8(o), 9(d) and 9(e) of the 1937 Act into a single, authority-wide funding source ("MTW Funds"). However, section 9(d) funds are still subject to the obligation and expenditure deadlines and requirements provided in section 9(j) despite the fact that they are combined in a single fund. The funding amount for the MTW Funds may be increased by additional allocations of housing choice vouchers to which the Agency is entitled over the term of the Agreement. Special purpose vouchers will not be included in the MTW Funds during their initial term, though some may be included in the MTW Funds upon renewal.

b. The Agency may use MTW Funds for any eligible activity under Sections 9(d)(1), 9(e)(1) and Section 8(o) of the 1937 Act. Within the scope of the permissible eligible activities, the Agency can carry out the purposes of the MTW Demonstration Program to provide flexibility in the design and administration of housing assistance to eligible families, to reduce cost and achieve greater cost effectiveness in Federal expenditures, to give incentives to families with children where the head of household is working, seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient, and to increase housing choices for low-income families, through activities that would otherwise be eligible under sections 8 and 9 of the 1937 Act, including, but not limited to, the following activities:

i. Provision of Capital funds or operating assistance to housing previously developed or operated pursuant to a contract between HUD and the Agency or newly acquired or developed pursuant to section ii below.

ii. The acquisition, new construction, reconstruction or moderate or substantial rehabilitation of housing (including, but not limited to, assisted living, or other housing as deemed appropriate by the Agency, in accordance with its mission), or commercial facilities consistent with the objectives of the demonstration. Such activities may include but are not limited to real property acquisition, site improvement, development of utilities and utility services and energy efficiency systems, conversion, demolition, financing, administration and planning costs, relocation and other related activities; provided, however, that prior HUD

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

iii. The provision of housing or employment-related services or other case management activities, such as housing counseling in connection with rental or homeownership assistance, energy auditing, activities related to the provision of self-sufficiency and other services, employment counseling, education, training and other services related to assisting tenants, owners, contractors, and other persons or entities participating or seeking to participate in other housing or training and educational activities assisted pursuant to this section.

iv. The provision of management services, including preparation of work specifications, loan processing, inspections, tenant selection, management of tenant and project-based rental assistance and management of housing projects or other facilities or operations developed under this program.

v. The provision of safety, security, and law enforcement measures and activities appropriate to protect residents of housing from crime.

vi. The provision of Housing Choice Voucher assistance or project-based rental assistance (under Section 8(o)), alone or in conjunction with other private or public sources of assistance.

vii. The preservation of public housing and/or Housing Choice Voucher units currently serving people of low income or the acquisition and/or development of new units for people of low income, provided that all rehabilitation and construction is done in accordance with the requirements of Section 504 of the Rehabilitation Act and where applicable, the design and construction requirements of the Fair Housing Act.

viii. If the Agency chooses to establish single fund flexibility, the Agency is authorized to use housing assistance payments for purposes other than payments to owners, so long as these purposes are consistent with other eligible uses of section 8 and section 9 funds.

c. These activities may be carried out by the Agency, by an entity, agent, or instrumentality of the Agency, a partnership, a grantee, contractor, or other appropriate party or legal entity.

d. The Agency's expenditures must comply with OMB Circular A-87, which provides basic guidelines for the use of federal funds, and with this MTW Agreement.

e. The Agency may use capital funds (including development and replacement housing factor funds) in accordance with this Agreement.

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

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

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

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

C. Authorizations Related to Public Housing Only

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

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

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

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

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

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

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

7. Simplification of the Development and Redevelopment Process for Public Housing
This authorization waives certain provisions of Sections 4, 5, 9, 24, 32 and 35 of the 1937 Act and 24 C.F.R. 941 as necessary to implement the Agency's Annual MTW Plan.

   a. The Agency may, at its own discretion, allow any authorizations and regulatory relief granted to the Agency pursuant to this MTW Agreement to inure to the benefit of the Agency's Partners with respect to MTW eligible activities, and HUD hereby agrees to the amendment of any and all evidentiaries necessary to implement the least restrictive regulatory requirements allowable.

   b. The Agency is authorized to establish reasonable low-income homeownership programs, such as a lease-to-own program, that are not limited by the existing public housing homeownership requirements, provided that units can only be sold to current public housing residents and that any disposition of current public housing units must be approved in advance by HUD. Any disposition application will be submitted and processed in accordance with this Agreement.

