

# HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO



## MOVING TO WORK ANNUAL PLAN FYE2020



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(Sitting as the Board of Commissioners for the Housing Authority)**

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***SECTION I***

***Introduction***

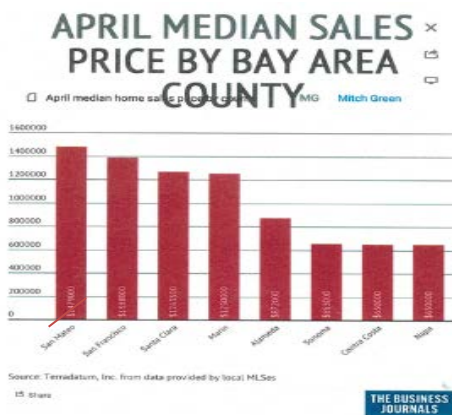
## Overview of the Housing Authority of the County of San Mateo's ongoing MTW goals and objectives

The Housing Authority of the County of San Mateo (HACSM) first joined the MTW Demonstration program in 1998. At that time, HACSM allocated 300 of its' Section 8 Housing Choice Vouchers to participate in a 6-year time limited program in collaboration with the San Mateo County Welfare Department. In 2008, HACSM was selected to sign a new 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 through 2018. And, in 2016, was able to sign a new agreement with HUD, extending its' MTW authority through 2028. Through the MTW Demonstration Program, HACSM has effectively reduced administrative costs, collaborated with other County Departments and organizations to end homelessness for San Mateo County residents, continually refined its' MTW activities that support increasing the self-sufficiency of current participants, and broadened its' commitment to increasing affordable housing choices for families. As delineated in the Agency's mission statement, "The mission of the Department of Housing (Housing Authority) is to be a catalyst for increasing the supply of affordable housing and creating opportunities for people of all income levels and abilities to prosper in livable, collaborative communities."

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

### *Increasing Affordable Housing Choices*

During this time of extreme economic growth in the San Francisco Bay Area, for low income households whose lives have not been positively impacted by this economic boom, the preservation of existing and the development of new affordable housing units has become vital to their personal well-being. As reported in 2018, San Mateo County is home to 13 of the top 25 largest software companies in the Bay Area including Oracle, Genentech, Facebook, and Google. And in April 2018, San Mateo County overtook San Francisco's designation as the most expensive Bay Area Housing market, with a median home price of \$1.47 million, clearly unattainable for the households participating in the subsidized housing programs.



Despite the multi-faceted efforts of the San Mateo County elected officials, individual city leaders, the Housing Department and the community at large, the housing crisis is on-going and persistent due to the booming economy. In addition to the soaring home prices, the costs in the rental housing market have also continued to rapidly rise.

As of November 2018, the average rent for an apartment in San Mateo, CA was \$3,141, representing yet another 2.23% increase from November 2017.

Having the ability to address these local conditions through the MTW Demonstration program provides the Housing Authority the flexibility and agility to address the local housing needs in the timeliest manner and has been invaluable for individuals and families

facing one of the most competitive housing markets in the nation.

To address these very real challenges, HACSM has maintained its' commitment to increase and preserve affordable housing options in San Mateo County. Following are some of the specific and measured steps that have been taken and HACSM plans to continue in FY19:

- HACSM and the San Mateo County (SMC) Board of Supervisors leveraged Housing Assistance Payment (HAP) funds, see MTW Activity #2012-26 Commitment of MTW Funds for Leveraging in the Creation of Additional Affordable Housing in San Mateo County, along with unrestricted SMC General Funds to



create the “Affordable Housing Fund”. This collaboration was made possible from MTW authority and has resulted in the development of multifamily affordable rental housing, a homeownership project, and potential agricultural workforce housing and funding for loans to secure, develop, or re-develop affordable housing units. In 2018, one example of this collaboration can be seen in the grand opening of the Serenity Senior Apartments, pictured below.



- Serenity Senior Apartments is a 41-unit affordable apartment complex developed by MidPeninsula Housing in the City of East Palo Alto. The building provides high-quality, energy-efficient affordable apartments for low income seniors in addition to a large community room, an outdoor courtyard, and on-site services for the residents. \$1 million of Moving to Work funds helped to leverage \$23 million from other sources to allow for development of the complex. Other sources included Low Income Housing Tax Credits, private debt, and additional loans from the County and the City of East Palo Alto. The site is located on University Avenue in the heart of East

Palo Alto, offering numerous public transportation options and a range of services.

- In addition to the MTW Affordable Housing Fund Activity, HACSM is also applying for other new opportunities for development.



- Colma Veterans Village. Colma Veterans Village is a 66-unit affordable housing project under construction in Colma being developed by Mercy Housing. The project will provide 66 units of affordable housing with a preference for low-income Veterans, many of whom will have VASH vouchers. In addition to brand new, energy efficient units, on-site supportive services, and an outdoor garden and courtyard area, the project will provide a large community room inside a historic pump building which Mercy is renovating and repurposing to provide a handsome space for residents. A \$3.3 million award of Moving to Work funds

helped Mercy leverage an additional \$31 million from other sources including private debt, Low Income Housing Tax Credit equity, federal HOME funds, and Veterans Homeless Housing Program funds from the State. The site is located in Colma, a short walk from a BART stop, numerous Sam Trans Bus lines, and other amenities.

- HACSM has used its' HUD approved MTW Activity #2011-16: Expand the Section 8 Project-Based Voucher Program, to use up to 35% of its budget authority for awarding new construction affordable housing units through awarding Project Based voucher assistance to low-income housing developers. Having the ability to secure long-term contracts for affordable units is a key strategy in the San Mateo County housing market. HACSM is currently completing an RFP application process for up to 250 new construction units to receive PBV vouchers. The RFP process and awards should be completed by late February 2019.
- In 2013, HACSM had a voucher subsidy utilization rate of 98%, but by 2015 that number had dipped to 93% and in 2016 had further dipped to 90%. After launching the Leasing Success Program, MTW Activity #2015-35, HACSM was able to address the extreme difficulty voucher holders were facing in the marketplace. As a result of focused, on-going effort in outreaching to property owners, the development of the "Renting Success Workshop" for new and relocating participants, and the completion of several project-based properties, in 2018 HACSM has again reached a 95% utilization rate.

### ***Promoting Self-Sufficiency***

Beginning as a small pilot program in 2000, the HACSM self-sufficiency program has expanded and matured into a premier program in San Mateo County. The MTW Self-Sufficiency program now serves all new participants admitted through the MTW wait list, in addition to households who have the goal of homeownership. The FSS Contract of Participation is established with the family upon move in and is also supported with quarterly self-sufficiency activities throughout the family's participation in the program.

In addition to the 5-Year Self-Sufficiency program, MTW Activity #2000-1, HACSM also designed and oversees the Housing Readiness Program (HRP) MTW Activity #2009-2, originally implemented via MTW authority in July 2008 to assist homeless individuals and families. HRP is also a 5-Year Self-Sufficiency program, designed on the housing-first model, with the expectation that the household will be able to move from homelessness to economic self-sufficiency during their participation in the program.

HACSM continues to conduct on-going research into best practices and lessons learned, and through this analysis has continued to refine the program to most effectively support families in becoming financially independent during their time on the program and based on their unique personal circumstances. To support the households, HACSM has utilized the cost and time savings realized through other MTW initiatives to further enrich the resources and staff time dedicated to this important endeavor. Due to the time savings from the MTW program, beginning in 2015 the Self-Sufficiency Coordinators were able to dedicate more of their time to provide coaching and mentoring to the self-sufficiency families including the capacity to make direct contact with all families on at least a quarterly basis. This increased contact has resulted in more focused support, timely assistance provided to participants when challenges arise, and the opportunity to celebrate each success realized by the families.

Following is the success story from one of the individual's in the MTW program, whose life was fundamentally changed during his participation in the program. Below is the write up of his experience from Isabel Romero, the FSS Coordinator who supported him while on the program and his letter of gratitude, upon graduation.

On Mr. King's personal statement letter, he stated that he was homeless and living out of his car without any guidance and direction when his friend encouraged him to apply for the Moving to Work Program. When Mr. Corey King joined the MTW program on 12/01/2014, he was working as a Para Educator with Ravenswood City School District making \$20,122 a year.

Over the last several years, Mr. King worked very hard to better his employment status. He joined the Office of the Sheriff City and County of San Francisco as a Cadet and slowly started to move up the ladder. He began to study for the Deputy Sheriff exam which will provide him with more opportunities and increase his earning potential. On 08/2018, he passed the Deputy Sheriff 1 exam and will be starting the Deputy Recruit Academy with the Sheriff Department on 1/5/2019. He is currently a Sheriff 's Cadet making \$95,958 a year.

Mr. King made the decision to relinquish his voucher on 08/31/2018 and move to the east bay. He got married on 8/11/2018 and has begun his new life in San Leandro, CA renting an apartment which they can afford on their own. He further states in his personal letter, "I am so grateful for the program and I don't know how I could have survived without it".

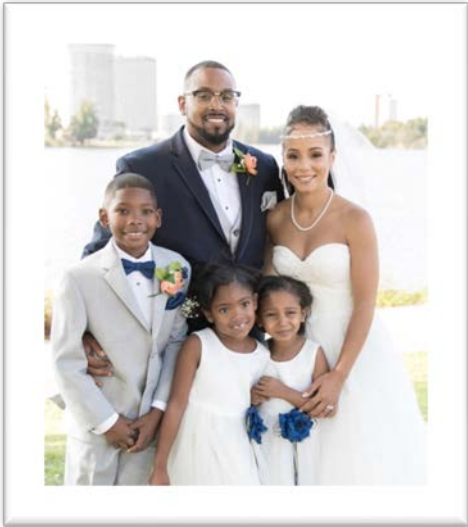
While receiving housing assistance through the Moving to Work Self Sufficiency Program, Mr. King has:

- 1) Increased his earned income from \$20,122 to \$95,958 \$1,000.00
- 2) Attended Peninsula Family Service's Financial Education Workshop \$25.00
- 3) Completed 6 monthly budgets \$100.00
- 4) Passed the Deputy Sheriff 1 Exam \$25.00

Based on the accomplishments made by Mr. King, I am recommending him as a successful graduate from the MTW-Self Sufficiency program effective 08/31/2018 with an escrow balance of \$1,150.00.

Dear moving to work program,

Just four year ago I was homeless and living out of my car. Not originally from here, I had no place to go. So, speaking with a friend of mine he mentioned that I should apply for the program so I did. Honestly, had it not been for the program I would not be in the situation that I am currently in. The program has been so supportive throughout my time here. They've helped me grow and help me achieve in every field of human endeavor. For example, being on the program I was able to be blessed to improve my income, and achieve 98% of my goals. Some of my goals are as included moving up to a better position in my current work place. I would be moving from sheriff's Cadet to Deputy Sheriff for the San Francisco sheriff's department. I was able to improve. Another goal was to complete my budgeting class that will help me become better at my finances which has improved tremendously. Also another goal was get married by this fall and to build a good savings which I've also done achieved. I am so grateful for the program and I don't know how I could have survived without it. My final goal was to complete the program well before my time was up. Thank you MTW program for helping and support get ahead in life.



### ***Developing Administrative Efficiencies***

HACSM has re-designed the processes and timelines 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.

In 2015, the Rental Programs Department underwent a re-organization built upon the administrative efficiencies realized through the MTW activities. The organizational re-design created a targeted approach to each process within the system and allowed for an expansion of the self-sufficiency and client services teams to better serve the subsidized households, as well as increased efficiencies and support to both program partners and the community as a whole.

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

MTW flexibility has given HACSM the ability to continue the prioritization of the following three broad goals: 1) Serving San Mateo County residents most in need, 2) Facilitating residents' self-sufficiency, and 3) Building sustainable system capacity. The following are focus areas that HACSM has identified to support this vision:

#### ***Serve More Families***

Based on its success to date, HACSM continues to enroll all new program participants selected from the MTW waiting list to its five-year, MTW Self-Sufficiency program. This MTW activity not only gives HACSM the ability to serve more families by increasing voracity of the program, but it also strengthens the SMC 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 from a wide variety of partner organizations and to quarterly coaching and mentoring meetings with their HACSM Self-Sufficiency Coordinators. This initiative also 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 for long-term, heightened and sustained economic self-sufficiency

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

As discussed previously, HACSM has also developed an affordable housing fund that leverages HAP funds with SMC general funds in support of the development of new construction affordable housing. The funds are disbursed in the form of a loan, thus extending the continued development and expansion of long-term affordable housing. To date, HACSM has awarded \$10 million dollars the full amount approved through the "Affordable Housing Fund" MTW Activity #2012-26.

HACSM has also been actively using its MTW flexibility to assist in the development of new or rehabilitated affordable housing by strategically project-basing Housing Choice Vouchers as a key financial component. Project-Based Vouchers' (PBV) contractual obligation for long-term unit availability. is extremely important in the County's perennially tight housing market.

#### ***Always Open, On-line Waiting List Process***

In January 2014, HACSM implemented an on-line wait list portal. All new applicants, interested in the subsidized housing 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, such as new mailing addresses or household members. When HACSM has vouchers available, the agency is able to conduct a small random selection from the pool of current (within the previous 12 months) applications received and create a small wait list, to be seen in the following 60 days. 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 it has given families the opportunity to apply or reapply at any time.

***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 October 2018, HACSM hosted its 6th Annual Housing & Resource EXPO. This year over 70 partner organizations attended and met with participants, enrolled them in services, assisted through financial training programs and savings plans, and connected them with job training and hiring services to name just a few. There were over 300 participants in attendance this year!

*The 2018 Family, Fun, and Resource Expo!*



In collaboration with the SMC Library System, HACSM has also been actively participating in the Campaign for 3<sup>rd</sup>-Grade Reading, a national initiative and the Book Rich Environment Campaign. To support these efforts, at each quarterly self-sufficiency appointment the Self-Sufficiency Team completes the following with the family: 1) Provides free, age-appropriate books to all children in the household, 2) Enrolls and provides library cards to each member of the family, and 3) Participates in developing and hosting three, County-wide events. In 2018 the events were held in Half Moon Bay, East Palo Alto and Belmont, CA. HACSM also participated in the Annual California Campaign for Grade-level Reading and has been implementing activities to further support these efforts in subsidized households with young children.



***SECTION II***

***General Housing Authority Operating Information***

**A. HOUSING STOCK INFORMATION**

**i. Planned New Public Housing Units**

New public housing units that the MTW PHA anticipates will be added during the Plan Year.

ASSET MANAGEMENT PROJECT (AMP) NAME AND NUMBER	BEDROOM SIZE						TOTAL UNITS	POPULATION TYPE*	# of Uniform Federal Accessibility Standards (UFAS) Units	
	0/1	2	3	4	5	6+			Fully Accessible	Adaptable
N/A	#	#	#	#	#	#	#	N/A	#	#
N/A	#	#	#	#	#	#	#	N/A	#	#
N/A	#	#	#	#	#	#	#	N/A	#	#

N/A

**Total Public Housing Units to be Added in the Plan Year**

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

**If "Population Type" is "Other" please describe:**

N/A

**ii. Planned Public Housing Units to be Removed**

Public housing units that the MTW PHA anticipates will be removed during the Plan Year.

AMP NAME AND NUMBER	NUMBER OF UNITS TO BE REMOVED	EXPLANATION FOR REMOVAL
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 Removed in the Plan Year**

**iii. Planned New Project Based Vouchers**

Tenant-based vouchers that the MTW PHA anticipates project-basing for the first time during the Plan Year. These include only those in which at least an Agreement to enter into a Housing Assistance Payment (AHAP) will be in place by the end of the Plan Year. Indicate whether the unit is included in the Rental Assistance Demonstration (RAD).



PROPERTY NAME	NUMBER OF VOUCHERS TO BE PROJECT-BASED	RAD?	DESCRIPTION OF PROJECT
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A		<b>Planned Total Vouchers to be Newly Project-Based</b>	

**iv. Planned Existing Project Based Vouchers**

Tenant-based vouchers that the MTW PHA is currently project-basing in the Plan Year. These include only those in which at least an AHAP is already in place at the beginning of the Plan Year. Indicate whether the unit is included in RAD.

PROPERTY NAME	NUMBER OF PROJECT-BASED VOUCHERS	PLANNED STATUS AT END OF PLAN YEAR*	RAD?	DESCRIPTION OF PROJECT
Colma Veterans Housing	65	Committed	No	Colma Veterans Housing is a 66-unit new construction development in Colma, CA. Except for the manager unit, all units will be assisted with PBV subsidy. HACSM has committed 65 PBV, 57 HUD-VASH Vouchers, awarded through HACSM's application to HUD's FY2016 HUD-VASH PBV set-aside and 8 HCV to the project. 57 units will serve VASH-eligible households while the remaining 8 units will serve HCV-eligible households with preference given to veterans. Construction is expected to complete in April 2019.
2821 El Camino	59	Committed	No	2821 is a 65-unit new construction development in Redwood City, CA. HACSM has committed 27 HUD-VASH Vouchers, awarded through HACSM's application to HUD's FY2016 HUD-VASH PBV set-aside and 32 HCV to the project. Of the 32 HCV PBV units, 6 will serve Mental Health Service Act-eligible households. Financing for the project is expected to be closed by end of February 2019.
Bradford Senior Housing	99	Committed	No	Bradford Senior Housing is a 117-unit new construction senior development in Redwood City, CA.

				HACSM has committed 10 HUD-VASH Vouchers, awarded through HACSM's application to HUD's FY2016 HUD-VASH PBV set-aside and 89 HCV to the project. The project is currently at the planning stage with City of Redwood City.
636 El Camino	47	Leased	No	636 El Camino is a 109-unit affordable housing development located in South San Francisco. 20 PBV units are supportive housing units serving people with disabilities who need supportive services to maintain stable housing.
Alma Point at Foster Square	33	Leased	No	Alma Point at Foster Square is a 66-unit affordable senior housing development located in Foster City.
Coastside Senior Housing	39	Leased	No	Coastside Senior Housing is a 40-unit affordable senior housing development located in Half Moon Bay. The development is 100% PBV except for the manager unit.
Delaware Pacific	30	Leased	No	Delaware Pacific is a 60-unit affordable housing development located in San Mateo. 10 PBV units are supportive housing units serving people with disabilities who need supportive services to maintain stable housing.
Delaware Place	16	Leased	No	Delaware Place is a 16-unit affordable housing development located in San Mateo. Delaware Place was converted to PBV in 2015. Prior to the conversion, the development was covered by the Project-based Certificate Program.
Edgewater Isle	91	Leased	No	Edgewater Isle is a 92-unit affordable senior housing development located in Foster City. Edgewater Isle was converted to PBV in 2015. Prior to the conversion, the project was covered by the Project-based Certificate Program.

El Camino Village	30	Leased	Yes	El Camino Village, a former Public Housing development was converted to PBV through the RAD process, approved by HUD in November 2017.
EPA Woodlands Associates	13	Leased	No	EPA Woodlands Associates is a 23-unit affordable housing development located in East Palo Alto. EPA Woodlands Associates was converted to PBV in 2013. Prior to the conversion, the development was covered by the Project-based Certificate Program.
Gateway Apartments	81	Leased	No	Gateway Apartments is an 82-unit affordable housing development located in Menlo Park. Gateway Apartments was converted to PBV in 2015. Prior to the conversion, the development was covered by the Moderate Rehab Program.
Half Moon Village	158	Leased	No	Half Moon Village is a 160-unit affordable senior housing development located in Half Moon Bay. The development is 100% PBV except for 2 manager units.
Magnolia Plaza	48	Leased	No	Magnolia Plaza is 125-unit affordable senior housing development located in South San Francisco. Magnolia Plaza was converted to PBV in 2015. Prior to the conversion, the development was covered by the Project-based Certificate Program.
Midway Village	150	Leased	No	Midway Village is a 150-unit affordable housing development located in Daly City. Through the demo/dispo process, this former Public Housing development was converted to PBV in 2011.
Miller Avenue Senior Housing	8	Leased	No	Miller Avenue Senior Housing is an 81-unit new construction affordable senior housing project located in South San Francisco, CA. HACSM has committed 8 PBV to the project. Construction has been completed in December 2018 and all 8 PBV units

				have been leased.
Mosaic Garden	39	Leased	No	Mosaic Garden is a 55-unit rehabilitation development in Redwood City, CA. HACSM has committed 8 HUD-VASH Vouchers, awarded through HACSM's application to HUD's FY2016 HUD-VASH PBV set-aside and 36 HCV to the project. Of the 36 HCV PBV units, 9 are supportive housing units with homeless preference serving individuals selected from the San Mateo County Coordinated Entry System. The rehabilitation will be done in two phases. Phase 1 of the rehabbed units are fully leased. Rehab for phase 2 will begin mid-2019.
Newell	10	Leased	No	Newell is a 26-unit affordable housing development located in East Palo Alto. Newell was converted to PBV in 2013. Prior to the conversion, the development was covered by Project-based Certificate Program.
Oceanview Senior Apartments	31	Leased	No	Oceanview Senior Apartments is a 100-unit affordable senior housing development located in Pacifica.
Pacific Oaks	50	Leased	No	Pacific Oaks is a 104-unit affordable senior housing development located in Pacifica. Pacific Oaks was converted to PBV in 2015. Prior to the conversion, the development was covered by the Project-based Certificate Program.
Redwood Oaks	33	Leased	No	Redwood Oaks is a 36-unit affordable housing development located in Redwood City. Redwood Oaks was converted to PBV in 2015. Prior to the conversion, the development was covered by the Project-based Certificate Program.
Sequoia Belle Haven	69	Leased	No	Sequoia Belle Haven is a 90-unit affordable senior housing development located in Menlo Park.

				Sequoia Belle Haven was a part of the Gateway Apartments complex and was redeveloped in 2017. Prior to the redevelopment, the units were covered by the Moderate Rehab Program.
St. Matthew	18	Leased	No	St. Matthew is a 56-unit affordable housing development located in San Mateo. St. Matthew was converted to PBV in 2013. Prior to the conversion, the development was covered by the Project-based Certificate Program.
Sweeney Lane	26	Leased	No	Sweeney Lane is a 52-unit affordable housing development located in Daly City.
Serenity Senior Housing	40	Leased	No	Serenity Senior Housing is a 41-unit affordable senior housing development located in East Palo Alto. The development is 100% PBV except for 1 manager unit.
Willow Housing	35	Leased	No	Willow Housing is a 60-unit development located in the Menlo Park VA campus. The PBV units are covered by HUD-VASH.
Willow Terrace	11	Leased	No	Willow Terrace is a 26-unit affordable housing development located in Menlo Park. Willow Terrace was converted to PBV in 2013. Prior to the conversion, the development was covered by the Project-based Certificate Program.

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**Planned Total Existing Project-Based Vouchers**

\* Select "Planned Status at the End of Plan Year" from: Committed, Leased/Issued

**v. Planned Other Changes to MTW Housing Stock Anticipated During the Plan Year**

Examples of the types of other changes can include (but are not limited to): units held off-line due to relocation or substantial rehabilitation, local, non-traditional units to be acquired/developed, etc.

PLANNED OTHER CHANGES TO MTW HOUSING STOCK ANTICIPATED IN THE PLAN YEAR
HACSM does not anticipate any changes to the MTW Housing Stock during the FY2020 Plan Year.

**vi. General Description of All Planned Capital Expenditures During the Plan Year**

Narrative general description of all planned capital expenditures of MTW funds during the Plan Year.

GENERAL DESCRIPTION OF ALL PLANNED CAPITAL EXPENDITURES DURING THE PLAN YEAR
N/A

**B. LEASING INFORMATION**

**i. Planned Number of Households Served**

Snapshot and unit month information on the number of households the MTW PHA plans to serve at the end of the Plan Year.

PLANNED NUMBER OF HOUSEHOLDS SERVED THROUGH:	PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED*	PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED**
MTW Public Housing Units Leased	0	0
MTW Housing Choice Vouchers (HCV) Utilized	51,708	4,309
Local, Non-Traditional: Tenant-Based^	35	420
Local, Non-Traditional: Property-Based^	38	456
Local, Non-Traditional: Homeownership^	N/A	N/A
	52,584	4,382

**Planned Total Households Served**

\* "Planned Number of Unit Months Occupied/Leased" is the total number of months the MTW PHA plans to have leased/occupied in each category throughout the full Plan Year.

\*\* "Planned Number of Households to be Served" is calculated by dividing the "Planned Number of Unit Months Occupied/Leased" by the number of months in the Plan Year.

^ 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 MTW PHA should estimate the number of households to be served.

LOCAL, NON-TRADITIONAL CATEGORY	MTW ACTIVITY NAME/NUMBER	PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED*	PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED*
Tenant-Based	Provider Based Program MTW Activity #2011-27 CORA	15	180
	Provider Based Program MTW Activity #2011-27 Brilliant Corners	20	240
Property-Based	Provider Based Program MTW Activity #2011-27 Service League	16	192
	Provider Based Program MTW Activity #2011-27 HIP Housing	22	264
Homeownership	N/A	N/A	N/A

\* The sum of the figures provided should match the totals provided for each local, non-traditional category in the previous table. Figures should be given by individual activity. Multiple entries may be made for each category if applicable.

ii. Discussion of Any Anticipated Issues/Possible Solutions Related to Leasing

Discussions of any anticipated issues and solutions in the MTW housing programs listed.

HOUSING PROGRAM	DESCRIPTION OF ANTICIPATED LEASING ISSUES AND POSSIBLE SOLUTIONS
MTW Public Housing	N/A
MTW Housing Choice Voucher	Anticipated leasing issues include an extremely expensive rental market coupled with a shortage of affordable housing units and landlord resistance to accepting vouchers. Possible solutions include HACSM having established a contract with a housing locator service to assist new applicants and participants to find and secure rental housing in San Mateo County. HACSM also implemented the Leasing Success Program, an MTW activity that allows HACSM to use HAP funds to financially incentivize landlords to join the program and to preserve existing relationships with the Housing Authority and low-income households. The Leasing Success Program also provided a way to address the long-standing myth that private market landlords will receive less money for their units due to the additional time required to begin a HAP contract for a voucher holder. This MTW activity allowed HACSM to retroactively reimburse a landlord, if their unit was ready for occupancy, for the days required to schedule and complete the HQS inspection and execute the HAP contract with the landlord, from the date of receipt of the RTA to the start of the HAP contract. This “no loss” bonus has helped to mitigate the belief that landlords might experience a financial “loss” when participating in the voucher program. HACSM also established a Renting Success Workshop, free and available to all new voucher holders,

	<p>to help prepare them for their housing search. HACSM also has supported its' relationship with the SMC Housing and Community Development agency in the development of new construction low-income properties and in the preservation and rehabilitation of existing housing units.</p>
<p><b>Local, Non-Traditional</b></p>	<p>The Local Non-Traditional partner organizations have also been challenged with the extremely expensive rental market and a shortage of available affordable housing units. To mitigate these challenges the partner organizations have been developing relationships with landlord, to secure units on behalf of the clients they serve.</p>



**WAITING LIST INFORMATION**

**i. Waiting List Information Anticipated**

Snapshot information of waiting list data as anticipated at the beginning of the Plan Year. The “Description” column should detail the structure of the waiting list and the population(s) served.

WAITING LIST NAME	DESCRIPTION	NUMBER OF HOUSEHOLDS ON WAITING LIST	WAITING LIST OPEN, PARTIALLY OPEN OR CLOSED	PLANS TO OPEN THE WAITING LIST DURING THE PLAN YEAR
Federal MTW Housing Choice Voucher Program (Tenant-Based)	Community-Wide All Populations	6,759	Open	N/A
Federal MTW Housing Choice Voucher Program (Project-Based, 636 El Camino)	Site Based Mixed Family Complex	573	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Alma Point)	Site Based Senior Complex	546	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Coastside Senior Housing)	Site Based Senior Complex	83	Closed	Yes
Federal MTW Housing Choice Voucher Program (Project-Based, Delaware Place)	Site Based Mixed Family Complex	1,777	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Delaware Pacific)	Site Based Mixed Family Complex	1,755	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Edgewater Isle)	Site Based Senior Complex	680	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Hillside Terrace)	Site Based Mixed Family Complex	1,881	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Half Moon Village)	Site Based Senior Complex	983	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Magnolia Plaza)	Site Based Senior Complex	601	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Mosaic Garden)	Site Based Mixed Family Complex	-	Closed	Yes
Federal MTW Housing Choice Voucher Program (Project-Based, Midway Village)	Site Based Mixed Family Complex	398	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Newell)	Site Based Mixed Family Complex	677	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Oceanview)	Site Based Senior Complex	197	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Pacific Oaks)	Site Based Senior Complex	238	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Redwood Oaks)	Site Based Mixed Family Complex	1,227	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Sequoia Belle Haven)	Site Based Senior Complex	475	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, St. Matthew)	Site Based Mixed Family Complex	1,149	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Sweeney Lane)	Site Based Mixed Family Complex	3,154	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Serenity Senior Housing- University Ave)	Site Based Senior Complex	513	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Willow Terrace)	Site Based Mixed Family Complex	1,177	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, The Woodlands)	Site Based Mixed Family Complex	1,145	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Gateway Apartments)	Site Based Mixed Family Complex	792	Closed	No
Federal MTW Public Housing Units (Formerly Public Housing, now RAD PBV)	Site Based Mixed Family Complex	1,761	Closed	No

Please describe any duplication of applicants across waiting lists:

Due to the fact that each waitlist is site-based, applicants can apply for all properties if desired and thus there can be duplication across the waiting lists.

**ii. Planned Changes to Waiting List in the Plan Year**

Please describe any anticipated changes to the organizational structure or policies of the waiting list(s), including any opening or closing of a waiting list, during the Plan Year.

WAITING LIST NAME	DESCRIPTION OF PLANNED CHANGES TO WAITING LIST
N/A	N/A
N/A	N/A

***SECTION III***

***Proposed MTW Activities: HUD approval requested***

HACSM is not proposing any new MTW Activities that would be effective in FY2020.



***SECTION IV***

***Ongoing MTW Activities: HUD approval previously granted***

Since 2000, HACSM has utilized the flexibilities of the MTW program to significantly reform its Housing Choice 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 provided HACSM with the flexibility to actively respond to the changing needs of San Mateo County residents. Below is a table listing all of the MTW approved activities, currently in effect.

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.

<b>MTW Activity Number</b>	<b>MTW Activity Title</b>
2000 – 1	MTW Self-Sufficiency Program
2009 – 2	Housing Readiness Program (HRP)
2000 – 3	Eliminate 40% Affordability Cap at Initial Move-In/Lease Up
2010 – 6	Triennial Recertification Schedule for Elderly/Disabled Families
2010 – 7	Simplify Rent Calculation Process
2010 – 8	Simplify Third Party Verification Process
2010 – 9	Tiered Subsidy Tables (TST)
2010 – 10	Simplify HQS Process for HACSM-owned or Affiliated Properties
2011 – 15	Institute Biennial Inspection Schedule for Units Under Contract
2011 – 16	Expand the Section 8 Project-Based Voucher Program
2011 – 17	Revise Eligibility Standards
2012 – 21	Change Qualifications for Full-Time Student Status
2012 – 22	Include Foster Care, KinGap, and Adoption Assistance Payments in Annual Income Calculation
2012 – 23	Modify Head of Household (HOH) Changes Policy
2012 – 24	Change Automatic Termination of HAP Contract from 180 to 90 Days
2012 – 26	Commitment of MTW Funds for Leveraging in the Creation of Additional Affordable Housing in San Mateo County
2011 – 27	Provider Based Program
2014 – 29	Revise Child Care Expense Deduction
2015 – 30	Standard Proration for Ineligible Household Members
2015 – 31	Local Referral Process for Supportive Service Exception Units, in Project Based Voucher (PBV) Complexes
2015 – 32	Revised EIV Income Report Review Schedule
2015 – 33	Local PBV Inspection Process
2015 – 35	<i>Revised</i> Leasing Success Program
2018 – 36	Homeless Young Adults with Disability Program

***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' economic 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

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 successful 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, completion of the LENA reading program 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 2018, 124 new participants joined the MTW 5-year program and signed a FSS Contract of Participation. As of December 2018, there are 626 households in the MTW Self-Sufficiency program. All of the households participate in self-sufficiency activities, beginning with budgeting and savings classes as well as other fundamental activities to reach their yearly goals.

In CY2018, HACSM continued quarterly meetings with each participant in the Self-Sufficiency program, to support their progress and assist them to maintain their momentum towards success. During each quarterly meeting, the HACSM self-sufficiency coordinators coach and mentor all adults in the household in a variety of areas including but not limited to the following: 1) Education, 2) Asset building, 3) Employment, 4) Credit repair and credit building, 5) Citizenship, 6) Parenting, and 7) Health Services.

Throughout the year, HACSM collaborated with the SMC Library System in the “Book Rich Environment” and “Campaign for Third-Grade Level Reading” initiatives. The collaboration included, in addition to the on-going encouragement to participate at the local libraries, three different events, in three areas of the County. Each event included free books and activities for the children, a deep sense of community, and the promotion of reading. To the right are pictures of the events.

In October 2018, HACSM held its’ Sixth Annual Housing & Resource Expo for all self-sufficiency households. Over 70 different partner organizations were present to share their unique mission and vision of success and to enroll families in their programs. Approximately 250 participants attended the event.

In 2018, 25 households requested Hardship waivers to extend their program participation. Following is a list of the types of program extension requests that were received and the outcomes:

- Three requests were received from households where all members are either elderly and/or disabled and all requests were approved.
- Four requests were received from single adult households, with a disabled minor, and all four requests were approved
- 11 requests were received due to the “tight rental markets” condition, and all 11 were approved
- Seven requests were received due to the need to complete self-sufficiency activities and all seven were approved.

*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 this MTW activity, combined with the partnership with San Mateo County's Center on Homelessness, HACSM is able to serve homeless individuals and families in the community. Originally, all homeless families joined the program through a direct referral process from supportive service partners in the SMC community.

In FY17, HACSM received approval to expand the vouchers allocated from 100, up to a maximum of 150 vouchers. Originally, program participants received 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.

Also, in FY17 HACSM proposed and received HUD approval to increase the term of assistance from three to five years. With this expansion, the first 18 months of case management assistance continues to be provided by the referring agency with the remaining term transitioned to the HACSM self-sufficiency team. Effective August 2016, each new household that enters the program and successfully completes the lease up process will receive up to five years of housing assistance and enters into a self-sufficiency COP upon move in. The HACSM self-sufficiency team coordinates with the referring agency regarding the participant's individual goal plan.

Upon successful graduation from the program, the HRP household are eligible for escrow for their goals completed. On a case-by-case basis, HACSM may provide case management services 12 months after program admission if the referring agency is unable to provide such services due to limited resources.

### *Update on the activity*

To date, the HRP has provided the San Mateo Community a key program to address the critical need of homeless individuals and families residing in San Mateo County to secure healthy, safe, and stable housing. In CY18, through collaboration with the Center on Homelessness, HACSM was able to further streamline admission to the HRP program via the coordinated entry system, thus prioritizing the individuals and households who had the greatest vulnerabilities and homelessness and ensuring that all had equal access to this valuable resource. At this same time all newly housed families signed FSS COP's and all coaching and mentoring was provided by the HACSM FSS team on a quarterly basis.

In CY2018, eight new families joined the program and currently there are 124 formerly homeless households in the program. Due to the program design, as households reach the end of their term of participation and graduate from the program, HACSM is able to begin supporting new, homeless individuals and families to the program.

In 2018, 28 households requested Hardship waivers to extend their program participation. Following is a list of the types of program extension requests that were received and the outcomes:

- 10 requests were received from households where all members are either elderly and/or disabled and all 10 requests were approved.
- One request was received from a single adult household, with a disabled minor, and the request was approved.
- 12 requests were received due to the "tight rental markets" condition, and only 2 were denied, due to having already exhausted all previous extensions.
- 5 requests were received due to the need to complete self-sufficiency activities, and only 2 were denied, due to having already exhausted all previous extensions

*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. Since that time and with this MTW Activity, households began renting throughout San Mateo County.

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*

San Mateo County continues to remain not only one of the highest cost areas in the nation but also one of the communities with the least amount of available housing stock. As such, relocating 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 searching for housing. HACSM continues 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. In August of 2017, due to this analysis and the changing market conditions, HACSM increased the subsidy amounts on the TST, MTW Activity #2010-9, to ease the rent burdens for households on the program.

In 2018, only six households, approximately 10%, exceeded the 50% monthly adjusted income threshold for the tenant rent portion at initial move in. In each of these instances, the family income was reviewed, along with the specific details for the individual household, prior to their move in.

*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 adjusted income in accordance with the HACSM’s Interim Policy, and potentially the HAP as well, due to the increase.

HACSM began implementation of this alternate recertification schedule in August 2014. Due to the gradual roll out, implementation was not completed until the end of December 2016.

*Update on the activity*

HACSM has found that this activity has significantly reduced both the administrative burden on the Housing Authority as well as the stress on the elderly and/or disabled families in San Mateo County. In 2018, Due to this activity, the Housing Authority has experienced a reduction in the sheer volume of appointments that needed to be held without a negative financial result.

*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 as described below:

- Asset Calculations
  - HACSM established a minimum threshold of \$50,000 in assets before any interest will 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*

In 2018, over 3,100 households now have assets saved in their household. However, for the majority of the subsidized households, the total value of the assets remain less than \$50,000. Thus, the streamlined method for calculating assets has significantly simplified the rent calculation process without creating further burden for program participants. In CY2018, only 43 households had asset income greater than \$50,000. In those cases, HACSM did collect and verify the asset information, and any income realized by the household was included in the household’s annual adjusted income calculation.

*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, 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). In FY18, HACSM received HUD approval, to expand the ability to use tenant provided documentation for all assets, regardless of the asset value. The family will continue to be required to provide a current, original statement from the financial institution(s) showing the balance of the asset account(s) without the need for additional verification. In all instances, HACSM reserves the right to seek additional verification, if necessary.
- 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 180 days  
Effective July 1, 2009, HACSM implemented a revised timeline for verification documentation to 120 days for HCV applicants and participants. In FY16, HACSM proposed and received HUD approval to extend the verification timeline to 180 days. 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*

HACSM has continued to monitor the effectiveness of this activity in 2018. To date, most households have provided verifiable documentation of their household' child care and medical expenses and HACSM has been able to feel confident that with the information collected, the tenant's rent portion was calculated correctly. In 2018, 283 household's provided documentation related to child care expenses that they incurred to work (273 households), seek work (6 households) and got to school (4 households). And, 14 households provided verifiable documentation of out of pocket medical costs, resulting in medical expense deductions of approximately \$1,326 per household.

Based on the information collected by HACSM, the verifiable nature of the tenant-provided documentation, and the on-going confidence in the accuracy of the rent calculation based on the information collected, this activity has continued to support the HACSM MTW program and has been successful in creating efficiencies that provide the avenues for staff resources to be allocated to self-sufficiency activities.

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

Approved by HUD: FYE2010

Implemented by HACSM: 3/1//2010

*Description of the activity*

The TST 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.

The TST has continued to result in greater flexibility for families and a simpler rent calculation method for staff. Because of the high rents in San Mateo County, HACSM has continued to closely monitor the subsidies provided by the TST and resulting tenant rent burden.

As part of the on-going monitoring of the TST activity, in FY16, HACSM proposed and received HUD approval to increase the actual minimum rent from \$50 to \$100. And, in September 2016, HACSM completed its' software update and implemented the \$100 minimum rent. As of December 31, 2016, only one hardship request had been received and approved due to this activity.

*Update on the activity*

The TST has continued to be an effective tool for new and relocating participants to find and secure rental units in the San Mateo County housing market. Due to the extremely challenging market conditions, any additional conditions further complicate the situation for program participants, thus the TST has been an effective activity in diminishing some of the challenges faced by low income households. The TST has also provided the Housing Authority with a tool to more effectively project and budget for the future housing costs of program participants and its' ability to continue to bring new households onto the 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 #2010-10: Simplify HQS Process for HACSM-owned or Affiliated Properties**

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 is not required to submit inspection reports for HACSM-owned or affiliated properties to the HUD Field Office. In order to ensure the impartiality of the inspections conducted at HACSM owned or affiliated properties, HACSM has established that the inspections are not conducted by staff that work at or oversee the property. All HQS inspections are conducted by one of the following: 1) The HACSM Leasing Team, HQS certified inspectors, 2) A Section 8, HQS certified specialist, or 3) An agency that is contracted by HACSM to conduct HQS inspections. In addition to the above, all current properties within this activity also have low-income tax credits from the State of California, which also require annual property inspections from an independent source.

HACSM maintains an electronic record that can be printed, as needed, or requested by the local HUD Field Office. At the time of initial implementation, the local HUD Field office supported this practice as a good method for records retention and ready access as needed.

*Update on the activity*

This activity has continued to be effective in supporting the HACSM goal of increased administrative efficiency. In 2018 HACSM conducted 111 HQS inspections at HACSM-owned or affiliated properties.

*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 continues to be vital in San Mateo County at this time. In CY2018, HACSM conducted 2,392 HQS inspections.

*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, 2017 HACSM received HUD approval to increase its voucher budget authority from 30% up to 35% 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 goal of ending homelessness by 2025.

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*

As of December 2018, HACSM has utilized 28% of its budget authority due to increasing its PBV portfolio. In the Bay Area housing market, this is the main method through which HACSM can more assuredly ensure long-term affordability of rental housing units. Expanding the HACSM PBV portfolio has also supported HACSM’s ability to increase its’ utilization rate again, and in 2018 HACSM was able to reach a 95% utilization rate for its voucher program over all. At this time, HACSM is seeking HUD’s approval to once again increase the percentage of its’ Budget Authority to 40 % that can be allocated to the PBV program.

During this plan year, HACSM plans to issue an RFP for up to 100 PBV units, within the current 35% PBV authority.

*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*

In CY2018, no new applicants or current participants were denied eligibility due to these conditions, however, this activity has continued to provide HACSM with an efficient tool to reach the neediest 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 #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 Full Time Student (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 staff working with households on the FSS program continue to encourage and support families who pursue completing their education goals, including receipt of an AA or BA degree, however, at the same time the Housing Authority 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*

HACSM has not received any hardship requests as a result of this activity while at the same time current participants continue to support foster children and foster adults 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 #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*

The number of households who seek the ability to change their Head of Household (HOH) has remained constant in CY2018. In 2018, 10 families, submitted requests asking to change the head of household. For those 10 families, all were original household members and thus the household did not transition to the 5-year MTW Self-Sufficiency 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 #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. Due to the high cost of living, very few program participants reach “zero” HAP status and those that do have truly become economically secure. In calendar year 2018, eight households reached “zero” HAP status and exited the MTW program after 90 days. Two additional households reached “zero” HAP status, but experienced an income reduction, resulting in their on-going program participation.