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

9. Simplification of Property Management Practices
The Agency is authorized to simplify property management practices as follows:

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

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

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

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

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

necessary to implement the Agency's Annual MTW Plan.

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

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

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

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

D. Authorizations Related to Section 8 Housing Choice Vouchers Only

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

   a. The Agency is authorized to determine the term and content of Housing Assistance Payment (HAP) contracts to owners during the term of the MTW demonstration. However, any revised HAP contract must include language noting that the funding for the contract is subject to the availability of Appropriations. *This authorization waives certain provisions of Section 8(o)(7) of the 1937 Act and 24 C.F.R. 982.162 as necessary to implement the Agency's Annual MTW Plan;*

   b. The Agency is authorized to determine the length of the lease period, when vouchers expire and when vouchers will be reissued. *This authorization waives certain provisions of Sections 8(o)(7)(a), 8(o)(13)(F) and 8(o)(13)(G) of the 1937 Act and 24 C.F.R. 982.303, 982.309 and 983 Subpart F as necessary to implement the Agency's Annual MTW Plan;*

c. The Agency is authorized to define, adopt and implement a reexamination program that differs from the reexamination program currently mandated in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Section 8(o)(5) of the 1937 Act and 24 C.F.R. 982.516 as necessary to implement the Agency's Annual MTW Plan*;

d. The Agency is authorized to determine a damage claim and/or vacancy loss policy and payment policy for occupied units that differs from the policy requirements currently mandated in the 1937 Act and its implementing regulations. Damage and vacancy authority are subject to state and local laws. *This authorization waives certain provisions of Section 8(o)(9), of the 1937 Act and 24 C.F.R. 982.311 as necessary to implement the Agency's Annual MTW Plan*;

e. The Agency is authorized to determine the percentage of housing voucher assistance that it is permitted to project-base, and criteria for expending funds for physical improvements on those units that differs from the percentage and criteria requirements currently mandated in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Section 8(o)(13) of the 1937 Act and 24 C.F.R. 983 as necessary to implement the Agency's Annual MTW Plan*;

f. The Agency is authorized to determine property eligibility criteria, including types of units currently prohibited by Section 8 regulations, as well as shared living facilities. If the Agency chooses to use this authorization, it will need to provide a transition plan to both the affected residents and HUD prior to the end of the demonstration. *This authorization waives certain provisions of Section 8(p) of the 1937 Act and 24 C.F.R. 983.53-54 and 982 Subparts H and M as necessary to implement the Agency's Annual MTW Plan; and*

g. The Agency is authorized to establish its own portability policies with other MTW and non-MTW housing authorities. *This authorization waives certain provisions of Section 8(r) of the 1937 Act and 24 C.F.R. 982 Subpart H as necessary to implement the Agency's Annual MTW Plan.*

2. <u>Rent Policies and Term Limits</u>

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

b. The Agency is authorized to determine contract rents and increases and to determine the content of contract rental agreements that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Sections 8(o)(7) and 8(o)(13) of the 1937 Act and 24 C.F.R. 982.308, 982.451 and 983 Subpart E as necessary to implement the Agency's Annual MTW Plan*;

c. The Agency is authorized to develop a local process to determine rent reasonableness that differs from the currently mandated program requirements in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Section 8(o)(10) of the 1937 Act and 24 C.F.R. 982.507 as necessary to implement the Agency's Annual MTW Plan*; and

d. The Agency is authorized to implement term limits for HCV units designated as part of the MTW demonstration. *This authorization waives certain provisions of Sections 8(o)(7) and 8(o)(13)(F)-(G) of the 1937 Act and 24 C.F.R. 982 Subpart L and 983 Subpart E as necessary to implement the Agency's Annual MTW Plan.*

3. Eligibility of Participants

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

b. The Agency is authorized to adopt and implement any reasonable policy for verifying family income and composition and for determining resident eligibility that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of 24 C.F.R. 982.516 and 982 Subpart E, as necessary to implement the Agency's Annual MTW Plan.*

4. Waiting List Policies

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

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

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

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

   a. The minimum expenditure requirement and the timing of rehabilitation and construction of units.

   b. The type of funds that may be used to rehabilitate or construct units.

   c. Procedures to determine whether or not units meet the Agency's requirements regarding rehabilitation and construction, including what information is required to be submitted by owners to the Agency.