*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 and in FY16 HACSM received HUD approval to increase the commitment up to \$10,000,000 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 has continued to be essential to the development of new construction affordable housing units in San Mateo County. To date the funded projects have included the creation of new affordable rental housing for families, seniors, supportive housing for individuals with serious mental illness, agricultural workforce housing-related initiatives and veterans.

Based on the successful use of MTW funds to provide an avenue for leveraging additional funds for affordable housing development, HACSM is proposing to increase the allocation of MTW funds, with an additional \$15 million dollars of unspent HAP funds, to this endeavor. Upon approval from HUD, the total amount of MTW funds will be \$25 million dollars.

Since implementation of this MTW activity in FY2011, HACSM has awarded 8 projects, \$10 million dollars, that has resulted in 412 new construction units.

*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 #2011-27: Provider Based Program**

Approved by HUD: FYE2012

Implemented by HACSM: 11/15/2011

#### *Description of the activity*

HACSM implemented a provider-based assistance program, a “local non-traditional” program, outside the scope of the traditional Section 8 voucher program in FY12. 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.

Through an RFP process, HACSM originally established contracts with three 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. In 2017, a fourth contract was executed to support disabled persons and frail elderly who were at risk of homelessness, and or in danger of being placed in a skilled nursing facility, a housing choice that is far beyond their medical need. The main focus of the program is to support housing needs of these target populations and reduce the overall County cost. 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 36 months or up to the term of the Provider’s contract.

#### *Update on the activity*

In calendar year 2018, the total funding that HACSM expended for this activity was \$736,000 on behalf of approximately 70 households served through the 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 #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.

Note: For a household to claim eligible child care expense deductions, the deduction must relate to the income of the child’s parent or legal guardian. For example, in instances where one parent is a household member with other (non-parental) adults and the parent is claiming child care deduction because he/she is a full time student, the child care expense may only be deducted against the parent’s income, not to the total income of the household.

*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, while maintaining the spirit of the regulation.

*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 HACSM has continued to outreach with PBV owners and conducted on-going staff training in preparation for 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*

HACSM has found this activity to continue to support the goal of administrative streamlining and cost savings. HACSM staff continue to collect and use verifiable tenant provided documentation for required interim recertifications.

*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: FYE2015

Implemented by HACSM: 9/2/2014

*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 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 is 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. HACSM will continue to develop an implementation plan that will include outreach to 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 #2015-35: Revised 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.

HACSM has implemented 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 assistance program. For additional information, see the full description in the HACSM FY2015 Annual Plan.

In late 2015 HACSM contracted with Abode Services, to assist with Housing Locator Services. Implementation of the program began February 1, 2016. Abode Services brought expertise in property management and in assisting low income families find and secure affordable housing in the San Francisco Bay area housing market. From February 2016 – October 2017, HACSM referred 316 households to Abode Services with an approximately 60% move-in success rate.

From 2015 – 2017 HACSM experienced a significant and on-going decrease in its monthly utilization, causing HACSM to be non-compliant in serving substantially the same number of households in both FY2016 and FY2017. Due to these persistent market challenges, the Leasing Success Program provided one of the biggest supports to the low-income households, however, it has also been more expensive than HACMS originally projected. However, through the above efforts along with other MTW activities, as of October 2017, HACSM finally reached a 95% voucher utilization rate and is now compliant in serving essentially the same percentage of households as before it entered into its' MTW contract with HUD.

All aspects of this activity have been essential to supporting new and relocating voucher holders to find and secure rental units in the SMC rental market.

In 2017, HACSM proposed and will continue to use its' MTW Authority, including its' block grant fungibility, in order to support the costs for this on-going MTW activity.

*Update on the Activity*

This MTW Activity has continued to be very supportive of low income households being able to find and secure rental housing units in San Mateo County. In calendar year 2018, 26 new owners join the program and 67 current owners remained a part of the program when new households were able to rent recently vacated units by households who were previously renting, with subsidy.

In July 2018, HACSM renewed its contract with Abode Services, to continue to assist new voucher holders with their housing search. And, in 2018, HACSM conducted 44 Renting Success Workshops, to assist families with becoming more empowered in their housing search. 51 households participated in the free workshops during the year.

*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 #2018-36: Homeless Young Adults with Disability Program

Approved by HUD: FY2019

Implementation Date: 7/1/2018

### *Description of the Activity*

In collaborative partnership with the Mental Health Association (MHA), HACSM is providing housing subsidy assistance for up to 20 Support and Advocacy for Young Adults in Transition (SAYAT)-eligible young adults to move from literal homelessness to stable housing and ultimately self-sufficiency.

Through this partnership, HACSM provides housing subsidy assistance to MHA directly referred SAYAT-eligible young adults who are eligible for the voucher program. The youth must be between the ages of 18-25, literally homeless, have an identified disability, and will benefit from the services provided by MHA. The eligible youth, referred to the program, would be the Head of Household and the household may ultimately include additional household members, such as dependent minors, or other adults.

Once referred by MHA, the youth meet with the HACSM case workers to conduct their program eligibility determination, based on HACSM's MTW program design and issued an MTW five-year, time-limited voucher. The individual and their household are considered part of the HACSM MTW program and subject to all of the rules of the program, including how subsidy amount is determined. As such, the youth will pay a portion of the contract rent directly to the landlord, based on their income and the HACSM TST activity (See Activity # 2010-9). HACSM administers the housing subsidy assistance.

Upon move in, the youth are invited to join the Self-Sufficiency Program, sign a Contract of Participation, establish goals and are eligible to receive the financial escrow bonus upon successful graduation from the program. During the five-year term of their participation, these youths also receive intensive case management and supportive services from the Mental Health Association on topics ranging from housing location, vocational training, education, employment, health services, and increased independence. MHA also provides support and appropriate interventions on an as-needed basis, as they have through their collaboration with HACSM via the Housing Readiness Program (MTW Activity 2009-2). A successful graduation would mean that the youth no longer requires government assistance (an FSS program goal), has reached a zero HAP status, or their voucher has timed out and they are not returning to homelessness.

As in the case with the other MTW activities, HACSM has an existing hardship policy, which includes the portability policy, to address exemption to various activities. The same hardship policy which can be found in Appendix Four will be offered to SAYAT participants, in its' entirety. Additionally, MHA has a history of working with SAYAT youth, to find and secure affordable housing options outside of the voucher program, thus mitigating a potential return to homelessness for the referred individuals.

### *Update on the Activity*

As of December 31, 2018, there are 10 households enrolled in the SAYAT program and participating in the FSS program. HACSM looks forward to providing more information on the progress of the program at the end of FY18 regarding the household's success and progress since enrollment.

***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***

<b>MTW Activity Number</b>	<b>MTW Activity Title</b>	<b>FY Activity Closed</b>
2000 – 4	Escrow Accounts	2014
2009 – 5	Expand Usage of PBV at HACSM Developments Undergoing Disposition	2018
2010 – 11	Eliminate Competitive Process for Allocation of PBV to Former Public Housing	2018
2010 – 12	Waive 12 Month Stay Requirement for Residents in Formerly Public Housing Units Converted to PBV	2018
2010 – 13	Accept Lower HAP by Modifying PBV Rules for In-place Residents at former Public Housing Developments	2018
2010 – 14	Establish Flat or Market Rate Policy for Over-income Public Housing Residents at Conversion of Public Housing Units to Project-Based Units	2018
2011 – 18	Eliminate 100% Excluded Income from the Income Calculation Process	2015
2011 – 19	Eliminate the Requirement to Complete New HAP Contract with Utility Responsibility Changes	2017
2011 – 20	Apply Current Payment Standards at Interim Re-examination	2013
2012 – 25	Exclude Asset Income from Calculation for Households with Assets Under \$50,000	2017
2013 – 28	Apply MTW Flexibilities to Public Housing	2018
2015 – 34	Local Collections Process	2017



**Activity #2000-4: Escrow Accounts**

Approved by HUD: FY2010

Implemented by HACSM: 7/1/2009

Closed by HACSM: 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.

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

Approved by HUD: FYE2010

Implemented by HACSM: 7/1/2009

Closed by HACSM: 6/30/2018

*Rationale for Closing out the Activity*

As of November 2018, HACSM converted all 30 units at El Camino Village, formerly a public housing property, to RAD PBV. With this conversion, HACSM no longer has any Public Housing in its portfolio, thus is closing this activity as of June 30, 2018.

Formerly, the dispo application for Midway Village was approved by HUD in January 2011 and vouchers were issued to all eligible households, 149 vouchers in total, in May 2011. All 150 units at Midway Village are now under a Project-Based HAP contract.'

HACSM does not own or operate any additional properties.

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

Approved by HUD: FYE2010

Implemented by HACSM: 1/27/2011

Closed by HACSM: 6/30/2018

*Rationale for Closing out the Activity*

Since FY14, when 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, HACSM has now in FY18 completed the conversion of all formerly public housing properties to PBV. At this time, HACSM does not own or operate any additional properties and thus is closing this activity.

**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  
Closed by HACSM: 6/30/2018

*Rationale for Closing out the Activity*

As of November 2018, HACSM converted all 30 units at El Camino Village, formerly a public housing property, to RAD PBV. With this conversion, HACSM no longer has any Public Housing in its portfolio, thus is closing this activity as of June 30, 2018.

Formerly, the dispo application for Midway Village was approved by HUD in January 2011 and vouchers were issued to all eligible households, 149 vouchers in total, in May 2011. All 150 units at Midway Village are now under a Project-Based HAP contract.'

HACSM does not own or operate any additional properties.

**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  
Closed by HACSM: 6/30/2018

*Rationale for Closing out the Activity*

As of November 2018, HACSM converted all 30 units at El Camino Village, formerly a public housing property, to RAD PBV. With this conversion, HACSM no longer has any Public Housing in its portfolio, thus is closing this activity as of June 30, 2018.

Formerly, the dispo application for Midway Village was approved by HUD in January 2011 and vouchers were issued to all eligible households, 149 vouchers in total, in May 2011. All 150 units at Midway Village are now under a Project-Based HAP contract.'

HACSM does not own or operate any additional properties.

**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  
Closed by HACSM: 6/30/2018

*Rationale for Closing out the Activity*

As of November 2018, HACSM converted all 30 units at El Camino Village, formerly a public housing property, to RAD PBV. With this conversion, HACSM no longer has any Public Housing in its portfolio, thus is closing this activity as of June 30, 2018.

Formerly, the dispo application for Midway Village was approved by HUD in January 2011 and vouchers were issued to all eligible households, 149 vouchers in total, in May 2011. All 150 units at Midway Village are now under a Project-Based HAP contract.’

HACSM does not own or operate any additional properties.

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

Approved by HUD: FYE2011

Implemented by HACSM: 7/1/2010

Closed by HACSM: 7/1/2015

*Rationale for Closing out 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. Because this income is excluded from the income calculation process, it does not affect the amount of a family’s rental assistance.

With the publication of PIH Notice 2013-4, issued January 28, 2013, the verification and calculation of 100% excluded income is no longer required. Because of this, HACSM has closed out this activity, effective July 1, 2015.

**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

Closed by HACSM: 7/1/2017

*Rationale for Closing out the Activity*

Due to the fact that this activity only applied to participants who had a HAP contract in place prior to July 1, 2010 and who didn’t relocate, this activity has seen minimal to no activity in the past three fiscal years. Additionally, with the implementation of the TST, participants are responsible for their potential utilizes and are encouraged to seek and secure units that are energy efficient and/or instances where the landlord pays for the utilities. With the TST activity, there are no utility allowances included in the tenants rent portion, therefore HACSM has ceased tracking the utility responsibilities and are proposing to close this activity.

**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 #2012-25: Exclude Asset Income from Calculations for Households with Assets Under \$50,000**

Approved by HUD: FYE2012

Implemented by HACSM: 7/1/2011

Closed by HACSM: 7/1/2017

*Rationale for Closing out the Activity*

HACSM will close out this activity, effective 7/1/2017, due to it being combined and linked closely with Activity #2010-7: Simplify Rent Calculation Process.

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

Approved by HUD: FYE2013

Implemented by HACSM: 7/1/2012

Closed by HACSM: 6/30/2018

*Rationale for Closing out the Activity*

As of November 2018, HACSM converted all 30 units at El Camino Village, formerly a public housing property, to RAD PBV. With this conversion, HACSM no longer has any Public Housing in its portfolio, thus is closing this activity as of June 30, 2018.

**Activity #2015-34: Local Collections Process**

Approved by HUD: FYE2015

Implemented by HACSM: 9/2/2014

Closed by HACSM: 7/1/2017

*Rationale for closing out the activity*

In May 2017, HACSM received a HUD Quality Assurance Division MTW RNP/Cash Validation review. As a result of this review, HUD auditors determined that HACSM did not have the authority to implement the Fraud Recovery activity because the regulations governing this activity are not covered by the MTW agreement. Even though the MTW Office reviewed and approved the activity in the FY2015 Plan, upon further review, the MTW Office notified HACSM that their previous approval was revoked, and their recommendation was that HACSM close this activity.

HACSM has taken the MTW Office's recommendation and with the submission of this MTW Annual Plan, has closed the activity.

***SECTION V***  
***Sources and Uses of Funds***

**(I) SOURCES AND USES OF MTW FUNDS**

**ANNUAL MTW PLAN**

**A. ESTIMATED SOURCES AND USES OF MTW FUNDS**

**i. Estimated Sources of MTW Funds**

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
70500 (70300+70400)	Total Tenant Revenue	\$0
70600	HUD PHA Operating Grants	\$89,450,000
70610	Capital Grants	\$0
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$0
71100+72000	Interest Income	\$22,892
71600	Gain or Loss on Sale of Capital Assets	\$0
71200+71300+71310+71400+71500	Other Income	\$86,100
70000	Total Revenue	\$89,558,992

**ii. Estimated Uses of MTW Funds**

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	\$3,631,238
91300+91310+92000	Management Fee Expense	\$0
91810	Allocated Overhead	\$0
92500 (92100+92200+92300+92400)	Total Tenant Services	\$95,578
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	\$0
93500+93700	Labor	\$0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	\$1,075
95000 (95100+95200+95300+95500)	Total Protective Services	\$0
96100 (96110+96120+96130+96140)	Total Insurance Premiums	\$71,854
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$888,106
96700 (96710+96720+96730)	Total Interest Expense & Amortization Cost	\$0
97100+97200	Total Extraordinary Maintenance	\$0
97300+97350	HAP + HAP Portability-In	\$77,105,292
97400	Depreciation Expense	\$0
97500+97600+97700+97800	All Other Expense	\$0
90000	Total Expenses	\$81,793,143

Please describe any variance between Estimated Total Revenue and Estimated Total Expenses:

Surplus HAP funds will be utilized in affordable housing developments, see MTW Activity #2012-26 "Commitment of MTW Funds for Leveraging in the Creation of Additional Affordable Housing in San Mateo County" for additional information. Surplus admin funds retained for future administrative costs.

iii. Description of Planned Use of MTW Single Fund Flexibility

**PLANNED USE OF MTW SINGLE FUND FLEXIBILITY**

HACSM uses Section 8 funds within their funding streams and reports on specific MTW Activities within Section V of this MTW Plan.

**B. LOCAL ASSET MANGEMENT PLAN**

- i. Is the MTW PHA allocating costs within statute?
- ii. Is the MTW PHA implementing a local asset management plan (LAMP)?
- iii. Has the MTW PHA provide a LAMP in the appendix?
- iv. If the MTW PHA has provided a LAMP in the appendix, please describe any proposed changes to the LAMP in the Plan Year or state that the MTW PHA does not plan to make any changes in the Plan Year.

**C. RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION**

i. Description of RAD Participation

**RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION**

On March 16, 2017 HACSM amended the CHAP to incorporate the 2017 OCAF adjustments for RAD contract rents. The RAD Conversion Commitment (RCC) Agreement was executed April 18, 2017. And, on November 21, 2017 the RCC Amendment #1 was issued on to revise the Proposed Project Owners from San Mateo County Housing Authority, Inc. to SAMCHAI. The RAD Use Agreement was executed on November 22, 2017, and recorded November 29, 2017. And finally, the Project Based Voucher (PBV) HAP was effective December 1, 2017 for all 30 units at El Camino Village, a former Public housing property.

- ii. Has the MTW PHA submitted a RAD Significant Amendment in the appendix? A RAD Significant Amendment should only be included if it is a new or amended version that requires HUD approval.

If the MTW PHA has provided a RAD Significant Amendment in the appendix, please state whether it is the first RAD Significant Amendment submitted or describe any proposed changes from the prior RAD Significant Amendment

No changes.





***SECTION VI***

***Administrative***



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

See Appendix One, for the signed Board Resolution adopting 50077-MTW and the Certification of Compliance.

All supporting documentation can be found in Appendix One of this document.

**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**

The Public Notice posted in the San Mateo County Daily Journal on Monday, January 14, 2019, informing the public that the draft 2020 Annual MTW Plan was posted to the Housing Authority website January 25, 2019 – February 26, 2019 and available for public comment.

The Public Comment period was conducted from January 24, 2019 – February 26, 2019 and the Public Hearing was held on Tuesday, February 26, 2019. HACSM received 12 comments, via e-mail, during the Public Comment period. HACSM considered all comments received and responded to all representatives. There were no attendees at the Public Hearing. HACSM also provided opportunities for and encouraged partner agencies to provide input at the Homeless Outreach Meetings, held during January and February 2019, throughout San Mateo County. These meetings were held in San Bruno, S San Francisco, San Mateo, Redwood City, Half Moon Bay, Pacifica, and East Palo Alto.

A second Public Hearing was held on March 12, 2019 at the monthly San Mateo County Board of Supervisor's meeting. The San Mateo County Board of Supervisors are the governing board for the Housing Authority. The Board of Supervisors held a public hearing and approved the resolution authorizing the Executive Director to sign the Certificate of Compliance and the submission of the FYE2020 MTW Annual Plan to HUD.

All supporting documentation can be found in Appendix One.

**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 Appendix One, for HUD-50071 form.



**APPENDIX ONE**

***Documentation of the Public Review Process, Public Comments Received, the Board Memo and Resolution adopting the HUD 50077-MTW Certification of Compliance, and HUD 50071***



**Public Notice Posted on HACSM website and in HACSM lobby effective, January 24, 2019**



**Department of Housing**

264 Harbor Boulevard, Building A • Belmont, CA 94002

**FY2020 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 FY2020 Moving-To-Work (MTW) Annual Plan:

**Date & Time:** Tuesday, February 26, 2019, 10:00 AM  
**Location:** Department of Housing  
 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](http://www.smchousing.org) beginning January 24, 2018. HACSM will be accepting written comments regarding the proposed MTW Annual Plan from January 24, 2018 – February 26, 2018. 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](mailto:jrainwater@smchousing.org)

As an MTW agency, HACSM is pleased to be one of approximately 39 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. Since that time, HACSM has developed many activities to increase housing choice for low income families, streamlined administrative processes resulting in increased efficiencies and cost savings, and created a program that is more transparent, easy to understand, and more equitable for all assisted families. HACSM is not proposing any new activities in FY2020. Due to the success of leveraging the MTW block grant to date, HACSM is proposing to increase the use of its budget to develop additional new low-income housing units and to expand the percentage of the budget allocated to project-based voucher to low-income housing developers.

Following is a brief list of some of the other activities, which HACSM has implemented since July 2000:

- Triennial Recertification Schedule for Elderly/Disabled households
- Tiered Subsidy Schedule
- Affordable Housing Fund
- Standard pro-ration for Mixed Families
- Biennial HQS Inspections
- Housing Readiness Program

**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

**PUBLIC NOTICE**

**CITY OF BELMONT**

Of which the annexed is a printed copy was published and printed in said newspaper on the 14<sup>th</sup> Day of January 2019.

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

  
\_\_\_\_\_  
Paul Moisto

Dated at San Mateo, California,  
this 14<sup>th</sup> day of Jan. 2019.

**PUBLIC NOTICE**

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

DATE: Tuesday, February 26, 2019  
TIME: 10:00 AM  
PLACE: 264 Harbor Blvd, Bldg A., Belmont, CA 94002

The purpose of the hearing is to obtain input from County residents and other interested parties in reference to the 2019-2020 MTW Annual Plan to be submitted to the U.S. Department of Housing and Urban Development. A copy of the proposed 2019-2020 MTW Annual Plan is available online at [www.smhousing.org](http://www.smhousing.org) commencing January 25, 2018.

Published in the San Mateo Daily Journal, January 14, 2019.





22645 Grand Street  
Hayward, CA 94541

510.582.1460 Phone  
510.582.6523 Fax

[www.edenhousing.org](http://www.edenhousing.org)

February 11, 2019

Jennifer Rainwater, Planning & Program Innovation Manager  
Housing Authority of the County of San Mateo  
264 Harbor Blvd., Bldg. A  
Belmont, CA 94002

Re: Public Comments on Moving to Work Plan

Dear Ms. Rainwater:

On behalf of Eden Housing, I am pleased to provide comments on San Mateo County's Moving to Work plan.

Eden Housing is one of California's oldest non-profit housing developers. Since our inception in 1968, Eden has partnered with communities throughout California to develop, acquire and preserve more than 10,000 affordable apartments, providing homes to 22,000 low-income Californians.

We support Moving to Work's increased investment in Project-Based Vouchers and propose that, to the extent feasible, even more, funds be targeted to Project-Based Vouchers. As rents continue to rise in San Mateo County, it has become increasingly difficult, in our experience, for extremely low-income voucher holders to utilize the portable voucher. Affordable housing developers, on the other hand, need and want to use Project-Based Vouchers in their housing developments and welcome the ability to target more rental units to extremely low-income people. Project-Based Vouchers are particularly important for special needs populations to coordinate access to deeply affordable housing with the supportive services necessary for successful community living.

Under the authority granted to the Housing Authority under HUD Notice PIH-2011-45 (HA) to include supportive housing programs for special needs populations in its Moving to Work plan, we recommend that the San Mateo County Moving to Work plan specifically identify people with developmental disabilities who require coordinated supportive services from the Golden Gate Regional Center (GGRC) as one of the special needs populations eligible for an award of Project-Based Vouchers. This would provide explicit authority for the Housing Authority and Golden Gate Regional Center to collaborate with affordable housing developers like Eden Housing to create inclusive, affordable and well-supported housing alternatives for one of the county's most vulnerable populations. The benefit to the Housing Authority is that Moving to Work funds would be targeted to the housing subsidy, while the supportive services necessary for this population to succeed in permanent supportive housing would be funded and coordinated by Golden Gate Regional Center.

Please let me know how Eden Housing can more effectively collaborate with the Housing Authority to achieve the goals of the Moving to Work plan. You may contact me at (510) 247-8125 or by emailing me at [daniela.ogden@edenhousing.org](mailto:daniela.ogden@edenhousing.org).

Sincerely,

Eden Housing does not discriminate based on race, color, religion, sex, handicap, familial status, national origin, or any other arbitrary basis. TDD/TTY 1.800.735.2922





[www.edenhousing.org](http://www.edenhousing.org)



22645 Grand Street  
Hayward, CA 94541

Daniela Ogden  
Vice President of Communications, Advocacy and Fund Development

510.582.1460 Phone  
510.582.6523 Fax

Eden Housing does not discriminate based on race, color, religion, sex, handicap, familial status, national origin, or any other arbitrary basis. TDD/TTY 1.800.735.2922



**Jennifer Rainwater**

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**From:** Daniela Ogden <Daniela.Ogden@edenhousing.org>  
**Sent:** Monday, February 11, 2019 4:36 PM  
**To:** Jennifer Rainwater  
**Subject:** Re: Public Comments on Moving to Work Plan  
**Attachments:** support letter moving to work.docx

Jennifer Rainwater, Planning & Program Innovation Manager  
Housing Authority of the County of San Mateo  
264 Harbor Blvd., Bldg. A  
Belmont, CA 94002

Re: Public Comments on Moving to Work Plan

Dear Ms. Rainwater:

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Please let me know how Eden Housing can more effectively collaborate with the Housing Authority to achieve the goals of the Moving to Work plan. You may contact me at (510) 247-8125 or by emailing me at [daniela.ogden@edenhousing.org](mailto:daniela.ogden@edenhousing.org).

Sincerely,

Daniela Ogden



**Daniela Ogden | Vice President of Communications, Advocacy, and Fund Development**

Eden Housing | 22645 Grand Street, Hayward, CA 94545

510-247-8125 Office

[Daniela.Ogden@edenhousing.org](mailto:Daniela.Ogden@edenhousing.org) | [www.edenhousing.org](http://www.edenhousing.org)

The mission of Eden Housing is to build and maintain high-quality, well-managed, service-enhanced affordable housing communities that meet the needs of lower income families, seniors and persons with disabilities.

**Eden is celebrating 50 years!**



Main Office - Department of Housing  
264 Harbor Blvd., Building A, Belmont, CA 94002-4017

Housing & Community Development (HCD)  
Tel: (650) 802-5050

Housing Authority of the County of San Mateo (HACSM)  
Tel: (650) 802-3300

February 19, 2019

Eden Housing  
Attn: Daniela Ogden  
22645 Grand Street  
Hayward, CA 94541

Re: Public Comments on the Moving to Work Plan

Dear: Ms. Ogden,

Thank you for your comments, submitted on February 11, 2019. We appreciate your agency's support and your investment in the Moving to Work program, as it works to provide housing subsidy and potential financial advancement opportunities for program participants, as well as the development of additional affordable housing in San Mateo County.

As a MTW program Housing Authority, we are tasked with designing, testing and researching the voucher program at the local level. As such we constantly monitor the use the federal dollars, spent as housing subsidy assistance to ensure that we are substantially serving the same numbers and types of households and individuals as we were prior to the MTW program. Currently in our voucher program, under MTW authority, we are serving approximately 4,200 households, including Project Based units for families with children, people with disabilities, and seniors. Of these 4,200 households served, 58% of the households are considered "elderly and/or disabled."

In addition to the MTW program, we have diligently pursued other HUD programs that specifically target subsidy assistance to permanently disabled, homeless, veterans, and other target populations as defined by HUD, resulting in funding to support an additional 521+ individuals and families.

The Housing Authority has a deep and abiding determination to work collaboratively with our community through our MTW program, the Project Based program, as well as new emerging grant programs for multiple hard to reach and hard to house segments within our community, including those populations as stated in your letter. We appreciate your concerns for individuals with developmental disabilities and their access to subsidized housing and we will continue to pursue all available avenues of support for all qualified individuals and families in our community, including those with developmental disabilities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jennifer Rainwater'.

Jennifer Rainwater  
Planning and Program Innovation Manager

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Department of Housing (DOH) website: [www.smchousing.org](http://www.smchousing.org) • E-mail: [housing@smchousing.org](mailto:housing@smchousing.org)



State Council on Developmental Disabilities



STATE OF CALIFORNIA  
Gavin Newsom, Governor

• website • [www.sccd.ca.gov](http://www.sccd.ca.gov) • email • [council@sccd.ca.gov](mailto:council@sccd.ca.gov)

3831 North Freeway Blvd., Suite 125  
Sacramento, CA 95834  
(916) 263-7919  
(916) 263-7963 fax

February 11, 2019

Jennifer Rainwater, Planning & Program Innovation Manager  
Housing Authority of the County of San Mateo  
264 Harbor Blvd., Bldg. A  
Belmont, CA 94002

Re: Public Comments on Moving to Work Plan

Dear Ms. Rainwater:

On behalf of the State Council on Developmental Disabilities, I am pleased to provide comments on San Mateo County's Moving to Work plan.

The CA State Council on Developmental Disabilities supports systems change, capacity building, and quality of services within the community for individuals with developmental disabilities and their families. The CA Dept. on Developmental Services notes that San Mateo County is home to 3,912 people with developmental disabilities served by this system. 2,685 of these individuals are adult-aged and only about 11% of these adults live in their own apartment. Many adults with developmental disabilities seek to live in community rental housing, but instead remain in their family member's home because of lack of other affordable housing options.

**We support Moving to Work's increased investment in Project-Based Vouchers and propose that, to the extent feasible, even more funds be targeted to Project-Based Vouchers.** As rents continue to rise in San Mateo County, it has become increasingly difficult for extremely low-income voucher holders to utilize the **portable** voucher. In contrast, affordable housing developers need and want to use Project-Based Vouchers in their housing developments and welcome the ability to target more rental units to extremely low-income people. Project-Based Vouchers are particularly important for special needs populations, including individuals with developmental disabilities, in order to coordinate access to deeply affordable housing with the supportive services necessary for successful community living.

Under the authority granted to the Housing Authority under HUD Notice PIH-2011-45 (HA) to include supportive housing programs for special needs populations in its Moving to Work plan, we **recommend that the San Mateo County Moving to Work plan specifically identify people with developmental disabilities as one of the special needs populations eligible for an award of Project-Based Vouchers.** This would provide explicit authority for the Housing Authority to collaborate with affordable housing developers and with support services such as those offered by Golden Gate

*"The Council advocates, promotes & implements policies and practices that achieve self-determination, independence, productivity & inclusion in all aspects of community life for Californians with developmental disabilities and their families."*

Page 2

Regional Center, to create inclusive, affordable and well-supported housing alternatives for one of the county's most under-served populations. This aligns with the federal and state priorities, and with the Council's state plan goal to increase the availability of housing for people with developmental disabilities in community housing.

Please let me know how the State Council can more effectively collaborate with the Housing Authority to achieve the goals of the Moving to Work plan, and to ensure that its benefits are enjoyed by people with developmental disabilities in their quest to gain independence and community integration.

Sincerely,



Sheraden Nicholau  
Regional Manager, Bay Area  
CA State Council on Developmental Disabilities  
1515 Clay Street, Ste. 300  
Oakland, CA 94612  
[Sheraden.nicholau@scdd.ca.gov](mailto:Sheraden.nicholau@scdd.ca.gov)  
510.286.1250

**Jennifer Rainwater**

---

**From:** Nicholau, Sheraden@SCDD <Sheraden.Nicholau@scdd.ca.gov>  
**Sent:** Monday, February 11, 2019 4:42 PM  
**To:** Jennifer Rainwater  
**Subject:** Letter from SCDD providing comments re SMC's Moving to Work  
**Attachments:** SKMBT\_C55219021117030.pdf

Hello Jennifer,

Please see the attached letter in preparation for the 2/26/19 agenda item discussing the county's Moving to Work plan. While I will be in Sacramento that day and unable to attend, I appreciate being able to share our office's comments.

Thank you for the opportunity. I would be happy to speak further to these comments and to the plan, if this is helpful.

Sheraden

Sheraden Nicholau  
Regional Manager, Bay Area Office  
State Council on Developmental Disabilities  
1515 Clay Street, Ste. 300  
Oakland, CA 94612  
510.286.1250  
Fax.510.286.4397  
bayarea@scdd.ca.gov



**Confidentiality Notice:**

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**Main Office - Department of Housing**  
264 Harbor Blvd., Building A, Belmont, CA 94002-4017

**Housing & Community Development (HCD)**  
Tel: (650) 802-5050

**Housing Authority of the County of San Mateo (HACSM)**  
Tel: (650) 802-3300

February 19, 2019

State Council on Developmental Disabilities  
Attn: Sheraden Nicholau  
1515 Clay Street, Ste. 300  
Oakland, CA 94612

Re: Public Comments on the Moving to Work Plan

Dear: Ms. Nicholau,

Thank you for your comments, submitted on February 11, 2019. We appreciate your agency's support and your investment in the Moving to Work program, as it works to provide housing subsidy and potential financial advancement opportunities for program participants, as well as the development of additional affordable housing in San Mateo County.

As a MTW program Housing Authority, we are tasked with designing, testing and researching the voucher program at the local level. As such we constantly monitor the use the federal dollars, spent as housing subsidy assistance to ensure that we are substantially serving the same numbers and types of households and individuals as we were prior to the MTW program. Currently in our voucher program, under MTW authority, we are serving approximately 4,200 households, including Project Based units for families with children, people with disabilities, and seniors. Of these 4,200 households served, 58% of the households are considered "elderly and/or disabled."

In addition to the MTW program, we have diligently pursued other HUD programs that specifically target subsidy assistance to permanently disabled, homeless, veterans, and other target populations as defined by HUD, resulting in funding to support an additional 521+ individuals and families.

The Housing Authority has a deep and abiding determination to work collaboratively with our community through our MTW program, the Project Based program, as well as new emerging grant programs for multiple hard to reach and hard to house segments within our community, including those populations as stated in your letter. We appreciate your concerns for individuals with developmental disabilities and their access to subsidized housing and we will continue to pursue all available avenues of support for all qualified individuals and families in our community, including those with developmental disabilities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jennifer Rainwater'.

Jennifer Rainwater  
Planning and Program Innovation Manager

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Department of Housing (DOH) website: [www.smchousing.org](http://www.smchousing.org) • E-mail: [housing@smchousing.org](mailto:housing@smchousing.org)



PO Box 249  
San Mateo, CA 94401  
[www.sfautismsociety.org](http://www.sfautismsociety.org)  
[info@sfautismsociety.org](mailto:info@sfautismsociety.org)

February 13, 2019

Jennifer Rainwater  
Planning & Program Innovation Manager  
Housing Authority of the County of San Mateo  
264 Harbor Blvd., Bldg. A  
Belmont, CA 94002  
Via email: [jrainwater@smchousing.org](mailto:jrainwater@smchousing.org)

**Re: Public Comments on Moving to Work Plan**

Dear Ms. Rainwater:

On behalf of the Autism Society San Francisco Bay Area, I am pleased to provide comments on San Mateo County's Moving to Work plan.

**COMMENTS**

**Comment 1: We support Moving to Work's increased investment in Project-Based Vouchers and propose that, to the extent feasible, even more funds be targeted to Project-Based Vouchers.**

As rents continue to rise in San Mateo County, it has become increasingly difficult, in our experience, for extremely low-income voucher holders to utilize the portable voucher. Affordable housing developers, on the other hand, need and want to use Project-Based Vouchers in their housing developments and welcome the ability to target more rental units to extremely low-income people. Project-Based Vouchers are particularly important for special needs populations in order to coordinate access to deeply affordable housing with the supportive services necessary for successful community living.

**Comment 2: Under the authority granted to the Housing Authority under HUD Notice PIH-2011-45 (HA) to include supportive housing programs for special needs populations in its Moving to Work plan, we recommend that the San Mateo County Moving to Work plan specifically identify people with developmental disabilities who require coordinated supportive services from the Golden Gate Regional Center (GGRC) as one of the special needs populations eligible for an award of Project-Based Vouchers.**

This change would explicitly authorize the Housing Authority and Golden Gate Regional Center to collaborate with affordable housing developers to create inclusive, affordable and well-supported housing alternatives for one of the county's most vulnerable populations. The benefit to the Housing Authority is that Moving to Work funds would be targeted to the housing subsidy, while the supportive services necessary for this population to succeed in permanent supportive housing would be funded and coordinated by Golden Gate Regional Center.

Support for Moving to Work p 1

**INFORMATION IN SUPPORT OF COMMENTS**

**The core mission of SFASA is to bring our community together to improve lifespan options for the burgeoning population of dependent adults with autism.** As you are probably aware, rates of developmental-disability-type autism in San Mateo County have skyrocketed in recent decades: from 71 cases in 1990 **to more than 1,000 today**. Very little has been done however to increase capacity for supported housing for this population. We cannot stress how urgent it is to include those with developmental disabilities (about 4,000 in San Mateo County today), including autism, in all housing plans for those with minimal incomes or self-care abilities.

Please let me know how the Autism Society can more effectively collaborate with the Housing Authority to achieve the goals of the Moving to Work plan and ensure that its benefits are enjoyed by people with developmental disabilities in their quest to gain independence, community integration and housing stability.

Very truly yours,



Jill Escher  
President

Cc: Jan Stokley, Executive Director, Housing Choices

Support for Moving to Work p 2

**Jennifer Rainwater**

---

**From:** Jill Escher <jill.escher@gmail.com>  
**Sent:** Wednesday, February 13, 2019 8:33 AM  
**To:** Jennifer Rainwater  
**Cc:** Jan Stokley  
**Subject:** Letter attached in support of Moving to Work's increased investment in targeted Project-Based Vouchers  
**Attachments:** Moving to Work Letter SFASA PDF.pdf

February 13, 2019

Jennifer Rainwater  
Planning & Program Innovation Manager  
Housing Authority of the County of San Mateo  
264 Harbor Blvd., Bldg. A  
Belmont, CA 94002  
Via email: [jrainwater@smchousing.org](mailto:jrainwater@smchousing.org)

**Re: Public Comments on Moving to Work Plan**

Dear Ms. Rainwater:

On behalf of the Autism Society San Francisco Bay Area, I am pleased to provide comments on San Mateo County's Moving to Work plan.

**COMMENTS**

**Comment 1: We support Moving to Work's increased investment in Project-Based Vouchers and propose that, to the extent feasible, even more funds be targeted to Project-Based Vouchers.**

As rents continue to rise in San Mateo County, it has become increasingly difficult, in our experience, for extremely low-income voucher holders to utilize the portable voucher. Affordable housing developers, on the other hand, need and want to use Project-Based Vouchers in their housing developments and welcome the ability to target more rental units to extremely low-income people. Project-Based Vouchers are particularly important for special needs populations in order to coordinate access to deeply affordable housing with the supportive services necessary for successful community living.

**Comment 2: Under the authority granted to the Housing Authority under HUD Notice PIH-2011-45 (HA) to include supportive housing programs for special needs populations in its Moving to Work plan, we recommend that the San Mateo County Moving to Work plan specifically identify people with developmental disabilities who require coordinated supportive services from the Golden Gate Regional Center (GGRC) as one of the special needs populations eligible for an award of Project-Based Vouchers.**

This change would explicitly authorize the Housing Authority and Golden Gate Regional Center to collaborate with affordable housing developers to create inclusive, affordable and well-supported housing alternatives for one of the county's most vulnerable populations. The benefit to the Housing Authority is that Moving to Work funds would be targeted to the housing subsidy, while the supportive services necessary for this population to succeed in permanent supportive housing would be funded and coordinated by Golden Gate Regional Center.

**INFORMATION IN SUPPORT OF COMMENTS**

**The core mission of SFASA is to bring our community together to improve lifespan options for the burgeoning population of dependent adults with autism.** As you are probably aware, rates of developmental-disability-type autism in San Mateo County have skyrocketed in recent decades: from 71 cases in 1990 **to more than 1,000 today**. Very little has been done however to increase capacity for supported housing for this population. We cannot stress how urgent it is to include those with developmental disabilities (about 4,000 in San Mateo County today), including autism, in all housing plans for those with minimal incomes or self-care abilities.

Please let me know how the Autism Society can more effectively collaborate with the Housing Authority to achieve the goals of the Moving to Work plan and ensure that its benefits are enjoyed by people with developmental disabilities in their quest to gain independence, community integration and housing stability.

Very truly yours,

Jill Escher  
President  
[Autism Society San Francisco Bay Area](#)

cc: Jan Stokley, Housing Choices



Main Office - Department of Housing  
264 Harbor Blvd., Building A, Belmont, CA 94002-4017

Housing & Community Development (HCD)  
Tel: (650) 802-5050

Housing Authority of the County of San Mateo (HACSM)  
Tel: (650) 802-3300

February 19, 2019

Autism Society San Francisco Bay Area  
Attn: Jill Escher  
PO Box 249  
San Mateo, CA 94401

Re: Public Comments on the Moving to Work Plan

Dear: Ms. Escher,

Thank you for your comments, submitted on February 13, 2019. We appreciate your agency's support and your investment in the Moving to Work program, as it works to provide housing subsidy and potential financial advancement opportunities for program participants, as well as the development of additional affordable housing in San Mateo County.

As a MTW program Housing Authority, we are tasked with designing, testing and researching the voucher program at the local level. As such we constantly monitor the use the federal dollars, spent as housing subsidy assistance to ensure that we are substantially serving the same numbers and types of households and individuals as we were prior to the MTW program. Currently in our voucher program, under MTW authority, we are serving approximately 4,200 households, including Project Based units for families with children, people with disabilities, and seniors. Of these 4,200 households served, 58% of the households are considered "elderly and/or disabled."

In addition to the MTW program, we have diligently pursued other HUD programs that specifically target subsidy assistance to permanently disabled, homeless, veterans, and other target populations as defined by HUD, resulting in funding to support an additional 521+ individuals and families.

The Housing Authority has a deep and abiding determination to work collaboratively with our community through our MTW program, the Project Based program, as well as new emerging grant programs for multiple hard to reach and hard to house segments within our community, including those populations as stated in your letter. We appreciate your concerns for individuals with developmental disabilities and their access to subsidized housing and we will continue to pursue all available avenues of support for all qualified individuals and families in our community, including those with developmental disabilities.

Sincerely,

Jennifer Rainwater  
Planning and Program Innovation Manager

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Department of Housing (DOH) website: [www.smchousing.org](http://www.smchousing.org) • E-mail: [housing@smchousing.org](mailto:housing@smchousing.org)



February 13, 2019

Jennifer Rainwater, Planning & Program Innovation Manager  
 Housing Authority of the County of San Mateo  
 264 Harbor Blvd., Bldg. A  
 Belmont, CA 94002  
**E-MAIL:** jrainwater@smchousing.org

Re: Public Comments on Moving to Work Plan

Dear Ms. Rainwater:

On behalf of Freebird Development Company, I am pleased to provide comments on San Mateo County's Moving to Work plan.

**COMMENTS**

**Comment 1: We support Moving to Work's increased investment in Project-Based Vouchers and propose that, to the extent feasible, even more funds be targeted to Project-Based Vouchers.** As rents continue to rise in San Mateo County, it has become increasingly difficult for extremely low-income voucher holders to utilize the portable voucher. In contrast, affordable housing developers need and want to use Project-Based Vouchers in their housing developments and welcome the ability to target more rental units to extremely low-income people. Secondly, Project-Based Vouchers are particularly important for special needs populations in order to coordinate access to deeply affordable housing with the supportive services necessary for successful community living.

**Comment 2: Under the authority granted to the Housing Authority under HUD Notice PIH-2011-45 (HA) to include supportive housing programs for special needs populations in its Moving to Work plan, we recommend that the San Mateo County Moving to Work plan specifically identify people with developmental disabilities who require coordinated supportive services from the Golden Gate Regional Center (GGRC) as one of the special needs populations eligible for an award of Project-Based Vouchers.** This would provide explicit authority for the Housing Authority and Golden Gate Regional Center to collaborate with affordable housing developers to create inclusive, affordable and well-supported housing alternatives for one of the county's most vulnerable populations. The benefit to the Housing Authority is that Moving to Work funds would be entirely targeted to the housing subsidy, while the supportive services necessary for this population to succeed in permanent supportive housing would be entirely funded by Golden Gate Regional Center.