7. Establishment of an Agency MTW Section 8 Project-Based Program
The Agency is authorized to develop and adopt a reasonable policy and process for project-basing Section 8 tenant-based leased housing assistance, which includes the components set forth below:

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

   b. The Agency is authorized to establish a reasonable competitive process or utilize an existing local competitive process for project-basing leased housing assistance at units that meet existing Housing Quality Standards, or any standards developed by the Agency pursuant to this MTW Agreement and approved by the Secretary, and that are owned by non-profit, or for-profit housing entities. *This authorization waives certain provisions of 24 C.F.R. 983.51 as necessary to implement the*

Agency's Annual MTW Plan;

c. The Agency is authorized to duly adopt, according to the requirements of local law, alternate standards for determining the location of existing, newly constructed or substantially rehabilitated housing to receive subsidy; provided, however, *that in lieu of the Site Selection Standards currently set forth in 24 C.F.R. Section 983.57*, the agency will comply with the following requirements:

   i. The Agency will comply with the Fair Housing Act and Title VI of the Civil Rights Act of 1964, and implementing regulations thereto, in determining the location of newly constructed or acquired public housing units.

   ii. Units may be located in the agency's jurisdiction, including within, but not limited to, the following types of urban areas: (1) an area of revitalization that has been designated as such by the governing jurisdiction, including Redevelopment Areas and Enhanced Enterprise Communities, (2) an area where public housing units were previously constructed and were demolished, (3) a racially or economically impacted area where the agency plans to preserve existing affordable housing, (4) in connection with a HOPE VI or other HUD funded master planned development, (5) in areas where a needs analysis indicates that subsidized housing represents a low percentage of the total number of housing units in the area, or (6) relocating units to an area with a lower concentration of public housing units.

   iii. Conduct a housing needs analysis indicating that there is a real need for the housing in the area; and

   iv. When developing or substantially rehabilitating six or more Section 8 project-based units, the agency will: (1) advise current residents of the subject properties and representative community groups in the vicinity of the subject property by letter to resident organizations and by public meeting, of the agency's revitalization plan; and (2) certify to HUD in its Annual MTW Report that the comments from Residents and representative community groups have been considered in the revitalization plan. Documentation evidencing that the agency has met the stated requirements will be maintained at the housing authority and submitted to HUD in its Annual MTW Report.

d. All units that receive project-based Section 8 assistance must meet either (i) existing HQS standards established by the Secretary or (ii) a local standard for communities receiving project-based Section 8 assistance developed by the Agency and approved by the Secretary pursuant to this MTW Agreement, as applicable. *This authorization waives certain provisions of Section 8(o)(8) of the 1937 Act and 24 C.F.R. 982 Subpart I as necessary to implement the Agency's Annual MTW Plan.*

8. Homeownership Program

a. The Agency is authorized to establish reasonable Section 8 homeownership programs that are not limited by the existing Section 8 homeownership requirements. *This authorization waives certain provisions of Section 8(o)(15) and 8(y) of the 1937 Act and 24 C.F.R. 982.625 through 982.643 inclusive as necessary to implement the Agency's Annual MTW Plan; and*

b. The Agency is authorized to permit current public housing residents who are on a merged waiting list to obtain a Section 8 homeownership voucher. *This authorization waives certain provisions of Sections 8(o)(15) and 8(y) of the 1937 Act and 24 C.F.R. 982.625 through 982.643 inclusive as necessary to implement the Agency's Annual MTW Plan.*

E. Authorizations Related to Family Self Sufficiency

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

2/22/2010

SECOND AMENDMENT

TO

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

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

Attachment D is amended as follows:

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

Use of MTW Funds

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

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

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

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

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

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

HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO

By: _____

Name: William Lowell

Its: Executive Director

Date: 5/19/10

UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

By: _____

Name: Sandra Henriquez

Its: Assistant Secretary, Public and Indian Housing

Date: 06/18/2010

THIRD AMENDMENT

TO

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

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

Attachment D is amended as follows:
The following language is added to the Housing Authority of the County of San Mateo's Attachment D:

Use of Replacement Housing Factor Funds for Development
The Agency and HUD acknowledge that Section B(1)(a) of Attachment C of this Agreement regarding the ability to combine funds awarded annually pursuant to Section 8(o), 9(d) and 9(e) of the U.S. Housing Act of 1937 ("1937 Act") into a single, authority-wide funding source ("MTW Funds") is inclusive of replacement housing factor ("RHF") funds provided for at 24 CFR 905.10(i) provided the conditions detailed below are met. The Agency may exercise one of the following options in the administration of RHF funds.