📍 1111 Broadway, Suite 300  
 Oakland, CA 94607  
 ☎ (510) 319-6959  
 ✉ robin@freebirddev.com  
 🌐 www.freebirddev.com

**INFORMATION IN SUPPORT OF COMMENTS**

Freebird is a woman-owned business that I launched in 2018 in partnership with L+M Development Partners, Inc. I have worked in the public and affordable housing industry for over 17 years—a career spanning both the public and private sectors. As part of my public sector experience, I worked as Director of Strategic Planning, Policy, and Programs for the Housing Authority of Baltimore City, where I played an integral part in obtaining Moving to Work designation for the Authority. Most recently, I spent three years as Senior Vice President for Related California overseeing their Northern California affordable housing division.

Providing quality affordable housing to people with intellectual and developmental disabilities is a deeply personal mission for me. As an aunt to an adult nephew with developmental disabilities, I see first-hand the struggles of a family to meet the on-going housing needs of an adult child with developmental disabilities. Given this mission, Freebird is currently working with non-profit partners in both Santa Clara and Los Angeles to develop mixed-income housing with set-asides for people with intellectual and developmental disabilities. I hope that in the future Freebird can do the same in San Mateo County, where there are currently 2,685 adults with developmental disabilities—the majority residing at home with aging parents who remind us that they have an expiration date.

Please let me know how Freebird can more effectively collaborate with the Housing Authority to achieve the goals of the Moving to Work plan and ensure that its benefits are enjoyed by people with developmental disabilities in their quest to gain independence and community integration.

Sincerely,



Robin Zimbler  
Founder



**Jennifer Rainwater**

---

**From:** Robin Zimble <robin@freebirddev.com>  
**Sent:** Wednesday, February 13, 2019 2:21 PM  
**To:** Jennifer Rainwater  
**Subject:** Comments on MTW Plan  
**Attachments:** San Mateo MTW Comments - Freebird.pdf

Dear Ms. Rainwater,

Thank you for the opportunity to comment on San Mateo County’s Moving To Work Plan. Please find our comments attached.

Let me know if I can be of any assistance.

Best,

Robin

**Robin Zimble**  
**Freebird Development Company**  
1111 Broadway, Suite 300  
Oakland, CA 94607 | (510) 319-6959  
[robin@freebirddev.com](mailto:robin@freebirddev.com) | [www.freebirddev.com](http://www.freebirddev.com)





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264 Harbor Blvd., Building A, Belmont, CA 94002-4017

Housing & Community Development (HCD)  
Tel: (650) 802-5050

Housing Authority of the County of San Mateo (HACSM)  
Tel: (650) 802-3300

February 19, 2019

Freebird Development Company  
Attn: Robin Zimblar  
1111 Broadway, Suite 300  
Oakland, CA 94607

Re: Public Comments on the Moving to Work Plan

Dear: Ms. Zimblar,

Thank you for your comments, submitted on February 13, 2019. We appreciate your agency's support and your investment in the Moving to Work program, as it works to provide housing subsidy and potential financial advancement opportunities for program participants, as well as the development of additional affordable housing in San Mateo County.

As a MTW program Housing Authority, we are tasked with designing, testing and researching the voucher program at the local level. As such we constantly monitor the use the federal dollars, spent as housing subsidy assistance to ensure that we are substantially serving the same numbers and types of households and individuals as we were prior to the MTW program. Currently in our voucher program, under MTW authority, we are serving approximately 4,200 households, including Project Based units for families with children, people with disabilities, and seniors. Of these 4,200 households served, 58% of the households are considered "elderly and/or disabled."

In addition to the MTW program, we have diligently pursued other HUD programs that specifically target subsidy assistance to permanently disabled, homeless, veterans, and other target populations as defined by HUD, resulting in funding to support an additional 521+ individuals and families.

The Housing Authority has a deep and abiding determination to work collaboratively with our community through our MTW program, the Project Based program, as well as new emerging grant programs for multiple hard to reach and hard to house segments within our community, including those populations as stated in your letter. We appreciate your concerns for individuals with developmental disabilities and their access to subsidized housing and we will continue to pursue all available avenues of support for all qualified individuals and families in our community, including those with developmental disabilities.

Sincerely,

Jennifer Rainwater  
Planning and Program Innovation Manager

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Department of Housing (DOH) website: [www.smchousing.org](http://www.smchousing.org) • E-mail: [housing@smchousing.org](mailto:housing@smchousing.org)



February 19, 2019

Jennifer Rainwater, Planning & Program Innovation Manager  
Housing Authority of the County of San Mateo  
264 Harbor Blvd., Bldg. A  
Belmont, CA 94002

Re: Public Comments on Moving to Work Plan

Dear Ms. Rainwater:

On behalf of Brilliant Corners, I am pleased to provide comments on San Mateo County's Moving to Work Plan. First of all, I want to note the very positive relationship Brilliant Corners has had over the past several years with the Housing Authority of the County of San Mateo. We find that your agency has been very innovative in their approach to ensuring housing opportunities for those in need and also very person centered in looking at individual situations. You have always been extremely responsive when we have needed to contact you on both individual and systems issues.

In reviewing the plan for next fiscal year, we find that it is comprehensive and forward thinking. It reflects the strong mission driven values for which your agency is known. We strongly support an expansion of the Moving to Work's investment in Project-Based Vouchers. For all of the individuals for whom we provide housing services, rents are increasingly at a level that they cannot afford since they are all in the low to extremely low-income levels. We work with a variety of individuals through the Health Plan of San Mateo who have limited income and with individuals with Intellectual and Developmental Disabilities (IDD) who mostly have to survive on SSI only. For both of these populations, they are often at risk of being homeless or who are currently homeless due to not being able to find affordable housing in this area. The IDD population has historically been underserved in affordable housing resources. We commend the San Mateo County Housing Authority on the inclusion of this group in the Mainstream Voucher Program and support all efforts to assist in the housing of these individuals as a special needs population. It is clear that the Housing Authority understands the housing needs and challenges of these special groups.

1360 Mission St, Suite 300  
San Francisco, CA 94103

t: 415.618.0012  
f: 415.618.0228

**BRILLIANTCORNERS.ORG**



In our discussion with housing developers, we find that they are open and interested in having Project Based Vouchers in their developments and are willing to target more rental units to extremely low-income people. With Project-Based Vouchers, developers are able to have more input and support in increasing the overall availability of affordable units, and they welcome the supportive services that ensures the stability of individuals moving into their buildings. Brilliant Corners has done some housing development for individuals who are inappropriately living in institutional settings and those who are homeless. We plan to expand our development efforts in the future. In doing so, we look forward to collaborating with our service partners and the Housing Authority to create innovative housing that is affordable. We know through our work with your agency that we view the hurdles that exist beyond just rental subsidies are ones that together we can overcome.

Thank you for your continuing partnership.

Sincerely,



Barry Benda  
Chief Program Officer

1360 Mission St, Suite 300  
San Francisco, CA 94103

t: 415.618.0012  
f: 415.618.0228

**BRILLIANTCORNERS.ORG**

**Jennifer Rainwater**

---

**From:** Jennifer Rainwater  
**Sent:** Wednesday, February 20, 2019 2:08 PM  
**To:** Barry Benda  
**Subject:** RE: Support Letter  
**Attachments:** Brilliant Corners\_Response\_2.20.19.pdf

Hi Barry,

Thank you for your letter of support. Please see the attached Housing Authority response letter.

Thank you and Brilliant Corners as well, for all of your support in the work that you do, too.

Regards,

Jennifer

Jennifer Rainwater  
Planning and Program Innovation Manager  
Housing Authority of the County of San Mateo  
(650) 802-5045 Phone  
(650) 802-3319 Fax  
[jrainwater@smchousing.org](mailto:jrainwater@smchousing.org)  
[www.smchousing.org](http://www.smchousing.org)

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**From:** Barry Benda <BBenda@BrilliantCorners.org>  
**Sent:** Wednesday, February 20, 2019 9:33 AM  
**To:** Jennifer Rainwater <jrainwater@smchousing.org>  
**Subject:** Support Letter

Hi Jennifer

I looked at the MTW Plan. It does look great. I am attaching a support letter if you want to attach that to your submission.

Thank you for all the good work you do.

Barry

**Barry Benda**  
**Chief Program Officer – Northern California**  
**Brilliant Corners**

c: 415.407.7539

f: 415.618.0228



1360 Mission St., Suite 300 | San Francisco, CA 94103  
[www.brilliantcorners.org](http://www.brilliantcorners.org)



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Housing & Community Development (HCD)  
Tel: (650) 802-5050

Housing Authority of the County of San Mateo (HACSM)  
Tel: (650) 802-3300

February 19, 2019

Brilliant Corners  
Attn: Barry Benda  
1360 Mission St  
San Francisco, CA 94103

Re: Public Comments on the Moving to Work Plan

Dear: Mr. Benda,

Thank you for your comments, submitted on February 20, 2019. We appreciate your agency's support and your investment in the Moving to Work program, as it works to provide housing subsidy and potential financial advancement opportunities for program participants, as well as the development of additional affordable housing in San Mateo County.

As a MTW program Housing Authority, we are tasked with designing, testing and researching the voucher program at the local level. As such we constantly monitor the use the federal dollars, spent as housing subsidy assistance to ensure that we are substantially serving the same numbers and types of households and individuals as we were prior to the MTW program. Currently in our voucher program, under MTW authority, we are serving approximately 4,200 households, including Project Based units for families with children, people with disabilities, and seniors. Of these 4,200 households served, 58% of the households are considered "elderly and/or disabled."

In addition to the MTW program, we have diligently pursued other HUD programs that specifically target subsidy assistance to permanently disabled, homeless, veterans, and other target populations as defined by HUD, resulting in funding to support an additional 521+ individuals and families.

The Housing Authority has a deep and abiding determination to work collaboratively with our community through our MTW program, the Project Based program, as well as new emerging grant programs for multiple hard to reach and hard to house segments within our community, including those populations as stated in your letter. We appreciate your concerns for individuals with developmental disabilities and their access to subsidized housing and we will continue to pursue all available avenues of support for all qualified individuals and families in our community, including those with developmental disabilities.

Sincerely,

Jennifer Rainwater  
Planning and Program Innovation Manager

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**Jennifer Rainwater**

---

**From:** Malina Greene <lopezngmg@gmail.com>  
**Sent:** Saturday, February 23, 2019 6:17 PM  
**To:** Jennifer Rainwater  
**Subject:** Public Comment for MTW Annual Plan Hearing 2/26/19

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Malina Greene  
507 Commercial Avenue  
South San Francisco, CA 94080-3411  
(415)424-9563  
[lopezngmg@gmail.com](mailto:lopezngmg@gmail.com)  
February 23, 2019

Dear Housing Executives and Representatives,

My name is Malina Greene. I am a 42 year old mother, wife, and resident of South San Francisco, California. I have lived in the Bay Area all my life, and up until the past five years, have had a positive attitude and outlook on the housing progression of families living in California.

As a child, I faced many challenges due to some financial insufficiencies of having a single parent, but my mother always made ends meet and had opportunities to make our living environment better. Today, I fear for the future of my children and grandchildren because of the housing crisis California has in particular, but also nationwide. It's no secret that the state has the highest taxes, gas, and rent in the United States, but to say there is a housing crisis is an understatement.

I myself became a single parent involuntarily at the age of 19 when my daughter's father passed away. She was 4 years old. Up until that point, we resided with my daughter's grandmother. My living situation changed and we were in need of our own place to stay. I was offered public housing through the San Francisco Housing Authority, and accepted placement in the Sunnydale Housing Projects. I had reservations but felt that it would be temporary, and because I was going to college and had a good job, I would be able to move within a few years.

I met my now husband in 1996, and the following year the Section 8 program opened its waiting list. I filled out an application and was placed in a lottery. In 1998, my husband and I had a son. We both worked hard to better our families living situation.

A few years later, I was notified that my name was chosen to receive a Section 8 voucher. I completed the application process, and in 2001 was able to move my family out of the projects into a "real home" which was a newly built apartment. I was appreciative of the property management company for giving my family the opportunity to live in this newly constructed complex. Many property mgmt. companies and landlords were not very open to Section 8 tenants, and still today carry the same stigma against Section 8 families because of our low income status. Poverty is not easy to overcome, and once



you're classified as "low income" or having federal assistance, the fight to become self sufficient or "middle class" can seem to be a losing battle. In 2003, I viewed a property for rent in the Twin Peaks neighborhood of San Francisco. It was a beautiful three bedroom, two bath house that overlooked the city. I met with the property owners and asked them if they accepted Section 8. They had never heard of the program. I educated them on the process, and they were willing to accept Section 8 terms and guidelines in order to rent to us. My family lived at this residence for 3 years and took great care of the property. In 2006, the property owners decided to rent the property to a family member, and they raised the rent, so we relocated to another area of San Francisco. In 2010, I became permanently disabled due to a spinal disease and intestinal disease. We lived in the city for another year, until we found a single family home down the peninsula in South San Francisco.

It seemed to be a nice change of pace from the hustle and bustle of the city, as well as being closer to my specialists at Stanford Hospital. Things in San Francisco were changing. The options for Section 8 housing were becoming very limited. With the Tech Industry setting up shop, rents drastically increased. Property owners wanted to be able to get more for their rental, taking them off the market for Section 8 tenants.

By moving to South San Francisco, I thought my family would be safe from the outrageous rental prices that were being charged, but I was in for a rude awakening. The county we moved into, San Mateo County, has no rent control. When landlords saw how much San Francisco rentals were going for, they wanted the same. The City's skyrocketing rents trickled down to the Peninsula, and in one year, some landlords were raising the rent by \$1,000 per month. Families were getting pushed into the streets overnight.

California has no maximum limit for rent increases, therefore allowing landlords and property mgmt. companies to charge tenants whatever they want. By doing this, the FMR raises to a level that is not affordable for the average family. In the 8 years my family has lived at our residence, our rent has been raised by an average of \$250 per year even after our yearly contracted rent has been established by the Housing Authority. That's a total of \$36,000 just in rental increases for the past 8 years. It has caused my family to become trapped in a situation where we can't find affordable alternatives, and can barely pay the rent where we are at.

The Move to Work Program or the MTW voucher is part of the problem. This voucher limits the family to staying in the same county for 5 years, leaving them to compete with other voucher holders for an already small amount of Section 8 rentals. At the end of the 5 years, the family is forced to turn that voucher in whether they are "self sufficient" or not. Moreover, the tier table to determine the maximum payment each county will pay is flawed. The FY 2019 FMR's set by HUD lowers the maximum rent by an average of \$300 per month, which is a complete contradiction of the current rental prices and trends. The average rent for a two bedroom in San Mateo is \$3,451 per month (rent trend data for 2018 provided by [rentcafe.com](http://rentcafe.com)) but HUD lowered the FMR from \$3,121 in 2018 to only \$2,809 for FY 2019. Compounded with the fact that Section 8 in San Mateo County, among many others, has no rent control, and has eliminated utility allowances. When a landlord requests a rental increase, it is 99% of the time approved by the Housing Authority due to the FMR in the area. The tenant is responsible for that increase even if Section 8 has already calculated the contracted yearly rent.

If the FMR's are already too high for the average family to afford, how can "low income" families with a Section 8 voucher to be able to afford the rent? This seems to be a systematic elimination of the Section 8 Program altogether. Example: If Section 8 calculates the maximum rental amount that my family pays for that contract year, but the landlord can then be approved for any rental increase with my family responsible to pay that additional differences as well as all utilities with no allowance, then we will no longer be able to pay that rent. We will be forced to move, and if we can't find any other affordable housing, we will be evicted and lose our Section 8 voucher. This scenario is happening to families today. But according to HUD reports, it would make it seem that families don't need Section 8, that the MTW Program works because the amount of voucher holders has decreased, but that is not the case.

How can there be a program that sets rent for a family at about 30% of their income only to allow any and all landlord requested rent increases that may set the families rent above 60-70%? How does this continue to be legal?

If we want to stop the homelessness from becoming more of an epidemic, we need to start at the core, which is high rent. I have never seen more homeless families in the Bay Area as I have in the past 5 years. We don't need to build more and more homeless shelters, we need affordable housing and sustainable rent so families can stay in the homes they currently live in.

I am very disappointed that Prop 10 did not pass on the ballot. This gives way for developers to construct new housing with no introductory limits, setting the FMR's even higher, therefore giving landlords and property mngt. Companies the ability to continue to raise rents to compete with each other at the tenants expense.

We have become a culture of Greed and Exclusion. I am tired of seeing my neighbors and family suffer from these outrageous rental prices. I live across the street from a complex that has only one bedroom units, but has 10-15 occupants sharing space, living in garages, just to maintain the rent.

I recently completed a housing survey for The San Mateo, San Francisco, and Marin County Housing. I hope that my input is of some value and will enact better conditions for the state of families having to deal with this ongoing housing crisis.

Thank you for your time.

Sincerely,

Malina Greene

**Jennifer Rainwater**

---

**From:** Jennifer Rainwater  
**Sent:** Monday, February 25, 2019 2:37 PM  
**To:** 'Malina Greene'  
**Subject:** RE: Public Comment for MTW Annual Plan Hearing 2/26/19

Dear Ms. Greene,

Thank you for your comments, submitted on February 23, 2019. The Housing Authority has a deep and abiding determination to work collaboratively with our community through the MTW program, as well as other HUD programs, in support of the residents of San Mateo County.

Sincerely,

Jennifer Rainwater

Jennifer Rainwater  
Planning and Program Innovation Manager  
Housing Authority of the County of San Mateo  
(650) 802-5045 Phone  
(650) 802-3319 Fax  
[jrainwater@smchousing.org](mailto:jrainwater@smchousing.org)  
[www.smchousing.org](http://www.smchousing.org)

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**From:** Malina Greene <[lopezngmg@gmail.com](mailto:lopezngmg@gmail.com)>  
**Sent:** Saturday, February 23, 2019 6:17 PM  
**To:** Jennifer Rainwater <[jrainwater@smchousing.org](mailto:jrainwater@smchousing.org)>  
**Subject:** Public Comment for MTW Annual Plan Hearing 2/26/19

Malina Greene  
507 Commercial Avenue  
South San Francisco, CA 94080-3411  
(415)424-9563  
[lopezngmg@gmail.com](mailto:lopezngmg@gmail.com)  
February 23, 2019

Dear Housing Executives and Representatives,

My name is Malina Greene. I am a 42 year old mother, wife, and resident of South San Francisco, California. I have lived in the Bay Area all my life, and up

**Jennifer Rainwater**

---

**From:** Evelyn Stivers <estivers@hlcsmc.org>  
**Sent:** Monday, February 25, 2019 1:08 PM  
**To:** Jennifer Rainwater  
**Cc:** Jan Stokley; Leora Tanjuatco; aosgood@edenhousing.org; Nevada Merriman  
**Subject:** Moving To Work Plan Comments

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Ms. Rainwater:

On behalf of the Housing Leadership Council (HLC), I am pleased to provide comments on San Mateo County's Moving to Work plan.

HLC works with communities and their leaders to produce and preserve quality affordable homes. We are grateful that San Mateo County's Housing Authority has been proactive about making sure the housing vouchers can be used in the county and that we are doing everything we can to meet the housing needs of the most vulnerable.

As you know, adults with disabilities that are living with their aging parents are struggling to find permanent housing that they can afford. This is especially true for the Developmentally Disabled population, but also a problem for people with mental illness and other disabilities. There are two steps that we feel the housing authority could take to better serve this population. First, increasing the investment Project Based Vouchers and second, include special needs populations that receive services from Golden Gate Regional Center as a population eligible for project based vouchers.

**We support Moving to Work's increased investment in Project-Based Vouchers and propose that, to the extent feasible, even more funds be targeted to Project-Based Vouchers.** As rents continue to rise in San Mateo County, it has become increasingly difficult for extremely low-income voucher holders to utilize the portable voucher. In contrast, affordable housing developers need and want to use Project-Based Vouchers in their housing developments and welcome the ability to target more rental units to extremely low-income people. Secondly, Project-Based Vouchers are particularly important for special needs populations in order to coordinate access to deeply affordable housing with the supportive services necessary for successful community living.

**Under the authority granted to the Housing Authority under HUD Notice PIH-2011-45 (HA) to include supportive housing programs for special needs populations in its Moving to Work plan, we recommend that the San Mateo County Moving to Work plan specifically identify people with developmental disabilities who require coordinated supportive services from the Golden Gate Regional Center (GGRC) as one of the special needs populations eligible for an award of Project-Based Vouchers.** This would provide explicit authority for the Housing Authority and Golden Gate Regional Center to collaborate with affordable housing developers to create inclusive, affordable and well-supported housing alternatives for one of the county's most vulnerable populations. The benefit to the Housing Authority is that Moving to Work funds would be entirely targeted to the housing subsidy, while the supportive services necessary for this population to succeed in permanent supportive housing would be entirely funded by Golden Gate Regional Center.

Thank you for all of your great work on housing. Please let me know how HLC can more effectively collaborate with the Housing Authority to achieve the goals of the Moving to Work plan and ensure that its benefits are enjoyed by people with all disabilities in their quest to gain independence and community integration.

Evelyn Stivers  
Executive Director  
Housing Leadership Council of San Mateo County  
2905 S El Camino Real  
San Mateo, CA 94403  
510-334-3362 cell  
[www.hlcsmc.org](http://www.hlcsmc.org)



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264 Harbor Blvd., Building A, Belmont, CA 94002-4017

Housing & Community Development (HCD)  
Tel: (650) 802-5050

Housing Authority of the County of San Mateo (HACSM)  
Tel: (650) 802-3300

February 25, 2019

Evelyn Stivers  
Housing Leadership Council San Mateo County  
2905 S El Camino Real  
San Mateo, CA 94403

Re: Public Comments on the Moving to Work Plan

Dear: Ms. Stivers,

Thank you for your comments, submitted on February 25, 2019. We appreciate your agency's support and your investment in the Moving to Work program, as it works to provide housing subsidy and potential financial advancement opportunities for program participants, as well as the development of additional affordable housing in San Mateo County.

As a MTW program Housing Authority, we are tasked with designing, testing and researching the voucher program at the local level. As such we constantly monitor the use the federal dollars, spent as housing subsidy assistance to ensure that we are substantially serving the same numbers and types of households and individuals as we were prior to the MTW program. Currently in our voucher program, under MTW authority, we are serving approximately 4,200 households, including Project Based units for families with children, people with disabilities, and seniors. Of these 4,200 households served, 58% of the households are considered "elderly and/or disabled."

In addition to the MTW program, we have diligently pursued other HUD programs that specifically target subsidy assistance to permanently disabled, homeless, veterans, and other target populations as defined by HUD, resulting in funding to support an additional 521+ individuals and families.

The Housing Authority has a deep and abiding determination to work collaboratively with our community through our MTW program, the Project Based program, as well as new emerging grant programs for multiple hard to reach and hard to house segments within our community, including those populations as stated in your letter. We appreciate your concerns for individuals with developmental disabilities and their access to subsidized housing and we will continue to pursue all available avenues of support for all qualified individuals and families in our community, including those with developmental disabilities.

Sincerely,

Jennifer Rainwater  
Planning and Program Innovation Manager

---

Department of Housing (DOH) website: [www.smchousing.org](http://www.smchousing.org) • E-mail: [housing@smchousing.org](mailto:housing@smchousing.org)

**Jennifer Rainwater**

---

**From:** Jan Stokley <jan@housingchoices.org>  
**Sent:** Monday, February 25, 2019 2:58 PM  
**To:** Jennifer Rainwater  
**Subject:** Housing Choices comments on Moving to Work plan  
**Attachments:** Housing Choices' comments MTW plan San Mateo County.docx

Jennifer Rainwater  
 Planning & Program Innovation Manager  
 Housing Authority of the County of San Mateo  
 264 Harbor Blvd., Bldg. A  
 Belmont, CA 94002

Re: Public Comments on 2020 Moving to Work Plan

Dear Ms. Rainwater:

On behalf of Housing Choices, a nonprofit organization dedicated to creating quality, affordable housing options for people with developmental disabilities, I am pleased to provide three comments on San Mateo County's 2020 Moving to Work plan:

**Comment 1: We support Moving to Work's increased investment in Project-Based Vouchers and recommend that, to the extent feasible, even more funds be targeted to Project-Based Vouchers.** In our experience, program participants, especially those with incomes so low as to have little or no negotiating power with market-rate landlords, find it very difficult to use portable vouchers in San Mateo County. Although affordable housing developers welcome applicants with portable vouchers, their properties have lengthy waiting lists, and the waiting lists open and close depending on their length. Because of these waiting lists, an individual is hard-pressed to use the portable voucher at an affordable housing property within the time allowed by the Housing Authority for the housing search or by their current landlord if the housing search is occasioned by a rent increase. The end result is that many of the people we serve are forced to port their portable vouchers to other, lower-cost housing markets outside San Mateo County, when their needs would be better served by remaining in their home communities where they benefit from vital supportive relationships, both formal and informal.

**Comment 2: Using the authority granted to the Housing Authority under HUD Notice PIH-2011-45 (HA) to include supportive housing programs for special needs populations in its Moving to Work plan, we recommend that the San Mateo County Moving to Work plan specifically identify people with developmental disabilities who require coordinated supportive services from the Golden Gate Regional Center (GGRC) in order to live in affordable housing as one of the special needs populations eligible for an award of Project-Based Vouchers.** There is ample evidence that people with developmental disabilities have not benefited from San Mateo County's increased investment in affordable housing. The availability of Project-Based Vouchers coordinated with GGRC social services would further the inclusion of people with developmental disabilities in community rental housing.

**Comment 3: We recommend that the Housing Authority invest in a comprehensive evaluation of the impact of the Tiered Subsidy Table on elderly and disabled San Mateo County residents who live below the Federal Poverty Level.** We have been informed that elderly and disabled people make up 58% of the Moving to Work program

participants. However, the neediest and most vulnerable elderly and disabled people, including adults with developmental disabilities, live below the federal poverty line because they are unable to work and must survive on fixed income payments from programs like SSI/SSP; CAPI; SSDI; OASDI; and the Social Security Childhood Disability Benefit. These individuals, for the most part, are unable to pay the difference between the Fair Market Rent payment standard which landlords are allowed to charge under the Moving to Work program and the amount that the Housing Authority will pay under the Tiered Subsidy Table. For this part of the San Mateo County population, homelessness is an imminently life-threatening risk, and displacement from the county does not offer them more opportunity but instead separates them from essential survival networks.

As the federal General Accounting Office noted in its sweeping critique of the nation's 39 Moving to Work programs, none of the data measures collected by HUD adequately examines the program's impact over time on the tenant population. [https://www.gao.gov/products/GAO-18-150?utm\\_campaign=usgao\\_email&utm\\_content=topic\\_housing&utm\\_medium=email&utm\\_source=govdelivery](https://www.gao.gov/products/GAO-18-150?utm_campaign=usgao_email&utm_content=topic_housing&utm_medium=email&utm_source=govdelivery).

In the heart of a knowledge-based economy, San Mateo County's values include transparency, accountability and a commitment to evidence-based practices and continuous learning. The Housing Authority has an opportunity to learn from the impact of its Moving to Work program on the neediest participants over time, so as to make the most effective use of the flexibility granted by its Moving to Work status. An evaluation of the impact of the Moving to Work Tiered Subsidy Table on the neediest and most vulnerable elderly and disabled people living below the Federal Poverty Level (both new participants seeking to use the voucher and existing voucher users) would include consideration of the initial and evolving rent burden over time; the specific voucher type (landlords with PBVs may be more likely to accept less than the payment standard); the rate of displacement from San Mateo County; the incidence of voucher loss; the average years of voucher retention; and other factors that may shed light on the impact of the Tiered Subsidy Table on these highly vulnerable people living near or below the Federal Poverty Level.

#### **Information in Support of Comments**

Housing Choices supports San Mateo County's residents with developmental disabilities to realize their goal of securing and retaining an affordable home with coordinated social services provided by the Golden Gate Regional Center. These individuals have severe, life-long disabilities affecting at least three of seven areas of daily living, such that they require a coordinated program of supportive services in order to live in the community. Many have more than one type of disability and need support to thrive with disabilities that affect their cognitive, physical, sensory, and communication functioning and that often impair their physical and behavioral health.

According to the California Department of Developmental Services (DDS), San Mateo County is home to 3,912 residents with developmental disabilities receiving services from GGRC, of whom 2,685 (69%) are adults. Over the past decade (2008 to 2018), DDS data shows that the number of San Mateo County residents with developmental disabilities living in their own apartment has remained virtually stagnant (increasing from 268 to 294), while the adult population living at home with aging parents has increased by 70% (from 830 to 1,412).

GGRC is able to provide a variety of supportive services to help adults with developmental disabilities live successfully in community rental housing. These services include housing-specific supportive services to help people apply for and retain their housing, independent living services, supported living services, integrated community day programs, employment services and more. Funding for the supportive services provided by GGRC is an entitlement under California's Lanterman Act, with matching funds provided by the federal Home and Community-Based Services (HCBS) waiver program. But the HCBS waiver prohibits the use of federal funds to pay for the actual cost of housing.



Instead, federal HCBS guidelines empower and encourage GGRC to pursue local housing partnerships to increase community housing opportunities for people with developmental disabilities. <https://www.medicaid.gov/federal-policy-guidance/downloads/cib-06-26-2015.pdf>. These housing partnership guidelines for GGRC align fully with the mandate of the California Government Code, which requires local jurisdictions to assess and plan for the housing needs of people with developmental disabilities, specifically. Of the 21 Housing Elements found in San Mateo County, most identify the Housing Authority rental subsidy programs as essential to addressing the housing needs of people with developmental disabilities.

Project-Based Vouchers are particularly critical to people with developmental disabilities because many have incomes that range from 15% to 20% of the county's very high area median income. Without Project-Based Vouchers, the income of many adults with developmental disabilities is too low to income-qualify for affordable rental housing in San Mateo County, even when the affordable housing development includes some units priced to be affordable to people who are extremely low-income (30% of area median income). This is a barrier to housing access that the Housing Authority, through its Moving to Work plan, is empowered to remove or reduce.

The availability of Project-Based Vouchers under the County's Moving to Work program would make it possible for affordable housing developers to create housing with some units subject to a preference for people with developmental disabilities who need deeply affordable housing coordinated with specific supportive services. The most capable affordable housing developers serving San Mateo County, including Mid-Pen Housing, First Community Housing, Eden Housing, and Palo Alto Housing, have developed this kind of inclusive housing in neighboring Santa Clara County and Santa Cruz County in collaboration with San Andreas Regional Center and Housing Choices.

Based on Housing Choices' research with these mission-driven developers, the single greatest barrier to replicating this housing model in San Mateo County has been the lack of clear authority to apply for Project-Based Vouchers on behalf of affordable housing projects that would allow some units to be subject to a preference for those who need access to deeply affordable housing that is coordinated with the services managed and funded by GGRC. The Moving to Work plan could eliminate this uncertainty by describing as one of the Plan's supportive housing strategies a collaboration with Golden Gate Regional Center to coordinate the award of some Project-Based Vouchers to affordable housing developments for which there is a service commitment by the Golden Gate Regional Center to enable people with developmental disabilities to live successfully in community integrated housing.

Project-Based Vouchers, coordinated with services provided by Golden Gate Regional Center, provide a promising pathway to housing opportunity for people with developmental disabilities. The general HUD rule for the Housing Choice Voucher program limits a tenant's share of rent to 30% of their household income. The purpose of this policy is to ensure that program participants are not "rent-burdened". This is an especially critical policy for the elderly and disabled because they are much more likely to be on fixed incomes, with little ability to absorb a significant rent increase.

However, San Mateo County's MTW plan does not limit the tenant's share of rent to 30% of household income, even for the elderly and disabled people living below or at the Federal Poverty Level whose circumstances prevent them from "working" their way out of poverty. Instead, San Mateo has used the flexibility afforded by its Housing Authority's Moving to Work status to adopt a Tiered Subsidy Table (TST) set forth in Activity 2010-9 of the MTW plan. The Tiered Subsidy Table is applied to all program participants, not solely to families with adults capable of employment, and applies both to portable vouchers and to Project-Based Vouchers.

The TST provides a fixed amount of Housing Authority reimbursement for a specific unit size, according to the annual income of the voucher applicant or voucher holder. The tenant is responsible to pay the difference between the rent

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The TST provides a fixed amount of Housing Authority reimbursement for a specific unit size, according to the annual income of the voucher applicant or voucher holder. The tenant is responsible to pay the difference between the rent

charged by the landlord and the amount paid by the Housing Authority under the Tiered Subsidy Table, as shown on the following abbreviated version of the TST:

**San Mateo County Moving to Work Tiered Subsidy Table  
(Abbreviated to show up to \$13,999 in annual income  
for studios, 1 BR apartments, and 2 BR apartments)**

Annual income	TST payment for a studio apartment	TST payment for a one-bedroom apartment	TST payment for a two-bedroom apartment
0 to 1,199	1,603	2,025	2,541
2,000 to 4,999	1,540	1,962	2,478
5,000 to 7,999	1,465	1,887	2,403
8,000 to 10,999	1,390	1,812	2,328
<b>11,000 to 13,999</b>	<b>1,315</b>	<b>1,737</b>	<b>2,253</b>

The 2018 HUD Fair Market Rent payment standard for a studio in San Mateo County was \$2,014; for a one-bedroom apartment it was \$2,499; and for a two-bedroom apartment it was \$3,121. Using the Tiered Subsidy table, a person with a disability dependent on SSI/SSP would have to pay \$699/month (or 75% of their monthly income) to rent a studio apartment at the Fair Market Rent payment standard of \$2,014, with housing assistance of \$1,315 available from the Housing Authority under the Tiered Subsidy Table. Unless the landlord agreed to a lower payment standard, the Tiered Subsidy Table has the immediate effect of making a person with “Severely Rent Burdened” and effectively precludes them from benefit from the program.

The impact of the Tiered Subsidy Table is also evident in the case of a severely disabled person who needs a two-bedroom apartment in order to accommodate a live-in aide. Using the Tiered Subsidy Table, a person with a disability dependent on SSI/SSP who requires a live-in aide would virtually be excluded from receiving housing assistance from the San Mateo County Housing Authority. The 2018 HUD Fair Market Rent payment standard for a two-bedroom apartment in San Mateo County was \$3,121. The Housing Authority’s contribution under the Tiered Subsidy Table for a two-bedroom apartment renting for \$3,121/month is \$2,253/month, leaving the severely disabled individual with a monthly rent payment of \$868/month (or 93% of the individual’s monthly income).

In describing the benefits of the Tiered Subsidy Table, San Mateo County’s Moving to Work plan states that it allows tenants to “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”. These benefits are highly relevant to households with adults working or able to work but fail to justify a Housing Authority rent subsidy structure that allows the poorest San Mateo County elders and people with disabilities (those with incomes below \$14,000 annually) to participate in the Housing Choice Voucher program only if they can convince a landlord to accept less than the rent that the Housing Authority allows them to charge.

Some San Mateo County Moving to Work policies allow for a hardship waiver for the elderly and disabled. But there is no hardship waiver from the impact of the Tiered Subsidy Table except for people who were receiving assistance before March 1, 2010 -- and then only in very limited circumstances. Even if a hardship waiver for the Tiered Subsidy Table were available, the hardship discussed here arises not from any unique individual circumstances but simply because the person is disabled or elderly and living on a fixed income below the Federal Poverty Level. This does not call for a hardship waiver but for recognition that this part of the community does not benefit from rules, policies and limitations designed to motivate people to “move to work”. That is why many Moving to Work jurisdictions have declined to apply some of the Moving to Work policies and incentives to the elderly and disabled, but have instead chosen to focus these self-sufficiency policies on families that include a working adult or adult able to work.

We understand that any change in the Tiered Subsidy Table to provide higher Housing Authority payments for households at the lowest income categories would require adjustments to the Tiered Subsidy Table for households at higher income levels. We also acknowledge that this may have the effect of reducing participation by higher income families because their subsidy amount might be reduced to the level that may not make participation worthwhile, thereby reducing the total number of people participating in the program. Because of these competing considerations, we have framed our comment as a recommendation for an evaluation of the impact of the program on elders and people with disabilities with fixed incomes below or near the federal poverty level, rather than a request to make immediate changes to the Tiered Subsidy Table.

Please let me know how Housing Choices can more effectively collaborate with the Housing Authority to achieve the goals of the Moving to Work plan and ensure that its benefits are enjoyed by people with developmental disabilities in their quest to gain independence and housing stability in their local community.

Sincerely,  
Janette E. Stokley  
Executive Director



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Housing Authority of the County of San Mateo (HACSM)  
Tel: (650) 802-3300

February 26, 2019

Janette E. Stokley  
Housing Choices  
898 Faulstich Court, Suite B  
San Jose, CA 95112

Re: Public Comments on the Moving to Work Plan

Dear: Ms. Stokley,

Thank you for your comments, submitted on February 25, 2019. We appreciate your agency's support and your investment in the Moving to Work program, as it works to provide housing subsidy and potential financial advancement opportunities for program participants, as well as the development of additional affordable housing in San Mateo County.

As a MTW program Housing Authority, we are tasked with designing, testing and researching the voucher program at the local level. As such we constantly monitor the use the federal dollars, spent as housing subsidy assistance to ensure that we are substantially serving the same numbers and types of households and individuals as we were prior to the MTW program. Currently in our voucher program, under MTW authority, we are serving approximately 4,200 households, including Project Based units for families with children, people with disabilities, and seniors. Of these 4,200 households served, 58% of the households are considered "elderly and/or disabled."

In addition to the MTW program, we have diligently pursued other HUD programs that specifically target subsidy assistance to permanently disabled, homeless, veterans, and other target populations as defined by HUD, resulting in funding to support an additional 521+ individuals and families.

The Housing Authority has a deep and abiding determination to work collaboratively with our community through our MTW program, the Project Based program, as well as new emerging grant programs for multiple hard to reach and hard to house segments within our community, including those populations as stated in your letter. We appreciate your concerns for individuals with developmental disabilities and their access to subsidized housing and we will continue to pursue all available avenues of support for all qualified individuals and families in our community, including those with developmental disabilities.

Sincerely,

Jennifer Rainwater  
Planning and Program Innovation Manager

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Department of Housing (DOH) website: [www.smchousing.org](http://www.smchousing.org) • E-mail: [housing@smchousing.org](mailto:housing@smchousing.org)



project  
sentinel

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Santa Clara, CA 95050  
Tel. (650) 321-6291 Fax (408) 216-9968  
[info@housing.org](mailto:info@housing.org)

February 25, 2019

Jennifer Rainwater  
Planning & Program Innovation Manager  
Housing Authority of the County of San Mateo  
264 Harbor Blvd., Bldg. A  
Belmont, CA 94002

E-MAIL: [jrainwater@smchousing.org](mailto:jrainwater@smchousing.org)

Re: Public Comments on Moving to Work Plan

Dear Ms. Rainwater:

As the Executive Director of Project Sentinel I would like to take this opportunity to comment on San Mateo County's Move To Work program. Project Sentinel is a nonprofit agency that provides comprehensive fair housing and tenant-landlord counseling/dispute resolution services to residents throughout San Mateo County. Both services receive daily complaints of the unaffordable rental market in San Mateo County. Many of these calls come from individuals with disabilities, some of whom have tried to access the Housing Authority's services. My comments are based on calls from the fair housing department of Project Sentinel.

Project Sentinel receives over a thousand calls each year from low-income residents of San Mateo County, many who have disabilities. Several of those calls cited San Mateo County's Moving to Work and how the caller was unable to maintain or to participate in the program. If my understanding is correct, the Move To Work program maintains a tiered subsidy structure that reduces the subsidy as the participant's income increases. The Move To Work structure also allows flexibility for the participant to reside in housing that, in the past may have been assessed as being too high and was outside what the Housing Authority would be willing to accept. It also appears that this flexibility is intended to motivate participants to secure employment that will enable them to pay the difference between the subsidy and the market rent. This model will certainly move participants along to self-sufficiency allowing more people to access the Housing Authority's services.

However, there may be a problem for those who predictably will not be able to work, due to their physical or mental limitations. Many seniors and those with disabilities will not be able to Move to Work and might not be able to pay the difference between what the Housing Authority is offering as a subsidy and the market rent. The current tiered structure might exclude the low-income population with disabilities unless paying 80% of a person's SSI/SSP is considered reasonable and appropriate. My core concern is that having a program structured that excludes this protected group could constitute a fair housing violation. Has consideration been given to having a reasonable accommodation to the tiered subsidy structure for participants with disabilities where the Housing Authority would pay a larger portion of the market rent?

Before closing let me make a few points. There is no doubt that the tiered subsidy structure could impose hardship on many program participants, not just those with disabilities. However, the FHAA and case law have made it clear that if a direct link exists between the protected status (the

existence of disabilities) and the need for the reasonable accommodation (exception to the tiered subsidy structure) then the reasonable accommodation should be made. The law does not extend the benefits of a reasonable accommodation to those not of protected status. Thus, those with disabilities will be given a preference or advantage over others and that is not a fair housing violation. To do otherwise would be a fair housing violation.

Other points for consideration are whether a reasonable accommodation would alter the fundamental nature of the program or cause an undue financial or administrative burden. To increase the subsidy for any number of participants could result in a reduction in the overall number of households served. Would that alter the fundamental nature of the program more than excluding a protected group from participating?

This is not an easy issue to resolve and Project Sentinel will remain available to work with you for further legal analysis and problem resolution, if a problem exists.

Sincerely,



Executive Director  
Project Sentinel

**Jennifer Rainwater**

---

**From:** Ann Marquart <AMarquart@housing.org>  
**Sent:** Monday, February 25, 2019 3:38 PM  
**To:** Jennifer Rainwater  
**Subject:** Move to Work Program letter  
**Attachments:** Letterhead SC #5.doc

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Please see attached letter.

Best,

[Ann Marquart](#) | Executive Director | Project Sentinel | 1490 El Camino Real | Santa Clara, CA 95050 | (408) 470-3739 |  
Fax: (408) 648-2959 | [www.housing.org](http://www.housing.org)

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The advertisement features a white background with an orange border. At the top, it says "Support Project Sentinel." in bold. Below that, it reads "When you shop at smile.amazon.com, Amazon donates." A yellow button with the text "Go to smile.amazon.com" is positioned below the text. At the bottom left, the "amazon smile" logo is displayed. To the right of the logo are three social media icons: Facebook, Instagram, and Twitter.





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Housing & Community Development (HCD)  
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Tel: (650) 802-3300

February 26, 2019

Ann Marquart  
Project Sentinel  
1490 El Camino Real  
Santa Clara, CA 95050

Re: Public Comments on the Moving to Work Plan

Dear: Ms. Marquart,

Thank you for your comments, submitted on February 25, 2019. We appreciate your agency's support and your investment in the Moving to Work program, as it works to provide housing subsidy and potential financial advancement opportunities for program participants, as well as the development of additional affordable housing in San Mateo County.