1) Option 1: The Agency may administer its RHF awards outside of its MTW Funds. These funds must be used in accordance with RHF requirements and may accumulate under an approved RHF Plan or be subject to the two-year obligation and four year expenditure deadlines. The Agency would be eligible for second increment RHF funds, which would be administered outside of the agency's MTW Funds.

2) Option 2: The Agency may combine its first increment RHF funds in its MTW Funds and use the funds for any purpose allowable in this Agreement and approved in an MTW Plan, as detailed in Section B(1)(e) of Attachment C of this Agreement. Obligation and expenditure requirements of Section 9(j) of the 1937 Act still apply to these funds. If administering first increment RHF funds in this way, the Agency forgoes eligibility for second increment RHF funds.

3) Option 3: If the Agency combines its first increment RHF funds in its MTW Funds pursuant to Option 2, but wants to receive a second increment of RHF funds, while the Agency may use the funds for any purpose allowable in this Agreement and approved in an MTW Plan, the Agency must spend a portion of its MTW Funds for construction of new public and/or affordable housing. The amount of MTW Funds the Agency must spend on construction of new public and/or affordable units must be equal to or greater than the total amount of RHF funds included in the MTW Funds. In addition, the number of new public and/or affordable units it constructs must be equal to or greater than the number of public housing units the

Agency would have developed if it had not included its RHF funds in its MTW Funds. This is referred to as the "Proportionality Test." [For example, if an Agency deposits $500,000 of RHF funds in its MTW Block Grant, the Agency must spend at least $500,000 of its MTW Block Grant funds on the construction of new public and/or affordable housing. The specific number of new public and/or affordable housing units that must be constructed is determined by dividing $500,000 by the Total Development Cost (TDC) limit applicable to the type of new units being developed. For example, if the Agency is developing 2-bedroom townhomes and the TDC for these types of units is $220,000, the Agency must construct a minimum of three new 2-bedroom townhomes ($500,000 divided by $220,000 = 2.7.) This calculation must be done for each year that RHF funds are received by the PHA and included in the MTW Block Grant.]

i) The applicable TDC will be either the HUD TDC limit for the year in which construction of the units commences or an alternate TDC approved by HUD as part of the MTW approval process.

ii) The new public and/or affordable units required to be developed may be developed directly by the Agency or developed through a Mixed-Finance transaction.

iii) Any project which includes construction of public housing units must be approved by HUD following either the Development process (units owned by the Agency) or the Mixed-Finance process (units owned by an entity other than the Agency).

iv) The Agency must show significant progress on construction of the new public and/or affordable units required during the first increment of RHF funds in order to receive the second increment of RHF funds.

v) If an Agency chooses to include second increment RHF funds in its MTW Block Grant, then second increment RHF funds will be subject to the Proportionality Test and the same requirements as first increment funds regarding the amount of MTW Block Grant funds that must be spent on the construction of new public and/or affordable housing and the number of units which must be constructed.

vi) Leveraging requirements still apply to the second increment RHF funds.

vii) The 2-year obligation and 4-year expenditure deadlines are still applicable to both the first and second increment RHF funds deposited into the MTW Block Grant.

viii) The new units constructed must be consistent with the MTW Statute and Agreement. In order to develop affordable (non-public housing) units, an Agency must have received prior HUD authority to implement local, non-traditional activities.

ix) Prior to implementing Option 3, an Agency must amend their MTW Agreements to allow for deposit of RHF Funds in the MTW Block Grant and the receipt of second increment RHF Funds (a standard HUD Amendment must be used).

x) Prior to implementing Option 3, an Agency must include the development of the new public and/or affordable units in their MTW Plan and include RHF funds in Section 7, the Sources and Uses Chart.

xi) As long as the Agency has included in its MTW Plan the construction of the new public and/or affordable units and its intention to combine RHF funds in the MTW Block Grant and receive second increment RHF funds, the Agency does not need to submit an RHF Plan to HUD. However, the MTW Plan must include the information required in an RHF Plan, as prescribed by HUD.

xii) The Agency must include in its annual MTW Report an update on the amount of RHF funds included in the MTW Block Grant, the amount of funds spent on construction of new public and/or affordable housing, the number of units being constructed, and the status of construction. The Agency must show significant progress on construction of units during the first increment of RHF funds in order to receive second increment RHF funds.

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

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

HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO

By: _____

Name: William Lowell
Its: Executive Director

Date: 12-20-12

UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

By: _____

Name: Sandra B. Henriquez
Its: Assistant Secretary, Public and Indian Housing

Date: 01/28/2013