As a MTW program Housing Authority, we are tasked with designing, testing and researching the voucher program at the local level. As such we constantly monitor the use the federal dollars, spent as housing subsidy assistance to ensure that we are substantially serving the same numbers and types of households and individuals as we were prior to the MTW program. Currently in our voucher program, under MTW authority, we are serving approximately 4,200 households, including Project Based units for families with children, people with disabilities, and seniors. Of these 4,200 households served, 58% of the households are considered "elderly and/or disabled."

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The Housing Authority has a deep and abiding determination to work collaboratively with our community through our MTW program, the Project Based program, as well as new emerging grant programs for multiple hard to reach and hard to house segments within our community, including those populations as stated in your letter. We appreciate your concerns for individuals with developmental disabilities and their access to subsidized housing and we will continue to pursue all available avenues of support for all qualified individuals and families in our community, including those with developmental disabilities.

Sincerely,

A handwritten signature in black ink, appearing to be 'JR' or similar initials.

Jennifer Rainwater  
Planning and Program Innovation Manager

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Department of Housing (DOH) website: [www.smchousing.org](http://www.smchousing.org) • E-mail: [housing@smchousing.org](mailto:housing@smchousing.org)

**Jennifer Rainwater**

---

**From:** Jennifer Rainwater  
**Sent:** Tuesday, February 26, 2019 10:25 AM  
**To:** Jessica Silverberg  
**Cc:** Selina Toy-Lee; Brian Eggers  
**Subject:** RE: comments on Moving to Work Annual Plan

Dear Jessica Silverberg,

Thank you for your comments, submitted on February 26, 2019. We appreciate your agency's support and your investment in the Moving to Work program as it works to provide housing subsidy and potential financial advancement opportunities for program participants, as well as the development of additional affordable housing in San Mateo County.

In addition to the MTW program, we have diligently pursued other HUD programs that specifically target subsidy assistance to permanently disabled, homeless, veterans, and other target populations as defined by HUD, resulting in funding to support an additional 521+ individuals and families. We appreciate the HSA Center on Homelessness collaboration in these endeavors.

The Housing Authority continues to hold has a deep and abiding determination to work collaboratively with our community through our MTW program, the Project Based program, as well as new emerging grant programs for multiple hard to reach and hard to house segments within our community, including those populations as stated in your e-mail and we look forward to our continued partnership.

Again, thank you for providing your input.

Regards,

Jennifer  
Jennifer Rainwater  
Planning and Program Innovation Manager  
Housing Authority of the County of San Mateo  
(650) 802-5045 Phone  
(650) 802-3319 Fax  
[jrainwater@smchousing.org](mailto:jrainwater@smchousing.org)  
[www.smchousing.org](http://www.smchousing.org)

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**From:** Jessica Silverberg  
**Sent:** Tuesday, February 26, 2019 9:03 AM  
**To:** Jennifer Rainwater <jrainwater@smchousing.org>  
**Cc:** Selina Toy-Lee <SToy-Lee@smcgov.org>; Brian Eggers <begggers@smcgov.org>  
**Subject:** comments on Moving to Work Annual Plan

Date: February 26, 2019

To: Jennifer Rainwater, Planning & Program Innovation Manager, Housing Authority of the County of San Mateo (HACSM)

From: Jessica Silverberg, Human Services Manager, San Mateo County Human Services Agency's Center on Homelessness

Regarding: Proposed MTW Annual Plan FYE2020

The Human Services Agency Center on Homelessness provides safety net services and also is the lead agency for the local Continuum of Care (CoC) to coordinate the homeless crisis response system within San Mateo County.

There is a critical need to provide more affordable housing in San Mateo County, given the extremely high cost of housing. The Moving to Work program provides crucial housing resources to many people in our community who struggle with the cost of housing.

The following are some of the key elements of how the Moving to Work program plays a critical role in the community.

- An easy-to-access online pre-application that a potential applicant can complete at any time.
- For families and individuals enrolled in the self-sufficiency program, the program provides assistance with increasing employment income and other resources to help the household increase their self-sufficiency and increase their housing stability
- Project-based vouchers provide opportunities for creating new affordable housing units, which is especially critical in our very expensive housing market
- The Housing Readiness Program provides a crucial resource for families and individuals experiencing homelessness to help them return to housing and stabilize in housing.
  - If possible, it would be beneficial to increase the capacity of the Housing Readiness Program in order to assist more families and individuals in moving from homelessness to housing.

If you have any questions, please don't hesitate to contact me at 650-802-3378 or [jsilverberg@smcgov.org](mailto:jsilverberg@smcgov.org)

Thank you for the opportunity to comment on the proposed MTW Annual Plan.

Jessica Silverberg, MSW  
Human Services Manager, Center on Homelessness  
San Mateo County Human Services Agency  
1 Davis Drive, Belmont CA 94002  
[jsilverberg@smcgov.org](mailto:jsilverberg@smcgov.org)  
650-802-3378

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**Jennifer Rainwater**

**From:** Nevada Merriman <nmerriman@midpen-housing.org>  
**Sent:** Tuesday, February 26, 2019 4:17 PM  
**To:** Jennifer Rainwater  
**Subject:** Moving To Work Plan Comments

Dear Ms. Rainwater:

On behalf of MidPen Housing, I am pleased to provide comments on San Mateo County's Moving to Work plan.

MidPen Housing is a regional affordable housing developer that works throughout the Bay Area, in urban, suburban and rural communities. We are headquartered in Foster City and have deep roots in San Mateo County. We own and manage 29 communities in the County; have 55 units in construction/rehabilitation (Mosaic Garden in Redwood City) and have a pipeline of 9 new construction deals totaling 1,396 units. We are grateful that San Mateo County's Housing Authority has been proactive about making sure the housing vouchers can be used in the county and that we are doing everything we can to meet the housing needs of the most vulnerable.

**We support Moving to Work's increased investment in Project-Based Vouchers and propose that, to the extent feasible, even more funds be targeted to Project-Based Vouchers.** As rents continue to rise in San Mateo County, it has become increasingly difficult for extremely low-income voucher holders to utilize the portable voucher. In contrast, we need and want to use Project-Based Vouchers in our housing developments and welcome the ability to target more rental units to extremely low-income people. MidPen frequently leverages the income as a separate tranche of debt financing, often called a "B Tranche", from these vouchers and this is an important source of debt financing in most of our deals. For instance, in the Arroyo Green project in Redwood City, the B Tranche represents approximately \$20MM (or 25%) of the permanent sources.

Furthermore, Project-Based Vouchers are particularly important for special needs populations in order to coordinate access to deeply affordable housing with the supportive services necessary for successful community living. MidPen is able to partner with the County to serve vulnerable populations by pairing a voucher with a special needs individual or family. We are actively doing this with the Frail Elderly ("duals demonstration") on several senior communities and also with BHRS via the MHSA program.

**Under the authority granted to the Housing Authority under HUD Notice PIH-2011-45 (HA) to include supportive housing programs for special needs populations in its Moving to Work plan, we recommend that the San Mateo County Moving to Work plan specifically identify people with developmental disabilities who require coordinated supportive services from the Golden Gate Regional Center (GGRC) as one of the special needs populations eligible for an award of Project-Based Vouchers.** This would provide explicit authority for the Housing Authority and Golden Gate Regional Center to collaborate with affordable housing developers to create inclusive, affordable and well-supported housing alternatives for one of the county's most vulnerable populations. The benefit to the Housing Authority is that Moving to Work funds would be entirely targeted to the housing subsidy, while the supportive services necessary for this population to succeed in permanent supportive housing would be entirely funded by Golden Gate Regional Center.

As you know, adults with disabilities that are living with their aging parents are struggling to find permanent housing that they can afford. This is especially true for the Developmentally Disabled population, but also a problem for people with mental illness and other disabilities. There are two steps that we feel the housing authority could take to better serve this population. First, increasing the investment Project Based Vouchers and second, include special needs populations that receive services from Golden Gate Regional Center as a population eligible for project based vouchers.

**We want to highlight MidPen's experience in Santa Cruz County with Pippin Orchards Apartments.** MidPen developed Pippin Orchards Apartments, a 31 unit community in Watsonville. At this community, six units were designated for disabled families with a preference for those that would benefit most from supportive services offered at Pippin via the San Andreas Regional Center. Housing Choices Coalition, on behalf of the San Andreas Regional Center, maintained an

interest list for these units, and made referrals directly to the Housing Authority as units became available. One improvement to MidPen's experience at Pippin would be to allow anyone in the family (not just head of household) to benefit from the services and thus qualify for the housing referral. As many of our communities are being designed to serve families, they have additional services—like literacy-based after school programs—that would be a great fit for families with children who need these services.

Thank you for all of your great work on housing. Please let me know if you would like any additional details about how MidPen uses this precious resource to achieve the goals of the Moving to Work plan and our mission.

Nevada

**Nevada V. Merriman | Director of Housing Development**  
**MidPen Housing Corp.**

303 Vintage Park Drive, Suite 250, Foster City, CA 94404  
t. 650.356.2915 c. 650.477-6195 f. 650.357.9766





Main Office - Department of Housing  
264 Harbor Blvd., Building A, Belmont, CA 94002-4017

Housing & Community Development (HCD)  
Tel: (650) 802-5050

Housing Authority of the County of San Mateo (HACSM)  
Tel: (650) 802-3300

February 26, 2019

Nevada V. Merriman  
MidPen Housing Corp  
303 Vintage Park Dr, Suite 250  
Foster City, CA 94404

Re: Public Comments on the Moving to Work Plan

Dear: Ms. Merriman,

Thank you for your comments, submitted on February 26, 2019. We appreciate your agency's support and your investment in the Moving to Work program, as it works to provide housing subsidy and potential financial advancement opportunities for program participants, as well as the development of additional affordable housing in San Mateo County.

As a MTW program Housing Authority, we are tasked with designing, testing and researching the voucher program at the local level. As such we constantly monitor the use the federal dollars, spent as housing subsidy assistance to ensure that we are substantially serving the same numbers and types of households and individuals as we were prior to the MTW program. Currently in our voucher program, under MTW authority, we are serving approximately 4,200 households, including Project Based units for families with children, people with disabilities, and seniors. Of these 4,200 households served, 58% of the households are considered "elderly and/or disabled."

In addition to the MTW program, we have diligently pursued other HUD programs that specifically target subsidy assistance to permanently disabled, homeless, veterans, and other target populations as defined by HUD, resulting in funding to support an additional 521+ individuals and families.

The Housing Authority has a deep and abiding determination to work collaboratively with our community through our MTW program, the Project Based program, as well as new emerging grant programs for multiple hard to reach and hard to house segments within our community, including those populations as stated in your letter. We appreciate your concerns for individuals with developmental disabilities and their access to subsidized housing and we will continue to pursue all available avenues of support for all qualified individuals and families in our community, including those with developmental disabilities.

Sincerely,

Jennifer Rainwater  
Planning and Program Innovation Manager

---

Department of Housing (DOH) website: [www.smchousing.org](http://www.smchousing.org) • E-mail: [housing@smchousing.org](mailto:housing@smchousing.org)



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

February 26, 2019

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

Re: Public Comment on FY2020 Moving-To-Work Annual Plan

Dear People of the Housing Authority:

I am writing to provide public comment on the MTW draft annual plan, and specifically on ongoing authorized MTW activities. Legal Aid's housing practice has worked with over 100 program participants in the past year, and the primary concerns that we hear from tenants with Housing Choice Vouchers are:

- **High rent burdens**, usually due to rent increases that are requested by the landlord and then passed through to the tenant with no increase in the subsidy. Tenants have expressed frustration that the Tiered Subsidy Table, which establishes inflexible limits to the amount of subsidy the Housing Authority will pay, resulting in tenants paying significantly more than 30% of their income on rent or being forced to move to low-opportunity areas with less expensive housing.
- **Time limits on "Moving To Work" vouchers**, which give the tenant only a certain number of years to use the voucher even if they are elderly or disabled. Tenants have expressed anxiety about what will happen at the time the voucher expires since they will be unable to afford market rents without the subsidy assistance.

These concerns primarily relate to the implementation of the MTW Self-Sufficiency Program (Activity #2000-1); Elimination of 40% Affordability Cap at Initial Move-In/Lease Up (Activity #2000-3); and the Tiered Subsidy Tables (Activity #2010-9).

#### **MTW Self-Sufficiency Program**

The Annual Plan specifies that one of the Housing Authority goals is to serve more families through use of the five-year MTW Self-Sufficiency program. The report notes that enrolling all new program participants selected from the waiting list is "increasing voracity of the program" and "providing a path for program participants to increase their economic self-sufficiency." However, even with the benefit of case management services, there is a limit to the number of tenants who have the income capacity to truly succeed in such a program. The Self-Sufficiency program can be wildly successful if targeted to this limited population. However, if treated as a one-size-fits-all program for all new enrollees, without regard to age, disability, and other impediments, the program is in danger of creating a revolving door of temporary assistance that does nothing to achieve long-term housing stability. Serving a larger number of families is not meaningful if the assistance given only manages to apply a five-year band-aid to a long term

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330 TWIN DOLPHIN DRIVE, SUITE 123 • REDWOOD CITY, CA 94065 • 650.558.0915 • FAX 650.517.8973  
TOLL-FREE 800.381.8898 • WWW.LEGALAIDSMC.ORG



problem. I urge the Housing Authority to pull back its practice of enrolling all new participants in the Self-Sufficiency program, and instead assess the individual capacity of each household to meet program goals on a case-by-case basis. In addition, the Housing Authority should have real hardship exemption policies for elderly and disabled program participants, beyond the mere extension of time in the program. HUD requires PHAs to fully exempt elderly families and disabled families from specific activities MTW such as work requirements. This requirement makes sense, in light of the permanent impediments to self-sufficiency faced by such families.

**Tiered Subsidy Table and Rent Burdens**

We have noted on many prior occasions the problem of extreme rent burdens due to the flexibility of Rent Reasonableness determinations (Admin Plan at 8-11) and Changes in Lease or Rent (Admin Plan at 9-6) that allows landlords to increase contract rents to current market rates after the initial term. Because the rigid constraints of the Tiered Subsidy Table limit the amount of subsidy assistance the Housing Authority can provide, there is often a significant gap between contract rents and HAP amounts that the tenant cannot reasonably be expected to fill. While there are good intentions behind these policies which supported their inclusion in this MTW demonstration, there has been little apparent analysis of whether the program benefits outweigh the harms. HUD has been notably shallow in its analysis and evaluation of MTW rent reforms. Yet, even if not mandated to do so by HUD, we can and should do better at this local level. Knowing our exemplary Housing Authority staff, I am certain that they want to be implementing the best possible programs that deliver the best possible benefit to the community. I urge the Housing Authority to undertake a thoughtful data-driven evaluation of the Tiered Subsidy Table activity and its unintended consequences.

I appreciate the opportunity to provide these comments, and value our collaboration with our Housing Authority. I am happy to provide additional information and support for these suggestions as needed. I can be contacted at [sgibson@legalaidsmc.org](mailto:sgibson@legalaidsmc.org) or (650)517-8927.

Sincerely,



Shirley E. Gibson  
Directing Attorney

**Jennifer Rainwater**

---

**From:** Shirley Gibson <SGibson@legalaidsmc.org>  
**Sent:** Tuesday, February 26, 2019 7:27 PM  
**To:** Jennifer Rainwater  
**Subject:** public comment  
**Attachments:** MTW annual Plan FY2020 public comment.docx.pdf

Jennifer:  
Please find attached Legal Aid's comment for the MTW annual report.  
Thanks!  
Shirley

Shirley E. Gibson  
Directing Attorney  
Legal Aid Society of San Mateo County  
The Natalie Lanam Justice Center  
Sobrato Center for Nonprofits – Redwood Shores  
330 Twin Dolphin Drive, Suite 123  
Redwood City, CA 94065  
Direct Line 650.517.8927  
Fax 650.517.8973  
Toll Free 800.381.8898  
[www.legalaidsmc.org](http://www.legalaidsmc.org)  
 

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**Jennifer Rainwater**

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**From:** Jennifer Rainwater  
**Sent:** Wednesday, February 27, 2019 9:56 AM  
**To:** 'Shirley Gibson'  
**Subject:** RE: public comment

Dear Shirley,

Thank you for your comments on behalf of The Legal Aid Society regarding the MTW Annual Plan. We will take these under consideration as we go forward. And, we appreciate your support and willingness to work with the families in San Mateo County.

Jennifer

Jennifer Rainwater  
Planning and Program Innovation Manager  
Housing Authority of the County of San Mateo  
(650) 802-5045 Phone  
(650) 802-3319 Fax  
[jrainwater@smchousing.org](mailto:jrainwater@smchousing.org)  
[www.smchousing.org](http://www.smchousing.org)

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**From:** Shirley Gibson <SGibson@legalaidsmc.org>  
**Sent:** Tuesday, February 26, 2019 7:27 PM  
**To:** Jennifer Rainwater <jrainwater@smchousing.org>  
**Subject:** public comment

Jennifer:  
Please find attached Legal Aid's comment for the MTW annual report.  
Thanks!  
Shirley

Shirley E. Gibson  
Directing Attorney  
Legal Aid Society of San Mateo County  
The Natalie Lanam Justice Center  
Sobrato Center for Nonprofits - Redwood Shores  
330 Twin Dolphin Drive, Suite 123  
Redwood City, CA 94065  
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The Housing Authority considered all the comments received, including the need to dedicate more resources towards PBVs for people with developmental disabilities. HACSM met with Housing Choices Coalition, a non-profit organization specialized in serving people with developmental disability and one of the agencies that submitted comments regarding the need. During the meeting, we discussed the voucher program in general, waiting list management and preferences, and explored ideas on how HACSM may better serve this population. Additionally, we toured two properties in Santa Clara County where Housing Choices Coalition provides on-going direct services to this population. We also had the opportunity to meet some of the residents and discussed service coordination with both property managers.

Currently, HACSM does not have a Request for Proposals (RFP) for Project Based Voucher (PBV) units. However, it is highly likely that we will issue an RFP in the next six months. In developing the RFP, we will include additional scoring possibilities for developers who are committed to use a portion of the PBV units to serve people with disabilities, including developmentally disability.

**AFFIDAVIT OF PUBLICATION  
SAN MATEO DAILY JOURNAL**

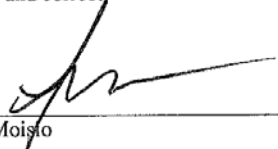
**STATE OF CALIFORNIA  
County of San Mateo**

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

**PUBLIC NOTICE  
HOUSING AUTHORITY  
OF SAN MATEO CITY**

Of which the annexed is a printed copy was published and printed in said newspaper on the 4<sup>th</sup> Day of March 2019.

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

  
\_\_\_\_\_  
Paul Moisto

Dated at San Mateo, California, this 11<sup>th</sup> day of March 2019.

<b>PUBLIC NOTICE</b>	
The Housing Authority of the County of San Mateo announces a Public Hearing:	
<b>DATE:</b>	Tuesday, March 12, 2019
<b>TIME:</b>	9:00 AM
<b>PLACE:</b>	Chambers of the Board of Supervisors 400 County Center, Redwood City 94063
The purpose of the hearing is for the San Mateo County Board of Supervisors, acting as the Board of Commissioners of the Housing Authority of the County of San Mateo, to consider approving the Housing Authority's 2019-2020 Moving to Work Annual Plan. A copy of the proposed 2019-2020 MTW Annual Plan is available online at <a href="http://www.smhousing.org">www.smhousing.org</a> .	
Published in the San Mateo Daily Journal, March 4, 2019.	

**COUNTY OF SAN MATEO**  
**BOARD OF SUPERVISORS**

BOARD OF SUPERVISORS  
DISTRICT 1: Dave Pine  
DISTRICT 2: Carole Groom  
DISTRICT 3: Don Horsley  
DISTRICT 4: Warren Slocum  
DISTRICT 5: David J. Canepa

COUNTY MANAGER/  
CLERK OF THE BOARD  
Michael P. Callagy

COUNTY COUNSEL  
John C. Beiers

HALL OF JUSTICE  
400 County Center  
Redwood City, CA 94063  
Telephone: 650-363-4123  
[www.smcgov.org](http://www.smcgov.org)

# AGENDA

Hall of Justice

**Tuesday, March 12, 2019**

**9:00 AM**

*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 Sherry Golestan, Deputy Clerk of the Board, at least 2 working days before the meeting at (650) 363-4609 and/or [sgolestan@smcgov.org](mailto:sgolestan@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 Deputy 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 March 2019 as Women’s History Month.  
Sponsors: Supervisor Carole Groom
2. Presentation of a proclamation designating March 10-16, 2019 as Glaucoma Awareness Week.  
Sponsors: Supervisor David J. Canepa
3. Presentation by Behavioral Health Contractors Association.  
Sponsors: Supervisor Carole Groom and Supervisor Warren Slocum

**REGULAR AGENDA**

**GOVERNING BOARD**

4. Acting as the Governing Board of Commissioners for the Housing Authority of the County of San Mateo, conduct a public hearing to consider the FY 2019-2020 Moving To Work Annual Plan:
  - A) Open public hearing
  - B) Close public hearing
  - C) Adopt a resolution approving the Housing Authority of the County of San Mateo FY 2019-2020 Moving To Work Annual Plan.

**HEALTH**

5. Adopt a resolution authorizing an amendment to the agreement with Navigant Consulting Services, Inc. for operational and financial transformation consulting, extending the term through September 30, 2021, and increasing the amount by \$4,320,000 to an amount not to exceed \$5,160,000.

**PUBLIC WORKS**

6. Adopt a resolution:
  - A) Adopting the construction task catalog, specifications, and conformance with prevailing wage scale requirements for the 2019 Job Order Contracts for Engineering, Construction, Roads, and Utilities; and
  - B) Authorizing agreements with Granite Rock Company, Andreini Brothers, and Staples Construction for Engineering, Construction, Roads and Utilities, for the term of March 12, 2019 through March 11, 2020, each in an amount not-to-exceed

\$5,000,000.

**COUNTY MANAGER**

**7. DEPARTMENT PERFORMANCE REPORT**

A) Environmentally Conscious and Livable Communities

1. Office of Sustainability - Jim Eggemeyer, Director

8. County Manager's Report #4 of 2019

**BOARD OF SUPERVISORS**

9. Adopt a resolution supporting the passage of Senate Bill 50, The More Homes Act of 2019 (Wiener).

Sponsors: Supervisor David J. Canepa and Supervisor Don Horsley

10. Board Members' Reports

**CONSENT AGENDA**

*All items on the consent agenda are approved by one action unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda. Any item on the regular agenda may be transferred to the consent agenda.*

11. Approve the minutes for the meeting of February 26, 2019.

**ASSESSOR-COUNTY CLERK-RECORDER-ELECTIONS**

12. Adopt a resolution approving amendments to the Conflict of Interest Codes for select San Mateo County Departments, School Districts, Special Districts, Boards and Commissions, and other Public Agencies.

**BOARD OF SUPERVISORS**

13. Recommendation for the appointment of Supervisor Don Horsley to the CASA Legislative Task Force (Task Force) as the representative of the San Mateo County Board of Supervisors.

Sponsors: Supervisor Carole Groom

14. Recommendation for the appointment of Alexis Becerra, Mental Health Therapist with the San Mateo Union High School District, to the First 5 Commission, representing Public member, for a term ending December 31, 2021.

Sponsors: Supervisor Carole Groom



**CONTROLLER**

- 15. Adopt a resolution authorizing the Controller to temporarily transfer available funds from County Operating Funds to the Superintendent of Schools, the County Board of Education, and school districts during Fiscal Year 2019-2020.

**COUNTY COUNSEL**

- 16. Adopt a resolution authorizing the Jefferson Elementary School District to issue and sell its Election of 2018 General Obligation Bonds, Series A, through a negotiated sale, in an amount not to exceed \$15,000,000 without further action of the County.
- 17. Adopt a resolution authorizing the Portola Valley School District to issue and sell its Election of 2018 General Obligation Bonds, Series 2019A, through a negotiated sale, in an amount not to exceed \$20,000,000 without further action of the County.

**COUNTY MANAGER: OFFICE OF SUSTAINABILITY**

- 18. Adopt a resolution authorizing an agreement with Revell Coastal for consulting services to conduct a sea level rise vulnerability assessment and develop adaptation strategies for the southern coast of San Mateo County for the term of March 12, 2019 through June 30, 2020, in an amount not to exceed \$200,000.
- 19. Adopt a resolution authorizing an agreement with San Mateo Resource Conservation District for implementation of the Butano Channel Restoration and Resilience Project for the term of March 12, 2019 through March 1, 2022, in an amount not to exceed \$1,000,000.

**DISTRICT ATTORNEY**

- 20. Adopt a resolution authorizing the District Attorney to submit annual grant proposals and enter into grant award agreements with the California Department of Insurance for programs for the investigation and prosecution of High Impact Insurance Fraud through fiscal year 2020-2021.

**GOVERNING BOARD**

- 21. Acting as the Governing Board of Commissioners for the Housing Authority of the County of San Mateo, approve a resolution authorizing the Executive Director of the Housing Authority of the County of San Mateo to approve the amendment of the Joint Powers Agreement creating the California Housing Workers' Compensation Authority.
- 22. Acting as the Governing Board of the San Mateo County Flood Control District, approve an Appropriation Transfer Request in the amount of \$630,000, transferring \$630,000 from Appropriation for Contingencies to Project Contribution - Other Agencies in the San Francisquito Creek Flood Control Zone 2 budget.

**HEALTH**

23. Adopt a resolution authorizing an amendment to the agreement with Zipcar, Inc., for a vehicle-on-demand system, extending the term of the agreement through June 30, 2019, and increasing the amount by \$20,000, to an amount not to exceed \$120,000.
24. Adopt a resolution authorizing an amendment to the agreement with Sequoia Union High School District for alcohol and other drug prevention services, extending the term through June 30, 2020, and increasing the amount of the agreement by \$156,600 to an amount not to exceed \$256,000.
25. Adopt a resolution authorizing an agreement with ACTenviro to provide packaging, labeling, shipping, transporting, and recycling of universal waste lamps and batteries collected by the retail take-back partner stores, for the term of March 13, 2019 through March 12, 2022, in an amount not to exceed \$175,000.
26. Adopt a resolution authorizing an agreement with the Health Plan of San Mateo to provide funding to the Family Health Services division for the California Children's Services Whole Child Model Program, for the term of January 1, 2019 through December 31, 2020, in an amount not to exceed \$7,250,000.
27. Adopt a resolution authorizing an agreement with StarVista to provide substance abuse outreach, assessment, case management, and brief therapeutic services for the term of January 1, 2019 through December 31, 2020, in an amount not to exceed \$330,000.

**HUMAN RESOURCES**

28. Adopt a resolution authorizing approval of the tentative agreement establishing the terms and conditions of a successor agreement to the Memorandum of Understanding with the San Mateo County Council of Engineers, for the term of February 24, 2019 through February 19, 2022.
29. Adopt a resolution authorizing an amendment to the Master Salary Resolution 076017 to add eight positions, delete eight positions, reclassify one position, adjust the salary of one position, and convert one position to classified via Measure D.
30. Report recommending the denial of claims (Non-culpable)

**HUMAN SERVICES AGENCY**

31. Adopt a resolution authorizing:
  - A) The acceptance of funding from the California Department of Social Services for California Work Opportunity and Responsibility to Kids Housing Support Program funds in the amount of \$1,017,422; and

- B) An amendment to the agreement with Abode Services to adjust the obligation amount by \$1,017,422 for a new total obligation of \$5,540,875 to match the additional funding allocation received for Fiscal Year 2018-19 from the California Department of Social Services with the term remaining November 15, 2016 to June 30, 2019.

**INFORMATION SERVICES**

- 32. Adopt a resolution waiving the Request for Proposal (RFP) process and authorizing the County Purchasing Agent to issue Purchase Orders to Oracle Corporation to provide proprietary software licenses and support maintenance for the term of January 1, 2019 through December 31, 2022, with a total combined fiscal obligation for all purchase orders not to exceed \$900,000.

**PUBLIC WORKS**

- 33. Adopt a resolution authorizing an amendment to the agreement with Johnson Controls, Inc., for enhancements to the Cardkey Security Upgrade Project, extending the term from June 30, 2019 to June 30, 2020, and increasing the amount by \$245,963, in an amount not to exceed \$716,694.

**SHERIFF**

- 34. Adopt a resolution authorizing an amendment to the existing Agreement (No. 30000-17-D034) with the County of Los Angeles Department of Medical Examiner-Coroner to provide gunshot residue testing services, extending the term through September 30, 2019, and increasing the amount by \$25,000, to an amount not to exceed \$124,000.

**CLOSED SESSION**

*(The Board will adjourn to closed session to consider the following items at the end of the agenda, or at any time during the meeting as time permits. At the conclusion of closed session, the Board will reconvene in open session to report on any actions taken for which a report is required by law.)*

- 35. **Conference with Labor Negotiators**  
 Negotiations: American Federation of State, County and Municipal Employees (AFSCME)  
 Agency designated representative attending Closed Session: Kelly Tuffo

**Conference with Legal Counsel - Existing Litigation**  
 Jane Doe #1 and #2 v. Sedillo, et al. [Consolidated Action]  
 San Mateo County Superior Court - Case Nos. CIV 534203 and 17CIV04936

**ADJOURNMENT**

*Telecasts of the San Mateo County Board of Supervisors meetings can be seen throughout most of San Mateo County on Fridays at 10:00PM and Saturdays at 12:00AM on Peninsula TV Channel 26. Palo Alto Cable viewers*

**BOARD OF SUPERVISORS**

**Agenda**

**March 12, 2019**

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*can see the meetings Saturdays at 5:00PM on Channel 29. Please check local programming schedules for any additional air times. For more information on air dates for other communities, please contact Peninsula TV at (650) 637-1936.*

*Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office of the Clerk of the Board of Supervisors, located at 400 County Center, Redwood City, CA 94063, for the purpose of making those public records available for inspection. Documents and upcoming meetings are also available on the County's agenda management website at: <https://sanmateocounty.legistar.com/Calendar.aspx>. The San Mateo County Ordinance Code is accessible online at: [https://library.municode.com/ca/san\\_mateo\\_county/codes/code\\_of\\_ordinances](https://library.municode.com/ca/san_mateo_county/codes/code_of_ordinances)*



**County of San Mateo**  
Inter-Departmental Correspondence

**Department:** GOVERNING BOARD  
**File #:** 19-190

Board Meeting Date: 3/12/2019

**Special Notice / Hearing:** Yes  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors (Acting as the Governing Board of Commissioners for the Housing Authority)  
**From:** Ken Cole, Executive Director, Housing Authority  
**Subject:** FY 2019-2020 Moving To Work Annual Plan

**RECOMMENDATION:**

Acting as the Governing Board of Commissioners for the Housing Authority of the County of San Mateo, conduct a public hearing to consider the FY 2019-2020 Moving To Work Annual Plan:

- A) Open public hearing
- B) Close public hearing
- C) Adopt a resolution approving the Housing Authority of the County of San Mateo FY 2019-2020 Moving To Work Annual Plan.

**BACKGROUND:**

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 households by allowing exceptions from certain housing regulations. The Housing Authority of the County of San Mateo ("HACSM") has implemented many activities that align with the U.S. Department of Housing and Urban Development's ("HUD") goals of increasing administrative efficiencies, encouraging self-sufficiency, and increasing housing choice. Some of the activities include conducting biennial inspections on units, creating an affordable housing fund to assist in the development of affordable housing, increasing the Housing Authority's percentage of budget authority allowed for the Project-Based Voucher program, and implementing a Leasing Success Program that includes housing locator services and landlord incentives for new and continuing landlords.

As part of the MTW program process, HUD requires housing authorities to submit an MTW Annual Plan each year. The MTW Annual Plan includes information related to newly proposed activities and ongoing activities for the housing authorities, as well as long term goals and strategies.

The MTW Annual Plan process requires obtaining input from the public and approval from the Board of Commissioners and HUD.

**DISCUSSION:**

The FY 2019-2020 MTW Annual Plan covers the period of July 1, 2019, through June 30, 2020. 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 for a prescribed period prior to adoption by the Governing Board.

A public hearing was advertised in local newspapers and online at the San Mateo County Department of Housing website; the public hearing was held on February 26, 2019, at the Department of Housing office to receive comments. A copy of the proposed MTW Annual Plan was posted on the Department of Housing website and a paper copy of the proposed Plan was available for review during the department's regular office hours. Public comments were received and will be incorporated into the MTW Annual Plan submitted to HUD.

HACSM has 36 ongoing activities because of its MTW authority and HACSM continues to monitor and evaluate those activities. For the FY 2019-2020 MTW Annual Plan, HACSM is not proposing any new MTW activities but we are proposing the following revisions to current activities:

1. In July 2017, HACSM received HUD approval to increase its voucher budget authority from 30 percent to 35 percent for the Project-Based Voucher (PBV) program. As of December 2018, HACSM has utilized 28 percent of its budget authority to increasing its PBV portfolio. In the Bay Area housing market, this portfolio is the primary method that HACSM can ensure long-term affordability of rental housing units. With several new PBV projects in the pipeline, HACSM is seeking HUD approval to increase the percentage of budget authority to 40 percent.
2. HACSM originally committed up to \$4,000,000 of MTW funds for the development of affordable housing in San Mateo County. With HUD approval, in fiscal years 2013 and 2016, HACSM increased the MTW funds commitment up to \$8,000,000 and \$10,000,000 respectively. Since implementation of this MTW activity, HACSM has awarded eight projects, or \$10,000,000, resulting in 412 new construction units.

Based on the successful use of MTW funds to leverage additional funds for affordable housing development, HACSM is proposing to increase the allocation of MTW funds with an additional \$15,000,000. Upon HUD approval, the total amount of MTW funds for this activity will be \$25,000,000.

County Counsel has reviewed and approved the resolution as to form.

Approval of this resolution contributes to the Shared Vision 2025 outcome of the Livable Community by enabling HACSM to provide housing subsidies to low-income households while reducing its administrative burden by modifying stringent rules and regulations.

**FISCAL IMPACT:**

There is no net County cost associated with this action. All funds required to operate the MTW

program are provided by HUD.

**RESOLUTION NO. 076463**

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

\* \* \* \* \*

**RESOLUTION APPROVING THE HOUSING AUTHORITY OF THE COUNTY OF SAN  
MATEO FY 2019-2020 MOVING TO WORK ANNUAL PLAN**

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**RESOLVED**, by the Board of Supervisors, County of San Mateo, State of California, acting as the Governing Board of Commissioners of the Housing Authority of the County of San Mateo ("HACSM"), 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**, HACSM has implemented activities that align with the U.S. Department of Housing and Urban Development ("HUD") goals of increasing administrative efficiencies, encouraging self-sufficiency, and increasing housing choice; and

**WHEREAS**, the FY 2019-2020 MTW Annual Plan covers the period from July 1, 2019, through June 30, 2020, and the MTW Annual Plan was completed in accordance with all HUD regulations and requirements including that all Plan documents are made available to the public for review and comment for a prescribed period prior to the adoption by the Governing Board; and

**WHEREAS**, a public hearing was advertised in local newspapers and online at



the San Mateo County Department of Housing website and a public hearing was held on February 26, 2019, to receive comments; and

**WHEREAS**, public comments were received, and they were generally considered and incorporated into the MTW Annual Plan for submission to HUD; and

**WHEREAS**, HACSM has 36 ongoing activities because of its MTW authority and HACSM continues to monitor and evaluate those activities; and

**WHEREAS**, for the FY 2019-2020 MTW Annual Plan, HACSM is proposing the following revisions to two of its activities: 1) Increase the percentage of budget authority for the Project-Based Voucher program from 35 percent to 40 percent; and 2) Increase the allocation of MTW funds for affordable housing development from \$10,000,000 to \$25,000,000; and

**WHEREAS**, approval of this resolution contributes to the Shared Vision 2025 Outcome of a Livable Community by enabling HACSM to provide housing subsidy to low income households while reducing its administrative burden by modifying stringent rules and regulations; and

**WHEREAS**, all funds associated with the resolution are provided by HUD and there is No Net County Cost associated with this action; and

**NOW THEREFORE**, the Board of Supervisors, County of San Mateo, State of California, acting as the Governing Board of Commissioners of the Housing Authority of the County of San Mateo, hereby adopts resolution 2019-01 approving the Housing Authority of the County of San Mateo FY 2019-2020 Moving To Work Annual Plan.

\* \* \* \* \*

RESOLUTION NUMBER: 076463

Regularly passed and adopted this 12<sup>th</sup> day of March, 2019.

*AYES and in favor of said resolution:*

*Supervisors:*

DAVE PINE

CAROLE GROOM

DON HORSLEY

WARREN SLOCUM

DAVID J. CANEPA

*NOES and against said resolution:*

*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.*

*[Signature]*

Deputy Clerk of the Board of Supervisors



**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 Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chairman or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the MTW PHA Plan Year beginning (07/01/2019), 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 MTW 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 MTW PHA conducted a public hearing to discuss the Plan and invited public comment.
- (2) The MTW 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 MTW 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 (or successor form as required by HUD).
- (4) The MTW 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 MTW PHA's jurisdiction and a description of the manner in which the Plan is consistent with the applicable Consolidated Plan.
- (7) The MTW PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15(d), which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3). Until such time as the MTW PHA is required to submit an AFH, and that AFH has been accepted by HUD, the MTW PHA will address impediments to fair housing choice identified in the Analysis of Impediments to fair housing choice associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.
- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
- (10) The MTW 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.
- (11) The MTW 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.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
- (13) The MTW 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: 2557-0216  
 Expiration Date: 01/31/2021

- (14) The MTW 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.
- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW 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 MTW 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.
- (17) With respect to public housing and applicable local, non-traditional development the MTW 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.
- (18) The MTW PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- (19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (20) The MTW 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 200.
- (21) The MTW 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.
- (22) 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 MTW PHA in its Plan and will continue to be made available at least at the primary business office of the MTW PHA.

Housing Authority of the County of San Mateo  
 MTW PHA NAME

CA014  
 MTW 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).*

Ken Cole  
 NAME OF AUTHORIZED OFFICIAL

Executive Director  
 TITLE

  
 SIGNATURE

3/18/2019  
 DATE

\* *Must be signed by either the Chairman or Secretary of the Board of the MTW PHA's legislative body. This certification cannot be signed by an employee unless authorized by the MTW 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.*

**Certification of Payments  
to Influence Federal Transactions**

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

Applicant Name

HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO

Program/Activity Receiving Federal Grant Funding

LOW-INCOME PUBLIC HOUSING

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

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

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

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

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

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

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

Name of Authorized Official

Kenneth Cole

Title

Executive Director

Signature



Date (mm/dd/yyyy)

06/11/2019

Previous edition is obsolete form HUD 50071 (01/14)

ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

***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, Third Amendment executed 1/28/2013, and Fourth Amendment executed 12/8/2017





***APPENDIX THREE***

***Tiered Subsidy Table***



**New-Move TST Effective 8/1/17  
Voucher Tenant-Based Programs Only**

\*For Project-based properties, refer to PB information list for the correct table

Tenant Based Properties (All Except MR, PSH)								
L	H	0	1	2	3	4	5	S
0	1,999	1603	2025	2541	3313	3961	4289	1220
2,000	4,999	1540	1962	2478	3250	3898	4226	1155
5,000	7,999	1465	1887	2403	3175	3823	4151	1098
8,000	10,999	1390	1812	2328	3100	3748	4076	1042
11,000	13,999	1315	1737	2253	3025	3673	4001	986
14,000	16,999	1240	1662	2178	2950	3598	3926	930
17,000	19,999	1165	1587	2103	2875	3523	3851	873
20,000	22,999	1090	1512	2028	2800	3448	3776	817
23,000	25,999	1015	1437	1953	2725	3373	3701	761
26,000	28,999	940	1362	1878	2650	3298	3626	705
29,000	31,999	865	1287	1803	2575	3223	3551	648
32,000	34,999	790	1212	1728	2500	3148	3476	592
35,000	37,999	715	1137	1653	2425	3073	3401	536
38,000	40,999	640	1062	1578	2350	2998	3326	480
41,000	43,999	565	987	1503	2275	2923	3251	423
44,000	46,999	490	912	1428	2200	2848	3176	367
47,000	49,999	415	837	1353	2125	2773	3101	311
50,000	52,999	340	762	1278	2050	2698	3026	255
53,000	55,999	265	687	1203	1975	2623	2951	198
56,000	58,999	190	612	1128	1900	2548	2876	142
59,000	61,999	115	537	1053	1825	2473	2801	86
62,000	64,999	40	462	978	1750	2398	2726	30
65,000	67,999	0	387	903	1675	2323	2651	0
68,000	70,999	0	312	828	1600	2248	2576	0
71,000	73,999	0	237	753	1525	2173	2501	0
74,000	76,999	0	162	678	1450	2098	2426	0
77,000	79,999	0	87	603	1375	2023	2351	0
80,000	82,999	0	12	528	1300	1948	2276	0
83,000	85,999	0	0	453	1225	1873	2201	0
86,000	88,999	0	0	378	1150	1798	2126	0
89,000	91,999	0	0	303	1075	1723	2051	0
92,000	94,999	0	0	228	1000	1648	1976	0
95,000	97,999	0	0	153	925	1573	1901	0
98,000	100,999	0	0	78	850	1498	1826	0
101,000	103,999	0	0	3	775	1423	1751	0

**New-Move TST Effective 8/1/17  
Voucher Tenant-Based Programs Only**

\*For Project-based properties, refer to PB information list for the correct table

Tenant Based Properties (All Except MR, PSH)								
L	H	0	1	2	3	4	5	S
104,000	106,999	0	0	0	700	1348	1676	0
107,000	109,999	0	0	0	625	1273	1601	0
110,000	112,999	0	0	0	550	1198	1526	0
113,000	115,999	0	0	0	475	1123	1451	0
116,000	118,999	0	0	0	400	1048	1376	0
119,000	121,999	0	0	0	325	973	1301	0
122,000	124,999	0	0	0	250	898	1226	0
125,000	127,999	0	0	0	175	823	1151	0
128,000	130,999	0	0	0	100	748	1076	0
131,000	133,999	0	0	0	25	673	1001	0
134,000	136,999	0	0	0	0	598	926	0
137,000	139,999	0	0	0	0	523	851	0
140,000	142,999	0	0	0	0	448	776	0
143,000	145,999	0	0	0	0	373	701	0
146,000	148,999	0	0	0	0	298	626	0
149,000	151,999	0	0	0	0	223	551	0
152,000	154,999	0	0	0	0	148	476	0
155,000	157,999	0	0	0	0	73	401	0
158,000	160,999	0	0	0	0	0	326	0
161,000	163,999	0	0	0	0	0	251	0
164,000	166,999	0	0	0	0	0	176	0
167,000	169,999	0	0	0	0	0	101	0
170,000	172,999	0	0	0	0	0	26	0

***APPENDIX FOUR***

***HACSM Hardship Policy***

